

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON DECEMBER 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:

a) Minutes of the Regular Meeting – November 9, 2023

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

5) Public Hearings: None scheduled.

6) Delegations: None scheduled.

7) New Business:

a) 2024 Interim Operating & Capital Budget

(Motion that a 2024 Interim Operating & Capital Budget be approved at ½ of the 2023 Approved Operating and Capital Budget, and that this 2024 Interim Operating & Capital Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved.).

b) 2024 Budget Process – 5 Year Capital Plan

Provided is a four page PDF. The first two pages is our 5 year capital plan that we agreed to in 2023, including the potential funding. The third page is an updated table of all potential capital items. The fourth page is a summary of the third page, shown in table format by year.

Looking to agree on future capital items, priority, and year. The intent is to NOT debate or discuss the estimates in great detail, nor to deliberate funding of these items. The spreadsheet will be updated in real time during the council meeting. This does NOT mean that each of these items will proceed. This is a capital plan that will be addressed and approved by council each year, based on reserves and funding that is available. This will assist the Summer Village with long term capital planning and predict amounts that need to be collected for residents annually for these future projects.

(Motion that Council agrees to update this DRAFT of our multi-year capital plan as discussed during this meeting. Updated DRAFT to be provided as part of January's agenda. Final review and agreement of the capital plan to be completed along with the 2024 Operating and Capital budget review, which will be completed in Q1 2024.).

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- c) Bylaw 300-2023 - Ste. Anne Summer Villages Regional Emergency Management Bylaw -
Attached

P 22-50 *(Action: Motions to grant all three readings + unanimous consent for third
reading).*

- d) Grant Officer Report.

P 51-56 *(Action as directed by Council at meeting time.).*

- e) NG9-1-1 Service – Contract to be signed. Tabled from November 9, 2023 regular
meeting of Council.

P 57-80 *(Action as directed by Council at meeting time.).*

- f) Proposed disposal of "Dirt Pile" beside the Municipal Shop (700 Parkins Avenue), and
donate said to the Ross Haven Bible Camp.

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

- d) 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).

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DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

Note: The above noted documents are on the Ross Haven website 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
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.

Planning Document Review Timeline - 2024				
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.).

e) 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.

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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.

New

23DP05-27 Plan 4100 MC, Block A : 800 PARKINS AVENUE
CONSTRUCTION OF AN ACCESSORY BUILDING (40' x 100' = 371.6 SQ. M.).

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

9) Financial Reports:

- P 81-86 a) November 2023 Financial Reports - Attached
(Motion to accept for information.).

10) Correspondence: None

11) Councillor Reports:

- a) Mayor
b) Deputy Mayor
c) Councillor - Attached
P 87-88 *(Motion to accept for information.).*

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12) Administrator's Report

- P 89 a) CAO Report - Attached
(Motion to accept for information.).

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

14) Closed Session - None.

Adjournment: Next Meeting January 11, 2024 Regular Meeting of Council

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
November 9, 2023
IN-PERSON AND VIA ZOOM**

ATTENDANCE

Mayor, Ray Hutschal
Deputy Mayor, Lolita Chadd
Councillor, Dieter Brandt
CAO, Tony Sonnleitner
No Residents in the Gallery - 5 Resident via ZOOM

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:02 p.m.

AGENDA

Res. A23-143

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

CARRIED

MINUTES

Res. A23-144

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

- a) Minutes of the Regular Meeting – October 12, 2023

CARRIED

DELEGATIONS

None

PUBLIC HEARINGS

None

NEW BUSINESS

- a) **Grant Officer Report**

Res. A23-145

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

CARRIED

- b) **NG9-1-1 Service – Contract to be signed.**

Res. A23-146

Moved by Mayor, R. Hutschal that this items be deferred to the December 14, 2023 regular meeting of Council to give His Worship and Council an opportunity to review the contract.

CARRIED

**MINUTES
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- c) Proposed Location for the additional 10 mailboxes to facilitate in Canada Post providing every lot in the community with a civic address.**

Res. A23-147

Moved by Mayor, R. Hutschal that Council direct Administration to contact FortisAlberta both advising them of the severed guy wire at the pole by the shop, and also asking the required setback from a power pole. Where the proposed layout, set out in the agenda package (p. 44) does not create an issue for the location of the power pole, Administration is authorized to advise Canada Post that the layout for the boxes is Council's plan.

CARRIED

d) Review of Ross Haven Planning Documents - Update

Mayor, R. Hutschal 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),
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, 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:

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1. Sending your comments by email to our CAO at 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 Spring 2024 (Date and Time TBD) 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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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

No new Development Permits since last report. Action to be taken on this item – Information Only

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FINANCIAL REPORTS

a) Financial Statements

Res. A23-148

Moved by Mayor, R. Hutschal that the October 2023 financial statements be received as information.

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

- a) Mayor, Ray Hutschal - Attached**
- b) Deputy Mayor, Lolita Chadd – Attached**
- c) Councillor, Dieter Brandt - Attached**

Res. A23-149

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

CARRIED

CAO REPORT

- a) CAO, Tony Sonnleitner - Attached**

Res. A23-150

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

CARRIED

OPEN FLOOR

Members of the community availed themselves of the opportunity to speak to Council at this meeting.

**CLOSED SESSION –
CONFIDENTIAL ITEM**

None

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NEXT MEETING(S)

- The next regular meeting of Council is scheduled for December 14, 2023 at 7:00 p.m. The meeting will be held at the Onoway Civic Centre and via ZOOM. Check the Summer Village of Ross Haven website, www.rosshaven.ca, for details.
- Next Public Hearing : None Scheduled

Mayor, R. Hutschal adjourned the meeting at 8:11 p.m.

ADJOURNMENT

These minutes approved this 14th day of December, 2023.

Mayor

Chief Administrative Officer

Development Permits:

Permit #	Lot	Date	Website Use	Status
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
23DP04-24	410 – 4 St	Sep 1	Yes Construct In-Ground Pool	Approved
23DP05-24	800 Parkins	Nov 7	Yes Construct Acc. Build (371.6 Sq. M.)	Approved

2023 Operating Budget & 3-Year Financial Plan

Last Revised: February 5, 2023

Information to Copy to Tax Roll

LSAF

Sewer Tax

Cash for Bylaw

315,504

TARGET for 2023 Cash from Residents

(13,324.63)

(13,208.65)

(13,208.65)

(13,208.65)

(13,208.65)

200.00

275.00

300.00

309.00

318.27

(322,345.90)

(315,504.00)

(374,138.50)

(388,854.78)

(396,428.77)

% Change in Cash Reqmts Tax Bylaw

-0.1%

4.8%

20.1%

-2.1%

18.6%

3.9%

1.9%

% Change in Expenditures from Previous Year

5.0%

5.1%

15.6%

1.2%

6.0%

2.7%

1.5%

Budgeted

Actual

Budgeted

Actual

Budgeted

Actual

Budget

Actual

Projected

Projected

Projected

Projected

2019

2019

2020

2020

2021

2021

2022

2022

2023

2024

2025

2026

General Government

Expenses

Council Remuneration	(10,000.00)	(8,893.16)	(13,400.00)	(10,500.00)	(7,000.00)	(8,000.00)	(14,000.00)	(10,500.00)	(11,000.00)	(11,000.00)	(11,000.00)	(11,000.00)
Council Mileage / Subsistence	(2,000.00)	(1,264.88)	(2,500.00)	(1,978.00)	(1,250.00)	(2,535.15)	(5,000.00)	(3,632.17)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)
Administrator Fee	(50,000.00)	(48,490.00)	(42,000.00)	(42,000.00)	(44,520.00)	(42,000.00)	(46,200.00)	(46,200.00)	(48,510.00)	(50,935.50)	(53,482.28)	(56,156.39)
DEM/Dep DEM							(8,000.00)	-	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
Development Officer							(4,355.00)	(6,605.00)	(4,355.00)	(4,355.00)	(4,355.00)	(4,355.00)
Grant Officer							(6,750.00)	-	(3,520.00)	(3,840.00)	(3,840.00)	(3,840.00)
Municipal Memberships	-	(2,969.00)	(3,000.00)	(3,534.94)	(3,500.00)	(3,851.31)	(3,851.00)	(3,868.57)	(3,851.00)	(3,851.00)	(3,851.00)	(3,851.00)
Professional Fees	(5,500.00)	(18,490.00)	(9,000.00)	(9,946.50)	(8,500.00)	(8,653.00)	(8,000.00)	(7,730.00)	(8,000.00)	(8,000.00)	(8,000.00)	(8,000.00)
Insurance	(5,500.00)	(5,000.29)	(5,000.00)	(5,215.47)	(5,500.00)	(5,327.72)	(5,600.00)	(5,694.00)	(6,711.00)	(6,711.00)	(6,711.00)	(6,711.00)
Office & Misc	(2,400.00)	(5,012.26)	(3,500.00)	(3,219.77)	(2,600.00)	(5,809.68)	(3,250.00)	(6,438.66)	(5,750.00)	(5,750.00)	(5,750.00)	(5,750.00)
Bank Charges	(400.00)	(253.68)	(400.00)	(272.24)	(300.00)	(310.14)	(350.00)	(339.85)	(350.00)	(350.00)	(350.00)	(350.00)
Cell / Communication	(2,400.00)	(2,006.86)	(2,000.00)	(1,573.96)	(1,600.00)	(1,323.74)	(1,350.00)	(1,876.40)	(2,400.00)	(2,400.00)	(2,400.00)	(2,400.00)
Utilities	(20,000.00)	(20,820.12)	(21,000.00)	(20,797.85)	(21,500.00)	(21,310.43)	(22,000.00)	(24,019.58)	(24,500.00)	(24,500.00)	(24,500.00)	(24,500.00)
Public Works Supplies	(9,400.00)	(6,106.12)	(6,500.00)	(6,836.13)	(6,800.00)	(9,018.64)	(7,000.00)	(15,097.83)	(13,000.00)	(13,000.00)	(13,000.00)	(13,000.00)
Wages	(69,500.00)	(71,113.30)	(80,000.00)	(79,123.48)	(80,000.00)	(80,395.87)	(91,000.00)	(80,608.35)	(86,000.00)	(90,300.00)	(94,815.00)	(99,555.75)
WCB Expense	-	(1,055.37)	(1,100.00)	(1,210.00)	(1,300.00)	(2,066.39)	(1,600.00)	(1,318.84)	(1,500.00)	(1,500.00)	(1,500.00)	(1,500.00)
Municipal Election	-	-	-	-	(4,300.00)	(6,542.06)	-	-	-	-	(6,500.00)	(6,500.00)
WILD Water	(7,200.00)	(7,217.85)	(7,200.00)	(7,225.90)	(7,230.00)	(7,207.27)	(7,330.00)	(6,651.47)	(6,651.00)	(6,651.00)	(6,651.00)	(6,651.00)
Yellowhead Regional Library	(2,890.00)	(4,138.00)	(4,500.00)	(702.40)	(800.00)	(713.60)	(850.00)	(700.22)	(701.00)	(701.00)	(701.00)	(701.00)
School Taxes	(151,716.98)	(151,717.98)	(152,008.31)	(161,716.98)	(148,264.03)	(149,308.42)	(155,992.20)	(158,677.51)	(158,667.56)	(158,667.56)	(158,667.56)	(158,667.56)
Fines & Penalties & Interest						(131.62)						
FCSS Contribution									(2,200.00)	(2,200.00)	(2,200.00)	(2,200.00)
MOST Grant Expenses						(13,352.65)						
Other Misc Exp						(2,209.47)						
LSAC Community Peace Officer						(1,895.57)			(5,000.00)	(5,150.00)	(5,304.50)	(5,463.64)
RHCL							(6,000.00)	(6,000.00)	(6,000.00)	(6,000.00)	(6,000.00)	(6,000.00)
Lac Ste. Anne Foundation	-	(12,600.00)	(12,154.24)	(12,154.24)	(12,555.47)	(12,555.47)	(13,324.63)	(13,324.63)	(13,208.65)	(13,208.65)	(13,208.65)	(13,208.65)
Subtotal Expenses	(338,906.98)	(367,148.87)	(365,262.55)	(368,007.86)	(357,519.50)	(384,518.20)	(411,802.83)	(399,283.08)	(417,875.21)	(425,070.71)	(438,786.99)	(446,360.98)

Revenue

Rev - Property Taxes	255,000.00	256,200.11	256,200.00	256,051.62		268,396.56						
Rev - School Taxes	151,538.48	151,538.48	152,008.31	151,716.98	148,264.03	146,142.56	154,524.30	155,992.29	158,667.56	158,667.56	158,667.56	158,667.56
Rev - Lac Ste. Anne Foundation	-	12,600.00	12,154.24	12,154.24	12,555.47	12,555.41	13,324.63	13,324.63	13,208.65	13,208.65	13,208.65	13,208.65
Rev - FCSS Grant	6,141.00	8,551.60	6,141.00	6,141.00	6,132.00	3,577.00						
Rev - MSI Operating Grant	8,000.00	10,000.00	9,174.00	9,174.00	8,539.00		8,539.00	8,539.00	17,078.00	8,539.00	8,539.00	8,539.00

Rev - Senate Election Grant	-	0.00	0.00	0.00	2,000.00		0.00		-	-	-	-
Rev - MOST Grant	-	0.00	0.00	0.00	2,256.00		0.00		-	-	-	-
Rev - CPO Ticket Revenue									500.00	500.00	500.00	500.00
Rev - Interest Income	8,000.00	19,550.83	10,500.00	10,814.71	1,400.00	1,836.49	1,000.00	4,621.41	1,000.00	1,000.00	1,000.00	1,000.00
Rev - Tax Certificates	400.00	495.00	400.00	2,498.45	500.00	595.72	500.00	2,047.92	1,000.00	1,000.00	1,000.00	1,000.00
Subtotal Revenue	429,079.48	458,936.02	446,577.55	448,551.00	181,646.50	433,103.74	177,887.93	184,525.25	191,454.21	182,915.21	182,915.21	182,915.21
Net Revenue (Tax Subsidy)	90,172.50	91,787.15	81,315.00	80,543.14	(175,873.00)	48,585.54	(233,914.90)	(214,757.83)	(226,421.00)	(242,155.50)	(255,871.78)	(263,445.77)
Protective Services												
Expenses												
All-Net					(500.00)				-	-	-	-
Onoway Regional Fire Services	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(23,506.96)	(35,048.37)	(26,000.00)	(27,612.08)	(27,612.00)	(27,612.00)	(27,612.00)	(27,612.00)
Policing	-	-	-	-	(4,419.00)	(4,419.00)	(6,631.00)	(6,631.00)	(8,521.00)	(8,521.00)	(8,521.00)	(8,521.00)
	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(27,925.96)	(39,467.37)	(32,631.00)	(34,243.08)	(36,133.00)	(36,133.00)	(36,133.00)	(36,133.00)
Revenue												
Bylaw tickets												
					-	-	-	-	-	-	-	-
Net Revenue (Tax Subsidy)	(30,000.00)	(23,249.10)	(30,000.00)	(23,522.36)	(27,925.96)	(39,467.37)	(32,631.00)	(34,243.08)	(36,133.00)	(36,133.00)	(36,133.00)	(36,133.00)
Transportation												
Expenses												
Road R & M	(8,000.00)	(16,673.40)	(8,600.00)	(1,750.00)	(1,750.00)	(5,600.00)	(4,000.00)	(6,940.73)	(7,000.00)	(5,000.00)	(5,500.00)	(5,500.00)
Equipment R & M	(2,400.00)	(4,582.07)	(2,600.00)	(2,302.64)	(2,400.00)	(5,771.50)	(3,500.00)	(1,586.87)	(8,000.00)	(4,250.00)	(4,500.00)	(4,500.00)
	(10,400.00)	(21,255.47)	(11,200.00)	(4,052.64)	(4,150.00)	(11,371.50)	(7,500.00)	(8,527.60)	(15,000.00)	(9,250.00)	(10,000.00)	(10,000.00)
Revenue												
Government Transfers for Capital												
					-	-	-	-	-	-	-	-
Net Revenue (Tax Subsidy)	(10,400.00)	(21,255.47)	(11,200.00)	(4,052.64)	(4,150.00)	(11,371.50)	(7,500.00)	(8,527.60)	(15,000.00)	(9,250.00)	(10,000.00)	(10,000.00)
Water/Wastewater												
Expenses												
Lagoon / Wastewater	(34,000.00)	(5,075.88)	(6,000.00)	(5,075.88)	(5,075.00)	(5,075.88)	(5,200.00)	(5,075.88)	(44,800.00)	(68,100.00)	(70,143.00)	(72,247.29)
Water and Sewer Tax to Reserves							(40,200.00)	(45,400.00)				
	(34,000.00)	(5,075.88)	(6,000.00)	(5,075.88)	(5,075.00)	(5,075.88)	(45,400.00)	(50,475.88)	(44,800.00)	(68,100.00)	(70,143.00)	(72,247.29)
Revenue												
Rev - Lagoon / Sewer Fund Tax	28,750.00	28,625.00	28,625.00	28,625.00	39,725.00	39,725.00	45,400.00	45,400.00	62,425.00	68,100.00	70,143.00	72,247.29
	28,750.00	28,625.00	28,625.00	28,625.00	39,725.00	39,725.00	45,400.00	45,400.00	62,425.00	68,100.00	70,143.00	72,247.29

Net Revenue (Tax Subsidy)	(5,250.00)	23,549.12	22,625.00	23,549.12	34,650.00	34,649.12	-	(5,075.88)	17,625.00	-	-	-
Waste Management												
Expenses												
Garbage Disposal	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(5,357.28)	(6,500.00)	(4,992.92)	(6,750.00)	(7,000.00)	(7,250.00)	(7,250.00)
	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(5,357.28)	(6,500.00)	(4,992.92)	(6,750.00)	(7,000.00)	(7,250.00)	(7,250.00)
Revenue												
Garbage Fees												
				-	-	-	-	-	-	-	-	-
Net Revenue (Tax Subsidy)	(7,000.00)	(6,240.00)	(8,000.00)	(6,974.21)	(7,000.00)	(5,357.28)	(6,500.00)	(4,992.92)	(6,750.00)	(7,000.00)	(7,250.00)	(7,250.00)
Planning and Development												
Expenses												
Municipal Assessment Services	(7,200.00)	(7,200.00)	(7,400.00)	(7,400.00)	(7,600.00)	(7,600.00)	(7,800.00)	(7,760.00)	(8,000.00)	(8,200.00)	(8,200.00)	(8,200.00)
Development / Safety Codes Expense	(8,500.00)	(6,100.00)	(8,500.00)	(8,688.46)	(8,700.00)	(629.14)	-					
	(15,700.00)	(13,300.00)	(15,900.00)	(16,088.46)	(16,300.00)	(8,229.14)	(7,800.00)	(7,760.00)	(8,000.00)	(8,200.00)	(8,200.00)	(8,200.00)
Revenue												
Rev - Development/Safety Codes	1,000.00	2,807.27	1,000.00	1,579.36	1,000.00	1,192.03	1,000.00	1,589.67	1,000.00	1,000.00	1,000.00	1,000.00
Rev - Development Permits	3,000.00	-	3,500.00	1,224.00	1,000.00	1,100.00	-	1,627.50				
	4,000.00	2,807.27	4,500.00	2,803.36	2,000.00	2,292.03	1,000.00	3,217.17	1,000.00	1,000.00	1,000.00	1,000.00
Net Revenue (Tax Subsidy)	(11,700.00)	(10,492.73)	(11,400.00)	(13,285.10)	(14,300.00)	(5,937.11)	(6,800.00)	(4,542.83)	(7,000.00)	(7,200.00)	(7,200.00)	(7,200.00)
Recreation and Culture (including FCSS)												
Expenses												
FCSS & Recreation	(12,000.00)	(9,693.28)	(9,000.00)	(1,092.00)	(6,132.00)	9,561.00						
Trees & Park Improvements	(7,000.00)	(12,126.61)	(12,000.00)	(1,430.00)	(10,000.00)	(5,948.06)	(10,000.00)	(11,200.00)		(10,000.00)	(10,000.00)	(10,000.00)
	(19,000.00)	(21,819.89)	(21,000.00)	(2,522.00)	(16,132.00)	3,612.94	(10,000.00)	(11,200.00)	-	(10,000.00)	(10,000.00)	(10,000.00)
Revenue												
Government Transfers for Operating												
User Fees												
Camp Ground Revenue												
Transfers from County												
				-	-	-	-	-	-	-	-	-
Net Revenue (Tax Subsidy)	(19,000.00)	(21,819.89)	(21,000.00)	(2,522.00)	(16,132.00)	3,612.94	(10,000.00)	(11,200.00)	-	(10,000.00)	(10,000.00)	(10,000.00)
Amortization												
Expenses	-	-	-	(54,746.00)	(55,000.00)	(55,000.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)
Net Revenue (Tax Subsidy)	-	-	-	(54,746.00)	(55,000.00)	(55,000.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)
Total Revenue	461,829.48	490,368.29	479,702.55	479,979.36	223,371.50	475,120.77	224,287.93	233,142.42	254,879.21	252,015.21	254,058.21	256,162.50
Total Expenditures	(455,006.98)	(458,089.21)	(457,362.55)	(480,989.41)	(489,102.46)	(505,406.43)	(584,033.83)	(578,882.56)	(590,958.21)	(626,153.71)	(642,912.99)	(652,591.27)

Excess Revenue (Shortfall)	6,822.50	32,279.08	22,340.00	(1,010.05)	(265,730.96)	(30,285.66)	(359,745.90)	(345,740.14)	(336,079.00)	(374,138.50)	(388,854.78)	(396,428.77)
Tax Required to Balance Budget	6,822.50	32,279.08	22,340.00	(1,010.05)	(265,730.96)	(30,285.66)	(359,745.90)	(345,740.14)	(336,079.00)	(374,138.50)	(388,854.78)	(396,428.77)
Add: Debt Principle Payments	-	-	-	-	-	-	-	-	-	-	-	-
Add: Surplus for future plans	-	-	-	-	-	-	-	-	-	-	-	-
Subtract: Amortization Expense	-	-	-	54,746.00	55,000.00		37,400.00	37,400.00	20,575.00	-	-	-
Total Cash Requirements (Tax Bylaw)	6,822.50	32,279.08	22,340.00	53,735.95	(210,730.96)	(30,285.66)	(322,345.90)	(308,340.14)	(315,504.00)	(374,138.50)	(388,854.78)	(396,428.77)
Budget vs Actual	14,006											
Accumulated Surplus, Beginning of Year:					4,122,059.00		4,216,784.00		4,222,459.00	4,228,134.00	4,228,134.00	4,228,134.00
Accumulated Surplus, End of Year:					4,216,784.00		4,222,459.00		4,228,134.00	4,233,809.00	4,233,809.00	4,233,809.00

Mayor

Chief Administrative Officer

Ross Haven 5-Year Capital Plan Worksheet

Last Modified: February 6, 2023

	2023 Opening Balance	2023	2024	2025	2026	2027	2028
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Planned Capital Expenditures							
Council							
Council Laptops, including setup					13,000		
Administration							
Laptop, including setup					2,000		
Public Works							
Pickup Truck Replacement					100,000		
Skid-steer Replacement			35,000				
Mower Replacement				25,000			
Wastewater							
Force Main Engineering		3,247,099					
Drainage							
Drainage Project							
Streets / Walkways							
Address Second Street being below 1:100 year flood level (Engineering & Remediation)				25,000	175,000		
Speed Bump (Parkins, Entrance)		TBD					
Sidewalk / Walkway							
Parking Lot							
Fourth Street Remediation		25,000					
8th/9th Parkway Drainage Issues		35,000					
8th Street (Parralle to Lake) Drainage		20,000					
4th/5th Parkway Drainage Issues		35,000					

	2023 Opening Balance	2023	2024	2025	2026	2027	2028
Removal of Street Islands (Parkins to Street)		20,000					
RR34		300,000					
8th Street Asphalt Millings Along Park		25,000					
Street Paving				150,000	100,000	100,000	100,000
Recreation / Parkways							
Gate Repairs / Replacements			12,000				
Infrastructure							
New Street Signage		12,000					
Entry Signage		10,000					
Residential Signage			25,000				
Entry Gate			35,000				
Entry Camera			2,500				
Village Beuatification			15,000				
Electronic Signage Board			15,000				
Total Planned Capital Expenditures	-	3,729,099	139,500	200,000	390,000		

	2023 Opening Balance	2023	2024	2025	2026	2027	2028
Capital Funding							
Opening Balance (Jan 1)	850,000	25,000	25,000	25,000	25,000		
Addition to Capital Reserves (TCA Depreciation)		25,000	25,000	25,000	25,000		
Taxes - Special Wastewater Tax							
Borrowing		270,000					
MSI Capital Grant (MSI)	394,848	45,000	45,000				
Local Government Fiscal Framework (LGFF)				45,000	45,000		
BMTG Grant	25,674						
MSP Grant (Sidewalk / Walkway)	-						
MOST Grant	17,256						
GTF Grant	173,193	15,000	15,000	15,000	15,000		
Water For Life Grant		2,247,642					
Total Planned Capital Funding	1,460,971	2,627,642	110,000	110,000	110,000		
Funding less Expenditures	1,460,971	(1,101,457)	(29,500)	(90,000)	(280,000)		
Year End Reserves Balance	1,460,971	359,514	330,014	240,014	(39,986)		
Notes and Assumptions:							
MSI Capital - \$45000/yr (\$113,025 in 2021)							
FGTF is \$15,000/yr (\$14,580 in 2021)							

Dec 31 Cash (\$1,184,711) less operating till June 30 (\$334,711??) = ~\$850K

Mayor

Chief Administrative Officer

Ross Haven 5-Year Capital Plan Worksheet

Last Modified: February 6, 2023

	2023 Opening Balance	2023	2024	2025	2026	2027	2028
Planned Capital Expenditures							
Council							
Council Laptops, including setup					13,000		
Administration							
Laptop, including setup					2,000		
Public Works							
Pickup Truck Replacement					100,000		
Skid-steer Replacement			35,000				
Mower Replacement				25,000			
Wastewater							
Force Main Engineering		3,247,099					
Drainage							
Drainage Project							
Streets / Walkways							
Address Second Street being below 1:100 year flood level (Engineering & Remediation)				25,000	175,000		
Speed Bump (Parkins, Entrance)		TBD					
Sidewalk / Walkway							
Parking Lot							
Fourth Street Remediation		25,000					
8th Parkway Drainage Issues (between 8 & 9 ST)		35,000					
8th Street (Parralle to Lake) Drainage		20,000					
5th Parkway Drainage Issues (between 5 and 6 ST)		35,000					
Removal of Street Islands (Parkins to Street)		20,000					
RR34		300,000					
8th Street Asphalt Millings Along Park		25,000					
Street Paving				150,000	100,000	100,000	100,000
Recreation / Parkways							
Gate Repairs / Replacements			12,000				
Infrastructure							
New Street Signage		12,000					
Entry Signage		10,000					
Residential Signage			25,000				
Entry Gate			35,000				
Entry Camera			2,500				
Village Beuatification			15,000				
Electronic Signage Board			15,000				
Total Planned Capital Expenditures	-	3,729,099	139,500	200,000	390,000		

	2023 Opening Balance	2023	2024	2025	2026	2027	2028
Capital Funding							
Opening Balance (Jan 1)	850,000	25,000	25,000	25,000	25,000		
Addition to Capital Reserves (TCA Depreciation)		25,000	25,000	25,000	25,000		
Taxes - Special Wastewater Tax							
Borrowing		270,000					
MSI Capital Grant (MSI)	394,848	45,000	45,000				
Local Government Fiscal Framework (LGFF)				45,000	45,000		
BMTG Grant	25,674						
MSP Grant (Sidewalk / Walkway)	-						
MOST Grant	17,256						
GTF Grant	173,193	15,000	15,000	15,000	15,000		
Water For Life Grant		2,247,642					
Total Planned Capital Funding	1,460,971	2,627,642	110,000	110,000	110,000		
Funding less Expenditures	1,460,971	(1,101,457)	(29,500)	(90,000)	(280,000)		
Year End Reserves Balance	1,460,971	359,514	330,014	240,014	(39,986)		
Notes and Assumptions:							
MSI Capital - \$45000/yr (\$113,025 in 2021)							
FGTF is \$15,000/yr (\$14,580 in 2021)							

Dec 31 Cash (\$1,184,711) less operating till June 30 (\$334,711??) = ~\$850K

Proposed Capital Items

Last Modified: December 6, 2023

Priority Legend - 0: Potential, low probability, just for tracking. Allow multiple occurrences. **1:** Must do in the year identified. Allow multiple occurrences. **2+:** Ranked in sequential order of priority. Only one occurrence per number.

Estimate: Assume Ross Haven amount, not including any grants, LGIF or MSI Capital proceeds. If project is shared with LSAC, estimate only includes RH portion.

Category	Item	Priority	Estimate	Year	Comments
Infrastructure	Water Service	0	\$4,500,000	2029+	
Administration	Laptop, including setup	1	\$2,000	2026	
Council	Council Laptops, including setup	1	\$13,000	2026	
Infrastructure	Additional Canada Post Mailboxes	1	\$5,000	2024	Expect Canada Post pick up most cost
Public Works	Pickup Truck Replacement	1	\$100,000	2026	
Public Works	Skid-steer Replacement	1	\$35,000	2024	
Public Works	Mower Replacement	1	\$25,000	2025	
Infrastructure	Second Exit (Emergency Exit)		\$250,000	2024	Estimate forthcoming
Infrastructure	Entry Gate + Camera at Parkins / RR34		\$125,000	2024	Estimate forthcoming
Infrastructure	Residential Signage (signposts for each lot)		\$25,000	2024	
Infrastructure	Village Beautification (tree planting, planters, or ??)		\$15,000	2024	
Infrastructure	Electronic Signage Board		\$15,000	2024	
Infrastructure	New Street Signage		\$12,000	2024	
Infrastructure	Entry Signage		\$15,000	2024	
Recreation / Parkways	Walkway Improvements through Village		\$150,000	2026	
Recreation / Parkways	Gate Repairs / Replacements		\$12,000	2024	
Streets	RR34		\$1,050,000	2025	Total estimate: \$1,400,000. 75% Ross Haven
Streets	Resurface Parkins		\$350,000	2029+	Estimate forthcoming
Streets	Street Paving Phase 1		\$220,000	2025	Estimate forthcoming
Streets	Street Paving Phase 2		\$220,000	2026	Estimate forthcoming
Streets	Street Paving Phase 3		\$220,000	2027	Estimate forthcoming
Streets	Street Paving Phase 4		\$220,000	2028	Estimate forthcoming
Streets	Street Paving Phase 5		\$220,000	2029+	Estimate forthcoming
Streets	Address Second Street being below 1:100 year flood level (Engineering & Remediation)		\$200,000	2026	Either complete on its own, or as part of Phased Street Paving Project.
Streets	8th Parkway Drainage Issues (between 8 & 9 ST)		\$35,000	2024	
Streets	5th Parkway Drainage Issues (between 5 and 6 ST)		\$35,000	2024	
Streets	Fourth Street Remediation		\$25,000	2024	
Streets	Removal of Street Islands, relocate power poles		\$25,000	2024	
Streets	8th Street Asphalt Millings Along Park		\$25,000	2024	
Streets	8th Street Drainage (parallel to lake)		\$20,000	2024	
Streets	7th Street Drainage (parallel to lake)		\$20,000	2024	
Streets	Speed Bump (Parkins, Entrance)		\$12,000	2024	

Sum of Estimate		Year						
Category	Item	2024	2025	2026	2027	2028	2029+	Grand Total
Administration	Laptop, including setup			\$2,000				\$2,000
Council	Council Laptops, including setup			\$13,000				\$13,000
Infrastructure	Electronic Signage Board	\$15,000						\$15,000
	Entry Gate + Camera at Parkins / RR34	\$125,000						\$125,000
	Entry Signage	\$10,000						\$10,000
	New Street Signage	\$12,000						\$12,000
	Residential Signage	\$25,000						\$25,000
	Second Exit (Emergency Exit)	\$250,000						\$250,000
	Village Beautification (tree planting, planters, or ??)	\$15,000						\$15,000
	Water Service						\$4,500,000	\$4,500,000
	Additional Canada Post Mailboxes	\$5,000						\$5,000
Public Works	Mower Replacement		\$25,000					\$25,000
	Pickup Truck Replacement			\$100,000				\$100,000
	Skid-steer Replacement	\$35,000						\$35,000
Recreation / Parkways	Gate Repairs / Replacements	\$12,000						\$12,000
	Walkway Improvements through Village			\$150,000				\$150,000
Streets	5th Parkway Drainage Issues (between 5 and 6 ST)	\$35,000						\$35,000
	8th Parkway Drainage Issues (between 8 & 9 ST)	\$35,000						\$35,000
	8th Street Asphalt Millings Along Park	\$25,000						\$25,000
	Address Second Street being below 1:100 year flood level (Engineering & Remediation)			\$200,000				\$200,000
	Fourth Street Remediation	\$25,000						\$25,000
	Resurface Parkins						\$350,000	\$350,000
	RR34		\$1,050,000					\$1,050,000
	Speed Bump (Parkins, Entrance)	\$12,000						\$12,000
	Street Paving Phase 1		\$220,000					\$220,000
	Street Paving Phase 2			\$220,000				\$220,000
	Street Paving Phase 3				\$220,000			\$220,000
	Street Paving Phase 4					\$220,000		\$220,000
	Street Paving Phase 5						\$220,000	\$220,000
	8th Street Drainage (parallel to lake)	\$20,000						\$20,000
	7th Street Drainage (parallel to lake)	\$20,000						\$20,000
	Removal of Street Islands, relocate power poles	\$25,000						\$25,000
Grand Total		\$701,000	\$1,295,000	\$685,000	\$220,000	\$220,000	\$5,070,000	\$8,191,000

**STE. ANNE SUMMER VILLAGES REGIONAL EMERGENCY
MANAGEMENT PARTNERSHIP AGREEMENT**

This agreement made on _____, 20____

BETWEEN:

Summer Village of Birch Cove

- and -

**Summer Village of Nakamun
Park**

- and -

Summer Village of Ross Haven

- and -

Summer Village of Sandy Beach

- and -

Summer Village of Silver Sands

- and -

Summer Village of South View

- and -

Summer Village of Sunrise Beach

- and -

Summer Village of Val Quentin

- and -

Summer Village of West Cove

-and-

Alberta Beach

(collectively, the "Parties")

INTRODUCTION

1. WHEREAS:

- a) The Parties, Summer Village of Birch Cove, Summer Village of Nakamun Park, Summer Village of Ross Haven, Summer Village of Sandy Beach, Summer Village of Silver Sands, Summer Village of South View, Summer Village of Sunrise Beach, Summer Village of Val Quentin, Summer Village of West Cove, and Alberta Beach are local authorities situated within the Province of Alberta;
- b) Each of the Parties have appointed a Director of Emergency Management (`DEM`) as pursuant to the provisions set out in *The Emergency Management Act R.S.A. 2000*, c E-6.8 Section 11.2(2);
- c) The Parties recognize that many of the local resources controlled by each of the parties could be required by more than one (1) municipality in order to cope with a Disaster or Emergency that impacts one (1) or more of the Parties;

- d) The Parties have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Framework for Emergency Management within the Region;
- e) Pursuant to S. 11.3(1)(b) of the Act, if authorized by Ministerial Order, a local authority may delegate its powers and duties under the Act to a joint committee representing two (2) or more local authorities that is composed of one or more members appointed by each of the local authorities; and
- f) The Minister responsible for the Act issued a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a "Local or Regional State of Emergency".

NOW THEREFORE the parties hereto agree as follows:

DEFINITIONS

- 2. For the purpose of this Agreement, the following words and terms shall have the following meanings:
 - a. **Act** means The Emergency Management Act of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8;
 - b. **Director of Emergency Management** (DEM) means an individual appointed by resolution of Council, or the CAO or their designate;
 - c. **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
 - d. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people, or to limit damage to property and the environment;
 - e. **Emergency Social Services** (ESS) means services including but not limited to Registration and Inquiry, Emergency Food Services, Emergency Lodging, Emergency Clothing and Emergency Personal Services;
 - f. **Local Authority** means, where a municipality has a Council within the meaning of the *Municipal Government Act*, RSA 2000 c.M-26;
 - g. **Minister** means the Minister charged with administration of the *Act*;

- h. ***Parties*** means the **Municipalities of the Ste. Anne Region, as set out in 1(a)**;
- i. ***Partnership*** means the Ste. Anne Regional Emergency Management Partnership, as defined in this Agreement;
- j. ***Regional Emergency Coordination Centre*** (RECC) means the location that functions as a point of coordination, addressing the needs of the Ste. Anne Summer Villages as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites;
- k. ***Regional Director of Emergency Management*** means an individual appointed by the Regional Emergency Advisory Committee to serve as the representative for the Regional Emergency Management Agency;
- l. ***Regional Emergency Management Advisory Committee*** means a regional committee comprised of one member of Council, or alternate elected official, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership, as established by this Agreement and the by-laws of the respective municipal Councils of the Parties hereto;
- m. ***Regional Emergency Management Agency*** (REMA) means a regional agency comprised of one voting member from each of the designated representatives for the Ste. Anne Summer Villages. The voting member shall be comprised of one of the following:
 - (a) a Director of Emergency Management from each partner municipality; or
 - (b) a Deputy Director of Emergency Management; or
 - (c) a Chief Administration Officer
- n. ***Regional Emergency Management Plan*** (REMP) means the Regional Emergency Management Plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to co-ordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property and environment;
- o. ***Regional Framework for Emergency Management*** means the municipalities participating in this Agreement supporting and assisting each other when requested and when able to provide that support and assistance in the event of a major emergency or disaster;
- p. ***Ste. Anne Regional Emergency Management Partnership*** is a partnership comprising the municipalities as set out in Section 1(a) who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs.

REGIONAL EMERGENCY MANAGEMENT

3. The Ste. Anne Regional Emergency Management Partnership will provide a comprehensive

emergency management planning, preparedness and response service to its members, including the establishment and operation of the Emergency Management Advisory and Agency Committees, work plans, budgets, scheduling of mandated training and exercises, resource and stakeholder consultation, and post-response coordination and support as required.

4. The Partnership will operate as a joint partnership as authorized by ministerial order. The authorities and obligations of the Ste. Anne Regional Emergency Management Partnership and the members will be established by bylaw to be approved by each of the member councils.
5. The municipal councils of each of the Parties to this Agreement have passed a bylaw to establish the Regional Emergency Management Framework, including the Regional Emergency Management Advisory Committee (the "Advisory") and the Regional Emergency Management Agency (the "Agency") and delegated certain powers and duties under the Act to the Advisory and Agency, subject to the issuance of a Ministerial Order pursuant to 11.3(1)(b) of the Act.
6. The Regional Emergency Advisory Committee shall consist of municipal councillors appointed by each of the Parties, as established and authorized by bylaw, and will serve as the decision making body and oversight committee of the partnership to address, generally:
 - a. The establishment of the organizational framework of the partnership;
 - b. The review and approval of the work plan and budget;
 - c. The approval of policies, procedures and recommendations for establishing and implementing best practices in emergency response;
 - d. When necessary, as provided for by bylaw, acting on behalf of member partners during the emergency management process;
7. The Regional Emergency Management Agency shall be the working group of the partnership constituted of designated administrative agents from member municipalities, including Directors of Emergency Management, Deputy Directors of Emergency Management, and/or Chief Administrative Officers or their designate. The Agency shall be responsible for keeping the Regional Emergency Management Plan current and operationally sound. The Regional Emergency Management Agency will include, but not be limited to, the following scope of work within the Partnership:
 - a) make recommendations to the Regional Emergency Advisory Committee on organizational, planning, integration and execution of statutory obligations, budgetary, preparatory, and emergency response initiatives;
 - b) work collaboratively with partnership communities, Alberta Emergency Management Agency and other government departments or agencies, as necessary to develop, implement, and maintain all emergency plans and programs for the Region;
 - c) engage and support regional stakeholders to promote comprehensive preparation and response planning and execution;

- d) facilitate any required training and exercises of the Regional Emergency Management Plan, including coordination, participation in, and records management, and post-activity review and recommendation of revisions to the Plan(s) as may be deemed appropriate;
 - e) liaise and network with internal, external, and peer stakeholder associations to share resources and information, and advocate best practices or regulatory amendments to make the program more effective.
- 8. It is recognized that the Regional Emergency Management Agency or parts of the Agency may be called upon from time to time to provide emergency response or services in areas outside of the Region. The Regional Agency will assess the current situation and a response to those incidents will reflect the conditions of the Emergency Mutual Aid Agreement.
 - 9. Parties shall not be required to provide anything other than municipally owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or assisting in a Regional Emergency Coordination Centre.
 - 10. The Parties will at all times comply with the requirements of all applicable Federal, Provincial and Municipal legislation.
 - 11. Each of the Parties agree to share emergency management related information.
 - 12. Each of the Parties will agree to implement the concepts and principles of the adopted Incident Management System.
 - 13. This Agreement does not in any way amend or replace the duties, rights or obligations of any individual Party's agreements that may already be in existence or shall come into existence in the future between any of the Parties, as a whole or otherwise, with respect to the provision of emergency services.
 - 14. No member of Regional Emergency Management Partnership shall be permitted to withdraw from this Agreement during a disaster or a declared state of local or regional emergency.

SHARED COST OF REGIONAL COLLABORATION

- 15. The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall adopt an annual operating budget to cover the costs and funding of the Regional Emergency Management program. There shall be process established, by bylaw, to regulate the development and member engagement on the annual budget. The general considerations of the annual operating budget are presented in Schedule "A," attached, for reference.
- 16. All Parties agree that funding for the Ste. Anne Summer Villages Regional Emergency Management Program should be a shared responsibility. The members shall be responsible for the funding of the approved budget as established in the bylaw.
- 17. All Parties agree that there may be discretionary aspects of emergency management planning, mitigation, response, and reporting that are not prioritized, adopted by, or

budgeted for, by the Partnership and which therefore shall be retained entirely at the local level. Recommendations on these discretionary best practices, planning, and local operations are subject to local council consideration and funding of same.

18. The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall maintain a schedule of charges and fees to be used when charging for an emergency response, and this schedule shall form part of the bylaw approved by the members.
19. The costs incurred by any Party to this Agreement in responding to a State of Local Emergency in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.
20. The budget, costs, fees, and requisitions shall be binding on all member Municipalities that are party to this Agreement. Members will be requisitioned once a year for their contribution to the Ste. Anne Summer Villages Regional Emergency Management Partnership, and any costs shall be due in accordance with a policy established and maintained by the Regional Emergency Advisory Committee.

INSURANCE & INDEMNITY

21. No action lies against the Party with jurisdiction or any responding Party or a person acting under that Party's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Emergency Management Act* or the regulations during a State of Local Emergency.
22. All costs and expenses associated with responding to an incident shall be the responsibility of the Party or Parties where the incident occurs.
23. During the term of this Agreement, the Parties shall each, at their own respective cost and expense, maintain in full force and effect General Liability Insurance in an amount not less than **FIVE MILLION (\$5,000,000.00) DOLLARS** per occurrence for personal injury and/or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by both. Notwithstanding the foregoing, it is agreed that the aforementioned policy limits do not define or limit a Party's liability to indemnify the other Party under this Section.
24. Each Party agrees to forward a copy of this Agreement to their municipal insurer and to be responsible for the costs of any increase in insurance premiums which may result.

TERM AND TERMINATION

25. Any Party may withdraw their membership from Ste. Anne Summer Villages Regional Partnership and this Agreement, by providing all other Parties hereto with twelve (12) months advance written notice. The withdrawal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties and any investment in joint assets shall remain with the partnership.
26. Any party may have their membership revoked and be removed, by resolution, from the

Ste. Anne Summer Villages Regional Partnership, if determined by the Ste. Anne Summer Villages Regional Advisory Committee that the membership requirements, including funding, are not being met. The removal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties and any investment in joint assets shall remain with the partnership.

27. This Agreement shall come into force when it has been signed by all the Parties hereto, and the Ministerial Order referred to herein has been issued and has come into effect. The term of this Agreement shall be for a period of ten (10) years thereafter, or until such time as the Parties mutually agree otherwise (the "Term").
28. Twelve (12) months prior to the expiration of the Term of this Agreement the parties shall initiate the process to automatically renew this agreement for successive periods of ten (10) years and all of the Terms of this Agreement shall remain in force.

GOVERNING LAW

29. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. The Parties hereby agree to the exclusive jurisdiction of the Courts of the Province of Alberta, and all courts competent to hear appeals therefrom, to hear any matter or thing relating to or arising from this Agreement.

SEVERABILITY

30. If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless, as a result of such determination, this Agreement would fail in its essential purpose.

NON-ASSIGNMENT

31. No Party may assign its rights under this Agreement without the prior written consent of all of the other Parties hereto.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING PARTIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

Summer Village of Birch Cove

Summer Village Nakamun Park:

Mayor

Mayor

Chief Administrative Officer

Chief Administrative Officer

Summer Village of Ross Haven:

Mayor

Chief Administrative Officer

Summer Village of Sandy Beach:

Mayor

Chief Administrative Officer

Summer Village of Silver Sands:

Mayor

Chief Administrative Officer

Summer Village of South View:

Mayor

Chief Administrative Officer

Summer Village of Sunrise Beach:

Mayor

Chief Administrative Officer

Summer Village of Val Quentin:

Mayor

Chief Administrative Officer

Summer Village of West Cove:

Mayor

Chief Administrative Officer

Alberta Beach:

Mayor

Chief Administrative Officer

SCHEDULE "A"

PARTNERSHIP SCOPE OF ANNUAL OPERATING BUDGET STE. ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT

Matters Within the Scope of the Annual Budget:

1. Administration And Governance (Advisory Committee):
 - a. Board Meetings
 - b. Board Honorariums, Fees, and Expenses
 - c. Administration Costs and Salaries/Contracts (Executive Director and Finance Officer)
 - d. Records Management and Retention Costs
 - e. Financial Costs, Banking Costs, Accounts Payable and Receivable
 - f. Office Equipment, Licences, And Rentals
 - g. Communications (i.e. Telephone, Internet, Email and Domain Registrations, All-Net, Paper Communications, Advertisements)
 - h. Reserve Policy and Savings
2. Ste. Anne summer villages regional emergency management agency
 - a. Agency Meetings, Fees, Rentals and Expenses
 - b. Regional Director or Emergency Management and Deputy Director Of Emergency Management Salaries/Contracts
 - c. Regional Plan Review, Preparations and Distribution Preparation and Distribution
 - d. Staff And Consultants, Special Projects, And Reviews
 - e. Annual Audits
3. Preparedness
 - a. Training/Courses
 - b. Tabletops
 - c. Exercises
 - d. Review And Updating of The Emergency Response Totes/Kits
4. Hazard assessment
 - a. Conducting Assessments
 - b. Local Plan Reviews, Preparations and Distribution
5. Equipment/asset rentals or purchases
 - a. Sandbags, Pumps and Hoses
 - b. Signs, Barricades and Demarcation
 - c. Vehicles, Trailers, Transportation, Watercraft
 - d. PPE And Uniforms/Workwear
 - e. Radios And Communication
 - f. Amortization

Matters Outside the Scope of the Annual Operating Budget

6. Emergency Operations and Logistics, Regional or Local Response Costs
7. Municipal (Local) Emergency Coordination Centre Creation, Activation, Maintenance, Or

Operation

8. Local Authority Mitigation of Hazards
9. Recovery

STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP

2024 BUDGET (PROPOSED AS AT 10-28-2023 REVISED: 11-05-2023)

REVENUE	**based on 10 Partners**				
	Member Contributions				
	Alberta Beach		\$3,900.00		
	Birch Cove		\$3,900.00		
	Nakamun Park		\$3,900.00		
	Ross Haven		\$3,900.00		
	Sandy Beach		\$3,900.00		
	Silver Sands		\$3,900.00		
	South View		\$3,900.00		
	Sunrise Beach		\$3,900.00		
	Val Quentin		\$3,900.00		
	West Cove		\$3,900.00		\$39,000.00
EXPENDITURES:					
	Regional DEM			-\$18,000.00	
	Regional Deputy DEM			-\$16,000.00	
	Administration/Treasury			-\$2,000.00	
	Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (13 @ \$75.00/meeting)		-\$1,000.00	
MATERIALS					
	Training			-\$1,500.00	
	Exercise	Small-Local Partnership (Spring)		-\$500.00	
	Exercise	Full Scale Joint Mutual Aid		-\$2,000.00	
	Mileage			-\$500.00	
	Subscriptions	Office Suite/Norton		-\$125.00	
	Office Supplies/copies	Paper, toner, photocopy services		-\$500.00	-\$42,125.00
NET SURPLUS/DEFICIT					-\$3,125.00
NOTE: Funds to cover 2024 Deficit will come from 2023 Cash Flow and Reserve Funds					

BANK	GIC'S	\$15,000.00	NOTE:	Additional approved \$10,000.00 GIC
	11-07-2023 Cash on Hand	\$27,591.94		not completed due to inadequate funds
		\$42,591.94		available due to outstanding AR item (\$3500.00)
				& expenses incurred but not within approved
				2023 budget (\$4,706.73)
CASH FLOW:	11-07-2023 Cash on Hand	\$27,591.94		
	LESS: Expenses 2023 4th Qtr	-\$9,500.00		
	: Expenses 2024 1st Qtr	-\$9,500.00		
TOTAL PROJECTED CASH ON HAND (03-2024)		\$8,591.94		

A BYLAW OF THE SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO ESTABLISH AND AUTHORIZE A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF ROSS HAVEN THROUGH JOINT PARTNERSHIP WITH OTHER MEMBER MUNICIPALITIES

WHEREAS the Council of the Summer Village of Ross Haven is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS several regional municipal partners have jointly expressed interest in coordinating the planning, integration, operating, and delivery of their respective emergency management services through a joint partnership, and ministerial authorization to allow for same has been granted under ministerial order MO A:017/20;

AND WHEREAS this joint partnership has been formed as the Ste. Anne Summer Villages Regional Emergency Management Partnership and is intended to operate as a partnership of member municipalities directed and managed independently through an external committee of council, authorised and subscribed to by each member and represented by each partner council and municipality as herein established;

AND WHEREAS the member councils of this partnership acknowledge the need for a certain degree of operational autonomy for this committee to fulfill its mandate efficiently and are therefore desirous of establishing both a framework for emergency management protocols and regulations for the governance, operational, and authorisations vested in the partnership by the member councils;

AND WHEREAS the member councils of this partnership have collectively determined that the appropriate framework for vesting the partnership with the required and recommended authorities to do so in part by Bylaw, in part by Agreement, and in part through Terms of Reference for the required Advisory and Management Agency committees;

NOW THEREFORE, the Council for the Summer Village of Ross Haven, being agreeable to a partnership with the other municipal partners named in this bylaw, duly assembled enacts as

follows:

- 1) This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
- 2) In this Bylaw:
 - a. "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. "AEMA Field Officers"- the role of Field Officers is to assist municipalities to mitigate, prepare for, respond to, and recover from large emergencies and disasters by: facilitating Disaster Recovery Program and Municipal Wildfire Assistance Program applications; assisting in developing/reviewing Community Emergency Management Plans and Programs; assisting in exercises; providing support during disasters and emergencies; acting as a liaison between the Province and communities; delivering training programs in region; facilitating training on grants and regional emergency management partnerships.
 - c. "Councils" means the Council of all partner Ste. Anne Summer Villages.
 - d. "Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The Deputy Director of Emergency Management (DDEM) provides support to, and acts in the absence of, the Director of Emergency Management.
 - e. "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality. Abbreviated in reference as DEM.
 - f. "Deputy Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. The Regional Deputy Director of Emergency Management (RDDEM) provides support to, and acts in the absence of, the Regional Director of Emergency Management.
 - g. "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.

- i. "Minister" means the Minister responsible for the Emergency Management Act.
- j. "Municipality" means Ross Haven as referenced in this Bylaw.
- k. "Municipalities" means the member partner local authorities as referenced in this Bylaw.
- l. "Partnership" means the "Ste. Anne Summer Villages Regional Emergency Management Partnership," as defined in this bylaw.
- m. "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. Abbreviated in reference as RDEM.
- n. "Ste. Anne Summer Villages" refers to the following municipalities:
 - i. Summer Village of Birch Cove
 - ii. Summer Village of Nakamun Park
 - iii. Summer Village of Ross Haven
 - iv. Summer Village of Sandy Beach
 - v. Summer Village of Silver Sands
 - vi. Summer Village of South View
 - vii. Summer Village of Sunrise Beach
 - viii. Summer Village of Val Quentin
 - ix. Summer Village of West Cove
 - x. Alberta Beach
- o. "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- p. "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- q. "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.
- r. "Ste. Anne Summer Villages Regional Emergency Management Partnership" means

those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.

- 3) There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to act as the authority and decision-making body of the Partnership, including the Council of the Summer Village of Ross Haven, for the purpose of approving the planning, budgeting, execution, and reporting of those emergency management responsibilities, statutory powers, and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.1 of the Act.
- 4) There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the Partnership, including the Council of the Summer Village of Ross Haven, for the purpose of recommending, planning, budgeting, preparing, and facilitating and executing emergency responses and programs and those statutory powers and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.2 of the Act.
- 5) The Council of the Summer Village of Ross Haven **shall:**
 - a. by resolution, appoint one (1) of its elected members of Council to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee. Alternates may also be appointed but only one voting representative may participate in any given meeting;
 - b. provide for the payment of expenses of the Summer Village of Ross Haven member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
 - c. by resolution, on the recommendation of the Ste. Anne Summer Village Regional Emergency Advisory Committee, approve the appointment of the Regional Director of Emergency Management and the Regional Deputy Director of Emergency Management for the Partnership;
 - d. by resolution appoint a Director of Emergency Management and a Deputy Director of Emergency Management for the Summer Village of Ross Haven, and authorize same to participate on the Agency Committee;
 - e. By resolution authorize their respective appointed Chief Administrative Officer to participate in the Regional Emergency Management Agency as an alternate to the Local Director of Emergency Management, or Deputy Director of Emergency Management, as may be necessary;
 - f. ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the members of the

Partnership. This includes a requirement to arrange and maintain access to pre-approved contingency funds in the event of an emergency of not less than \$100,000.00;

- g. endorse the Partnership's emergency plans, programs, and budgets, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
 - h. review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.
- 6) Each partner municipal council may:
- a. by bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory Committee; and
 - b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
- 7) The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:
- a. consider, recommend, adopt, and maintain policies and practices as required for the effective and efficient operation of the Regional Emergency Management Agency, subject to the authorities provided in this bylaw;
 - b. at the first meeting of the calendar year, hold an Organizational Meeting for the purpose of electing, confirming, designating, or otherwise establishing those authorities related to organizational leadership and management of the Partnership, including more specifically those matters presented in Schedule "A" of this Bylaw;
 - c. establish a quorum of a minimum of seven (7) voting partnership members and a majority vote for all decisions, with one vote assigned to each partnership member.
 - d. schedule a minimum of three (3) meeting per year, generally one per calendar quarter, or more frequently at the call of the chairperson or a majority of the committee members.
 - e. arrange for the procurement of qualified administrative services to support the operation of the Partnership, with costs for same forming part of the annual

budget. This should include the following offices, at a minimum:

- i. Partnership Administrator;
- ii. Finance Director;

The Roles and Responsibilities of each of these officers will be generally as presented in Schedule "B" of this Bylaw. These offices may be filled by the same service provider, or they may be delegated to separate service providers, at the discretion of the Advisory Committee.

- f. review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually in preparation for the January audit.
 - g. advise each partner municipal council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually.
 - h. review and approve the workplan and budget submitted by the Regional Emergency Management Agency. These reviews are to be guided by the process outlined in Schedule "C" of this Bylaw.
 - i. The maximum operating budget range authorized to this committee for any given operating year shall be \$50,000.00/year.
 - i. maintain reserve funds to a maximum cumulative total of not more than \$40,000.00, and further may requisition allocations to the reserve account for any given year to a sum not exceeding 10% of the reference year's approved operating budget. Any excess reserve funds realized shall be deducted from the next year's membership dues proportional to how they were received.
 - j. participate in annual Risk Assessments for Hazard Identification.
- 8) The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- a. a Director of Emergency from each partner municipality; or
 - b. a Deputy Director of Emergency Management from each municipality; or
 - c. in the absence of the Director and Deputy Director, the Chief Administrative Officer is required to fulfill the role.
- 9) In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan, may be invited to provide representative(s) to the Ste. Anne Summer

Villages Regional Emergency Management Agency:

- a. Communications Officer/Information Officer or designate
- b. Planning and Development Officer/Operations Department Officer or designate;
- c. Emergency Response Personnel
- d. School Division Superintendent or designate
- e. Alberta Health Services designates
- f. Mutual Aid Partners
- g. representative(s) from local industry and industrial associations
- h. representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency
- i. any other Non-Governmental Organization (NGO), agency or organization that, in the opinion of the Partnership, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.

10) The Ste. Anne Summer Villages Regional Emergency Management Agency shall:

- a. be an administrative working group for the purpose of recommending, planning, and implementing best practices for emergency management preparedness and response within the Partnership service area.
- b. be comprised of:
 - i. The Regional Director of Emergency Management;
 - ii. The Regional Deputy Director of Emergency Management; and
 - iii. The ranking attendee from each of the partners, respectively being:
 - 1. The Local Authority Directors of Emergency Management; or
 - 2. The Local Authority Deputy Director of Emergency Management; or
 - 3. The Local Authority Chief Administrative Officers, or their designates.
- c. be chaired by the Regional Director of Emergency Management, or their ranking designate.

- d. establish a quorum of a minimum of seven (7) voting members and a majority vote for all decisions where required, whereby:
 - i. each municipal partner holds the power of 1 vote to be assigned first to their appointed Director of Emergency Management, and then respectively to their Deputy Director of Emergency Management, or their Chief Administrative Officer, as may be present during the meetings;
 - ii. in the event that 1 member represents more than one partner, they will have one vote per municipality.
- e. act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2 (2) and Section 24 (1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the (SOLE) State of Local Emergency.
- f. assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
- g. report on the Agency workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan;
- h. recommend to the Regional Emergency Advisory Committee, a person to serve as the Regional Director of Emergency Management and a person to serve as Deputy Regional Director of Emergency Management and confirm that these appointments are completed annually;
- i. implement the concept and principles of the Incident Command System
- j. coordinate all emergency services and other resources used in an emergency; and/or
- k. ensure that someone is designated to discharge the responsibilities specified in paragraphs (d), (e), (f) and (h).
- l. engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
- m. support the coordination of training and exercises on the Regional Emergency Management Plan;
- n. ensure regional training and exercise documentation and records are maintained;

- o. plan, execute and review exercises to validate the Regional Emergency Management Plan;
- p. inventory and maintain Partnership assets and make recommendations ensuring the Partnership has appropriate resources and equipment available.
- q. develop and recommend an annual budget and work plan to ensure the obligation of the partnership are supported.

11) Declaring a State of Local Emergency:

- a. The Council of the Summer Village of Ross Haven has the power to declare, terminate or renew a State of Local Emergency (SOLE) at the local level. Under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee Executive.
- b. In the event that the local level Council is unavailable, the Director of Emergency Management, or the Deputy Director of Emergency Management, for the impacted municipality will refer the decision to declare a State of Local Emergency to the Ste. Anne Summer Village Regional Emergency Advisory Committee, whereupon receipt of same any two duly convened elected representatives serving on the Advisory Committee may, at any time when they are satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of this partnership.

12) Conducting a State of Local Emergency:

- a. When a state of local emergency is declared, the person or persons making the declaration shall:
 - i. ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;
 - ii. the Information Officer will ensure the details of the declaration are published immediately by such means of communication considered most likely to notify the population of the area affected; (Alberta Emergency Alert; Social Media; Municipal Notification Systems (i.e. All-Net);
 - iii. the Information Officer forwards a copy of the declaration to the AEMA Field Officers;
 - iv. the Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith.

13) Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:

- a. cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. control or prohibit travel to or from any area within the Municipality;
- d. authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- e. authorize the entry into any building or on any land, without warrant, by any authorized person in the course of implementing an emergency plan or program;
- f. authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- g. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the SOLE;
- h. authorize the conscription of persons needed to meet an emergency; and
- i. authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a SOLE.

14) A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:

- a. at the local level, a resolution is passed by the Mayor and/or Council
- b. at the regional level, a resolution is passed by the Ste. Anne Summer Village Regional Emergency Advisory Committee
- c. a period of seven days has lapsed since it was declared, or 28 days during a pandemic, unless it is renewed by resolution;

- d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the SOLE.
- 15) When a declaration of a SOLE has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 16) No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
- 17) That the Ste. Anne Summer Villages Regional Emergency Management Partnership Agreement (2023 revised), attached as Schedule E and forming part of this bylaw, is hereby approved and execution of the agreement is authorized.
- 18) Fees for Service:
- a. Where the Partnership is duly activated in response to an emergency and full or partial mobilization of the resources of the Partnership are mustered, the requesting/receiving municipality shall be responsible to cover the costs of that mobilization and any works undertaken on their behalf in relation to the response, inclusive of post-response reporting and deactivation of the response team.
 - b. Costs and Fees for services shall be outlined in Schedule "D" of this Bylaw. These Costs and Fees when rendered shall be due to the Partnership, and may form part of the Disaster Relief Funding request, and/or be recovered from other stakeholders as the case may be.
 - c. Where a response is multijurisdictional, the costs of any joint or shared response shall be apportioned such that:
 - i. Any costs for activation of the Incident Command Post shall be shared equally by all subject jurisdictions.
 - ii. Any costs known to be incurred or assigned to a specific jurisdiction shall be borne by that jurisdiction;
 - iii. Any costs arising during the response not sufficiently covered by (i) or (ii), above, shall be negotiated concurrent to the response, as expeditiously as possible by the member councils involved, or in the prolonged absence of council(s), their respective Directors of Emergency Management.

19) That this bylaw rescinds Bylaw No. 294-2022.

20) That this bylaw shall come into force and have effect on the date of the third and final reading and signing thereof.

Read a first time on this _____ day of _____, _____

Read a second time on this _____ day of _____, _____.

Unanimous Consent to proceed to third reading on this _____ day of _____, _____.

Read a third and final time on this _____ day of _____, _____.

Signed this _____ day of _____, _____

Mayor, Ray Hutscal

CAO, Tony Sonnleitner

SCHEDULE A
ORGANIZATIONAL MEETING MATTERS (SECTION 7(B))

- a) Elect from the committee a chairperson for the advisory committee;
- b) Elect from the committee a vice-chairperson for the advisory committee;
- c) Elect from the committee any other officers (i.e. sub-committee chairpersons) as may be required for the advisory committee;
- d) Confirm the management/administrative appointments of the partnership:
 - 1. Partnership Administrator;
 - 2. Finance Director;
 - 3. Regional Director of Emergency Management;
 - 4. Regional Deputy Director of Emergency Management;
- e) Confirm the banking institution and signing authorities of the partnership;
- f) Confirm the office location, contact information, and location for records;
- g) Review and confirm remuneration policies for the advisory committee.
- h) Confirm dates and times for the regular meetings of the Advisory and Agency.

SCHEDULE B
ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS
(SECTION 7(E))

- a) The roles and responsibilities of the Partnership Administrator shall include, but not be limited to:
- 1) Act as primary administrative advisor to the Advisory Committee, providing guidance and recommendations on business of the day. All other administrative staff or contractors shall report through the Partnership Administrator.
 - 2) Serve as Liaison with the Agency on developing, implementing, and amending policy and processes as approved by the Advisory Committee, or recommended to the Advisory Committee by the Agency.
 - 3) Act as records keeper and recording secretary for Advisory Committee, including taking minutes and preparing and circulating the meeting agendas.
 - 4) Act as primary legislative coordinator for the Advisory Committee, ensuring that the Bylaw is reviewed regularly, established policies are developed and reviewed regularly, and that the statutory plans and requirements of Emergency Management are maintained in good standing.
 - 5) Work with the Finance Officer to ensure that the annual budget process is completed.
- b) The roles and responsibilities of the Finance Director shall include, but not be limited to:
- 1) In conjunction with the Partnership Administrator, and in consultation with the Agency, prepare the annual budget for review by the Advisory Committee.
 - 2) On approval of the budget, arrange for the invoicing, collection, and deposit of funds as directed by the Advisory Committee.
 - 3) Support emergency management staff in developing and implementing best practice

for financial reporting and record keeping, especially as it relates to Disaster Relief Program Reporting.

- 4) General Banking, Accounts Receivable, and Account Payable management.

SCHEDULE C

PROCESS FOR PREPARING, REPORTING, REVIEWING, AND APPROVING THE ANNUAL WORKPLANS AND BUDGETS (SECTION 7(H))

- a) The Agency shall commence the initial review the annual workplans and budgets for the forthcoming year, allowing for input from the Executive Director, Regional and Deputy Director of Emergency management, and the Local Directors of Emergency Management;
- b) The Agency shall then forward the draft workplans and budget to the Executive Director and the Executive Director will ensure they are presented to the Advisory Committee, on or before August 31st annually.
- c) The Advisory Committee will initially review the workplans and budgets, accept them as information, and invite all member councils to review and submit comment, in writing or in person, at the next regular meeting of the Advisory Committee.
- d) Member councils will be extended the opportunity to provide comment and propose changes to the workplans and budget during the next regular meeting of the Advisory Committee. Comments and proposals received are not binding on the Advisory Committee but shall be received in good faith.
- e) Following the period of member input, the Advisory Committee shall give further consideration to approving the workplans and budgets. They may consider motions for doing this during with meeting where comments are invited by members, as presented or amended, or may decide to defer consideration until a revised draft can be presented where the situation warrants same.
- f) Notwithstanding (e), above, the Advisory Committee must annually approve the workplan and budget for the forthcoming year on or before December 31st of the current year, and provide details including requisition amounts for the new year to members by the same date.
- g) Part of the approval of the workplan and budget documents will be an authorization for Administration to send invoices for the approved requisition amounts to each member based on the approved budget and that these shall be due as per a policy established by the Partnership.

- a. With respect to (g), above, requisition assigned to members shall be based on all members paying an equal share of the annual operating and capital budget, specifically 1/10 of the budget due by each member (based on 10 members). If members withdraw or are added, the formula is appropriately amended to reflect same.
- b. Further, the requisitions shall not include incidental costs of the partnership, nor emergency management response costs that may arise during the year. Incidental costs should first be covered by available reserves, and emergency management and response costs shall be the responsibility of the receiving party.

SCHEDULE D
CHARGES FOR PLANNING AND RESPONSE SERVICES RENDERED

Function	Task	Cost/Fee
Administrative	Activation of Incident Command Post	\$2,000
	Regional DEM Services	\$70/hr
	Deputy Regional DEM Services	\$70/hr
	Incident Commander Services	\$50/hr
	Section Chief Services	\$50/hr
	Services for All Other Command Roles/Coordinators Activated	\$50/hr
	Travel for Command Activation	Current CRA Rate
	External Contract Services Procured (equipt., materials, etc.)	At Cost
	External Resources and Supplies (rentals, food, consumables)	At Cost
Capital	Equipment Rental (SVREMP Owned Assets):	
	N/A	
Miscellaneous	DEM/DDEM Replacement Kit (Tote)	\$1,200
<ul style="list-style-type: none"> This cost schedule shall be deemed effective from the activation of the EOC and shall remain effective until the final reporting , inclusive of any Disaster Recovery Program reporting, of the subject response to AEMA. 		

SCHEDULE E
STE. ANNE SUMMER VILLAGE REGIONAL EMERGENCY MANAGEMENT
PARTNERSHIP AGREEMENT

(SEE ATTACHED)

November 30th, 2023

Summer Village of Ross Haven:
Grant Officer Report – November 2023
Prepared by Dwight Moskalyk

November grant work was focused on three main areas:

- 1) Background work on the Connect Mobility Initiative (Enhanced Internet)
- 2) Cost and Funding Research on Weed Harvester Equipment (Lake Weeds)
- 3) Preliminary Research into Shoreline Rehabilitation and Environmental Reserve Lake Buffer Remediation Projects

Item 1, Connect Mobility, was presented at a group initiative at the SVLSACE Meeting in October. We had been working on this file more specifically for Ross Haven earlier, but it was really only going to be feasible as a regional project and so we took this step to get additional support. Since that meeting, We have a confirmed 8 Municipal Partners (including RH I assume) who are ready to take the next steps (i.e. the community speed testing). As such we have been working with Merle (Connect Mobility) to draft those letters and some website/email instructions and quick links for participating communities. We will see these roll out probably second week of December 2023. After these tests are filed an application for eligible communities will be worked on collaboratively ahead of the Feb 2024 submission deadline.

Item 2, the weed harvester. Summer Village of Nakamun park is currently also looking to buy a new harvester as theirs is at the end of its life cycle. IN during research for them, I found that the only Canadian firm of repute is Aquamarine (from Ontario). Their H5-200 model (the typical model we see in our lakes in Alberta) runs for ~90,000USD, but when you factor in the must-have “options and add-on” that SVNP operators say are critical, that number jumps to ~\$125,000 USD range. I have attached the most recent technical specs and options sheet for reference. This is a high cost, but it is eligible for MSI funding/LGFF Funding and we are also looking at other lake management/water shed grants that might apply for this level of funding.

Item 3, I received this request from CAO Sonnleitner just a week or so ago, so have not had much time to dig around on specifics yet. It is another project that needs to start with a conceptual design – what lands are we referencing (size and location, map and dimensions)? What issue are we trying to address – repair to lands from environmental damage (erosion)? repair from human damage (use or development), intended project scope (fencing off areas, planting new tress, vegetation, making a walking trail, cleaning up debris, etc.). I am sure there will be naturalization grants that would apply, as would some smaller private grants – so for now we are compiling and sorting the grants we have on file and looking for others to add to the list here.

I had been away at a Utility/Water/Waste Water Rate Model conference for a good chunk of November – but back in action now if you have any questions before, or after, your meeting.



586 Third Line, Oakville, Ontario, CANADA, L6L 4A7

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H5-200 AQUATIC PLANT HARVESTER: Technical Specifications & Pricing

DIMENSIONS & WEIGHT			HARVESTING HEAD	
Operating:			Cutting Width	5'-0" 1,5 m
Length - Overall	33'-1"	10,08 m	Cutting Depth (max.)	5'-6" 1,7 m
Width - Wheels at Side	11'-7"	3,53 m	Horiz. / Vert. Knives	3" (76 mm) w. reciprocating stroke
Width - Wheels at Stern	8'-6"	2,59 m	Belt & Cutter Drives	Hydraulic motors, direct drive
Height - From Water	7'-6" approx	2,13 m *		
Shipping: Length	34'-1"	10,38 m	Impact Absorption	Swinging pivot suspension system
Width	7'-6"	2,29 m	Conveyor Belting	Standard duty galvanized steel mesh
Height (Intl)	7'-9"	2,36 m		Variable Speed
(Fits into a 40 ft. container)			STORAGE & UNLOADING SYSTEM	
Height Overall on dry land	8'-9"	2,67 m	Type	Dual conveyors with articulating off-loading section
Weight Dry without options	6,800 lbs.	3091 kg	Conveyor Bed Width	3'-7" 1,1 m
			Conveyor Overhang	6'-0" 1,8 m
CARRYING CAPACITY			Unloading Height (above deck)	4'-0" 1,2 m
Maximum Volume	200 cu ft.	5,7 m3	Unloading Time (avg.)	60 seconds (load dependent)
Maximum Weight	3,000 lbs.	1360 kg	Conveyor Belting Type	Standard duty galvanized steel mesh
(@ 30% Freeboard)			Conveyor Belt Drive	Hydraulic motor, direct drive
			Conveyor Belt Frames	Stainless Steel
FLOTATION - (304 / 18-8 Stainless Steel			PROPULSION	
	Flat Bottom Hull 14 ga - 2 mm)		Type	Stainless Steel Twin Paddle Wheels
Height	(23"/17.5")	(58 cm/44 cm)	Machine Controls	Tethered proportional electronic remote control
Length	19'-0"	5,8 m		
Width	7'-6"	2,3 m	Diameter x Width	4'-2" x 1'-9" 1,27 x 0,53 m
Two Bolt on Stainless Steel	Pontoons		Paddle Wheel Drives	Hydraulic motors
Compartments	(5) Air & watertight		Paddle Wheel Speed	Variable
Draft (average):			Paddle Wheel Deployment	Side propulsion or swing-a-round
- Light	10.5"	27 cm		Stern propulsion
- Loaded	15.5"	39 cm		
Hull Bottom Protection	2 UHMW		GENERAL	
(add 3 1/2"/9 cm to draft)	Skids		Fasteners	Stainless Steel & high strength alloy steel, as required
POWER SYSTEM & CONTROL BRIDGE			Safety Railing	On Control Bridge
Engine Type	Kubota D1305-4KEA - 2100 rpm		Conveyor Belting Supports	UHMW PE wear strips on running Surfaces
Cooling	Liquid Cooled		Anti-Corrosion System	Unpainted Stainless steel hull throughout, high visibility safety orange industrial epoxy/polyester powder coating on carbon steel super structure
Power Output (total)	24.8 HP (18.24 kW) @ max rpm		Electrical System	12 Volt DC (Battery not included)
Hydraulic Pump	load sensing piston pump			Fire Extinguisher Bracket
SS Hydraulic Oil Tank	22 US gal	85 liter		2 - 12V Power Outlets
Diesel Fuel Tank	13 US gal	49 liter		Marine Standards
System EPA approved				
Operator's Seat	Adjustable, White			
Control Panel	Engine monitoring system (Diesel)			
Hydraulic Control	PVG 32 valve bank			
Hydraulic Fittings	O Ring Face Seal & O Ring Boss (Leak Proof)			

* Without Sun-Rain Bimini Cover

Due to Aquamarine's ongoing efforts to improve its products, specifications are subject to change without notice.



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H5-200 AQUATIC PLANT HARVESTER: Technical Specifications & Pricing

Available Options:

Water Wash Down Pump System: 2 inch poly hydraulically driven Banjo Pump 1" Akron brass nozzle & 50 feet hose 40 US gallons per minute max capacity	USD 5,800.00
Standard Duty Stainless Steel Belting Replaces Standard Duty Galvanized Belting – (w/ Harvesting Head)	USD 2,930.00
Flights – Welded onto Harvesting Head Belting: 14 Pcs Helps convey small weeds and debris up Harvesting Head	USD 480.00
Custom Colour: Standard Colour is RAL 2009 Safety Orange	USD 4,500.00
Lockable Storage Chest – Diamond Plate Aluminum – 10 cubic feet Stainless Steel Welded Support Structure Behind Control Bridge Included	USD 1,480.00
LED Work Lights – 1 Forward, 1 to Stern, 2 strips under Control Bridge	USD 480.00
Powered Paddle Wheel Positioning Two Hydraulic Motors, Valve Section, Controls, Hose Kits, & Brackets	USD 3,980.00
Two Stainless Steel Static Guide Wings on Harvesting Head	USD 980.00
Stainless Steel Extended Bolt on Cleats on Harvesting Head Conveyor – 15 pcs	USD 380.00
Spare Parts Package 10' (3m) of galvanized conveyor belting, or 6' (2m) of Stainless. 5 belt connecting rods 10 knife sections, 5 rock guards, 5 plastic & 5 steel hold down clips 2 conveyor drive bearings 2 high pressure hydraulic filter elements 2 low pressure hydraulic filter elements 2 engine oil filter elements & 2 air filters 2 fuel filter elements	USD 2,180.00

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H5-200 AQUATIC PLANT HARVESTER: Technical Specifications & Pricing

Available Options:

Stainless Steel Trash Collecting Skimming Head Replaces Painted Carbon Steel Harvesting Head – Includes Carbon Steel Spreader Bar and Carbon Steel Shafts with cast iron Sprockets, Galvanized Belting	USD 4,980.00
Standard Duty Stainless Steel Belting – Skimming Head Only Replaces Standard Duty Galvanized Belting – Skimming Head	USD 1,380.00
Stainless Steel Harvesting Head Replaces Carbon Steel Harvesting Head – Includes Carbon Steel Shafts with cast iron Sprockets, Galvanized Belting	USD 4,980.00
Central Lubrication System Multi-point greasing – 6 running bearings from Central Manifold Supplied without grease	USD 980.00
Nets – Industrial Grade – each	USD 1,180.00
Net Frame Stainless Steel Frame to Support Net	USD 480.00
Full Solid UHMW PE floor under top belting of front and rear conveyor Replaces Strips of UHMW PE (Helpful for collecting Duckweed and Trash)	USD 1,180.00
Full Solid UHMW PE floor under top belting of 84”/2.1m of Harvesting Head Replaces Strips of UHMW PE (Helpful for collecting Duckweed and Trash)	USD 350.00

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H5-200 AQUATIC PLANT HARVESTER: Technical Specifications & Pricing

Available Options:

Tailgate - Stainless Steel Useful for packing load on Harvester and for supporting Net Frame	USD 980.00
Rear Conveyor Interlocks - Pair Allows Harvester to hook up to Shore Conveyor and Trailer Conveyor	USD 380.00
Sun / Rain Bimini Cover - Foldable Stainless Steel Foldable Frame and Connections White Waterproof Cover	USD 1,980.00
Sun / Rain Bimini Cover – Flat Top Stainless Steel Frame and Connections White Waterproof Cover	USD 1,980.00

Notes:

Please note that for sea container shipping our pricing does not include crane loading into container, but crane loading assistance is available upon customer request free of charge. Your shipping supplier will need to include the “blocking, bracing, and packaging” of your machine in the container and the materials required to do so.

Any equipment order picked up at Aquamarine as customer arranged freight is subject to a USD 1,250.00 charge.

Due to shipping regulations all equipment is sold and shipped without any fluids or batteries.

Customer to provide and use shipping tie downs whenever moving Harvesters on a trailer. Do not use winch to secure load.

Due to Aquamarine’s ongoing efforts to improve its products, specifications are subject to change without notice.

Subject: S.V. of Ross Haven - Signature requirement - NG9-1-1 Agreement

Good morning,

We are excited to announce your Parkland County 911 PSAP is planning its onboarding process to the new NG9-1-1 network.

In order for Parkland County 911 PSAP to complete their transition to the new NG9-1-1 network, the Local Governing Authorities served by Parkland County 911 are required to execute the CRTC-approved NG9-1-1 agreement. This critical requirement will play a significant role in launching the new and improved features of NG9-1-1 that serve the citizens of S.V. of Ross Haven.

Accordingly, I have attached a copy of the agreement for signature.

To help facilitate and for additional clarity concerning Schedule B,D, E, F and G:

Schedule B: initials required

Schedule D: Not required to be filled in. Schedule D is reserved for provincial and federal PSAPs such as AHS, RCMP, DND.

Schedule E: At this time we are not expecting any data to be filled for Schedule E as this is specific to the introduction of the NG9-1-1 GIS (anticipated sometime between 2025 - 2027). As we get closer to implementation, we will follow up to obtain the LGAs Schedule E information. In the interim, the legacy processes for submitting municipality address data to TELUS will continue.

Schedule F: initials required

Schedule G: the LGA must designate a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the NG9-1-1 network and managing their credentials, user names, passwords, etc. An LRA can be assigned for a specific PSAP(s) or may be assigned for all PSAPs in an entire serving territory. While an LGA can designate themselves to manage PSAPs users' access, in most cases, the LGA will designate their respective PSAPs with the LRA responsibilities. If you prefer your PSAPs to be your LRA, then please fill in each of the respective PSAPs serving (Parkland County 911) within Schedule G (per line) accordingly.

I look forward to receiving your signed agreement.

Kindest regards,

Assunta Marozzi

LGA Relations Manager

NG9-1-1

T. (780) 508-1237

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NG9-1-1: What Is It & What To Know

Posted in [All \(https://nga911.com/blogs/category/all\)](https://nga911.com/blogs/category/all), [NGA911 \(https://nga911.com/blogs/category/nga911\)](https://nga911.com/blogs/category/nga911) on Aug 18, 2021



The 9-1-1 system has been a success story since its first introduction in the U.S. in the late 1960s. However, advancements in modern communications technology create the need for updated emergency response systems now more than ever. **Thankfully, this is where NG9-1-1 comes in!**

NG9-1-1, also known as Next Generation 911, is the next step in the evolution of emergency and public safety services. This system was developed with the purpose of replacing traditional 911 systems and providing instant communication to both public safety dispatchers and the public.

At NGA 911, we are proud to provide reliable, Cloud-based Next Generation 911 services nationwide and across the globe. We also believe in being your trusted resource for all things NG9-1-1!

In this blog, our experts at NGA 911 will cover:

- What NG9-1-1 is
- How NG9-1-1 works
- Why Next Generation 911 is important

And much more!



What is NG9-1-1 Exactly?

Next Generation 911 is a nationwide, internet protocol (IP)-based emergency communications system. It's designed to allow communication between the 9-1-1 caller, the 9-1-1 center, and first responders in the field through various forms of multimedia.

Those in need of emergency assistance will now be able to send videos, photos, and other forms of broadband information to 9-1-1 professionals.

Examples of this can include:

- Sending text messages regarding medical information or an emergency incident
- Sending photos of a fleeing suspect or accident damage
- Streaming videos of an emergency

All of which can significantly aid 9-1-1 operators and other public safety professionals in assisting callers or speaking with first responders and incident leaders.

Additionally, when a reliable, adaptable, and secure NG9-1-1 system is put in place, public safety answer points (PSAPs) have access to advanced tools. This allows for more efficient and effective emergency response between 9-1-1 professionals nationwide.

How Does The Next Generation 911 System Work?

The NG9-1-1 system contains four main building blocks

These include:

1. ESInet (Emergency Services IP Network)
2. Next-Generation Core Services (NGCS)
3. NG9-1-1 call-taking equipment
4. Geographic Information System (GIS)

The **ESInet** is the network that delivers emergency calls to the emergency call centers (ECCs) and public safety answer points (PSAPs). It also connects them to each other. The **Next Generation Core Services (NGCS)** is the database and software necessary to route 9-1-1 calls on the **Emergency Services IP Network**.

NG911 call-taking equipment is also known as **Customer Premise Equipment, Call-Processing Equipment (CPE), Call-Handling Solutions (CHS), or Call-Handling Equipment (CHE)**.

It provides the tools for emergency telecommunicators to receive, process, and dispatch 911 calls. And the **Geographic Information System (GIS)** uses location information to transfer 9-1-1 calls and help emergency responders locate callers.

As soon as these building blocks are in place, new technology can add functions and data from a wider range of sources beyond phones.

These can include:

- Computers
- Smart Sensors
- Alarm Systems
- Vehicle Telematics
- Smart Speakers
- Medical Devices

And more.

The need for more safety and better technology is changing so rapidly that public safety personnel need to keep up. Thankfully, the NG9-1-1 system can help!

With this infrastructure, emergency professionals can better deliver, process, and store data to integrate future technologies designed to save more lives.

Is NG9-1-1 Really Necessary?

Most emergency calls made to ECCs and PSAPs are wireless. Just as most Americans have moved to smartphones, the public safety industry must also adapt to new communication tools to best serve the public.

Although the legacy 9-1-1 system served the nation well for decades, there's only so much it can do as is. Traditional 9-1-1 networks are unable to use modern technologies to bring greater accuracy, speed, and efficiency when responding to emergency help.

With NG9-1-1 systems, emergency call centers, public safety professionals, and first responders will be able to do things never thought possible until now.

For example, working alongside:

- Other Public Safety Officials
- Healthcare Professionals
- Government Services
- Neighboring Jurisdiction Personnel

Best of all, those in the public safety industry will be able to transfer valuable data in real-time. Thus, allowing call centers and dispatchers to send the right resources to the right location as soon as possible.

4 Reasons Implementing Next Generation 9-1-1 Matters

At its core, NG9-1-1 creates a powerful and consistent infrastructure that delivers emergency service today and well into the future. As such, the many benefits of implementing a Next Generation 911 system are clear.

Accelerating the implementation of NG9-1-1 can:

1. Increase adaptability and compatibility with evolving communication trends
2. Boost the reliability and flexibility of the 9-1-1 system
3. Enhance emergency response for public safety and emergency responders
4. Reduce 9-1-1 system operating costs

The fact is; most of the public expects emergency calls to support text messages, videos, and other popular forms of communication. With NGA 911's Next Generation 911 Cloud-based system, responders can help improve the public's access to emergency services.

How Soon Will NG9-1-1 Be In My Community?

Transitioning emergency call centers and other public safety personnel to Next Generation 911 varies across the nation.

Once started, implementation usually takes around 9 to 12 months.

States, counties, cities, and local authorities are determining how to start or complete the switch from traditional emergency systems.

In a national NG9-1-1 report from 2020, as many as 33 states have adopted a statewide Next Generation 911 plan!

Conclusion

The Next Generation 911 system is much more than an infrastructure that allows the sending of texts and videos from someone in distress. The bottom line is; it will significantly improve how all emergency responders serve the public.

What does this mean for your community?

The NG9-1-1 system means 911 calls are answered faster, with more data available to your dispatchers and first responders.

This equals out a greater number of people in contact with public safety officials and fewer missed opportunities when someone is in distress. And as we've seen in recent events, this can make all the difference!

To learn more or get started, [contact our Next Generation experts at NGA 911 today \(https://nga911.com/connect\)](https://nga911.com/connect)!



[PRIVACY POLICY \(HTTPS://NGA911.COM/PRIVACY-POLICY\)](https://nga911.com/privacy-policy)

[CONTACT \(HTTPS://NGA911.COM/CONNECT\)](https://nga911.com/connect)

   <https://www.facebook.com/nga911> /company/nga91

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the _____ day of _____, 2023 (the "**Effective Date**")

BETWEEN:

(the "**Local Government Authority**" or "**LGA**")

AND:

TELUS Communications Inc.
(**"TELUS"**)

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("**NG9-1-1**") Emergency Services ("**NG9-1-1 service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("**TRP 2017-182**"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

- 2.1 **Agreement:** The LGA and TELUS (collectively, the "**Parties**") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

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served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("**UNI**") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

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- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.

4 OBLIGATIONS OF THE LGA

- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
- 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- 4.3 As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined by

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.4 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.4.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
 - 4.4.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
 - 4.4.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
 - 4.4.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - 4.4.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - 4.4.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
 - 4.4.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - 4.4.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
 - 4.4.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²
- 4.5 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and PSAPs.
- 4.6 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.

- 4.7 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/ or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.8 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.9 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.10 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.11 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.12 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.13 Warrant and represent that it has the authority to:
 - 4.13.1. Enter into this Agreement;
 - 4.13.2. Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.13.3. Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

5 PROPERTY RIGHTS

- 5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

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TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

- 6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- 7.1 Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.
- 7.2 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).
- 7.3 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.4 Use all information or data that is provided by an End-User for the sole purpose of

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responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.

- 7.5 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.6 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.7 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1 Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

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and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.
- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

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- 13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

- 14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

- 15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

- 16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

- 17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below. Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.
- 17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

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Local Government Authority

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: _____

Printed: _____

Title: _____

TELUS Communications Inc.

Per: _____

Printed: **_ Jeff Smith**

Title: **Managing Consultant-Regulatory Affairs**

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Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 “Automatic Number Identification” or “ANI”:

TELUS’ NG9-1-1 Network’s capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 “Border Control Function” or “BCF”:

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 “Business Continuity Plan”:

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 “Commission”:

The Canadian Radio-television and Telecommunications Commission (“CRTC”) and its successors.

1.5 “Default Routing”:

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 “Demarcation Point”:

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 “Emergency Services”:

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 “Emergency Services IP Network” or “ESInet”:

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company’s IP VPN service to the PSAPs’ operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

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1.9 “End-User”:

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 “Emergency Service Zone” or “ESZ”:

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 “i3 PSAP”:

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 “Local Government Authority” or “LGA”:

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 “Master Service Addressing Guide” or “MSAG”:

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 “Network Access”:

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company’s NG9-1-1 Network.

1.15 “Next Generation Core Services” or “NGCS”:

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 “NG9-1-1 Network Provider”:

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

1.17 “Offnet Agency”:

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 “Originating Network Provider”:

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company’s NG9-1-1 Network for routing to a PSAP.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.19 “Policy Routing Rules” or “PRRs”:

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 “Public Safety Answering Point” or “PSAP”:

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 “PSAP Contingency Plan”:

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 “Selective Routing and Transfer”:

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 “Serving Area”:

The area within the LGA’s boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA .

1.24 “TELUS’ Next Generation 9-1-1 Network”:

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 “Operator Service”:

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 “User-to-Network Interface (UNI) Interconnection Design Specifications”:

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1			
List of NG9-1-1 PSAPs, locations & targeted migration			
Current Emergency Zones & PSAP migration identification			
Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.			
LGA initial _____			

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Parkland County ECC	53109A HWY 779 moving to 4820 52 Ave Wabamun Parkland County, AB	53115 Range Road 263a, Acheson AB	2023,Q4

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
575	Ross Haven	S.V. of Ross Haven	Parkland County ECC	Parkland County ECC

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

*3 – “Offnet” Agencies are not connected to the ESnet over an IP-UNI

*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.4.1; 4.4.2; 4.4.3; 4.4.8; 4.8.9; 4.12;

The following provisions of this agreement (4.3.2; 4.3.3; 4.6; 4.8.4; 4.8.5; 4.9) that relate to “all PSAPs” for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule E

NG9-1-1 GIS REQUIREMENTS * **Provided to TELUS upon GIS introduction**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE F - v.1

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (initial)
Parkland County ECC Stony Plain Redundant	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE G - v.1			
LGA must designate a Local Registration Authority ("LRA") reference Schedule C, #4.			
			*
Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding			
PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Parkland County ECC	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESnet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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	315,463.03	0.90	100.00 %
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	6,168.26		6,168.26	
4-9302 Grants - MSI Operating	17,078.00	17,078.00	0.00	100.00 %
4-9303 Grants - STEP	2,100.00		2,100.00	
4-9305 Federal Gas Tax	339.67		339.67	
4-9306 Grant Canada Summer Jobs	2,100.00		2,100.00	
4-9320 Grants - Fortis	4,450.00		4,450.00	
4-9400 Interest Income	6,304.02	1,000.00	5,304.02	630.40 %
4-9550 Safety Codes	3,523.64	1,000.00	2,523.64	352.36 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	1,135.00	1,000.00	135.00	113.50 %
4-9700 Fines & Penalties	1,327.41		1,327.41	
4-9800 Development Permits	1,671.64		1,671.64	
Total Income	\$603,321.57	\$570,342.24	\$32,979.33	105.78 %
GROSS PROFIT	\$603,321.57	\$570,342.24	\$32,979.33	105.78 %
Expenses				
6-1140 School Taxes Paid	119,008.13	158,667.56	-39,659.43	75.00 %
6-1141 Lac Ste Anne Foundation Payable	13,208.65	13,208.65	0.00	100.00 %
6-1144 Other Miscellaneous	69.95		69.95	
6-1151 Council Remuneration	8,000.00	11,000.00	-3,000.00	72.73 %
6-1211 Council Mileage & Subsistence	5,652.31	4,000.00	1,652.31	141.31 %
6-2159 Administrator Fee	48,510.00	48,510.00	0.00	100.00 %
6-2160 Development Officer Fee	4,260.00	4,355.00	-95.00	97.82 %
6-2161 DEM/Dep DEM		2,000.00	-2,000.00	
6-2162 Grant Officer	4,312.50	3,520.00	792.50	122.51 %
6-2165 Wages	77,298.79	86,000.00	-8,701.21	89.88 %
6-2170 WCB Expense	1,195.34	1,500.00	-304.66	79.69 %
6-2175 Development Permit & Letters Of Compliance	1,270.00		1,270.00	
6-2224 Municipal Memberships	5,510.37	3,851.00	1,659.37	143.09 %
6-2230 Professional Fees	8,021.60	8,000.00	21.60	100.27 %
6-2274 Insurance	6,711.00	6,711.00	0.00	100.00 %
6-2510 Office & Misc Expense	6,631.06	5,750.00	881.06	115.32 %
6-2511 Bank Charges	554.71	350.00	204.71	158.49 %
6-2512 Cellphone & Communications	2,227.68	2,400.00	-172.32	92.82 %
6-2513 Meals & Entertainment	94.70		94.70	
6-3251 Road - R&M	7,230.34	7,000.00	230.34	103.29 %
6-3520 Equipment - R&M	4,723.35	8,000.00	-3,276.65	59.04 %
6-3540 Utilities	22,268.97	24,500.00	-2,231.03	90.89 %
6-4511 FCSS & Recreation Programs		2,200.00	-2,200.00	
6-4512 Public works - Supplies	14,422.84	13,000.00	1,422.84	110.94 %
6-4516 Parkways/Drainage	19,250.00		19,250.00	
6-4521 Trees & Park Improvements	2,045.00		2,045.00	
6-4550 Weed Control	422.00		422.00	

Summer Village of Ross Haven

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

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-5510 Garbage Disposal	6,450.55	6,750.00	-299.45	95.56 %
6-6200 Municipal Assessment Service	7,920.00	8,000.00	-80.00	99.00 %
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	30,309.83	27,612.00	2,697.83	109.77 %
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 %
Total Expenses	\$1,218,041.38	\$1,258,015.31	\$ -39,973.93	96.82 %
NET OPERATING INCOME	\$ -614,719.81	\$ -687,673.07	\$72,953.26	89.39 %
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
Total Other Expenses	\$0.00	\$62,400.00	\$ -62,400.00	0.00%
NET OTHER INCOME	\$0.00	\$ -62,400.00	\$62,400.00	0.00 %
NET INCOME	\$ -614,719.81	\$ -750,073.07	\$135,353.26	81.95 %

Summer Village of Ross Haven

Profit and Loss

November 2023

	TOTAL
INCOME	
4-9306 Grant Canada Summer Jobs	2,100.00
4-9400 Interest Income	408.97
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	125.00
Total Income	\$2,633.97
GROSS PROFIT	\$2,633.97
EXPENSES	
6-1151 Council Remuneration	1,000.00
6-1211 Council Mileage & Subsistence	891.48
6-2162 Grant Officer	320.00
6-2165 Wages	5,808.98
6-2224 Municipal Memberships	600.00
6-2510 Office & Misc Expense	564.39
6-2511 Bank Charges	8.35
6-2512 Cellphone & Communications	185.64
6-3251 Road - R&M	590.34
6-3540 Utilities	2,113.70
6-4512 Public works - Supplies	739.74
6-4516 Parkways/Drainage	3,850.00
6-5510 Garbage Disposal	847.68
Total Expenses	\$17,520.30
PROFIT	\$ -14,886.33

Summer Village of Ross Haven

Profit and Loss

January - November, 2023

	TOTAL
INCOME	
4-9000 Property Taxes	315,463.93
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
4-9300 Grants - FCSS	6,168.26
4-9302 Grants - MSI Operating	17,078.00
4-9303 Grants - STEP	2,100.00
4-9305 Federal Gas Tax	341.67
4-9306 Grant Canada Summer Jobs	2,100.00
4-9320 Grants - Fortis	4,450.00
4-9400 Interest Income	5,978.54
4-9550 Safety Codes	1,331.39
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	1,135.00
4-9700 Fines & Penalties	1,327.41
4-9800 Development Permits	1,671.64
Total Income	\$600,805.84
GROSS PROFIT	\$600,805.84
EXPENSES	
6-1140 School Taxes Paid	119,008.13
6-1141 Lac Ste Anne Foundation Payable	13,208.65
6-1144 Other Miscellaneous	69.95
6-1151 Council Remuneration	5,600.00
6-1211 Council Mileage & Subsistence	4,513.19
6-2159 Administrator Fee	44,660.00
6-2160 Development Officer Fee	3,905.00
6-2162 Grant Officer	3,992.50
6-2165 Wages	71,789.34
6-2170 WCB Expense	1,195.34
6-2175 Development Permit & Letters Of Compliance	1,170.00
6-2224 Municipal Memberships	5,510.37
6-2230 Professional Fees	7,948.10
6-2274 Insurance	6,711.00
6-2510 Office & Misc Expense	6,631.06
6-2511 Bank Charges	541.56
6-2512 Cellphone & Communications	2,227.68
6-2513 Meals & Entertainment	94.70
6-3251 Road - R&M	7,230.34
6-3520 Equipment - R&M	4,723.35
6-3540 Utilities	22,268.97
6-4512 Public works - Supplies	13,622.26
6-4516 Parkways/Drainage	19,250.00
6-4521 Trees & Park Improvements	2,045.00
6-4550 Weed Control	422.00
6-5510 Garbage Disposal	6,450.55
6-6200 Municipal Assessment Service	7,920.00

Summer Village of Ross Haven

Profit and Loss

January - November, 2023

	TOTAL
6-7341 Policing	8,521.00
6-7373 Onoway Regional Fire Services	30,309.83
6-7380 Lagoon/Wastewater - LSAC	35,382.83
6-7381 North 43 Sewer Line	729,457.10
6-7395 Wild Water Commission	10,460.64
6-7396 Yellowhead Regional Library	640.14
6-7501 RHCL	6,000.00
Total Expenses	\$1,203,480.58
PROFIT	\$ -602,674.74

Summer Village of Ross Haven

Balance Sheet Summary

As of November 30, 2023

	TOTAL
Assets	
Current Assets	755,574.04
Cash and cash equivalents	148,799.64
Accounts receivable (A/R)	3,456.77
Total Current Assets	907,830.45
Non-current Assets	
Property, plant and equipment:	3,329,883.36
Total Non-current Assets	3,329,883.36
Total Assets	\$4,237,713.81
Liabilities and Equity	
Current Liabilities	1,082,436.61
Accounts Payable	53,947.07
Credit Cards	592.61
Total Current Liabilities	1,136,976.29
Non-current liabilities:	0.00
Equity	3,100,737.52
Total Liabilities and Equity	\$4,237,713.81

14 December 2023 – Councillor Report – Dieter Brandt

10 November 2023 – 4th Street Drainage Planning Meeting

Met with some residents on 4th Street to discuss a construction proposal which would see changes to the made to the roundabout which would hopefully alleviate the safety, access, and parking issues that are there. This was a preliminary meeting with only a couple of ratepayers and more communication will be undertaken with all affected ratepayers so that everyone is in the loop before a plan is finalized.

14 November 2023 – Emergency Management Meeting

A joint meeting was held between Summer Villages Regional Emergency Management Partnership (SVREMP) and the County of Lac Ste. Anne. The objective was to discuss common goals and needs and to see if there were opportunities to work together. The County is also offering to act manage the Emergency Management requirements for each of the summer villages on an individual basis for a fee. The initial proposal put forth by the County was an annual charge of \$7000.00 per summer village along with a one time buy in fee of \$5000.00 for capital expenses. Although these amounts are not written in stone, they are considerably higher than our current cost of \$3500.00 to SVREMP. As well, the County proposed a charge of cost plus 20% should any resources be provided in the event of an emergency.

15 November 2023 – North 43 Lagoon Commission Meeting

The Commission had its annual Operational Meeting where the Chair and Vice Chair were appointed. It was also decided by the Commission members that this term of appointment would be for 2 years until the next municipal election.

A regular meeting was held directly after the Operational Meeting. The first item on the agenda was a break in the sewer line in Castle Island. Construction on a gazebo caused a break in the line and there were discussions over who was responsible for the costs. A “call before you dig” was not completed before the construction began and the contractor hit the main sewer line. The Commission voted that this was not a Commission cost but rather a contractor cost since construction should not have begun until all utilities were located.

The Commission made the directive that “as built” should be provided to each of the member municipalities so they have some direction as to where the sewer lines are located.

Another directive from the Commission called for a written process to be developed and followed that laid out the steps for residents to connect to the sewer line. Since Ross Haven already had a written process laid out, it was to be used as a template. Tweaks would be made to include any new learnings since the creation of the original Ross Haven document.

24 November 2023 – Council Zoom Meeting regarding 4th Street Drainage Issues

We held a quick zoom meeting to go over the final adjustments to the 4th Street engineer drawings. Once these changes are made, all affected 4th Street residents will be contacted so they have an opportunity to comment on the plans.

05 December 2023 – SVREMP Meeting

Much of this meeting was spent going over the November 14th meeting with the County. One of the key concerns is the lack of input and control over the budget for each of the villages in the County proposal.

There was also concern over what could happen if the leadership changed in the next election. This makes the minimum 5-year requirement both positive and negative. If the leadership changed in the villages or in the County, it is a long-term commitment.

Conversations went around the thoughts that a mutual aid agreement between SVREMP and the County could/would allow the villages to maintain lower operational costs and maintain input in the decision-making process.

In the end, every Council was responsible for their residents.

Originally, there were 11 member villages in this Partnership. Yellowstone and Sunset Point have chosen to leave. Alberta Beach has been accepted as a new member. A revised Partnership Agreement has been drawn up along with some amendments to the SVREMP bylaws. These documents are now to be sent to the member Councils for ratification before the end of January 2024. A proposed budget is also being sent. It has a \$400.00 increase per member for the annual fee to \$3900.00.

Once these documents are returned, a Ministerial Order Amendment will be requested so that we are in compliance with provincial regulations.

Dieter Brandt

Councillor

Summer Village of Ross Haven

CAO REPORT

Regular Meeting of Council – December 14, 2023

Community / Roadway Projects – Referral Letters

The Council for the Summer Village has a number of community / roadway projects in the planning stage. Affected / adjacent landowners are being sent, via regular mail, notification and/or request for input on these projects.

Project 1: 4th Street “Roundabout” – the roadway within the roundabout will be moved westward, lowered, and regraded. An additional catch basin will also be installed to facilitate directing stormwater to Lac Ste. Anne and limit where possible such stormwater flowing onto adjacent lands.

Project 2: 7th Street Roadway – construction of a swale and regrading to direct stormwater along the roadway to Lac Ste. Anne with an effort to limiting the flow of stormwater onto Lots 706 through 708.

Project 3: 8th Street Roadway – construction of a trench drain and regrading to direct stormwater along the roadway to alleviate drainage concerns.

Project 4: 8/9 Street Parkway – construction of a drainage ditch and installation of culverts. This project has been previously referred to adjacent landowners. Council heeded comments and concerns expressed at that time, and a revised plan is being referred to adjacent landowners at this time.

Unpaid 2023 Municipal Taxes

The 2023 Municipal Taxes for a number of properties remain unpaid. It should be noted that such taxes that remain unpaid at December 31, 2023 will be subject to an addition 18% penalty which will be applied to the roll on January 1, 2024.

Holiday Garbage Pickup

The holiday schedule for garbage pickup is as follows:

Wednesday, December 27, 2023

Tuesday, January 2, 2024

Merry Christmas

Wishing the community, a very Merry Christmas and all the best for a fabulous 2024!!!