

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON FEBRUARY 9, 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 2-4      a) Minutes of the Regular Meeting – January 12, 2023  
*(Motion to approve minutes as read, or with amendments thereto)*

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

P 5-9      a) FCSS Program Expansion with Neighbours Proposal  
Review, discuss, and agree on next steps (if any) for the 3 FCSS Programs offered by LSAC

- Home Support Program
- Income Tax Program
- Preventative Counselling

*(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 10-11    a) January 2023 Financial Reports - Attached  
*(Motion to accept for information.)*

- 8) Correspondence: None

- 9) Councillor Reports:

P 12      a) Mayor - Attached  
b) Deputy Mayor

P 13      c) Councillor - Attached  
*(Motion to accept for information.)*

- 10) Administrators Report

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: March 9, 2023.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JANUARY 12, 2023  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

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

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:00 p.m.

**AGENDA**

Res. A23-001

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

CARRIED

**MINUTES**

Res. A23-002

Moved by Deputy Mayor, L. Chadd that the following meeting minutes be approved as presented:

- Minutes of the Regular Meeting – December 8, 2022

CARRIED

**DELEGATIONS**

None

**NEW BUSINESS**

**a) Grant Officer – Review & Discussion of Proposal**

Res. A23-003

Moved by Mayor, R. Hutschal that he edit and counter the proposed offer as discussed to Kronprinz Business Consulting Inc., and return the amended offer to council for Council's final review and approval.

CARRIED

**b) Force Main Project Update**

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

Res. A23-004

Moved by Deputy Mayor, L. Chadd that the update on the Force Main Project be accepted for information.

CARRIED

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**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A23-005

Moved by Councillor, D. Brandt that the December 2022 financial statements be received as information.

CARRIED

**COUNCILLOR REPORTS**

**a) Mayor, Ray Hutscal**

**b) Deputy Mayor, Lolita Chadd**

**c) Councillor, Dieter Brandt**

Res. A23-006

Moved by Mayor, R. Hutscal that Administration contact Fortis and request the installation of two street lights at the new parking lot on Parkins Avenue North. Such street lights are to be located on the southern edge of the parking lot, and spaced to maximize the area of the parking lot lit.

CARRIED

Res. A23-007

Moved by Mayor, R. Hutscal that he commence negotiations with LSAC for the provision of a CPO for the Summer Village of Ross Haven, and return the amended offer for Council's final review and approval

Res. A23-008

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

CARRIED

**CAO REPORT**

**a) CAO, Tony Sonnleitner**

Res. A23-009

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

CARRIED

**MINUTES  
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**OPEN FLOOR**

Two members of the community availed themselves of the opportunity to speak to Council.

**CLOSED SESSION –  
CONFIDENTIAL ITEM**

None

**NEXT REGULAR  
MEETING DATE**

February 9, 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 8:14 p.m.

These minutes approved this 9<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

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

## ***Home Support***

### **Lac Ste. Anne County's Existing Program**

The Home Support Program is designed to help seniors remain independent in their own homes by assisting them in keeping a clean and healthy living environment through a subsidized light housekeeping program. Light housekeeping duties include, but are not limited to, sweeping, laundry, dishes, vacuuming, dusting, light snow shoveling, light weeding, and the like. A Coordinator facilitates the matching of a worker with a client.

Currently Lac Ste. Anne County offers this program through FCSS. The following parameters have been established:

- Minimum of 2 hrs/week; maximum of 3 hrs/week at the subsidized rate. (Client may choose to pay full rate for additional hours).
- \$20/hour (subsidy pays \$10; client pays \$10)
- Client provides all cleaning supplies and equipment.
- Light house cleaning only (no personal care, food preparation, errands, yardwork, etc.)
- Will shovel steps but not driveway – just an extra safety bonus to allow client to get in & out of home.
- COVID had the County implement strong safety protocols for worker (health screening prior to arriving at client home, masking, sanitizing, gloves, everything was client home specific – i.e. could not wear the same mask/gloves into multiple homes). Relaxation of some restrictions has allowed for some flexibility.
- Eligible clients are 65+. (Some exceptions on a case-by-case basis are considered)
- At this time there are no income thresholds for qualification.
- Client must be Lac Ste. Anne County resident.

### **Proposal**

Discussions have occurred with some of the neighbouring municipalities within the County's borders who inquired about expanding the Home Support Program into their communities. In order to expand the program, the following proposal is shared for your consideration.

Lac Ste. Anne County proposes to be the lead in a partnership and administer the program on behalf of all other partners. A municipality may become a partner by agreeing to cost-share in the program at \$13.00 per client hour of service. This fee will be inclusive of the \$10 wage subsidy, WCB, insurance, mileage (worker and coordinator), worker training, advertising, administration and coordination.

Further discussions with interested partners will be scheduled to assist with developing a consistent delivery model throughout the region (e.g. client eligibility).



### *Preventative Counselling Subsidy Program*

#### **Lac Ste. Anne County's Existing Program**

To prevent crisis, individuals and communities need support, guidance, education, encouragement, opportunities and intervention strategies. The cost of counselling can pose a barrier for many, but the County works to minimize this barrier by offsetting the cost of preventative counselling services.

Lac Ste. Anne County provides a subsidy to eligible individuals, couples or families in the region who find themselves struggling to afford the cost of short-term preventative counselling services. County residents who meet specific income thresholds may be eligible for the subsidy. Through this program, the County contracts a local counselling agency to provide the counselling services. The program subsidizes a maximum of six (6) sessions per year. Counselling sessions must be preventative in nature.

Currently Lac Ste. Anne County offers this program through FCSS. The following parameters have been established:

- Client must be Lac Ste. Anne County resident.
- Client must not have access to an employee or health benefit plan that covers the cost of counselling.
- Client must have a family income of less than \$95,000 per year. (Some exceptions on a case-by-case basis are considered – not advertised).
- Subsidy range:
  - Income up to \$50,000/year                      Subsidy: \$120 per session; Client \$0 per session
  - Income \$50,001 to \$65,000/year              Subsidy: \$100 per session; Client \$20 per session
  - Income \$65,001 to \$80,000/year              Subsidy: \$80 per session; Client \$40 per session
  - Income \$80,001 to \$95,000/year              Subsidy: \$60 per session; Client \$60 per session
  - Over \$95,001 per year                          Subsidy: \$0 per session; Client \$120 per session

#### **Proposal**

Discussions have occurred with some of the neighbouring municipalities within the County's borders and Northern Gateway Public Schools who inquired about expanding the Preventative Counselling Subsidy Program into their communities. In order to expand the program, the following proposal is shared for your consideration.

Lac Ste. Anne County proposes to be the lead in a partnership and administer the program on behalf of all other partners. A municipality may become a partner by agreeing to cost-share in the program at up to \$120.00 plus 15% administration fee per client session. This fee will be inclusive of the full subsidy (in accordance with the income threshold), advertising, administration and coordination.

Further discussions with interested partners will be scheduled to assist with developing a consistent delivery model throughout the region (e.g. client eligibility).

***Community Volunteer Income Tax Program***

**Lac Ste. Anne County's Existing Program**

Each tax season, the County provides tax preparation assistance via its Community Volunteer Income Tax Program (CVITP). This annual program is a partnership between the Canada Revenue Agency and community organizations that host tax preparation clinics and arrange for volunteers to prepare income tax and benefit returns for eligible residents, review those results with the client, and with the client's approval, e-file the return

Under the Community Volunteer Income Tax Program (CVITP), volunteers assist qualified candidates in preparing their Income Tax Returns between March 1 and April 15 of each year.

Currently Lac Ste. Anne County offers this program through FCSS. The following parameters have been established:

- Currently available to all residents in Lac Ste. Anne County and surrounding municipalities
- Although the program is targeted within the timeframe above, it is available year-round, as required.
- Tax preparation is not limited to the current year, although e-file is only available for the current year.
- Canada Revenue Agency establishes eligibility criteria including income thresholds. In 2022 the income thresholds are:

Family Size	Household Income
1 person	\$35,000
2 persons	\$45,000
3 persons	\$47,500
4 persons	\$50,000
5 persons	\$52,500
More than 5 persons	\$52,500 plus \$2,500 for each additional person

- Lac Ste. Anne County provides this service with County staff and currently does not use community volunteers.

**Proposal**

Discussions have occurred with some of the neighbouring municipalities within the County's borders who inquired about CVITP. In 2021 over 120 Income Tax Returns were completed, with the program growing annually. Lac Ste. Anne County has a capacity limit so in order to meet anticipated future needs of the program, the following proposal is shared for your consideration.

Lac Ste. Anne County is encouraging each municipality to participate in this program through either of the proposed options below:

**Option 1**

By registering as a Host Organization to offer this service. In doing so, you would be required to have a Coordinator (Main Contact) and volunteers. 'Volunteers' can be a staff member(s) within your municipality and/or community members. All training is provided through Canada Revenue Agency. There is no cost to the municipality other than advertising and incidental costs such as paper, ink, memory stick, etc.. The volunteer(s) will require computer, printer and internet access – so this may be a consideration.



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***Community Volunteer Income Tax Program (Cont'd)*****Option 2**

Lac Ste. Anne County could be the lead in a partnership acting as the Host Organization and assuming the administration and coordination role, on behalf of all other partners. Partner municipalities would be required to provide volunteers. 'Volunteers' can be a staff member(s) within your municipality and/or community members. Partner municipalities would also be required to host clinics or provide services within applicable communities (these can be done within regular operational hours).

There is no cost to the municipality other than advertising and incidental costs such as paper, ink, memory stick, etc.. The volunteer(s) will require computer, printer and internet access – so this may be a consideration.

Further discussions with interested partners will be scheduled to assist with developing a consistent delivery model throughout the region (e.g. options for clinic delivery).



***Link to LSAC Home Support Program***

<https://www.lsac.ca/index.php/services/community-services/community-services-programs/home-support-program>

***Link to LSAC Income Tax Program***

<https://www.lsac.ca/index.php/services/community-services/community-services-programs/community-volunteer-income-tax-program>

***Link to LSAC Preventative Counselling***

<https://www.lsac.ca/index.php/services/community-services/community-services-programs/preventative-counselling-subsidy>

# Summer Village of Ross Haven

## Balance Sheet Summary

As of January 31, 2023

	TOTAL
Assets	
Current Assets	793,398.52
Cash and cash equivalents	315,427.64
Accounts receivable (A/R)	-14,094.39
<b>Total Current Assets</b>	<b>1,094,731.77</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>\$4,371,003.93</b>
Liabilities and Equity	
Current Liabilities	472,665.14
Accounts Payable	0.00
Credit Cards	577.19
<b>Total Current Liabilities</b>	<b>473,242.33</b>
Non-current liabilities:	0.00
Equity	3,897,761.60
<b>Total Liabilities and Equity</b>	<b>\$4,371,003.93</b>

# Summer Village of Ross Haven

## Profit and Loss

January 2023

	TOTAL
INCOME	
4-9400 Interest Income	895.67
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	50.00
4-9800 Development Permits	375.00
Other Income	1,355.00
<b>Total Income</b>	<b>\$2,675.67</b>
<b>GROSS PROFIT</b>	<b>\$2,675.67</b>
EXPENSES	
6-2159 Administrator Fee	3,850.00
6-2160 Development Officer Fee	355.00
6-2165 Wages	5,834.74
6-2224 Municipal Memberships	1,475.00
6-2510 Office & Misc Expense	299.70
6-2511 Bank Charges	12.15
6-2512 Cellphone & Communications	185.64
6-3251 Road - R&M	330.00
6-3540 Utilities	2,313.63
6-4512 Public works - Supplies	831.37
6-6200 Municipal Assessment Service	1,980.00
6-6205 Safety Codes Expense	250.00
6-7380 Lagoon/Wastewater - LSAC	172,207.00
<b>Total Expenses</b>	<b>\$189,924.23</b>
OTHER EXPENSES	
Questions for Tony	-2,100.00
<b>Total Other Expenses</b>	<b>\$ -2,100.00</b>
<b>PROFIT</b>	<b>\$ -185,148.56</b>

**Councillor Report**  
**Ray Hutscal**  
**February 4, 2023**

- **Collaboration with LSAC**
  - RR34 – Core holes drilled on RR34. Awaiting recommendation from engineer and LSAC.
  - Received information regarding CPO and FCSS from LSAC after last months report, but prior to the meeting. Discussed the CPO during the meeting, tabled FCSS info for February’s meeting.
  - Provided a proposal to LSAC for CPO officer on Wednesday night, February 1. Awaiting a response from Matt Ferris, Director of Growth & Compliance.
- **Sewer Project**
  - Wastewater Collection and Transmission lines are COMPLETE! Homeowners and residents can complete their tie in’s and begin pumping their wastewater. 5 residents are already pumping.
  - TCL will return in spring for landscaping touch-ups and any outstanding issues.
  - To connect, submit the “Application for Municipal Wastewater System Connection” as per the Ross Haven Homeowner Information Package available on our website.
  - Attended Sewer meeting on January 18.
  - Coordinated and attended the ribbon cutting for Lagoon 43 Commission on Monday, February 6.
  - Worked with LSAC to turn on 3 sewer connections that were outstanding.
  - Confirmed with two known vendors when they will be installing homeowner systems. Rock Bottom Diggin completing several installs in March. Anderson Solutions and Services Inc. completing installs in June. Rock Bottom Diggin is at capacity for their march installs. Anderson Solutions and Services Inc. have more capacity for June if there is interest. Please contact the vendors on our website to arrange your tie in.
  - Edited the Home Owners Package and wording for the Sewer Page on our website. Provided to our CAO and fellow members for final review before positing. Updates expected to be posted week of February 6.
- **General Village Items**
  - Drainage issues on parkway between 8<sup>th</sup> Street and 9<sup>th</sup> Street, and 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 received latest design and pricing.
    - *Update: Council to review with impacted land owners in March.*
  - 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 approval and stakeholder communication needs to occur before proceeding.
  - Sent email to private landowner regarding diseased shrubs on their property that will spread if not removed. Recommended that in this case our Public Works Coordinator remove the diseased shrubs.
  - Commenced review of 2023 budget plans.

**Ray Statistics Since Last Update**

Incoming Emails	126	Meeting / Telephone Hours	3.5
Sent Emails	62	Total Hours	15

## **09 February 2023 – Councillor Report – Dieter Brandt**

### 18 Jan. 2023 – Sewer Line Construction Meeting

Construction Wrap Up Meeting – Online. A report was given on how all the lines were pressure tested and are now ready for operation. TCL Construction has now moved all equipment out of the village and will be returning in the late spring to complete all reparation work in the village.

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

An online meeting was held with representatives from all member summer villages. It was decided to begin the planning for a joint meeting between the Advisory group, the Agency and various village Council Members. It will be planned for a Saturday in April. The date will be announced soon. The meeting will likely also include a mock disaster as a training exercise.

It would be decided that the SVREMP governance model would be looked at to ensure it has evolved with the current needs of the group. Any changes would be made to ensure that the group was set up as effectively as possible in case of an emergency.

I was asked to become a signature for any cheques that need to be written for the SVREMP Advisory group. I would be one of four individuals and any two of the four could sign off on a cheque.

### 06 Feb. 2023 – Forced Main Sewer Line Ribbon Cutting

A grand opening of the entire North 43 Sewer Line is to be held. Several dignitaries have been invited. Our MLA, Shane Getson, will also be in attendance. The Summer Village of Ross Haven is the final piece of the overall wastewater sewer system for the area. The summer villages of Castle Island and Yellowstone are already connected along with many county residents living along the line. This ribbon cutting is an acknowledgement and celebration of the large scope of the system.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven