

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
MARCH 11, 2021 AT 7:00 P.M.
TO BE HELD VIA ZOOM

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

- 1) **Call to Order**
- 2) **Adoption of Agenda**
- 3) **Approval of Previous Minutes**
 - P. 2-6 a) January 14, 2021 Regular Council Meeting
 - P. 7 b) February 11, 2021 Regular Council Meeting
 - P. 8-9 c) February 18, 2021 Special Council Meeting
- 4) **Delegations**
 - P. 10-20 a) 7:15 p.m. Trent Thompson – Bolson Engineering – Drainage Project overview and update
 - P. 21 b) 7:45 p.m. Roger Montpellier – SV of Val Quentin – Shared Services project overview and update
 - c) 7:45 p.m. Richard Martin – SV of Sunset Point – Regionalization Study project overview and update
- 5) **New Business**
 - P. 22-26 a) 2021 Election
 - i) Establish Nomination Day (Election Day is 4 weeks after)
 - ii) Appoint Returning Officer and Substitute Returning Officer
 - iii) Advance Vote
 - P. 27-28 b) LILSA – Lake Water Quality Education Project Survey – Request for letter of support
- 7) **Financial**
 - P. 29-30 a) February 28, 2021 Financial Statement
 - P. 31 b) 2021 Draft Budget – for discussion
- 8) **Correspondence**
 - P. 32 a) Alberta Municipal Affairs – February 2021, Official Administrator appointment
 - P. 33 b) FCSS – March 2, 2021 \$511.00 funding received
- 9) **Council Reports**
 - P. 109-110 Chief Administrative Officer Report
 - P. 34-108 a) Municipal Accountability Program (MAP) Review Update
- 11) **Closed Session** – If Applicable
- 12) **Adjournment**

Next Regular Council Meeting Date: April 8, 2021; 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON JANUARY 14, 2021,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 7:00 P.M.**

**DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN THE MEETING
WAS LIMITED TO FOUR (4) AT THE VENUE, ELECTRONIC MEANS WERE ALSO
AVAILABLE.**

IN ATTENDANCE

Mayor Louis Belland
Deputy Mayor Bruce Stonehouse
CAO, Tony Sonleitner
0 Residents in the Gallery + 0 Residents via
teleconference.

CALL TO ORDER

The meeting was called to order at 7:24 p.m. by Mayor
Louis Belland.

**ACCEPTANCE OF
AGENDA**

Res. A21-001

Moved by Mayor Louis Belland that the Agenda be
accepted as presented.

CARRIED

**APPROVAL OF
MINUTES**

Res. A21-002

Moved by Mayor Louis Belland that the Minutes of the
regular Meeting of December 10, 2020 be approved.

CARRIED

PUBLIC HEARINGS

None scheduled for this meeting.

DELEGATIONS

None scheduled for this meeting.

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON JANUARY 14, 2021,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 7:00 P.M.**

**DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN THE MEETING
WAS LIMITED TO FOUR (4) AT THE VENUE, ELECTRONIC MEANS WERE ALSO
AVAILABLE.**

NEW BUSINESS

- a) Onoway Regional Fire Services – New contract for signature

Res. A21-003

Moved by Mayor Louis Belland that the Summer Village of Ross Haven sign the Fire Services Agreement Amending Agreement with the Town of Onoway (January 1, 2021 to December 31, 2025) for fire services.

CARRIED

OLD BUSINESS

- a) Onoway Regional Medical Clinic – Request for one-time funding in the amount of \$1800.00 for physician incentive (\$900.00 in 2020 and \$900.00 in 2021) and a \$1200.00 contribution to the new medical clinic sign (\$1200.00 to be paid in 2020).

Res. A21-004

Moved by Deputy Mayor Bruce Stonehouse that the Summer Village of Ross Haven respond positively to the request for one-time funding in the amount of \$1800.00 for physician incentive (\$900.00 in 2020 and \$900.00 in 2021) and a \$1200.00 contribution to the new medical clinic sign (\$1200.00 to be paid in 2020) and remit payment for the commensurate invoices.

CARRIED

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON JANUARY 14, 2021,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 7:00 P.M.**

**DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN THE MEETING
WAS LIMITED TO FOUR (4) AT THE VENUE, ELECTRONIC MEANS WERE ALSO
AVAILABLE.**

FINANCIAL REPORTS

Res. A21-005

Moved by Mayor Louis Belland that the December 2020 Financial reports be received for information.

CARRIED

**CORRESPONDENCE -
INFORMATION**

- a) FCSS January 2021 Receipt - \$510.00.
- b) Canadasurfs – Request for letter of support.
- c) Wildwater rates report

Res. A21-006

Moved by Mayor Louis Belland that a Letter of Support be sent to Canadasurfs supporting their cell tower project.

CARRIED

Res. A21-007

Moved by Mayor Louis Belland that the correspondence a) and c) above be accepted as information.

CARRIED

COUNCIL REPORTS

- a) Mayor Louis Belland
- b) Deputy Mayor Bruce Stonehouse

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON JANUARY 14, 2021,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 7:00 P.M.**

**DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN THE MEETING
WAS LIMITED TO FOUR (4) AT THE VENUE, ELECTRONIC MEANS WERE ALSO
AVAILABLE.**

Res. A21-008

Moved by Mayor Louis Belland that the Council Reports be received as information.

CARRIED

**ADMINISTRATOR'S
REPORT**

Administration provided both a written and a verbal report.

Highlights included:

- a) Responses to MAP Review
- b) Audit Preparations
- c) Safety Codes Audit
- d) ICS 100 and ICS 200 Training

Res. A21-009

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

CARRIED

**CONFIDENTIAL
ITEMS**

Res. A21-010

Moved by Mayor Louis Belland that, pursuant to Section 197(2) of the *Municipal Government Act*, Council move In-Camera at 7:51 PM to discuss the following item:

1. "Legal Matter" – FOIPP Act, Section 27

In favour Belland, Stonehouse

CARRIED

The following individuals were present at the Closed Meeting: Louis Belland, Bruce Stonehouse, and Tony Sonnleitner.

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON JANUARY 14, 2021,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 7:00 P.M.**

**DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN THE MEETING
WAS LIMITED TO FOUR (4) AT THE VENUE, ELECTRONIC MEANS WERE ALSO
AVAILABLE.**

Res. A21-011 Moved by Deputy Mayor Bruce Stonehouse that
Council return to the public meeting at 8:09 PM

In favour Belland, Stonehouse

CARRIED

**NEXT REGULAR
MEETING DATE**

February 11, 2021 at 7:00 P.M. Provincial COVID-19
Protocols will apply.

ADJOURNMENT

Having no further business to attend to for this
meeting, Mayor Louis Belland adjourned the meeting
at 8:10 P.M.

**These minutes approved this 11th day of March
, AD 2021**

Mayor

Chief Administrative Officer

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
FEBRUARY 11, 2021 AT 7:00 P.M.
VIA ZOOM**

ATTENDANCE

Official Administrator, Shari-Anne Doolaege
CAO, Tony Sonnleitner
16 Residents in the gallery via ZOOM

CALL TO ORDER

Official Administrator, S. Doolaege called the meeting to order at 7:00 p.m.

AGENDA

Res. A21-012

Moved by Official Administrator, S. Doolaege that the meeting agenda be adopted as presented.

CARRIED

NEW BUSINESS

a) Introduction of Official Administrator

Ms. Doolaege introduced herself to the community. She is a provincially appointed Official Administrator serving in the capacity of the council of the Summer Village of Ross Haven. She explained that the council lost quorum as two of the three elected council members have resigned.

Alberta Municipal Affairs took interim action to provide governance for the community and ensure that operations could continue until a council quorum is restored following the 2021 general election.

**NEXT REGULAR
MEETING DATE**

March 11, 2021 at 7:00 p.m. Meeting to be held via ZOOM.

ADJOURNMENT

Official Administrator, S. Doolaege adjourned the meeting at 7:15 p.m.

These minutes approved this 11th day of March 2021.

Official Administrator

Chief Administrative Officer

**MINUTES
SPECIAL COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
FEBRUARY 18, 2021 AT 7:00 P.M.
VIA ZOOM**

ATTENDANCE

Official Administrator, Shari-Anne Doolaege
CAO, Tony Sonnleitner
30 Residents in the gallery via ZOOM

CALL TO ORDER

Official Administrator, S. Doolaege called the meeting to order at 7:00 p.m.

AGENDA

Res. A21-013

Moved by Official Administrator, S. Doolaege that the meeting agenda be adopted as amended, to include an emergency management committee appointment.

CARRIED

NEW BUSINESS

Res. A21-014

a) Signing Authority

Moved by Official Administrator, S. Doolaege that individuals with banking signing authority for the Summer Village of Ross Haven shall be as follows:

- Shari-Anne Doolaege, Official Administrator
- Tony Sonnleitner, CAO

And, that Bruce Stonehouse and Louis Belland be removed from the summer village signing authority.

CARRIED

b) Emergency Management Committee

Res. A21-015

Moved by Official Administrator, S. Doolaege that Shari-Anne Doolaege be appointed to the Emergency Management Committee for the Summer Village of Ross Haven, in accordance with the Alberta *Emergency Management Act* and Regulations.

CARRIED

**MINUTES
SPECIAL COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
FEBRUARY 18, 2021 AT 7:00 P.M.
VIA ZOOM**

ADJOURNMENT

Official Administrator, S. Doolaege adjourned the meeting at 7:05 p.m.

Ms. Doolaege invited residents to participate in an informal, virtual 'Meet and Greet' following the meeting.

These minutes approved this 11th day of March 2021.

Official Administrator

Chief Administrative Officer

Profile

Summary

.xls Export

Cost Summary

20-D-002 - SV of Ross Haven Drainage Improvements

SV of Ross Haven

Printed: March 7, 2021

Job	Baseline	Supplier	Billed to Date	Comments
Tender	\$ 251,563.00	Rockhill	\$246,913.00	Rockhill Tender
Allowance for 2021 Work	\$ 75,000.00	Rockhill	\$0.00	2021 Additional Work (Estimate)
Survey Layout	\$ 15,000.00	Bolson	\$15,000.00	Construction Survey Layout
Final Tender Drawings	\$ 8,000.00	Bolson	\$8,000.00	Tender Drawing Issue for Full Village
IFC Drawings	\$ 20,000.00	Bolson	\$20,000.00	Issue IFC Drawings/Contract Documents
Construction Engineering	\$ 40,000.00	Bolson	\$30,000.00	Inspections/Meetings/Construction Management/Design Changes
As-Built Drawings	\$ 25,000.00	Bolson	\$22,500.00	Final As-Built Survey and Drawing Preparation
Contingency	\$ 80,000.00		\$25,500.00	Allowance for poor soil conditions; pumping; hydrovac; change in scope; etc.
Totals	\$ 514,563.00		\$367,913.00	
AMOUNT REMAINING TO BILL:			\$146,650.00	

- Notes:
1. GST not included.
 2. Construction Budget Based on site walkthrough

SUMMER VILLAGE OF ROSS HAVEN DRAINAGE MANAGEMENT REVIEW



Prepared For: Summar Village of Ross Haven			
Property Description: <i>Summer Village of Ross Haven</i>			
Project Number: 19-D-007			
			Prepared By:
			
B	3-Apr-20	Issued for Client Use	
A	2-Apr-20	Issued for Internal Review	
Rev.	Date	Description	

Table of Contents

1. EXECUTIVE SUMMARY	2
2. INTRODUCTION	3
2.1 Project Background	3
3. BACKGROUND INFORMATION	4
3.1 Climatic Setting	4
3.2 Stormwater Drainage Engineering.....	5
3.3 Ross Haven Stormwater Drainage System	5
4. STORMWATER MODELLING	6
5. STUDY RESULTS AND DISCUSSION	7
6. DRAINAGE CRITERIA REVIEW	8
7. FINDINGS AND RECOMMENDATIONS	9

1. EXECUTIVE SUMMARY

Bolson Engineering and Environmental Services (Bolson) performed a preliminary hydrologic and hydraulic study of the stormwater drainage system for the Summer Village of Ross Haven. The study analyzed and reviewed the existing drainage patterns within the developed areas of Ross Haven and provides recommendations for improvements to the existing stormwater and drainage system.

In order to analyze the stormwater drainage system in Ross Haven, which consists entirely of surface drainage via ditches and culverts to Lac Ste. Anne, a site topographical survey of the entire Summer Village was conducted and then the data modeled to create contours. Additional information in the form of LIDAR Survey and site reconnaissance was utilized as well to complete the assessment. Culverts and outlet pipes were also assessed during the site survey.

As part of the study a review of the current Summer Village of Ross Haven stormwater drainage standards was conducted and suggestions for improvement provided. The goal of the report is to identify problematic areas with regards to drainage in the Summer Village of Ross Haven, make suggestions on how to remediate the areas, and provide feedback to improve stormwater management within the Summer Village as further development is completed.

2. INTRODUCTION

In October of 2019, Bolson Engineering and Environmental Services (Bolson) was engaged by the Summer Village of Ross Haven to complete a preliminary hydrologic and hydraulic study of the current stormwater management system and to make recommendations for addressing existing deficiencies. The following report provides a summary of the methodology that was used to complete the analysis along with recommendations for improvements to the existing stormwater and drainage system.

As per the requirements of the study, Bolson was required to review and analyze existing drainage patterns within the developed areas of the Summer Village. The methods and findings for completing this study are outlined below, with suggestions for improvements discussed in the summary section of the report.

2.1 Project Background

Developed areas, such as the Summer Village of Ross Haven, require stormwater management measures be in place in order to ensure that rainwater, snow melt, and runoff is controlled, and flooding is not an issue. As villages and towns grow, more care and planning is required to ensure that the water is managed and that downstream ditches or culverts can handle the additional volume of water. The purpose of the stormwater analysis that Bolson completed on the Summer Village of Ross haven was to identify the existing stormwater management and drainage systems that are in place and to advise on potential areas of concern.

The stormwater analysis that was completed by Bolson considered the following aspects of the existing system in order to complete the report:

1. Review of Storm Data: Identify typical storm data for rainfall from Environment Canada for the subject region.
2. Minor Storm Drainage System: The existing minor storm drainage system consists primarily of surface drainage from properties to existing ditches along the roadways.
3. Major Storm Drainage System: The existing major storm drainage system consists of a network of ditches and culverts that bring the water ultimately to the outfalls that flow into Lac Ste. Anne.
4. Areas of Concern: Areas where current ponding or poor drainage occurs are identified in the report as requiring additional stormwater management and drainage detailed design.
5. Design Standards Review: The design of stormwater management systems is typically based on design standards established by the Summer Village, Alberta Environment, and other regulatory agencies. A review of the existing standards and guidelines was completed and recommendations given.

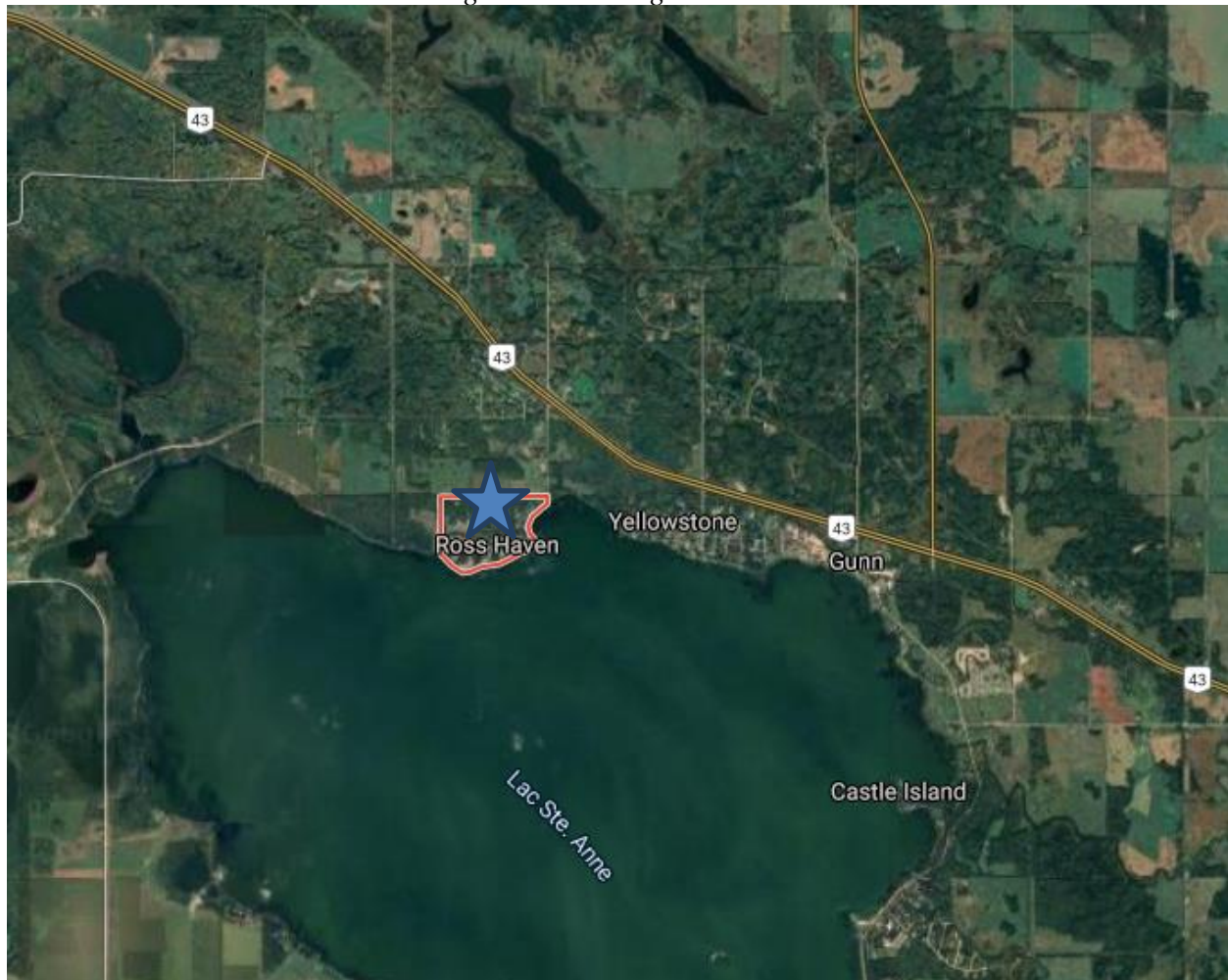
6. Digital Files and Documentation: As part of submission of this report, Bolson will provide the Summer Village of Ross Haven with digital and paper copies of all drawings and findings for future reference.

3. BACKGROUND INFORMATION

3.1 Climatic Setting

The Summer Village of Ross Haven is located approximately 85 km west of the Capital City of Edmonton and is situated on the northern shore of Lac Ste. Anne. Figure 3-1 shows the Summer Village location. The climate is semi-arid with an annual total precipitation of approximately 535mm, of which 75% falls as rain. The majority (95%) of the rainfall occurs in the months of May through October, with approximately 32 days experiencing a total rainfall depth of more than 5mm and 2.5 days receiving more than 25mm of rain. The 1-in-100 year, 24-hour rainfall event has a total depth of approximately 105mm, which represents approximately 20% of the average rainfall for the region.

Figure 3-1: Village Location



Average daily temperatures in the area typically range from -14 degrees Celsius in January to +16 degrees Celsius in July. Extreme daily temperatures have varied from a low of -44 degrees Celsius in winter to a high of +38 degrees Celsius during the hottest days of summer.

3.2 Stormwater Drainage Engineering

Storm drainage engineering includes the study of the natural drainage patterns within a watershed and the estimation of the quantity and quality of stormwater runoff that will be received from the watershed at any given point in the drainage system. There are two general branches of storm drainage engineering, hydrology and hydraulics. Hydrology is the science of estimating the amount of stormwater runoff that can occur from a watershed as a result of rainfall and snowmelt, and the factors that influence it such as tributary area, land type, vegetation, slope of land, and soil type. Hydraulics is the study of the flow of water and its behavior in open channels, creeks, rivers, and lakes, and in closed conduits and pipes, including the factors that influence its behavior. Storm drainage engineering analysis is often done using digital computer models that simulate the hydrology of the rainfall onto and the runoff from a tributary watershed system or drainage area. These models can then find areas where bottlenecks or poor drainage can occur in a stormwater system.

3.3 Ross Haven Stormwater Drainage System

Typically, a storm drainage system in an urban area will consist of a minor (1-in-5 year return storm) and major (1-in-100 year return storm) drainage system. For Ross Haven, because the entire stormwater system is based on surface drainage through a sequence of swales, ditches and culverts, both drainage systems are accommodated through the same channels. Therefore, the analysis for Ross Haven needs to consider that the 1-in-5 year storm event can be handled adequately by the existing system and that the 1-in-100 year storm event follows the same pathway with minimal ponding and no flooding of roadways or property.

4. STORMWATER MODELLING

To complete the analysis of the existing stormwater system in Ross Haven, Bolson completed a site topographical survey of the entire Summer Village including all culverts, ditches, and outfalls. This information was then used to generate drawings showing the existing contours. Additional LIDAR data was obtained and used to determine the contours and drainage patterns of the surrounding properties.

Topographic information from the survey, LIDAR mapping, and field observations were used to determine the existing direction of surface runoff and to identify any potential causes for restricted flow and/or ponding. This data was all then overlaid onto the existing Summer Village air photos and divided down into subsections so that detailed analysis could be completed. Appended to this report are the drawings and tables of this data.

More in-depth analysis can now be completed with the existing data as problem areas are identified. Sub-catchments and overland flow routes can be reviewed and ponding limits for the 1:100 year storm events calculated. The information gathered in this report was to confirm the existing stormwater management of the Summer Village of Ross Haven, identify any problem areas, and to suggest remediation options which are further discussed in the following section.

5. STUDY RESULTS AND DISCUSSION

The review of the data yielded that the existing overall stormwater management system for the Summer Village of Ross Haven is adequate for 1:5 year storm events but can pose some problems for larger storms. Currently, everything is designed to drain through overland ditches/culverts/ swales in a generally southerly direction to Lac Ste. Anne. However, there are some issues that are impeding the flow of water to its ultimate destination:

- Culverts are damaged, undersized, clogged, and/or incorrectly installed
- Ditches are incorrectly graded or not defined
- Approaches have been constructed without culverts
- New development has occurred and has not considered the overall grading schematic for the Summer Village
- Some lots are lower than the existing roadways and thus water will pond on private property if downstream drainage is plugged or impeded

The most efficient method to dealing with the issues outlined above and shown in more detail on the referenced drawings is to focus on each sub area and correct any noted deficiencies. A general guideline would be to monitor and repair any culverts that are damaged or undersized and to ensure that all ditches are free of silt and debris. As funds become available to do more in depth repairs, it would be our recommendation to pick an area of the Summer Village and do a detailed remediation plan. Some of the information that would be included in a remediation plan would be:

- Ditch redesign to ensure adequate flow and storage
- Culvert sizing calculations and identifying which ones need to be repaired/replaced
- Installation of concrete and landscaped swales as necessary
- General ponding design for the entire area for up to the 1:100 year storm event

Bolson Engineering can work with the Summer Village to identify the greatest areas of concern and propose a plan and estimated cost to remediate the areas.

6. DRAINAGE CRITERIA REVIEW

The Summer Village of Ross Haven does not currently have its own Engineering Design Standards that pertain to Stormwater Management and moving forward it is Bolson Engineering's recommendation that the following suggestions be utilized for future Development:

- Include a requirement for the design of on-site storage facilities to balance pre-construction and post construction peak runoff rates from commercial, institutional, and industrial developments. Alternatively, post-development runoff rates may also be restricted to pre-determined release rates based on the size of the proposed development parcel. Typical release rates utilized by the City of Edmonton are:
 - o 5 year, 24 hour storm event = 3.5 L/s/Ha
 - o 100 year, 24 hour storm event = 54 L/s/Ha

Post development runoff in excess of these values would have to be stored on site.

- Require new developments to install on-site runoff water treatment facilities designed to intercept sediments and other contaminants before they are carried into the receiving environment (ditches/swales). Proper use of rip-rap, coconut matting, erosion control blankets, etc. will greatly improve the life and efficiency of the stormwater management system.
- Ensure that all new lots are developed and graded appropriately and implement a lot grading procedure by which proposed lot elevations are submitted for approval and then confirmed via survey once the construction is completed. This will ensure that properties drain to the appropriate locations and that the water is handled as it is designed.

7. FINDINGS AND RECOMMENDATIONS

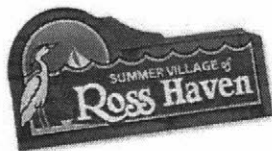
Based on the findings of our stormwater management review of the Summer Village of Ross Haven, it is evident that the framework of the stormwater management system is in place, however there are some issues that should be addressed and some recommendations that should be considered to improve drainage and the ability for the Summer Village to cope with future large storm events.

Some of the recommendations that Bolson Engineering would suggest are:

- Regular stormwater maintenance programs to keep the system functioning at its design capacity. Examples of maintenance would include ensuring culverts are free of silt and debris, regular review of ditches/swales to ensure water flow is maintained, and cleaning of all outlets.
- Engineered review of all new proposed developments to ensure that they will function within the capabilities of the existing stormwater management system.
- Installation and maintenance of erosion control measures at all culverts/outlets/heavy flow ditches to minimize silt and destruction of the existing watercourses.
- Determine areas of the Summer Village that have the most drainage issues and implement a detailed design and remediation program. The existing survey that has been completed can be used to identify these areas and aid in the redesign options.
- Implement on-site retention options for future commercial/industrial developments.
- Regrading and maintenance of existing ditches and swales.

Attached to this report are the detailed drawings identifying the contours and culvert locations for the entire Summer Village of Ross Haven. These drawings have been updated with all the information that is currently available. These drawings should be utilized by the Summer Village to review areas of concerns that residents bring up and to aid in future stormwater improvements that are completed by the Summer Village. They provide a good baseline for evaluating the existing drainage courses and the culvert tables can provide insight on what culverts are undersized or underperforming as well as what culverts may be damaged or blocked. Anywhere that culvert data was not provided means the culvert end could not be found or was too damaged to include.

Due to the large amount of data, it is advisable that areas be assessed as concerns are raised and that detailed reviews of smaller sections of the Village be conducted as funding becomes available. Bolson Engineering can advise of specific repairs and/or redesign that should take place after the Summer Village has had an opportunity to review the data and document the concerns of its residents.



Summer Village of Ross Haven

Box 70, Site 19, RR 1, Gunn, AB., T0E 1A0
Phone (780) 999-6654 Fax 1-866- 363-3342
Email: cao@rosshaven.ca

December 30, 2020

To Whom It May Concern:

Re: Letter of Support – 2021 ACP Application Regarding Regionalization of Shared Services and Establishing an Amalgamation Process

During a recent joint meeting of several regional municipalities, including the Summer Villages of Ross Haven, Sunset Point, Val Quentin, West Cove and Yellowstone, the topic of regionalization was debated. This discussion built upon a preliminary debate of the same topic during the October 2020 SVLSACE meeting. Following this discussion; it was generally agreed that a set of two applications supporting Alberta Community Partnership (ACP) should be submitted. The aim of the first of these applications is to investigate opportunities to regionalize shared or common services, the other an end to establish a process to facilitate the prospective amalgamation of summer villages in the region. Further, it was decided that the Summer Village of Sunset Point would act as Managing Partner for both applications.

The Council of Summer Village of Ross Haven, at their regular meeting of Council, unanimously carried a resolution supporting that the relevant municipalities proceed with the following applications:

- a) Council authorizes the Summer Village of Val Quentin to participate in a 2021 Alberta Community Partnership Application, under the Intermunicipal Collaboration (IC) – Explore and Opportunity Stream, to study the potential for regionalization of shared and common services among the partner members, with the Summer Village of Val Quentin acting as Managing Partner.
- b) Council authorizes the Summer Village of Sunset Point to participate in a 2021 Alberta Community Partnership Application, under the Municipal Restructuring (MR) – Restructuring Study Stream, to establish a process to facilitate the prospective amalgamation of regional summer villages, with the Summer Village of Sunset Point acting as Managing Partner.

Please accept this letter of support to proceed with the **2021 ACP Application Regarding Regionalization of Shared Services and Establishing an Amalgamation Process**

If you require more information, please contact Louis Belland at louis.belland@yahoo.com

Thank you

Louis Belland, Mayor, Summer Village of Ross Haven

Summer Village of Ross Haven

Request For Decision (RFD)

Date of Meeting:

March 11, 2021

Subject:

1. Appointment of Returning Officer and Substitute Returning Officer.

2. Decision on Nomination Day for the 2021 Municipal Election.

Submitted By:

Tony Sonnleitner, CAO

Recommendation:

1. That Council appoint Dwight Moskalyk as Returning Officer and that Diane Wannamaker as Substitute Returning Officer for the 2021 Municipal Election for the Summer Village of Ross Haven.
2. That Council plan its 2021 nomination day and election day (including advance vote) along with its nomination day and voting day locations in conjunction with other Summer Villages.
3. That Council designate nomination day to be July 17, 2021 and election day to be August 14, 2021; where both are to be held at the Onoway Heritage Centre. The Advance Vote is to be held at the Municipal Shop, 700 Parkins Avenue, within the Summer Village of Ross Haven on August 6, 2021

PURPOSE:

Municipal Elections in Alberta are scheduled for 2021; where those for Summer Villages are to be held during July and August 2021.

The requirements for elections for Summer Villages, and procedures thereto, are set out in the Local Authorities Election Act. The Council for the Summer Village of Ross Haven must appoint a Returning Officer, and Substitute Returning Officer, by June 30, 2021, and set a Nomination Date for the Municipal Election such that the election may be held during July or August (with the election to be held 4 weeks after Nomination Day).

LEGISLATIVE BACKGROUND

Appointment of returning officer and substitute returning officer

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(3) The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

Joint elections

3(1) An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common.

(2) An agreement under subsection (1)

(a) must state which elected authority and which returning officer is responsible for the conduct of the election in which area or part of an area,

(b) must require each elected authority to appoint a returning officer, and

(c) may, subject to subsections (3) and (4), provide for all other matters necessary for the conduct of the election.

(3) A person may be a returning officer for more than one elected authority.

(4) The elected authority that is responsible for the conduct of the election under an agreement referred to in subsection (1) has all the rights, powers and duties of the elected authorities that have entered into the agreement respecting the conduct of the election in the area to which the agreement applies, including the power to pass bylaws and resolutions but not the power to pass bylaws under section 27.

(5) The elected authority that is responsible for the conduct of the election must ensure that the procedures prescribed under this Act for holding an election are complied with, including procedures in respect of the retention and destruction of election materials.

Summer villages

12 The provisions of this Act that apply to municipalities apply to summer villages except that in respect of a summer village (a) election day (i) in the case of a general election for council or for school representatives, shall be 4 weeks after the day established by council for the receipt of nominations for that election, and (ii) in the case of a by-election or vote on a bylaw or question, shall be as established by resolution of the summer village council, (b) a person is entitled to vote at an election if (i) the person is eligible to vote under section 47, (ii) the person is 18, a Canadian citizen and is named on a certificate of title as the person who owns property within the summer village, or (iii) the person is 18, a Canadian citizen and is the spouse or adult interdependent partner of a person referred to in subclause (ii), (c) the nomination of candidates for election as councillors shall be in the form prescribed for use under section 27(1) and shall be signed by at least 5 electors eligible to vote at that election, (d) in the case of a general election, nominations for councillors shall be received by the returning officer in June or July or both June and July in the year in which an election is to be held at a date and place and between the hours established by council, and sections 25 and 28(1), (1.1) and (1.2) do not apply, (e) in the case of a by-election, nominations for councillors and school representatives, if any, shall be received by the returning officer between the hours of 10 a.m. and 12 noon at a date and place established by council, (f) voting hours in an election or in a vote on a bylaw or question shall be between the hours of 10 a.m. and 7 p.m., and section 46 applies except as to hours, (g) the time limit for withdrawal of nominations shall be 48 hours and section 32 applies except as to hours, and (h) in order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village but must be entitled to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

COMMENT:

Alternative:

1. Election held "in-house", with the CAO being appointed as Returning Officer, and a private individual appointed as Substitute Returning Officer.
2. Contract Wildwillow Enterprises Inc. to undertake the election on behalf of the Summer Village of Ross Haven. Dwight Moskalyk, representative for Wildwillow Enterprises Inc. proposes:
 - A. **Returning & Substitute Returning Officer** -The Summer Village of Ross Haven appoint Dwight Moskalyk as Returning Officer and Diane Wannamaker as Substitute Returning Officer.

- B. **Joint Election** - The Summer Village hold their Nomination Day, Election Day, and Location of Election in conjunction with other Municipalities in the area (no municipal border is shared).
- C. **Proposed Scheduling and Locations** – Dates and locations for Nomination Day, Election Day, and Advance Vote offered are as follows:
- a) Darwell Centennial Hall –
 - i. Nomination Day – Saturday, June 12, 2021
 - ii. Election Day – Saturday, July 10, 2021
 - iii. Advance Vote – Friday, July 2, 2021 at the Ross Haven Municipal Shop, 700 Parkins Avenue.
 - b) Nakamun Park Shop –
 - i. Nomination Day – Saturday, July 3, 2021
 - ii. Election Day – Saturday, July 10, 2021
 - iii. Advance Vote – Friday, July 2, 2021 at the Ross Haven Municipal Shop, 700 Parkins Avenue.
 - c) Onoway Heritage Centre –
 - i. Nomination Day – Saturday, July 17, 2021
 - ii. Election Day – Saturday, August 14, 2021
 - iii. Advance Vote – Friday, August 6, 2021 at the Ross Haven Municipal Shop, 700 Parkins Avenue.
- D. **Proposed Fee** – The fee associated with this proposal, including Advance Vote is Dates and locations for Nomination Day, Election Day, and Advance Vote offered are as follows:
- i. \$4000.00 - \$4700.00
3. Summer Village of Ross Haven advertise for bids to undertake the Municipality's Election.

It is recommended that the Summer Village of Ross Haven choose Option 2, with the venue being the Onoway Heritage Centre; including a Nomination Date of July 17, 2021, Election of August 14, 2021, and the Advance Vote on August 6, 2021 at the Ross Haven Shop. Where an earlier nomination date would be desired; holding the Nominations and Election at the Darwell Centennial Hall, June 12, 2021 / July 10, 2021, would be an option. The challenge is that the venue is approximate 25 minutes away from Ross Haven.

Options 1 is difficult to undertake; where the CAO has had some Elections Training, but with the recent changes to the LAEA would not be confident of achieving a quality outcome.

Option 3, at this late date it would be difficult to find some other group to undertake the election on the Municipality's behalf.

Regards,

A handwritten signature in blue ink, appearing to read 'T. Sonnleitner', with a stylized flourish at the end.

Tony Sonnleitner, Chief Administrative Officer

From: Rosshaven CAO <CAO@rosshaven.ca>
Sent: March 9, 2021 8:06 AM
To: pcm1@telusplanet.net
Subject: FW: In-Kind donation letter in support of LILSA
Attachments: 2021_Jan_19_LILSA_BG Algae Committee_In Kind Letter.docx

From: Candis Scott <candis1972@gmail.com>
Sent: January 19, 2021 10:55 AM
To: Rosshaven CAO <CAO@rosshaven.ca>
Subject: In-Kind donation letter in support of LILSA

Good morning Mr. Sonnleitner,

My name is Candis Scott and I am the Vice-Chair of Lake Isle & Lac Ste. Anne Water Quality Management Society (LILSA).

On behalf of LILSA, I am asking for an in-kind donation to support a grant we are applying for. In short, we are asking mainly for time. We will need some help getting surveys out to residents either by way of hand delivery and links on websites and/or social media. We are approaching all communities in and around Lake Isle and Lac Ste. Anne in hopes to reach as many households as possible.

Please see the attached letter and if you have any questions please feel free to contact me.

Thank you,
Candis Scott
780-717-6201
candis1972@gmail.com



To whom it may concern,

My name is Candis Scott, I am contacting you on behalf of the Lake Isle & Lac Ste. Anne Water Quality Management Society (LILSA). We have established a Blue Green Algae Committee that will be applying to the Land Stewardship Centre's Watershed Stewardship Grant for their 2021 call for applications.

Our draft plan at the moment is, rather than to start with a demonstration site which was proposed last year, to elevate education/knowledge sharing in the watershed first. Our project name is the Lake Water Quality Education Project. Our target audience is shoreline owners, backlot residents, councilors and agriculture producers which reside in or around Lake Isle and Lac Ste. Anne. Lake quality is affected not only from lakefront properties but various actions occurring throughout the watershed. Our proposed first step is to release a survey in order to gain more insight on what landowners in the areas current and/or lack of knowledge is around lake health, along with what their main concerns are. The second step is to gather the survey content and cater an educational package to each that requests one, ultimately filling knowledge gaps. As a last step, we'd like to create a digital narrative that captures the story of the Lake Isle and Lac Ste. Anne watershed. Covering various topics such as riparian health, nutrient run-off, and blue-green algae while having residents and experts contribute to this educational video.

To that end, LILSA is asking for the Summer Village of Ross Haven to provide in-kind support to the Lake Water Quality Education Project in several ways: outreach support in form of advertising/distributing our survey via social media, mailout, newsletter and website, contributing/distributing educational resources to residents, and if possible expert volunteer time towards the digital story.

Please let me know if you require more information for our in-kind contribution ask. Your support will not only help us be successful in the grant application but will also boost awareness not only of our small organization but yours as well!

Thank you for your time and consideration, I look forward to hearing your response.

Sincerely,

Candis Scott
Vice-Chair, LILSA
780-717-6201
candis1972@gmail.com

Summer Village of Ross Haven

Profit and Loss

January - February, 2021

	TOTAL
INCOME	
4-9300 Grants - FCSS	511.00
4-9400 Interest Income	434.79
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	329.75
Total Income	\$1,275.54
GROSS PROFIT	\$1,275.54
EXPENSES	
6-1151 Council Remuneration	1,900.00
6-1211 Council Mileage & Subsistence	0.00
6-2159 Administrator Fee	10,500.00
6-2224 Municipal Memberships	1,859.25
6-2230 Professional Fees	850.00
6-2274 Insurance	5,348.79
6-2510 Office & Misc Expense	701.55
6-2511 Bank Charges	3.80
6-2512 Cellphone & Communications	133.88
6-3540 Utilities	3,760.51
6-4512 Public works - Supplies	809.23
6-4550 Weed Control	341.40
6-5510 Garbage Disposal	397.35
6-6200 Municipal Assessment Service	1,900.00
6-6201 Development/Safety Codes expense	905.00
6-7370 MSP & Physician Recruitment	6,201.54
6-7396 Yellowhead Regional Library	356.80
Expenses	29.00
wages	10,962.86
Total Expenses	\$46,960.96
PROFIT	\$ -45,685.42

Summer Village of Ross Haven

Balance Sheet Summary

As of February 28, 2021

	TOTAL
Assets	
Current Assets	74,785.83
Cash and cash equivalents	1,058,637.02
Accounts receivable (A/R)	-12,010.29
Total Current Assets	1,121,412.56
Non-current Assets	
Property, plant and equipment:	2,931,848.75
Total Non-current Assets	2,931,848.75
Total Assets	\$4,053,261.31
Liabilities and Equity	
Current Liabilities	710,494.35
Accounts Payable	0.00
Credit Cards	1,610.05
Total Current Liabilities	712,104.40
Non-current liabilities:	0.00
Equity	3,341,156.91
Total Liabilities and Equity	\$4,053,261.31

2021 Preliminary Budget

INCOME

2021
Budget

4-9000	Property Taxes	255,000.00
4-9055	Lagoon / Sewer Fund Tax	28,625.00
4-9100	School Taxes	152,000.00
4-9200	School Requisition	- 152,000.00
4-9250	Lac Ste Anne Foundation	12,150.00
4-9260	LSA Foundation Requisition	- 12,150.00
4-9300	Grants FCSS	6,661.00
4-9302	Grants MSI Operating	8,539.00
4-9400	Interest Income	3,000.00
4-9500	Development/Safety Codes	1,000.00
4-9600	Tax Certificates, etc	2,000.00
4-9800	Development Permits	1,200.00

Total Income	306,025.00
GROSS PROFIT	306,025.00

EXPENSE

2021
Budget

6-1151	Council Remuneration	10,000.00
6-1211	Council Mileage/Subsistance	2,100.00
6-2159	Administrator Fees	44,560.00
6-2224	Municipal Memberships	4,600.00
6-2230	Professional Fees	10,000.00
6-2274	Insurance	5,500.00
6-2510	Office and Misc	2,600.00
6-2511	Bank Charges	300.00
6-2512	Cell/Communication	1,600.00
6-3251	Road R&M	1,750.00
6-3520	Equipment R&M	2,400.00
6-3540	Utilities	21,500.00
6-4511	FCSS and Recreation	6,661.00
6-4512	Public Works - Supplies	6,800.00
6-4521	Trees and Park Improvement	1,000.00
6-5510	Garbage Disposal	8,000.00
6-6200	Municipal Assessment Service	7,400.00
6-6201	Development / Saftey Codes Expense	8,700.00
6-7370	Onoway Regional Fire Services	23,506.96
6-7371	Policing	12,000.00
6-7380	Lagoon / Wastewater	5,100.00
6-7395	WILD Water	7,230.00
6-7396	Yellowhead Regional Library	702.40
	Wages	79,123.48
	WCB Expense	678.74

Total Expense	273,812.58
---------------	------------

Surplus (Deficit)	32,212.42
--------------------------	------------------



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

Deputy Government House Leader

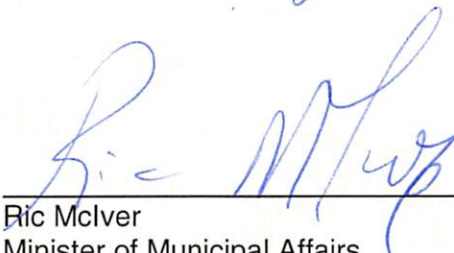
MLA, Calgary-Hays

MINISTERIAL ORDER NO. MSD:020/21

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 168 of the *Municipal Government Act*, make the following order:

1. That Shari-Anne Doolaee is appointed as an Official Administrator for the Summer Village of Ross Haven with all the powers and duties of council.
2. That this appointment shall remain in effect until September 30, 2021, or until council quorum is restored if that occurs prior to September 30, 2021.
3. That this Order shall take effect upon date of signing or upon the effective date of the contract with Sage Analytics Inc., whichever is the latest.

Dated at Edmonton, Alberta, this 8 day of February, 2021.



Ric McIver
Minister of Municipal Affairs

From: Rosshaven CAO <CAO@rosshaven.ca>
Sent: March 9, 2021 7:43 AM
To: pcm1@telusplanet.net
Subject: FW: Payment Advice Notification

From: 1GXInvoiceInquiries@gov.ab.ca <1GXInvoiceInquiries@gov.ab.ca>
Sent: February 28, 2021 10:09 PM
To: Rosshaven CAO <CAO@rosshaven.ca>
Subject: Payment Advice Notification

Hello SUMMER VILLAGE OF ROSS HAVEN,

Please find below your electronic remittance advice for payments made to you by the Government of Alberta.

STATEMENT OF DEPOSIT

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ROSS HAVEN		0070000393	02-Mar-2021	
DEPOSITED AT BANK:	000305259	DEPOSIT NO	DATE	AMOUNT
BRANCH:	05259	2000828569	02-Mar-2021	\$511.00
ACCOUNT:	*****6385	TOTAL		\$511.00
DEPOSIT NO:	2000828569	DEPOSIT DATE:	02-Mar-2021	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901014884	FCSS MARCH PAYMENT	095261290FCS0321	\$511.00	
	Total Payment From C&SS For Inquiries Call 825 468 4314			\$511.00
		DEPOSIT TOTAL		\$511.00

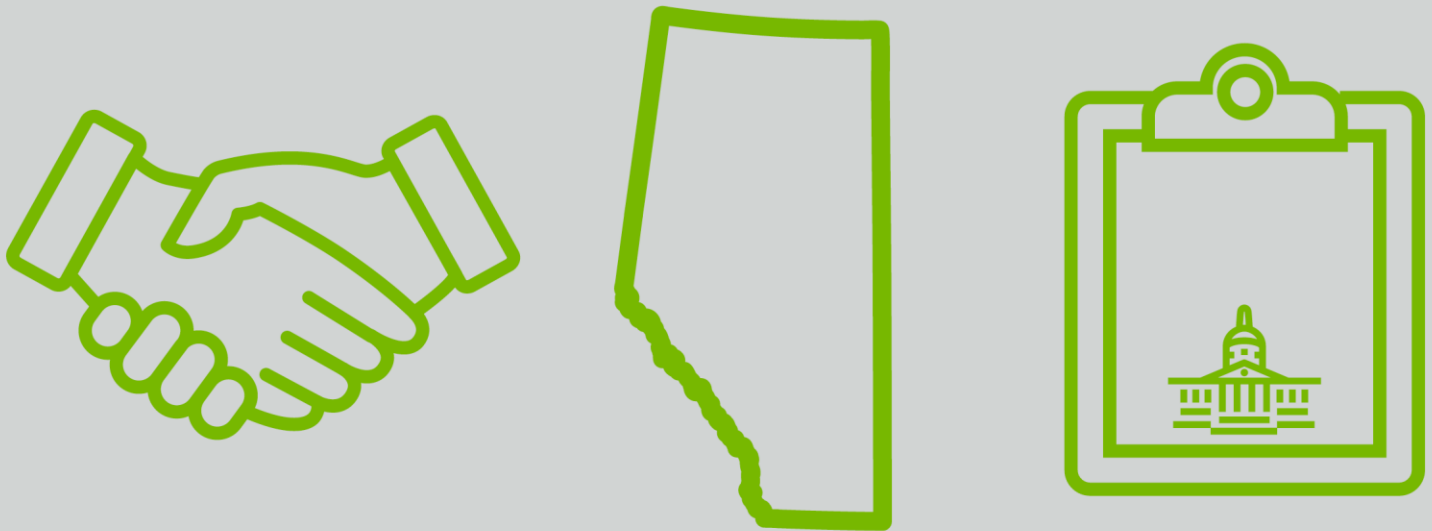
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

If you have received this email in error or wish to be opted out or excluded from receipt of this email, please email 1GXInvoiceInquiries@gov.ab.ca indicating that you do not wish to receive this email or contact Service Alberta Accounts Payable at 780-427-7481.

Regards: 33
Service Alberta Accounts Payable on behalf of the Government of Alberta

2020

Municipal Accountability Program Report



Summer Village of Ross Haven

Municipal Affairs, Government of Alberta

October 29, 2020

Summer Village of Ross Haven 2020 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

Table of Contents

Section 1: Introduction	6
1.1 Our Commitment	6
1.2 The Municipal Accountability Program	6
Section 2: Executive Summary	8
2.1 Site Visit	8
2.2 Legislative Compliance.....	8
2.3 Legislative Gaps	8
2.4 Next Steps	9
Section 3: Municipal Accountability Review Findings	11
3.1 General	11
1. Municipal Office	11
2. Orientation Training	12
3. Chief Administrative Officer Evaluation	13
4. Provision of Information	14
5. Signing of Municipal Documents	15
6. Repair of Roads, Public Places, and Public Works (for discussion only).....	16
3.2 Meetings	17
1. Public Presence at Meetings	17
2. Closed Meetings	18
3. Organizational Meeting.....	19
4. Special Meetings	20
5. Regular Meeting Change Notice	21
3.3 Meeting Procedures.....	22
1. Authority to Act	22
2. Quorum	23

3.	Voting.....	24
4.	Pecuniary Interest.....	25
5.	Council Meeting Minutes	26
3.4	Mandatory Bylaws	27
1.	Code of Conduct.....	27
2.	Establishment of the Chief Administrative Officer Position	29
3.	Property Tax Bylaw.....	30
4.	Assessment Review Boards	32
5.	Bylaw Enforcement Officers	34
3.5	Discretionary Bylaws	35
1.	Procedural Bylaw.....	35
2.	Special Tax	36
3.	Noise Bylaw	37
3.6	Bylaw Procedures.....	38
1.	Passing Bylaws.....	38
2.	Bylaw Revisions and Amendments	39
3.7	Mandatory Policies	40
1.	Public Participation Policy	40
3.8	Finance	41
1.	Operating Budget.....	41
2.	Capital Budget	43
3.	Financial Records and Receipts.....	44
4.	Municipal Accounts.....	45
5.	Fidelity Bond	46
6.	Auditor, Audited Financial Statements, Auditor Report	47
7.	Salary and Benefits.....	48
8.	Management Letter.....	49
9.	Three-Year Operating and Five-Year Capital Plans.....	50

3.9	Assessment and Taxation	51
1.	Assessment Roll	51
2.	Tax Roll.....	52
3.	Assessment and Tax Notice	53
4.	Content of Assessment Notices	54
5.	Content of Tax Notices	55
6.	Notice and Certification	56
7.	Tax Arrears List	57
8.	Tax Sale.....	58
3.10	Planning	59
1.	Municipal Development Plan (MDP).....	59
2.	Land Use Bylaw (LUB)	60
3.	Subdivision Authority	62
4.	Development Authority	63
5.	Subdivision and Development Appeal Board (SDAB)	64
6.	Listing and Publishing Policies Used to Make Planning Decisions	65
3.11	Elections	66
1.	Oath/Statement.....	66
2.	Substitute Returning Officer	67
3.	Nomination Forms	68
4.	Ballot Account.....	69
5.	Disposition of Election Material	70
6.	Campaign Disclosure Statements	71
3.12	Emergency Management	72
1.	Municipal Emergency Organization/Agency/Advisory Committee	72
3.13	Libraries	73
1.	Municipal Library Board	73
2.	System Library Board	74
Section 4: Conclusion.....		75

Section 1: Introduction

1.1 *Our Commitment*

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 *The Municipal Accountability Program*

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Summer Village of Ross Haven was randomly selected for a municipal accountability review in 2020.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Summer Village of Ross Haven review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Site Visit

Adhering to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with summer village administration on October 13, 2020 by electronic means to complete the on-site portion of the Municipal Accountability Program review and examine compliance with mandatory requirements of the MGA and other legislation under the purview of Municipal Affairs.

The Summer Village of Ross Haven is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by summer village administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- orientation training;
- provision of information;
- signing of municipal documents;
- meetings and meeting procedures;
- council meeting minutes;
- code of conduct bylaw;
- establishment of the chief administrative officer position;
- discretionary bylaws;
- passing bylaws;
- operating budget;
- auditor, audited financial statements, auditor report;
- assessment roll;
- certify date of mailing;
- planning matters; and
- municipal emergency management.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to name the location of the municipal office ([page 11](#));
- requirement to conduct annual chief administrator officer evaluation ([page 13](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 30](#));
- requirement to establish a local and a composite assessment review board by bylaw ([page 32](#));
- requirement for individuals performing bylaw enforcement officer duties to sign the official oath ([page 34](#));
- requirement for the public participation policy to be in accordance with the *Public Participation Policy Regulation* ([page 40](#));
- requirement to adopt a capital budget ([page 43](#));
- requirement for the salary and benefits to include those of all designated officers ([page 48](#));
- requirement for a municipality to implement a three-year operating plan and a five-year capital plan ([page 50](#));
- requirement for the content of assessment notices to be in accordance with the *MGA* ([page 54](#));
- requirement for the content of tax notices to be in accordance with the *MGA* ([page 55](#));
- requirement to list and publish policies related to planning decisions ([page 65](#));
- requirement for nomination forms to be retained in accordance with the *LAEA* ([page 68](#)); and
- requirement to retain the ballot account ([page 69](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: *MGA 204*

1. Has council named a place as its municipal office?

Comments/Observations: Resolution A20-095 that was passed on August 8, 2020 establishes the municipal office as Box 70, Site 19, RR1 Gunn, Alberta. This is in contravention with section 204 of the *MGA*, in that the resolution does not name a specific place but rather a mailing address.

Meets Legislative Requirements: No

Recommendations/Action Items: The summer village must name the location of the municipal office by resolution as required by section 204 of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

2. Orientation Training

Legislative requirements: *MGA 201.1*

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent byelections?

Comments/Observations: Members of council were offered orientation training following the 2019 by-election as documented through municipal invoices.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Chief Administrative Officer Evaluation

Legislative requirements: *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are not being completed annually by council.

Meets Legislative Requirements: No

Recommendations/Action Items: To fulfill the legislative requirements of section 205.1 of the *MGA*, council must provide the chief administrative officer with an annual written performance evaluation.

Resources: The Canadian Association of Municipal Administrators (CAMA) recently introduced a three-step [CAO Performance Evaluation Toolkit](#). The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available at no cost to member and non-member municipalities.

In addition, Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: CAO Evaluation (Municipal Affairs).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

4. Provision of Information

Legislative requirements: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the *MGA* requirements, and typically provides information to all members of council by email.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Signing of Municipal Documents

Legislative requirements: *MGA 213*

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: As the visit was conducted electronically due to the COVID-19 pandemic, the summer village's minutes and bylaw binders were not reviewed; however, the minutes and bylaws provided and accessed online were signed by both the mayor and CAO. Cheques are signed by a designated officer and the mayor and the CAO only signs agreements when authorized by a resolution of council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: *MGA 532*

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The CAO is aware of the responsibilities under section 532 of the *MGA* and shared that the summer village has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: MGA 197(1) and Meeting Procedures (COVID-19 Suppression) Regulation

1. Are council and council committee meetings held in public?

Comments/Observations: Meetings of council are advertised to the public and open for members of the public to attend. During the public health emergency, the summer village is using the provisions of the Meeting Procedures (COVID-19 Suppression) Regulation and is conducting meetings entirely by electronic means, including public attendance.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable

2. Closed Meetings

Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Minutes reviewed record that prior to moving into a closed session, exceptions to disclosure under the *FOIPP Act* are cited appropriately (e.g., resolution A20-067 from the June 18, 2020 special meeting).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Organizational Meeting

Legislative requirements: *MGA 152, 159(1), 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: Council held their last organizational meeting on August 8, 2020, which is prior to August 31 in accordance with section 192(2) of the *MGA*. Council nominates the chief elected official and the deputy chief elected official from among councillors.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special council meeting occurred on July 16, 2020. The meeting was held with more than 24 hours' notice and proper notification was provided to the public. The agenda for the special meeting was not changed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Regular Meeting Change Notice

Legislative requirements: *MGA 193*

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: There have been no recent changes to regularly scheduled meetings.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: A review of past meeting minutes indicate that resolutions were made for all actions requested of administration and council acted only by resolution or bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Quorum

Legislative requirements: *MGA 167*

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The Summer Village of Ross Haven council consists of three elected officials. The minutes that were reviewed met the quorum requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Voting

Legislative requirements: *MGA 182-185*

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. There were no abstentions noted in the meeting minutes reviewed. The voting documented in the council meeting minutes met the legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Pecuniary Interest

Legislative requirements: *MGA 172*

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

5. Council Meeting Minutes

Legislative requirements: *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings are in accordance with section 230 of the *MGA* and minutes are kept in a safe location at the summer village office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Not applicable.

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: *MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017*

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The summer village passed a code of conduct bylaw (bylaw 272-18) on May 12, 2018. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: *MGA 205*

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 264-17 on January 14, 2017 establishing the position of chief administrative officer for the summer village. Resolution A20-087 was passed on August 8, 2020 and appoints the current CAO to the position.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Property Tax Bylaw

Legislative requirements: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The Summer Village of Ross Haven passes a tax bylaw annually. The 2020 tax bylaw (bylaw 284-2020) was passed by council on April 18, 2020. None of the assessment classes have been sub-classed by the municipality and the tax ratio between residential and non-residential properties is under the legislated 5:1 ratio. The following items were noted as legislative gaps within the bylaw:

- The municipality levies a single minimum tax rate which applies to all properties within the summer village; however, the flat rate for the minimum levy within the bylaw contravenes the required calculation for a municipal levy. All properties that qualified for a minimum levy simply did not have an actual tax levy calculated. The minimum levy applied should be the difference between the tax levy and the minimum levy; and
- some of the assessment values used to calculate the different levies are not consistent with the assessment values reported on the first page of the bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the summer village must ensure that the property tax bylaw:

- Calculates tax levies and minimum levies in accordance with the *MGA*; and
- contains assessment values that are consistent throughout the bylaw.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw:

[Example Property Tax Bylaw.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

4. Assessment Review Boards

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: On April 13, 2010, council passed bylaw 235-10 establishing two local assessment review boards consisting of three members each.

Although assessment review board panels may meet as one member or three member panels, section 454 of the *MGA* provides for only one local assessment review board and one composite assessment review board.

Additionally, the bylaw provides that any combination of elected officials and public members may sit on a panel of a local assessment review board. This is in contravention of section 454.11 of the *MGA*.

Furthermore, council is required by resolution to designate clerk and one member as chair of the local assessment review board and composite assessment review board, establish the term of office for each appointed member, and prescribe remuneration and expense for each member.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend or replace bylaw 235-10 to:

- establish a local assessment review board and a composite review board;
- ensure the provisions of the bylaw are in compliance with legislation; and

In addition, council must appoint a clerk and a chair to these boards.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

5. Bylaw Enforcement Officers

Legislative requirements: *MGA 555-556*

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: Council passed bylaw 167 on February 12, 2002 establishing the powers and duties of bylaw enforcement officers, and establishing disciplinary procedures, including penalties and an appeal process for allegations of abuse of authority. The bylaw enforcement officer has not taken the official oath.

Meets Legislative Requirements: No

Recommendations/Action Items: All individuals performing bylaw enforcement officer duties must take the prescribed oath.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: *MGA 145*

1. Does the municipality have a procedural bylaw?

Comments/Observations: Bylaw 208-2007 was passed on April 10, 2007 and establishes meeting procedures for council and council committee meetings for the summer village. The bylaw met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Special Tax

Legislative requirements: *MGA Part 10, Division 5*

1. Does the municipality have a special tax bylaw?

Comments/Observations: Bylaw 283-2020 was passed on April 18, 2020 and establishes a special tax for the expansion, repair and operation of a wastewater lagoon for the summer village. The bylaw met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Noise Bylaw

Legislative requirements: *MGA 7*

1. Does the municipality have a noise bylaw?

Comments/Observations: Bylaw 236-2011 was passed on May 6, 2011 and prohibits certain activities that create noise and to abate the incident of noise within the summer village. The bylaw met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.6 Bylaw Procedures

1. Passing Bylaws

Legislative requirements: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions A19-147 to A19--150 passed on December 7, 2019).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Bylaw Revisions and Amendments

Legislative requirements: *MGA 63-69, 191, and 692*

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The summer village does not use revision bylaws, but instead typically repeals and replaces bylaws. On occasion, bylaws have been amended and the requirements of the *MGA* have been met.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: Summer village council passed a public participation policy for the municipality on July 14, 2018 (council resolution A 18-085). The policy identifies the types and categories of circumstances when the municipality will engage the public; however, the policy does not identify the types or categories of approaches the summer village will use to engage the public as required by the Public Participation Policy Regulation 193/2017.

Meets Legislative Requirements: No

Recommendations/Action Items: To be compliant with the Public Participation Policy Regulation 193/2017, the public participation policy for the summer village must be amended or replaced to include the types and categories of approaches in which the municipality will engage the public.

Resources: The Alberta Urban Municipalities Association and the Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: [Public Participation Policies and Public Notification: A Guide for Municipalities.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

3.8 Finance

1. Operating Budget

Legislative requirements: MGA 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: On December 7, 2019, council adopted an interim operating budget for 2020 by resolution A19-153. The final 2020 operating budget was adopted at the April 18, 2020 council meeting by resolution A20-031. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses, and the budget aligns with the property tax bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable

2. Capital Budget

Legislative requirements: *MGA 245, 246, 248.1*

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: A resolution of council adopting the 2019 capital budget was not available in meeting minutes.

Meets Legislative Requirements: No

Recommendations/Action Items: Per section 245 of the *MGA* the summer village must adopt a capital budget annually.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

3. Financial Records and Receipts

Legislative requirements: *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The summer village uses Quickbooks to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1. Council is provided with financial reports monthly.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Municipal Accounts

Legislative requirements: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: Resolution A20-096 was passed at the August 8, 2020 organizational meeting and designates the Royal Bank as the financial institution for the summer village. Banking records reviewed confirm that the Royal Bank hold municipal financial assets.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Fidelity Bond

Legislative requirements: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The summer village has insurance through AMSC. Based on information provided, insurance was in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: *MGA 276, 280, 281*

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution A20-084 that was passed at the August 8, 2020 organizational meeting. The auditor presented the audited financial statements at the April 18, 2020 council meeting and the 2019 financial statements were approved by resolution A20-041. The financial statements are available to the public on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Salary and Benefits

Legislative requirements: *MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000*

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: The 2019 audited financial statements include a disclosure of the salaries and benefits of members of council and the chief administrative officer. Information regarding the salaries and benefits of designated officers (municipal assessor – bylaw 197) are not included as required by section 1 of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, annual financial statements must disclose the total salary and benefits for all designated officers as a total amount, and indicate the number of designated officers as required by section 1(2)(c) of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

8. Management Letter

Legislative requirements: *MGA 281(3)*

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The summer village received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1, Municipal Corporate Planning Regulation 192/2017*

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has not prepared a three-year operating or a five-year capital plan.

Meets Legislative Requirements: No

Recommendations/Action Items: Per section 283.1 of the *MGA*, the municipality is required to prepare a written three-year operating plan and a five-year capital plan.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Council appointed a qualified assessor by resolution A20-091 that was passed at the August 8, 2020 organizational meeting. In addition, bylaw 197 establishes the municipal assessor as a designated officer of the summer village. The assessment roll is made available upon request and there is no fee established.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Tax Roll

Legislative requirements: *MGA 327, 329*

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Assessment and Tax Notice

Legislative requirements: *MGA 308, 333*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Content of Assessment Notices

Legislative requirements: *MGA 303, 308.1, 309*

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

Comments/Observations: The summer village uses a combined assessment and taxation notice. The combined notice contains most of the information as required by the *MGA*; however, the notice does not include the assessment class of the property or whether the property is land, an improvement, or a parcel of land and improvements.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the summer village must ensure that the combined property assessment and tax notice includes the assessment class of the property, and whether the property is land, an improvement, or a parcel of land and improvements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

5. Content of Tax Notices

Legislative requirements: *MGA 329, 334*

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice contains most of the information required by legislation; however, the notice does not provide the calculation for municipal tax when the minimum tax applies to a property, which is required by section 329(d) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the municipality must ensure that the property assessment and tax notice includes the name, tax rate and amount of each tax imposed in respect of each property.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

6. Notice and Certification

Legislative requirements: *MGA 311, 335, 336*

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2020 were mailed on May 1, 2020.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The summer village does not currently have any parcels in tax arrears.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Tax Sale

Legislative requirements: *MGA 418, 436.08*

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: Tax arrears balances have been brought up to date; therefore, the summer village has not been required to conduct a tax sale recently. In the event that the summer village encounters a tax sale, a resource is provided below.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities; and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 241-11 on October 11, 2011 adopting the municipal development plan (MDP) for the summer village. The content of the MDP includes the topics listed above. There have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Land Use Bylaw (LUB)

Legislative requirements: *MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002*

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing ?

Comments/Observations: Bylaw 232-10 was passed on March 9, 2010 to establish a land use bylaw for the Summer Village of Ross Haven. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices. The land use bylaw has received amendments since its passage. In each case, the notice of

amendment included the required information listed above and recent amendments received a public hearing.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Subdivision Authority

Legislative requirements: *MGA 623, 625-626*

1. Has the municipality bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 190 was passed on January 11, 2005 and establishes the subdivision authority as an organization appointed within the bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Development Authority

Legislative requirements: *MGA 624, 625 - 626*

1. Has the municipality bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the *MGA* which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 268-17 was passed on April 8, 2017 and establishes the development authority as a person appointed within the bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: *MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017*

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 278-2019 was passed on January 12, 2019 and establishes an intermunicipal subdivision and development appeal board for the summer village. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the ISDAB. Council has delegated the authority of appointments to the managing municipality of the ISDAB and the CAO indicated that all members and the clerk have received the mandatory training.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: *MGA 638.2*

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The municipal website for the summer village contains a list of council approved policies and bylaws relating to planning decisions; however, the website does not have a summary of the policies and their relationship to each other as required by section 638.2 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The website for the summer village must be updated to include a summary of the bylaws and policies relating to planning decisions and their relationship to each other in accordance with legislative requirements.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

3.11 Elections

1. Oath/Statement

Legislative requirements: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the returning officer, substitute returning officer, and all deputy returning officers take the oath/statement per the Local Authorities Election Forms Regulation for the most recent election?

Comments/Observations: The returning officer and deputy returning officers took the prescribed oath/statement for the 2017 general election and the 2019 by-election.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Substitute Returning Officer

Legislative requirements: LAEA 13(2.1)

1. If a by-election was held after January 1, 2019, was a substitute returning officer appointed in the resolution or bylaw that fixed the date for the by-election?

Comments/Observations: The CAO is aware of the new legislative requirements. For the 2019 by-election, a substitute returning officer was named in resolution A19-0064 at the June 15, 2019 council meeting.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: Nomination papers from the 2017 general election and 2019 by-election were not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the municipality must receive nomination papers from all candidates and the nomination papers must be retained by the summer village for the duration of the term per section 28(6) of the LAEA.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

4. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: The ballot account for the 2019 by-election was not available

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the ballot account for general elections and by-elections must be retained for the entire term of office.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

--

5. Disposition of Election Material

Legislative requirements: *LAEA* 101

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: The summer village disposed of the August 24, 2019 by-election materials on February 23, 2020 in accordance with Section 101 of the *LAEA*. A copy of the affidavit of destruction was provided.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (prior to 2019) or \$50 (after) in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 (prior to 2019) or \$50 (after) in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns;
 - a financial statement setting out the total amount of revenue and expenses; and
 - an itemized expense report setting out the campaign expenses incurred by the candidate?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

Comments/Observations: Campaign disclosure statements were filed by a candidate in the 2019 by-election and have been retained by the municipality. The statements are available for public viewing at the village office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA)* 11, 11.1, 11.2

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training?
6. Have municipal elected officials received the required training?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 281-2019 was passed on December 7, 2019 and establishes a regional emergency management committee and a regional emergency management agency. The director of emergency management has been appointed and the training requirements have been met. Regional emergency plans and programs have been approved and are in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.13 Libraries

1. Municipal Library Board

Legislative requirements: *Libraries Act 3-5*

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: There is no municipal library board established in the summer village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The summer village is part of the Yellowhead Regional Library System and there are no council appointments made to this board.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Summer Village of Ross Haven reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

Summer Village of Ross Haven

CAO Report to Council

Meeting: March 11, 2021 - Regular Council Meeting

Originated By: Tony Sonnleitner, CAO, Summer Village of Ross Haven.

a) Development Officer Report – Attached

b) Map Review – Document in package

c) Audit Preparation – Ongoing

d) Meetings and Training

- i. Incident Command Training – ICS 100**
- ii. Incident Command Training – ICS 200**
- iii. Safety Codes Audit**
- iv. Lac Ste. Anne Weir & Water Levels Meeting**
- v. North 43 Lagoon Commission Meeting**
- vi. Hwy 43 East Waste Commission Meeting**
- vii. Onoway Regional Medical Clinic Meeting**
- viii. Regionalization Meeting**

Regards,

Tony Sonnleitner, CAO

Summer Village of Ross Haven

Report to Council

Meeting: March 11, 2021 - Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Summer Village of Ross Haven.

Development Permits:

**21DP01-27 Plan 4100 MC;; Lot A : 800 Parkins Avenue
OPERATION OF A HOME OCCUPATION (FLORAL ARRANGEMENT).**

**20DP02-27 Plan 4883 KS, Block 7, Lot 8 : 508 – 5th Street
DEMOLITION OF AN EXISTING DWELLING, CONSTRUCTION OF A SINGLE
DETACHED DWELLING (153.8 SQ. M.), INSTALLATION OF A SEWAGE
COLLECTION SYSTEM, AND UTILIZATION OF AN EXISTING, OR DRILLING
OFA, WELL.**

Letters of Compliance:

NONE

Regards,

Tony Sonnleitner, Development Officer