

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:

P 5-10

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:

P 11-12

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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- P 13-30 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).

- P 31-32 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,
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

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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.

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 - 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:

P 31-38 a) December 2023 Financial Reports - Attached

(Motion to accept for information.).

10) Correspondence: None

11) Councillor Reports:

P 39 a) Mayor - Attached

b) Deputy Mayor

c) Councillor

(Motion to accept for information.).

12) Administrator's Report

P 40 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
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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

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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. Hutscal that the NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT be signed by His Worship, Mayor R. Hutscal 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

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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, 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 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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Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
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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**

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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, for details.
- Next Public Hearing : None Scheduled

ADJOURNMENT

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

These minutes approved this 11th day of January, 2024.

Mayor

Chief Administrative Officer

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Development Permits:

Permit #	Lot	Date	Website Use	Status
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

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)

January 8th, 2024

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

November grant work was spent primarily on two areas:

- 1) Further work on the Connect Mobility Initiative (Enhanced Internet) Initiative
- 2) Exploring the ASVA sources option for grant writing support (Dec. 19th, 2023 email)

Regarding Item 1, Merle and his team had a meeting set up with the Alberta Branch of the Canadian Broadband Fund program, including the Minister Nate Glubish (Minister of Technology and Innovation). The purpose of the meeting was to discuss the ground level impact of recent changes (since the last CBF intake cycle) of what is called the Template 8 (mapping) verification of services criteria. This relates to our earlier discussion whereby each participating member would need to have 20% of their lots complete and submit a speed verification test to verify (or in our hope for RH, discredit) the stated service map (which currently shows you as a 50/10 mbps coverage area). We need to disprove this coverage in order for you to be eligible for the program.

As it happens, in the program revisions since the last cycle the require changed from having a speed test verification (voluntary submissions) to requiring the contractor or municipality to basically having to hire their own team to go to each house and complete the test for the individuals and then centralize and supply the data – and not just to 1 in 5 houses but they would have to try and get info from ALL residences. Basically a census style activity – costly and time consuming.

I was able to participate to part of the meeting, and followed up post-meeting with Merle on what to expect next:

- 1) We are anticipating an imminent announcement on a revision to this program whereby the onus is assumed by the ministry to provide an agent (or team of agents) to come do the verification in each community, and it is expected that this will be a non-intrusive exercise (i.e. testing from the road side in each neighbourhood, rather than physically door knocking each (or even 1 in 5) homes.
- 2) This is expected to make the process much easier and we are hopeful that it means a speedy application (and approval process).
- 3) Current working model is based on Connect maintaining ownership of the service – sharing 10% revenues back to the municipality and Connect covering the 25% capital funding costs for the 25/75 ABF grant. This will be finalized in due course, subject to council approval, along with the application submission authorization.

Item 2 is a timely matter to have presented for your consideration. ASVA has sourced a reputable grant writing agent familiar with the industry and shared this (Dec. 19th, 2023 email on same, sent to all member administrators). On receiving the information, I reached out to CAO Sonleitner to offer a willingness to work with Ross Haven to transition to this alternate service supply if Council so wished. I encourage you to consider that option.

As much as I enjoy helping your community with grant writing, the scope of the work – and honestly a pinch point in it – is bridging the gap between concept-plan-funding cycle. Our team continues to work on sourcing the funding (any open or upcoming applications), and we do an excellent job of writing grants. However, we cannot write grant for some of the larger projects without detail on (a) Council's vision (community development plan, service delivery plans, etc.) and (b) actual designs, quotes, cost estimates and scope-of-work details. I do not have, for example, authority or purview under our agreement to hire a surveyor, planner, or engineer to create a plan for the playground/community hall area, or to design and quote the proposed boat/equipment wash station. Even if you wanted to grant me same, I cannot commit the time to doing so.

This alternate firm would likely be more nibble in initiating/completing – all the steps in the process, not just the grant writing aspect. If so, it would certainly be worth investigating the option, just to ensure you are getting the most value for your dollar. I am happy to come and discuss this further with Council if you wish, just let me know.

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	1,160.00	1,000.00	160.00	116.00 %
4-9700 Fines & Penalties	2,463.96		2,463.96	
4-9800 Development Permits	1,671.64		1,671.64	
Total Income	\$604,483.12	\$570,342.24	\$34,140.88	105.99 %
GROSS PROFIT	\$604,483.12	\$570,342.24	\$34,140.88	105.99 %
Expenses				
6-1140 School Taxes Paid	156,468.63	158,667.56	-2,198.93	98.61 %
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	10,200.00	11,000.00	-800.00	92.73 %
6-1211 Council Mileage & Subsistence	5,942.31	4,000.00	1,942.31	148.56 %
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	4,632.50	3,520.00	1,112.50	131.61 %
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	7,169.48	5,750.00	1,419.48	124.69 %
6-2511 Bank Charges	554.71	350.00	204.71	158.49 %
6-2512 Cellphone & Communications	2,413.31	2,400.00	13.31	100.55 %
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	4,818.83	8,000.00	-3,181.17	60.24 %
6-3540 Utilities	24,362.81	24,500.00	-137.19	99.44 %
6-4511 FCSS & Recreation Programs		2,200.00	-2,200.00	
6-4512 Public works - Supplies	14,515.06	13,000.00	1,515.06	111.65 %
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	30,620.87	27,612.00	3,008.87	110.90 %
6-7380 Lagoon/Wastewater - LSAC	44,779.24	44,800.00	-20.76	99.95 %
6-7381 North 43 Sewer Line	760,533.41	729,457.10	31,076.31	104.26 %
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	\$1,302,101.23	\$1,258,015.31	\$44,085.92	103.50 %
NET OPERATING INCOME	\$ -697,618.11	\$ -687,673.07	\$ -9,945.04	101.45 %
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	\$ -697,618.11	\$ -750,073.07	\$52,454.96	93.01 %

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	-20,865.42
1-1215 Savings Bank Account	80,002.57
In/out	0.00
Undeposited Funds	420.00
Total Cash and Cash Equivalent	\$59,557.15
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	-2,200.84
Total Accounts Receivable (A/R)	\$ -2,200.84
1-1226 GIC Investments	1,040,000.00
1238 GIC 12 Renewal Aug 2, 2019	0.00
1239 GIC 0034 renewal Dec 10, 2019	0.00
1240 GIC 0035 Renewal Dec 10, 2019	0.00
1241 GIC 0036 Renewal date - July 29, 2020	0.00
1242 GIC 0037, Renewal Date June 7, 2020	0.00
1243 GIC Investments	-635,181.51
1245 GIC 0038	0.00
Total 1-1226 GIC Investments	404,818.49
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	1,435.34
1-2100 ASFF Under Levy	2,685.22
1-2111 Arrears Property Taxes	0.00
1-2150 Grants Receivable	299,778.00
1-2151 MSI Capital Receivable	45,834.00
Assets	602.99
Year End Accounts Receivable	0.00
Total Current Assets	\$812,510.35
Non-current Assets	
Property, plant and equipment	
1-6010 Land	2,094,041.00
1-6020 Land Improvements - 15 years	110,402.00
1-6021 Accu. Dep. - Land Improvement 15 years	-60,294.10
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-22,037.90
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-225,423.88
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-441,313.77
1-6050 Engineered Gravel Roads	810,750.00
1-6051 Accu. Dep. - Engineered Gravel Roads	-810,750.00
1-6060 Machinery & Equipment	131,865.23
1-6061 Accu. Dep. - Machinery & Equipment	-101,019.14
1-6070 Vehicles	60,081.88

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2023

	TOTAL
1-6071 Accu. Dep. - Vehicles	-24,821.26
1-6080 Water Drainage System	935,925.51
1-6081 Accu. Dep. - Water Drainage System	-77,805.85
1-6100 Accum. Dep. - Engineer Roads	-622.76
6090 Water Drainage System - WIP	0.00
6091 Engineered Structure Roads	5,338.00
Total Property, plant and equipment	\$3,329,883.36
Total Non Current Assets	\$3,329,883.36
Total Assets	\$4,142,393.71
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	53,947.07
Total Accounts Payable (A/P)	\$53,947.07
Credit Card	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	348.84
2-2150 RBC VISA Noel	197.08
Total Credit Card	\$545.92
1-2050 GST/HST Receivable	-32,371.61
2-2750 Accrued payables	609,229.04
2-2850 Prepaid Property Taxes	0.00
2-2855 Prepaid Taxes In/Out	0.00
3-8545 Deferred BMTG Grants	25,674.00
3-8550 Deferred FGTF Grants	217,171.00
3-8570 Deferred MSI Capital Grants	236,683.20
3-8575 MSI Operating Support Grant	0.00
3-8580 Deferred FCSS/Other Grants	0.00
3-8585 Deferred ACP Grants	0.00
3-8590 Deferred MSP Grant	0.00
GST/HST Suspense	25,720.94
Total Current Liabilities	\$1,136,599.56
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
Total Non-current Liabilities	\$0.00
Total Liabilities	\$1,136,599.56
Equity	
3-8000 Accumulated Surplus	-231,125.65
3-8001 Operating reserve fund change	-221,124.00
3-8100 Equity in TCA	3,276,272.45
3-8140 Equity in TCA - additions	166,392.00
3-8200 Current Amortization Expense	-62,498.14
3-8300 Equity in TCA - Disposal	0.00

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2023

	TOTAL
3-8500 Restricted Reserve	105,000.00
3-8540 Reserve - Lagoon/Wastewater	317,127.00
3-8541 Reserve fund Lagoon/Wastewater	-60,000.00
Retained Earnings	413,368.60
Profit for the year	-697,618.11
Total Equity	\$3,005,794.15
Total Liabilities and Equity	\$4,142,393.71

Summer Village of Ross Haven

Profit and Loss

December 2023

	TOTAL
INCOME	
4-9305 Federal Gas Tax	-2.00
4-9400 Interest Income	325.48
4-9550 Safety Codes	2,192.25
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	25.00
Total Income	\$2,540.73
GROSS PROFIT	\$2,540.73
EXPENSES	
6-1140 School Taxes Paid	37,460.50
6-1151 Council Remuneration	4,600.00
6-1211 Council Mileage & Subsistence	1,429.12
6-2159 Administrator Fee	3,850.00
6-2160 Development Officer Fee	355.00
6-2162 Grant Officer	640.00
6-2165 Wages	5,509.45
6-2175 Development Permit & Letters Of Compliance	100.00
6-2230 Professional Fees	73.50
6-2510 Office & Misc Expense	277.50
6-2511 Bank Charges	13.15
6-2512 Cellphone & Communications	185.63
6-3520 Equipment - R&M	95.48
6-3540 Utilities	2,093.84
6-4512 Public works - Supplies	800.58
6-7373 Onoway Regional Fire Services	311.04
6-7380 Lagoon/Wastewater - LSAC	9,396.41
6-7381 North 43 Sewer Line	31,076.31
Total Expenses	\$98,267.51
PROFIT	\$ -95,726.78

Councillor Report
Ray Hutscal
January 7, 2024

- **Collaboration with LSAC**

- RR34 – Have not received the second estimate. Have followed up with LSAC. Once we receive it, will file for future reference. Note that Council has determined to likely make this a lower priority. Will remove this from future updates.

- **Sewer Project**

- LSAC has received approval on the remaining items. Sewer connect for shop completed. Next steps:
 - Final reconciliation
 - Organization of Project Files / Ongoing Files
 - Get comments back from Sewer Checklist
 - Website Updates

- **LILSA / Water Levels / Water Quality**

- No meetings in December.
- I am on a sub committee regarding the weir.

- **General Village Items**

- Drainage issues on parkway between 8th Street and 9th Street, and Portion of 8th street that runs parallel to lake.
 - *Update: Provided communication to CAO for final communication to residents.*
- Road, drainage, and safety issues at the round-a-bout of 4th street.
 - *Update: CAO collecting feedback from impacted residents. I have discussed with three residents.*
- Drainage issues on 5th/6th parkway
 - *Update: Still awaiting drawings.*
- Road and drainage issues on 7th street
 - *Update: CAO collecting feedback from impacted residents.*
- Helped Tony / Noel out for holiday garbage collection. With multiple people, takes roughly 2.5 hours for an average amount of garbage (one load).

Ray Statistics Update (Month of December)

Incoming Emails	74	Meeting / Telephone Hours	4
Sent Emails	35	Total Hours	10

CAO REPORT

Regular Meeting of Council – January 11, 2024

Garbage Pickup Guidelines

Having had the opportunity to assist in the weekly Garbage Pickup within the community. The community should be reminded that our pickup is being undertaken by human beings, not machines.

Please adhere to the following guidelines:

1. Only household garbage will be picked up. This means no furniture, copper pipe, nor other commercial debris.
2. All garbage must be packed in a garbage bag. Loose garbage will not be picked up.
3. The maximum weight of a bag of garbage is 16 kg (35 lbs.).
4. No dangerous, nor hazardous, goods. I.e. No sharps, car batteries, etc.

Fire Insurance recommendations

Recent events have brought to the fore the need for fire insurance, and reviewing such policies to confirm that a home is properly covered. I would highlight the need for coverage for firefighting expenses. When the fire department is dispatched to your property, a bill for service will be in the mail to you.

Happy New Year

Wishing the community all the best for a fabulous 2024!!!

Enjoy Winter activities at the Lake!!