

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON DECEMBER 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:

P1-5

- a) Minutes of the Regular Meeting – November 18, 2021  
*(Motion to the approve minutes as read, or with amendments thereto)*

- 4) Public Hearings: None scheduled
- 5) Delegations: None scheduled
- 6) New Business:

P6-8

- a) 2022 Interim Operating & Capital Budget  
*(Motion that a 2022 Interim Operating & Capital Budget be approved at ½ of the 2021 Approved Operating and Capital Budget, and that this 2022 Interim Operating & Capital Budget cease to have any force and effect once the 2022 Operating and Capital Budget is approved.).*

- b) Tree Cutting Bids – Proposals to address trees to be removed from Municipal Lands.  
*(Motion that Council award the contract to the successful bidder and authorize execution of the agreement.).*

P13-16

- c) Assessment Review Board – Renewal of Contract  
Attached are the schedule “A” of the current and proposed contracts. The cost of both the annual fee and hearing costs have increased. Currently no other firm in our region is offering this service.  
*(Motion that Council approve the Capital Region Assessment Services Commission agreement to provide Assessment Review Board Services to the Summer Village of Ross Haven for the period 2022 to 2024 and authorize execution of the agreement.).*

P17-26

- d) Municipal Assessment Services – Renewal of Contract  
*(Motion that Council approve the Municipal Assessment Services agreement to provide Assessment Services to the Summer Village of Ross Haven for the period 2022 to 2025 and authorize execution of the agreement.).*

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P50-52 e) Review of Boat Lift Policy – Update for Council  
*(Action as dictated by Council at meeting time.).*

P35-47 f) Bylaw 289-2021 - Animal Control Bylaw – Update for Council.  
The current Bylaw 204-2006 is not serving the community well. The intent of Bylaw 289-2021 is to adopt a Bylaw that better reflects the needs of the community.  
*(Action as dictated by Council at meeting time.).*

g) West Inter Lake District (WILD) Commission – Waterline tie-in.  
The water line is designed for the summer villages to tie into it. Ross Haven would need a reservoir to hold a few days worth of water, as well as appropriate pumps and transmission. Stantec is their current engineer. Onoway and other larger municipalities have tied in. Ross Haven would be the first Summer Village.

*(Motion that Council for the SV of Ross Haven to draft a letter to the WILD commission expressing our interest to tie into the water line that is being developed as part of the WILD water project. The letter would express our interest in connecting, requesting information on the requirements to tie in, and outline next steps. Or other direction of Council at meeting time.).*

7) Financial Reports:

P27-30 a) Financial Statements  
*(Motion to accept for information.).*

8) Correspondence:

P31 a) Letter from Library Association of Alberta – Congratulations to new Council  
*(Motion to accept for information.).*

b) Engagement Invitation for APPS Study – Honourable Kaycee Madu – Justice and Solicitor General

P32-33 *(Motion that the letter from the Minister of Justice and Solicitor General of Alberta, Kaycee Madu, on the Alberta Provincial Police Service Transition be accepted for*

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*information AND THAT Council and Administration be authorized to participate in any  
upcoming engagement sessions with respect to this study.).*

9) Councillor Reports:

P48

a) Mayor

P49

b) Deputy Mayor

P34

c) Councillor – Attached

*(Motion to accept for information.).*

10) Administrators Report

a) CAO Report

*(Motion to accept for information.).*

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

12) Closed Session - None.

13) Adjournment: Next Council Meeting Date: January 13, 2022 at 7:00 pm.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
NOVEMBER 18, 2021  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd – Via ZOOM  
Councillor, Dieter Brandt  
CAO, Tony Sonleitner  
1 Resident in the gallery, 4 Residents via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:07 p.m.

**AGENDA**

Res. A21-140

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

CARRIED

**MINUTES**

Res. A21-141

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

- October 14, 2021 Regular Council Meeting

CARRIED

**DELEGATIONS**

**None**

**NEW BUSINESS**

**a) Bylaw 288-2021 – Bylaw to rescind Bylaw 18-1964 – Calgary Power Ltd.**

Res. A21-142

Moved by Mayor, R. Hutschal that Bylaw 288-2021 – Bylaw to rescind Bylaw 18-1964 be given first reading.

CARRIED

Res. A21-143

Moved by Councillor, D. Brandt that Bylaw 288-2021 – Bylaw to rescind Bylaw 18-1964 be given second reading.

CARRIED

Res. A21-144

Moved by Deputy Mayor, L. Chadd that Bylaw 288-2021 – Bylaw to rescind Bylaw 18-1964 be presented for third reading.

CARRIED

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Res. A21-145

Moved by Mayor, R. Hutscal that Bylaw 288-2021 – Bylaw to rescind Bylaw 18-1964 be given third and final reading.

CARRIED

**b) Municipal Assessment Services – Renewal of Contract**

Res. A21-146

Moved by Mayor, R. Hutscal that the proposed contract renewal for assessment services be tabled to the December 9, 2021 regular meeting of Council.

CARRIED

**c) Review of The Storage of Boat Lifts on Municipal Parkways Policy – June 9, 2018**

Res. A21-147

Moved by Mayor, R. Hutscal that Administration post the proposed Parkway Storage Policy on the Ross Haven website, seeking public input. Further, the proposed policy and any input be brought back to Council at the December 9, 2021 and January 13, 2022 regular meetings for further consideration and direction.

CARRIED

**d) NWFS – Request to store a Fire Truck within the Municipal Shop during the winter months**

Res. A21-148

Moved by Councillor, D. Brandt that the request from NWFS to store a Fire Truck within the Municipal Shop during the winter months be refused and that a letter be sent to NWFS advising them of the decision of Council.

CARRIED

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**e) Construction of a Parking Lot adjacent to the  
Municipal Shop.**

Res. A21-149

Moved by Mayor, R. Hutschal that the Summer Village of Ross Haven award the contract for clearing, grading, and building a five (5) car parking lot on the north-east portion of SE 8-55-3-W5M under the Municipal Stimulus Program (MSP) to Bolson Engineering and Environmental Services to a maximum amount of \$16,000.00, plus G.S.T., where the funding will be paid from reserves.

CARRIED

**f) 4<sup>th</sup> Street Road Project – Approval for  
expenditures for design costs.**

Res. A21-150

Moved by Mayor, R. Hutschal that the Summer Village of Ross Haven award the contract for the completion of a proposed design option for the drainage issues at the easterly end of 4<sup>th</sup> Street to Bolson Engineering and Environmental Services to a maximum amount of \$4800.00, plus G.S.T., where the funding will be paid from reserves.

CARRIED

**g) Force Main Project – Approval for expenditure for  
the preparation by Stantec of a Tech Memo**

Res. A21-151

Moved by Councillor D. Brandt that the Summer Village of Ross Haven accept the quote for the services and Stantec be engaged to prepare a Tech Memo to address the questions and concerns outlined in the Municipal questionnaire to an estimated amount of \$3500.00, plus G.S.T. It is to be noted that this total cost would be eligible for financial assistance under the Alberta Transportation existing grant percentage of 69.22%. The unfunded portion 30.78% = \$1,077.33 would be the responsibility of the Summer Village of Ross Haven, where the funding will be paid from reserves.

CARRIED

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- h) Animal Control Bylaw 204-2008 – Review with respect to farm animals upon non-residential parcels.**

Res. A21-152

Moved by Mayor, R. Hutscal that the matter be tabled to the December 9, 2021 regular meeting of Council, where Council will review the existing bylaw in the interim for action at that time.

CARRIED

**FINANCIAL REPORTS**

- a) Financial Statement**

Res. A21-153

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

CARRIED

**CORRESPONDENCE**

- a) 2022 – 2023 MSI Grants – Letter from Ric McIvor, Minister of Municipal Affairs  
b) Bylaw 204-2008 – Animal Control Bylaw – Sarah King  
c) Force main Project – Len & Marilyn Hendrickson**

Res. A21-154

Moved by Mayor, R. Hutscal that the Correspondence be received as information.

CARRIED

**COUNCILLOR REPORTS**

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

Res. A21-155

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

CARRIED

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**CAO REPORT**

Res. A21-156

Moved by Councillor, D. Brandt that the CAO report be received as information.

CARRIED

**OPEN FLOOR**

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

**NEXT REGULAR  
MEETING DATE**

December 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](http://www.rosshaven.ca), for details.

**ADJOURNMENT**

Mayor, Ray Hutschal adjourned the meeting at 8:54 p.m.

These minutes approved this 9<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



2021 Operating Budget & 3-Year Financial Plan

	Budgeted 2019	Actual 2019	Budgeted 2020	Actual 2020	Budgeted 2021	Projected 2022	Projected 2023
<b>General Government</b>							
Expenses							
Council Remuneration	(10,000.00)	(8,893.16)	(13,400.00)	(10,500.00)	(7,000.00)	(10,000.00)	(10,000.00)
Council Mileage / Subsistence	(2,000.00)	(1,264.88)	(2,500.00)	(1,978.00)	(1,250.00)	(2,100.00)	(2,100.00)
Administrator Fee	(50,000.00)	(48,490.00)	(42,000.00)	(42,000.00)	(44,520.00)	(47,191.20)	(50,022.67)
Municipal Memberships	-	(2,969.00)	(3,000.00)	(3,534.94)	(3,500.00)	(3,500.00)	(3,500.00)
Professional Fees	(5,500.00)	(18,490.00)	(9,000.00)	(9,946.50)	(9,000.00)	(10,000.00)	(10,000.00)
Insurance	(5,500.00)	(5,000.29)	(5,000.00)	(5,215.47)	(5,500.00)	(5,600.00)	(5,700.00)
Office & Misc	(2,400.00)	(5,012.26)	(3,500.00)	(3,219.77)	(2,600.00)	(2,700.00)	(2,800.00)
Bank Charges	(400.00)	(253.68)	(400.00)	(272.24)	(300.00)	(300.00)	(300.00)
Cell / Communication	(2,400.00)	(2,006.86)	(2,000.00)	(1,573.96)	(1,600.00)	(1,700.00)	(1,800.00)
Utilities	(20,000.00)	(20,820.12)	(21,000.00)	(20,797.85)	(21,500.00)	(22,500.00)	(23,500.00)
Public Works Supplies	(9,400.00)	(6,106.12)	(6,500.00)	(6,836.13)	(6,800.00)	(6,900.00)	(7,000.00)
Wages	(69,500.00)	(71,113.30)	(80,000.00)	(79,123.48)	(80,000.00)	(82,500.00)	(83,000.00)
WCB Expense	-	(1,055.37)	(1,100.00)	(1,210.00)	(1,300.00)	(1,400.00)	(1,500.00)
Municipal Election	-	-	-	-	(4,300.00)	-	-
WILD Water	(7,200.00)	(7,217.85)	(7,200.00)	(7,225.90)	(7,230.00)	(7,330.00)	(7,430.00)
Yellowhead Regional Library	(2,890.00)	(4,138.00)	(4,500.00)	(702.40)	(800.00)	(1,000.00)	(1,200.00)
School Taxes	(151,716.98)	(151,717.98)	(152,008.31)	(161,716.98)	(147,166.00)	(147,166.00)	(147,166.00)
Lac Ste. Anne Foundation	-	(12,600.00)	(12,154.24)	(12,154.24)	(12,555.47)	(12,555.47)	(12,555.47)
	(338,906.98)	(367,148.87)	(365,262.55)	(368,007.86)	(356,921.47)	(364,442.67)	(369,574.14)
Revenue							
Rev - Property Taxes	255,000.00	256,200.11	256,200.00	256,051.62			
Rev - School Taxes	151,538.48	151,538.48	152,008.31	151,716.98	147,166.00	147,166.00	147,166.00
Rev - Lac Ste. Anne Foundation	-	12,600.00	12,154.24	12,154.24	12,555.47	12,555.47	12,555.47
Rev - FCSS Grant	6,141.00	8,551.60	6,141.00	6,141.00	6,132.00	6,132.00	6,132.00
Rev - MSI Operating Grant	8,000.00	10,000.00	9,174.00	9,174.00	8,539.00	8,000.00	8,000.00
Rev - Senate Election Grant	-	-	-	-	2,000.00	-	-
Rev - MOST Grant	-	-	-	-	2,256.00	-	-
Rev - Interest Income	8,000.00	19,550.83	10,500.00	10,814.71	1,400.00	100.00	100.00
Rev - Tax Certificates	400.00	495.00	400.00	2,498.45	500.00	500.00	500.00
	429,079.48	458,936.02	446,577.55	448,551.00	180,548.47	174,453.47	174,453.47
Net Revenue (Tax Subsidy)	90,172.50	91,787.15	81,315.00	80,543.14	(176,373.00)	(189,989.20)	(195,120.67)
<b>Protective Services</b>							
Expenses							
Onoway Regional Fire Services	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(23,506.96)	(23,506.96)	(23,506.96)
Policing	-	-	-	-	(4,419.00)	(8,800.00)	(8,800.00)
	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(27,925.96)	(32,306.96)	(32,306.96)
Revenue							
Bylaw tickets							
				-	-	-	-
Net Revenue (Tax Subsidy)	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(27,925.96)	(32,306.96)	(32,306.96)
<b>Transportation</b>							
Expenses							
Road R & M	(8,000.00)	(16,673.40)	(8,600.00)	(1,750.00)	(1,750.00)	(1,850.00)	(1,950.00)
Equipment R & M	(2,400.00)	(4,582.07)	(2,600.00)	(2,302.64)	(2,400.00)	(2,500.00)	(2,600.00)
	(10,400.00)	(21,255.47)	(11,200.00)	(4,052.64)	(4,150.00)	(4,350.00)	(4,550.00)
Revenue							
Government Transfers for Capital							
				-	-	-	-
Net Revenue (Tax Subsidy)	(10,400.00)	(21,255.47)	(11,200.00)	(4,052.64)	(4,150.00)	(4,350.00)	(4,550.00)
<b>Water/Wastewater</b>							
Expenses							
Lagoon / Wastewater	(34,000.00)	(5,075.88)	(6,000.00)	(5,075.88)	(5,100.00)	(5,200.00)	(5,300.00)
	(34,000.00)	(5,075.88)	(6,000.00)	(5,075.88)	(5,100.00)	(5,200.00)	(5,300.00)
Revenue							
Rev - Lagoon / Sewer Fund Tax	28,750.00	28,625.00	28,625.00	28,625.00	39,725.00	45,400.00	51,075.00
	28,750.00	28,625.00	28,625.00	28,625.00	39,725.00	45,400.00	51,075.00
Net Revenue (Tax Subsidy)	(5,250.00)	23,549.12	22,625.00	23,549.12	34,625.00	40,200.00	45,775.00

<b>Waste Management</b>							
Expenses							
Garbage Disposal	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(7,500.00)	(8,000.00)
	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(7,500.00)	(8,000.00)
Revenue							
Garbage Fees							
				-	-	-	-
Net Revenue (Tax Subsidy)	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(7,500.00)	(8,000.00)
<b>Planning and Development</b>							
Expenses							
Municipal Assessment Services	(7,200.00)	(7,200.00)	(7,400.00)	(7,400.00)	(7,600.00)	(7,800.00)	(8,000.00)
Development / Safety Codes Expense	(8,500.00)	(6,100.00)	(8,500.00)	(8,688.46)	(8,700.00)	(8,800.00)	(8,900.00)
	(15,700.00)	(13,300.00)	(15,900.00)	(16,088.46)	(16,300.00)	(16,600.00)	(16,900.00)
Revenue							
Rev - Development/Safety Codes	1,000.00	2,807.27	1,000.00	1,579.36	1,000.00	1,000.00	1,000.00
Rev - Development Permits	3,000.00	-	3,500.00	1,224.00	1,000.00	1,000.00	1,000.00
	4,000.00	2,807.27	4,500.00	2,803.36	2,000.00	2,000.00	2,000.00
Net Revenue (Tax Subsidy)	(11,700.00)	(10,492.73)	(11,400.00)	(13,285.10)	(14,300.00)	(14,600.00)	(14,900.00)
<b>Recreation and Culture (including FCSS)</b>							
Expenses							
FCSS & Recreation	(12,000.00)	(9,693.28)	(9,000.00)	(1,092.00)	(6,132.00)	(6,132.00)	(6,132.00)
Trees & Park Improvements	(7,000.00)	(12,126.61)	(12,000.00)	(1,430.00)	(10,000.00)	(10,000.00)	(10,000.00)
	(19,000.00)	(21,819.89)	(21,000.00)	(2,522.00)	(16,132.00)	(16,132.00)	(16,132.00)
Revenue							
Government Transfers for Operating							
User Fees							
Camp Ground Revenue							
Transfers from County							
				-	-	-	-
Net Revenue (Tax Subsidy)	(19,000.00)	(21,819.89)	(21,000.00)	(2,522.00)	(16,132.00)	(16,132.00)	(16,132.00)
<b>Amortization</b>							
Expenses	-	-	-	(54,746.00)	(55,000.00)	(55,000.00)	(55,000.00)
Net Revenue (Tax Subsidy)	-	-	-	(54,746.00)	(55,000.00)	(55,000.00)	(55,000.00)
<b>Total Revenue</b>	<b>461,829.48</b>	<b>490,368.29</b>	<b>479,702.55</b>	<b>479,979.36</b>	<b>222,273.47</b>	<b>221,853.47</b>	<b>227,528.47</b>
<b>Total Expenditures</b>	<b>(455,006.98)</b>	<b>(458,089.21)</b>	<b>(457,362.55)</b>	<b>(480,989.41)</b>	<b>(488,529.43)</b>	<b>(501,531.63)</b>	<b>(507,763.10)</b>
<b>Excess Revenue (Shortfall)</b>	<b>6,822.50</b>	<b>32,279.08</b>	<b>22,340.00</b>	<b>(1,010.05)</b>	<b>(266,255.96)</b>	<b>(279,678.16)</b>	<b>(280,234.63)</b>
Tax Required to Balance Budget	6,822.50	32,279.08	22,340.00	(1,010.05)	(266,255.96)	(279,678.16)	(280,234.63)
Add: Debt Principle Payments	-	-	-	-	-	-	-
Add: Surplus for future plans	-	-	-	-	-	-	-
Subtract: Amortization Expense	-	-	-	54,746.00	55,000.00	55,000.00	55,000.00
<b>Total Cash Requirements (for Tax Bylaw)</b>	<b>6,822.50</b>	<b>32,279.08</b>	<b>22,340.00</b>	<b>53,735.95</b>	<b>(211,255.96)</b>	<b>(224,678.16)</b>	<b>(225,234.63)</b>

# 5-Year Capital Plan Worksheet

Planned Capital Additions	2021 Opening Balance	2021	2022	2023	2024	2025	2026
<b>Council</b>							
Council Laptops, including setup		13,000					
<b>Administration</b>							
CAO Laptop, including setup		2,000					
<b>Public Works</b>							
Pickup Truck Replacement						50,000	
Shld-steer Replacement						35,000	
Mower Replacement						25,000	
<b>Wastewater</b>							
Force Main Engineering		51,363	3,448,637				
<b>Drainage</b>							
Drainage Project		256,031					
<b>Streets / Walkways</b>							
Second Street (Engineering)		10,000					
Second Street (Renovation)			150,000				
Sidewalk / Walkway		24,019					
<b>Recreation</b>							
<b>Total Planned Capital Additions</b>		356,413	3,598,637	-	-	110,000	-
<b>Funding Sources</b>							
Addition to Capital Reserves (TCA Depreciation)		55,000	55,000	55,000	55,000	55,000	55,000
Beginning Capital Reserve Balance	845,784	845,784	900,784	411,237	466,237	521,237	576,237
<b>Grant Funding Carry Forward from Previous Year</b>		452,946	317,462	327,862	499,937	665,687	843,112
MSI Capital Grant	236,823	113,025	100,000	100,000	100,000	100,000	100,000
BMTG Grant	25,674	-					
MSP Grant (Sidewalk / Walkway)	-	24,019					
MOST Grant	17,256	15,000					
GTF Grant	173,193	29,160	15,000	15,000	15,000	15,000	15,000
Water For Life Grant	-	-	2,415,000				
<b>Total Grant Funding Available</b>	452,946	634,150	2,847,462	442,862	608,937	780,687	958,112
<b>Other Funding</b>							
Taxes - Special Wastewater Tax	-	39,725	45,400	51,075	56,750	62,425	68,100
Capital Reserve Contribution from Budget	-	-	544,547	-	-	-	-
Borrowing	-	-	489,090	-	-	110,000	-
<b>Less Total Planned Capital Additions</b>	-	356,413	3,598,637	-	-	110,000	-
<b>Ending Grant Funding Balance</b>		317,462	327,862	493,937	665,687	843,112	1,026,212
<b>Ending Capital Reserve Balance</b>	845,784	900,784	411,237	466,237	521,237	576,237	631,237
<b>Notes and Assumptions:</b>							
MSI Capital: \$100,000/yr (\$113,025 in 2021)							
GTF is \$15,000/yr (\$14,580 in 2021)							

Paid by MOST Grant

Paid by MOST Grant

Taxes  
Taxes  
Taxes

Paid by Reserves, Water for Life Grant, and Debeture

MSI Capital Grant

Paid by GTF Grant  
Paid by GTF Grant  
Paid by MSP Grant

MSP Grant approved for Sidewalk / Walkway  
COVID-19 Response Grant  
GTF Allocation will double in 2021 only  
Tentative Prov 69% - RH 31% Funding for Force Main Project

Borrowing for Force Main Project (2022); Truck / Shld Steer / Mower (2025)

## SCHEDULE "A"



### TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

### FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

#### 1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

#### 2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing day or part day and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.  
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.  
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

### 3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.



## SCHEDULE "A"



### TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2019 to 31 December 2021.

### FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

#### 1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the number of Participant's parcels on file with the Commission as at 1 January of each year of the agreement.

#### 2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing Fees:** \$400 for each LARB.  
\$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.  
\$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

### 3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

#### COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission  
11810 Kingsway  
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191  
Email: info@crasc.ca

#### PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality \_\_\_\_\_

Contact name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

# Municipal Assessment Services Group Inc.

PO Box 3369, 10404 – 100 Avenue Morinville, AB T8R 1S2

Ph. 780.939.3310 Fax 780.939.3350



September 27, 2021

Mr. Tony Sonnleitner  
CAO - Summer Village of Ross Haven  
PO Box 70, Site 19, RR1  
Gunn, AB T0E 1A0  
Dear Tony:

## **RE: PROPOSAL TO RENEW PROPERTY ASSESSMENT SERVICES**

Municipal Assessment Services Group Inc. is proud to have been the assessment service provider to the Summer Village of Ross Haven for the past 22 years! We hope the service we have provided has exceeded all the expectations of Council and Administration during that time.

Our current assessment services contract expires on December 31, 2021. I appreciate the opportunity to offer you this renewal for your review with the same terms of service.

I've used a renewal contract term period of four years. (**January 1, 2022 to December 31, 2025**). We would be pleased to look at a longer term if that better meets your needs.

***First Year of Term Price @ \$7,760 (\$1,940 Quarterly)***  
***(For the period January 1, 2022 to December 31, 2022)***

***Second Year of Term Price @ \$7,920 (\$1,980 Quarterly)***  
***(For the period January 1, 2023 to December 31, 2023)***

***Third Year of Term Price @ \$8,080 (\$2,020 Quarterly)***  
***(For the period January 1, 2024 to December 31, 2024)***

***Fourth Year of Term Price @ \$8,240 (\$2,060 Quarterly)***  
***(For the period January 1, 2025 to December 31, 2025)***

***\*(Please note that above prices do not include GST)***

In Summary, Municipal Assessment Services Group will continue to provide The Summer Village of Ross Haven with the highest quality alternative for your assessment service needs.

Municipal Assessment Services Group is proud of the track record it has developed in meeting all of its contracts and obligations.



Included with this renewal proposal are the proposed and Schedules “A” and “B” of the agreement outlining the services and costs.

Kindly review this at your leisure and if you and council agree to the terms, we would look forward to working another 4 years with the SV of Ross Haven.

As we’ve all learned to adapt to using the internet to transfer information electronically, we find some of the municipalities prefer to ‘print-scan-email’ the renewal agreements. If you would prefer this method, please print off and insert the date of agreement approval Cover page (Page 3 of this document) and then print and sign the signatory page (Page 7 of this document) then email back the entire agreement. I in turn, will sign, scan and email the agreement back to you for your files. If you’re more comfortable using Canada Post, that is fine too.

In closing, it has been a pleasure to work with Ross Haven and I look forward to continuing the great working relationship that’s been established over the last 22 years!

Respectfully,

A handwritten signature in blue ink, appearing to read 'D. Kanuka', followed by a long horizontal flourish.

Dan Kanuka, AMAA  
Appointed Assessor/Designated Officer for the SV of Ross Haven  
For Municipal Assessment Services Group Inc.

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2021

**BETWEEN:**

MUNICIPAL ASSESSMENT SERVICES GROUP INC.

---

(hereinafter called "Municipal Assessment Services Group")

- and -

SUMMER VILLAGE OF ROSS HAVEN

---

(hereinafter called the "municipality")

**1.0 Background**

**1.1** Assessment services are required by the municipality in order to carry out the assessment of property within the municipality, primarily for taxation purposes.

**1.2** Municipal Assessment Services Group has been asked by the municipality to provide certain assessment services as set out in this agreement and Municipal Assessment Services Group has agreed to provide such services.

**2.0 Description and Scope of Services**

**2.1** Municipal Assessment Services Group will, on behalf of the municipality, prepare the assessments and undertake the assessment related activities, all of which are set out in **Schedule "A"**, which is attached to and forms a part of this agreement.

**3.0 Appointed Assessor**

**3.1** For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, Municipal Assessment Services Group shall designate an assessor acceptable to the municipality from within M.A.S.G. to do the assessments and shall duly be the "appointed assessor" respecting such assessments.

#### **4.0 Level and Standards**

- 4.1** The appointed assessor will be an Accredited Municipal Assessor of Alberta (A.M.A.A.).
- 4.2** The appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and in determining final assessment value of property.
- 4.3** The appointed assessor will endeavor to maintain property equity in assessments within the municipality.

#### **5.0 Term**

- 5.1** This agreement will come into effect once it has been signed by both parties.
- 5.2** This agreement involves services with a commencement date of **January 1, 2022** and expires on **December 31, 2025** with an option of renewal upon written agreement of both parties.
- 5.3** During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

#### **6.0 Fees, Expenses and Payments**

- 6.1** The cost of the assessment services is set out in **Schedule "A"** which the municipality will pay to Municipal Assessment Services Group in the manner provided for in article **6.2**.
- 6.2** The municipality will be invoiced on a quarterly basis for work in progress and payments must be paid within thirty (30) days of invoice. Interest at the rate of twelve percent (12%) per annum, calculated monthly shall be due on any late payments.
- 6.3** G.S.T. (Goods and Services Tax) or any substitute for the G.S.T. shall be added (when applicable) to the cost of assessment services.
- 6.4** Should the municipality request Municipal Assessment Services Group to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged at an hourly rate of **\$90.00** per hour plus expenses.

## **7.0 Confidentiality and Non-disclosure**

- 7.1** Unless required by law, any data or other information concerning Municipal Assessment Services Group which is obtained by the municipality in its dealings with Municipal Assessment Services Group under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by Municipal Assessment Services Group.
- 7.2** Unless required by law, any data or other information concerning the municipality, which is obtained by Municipal Assessment Services Group in its dealings with the municipality under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by the municipality.

## **8.0 Indemnification**

- 8.1** Municipal Assessment Services Group will ensure that its employees, when on assignments, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed.
- 8.2** Municipal Assessment Services Group will indemnify and save harmless the municipality against all claims, damages and expenses that relate to Municipal Assessment Services Group employees who may be injured while performing assessment functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of the municipality, its officers, employees or agents.
- 8.3** Municipal Assessment Services Group will not be liable for any claims or other legal action that may result from or in any way relate to the assessment services performed on behalf of the municipality.

## **9.0 Termination of Contract**

- 9.1** Either party may terminate this agreement at anytime, without cause by giving notice in writing to the other party of not less than one hundred twenty (120) days.
- 9.2** If Municipal Assessment Services Group provides notice of termination to the municipality or receives a termination notice from the municipality, it shall outline what portions of the services under the agreement will not be completed by the date of the termination. It will then be the responsibility of the municipality to make appropriate arrangements to have required assessments completed.
- 9.3** Upon termination, Municipal Assessment Services Group shall submit to the municipality, an invoice for services rendered but not previously invoiced and the municipality shall pay such invoice within 30 days of its receipt by the municipality. Interest, at the rate of twelve percent (12%) per annum, calculated monthly not in advance, shall be due regarding any late payments.

## **10.0 Amendments**

**10.1** This agreement may be amended solely by written consent of both parties.

**10.2** This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

## **11.0 Contract Renewal**

**11.1** Contract renewals will be available subsequent to this agreement, as determined by both parties as outlined in article 5.3.

## **12.0 Arbitration**

**12.1** Should the parties be unable to resolve any disputes which may arise regarding this agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Revised Statutes of Alberta 2000, Ch. A-43.

## **13.0 Binding**

**13.1** This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees of Municipal Assessment Services Group and the municipality.

## **14.0 Representatives**

**14.1** The representatives of the parties and the address for notices for the purpose of this agreement are as follows:

a) for the Municipal Assessment Services Group Inc.:

Representative:	Daniel Kanuka, AMAA Appointed Assessor/Designated Officer
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Address:	PO Box 3369 10404 -100 Avenue Morinville, AB T8R 1S2
----------	--

b) for the municipality:

Representative:	Tony Sonnleitner CAO
-----------------	-------------------------

Address:	PO Box 70, Site 19, RR1 Gunn, AB T0E 1A0
----------	---

## **15.0 Signatures**

**15.1** This agreement is executed by the parties as of the date shown on the first page of this agreement.

**Municipal Assessment Services Group Inc.**

Per: \_\_\_\_\_

\_\_\_\_\_

**The Municipality**

Per: \_\_\_\_\_

\_\_\_\_\_

## **SCHEDULE "A"**

The following assessment services are provided pursuant to the agreement between the Municipal Assessment Services Group and the municipality.

### **ASSESSMENT SERVICES WILL INCLUDE:**

The Municipal Assessments Services Group will be responsible for the following in providing this assessment service proposal:

- All computer hardware and software, relative to the **CAMALOT** Assessment System in the M.A.S.G. Morinville office.
- All travel costs such as mileage, meals and accommodation.
- Annual assessment of new properties, as well as reported changes to existing properties.
- An assessment valuation shall be conducted annually. The current value program will continue.
- The client municipality will receive the assessment values in report form or electronic data transfer.
- Administration and council support relating to property assessment matters.
- The assessor will be available to address assessment inquiries and estimates of taxation from property owners by telephone, or in person when required.
- Assessment and Growth shift studies shall be provided after each valuation.
- Required Annual recapitulation and assessment to market ratio studies shall be reported to the Assessment Audit Unit of Municipal Affairs via Milenet.
- Required Standards and Reporting as per all legislation and regulation in the Province of Alberta. This includes, but not limited to, the Municipal Government Act, Matters Relating to Assessment and Taxation (MRAT) and Alberta Assessment Quality Minister's Guidelines.

**PAYMENTS TO THE MUNICIPAL ASSESSMENTS SERVICES GROUP FOR ASSESSMENT SERVICES:**

**Four Year Term**

**1st Year:** Based on 20% selective inspections of properties commencing January 1, 2022 to December 31, 2022: **\$1,940.00** quarterly (**\$7,760** per annum).

**2nd Year:** Based on 20% selective inspections of properties commencing January 1, 2023 to December 31, 2023: **\$1,980.00** quarterly (**\$7,920** per annum).

**3rd Year:** Based on 20% selective inspections of properties commencing January 1, 2024 to December 31, 2024: **\$2,020.00** quarterly (**\$8,080** per annum).

**4th Year:** Based on 20% selective inspections of properties commencing January 1, 2025 to December 31, 2025: **\$2,060.00** quarterly (**\$8,240** per annum).

**NOTE:** All quarterly payments considered Beginning of Period and exclude GST.  
The above quarterly payments are based on a full year's contract.

**Prices do not include GST.**

**CLIENT MUNICIPALITIES WILL BE RESPONSIBLE FOR:**

- All required maps, subdivision plans, development/building permits including plans where available.
- All costs incurred at Land Titles Office and Corporate Registry.
- All costs resulting from ratepayer information brochures, newspaper advertisements and bulk mailing.



## SCHEDULE "B"

### SERVICES NOT INCLUDED: (ESTIMATED AS REQUIRED)

Should the municipality request the Municipal Assessment Services Group to undertake work that is not set out in Schedule "A", such additional work shall be charged in the manner as shown in **Section 6.4** of the contract.

- Any Local Assessment Review Board (**LARB**) hearings, Composite Assessment Review Board (**CARB**) hearings, or any Higher Court attendance is not included.
- New major or non-typical development over **\$3,000,000** will be negotiated and cost separately relative to annual assessments.
- Any annexations or municipal boundary changes.
- Equalization Appeals.
- Municipal Appraisals as required for insurance, sale of property from tax forfeiture proceedings as well as properties owned by the municipality held for re-sale.
- Business Tax assessments.
- Assessment changes arising out of legislative changes.
- Property designated as a “major plant” by the [2017 Alberta Machinery and Equipment Minister’s Guidelines](#) regulation; for example, large refineries, upgraders, pulp and paper mills.

# Summer Village of Ross Haven

## Balance Sheet Summary

As of November 30, 2021

	TOTAL
Assets	
Current Assets	1,184,711.39
Cash and cash equivalents	53,432.58
Accounts receivable (A/R)	1,942.11
<b>Total Current Assets</b>	<b>1,240,086.08</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>\$4,516,358.24</b>
Liabilities and Equity	
Current Liabilities	465,464.09
Accounts Payable	0.00
Credit Cards	192.56
<b>Total Current Liabilities</b>	<b>465,656.65</b>
Non-current liabilities:	0.00
Equity	4,050,701.59
<b>Total Liabilities and Equity</b>	<b>\$4,516,358.24</b>

# Summer Village of Ross Haven

## Profit and Loss

November 2021

	TOTAL
INCOME	
4-9300 Grants - FCSS	511.00
4-9400 Interest Income	4.73
<b>Total Income</b>	<b>\$515.73</b>
<b>GROSS PROFIT</b>	<b>\$515.73</b>
EXPENSES	
6-1151 Council Remuneration	2,400.00
6-1211 Council Mileage & Subsistence	792.59
6-2159 Administrator Fee	3,500.00
6-2160 Development Officer Fee	355.00
6-2165 Wages	5,755.20
6-2230 Professional Fees	480.50
6-2511 Bank Charges	11.75
6-2512 Cellphone & Communications	233.80
6-3251 Road - R&M	1,700.00
6-3540 Utilities	1,735.83
6-4512 Public works - Supplies	879.08
6-4516 Parkways/Drainage	65,580.00
6-5510 Garbage Disposal	926.72
6-7370 MSP, Fire Services & Physician Recruitment	10,158.40
<b>Total Expenses</b>	<b>\$94,508.87</b>
<b>PROFIT</b>	<b>\$ -93,993.14</b>

# Summer Village of Ross Haven

Budget vs. Actuals: 2021 Budget - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4-9000 Property Taxes	268,396.56		268,396.56	
4-9055 Lagoon/Sewer Fund Tax	39,725.00	39,725.00	0.00	100.00 %
4-9100 School Taxes	146,142.56	147,166.00	-1,023.44	99.30 %
4-9250 Lac Ste Anne Foundation	12,555.41	12,555.47	-0.06	100.00 %
4-9300 Grants - FCSS	3,577.00	6,132.00	-2,555.00	58.33 %
4-9302 Grants - MSI Operating		8,539.00	-8,539.00	
4-9400 Interest Income	1,836.49	1,400.00	436.49	131.18 %
4-9500 Development/Safety Codes		1,000.00	-1,000.00	
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	495.72	500.00	-4.28	99.14 %
4-9700 Fines & Penalties	-116.51		-116.51	
4-9800 Developement Permits	1,100.00	1,000.00	100.00	110.00 %
4-9900 Senate Election Grant		2,000.00	-2,000.00	
4-9920 MOST Grant		2,256.00	-2,256.00	
<b>Total Income</b>	<b>\$473,712.23</b>	<b>\$222,273.47</b>	<b>\$251,438.76</b>	<b>213.12 %</b>
<b>GROSS PROFIT</b>	<b>\$473,712.23</b>	<b>\$222,273.47</b>	<b>\$251,438.76</b>	<b>213.12 %</b>
<b>Expenses</b>				
6-1140 School Taxes Paid	108,056.93	147,166.00	-39,109.07	73.43 %
6-1141 Lac Ste Anne Foundation Payable		12,555.47	-12,555.47	
6-1151 Council Remuneration	6,000.00	7,000.00	-1,000.00	85.71 %
6-1211 Council Mileage & Subsistence	1,845.20	1,250.00	595.20	147.62 %
6-2159 Administrator Fee	42,000.00	44,520.00	-2,520.00	94.34 %
6-2160 Development Officer Fee	4,355.00		4,355.00	
6-2165 Wages	80,395.87	80,000.00	395.87	100.49 %
6-2170 WCB Expense	2,066.39	1,300.00	766.39	158.95 %
6-2224 Municipal Memberships	3,551.31	3,500.00	51.31	101.47 %
6-2230 Professional Fees	8,593.00	8,500.00	93.00	101.09 %
6-2274 Insurance	5,327.72	5,500.00	-172.28	96.87 %
6-2510 Office & Misc Expense	5,195.75	2,600.00	2,595.75	199.84 %
6-2511 Bank Charges	310.14	300.00	10.14	103.38 %
6-2512 Cellphone & Communications	1,323.74	1,600.00	-276.26	82.73 %
6-3230 Interest expense	15.11		15.11	
6-3251 Road - R&M	5,600.00	1,750.00	3,850.00	320.00 %
6-3520 Equipment - R&M	4,467.62	2,400.00	2,067.62	186.15 %
6-3540 Utilities	19,695.08	21,500.00	-1,804.92	91.61 %
6-4511 FCSS & Recreation Programs	-9,561.00	6,132.00	-15,693.00	-155.92 %
6-4512 Public works - Supplies	8,653.09	6,800.00	1,853.09	127.25 %
6-4516 Parkways/Drainage	163,899.00		163,899.00	
6-4521 Trees & Park Improvements	5,948.06	10,000.00	-4,051.94	59.48 %
6-4550 Weed Control	341.40		341.40	
6-5510 Garbage Disposal	5,056.83	7,000.00	-1,943.17	72.24 %
6-6200 Municipal Assessment Service	7,600.00	7,600.00	0.00	100.00 %
6-6201 Development/Safety Codes expense	629.14		629.14	
6-7370 MSP, Fire Services & Physician Recruitment	34,731.42	23,506.96	11,224.46	147.75 %
6-7371 LSA county - Police & Animal	4,419.00	4,419.00	0.00	100.00 %
6-7372 All-Net		500.00	-500.00	

# Summer Village of Ross Haven

Budget vs. Actuals: 2021 Budget - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-7380 Lagoon/Wastewater - LSAC	5,075.88	5,100.00	-24.12	99.53 %
6-7395 Wild Water Commission	7,207.27	7,230.00	-22.73	99.69 %
6-7396 Yellowhead Regional Library	713.60	800.00	-86.40	89.20 %
6-7397 COVID Supplies	279.96		279.96	
6-7460 Municipal Election	6,542.06	4,300.00	2,242.06	152.14 %
6-7500 MOST Grant Expenses	13,352.65		13,352.65	
<b>Total Expenses</b>	<b>\$553,687.22</b>	<b>\$424,829.43</b>	<b>\$128,857.79</b>	<b>130.33 %</b>
NET OPERATING INCOME	<b>\$ -79,974.99</b>	<b>\$ -202,555.96</b>	<b>\$122,580.97</b>	<b>39.48 %</b>
Other Expenses				
6-2150 Amortization		55,000.00	-55,000.00	
Other Miscellaneous Expense	2,209.47		2,209.47	
Questions for Tony	1,895.57		1,895.57	
<b>Total Other Expenses</b>	<b>\$4,105.04</b>	<b>\$55,000.00</b>	<b>\$ -50,894.96</b>	<b>7.46 %</b>
NET OTHER INCOME	<b>\$ -4,105.04</b>	<b>\$ -55,000.00</b>	<b>\$50,894.96</b>	<b>7.46 %</b>
NET INCOME	<b>\$ -84,080.03</b>	<b>\$ -257,555.96</b>	<b>\$173,475.93</b>	<b>32.65 %</b>

## Library Association of Alberta

November 15, 2021

Dear Mayor and elected Councillors,

On behalf of the Library Association of Alberta, I would like to extend my congratulations on your recent election to your municipal council! I'm sure you are eager to begin your work serving constituents.



The purpose of this letter is to introduce the Library Association of Alberta (LAA) as a valuable partner in advocating for your library. The LAA is a non-profit, volunteer run organization whose mission is to strengthen the library community in Alberta by effectively advocating for libraries and library workers from all sectors.

Like you, the LAA believes that libraries are a thriving and vital aspect of Alberta's communities. They are places that serve all members of the community with the programs, resources and technology necessary to build thriving communities and informed citizens. Local entrepreneurs, students, families, newcomers, seniors and educators are just a few examples of the types of people that use your local library to build skills, gain employment, make connections and most importantly, build community.

I am also writing today to highlight the important relationship between municipalities and public libraries. As a member of council, you have the ability to make a significant impact on your community through your support of your local library. If you would like to learn more about the relationship between municipal council and library boards, we recommend [this short document](#) from the Alberta Government. We also encourage you to reach out to your local library if you haven't already, to see firsthand the great work being done for community members.

Once again, my congratulations on your appointment to council. We value the work you are doing to build your community, and we encourage you to reach out at any time with questions or simply to connect.

Warmest regards,

A handwritten signature in black ink, appearing to read "Kirk MacLeod", is positioned above the printed name.

Kirk MacLeod

Library Association of Alberta, President



ALBERTA  
JUSTICE AND SOLICITOR GENERAL

---

*Office of the Minister*  
*MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.



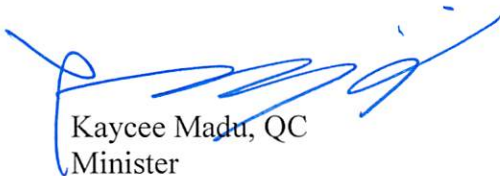
In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing [jsg.appstranstionstudy@gov.ab.ca](mailto:jsg.appstranstionstudy@gov.ab.ca).

Yours very truly,



Kaycee Madu, QC  
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs



09 December 2021 – Councillor Report – Dieter Brandt

It has been 3 weeks since the last council meeting and I have only attended one formal meeting. The Council was invited to take part in an on-line meeting with Rogers Communications regarding connectivity in our region. The synopsis is the meeting was that there are plans to improve internet connectivity in our region over the next 5 years.

I have spent considerable time looking into the proposed sewer project. The questions listed on our website should have answers posted shortly. A Clarification Memo with the answers has been provided by Stantec and the North 43 Lagoon Commission. We are in the process of finalizing the document so that it can be put on the website for everyone to see.

That's all for now...

Dieter Brandt  
Councillor  
Summer Village of Ross Haven

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 289

**Being** a bylaw of the Summer Village of Ross Haven in the Province of Alberta to govern the control of animals within the municipal boundaries.

**Whereas**, under provisions of Section 7 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council may pass bylaws respecting domestic animals and activities in relation to them and;

**Whereas**, the Council of the Summer Village of Ross Haven deems it in the best interest of animal owners and the public in general for the Village to regulate control of animals within its boundaries:

**Now Therefore**, the Council of the Summer Village of Ross Haven in Council duly assembled, hereby enacts as follows:

**I. DEFINITIONS**

1. "Animal" shall mean any domesticated animal, including but not limited to cattle, horses, fowl, sheep or goats.
2. "At large" shall mean off the premises of the owner and not under the immediate, continuous and effective control of a competent person.
3. "Dog" shall mean a male or female of the species over the age of three months and shall include bitch, spayed bitch, male or neutered male.
4. "Animal Control Officer" shall mean any person appointed by the Summer Village to carry out the provisions of this By-Law.
5. "Owner" shall mean and include any person owning, possessing, having charge of or control over or harbouring any animal or dog or suffering or permitting any animal or dog to remain about his house or premises.
6. "Run at Large" shall mean an animal that is at any place other than the property of the owner or the property of the harboured, or is not otherwise restrained by a leash held by a person and that leash is attached to a choke chain, collar, or harness, securely holding the animal.
7. "Summer Village" or "Village" means the Summer Village of Ross Haven in the Province of Alberta.
8. "Vicious Dog" means:
  - (i) any individual dog that when unprovoked inflicts bites or attacks a human being or other animal either on public or private property;
  - (ii) any individual dog with a known propensity, tendency or disposition to attack without provocation, to cause injury or to otherwise endanger the safety of human beings or domestic animals;
  - (iii) any individual dog which attacks a human being or domestic animal without provocation;
  - (iv) any individual dog owned or harboured primarily or in part for the purpose of dog fighting or any dog trained for dog fighting;

## Summer Village of Ross Haven

### Animal Control Bylaw

#### Bylaw # 289

- (v) any individual dog which has been found to be a "dangerous dog" upon 3 separate occasion's;
  - (vi) no dog shall be deemed "vicious" if it bites, attacks, or menaces a trespasser on the property of its owner provided that such property is posted with warning signs or harms or menaces anyone who has tormented or abused it or is a professionally trained dog for law enforcement or guard duties.
9. "Dangerous Dog" shall mean any individual dog which when either unmuzzled, unleashed or unattended by it's owner, or a member of it's own family in a vicious or terrorizing manner, approaches any person in an apparent attitude of attack upon streets, sidewalks, or any public ground or places.

## **II. REGULATIONS**

1. No animals, other than cats, dogs and other small pets may be harboured on any property within the Village boundaries except for horses if the property is greater than 10 acres in size. The keeping of or riding of horses in any public parkland or walkway is strictly prohibited except in the case of a special event organized and hosted by the Ross Haven Community League.
2. No person or owner shall harbour more than two small pets of one kind of whatever sex and aged (6) months or more at one and the same time in any house, shelter, room or place within the Village boundaries.
3. No person or owner shall permit any dog to run at large within the boundaries of the Village.
4. No person shall remove or attempt to remove any animal or small pet, including a dog from the possession of the Animal Control Officer or the Animal Holding Facility prior to having paid the outstanding fines and fees.
5. No person, whether or not he or she is the owner of a dog or small pet which is being pursued by the Animal Control Officer, shall;
  - i) interfere with or attempt to obstruct an Animal Control Officer from enforcing the provisions of this bylaw;
  - ii) induce any dog, small pet or animal to enter a house or place where it may be sage from capture or otherwise assist the dog, small pet, or animal to escape capture;
  - (iii) falsely represent himself as being in control of a dog, so as to establish that the dog is not running at large;
  - (iv) unlatch or open the vehicle in which dogs captured for impounding have been placed, so as to allow dogs to escape there from.

## Summer Village of Ross Haven

### Animal Control Bylaw

#### Bylaw # 289

6. It shall be the duty of the occupant of any house or premises in or about which any female animal is kept or allowed to remain, to keep such animals housed and confined during the whole period during which the female is in heat.
7. No person shall allow any dog to howl or bark excessively or in a manner to disturb the quiet of any person.
8. No dog shall be allowed to defecate on any public or private property other than the property of its owner. If a dog defecates on any public or private property, the owner shall cause such defecation to be removed immediately.

### **III. DETERMINING AN ANIMAL TO BE VICIOUS**

1. The owner of a dog, which the owner has reason to believe to be a vicious dog, shall keep such dog in accordance with the provisions of section III (3) of this bylaw;
2. If an R.C.M.P. Officer, Peace Officer, Special Constable or Bylaw Enforcement Officer appointed by Council, determines that a dog is a vicious dog, either through personal observation or after an investigation initiated by a complaint, he or she may, in writing;
  - i) inform the owner that his / her dog has been determined to be a vicious dog and
  - ii) require the owner to keep such dog in accordance with the provisions of section III (3) or this bylaw, and
  - iii) inform the owner that if the vicious dog is not kept in accordance with section III (3) of this bylaw, the owner will be fined, or subject to enforcement pursuant to Schedule "B" of this Bylaw.
- 3) The owner of a dog determined to be a vicious dog under section III (3) of this bylaw shall take the following precautions:
  - i) at all times while a vicious dog is on the premises of its owner, the owner shall either keep such dog confined indoors, or confined in a securely enclosed and locked pen, or other structure, constructed to prevent the escape of the vicious dog, and capable of preventing the entry of young children
  - ii) such pen shall have secure sides and secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot;
  - iii) when any vicious dog is off the premises of the owner, the owner shall securely muzzle the dog and ensure the dog is restrained by a permitted leash which shall effectively prevent it from attacking or biting a person or other animals;

Summer Village of Ross Haven

Animal Control Bylaw

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- iv) the owner of a vicious dog shall take all necessary steps to ensure that such a dog does not bite, chase or attack any person or other animal, whether the person or animal is on the property of the owner or not;
- v) the owner of a vicious dog shall not permit such dog to run at large.

**IV. TICKETS/FINES**

1. An animal control ticket issued to any person contravening any provision of this bylaw shall be deemed to be sufficiently served if:
  - i) served personally on the owner of animal; or
  - ii) mailed by registered mail to the address of the owner as recorded on the Village Tax Roll; or
  - ii) left at the residence of the accused in care of a person who appears to be at least 16 years of age.
2. Fines levied for contravention of this bylaw are listed in Schedule "A" of this bylaw.

Bylaws #26 & #204 shall be rescinded on the date of final reading of this Bylaw.

READ FOR A FIRST TIME, this day of 2021

READ FOR A SECOND TIME, this day of 2021

READ A THIRD TIME, and duly passed, this day of 2021

\_\_\_\_\_  
Mayor Ray Hutschal

\_\_\_\_\_  
Municipal Administrator Tony Sonnleitner

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 289

**SCHEDULE "A"**

**FINES**

Fines shall be as follows:

<b>I.</b>	<b>Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1.	Harbouring prohibited animals	(II,1)	\$ 100.00	\$200.00
2.	Having an excess of two pets of the same kind	(II,2)	\$ 100.00	\$200.00
3.	Running at large	(II,3)	\$ 100.00	\$200.00
4.	Removing from custody	(II,4)	\$ 250.00	\$500.00
5.	Interfering with capture	(II,5)	\$ 250.00	\$500.00
6.	Not confining bitch in heat	(II,6)	\$ 250.00	\$500.00
7.	Barking or howling	(II,7)	\$ 100.00	\$200.00
8.	Failure to remove defecation	(II,8)	\$ 100.00	\$200.00

**II.** If an animal control ticket issued to an owner as a result of an infraction of this bylaw is not paid in accordance with the terms of the ticket, an information may be filed and a summons issued and prosecution conducted against such owner for the alleged violation.

**III.** Any person who contravenes any of the provisions of the bylaw shall be liable upon summary conviction to a penalty not to exceed \$2000.00 plus costs, or in default of payment, to imprisonment for a period not to exceed 30 days.

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 289

**SCHEDULE "B"**

**FINES – VICIOUS DOGS**

<b>I.</b>	<b>Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1.	Failure to confine a vicious dog	(III), (3), (i)	\$ 500.00	\$ 1000.00
2.	Failure to muzzle or otherwise secure A vicious dog when off premises	(III), (3), (ii)	\$ 500.00	\$ 1000.00
3.	If a vicious dog bites or attacks a person or animal causing injury	(III), (3), (iv)	\$1000.00	\$ 2000.00
4.	Permitting a vicious dog to run at large	(III), (3), (v)	\$ 500.00	\$ 1000.00

Any owner who commits three or more offences listed in this section will be issued a compulsory court notice, and upon conviction will be subject to a fine of not more than \$5000.00 and not less than \$1500.00

By-law # 26.

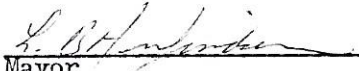
A by-law for the Summer Village of Ross Haven controlling domestic animals within the Village,

Under the authority, and subject to the provisions of section 304 A of the Town and Village act, being chapter 338 of the revised statutes of Alberta, 1955, with ammendments thereto, the council for the Summer Village of Ross Haven enacts as follows,-

that the keeping of, or riding of horses in any public parkland or walkway is strictly prohibited.

Read three times and finally passed this 10th day, 1966.

OF MAY. W.T.

  
Mayor

  
Secretary-treasurer



Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 204

**Being** a bylaw of the Summer Village of Ross Haven in the Province of Alberta to govern the control of animals within the municipal boundaries.

**Whereas**, under provisions of Section 7 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council may pass bylaws respecting domestic animals and activities in relation to them and;

**Whereas**, the Council of the Summer Village of Ross Haven deems it in the best interest of animal owners and the public in general for the Village to regulate control of animals within its boundaries:

**Now Therefore**, the Council of the Summer Village of Ross Haven in Council duly assembled, hereby enacts as follows:

**I. DEFINITIONS**

1. "Animal" shall mean any domesticated animal, including but not limited to cattle, horses, fowl, sheep or goats.
2. "At large" shall mean off the premises of the owner and not under the immediate, continuous and effective control of a competent person.
3. "Dog" shall mean a male or female of the species over the age of three months and shall include bitch, spayed bitch, male or neutered male.
4. "Animal Control Officer" shall mean any person appointed by the Summer Village to carry out the provisions of this By-Law.
5. "Owner" shall mean and include any person owning, possessing, having charge of or control over or harbouring any animal or dog or suffering or permitting any animal or dog to remain about his house or premises.
6. "Run at Large" shall mean an animal that is at any place other than the property of the owner or the property of the harboured, or is not otherwise restrained by a leash held by a person and that leash is attached to a choke chain, collar, or harness, securely holding the animal.
7. "Summer Village" or "Village" means the Summer Village of Ross Haven in the Province of Alberta.
8. "Vicious Dog" means:
  - (i) any individual dog that when unprovoked inflicts bites or attacks a human being or other animal either on public or private property;
  - (ii) any individual dog with a known propensity, tendency or disposition to attack without provocation, to cause injury or to otherwise endanger the safety of human beings or domestic animals;
  - (iii) any individual dog which attacks a human being or domestic animal without provocation;
  - (iv) any individual dog owned or harboured primarily or in part for the purpose of dog fighting or any dog trained for dog fighting;

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 204

- (v) any individual dog which has been found to be a "dangerous dog" upon 3 separate occasion's;
  - (vi) no dog shall be deemed "vicious" if it bites, attacks, or menaces a trespasser on the property of its owner provided that such property is posted with warning signs or harms or menaces anyone who has tormented or abused it or is a professionally trained dog for law enforcement or guard duties.
9. "Dangerous Dog" shall mean any individual dog which when either unmuzzled, unleashed or unattended by it's owner, or a member of it's own family in a vicious or terrorizing manner, approaches any person in an apparent attitude of attack upon streets, sidewalks, or any public ground or places.

**II. REGULATIONS**

1. No animals, other than cats, dogs and other small pets may be harboured on any property within the Village boundaries;
2. No person or owner shall harbour more than two small pets of one kind of whatever sex and aged (6) months or more at one and the same time in any house, shelter, room or place within the Village boundaries.
3. No person or owner shall permit any dog to run at large within the boundaries of the Village.
4. No person shall remove or attempt to remove any animal or small pet, including a dog from the possession of the Animal Control Officer or the Animal Holding Facility prior to having paid the outstanding fines and fees.
5. No person, whether or not he or she is the owner of a dog or small pet which is being pursued by the Animal Control Officer, shall;
  - i) interfere with or attempt to obstruct an Animal Control Officer from enforcing the provisions of this bylaw;
  - ii) induce any dog, small pet or animal to enter a house or place where it may be sage from capture or otherwise assist the dog, small pet, or animal to escape capture;
  - (iii) falsely represent himself as being in control of a dog, so as to establish that the dog is not running at large;
  - (iv) unlatch or open the vehicle in which dogs captured for impounding have been placed, so as to allow dogs to escape there from.
6. It shall be the duty of the occupant of any house or premises in or about which any female animal is kept or allowed to remain, to keep such animals housed and confined during the whole period during which the female is in heat.

## Summer Village of Ross Haven

### Animal Control Bylaw

#### Bylaw # 204

7. No person shall allow any dog to howl or bark excessively or in a manner to disturb the quiet of any person.
8. No dog shall be allowed to defecate on any public or private property other than the property of its owner. If a dog defecates on any public or private property, the owner shall cause such defecation to be removed immediately.

### **III. DETERMINING AN ANIMAL TO BE VICIOUS**

1. The owner of a dog, which the owner has reason to believe to be a vicious dog, shall keep such dog in accordance with the provisions of section III (3) of this bylaw;
2. If an R.C.M.P. Officer, Peace Officer, Special Constable or Bylaw Enforcement Officer appointed by Council, determines that a dog is a vicious dog, either through personal observation or after an investigation initiated by a complaint, he or she may, in writing;
  - i) inform the owner that his / her dog has been determined to be a vicious dog and
  - ii) require the owner to keep such dog in accordance with the provisions of section III (3) or this bylaw, and
  - iii) inform the owner that if the vicious dog is not kept in accordance with section III (3) of this bylaw, the owner will be fined, or subject to enforcement pursuant to Schedule "B" of this Bylaw.
- 3) The owner of a dog determined to be a vicious dog under section III (3) of this bylaw shall take the following precautions:
  - i) at all times while a vicious dog is on the premises of its owner, the owner shall either keep such dog confined indoors, or confined in a securely enclosed and locked pen, or other structure, constructed to prevent the escape of the vicious dog, and capable of preventing the entry of young children
  - ii) such pen shall have secure sides and secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot;
  - iii) when any vicious dog is off the premises of the owner, the owner shall securely muzzle the dog and ensure the dog is restrained by a permitted leash which shall effectively prevent it from attacking or biting a person or other animals;
  - iv) the owner of a vicious dog shall take all necessary steps to ensure that such a dog does not bite, chase or attack any person or other animal, whether the person or animal is on the property of the owner or not;
  - v) the owner of a vicious dog shall not permit such dog to run at large.

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 204

**IV. TICKETS/FINES**

1. An animal control ticket issued to any person contravening any provision of this bylaw shall be deemed to be sufficiently served if:
  - i) served personally on the owner of animal; or
  - ii) mailed by registered mail to the address of the owner as recorded on the Village Tax Roll; or
  - ii) left at the residence of the accused in care of a person who appears to be at least 16 years of age.
2. Fines levied for contravention of this bylaw are listed in Schedule "A" of this bylaw.

Bylaw #135 shall be rescinded on the date of final reading of this Bylaw.

READ FOR A FIRST TIME, this 9<sup>th</sup> day of May 2006

READ FOR A SECOND TIME, this 9<sup>th</sup> day of May 2006

READ A THIRD TIME, and duly passed, this 9<sup>th</sup> day of May 2006.



Mayor Rick Parrack



Municipal Administrator Dennis Evans



Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 204

**SCHEDULE "A"**

**FINES**

Fines shall be as follows:

<b>I.</b>	<b>Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1.	Harbouring prohibited animals	(II,1)	\$ 75.00	\$150.00
2.	Having an excess of two pets of the same kind	(II,2)	\$ 75.00	\$150.00
3.	Running at large	(II,3)	\$ 75.00	\$150.00
4.	Removing from custody	(II,4)	\$150.00	\$225.00
5.	Interfering with capture	(II,5)	\$150.00	\$225.00
6.	Not confining bitch in heat	(II,6)	\$150.00	\$225.00
7.	Barking or howling	(II,7)	\$ 75.00	\$150.00
8.	Failure to remove defecation	(II,8)	\$ 75.00	\$150.00
<b>II.</b>	If an animal control ticket issued to an owner as a result of an infraction of this bylaw is not paid in accordance with the terms of the ticket, an information may be filed and a summons issued and prosecution conducted against such owner for the alleged violation.			
<b>III.</b>	Any person who contravenes any of the provisions of the bylaw shall be liable upon summary conviction to a penalty not to exceed \$1000.00 plus costs, or in default of payment, to imprisonment for a period not to exceed 30 days.			

Summer Village of Ross Haven  
Animal Control Bylaw  
Bylaw # 204

**SCHEDULE "B"**

**FINES – VICIOUS DOGS**

<b>I.</b>	<b>Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1.	Failure to confine a vicious dog	(III), (3), (i)	\$ 300.00	\$ 500.00
2.	Failure to muzzle or otherwise secure A vicious dog when off premises	(III), (3), (ii)	\$ 300.00	\$ 500.00
3.	If a vicious dog bites or attacks a person or animal causing injury	(III), (3), (iv)	\$ 500.00	\$ 1000.00
4.	Permitting a vicious dog to run	(III), (3), (v)	\$ 300.00	\$ 500.00

Any owner who commits three or more offences listed in this section will be issued a compulsory court notice, and upon conviction will be subject to a fine of not more than \$2500.00 and not less than \$1000.00

## **Councilor Report - Ray Hutscal**

December 9, 2021

- **Lac St. Anne Summer Village Regionalization Study** –Information about this project can be found at [www.lacsteanne-svrs.com](http://www.lacsteanne-svrs.com). Proposed report to be presented at the end of March.
  - December 1 – Steering Committee Meeting – Reviewed findings from the open house, discussed progress of the analysis of the information submitted by all Lac Ste Anne Summer Village CAO's. Anticipate getting a draft copy of their findings, as well as their recommendation, prior to Christmas. Draft copy will be shared with all our council. After Steering Committee reviews, discusses, and tweaks the recommendation, it will be distributed for public viewing prior to the next open house.
- **Range Road 34** – I had a meeting booked with the County GM of Infrastructure, but it needed to be cancelled. Still waiting for a rescheduled date.
- **Sewer Project** – We are all reviewing the information for the sewer project and will be preparing this information for posting on our website.
- **Clean Energy Improvement Program ("CEIP")** – Lolly had heard of this program being utilized in Rocky Mountain House, and our CAO investigated the potential of this being used for homeowners' portion of the sewer project (if we were to proceed with it). Initial answer is that this program cannot be used for the sewer project. I am discussing adding this to the program with the CEIP Program Lead. As well, we will consider signing up for this program, as it provides opportunities for homeowners to install energy efficiency or renewable energy upgrades on their properties. I have registered for an orientation to this program in January.

**Councilor Report**  
**Lolita Chadd**  
**December 9, 2021**

I attended the online/virtual Teams meeting on November 24 with Rogers Communications, Lac Ste Anne County, and fellow Summer Village officials and administration to discuss improving internet services and connectivity. Hopefully in the next few years we will see improved internet services in rural LSAC.

The Summer Villages Regional Emergency Management meeting that was scheduled for November 24 has been postponed to a later date.

I realize this is a very short report for this month, but I know it's going to be a busy New Year.

I want to extend warm holiday wishes to everyone in the Summer Village of Ross Haven from our family to yours. Wishing you all a safe and healthy New Year! I am looking forward to 2022 and serving our community.



# **Summer Village of Ross Haven**

## **The Storage of Boat Lifts on Municipal Parkways Policy**

**Approved by Council June 9, 2018**

### **Policy Statement**

The Summer Village of Ross Haven would like to formalize a policy for the storage of privately owned boat lifts, pier sections and pier stands on municipal parkways during the period September 1<sup>st</sup> to May 31<sup>st</sup>.

### **Reason for Policy**

The Summer Village of Ross Haven has deemed it necessary to remove the boat lifts, pier sections and stands to provide access for park maintenance and access to the water through the parkway. All residents in the Village should have free and unencumbered access to the parks and parkways. The Summer Village of Ross Haven will allow for storage of privately owned boat lifts, pier sections and stands on the public parks and parkways during the period of September 1 to May 31 of each year. **ONLY** the boat lifts that are part of the shared pier sections may be stored within that particular parkway.

Council, at its sole discretion may approve the storage of boat lifts, pier sections and stands from property owners that directly abut the parkways.

### **Related Information**

Storage of these items must be to the side of the park or parkway, as to not to interfere with public access to the lake, however no closer to private property than three (3) feet, including any overhang.

### **Responsibilities**

It will be the responsibility of the Maintenance Supervisor to remove all privately-owned boat lifts remaining on the parks or parkways between June 1 and September 1 of each year.

### **Disposition of Seized Equipment**

Seized equipment will be removed and stored at a municipal location for a maximum of 30 days.

To reclaim seized equipment within 30 days, a removal fee of \$100.00 is payable to the Village

After 30 days, the seized equipment will be sold or destroyed, at the discretion of the Summer Village of Ross Haven.

# Summer Village of Ross Haven

## Parkway Storage Policy

Approved by Council: TBD

### Policy Statement

This policy is for the storage of Resident's Personal Chattels on the Parkways during the non-summer season.

### Reason for Policy

All Residents in the Village should have free and unencumbered access to the Parkways and Walkways. The Village will allow for storage of Personal Chattels on the Parkways during the Storage Period of each year. The Village is NOT responsible for any loss or damage of the Personal Chattels that are stored on the Parkways, including if Public Works need to move or relocate them. Personal Chattels are NOT allowed to be stored on the Parkways outside of the Storage Period.

### Storage Guidelines

Storage of Personal Chattels shall be located:

- 1) in a manner that allows for safe and unencumbered access to the lake.
- 2) to the side of the Parkway.
- 3) at least three (3) feet, including any overhang, from personal property.
- 4) at least six (6) feet, including any overhang, from the Walkways.
- 5) in a neat and tidy manner.
- 6) on a Parkway that is reasonably close to the owners property.

While moving the Personal Chattels between the Parkways and Lac St. Anne, Parkways, Walkways, and shorelines should not be altered. If altered, they should be returned to a similar state that they were in prior to the movement of the Personal Chattels.

If a Resident whom has Personal Chattels stored on the Parkways ceases to be a Resident within the Village during the Storage Period, they shall remove their Personal Chattels no later than the end of the respective Storage Period.

### Compliance

Any Personal Chattels that are not stored in accordance with the Storage Guidelines, can be reported to the Community Administrative Officer. The owner will have 15 days to correct the storage of the Personal Chattels. If the owner is unknown, and reasonable efforts to determine the owner are unsuccessful, Public Works will correct the storage of these Personal Chattels.

Personal Chattels that have not been removed by the end of the Storage Period shall be removed and seized by Public Works within 15 days after they have been identified. Seized equipment will be stored at a municipal location, but not on the Parkways or Walkways, for a maximum of 30 days. To reclaim seized equipment within these 30 days, a fee of \$250.00 is payable to the Village. After 30 days, the seized equipment will be sold or destroyed, at the discretion of the Village. Net proceeds from the sale of seized equipment will be donated to the Ross Haven Community League.

### **Definitions**

- 1) "Parkways" are the Municipal lands that typically are between Parkins Avenue and Lac St. Anne, and are the common green space for Public Use.
- 2) "Personal Chattels" include personal watercraft lifts, pier sections, pier stands, floating platforms, and other items that are placed in the lake during the summer months, and are owned by a resident or resident(s) of the Village.
- 3) "Public Works" are staff or contractors employed or paid by the Village.
- 4) "Residents" are land owners or renters within the boundaries of the Village. A renter must have at least a one year rental agreement to store their Personal Chattels on the Parkways.
- 5) "Storage Period" is the period commencing September 1, ending on the following May 31.
- 6) "Village" refers to The Summer Village of Ross Haven
- 7) "Walkways" are the Municipal lands that connects streets to each other, typically intersecting with the Parkways, and are available for Public Use to walk through the village.