

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON DECEMBER 8, 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 – November 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            a) Bylaw No. 295-2022 – Bylaw to rescind Bylaw 204-2006 (Former Animal Control Bylaw)

b) 2023 Interim Operating & Capital Budget  
*(Motion that a 2023 Interim Operating & Capital Budget be approved at ½ of the 2022 Approved Operating and Capital Budget, and that this 2023 Interim Operating & Capital Budget cease to have any force and effect once the 2023 Operating and Capital Budget is approved.).*

c) Force Main Project – Update  
*(Action as directed by Council at meeting time.).*

- 7) Financial Reports:

P 9-12      a) November 2022 Financial Reports - Attached  
*(Motion to accept for information.).*

- 8) Correspondence:

P 13            a) Letter re 2022/23 fire Services Training Program Grant – Rebecca Schulz – Minister of Municipal Affairs  
*(Action as directed by Council at meeting time.).*

- 9) Councillor Reports:

P 15            a) Mayor - **Attached**  
b) Deputy Mayor

P 14            c) Councillor - Attached  
*(Motion to accept for information.).*

- 10) Administrators Report

a) CAO Report  
*(Motion to accept for information.).*

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- 11) Open Floor Discussion – (15 minute time limit)
- 12) Closed Session - None.
- 13) Adjournment: Next Council Meeting Date: January 12, 2023.

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

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd – Via Zoom  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
1 Resident in Gallery - 5 Residents via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:04 p.m.

**AGENDA**

Res. A22-140

Moved by Councillor, D. Brandt that the meeting agenda be adopted as presented, save:

- i) the addition, under New Business, item 6b appointment of Director of Emergency Management and Deputy Director of Emergency Management, and further that they be appointed Designated Officers of the Municipality;
- ii) the addition, under New Business, item 6c Crime within the Summer Village; and
- iii) the addition of a Closed Session and the relocation of item 8b thereto.

CARRIED

**MINUTES**

Res. A22-141

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

- Minutes of the Regular Meeting – October 13, 2022

CARRIED

**DELEGATIONS**

None

**NEW BUSINESS**

**a) Force Main Project Update**

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

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

Res. A22-142

Moved by Mayor, R. Hutscal that the update on the Force Main Project be accepted for information.

CARRIED

**b) Appointment of Director of Emergency Management and Deputy Director of Emergency Management, and appointment of same as Designated Officers of the Municipality.**

Res. A22-143

Moved by Councillor, D. Brandt that:

- i) Noel Tomm be appointed Director of Emergency Management;
- ii) Greg King be appointed Deputy Director of Emergency Management; and
- iii) Both Noel Tomm and Greg King be appointed Designated Officers of the Summer Village of Ross Haven.

CARRIED

**c) Crime within the Summer Village of Ross Haven.**

Councillor D. Brandt and Mayor R. Hutscal provided Council with an update on Crime within the Summer Village of Ross Haven. Information was also provided on the Alberta RCMP-GRC mobile application (Alberta RCMP) provides an easy method of accessing Alberta Police and Public Safety information and to engage with **Alberta RCMP** Crime Reduction initiatives.

Res. A22-144

Moved by Mayor, R. Hutscal that the update on Crime within the Summer Village of Ross Haven be accepted for information. Further, that the AlbertaRCMP-GRC mobile application be advertised on the Summer Village of Ross Haven website. The Link is:  
<https://apps.apple.com/ca/developer/royal-canadian-mounted-police/id1594666035>

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
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**FINANCIAL REPORTS**

**a) Financial Statement**

Res. A22-145

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

CARRIED

**CORRESPONDENCE**

**a) Letter of Introduction – Rebecca Schulz –  
Minister of Municipal Affairs.**

Res. A22-146

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

CARRIED

**COUNCILLOR REPORTS**

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

Res. A22-147

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

CARRIED

**CAO REPORT**

**a) CAO, Tony Sonleitner**

Res. A22-148

Moved by Mayor, R. Hutscal 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.

**MINUTES  
REGULAR COUNCIL MEETING  
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**CLOSED SESSION –  
CONFIDENTIAL ITEM**

Res. A22-149

Moved by Deputy Mayor, L. Chadd that, pursuant to Section 197(2) of the *Municipal Government Act*, Council move In-Camera at 7:57 p.m. to discuss the following items (3):

1. "Legal matters" – FOIP Act, Section 27(2).

In favour Hutscal, Chadd, Brandt

CARRIED

The following individuals were present at the Closed Meeting: Mayor, R. Hutscal, Deputy Mayor, L. Chadd, Councillor, D. Brandt, CAO, T. Sonnleitner, and a ratepayer.

Res. A22-150

Moved by Deputy Mayor L. Chadd that Council return to the public meeting at 8:37 p.m.

In favour Hutscal, Chadd, Brandt

CARRIED

**NEW BUSINESS - CONT**

**d) Septic Concern**

Res. A22-151

Moved by Councillor, D. Brandt that the Development Officer arrange for a Private Sewage Disposal System inspection at Plan 4883 KS, Block 5, Lot 10.

CARRIED

**e) Land Use Bylaw infraction concern**

Res. A22-152

Moved by Mayor, R. Hutscal that the Development Officer review development upon Plan 4883 KS, Block 7, Lot 6 and address the situation as appropriate.

CARRIED

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

**NEXT REGULAR  
MEETING DATE**

December 8, 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 8:39 p.m.

These minutes approved this 8<sup>th</sup> day of December, 2022.

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Mayor

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Chief Administrative Officer

## **BYLAW NO. 295-2022**

### **SUMMER VILLAGE OF ROSS HAVEN**

**BEING A BYLAW OF THE SUMMER VILLAGE OF ROSS HAVEN, IN THE PROVINCE OF ALBERTA, TO RESCIND A BYLAW THAT IS NO LONGER IN EFFECT.**

**WHEREAS**, pursuant to Section 7 of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, the Council of the Summer Village of Ross Haven may pass bylaws for municipal purposes; and

**WHEREAS**, Section 191 of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, states that any amendment or repeal of a bylaw must be made in the same manner as the original bylaw; and

**WHEREAS**, the Council of the Summer Village of Ross Haven deems it expedient for administrative purposes to remove bylaws which should no longer be in effect, but which were not officially rescinded by subsequent bylaws dealing with the same item;

**NOW THEREFORE**, the Council of the Summer Village of Ross Haven, in the Province of Alberta, duly assembled, enacts as follows:

1. That the following bylaw will be officially rescinded on the date of final passing of this bylaw:

Bylaw 204-2006	A Bylaw of the Summer Village of Ross Haven in the Province of Alberta to govern the control of animals within the municipal boundaries.
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2. That this Bylaw shall come into force and effect on the date of third and final reading.

**Read a first time on this 8th day of December, 2022.**

**Read a second time on this 8th day of December, 2022.**

**Unanimous Consent to proceed to third reading on this 8th day of December, 2022.**

**Read a third and final time on this 8th day of December, 2022.**

**Signed this 8th day of December, 2022.**

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Mayor

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Municipal Administrator



# Summer Village of Ross Haven

## Balance Sheet Summary

As of November 30, 2022

	TOTAL
Assets	
Current Assets	1,306,914.67
Cash and cash equivalents	56,432.81
Accounts receivable (A/R)	-2,550.00
<b>Total Current Assets</b>	<b>1,360,797.48</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>\$4,637,069.64</b>
Liabilities and Equity	
Current Liabilities	473,843.10
Accounts Payable	118.13
Credit Cards	251.58
<b>Total Current Liabilities</b>	<b>474,212.81</b>
Non-current liabilities:	0.00
Equity	4,162,856.83
<b>Total Liabilities and Equity</b>	<b>\$4,637,069.64</b>

# Summer Village of Ross Haven

## Profit and Loss

November 2022

	TOTAL
INCOME	
4-9400 Interest Income	60.79
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	219.39
<b>Total Income</b>	<b>\$280.18</b>
<b>GROSS PROFIT</b>	<b>\$280.18</b>
EXPENSES	
6-2159 Administrator Fee	7,700.00
6-2160 Development Officer Fee	650.00
6-2165 Wages	5,818.20
6-2511 Bank Charges	12.15
6-2512 Cellphone & Communications	185.64
6-3251 Road - R&M	330.00
6-3540 Utilities	1,903.42
6-4512 Public works - Supplies	875.74
6-5510 Garbage Disposal	795.46
<b>Total Expenses</b>	<b>\$18,270.61</b>
<b>PROFIT</b>	<b>\$ -17,990.43</b>

# Summer Village of Ross Haven

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-9000 Property Taxes	322,348.17	320,877.96	1,470.21	100.46 %
4-9055 Lagoon/Sewer Fund Tax	45,400.00	45,400.00	0.00	100.00 %
4-9100 School Taxes	155,992.29	159,158.06	-3,165.77	98.01 %
4-9250 Lac Ste Anne Foundation	13,324.69	13,324.63	0.06	100.00 %
4-9302 Grants - MSI Operating	8,539.00	8,539.00	0.00	100.00 %
4-9400 Interest Income	4,560.45	1,000.00	3,560.45	456.05 %
4-9550 Safety Codes	365.37	1,000.00	-634.63	36.54 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	1,959.11	500.00	1,459.11	391.82 %
<b>Total Income</b>	<b>\$552,489.08</b>	<b>\$549,799.65</b>	<b>\$2,689.43</b>	<b>100.49 %</b>
GROSS PROFIT	<b>\$552,489.08</b>	<b>\$549,799.65</b>	<b>\$2,689.43</b>	<b>100.49 %</b>
Expenses				
6-1140 School Taxes Paid	111,981.31	159,158.06	-47,176.75	70.36 %
6-1141 Lac Ste Anne Foundation Payable	13,324.63	13,324.63	0.00	100.00 %
6-1151 Council Remuneration	5,300.00	14,000.00	-8,700.00	37.86 %
6-1211 Council Mileage & Subsistence	1,924.29	5,000.00	-3,075.71	38.49 %
6-2159 Administrator Fee	42,700.00	46,200.00	-3,500.00	92.42 %
6-2160 Development Officer Fee	6,250.00	4,355.00	1,895.00	143.51 %
6-2161 DEM/Dep DEM		8,000.00	-8,000.00	
6-2162 Grant Officer		6,750.00	-6,750.00	
6-2165 Wages	74,790.15	91,000.00	-16,209.85	82.19 %
6-2170 WCB Expense	1,318.84	1,600.00	-281.16	82.43 %
6-2224 Municipal Memberships	3,868.57	3,851.00	17.57	100.46 %
6-2230 Professional Fees	7,580.70	8,000.00	-419.30	94.76 %
6-2274 Insurance	5,694.47	5,600.00	94.47	101.69 %
6-2510 Office & Misc Expense	6,103.02	3,250.00	2,853.02	187.79 %
6-2511 Bank Charges	327.70	350.00	-22.30	93.63 %
6-2512 Cellphone & Communications	1,690.76	1,350.00	340.76	125.24 %
6-3251 Road - R&M	6,940.73	4,000.00	2,940.73	173.52 %
6-3520 Equipment - R&M	1,347.97	3,500.00	-2,152.03	38.51 %
6-3540 Utilities	21,921.98	22,000.00	-78.02	99.65 %
6-4512 Public works - Supplies	12,822.99	7,000.00	5,822.99	183.19 %
6-4521 Trees & Park Improvements	11,200.00	10,000.00	1,200.00	112.00 %
6-5510 Garbage Disposal	4,834.78	6,500.00	-1,665.22	74.38 %
6-6200 Municipal Assessment Service	7,760.00	7,800.00	-40.00	99.49 %
6-6205 Safety Codes Expense		7,800.00	-7,800.00	
6-7370 MSP, Fire Services & Physician Recruitment	21,584.06	26,000.00	-4,415.94	83.02 %
6-7371 LSA county - Police & Animal	6,631.00	6,631.00	0.00	100.00 %
6-7380 Lagoon/Wastewater - LSAC	5,075.88	5,200.00	-124.12	97.61 %
6-7385 Water and Sewer Tax To Reserves		40,200.00	-40,200.00	
6-7395 Wild Water Commission	6,651.47	7,330.00	-678.53	90.74 %
6-7396 Yellowhead Regional Library	700.22	850.00	-149.78	82.38 %
6-7501 RHCL	6,000.00	6,000.00	0.00	100.00 %
<b>Total Expenses</b>	<b>\$396,325.52</b>	<b>\$532,599.69</b>	<b>\$ -136,274.17</b>	<b>74.41 %</b>
NET OPERATING INCOME	<b>\$156,163.56</b>	<b>\$17,199.96</b>	<b>\$138,963.60</b>	<b>907.93 %</b>
Other Expenses				

# Summer Village of Ross Haven

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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>\$156,163.56</b>	<b>\$ -45,200.04</b>	<b>\$201,363.60</b>	<b>-345.49 %</b>



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110130

**Subject: 2022/23 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs has reinstated the Fire Services Training Program. This program will provide \$500,000 in grant funding annually starting in 2022/23. Public safety is always a priority and, while we respect that fire services is a municipal responsibility, the Government of Alberta recognizes that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes below:

- Alberta communities are supported in developing capacity to prevent, prepare for, and respond to identified risks.
- Training of fire services remains current and is updated as required.
- Training aligns with and supports community planning.

The grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant.aspx](http://www.alberta.ca/fire-services-training-grant.aspx). If interested, please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This government recognizes the important work of fire services, and the grant program will help fire departments across the province be prepared with knowledge and skills to protect their communities.

Sincerely,

Rebecca Schulz  
Minister

## **08 December 2022 – Councillor Report – Dieter Brandt**

This last month was lighter with the amount of meetings that I attended. To begin, I would like to wish everyone a Merry Christmas as we move into the month of December. All the best to each of you and your families.

### 14 Nov. 2022 – Lagoon Commission Meeting

The Commission was updated on the progress of the Forced Main Project in Ross Haven. Initial budget conversations began to look at the 2023 Lagoon Commission budget.

### 18 Nov. 2022 – Ross Haven Emergency Management meeting

There was an introductory meeting held between myself, Noel Tomm (DEM) and Greg King (DDEM). Different factors of the Ross Haven emergency management plan were discussed.

### 18 Nov. 2022 – Sewer Line Construction Meeting

Construction was proceeding well. Work was underway on 4<sup>th</sup> Street. The composition of the ground had improved greatly for the purpose of drilling. There were not as many rocks as in previous streets.

### 02 Dec. 2022 – Sewer Line Construction Meeting

This meeting had not taken place at the writing of this report.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven



**Councillor Report  
Ray Hutschal  
December 5, 2022**

**Wishing everyone a Merry Christmas!**

I look forward to seeing many of you outside during these winter months, enjoying everything that our winter playground has to offer.

**I hope that you and your families have a fantastic 2023!**

- **Collaboration with LSAC**
  - Followed up with Joe on the agreed upon next steps.
  - Monday, December 5 - Met with Greg Edwards (County, GM of Infrastructure and Planning)
    - RR34 - Quote for geotechnical survey should be signed off by Dec 8. County paying 100% of this. Test drills should be completed within 2 months. Once recommendation received, a more detailed estimate will be completed, and then SV of Ross Haven and LSAC will discuss cost sharing arrangement. If both councils agree, work could commence September 2023.
    - CPO Services – Initial agreement should be available to Ross Haven council before Christmas.
    - Weed / Pest Control, Assessment, and FCSS – Initial agreement should be available to Ross Haven prior to end of Q1 2023.
- **Sewer Project**
  - As of this meeting, work is completed on third street, and has moved to second street.
  - Hoping for completion by end of January - need good weather to allow them to finish second street, Parkins Ave, and RR34. Likely will spill into February. They will return in spring for landscaping.
  - Encourage residents to get pricing for the homeowner part of the system! Several have already completed this portion. Sounds like we have several others that committed to the work.
  - Nov 18, 2022 – Attended Sewer Line Construction Meeting (Telephone).
  - Dec 2 Meeting Cancelled.
- **General Village Items**
  - Drainage issues on parkway between 8<sup>th</sup> Street and 9<sup>th</sup> Street.
    - Council approved the go ahead to complete the survey and commence engineering
  - Portion of 8<sup>th</sup> street that runs parallel to lake.
    - Council approved the go ahead to complete the survey and commence engineering
  - Road, drainage, and safety issues at the round-a-bout of 4<sup>th</sup> street.
    - Council reviewed latest design, awaiting revisions from engineer.
  - Drainage issues on 4<sup>th</sup>/5<sup>th</sup> parkway will be reviewed in spring.
  - For each of the above, does NOT mean the work will proceed. We are at the design and costing stage. Budget and council approval needs to occur before proceeding, as well as communications with stakeholders.
  - Coordinated and compiled newsletter, with input from each of our team.
  - Coordinated with Council and CAO for Ross Haven's 2023 New Year's resolutions!

**Ray Statistics Since Last Update**

Incoming Emails	190	Meeting / Telephone Hours	5.5
Sent Emails	57	Total Hours	12