

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON APRIL 14, 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 4-7      a) Minutes of the Regular Meeting – March 10, 2022  
*(Motion to approve minutes as read, or with amendments thereto)*

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

P 8-12      a) 2022 Operating Budget + 3 Year Operating Plan  
*(Motion to approve and adopt the 2022 Operating Budget and Three Year Operating Plan, or other direction of Council at meeting time).*

P 13-15      b) 5 Year Capital Budget – 2022 through 2026  
*(Motion to approve and adopt the 5 Year Capital Budget for years 2022 through 2026, or other direction of Council at meeting time).*

P 16          c) Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022  
*(Grant all readings, including unanimous consent to go to third reading, to Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022, or other direction of Council at meeting time).*

P 17-19      d) Bylaw 293-2022 – Tax Rate Bylaw – 2022  
*(Grant all readings, including unanimous consent to go to third reading, to Bylaw 293-2022 – Tax Rate Bylaw – 2022, or other direction of Council at meeting time).*

- e) Force Main Project – Update
- Bids were received back by Stantec. Four bids were received, several people chose not to respond. Bids were reviewed.
  - Revised project cost, including engineering, management, construction, and contingency is now \$3,247,098. This is \$328,435 less than the previous estimate.
  - Ross Haven council provided conditional acceptance of revised project costs, and requested lagoon commission to proceed with applying for Water for Life grant, and to finalize financing.

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- **Project still not 100% guaranteed to proceed.** If we proceed, instructions and specifications for residents that desire to connect will be provided. Residents should NOT proceed with changes to their septic system until the decision to proceed is final, and instructions and specifications are provided.  
*(Action as directed by Council at meeting time.).*

f) Lac Ste. Anne Summer Villages Regionalization Study – Update

- Public event was held on Wednesday, March 15 at 7:00pm.
- Final report will be provided at end of April. Implementation will then be left to the Summer Villages.
- Visit lacsteanne-svrs.com for more information.  
*(Action as directed by Council at meeting time.).*

g) Summer Villages of Lac Ste. Anne East – Council Representative

*(Motion to appoint Deputy Mayor, Lolita Chadd, as the Summer Village of Ross Haven's representative to the Summer Villages of Lac Ste. Anne, or other action as directed by Council at meeting time.).*

h) Council Open Houses – 2022

- Opportunity for ratepayers to have an informal discussion with members of Council.
- Held at the Municipal Shop – 700 Parkins Avenue.
- May Open House is scheduled for Saturday, May 28, 2022 – 10:00 am until 11:30 am.
- August Open House is scheduled for Saturday, August 28, 2022 – 10 am until 11:30 am.

*(Action as directed by Council at meeting time.).*

7) Financial Reports:

a) March 2022 Financial Reports - Attached

*(Motion to accept for information.).*

P 27-30

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8) Correspondence:

P 20

a) Open Letter to Council – Re: Force Main Project

P 26

b) Farm Safety Centre – Thank Your Letter to Council – Re: Donation

*(Motion to accept for information or other action as dictated by Council at meeting time)*

9) Councillor Reports:

P 21

a) Mayor - Attached

P 22

b) Deputy Mayor- Attached

P 23-24

c) Councillor - Attached

*(Motion to accept for information.).*

10) Administrators Report

P 25

a) CAO Report - Attached

*(Motion to accept for information.).*

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

12) Closed Session - None.

13) Adjournment: Next Council Meeting Date: May 12, 2022 at 7:00 pm.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
MARCH 10, 2022  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
1 Resident in the gallery, 7 Residents via ZOOM, 1 Delegate  
via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:03 p.m.

**AGENDA**

Res. A22-031

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

CARRIED

**MINUTES**

Res. A22-032

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

- February 10, 2022 Regular Council Meeting

CARRIED

**DELEGATIONS**

**Laura Marcato – Seniuk & Co – 2021 Annual Financial Audit**

Res. A22-033

Moved by Mayor, R. Hutschal that the 2021 Audited Financial Statements for the Summer Village of Ross Haven be approved, as amended.

CARRIED

**NEW BUSINESS**

**a) Force Main Project - Update**

Councillor D. Brandt provided Council with an update to the Forced Main Sewer Project.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
MARCH 10, 2022  
IN-PERSON AND VIA ZOOM**

**b) Lac Ste. Anne Summer Villages Regionalization  
Study - Update**

Mayor, R. Hutscal provided Council with an update to the Regionalization Study.

**c) Tree Removal Project - Update**

CAO, T. Sonnleitner provided Council with an update to the Tree Removal Project.

**d) Parking Lot Project - Update**

CAO, T. Sonnleitner provided Council with an update to the Parking Lot Project.

**e) 2022 Operating & Capital Budgets**

Res. A22-034

Moved by Mayor, R. Hutscal that Council table the 2022 Operating and Capital Budgets for additional review at the April 10, 2022 regular meeting of Council.

CARRIED

**FINANCIAL REPORTS**

**a) Financial Statement**

Res. A22-035

Moved by Mayor, R. Hutscal that the February 28, 2022 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

**a) Open Letter to Council – Re: Force Main Project**

Res. A22-036

Moved by Mayor, R. Hutscal that the Mayor respond to the noted letter via e-mail.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
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MARCH 10, 2022  
IN-PERSON AND VIA ZOOM**

**b) Municipal Affairs – Re: Completion of MAP Review**

**c) Lac Ste. Anne County – Termination of Bylaw Enforcement Agreement**

**d) Summer Villages of Lac Ste. Anne Regionalization Study – Public Engagement 2**

Res. A22-037

Moved by Mayor, Ray Hutscal that the correspondence items b, c and d be accepted for information.

CARRIED

**COUNCILLOR REPORTS**

**a) Mayor, Ray Hutscal**

**b) Deputy Mayor, Lolita Chadd**

**c) Councillor, Dieter Brandt**

Res. A22-038

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

CARRIED

**CAO REPORT**

**a) CAO, Tony Sonnleitner**

Res. A22-039

Moved by Mayor, Ray Hutscal that the 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.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
MARCH 10, 2022  
IN-PERSON AND VIA ZOOM**

**NEXT REGULAR  
MEETING DATE**

April 14, 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](http://www.rosshaven.ca), for details.

**ADJOURNMENT**

Mayor, Ray Hutschal adjourned the meeting at 8:14 p.m.

These minutes approved this 14<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Mayor

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

## 2022 Operating Budget & 3-Year Financial Plan

Last Revised: April 14, 2022

Information to Copy to Tax Roll					
LSAF	(13,324.63)	(13,324.63)	(13,324.63)	(13,324.63)	(13,324.63)
Sewer Tax	200.00	440.53	440.53	440.53	440.53
Cash for Bylaw	(320,878.00)	(336,588.00)	(334,991.00)	(350,054.15)	(350,054.15)
% Change in Cash Reqmts Tax Bylaw	#REF!	19.6%	4.9%	-0.5%	4.5%
% Change in Expenditures from Previous Year	#REF!	16.2%	10.7%	1.3%	2.3%
	Actual	Adopted	Projected	Projected	Projected
	2021	Budget 2022	2023	2024	2025
<b>General Government</b>					
Expenses					
Council Remuneration	(8,000.00)	(14,000.00)	(14,000.00)	(14,000.00)	(14,000.00)
Council Mileage / Subsistence	(2,535.15)	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)
Administrator Fee	(42,000.00)	(46,200.00)	(48,510.00)	(50,935.50)	(53,482.28)
DEM/Dep DEM		(8,000.00)	(8,000.00)	(8,000.00)	(8,000.00)
Development Officer		(4,355.00)	(4,355.00)	(4,355.00)	(4,355.00)
Grant Officer		(6,750.00)	(6,750.00)	(6,750.00)	(6,750.00)
Municipal Memberships	(3,851.31)	(3,851.00)	(3,851.00)	(3,851.00)	(3,851.00)
Professional Fees	(8,653.00)	(8,000.00)	(8,000.00)	(8,000.00)	(8,000.00)
Insurance	(5,327.72)	(5,600.00)	(5,600.00)	(5,600.00)	(5,600.00)
Office & Misc	(5,809.68)	(3,250.00)	(3,250.00)	(3,250.00)	(3,250.00)
Bank Charges	(310.14)	(350.00)	(350.00)	(350.00)	(350.00)
Cell / Communication	(1,323.74)	(1,350.00)	(1,350.00)	(1,350.00)	(1,350.00)
Utilities	(21,310.43)	(22,000.00)	(22,000.00)	(22,000.00)	(22,000.00)
Public Works Supplies	(9,018.64)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)
Wages	(80,395.87)	(91,000.00)	(95,550.00)	(100,327.50)	(105,343.88)
WCB Expense	(2,066.39)	(1,600.00)	(1,600.00)	(1,600.00)	(1,600.00)
Municipal Election	(6,542.06)	-	-	-	(6,500.00)
WILD Water	(7,207.27)	(7,330.00)	(7,330.00)	(7,330.00)	(7,330.00)
Yellowhead Regional Library	(713.60)	(850.00)	(850.00)	(850.00)	(850.00)
School Taxes + 2021 Under-levy	(149,308.42)	(159,158.06)	(159,158.06)	(159,158.06)	(159,158.06)
Fines & Penalties & Interest	(131.62)				
MOST Grant Expenses	(13,352.65)				



Other Misc Exp	(2,209.47)				
Ques for Tony	(1,895.57)				
RHCL		(6,000.00)	(6,000.00)	(6,000.00)	(6,000.00)
Lac Ste. Anne Foundation	(12,555.47)	(13,324.63)	(13,324.63)	(13,324.63)	(13,324.63)
<b>Subtotal Expenses</b>	<b>(384,518.20)</b>	<b>(414,968.69)</b>	<b>(421,828.69)</b>	<b>(429,031.69)</b>	<b>(443,094.84)</b>

Revenue					
Rev - Property Taxes	268,396.56				
Rev - School Taxes	146,142.56	159,158.06	159,158.06	159,158.06	159,158.06
Rev - Lac Ste. Anne Foundation	12,555.41	13,324.63	13,324.63	13,324.63	13,324.63
Rev - FCSS Grant	3,577.00				
Rev - MSI Operating Grant		8,539.00	8,539.00	8,539.00	8,539.00
Rev - Senate Election Grant		0.00	-	-	-
Rev - MOST Grant		0.00	-	-	-
Rev - Interest Income	1,836.49	1,000.00	1,000.00	1,000.00	1,000.00
Rev - Tax Certificates	595.72	500.00	500.00	500.00	500.00
<b>Subtotal Revenue</b>	<b>433,103.74</b>	<b>182,521.69</b>	<b>182,521.69</b>	<b>182,521.69</b>	<b>182,521.69</b>

<b>Net Revenue (Tax Subsidy)</b>	<b>48,585.54</b>	<b>(232,447.00)</b>	<b>(239,307.00)</b>	<b>(246,510.00)</b>	<b>(260,573.15)</b>
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#### Protective Services

##### Expenses

All-Net			-	-	-
Onoway Regional Fire Services	(35,048.37)	(26,000.00)	(26,000.00)	(26,000.00)	(26,000.00)
Policing	(4,419.00)	(6,631.00)	(6,631.00)	(6,631.00)	(6,631.00)
	(39,467.37)	(32,631.00)	(32,631.00)	(32,631.00)	(32,631.00)

##### Revenue

##### Bylaw tickets

Net Revenue (Tax Subsidy)	(39,467.37)	(32,631.00)	(32,631.00)	(32,631.00)	(32,631.00)
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#### Transportation

Expenses					
Road R & M	(5,600.00)	(4,000.00)	(4,500.00)	(5,000.00)	(5,500.00)
Equipment R & M	(5,771.50)	(3,500.00)	(4,000.00)	(4,250.00)	(4,500.00)
	<u>(11,371.50)</u>	<u>(7,500.00)</u>	<u>(8,500.00)</u>	<u>(9,250.00)</u>	<u>(10,000.00)</u>

Revenue

Government Transfers for Capital

	-	-	-	-	
<b>Net Revenue (Tax Subsidy)</b>	<b>(11,371.50)</b>	<b>(7,500.00)</b>	<b>(8,500.00)</b>	<b>(9,250.00)</b>	<b>(10,000.00)</b>

**Water/Wastewater**

Expenses

Lagoon / Wastewater	(5,075.88)	(5,200.00)	(100,000.00)	(100,000.00)	(100,000.00)
Water and Sewer Tax to Reserves		(40,200.00)			
	<u>(5,075.88)</u>	<u>(45,400.00)</u>	<u>(100,000.00)</u>	<u>(100,000.00)</u>	<u>(100,000.00)</u>

Revenue

Rev - Lagoon / Sewer Fund Tax	39,725.00	45,400.00	100,000.00	100,000.00	100,000.00
	<u>39,725.00</u>	<u>45,400.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>
<b>Net Revenue (Tax Subsidy)</b>	<b>34,649.12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Waste Management**

Expenses

Garbage Disposal	(5,357.28)	(6,500.00)	(6,750.00)	(7,000.00)	(7,250.00)
	<u>(5,357.28)</u>	<u>(6,500.00)</u>	<u>(6,750.00)</u>	<u>(7,000.00)</u>	<u>(7,250.00)</u>

Revenue

Garbage Fees

	-	-	-	-	
<b>Net Revenue (Tax Subsidy)</b>	<b>(5,357.28)</b>	<b>(6,500.00)</b>	<b>(6,750.00)</b>	<b>(7,000.00)</b>	<b>(7,250.00)</b>

**Planning and Development**

Expenses					
Municipal Assessment Services	(7,600.00)	(7,800.00)	(8,000.00)	(8,200.00)	(8,200.00)
Development / Safety Codes Expense	(629.14)	-			
	(8,229.14)	(7,800.00)	(8,000.00)	(8,200.00)	(8,200.00)
Revenue					
Infrastructure Levy			30,000.00	40,000.00	40,000.00
Rev - Development/Safety Codes	1,192.03	1,000.00	1,000.00	1,000.00	1,000.00
Rev - Development Permits	1,100.00	-			
	2,292.03	1,000.00	31,000.00	41,000.00	41,000.00
Net Revenue (Tax Subsidy)	(5,937.11)	(6,800.00)	23,000.00	32,800.00	32,800.00

**Recreation and Culture (including FCSS)**

Expenses					
FCSS & Recreation	9,561.00				
Trees & Park Improvements	(5,948.06)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)
	3,612.94	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)
Revenue					
Government Transfers for Operating					
User Fees					
Camp Ground Revenue					
Transfers from County					
		-	-	-	-
Net Revenue (Tax Subsidy)	3,612.94	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)

**Amortization**

Expenses	(55,000.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)
Net Revenue (Tax Subsidy)	(55,000.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)

<b>Total Revenue</b>	<b>475,120.77</b>	<b>228,921.69</b>	<b>313,521.69</b>	<b>323,521.69</b>	<b>323,521.69</b>
<b>Total Expenditures</b>	<b>(505,406.43)</b>	<b>(587,199.69)</b>	<b>(650,109.69)</b>	<b>(658,512.69)</b>	<b>(673,575.84)</b>
<b>Excess Revenue (Shortfall)</b>	<b>(30,285.66)</b>	<b>(358,278.00)</b>	<b>(336,588.00)</b>	<b>(334,991.00)</b>	<b>(350,054.15)</b>

Tax Required to Balance Budget	(30,285.66)	(358,278.00)	(336,588.00)	(334,991.00)	(350,054.15)
Add: Debt Principle Payments	-	-	-	-	-
Add: Surplus for future plans	-	-	-	-	-
Subtract: Amortization Expense		37,400.00	-	-	-

<b>Total Cash Requirements (Tax Bylaw)</b>	<b>(30,285.66)</b>	<b>(320,878.00)</b>	<b>(336,588.00)</b>	<b>(334,991.00)</b>	<b>(350,054.15)</b>
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<b>Accumulated Surplus, Beginning of Yea</b>	<b>4,216,784.00</b>	<b>4,222,459.00</b>	<b>4,228,134.00</b>	<b>4,228,134.00</b>
<b>Accumulated Surplus, End of Year:</b>	<b>4,222,459.00</b>	<b>4,228,134.00</b>	<b>4,233,809.00</b>	<b>4,233,809.00</b>

# Ross Haven 5-Year Capital Plan Worksheet

Last Modified: April 14, 2022

LEGEND:

Optional - Equates to ~\$629K - If grant \$\$ found

	2021 Opening Balance	2021	2022	2023	2024	2025	2026
<b>Planned Capital Expenditures</b>							
<b>Council</b>							
Council Laptops, including setup		13,000					13,000
<b>Administration</b>							
Laptop, including setup		2,000					2,000
<b>Public Works</b>							
Pickup Truck Replacement							50,000
Skid-steer Replacement					35,000		
Mower Replacement						25,000	
<b>Wastewater</b>							
Force Main Engineering				3,575,533			
<b>Drainage</b>							
Drainage Project		256,031					
<b>Streets / Walkways</b>							
Address Second Street being below 1:100 year flood level (Engineering & Remediation)			25,000	175,000			
Speed Bump (Parkins, Entrance)			2,500				
Sidewalk / Walkway		24,019					
Parking Lot			15,000				
Fourth Street Remediation			25,000				
Removal of Street Islands (Parkins to Street)				20,000			
RR34				50,000			
Paving					100,000	150,000	100,000

	<b>2021 Opening Balance</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Recreation / Parkways</b>							
Gate Repairs / Replacements					<b>12,000</b>		
<b>Infrastructure</b>							
New Street Signage				<b>12,000</b>			
Entry Signage				<b>5,000</b>			
Village Beautification					<b>15,000</b>		
Electronic Signage Board					<b>15,000</b>		
<b>Total Planned Capital Expenditures</b>	<b>-</b>	<b>295,050</b>	<b>67,500</b>	<b>3,837,533</b>	<b>177,000</b>	<b>175,000</b>	<b>165,000</b>

	2021 Opening Balance	2021	2022	2023	2024	2025	2026
<b>Capital Funding</b>							
Addition to Capital Reserves (TCA Depreciation)		55,000	25,000	25,000	25,000	25,000	25,000
Taxes - Special Wastewater Tax		39,725	45,400				
Borrowing				320,000			
Previous MSI Available			100,000				
MSI Capital Grant (MSI)	236,823	113,025	45,000	45,000	45,000		
Local Government Fiscal Framework (LGFF)						45,000	45,000
BMTG Grant	25,674	-					
MSP Grant (Sidewalk / Walkway)	-	24,019					
MOST Grant	17,256	15,000					
CCBF Grant	173,193	29,160	15,000	15,000	15,000	15,000	15,000
Water For Life Grant				2,474,984			
<b>Total Planned Capital Funding</b>			<b>230,400</b>	<b>2,879,984</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Funding less Expenditures</b>			162,900	(957,549)	(92,000)	(90,000)	(80,000)
<b>Year End Reserves Balance</b>		<b>850,000</b>	<b>1,012,900</b>	<b>55,351</b>	<b>(36,649)</b>	<b>(126,649)</b>	<b>(206,649)</b>
Notes and Assumptions:							
MSI Capital - \$45000/yr (\$113,025 in 2021)							
CCBF is \$15,000/yr (\$14,580 in 2021)							

**Dec 31 Cash (\$1,184,711) less operating till June 30 (\$334,711??) = ~\$850K**

## BYLAW NO. 292-2022

### SUMMER VILLAGE OF ROSS HAVEN

**BEING A BYLAW OF THE SUMMER VILLAGE OF ROSS HAVEN, IN THE PROVINCE OF ALBERTA, TO RAISE REVENUE TO PAY FOR THE COST OF EXPANSION, MAJOR REPAIRS, OPERATION OF THE VILLAGE'S WASTEWATER LAGOON, BEING THE NORTH 43 LAGOON COMMISSION.**

**WHEREAS**, pursuant to Section 382 of the *Municipal Government Act* (Alberta), the Council of the Summer Village of Ross Haven may pass a special tax by-law to raise revenue for a specific purpose or service; and

**WHEREAS**, the Council of the Summer Village of Ross Haven is of the view that revenue needs to be raised by way of a special tax to pay a portion of the costs to be incurred in the expansion, major repairs, operation of a water and sewer collection system within the Summer Village and Lac Ste. Anne County; and .

**NOW THEREFORE**, under the authority of the *Municipal Government Act* (Alberta), the Council of the Summer Village of Ross Haven hereby enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following special tax rate on each taxable property as shown on subdivision plans within the corporate limits of the Summer Village of Ross Haven.
2. That the amount payable per taxable property as a special tax shall be an amount of **\$200.00** levied in 2022 equally on all 227 taxable properties within the corporate limits of the Summer Village of Ross Haven.
3. That the **"Special Tax"** and said charge of **\$200.00** shall be levied and included on the 2022 Tax Notice and is a debt due to the municipality known as the Summer Village of Ross Haven and is payable June 30, 2022.
4. That this BYLAW shall come into force and effect for 2022 taxation on the date of third and final reading.

**Read a first time on this 14th day of April, 2022.**

**Read a second time on this 14th day of April, 2022.**

**Unanimous Consent to proceed to third reading on this 14th day of April, 2022.**

**Read a third and final time on this 14th day of April, 2022.**

**Signed this 14th day of April, 2022.**

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Official Administrator

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Municipal Administrator



# BYLAW NO. 293-2022

## SUMMER VILLAGE OF ROSS HAVEN

### A BYLAW OF THE SUMMER VILLAGE OF ROSS HAVEN, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF ROSS HAVEN FOR THE 2022 TAXATION YEAR

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**WHEREAS**, the total requirements of the Summer Village of Ross Haven in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	\$183,695.30
Minimum Municipal	\$137,182.70
Lac Ste. Anne Foundation	\$ 13,324.63
ASFF Residential School Requisition	\$155,992.20
ASFF Residential School Requisition – Under Requisition 2021	\$ 3,165.86
Designated Industrial Property Tax Requisition	\$ 15.96
<b>Total:</b>	<b>\$493,376.65</b>

**WHEREAS**, the total taxable assessment of land, buildings and improvements amount to:

Residential Vacant	\$ 979,890.00
Residential Improved	\$57,885,090.00
Non-Residential (Linear)	\$ 208,486.00
Municipal Exempt	\$ 2,851,340.00
Church Exempt	\$ 153,070.00
<b>Total:</b>	<b>\$62,077,876.00</b>

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Ross Haven for 2022 total \$ 549,799.69; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 228,921.69 and \$ 137,182.70 from "Minimum Municipal Tax" and the balance of \$ 183,695.30 is to be raised by general municipal taxation; and

**WHEREAS**, the estimated contribution to the Lagoon / Wastewater Reserve fund is \$45,400.00, and

**WHEREAS**, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school, and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, RSA 2000, Chapter M-26, Part 10, Division 2; and

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Summer Village of Ross Haven, in the Province of Alberta, enacts as follows:

# BYLAW NO. 293-2022

## SUMMER VILLAGE OF ROSS HAVEN

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Ross Haven:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>General Municipal</b>			
Residential/Farmland	\$ 183,042.00	\$58,864,980.00	3.109523
Non-Residential Linear Vacant	\$ 653.30	\$ 208,486.00	3.133544
<b>Total</b>	<b>\$ 183,695.30</b>	<b>\$59,073,466.00</b>	

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential/Farmland	\$ 155,992.20	\$58,864,980.00	2.65
Residential/Farmland – Under Levy 2021	\$ 3,165.86	\$58,864,980.00	0.053731
<b>Total</b>	<b>\$ 159,155.10</b>	<b>\$58,864,980.00</b>	

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>Lac Ste. Anne Foundation</b>			
Residential/Farmland	\$ 13,324.63	\$58,864,980.00	0.226359
<b>Total</b>	<b>\$ 13,324.63</b>	<b>\$58,864,980.00</b>	

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>Designated Industrial Property</b>			
Non-Residential Linear Vacant	\$ 15.96	\$ 208,485.00	0.0766
<b>Total</b>	<b>\$ 15.96</b>	<b>\$ 208,485.00</b>	

2. That the minimum amount payable as property tax for general municipal purposes shall be one thousand three hundred and fifty dollars (\$1350.00) as follows:

	<u>Tax Levy</u>	<u>Tax Rate</u>
Residential Vacant	\$ 14,478.52	\$ 1350.00
Residential Improved	\$ 120,657.48	\$ 1350.00
Non-Residential (Linear)	\$ 2,046.70	\$ 1350.00
<b>Total</b>		<b>\$ 137,182.70</b>

# **BYLAW NO. 293-2022**

## **SUMMER VILLAGE OF ROSS HAVEN**

3. That a penalty of eighteen percent (18%) shall be added on all current (2022) unpaid taxes remaining unpaid after June 30<sup>th</sup>, 2022 and shall be added on July 1<sup>st</sup>, 2022).
4. That a penalty of eighteen percent (18%) shall be added on to all outstanding taxes and related costs that remain unpaid after December 31<sup>st</sup>, 2022 and shall be added on January 1, 2023.
5. That this BYLAW shall come into force and have effect on the date of the third and final reading).

Read a first time on this 14<sup>th</sup> day of April, 2022.

Read a second time on this 14<sup>th</sup> day of April, 2022.

Unanimous Consent to proceed to third reading on this 14<sup>th</sup> day of April, 2022.

Read a third and final time on this 14<sup>th</sup> day of April, 2022.

Signed this 14<sup>th</sup> day of April, 2022.

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Official Administrator

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Municipal Administrator

**Email Received Tuesday, April 5, 2022**

To the Village of Ross Haven Council members, I would simply like to state that as we voted you in as council members with a responsibility to serve the Village of Ross Haven ratepayer I ask that we follow the same democratic process in determining if the sewer system should be installed. The survey I submitted wasn't the process I thought should determine whether the sewer upgrade should proceed. I would like to see a vote with a simple question: Should the sewer project be constructed" Council is that too much to ask?

Respectfully,

***Name withheld to protect individual's privacy.***

## Councilor Report - Ray Hutscal

April 6, 2022

- **Lac St. Anne Summer Village Regionalization Study** – Information about this project can be found at [www.lacsteanne-svrs.com](http://www.lacsteanne-svrs.com).
  - Final meeting to be held on April 13
- **Watershed Alliance Meeting** – March's meeting was cancelled.
- **West InterLake District (WILD) Regional Water Services**
  - WILD provided some info regarding providing water to the village. Will reviewing in April, update in May. We might also bring a speaker in for next council meeting if needed.
- **Range Road 34** – Still awaiting pricing for the engineering and paving of RR34. Once we have this, options, including potential cost sharing, will be brought to council.
- **Clean Energy Improvement Program ("CEIP")** – Information on this program is available on [myceip.ca](http://myceip.ca)
  - Received info from the CEIP. Earliest Ross Haven may be onboarded would be Q3/2022.
- **Sewer Project** – Project update provided within the agenda package.
  - Reviewed bids received, provided a list of concerns to Stantec.
  - March 29 Technical Committee Review Meeting - Reviewed the recommendation with respect to the recommended bidder, 2023 op costs, and financing options.
  - Discussed a sewer instruction package for residents and provided suggestions for what it should include. Commission will be dusting off old packages and updating.
  - Reviewed recommendation with Ross Haven council and CAO. With their approval, submitted letter to North 43 Commission.
- **Ross Haven Operating and Capital Budget Planning**
  - Reviewed all items in our operating and capital plans for 2022 and beyond.
  - March 30 Budget Meeting – Met with council to deliberate and agree on budgets, increase to minimum tax, and final tax role.
- **Association of Summer Villages of Alberta Forest Health Management Project**
  - Received letter about successful award of grants to assess forest health in village. Signed Ross Haven up for this program. No cost to Ross Haven, other than a bit of council / CAO time. Assessment will occur end of April / beginning of May.
  - Ross Haven will receive advice on natural forest management principles, assessment of our forest health, assessment of fire hazards, and criteria for future tree selection and planting.
- **Road Bans**
  - March 21 – Virtual meet with County and other stakeholders regarding road bans.
  - Road ban for RR34 will continue at 75%. This is a permanent road ban, and there will no exceptions for sewer / water going forward.
  - New oiled roads / gravel roads will have a 50% ban. Oiled roads 75% ban.
  - Due to road bans, dumping fees reduced by 50% to \$32.50 per load. Hoped that this savings passed along to customers by vendors.
  - Sewage Collection System (SCS) at N43 lagoon expected to be operational with a few days to assist with compliance.

### Statistics Since Last Update

Incoming Emails	232	Meeting / Telephone Hours	9
Sent Emails	112	Total Hours	38

# Councillor Report – Lolita Chadd

## April 8, 2022

### **March 25, 2022 Onoway Regional Medical Clinic**

Reviewed reports – 2021 showed a deficit – County of Lac Ste Anne is covering the shortfall of \$114 664.00 (note - Ross Haven's share of deficit, as a partner, is \$1719.00) Approved 2022 Budget

Clinic is very busy and operating well with 3 Doctors and 3 full time staff

Discussion of possibly extending clinic hours to include occasional evenings and Saturdays

County will proceed with parking lot and sidewalk upgrades this year

Discussion of planning a grand opening as this was not possible during Covid19 restrictions

### **March 16, 2022 SVREMP Agency Committee**

Attended as an observer until we have a new DEM.

### **March 26, 2022 SVREMP Advisory Committee**

**No quorum** - information was shared but no decisions could be made

Brochures reviewed and planning to have them go out with tax notices to save postage

First week in May is Emergency Preparedness week.

### **March 30, 2022 Budget Meeting**

Met via Zoom to discuss 2022 budget

### **April 2, 2022 SCLSACE Special Meeting**

Committee of 4 from summer villages were selected to be on a special committee to meet with representatives from LSAC to negotiate a new Municipal Shared Services Agreement. I was appointed to this committee as I believe it is critical to talk with LSAC and foster a better working relationship. Improvement in services and reduction in expense is what we are hoping to achieve.

### **April 6, 2022 Onoway Regional Fire Services**

Thank you to Councillor Brandt for stepping in and attending this meeting.

**April 11, 2022 Hwy 43 East Waste Commission** - will include an oral report at Council meeting

**April 12, 2022 SVREMP Advisory Committee** – will include an oral report at Council meeting

😊 *Spring is around the corner* 😊

## **14 April 2022 – Councillor Report – Dieter Brandt**

### 15 March 2022 - Sewer Technical Committee Meeting – (Zoom)

This was the first meeting of the Sewer Technical Committee. There were introductions and a conversation about the tender process.

### 15 March 2022 - Lac Ste. Anne Summer Village Regionalization Study Meeting – (Zoom)

Sat in on the Public Regionalization Study meeting. We are awaiting the final report to be provided by the end of April.

### 21 March 2022 - Road Ban Meeting – (Zoom)

A meeting was held by the County, the Summer Villages, and other municipalities to discuss the implementation of road bans during the thawing process. There were concerns about how road bans could/would affect residents especially with the removal of sewage. If trucks could only carry partial loads, the cost to the resident could increase considerably. There have already been increases because of rising fuel prices. It was decided to temporarily cut the cost of a load to the lagoon in half – from \$65 per load to \$32.50 per load. This cost reduction would remain until the spring road bans were lifted. Range Road 34 would remain at a 75% maximum load during and after the road ban. There would be no exceptions even for water or sewage trucks. A sewage collection system (SCS) would be installed at the lagoon to both measure the amount and assess the type of sewage that was being dumped. This would ensure to vehicles were not coming in overloaded and that they were not carrying contaminated materials.

### 22 March 2022 - Sewer Tender Opening Meeting – (Zoom)

I was present as tenders for the Sewer Project were opened. 4 companies bid on the project. Please see the Sewer Project update for more information.

### 29 March 2022 - Sewer Technical Committee Meeting – (Zoom)

The sewer technical committee met to discuss the next steps to the possible sewer project and what needed to occur. Ross Haven Council was asked to provide direction to the North 43 Lagoon Commission as to the next steps. A letter would need to be written to ask the Commission to proceed with the next step of requesting the government grant. This will take time. The Commission meets again on April 13<sup>th</sup>.

### 30 March 2022 - Budget Meeting – (Zoom)

Council met to go over operating and capital budgets for 2022 and make decisions on how to proceed.

### 06 April 2022 - Onoway Regional Fire Services Meeting – (Zoom)

I stepped into this meeting for Deputy Mayor Chadd as she had another pressing engagement. There was a report by Fire Chief Ives. He stated that the Fire Department was always looking for new volunteer fire fighters. Staffing was stable but more volunteers would be appreciated. As well, Chief Ives

reported that the new radios were working well, and that communication was much better now over the old system.

The 2022 budget was passed at the meeting. Some tough decisions had to be made because of increasing operational costs. The increase for 2022 would be approximately 9.7% to the Summer Village of Ross Haven (approximately \$400).

There was discussion about pursuing an Annual Firefighter Appreciation Dinner.

13 April 2022 – North 43 Lagoon Commission Meeting

This meeting had not be held yet at the writing of this report. It will be held the day before the next Council Meeting.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven



# CAO REPORT

## Regular Meeting of Council – April 14, 2022

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### Tree Removal - Parkways

- The contractor has halted the removal of trees (144 trees) within the Parkways until Spring. No precise date has been established; where such will be dependent upon site conditions.

### New Flags / Flagpole Repair

- Annual replacement of the flags on the poles at the entrance to the community was performed.
- Flagpole was repaired where it had been vandalized.

### Sustainable Projects Group – EV Charging Station

- Ongoing discussion / negotiation for the installation of a EV charging station at the newly created parking lot on Parkins Avenue (North).

### Speed Humps

- Quotes being garnered for the installation of additional Speed Humps.
- Discussion / garner quotes to amend height of the existing Speed Humps.
- Repainting of humps, and confirmation of correct signage.

### Drainage

- During the course of March / April melt water-water, in the face of erratic weather, kept Public Works on their toes to ensure that there was limited overland flooding. The newly constructed drainage system is working well.

### Tax Rate and Special Wastewater Lagoon Tax Bylaws

- Bylaws 292-2022 (Special Wastewater Lagoon Tax) and 293-2022 (Tax Rate Bylaw) have been prepared, for readings at the April 14, 2022 regular meeting of Council, subsequent to the adoption of the 2022 Operating Budget and 3 Year Operating Plan, and the 5 Year Capital Plan.
- Expect 2022 Combined Assessment and Tax Notices during the last week of April 2022.
- Taxes Due: June 30, 2022.
- Taxes may be paid by e-transfer or by cheque.

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**Looking forward to a beautiful Summer!!**

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265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – [www.abfarmsafety.com](http://www.abfarmsafety.com)

March 22, 2022

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

The \$150.00 contribution received March 21, 2022 was very much appreciated by the Farm Safety Centre. Find receipt #1633 enclosed. It is our hope to reach more rural children in your area in the coming years. The consistent financial assistance from committed contributors is greatly appreciated especially in this time of uncertainty. Recognition of contributions are always noted on our website under "Supporters".

We are grateful for the continued support and interest in farm safety education shown by your organization and acknowledge your generous responses to our 2022 request letter.

The Safety Smarts program is running at full capacity and we are optimistic that we will be able to reach more students this year than in 2021. Feedback from students and teachers is both positive and encouraging.

The Sustainable Farm Families program and the Rural Health Initiative are also up and running with new workshops being scheduled and delivered year-round. If your organization would like more information about these programs or would like to host one for members of your organization or people in your area then please let us know.

Thanks again for your generous support. It would not be possible to deliver these important programs without the generous support of organizations like yours.

Sincerely,

Jordan Jensen  
Executive Director  
Farm Safety Centre



# Summer Village of Ross Haven

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4-9055 Lagoon/Sewer Fund Tax		45,400.00	-45,400.00	
4-9100 School Taxes		159,158.06	-159,158.06	
4-9250 Lac Ste Anne Foundation		13,324.63	-13,324.63	
4-9302 Grants - MSI Operating		8,539.00	-8,539.00	
4-9400 Interest Income	15.90	1,000.00	-984.10	1.59 %
4-9550 Safety Codes	194.45	1,000.00	-805.55	19.45 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	765.00	500.00	265.00	153.00 %
4-9700 Fines & Penalties	273.75		273.75	
4-9800 Development Permits	150.00		150.00	
<b>Total Income</b>	<b>\$1,399.10</b>	<b>\$228,921.69</b>	<b>\$ -227,522.59</b>	<b>0.61 %</b>
<b>GROSS PROFIT</b>	<b>\$1,399.10</b>	<b>\$228,921.69</b>	<b>\$ -227,522.59</b>	<b>0.61 %</b>
<b>Expenses</b>				
6-1140 School Taxes Paid		159,158.06	-159,158.06	
6-1141 Lac Ste Anne Foundation Payable		13,324.63	-13,324.63	
6-1151 Council Remuneration	200.00	14,000.00	-13,800.00	1.43 %
6-1211 Council Mileage & Subsistence	299.28	5,000.00	-4,700.72	5.99 %
6-2159 Administrator Fee	14,000.00	46,200.00	-32,200.00	30.30 %
6-2160 Development Officer Fee	1,570.00	4,355.00	-2,785.00	36.05 %
6-2161 DEM/Dep DEM		8,000.00	-8,000.00	
6-2162 Grant Officer		6,750.00	-6,750.00	
6-2165 Wages	22,966.78	91,000.00	-68,033.22	25.24 %
6-2170 WCB Expense	579.64	1,600.00	-1,020.36	36.23 %
6-2224 Municipal Memberships	2,101.33	3,851.00	-1,749.67	54.57 %
6-2230 Professional Fees	6,108.20	8,000.00	-1,891.80	76.35 %
6-2274 Insurance	5,694.47	5,600.00	94.47	101.69 %
6-2510 Office & Misc Expense	858.72	3,250.00	-2,391.28	26.42 %
6-2511 Bank Charges	49.40	350.00	-300.60	14.11 %
6-2512 Cellphone & Communications	350.70	1,350.00	-999.30	25.98 %
6-3251 Road - R&M	1,700.00	4,000.00	-2,300.00	42.50 %
6-3520 Equipment - R&M	259.76	3,500.00	-3,240.24	7.42 %
6-3540 Utilities	6,309.04	22,000.00	-15,690.96	28.68 %
6-4511 FCSS & Recreation Programs	640.00		640.00	
6-4512 Public works - Supplies	5,167.69	7,000.00	-1,832.31	73.82 %
6-4516 Parkways/Drainage	14,600.00		14,600.00	
6-4520 Equipment - Supplies	263.92		263.92	
6-4521 Trees & Park Improvements		10,000.00	-10,000.00	
6-5510 Garbage Disposal	622.78	6,500.00	-5,877.22	9.58 %
6-6200 Municipal Assessment Service	3,880.00	7,800.00	-3,920.00	49.74 %
6-6201 Development/Safety Codes expense (deleted)	500.00		500.00	
6-6205 Safety Codes Expense		7,800.00	-7,800.00	
6-7370 MSP, Fire Services & Physician Recruitment		26,000.00	-26,000.00	
6-7371 LSA county - Police & Animal		6,631.00	-6,631.00	
6-7380 Lagoon/Wastewater - LSAC		5,200.00	-5,200.00	
6-7385 Water and Sewer Tax To Reserves		40,200.00	-40,200.00	
6-7395 Wild Water Commission		7,330.00	-7,330.00	

# Summer Village of Ross Haven

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-7396 Yellowhead Regional Library	350.11	850.00	-499.89	41.19 %
6-7501 RHCL		6,000.00	-6,000.00	
Expenses	37,327.10		37,327.10	
<b>Total Expenses</b>	<b>\$126,398.92</b>	<b>\$532,599.69</b>	<b>\$ -406,200.77</b>	<b>23.73 %</b>
NET OPERATING INCOME	<b>\$ -124,999.82</b>	<b>\$ -303,678.00</b>	<b>\$178,678.18</b>	<b>41.16 %</b>
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$62,400.00</b>	<b>\$ -62,400.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -62,400.00</b>	<b>\$62,400.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$ -124,999.82</b>	<b>\$ -366,078.00</b>	<b>\$241,078.18</b>	<b>34.15 %</b>

# Summer Village of Ross Haven

## Balance Sheet Summary

As of March 31, 2022

	TOTAL
<b>Assets</b>	
Current Assets	1,044,711.39
Cash and cash equivalents	34,703.20
Accounts receivable (A/R)	-6,620.29
<b>Total Current Assets</b>	<b>1,072,794.30</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>\$4,349,066.46</b>
<b>Liabilities and Equity</b>	
Current Liabilities	478,081.05
Accounts Payable	0.00
Credit Cards	637.78
<b>Total Current Liabilities</b>	<b>478,718.83</b>
Non-current liabilities:	0.00
Equity	3,870,347.63
<b>Total Liabilities and Equity</b>	<b>\$4,349,066.46</b>

# Summer Village of Ross Haven

## Profit and Loss

March 2022

	TOTAL
INCOME	
4-9400 Interest Income	14.71
4-9550 Safety Codes	194.45
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	75.00
4-9800 Development Permits	150.00
<b>Total Income</b>	<b>\$434.16</b>
<b>GROSS PROFIT</b>	<b>\$434.16</b>
EXPENSES	
6-2159 Administrator Fee	3,500.00
6-2160 Development Officer Fee	505.00
6-2165 Wages	6,388.80
6-2230 Professional Fees	4,500.00
6-2510 Office & Misc Expense	95.98
6-2511 Bank Charges	10.55
6-2512 Cellphone & Communications	116.90
6-3251 Road - R&M	850.00
6-3540 Utilities	2,019.20
6-4512 Public works - Supplies	2,189.70
6-4520 Equipment - Supplies	263.92
6-5510 Garbage Disposal	139.74
Expenses	37,327.10
<b>Total Expenses</b>	<b>\$57,906.89</b>
<b>PROFIT</b>	<b>\$ -57,472.73</b>