

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON SEPTEMBER 9, 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:
 - a) Minutes of the Organizational Meeting – July 8, 2021
 - b) Minutes of the Regular Meeting – August 12, 2021
- 4) Public Hearings: None scheduled
- 5) Delegations: None scheduled
- 6) New Business: None scheduled
- 7) Financial Reports:
 - a) Financial Statements
- 8) Correspondence:
 - a) Playground Inspection Report
 - b) NSWA – Request for Funding
 - c) FCSS Funds Receipt – September 2021 - \$511.00
- 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: October 14, 2021 at 7:00 pm.

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

IN ATTENDANCE

Councillors: Ray Hutscal, Lolita Chadd
Administration: CAO, Tony Sonnleitner
11 Residents in the gallery via Zoom

CALL TO ORDER

CAO, Tony Sonnleitner called the meeting to order at 7:00 p.m.

NOMINIATIONS

Tony Sonnleitner called for nominations for Mayor.
Councillor Lolita Chadd nominated Ray Hutscal.
Tony Sonnleitner called for nominations a second time.
Tony Sonnleitner called for nominations a third time.

Res A21-085

Moved by Councillor Lolita Chadd that nominations cease.

CARRIED

Ray Hutscal was declared Mayor and was administered the Oath of Office.

Mayor Ray Hutscal assumed the Chair

Mayor Ray Hutscal called for nominations for Deputy Mayor.

Mayor Ray Hutscal nominated Lolita Chadd.

Mayor Ray Hutscal called for nominations for Deputy Mayor a second time.

Mayor Ray Hutscal called for nominations for Deputy Mayor a third time.

Res A21-086

Moved by Mayor Ray Hutscal that nominations cease.

CARRIED

Lolita Chadd was declared Deputy Mayor and was administered the Oath of Office.

CARRIED

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

Res A21-087 Moved by Mayor Ray Hutschal that at 7:04 p.m. that the meeting recess.

CARRIED

Res A21-088 Moved by Mayor Ray Hutschal that at 7:00 p.m. on August 12, 2021 the recess end and the meeting will come to order.

CARRIED

Councillor Dieter Brandt joined the meeting as it came to order. It was confirmed that he had sworn the Oath of Office as Councillor for the Summer Village of Ross Haven. The rest of Council and Administration welcomed him to Council and the meeting.

APPOINTMENT OF COMMITTEE APPOINTEES

- a) Emergency Management / Disaster Services – Lolita Chadd
- b) Regionalization and Shared Services – Ray Hutschal
- c) Onoway Regional Medical Clinic – Lolita Chadd
- d) North 43 Lagoon Commission – Dieter Brandt
- e) Highway 43 East Waste Commission – Dieter Brandt
- f) Wild Regional Water Commission – Ray Hutschal
- g) FCSS – all members of council
- h) Onoway Regional Fire Services – Lolita Chadd
- i) Summer Villages of Lac Ste. Anne County East – Ray Hutschal
- j) Other appointments: Sturgeon Rover Watershed Alliance, Lake Isle & Lac Ste. Anne Water Quality Management Society, Inter-Municipal Collaboration (ICF) / Inter-Municipal Development Plan, East End Bus, Yellowhead Regional Library, Lac Ste. Anne Foundation, Alberta Summer Villages Association, and Alberta Urban Municipalities Association – As needed, direction of Council.

Res A21-089 Moved by Mayor Ray Hutschal that the appointment of committee appointees be as noted above.

CARRIED

APPOINTMENT OF MUNICIPAL AUDITOR

Res A21-090 Moved by Deputy Mayor Lolita Chadd that Seniuk and Company be appointed as municipal auditors.

CARRIED

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

APPOINTMENT OF FOIPP COORDINATOR

Res A21-091 Moved by Deputy Mayor Lolita Chadd that the FOIPP Coordinator be confirmed as the Chief Administrative Officer of the Municipality.

CARRIED

APPOINTMENT OF INTEGRITY COMMISSIONER

Res A21-092 Moved by Mayor Ray Hutschal that Chief Administrative Officer of the Municipality be appointed as Integrity Commissioner.

CARRIED

APPOINTMENT OF COMMUNITY PEACE OFFICER

Res A21-093 Moved by Deputy Mayor Lolita Chadd that Chief Administrative Officer of the Municipality be appointed as Community Peace Officer.

CARRIED

APPOINTMENT OF SUBDIVISION AUTHORITY

Res A21-094 Moved by Deputy Mayor Lolita Chadd that All of Council act as the Subdivision Authority for the Municipality.

CARRIED

APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY

Res A21-095 Moved by Deputy Mayor Lolita Chadd that Tony Sonnleitner be appointed as Chief Administrative Officer and Designated Officer of the Municipality.

CARRIED

APPOINTMENT OF MUNICIPAL LEGAL COUNCIL

Res A21-096 Moved by Deputy Mayor Lolita Chadd that Reynolds Mirth Richards & Farmer be appointed as Municipal Legal Counsel

CARRIED

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

**APPOINTMENT OF DEVELOPMENT OFFICER AND DESIGNATED OFFICER
OF THE MUNICIPALITY**

Res A21-097 Moved by Deputy Mayor Lolita Chadd that Tony Sonnleitner be appointed as Development Officer and Designated Officer of the Municipality

CARRIED

**APPOINTMENT OF CLERK OF THE SUBDIVISION AND DEVELOPMENT
APPEAL BOARD AND DESIGNATED OFFICER OF
THE MUNICIPALITY**

Res A21-097 Moved by Deputy Mayor Lolita Chadd that the designates from Lac Ste. Anne County being:
Stacey Wagner
Jane Holman
Cindy Suter, and
Trinity Hindes,
per SDAB Contract, be appointed as Clerks of the Subdivision and Development Appeal Board and Designated Officers of the Municipality

CARRIED

**APPOINTMENT OF WEED INSPECTOR AND DESIGNATED OFFICER OF
THE MUNICIPALITY**

Res A21-098 Moved by Deputy Mayor Lolita Chadd that Jackie Gamblin be appointed as Weed Inspector and Designated Officer of the Municipality

CARRIED

**APPOINTMENT OF MUNICIPAL ASSESSOR AND DESIGNATED OFFICER
OF THE MUNICIPALITY**

Res A21-099 Moved by Deputy Mayor Lolita Chadd that Dan Kanuka – Municipal Assessment Services Group be appointed as Municipal Assessor and Designated Officer of the Municipality.

CARRIED

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

APPOINTMENT OF ASSESSMENT REVIEW BOARD, CLERK OF THE ASSESSMENT REVIEW BOARD AND DESIGNATED OFFICERS OF THE MUNICIPALITY

Res A21-100

Moved by Deputy Mayor Lolita Chadd that the designates from Capital Region Assessment Services Commission shall act as the Assessment Review Board for the Municipality and Designated Officers of the Municipality, as per agreement. Further, Richard Barham be appointed as Assessment Review Board Clerk and Designated Officer of the Municipality.

CARRIED

CONFIRMATION OF FINANCIAL INFORMATION

Res A21-101

Moved by Deputy Mayor Lolita Chadd that the following financial information be confirmed:

- a) Signing Authority to be all of the Council and the Chief Administrative Officer.
 - Two signatures are required.
 - One signature to be any member of Council.
 - One signature to be the Chief Administrative Officer.
- b) Banking Authority – Royal Bank of Canada.

CARRIED

APPOINTMENT OF PLACE, DATE AND TIME FOR COUNCIL MEETINGS

Res A21-102

Moved by Councillor Dieter Brandt that regular meetings of Council be held on the second Thursday of each month at the Onoway Civic Centre, 4812 – 51 Street, Onoway, AB. T0E 1V0 and Via ZOOM Meeting, commencing at 7:00 p.m., and that any changes to the place, date or time of meetings be posted on the Summer Village website (www.rosshaven.ca).

CARRIED

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
JULY 8, 2021
IN-PERSON AND VIA ZOOM

APPOINTMENT OF MUNICIPAL ADDRESS

Res A21-103

Moved by Councillor Dieter Brandt that the formal contact address for the Municipality shall be:
700 Parkins Avenue within the Summer Village of Ross Haven. Further, the mailing address for the Municipality be:

Summer Village of Ross Haven, Box 70, Site 19, RR 1,
Gunn, AB T0E 1A0

CARRIED

ACKNOWLEDGEMENT OF COUNCIL'S LEGISLATIVE RESPONSIBILITIES

Res A21-104

Moved by Councillor Dieter Brandt that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received.

CARRIED

ADJOURNMENT

Having no further business to attend to for this meeting, Mayor Ray Hutscal adjourned the meeting at 7:14 p.m..

**These minutes approved this 9th day of
September , AD 2021**

Mayor Ray Hutscal

Chief Administrative Officer

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
AUGUST 12, 2021
IN-PERSON AND VIA ZOOM**

ATTENDANCE

Mayor, Ray Hutschal
Deputy Mayor, Lolita Chadd
Councillor, Dieter Brandt
CAO, Tony Sonnleitner
0 Residents in the gallery, 10 Residents via ZOOM

Prior to the Call to Order of the meeting, CAO, T. Sonnleitner congratulated Dieter Brandt on his election as Councillor.

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:16 p.m.

AGENDA

Res. A21-105

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

CARRIED

MINUTES

Res. A21-106

Moved by Councillor, Dieter Brandt that the following meeting minutes be approved as presented:

- July 8, 2021 Regular Council Meeting

CARRIED

NEW BUSINESS

a) Elected Officials Education Program

Res. A21-107

Moved by Mayor, Ray Hutschal that the Council for the Summer Village of Ross Haven authorize that the 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.

CARRIED

b) Authorization for Deputy Mayor Lolita Chadd to attend the July 26, 2021 meeting of the Onoway Regional Fire Services Meeting retroactively.

Res. A21-108

Moved by Mayor, R. Hutschal that Council retroactively approve the attendance by Deputy Mayor Lolita Chadd at the Onoway Regional Fire Services Meeting held on July 26, 2021.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
AUGUST 12, 2021
IN-PERSON AND VIA ZOOM**

c) Fire Ban Policy for the Summer Village of Ross Haven.

Res. A21-109

Moved by Deputy Mayor, Lolita Chadd that the Council for the Summer Village of Ross Haven adopt the Fire Ban Declaration Policy – A-PRO-FIRE, as attached to the agenda.

CARRIED

d) Mechanism / format for public participation at an Open Floor Discussion as part of the regular meeting of Council.

Res. A21-110

Moved by Mayor, R. Hutschal that the Council of 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 of the discussion is fifteen (15) minutes;
- ii. Each presenter is allocated a maximum of two (2) minutes;
- iii. The discussion is not to be a question and answer session; and
- iv. The discussion is not a debate.

CARRIED

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.

Res. A21-111

Moved by Mayor, R. Hutschal that the Council of 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, Agreement, and Council Minutes.

CARRIED

**MINUTES
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SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
AUGUST 12, 2021
IN-PERSON AND VIA ZOOM**

f) Council Information Meetings.

Res. A21-112

Moved by Mayor, Ray Hutscal that the Council of 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.

CARRIED

g) Drainage Project Update.

Res. A21-113

Councillor, Dieter Brandt provided a brief update to the ongoing Drainage Project.

Moved by Mayor, Ray Hutscal that the report from Councillor Dieter Brandt be accepted as information.

CARRIED

h) Sewer Project Update.

Mayor, Ray Hutscal provided a brief update to the proposed Sewer Project.

Res. A21-114

Moved by Deputy Mayor, Lolita Chadd that the report from Mayor, Ray Hutscal be accepted as information.

FINANCIAL REPORTS

a) Financial Statement

Res. A21-115

Moved by Mayor, Ray Hutscal that the July 31, 2021 financial statements be received as information.

CARRIED

CORRESPONDENCE

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

b) Gas Tax Funding Letter – Honourable Ric McIver

Res. A21-116

Moved by Deputy Mayor, Lolita Chadd that the correspondence be received as information.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
AUGUST 12, 2021
IN-PERSON AND VIA ZOOM**

COUNCIL REPORTS

- a) Mayor, Ray Hutschal
- b) Deputy Mayor, Lolita Chadd
- c) Councillor, Dieter Brandt

Res. A21-117

Moved by Mayor, Ray Hutschal that the Councillor Reports be received as information.

CARRIED

CAO REPORT

Res. A21-118

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

CARRIED

OPEN FLOOR

One member of the community availed himself of the opportunity to speak to Council.

**NEXT REGULAR
MEETING DATE**

September 9, 2021 at 7:00 p.m. Meeting to be held at the Onoway Civic Centre and via ZOOM. Check the Summer Village of Ross Haven website, www.rosshaven.ca, for details. \$

ADJOURNMENT

Mayor, Ray Hutschal adjourned the meeting at 7:52 p.m.

These minutes approved this 9th day of September 2021.

Mayor

Chief Administrative Officer

Summer Village of Ross Haven

Balance Sheet Summary

As of August 31, 2021

	TOTAL
Assets	
Current Assets	983,143.04
Cash and cash equivalents	195,764.32
Accounts receivable (A/R)	267,463.81
Total Current Assets	1,446,371.17
Non-current Assets	
Property, plant and equipment:	3,276,272.16
Total Non-current Assets	3,276,272.16
Total Assets	\$4,722,643.33
Liabilities and Equity	
Current Liabilities	452,915.33
Accounts Payable	0.00
Credit Cards	784.98
Total Current Liabilities	453,700.31
Non-current liabilities:	0.00
Equity	4,268,943.02
Total Liabilities and Equity	\$4,722,643.33

Summer Village of Ross Haven

Profit and Loss

August 2021

	TOTAL
INCOME	
4-9000 Property Taxes	22,616.84
4-9055 Lagoon/Sewer Fund Tax	3,325.00
4-9100 School Taxes	13,557.28
4-9250 Lac Ste Anne Foundation	1,150.90
Total Income	\$40,650.02
GROSS PROFIT	\$40,650.02
EXPENSES	
6-2159 Administrator Fee	3,500.00
6-2511 Bank Charges	12.27
6-2512 Cellphone & Communications	116.28
6-3540 Utilities	1,971.99
6-4511 FCSS & Recreation Programs	-511.00
6-4512 Public works - Supplies	851.66
6-4516 Parkways/Drainage	75,619.00
6-5510 Garbage Disposal	695.20
6-6201 Development/Safety Codes expense	355.00
6-7370 MSP & Physician Recruitment	3,950.00
Expenses	66.60
wages	8,019.63
Total Expenses	\$94,646.63
PROFIT	\$ -53,996.61

Sept 2, 2021

Council/ Administration
S.V. Ross Haven

Dear Council/ Administration,

The inspection and report were completed by Jason Madge CPSI (Canadian Playground Safety Inspector) on August 21, 2021 at two playgrounds located in your community.

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

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

Playground hazards are classified into three categories:

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

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

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

S.V Ross Haven
Annual Playground Audit
August 21, 2021

August 21, 2021

Playground Overview

We inspected two parks located in your community today. The issues we encountered seemed to be overall minor in nature and should be able to be corrected for less than two hundred dollars.

The inspection at the park revealed that the protective surfacing requires some minor redistribution under the swings and at the slide exits. It was found that one bolt was missing from the bottom corner of one panel. No signage was present stating who owns and operates the playground. This is a requirement under the standards and should include a name and contact, a sample sign can be provided for your reference upon request.

It was noted that there is some exercise equipment and sporting equipment at this park. While these types of equipment are not covered under the Canadian playground standards, they were inspected and show no signs of repairs needed at this time however the cement piles are above the surface, which could create a potential hazard.

There were no previous records at the time of this inspection. 25% of injuries occur from not being inspected and maintained.

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

To see more details please read the full inspection.

August 21, 2021

- 1) Protective surfacing on all areas requires some attention as there are low spots under the swings and at the slide exits. As per standard 10.4.4 regular monitoring and attention shall be required to ensure proper depth and grade are maintained, 10.4.5 loosefill protective surfacing shall be cleared, raked, replaced or added at regular intervals and 10.4.7 all protective surfacing shall be replaced or repositioned when it is worn or ceases to function as intended. **Class B**



- 2) The missing bolt on the bottom corner of the panel at the big park needs to be replaced. As per standard 12.3.1.1 **Class B**



- 3) There was no signage identifying who owns and operates the playgrounds. As per standard 11.2.2 Owner identification for emergency situations and for notification of defective equipment and hazards shall be posted on the premises.

Class C

- 4) Exercise Equipment have cement piles exposed which could cause potential injury to someone if the fall.



August 21, 2021

Summary and Conclusion

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

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

Sincerely,

Jason Madge CPSI

August 21, 2021

Disclaimer

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

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

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

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



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	08-Sep-2021	
DEPOSITED AT BANK:	000305259	DEPOSIT NO	DATE	AMOUNT
BRANCH:	05259	2001370654	08-Sep-2021	\$511.00
ACCOUNT:	*****6385	TOTAL		\$511.00
DEPOSIT NO:	2001370654	DEPOSIT DATE:	08-Sep-2021	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901631605	FCSS SEPTEMBER PAYMENT	095261290FCS0921	\$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

Please note: If you need to contact us please email 1GXInvoiceInquiries@gov.ab.ca or call our central inquiry line at 780-427-7481.