

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON AUGUST 12, 2021 AT THE ONOWAY CIVIC CENTRE – PUBLIC  
PARTICIPATION IN-PERSON AND VIA ZOOM COMMENCING AT 7:00 P.M.

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

- 1) Call to Order:
- 2) Acceptance of Agenda:
- 3) Adoption of the Previous Minutes:

**P. 3-5**

- a) Minutes of the Regular Meeting – July 8, 2021
- 4) Public Hearings: None scheduled
- 5) Delegations: None scheduled
- 6) New Business:
  - a) Elected Officials Education Program – Munis 101  
(Motion: That the Council for the Summer Village of Ross Haven authorize that newly elected Council members be authorized to participate in the required education programs within the required 90 days of being elected, taking the Elected Officials Education Program Munis 101 or a similar session.) (Or other direction of Council at meeting time.).
  - b) Authorization for Deputy Mayor Lolita Chadd to attend the July 26, 2021 meeting of the Onoway Regional Fire Services Meeting (retroactively).  
(Motion: That the Council for the Summer Village of Ross Haven authorize Deputy Mayor Lolita Chadd to attend the July 26, 2021 ORFS meeting on behalf of the Council, prior to her official appointment to that Committee at the Organizational Meeting of Council.) (Or other direction of Council at meeting time.).
  - c) Fire Ban Policy for the Summer Village of Ross Haven.  
(See Policy attached.  
Motion: That the Council for the Summer Village of Ross Haven adopt the Fire Ban Declaration Policy – A-PRO-FIRE-1 as attached.) (Or other direction of Council at meeting time.).
  - d) Mechanism / format for public participation at Open Floor Discussion as part of the regular meeting of Council.  
(Motion: That the Council for the Summer Village of Ross Haven add an Open Floor Discussion as part of its regular meeting with the following guidelines for public participation:
    - i. Maximum duration is fifteen (15) minutes;
    - ii. Each presenter is allocated a maximum of two (2) minutes;
    - iii. This is not a question and answer session; and
    - iv. This is not a debate.) (Or other direction of Council at meeting time.).
  - e) Signing or authorization of municipal documents; where per MGA s. 213(5) a signature may be printed, lithographed or otherwise reproduced if so authorized by Council.

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(Motion: That the Council for the Summer Village of Ross Haven authorize, pursuant to MGA s. 213(5), the use of a signature that is printed, lithographed or otherwise reproduced on Municipal documents including Bylaws, Policies, Agreements, and Council Minutes.) (Or other direction of Council at meeting time.).

- f) Council Information Meetings – During May and August of a given year; where for 2021 the date is August 28.

(Motion: That the Council for the Summer Village of Ross Haven, on an annual basis, schedule Council Information Meetings, one in May and another in August; where the one for 2021 shall be scheduled for August 28.) (Or other direction of Council at meeting time.).

- g) Drainage Project update.

- h) Sewer Project update.

- 7) Financial Reports:

- P. 8-9 a) Financial Statements

- 8) Correspondence:

- P. 10 a) FCSS Funds Receipt – August 2021 - \$511.00

- P. 11 b) Gas Tax Funding Letter – Honorable Ric McIver

- 9) Councillor Reports:

- 10) Administrators Report

- a) CAO Report

- 11) Open Floor Discussion – (15 minute time limit)

- 12) Closed Session - None.

- 13) Adjournment: Next Council Meeting Date: September 9, 2021 at 7:00 pm.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JULY 08, 2021  
VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
CAO, Tony Sonleitner  
11 Residents in the gallery via ZOOM

Prior to the Call to Order of the meeting, CAO, T. Sonleitner congratulated Ray Hutschal and Lolita Chadd on their election as Mayor and Deputy Mayor respectively.

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:08 p.m.

**AGENDA**

Res. A21-077

Moved by Mayor, R. Hutschal that the meeting agenda be adopted as presented.

CARRIED

**MINUTES**

Res. A21-078

Moved by Mayor, R. Hutschal that the following meeting minutes be approved as presented:

- June 10, 2021 Regular Council Meeting

CARRIED

**NEW BUSINESS**

**a) Authorization of signing authority for the  
Summer Village of Ross Haven**

Res. A21-079

Moved by Mayor, R. Hutschal that:

1. Signing Authority
  - Banking
    - That individuals with banking signing authority for the Summer Village of Ross Haven shall be as follows:
      - Raymond Hutschal (Ray)
      - Lolita Chadd (Lolly)
      - Dieter E. Brandt
      - Tony Sonleitner, CAO

And, that Shari-Anne Doolaege be removed from the summer village signing authority.).

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JULY 08, 2021  
VIA ZOOM**

- b) Mechanism / format for public participation at an open session, as part of the regular meeting of Council.**

Res. A21-080

Moved by Mayor, R. Hutschal that Council and Administration, prior to the regular meeting of August 12, 2021, formulate and set guidelines for an open session during the regular meeting of Council where members of the public may speak and be heard.

CARRIED

**FINANCIAL**

- a) Financial Statement**

Res. A21-081

Moved by Deputy Mayor, L. Chadd that the June 30, 2021 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

- a) Letter from residents requesting review of the role of the CAO**

Res. A21-082

Moved by Mayor, R. Hutschal that a letter be sent to those who submitted a letter (provided as part of the agenda package for the July 8, 2021 regular meeting of Council) regarding the roles of Council and our CAO. The letter shall state that, "Lolly, Dieter, Tony and I will work together and ensure good communication and transparency while we serve the Summer Village of Ross Haven. The roles of each of the Councillors and the CAO will be reviewed, documented, and monitored. We are open for feedback and will address specific concerns as they are brought forward to us."

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JULY 08, 2021  
VIA ZOOM**

**b) Minutes of the Highway 43 East Waste  
Commission – 22-Jun-2021**

Res. A21-083

Moved by Deputy Mayor, L. Chadd that this correspondence item be received as information.

CARRIED

**COUNCIL REPORT**

**a) None**

**CAO REPORT**

Res. A21-084

Moved by Deputy Mayor, L. Chadd that the CAO report be received as information.

CARRIED

**NEXT REGULAR  
MEETING DATE**

August 12, 2021 at 7:00 p.m. Meeting to be held via ZOOM. Check the Summer Village of Ross Haven website, [www.rosshaven.ca](http://www.rosshaven.ca), for details.\$

**ADJOURNMENT**

Mayor, R. Hutscal adjourned the meeting at 7:18 p.m.

These minutes approved this 12<sup>th</sup> day of August 2021.

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Mayor

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Chief Administrative Officer



# Summer Village of Ross Haven

## Administrative Policy

Number	Title			
A-PRO-FIRE-1	Fire Ban Declaration Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	??-21	Resolution No:	
	Date:	August 12, 2021	Date:	

### Purpose

To address a concern with regard to the declaration of fire bans.

### Policy Statement

In consideration of public safety, and in recognition that the Summer Village of Ross Haven contracts fire services from Onoway Regional Fire Services, a fire ban shall be applied or removed upon recommendation of the Fire Chief.

### Responsibilities

Fire Chief to provide recommendations regarding the declaration of fire bans to the CAO.

CAO to update the Alberta Fire Bans website ([www.albertafirebans.ca](http://www.albertafirebans.ca)) for the Summer Village of Ross Haven as appropriate.

**Legal References:** MGA Part 5 & 6

**Cross References:**

### Revisions:

Resolution Number	MM/DD/YY

### **Signing or authorization of municipal documents 213**

(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer, or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

# Summer Village of Ross Haven

## Balance Sheet Summary

As of July 31, 2021

	TOTAL
Assets	
Current Assets	984,711.39
Cash and cash equivalents	113,186.27
Accounts receivable (A/R)	-10,626.17
<b>Total Current Assets</b>	<b>1,087,271.49</b>
Non-current Assets	
Property, plant and equipment:	3,276,272.16
<b>Total Non-current Assets</b>	<b>3,276,272.16</b>
<b>Total Assets</b>	<b>\$4,363,543.65</b>
Liabilities and Equity	
Current Liabilities	457,041.89
Accounts Payable	0.00
Credit Cards	784.98
<b>Total Current Liabilities</b>	<b>457,826.87</b>
Non-current liabilities:	0.00
Equity	3,905,716.78
<b>Total Liabilities and Equity</b>	<b>\$4,363,543.65</b>



# Summer Village of Ross Haven

## Profit and Loss

July 2021

	TOTAL
INCOME	
4-9000 Property Taxes	0.00
4-9400 Interest Income	25.45
<b>Total Income</b>	<b>\$25.45</b>
<b>GROSS PROFIT</b>	<b>\$25.45</b>
EXPENSES	
6-2159 Administrator Fee	3,500.00
6-2510 Office & Misc Expense	665.23
6-2511 Bank Charges	56.09
6-2512 Cellphone & Communications	115.88
6-3251 Road - R&M	3,100.00
6-3540 Utilities	1,854.84
6-4512 Public works - Supplies	672.49
6-6200 Municipal Assessment Service	1,900.00
6-6201 Development/Safety Codes expense	355.00
6-7370 MSP & Physician Recruitment	5,876.74
6-7380 Lagoon/Wastewater - LSAC	5,075.88
6-7396 Yellowhead Regional Library	356.80
wages	9,298.68
WCB Expense	668.80
<b>Total Expenses</b>	<b>\$33,496.43</b>
<b>PROFIT</b>	<b>\$ -33,470.98</b>

**From:** Rosshaven CAO <CAO@rosshaven.ca>  
**Sent:** August 5, 2021 2:28 PM  
**To:** pcm1@telusplanet.net  
**Subject:** FW: Payment Advice Notification

**From:** 1GXInvoiceInquiries@gov.ab.ca <1GXInvoiceInquiries@gov.ab.ca>  
**Sent:** August 3, 2021 8:24 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	05-Aug-2021	
DEPOSITED AT BANK:	000305259	DEPOSIT NO	DATE	AMOUNT
BRANCH:	05259	2001092049	05-Aug-2021	\$511.00
ACCOUNT:	*****6385	TOTAL		\$511.00
DEPOSIT NO:	2001092049	DEPOSIT DATE:	05-Aug-2021	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901320669	FCSS AUGUST PAYMENT	095261290FCS0821	\$511.00	
	Total Payment From C&SS For Inquiries Call 825 468 4314			\$511.00
		DEPOSIT TOTAL		\$511.00

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



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

AR105124

July 5, 2021

Mayor  
Summer Village of Ross Haven  
PO Box 70, Site 19, RR1  
Gunn AB T0E 1A0

Dear Sir/ Madam:

I am pleased to confirm that Alberta will receive \$499 million in funding under the federal Gas Tax Fund (GTF) in 2021. This includes an additional one-time payment of \$244 million announced by Canada in March 2021 in recognition of the critical role our communities play in a safe restart, and to help reduce the risk of infrastructure projects being delayed or cancelled. This additional funding is intended to help municipalities and Metis Settlements address local infrastructure needs, and must follow all rules and conditions of the GTF program.

For the Summer Village of Ross Haven:

- The **2021 GTF allocation is \$28,734**. This includes \$14,154 as a result of the one-time funding top-up.

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

In addition, the federal government announced that the GTF program is being renamed to the Canada Community-Building Fund to better reflect the nature of the program. Over the coming months, Municipal Affairs will be updating program documents, websites, and IT systems to reflect this change.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

Ric McIver  
Minister

cc: Tony Sonleitner, Chief Administrative Officer, Summer Village of Ross Haven