

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON JANUARY 11, 2024 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 – December 14, 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 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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- b) Bylaw 300-2023 - Ste. Anne Summer Villages Regional Emergency Management Bylaw –  
Attached – Tabled at the December 14, 2023 meeting of Council.

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

- c) Grant Officer Report.

Dwight Moskalyk will be in attendance to speak to his report.

*(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).

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

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

Members of the community can provide their input by:

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

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2. Providing input during the open session at any of our monthly council meetings,
3. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

<b>Planning Document Review Timeline - 2024</b>				
<b>Name</b>	<b>First Reading</b>	<b>Public Hearing</b>	<b>Second Reading</b>	<b>Third Reading &amp; Final Reading</b>
Municipal Development Plan	May	September	October	November
Municipal Sustainable Plan	May	September	October	November
Intermunicipal Collaborative Plan	June	September	October	November
Land Use Bylaw	July	September	October	November

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

e) Development Permit Update – 2022 - 2024

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

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

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

23DP01-27 Plan 4883 KS, Block 3, Lot 5 : 305 – 3 STREET  
DEMOLITION OF A DETACHED DWELLING, "MOVE-IN OF A PREVIOUSLY CONSTRUCTED DETACHED DWELLING (155.3 SQ. M.), AND UTILIZATION OF EXISTING OR INSTALLATION OF BOTH A WATER SUPPLY AND SEPTIC SYSTEM.

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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.

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:

- a) December 2023 Financial Reports - Attached

*(Motion to accept for information.)*

10) Correspondence: None

11) Councillor Reports:

- a) Mayor - Attached  
b) Deputy Mayor  
c) Councillor

*(Motion to accept for information.)*

12) Administrator's Report

- a) CAO Report - Attached

*(Motion to accept for information.)*

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

14) Closed Session - None.

Adjournment: Next Meeting February 8, 2024 Regular Meeting of Council

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**December 14, 2023**  
**IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal  
Deputy Mayor, Lolita Chadd  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner - Absent  
No Residents in the Gallery - 2 Resident via ZOOM

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:07 p.m.

**AGENDA**

Res. A23-151

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

CARRIED

**MINUTES**

Res. A23-152

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

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

CARRIED

**DELEGATIONS**

None

**PUBLIC HEARINGS**

None

**NEW BUSINESS**

- a) **2024 Interim Operating and Capital Budget.**

Res. A23-153

Moved by Councillor, D. Brandt 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.

CARRIED

- b) **2024 Budget Process – 5 Year Capital Plan.**

Res. A23-154

Moved by Mayor, R. Hutschal that the updated draft of our multi-year capital plan, as discussed during the meeting, be provided as part of January's agenda. Final review and agreement of the capital plan to be completed

**MINUTES**  
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along with the 2024 Operating and Capital budget review, which will be completed in Q1 2024.

CARRIED

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

Res. A23-155 Moved by Councillor, D. Brandt that consideration of Bylaw 300-2023 be tabled to the January 11, 2024 meeting of Council.

CARRIED

**d) Grant Officer Report.**

Res. A23-156 Moved by Deputy Mayor, L. Chadd that the Grant Officer report be received as information.

CARRIED

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

Res. A23-157 Moved by Mayor, R. Hutschal that the NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT be signed by His Worship, Mayor R. Hutschal on behalf of the Summer Village of Ross Haven.

CARRIED

**f) Disposal of Earthen Pile.**

Res. A23-158 Moved by Councillor, D. Brandt that Council donate the surplus stockpile of earth located at the Municipal Shop (700 Parkins Avenue) to the Ross Haven Bible Camp, save that the cost of moving the earth is the responsibility to the Ross Haven Bible Camp.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
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**g) 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](http://www.rosshaven.ca), plus an Office Consolidation of the Land Use Bylaw prepared in 2017 to make the content of the bylaw and amendments more readable.

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

Members of the community can provide their input by:

1. Sending your comments by email to our CAO at [cao@rosshaven.com](mailto:cao@rosshaven.com)
2. Providing input during the open session at any of our monthly council meetings,
3. Providing input at the Council Open House. The next Council Open House is scheduled for 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**

**MINUTES  
REGULAR COUNCIL MEETING  
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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

No Action to be taken on this item – Information Only

**h) Development Permit Update – 2023**

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

**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A23-159

Moved by Deputy Mayor, L. Chadd that the November 2023 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

None

**COUNCILLOR REPORTS**

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



**MINUTES  
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Res. A23-160                      Moved by Councillor, D. Brandt that the Councillor Reports be received as information.

CARRIED

**CAO REPORT**

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

Res. A23-161                      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

**NEXT MEETING(S)**

- The next regular meeting of Council is scheduled for January 11, 2024 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](http://www.rosshaven.ca), for details.
- Next Public Hearing : None Scheduled

**ADJOURNMENT**

Mayor, R. Hutschal adjourned the meeting at 8:22 p.m.

These minutes approved this 11<sup>th</sup> day of January, 2024.

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Mayor

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Chief Administrative Officer

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
December 14, 2023  
IN-PERSON AND VIA ZOOM**

**Development Permits:**

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

# Proposed Capital Items

Last Modified: January 9, 2024

**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

Category	Item	Priority	Estimate	Year	Comments
Infrastructure	Water Service	0	\$4,500,000	2029+	
Infrastructure	Car / Boat Wash	0		2029+	
Infrastructure	Shop / Quonset Replacement	0		2029+	
Public Works	Skid-steer Replacement	1	\$35,000	2025	
Public Works	Mower Replacement	1	\$25,000	2025	
Administration	Laptop, including setup	1	\$2,000	2026	
Council	Council Laptops, including setup	1	\$13,000	2026	
Public Works	Pickup Truck Replacement	1	\$100,000	2027	
Streets	Resurface Parkins	1	\$350,000	2029+	Estimate forthcoming
Infrastructure	Additional Canada Post Mailboxes	2	\$5,000	2024	Expect Canada Post pick up most cost
Streets	Fourth Street Remediation	3	\$100,000	2024	
Streets	5th Parkway Drainage Issues (between 5 and 6 ST)	4	\$45,000	2024	
Streets	8th Parkway Drainage Issues (between 8 & 9 ST)	5	\$65,000	2024	
Streets	8th Street Drainage (parallel to lake)	6	\$35,000	2024	
Streets	7th Street Drainage (parallel to lake)	7	\$35,000	2024	
Public Works	Signage (Emergency, Fire Ban, Muster)	8	\$10,000	2024	
Streets	New gravel supply and spread on all streets	9		2024	Estimate forthcoming
Infrastructure	Entry Gate + Camera at Parkins / RR34	10	\$125,000	2024	Estimate forthcoming
Infrastructure	Second Exit (Emergency Exit)	11	\$250,000	2024	Estimate forthcoming
Streets	Speed Bump (Parkins, Entrance)	12	\$12,000	2024	
Rec/Park	Gate Repairs / Replacements	13	\$12,000	2025	
Public Works	Chipper (mobile, on wheels and with motor)	14	\$20,000	2025	Bobcat Chipper Between \$5K and \$10K.
Public Works	Commercial Brush Cutter (Bobcat Attachment)	15	\$7,000	2025	
Infrastructure	New Street Signage	16	\$12,000	2025	
Streets	Removal of Street Islands, relocate power poles	17	\$25,000	2025	

Category	Item	Priority	Estimate	Year	Comments
Streets	Address Second Street and Third Bottom being below 1:100 year flood level (Engineering & Remediation)	18	\$200,000	2026	Either complete on its own, or as part of Phased Street Paving Project.
Streets	8th Street Asphalt Millings Along Park	19	\$25,000	2026	
Streets	Street Paving Phase 1	20	\$220,000	2027	Estimate forthcoming
Streets	Street Paving Phase 2	21	\$220,000	2028	Estimate forthcoming
Streets	Street Paving Phase 3	22	\$220,000	2029+	Estimate forthcoming
Streets	Street Paving Phase 4	23	\$220,000	2029+	Estimate forthcoming
Streets	Street Paving Phase 5	24	\$220,000	2029+	Estimate forthcoming
Rec/Park	Walkway Improvements through Village	25	\$150,000	2029+	
Streets	RR34	26	\$1,050,000	2029+	Total estimate: \$1,400,000. 75% Ross Haven
Infrastructure	Entry Signage	27	\$15,000	2029+	
Infrastructure	Village Beautification (tree planting, planters, or ??)	28	\$15,000	2029+	
Infrastructure	Electronic Signage Board	29	\$15,000	2029+	
Infrastructure	Residential Signage (signposts for each lot)	30	\$25,000	2029+	Suggest bylaw forcing residents to do instead.

**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**

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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 \_\_\_\_\_, \_\_\_\_\_

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Mayor, Ray Hutscal

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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 31<sup>st</sup> 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 31<sup>st</sup> 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"> <li>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.</li> </ul>		

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

(SEE ATTACHED)