

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON SEPTEMBER 14, 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 5-11

a) Minutes of the Regular Meeting – August 10, 2023

P 12-17

b) Minutes of the Organizational Meeting – August 10, 2023

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

5) Public Hearings: None scheduled.

6) Delegations:

A) Karen Bell – Taxes

B) Elizabeth Burt – Input to LUB Review – Short Term Rental Provisions

7) New Business:

a) Grant Officer Report – Dwight Moskalyk to attend in person to his report and discuss.

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

P 18-21

b) "What We Heard" Report – August 26, 2023 Public Open House

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

c) 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).

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**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.

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 formal input / submission at the Public Hearing for the proposed Bylaws.

<b>Planning Document Review Timeline - 2024</b>				
<b>Name</b>	<b>First Reading</b>	<b>Public Hearing</b>	<b>Second Reading</b>	<b>Third Reading &amp; Final Reading</b>
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.).*

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d) Development Permit Update – 2022 - 2023

22DP05-27 Plan 4883 KS, Block 5, Lot 8 : 408 – 4 STREET  
DEMOLITION OF AN EXISTING DETACHED DWELLING, CONSTRUCTION OF A SINGLE  
DETACHED DWELLING (111.0 SQ. M.), INSTALLATION OF A SEWAGE COLLECTION  
SYSTEM AND DRILLING OF A WELL.

22DP08-27 Plan 4100 MC, Block 11, Lot 72 : 972 – 9 STREET  
CONSTRUCTION OF A SINGLE DETACHED DWELLING (74.3 SQ. M.), INSTALLATION OF  
A SEWAGE COLLECTION SYSTEM AND DRILLING OF, OR UTILIZATION OF AN EXISTING,  
WELL.

22DP09-27 Plan 4883 KS, Block 7, Lot 13 : 513 – 5 STREET  
DEMOLITION OF AN EXISTING GARAGE, CONSTRUCTION OF A GARAGE (24' x 26' =  
58.0 SQ. M.), INSTALLATION OF A SEWAGE COLLECTION SYSTEM, AND DRILLING OF A  
WELL.

23DP01-27 Plan 4883 KS, Block 3, Lot 5 : 305 – 3 STREET  
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.

23DP02-27 Plan 4883 KS, Block 2, Lot 1 : 201 – 2 STREET  
CONSTRUCTION OF AN ACCESSORY BUILDING (40.1 SQ. M.) AND ADDITION TO AN  
EXISTING DECK (11.1 SQ. M.).

23DP03-27 Plan 4883 KS, Block 5, Lot 10 : 410 – 4 STREET  
DEMOLITION OF AN EXISTING DETACHED DWELLING, CONSTRUCTION OF A SINGLE  
DETACHED DWELLING (175.8 SQ. M.) C/W ATTACHED GARAGE, INSTALLATION OF A  
SEWAGE COLLECTION SYSTEM AND DRILLING OF A WELL.

23DP04-27 Plan 4883 KS, Block 5, Lot 10 : 410 – 4 STREET  
INSTALLATION OF AN IN-GROUND POOL.

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

8) Financial Reports:

- P 22-27 a) August 2023 Financial Reports - Attached  
*(Motion to accept for information.).*

9) Correspondence: None

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DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

10) Councillor Reports:

- P 28 a) Mayor - Attached
- P 30 b) Deputy Mayor
- P 29 c) Councillor - Attached

*(Motion to accept for information.).*

11) Administrator's Report

- a) CAO Report

*(Motion to accept for information.).*

12) Open Floor Discussion – (15 minute time limit)

13) Closed Session - None.

Adjournment: Next Meeting October 12, 2023 Regular Meeting of Council

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 2023  
IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner  
0 in Gallery - 8 Residents via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:06 p.m.

**AGENDA**

Res. A23-087

Moved by Councillor, D. Brandt that the meeting agenda be adopted as presented, with the addition to New Business:  
7f) Trees within the Municipal Reserves - Discussion.

CARRIED

**MINUTES**

Res. A23-088

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

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

CARRIED

**DELEGATIONS**

None

**PUBLIC HEARINGS**

None

**NEW BUSINESS**

- a) **Bylaw 299-2023 – Plan Cancellation Bylaw**

Res. A23-089

Moved by Mayor, R. Hutschal that Bylaw 299-2023 – Plan Cancellation Bylaw be given first reading.

CARRIED

Res. A23-090

Moved by Councillor, D. Brandt that Bylaw 299-2023 – Plan Cancellation Bylaw be given second reading.

CARRIED

Res. A23-091

Moved by Deputy Mayor, L. Chadd that Bylaw 299-2023 – Plan Cancellation Bylaw be presented for third reading.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 2023  
IN-PERSON AND VIA ZOOM**

CARRIED

Res. A23-092

Moved by Deputy Mayor, L. Chadd that Bylaw 299-2023 – Plan Cancellation Bylaw be given third reading.

CARRIED

**b) Summer Village of Ross Haven Bylaw Enforcement Agreement – Review and Discuss the proposed Enforcement Services Agreement with LSAC.**

Res. A23-093

Moved by Mayor, R. Hutscal that the Summer Village of Ross Haven execute the Enforcement Services Agreement, as amended, with Lac Ste Anne County.

CARRIED

**c) Grant Officer Report**

Grant Officer Report was provided for the August 10, 2023 meeting of Council.

Res. A23-094

Moved by Deputy Mayor, L. Chadd that the Grant Officer report be received as information.

CARRIED

**d) Review of Ross Haven Planning Documents - Update**

Mayor, R. Hutscal provided an update on the progress of the Review of the Ross Haven Planning Documents, expressing that the expected timelines be extended to the fall of 2024.

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),

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**August 10, 2023**  
**IN-PERSON AND VIA ZOOM**

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.

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

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 2023  
IN-PERSON AND VIA ZOOM**

Intermunicipal Collaborative Plan	June	September	October	November
Land Use Bylaw	July	September	October	November

No Action to be taken on this item – Information Only

**e) Development Permit Update – 2023**

23DP03-27 Plan 4883 KS, Block 5, Lot 10 : 410 4 STREET  
DEMOLITION OF AN EXISTING DETACHED DWELLING,  
CONSTRUCTION OF A SINGLE DETACHED DWELLING (175.8 SQ.  
M.) C/W ATTACHED GARAGE, INSTALLATION OF A SEWAGE  
COLLECTION SYSTEM AND DRILLING OF A WELL.

Res. A23-095

Moved by Deputy Mayor, L. Chadd that the Development Permit Update / Report be received as information.

CARRIED

**f) Trees within the Municipal Reserves - Discussion**

It was brought to Council's attention that recent storms had weakened and toppled trees within the Municipal Reserves, and other trees were noted as being in need of attention – Discussion

Res. A23-096

Moved by Mayor, R. Hutscal that Public Works undertake a review / assessment of the status of trees within the Municipal Reserves and present a report to Council.

CARRIED



**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 2023  
IN-PERSON AND VIA ZOOM**

**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A23-097

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

CARRIED

**CORRESPONDENCE**

**a) Fire Rescue International – Letter to RH – Intent to enter into a new agreement when existing contract expires (2025).**

Res. A23-098

Moved by Mayor, R. Hutscal that the matter be brought forward as a topic of discussion at the next Onoway Regional Fire Services Meeting by Deputy Mayor, L. Chadd.

CARRIED

**b) Yellowhead Regional Library – Letter to RH & 2022 Annual Report.**

Res. A23-099

Moved by Councillor, D. Brandt that the correspondence from the Yellowhead Regional Library be received as information.

CARRIED

**c) Elizabeth Burt – Letter to RH Council – Short-term Rentals.**

**d) Doug Ballou and Janet Thompson – Letter to RH Council – Short-term Rentals.**

Res. A23-100

Moved by Mayor, R. Hutscal that the correspondence from Elizabeth Burt, and Doug Ballou & Janet Thompson be received as information.

CARRIED

**COUNCILLOR REPORTS**

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

**b) Deputy Mayor, Lolita Chadd – Verbal**

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

Res. A23-101

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

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 2023  
IN-PERSON AND VIA ZOOM**

**CAO REPORT**

Res. A23-102

**a) CAO, Tony Sonnleitner - Verbal**

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 September 14, 2023 immediately following the above noted Organizational Meeting. The meeting will also 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.
- Council Open House is scheduled for Saturday, August 26, 2023 – 9:00 am until 10:00 am at the Municipal Shop 700 Parkins Avenue.
- Next Public Hearing : None Scheduled

**ADJOURNMENT**

Mayor, Ray Chadd adjourned the meeting at 8:05 p.m.

These minutes approved this 14<sup>th</sup> day of September, 2023.

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Mayor

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Chief Administrative Officer

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
August 10, 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
23DP02-27	201 – 2 St	Jun 23	Yes Construct Acc. Build + Deck	Approved
23DP03-27	410 – 4 St	Jul 23	Yes Demo, Construct SDD, Sewer + Well	Approved

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

**IN ATTENDANCE**

Ray Hutscal  
Dieter Brandt  
Lolita Chadd  
CAO, Tony Sonnleitner  
0 - Residents in the gallery  
8 – Residents Via ZOOM

**CALL TO ORDER**

CAO, Tony Sonnleitner called the meeting to order at 8:14 p.m.

**NOMINIATIONS**

Tony Sonnleitner called for nominations for Mayor.  
Dieter Brandt nominated Ray Hutscal.  
Ray Hutscal accepted the nomination.  
Tony Sonnleitner called for nominations a second time.  
Tony Sonnleitner called for nominations a third time.

Res A23-103

Moved by Lolita Chadd that nominations cease.  
CARRIED

Ray Hutscal was declared Mayor and was administered the Oath of Office.

Mayor, Ray Hutscal assumed the Chair.

Mayor, Ray Hutscal called for nominations for Deputy Mayor.  
Dieter Brandt nominated Lolita Chadd.  
Mayor Ray Hutscal called for nominations for Deputy Mayor a second time.  
Mayor Ray Hutscal called for nominations for Deputy Mayor a third time.

Res A23-104

Moved by Mayor Ray Hutscal that nominations cease.  
CARRIED

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

Lolita Chadd was declared Deputy Mayor and was administered the Oath of Office.

Councillor, Dieter Brandt was administered the Oath of Office.

**APPOINTMENT OF COMMITTEE APPOINTEES**

- a) Emergency Management / Disaster Services – Dieter Brandt
- b) Onoway Regional Medical Clinic – Lolita Chadd
- c) North 43 Lagoon Commission – Dieter Brandt
- d) Highway 43 East Waste Commission – Lolita Chadd
- e) Wild Regional Water Commission – Ray Hutscal
- f) FCSS – all members of council
- g) Onoway Regional Fire Services – Lolita Chadd
- h) Summer Villages of Lac Ste. Anne County East – Lolita Chadd
- i) Other appointments: Lake Isle & Lac Ste. Anne Water Quality Management Society, Inter-Municipal Collaboration (ICF) / Inter-Municipal Development Plan, East End Bus, Yellowhead Regional Library, Lac Ste. Anne Foundation, Alberta Summer Villages Association, and Alberta Urban Municipalities Association – As needed, direction of Council.

Res A23-105                      Moved by Councillor, Dieter Brandt that the appointment of committee appointees be as noted above. CARRIED

**APPOINTMENT OF MUNICIPAL AUDITOR**

Res A23-106                      Moved by Mayor Ray Hutscal that Seniuk and Company be appointed as municipal auditors. CARRIED

**APPOINTMENT OF FOIPP COORDINATOR**

Res A23-107                      Moved by Mayor Ray Hutscal that the FOIPP Coordinator be confirmed as the Chief Administrative Officer of the Municipality. CARRIED

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

**APPOINTMENT OF INTEGRITY COMMISSIONER**

Res A23-108                      Moved by Mayor Ray Hutschal that the position of Integrity Commissioner remain vacant at this time.  
CARRIED

**APPOINTMENT OF COMMUNITY PEACE OFFICER**

Res A23-109                      Moved by Mayor Ray Hutschal that per the Bylaw Enforcement Services Agreement between the Summer Village of Ross Haven and Lac Ste. Anne County, Peace Officers from Lac Ste. Anne County are appointed as Community Peace Officers.  
CARRIED

**APPOINTMENT OF SUBDIVISION AUTHORITY**

Res A23-110                      Moved by Mayor Ray Hutschal that All of Council act as the Subdivision Authority for the Municipality.  
CARRIED

**APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A23-111                      Moved by Mayor Ray Hutschal that Tony Sonnleitner be appointed as Chief Administrative Officer and Designated Officer of the Municipality.  
CARRIED

**APPOINTMENT OF MUNICIPAL LEGAL COUNCIL**

Res A23-112                      Moved by Mayor Ray Hutschal that Reynolds Mirth Richards & Farmer be appointed as Municipal Legal Counsel  
CARRIED

**APPOINTMENT OF DEVELOPMENT OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A23-113                      Moved by Mayor Ray Hutschal that Tony Sonnleitner be appointed as Development Officer and Designated Officer of the Municipality

CARRIED

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

**APPOINTMENT OF CLERK OF THE SUBDIVISION AND DEVELOPMENT  
APPEAL BOARD AND DESIGNATED OFFICER OF  
THE MUNICIPALITY**

Res A23-114      Moved by Mayor Ray Hutscal that the designates from  
Lac Ste. Anne County being:  
Stacey Wagner  
Jane Holman  
Cindy Suter, and  
Trinity Hindes,  
per SDAB Contract, be appointed as Clerks of the  
Subdivision and Development Appeal Board and  
Designated Officers of the Municipality  
CARRIED

**APPOINTMENT OF WEED INSPECTOR AND DESIGNATED OFFICER OF  
THE MUNICIPALITY**

Res A23-115      Moved by Mayor Ray Hutscal that Jackie Gamblin be  
appointed as Weed Inspector and Designated Officer  
of the Municipality  
CARRIED

**APPOINTMENT OF MUNICIPAL ASSESSOR AND DESIGNATED OFFICER  
OF THE MUNICIPALITY**

Res A23-116      Moved by Mayor Ray Hutscal that Dan Kanuka –  
Municipal Assessment Services Group be appointed as  
Municipal Assessor and Designated Officer of the  
Municipality.  
CARRIED

**APPOINTMENT OF ASSESSMENT REVIEW BOARD, CLERK OF THE  
ASSESSMENT REVIEW BOARD AND  
DESIGNATED OFFICERS OF THE MUNICIPALITY**

Res A23-117      Moved by Mayor Ray Hutscal that the designates from  
Capital Region Assessment Services Commission shall  
act as the Assessment Review Board for the  
Municipality and Designated Officers of the  
Municipality, as per agreement. Further, Richard  
Barham be appointed as Assessment Review Board  
Clerk and Designated Officer of the Municipality.  
CARRIED

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

**CONFIRMATION OF FINANCIAL INFORMATION**

Res A23-118                      Moved by Mayor Ray Hutschal that the following financial information be confirmed:

- a) Signing Authority to be all of the Council and the Chief Administrative Officer.
- Two signatures are required.
  - One signature to be any member of Council.
  - One signature to be the Chief Administrative Officer.

b) Banking Authority – Royal Bank of Canada.

CARRIED

**APPOINTMENT OF PLACE, DATE AND TIME FOR COUNCIL MEETINGS**

Res A23-119                      Moved by Mayor Ray Hutschal that regular meetings of Council be held on the second Thursday of each month at the Onoway Civic Centre, 4812 – 51 Street, Onoway, AB. T0E 1V0 and Via ZOOM Meeting, commencing at 7:00 p.m., and that any changes to the place, date or time of meetings be posted on the Summer Village website ([www.rosshaven.ca](http://www.rosshaven.ca)).

CARRIED

**APPOINTMENT OF MUNICIPAL ADDRESS**

Res A23-120                      Moved by Mayor Ray Hutschal that the formal contact address for the Municipality shall be:  
700 Parkins Avenue within the Summer Village of Ross Haven. Further, the mailing address for the Municipality be:

Summer Village of Ross Haven, Box 70, Site 19, RR 1,  
Gunn, AB T0E 1A0

CARRIED



MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
AUGUST 10, 2023  
IN-PERSON AND VIA ZOOM

**ACKNOWLEDGEMENT OF COUNCIL'S LEGISLATIVE RESPONSIBILITIES**

Res A23-121

Moved by Mayor Ray Hutscal that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received.

CARRIED

**ADJOURNMENT**

Having no further business to attend to for this meeting, Mayor Ray Hutscal adjourned the meeting at 8:20 p.m..

**These minutes approved this 14<sup>th</sup> day of  
September , AD 2023**

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Mayor Ray Hutscal

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Chief Administrative Officer



## “What We Heard Report”

Approximate Attendance: ~60 people

Councillor Attendance: Ray Hutscal, Lolita Chadd, Dieter Brandt

Discussion Topic (in no particular order)	Next Steps
<b>Airbnb in Summer Village of Ross Haven</b> <ul style="list-style-type: none"> <li>We have a few Airbnb's in the village now. Although no major issues to date, concern is that short term rentals lead to increased parking, traffic, garbage, and noise issues. Generally, people that come into the village and don't care about the village or the other residents. <i>Council advised that we have been told there is legal precedent against banning Airbnb within our bylaws. Some Private Municipalities have been able to ban this.</i></li> </ul>	<ol style="list-style-type: none"> <li>Council to provide resident with the legal precedent referred to regarding Airbnb.</li> <li>Council to consider banning Airbnb if possible, or if not, consider permitting and taxation changes due to a business being run.</li> <li>Residents can report any infractions to our CAO for action.</li> </ol>
<b>Bylaw Enforcement (Noise)</b> <ul style="list-style-type: none"> <li>Although Ross Haven has a noise bylaw, it is very weak and not specific enough. Suggestion that a decibel or some other quantifiable measurement be added to bylaw.</li> </ul>	<ol style="list-style-type: none"> <li>Council to review the noise bylaw.</li> </ol>
<b>Drainage Ditch Repairs</b> <ul style="list-style-type: none"> <li>Resident identified a concern with a ditch in front of their property (not related to sewer project).</li> <li>Council advised that once the ditches dry, the sewer contractor will return to the village to reshape some of the ditches that have eroded.</li> </ul>	<ol style="list-style-type: none"> <li>Residents encouraged to report any issues within the village to our CAO. All issues are logged and reported.</li> <li>For the specific issue identified by resident, council has logged that issue and assigned to Public Works.</li> <li>Council to monitor the Sewer Project repairs to the ditches that should occur in September.</li> </ol>
<b>Invasive Weeds</b> <ul style="list-style-type: none"> <li>Residents asked for information on invasive weeds within the village, and in particular, pictures. <i>Council advised that we just had our weed inspector that came through the village, and inspected the parks, parkways, and ditches for weeds that should be removed.</i></li> </ul>	<ol style="list-style-type: none"> <li>Council to add links and perhaps pictures to the next newsletter, and on our website to LILSA.</li> <li>Public Works will be removing the weeds identified by the weed inspector.</li> </ol>
<b>RR34</b> <ul style="list-style-type: none"> <li>Residents requested an update on RR34. <i>Council advised that we have received an estimate to rebuild that road for approximately \$1.4 million. County exploring a cheaper alternative. The Village and LSAC have agreed that if we proceed, costs sharing will be Ross Haven (75%), and LSAC (25%)</i></li> </ul>	<ol style="list-style-type: none"> <li>Continue to work with County on RR34 rebuild.</li> <li>Council to send letters to other provincial ministries seeking assistance.</li> </ol>



## “What We Heard Report”

Discussion Topic (in no particular order)	Next Steps
<b>Speed Humps</b> <ul style="list-style-type: none"> <li>Can the speed humps be repainted? They are not looking very good. <i>Council advised the paint used did not last or meet expectations. Will be reviewing paint used, and hopefully will have a better paint for the next painting.</i></li> <li>Can the speed humps be lowered? Difficult for vehicles that sit lower to ground to navigate.</li> </ul>	<ol style="list-style-type: none"> <li>Painting of Speed Humps to occur in the spring once conditions allow for painting.</li> <li>Council has one speed hump to install at the beginning of village, not sure when that will get done. Will see if there are other options that are effective in slowing people down and not as pronounced.</li> </ol>
<b>Emergency Response</b> <ul style="list-style-type: none"> <li>What is our Emergency Response for the Village? Resident offered support for the village, as her work experience is as a Safety Coordinator. <ol style="list-style-type: none"> <li><i>Council advised that we are part of a larger Emergency Response team made up of 11 summer villages, and further documentation and instructions should be coming sooner.</i></li> <li><i>Council is investigating pursuing an emergency exit from the village.</i></li> <li><i>Council is investigating and discussed with the County the potential of a fire gap around the village.</i></li> <li><i>There are some fire smart techniques that we all can do to protect the spread of fire.</i></li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>Council to continue working and post relevant information on our website for the emergency preparedness.</li> <li>Council to continue to pursue an emergency exit, fire gap, and fire smart techniques.</li> </ol>
<b>Maintenance of Speed Sign</b> <ul style="list-style-type: none"> <li>Has there been any maintenance on the speed sign? There have been times when the sign is not working, even if the solar panels are not covered in snow.</li> </ul>	<ol style="list-style-type: none"> <li>Council to check on the maintenance requirements of the sign, batteries, and panels, and complete maintenance as required, and setup Preventative Maintenance in the future.</li> </ol>
<b>Green Ross Haven Sign from the North missing</b> <ul style="list-style-type: none"> <li>The green “Ross Haven / Access 1 KM” sign, when travelling from the north, was damaged during an accident a few years ago. Can we get reinstalled?</li> </ul>	<ol style="list-style-type: none"> <li>Council to work with correct provincial department to get the sign reinstalled.</li> </ol>
<b>Mobile vs Modular vs Stick Built Homes in Village</b> <ul style="list-style-type: none"> <li>Previously standards in the village prevented mobile homes from being transported in. However, it appears some may be skirting the intent of this rule by classifying them as modular homes. Can we review bylaws and ensure appropriate standards are maintained in the village?</li> </ul>	<ol style="list-style-type: none"> <li>Council to review appropriate bylaw and adjust as appropriate.</li> </ol>



## “What We Heard Report”

Discussion Topic (in no particular order)	Next Steps
<b>Canada Post Addresses</b> <ul style="list-style-type: none"> <li>Where is the village / Canada Post at with respect to Canada Post providing addresses to each lot in the village. This would help with deliveries, emergency response, and other naming or labelling issues.</li> </ul>	<ol style="list-style-type: none"> <li>Council to investigate where Ross Haven is at with this and see if we can expedite it.</li> </ol>
<b>Posting of Demolition or Building Permit</b> <ul style="list-style-type: none"> <li>House on a resident's street is supposed to be demolished this week, but no demo permit has been posted. <i>Council confirmed that a demo and building permit was issued and approved for this location but cannot speak to whether the permit was posted properly. Permits are available on our website, but also in our meeting agendas.</i></li> </ul>	<ol style="list-style-type: none"> <li>Council to investigate / confirm if demo / building permit was posted. (Note: current requirements is that the permit only needs to be posted for 21 days).</li> <li>Council to consider changing the requirements to have permits posted until activities are completed.</li> </ol>
<b>Neighborhood Watch</b> <ul style="list-style-type: none"> <li>Can we implement a neighborhood watch to reduce crime? <i>Residents advised the Neighborhood Watch program is no longer in existence. However, as a village, residents should continue to watch and report crimes! Call 911 if a crime is notices in progress. Residents can also report past crimes by using the RCMP mobile app (info available on our website) or by calling 911 and advising it is a non-emergency. If crimes are not reported, Ross Haven will not get any further attention from the RCMP</i></li> </ul>	<ol style="list-style-type: none"> <li>Residents to report crimes in action to 911.</li> <li>All break ins, attempted break ins, or other suspicious activity should be reported to the RCMP – either through 911 (advise non-emergency) or through the RCMP (check our website for details).</li> </ol>
<b>Weed Cutting in Lake</b> <ul style="list-style-type: none"> <li>Is there anything we can do to cut and harvest the weeds in the lake? <i>Council has discussed this with our grant officer, potentially to purchase a weed cutter in conjunction with other summer villages. However, permits would be required to complete.</i></li> </ul>	<ol style="list-style-type: none"> <li>Council to investigate getting a permit to allow for weed cutting, similar to what other villages have done.</li> <li>Council to review / consider either purchasing a weed cutter in conjunction with other Summer Villages, or explore costs to hire this service.</li> </ol>
<b>Weir for Lac Ste. Anne</b> <ul style="list-style-type: none"> <li>Anything being done to repair or replace the existing weir? <i>Council continuing to discuss and push for this. Will be a multi-year journey. Ray has signed on with LILSA, to hopefully help push this issue. Another new LILSA board member was on the Wizard Lake weir project and has a similar goal.</i></li> </ul>	<ol style="list-style-type: none"> <li>Council to continue to work towards repairing or replacing the weir.</li> </ol>



## Summer Village of Ross Haven Council Open House

9:00am, Saturday, August 26

### “What We Heard Report”

Discussion Topic (in no particular order)	Next Steps
<b>Construction of Gate to Increase Security</b> <ul style="list-style-type: none"><li>• Can we have a gate at the beginning of the village for security?</li></ul>	1. Council to investigate the concerns and the costs of installing a gate.
<b>Planning Document Update</b> <ul style="list-style-type: none"><li>• Planning for draft documents to be ready by the end of this year, with First Readings planned for June 2024.</li></ul>	1. Council to continue to work on the various planning document updates.

# Summer Village of Ross Haven

## Balance Sheet As of August 31, 2023

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	303,113.32
1-1215 Savings Bank Account	206,270.20
In/out	0.00
Undeposited Funds	96.54
<b>Total Cash and Cash Equivalent</b>	<b>\$509,480.06</b>
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	16,570.94
<b>Total Accounts Receivable (A/R)</b>	<b>\$16,570.94</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	602.99
Year End Accounts Receivable	0.00
<b>Total Current Assets</b>	<b>\$1,496,386.55</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 August 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>\$4,826,269.91</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	-1,725.61
2-2150 RBC VISA Noel	0.00
<b>Total Credit Card</b>	<b>\$ -1,725.61</b>
1-2050 GST/HST Receivable	-29,833.12
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>\$1,640,169.55</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>\$1,640,169.55</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 August 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	-517,311.90
<b>Total Equity</b>	<b>\$3,186,100.36</b>
<b>Total Liabilities and Equity</b>	<b>\$4,826,269.91</b>



# Summer Village of Ross Haven

## Profit and Loss

August 2023

	TOTAL
INCOME	
4-9400 Interest Income	474.10
4-9800 Development Permits	535.00
<b>Total Income</b>	<b>\$1,009.10</b>
<b>GROSS PROFIT</b>	<b>\$1,009.10</b>
EXPENSES	
6-1151 Council Remuneration	2,500.00
6-1211 Council Mileage & Subsistence	2,931.51
6-2159 Administrator Fee	3,850.00
6-2160 Development Officer Fee	355.00
6-2162 Grant Officer	320.00
6-2165 Wages	19,469.69
6-2175 Development Permit & Letters Of Compliance	400.00
6-2510 Office & Misc Expense	1,560.00
6-2511 Bank Charges	18.79
6-3540 Utilities	1,863.54
6-4512 Public works - Supplies	1,294.06
6-4521 Trees & Park Improvements	1,100.00
6-4550 Weed Control	422.00
6-5510 Garbage Disposal	1,110.00
6-7380 Lagoon/Wastewater - LSAC	35,382.83
6-7396 Yellowhead Regional Library	320.07
<b>Total Expenses</b>	<b>\$72,897.49</b>
<b>PROFIT</b>	<b>\$ -71,888.39</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	315,463.93		315,463.93	
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	4,425.50		4,425.50	
4-9302 Grants - MSI Operating		17,078.00	-17,078.00	
4-9303 Grants - STEP	2,100.00		2,100.00	
4-9305 Federal Gas Tax	341.67		341.67	
4-9320 Grants - Fortis	4,450.00		4,450.00	
4-9400 Interest Income	5,083.31	1,000.00	4,083.31	508.33 %
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	985.00	1,000.00	-15.00	98.50 %
4-9800 Development Permits	2,071.64		2,071.64	
Total Income	\$577,024.13	\$254,879.21	\$322,144.92	226.39 %
GROSS PROFIT	\$577,024.13	\$254,879.21	\$322,144.92	226.39 %
Expenses				
114 Other Miscellaneous	69.95		69.95	
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	4,600.00	11,000.00	-6,400.00	41.82 %
6-1211 Council Mileage & Subsistence	3,621.71	4,000.00	-378.29	90.54 %
6-2159 Administrator Fee	34,650.00	48,510.00	-13,860.00	71.43 %
6-2160 Development Officer Fee	3,195.00	4,355.00	-1,160.00	73.36 %
6-2161 DEM/Dep DEM		2,000.00	-2,000.00	
6-2162 Grant Officer	1,920.00	3,520.00	-1,600.00	54.55 %
6-2163 Grant Fees	1,112.50		1,112.50	
6-2165 Wages	71,989.99	86,000.00	-14,010.01	83.71 %
6-2170 WCB Expense	1,195.34	1,500.00	-304.66	79.69 %
6-2175 Development Permit & Letters Of Compliance	1,170.00		1,170.00	
6-2224 Municipal Memberships	4,910.37	3,851.00	1,059.37	127.51 %
6-2230 Professional Fees	7,445.60	8,000.00	-554.40	93.07 %
6-2274 Insurance	6,711.00	6,711.00	0.00	100.00 %
6-2510 Office & Misc Expense	3,900.86	5,750.00	-1,849.14	67.84 %
6-2511 Bank Charges	521.86	350.00	171.86	149.10 %
6-2512 Cellphone & Communications	1,485.12	2,400.00	-914.88	61.88 %
6-3251 Road - R&M	4,440.00	7,000.00	-2,560.00	63.43 %
6-3520 Equipment - R&M	4,322.13	8,000.00	-3,677.87	54.03 %
6-3540 Utilities	18,136.02	24,500.00	-6,363.98	74.02 %
6-4511 FCSS & Recreation Programs		2,200.00	-2,200.00	
6-4512 Public works - Supplies	9,760.88	13,000.00	-3,239.12	75.08 %
6-4516 Parkways/Drainage	7,200.00		7,200.00	
6-4521 Trees & Park Improvements	2,045.00		2,045.00	
6-4550 Weed Control	422.00		422.00	
6-5510 Garbage Disposal	4,134.37	6,750.00	-2,615.63	61.25 %

# Summer Village of Ross Haven

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-6200 Municipal Assessment Service	5,940.00	8,000.00	-2,060.00	74.25 %
6-6205 Safety Codes Expense	250.00		250.00	
6-7341 Policing	8,521.00	8,521.00	0.00	100.00 %
6-7370 MSP, Fire Services & Physician Recruitment	6,628.35		6,628.35	
6-7371 LSA county - Police & Animal		5,000.00	-5,000.00	
6-7373 Onoway Regional Fire Services	17,453.35	27,612.00	-10,158.65	63.21 %
6-7374 Lac Ste. Anne Foundation		13,208.65	-13,208.65	
6-7380 Lagoon/Wastewater - LSAC	35,382.83	44,800.00	-9,417.17	78.98 %
6-7381 North 43 Sewer Line	729,457.10	729,457.10	0.00	100.00 %
6-7395 Wild Water Commission	10,460.64	6,651.00	3,809.64	157.28 %
6-7396 Yellowhead Regional Library	640.14	701.00	-60.86	91.32 %
6-7501 RHCL	6,000.00	6,000.00	0.00	100.00 %
Expenses	39,669.37		39,669.37	
<b>Total Expenses</b>	<b>\$1,112,240.51</b>	<b>\$1,258,015.31</b>	<b>\$ -145,774.80</b>	<b>88.41 %</b>
NET OPERATING INCOME	<b>\$ -535,216.38</b>	<b>\$ -1,003,136.10</b>	<b>\$467,919.72</b>	<b>53.35 %</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>\$ -535,216.38</b>	<b>\$ -1,065,536.10</b>	<b>\$530,319.72</b>	<b>50.23 %</b>

## Councillor Report - Ray Hutscal - Sept 10, 2023

### ○ Collaboration with LSAC

- RR34 – As of the submission of this report, have not received the second estimate. I have followed up with LSAC.
- Fire Gap around Village – No action taken from last meeting. Next steps: Ross Haven to discuss with landowners about fire gap and produce awareness / education documents for each resident.
- Second Exit – No action taken from last meeting. Next steps: discuss with existing Ross Haven residents to see if we can do within our lands, to tie into TWP RD 551A. If yes, County to discuss with resident on TWP RD 551A.
- CPO – CPO agreement won't be fully executed until end of September, however, we are in agreement with LSAC on the contract terms, and contract became effective September 1. I have provided LSAC with the bylaws that the CPO will enforce, if given direction by our CAO.

### ○ Sewer Project

- Submitted a few questions pertaining to the budget, LSAC has not yet responded. Once we have final approval from Alberta Transportation on the remaining items, we'll complete and final budget will be provided.
- Aug 24 - Met with LSAC in Ross Haven. Reviewed and agreed on outstanding items.
- Agreed with LSAC that the green/white markers above all cc valves can be removed.
- Finished 30% of a compilation of photos/asbuilts for future sewer maintenance.

### ○ LILSA / Water Levels / Water Quality

- Aug 12 - Attended LILSA's AGM at Alberta Beach. Volunteered, became nominated, and am now a LILSA board member. Heard from Dr. Hughie Jones from the Alexis First Nation (water and air monitoring) and Provincial Employee on evasive species.
- Aug 23 – Attended Sturgeon River Watershed Alliance meeting. Discussed the grant we will be hosting and discussed the weir. Heard from a govt employee the conditions for a weir, which may make Lac Ste Anne not eligible for government funding or support. Will investigate further.
- Aug 30 – Met with SRWA coordinator to discuss and progress the grant.
- Have reached out to a new LILSA board member, who was part of the Wizard Lake weir several years ago.

### ○ General Village Items

- Aug 25 – Met with council and our engineer to review the following three potential projects. Additional surveying has been completed, expect drawings by end of September.
  - 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: Discussed comments received from our review as well as village comments, awaiting revised drawings.*
  - Road, drainage, and safety issues at the round-a-bout of 4<sup>th</sup> street.
    - *Update: Reviewed alternate proposal that we provided to engineer. He agreed with feasibility of it, completed additional survey work, and is working on drawings.*
  - Drainage issues on 5<sup>th</sup>/6<sup>th</sup> parkway and 7<sup>th</sup> street.
    - *Update: Reviewed issues, agreed with potential solutions, awaiting drawings.*
- 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.
- Aug 26 – Hosted and met with residents during our Fall Open Session. Heard issues, compiled "What we Heard Report", created tasks as required for follow-up.

### Ray Statistics September Update (Month of August)

Incoming Emails	174	Meeting / Telephone Hours	11
Sent Emails	89	Total Hours	29

## **14 September 2023 – Councillor Report – Dieter Brandt**

### 25 August 2023 – Drainage Issues Meeting with Engineer

Council met with the Engineer from Bolson to go over outstanding drainage issues within the village. The Engineer left the meeting charged with the task of getting surveys completed along with initial drawings and prices.

### 26 August 2023 – Council Open House

The open house went well. It was attended by approximately 60 residents. Everyone had an opportunity to ask questions and express any concerns they had regarding village issues. Although this is designed as an informal gathering, Council took notes on all items discussed so that these items were a part of future decisions.

### 02 September 2023 – Community League Pancake Breakfast and Park Dedication

I attended and helped at the Community League pancake breakfast. Despite the cooler, wet weather, many village residents came out for a pancake. The Community League used this opportunity to honour Noel Ouellette, our previous Public Works Coordinator, and name the park after him. This was a well-attended community event.

**Dieter Brandt**

Councillor

Summer Village of Ross Haven

## **Councilor Report -- Lolita Chadd**

**September 14, 2023**

August 12, 2023 I attended the LILSA AGM in Alberta Beach. A few new directors were chosen, including our own Ray Hutschal. Great presentations from AB Conservation RE: invasive species and from Dr. Jones RE: studies on the health of the lake. Data collection station is located at the narrows at Alexis Nakota Sioux Nation.

August 25, 2023 I met, along with Ray, Dieter, and Noel, with Trent from Bolson Engineering to go through village and address the areas of concern with drainage, etc. and work together to come up with plans to remedy.

August 26, 2023 I attended our Fall Open House with Council at the village maintenance shop. It was a very good turnout, once again, and we are looking at all the concerns and issues arising.

September 3, 2023 I attended the RHCL Pancake Breakfast and Park Dedication. A great turnout even with the cool and damp weather. Many thanks to the many volunteers that put it all together. The rock/plaque unveiling and ribbon cutting by Noel Ouellette himself, was very special.