AGENDA REGULAR COUNCIL MEETING SUMMER VILLAGE OF ROSS HAVEN, ALBERTA May 13, 2021 AT 7:00 P.M. TO BE HELD VIA ZOOM

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

1)) Call	to	0	rder	•

- 2) Adoption of Agenda
- 3) Approval of Previous Minutes

P 2-5 a) Ap

- a) April 8, 2021 Regular Council Meeting
- 4) Delegations
 - a) 7:02 p.m. Ste. Anne Summer Villages Regional Emergency Partnership overview of Emergency Management Planning
 - Representatives attending: Jan Christiansen, Marlene Walsh
 - b) 7:15 p.m. All-Net Municipal Solutions All-Net Connect presentation
 - Representative attending: Lana Bavle
 - c) 8:00 p.m. Bolson Engineering Update on the Ross Haven Drainage Project
- P 13
- Representative attending: Trent Thompson
- 5) New Business
 - a) 2021 Election Authorize Special Ballot for Municipal Election
 - b) 2021 Senate Election
 - c) Group Piers connected to Municipal Lands Discussion / Motion
- 7) Financial
- P 6-7 a) April 30, 2021 Financial Report
 - b) Draft Operating and Capital Budgets
- P 14-17 Correspondence
 - P 8-12 a) SVRMA Meeting Minutes April 8, 2021
 - 9) Council Reports
 - 10) Chief Administrative Officer Report
 - 11) Closed Session If needed
 - 12) Adjournment

Next Regular Council Meeting Date: June 10, 2021; 7:00 p.m.

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ATTENDANCE Official Administrator, Shari-Anne Doolaege

CAO, Tony Sonnleitner

22 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. A21-032 Moved by Official Administrator, S. Doolaege that the meeting

agenda be adopted as presented.

CARRIED

MINUTES

Res. A21-033 Moved by Official Administrator, S. Doolaege that the following meeting minutes be approved as presented:

March 11, 2021 Regular Council Meeting

March 24, 2021 Special Council Meeting

CARRIED

DELEGATIONS

a) North 43 Lagoon Commission – Proposed Wastewater Transmission and Collection System

Official Administrator, S. Doolaege welcomed the following representatives of the North 43 Lagoon Commission to the meeting:

- Mr. Lorne Olsvik, Commission Chair
- Mr. Joe Duplessie, Administrator
- Mr. Mike Yakemchuck, Project Consultant
- Mayor Russ Purdy, Summer Village of Yellowstone
- Mayor Ian Kupchenko, Summer Village of Castle Island

The representatives provided an overview of the wastewater transmission and collection system (Force main) project proposed for the Summer Village of Ross Haven. Capital Costs are estimated between \$2.9M to \$3.5M with a 69.22% portion possibly funded by provincial Water for Life grant funding. Neighbouring summer village mayors described lessons learned and the benefits and challenges of installing the force main project in their communities.

Res. A21-034

Moved by Official Administrator, S. Doolaege that the wastewater project presentation from the North 43 Lagoon Commission be accepted as information.

CARRIED

NEW BUSINESS

a) 2021 Election

i. Contract Services

Res. A21-035

Moved by Official Administrator, S. Doolaege that Wildwillow Enterprises Inc. be contracted to conduct the 2021 general election for the Summer Village of Ross Haven, for a total fee of up to \$4,300.00.

CARRIED

ii. Returning Officer

Res. A21-036

Moved by Official Administrator, S. Doolaege that Dwight Moskalyk be appointed as Returning Officer and that Diane Wannamaker be appointed as Substitute Returning Officer for the 2021 general election for the Summer Village of Ross Haven, in accordance with the *Local Authorities Election Act*, s. 13.

CARRIED

iii. Nomination Day

Res. A21-037

Moved by Official Administrator, S. Doolaege that Nomination Day for the 2021 general election for the Summer Village of Ross Haven be established as follows, in accordance with the *Local Authorities Election Act*, s. 12.

- Date: June 5, 2021
- Time: 10:00 a.m. to 12:00 p.m.
- Location: Municipal Shop, 700 Parkins Avenue, Summer Village of Ross Haven.

CARRIED

If an election is held, Election Day shall be July 3, 2021, which, by legislation is four weeks after Nomination Day.

iv. Advance Vote

Res. A21-038

Moved by Official Administrator, S. Doolaege that an Advance Vote be held for the 2021 general election, in accordance with the *Local Authorities Election Act*, s. 73(2); And that a convenient date and time for the advance vote be determined by the returning officer (s. 73(6)); And that the notice of advance vote be advertised in accordance with s. 74.

CARRIED

b) SVLSACE - 2021 Membership Fee

Res. A21-039

Moved by Official Administrator, S. Doolaege that Ross Haven's portion of the 2021 annual membership fee in the amount of \$1,092.06 be paid to the Summer Villages of Lac Ste. Anne County East (SVLSACE) partnership group.

CARRIED

FINANCIAL

Res. A21-040

Moved by Official Administrator, S. Doolaege that the March 31, 2021 financial statements be received as information.

CARRIED

BUDGET

Res. A21-041

Moved by Official Administrator, S. Doolaege that the updated draft 2021 operating budget be received as information, as a work in progress.

CARRIED

CORRESPONDENCE

Res. A21-042

Moved by Official Administrator, S. Doolaege that the correspondence items be received as information.

CARRIED

COUNCIL REPORT	Official Administrator, S. Doolaege provided a verbal report of recent council role activities.
Res. A21-043	Moved by Official Administrator, S. Doolaege that the Official Administrator's report be received as information.
	CARRIED
CAO REPORT	
Res. A21-044	Moved by Official Administrator, S. Doolaege that the CAO report be received as information.
	CARRIED
NEXT REGULAR MEETING DATE	May 13, 2021 at 7:00 p.m. Meeting to be held via ZOOM.
ADJOURNMENT	Official Administrator, S. Doolaege adjourned the meeting at 9:45 p.m.
	These minutes approved this 13 th day of May 2021.
	Official Administrator
	Chief Administrative Officer

Summer Village of Ross Haven

Balance Sheet Summary As of April 30, 2021

	TOTAL
Assets	
Current Assets	184,911.39
Cash and cash equivalents	962,869.44
Accounts receivable (A/R)	-3,689.22
Total Current Assets	1,144,091.61
Non-current Assets	
Property, plant and equipment:	3,276,272.16
Total Non-current Assets	3,276,272.16
Total Assets	\$4,420,363.77
Liabilities and Equity	
Current Liabilities	434,036.35
Accounts Payable	0.00
Credit Cards	1,610.05
Total Current Liabilities	435,646.40
Non-current liabilities:	0.00
Equity	3,984,717.37
Total Liabilities and Equity	\$4,420,363.77

Summer Village of Ross Haven

Profit and Loss April 2021

	TOTAL
INCOME	
4-9400 Interest Income	33.23
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	50.00
Total Income	\$83.23
GROSS PROFIT	\$83.23
EXPENSES	
6-2159 Administrator Fee	3,500.00
6-2511 Bank Charges	2.00
6-2512 Cellphone & Communications	115.88
6-3540 Utilities	2,153.42
6-4512 Public works - Supplies	548.10
6-5510 Garbage Disposal	300.73
6-6200 Municipal Assessment Service	1,900.00
6-6201 Development/Safety Codes expense	905.00
6-7370 MSP & Physician Recruitment	6,326.74
wages	6,504.10
wCB Expense	835.19
Total Expenses	\$23,091.16
PROFIT	\$ -23,007.93

Ste. Anne Summer Villages Regional Emergency Partnership

DRAFT MINUTES TO BE APPROVED AT THE MAY 12, 2021 MEETING

Agency Meeting Minutes – April 8, 2021 0900 hours (9:00 am) ZOOM meeting Platform



- Call to Order at 9:07 AM Chair Janice Christiansen
 Attendance Quorum: (10 of 11 Summer Villages represented)
- 2. Amendments & Acceptance of AgendaAdditions to Agenda Disaster Recovery (DRP)
- 3. Amendments & Acceptance of Previous regular <u>Minutes and</u> <u>previous Ad hoc meeting minutes</u>, Accepted by Garth Ward

4. DEM/DRDEM

Appointments - Janice acknowledged the acceptance of appointments for the Regional Director of Emergency Management and the Deputy Regional Director Management positions

 Audit Results Janice confirmed that the Audit will be used as the Guiding Document for action items for 2021

a. Vision and Mission

In order to keep the momentum going, we will plan for monthly meetings in 2021. We would like to add in a working committee component to our Agency meetings. We will focus on working collaboratively in small groups to complete

projects outlined in the plan and the audit, and bring them forward to the Agency and Advisory Committee for review/approval.

- ii. Committee/Council Engagement Janice stressed the importance of DEM's working closely with their Councils to ensure that we have the required support in the event of an emergency.
- iii. **Business Continuity Plan** a strong emphasis will be placed on working collaboratively with Industry and Mutual Partners. Our goal is for completion of BCP's for each Summer Village by the end of 2021 this will be included in the onsite visits.

iv. Site Visits / Risk Assessments

In order to become familiar with all the summer villages and identification of potential risks and hazards, Marlene and Jan will arrange for site visits with the DEM/Councils. As recommended by Dennis Woosley, an agenda will be shared with each local SV DEM in advance of the meeting to ensure we are assessing all key factors.

v. **DEM Job Description**

DRAFT Draft DEM Job Description

Marlene and Jan will review draft job descriptions, and prepare a revised version for review at the May 12, 2021 Agency Meeting. **ACTION ITEM**

 a. Remuneration - Marlene and Janice will provide a document outlining recommendations for consistent remuneration for DEM/Deputy DEM. This items will be brought forward for discussion at the Agency Meeting on May 9, 2021. meeting. **ACTION ITEM**

6. Training <u>BEM & ICS 100</u> - following the 2021 municipal elections, elected officials will be provided with the tools and opportunity to complete all basic training within the required 90 day timeframe. We will also continue to work on providing additional training opportunities as identified in the Audit.

7. Action Plan Update

- a. Website Update meeting with Dwight Moskalyk on April 8, 2021 to further discuss the opportunity to have a web page in collaboration with LSACE Group. Dwight will confirm the fees, platform being used, and an overview of internal/external access. Recommendations will be made for the taxonomy of the website and this information will be presented at the Advisory Committee meeting in June for consideration and/or decision to proceed.
- b. Disaster Recovery Program Janice provided an update on changes to the DRP. She emphasized the importance of proactive prevention and mitigation in order to reduce the impacts and damages that can occur. Failure to do proactive mitigation work can reduce the likelihood of access to DRP recovery funding following an event. As part of the mitigation strategy, Summer Villages are encouraged to take action on infrastructure deficiencies, and place a strong emphasis on awareness and education. Consistent pro-active key messaging will help to reduce hazard risks and minimize the cost of recovery afterwards.

AEMA Report - Mark Pickford/John Swist

Summer Villages that have not already completed the process are encouraged to connect with FRIAA to explore opportunities to work together.

Mark and John encouraged municipalities to sign up for Alberta Emergency Alerts (AEA) to be well informed of potential emergencies and mandatory evacuation orders. Jan confirmed if everyone in the group receives the Daily Situation Reports (DSR) from the Provincial Operations Centre (POC). Anyone wishing to receive this report can send Jan an e-mail, and she will provide the requests to Mark and John for updating.

Other Business C.

i. **Representation on Working Committees**

Janice thanked members of the partnership who are currently working on projects outlined in the plan. She also encouraged others to be prepared to assist with some of the projects that will be undertaken to complete and update our plans as outlined in the audit.

ii. Marlene shared the update on Advisory Committee representation:

Chairperson: Advisory Committee: Richard Martin

Vice -Chairperson - Advisory Committee: Marge Hanssen

Treasurer: Larry St. Amand

Roger Montpellier- Val Quentin/Advisory Committee

- iii. Bank Signatures - signing appointment: April 10, 2021
- ίV. **Email** - new address: summervillage.remp@gmail.com
- Mailing Address update: ٧.

Ste. Anne Summer Villages Regional Emergency Partnership PO Box 17, Alberta Beach T0E 0A0

d. Regional Collaboration Initiatives - Marlene shared the draft presentation being created for presentation at the virtual Onoway & District Chamber of Commerce meeting being held on April 15, 2021. The primary focus and desired outcome of the presentation is to promote Regional Collaboration,

Next meeting – May 12, 2021 at 9:00 AM (Likely ZOOM)

Adjournment 10:35 AM (Chairperson - Janice Christiansen)

APPROVED BY:			
DATE:			

May 13, 2021

Ross Haven Drainage Project Current Status:

Existing contract work will continue and be completed by Rockhill. Tentative start date is June 1 but this will be confirmed prior to work commencing.

Work scheduled to be completed is as follows:

- 1. Reslope ditches/grading where needed and prep for topsoil at all locations
- 2. <u>5 Street Parkway</u> to have additional gravel placed at walkway to address settlement/drainage as well as additional topsoil and seeding in parkway area.
- 3. 507-5th Street regrading work at entrance as discussed.
- 4. Regrade end of 9 Street roadway to improve drainage. Grading and gravel placement.
- 5. Install 9.0 m culvert and new approach in-between <u>6-7 Street parkway</u> and remove existing culvert/approach.
- 6. Apply rip rap to all new culvert installations and to areas where unable to seed.
- 7. Shrub Removal on 8th Street with gravel placement.
- 8. 2nd and 3rd Street Parkway touch ups/regrading/topsoil and seed.

Any resident concerns that were brought up directly to Bolson and not yet resolved are also scheduled to be completed with this ongoing work.

Final topsoil/seed work will be completed pending confirmation of potential force main project timing.

Further updates confirming contractor start date and timing will be provided in the next week (by May 20th) and will be posted on the website or distributed to residents as required.

As always, any questions can be sent to me at tthompson@bolson.ca.

Regards,

Trent Thompson, P. Eng. Bolson Engineering

5-Year Capital Plan Worksheet Planned Capital Additions	2020	2021	2022	2023	2024	2025	2026	
Council Council Laptops, including setup		13,000						Paid by MOST Grant
Administration CAO Laptop, including setup		2,000						Paid by MOST Grant
Public Works Pickup Truck Replacement Skid-steer Replacement Mower Replacement						50,000 35,000 25,000		To be funded from Operating Budget To be funded from Operating Budget To be funded from Operating Budget
Wastewater Force Main Engineering		51,363	3,448,637					Paid by Reserves, Water for Life Grant, and Debenture
Drainage Drainage Project	257,969	256,031						Paid By MSI Capital Grant 169,150
Streets / Walkways								
Second Street (Engineering) Second Street (Remediation) Sidewalk / Walkway		10,000 24,019	150,000					Paid by FGTG Grant Paid by FGTG Grant Paid by MSP Grant

Recreation

Total Planned Capital Additions	257,969	356,413	3,598,637	-	-	110,000	-
Funding Sources							
Beginning Reserve Balance	530.000	959.787	1.357.837	778.290	893.290	1.008.290	1.013.290

MSI Capital Grant MSI Capital Grant (Drainage Project) MSP Grant Sidewalk / Walkway MOST Grant FGTF Grant	- 514,563 173,193	100,000 24,019 21,201 13,333	100,000 15,000	100,000 15,000	100,000 15,000	100,000 15,000	100,000 15,000	MSI Grant approval for Drainage Project) MSP Grant approved for Sidewalk / Walkway COVID-19 Response Grant
Water For Life Grant		-	2,415,000					Tentative Prov 69% - RH 31% Funding for Force Main Project
Total Grant Funds Used	687,756	158,553	2,530,000	115,000	115,000	115,000	115,000	
Capital Reserve Contribution from Budget	-	595,910	-	-	-	-	-	
Borrowing		-	489,090		-			Borrowing for Force Main Project (2021)
Total Planned Capital Additions Ending Reserve Balance	257,969 959,787	356,413 1,357,837	3,598,637 778,290	- 893,290	- 1,008,290	110,000 1,013,290	- 1,128,290	

Notes and Assumptions: MSI Capital - \$100,000/yr FGTF is \$15,000/yr

2021 Operating Budget & 3-Year Financial Plan

			Actual 2019		Actual 2020	Budget 2021	Projected 2022		Projected 2023	Projected 2024
Income										
Revenue							227		56,750	
Property Taxes	4-9000	\$ 1	256,200.11	Ś	256,051.62					
Lagoon / Sewer Fund Tax	4-9055		28,750.00	\$	ŕ	\$ 39,725.00	\$ 45,400.00	\$	51,075.00	\$ 56,750.00
School Taxes	4-9100		151,716.98	\$	151,716.98	\$ 147,166.00	\$ 147,166.00	•	147,166.00	\$ 147,166.00
Lac Ste. Anne Foundation	4-9250	\$	12,600.00	\$	12,154.24	\$ 12,555.47	\$ 12,555.47	\$	12,555.47	\$ 12,555.47
FCSS Grant	4-9300	\$	6,141.00	\$	6,141.00	\$ 6,132.00	\$ 6,132.00	\$	6,132.00	\$ 6,132.00
MSI Operating Grant	4-9302	\$	10,000.00	\$	9,174.00	\$ 8,539.00	\$ 8,000.00	\$	8,000.00	\$ 8,000.00
Senate Election Grant	4-9303	\$	-	\$	-	\$ 2,000.00	\$ -	\$	-	\$ -
MOST Grant	4-9304	\$	-	\$	-	\$ 21,201.00	\$ -	\$	-	\$ -
Interest Income	4-9400	\$	19,550.83	\$	10,814.71	\$ 1,400.00	\$ 100.00	\$	100.00	\$ 100.00
Development/Safety Codes	4-9500	\$	2,807.27	\$	1,579.36	\$ 1,000.00	\$ 1,000.00	\$	1,000.00	\$ 1,000.00
Tax Certificates	4-9600	\$	495.00	\$	2,498.45	\$ 500.00	\$ 500.00	\$	500.00	\$ 500.00
Development Permits	4-9800	\$	-	\$	1,224.00	\$ 1,000.00	\$ 1,000.00	\$	1,000.00	\$ 1,000.00

Total Revenue			488,261		479,979		241,218	221,853	227,528	233,203
Expense			Actual 2019		Actual 2020		Budget 2021	Projected 2022	Projected 2023	Projected 2024
Expenditure										
Council Remuneration	6-1151	-\$	8,893.16	-\$	10,500.00	-\$	10,000.00 -\$	10,000.00 -\$	10,000.00 -\$	10,000.00
Council Mileage / Subsistence	6-1211	-\$	1,264.88	-	1,978.00		2,100.00 -\$	2,100.00 -\$	2,100.00 -\$	•
Administrator Fee	6-2159	-\$	48,490.00	-\$	42,000.00	-\$	44,520.00 -\$	47,191.20 -\$	50,022.67 -\$	51,023.10
Municipal Memberships	6-2224	-\$	2,969.00	-\$	3,534.94	-\$	3,500.00 -\$	3,500.00 -\$	3,500.00 -\$	3,500.00
Professional Fees	6-2230	-\$	18,490.00	-\$	9,946.50	-\$	10,000.00 -\$	10,000.00 -\$	10,000.00 -\$	10,000.00
Insurance	6-2274	-\$	5,000.29	-\$	5,215.47	-\$	5,500.00 -\$	5,600.00 -\$	5,700.00 -\$	5,800.00
Office & Misc	6-2510	-\$	5,012.26	-\$	3,219.77	-\$	2,600.00 -\$	2,700.00 -\$	2,800.00 -\$	2,900.00
Bank Charges	6-2511	-\$	253.68	-\$	272.24	-\$	300.00 -\$	300.00 -\$	300.00 -\$	300.00
Cell / Communication	6-2512	-\$	2,006.86	-\$	1,573.96	-\$	1,600.00 -\$	1,700.00 -\$	1,800.00 -\$	1,900.00
Road R & M	6-3251	-\$	16,673.40	-\$	1,750.00	-\$	1,750.00 -\$	1,850.00 -\$	1,950.00 -\$	2,050.00
Equipment R & M	6-3520	-\$	4,582.07	-\$	2,302.64	-\$	2,400.00 -\$	2,500.00 -\$	2,600.00 -\$	2,700.00
Utilities	6-3540	-\$	20,820.12	-\$	20,797.85	-\$	21,500.00 -\$	22,500.00 -\$	23,500.00 -\$	24,500.00
FCSS & Recreation	6-4511	-\$	9,693.28	-\$	1,092.00	-\$	2,000.00 -\$	10,000.00 -\$	10,000.00 -\$	10,000.00
Public Works Supplies	6-4512	-\$	6,016.12	-\$	6,836.13	-\$	6,800.00 -\$	6,900.00 -\$	7,000.00 -\$	7,100.00
Trees & Park Improvements	6-4521	-\$	12,126.51	-\$	1,430.00	-\$	10,000.00 -\$	10,000.00 -\$	10,000.00 -\$	10,000.00
Wages	6-5000	-\$	69,500.00	-\$	79,123.48	-\$	80,000.00 -\$	82,500.00 -\$	83,000.00 -\$	83,500.00
WCB Expense	6-5100	-\$	1,055.37	-\$	1,210.00	-\$	1,300.00 -\$	1,400.00 -\$	1,500.00 -\$	1,600.00

Garbage Disposal	6-5510	-\$	6,240.00	-\$	6,974.21 -\$	7,000.00	-\$	7,500.00	-\$	8,000.00	-\$	8,500.00
Municipal Election	6-5600	\$	-	\$	\$	4,300.00	\$	-	\$	-	\$	-
Senate Election	6-5610	\$	-	\$	\$	2,000.00	\$	-	\$	-	\$	-
Municipal Assessment Services	6-6200	-\$	7,200.00	-\$	7,400.00 -\$	7,600.00	-\$	7,800.00	-\$	8,000.00	-\$	8,200.00
Development / Safety Codes Expense	6-6201	-\$	6,010.00	-\$	8,688.46 -\$	8,700.00	-\$	8,800.00	-\$	8,900.00	-\$	9,000.00
Onoway Regional Fire Services	6-7370	-\$	23,249.10	-\$	23,522.36 -\$	23,506.96	-\$	23,506.96	-\$	23,506.96	-\$	25,000.00
Policing	6-7371	\$	-	\$	\$	4,419.00	-\$	8,800.00	-\$	8,800.00	-\$	8,800.00
Lagoon / Wastewater	6-7380	-\$	5,075.88	-\$	5,075.88 -\$	5,100.00	-\$	5,200.00	-\$	5,300.00	-\$	5,400.00
WILD Water	6-7395	-\$	7,217.85	-\$	7,225.90 -\$	7,230.00	-\$	7,330.00	-\$	7,430.00	-\$	7,530.00
Yellowhead Regional Library	6-7396	-\$	4,138.00	-\$	702.40 -\$	800.00	-\$	1,000.00	-\$	1,200.00	-\$	1,400.00
School Taxes	6-9200	-\$ 1	151,716.98	-\$	161,716.98 -\$	147,166.00	-\$ 1	.47,166.00	-\$ 1	47,166.00	-\$	147,166.00
Lac Ste. Anne Foundation	6-9250	-\$	12,600.00	-\$	12,154.24 -\$	12,555.47	-\$	12,555.47	-\$	12,555.47	-\$	12,555.47
MOST Grant Transfer to Capital - Computers	6-9304	\$	-	\$	- \$	15,000.00	\$	-	\$	-	\$	-
Net Expense (Tax Subsidy)			(456,295)		(426,243)	(421,247)		(450,400)		(456,631)		(462,525)
Amortization												
Amortization of TCA	6-9500	???	????	??	?????	(55,000)	????????		?????????	•	??	???????
Net Revenue (Tax Subsidy)				??	?????	(55,000)	????????		?????????)	??	????????
Total Revenue			488,261		479,979	241,218		221,853		227,528		233,203
Total Expenditures			(456,295)		(426,243)	(421,247)		(450,400)		(456,631)		(462,525)
Excess Revenue (Shortfall)			31,966		53,736	(180,029)		(228,546)		(229,103)		(229,321)
						(247,379)						
Tax Required to Balance Budget			_		-	-		_		-		-
Add: Debt Principle Payments												_
raa. Best i interpre i ayments			-		-					-		
Add: Surplus for future plans			-		-	-		-		-		-
• •		‡	- #VALUE!		- #VALUE!	- (55,000)	????????	-	?????????	- -	??	- ????????