

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON FEBRUARY 8, 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 6-10

a) Minutes of the Regular Meeting – January 11, 2024

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

5) Public Hearings: None scheduled.

6) Delegations:

a) Chief Ives – Joint Fire Dispatch Protocol

P 11-12

b) Kevin Walters – 8/9 Street Parkway Drainage Concerns

7) New Business:

a) Entrance Gate

Discuss and agree upon desired features and functionality, then confirm next steps.

(Action as directed by Council at meeting time.)

b) 2024 Budget Process – 5 Year Capital Plan

P 13-14

Provided within the agenda package are two documents:

20240109 – Capital Priorities for 2024 Budget Planning.pdf.; and

P 15

20240109 – Capital Spending by year for 2024 Budget Planning.pdf.

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.

(Action as directed by Council at meeting time.)

P 16-23

c) Grant Officer Report - Attached

(Action as directed by Council at meeting time.)

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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
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

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DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

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.

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.).

Note: No new Development Permit approvals since November 7, 2023.

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

- f) Assessment Review Board (ARB) – Appointment of ARB Chairman, Certified ARB Clerk, and Certified ARB Panelists.

(Motion that Council appoint ARB officials for 2024 as follows:

1. ARB Chairman – Raymond Ralph
2. Certified ARB Clerk – Gerryl Amorin
3. Certified Panelists:

- i. Darlene Chartrand
- ii. Sheryl Exley
- iii. Tina Groszko
- iv. Stewart Hennig
- v. Richard Knowles
- vi. Denis Meier
- vii. Raymond Ralph

or other direction of Council at meeting time.).

9) Financial Reports:

- P 24-27 a) January 2024 Financial Reports - Attached
(Motion to accept for information.).

10) Correspondence: None

11) Councillor Reports:

- P 28 a) Mayor - Attached
b) Deputy Mayor

- P 29 c) Councillor - Attached
(Motion to accept for information.).

12) Administrator's Report

- P 30 a) CAO Report - Attached
(Motion to accept for information.).

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

14) Closed Session - None.

Adjournment: Next Meeting March 14, 2024 Regular Meeting of Council

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
January 11, 2024
IN-PERSON AND VIA ZOOM**

ATTENDANCE

Mayor, Ray Hutschal
Deputy Mayor, Lolita Chadd
Councillor, Dieter Brandt
CAO, Tony Sonleitner
Dwight Moskalyk in the Gallery - 9 Residents via ZOOM

CALL TO ORDER

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

AGENDA

Res. A24-001

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

CARRIED

MINUTES

Res. A24-002

Moved by Mayor, R. Hutschal that the following meeting minutes be approved:

a) Minutes of the Regular Meeting – December 14, 2023

CARRIED

DELEGATIONS

None

PUBLIC HEARINGS

None

NEW BUSINESS

Grant Officer Report. (7c)

Res. A24-003

Dwight Moskalyk spoke to his report
Moved by Mayor, R. Hutschal that the Grant Officer report be received as information.

CARRIED

2024 Budget Process – 5 Year Capital Plan. (7a)

Res. A24-004

Moved by Deputy Mayor, L. Chadd that the updated draft of our multi-year capital plan, as discussed during the meeting, be provided accepted for information.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
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**Bylaw 300-2023 – Ste. Anne Summer Villages Regional
Emergency Management Bylaw. (7b)**

Res. A24-005

Moved by Councillor, D. Brandt that Bylaw 300-2023 – Ste. Anne Summer Villages Regional Emergency Management Bylaw be given first reading.

CARRIED

Res. A24-006

Moved by Mayor, R. Hutscal that Bylaw 300-2023 – Ste. Anne Summer Villages Regional Emergency Management Bylaw be given second reading.

CARRIED

Res. A24-007

Moved by Deputy Mayor, L. Chadd that Bylaw 300-2023 – Ste. Anne Summer Villages Regional Emergency Management Bylaw be presented for Unanimous Consent to proceed to third reading.

CARRIED

Res. A24-008

Moved by Deputy Mayor, L. Chadd that Bylaw 300-2023 – Ste. Anne Summer Villages Regional Emergency Management Bylaw be given third and final reading.

CARRIED

Review of Ross Haven Planning Documents – Update (7d)

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

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

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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),

MINUTES
REGULAR COUNCIL MEETING
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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				
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

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IN-PERSON AND VIA ZOOM**

Land Use Bylaw	July	September	October	November
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No Action to be taken on this item – Information Only

Development Permit Update – 2023 (7e)

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

FINANCIAL REPORTS

a) Financial Statements

Res. A24-009

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

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

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

Res. A24-010

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

CARRIED

CAO REPORT

a) CAO, Tony Sonnleitner - Attached

Res. A24-011

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

CARRIED

OPEN FLOOR

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

**MINUTES
REGULAR COUNCIL MEETING
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January 11, 2024
IN-PERSON AND VIA ZOOM**

**CLOSED SESSION –
CONFIDENTIAL ITEM**

None

NEXT MEETING(S)

- The next regular meeting of Council is scheduled for February 8, 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 8:01 p.m.

These minutes approved this 8th day of February, 2024.

Mayor

Chief Administrative Officer

Development Permits:

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

841 Ross Haven - Council Meeting Attendance

From: Kevin Walters <kwalters@shaw.ca>

Sent: Tuesday, February 6, 2024 7:55 PM

To: Leigh Makarewicz <lmakarewicz@shaw.ca>; Tony Sonnleitner (Ross Haven) <CAO@rosshaven.ca>

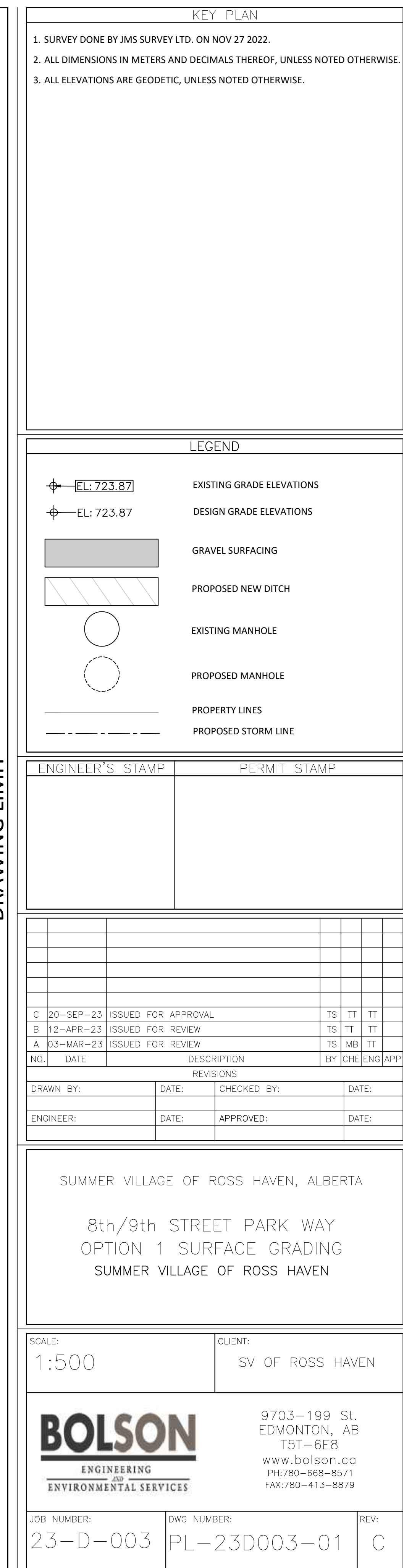
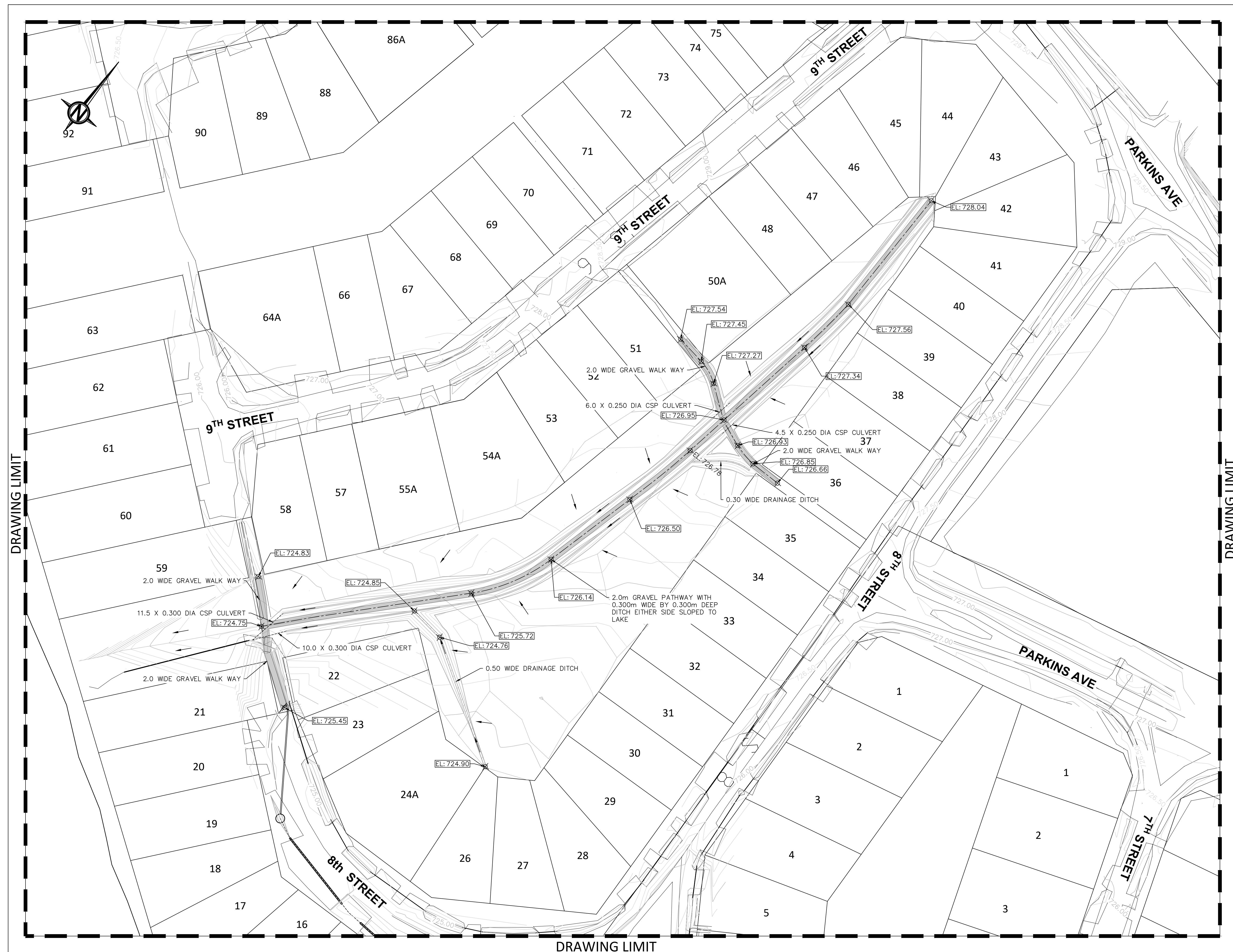
Subject: RE: 841 Ross Haven - Council Meeting Attendance

Tony,

I would like to address the following:

- Greenspace vs. Gravel space
- Accessibility
- Recommendations based on not seeing the wet conditions
- Other options presented to Council by the engineer
- Liability
- Who is overseeing contractor
- Contract timeline for corrections and deficiencies









Kevin



KEY PLAN

1. SURVEY DONE BY JMS SURVEY LTD. ON NOV 27 2022.
2. ALL DIMENSIONS IN METERS AND DECIMALS THEREOF, UNLESS NOTED OTHERWISE.
3. ALL ELEVATIONS ARE GEODETIC, UNLESS NOTED OTHERWISE.

LEGEND

-
-  EL: 723.87
 EL: 723.87
 GRAVEL SURFACING
 PROPOSED NEW DITCH
 EXISTING MANHOLE
 PROPOSED MANHOLE
 PROPERTY LINES
 PROPOSED STORM LINE

ENGINEER'S STAMP

PERMIT STAMP

C	20-SEP-23	ISSUED FOR APPROVAL				TS	TT	TT	
B	12-APR-23	ISSUED FOR REVIEW				TS	TT	TT	
A	03-MAR-23	ISSUED FOR REVIEW				TS	MB	TT	
NO.	DATE	DESCRIPTION				BY	CHE	ENG	APP
REVISIONS									
DRAWN BY:		DATE:		CHECKED BY:				DATE:	
ENGINEER:		DATE:		APPROVED:				DATE:	

SUMMER VILLAGE OF ROSS HAVEN, ALBERTA

8th/9th STREET PARK WAY
OPTION 1 SURFACE GRADING
SUMMER VILLAGE OF ROSS HAVEN

SCALE:
1:500

CLIENT: SV OF ROSS HAVEN

BOLSON
ENGINEERING
AND
ENVIRONMENTAL SERVICES

9703-199 St.
EDMONTON, AB
T5T-6E8
www.bolson.ca
PH:780-668-8571
FAX:780-413-8879

JOB NUMBER:
23-D-003

DWG NUMBER:
PL-23D003-01

REV:
C

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	

Sum of Estimate Category	Item	Year 2024	2025	2026	2027	2028	2029+	Grand Total
Administration	Laptop, including setup			\$2,000				\$2,000
Council	Council Laptops, including setup			\$13,000				\$13,000
Infrastructure	Electronic Signage Board						\$15,000	\$15,000
	Entry Gate + Camera at Parkins / RR34	\$125,000						\$125,000
	Entry Signage						\$15,000	\$15,000
	New Street Signage		\$12,000					\$12,000
	Second Exit (Emergency Exit)	\$250,000						\$250,000
	Village Beautification (tree planting, planters, or ??)						\$15,000	\$15,000
	Water Service						\$4,500,000	\$4,500,000
	Additional Canada Post Mailboxes	\$5,000						\$5,000
	Car / Boat Wash							
	Shop / Quonset Replacement							
	Residential Signage (signposts for each lot)						\$25,000	\$25,000
Public Works	Mower Replacement		\$25,000					\$25,000
	Pickup Truck Replacement				\$100,000			\$100,000
	Skid-steer Replacement		\$35,000					\$35,000
	Signage (Emergency, Fire Ban, Muster)	\$10,000						\$10,000
	Chipper (mobile, on wheels and with motor)		\$20,000					\$20,000
	Commercial Brush Cutter (Bobcat Attachment)		\$7,000					\$7,000
Streets	5th Parkway Drainage Issues (between 5 and 6 ST)	\$45,000						\$45,000
	8th Parkway Drainage Issues (between 8 & 9 ST)	\$65,000						\$65,000
	8th Street Asphalt Millings Along Park			\$25,000				\$25,000
	Fourth Street Remediation	\$100,000						\$100,000
	Resurface Parkins						\$350,000	\$350,000
	RR34						\$1,050,000	\$1,050,000
	Speed Bump (Parkins, Entrance)	\$12,000						\$12,000
	Street Paving Phase 1				\$220,000			\$220,000
	Street Paving Phase 2					\$220,000		\$220,000
	Street Paving Phase 3						\$220,000	\$220,000
	Street Paving Phase 4						\$220,000	\$220,000
	Street Paving Phase 5						\$220,000	\$220,000
	8th Street Drainage (parallel to lake)	\$35,000						\$35,000
	7th Street Drainage (parallel to lake)	\$35,000						\$35,000
	Removal of Street Islands, relocate power poles		\$25,000					\$25,000
	Address Second Street and Third Bottom being below 1:100 year flood level (Engineering & Remediation)			\$200,000				\$200,000
	New gravel supply and spread on all streets							
Rec/Park	Gate Repairs / Replacements		\$12,000					\$12,000
	Walkway Improvements through Village						\$150,000	\$150,000
Grand Total		\$682,000	\$136,000	\$240,000	\$320,000	\$220,000	\$6,780,000	\$8,378,000

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.

February 2nd, 2024

Summer Village of Ross Haven:
Grant Officer Report – January 2024
Prepared by Dwight Moskalyk

January Grant work consisted of the following:

- 1) Follow-up on the Weed Harvester Discussion (with SVN Council)
- 2) Review of the Grants Tables for the Spring 2024 intake period

Regarding (1):

As promised I presented the request for the conditional rental of the Summer Village of Nakamun Park's new weed harvester by the Summer Village of Ross Haven during their last council meeting. Unfortunately, SVN is a bit hesitant to enter into an arrangement for same – and certainly not anything long-term – until they have a bit of field knowledge of the new machine. Basically, they just don't want to overcommit the use of, or put at risk, their new machine (a major investment) right out of the gate.

They were very receptive to including the Summer Village of Ross Haven in the disposal of assets process for the old machine. At their request, I have attached details on their estimated work/cost for the rehabilitation of their old machine. For them it was not worth the cost to repair, but for the Summer Village of Ross Haven it might be worth the relatively lower cost (as a start-up) as a pilot project to gauge the effectiveness of a weed harvesting program in your community, before making a bigger investment in a new machine for yourselves. Note you would still need to get a TFA for aquatic vegetation removal if you do not already have same.

I think a next step for this would be for the SVRH to source a tradesperson to review the list of works required, arrange a meeting with SVN to review the machine in person and return an assessment to Council, and then reopen this discussion based on that assessment. The machine will require custom work, and SVN rejected that option as they just didn't have anyone on staff with the required skill set – SVRH may have someone though?

Again, I will attach the RFD document I presented in SVN council meeting on this discussion to that council. Don't mind the commentary too much (I can be a bit long-winded, haha) – but there is some important detail of the work and cost estimates we received for the machine rehabilitation.

Regarding (2):

The two main grants we have on the radar right now are

- a) the Scot's Gro-For-Good Grant (community beatification and naturalization work, due Feb. 29th, 2024),
- b) the Jump Start Canada Grant (Youth Sports/Community Activities, due Feb. 16th, 2024),
- c) the Land Stewardship Centre – Watershed Stewardship Grant (Due Feb. 16th, 2024).

I will draft something up for each of these and run it by CAO Sonnleitner for comment/review by Council prior to submission. My working plan for these are to focus on a bit of a community/edible garden/fruit trees planting for (a), a community fun baseball or soccer day, field hockey perhaps and a picnic for (b), and for (c) I think we can maybe get some conceptual design work approved for the riparian reclamation project we discussed earlier, if I can get some engineering quotes in short order for same to base the application on.



Summer Village of Nakamun Park Request For Decision (RFD) 2023-39

Meeting:	Regular Council
Meeting Date:	October 18th, 2023
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Weed Harvester Rehabilitation Discussion
Agenda Item Number:	Business 6(d)

BACKGROUND/PROPOSAL:

As mentioned during the Annual Information Meeting earlier this year, the need for a schedule asset maintenance program for the Weed Harvester is long overdue. The harvester is a 1983 model that is showing its age and in recent years has become a challenge to keep in operation – part of this is certainly for lack of a historical maintenance program, and part of this is likely due to patchwork maintenance in the past and more intensive structural wear and tear as the machine ages.

This past summer we made contact with the manufacturer, AquaMarine (out of Ontario) to inquire about options. Simultaneously, Administration was tasked with getting pricing on rehabilitation costs, and options for replacement or contracted services to replace inhouse weed harvesting. We have now compiled a general overview of these matters and are looking for discussion and direction on next steps.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Item 1) Rehabilitations Cost Estimates:

Below is a summary of our best information of rehabilitation costs for the weed harvester at the end of the 2023 season. These costs are a combination of external quotes, supplier prices for components, custom fabrication by the original manufacture (for unique components), and internal estimates for some works. There are limited qualified contractors/suppliers in this market so the margin of error on this Opinion of Probable Costs is probably quite high, which is worth noting.

Item	Quoted By	Quote Value	Necessity
Sprocket Assemblies	AquaMarine, Fabricate and Ship	\$17,000	Must Do
Hydraulic Hoses	AquaMarine (Supply)	\$5,300	Must Do
Hydraulic Drive Eng.	Various Suppliers	\$2,380	Must Do
Labour	Internal and Sub-Contractors	\$10,500	Must Do
Weld New Conveyor Guides	Internal or Sub-Contractor	\$3,600	Must Do
New Conveyor Belts	Horizon Perf. Tech.	\$9,009.52	Must Do



New Paint Job	Summer Student/PW Staff	\$2000	Should Do
Cleaning/Power Wash	Summer Students/PW Staff	\$250	Should Do
Total		= \$50,039.52	

The village does have reserves to cover this type of capital work (~\$95,000 currently in this reserve account), but we are a bit limited on grant funds (as discussed) until the shop project is done and new grant funds come in next year. Even so, the investment would be on an old (steel) frame and because the core components are still expired product lines any future repairs would be high cost as well, be they regular maintenance or normal repairs.

Item 2) – Purchase of New Machine (and Disposal of Old Machine):

Given the cost estimate to rehabilitate the existing machine, it might be worth considering buying a new machine. It would be easier to get the parts we need (and cheaper, rather than need to custom fabricate or recast new sprocket assemblies or conveyor belts, for example). It would also give us a machine that would be aluminum (less rusting of core frame or components), and a new trailer that would be road-safe so that we could more easily arrange repairs or regular maintenance, washing, etc. if required.

A new machine would cost (2023 pricing for same class, but new design/model) from AquaMarine ~\$95,000 +/- . The website, <https://www.aquamarine.ca/>, lists the H5-200 Model (Gas or Deisel) at \$89,980 but we need an allowance for shipping etc. If we bought a new machine we might be able to sell, or auction off, the existing machine with proceeds of same going back against this cost (there is no dealer "trade-in" option). I would be surprised if we received more than \$5,000-\$10,000 in auction for this machine given its age and condition, but any bit helps.

We could cover the cost of this new machine through financing, though that would require using municipal debt and a borrowing bylaw (publication), unless we took a short term borrowing and paid it off in less than three years, which we could do by applying grant funds as they came in each year. Alternatively, we could cover the cost of the machine through reserves which would allow us to avoid borrowing costs, but would take a bite out of municipal cash reserves.

Under short-term borrowing I would advocate an open loan where by we pay back in three installments of ~\$35,000 annually, as grant reserves come in, or as cash reserves are reconciled in the annual budget.

Under term borrowing (basically a 10 year debenture) we would estimate annual costs to be something like \$12,000 at the current interest rate and these could again either be covered by a grant payment, by the operating budget (PW expenses), or Capital Reserve transfers, but again you will end up paying a premium with borrowing costs.

If we just use cash reserves to pay it we avoid the borrowing costs, above, but give up the back interest earned on roughly 95,000 as well, which is ~\$4,500/year average. But then again, the



Capital Reserve is meant to be used at some point, and maybe now after 40 years this capital asset just needs to be replaced and this is what we've been saving for.

Item 3) – External Weed Harvesting Services

Just to round out the discussion, we should look at what comparable market costs are for weed harvesting. Silver Sands and South View, as well as West Cove I think, use a local contractor who provides their own equipment (Aquamarine, a fleet of 7 with various classes/models) and I contacted this contractor to get some high-level estimates.

The contractor stressed that he has several clients and that any new clients would be put in the schedule when time allowed (so no assurance of our typical cutting schedule). His 2023 charge per dock (1 4 foot swathe next to each dock/property) was \$265/lot. Now, in these communities the property owner repays the municipality directly for that cost, but in total the cost equivalent for SVNP on this would be $\sim 85 \times \$265 = \$22,525$, assuming all 85 frontages required a cut. At that level no matter what option we select above, repair or replace, borrow, or pay upfront, we are better to buy or own equipment, pay our own staff to operate and schedule annual maintenance.

COSTS/SOURCE OF FUNDING (if applicable)

As discussed above, funding could come from long or short-term borrowing, capital reserves, deferred grant funds, newly assigned grant funds. We would just need to ensure the preferred option was accounted for correctly in the capital and operating plans, including adjusting the costs for the rehab/purchase, annual operating of the machine (cutting labour), the annual maintenance program going forward, and the adjustment to revenue for any resale.

RECOMMENDED ACTION:

- 1) That Council direct administration to provide procure terms for the purchase of new H5-200 Weed harvester, inclusive of shipping costs, for council to review at the next meeting for further discussion, with the intent being that if a purchase for a new harvester is approved at a future meeting same would be arrange through use of the capital reserve with the existing machine auctioned off and proceeds for same being allocated back to this capital reserve, unless further direction be considered and approved at that time.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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Date Fri, 06 Oct, 23 5:46:08PM
From Jason Madge
jasonmadge2@gmail.com
To Dwight Moskalyk
ddm@kronprinzconsulting.ca
Subject Fwd: Parts quote

Hey Dwight,

I finally got the quote for the sprockets for the harvester. This quote is for the sprockets and shipping only, they will then have to be welded to pipe which will then create (build) the drive axles to match the factory design.

To fabricate the drive axles with the supplied sprockets you're looking at about \$17k.
To replace the hydraulic hoses you're looking at \$5300.
To replace the hydraulic drive engine on the front of the trailer it's \$2380.
Labour to install the above \$10500
Weld new conveyor guides 3600.

So far just over 48k and that's not all repaired.

Then there is still the conveyor that needs to be replaced, I'm still searching for this this. I do have a lead on this, I'll follow up on it next week.

JM

----- Forwarded message -----

From: Lawrence Hirstwood <lawrence@aquamarine.ca>
Date: Fri, Oct 6, 2023 at 2:37 PM
Subject: Parts quote
To: Jason Madge <jasonmadge2@gmail.com>
CC: Craig Bollinger <craig@aquamarine.ca>, Nancy Bollinger <nancy@aquamarine.ca>

Hi Jason; Please see the attached parts quote and let me know by e-mail know if you want to proceed. If you do I will send you an invoice with payment instructions. Thank you.

Best regards,

Lawrence Hirstwood

905-825-1371 xt. 33



[:Parts Quote for Summer Village of Nakamun Park.pdf](#) (50K)

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QUOTE

Aquamarine, Inc.

586 Third Line Oakville, ON L6L 4A7

Tel: 905 825-1371 Fax: 905 825-4116

www.aquamarine.ca info@aquamarine.ca

Date: Oct. 6 /23

Quote # : _____

P.O. #: _____

AQM #: _____

Sold To:	Jason Madge	Ship To:	
Summer Village of Nakamun Park #22 3521 Township Road 542 Lac Ste. Anne County Alberta T0E 0A1		same	
Phone:	780-868-4467	Phone:	
Fax:		Fax:	
E-mail:	jasonmadge2@gmail.com	E-mail:	

Item No.	Qty	Back Ordered	Origin	Item Description	Unit Price	Total Price
1	112		Canada	3 Inch shaft diameter standard duty sprockets (13 teeth)	\$67.50	\$7,560.00
2	1		Canada	Wooden crate for shipping	\$445.00	\$445.00
Ship Method:				Day and Ross		
				Weight:	325 lbs	
Make / Model / Type:					Sub Total	\$8,005.00
					Freight	\$785.00
Special Instructions:					Sub Total	\$8,790.00
					GST - 5%	\$439.50
					Total - CDN	\$9,229.50

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Summer Village of Ross Haven

Balance Sheet

As of January 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	-44,798.88
1-1215 Savings Bank Account	80,288.73
In/out	0.00
Undeposited Funds	5,934.86
Total Cash and Cash Equivalent	\$41,424.71
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	-6,409.22
Total Accounts Receivable (A/R)	\$ -6,409.22
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	\$790,169.53
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 January 31, 2024

	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	\$4,120,052.89
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	151.76
2-2150 RBC VISA Noel	197.08
Total Credit Card	\$348.84
1-2050 GST/HST Receivable	-25,212.52
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	18,187.12
Total Current Liabilities	\$1,136,027.75
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
Total Non-current Liabilities	\$0.00
Total Liabilities	\$1,136,027.75
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 Equipty in TCA - Disposal	0.00

Summer Village of Ross Haven

Balance Sheet

As of January 31, 2024

	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	-283,050.28
Profit for the year	-22,968.24
Total Equity	\$2,984,025.14
Total Liabilities and Equity	\$4,120,052.89

Summer Village of Ross Haven

Profit and Loss

January 2024

	TOTAL
INCOME	
4-9400 Interest Income	286.16
4-9800 Development Permits	95.00
Total Income	\$381.16
GROSS PROFIT	\$381.16
EXPENSES	
6-2159 Administrator Fee	4,042.50
6-2160 Development Officer Fee	355.00
6-2165 Wages	6,090.23
6-2175 Development Permit & Letters Of Compliance	95.00
6-2224 Municipal Memberships	2,016.46
6-2511 Bank Charges	6.55
6-2512 Cellphone & Communications	185.63
6-3540 Utilities	2,149.10
6-5510 Garbage Disposal	160.80
6-6200 Municipal Assessment Service	2,020.00
6-7373 Onoway Regional Fire Services	6,228.13
Total Expenses	\$23,349.40
PROFIT	\$ -22,968.24

Councillor Report
Ray Hutschal
February 1, 2024

- **Sewer Project**

- Final reconciliation in progress.
- Organization of Project Files / Ongoing Files not completed yet.
- Requested comments back from LSAC regarding Sewer Checklist
- Website Updates to be done once comments received back from LSAC.

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

- Met on Tuesday, Jan 30.
- Agreed to proceed with drone scan of Southview / Silver Sands in 2024. Will be looking for sewage leaking into lake on various dates through the year. Pending final estimate, may also do Ross Haven / YellowStone, and Alberta Beach / Sunset Pointe / Val Quentin.
- Was able to chat with one of the directors from Wizard Lake dam. I will be providing action plan for adjustable weir / fish ladder next meeting.
- LILSA will have a table on Saturday during SnoMo days (Feb long weekend).

- **General Village Items**

- Drainage issues on parkway between 8th Street and 9th Street, and Portion of 8th street that runs parallel to lake.
 - *Update: Hope to have final construction plans ready for tender by next meeting.*
- Road, drainage, and safety issues at the round-a-bout of 4th street.
 - *Update: Hope to have final construction plans ready for tender by next meeting.*
- Drainage issues on 5th/6th parkway
 - *Update: First draft received. Have not reviewed yet.*
- Road and drainage issues on 7th street
 - *Update: Hope to have final construction plans ready for tender by next meeting.*
- Helped Noel out with garbage on Jan 15 (very cold), and helped him relocate barbecue from shed to shop.

Ray Statistics Update (Month of January)

Incoming Emails	103	Meeting / Telephone Hours	5
Sent Emails	39	Total Hours	18

08 February 2024 – Councillor Report – Dieter Brandt

I did not attend any formal meetings this last month. There was one on-line information session on January 17th which lasted about 1.5 hours. The subject was the new LGFF funding model which the Provincial government will use to fund municipalities. There are some concerns as this new model leaves Alberta Summer Villages in a worse position than before. These concerns have been brought forth to the government and we are hoping that they will in some way be addressed.

I would like to let everyone know that the North 43 Lagoon Commission handled an incident this last month over by Gunn on the other side of the lake. On Jan 13th a lake front resident's septic tank froze and the check valve cracked in half. This break then allowed sewage from the North 43 Lagoon Commission's low pressure sewer main to backflow into the septic tanks. Once the septic tanks were full, the sewage backed up into the resident's house through the toilet and sewer drains. The resident opened the lids to the sewer tanks to relief the pressure and then sewage travelled over ground from the septic tank to the lake. This occurred when the local temperature was -40C. This occurred approximately around 10:30PM.

There were issues getting hold of the right people to deal with this issue. The county has since changed their practice of the answering service sending out a mass email to directly calling the on-call person. This way one is not just hoping an email is read. The sewage ran for approximately 12 hours before someone was on-site to turn the cc valve off. This change in procedure should speed up the emergency response considerably. Resources were brought in to clean up the sewage both on the ground and on the ice.

Dieter Brandt

Councillor

Summer Village of Ross Haven

CAO REPORT

Regular Meeting of Council – February 8, 2024

December 31, 2023 Assessments for 2024 Municipal Taxes.

The Property Assessments ahead of the 2024 Municipal Taxes are on the website. 2024 Tax Notices will be in the mail in late April.

Pick up after your pet.

It's the courteous thing to do. You need to scoop it up and throw it away. Public Works has placed refuse cans around the Main Park and along Parkins Avenue to make disposal easy.

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.

Enjoy Winter activities at the Lake!!