

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON JANUARY 12, 2023 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 2-5** a) Minutes of the Regular Meeting – December 8, 2022  
*(Motion to approve minutes as read, or with amendments thereto)*

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

**P 6-8** a) Grant Officer – Review & Discussion of Proposal  
Draft Agreement  
*(Action as directed by Council at meeting time.)*

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

- 7) Financial Reports:

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

- 8) Correspondence: None

- 9) Councillor Reports:

**P 13** a) Mayor - Attached

**P 14** b) Deputy Mayor - Attached

**P 15** c) Councillor - Attached

*(Motion to accept for information.)*

- 10) Administrators Report

**P 16** a) CAO Report  
*(Motion to accept for information.)*

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

- 12) Closed Session - None.

- 13) Adjournment: Next Council Meeting Date: February 9, 2023.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
DECEMBER 08, 2022  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal – Via Zoom  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
Chief Ives in Gallery - 4 Residents via ZOOM

**CALL TO ORDER**

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

**AGENDA**

Res. A22-153

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

CARRIED

**MINUTES**

Res. A22-154

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

- Minutes of the Regular Meeting – November 10, 2022

CARRIED

**DELEGATIONS**

None

**NEW BUSINESS**

- a) Bylaw 295-2022 – Bylaw to rescind Bylaw 2004-2006 (Former Animal Control Bylaw).**

Res. A22-155

Moved by Councillor, D. Brandt that Bylaw 295-2022 – Bylaw to rescind Bylaw 204-2006 be given first reading.

CARRIED

Res. A22-156

Moved by Mayor, R. Hutschal that Bylaw 295-2022 – Bylaw to rescind Bylaw 204-2006 be given second reading.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
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Res. A22-157                      Moved by Deputy Mayor, L. Chadd that Bylaw 295-2022 – Bylaw to rescind Bylaw 204-2006 be presented for third reading.

CARRIED

Res. A22-158                      Moved by Deputy Mayor, L. Chadd that Bylaw 295-2022 – Bylaw to rescind Bylaw 204-2006 be given third reading.

CARRIED

**b) 2023 Interim Operating & Capital Budget**

Res. A22-159                      Moved by Councillor, D. Brandt 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.

CARRIED

**c) Force Main Project Update**

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

Res. A22-160                      Moved by Mayor, R. Hutschal that the update on the Force Main Project be accepted for information.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
DECEMBER 08, 2022  
IN-PERSON AND VIA ZOOM**

**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A22-161

Moved by Deputy Mayor, L. Chadd that the November 2022 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

**a) Letter re: 2022/2023 Fire Services Training Program Grant - Rebecca Schulz – Minister of Municipal Affairs.**

Res. A22-162

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. A22-163

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

CARRIED

**CAO REPORT**

**a) CAO, Tony Sonnleitner**

Res. A22-164

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

CARRIED

**OPEN FLOOR**

Chief Ives exchanged pleasantries with Council.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
DECEMBER 08, 2022  
IN-PERSON AND VIA ZOOM**

**CLOSED SESSION –  
CONFIDENTIAL ITEM**

None

**NEXT REGULAR  
MEETING DATE**

January 12, 2023 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 7:58 p.m.

These minutes approved this 12<sup>th</sup> day of January, 2023.

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Mayor

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Chief Administrative Officer



May 2<sup>nd</sup>, 2022

Summer Village of Ross Haven  
c/o Ray Hutscal, Mayor  
Box 70, Site 19, RR1  
Gunn, AB. T0E 1A0

*(Hand Delivered)*

Dear Mayor Hutscal,

**RE: Proposal for Municipal Grant Funding Research and Application Support**

In reference to the above noted matter, and further to our earlier and ongoing discussion on same, our team has considered your request for the provision of administrative support services for the expressed purpose. Generally speaking, we would be happy to provide support, working in unison with your Administrator, pending final discussions on scope and expectations.

Our understanding of the request at this time is that the municipality is primarily seeking grants for the following:

- 1) Major Capital Projects (funding external to MSI-Capital) – and in particular funding that would assist with water and wastewater design and installation services.
- 2) Community Projects/Programs (funding external to FCSS) – and in particular funding to rehabilitate local parks and playgrounds, and support programing and fundraising of the Ross Haven Bible Camp.

And that:

- 3) The municipality's preference is for a monthly commitment to researching grants that fit the expressed (or modified) mandate, to prepare a RFD consideration for each potential grant stream and, pending council approval of each respective RFD, proceed with making application for any applicable and authorized grant.

Our proposal, generally, is as follows:

- A) KBC Inc. will arrange for 8 hours per month for Grant Research, at a rate of \$40/hour (our Administrative Support Rate). This research will include a review of provincial and federal grant streams, including direct contact letters at least one per year to Alberta Transportation and other ministries to enquire on funding opportunities.
- B) KBC Inc. will arrange for review of any possible grants by our senior staff, who will select any applicable grants and create and submit an RFP for same to be considered by council. If approved, the senior staff will complete the application,



at a rate of \$85.00/hour, or with compensation as modified by mutual agreement (see below for possible alternate/optional rate scheme).

- C) KBC Inc. will maintain records and support Administration in filing, recording, and reporting final accounting on successful projects. These files will remain the property of the municipality, however copies of grant applications as submitted may be retained by KBC Inc. for historical reference within our organization. Records management and final reporting will be included within the application costs/rates, however anything over and above 2 hours of final reporting shall be open for consideration of additional compensation at \$85.00/hour.
- D) KBC Inc. will entertain any "one-offs\*" as requested by the municipality for other grants or projects otherwise not the focus of the primary service above, for an agreed on rate, either hourly as per above (\$85.00/hour) or as otherwise agreed to (again, see below alternate/optional rate scheme).

*\*Note: By "one-offs" we mean grants that either fit the mandate above but our investigated/sourced by a the municipality (Council or CAO) or by other third parties (stakeholders, like the Bible Camp Executive, for example), or grant which are for a different mandate but of interest to, and authorized by Council.*

- E) Payments will be due as invoiced, with accompanying background detail regarding streams searched, report on why a grant was found to be valid or invalid for the mandate, RFDs as applicable, and submission confirmation where applicable. KBC Inc. will assign an agent to be appointed by council as the authorized grant agent for the purpose of submitting grants/requests, and this agent will report to the CAO of the municipality for the official record as needed/requested.
- F) Travel and expense will be reimbursed as agreed to: CRA rates for travel, paper, stationary, printing, incidental material, etc. are all considered eligible expenses. Although it is common to request a communications stipend on contracts within out organization, at this time we do not foresee the need to include one here; we do not expect significant data usage from this project, but reserve the right revisit this matter for negotiation between the parties if warranted.
- G) Notwithstanding the above, KBC Inc. will not be expressly responsible for the procurement of any auxiliary data or studies that may be required to complete an application. We will reference the need for same with as much notice as possible, but it will remain the responsibility of the municipality/stakeholder to – for example – provide reference budget material, confirmation letters, letters of commitment, specific details (corporate numbers, etc.), detailed/engineering designs or studies, etc. as may be needed or required to complete an application. These costs will not be channeled through KBC Inc. without further consideration and negotiation of same.



On the matter of alternative/options funding schemes as referenced in the above, it is a common practice – particularly on larger or more risky grant applications – for KBC Inc. to offer a step or blended rate based on a set base rate (based on a discount hourly rate estimate) coupled with an established percentage return on awarded funds. For example:

Option 1:

Pay at Hourly Rate - \$85.00x20  
= \$1,700.00 -> grant for \$10,000 (\$8,300 retained)

Option 2:

Pay at Blended Mid-Risk Rate 50/15%  
= \$850 + \$1,500 -> grant for \$10,000 (\$7,650 retained)

Option 3:

Pay at Blended High-Risk Rate 25/25%  
= \$425 + \$2,500 -> grant for \$10,000 (7,075 retained)

Of course these exact rates are open to discussion for each situation, risk assessment, and potential upside consideration of each application. However, this scheme is worth considering for some grant application types and we are happy to provide this flexibility.

Subject to further discussion, we look forward to engaging with your municipality on a limited term trial of this arrangement at your convenience (3 to 6 months) as determined in negotiation with your municipality. Feel free to direct any inquiries or questions to the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read "D. Moskalyk", with a large, sweeping horizontal stroke above it.

Dwight Darren Moskalyk  
President and CEO  
Kronprinz Business Consulting Inc.  
780-967-0271 (office)  
[ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)



# Summer Village of Ross Haven

## Balance Sheet Summary

As of December 31, 2022

	TOTAL
Assets	
Current Assets	793,398.52
Cash and cash equivalents	487,887.92
Accounts receivable (A/R)	-3,828.95
<b>Total Current Assets</b>	<b>1,277,457.49</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>\$4,553,729.65</b>
Liabilities and Equity	
Current Liabilities	473,174.05
Accounts Payable	0.00
Credit Cards	287.90
<b>Total Current Liabilities</b>	<b>473,461.95</b>
Non-current liabilities:	0.00
Equity	4,080,267.70
<b>Total Liabilities and Equity</b>	<b>\$4,553,729.65</b>

# Summer Village of Ross Haven

## Profit and Loss

December 2022

	TOTAL
INCOME	
4-9400 Interest Income	60.96
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	135.00
<b>Total Income</b>	<b>\$195.96</b>
<b>GROSS PROFIT</b>	<b>\$195.96</b>
EXPENSES	
6-1140 School Taxes Paid	46,696.20
6-1151 Council Remuneration	7,900.00
6-1211 Council Mileage & Subsistence	2,756.37
6-2159 Administrator Fee	3,500.00
6-2160 Development Officer Fee	355.00
6-2165 Wages	5,818.20
6-2230 Professional Fees	150.00
6-2510 Office & Misc Expense	111.59
6-2511 Bank Charges	12.15
6-2512 Cellphone & Communications	185.64
6-3540 Utilities	2,097.60
6-4512 Public works - Supplies	2,162.73
6-4516 Parkways/Drainage	4,100.00
6-5510 Garbage Disposal	158.14
6-7370 MSP, Fire Services & Physician Recruitment	6,028.02
<b>Total Expenses</b>	<b>\$82,031.64</b>
<b>PROFIT</b>	<b>\$ -81,835.68</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>				
4-9000 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	4,621.41	1,000.00	3,621.41	462.14 %
4-9550 Safety Codes	365.37	1,000.00	-634.63	36.54 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	2,059.11	500.00	1,559.11	411.82 %
<b>Total Income</b>	<b>\$552,650.04</b>	<b>\$549,799.65</b>	<b>\$2,850.39</b>	<b>100.52 %</b>
<b>GROSS PROFIT</b>	<b>\$552,650.04</b>	<b>\$549,799.65</b>	<b>\$2,850.39</b>	<b>100.52 %</b>
<b>Expenses</b>				
6-1140 School Taxes Paid	158,677.51	159,158.06	-480.55	99.70 %
6-1141 Lac Ste Anne Foundation Payable	13,324.63	13,324.63	0.00	100.00 %
6-1151 Council Remuneration	10,500.00	14,000.00	-3,500.00	75.00 %
6-1211 Council Mileage & Subsistence	3,632.17	5,000.00	-1,367.83	72.64 %
6-2159 Administrator Fee	46,200.00	46,200.00	0.00	100.00 %
6-2160 Development Officer Fee	6,605.00	4,355.00	2,250.00	151.66 %
6-2161 DEM/Dep DEM		8,000.00	-8,000.00	
6-2162 Grant Officer		6,750.00	-6,750.00	
6-2165 Wages	80,608.35	91,000.00	-10,391.65	88.58 %
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	6,426.97	3,250.00	3,176.97	197.75 %
6-2511 Bank Charges	339.85	350.00	-10.15	97.10 %
6-2512 Cellphone & Communications	1,876.40	1,350.00	526.40	138.99 %
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	24,019.58	22,000.00	2,019.58	109.18 %
6-4512 Public works - Supplies	14,985.72	7,000.00	7,985.72	214.08 %
6-4521 Trees & Park Improvements	11,200.00	10,000.00	1,200.00	112.00 %
6-5510 Garbage Disposal	4,992.92	6,500.00	-1,507.08	76.81 %
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	27,612.08	26,000.00	1,612.08	106.20 %
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>\$470,571.03</b>	<b>\$532,599.69</b>	<b>\$ -62,028.66</b>	<b>88.35 %</b>
<b>NET OPERATING INCOME</b>	<b>\$82,079.01</b>	<b>\$17,199.96</b>	<b>\$64,879.05</b>	<b>477.20 %</b>
<b>Other Expenses</b>				

# 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>\$82,079.01</b>	<b>\$ -45,200.04</b>	<b>\$127,279.05</b>	<b>-181.59 %</b>

**Councillor Report**  
**Ray Hutscal**  
**January 7, 2023**

- **Collaboration with LSAC**
  - Followed up with email and telephone calls to LSAC.
  - As of report submission, no further update.
- **Sewer Project**
  - Dec 16 – Sewer Construction Meeting – Update on the project.
    - Line work within the village and to the lagoon is complete! TCL took a break during Christmas and beginning of January. Pending favourable weather, pressure testing will be complete in January.
  - TCL will return in spring for landscaping touchups and any outstanding issues.
  - Discussing a potential ribbon cutting ceremony with LSAC and our MLA.
  - 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.
  - Residents may be able to connect and start using the system as early as February 2023! To connect, submit the “Application for Municipal Wastewater System Connection” as per page 6 of the Ross Haven Homeowner Information Package available on our website.
- **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
    - *Update: Survey and engineering to be complete over the winter.*
  - Portion of 8<sup>th</sup> street that runs parallel to lake.
    - Council approved the go ahead to complete the survey and commence engineering
    - *Update: Survey and engineering to be complete over the winter.*
  - Road, drainage, and safety issues at the round-a-bout of 4<sup>th</sup> street.
    - Council reviewed latest design, awaiting revisions from engineer.
    - *Update: Council reviewing options.*
  - 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.

**Ray Statistics Since Last Update**

<b>Incoming Emails</b>	<b>82</b>	<b>Meeting / Telephone Hours</b>	<b>2.5</b>
<b>Sent Emails</b>	<b>37</b>	<b>Total Hours</b>	<b>8</b>

**Councilor Report**  
**Lolita Chadd**  
**January 2023**

Onoway Regional Fire Services meeting was held on Dec 9, 2022.

Chief Ives presented a report with year to date incident stats for 2022.

North West Fire Rescue Onoway (NWFRO) has transitioned to a new Not for Profit Corporation, Fire Rescue International (FRI). This is a name and corporate status change only and in no way changes our contract with them or the services they provide to our villages.

Town of Ponoka Mayor, Kevin Ferguson, sent a letter to Honourable Jason Copping, Minister of Health, regarding ambulance response. As a group, it was decided that we too, would send a similar letter in support. Each Municipality is also encouraged to send similar in hopes that our provincial government may work on a plan to improve a clearly insufficient system.

FRI (Fire Rescue International) and Sunset Point are working together to apply for a fire services training program grant.

Our local fire service is continuing to accept new recruits for their team. Anyone interested in being a volunteer fire fighter, please contact Chief Ives for more information.

## **12 January 2023 – Councillor Report – Dieter Brandt**

### 13 Dec. 2022 – SVREMP Advisory Committee Meeting

I attended an online meeting. The main topic of the discussion was the upcoming audit in the first part of the new year to ensure all 11 communities are compliant with the requirements set forth by the provincial government. Ross Haven is well on its way to compliance, but some items still need to be addressed. Also, I will now be a signatory for the financial end of the committee. There is a requirement that 2 of 4 signatories sign any cheques that are cut.

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

The main construction of the sewer line has now been completed. TCL Construction had run 2 crews to have things completed prior to the Christmas break. They will now shut down operations until January 9<sup>th</sup>. Most of their machinery has been returned to their shop. The next task, once TCL Construction returns after the break, will be to pressurize the lines and make sure all components are working properly. A date for the opening of the line has not been set yet but because of the timely completion of the construction phase, it will only be a matter of weeks and not months. More information will be provided to residents as it becomes available.

### 27 Dec. 2022 – Garbage collection training

I spent the morning collecting the garbage with Noel to ensure I knew the systems that were in place. Noel will be taking some time off in January and the garbage collection will be done by a combination of the CAO and the Councillors. This way residents should see little to no change with that service.

### 10 Jan. 2023 – North 43 Lagoon Commission Meeting

This meeting had not occurred yet when this report was written. An update will be provided at the Council meeting.

### 10 Jan. 2023 – SVREMP Advisory Committee Meeting

This meeting had not occurred yet when this report was written. An update will be provided at the Council meeting.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven

# CAO REPORT

## Regular Meeting of Council – January 12, 2023

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### Happy New Year

Wishing the entire community Happy New Year 2022.

### Refuse Cans at Parkways and the Main Park for Doggie DooDoo.

Public Works has purchased refuse cans and they have been installed at each parkway and on the main park. It was good to see that residents have been using the new cans.

### Year End Audit

Administration has been busy getting ready for the year-end financial audit.

## Enjoy Winter activities at the Lake!!

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