

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON JUNE 8, 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) Acknowledgement:

(Read: "***We wish to acknowledge that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples***".)

3) Acceptance of Agenda:

4) Adoption of the Previous Minutes:

P 4-9

a) Minutes of the Regular Meeting – May 11, 2023

*(Motion to approve minutes as read, or with amendments thereto)*

5) Public Hearings: None scheduled.

6) Delegations: None scheduled.

7) New Business:

a) Review of Ross Haven Planning Documents - Update

The Summer Village of Ross Haven is embarking upon a review of the Municipality's Planning Documents, including:

**Statutory Plans -**

Municipal Sustainability Plan (March 2010),

Intermunicipal Collaboration Framework (2019), and

Municipal Development Plan (Sept 2011).

**Land Use Bylaw –**

Land Use Bylaw 232a-10 (2010),

Amendment 253-13 (2013),

Amendment 257-14 (2014), and

Amendment 263-16 (2016).

Note: The above noted documents are on the Ross Haven website [www.rosshaven.ca](http://www.rosshaven.ca), plus an Office Consolidation of the Land Use Bylaw prepared in 2017 to make the content of the bylaw and amendments more readable.

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It is your Council's intent to review each document, identifying changes where needed. The Council and the CAO are planning to undertake this without any significant external aid or costs. The proposed schedule of Readings and Public Hearings is below.

Members of the community can provide their input by:

1. Sending your comments by email to our CAO at [cao@rosshaven.com](mailto:cao@rosshaven.com)
2. Providing input during the open session at any of our monthly council meetings,
3. Providing input at the Council Open House. The next Council Open House is scheduled for Saturday, May 27, 2023 – 9:00 am until 10:00 am at the Municipal Shop (700 Parkins Avenue).
4. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline				
Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
Municipal Development Plan	May	September	October	November
Municipal Sustainable Plan	May	September	October	November
Intermunicipal Collaborative Plan	June	September	October	November
Land Use Bylaw	July	September	October	November

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

b) Development Permit Update - 2023

23DP01-27 Plan 4883 KS, Block 3, Lot 5 DEMOLITION OF A DETACHED DWELLING, "MOVE-IN OF A PREVIOUSLY CONSTRUCTED DETACHED DWELLING (155.3 SQ. M.), AND UTILIZATION OF EXISTING OR INSTALLATION OF BOTH A WATER SUPPLY AND SEPTIC SYSTEM.

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

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c) Grant Officer Report

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

8) Financial Reports:

P 10-15 a) May 2023 Financial Reports - Attached

*(Motion to accept for information.).*

9) Correspondence:

P 16-22 a) Ross Haven – Playground Inspection Report – Council Review

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

10) Councillor Reports:

P 31 a) Mayor - Attached

b) Deputy Mayor

P 23 c) Councillor - Attached

*(Motion to accept for information.).*

10) Administrator's Report

P 24-30 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: July 13, 2023.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
May 11, 2023  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
4 in Gallery (Including Chief Ives) - 7 Residents via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:05 p.m.

**AGENDA**

Res. A23-059

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

CARRIED

**MINUTES**

Res. A23-060

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

- a) Minutes of the Regular Meeting – April 13, 2023

CARRIED

**DELEGATIONS**

None

**PUBLIC HEARINGS**

None

**NEW BUSINESS**

- a) **Bylaw 298-2023 – Fees and Charges**

Res. A23-061

Moved by Mayor, R. Hutschal that Bylaw 298-2023 – Fees and Charges be given first reading.

CARRIED

Res. A23-062

Moved by Councillor, D. Brandt that Bylaw 298-2023 – Fees and Charges be given second reading.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
May 11, 2023  
IN-PERSON AND VIA ZOOM**

Res. A23-063                      Moved by Mayor, R. Hutschal that Bylaw 298-2023 – Fees and Charges be presented for Unanimous Consent to proceed to third reading.

CARRIED

Res. A23-064                      Moved by Deputy Mayor, L. Chadd that Bylaw 298-2023 – Fees and Charges be given third reading.

CARRIED

**b) Council Open House – 2023**

May Open House is scheduled for Saturday, May 27, 2023 – 9:00 am until 10:00 am.

No Action to be taken on this item – Information Only

**c) Review of Ross Haven Planning Documents**

The Summer Village of Ross Haven is embarking upon a review of the Municipality's Planning Documents, including:

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Municipal Sustainability Plan (March 2010),  
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Municipal Development Plan (Sept 2011).

**Land Use Bylaw –**

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It is your Council's intent to review each document, identifying changes where needed. The Council and the CAO are planning to undertake this without any significant external aid or costs. The proposed schedule of Readings and Public Hearings is below.

Members of the community can provide their input by:

1. Sending your comments by email to our CAO at [cao@rosshaven.com](mailto:cao@rosshaven.com)

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**May 11, 2023**  
**IN-PERSON AND VIA ZOOM**

2. Providing input during the open session at any of our monthly council meetings,
3. Providing input at the Council Open House. The next Council Open House is scheduled for Saturday, May 27, 2023 – 9:00 am until 10:00 am at the Municipal Shop (700 Parkins Avenue).
4. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline				
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Land Use Bylaw	July	September	October	November

No Action to be taken on this item – Information Only

**d) Development Permit Update – 2023**

23DP01-27 Plan 4883 KS, Block 3, Lot 5 DEMOLITION OF A DETACHED DWELLING, "MOVE-IN OF A PREVIOUSLY CONSTRUCTED DETACHED DWELLING (155.3 SQ. M.), AND UTILIZATION OF EXISTING OR INSTALLATION OF BOTH A WATER SUPPLY AND SEPTIC SYSTEM.

No Action to be taken on this item – Information Only

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
May 11, 2023  
IN-PERSON AND VIA ZOOM**

**e) Grant Officer Report**

Res. A23-067

Moved by Mayor, R. Hutscal that the Grant Officer Report be accepted for information and that Administration arrange a meeting (via Zoom or other) with Dwight Moskalyk to discuss some of the grant offerings.

CARRIED

**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A23-068

Moved by Mayor, R. Hutscal that the April 2023 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

**a) Onoway Regional Fire Services – 2023 Annual Report**

**b) Ross Haven – Playground Inspection Report**

Res. A23-069

Moved by Mayor, R. Hutscal that the Playground Inspection report be brought back for Council review at the June 8, 2023 regular meeting of Council, and that during the interim Public Works be directed to follow through to the recommended repairs. Further, that the Onoway Regional Fire Services – 2023 Annual Report be accepted for information.

CARRIED

**COUNCILLOR REPORTS**

**a) Mayor, Ray Hutscal - Attached**

**b) Deputy Mayor, Lolita Chadd - Attached**

**c) Councillor, Dieter Brandt - Attached**

Res. A23-070

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

CARRIED

**MINUTES  
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**CAO REPORT**

**a) CAO, Tony Sonnleitner**

Res. A23-071

Moved by Mayor, R. Hutscal that the CAO report be received as information.

CARRIED

**OPEN FLOOR**

Members of the community availed themselves of the opportunity to speak to Council.

**CLOSED SESSION –  
CONFIDENTIAL ITEM**

None

**NEXT MEETING(S)**

- The next regular meeting of Council is scheduled for June 8, 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.
- Next Council Open House : Saturday, May 27, 2023 – 9:00 am to 10:00 am.
- Next Public Hearing : None Scheduled

**ADJOURNMENT**

Mayor, Ray Hutscal adjourned the meeting at 8:15 p.m.

These minutes approved this 8<sup>th</sup> day of June, 2023.

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Mayor

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Chief Administrative Officer



**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
May 11, 2023  
IN-PERSON AND VIA ZOOM**

**Development Permits:**

<b>Permit #</b>	<b>Lot</b>	<b>Date</b>	<b>Website Use</b>	<b>Status</b>
23DP01-27	305 – 3 St	Feb 23	Yes Demo, Placement of Modular Home	Approved

DRAFT

# Summer Village of Ross Haven

## Balance Sheet As of May 31, 2023

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	-6,894.05
1-1215 Savings Bank Account	224,892.24
In/out	0.00
Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$217,998.19</b>
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	501,061.02
<b>Total Accounts Receivable (A/R)</b>	<b>\$501,061.02</b>
1-1226 GIC Investments	620,000.00
1238 GIC 12 Renewal Aug 2, 2019	0.00
1239 GIC 0034 renewal Dec 10, 2019	0.00
1240 GIC 0035 Renewal Dec 10, 2019	0.00
1241 GIC 0036 Renewal date - July 29, 2020	0.00
1242 GIC 0037, Renewal Date June 7, 2020	0.00
1245 GIC 0038	0.00
<b>Total 1-1226 GIC Investments</b>	<b>620,000.00</b>
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	1,435.34
1-2100 ASFF Under Levy	2,685.22
1-2111 Arrears Property Taxes	0.00
1-2150 Grants Receivable	299,778.00
1-2151 MSI Capital Receivable	45,834.00
Assets	-1,647.02
Year End Accounts Receivable	0.00
<b>Total Current Assets</b>	<b>\$1,687,144.75</b>
Non-current Assets	
Property, plant and equipment	
1-6010 Land	2,094,041.00
1-6020 Land Improvements - 15 years	110,402.00
1-6021 Accu. Dep. - Land Improvement 15 years	-60,294.10
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-22,037.90
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-225,423.88
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-441,313.77
1-6050 Engineered Gravel Roads	810,750.00
1-6051 Accu. Dep. - Engineered Gravel Roads	-810,750.00
1-6060 Machinery & Equipment	131,865.23
1-6061 Accu. Dep. - Machinery & Equipment	-101,019.14
1-6070 Vehicles	60,081.88
1-6071 Accu. Dep. - Vehicles	-24,821.26

# Summer Village of Ross Haven

## Balance Sheet

As of May 31, 2023

	TOTAL
1-6080 Water Drainage System	935,925.51
1-6081 Accu. Dep. - Water Drainage System	-77,805.85
1-6100 Accum. Dep. - Engineer Roads	-622.76
6090 Water Drainage System - WIP	0.00
6091 Engineered Structure Roads	5,338.00
<b>Total Property, plant and equipment</b>	<b>\$3,329,883.36</b>
<b>Total Non Current Assets</b>	<b>\$3,329,883.36</b>
<b>Total Assets</b>	<b>\$5,017,028.11</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	557,250.10
<b>Total Accounts Payable (A/P)</b>	<b>\$557,250.10</b>
Credit Card	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	39.70
2-2150 RBC VISA Noel	12.00
<b>Total Credit Card</b>	<b>\$51.70</b>
1-2050 GST/HST Receivable	-27,973.64
2-2750 Accrued payables	609,229.04
2-2850 Prepaid Property Taxes	0.00
2-2855 Prepaid Taxes In/Out	0.00
3-8545 Deferred BMTG Grants	25,674.00
3-8550 Deferred FGTF Grants	217,171.00
3-8570 Deferred MSI Capital Grants	236,683.20
3-8575 MSI Operating Support Grant	0.00
3-8580 Deferred FCSS/Other Grants	0.00
3-8585 Deferred ACP Grants	0.00
3-8590 Deferred MSP Grant	0.00
GST/HST Suspense	25,720.94
<b>Total Current Liabilities</b>	<b>\$1,643,806.34</b>
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
<b>Total Non-current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$1,643,806.34</b>
Equity	
3-8000 Accumulated Surplus	-231,125.65
3-8001 Operating reserve fund change	-221,124.00
3-8100 Equity in TCA	3,276,272.45
3-8140 Equity in TCA - additions	166,392.00
3-8200 Current Amortization Expense	-62,498.14
3-8300 Equity in TCA - Disposal	0.00
3-8500 Restricted Reserve	105,000.00

# Summer Village of Ross Haven

## Balance Sheet

As of May 31, 2023

	TOTAL
3-8540 Reserve - Lagoon/Wastewater	317,127.00
3-8541 Reserve fund Lagoon/Wastewater	-60,000.00
Retained Earnings	413,368.60
Profit for the year	-330,190.49
<b>Total Equity</b>	<b>\$3,373,221.77</b>
<b>Total Liabilities and Equity</b>	<b>\$5,017,028.11</b>

# Summer Village of Ross Haven

## Profit and Loss

May 2023

	TOTAL
INCOME	
4-9000 Property Taxes	315,464.03
4-9055 Lagoon/Sewer Fund Tax	62,425.00
4-9100 School Taxes	165,981.03
4-9250 Lac Ste Anne Foundation	13,253.97
4-9400 Interest Income	466.75
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	25.00
4-9800 Development Permits	95.00
<b>Total Income</b>	<b>\$557,710.78</b>
<b>GROSS PROFIT</b>	<b>\$557,710.78</b>
EXPENSES	
6-2159 Administrator Fee	3,850.00
6-2160 Development Officer Fee	355.00
6-2162 Grant Officer	320.00
6-2165 Wages	5,834.86
6-2170 WCB Expense	720.00
6-2175 Development Permit & Letters Of Compliance	95.00
6-2224 Municipal Memberships	1,007.63
6-2230 Professional Fees	4,650.00
6-2511 Bank Charges	78.39
6-2512 Cellphone & Communications	185.64
6-3540 Utilities	2,179.46
6-4512 Public works - Supplies	1,930.95
6-4521 Trees & Park Improvements	945.00
6-7373 Onoway Regional Fire Services	6,028.02
<b>Total Expenses</b>	<b>\$28,179.95</b>
<b>PROFIT</b>	<b>\$529,530.83</b>

# Summer Village of Ross Haven

## Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-9000 Property Taxes	315,464.03		315,464.03	
4-9055 Lagoon/Sewer Fund Tax	62,425.00	62,425.00	0.00	100.00 %
4-9100 School Taxes	165,981.03	158,667.56	7,313.47	104.61 %
4-9250 Lac Ste Anne Foundation	13,253.97	13,208.65	45.32	100.34 %
4-9299 CPO Ticket Revenue		500.00	-500.00	
4-9300 Grants - FCSS	2,890.25		2,890.25	
4-9302 Grants - MSI Operating		17,078.00	-17,078.00	
4-9303 Grants - STEP	2,100.00		2,100.00	
4-9320 Grants - Fortis	4,450.00		4,450.00	
4-9400 Interest Income	3,584.73	1,000.00	2,584.73	358.47 %
4-9500 Development/Safety Codes		1,000.00	-1,000.00	
4-9550 Safety Codes	443.08		443.08	
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	900.00	1,000.00	-100.00	90.00 %
4-9800 Development Permits	470.00		470.00	
Total Income	\$571,962.09	\$254,879.21	\$317,082.88	224.41 %
GROSS PROFIT	\$571,962.09	\$254,879.21	\$317,082.88	224.41 %
Expenses				
6-1140 School Taxes Paid	39,669.38	158,667.56	-118,998.18	25.00 %
6-1141 Lac Ste Anne Foundation Payable	13,208.65		13,208.65	
6-1151 Council Remuneration		11,000.00	-11,000.00	
6-1211 Council Mileage & Subsistence		4,000.00	-4,000.00	
6-2159 Administrator Fee	19,250.00	48,510.00	-29,260.00	39.68 %
6-2160 Development Officer Fee	1,775.00	4,355.00	-2,580.00	40.76 %
6-2161 DEM/Dep DEM		2,000.00	-2,000.00	
6-2162 Grant Officer	960.00	3,520.00	-2,560.00	27.27 %
6-2163 Grant Fees	1,112.50		1,112.50	
6-2165 Wages	28,910.79	86,000.00	-57,089.21	33.62 %
6-2170 WCB Expense	1,195.34	1,500.00	-304.66	79.69 %
6-2175 Development Permit & Letters Of Compliance	470.00		470.00	
6-2224 Municipal Memberships	4,796.37	3,851.00	945.37	124.55 %
6-2230 Professional Fees	6,118.10	8,000.00	-1,881.90	76.48 %
6-2274 Insurance	6,711.00	6,711.00	0.00	100.00 %
6-2510 Office & Misc Expense	1,438.74	5,750.00	-4,311.26	25.02 %
6-2511 Bank Charges	382.20	350.00	32.20	109.20 %
6-2512 Cellphone & Communications	928.20	2,400.00	-1,471.80	38.68 %
6-3251 Road - R&M	4,440.00	7,000.00	-2,560.00	63.43 %
6-3520 Equipment - R&M	2,697.74	8,000.00	-5,302.26	33.72 %
6-3540 Utilities	10,428.98	24,500.00	-14,071.02	42.57 %
6-4511 FCSS & Recreation Programs		2,200.00	-2,200.00	
6-4512 Public works - Supplies	5,257.14	13,000.00	-7,742.86	40.44 %
6-4516 Parkways/Drainage	7,200.00		7,200.00	
6-4521 Trees & Park Improvements	945.00		945.00	
6-5510 Garbage Disposal	522.07	6,750.00	-6,227.93	7.73 %
6-6200 Municipal Assessment Service	3,960.00	8,000.00	-4,040.00	49.50 %
6-6205 Safety Codes Expense	250.00		250.00	

# Summer Village of Ross Haven

## Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-7341 Policing	8,521.00	8,521.00	0.00	100.00 %
6-7371 LSA county - Police & Animal		5,000.00	-5,000.00	
6-7373 Onoway Regional Fire Services	15,856.37	27,612.00	-11,755.63	57.43 %
6-7374 Lac Ste. Anne Foundation		13,208.65	-13,208.65	
6-7380 Lagoon/Wastewater - LSAC		44,800.00	-44,800.00	
6-7381 North 43 Sewer Line	729,457.10	729,457.10	0.00	100.00 %
6-7395 Wild Water Commission	1,596.10	6,651.00	-5,054.90	24.00 %
6-7396 Yellowhead Regional Library	320.07	701.00	-380.93	45.66 %
6-7501 RHCL		6,000.00	-6,000.00	
<b>Total Expenses</b>	<b>\$918,377.84</b>	<b>\$1,258,015.31</b>	<b>\$ -339,637.47</b>	<b>73.00 %</b>
NET OPERATING INCOME	<b>\$ -346,415.75</b>	<b>\$ -1,003,136.10</b>	<b>\$656,720.35</b>	<b>34.53 %</b>
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$62,400.00</b>	<b>\$ -62,400.00</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -62,400.00</b>	<b>\$62,400.00</b>	<b>0.00 %</b>
NET INCOME	<b>\$ -346,415.75</b>	<b>\$ -1,065,536.10</b>	<b>\$719,120.35</b>	<b>32.51 %</b>

## Jaymad Contracting Inc.

Comp 18 Site 111 RR1 Alberta Beach, Ab  
780-924-2377

May 9, 2023

Council/ Administration  
S.V. Ross Haven

Dear Council/ Administration,

The inspection and report was completed by Jason Madge CPSI (Canadian Playground Safety Inspector) on May 9, 2023 at the playground(s) located in your community.

The CAN/CSA-Z614-14 standards were used to evaluate the safety of your playground and it's play equipment.

The hazards and non-compliant items will be identified in this letter and will indicate which classification each item falls under.

Playground hazards are classified into three categories:

**Class A**- a condition that has the potential to cause a life-threatening injury, or the permanent loss of a body part.

**Class B**- a condition that has the potential to cause serious injury, or temporary disability.

**Class C**- a condition that has the potential to cause a minor injury, or does not Comply with the CSA standard.



S.V Ross Haven  
Annual Playground Audit  
May 9, 2023



May 9, 2023

## Playground Overview

We inspected two parks located in your community today. There were a few minor issues at the time of inspection.

The inspection of the parks revealed that the protective surfacing (wood fibre) requires some work. Periodic redistributing the material will ensure adequate protection of the users. Removal of the weeds will also ensure the protective surfacing provides adequate protection. The average is approximately 14" which is slightly above the minimum standard of 12". 75% of all playground injuries are a result of falling off the playground equipment and striking the surface below. This is why the surface has to be as resilient as possible. Both also had some growth of weeds and accumulation of leaves which should be removed.

There were records of previous inspections at the time of this inspection. 25% of injuries occur from not being inspected and maintained.

There were no age-appropriate stickers placed at either park (required by CSA), nor was there signage stating who and where to contact with concerns or questions. Age specific signage is important as different age groups have different abilities. Playground age groups are 1.5- 5yrs 5- 12yrs. What is perfectly safe for an 8yr old could be potentially dangerous to a 3yr old.

### 5st Public Park

Overall 5st Park is in good condition. There were a couple of minor observations made here.

- 1) The weeds growing in the protective surfacing will need to be removed before they rapidly spread, resulting in inadequate protection. As per standard 10.4.5 **Class B**
- 2) Protective surfacing on the main structure requires some attention to redistribute to meet the minimum levels set by the standards. As per standard 10.4.4 **Class B**
- 3) No age appropriate decals and no owner contact info signage present. As per standard 4.1 and 11.2.2 **Class C**

### Main Public Park

This park is in overall good condition. There were some minor observations made here as well.

- 1) The weeds growing in the protective surfacing will need to be removed before they rapidly spread, resulting in inadequate protection. As per standard 10.4.5 **Class B**

- 2) All of the black flat swings have cracks in them. This may result in serious injury to the users and should be replaced immediately. As per standard 12.3.4 **Class B**



- 3) There are some plastic components that have cracked and pose a risk of injury and should be repaired or replaced immediately. As per standard 12.3.1.1 **Class B**



- 4) No age appropriate decals and no owner contact info signage present. As per standard 4.1 and 11.2.2 **Class C**
- 5) The bonnet on the small slide has separated from the slide and poses a risk of serious injury and or death by way of entanglement and should be repaired immediately. As per standard 12.4.6.1 **Class A**



- 6) While exercise equipment is not covered under the standards, we did inspect the equipment and observed no issues at this time.



May 9, 2023

## Summary and Conclusion

Overall your parks are in good shape, but you do however require some immediate attention to those items identified in the inspection to prevent injury. It is suggested that you maintain regularly scheduled maintenance and inspections.

If you have any questions in regard to this report please feel free to contact us.

Sincerely,

Jason Madge CPSI

## Disclaimer

The information contained in this playground safety audit is considered to be a true and accurate recording of the conditions found on these two sites at the time of our visit. Jaymad Contracting Inc. assumes no liability for any incidents that may arise from the application of any of the afore mentioned recommendations. This playground safety audit has been done at your request, with the sole intention of making your playground and it's play equipment safer.

It is recommended that you repair the class A hazards in this report **ASAP!** Any class B hazards should be repaired by the next scheduled maintenance visit of your crews. The class C hazards and CSA non-compliant items are usually minor and could wait until budget permits.

After the class A&B hazards are corrected a re-inspection should be completed. This shows due diligence on your part, and unless these repairs are performed by someone familiar with playgrounds they often make things worse as stats have shown.

Thank you for giving Jaymad Contracting Inc. the opportunity to help you make your playgrounds safer

## **08 Jun. 2023 – Councillor Report – Dieter Brandt**

### 18 May 2023 – Emergency Management Advisory Meeting

An online meeting was held to discuss the new draft of Emergency Management Advisory bylaws, the exiting of Yellowstone from the Partnership, and the possibility of new members coming in. The new draft for the bylaws was put on hold until the Fall. It was agreed that Yellowstone would be allowed to exit if they so choose. There has been some inquiries from both Alberta Beach and the County on how we could better work together in light of the recent fire scares. Conversations will continue.

### 26 May 2023 – Fire Ban Changed to a Fire Advisory

After consultation with Chief Ives, the Fire Ban was changed to a Fire Advisory meaning that residents could have fires again in approved fire pits with spark covers. Open burning of any other kind still remained prohibited.

### 27 May 2023 – Council Open House

An open house was held at the village shop. 32 residents attended the meeting. There was a lot of good conversation as folks asked questions to the council on different things concerning the village.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven

# CAO REPORT

## Regular Meeting of Council – May 11, 2023

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### **Municipal Services Meeting – Sangudo – May 24, 2023**

A meeting of the CAO's from a number of the Urban Municipalities within Lac Ste. Anne County was held at the LSAC Administration Building. The objective of the meeting was to discuss / establish mutually beneficial service arrangements. A copy of the listing of services up for discussion is attached to this report.

### **2023 Combined Assessment & Property Tax Notices**

The 2023 Combined Assessment & Property Tax Notices are in the mail (Mailed on April 17, 2023) and all ratepayers should have received them by now. If you have not received your property tax notice please contact the CAO at (780) 718-5479. Property Taxes are due by June 30, 2023, where an 18% penalty will be applied on July 1, 2023 to outstanding amounts.

Payments may be made:

1. Cheque made payable to Summer Village of Ross Haven, and mailed to:  
Box 70, Site 19, RR 1, Gunn, AB T0E 1A0, or
2. E-Transfer to [cao@rosshaven.ca](mailto:cao@rosshaven.ca)

### **8 / 9 Street Parkway Drainage and 8 Street Roadway Drainage Projects are under review.**

Letters to adjacent landowners have been mailed, where questions and comments are requested from those affected by the proposed works.

### **Fire Bans - Notification**

A reminder to the community, the status of Fire Bans for the Summer Village of Ross Haven may be found at the [albertafirebans.ca](http://albertafirebans.ca) website. Quick access to that website may be garnered at the RH website [rosshaven.ca](http://rosshaven.ca). Additional information on Emergency Preparedness is also available on our website.

### **Municipal Services Meeting – Sangudo – May 24, 2023**

A meeting of the CAO's for a number of the Urban Municipalities within Lac Ste. Anne was held at the LSAC Administration Building. The objective of the meeting was to discuss / establish mutually beneficial service arrangements. A copy of listing of services up for discussion is attached to this report.

**Enjoy Summer activities at the Lake!!**



The following numbers and rates provided in this document are intended for discussion purposes and are subject to change based on further deliberation and agreement.

We value collaboration and look forward to working closely with our neighbouring municipalities to establish mutually beneficial service arrangements. Our aim is to foster strong partnerships and provide the best possible services to our communities. We appreciate the opportunity to engage in meaningful discussions to finalize the details and ensure the successful implementation of these services.

<b>Department</b>	<b>Services</b>
Assessment Services	<ul style="list-style-type: none"> <li>• Total Assessor Cost: \$97,749.96. Depending on the number of partners, the County may split the cost. The County requires a minimum of 80 percent of the salary to be contributed by the partner municipalities. Please note that the County has concerns about capacity, as it recently took over 8 months to replace an assessor.</li> <li>• A 5-year commitment is required for this service.</li> </ul>
Software	<p>The County may offer the following software options at reduced costs:</p> <ul style="list-style-type: none"> <li>• Laserfiche (Records)</li> <li>• Light House (Safety Inspections)</li> <li>• Dynamics (Financial Software for Taxes)</li> <li>• Project Management</li> </ul>
GIS	<ul style="list-style-type: none"> <li>• Online Mapping: Access to an interactive online map.</li> <li>• Posting Camelot Data: Availability of Camelot data for viewing and analysis.</li> <li>• Aerials: Access to aerial imagery for visual reference.</li> <li>• LiDAR: Utilization of LiDAR data for enhanced mapping capabilities.</li> </ul> <p>Pricing for GIS services is as follows:</p> <ul style="list-style-type: none"> <li>• Summer Village: \$2,000 per year</li> <li>• Villages and Towns: \$3,500 to \$5,000 per year (depending on the specific requirements) for automatic data production and online hosting.</li> <li>• Includes one yearly Camelot update</li> <li>• Map Generation is available at an additional cost of \$25.00 for printing</li> </ul>



Enforcement	<ul style="list-style-type: none"> <li>• \$140.00 Hour. + Annual 3% COLA</li> <li>• 5 year contract is required for this service.</li> <li>• LSAC doesn't charge to get to the municipality.</li> <li>• Current Clients Woodlands County, Onoway, Ross Haven in negotiation</li> </ul>
Planning Services	<ul style="list-style-type: none"> <li>• Annual cost: \$97,749.96, plus a calculated Cost of Living Adjustment (COLA).</li> <li>• A 5-year contract is required for this service.</li> </ul> <p>Under this service, the County will handle the following tasks:</p> <ul style="list-style-type: none"> <li>• Permits: The County will manage all permit applications.</li> <li>• Subdivision Applications: The County will handle subdivision application processes.</li> <li>• Consultation: The County will provide consultation services.</li> <li>• Land Use Bylaw (LUB) Services: The County will oversee LUB-related matters.</li> </ul> <p>However, it is important to note that the Client Municipality is still responsible for retaining services for consultation on amendments or proposals that are directly related to the County's activities. This is to avoid potential conflicts of interest. For example, if the County is considering a campground project adjacent to a partner municipality, the Client Municipality should consult the County to ensure transparency and address any concerns. The County would not do full rewrites of statutory plans.</p>
Emergency Management	<p>Currently, the County has the capacity to manage its own emergency management. However, we have estimated that the cost of employing a full-time person for this role would be as follows:</p> <ul style="list-style-type: none"> <li>• Total Cost: \$97,749.96</li> <li>• County Contribution (24%): \$24,437.49</li> <li>• Partner Cost: \$73,312.47</li> </ul> <p>In addition, there will be an initial capital investment of \$5,000.</p> <p>Under this arrangement, the County will act as the DEM and will be responsible for developing Emergency Management Plans. Partner Municipalities will have the following requirements:</p> <ol style="list-style-type: none"> <li>1. Declaration of CAO as DDEM: The Chief Administrative Officer (CAO) must be designated as the Deputy Emergency Management Coordinator (DDEM) and meet the minimum training requirements as specified in the regulations. This includes completing ICS 300 (Incident Command System) and DEM (Emergency Management) training.</li> </ol>



	<ol style="list-style-type: none"> <li>2. Approval of Documents: Partner Municipalities must approve the emergency management documents developed by the DEM.</li> <li>3. Cost Schedule: Partner Municipalities must agree to a cost schedule established by the County in the event of a response being required. The current cost schedule is set at Cost + 20%.</li> <li>4. 5-Year Commitment: Partner Municipalities are required to commit to a 5-year partnership agreement.</li> <li>5. Active Engagement: Partner Municipalities must actively engage with the DEM and provide feedback for the creation of the emergency management plan.</li> <li>6. Insurance Coverage: Partner Municipalities need to confirm that the Local Authorities' Liability and Standard Accident Coverages (LSAC) are covered under their insurance coverage.</li> </ol>
Operations	<p>Pothole Repairs:</p> <ul style="list-style-type: none"> <li>• Cost: \$160 per hour.</li> <li>• Estimated rate: 3-4 potholes repaired per hour.</li> </ul> <p>Snow Clearing:</p> <ul style="list-style-type: none"> <li>• Cost: \$120 per hour.</li> </ul> <p>Tendering:</p> <ul style="list-style-type: none"> <li>• To add on to yearly tenders, costs would be the base cost plus 20%.</li> <li>• Notice of intent to proceed must be provided by January 30th of each year.</li> </ul> <p>Services available for tendering:</p> <ul style="list-style-type: none"> <li>• Line Painting</li> <li>• Crackfilling</li> <li>• Paving</li> </ul> <p>Capital Projects:</p> <ul style="list-style-type: none"> <li>• Further discussions are required to determine service levels and expectations. Please contact us to discuss your specific needs.</li> </ul> <p>The County is open to considering the following services, but additional discussions on service levels and expectations are necessary:</p> <ul style="list-style-type: none"> <li>• Boat Launch Crews</li> <li>• Mowing</li> </ul> <p>Please note that for the services mentioned above, we can provide more detailed information and finalize the pricing and arrangements</p>



	<p>based on further discussions. If you have any specific requirements or questions, please feel free to reach out to us for detailed discussions and customization.</p>
Health and Safety	<p>The County may be able to provide the following services at a rate of \$140.00 per hour or at a set rate for certain projects. However, please note that availability for these services is limited and subject to availability.</p> <ol style="list-style-type: none"> <li>1. Audit Safety Program: The County can conduct safety program audits to assess compliance and identify areas for improvement.</li> <li>2. Update or Create Health and Safety Manual: The County can assist in updating or creating a comprehensive health and safety manual tailored to your specific needs.</li> <li>3. Regularly Scheduled Health and Safety Meetings: The County can organize and conduct regularly scheduled health and safety meetings to address ongoing safety concerns, provide training, and promote a culture of safety within your organization.</li> </ol> <p>Please keep in mind that these services are subject to availability, and further discussions will be required to determine the scope and specific requirements of each project. If you are interested in these services, we encourage you to contact us to discuss your needs in detail and establish a suitable arrangement.</p>
Ag Services	<p>Herbicide Application:</p> <ul style="list-style-type: none"> <li>• Custom: \$150 per hour + 20% administrative fee and cost of chemicals + 20% (as per Fees Bylaw).</li> <li>• Notice Enforcement &amp; Herbicide Application: \$150 per hour + 20% administrative fee and cost of chemicals + 20% (as per Fees Bylaw).</li> <li>• Herbicide Sales: Cost of herbicides + 20%.</li> </ul> <p>• Beaver Dam Removal:</p> <ul style="list-style-type: none"> <li>• Initial Visit Investigation: \$100 per hour.</li> <li>• Blasting/Mechanical Removal: \$100 per hour + cost of materials + 20%.</li> </ul> <p>• Nuisance Animal (skunks, porcupines, raccoons, etc):</p> <ul style="list-style-type: none"> <li>• Trapping &amp; Monitoring: \$250 for the initial visit + \$100 for subsequent visits.</li> </ul>
FCSS	<p>Home Support Program:</p> <ul style="list-style-type: none"> <li>• Subsidized amount +30%: The subsidized rate is increased by 30%. Example: \$6.50 per hour or \$19.50 per hour includes subsidy &amp; administration fee.</li> </ul>



	<p>Preventative Counselling Subsidy:</p> <ul style="list-style-type: none"> <li>• Subsidized amount: The subsidy covers session costs at the following rates: \$60, \$80, \$100, or \$120 per session.</li> <li>• Maximum 6 sessions: The subsidy is applicable for a maximum of 6 counselling sessions.</li> </ul> <p>Items of Discussion:</p> <ul style="list-style-type: none"> <li>• Program Delivery: The county will determine the program delivery method, which may involve discussions with the municipality. An administration fee may apply.</li> <li>• FCSS Grant Program Administration: The county will administer the FCSS Grant Program, and an administration fee may be applicable.</li> </ul>
Fire Services	<p>The County recognizes the municipalities in agreement through Onoway Regional Fire Services (via fire provision from North West Fire Rescue) is set for renegotiation/cancellation fairly soon.</p> <p>The County also recognizes an opportunity to provide fire services via the County's existing fire services.</p> <p>Further considerations for funding formula will need to occur, but initial proposal is:</p> <ul style="list-style-type: none"> <li>• Standard flat fee PLUS a fee per lot;</li> <li>• Incidents will be billed in accordance with County fee schedule;</li> <li>• County agrees to give its partners 2 false alarm calls per year. After that the costs are to be fully born by the municipality in accordance with the County's fee schedule.</li> </ul> <p>The County would look for your questions, comments &amp; concerns – both with your current provider and/or service provision by the County – to garner an understanding of service needs and expectations. These will assist to develop our proposal.</p>
<b>County Request</b>	
Library	<p>The County requests that partner municipalities contribute equally to the funding of the local libraries. In 2023, the County's contribution amounts to \$16.52 per capita. Currently, Alberta Beach, Val Quentin, and Sunset Point also contribute at similar levels to their respective local libraries.</p> <p>The County is open to the idea of phasing in the contributions over several years if it better aligns with the financial capabilities of the partner municipalities.</p>



	<p>The County is willing to administer the program by processing the payments on behalf of the partner municipalities. An administrative fee will be charged for this service.</p> <p>Please note that the specific details regarding the contribution arrangements, phasing, and administrative fees can be further discussed and finalized based on the needs and preferences of the partner municipalities.</p> <p>We value the collaboration and support of our neighboring municipalities in ensuring the continued operation and enhancement of our local libraries. Let us engage in further discussions to establish a mutually beneficial framework for this funding program.</p>
Recreation	<p><b>Recreation Program &amp; Facility Assistance Grant:</b> The County requests that partner municipalities consider implementing a recreational tax or another form of revenue generation to directly support recreation facilities and programs.</p> <p>The County is open to the idea of phasing in the implementation of this revenue generation over several years, allowing partner municipalities to adjust and plan accordingly.</p> <p>The County recognizes the importance of robust recreational programs and well-maintained facilities in enhancing the quality of life for residents. By implementing a dedicated revenue source, partner municipalities can ensure sustainable funding for recreational initiatives.</p> <p>Further discussions and collaboration are encouraged to determine the most suitable approach, including the type of revenue generation and the timeline for implementation. The County is committed to working alongside partner municipalities to support the development and enhancement of recreation programs and facilities within the region.</p> <p>If you have any additional ideas or suggestions regarding this special tax or revenue generation, please feel free to share them. Together, we can create vibrant and accessible recreational opportunities for our communities.</p>

**Councillor Report - Ray Hutscal**  
**June 5, 2023**

- **Collaboration with LSAC**
  - RR34 –Reached out to LSAC to get a copy of report. Will be discussed in our upcoming meeting with LSAC on June 26.
  - CPO – Provided copy back to LSAC on May 30 for final review and approval.
- **Sewer Project**
  - Reminder to check the website for list of contractors able to do the work, and the Homeowner Package which outlines the steps you need to take to connect.
  - Contractor returned to the village on May 29. Expect to be here until June 19.
  - Process to connect has changed slightly. Please check website for more information.
- **Mayors Meeting – May 16**
  - All Summer Villages, Municipalities, within the County of Lac Ste. Anne met to discuss the following: Wildfire Updates, Mutual Aid Agreements, Regional Emergency Mgmt Services, Sewage Line, Water Levels at Lac Ste Anne, LSAC/North 43 Lagoon Commission Process Changes, and Intermunicipal Collaborative Framework/Intermunicipal Development Plan. The last three were brought forward by myself.
    - Sewage Lines – Other villages are in very early stages of a low pressure main project. I agreed to share our process and communication.
    - Water Levels – Previous Watershed studies have stopped. Ross Haven may sponsor grant application. Some identified that they prefer water levels low. Wasn't able to get significant energy around an adjustable weir at Lac Ste Anne. Yellowstone has sponsored a demonstration of a technology that increases oxygen in lakes, that I plan on attending.
    - Intermunicipal Collaborative Framework / Intermunicipal Development Plan – County ok if Ross Haven takes existing agreement, modifies, and presents back to group. No interest on spending the money on IDP – County wants development. Villages etal don't want it.
- **Council Open House**
  - I appreciate being available and the discussions at the Council Open House on May 27. Council utilizes this to hear concerns, and ensure communication with the village.
- **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.
    - *Update: Received some comments back from residents. Will compile all comments, review, and discuss and finalize plans with engineer.*
  - Road, drainage, and safety issues at the round-a-bout of 4<sup>th</sup> street.
    - *Update: Reviewing various options and working with residents.*
  - Drainage issues on 5<sup>th</sup>/6<sup>th</sup> parkway will be reviewed in July with first item.
  - Drainage issues on 7<sup>th</sup> street will be reviewed in July with first item.
  - 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.

**Ray Statistics June Update (Month of June)**

Incoming Emails	240	Meeting / Telephone Hours	9.5
Sent Emails	162	Total Hours	30