

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON MAY 12, 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 – April 14, 2022  
*(Motion to approve minutes as read, or with amendments thereto)*

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

P 8-13

- a) Bylaw 289-2022 Animal Control Bylaw  
*(Motion to grant First Reading to Bylaw 289-2022, or other direction of Council at meeting time).*

P 14-21

- b) Lac Ste. Anne Summer Villages Regionalization Study – Update  
The final Regionalization Framework has been completed, and has been provided as part of the agenda package. The committee agreed that the report will be accepted as information, with the intent that each village takes to their respective council for review. It was acknowledged that collaboration with Summer Villages, other municipalities, and the county is being explored through the County Municipal Services Package offering, that just recently got suggested. The County MSP will potentially allow for shared costs / services for some of the items reviewed in the SVRS. We agreed that the Summer Villages should continue to work together and collaborate, but commence after a review of the MSP that we expect to see near end of May or early June.  
*(Action as directed by Council at meeting time.).*

- c) Force Main Project – Update
  - Application for the Water for Life grant submitted to the provincial government. As of the time of written submission, no update received.
  - Scope of Work for Stantec increased to accommodate appropriate number of site visits during construction.
  - Lagoon Commission drafted their borrowing bylaw. Lagoon Commission will be funding Ross Haven’s loan proceeds.  
*(Action as directed by Council at meeting time.).*

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d) Grant Officer Contract – Kronprinz Business Consulting Inc.

- Proposal to research grants and make application for said to the benefit of the Summer Village of Ross Haven.

(Motion to proceed with signing a contract with Kronprinz Business Consulting Inc. to provide consulting services for finding and applying for and applying for capital , operating, or community grant funding. The amount of the contract shall not exceed an amount of \$6,750.00 + GST. Further, a monthly reporting of grants researched, applied for, and received will be required to accompany the invoice, or other direction as given by Council at meeting time.)

e) Public Works Supervisor – Retain Services of a Successor to Noel

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

7) Financial Reports:

P 22-25 a) April 2022 Financial Reports - Attached

*(Motion to accept for information.)*

8) Correspondence:

- a) None

9) Councillor Reports:

P 26 a) Mayor - Attached

P 27 b) Deputy Mayor- Attached

P 28 c) Councillor - Attached

*(Motion to accept for information.)*

10) Administrators Report

- 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: June 9, 2022 at 7:00 pm.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
APRIL 14, 2022  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
0 Resident in the gallery, 9 Residents via ZOOM

**CALL TO ORDER**

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

**AGENDA**

Res. A22-040

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

CARRIED

**MINUTES**

Res. A22-041

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

- March 10, 2022 Regular Council Meeting

CARRIED

**NEW BUSINESS**

**a) 2022 Operating Budget and Three Year Operating Plan**

Res. A22-042

Moved by Councillor, D. Brandt that Council approve and adopt the 2022 Operating Budget and Three Year Operating Plan.

CARRIED

**b) 5 Year Capital Budget – 2022 through 2026**

Res. A22-043

Moved by Deputy Mayor, L. Chadd that Council approve and adopt the 5 Year Capital Budget for years 2022 through 2026.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
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IN-PERSON AND VIA ZOOM**

**c) Bylaw 292-2022 – Special Wastewater Lagoon  
Tax – 2022**

Res. A22-044 Moved by Councillor, D. Brandt that Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022 be given first reading.

CARRIED

Res. A22-045 Moved by Mayor, R. Hutscal that Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022 be given second reading.

CARRIED

Res. A22-046 Moved by Deputy Mayor, L. Chadd that Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022 be presented for third reading.

CARRIED

Res. A22-047 Moved by Deputy Mayor, L. Chadd that Bylaw 292-2022 – Special Wastewater Lagoon Tax – 2022 be given third reading.

CARRIED

**d) Bylaw 293-2022 – Tax Rate Bylaw - 2022**

Res. A22-048 Moved by Mayor, R. Hutscal that Bylaw 293-2022 – Tax Rate Bylaw – 2022 be given first reading.

CARRIED

Res. A22-049 Moved by Councillor, D. Brandt that Bylaw 293-2022 – Tax Rate Bylaw – 2022 be given second reading.

CARRIED

Res. A22-050 Moved by Mayor, R. Hutscal that Bylaw 293-2022 – Tax Rate Bylaw – 2022 be presented for third reading.

CARRIED



**MINUTES  
REGULAR COUNCIL MEETING  
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**h) Council Open Houses**

Res. A22-055

Moved by Mayor, R. Hutscal that Council Open Houses be held at the Municipal Shop – 700 Parkins Avenue, and scheduled as follows:

- 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.

CARRIED

**FINANCIAL REPORTS**

**a) Financial Statement**

Res. A22-056

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. A22-057

Moved by Mayor, R. Hutscal that the Mayor respond to the noted letter.

CARRIED

**b) Farm Safety Centre – Thank You Letter to Council  
- Re: Donation**

Res. A22-058

Moved by Councillor, D. Brandt that the correspondence from the Farm Safety Centre be accepted as information.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
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APRIL 14, 2022  
IN-PERSON AND VIA ZOOM**

**COUNCILLOR REPORTS**

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

Res. A22-059

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

CARRIED

**CAO REPORT**

- a) CAO, Tony Sonnleitner

Res. A22-060

Moved by Councillor, D. Brandt 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.

**NEXT REGULAR MEETING DATE**

May 12, 2022 at 7:00 p.m. Meeting to be held at the Onway 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 8:29 p.m.

These minutes approved this 12<sup>th</sup> day of May, 2022.

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Mayor

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Chief Administrative Officer

Summer Village of Ross Haven  
Animal Control 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**

**"Animal"** shall mean any domesticated animal, including but not limited to dogs, cats, cattle, horses, fowl, sheep, or goats.

**"Animal Control Officer"** shall mean any person approved by the Summer Village to carry out the provisions of this by-law. This could include RCMP Officers, Peace Officers, Special Constables, Bylaw Enforcement Officers, the Chief Administrative Officer, or any other individual appointed by Council.

**"Dangerous Dog"** shall mean any individual Dog which when either unmuzzled, unleashed or unattended by its' Owner approaches any person or Animal in an apparent vicious or terrorizing manner within any public or private places.

**"Dog"** shall mean all male or female of the species over the age of three months.

**"Farm Animal"** refers to livestock that is kept for agricultural purposes. It could include but is not limited to domesticated Animals including cattle, sheep, swine, goats, horses, mules, donkeys, and fowl.

**"Owner"** means any person who is:

- i. the licensed Owner of the Animal;
- ii. who has possession, care, and control, or custody of the Animal, either temporarily or permanently; or
- iii. who harbours the Animal, or allows the Animal to remain on that persons premises.

**"Pet"** is an Animal kept primarily for a person's company or entertainment rather than as a working Animal or as livestock. Pets include but are not limited to Dogs and cats.

**"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, and is not under the immediate, continuous and effective control of the Owner. The Animal must have a suitable recall / heel / submissive behavior or otherwise must be restrained by a leash held

Summer Village of Ross Haven  
Animal Control Bylaw #289

by a person and that leash is attached to a choke chain, collar, or harness, securely holding the Animal.

**"Summer Village"** or **"Village"** means the Summer Village of Ross Haven in the Province of Alberta.

**"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;
- (v) any individual Dog which has been found to be a "Dangerous Dog" on at least one occasion;
- (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.

## **II. REGULATIONS**

1. No Animals, other than cats, Dogs and other Pets may be harboured on property zoned residential within the Village boundaries. Farm Animals may only be harboured within the Village on land zoned as semi-public.
2. A person must not own, nor allow to reside on one property, more than four (4) Dogs and (4) cats that are more than three months of age.
3. No Owner shall permit any Animal to Run At Large within the boundaries of the Village.
4. An Owner must not allow a Farm Animal to be in parks, walkways, or parkways.
5. No person shall remove or attempt to remove any Animal or Pet from the possession of the Animal Control Officer or the Animal Holding Facility prior to having paid the outstanding fines and fees.
6. No person, whether or not he or she is the Owner of an Animal or Pet which is being pursued by the Animal Control Officer, shall;
  - i) interfere with or attempt to obstruct an Animal Control Officer

Summer Village of Ross Haven  
Animal Control Bylaw #289

- from enforcing the provisions of this bylaw;
- ii) induce any Pet or Animal to enter a house or place where it may be safe from capture or otherwise assist the 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 Animals or Pets captured for impounding have been placed, so as to allow the Animals or Pets to escape there from.
7. No person shall allow any Dog or Farm Animal to howl or bark excessively or to make noise in a manner to disturb the quiet of any person.
8. If an Animal defecates on any public or private property other than the property of its Owner, the Owner must remove the feces immediately.

**III. DETERMINING A DOG 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 Animal Control Officer 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 (1, 2) 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 Vicious 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 Vicious Dog and ensure the Vicious Dog is restrained by a leash which shall effectively prevent it from attacking or biting a person or other Animals;

Summer Village of Ross Haven  
Animal Control Bylaw #289

- iv) the Owner of a Vicious Dog shall take all necessary steps to ensure that such a Vicious 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 Vicious Dog to Run at Large.

**IV. CITIZEN CONCERNS**

- 1. A private citizen could report Animal concerns, in writing, to the Chief Administrative Officer for forwarding to the Animal Control Officer. A signed written statement would need to accompany the concern, and pictures or video would be beneficial. This could result in a warning or possibly a fine being assessed to the Animal's Owner.

**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 to the Owner of the 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 Owner with 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" and Schedule "B" of this bylaw.

READ FOR A FIRST TIME, this TBD

READ FOR A SECOND TIME, this TBD

READ A THIRD TIME, and duly passed, this TBD.

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

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

Summer Village of Ross Haven  
Animal Control Bylaw #289

**SCHEDULE "A"**

**FINES**

Fines shall be as follows:

<b>I.</b>	<b>Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1.	Harbouring prohibited Animals	(II,1)	\$ 100.00	\$200.00
2.	Running At Large	(II,2)	\$ 100.00	\$200.00
3.	Removing from custody	(II,3)	\$ 250.00	\$500.00
4.	Interfering with capture	(II,4)	\$ 250.00	\$500.00
5.	Barking or howling	(II,5)	\$ 100.00	\$200.00
6.	Failure to remove defecation	(II,6)	\$ 100.00	\$200.00

**II.** If an animal control ticket issued to an Owner is not paid in accordance with the terms of the ticket, the amount of the ticket shall be added to the following year's property tax of that Owner's property.

Summer Village of Ross Haven  
Animal Control Bylaw #289

**SCHEDULE "B"**

**FINES – VICIOUS DOGS**

<b>I.      Infraction</b>	<b>Section</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>
1. Failure to confine a vicious dog	(III), (3)	\$ 500.00	\$ 1000.00
2. Failure to muzzle or otherwise secure a vicious dog when off premises	(III), (3)	\$ 500.00	\$ 1000.00
3. If a vicious dog bites or attacks a person or animal causing injury	(III), (3)	\$1000.00	\$ 2000.00
4. Permitting a vicious dog to run at large	(III), (3)	\$ 500.00	\$ 1000.00
II. If an animal control ticket issued to an Owner is not paid in accordance with the terms of the ticket, the amount of the ticket shall be added to the following year's property tax of that Owner's property.			

# Regionalization Framework

## Lac Ste Anne Summer Village Regionalization Study (SVRS)

April 2022



## 1 Purpose

The Regionalization Framework’s purpose is to serve as a guide for identifying and pursuing opportunities of increased intermunicipal collaboration between the Summer Villages on Lac Ste. Anne. As the culmination of the Lac Ste. Anne Summer Villages Regionalization Study, this framework provides the Project Municipalities with a foundation of recommendations and tangible action on the path to increased collaboration.

## 2 Participation

The framework is designed for the Project Municipalities including the Summer Villages of:

- Castle Island
- Ross Haven
- Sunset Point
- Val Quentin
- West Cove
- Yellowstone

Through project analysis and discussion with the Summer Village of Castle Island, it is clear that community culture, governance, and servicing models operate very differently from the other Summer Villages and are largely volunteer based. As a result, it may not be beneficial for Castle Island to take part in all collaboration or regionalization initiatives. The Summer Village of Castle Island is included in the Framework to invite them to participate in discussions and efforts for regional collaboration, knowing that they may opt in or out of portions at their discretion.

## 3 Background

The Project Municipalities began the Lac Ste. Anne Summer Village Regionalization Study (SVRS) in August, 2021 to understand potential regionalization options. The intent of the project was to explore regionalization options that would ultimately improve partnerships, cost sharing, and other efficiencies between their communities.

Early on, the summer villages set a high-level vision for the project:

*Creation of a Regionalization Framework that serves as a foundation for effective and efficient governance across the Lac Ste. Anne Summer Villages while supporting the autonomy and unique identities of each.*

And shared values for working together:

- Transparency
- Respectful communication
- Idea sharing and ongoing dialogue
- Ensure every member is heard
- Autonomy is respected

### 3.1 Regionalization Options

Four distinct regionalization options were analyzed by the Summer Villages including:

- **Business as Usual**  
Continuing informal collaborations between various Project Municipalities is the baseline option considered. 'Business as usual' maintains the existing conditions of the Project Municipalities without change.
- **Intermunicipal Collaboration**  
The intermunicipal collaboration option provides a flexible way for the Project Municipalities to work together to address efficient service delivery, strategic planning, and other regional issues. This option may consist of bilateral or multilateral intermunicipal collaboration frameworks (ICFs) for services across the region, or more informal intermunicipal collaboration depending on the unique situations of each partner.
- **Shared Administration**  
The shared administration option looks at coordinated procurement of administrative infrastructure and services by the Project Municipalities. This model includes shared office space and equipment, administrative staff, digital systems, and potentially other shared service delivery such as public works, development, and specific service contract procurement.
- **Amalgamation**  
Amalgamation is the formal restructuring process of two or more municipalities joining to become one. Amalgamating municipalities must share a contiguous border; however, in the Province of Alberta, summer villages with a non-contiguous border may also pursue amalgamation if they share a common body of water (MGA s.101.1(2)). Summer village municipal status would be maintained in amalgamation.

### 3.2 Project Overview

The Lac Ste. Anne Summer Village Regionalization Study took the following steps to develop the preferred regionalization option:

- **Background research** was conducted to inventory current municipal policy and governance structures, collaborative initiatives, and finances.
- **Internal municipal workshops** were held with administration and elected officials to gain a greater understanding of current servicing, municipal and intermunicipal dynamics, as well as challenges and opportunities for regionalization.
- **A public engagement** event was held online to inform community members of the project process and get feedback on community service levels, gaps and opportunities in servicing, as well as public hopes and concerns for the project. An online survey provided additional opportunity for public feedback for those unable to attend the event, and all public input was captured and summarized in the What We Heard Report.

- **The Technical Analysis Report** was prepared based on all data gathered throughout the above steps to provide an inventory and assessment of:
  - current service delivery;
  - comparison of service delivery by overall cost, per-capita costs, and per-lot costs;
  - comparison of municipal finance; and
  - overview of local governance, policy, and initiatives.
- **Governance options** were discussed with the Steering Committee to assess how well they met the project’s criteria.
- **The draft Regionalization Framework** was developed based on outcomes of the Technical Analysis Report and Steering Committee discussion of regionalization options.
- **A final online public engagement** event and online survey was held to provide an overview of the draft Regionalization Framework and get feedback. All public input was captured and summarized in the What We Heard Report 2.

### 3.3 Outcomes

The four regionalization options were generally assessed against the project’s criteria developed by the summer villages including:

- Reduction of costs and taxes;
- Efficiency of service delivery;
- Sense of place and identity;
- Ability to leverage increased buying power;
- Increased access to grants and funding; and
- Ability to maintain summer village status.

Through the analysis, the overall assessment for each regionalization option was:

- **Business As Usual:** does not offer the municipalities the opportunity to meet the criteria
- **Amalgamation:** does not guarantee reduction in costs/taxes, and does not support the desired sense of place and identity expected by the municipalities
- **Shared Administration:** offers potential cost reductions and efficiency of services as well as the other criteria, but the municipalities’ data is not aligned sufficiently at this time to directly compare value for service delivery
- **Intermunicipal Collaboration:** has the potential to reduce costs and taxes, as well as efficiency of services and all other criteria on specific services. The scope of intermunicipal collaboration can be tailored to address services where current efficiencies can be enhanced in the short term, while ongoing collaboration efforts can work to align municipal data to better understand additional collaboration options.

The Steering Committee reviewed all the options and determined that intermunicipal collaboration is the best fit at this time based on additional factors such as:

- the Project Municipalities' desire for further collaboration;
- considering the recent election, councils are at an early stage of collaboration relationships;
- elected officials want to better understand the different municipal approaches in how data is tracked when making decisions about service delivery and cost;
- the current contractual agreements in place, and recently negotiated; and
- elected officials want to focus on planning long-term collaboration together over the next few years.

## **4 Summer Villages on Lac Ste Anne Intermunicipal Collaboration**

The most suitable approach, at this time, for the summer villages is intermunicipal collaboration. Intermunicipal collaboration would include an ongoing intermunicipal committee structure and long-term strategic planning to optimize efficiencies and further explore increased collaboration. This approach will focus on specific, potentially beneficial services that have been identified. Through long-term planning and a commitment to continued exploration of opportunities, the Project Municipalities may choose to work toward future higher levels of collaboration including potential shared administration if deemed useful.

The summer villages have acknowledged a sense of urgency for collaboration. Some new councils are reviewing servicing contracts, and collaboration at this time may enable the maximization of efficiencies and potentially leverage buying power. Efforts on coordinated tendering are an immediate next step.

Developing a long-term strategic plan will be priority, and will require a longer term work plan. To create this plan, the Project Municipalities will develop a fulsome understanding of all data, and understand the potential for alignment of municipal considerations such as accounting practices, service delivery expectations, and ongoing contracts.

Taking a phased approach to long-term collaboration ensures Project Municipalities work toward larger collaborative goals while being able to act quickly on current opportunities in tendering for contracts and other opportunities.

Therefore, the Project Municipalities should establish a dedicated intermunicipal committee upon completion of the Summer Villages Regionalization Study to continue moving forward with intermunicipal collaboration and address current opportunities as quickly as possible.

### **4.1 Intermunicipal Committee**

A standing intermunicipal committee consisting of representatives from each of the Project Municipalities should be created to undertake items such as:

- intermunicipal strategic planning;
- potential development of intermunicipal collaboration agreements (and intermunicipal collaboration frameworks, if desired); and
- committing resources to continued collaborative development.

There is an option for the SVRS Steering Committee to continue their discussion and momentum from the project as the new intermunicipal committee.

## 4.2 Committee Expectations

### Timelines:

- The Intermunicipal Committee should be formed and meet in Q2 2022.
- The intent is to meet as soon as possible after the completion of the Regionalization Framework because the Project Municipalities expressed urgency in moving forward with collaborative efforts.

### Clear Process:

The committee should establish Terms of Reference to set clear expectations for the committee and process including defining:

- roles and responsibilities;
- resources dedicated;
- scheduling;
- detailed scope; and
- process for the working committee including:
  - Decision-making process  
The Intermunicipal Committee may adopt the decision making process of SVRS Steering Committee. The newly formed committee should review the decision-making model and clearly outline processes in the Terms of Reference.
  - Prepare dispute resolution process  
As the municipalities pursue increased collaboration, having a process in place for intermunicipal dispute resolution is both critical and a requirement for all ICFs, (MGA s708.29(3.1)). Whether this intermunicipal committee decides to pursue an ICF, the dispute resolution guidance is best practice and is highly recommended.

## 4.3 Committee Scope

The Intermunicipal Committee will be responsible for intermunicipal collaboration in pursuit of service delivery efficiencies; costs/tax reduction; and the ability to leverage buying power.

The Committee will:

- develop a long-term collaboration strategy;
- set priorities for topics important to the Project Municipalities;
- understand how each municipality tracks data and costs in an effort to align data sets;
- explore and build consensus on collaboration agreements or intermunicipal collaboration frameworks, as appropriate; and
- establish phasing for collaborative efforts over time as priorities and regional relationships evolve.

## Immediate Collaboration Opportunities:

There are a few topics identified through the Lac Ste. Anne Summer Village Regionalization Study that are likely to result in greater service delivery efficiency or cost reductions, and should be a high priority for the Intermunicipal Committee to explore. The final engagement feedback indicated that each initiative should be considered on a case-by-case basis.

- **Coordinated Tendering**

The Partner Municipalities have identified that one of the most immediate and effective collaboration opportunities is to work together on tendering initiatives. The ability to coordinate service requests into a larger tendering process should leverage buying power, and reduce administrative efforts. This approach to tendering can occur for any service. Ideas for coordinated tendering via a common website were provided through the final public engagement.

- **Community Peace Officer / Policing**

Collaboration for regional community peace officer services managed by the Project Municipalities would greatly improve service delivery. This initiative may be cost effective for some communities and costly to others. Notably, during the study's public engagement, bylaw enforcement and policing were the most common services the public indicated they would be willing to pay more for. The Project Municipalities also wish to explore how to work together on the future of policing in the area.

- **Public Works / Parks and Recreation**

Public works and parks and recreation were another area identified for possible service improvements through collaboration. Efficiencies could be realized through combined buying power in attracting contractors for larger scopes of work across the Project Municipalities and having a full-time employee to oversee regional contracts and maintenance duties would improve service levels in most of the summer villages. This structure may provide further benefit in that a full-time employee could also oversee capital projects which would coordinate opportunities and increase efficiency and buying power. Final public engagement suggested exploring road maintenance as a possible service collaboration.

- **Solid Waste**

Solid waste services could be coordinated among municipalities as a shared service to reduce overhead and increase efficiency.

Additional services may provide some benefit, but would not reduce costs significantly:

- **Water and Wastewater**

Structured regional collaboration may give the municipalities negotiating power on water and wastewater contracts and stronger leverage with commissions such as West Interlake District.

- **Planning and Development & Assessment**

There is opportunity for collaboration in areas such as planning and assessment; however, this would not likely lead to cost savings, but could increase the level of service. The final public engagement resulted in suggestions of exploring development officers, economic investment initiatives and coordinated land use bylaws.

#### 4.4 Commitment to Collaboration

To promote and pursue intermunicipal collaboration, the Project Municipalities commit to:

- **Address inconsistent data:** Before embarking on specific sharing agreements, the Project Municipalities commit to reviewing in detail their service delivery and associated costs, municipal finance, and any other relevant information to fully understand cost comparisons and opportunities among the municipalities. The Intermunicipal Committee will be supported by each municipality's administration in collaborating on detailed financial analysis to understand how each municipality tracks information; the current state of services; and potential opportunities.
- **Ensure funding for collaboration:** The Project Municipalities will budget a nominal fee for collaboration (~\$2,000/year) to cover the cost of committee meetings; potential additional expenses such as drafting of shared tender documents etc.; and long-term efforts in pursuit of regional collaboration.
- **Plan strategically:** The summer villages commit to developing a long-term (i.e., 10-year) strategic plan to explore increasing collaboration. This strategic plan would offer the Project Municipalities a phased approach to address key priorities quickly while building a sustainable long-term strategy for service delivery and other regional concerns.

Strategic planning should set a clear vision, values, and priorities for the summer villages' long-term collaboration. Current priorities such as shared servicing for a community peace officer and public works have been identified through technical analysis and long term opportunities of future shared administration have been discussed as showing potential benefit for some or all of the Project Municipalities. By committing to shared priorities and clear strategic approach, the summer villages can build on momentum gained in the Regionalization Study to make the most of current opportunities and set a clear path for the future.

## 5 Closing

There is potential for efficiencies and cost savings to be found for the Summer Villages on Lac Ste. Anne with coordination and collaboration. By taking a strategic approach to working together and actively pursuing increased collaboration through the Intermunicipal Committee structure, prioritizing timely opportunities like contract tendering, and other tools laid out in this framework, the Summer Villages can potentially realize these efficiencies.

As the culmination of research, analysis, and engagement throughout the Summer Village Regionalization Study, this framework guides next steps in collaboration. Moving forward, the Project Municipalities commit to pursue collaboration and will identify new opportunities; build intermunicipal relationships and trust; and establish long-term strategy for addressing evolving regional priorities.

# Summer Village of Ross Haven

## Balance Sheet Summary

As of April 30, 2022

	TOTAL
<b>Assets</b>	
Current Assets	1,044,711.39
Cash and cash equivalents	26,717.57
Accounts receivable (A/R)	495,695.85
<b>Total Current Assets</b>	<b>1,567,124.81</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>\$4,843,396.97</b>
<b>Liabilities and Equity</b>	
Current Liabilities	477,752.75
Accounts Payable	0.00
Credit Cards	-232.47
<b>Total Current Liabilities</b>	<b>477,520.28</b>
Non-current liabilities:	0.00
Equity	4,365,876.69
<b>Total Liabilities and Equity</b>	<b>\$4,843,396.97</b>

# Summer Village of Ross Haven

## Profit and Loss

April 2022

	TOTAL
<b>INCOME</b>	
4-9000 Property Taxes	304,731.60
4-9055 Lagoon/Sewer Fund Tax	43,200.00
4-9100 School Taxes	151,013.97
4-9250 Lac Ste Anne Foundation	12,899.43
4-9400 Interest Income	0.17
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	125.00
4-9800 Development Permits	100.00
<b>Total Income</b>	<b>\$512,070.17</b>
<b>GROSS PROFIT</b>	<b>\$512,070.17</b>
<b>EXPENSES</b>	
6-2159 Administrator Fee	3,500.00
6-2160 Development Officer Fee	355.00
6-2165 Wages	5,615.12
6-2230 Professional Fees	871.70
6-2510 Office & Misc Expense	687.96
6-2511 Bank Charges	12.35
6-2512 Cellphone & Communications	116.96
6-3520 Equipment - R&M	32.56
6-3540 Utilities	2,100.24
6-4512 Public works - Supplies	1,149.26
6-5510 Garbage Disposal	141.46
6-6200 Municipal Assessment Service	1,940.00
<b>Total Expenses</b>	<b>\$16,522.61</b>
<b>PROFIT</b>	<b>\$495,547.56</b>

# 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	43,000.00	45,400.00	-2,400.00	94.71 %
4-9100 School Taxes	150,149.09	159,158.06	-9,008.97	94.34 %
4-9250 Lac Ste Anne Foundation	12,825.55	13,324.63	-499.08	96.25 %
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 %
<b>Total Income</b>	<b>\$206,949.99</b>	<b>\$228,921.69</b>	<b>\$ -21,971.70</b>	<b>90.40 %</b>
<b>GROSS PROFIT</b>	<b>\$206,949.99</b>	<b>\$228,921.69</b>	<b>\$ -21,971.70</b>	<b>90.40 %</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	467.66	1,350.00	-882.34	34.64 %
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	8,409.28	22,000.00	-13,590.72	38.22 %
6-4512 Public works - Supplies	5,167.69	7,000.00	-1,832.31	73.82 %
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 %
6-6205 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	
6-7396 Yellowhead Regional Library	350.11	850.00	-499.89	41.19 %
6-7501 RHCL		6,000.00	-6,000.00	
<b>Total Expenses</b>	<b>\$75,285.10</b>	<b>\$532,599.69</b>	<b>\$ -457,314.59</b>	<b>14.14 %</b>
<b>NET OPERATING INCOME</b>	<b>\$131,664.89</b>	<b>\$ -303,678.00</b>	<b>\$435,342.89</b>	<b>-43.36 %</b>
<b>Other Expenses</b>				
6-2150 Amortization		62,400.00	-62,400.00	

# Summer Village of Ross Haven

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<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	\$0.00	\$ -62,400.00	\$62,400.00	0.00 %
NET INCOME	\$131,664.89	\$ -366,078.00	\$497,742.89	-35.97 %

## Councilor Report - Ray Hutscal - May 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).
  - April 13 – Attended final meeting of the SVRS. Agreed on next steps. Will be coordinating a follow-up meeting in June. More info in agenda.
- **Watershed Alliance Meeting**
  - April 8 – Attended meeting. Flowering Rush update – waiting to see this spring / summer if efforts taken last year will stop the spread. Continued funding is available of this. Weir / Lake Levels / Stream Update – Discussed the many stakeholders involved, and the complexities around this. Waiting for the study to be completed, and then next steps can be identified. Until then, nothing is planned to be done with respect to the weir. There is an ongoing approved permit to remove the weeds and buildup in front of the weir.
- **West InterLake District (WILD) Regional Water Services**
  - WILD provided some info regarding providing water to the village at beginning of April. I have not had time to forward / discuss with council yet
- **Range Road 34** – Received pricing for RR 34. Oiling costs \$75,000. Full structured roadway \$1.2 million. Agreed that in 2022, county will monitor more closely, and bring in more asphalt and grade / pack. Latter expected to occur in May. Longer term solution (to be determined) would be done in 2023. Requested and provided quote for county to undertake a geotechnical study and engineering.
- **Clean Energy Improvement Program (“CEIP”)** – Information on this program is available on [myceip.ca](http://myceip.ca)
  - No further update.
- **Sewer Project**
  - April 12 – Attended Technical review meeting. Reviewed Stantec scope changes. ProjMgr confirmed that the grant has been applied for. Agreed to start working on Homeowners instruction package.
- **Summer Villages Regional Emergency Partnership**
  - April 12 – Attended meeting. Reviewed and finalized bylaws, discussed pamphlet mailout. Bylaws, org chart, and more communication should be forthcoming after next meeting.
- **Association of Summer Villages of Alberta Forest Health Management Project**
  - April 19 – Spent three hours with Mr. Toso Bozic from ATTS group. He assessed our forest, full report expected by end of May. Our forest is in great shape, with a healthy mixture of young and old trees. We have some invasive species, as well as a small number of diseased shrubs that he noticed on private land.
- **General Admin**
  - Prepared some slides that show variances in our budget.
  - Created training plan, organized computer training for our council and CAO (April 14).
  - Prepared job description for Public Works staff member.
  - Prepared task listing of items within the village.
  - Prepared spreadsheet to monitor and track ongoing requests and issues within the village.
  - Booked Gunn Hall for SVLSAC appreciation barbecue (Ross Haven hosting).
  - Scrubbed, cleaned, and sanitized shop washroom.
  - Reviewed Lagoon Commission borrowing bylaw.

### Ray Statistics Since Last Update

<b>Incoming Emails</b>	263	<b>Meeting / Telephone Hours</b>	9.75
<b>Sent Emails</b>	140	<b>Total Hours</b>	31

## **Councilor Report**

**Lolita Chadd**

**May 12, 2022**

On April 22, I attended a first meeting with LSAC representatives and fellow Summer Village delegates representing SVLSACE, to start negotiations regarding a municipal shared services agreement.

It was a very good preliminary meeting, and we will now wait for the County's first draft and what the proposed services and costs may look like.

Many thanks to Noel for his 25+ years of service in our village and I wish him all the very best.

## **12 May 2022 – Councillor Report – Dieter Brandt**

This was a light month for meetings.

There was a lot of conversation by Council on the retirement announcement made by Noel. We were surprised but not surprised by his announcement. Noel's service to the Village of Ross Haven for over 25 years has been exemplary and we will miss the surety he brought to his work. You never had to worry about things getting done in the village. Noel was there!

Council has been looking at the position to see if any tweaks were needed to the job description. A new Public Works Coordinator will be sought for and hired shortly.

### 26 April 2022 - Sewer Technical Committee Meeting – (Zoom)

This was a short meeting. It was confirmed that our grant application had been received by the provincial government. We are now waiting for the approval.

### 10 May 2022 - Sewer Technical Committee Meeting – (Zoom)

I will report on this meeting at the next Council meeting on May 12<sup>th</sup> as my Councillor report was due prior to the meeting date.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven