

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON JANUARY 13, 2022 AT THE ONOWAY CIVIC CENTRE – PUBLIC
PARTICIPATION IN-PERSON AND VIA ZOOM COMMENCING AT 7:00 P.M.

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

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

P 3-7 a) Minutes of the Regular Meeting – December 9, 2021
(Motion to approve minutes as read, or with amendments thereto)

- 4) Public Hearings: None scheduled
- 7) Delegations: None scheduled
- 8) New Business:

P 8-14 a) Animal Control Bylaw 204 – Update for Council.
(Action as dictated by Council at meeting time.).

- b) Public Participation Policy.

P 15-22 *(Motion that Council adopt the Public Participation Policy or other direction of Council at meeting time.).*

- c) Parkway Storage Policy.

P 23-25 *(Motion that Council adopt the Parkway Storage Policy or other direction of Council at meeting time.).*

- d) Highway 43 Waste Commission – Council Representative

(Motion that Council appoint Lolita Chadd, Deputy Mayor as Council representative to the Commission or other direction of Council at meeting time.).

- e) Ross Haven Community League – Invoice Re: Portable Toilets

(Motion that Council pay the cost for portable toilets incurred by the Summer Village of Ross Haven Community League – Spring / Summer 2021 – in the amount of \$640.00 or other direction of Council at meeting time.).

P 26-35 f) Force Main Project – Update

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g) TransAlta – Electricity Contract Renewal

P 36-39

(Motion that Council approve the AMSC Energy Master Agreement to provide Electrical Energy Services to the Summer Village of Ross Haven for the period January 1, 2022 to December 31, 2025 at the rate of 6.54 cents kWh and authorize execution of the agreement.).

h) FCSS – Funds expenditure

(Motion that Council approve the expenditure of FCSS funds in the amount of \$2000.00 to the Onoway Food Bank.).

9) Financial Reports:

P 40-43

a) Financial Statements

(Motion to accept for information.).

10) Correspondence:

a) None

(Motion to accept for information.).

11) Councillor Reports:

P 44

a) Mayor

P 45

b) Deputy Mayor

P 46

c) Councillor – Attached

(Motion to accept for information.).

12) Administrators Report

P 47

a) CAO Report

(Motion to accept for information.).

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

14) Closed Session - None.

15) Adjournment: Next Council Meeting Date: February 10, 2022 at 7:00 pm.

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
DECEMBER 9, 2021
IN-PERSON AND VIA ZOOM**

ATTENDANCE

Mayor, Ray Hutschal
Deputy Mayor, Lolita Chadd
Councillor, Dieter Brandt
CAO, Tony Sonnleitner
0 Resident in the gallery, 6 Residents via ZOOM

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:06 p.m.

AGENDA

Res. A21-157

Moved by Mayor, R. Hutschal that the meeting agenda be adopted with the addition to New Business of 6(h) New Years Celebration 2022 – Ross Haven Community League request for funding.

CARRIED

MINUTES

Res. A21-158

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

- November 18, 2021 Regular Council Meeting

CARRIED

DELEGATIONS

None

NEW BUSINESS

a) 2022 Interim Operating & Capital Budget.

Res. A21-159

Moved by Mayor, R. Hutschal 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.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
DECEMBER 9, 2021
IN-PERSON AND VIA ZOOM**

b) Tree Cutting Bids – Proposals to address trees to be removed from Municipal lands

Res. A21-160

Moved by Mayor, R. Hutscal that Council award the contract to remove the designated trees (144 trees) from the Municipal Reserve lands to NEIGHBOURS TREE COMPANY LTD. with a total cost not to exceed \$9000.00 + GST and authorize execution of the agreement.

CARRIED

c) Assessment Review Board – Renewal of Contract

Res. A21-161

Moved by Mayor, R. Hutscal that the Summer Village of Ross Haven approve the renewal of the contract with Capital Region Assessment Services Commission 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.

CARRIED

d) Municipal Assessment Services – Renewal of Contract

Res. A21-162

Moved by Mayor, R. Hutscal that the Summer Village of Ross Haven approve the renewal of the contract with Municipal Assessment Services to provide Assessment Services to the Summer Village of Ross Haven for the period 2022 to 2025 (inclusive) and authorize execution of the agreement.

CARRIED

e) Review of Boat Lift Policy - Draft

Res. A21-163

Moved by Councillor D. Brandt that the proposed Boat Lift Policy be advertised on the Summer Village of Ross Haven Website (www.rosshaven.ca), giving the public an opportunity to provide comments and suggestions, and that the proposed Policy be brought back for Council review at their January 13, 2022 meeting.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
DECEMBER 9, 2021
IN-PERSON AND VIA ZOOM**

f) Animal Control Bylaw 289-2021 - Draft

Res. A21-164

Moved by Councillor D. Brandt that the draft Animal Control Bylaw 289-2021 be advertised on the Summer Village of Ross Haven Website (www.rosshaven.ca), giving the public an opportunity to provide comments and suggestions, and that the draft Bylaw be brought back for Council review at their January 13, 2022 meeting.

CARRIED

**g) West Inter Lake District (WILD) Commission –
Waterline tie-in**

Res. A21-165

Moved by Mayor, R. Hutscal that the Council for the Summer Village of Ross Haven draft a letter to the WILD Commission expressing their interest in tying into the water line that is being developed as part of the WILD water project. The letter would express Council's interest in connecting, requesting information on the requirements to tie-in, and outline next steps.

CARRIED

**h) New Years Celebration 2022 – Ross Haven
Community League – Request for funding.**

Res. A21-166

Moved by Mayor, R. Hutscal that the Council for the Summer Village of Ross Haven fund the New Years Celebration 2022 being hosted by the Ross Haven Community League to a maximum of \$3500.00. The Ross Haven Community League shall both make application and adhere to the requirements, in standard form, for funding under the FCSS Program for elements of the event that would qualify for funding under the program.

CARRIED

**MINUTES
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DECEMBER 9, 2021
IN-PERSON AND VIA ZOOM**

FINANCIAL REPORTS

a) Financial Statement

Res. A21-167

Moved by Mayor, R. Hutschal that the November 30, 2021 financial statements be received as information.

CARRIED

CORRESPONDENCE

**a) Letter from Library Association of Alberta –
Congratulations to new Council.**

Res. A21-168

Moved by Mayor, R. Hutschal that the Correspondence from the Library Association of Alberta be received as information.

CARRIED

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

Res. A21-169

Moved by Mayor, R. Hutschal that the Correspondence from the Minister of Justice and Solicitor General – Kaycee Madu, on the subject of the Alberta Provincial Police Service Transition be accepted for information AND THAT Council and Administration be authorized to participate in any upcoming engagement sessions with respect to this study.

CARRIED

COUNCILLOR REPORTS

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

Res. A21-170

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

CARRIED

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CAO REPORT

a) CAO, Tony Sonnleitner

Res. A21-171

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

CARRIED

OPEN FLOOR

A number of members of the community availed themselves of the opportunity to speak to Council.

**NEXT REGULAR
MEETING DATE**

January 13, 2022 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 8:18 p.m.

These minutes approved this 13th day of January, 2022.

Mayor

Chief Administrative Officer

Notification to the Ross Haven community was placed on the Ross Haven website (Both post and page) giving landowners the opportunity to make submission / comment prior to the January 13, 2022 meeting of Council.

Posting was as follows:

Animal Control Bylaw 289-2021 (Draft)

The Council for the Summer Village of Ross Haven is currently reviewing the existing Animal Control Bylaw 204-2006 and has brought forward a draft bylaw for discussion as a replacement for that Bylaw. The citizens of the Summer Village of Ross Haven are being given an opportunity to review the proposed bylaw and submit their comments to Administration prior to the January 13, 2022 regular meeting of Council (7:00 PM). Please send comments or concerns to cao@rosshaven.ca.

At writing the only comment received was as follows:

Comments received from Residents:

1. Not sure why horses can't go in the parkways if they have a poop bag on. I have followed the horses into the parkways and they are not tearing up the grass or doing damage that I saw.

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

Bylaw # 289

- 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:

I.	Infraction	Section	1st Offence	2nd Offence
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

I.	Infraction	Section	1st Offence	2nd Offence
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

	Public Participation Policy
Version 02	Document Number: POL-002-2022
Revision Date: January 13, 2022	Council Approval Date: January 13, 2022

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1. PREAMBLE:

The Summer Village of Ross Haven values the community's input on matters of civic importance and recognizes the critical role meaningful dialogue holds in decision-making processes undertaken by Summer Village Council.

The Summer Village's approach to public participation is guided by three overarching statements:

- *Effective public participation has the power to enhance decisions*
- *Effective public participation recognizes and responds to peoples' desire to engage in matters that may impact them*
- *Effective public participation is a learning opportunity*

Therefore, effective public participation may be considered to be participation that results from processes that are based on:

- A clear understanding of potential impacts of a given proposal, process or project;
- Providing learning opportunities for the community and Summer Village representatives;
- Clarity regarding the level of influence participatory outcomes may have on a decision.

Within the context of effective public participation, not all proposals, processes or projects will require a comprehensive participation process. There are varying levels of participation that may be undertaken based on the scale, scope and potential impact to the community. If there is little

room for change or a limited ability to influence a decision, an extensive participation process may not be appropriate, useful, or financially responsible. However, if a proposal, process or project has the potential for significant impact to the community, and there is an ability to allow input to influence decisions in a meaningful way, robust and inclusive participation processes will be undertaken by the Summer Village.

This policy reflects the importance of community engagement as a key element of municipal governance and meets and exceeds the requirements of the Municipal Government Act (MGA), Sec. 216(1) and the Public Participation Policy Regulation 193/2017 and any amendments thereto.

Legislative compliance and effect on other processes

It is noted that this policy does not modify or replace the circulation, notification, or statutory public hearing requirements of the MGA, nor does it modify or replace the circulation and notification requirements for development permitting processes as contained in the Summer Village's Land Use Bylaw.

All activities undertaken as per this policy shall be compliant with the Freedom of Information and Protection of Privacy Act and associated regulations, and any amendments thereto.

2. DEFINITIONS:

Matter of civic importance

A matter of civic importance can generally be described as a proposal, process or project that has the potential to significantly influence parts or all of the community.

Municipal stakeholder

Municipal stakeholder means the residents of the Summer Village, and other individuals, organizations or persons that may have an interest in or be affected by a decision made by the Summer Village. For the purposes of this policy, community has the same meaning as municipal stakeholder.

Public participation

Public participation can generally be described as a variety of non-statutory opportunities, tools and mechanisms used to gather information from municipal stakeholders, and share information on proposals, processes and projects undertaken by the Summer Village. Public participation may also be referred to as public input, public engagement, community engagement, or civic engagement.

Public participation tools, techniques and mechanisms

Public participation tools, techniques and mechanisms may include the following:

a) In-person participation

Examples of in-person participation include but are not limited to an open house, workshop, meeting, interview, focus group, door-knocking, and so on.

b) Digital participation

Examples of digital participation include but are not limited to online surveys and polls, workbooks, chat groups, webinars, message boards/forums, and so on.

c) Written participation

Examples of written participation include but are not limited to written submissions in the form of letters, emails, and mail-in surveys, polls and workbooks, graffiti walls, and so on.

d) Representative participation

Examples of representative participation include but are not limited to working groups, committees, citizen boards, citizen juries, and so on.

3. PURPOSE OF PARTICIPATION:

The Summer Village will focus on the following goals and objectives when planning and undertaking participation with the community:

- engaging with the community proactively
- Increasing the number of participants
- Creating new channels for communication
- Recognizing and respecting the ways the community wishes to communicate
- Measuring the effectiveness of participation tools and techniques
- Providing information that is clear
- Keeping citizens informed
- Relationships and trust

4. PRINCIPLES OF PARTICIPATION:

Empowerment

Participatory processes should empower the community by providing information on a given proposal, project or process in a proactive manner, in a way that is clear, and in a way that allows for shared learning from the community and Summer Village representatives.

Meaningfulness

Participatory processes must be built on trust and accountability. Through trust and accountability genuine sharing of perspectives can result in a deeper understanding of the thoughts, concerns, questions, and ideas of the community.

Transparency

Participatory processes must reflect transparency in all ways.

Transparency must be present in the information that is shared, in the ways the information is shared, in how the community is provided opportunities to respond to the information, and in the level of influence the community's feedback may have on decisions to be made regarding the information that is shared.

Proactiveness

Participatory processes should be initiated as early as possible and provide enough time to allow for feedback to influence decisions in the way that has been indicated by Summer Village Council.

Accessibility

There are members of the community who prefer information in digital format and through the use of digital tools, there are members of the community who prefer information in paper format, and there are members of the community who prefer information via presentation or other forms of verbal communication. The participatory processes undertaken by the Summer Village will respect all ways the community wishes to obtain information and to communicate.

5. WHEN TO UNDERTAKE PARTICIPATORY PROCESSES:

This policy will apply to any of the following instances where there is the potential for a significant impact to the community:

- Establishing Council priorities
- Developing municipal plans
- Creating or amending policies and bylaws
- Implementing programs, projects and other initiatives
- Major amendments to any of the above
- Any other matter as determined by Summer Village Council

6. DETERMINING THE LEVEL OF PARTICIPATION

- a) For every proposal, process and project that fits within the instances outlined in Sec. 5, Summer Village staff will provide Council the information necessary to determine what level of public participation is appropriate. Once a decision is made about the appropriate level of participation, the rationale for the decision will be shared with the community.
- b) The potential impact of a given proposal, process or project will be the guiding factor when deciding what level of participation will be undertaken.
- c) The International Association of Public Participation (IAP2) spectrum of public participation will be the guiding framework in determining the level of participation and influence decided upon for proposals, processes and projects.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

7. PUBLIC PARTICIPATION PLANS:

- a) For a proposal, process or project that is required to include public participation in accordance to this policy (see Section 5), a public participation plan must be prepared and submitted to Council for approval prior to participatory processes being undertaken.
- b) Public participation plans will vary in complexity. For basic matters, a public participation plan may be considered a one-time opportunity that is noted in a staff report. For more complex matters, a public participation plan may be a standalone document that provides significant detail regarding the participatory process timelines, steps, tools and techniques that are to be applied throughout the life of the broader matter the plan has been prepared for.

8. EFFECT ON DECISIONS:

Regarding the effect community input may have on a decision, Summer Village Council will:

- a) Determine the effect community feedback may have on a given proposal, process or project.
- b) Provide rationale for the level of effect that is decided upon.
- c) Share the outcomes of steps a and b with the community in a timely manner.

9. SHARING OUTCOMES:

- a) The outcomes of participatory processes will be shared in a timely manner.
- b) Summer Village Council will receive outcomes on a timeline that allows for thorough consideration of the outcomes prior to making additional decisions on a given proposal, process or project.
- c) The community will receive outcomes on a similar timeline that Council receives outcomes.

10. TOOLS AND TECHNIQUES:

Public participation is a profession, a field of study and of practice, a process, and an activity. Given the history, theoretical and applied knowledge, and continuing evolution of public participation, this policy recognizes that there are many tools and techniques available to undertake effective public participation in the community. As a result, decisions regarding specific tools and techniques for participation should be undertaken within the context of the community, and the particular proposal, process or project that is being considered.

11. CHOOSING THE APPROPRIATE FORM(S) OF PARTICIPATORY PROCESSES:

- a) Tools and techniques for participatory processes will be selected based on their effectiveness, in the context of the community and the proposal, process or project being considered.

- b) The effectiveness of tools and techniques will be determined based on consideration of the following:

- i. Direct feedback from the community regarding which tools and techniques are preferred (a typical question as a part of a public participation process)

A typical question asked as a part of a participatory process is whether participants found the particular tool/technique to be useful to them. For instance, at an open house or on a survey.

- ii. The number of participants for a given participatory process

The number of participants can provide an understanding of how effective a particular tool or technique has been. However, for processes focused on a particular group or neighbourhood, the total number of participants may be less relevant to the success of a tool or technique. This should be accounted for when considering the total number of participants as a measure of success for a participatory process.

- iii. The quality of the feedback collected with the tools and techniques selected

The quality of feedback refers to the level of consideration a response has given to a participatory process. For instance, if a survey provides opportunity for comment, but the only comments received are that a particular proposal is not wanted, and no indication of why or why not is provided, this may not be considered quality feedback, and could lead to a change in a tool or technique.

12.RUNNING EFFECTIVE PARTICIPATORY PROCESSES:

Undertaking effective participatory processes means ensuring that the processes are sensitive to and reflective of the needs of the participants. The following elements will be considered when planning for and running public participation processes:


- Languages spoken
- Comfort with technology
- Accessibility of buildings
- Time of the day and day of the week, and the year
- Any other matter that is brought to the attention of the Summer Village

13.TRAINING AND ONGOING EDUCATION:

As mentioned in Sec. 10, public participation is a broad topic that is continually evolving. A number of public participation training classes, programs and certifications are available. It is recommended that Summer Village staff who regularly plan and run participatory processes take training and stay current with innovations and research findings, to ensure the practice of public participation is as effective and successful as it can be, for the betterment of the community.

14.REVISION HISTORY:

Date	Version	Description
October 17, 2018	01	Public Participation Policy
January 13, 2022	02	Public Participation Policy

	<h1>Parkway Storage Policy</h1>
Revision Number: 02	Document Number: POL-003-2022
Revision Date: January 10, 2022	Council Approval Date: January 13, 2022

Contents

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Policy Statement

This policy is for the storage of Resident's Personal Chattels upon the Parkways during the Storage Period.

Reason for Policy

All Residents of the Village should have free and unencumbered access to the Parkways and Walkways. The Village will allow for storage of Personal Chattels upon 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.

Guidelines

Personal Chattels stored upon Parkways shall be located:

- 1) in a manner that allows for safe and unencumbered access to Lac Ste. Anne;
- 2) to the side boundary of the Parkway;
- 3) at least one metre (3.3 ft.), including any overhang, from any residents' property line.
- 4) at least two metres (6.6 ft.), including any overhang, from the Walkways.
- 5) in a neat and tidy manner.
- 6) on a Parkway that is reasonably close to the owner's property.

While moving the Personal Chattels between the Parkways and Lac Ste. 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. Direction for remediation to the shoreline would come from the Province.

If a Resident who 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 Chief 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. After 30 days, the seized equipment will be sold or destroyed, at the discretion of the Village.

Definitions

“Parkways” are the Municipal lands that typically are between Parkins Avenue and Lac Ste. Anne and are the common green space for Public Use. The legal descriptions of the parkways are 4883 KS;; P1, 4883 KS;; P2, 4883 KS;; P3, 4883 KS;; P4, 4883 KS;; P5, 4883 KS;; P6, 4883 KS;; P7, 4100 MC; 11 ; R1 and 4100 MC; 11; R2.

“Personal Chattels” include personal watercraft lifts, pier sections, pier stands, floating platforms, and other items that are placed in Lac Ste. Anne during the summer months and are owned by a resident or resident(s) of the Village.

“Public Works” are staff or contractors employed or paid by the Village.

“Residents” are landowners 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.

“Storage Period” is the period commencing September 1, ending on the following May 31.

“Village” refers to The Summer Village of Ross Haven

“Walkways” are the Municipal lands that connect streets to each other, typically intersecting with the Parkways, and are available for Public Use to walk through the village.

Revision History

Date	Version	Description
June 9, 2018	01	The Storage of Boat Lifts on Municipal Parkways Policy
January 10, 2022	02	Updated and renamed previous policy. New policy clarifies reasons for policy, adds guidelines, and strengthens compliance measures. Removed restrictive language regarding who can store Personal Chattels on parkways. Removed fines given that the village cannot levy a fine via a policy.



The Summer Village of Ross Haven
Box 70, Site 19, RR1
Gunn, Alberta
T0E 1A0

December 30, 2021

To: All Lot Owners within the Summer Village of Ross Haven

RE: Proposed Sewer Project for the Summer Village of Ross Haven

In the August council meeting, we presented our plan to reach a decision on the sewer project. This included collecting questions from you, seeking answers, completing benchmarking, and addressing concerns. Next steps include providing you with this information, seeking your input via a survey, and making a “Go” or “No Go” decision. It is council’s intent to make this decision during the February council meeting. If we proceed with the project, next steps include re-tendering the project, confirming grant money and financing costs. We can still say “no” if costs to the village increase. For additional information about the sewer project, including next steps, and the written responses from Stantec and the North 43 Lagoon commission, please visit our Ross Haven website.

Council is recommending that if we proceed with the project:

- 1) Lots that connect to the system will be charged a higher fee than those that are not connected. The more people that connect, the lower the connected fees will be. This fee will replace the \$175 annual fee that was on your Property Taxes for the Water / Sewer Fund. Scenarios for monthly costs are:

Percentage of Lot Owners that Connect	30%	45%	60%
Monthly Fees for those that Connect	\$62	\$50	\$44
Monthly Fees for those that DO NOT Connect	\$25	\$25	\$25

- 2) The village will use \$785,000 from our reserves to pay for a portion of the amount that the village is responsible for. For the remaining \$316,000, a loan from the North 43 lagoon commission will be utilized.
- 3) The fees identified in point 1 will be annualized and assessed on the property tax bill. They will be reviewed and adjusted on an annual basis.

We are seeking your input. Please review the information provided and complete this survey by **5:00pm on February 2**. It is preferred that you complete the survey via a computer or a smartphone. The link is available on our Ross Haven website, or by scanning the QR code below. However, if you do not have access to a computer or smartphone, please fill out the survey on the last page, and return it via mail back to the village. Please ensure that that we receive it by February 2.

Thank You.

Ray Hutschal, Lolita Chadd, Dieter Brandt, Tony Sonnleitner



Sewer Project Questions and Answers

Benefits of a Sewer System for the Summer Village of Ross Haven

- The Summer Village of Ross Haven is benefitting from a grant of 69%, or \$2,474,984 for infrastructure.
- If a high number of lot owners tie into the system, the benefits to the village include reduced smells while vacuum trucks are in the village, a safer community given fewer large trucks travelling in the village, and reduced maintenance costs on our village roads and Range Road 34.
- For lot owners that create a higher volume of effluent, this will be more economical than utilizing vacuum trucks. Emergency pump outs will not be an ongoing concern.
- For lot owners that do not immediately connect to the system, your annual fees payable to the village will only increase by \$125 annually (\$10.42 per month). You can choose to connect to the system at some point in the future.
- Access to a sewer system should reduce illegal dumping of grey or black water into water bodies or surrounding areas.
- Having access to a sewer system makes your property and the village more attractive to potential purchasers.

Provincial / Federal Government Questions

1. What are the current requirements for dealing with sewer in a Summer Village around a body of water? Is the provincial or federal government considering changes to this?

{There are no current Provincial/Federal requirements mandating the installation of municipal wastewater collection/transmission systems for rural communities or summer villages. However, Alberta Environment and Parks fully supports the collection and transmission of domestic wastewater to an approved wastewater treatment facility. AEP has indicated that they are reviewing their policy on the requirement for collection of wastewaters around lakes in Alberta.}

2. Confirm grants available to the village, or Lagoon Commission, and requirements for those grants to be provided.

{At this time, only the Detailed Design and Tendering of the Project are receiving a Water for Life (W4L) Grant in the amount of 69.22% of eligible costs. If the Project is re-tendered and firm prices received from a qualified contractor, the Commission will then apply to Alberta Transportation for an additional W4L Grant for the construction of the Project. Approval is required from Alberta Transportation for any increase to the W4L Grant.}

Engineering Questions

1. The proposed system will have maintenance on the lines, check valves, and pumps. In addition, homeowners will need to invest money to tie into the system. If everyone tied into the system, the homeowner investment will likely exceed \$2,270,000 (227 lots at \$10,000 each). What is the total cost of the system, broken out into homeowner and village costs? Please include and breakout forecasted annual maintenance, based on experiences from other villages.

{Any project, after it is built, has cost to Operate and Maintain the project. There are now 2 components to the project that need to be operated and maintained. There is the portion on PRIVATE PROPERTY (holding tank, pump, pump controls/electrical, piping/valving/back-flow prevention, service line to property line, etc. on private property) and this is the responsibility of individual lot owner. The amount spent each year by the resident is up to the resident. Some residents will have a specific level of O&M and some residents will be less specific. It is up to the individual lot owner to determine the level of annual O&M, based on the amount and type of wastewater that is permitted to enter your holding tank.}

The second component of Operation & Maintenance is the responsibility of the Commission for the Wastewater Collection and Transmission Lines and the Wastewater Lagoon System. If the Project was to proceed the Commission would prepare an Annual O&M Budget for the North 43 Collection and Transmission System and Lagoon System that would include the SV of Ross Haven. At this time, this proposed Annual O&M Budget is based on O&M costs from installations that occurred in previous installations, The O&M Costs directly associated with the SV of Ross Haven are expected to be \$80,000 per year.

In addition to the Annual O&M Costs, the residents are also responsible for any improvements on their private property and the SV of Ross Haven is responsible for any Capital Cost of the Collection and Transmission System over the W4L Grant received for the Project.}

2. With the total cost of the system in mind, have alternate systems been considered?

{A low-pressure sewer system is often used in retrofit situations where construction of a gravity sanitary sewer is considered not viable due to factors that may include available space for sewer trenches, potential impact on roads/pavement, topography disruption to residents or capital cost. Though a full design and cost projection was not developed for a gravity sewer system in this instance, a similar exercise was completed for other Alberta communities and revealed costs for a retrofit gravity collection system to be 2-3 times the cost of a low-pressure sewer system.}

3. Has the head pressure from the top of the hill to Parkins Avenue been considered? Will a pump installed in a homeowner's tank be able to exceed the head pressure? Will several homeowners' pumps need to pump to exceed the head pressure?

{The design of low-pressure sewer systems recognizes that homes are at different elevations and as such, the elevation of the line will vary throughout the system. It is important to both standardize pumps and ensure that air does not get locked in the system. As not all pumps are compatible and with the variation in pumping elevation, there is a risk of locking out lower elevation pumps for a period. Therefore, the North 43 Lagoon Commission has standardized pump type and size in addition to requiring tanks sized to have sufficient storage, so backups will not occur if pumps are impeded by those at higher elevations. These considerations led to the selection of Orenco pumps for this system during the Preliminary Design. Air release valves are also planned to be installed at the highest points of the system to automatically release air that can build up.}

4. Will a lift station be required in the future?

{There is no need for a lift station to serve the Summer Village of Ross Haven given that the recommended system will be a "low pressure wastewater system". This low-pressure system can be expanded to allow for additional development and/or developments in the Ross Haven and Gunn areas. The overall system is designed to handle approximately double the number of current lots in Castle Island, Yellowstone, Ross Haven, and Gunn area.}

5. Was an engineering review completed by an alternate engineer?

{To date, the following Engineering Consultants have been engaged for the various Phases of the Project: Study and Conceptual Design – DCL Siemens Engineering Ltd; Pre-Design - MPE Engineering Ltd.; Detailed Design/Construction Services (Gunn Area) – OPUS Stewart Weir Ltd.; Detailed Design/Construction Services (Ross Haven) – Stantec Ltd.; Construction of the Gunn Area Project was completed by Tyschuk Construction Ltd.}

6. If the system does not work as intended, does the engineering firm have insurance to cover the additional costs needed to make the solution workable?

{A requirement for the selection of an Engineering Consultant is the need for Errors and Omissions Insurance (EOI) and all Consultants engaged for this project have EOI. If there are concerns with the project the Commission can review the situation with the Engineering Consultant and if an amicable solution cannot be found, the Commission has the option of legal action.}

7. What warranty period exists with respect to the engineering?

{There is no specific time outlined in any contract with the Consultant, but this is a matter that can be decided by the courts.}

8. Was installation of water lines at the same time considered? What would those expected costs be?

{The Summer Village of Ross Haven has received questions from residents regarding the potential for installation of a water distribution system. While a water distribution system has not been contemplated as part of this project, it is expected that such a system, not sized for fire protection would have a similar cost to the sewer system. However, it would also require a potable water storage reservoir and pumping station. At this time no consideration has been made for a water distribution system.}

Homeowner Questions

1. At what point is the equipment a homeowner's responsibility versus others?

{The homeowner will own and maintain the system on private property, including the service line, tank, and pump (a design-compliant tank and pump system standard was previously provided to the Summer Village as part of a public information package). While the service life of tanks and pumps will vary based on usage, pumps will often last for approximately 10 years, and new tanks may last for 50-75 years or longer.}

{Council Commentary: The cost for the homeowner to install and connect the pump, including electrical will vary by household. Estimates that have been received in the village have ranged between \$7,000 and \$15,000 per lot. If we proceed with the project, the village will work with those desiring to connect and vendors to leverage volume discounts and reduce overhead.}

2. Are there any limitations to what types of tanks are needed to be used with this system?

- a. Plastic tanks? *{Any CSA Approved Tank is acceptable.}*
- b. Minimum tank capacity? *{A minimum 500 gallons storage capacity is required.}*
- c. Minimum number of access points to the tank? *{One}*

3. What are the approved installation methods for tanks?

{The North 43 Lagoon Commission has accepted three methods of installation of the pumping system:

- a. *Two compartment tank with pumping system installed in second tank (recommended).*
- b. *One compartment tank with pumping system installed in tank (recommended with filter sleeve which requires more homeowner maintenance).*
- c. *One compartment tank with pumping system adjacent to tank in a manufacturer supplied pumping cylinder. Storage is handled by the one compartment tank.}*

4. In winter months, if the system is not used frequently by a homeowner, does the pump need to be pulled?

{The homeowner should undertake a Risk Assessment and undertake whatever activities they are confident with. Some homeowners have not taken any specific actions; some have just used the pump in the holding tank and pumped down to the lowest level. Each installation and each homeowner is unique and there is no hard and fast rule.}

5. How often does the pump need to be cleaned or serviced?

{The homeowner will own and maintain the system on private property, including the service line, tank, and pump (a design-compliant tank and pump system standard was previously provided to the Summer Village as part of a public information package). While the service life of tanks and pumps will vary based on usage, pumps will often last for approximately 10 years, and new tanks may last for 50-75 years or longer.}

The homeowner must ensure that no deleterious materials go down their drains, as they can damage and/or clog the pump or clog the check valve at the end of the pump, and potentially cause sewer backups. Items such as wet wipes, sanitary napkins, floss, and other hygiene products are known to clog and damage pumps, with repair costs often potentially exceeding \$2,000, and pump replacement costs being in the order of \$5,000. A two-compartment holding tank is recommended so that these or other materials have the chance to settle out prior to entering the pump, thereby reducing the risk of pump failure.}

6. How many check valves are recommended to be installed and where? What is the maintenance and frequency for these check valves?

{One double check valve after the pump and prior to service shut-off valve at property line. It should be checked yearly as per the guidelines provided by the check valve manufacturer.}

7. If there is more than one check valve to ensure no backups, how do you know if one check valve has failed?

{Failure is recognized by wastewater back flowing into tank.}

8. Can items such as dental floss, sanitary napkins (not supposed to be in the system) or other items cause a check valve to fail? *{See answer to question 4.}*

9. Does homeowner insurance cover sewer backup from this type of system? Are there limitations to this coverage?

{Each resident should check with their Insurance Provider as to coverage.}

10. In the event of a power failure, what are the impacts (if any) on the system.

{In the matter of a power failure the pumps in the various holding tanks will not be able to operate, unless each individual lot owner has a back-up power supply. Therefore, the amount of wastewater that can be accepted by the holding tanks is dependent on the level in the holding tank at the time of power failure and the duration of the power failure. Each homeowner should do a Risk Assessment at the time of the power failure; check level in holding tank, minimize wastewater generation, etc. It should be noted that if there is a power failure in the area, this will also stop a water pump from pumping water and generation of wastewater.}

11. How often is it recommended that the septic tank be pumped out to remove built up solids.

{This is dependent on the wastewater generated by the homeowner; size of tank; type of tank – 1 compartment vs 2 compartment. Tank solids build-up should be monitored by the homeowner and pumped out as required and when the homeowner decides.}

12. Will there be a mechanism or checks in place to ensure that homeowner's septic tanks are not leaking?

{Council Commentary: Homeowners are responsible to ensure their holding tanks are operating correctly. Council reserves the right to inspect holding tanks on personal property if there are concerns with their operation.}

13. What is the lifespan or replacement schedule of the homeowner components? *{See question 4 above.}*

14. If a lot is sold or transferred to new owners, will the village place a lien on property forcing future owners to tie into the system.

{Council Commentary: If the project proceeds, the SV of Ross Haven council will not pass a bylaw that forces new homeowners to tie into the system.}

Sewer Main Questions

1. After the system is installed, who is the owner of the system – the village or the lagoon commission?
{The low-pressure sewer system is being developed by, and will be owned and maintained by, the North 43 Lagoon Commission. Presently, the Commission has contracted Lac Ste Anne County for system operations for items such as monitoring, reporting, routine maintenance, and response to issues where they arise.}
2. If there is a leak in the system, that is NOT the responsibility of the homeowner, who is responsible for this?
{The North 43 Lagoon Commission of which the SV of Ross Haven is a member.}
3. Does the owner require insurance to cover potential future issues? If so, what is the cost of insurance.
{Each resident should check with their Insurance Provider as to coverage.}
4. What are the maintenance requirements and costs of the sewer main components? Valves, clamps, pipe, etc.
{The North 43 Lagoon Commission prepares an Annual O&M Budget that provides yearly Small Repairs Budget item, Major Line Repairs, etc.}
5. What is the lifespan or replacement schedule of various components?
{Wastewater transmission lines situated in the municipal right-of- ways have an expected life of 75 to 100 years. Pumps and electrical systems on private property have life expectancy of 15 to 25 years.}
6. Is there an opportunity for the system to be run like a utility? For example, the utility company gets the grant money and other funding, installs the sewer main, is responsible for it, etc. Homeowners only pay if they choose to join.
{The North 43 Lagoon Commission operates the system as a Utility and allocates the financial responsibility of the operation among its members on a proportional basis. To meet the financial obligations the members must ensure that they meet their assessments. A Utility cannot operate without revenue.}

Lagoon Questions

1. Currently, all residents are paying an annual amount of \$175 for the Water / Sewer fund. Is that money being collected for future use? If so, how much money has been saved. If this money is being spent, what is it spent on?
{Council Commentary: If the project proceeds, the SV of Ross Haven council will allocate 100% of all money that was previously collected from this Water Sewer fund towards the initial cost of this project.}
2. What communities, villages, or other municipalities are currently using the lagoon?
{Low pressure sewer systems service hundreds of thousands of homes across North America in many communities. Locally, low pressure systems are present in the Hamlets of Rochfort Bridge, Greencourt, Cherhill, Glenevis and Darwell. All these systems are operating reliably and have been for years.}
3. Are dumping fees expected to increase?
{The North 43 Lagoon Commission currently charges septage truck haulers \$55.00 per legal load. The 2022 legal truck load rate will be increased to \$65.00 on January 1, 2022. It is anticipated that truck haul rates will continue to increase in 2023.}
4. How long will the lagoon fees remain the same? What variables will cause the lagoon fees to increase?
{The Commission prepares Annual O&M Budgets for the Lagoon and the Collection and Transmission System. Currently the only significant variable in the preparation of the budgets has been inflation.}

5. Will the lagoon run out of capacity? If so, when is it expected to need more capacity?

{The existing North 43 Lagoon System is the treatment facility where the wastewater from the SV of Ross Haven is treated. The wastewater currently enters the facility via septage trucks and low-pressure system currently connected to the Summer Villages of Yellowstone, Castle Island and Gunn. If the Ross Haven collection/transmission system is constructed, wastewater from the SV will be conveyed by the same pressure pipe system. The current users of the North 43 Lagoon System are the members of the Commission: SV of Yellowstone, SV of Castle Island, SV of Ross Haven, and Lac Ste. Anne County (Gunn Area).}

The capacity of the Lagoon System is such that it can accommodate about double the amount of wastewater that currently is being hauled or piped to the facility. This doubling of flow will only occur if more Summer Village residents become "full time" residents and additional land development occurs in the collection/transmission system. This growth of "full time" residents and land development will be over several years. There are no immediate concerns that the lagoon facility needs to be upgraded.}

6. As more people tie into the system, more fluids may enter the lagoon than are entering from septic trucks. For example, homeowners may not be as concerned about water conservation, or perhaps grey water that is handled differently may be diverted into this system. Has this been considered when reviewing lagoon capacity?

{Yes}

7. Can anything be done to minimize future cost increases? Are there alternate ways to treat the sewage that could minimize required expansion?

{The North 43 Lagoon Commission will be required to meet all Provincial Requirements.}

Benchmarking

1. Please identify the villages that have tied into the system and the following data from each:

a. Number of lots within village

{All lots within SV of Yellowstone, SV of Castle Island, and County lots adjacent to the collection and transmission lines are provided with a service connection. Connection to the system is not mandatory but financial obligations have been imposed by the Summer Villages on their serviced lots. The Summer Villages of Yellowstone and Castle Island, and Lac Ste Anne County have accepted their financial responsibility and it is not dependent on the number of connections made to the system.}

b. Number of lots connected to date on system:

{Castle Island 16/19 lots (84%), Yellowstone 45/165 lots (27%), Lac Ste Anne County 41, Waters edge 86/132 (65%) are connected}

c. Number who have tied in. Provide comments as to this number compared to the number of lots.

{Number of lots connected may be a function to number of permanent residents.}

d. List known issues from the sewer main or from homeowners. We have heard rumors of pumps needing to be replaced numerous times, basements filled with sewage, and problems with the sewer main lines within our neighboring villages.

{There have been a small number of issues regarding the connection and operation of the new system, but they have been minor connections issues to the overall system.}

- e. Provide list of similar municipalities that have this system. Provide similar data as identified in the previous point.

{Low pressure sewer systems service hundreds of thousands of homes across North America in many communities. Locally, low pressure systems are present in the Hamlets of Rochfort Bridge, Greencourt, Cherhill, Glenevis and Darwell. All these systems are operating reliably and have been for years.}

Newspaper Articles

{Council Commentary: Hundreds of thousands of homes have tied into low pressure systems across North America. We do not hear about all these success stories in the news.

The summer village of Ma-Me-O Beach on Pigeon Lake, as identified in various press releases, has had issues with its sewer installation and operation. It was forced to use a shallow sewer line system because that village is located on 7 to 10 meters of sand. Ma-Me-O Beach's issues can be attributed to the fact that its sewer distribution lines could not be buried below the frost line due to topography, and although heat trace lines were specified for this design, the contractors either did not install heat trace, or it was installed incorrectly. This issue is being rectified. The neighbouring villages of Crystal Springs and Grandview have wastewater systems like the one proposed for Ross Haven. Conversations with the mayor/deputy mayors of those villages reveal that they had good experiences with the installations of their systems. Over 2 years have passed, and they claim their people are very happy with how things are working.

Numerous other villages around Pigeon Lake, and villages around Sylvan Lake and Lac Ste Anne, have installed a low-pressure system without significant issues. Locally, low pressure systems are present in the Hamlets of Rochfort Bridge, Greencourt, Cherhill, Glenevis and Darwell. All these systems are operating reliably and have been for years.}

Summer Village of Ross Haven - Input on Sewer Project

It is preferred if you complete this survey by using the QR Code below, or by following the link available on the Ross Haven web page.



Please ensure you fill out both sides of this sheet and return to the Summer Village of Ross Haven. Mailed responses must be received by February 2.

Your responses should be representative of all title owners for your lot. All individual information and responses will be kept confidential.

Personal Information

1. First and Last Name

2. Ross Haven Street Address:

3. Is your Ross Haven dwelling your permanent residence?

☐

Yes

☐

No

Please provide your response to each of the following statements. Comments are optional.

4. The information provided in the "Sewer Project Questions and Answers" is clear.

☐

Strongly Agree

☐

Agree

☐

Neither Agree Nor Disagree

☐

Disagree

☐

Strongly Disagree

Comments

<< continued next page >>

5. Enough information has been provided to allow an informed decision on the sewer project.

☐ Strongly Agree

☐ Agree

☐ Neither Agree Nor Disagree

☐ Disagree

☐ Strongly Disagree

Comments

6. Proceeding with the sewer project is in the best interest of the village.

☐ Strongly Agree

☐ Agree

☐ Neither Agree Nor Disagree

☐ Disagree

☐ Strongly Disagree

Comments

7. If the sewer project proceeded, and given the proposed fees to connect, you are intending to connect to the sewer system.

☐ Strongly Agree

☐ Agree

☐ Neither Agree Nor Disagree

☐ Disagree

☐ Strongly Disagree

Comments

THIS PRICING SCHEDULE MUST BE RETURNED TO TRANSALTA BY _____ MST ON _____
OR THE PRICE IS SUBJECT TO CHANGE

PRICING SCHEDULE FOR SALE OF ELECTRICAL ENERGY (FULL REQUIREMENTS)

Customer Number: 003460 Unique Deal Identifier _____ Contract Number: 968.2

This Pricing Schedule forms part of the AMSC Energy Member Master Agreement (the "**Agreement**") and is a binding contract for the electrical energy sold to the Customer hereunder. This and the 2 pages immediately following this page confirms the agreement between the Customer, AMSC Energy and TransAlta for the purchase and supply of the Retail Products described in this Pricing Schedule for the identified Sites to be supplied by TransAlta to the Customer at the specified Price under this Pricing Schedule. TransAlta agrees to simultaneously provide to the Customer and AMSC Energy any Pricing Schedule to be executed by the Customer.

If this Pricing Schedule correctly sets forth the terms of the transaction that the Parties have entered into, please promptly confirm in a reply to TransAlta by signing below and sending this Pricing Schedule to TransAlta via facsimile at 1-800-630-0572 (or notifying TransAlta of any bona fide error that would require revision in order to accurately reflect our agreement on the Pricing Schedule and if the Customer fails to so reply within two (2) Business Days, the terms hereof will constitute binding and conclusive evidence of the terms and conditions of this Pricing Schedule). Any terms used but not defined in this Pricing Schedule have the meanings given to such terms in the Agreement.

Note - Due to the volatile nature of energy prices, if this Pricing Schedule is being provided prior to a transaction being effected, any Prices provided are indicative and subject to change until accepted by TransAlta.

TransAlta will provide the Customer and AMSC Energy with a fully executed copy of the Pricing Schedule immediately after its execution and in any event, not later than 5 Business Days after the consummation of this transaction.

Summer Village of Ross Haven

Customer Legal Entity Name

Tony Sonnleitner

Authorized Representative

CAO

Position

Signature

Date

January 1, 2022

Deal Effective Date: mmm dd, yyyy

TransAlta Energy Marketing Corp.

Supplier

Authorized Representative

Position

Signature

Date

December 31, 2025

Deal End Date: mmm dd, yyyy

Retail Service Charge: As defined in Schedule 1

Selection	Customer Initials	Fixed Price:	
<input checked="" type="checkbox"/>	_____	Full Requirements	\$65.40/MWh
		Upper Threshold	20%
		Lower Threshold	20%

PERIOD	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Notional Monthly Quantity	1.69	1.39	1.30	1.09	1.04	0.82	0.79	1.09	1.15	1.38	1.50	1.63
On Peak Quantity	0.91	0.68	0.62	0.45	0.44	0.32	0.29	0.50	0.52	0.64	0.77	0.89
Off Peak Quantity	0.78	0.71	0.68	0.64	0.60	0.50	0.49	0.59	0.63	0.74	0.72	0.74

TransAlta will procure and deliver to the Sites in the attached Site Information Schedule, electrical energy at the Price multiplied by the Notional Hourly Quantity of electrical energy, during the term of such Pricing Schedule(s).

Material Change in Consumption: Customer agrees the Price is calculated, in part, using historical usage and load information for the Site(s). If there is a Material Change in Consumption, AMSC Energy is under no obligation to continue providing Retail Services to such Site(s) based on the Price, but may do so in its sole discretion. If AMSC Energy will not continue providing Retail Services to such Site(s) based on the Price for such Site(s), AMSC Energy will provide written notice to Customer of the Material Change in Consumption. AMSC Energy and Customer will then negotiate to amend the Pricing Schedule(s) Price applicable to such Site(s).

If the Parties cannot agree to the terms of amendment within ten (10) Business Days of AMSC Energy's notice of the Material Change in Consumption, AMSC Energy may terminate this Agreement in its entirety, or terminate those Site(s) or Pricing Schedule(s) adversely affected by the Material Change in Consumption, in accordance with Section 18 of the Agreement.

Material Change in Consumption means, at any time throughout the term of this Agreement and as determined by AMSC Energy, that:

Customer's then current consumption varies in any given month by the Upper Threshold or Lower Threshold percentage as indicated in the Pricing Schedule from Notional Monthly Quantity;

the ratio of Customer's then current On-Peak consumption relative to Off-Peak consumption changes in any given month by the Upper Threshold or Lower Threshold percentage as indicated in the Pricing Schedule from the On Peak Quantity or Off Peak Quantity; or

Customer's meter type changes from the meter type as of the Deal Effective Date set forth on this Pricing Schedule.

Off-Peak shall be the hours between HE0100 and HE0700 and the hour HE2400, Monday through Sunday, Mountain Prevailing Time.

On-Peak shall be the hours between HE0800 and HE2300, Monday through Sunday, Mountain Prevailing Time.

TransAlta will procure and deliver to the Sites in the attached Site Information Schedule, electrical energy at the Price multiplied by the consumption of electrical energy between the Lower Threshold and the Upper Threshold, during the term of such Pricing Schedule(s).

The Customer acknowledges and agrees that the Price is based on, and applies to, the Expected Hourly Profile for the Sites specified in the Pricing Schedule(s) but the actual quantity of electrical energy sold to each Site may vary from such Expected Hourly Profile. Accordingly, TransAlta may from time to time be required to sell to the Customer actual quantities of electrical energy that are either greater than the Upper Threshold (such excess being the Spot Market Purchases) or buy from the Customer those quantities equal to the difference between the Lower Threshold and the actual quantity sold (such being the Spot Market Sales) to the Customer's Sites. Therefore, TransAlta shall be authorized, from time to time, to purchase or sell electrical energy, as applicable, on the Customer's behalf and for the Customer's account, at the then prevailing Pool Price and TransAlta shall, on an ensuing invoice to the Customer, either:

- in the case of a Spot Market Purchases, charge to the Customer the quantity, as reasonably determined by TransAlta, of electrical energy purchased at the Pool Price, or
- in the case of any Spot Market Sales, credit to the Customer the quantity, as reasonably determined by TransAlta, of electrical energy sold at the Pool Price.

Consumption means the amount of electricity delivered to each Site ID.

Consumption Variance means ten percent (10%) of the Expected Hourly Profile.

Expected Hourly Profile means the expected hourly consumption based on historical usage for the same hourly period in the prior calendar year for each Site ID.

Lower Threshold means an hourly profile calculated as Expected Hourly Profile minus Consumption Variance.

Upper Threshold means an hourly profile calculated as Expected Hourly Profile plus Consumption Variance.

Site Information Schedule

Meter Types (check all that apply):

- ☐ Interval (DIM) ☐ Cumulative (DCM) ☐ Unmetered
☐ Other (please specify): _____

Enrolment critical to have electrical energy: ☐ Yes ☐ No

If Yes, please specify: _____

Enrolment meter notes: _____

Enrolment on-site electrical energy generation: ☐ Yes ☐ No

List of sites selecting Full Requirements Product:

Site ID	Location Name	Service Address	Emergency Contact
0040001215637	Maintenance Shop	700 Parkins AVE S , Ross Haven AB T0E 1A0	
0040001224135	Street Lights	SE 8 55 3 W5	
0040106748112	Street Lights	SE 08 055 03 W5, SE 8 55 3 W5	

Summer Village of Ross Haven

Balance Sheet Summary

As of December 31, 2021

	TOTAL
Assets	
Current Assets	1,184,711.39
Cash and cash equivalents	-16,802.76
Accounts receivable (A/R)	-603.75
Total Current Assets	1,167,304.88
Non-current Assets	
Property, plant and equipment:	3,276,272.16
Total Non-current Assets	3,276,272.16
Total Assets	\$4,443,577.04
Liabilities and Equity	
Current Liabilities	465,058.62
Accounts Payable	0.00
Credit Cards	0.00
Total Current Liabilities	465,058.62
Non-current liabilities:	0.00
Equity	3,978,518.42
Total Liabilities and Equity	\$4,443,577.04

Summer Village of Ross Haven

Profit and Loss

December 2021

	TOTAL
INCOME	
4-9260 LSA Foundation Requisition	-12,555.47
4-9300 Grants - FCSS	511.00
4-9400 Interest Income	4.58
4-9500 Development/Safety Codes	1,192.03
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	100.00
Total Income	\$ -10,747.86
GROSS PROFIT	\$ -10,747.86
EXPENSES	
6-1140 School Taxes Paid	41,251.49
6-1151 Council Remuneration	3,700.00
6-1211 Council Mileage & Subsistence	1,742.56
6-2159 Administrator Fee	3,500.00
6-2160 Development Officer Fee	355.00
6-2165 Wages	6,016.80
6-2224 Municipal Memberships	300.00
6-2510 Office & Misc Expense	223.98
6-2511 Bank Charges	14.75
6-3540 Utilities	1,615.35
6-4512 Public works - Supplies	428.45
6-5510 Garbage Disposal	300.45
6-7370 MSP, Fire Services & Physician Recruitment	316.95
Total Expenses	\$59,765.78
PROFIT	\$ -70,513.64

Summer Village of Ross Haven

Profit and Loss

January - December 2021

	TOTAL
INCOME	
4-9000 Property Taxes	268,396.56
4-9055 Lagoon/Sewer Fund Tax	39,725.00
4-9100 School Taxes	146,142.56
4-9250 Lac Ste Anne Foundation	12,555.41
4-9260 LSA Foundation Requisition	-12,555.47
4-9300 Grants - FCSS	3,577.00
4-9400 Interest Income	1,836.49
4-9500 Development/Safety Codes	1,192.03
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	595.72
4-9700 Fines & Penalties	-116.51
4-9800 Development Permits	1,100.00
Total Income	\$462,448.79
GROSS PROFIT	\$462,448.79
EXPENSES	
6-1140 School Taxes Paid	149,308.42
6-1151 Council Remuneration	8,000.00
6-1211 Council Mileage & Subsistence	2,535.15
6-2159 Administrator Fee	42,000.00
6-2160 Development Officer Fee	4,355.00
6-2165 Wages	80,395.87
6-2170 WCB Expense	2,066.39
6-2224 Municipal Memberships	3,851.31
6-2230 Professional Fees	8,653.00
6-2274 Insurance	5,327.72
6-2510 Office & Misc Expense	5,529.72
6-2511 Bank Charges	310.14
6-2512 Cellphone & Communications	1,323.74
6-3230 Interest expense	15.11
6-3251 Road - R&M	5,600.00
6-3520 Equipment - R&M	5,771.50
6-3540 Utilities	21,310.43
6-4511 FCSS & Recreation Programs	-9,561.00
6-4512 Public works - Supplies	8,677.24
6-4516 Parkways/Drainage	163,899.00
6-4521 Trees & Park Improvements	5,948.06
6-4550 Weed Control	341.40
6-5510 Garbage Disposal	5,357.28
6-6200 Municipal Assessment Service	7,600.00
6-6201 Development/Safety Codes expense	629.14
6-7370 MSP, Fire Services & Physician Recruitment	35,048.37
6-7371 LSA county - Police & Animal	4,419.00
6-7380 Lagoon/Wastewater - LSAC	5,075.88
6-7395 Wild Water Commission	7,207.27
6-7396 Yellowhead Regional Library	713.60

Summer Village of Ross Haven

Profit and Loss

January - December 2021

	TOTAL
6-7397 COVID Supplies	279.96
6-7460 Municipal Election	6,542.06
6-7500 MOST Grant Expenses	13,352.65
Total Expenses	\$601,883.41
OTHER EXPENSES	
Other Miscellaneous Expense	2,209.47
Questions for Tony	1,895.57
Total Other Expenses	\$4,105.04
PROFIT	\$ -143,539.66

Councilor Report - Ray Hutscal

January 5, 2022

- I'd like to acknowledge our CAO for his timely action in printing off and mailing the sewer project information mailouts. He turned around printing, addressing envelopes, and mailing the document within two days of the final information being presented to him. Thank you Tony!
- I'd like to thank Noel for his fine work in clearing the snow from the roadways, spreading gravel, and for maintaining garbage removal during these extreme cold temperatures. Thank you Noel!
- **Lac St. Anne Summer Village Regionalization Study** –Information about this project can be found at www.lacsteanne-svrs.com.
 - Received the draft report from the consultants and have commenced review. Next steps will be for the Steering Committee to review, discuss, and tweak / change the recommendation. Following this, it will be distributed for public viewing prior to the next open house.
- **Watershed Alliance Meeting** – Attended a Watershed Alliance meeting on December 13. This group, in conjunction with the WILD and LILSA committees, have done tremendous work for the water quality and initiatives around the county! Items discussed included status of flowering rush, increased participation with sewer systems and success of removing effluent from bodies of water, sharing of more background information for the new members (myself being one of them), and an update on a Scope of Work document that our MLA Mr. Shane Getson is working on pertaining to the water quality, weir, and other items pertaining to the watershed in the county. Hope is this Scope of Work document will be ready in Q1, to allow it to be forwarded to other provincial government departments.
- **Range Road 34** –Still attempting to reschedule a date to meet with the county GM or new Manager pertaining to this road, and how we can work together on this road long term.
- **Sewer Project** – In conjunction with council and CAO, compiled information for sharing with the village and getting the village's input.
- **Clean Energy Improvement Program ("CEIP")** – Met with the CEIP Program Lead on December 17. The homeowner portion of the proposed sewer project would not qualify for this program. Will be attending an orientation session for this program on January 12 and reporting back to council on the merits and if it is something we think the residents of Ross Haven could take advantage of.
- **Alberta Provincial Police Service Transition Study** – Reviewing the PWC's report, as was provided in December's council. I will be attending an RCMP engagement session in January. People are encouraged to review the report, and either provide feedback to your MLA, or to our CAO. If interested in hearing information from the RCMP, please check out www.keepalbertarcmp.ca

Councilor Report
Lolita Chadd
January 13, 2022

Happy 2022 to everyone! I hope you all had a chance to relax and enjoy the holidays despite the bitter cold and shoveling snow. Let's enjoy this milder weather while it lasts.

On December 14, I attended the Hwy 43 East Waste Commission meeting. Plans of the new cell construction were shared which is scheduled to begin this spring. Last week, trucks started staging the rubber medium used for the lining of the new cell. A brief conversation about security took place. Damages caused to gate and fence are an ongoing issue but continued efforts of repairing with stronger materials seems to be effective. There was a discussion and report about LSAC and their hamlet clean ups that happened in 2021. Something to think about in the village if we feel there is a need to do a waste round up in the future.

On December 15, I attended my first Onoway Regional Medical Clinic meeting. A brief history of how it came to be was shared. Dr. Tindall, the newest doctor, is settling in well and has basically filled her patient base to capacity already. We are very fortunate to have a medical clinic in Onoway. The clinic is operating well with 3 doctors and a great support staff. It will continue to be a struggle to attract and retain doctors in rural Alberta.

Lastly, I'd like to thank Noel Ouellette for braving the cold by keeping our roads cleared and sanded and our garbage collected. Collection dates were changed a bit over the holidays, and I will try and do a better job communicating any changes going forward. Thanks to Tony Sonnleitner for his quick work in preparing the mailout and getting it out to all Ross Haven ratepayers. Much appreciated.

13 January 2022 – Councillor Report – Dieter Brandt

Because of the Christmas holiday season, there have not been a lot of meetings to attend. I attended 2 meetings: one was the Hwy 43 East Waste Commission meeting and the other was a Council planning session.

The Hwy 43 East Waste Commission meeting had an interesting agenda point which would be of interest to Ross Haven residents. The Commission is considering having cleanup days this summer for the Lac Ste. Anne area. Different municipalities and areas would be assigned a certain day where they would be allowed to drop waste off at the landfill at no charge. More discussion on this point will take place and a decision will be made, hopefully before long.

Just before Christmas, the RH Council met at the shop to have a planning session as we move through the process of whether or not to move forward with sewer project.

That's all for now...

Dieter Brandt
Councillor
Summer Village of Ross Haven

CAO REPORT

Regular Meeting of Council – January 13, 2022

Parking Lot – Parkins Avenue

- Rockhill has scheduled the construction of the parking lot along Parkins Avenue for late winter. The deep freeze experienced during the latter part of December / early January 2022 has caused delay of the project.

Fourth Street – Drainage Remediation

- Surveying of the site is scheduled for January, with design work to be completed in February.
- Design options will be provided to Council

Tree Removal - Parkways

- The contractor has indicated that removal of trees (144 trees) is to begin January 24, 2022 (weather permitting).
- Delay due to weather and Covid-19.

Second Street Traffic Island Remediation

- Remediation Plan has been commissioned, plan and budget still forthcoming – anticipated late January.

Assessment Review Board – Contract Renewal

- The contract for Assessment Review Board Services with CRASC has been renewed with the contract covering the period January 1, 2022 through December 31, 2024.

Assessment Services – Contract Renewal

- The contract for Assessment Services with Municipal Assessment Services Group has been renewed with the contract covering the period January 1, 2022 through December 31, 2025.

Municipal Tax Collection – 2021 Taxes

- The collection of 2021 Municipal Taxes has proceeded in typical efficient fashion, with all moneys, save those from one landowner have been collected at writing.

“Happy New Year 2022” to all
