

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON FEBRUARY 13, 2025 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:

- Minutes of the Regular Meeting – January 9, 2025.

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

5) Public Hearings: None scheduled.

6) Delegations: None

7) New Business:

a) 2025 Election

- Establish Nomination Day (Election Day is 4 weeks after)
- Appoint Returning Officer and Substitute Returning Officer
- Advance Vote

As in past years, Summer Villages hold their nomination day and election between June 1 and August 31, and it is at Council pleasure to set those dates/times; as well as the Returning Officer and Substitute Returning Officer. Administration has been directed to make recommendations for the forgoing. Proposals have been received from two parties in their bids to host the Municipality's General Election. At the January 9, 2025 regular meeting of Council, a motion to engage Milestone Municipal Services was CARRIED.

Administration recommendations:

1. That Council appoint Emily House as Returning Officer and Janet Zaplotinsky as Substitute Returning Officer for the 2025 Municipal Election for the Summer Village of Ross Haven.
2. That Council designate Nomination Day to be June 21<sup>st</sup>, 2025, 10:00 am until noon, and Election Date be July 19<sup>th</sup>, 2025, 10:00 am until

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7:00 pm, both to be held at the 700 Parkins Avenue within the  
Summer Village of Ross Haven.

3. That an Advance Poll be held on July 5<sup>th</sup>, 2025, 10:00 am until 2:00  
pm, at 700 Parkins Avenue within the Summer Village of Ross Haven.

b) Bylaw 303-2025 – A Bylaw to Cancel a Portion of Plan 4883 KS.

c) Fire Services Agreement with LSAC.

d) Potential Purchase of 500 Parkins Avenue – Short Update – Survey Responses Due  
March 10, 2025

e) Review of Ross Haven Planning Documents - Update

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

**Statutory Plans -**

Municipal Sustainability Plan (March 2010),  
Intermunicipal Collaboration Framework (2019), and  
Municipal Development Plan (Sept 2011).

**Land Use Bylaw –**

Land Use Bylaw 232a-10 (2010),  
Amendment 253-13 (2013),  
Amendment 257-14 (2014), and  
Amendment 263-16 (2016).

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

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

Members of the community can provide their input by:

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

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

<b>Planning Document Review Timeline - 2025</b>				
<b>Name</b>	<b>First Reading</b>	<b>Public Hearing</b>	<b>Second Reading</b>	<b>Third Reading &amp; Final Reading</b>
Municipal Development Plan	June	September	October	November
Municipal Sustainable Plan	June	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.)*

f) Development Permit Update – 2023 - 2025

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.

24DP03-27 Plan 4883 KS, Block 6, Lot 4 : 524 – 5 STREET  
CONSTRUCTION OF AN ADDITION (Raised Deck = 31.2 sq. m.) TO AN EXISTING DETACHED  
DWELLING

No new permits for January 2025.

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

8) Financial Reports:

- a) January 2025 Financial Reports – Attached

*(Motion to accept for information.)*

9) Correspondence:

- a. CPO Fine Fees Received - \$203.00
- b. Election 2025 – Candidate Orientation Workshop – Hosted by Wildwillow Enterprises.

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10) Councillor Reports:

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

*(Motion to accept for information.)*

11) Administrator's Report

- a) CAO Report - Attached

*(Motion to accept for information.)*

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

13) Closed Session - None.

Adjournment: Next Meeting March 13, 2025 Regular Meeting of Council

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**January 9, 2025**  
**IN-PERSON AND VIA ZOOM**

**ATTENDANCE**

Mayor, Ray Hutschal – Via ZOOM  
Deputy Mayor, Lolita Chadd – Via Zoom  
Councillor, Dieter Brandt  
CAO, Tony Sonnleitner

Gallery: 0                      ZOOM: 4 Residents

**CALL TO ORDER**

Mayor, R. Hutschal called the meeting to order at 7:00 P.M.

**AGENDA**

Res. A25-001

Moved by Councillor, D. Brandt that the meeting agenda be adopted as presented, with the addition of item 7e) Investigation of Purchase of 500 Parkins Avenue

CARRIED

**MINUTES**

Res. A25-002

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

- a) Minutes of the Regular Meeting – December 12, 2024.

CARRIED

**DELEGATIONS**

**None**

**PUBLIC HEARINGS**

**None**

**NEW BUSINESS**

- a) **Retention of a Returning Officer for 2025 Municipal Elections.**

Res. A25-003

Moved by Deputy Mayor, L. Chadd that Milestone Municipal Services be engaged to provide the Returning Officer and hold the 2025 Municipal Elections for the Summer Village of Ross Haven.

CARRIED

- b) **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 Summer of 2025.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
January 9, 2025  
IN-PERSON AND VIA ZOOM**

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

**Statutory Plans -**

Municipal Sustainability Plan (March 2010), Intermunicipal Collaboration Framework (2019), and Municipal Development Plan (Sept 2011).

**Land Use Bylaw –**

Land Use Bylaw 232a-10 (2010), Amendment 253-13 (2013), Amendment 257-14 (2014), and Amendment 263-16 (2016).

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

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

Members of the community can provide their input by:

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

**MINUTES  
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Municipal Development Plan	March	June	July	August
Municipal Sustainable Plan	March	June	July	August
Intermunicipal Collaborative Plan	March	June	July	August
Land Use Bylaw	April	July	August	September

No Motion.

**c) Development Permit Update – 2025.**

No Action to be taken on this item – Information Only.

**d) Proposed Redistricting of Lands described as Plan 4100 MC, Block A.**

Res. A25-004

Moved by Mayor, R. Hutscal that the letter from the representative of the Lands be accepted for information.

CARRIED

**e) Proposed Purchase of “Lands” described as Plan 7093 KS, Block B : 500 Parkins Avenue.**

Res. A25-005

Moved by Mayor, R. Hutscal that the CAO prepare a survey / letter to be sent to all landowners, seeking input from the community on the proposed purchase of the Lands and investigate funding options.

CARRIED

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**January 9, 2025**  
**IN-PERSON AND VIA ZOOM**

**FINANCIAL REPORTS**

**a) Financial Statements**

Res. A25-006

Moved by Councillor, D. Brandt that the December 2024 financial statements be received as information.

CARRIED

**CORRESPONDENCE**

**None**

**COUNCILLOR REPORTS**

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

Res. A25-007

Moved by Mayor, R. Hutscal that the Councillor Reports be received as information.

CARRIED

**CAO REPORT**

**a) CAO, Tony Sonnleitner**

Res. A25-008

Moved by Mayor, R. Hutscal that the CAO Report be accepted for information.

CARRIED

**OPEN FLOOR**

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



**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
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**CLOSED SESSION –  
CONFIDENTIAL ITEM**

Res. A25-009 Moved by Mayor, R. Hutscal that, pursuant to Section 197(2) of the *Municipal Government Act*, Council move In-Camera at 8:15 P.M. to discuss the following item:

1. “Legal Matter” – FOIP Act, Section 27

In favour Hutscal, Chadd & Brandt.

CARRIED

Res. A25-010 Moved by Mayor, R. Hutscal that Council return to the public meeting at 8:49 P.M.

In favour Hutscal, Chadd & Brandt.

CARRIED

**NEXT MEETING(S)**

- The next regular meeting of Council is scheduled for February 13, 2025. The meeting will be held at the Onoway Civic Centre (Note: Council Chambers have moved Southward in the same building – Address Changes to 4808 – 51 Street) and via ZOOM. Check the Summer Village of Ross Haven website, [www.rosshaven.ca](http://www.rosshaven.ca), for details.

**ADJOURNMENT**

Mayor, R. Hutscal adjourned the meeting at 8:50 P.M.

These minutes approved this 13<sup>th</sup> day of February 2025.

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Mayor

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Chief Administrative Officer

**MINUTES  
 REGULAR COUNCIL MEETING  
 SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
 January 9, 2025  
 IN-PERSON AND VIA ZOOM**

**Development Permits:**

<b>Permit #</b>	<b>Lot</b>	<b>Date</b>	<b>Website Use</b>	<b>Status</b>
23DP03-27	410 – 4 St	Jul 23	Yes Demo, Construct SDD, Sewer + Well	Approved
23DP04-27	410 – 4 St	Sep 1	Yes Construct In-Ground Pool	Approved
24DP03-27	524 – 5 ST	Sept 19	Yes Construct Deck (31.2 Sq. M.)	Approved

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**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 303-2025**

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**APPLICANT / OWNER:**

**DISTRICT:** R - Residential

**LEGAL DESCRIPTIONS:** Lots 2 & 3, Block 9, Plan 4883 KS - Summer Village of Ross Haven (the "Lands").

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**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 4883 KS to allow for the consolidation of Lots 2 & 3, Block 9, Plan 4883 KS into one new lot entitled Lot 2A, Block 9, Plan 4883 KS.

**REGULATIONS:**

**M.G.A.**Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

The applicant has requested His Worship Mayor and Council's favourable consideration of her application to cancel a portion of Plan 4883 KS to allow for the consolidation of the two lots that she owns into one within the Summer Village of Ross Haven (See attached application, dated February 4, 2025). The subject lands are Plan 4883 KS, Block 9, Lot 2 and Plan 4883 KS, Block 9, Lot 3. Both lots are rectangular in shape, have frontage of 21.3 metres (70.0 ft.) on 7<sup>th</sup> Street and on the Municipal Reserve – P7, depth of 36.6 metres, and an area of 780.4 sq. m. (8400 sq. ft.)(See attached location map). Lot 2 is developed with a Single Detached Dwelling and Detached Garage, while Lot 3 has a Shed as the only structure (see attached photographs). The lands are relatively flat, sloping Southward.

**RECOMMENDATIONS:**

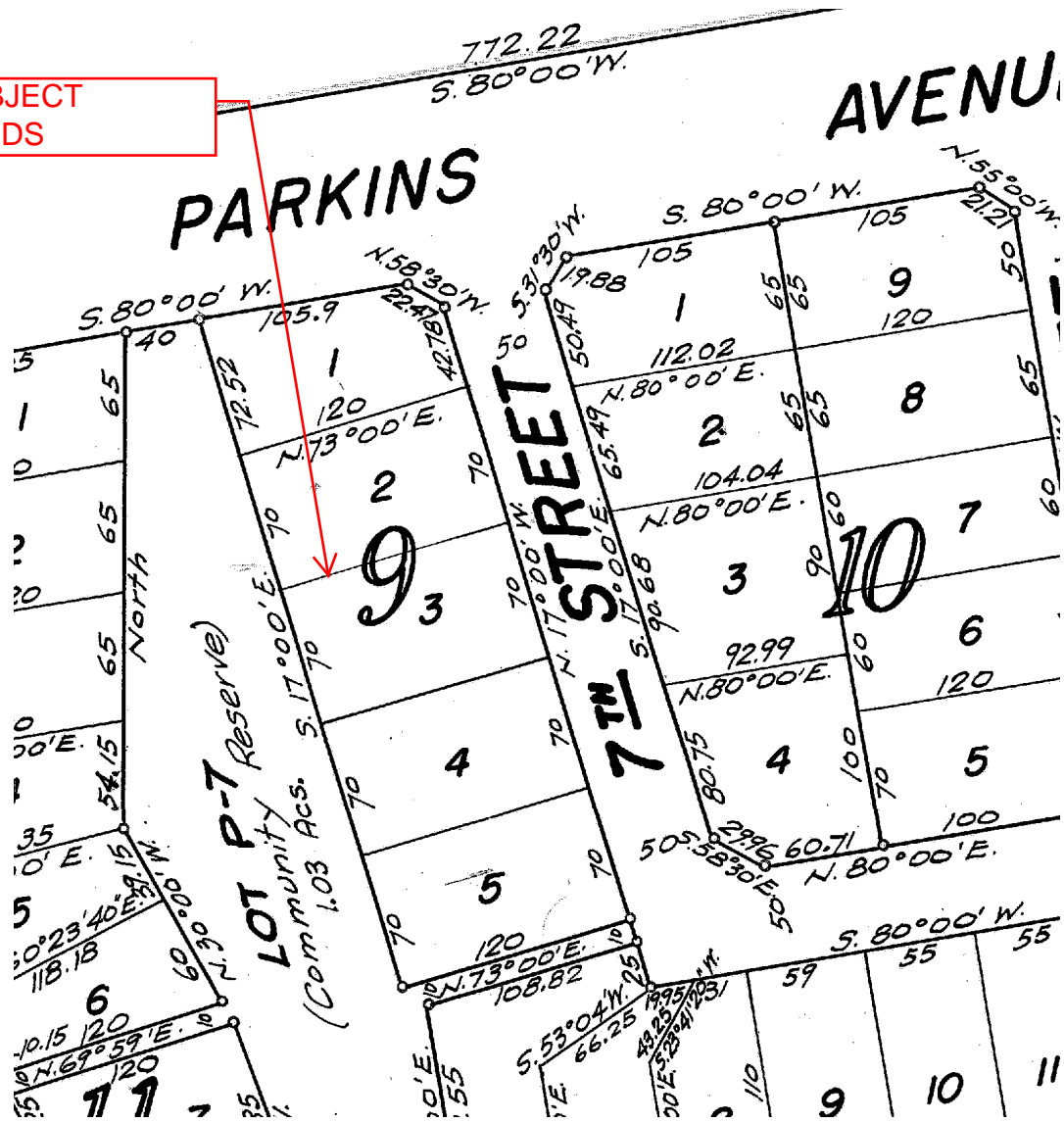
It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 303-2025, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658.
3. It has been typical for His Worship & Council to look favourably upon such applications.

**Bylaw 303-2025**

**Location Map: Plan 4883 KS, Block 9, Lots 2 and 3 : 702 and 703 – 7 Street**

SUBJECT LANDS



**Cancellation of plan of subdivision**

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

(a) the owners of the parcel of land in the plan of subdivision,

(b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and

(c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

# BYLAW NO. 303-2025

## SUMMER VILLAGE OF ROSS HAVEN

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**BEING A BYLAW OF THE SUMMER VILLAGE OF ROSS HAVEN, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 4883 KS.**

**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it has consented to the proposed cancellation;

**NOW THEREFORE** the Council of the Summer Village of Ross Haven in the Province of Alberta, duly assembled, hereby enacts as follows:

1. IT IS HEREBY ORDERED that the lands described as Lots 2 and 3, Block 9, Plan 4883 KS are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the North Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 2A, Block 9, Plan 4883 KS.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for North Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

Read a first time on this 13<sup>th</sup> day of February, 2025.

Read a second time on this 13<sup>th</sup> day of February, 2025.

Unanimous Consent to proceed to third reading on this 13<sup>th</sup> day of February, 2025.

Read a third and final time on this 13<sup>th</sup> day of February, 2025.

Signed this 13<sup>th</sup> day of February, 2025.

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Mayor – Ray Hutscal

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Municipal Administrator – Tony Sonnleitner

**FIRE SERVICES AGREEMENT** entered into this \_\_\_\_ day of \_\_\_\_\_, 2025.

**BETWEEN:**

**LAC STE. ANNE COUNTY**

a Municipality incorporated pursuant to  
the laws of the Province of Alberta,  
(hereinafter referred to as the “County”),

**OF THE FIRST PART,**

**-and-**

**SUMMER VILLAGE OF ROSS HAVEN**

a Municipality incorporated pursuant to  
the laws of the Province of Alberta,  
(hereinafter referred to as the “Summer Village”),

**OF THE SECOND PART.**

**WHEREAS** the Summer Village is authorized under the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the “MGA”), to enter into agreements on or in connection with matters under the Summer Village’s administration;

**WHEREAS** as authorized under the MGA, the County may provide a service that the County provides in the County to another municipality with the agreement of that other municipality;

**WHEREAS** the Summer Village desires to enter into an agreement with the County whereby the County will provide Fire Services to the Summer Village;

**WHEREAS** the Summer Village has agreed to pay for the Fire Services to be provided pursuant to the terms, covenants and conditions hereinafter contained;

**Definitions**

1. In this Agreement:

- (a) **Agreement** - means this agreement and includes Schedules A, B, and C;
- (b) **Apparatus** - Any emergency vehicle used for rescue, fire suppression, or other specialized functions whether operated on land, water, or air;
- (c) **Calendar Year** - The period between January 1 and December 31 of that year;
- (d) **Claim** - means a legal demand or assertion by a claimant for compensation, payment, or reimbursement for a loss under a contract, or an injury due to negligence;



- (e) **County Fire Chief** – means the person holding the office of the County’s Fire Department Chief, or that person’s designate, as the context requires;
- (f) **County Fire Department** – means that fire service organization through which Fire Services are provided by the County;
- (g) **Dispatch Services** - means those activities reasonably required for the receipt of all emergency calls within the Service Area in accordance with the County’s call-handling procedures as they exist from time to time;
- (h) **Equipment** - means any tools, devices or materials used by the Fire Service for rescue, firesuppression or other specialized functions;
- (i) **Fire Services** - means responding to calls for fire suppression or emergencies and the provision of emergency rescue services; such responses include, but are not limited to, structure fires, wildland fires, vehicle and equipment fires, victim rescue, vehicle and equipment extrication, dangerous goods incidents, ice/water rescue, limited confined space rescue, emergency medical assistance, and other incidents to which a fire department normally responds;
- (j) **Fire Services Bylaw** – means the Fire Services Bylaw, as amended or replaced from time to time;
- (k) **Firefighter(s)** - means the firefighter(s) or emergency responder(s) who are members of the County Fire Department;
- (l) **Master Rates and Fees Bylaw** – means the County’s Master Rates and Fees Bylaw, as amended or replaced from time to time;
- (m) **Occupational Health and Safety Act** – means the *Occupational Health and Safety Act, SA 2020, c O-2.2*, as amended from time to time;
- (n) **Party or Parties** – means the Summer Village and the County, or either of them;
- (o) **Personal Information** - means recorded information about an identifiable individual as defined in the *Freedom of Information and Protection of Privacy Act*, as may be amended from time to time;
- (p) **Safety Codes Act** – means the *Safety Codes Act, RSA 2000, c S-1*, as may be amended from time to time;
- (q) **Services** – means Dispatch Services or Fire Services to be provided by the parties pursuant to the terms of this Agreement;

- (r) **Service Area** – has the meaning provided in section 21 and 22 of this Agreement;
- (s) **Standard Operating Guidelines (SOG's)** - means standard operating guidelines issued, updated and or amended in accordance with industry best standards; and
- (t) **Workers' Compensation Act** – means the *Workers' Compensation Act*, RSA 2000, c W-15, as amended from time to time.

### **Delegation**

2. The County designates the County Manager or his or her designate as the County's representative under this Agreement and as the prime contact who is authorized to communicate the County's position to the Summer Village on matters pertaining to this Agreement.
3. The Summer Village designates the Chief Administrative Officer or his or her designate as the Summer Village's representative under this Agreement and as the prime contact who is authorized to communicate the Summer Village's position to the County on matters pertaining to this Agreement.

### **Period of Contract**

4. The County shall provide Fire Services pursuant to the terms of this Agreement commencing March 8, 2025 and terminating December 31, 2035, subject to earlier termination in accordance with this Agreement.
5. Upon the expiration of the initial term in Section 4, this Agreement shall automatically renew for successive periods of the same period of time (the "Renewal Term") as the original term and under the same terms and conditions, unless either Party provides written notice of its intent not to renew at least twelve (12) months prior to the expiration of the initial term or any Renewal Term.
6. The Parties acknowledges that neither Party has an obligation to renew, extend or offer a new contract at the end of the term of this Agreement.

### **Fees**

7. The County will invoice the Summer Village for the provision of Fire Services within the Service Area, based on the rates set out in the County's Master Rates and Fees Bylaw, as amended from time to time, and will be issued in accordance with County policy. The County reserves the right to amend the County's Master Rates and Fees Bylaw, as it pertains to Fire Services, as , as long as the County provides no less than ninety (90) days' prior written notice to the Summer Village of the same. The County shall provide the Summer Village with

electronic incident response reports containing information satisfactory to the Summer Village with each invoice issued to the Summer Village.

8. The Summer Village will pay the County's invoice within 30 days of receipt of the invoice.
9. For the ease of budget certainty, the Summer Village also agrees to a fixed cost contribution amount for the duration of the term of this Agreement, as set out in Schedule "B" of this Agreement. Unless otherwise agreed to by the parties, the Summer Village will be invoiced by the County for 50% of the cost contribution amount no later than January 31<sup>st</sup> of the Calendar Year. Unless otherwise agreed to by the Parties, the Summer Village will be invoiced by the County for the remaining 50% of the cost contribution amount no later than July 1<sup>st</sup> of the Calendar Year and that amount shall be provided to the County no later than September 30<sup>th</sup> of that Calendar Year.

Invoices are to be submitted to: [cao@rosshaven.ca](mailto:cao@rosshaven.ca)

10. All Services provided by the County under this Agreement are being purchased by the Summer Village and where applicable may be subject to the Goods and Services Tax (GST).
11. In the event of early termination of the Agreement the final payment amount will be due at the termination date.

### **Provision of Fire Services**

12. The County agrees to:
  - (a) provide the Summer Village with Fire Services in the Service Area in accordance with the SOGs and the County and Summer Village Fire Services Bylaw;
  - (b) make its best efforts to provide priority of response to required Fire Services within the Summer Village;
  - (c) be responsible for the operation and management of the County Fire Department;
  - (d) be responsible for the maintenance, repair, and upgrading of all equipment and technology used in the provision of the Fire Services;
  - (e) comply with all applicable Federal, Provincial, and municipal legislation, regulations, and bylaws; and
  - (f) be responsible for all recruitment, remuneration and ongoing training and management of all Firefighters on the County Fire Department.

13. The County will maintain SOGs in accordance with best practices for provision of the Fire Services. A copy of the County's current SOGs are attached as Schedule "C". The County shall provide the Summer Village with any amendments to the SOGs within ten (10) days of such amendment becoming effective.
14. If during course of provision of Fire Services, the County becomes aware of any violations or potential violations of the Safety Codes Act, the County will notify the Safety Codes Officer acting on behalf of the Province of Alberta, and advise the Summer Village as soon as possible.

### **Public Education and Community Engagement**

15. The County agrees that the County Fire Department will provide public education and participate in community engagement opportunities within the Summer Village, including but not limited to:
  - (a) FireSmart and Farm Fire Smart initiatives;
  - (b) Fire and Fireworks permitting;
  - (c) Fire Hazard Risk Assessment
  - (d) Knox Box Program
  - (e) Participation in Community Special Events
  - (f) Fire Safety presentations
  - (g) Public Relations and Communications Support
  - (h) Public Safety Messaging
  - (i) Fire Hazard Ranking Updates

### **Dispatch Services**

16. The County agrees to maintain a third-party contract with a 9-1-1 dispatch service, which shall be responsible for receiving, processing, and managing all emergency calls relating to the provision of the Fire Services.
17. The County shall notify the Summer Village of any potential change in Dispatch Services prior to any change to ensure there are no breaks in service or interruptions in communication with other partnering departments and that the service standards provided in Section 13 are maintained.

### **Accountability and Reporting**

18. Both Parties agree to maintain records in respect of the Fire Services, fees and expenses related to this Agreement, including records necessary to demonstrate compliance with the Agreement, and shall make those records available for inspection by either Party or their representatives at all reasonable times upon reasonable notice. Both municipalities shall have the right to take copies at the County or the Summer Village offices, at that Parties' expense, of any such records or parts thereof.

19. The County agrees to meet with the Summer Village on an annual basis, or on such other reasonable schedule as may be mutually agreed upon by the Parties in writing, to discuss data analysis, operational planning, reporting, quality monitoring, risk management, improvement initiatives, and costs relating to the provision of the Fire Services;
20. The County agrees to provide a quarterly reporting to the Summer Village.

### **Service Area**

21. The County agrees to provide Fire Services within the area outlined in Schedule "A" to this Agreement (the "Service Area") in the Summer Village during the term of this agreement.
22. The Summer Village may adjust the Service Area upon reasonable notice to the County.
  - (a) The Parties agree that in order to qualify as reasonable, notice must be in writing and be given at least six (6) months prior to the end of any Calendar Year, so as to allow the County an opportunity to adjust its budget in the normal course of its budget cycle and procedures.
  - (b) In the event the Summer Village increases the Service Area, it agrees to engage in good faith consultation with the County prior to the adjustment to ensure the County has the necessary resources and capacity to accommodate the increased Service Area.
  - (c) In the event the Service Area is adjusted, the Parties agree to review in good faith the need for an adjustment to associated fees for the provision of Fire Services.

### **Level of Service and Mutual Aid**

23. The County shall assign at its discretion, on a per incident basis, Apparatus, Equipment and Firefighters as required to provide Fire Services in accordance with this Agreement and the County and Summer Village Fire Services Bylaw.
24. The Summer Village acknowledges, accepts and agrees that in the event where a County incident is deemed to be a priority by the County Fire Chief or his or hers designate, in their sole discretion, the County may be unable to provide the Fire Services within the Service Area. The County commits to never abandoning an active fire scene. The Summer Village shall have no claim for damages or compensation arising out of the failure or refusal of the County to provide the Fire Services under this Agreement due to a conflicting requirement for such Fire Services.
25. Where, in the opinion of the County Fire Chief, additional assistance is required to respond to an emergency call in the Service Area, the County Fire Chief may request additional Apparatus, Equipment and Firefighters, or support from any other municipality or fire

protection association which is a party to an existing fire service agreement or mutual aid agreement with the County.

### **Equipment**

26. The County shall bear the costs of all repairs to any Apparatus and Equipment comprising a part of the County's Firefighting Equipment when being utilized within the Summer Village.
27. The County agrees to maintain insurance and registration on the County's Apparatus and Equipment.
28. The County agrees to maintain the required radio licenses for all radios including County Fire Department radios (handheld portables, base station and apparatus mobiles).

### **Staffing**

29. The County shall be responsible for providing insurance and Workers' Compensation Act coverage for all Firefighters providing Fire Services under this Agreement.
30. The County shall collect and maintain any required Firefighter documentation or information necessary for County staff.

### **Occupational Health and Safety and Workers' Compensation**

31. The Parties will comply with the Occupational Health and Safety Act, the Workers' Compensation Act and all other laws in force in Alberta relevant to the provision of the Fire Services where applicable. On request, the County will provide the Summer Village with a certificate from the Workers' Compensation Board showing the County is registered and is in good standing with the board, if applicable.
32. The County shall operate, at all times, under its own Health and Safety policy.

### **Indemnity and Insurance**

33. The County agrees to indemnify and hold harmless the Summer Village from any and all Claims, third-party Claims, demands, and actions or costs (including the Summer Village's costs on a solicitor-client basis) for which the County is responsible arising out of negligence or willful acts by the County or the County's employees or agents.

This clause shall survive the termination of this Agreement.

34. The Summer Village agrees to indemnify and hold harmless the County from any and all Claims, third-party Claims, demands, and actions or costs (including the County's costs on a solicitor-client basis) for which the Summer Village is responsible arising out of negligence or

willful acts by the Summer Village or the Summer Village's employees or agents.

This clause shall survive the termination of this Agreement.

35. The Parties shall obtain, maintain and keep in good standing during the term of this Agreement, general public liability, automobile, commercial general liability, and property damage insurance coverage. Both Parties shall produce proof of insurance upon the request of the other Party.

#### **Freedom of Information and Protection of Privacy Act (FOIPPA)**

36. In the event that either Party provides any Personal Information to the other Party for the completion of the Services identified above, or either party gathers Personal Information from any employee/resident/customer under this Agreement in order to complete the Fire Services as stated in this Agreement, each Party acknowledges that the Freedom of Information and Protection of Privacy Act and regulations, as amended (hereinafter referred to as "FOIPPA") applies to that Personal Information, and agrees that each Party will handle that Personal Information in accordance with the obligations of each Party under FOIPPA:

- a) Each Party agrees that they will not collect Personal Information from any employee/resident/customer of either Party except in connection with or for the purpose of providing the Fire Services as identified in this Agreement.
- b) Each Party shall maintain records of all information collected while providing the Fire Services as identified in this Agreement. Any and all records collected, created, maintained or prepared in the performance of these Services are hereby deemed to be under the control of each Party irrespective of custody and shall be maintained by each Party in accordance with FOIPPA.

37. The County shall maintain records of all information collected while providing the Fire Services as identified in this Agreement. Upon notification by the Summer Village of receipt of an access to information request, the County shall make best efforts to provide to the Summer Village copies of all records, in either paper or electronic format, as specified by the Summer Village within five (5) days of the notification.

38. Each Party shall ensure that all their employees and/or agents understand and comply with the obligations imposed on each Party under this paragraph, including without limitation, the protection of privacy of employees/residents/customers of each Party and the reporting requirements.

39. The County shall keep and cause its Members to keep confidential the nature of all emergency calls and matters involving Personal Information arising out of the provision of Fire Services, unless otherwise required by law.

## Notices

40. The Parties agree to have open lines of communication. If at any time during the continuance of this Agreement, the Parties consider it necessary to amend this Agreement, they may do so by a written document signed by each Party or by exchange of letters signifying mutual agreement between the Parties and all amendments in such written document or letters shall be adhered to and have the same force and effect as if they had been originally embodied in and formed part of this Agreement.

41. Any and all notices permitted or required to be given under this Agreement must be delivered in writing to the offices of the parties listed below.

### **TO THE COUNTY:**

Attn: County Manager  
Lac Ste. Anne County  
Box 219  
Sangudo, AB T0E 2A0  
LSAC@LSAC.ca

### **TO THE SUMMER VILLAGE:**

Attn: Chief Administrative Officer  
Summer Village of Ross Haven  
Box 70, Site 19, RR 1  
Gunn, AB T0E 1A0  
cao@rosshaven.ca

Either Party may, upon notice to the other Party, change its address for payments and notices under this Agreement.

## Termination

42. In the event that either Party is in breach of this Agreement, the non-defaulting Party may provide written notice requiring such Party to remedy the default within 14 days, failing which the non-defaulting Party may terminate this Agreement, without limitation to any other rights or remedies it may have.

43. Notwithstanding the foregoing, either Party may terminate this Agreement at any time by providing 12 months' notice in writing to the other Party. Upon termination, the County shall invoice for any amounts owing up to the date of termination, and the Summer Village shall pay such invoice within 30 days of receipt, subject to any other rights or remedies the Parties may have in the case of a termination for default.



## **Dispute Resolution**

44. Unless specifically described herein to the contrary, the following provisions shall apply to the resolution of conflicts between the Parties as they arise:

- a) the Summer Village and the County agree to utilize all reasonable efforts to resolve any dispute, whether arising during the term of this Agreement or at any time after its termination promptly and in an amicable manner by negotiations between the Parties;
- b) the Summer Village and the County shall continue to perform their respective obligations during the resolution of any dispute or disagreement, including during any period of mediation and arbitration, unless and until this Agreement is lawfully terminated according to its terms;
- c) initially, the dispute shall be referred to the Chief Administrative Officer and the County Manager. These designated representatives, or their designates, shall meet as soon as is reasonably possible after the dispute is referred to them, giving due regard to the nature and the impact of the issue under consideration;
- d) if a dispute cannot be resolved by the designated representatives within thirty (30) days, the dispute shall be referred to County Council and the Summer Village Council for resolution. County Council and the Summer Village Council or their respective appointed representatives shall meet as soon as is reasonably possible after the dispute is referred to them, giving due regard to the nature and the impact of the issue under consideration;
- e) if a dispute cannot be resolved by the Parties by mutual agreement within a time period that is reasonably satisfactory to the Party raising the issue under consideration, either Party may submit the dispute for mediation. Either Party may, on notice to the other Party, request that mediation take place and the Parties shall together select a mediator.

## **General Terms**

45. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the Parties.

46. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Alberta and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta. This clause shall survive this agreement.

- 47. No interest in this Agreement may be assigned without the prior written consent of the Parties. No Party may be added as a Party to this Agreement without the prior written consent of the Parties.
- 48. The Parties agree that this Agreement may be amended from time to time upon mutual agreement.
- 49. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.
- 50. Each of the persons signing below on behalf of any Party to this Agreement represents and warrants that they are signing with authority to bind the Party on which behalf they are signing.

The Parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

**LAC STE. ANNE COUNTY**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
County Manager

**SUMMER VILLAGE OF ROSS HAVEN**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**Schedule "A"**

**Service Area**

**Schedule “B”**

**Operating Cost Contribution**

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<b>Year</b>	<b>Base Rate</b>	<b>Adjustment</b>	<b>Adjusted Cost (New Rate)</b>
<b>2025</b>	\$23,879.76	Prorated for 299 days	\$19,561.77
<b>2026</b>	\$23,879.76	+ CPI (Oct.31.2025)	Base Rate + CPI
<b>2027</b>	Previous Year Adjusted	+ CPI (Oct.31.2026)	Adjusted Rate + CPI
<b>2028</b>	Previous Year Adjusted	+ CPI (Oct.31.2027)	Adjusted Rate + CPI
<b>2029</b>	Previous Year Adjusted	+ CPI (Oct.31.2028)	Adjusted Rate + CPI
<b>2030</b>	Previous Year Adjusted	+ CPI (Oct.31.2029)	Adjusted Rate + CPI
<b>2031</b>	Previous Year Adjusted	+ CPI (Oct.31.2030)	Adjusted Rate + CPI
<b>2032</b>	Previous Year Adjusted	+ CPI (Oct.31.2031)	Adjusted Rate + CPI
<b>2033</b>	Previous Year Adjusted	+ CPI (Oct.31.2032)	Adjusted Rate + CPI
<b>2034</b>	Previous Year Adjusted	+ CPI (Oct.31.2033)	Adjusted Rate + CPI
<b>2035</b>	Previous Year Adjusted	+ CPI (Oct.31.2034)	Adjusted Rate + CPI

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The annual fixed cost contribution shall be increased annually equal to the Consumer Price Index for Alberta – All Items, as published by Statistics Canada, for October year over year:

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.23&cubeTimeFrame.startMonth=09&cubeTimeFrame.startYear=2024&referencePeriods=20240901%2C20240901>

The County shall provide notice of this annual adjustment to the Service Fee to the Summer Village prior to December 1 of each year of this Agreement.

## **SCHEDULE "C"**

### **STANDARD OPERATING GUIDELINES**

This schedule outlines the structure and sections of the Standard Operating Guidelines (SOGs) associated with this Agreement. Due to the extensive nature of the SOGs, the full content is not included within this document. However, any party to this Agreement may request copies of specific sections for review by submitting a formal request to the County Manager.

#### **Outline of SOG Sections**

- **Section 10: Organization Safety**  
Overview of safety practices, policies, and procedures aimed at ensuring a safe work environment.
  
- **Section 20: Incident Safety**  
Guidelines for managing safety during incident response, including hazard assessment and mitigation strategies.
  
- **Section 30: Operations**  
Standard protocols for operational tasks, equipment handling, and coordination during activities.
  
- **Section 40: Training**  
Policies and procedures for training programs, skill development, and maintaining operational competency.
  
- **Section 50: Administration**  
Administrative processes, documentation, and record-keeping requirements.
  
- **Section 60: [Left Blank Intentionally]**
  
- **Section 70: [Left Blank Intentionally]**
  
- **Section 80: [Left Blank Intentionally]**
  
- **Section 90: Station Orders**  
Specific orders and directives applicable to station operations and personnel.

#### **Access to SOGs**

Parties to this Agreement may request access to specific sections of the SOGs by contacting the County Manager or Fire Chief. Requests should clearly identify the section(s) required, and copies will be provided promptly.

This outline ensures that all parties are aware of the structure of the SOGs while maintaining flexibility and accessibility to relevant details upon request.

# Summer Village of Ross Haven

## Balance Sheet

As of January 31, 2025

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	120,872.69
1-1215 Savings Bank Account	303,956.18
In/out	0.00
Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$424,828.87</b>
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	-3,915.59
<b>Total Accounts Receivable (A/R)</b>	<b>\$ -3,915.59</b>
1-1226 GIC Investments	
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	-423,173.70
1245 GIC 0038	0.00
<b>Total 1-1226 GIC Investments</b>	<b>-3,173.70</b>
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	5,293.15
1-2100 ASFF Under Levy	0.00
1-2111 Arrears Property Taxes	0.00
1-2150 Grants Receivable	314,794.00
1-2151 MSI Capital Receivable	91,668.00
Assets	0.00
Year End Accounts Receivable	0.00
<b>Total Current Assets</b>	<b>\$829,494.73</b>
Non-current Assets	
Property, plant and equipment	
1-6010 Land	2,094,041.00
1-6020 Land Improvements - 15 years	110,402.00
1-6021 Accu. Dep. - Land Improvement 15 years	-66,320.90
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-23,459.55
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-242,041.96
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-449,625.74
1-6050 Engineered Gravel Roads	810,750.00
1-6051 Accu. Dep. - Engineered Gravel Roads	-810,750.00
1-6060 Machinery & Equipment	148,424.80
1-6061 Accu. Dep. - Machinery & Equipment	-105,957.43

# Summer Village of Ross Haven

## Balance Sheet

As of January 31, 2025

	TOTAL
1-6070 Vehicles	60,081.88
1-6071 Accu. Dep. - Vehicles	-30,513.40
1-6080 Water Drainage System	935,925.51
1-6081 Accu. Dep. - Water Drainage System	-98,604.20
1-6090 Work In Progress	20,772.50
1-6100 Accum. Dep. - Engineer Roads	-800.69
6090 Water Drainage System - WIP	0.00
6091 Engineered Structure Roads	5,338.00
6092 500 Parkins Avenue	1,000.00
<b>Total Property, plant and equipment</b>	<b>\$3,304,230.22</b>
<b>Total Non Current Assets</b>	<b>\$3,304,230.22</b>
<b>Total Assets</b>	<b>\$4,133,724.95</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
Credit Card	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	-1,000.00
2-2150 RBC VISA Noel	0.00
<b>Total Credit Card</b>	<b>\$ -1,000.00</b>
1-2050 GST/HST Receivable	-17,827.74
2-2750 Accrued payables	14,016.71
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	232,187.00
3-8570 Deferred MSI Capital Grants	282,517.20
3-8575 MSI Operating Support Grant	0.00
3-8580 Deferred FCSS/Other Grants	6,168.26
3-8581 Deferred FORTIS Grant	4,450.00
3-8585 Deferred ACP Grants	0.00
3-8590 Deferred MSP Grant	0.00
3-8600 ACP Sidewalk Grant	6,413.14
GST/HST Suspense	7,533.82
<b>Total Current Liabilities</b>	<b>\$560,132.39</b>
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
2-2801 Long Term Debt - Dump Trailer	15,565.25
<b>Total Non-current Liabilities</b>	<b>\$15,565.25</b>
<b>Total Liabilities</b>	<b>\$575,697.64</b>

# Summer Village of Ross Haven

## Balance Sheet

As of January 31, 2025

	TOTAL
Equity	
3-8000 Accumulated Surplus	-231,125.65
3-8001 Operating reserve fund change	-221,124.00
3-8100 Equity in TCA	3,276,272.45
3-8140 Equity in TCA - additions	166,392.00
3-8200 Current Amortization Expense	-62,498.14
3-8300 Equity in TCA - Disposal	0.00
3-8500 Restricted Reserve	105,000.00
3-8540 Reserve - Lagoon/Wastewater	317,127.00
3-8541 Reserve fund Lagoon/Wastewater	-60,000.00
Retained Earnings	318,403.24
Profit for the year	-50,419.59
<b>Total Equity</b>	<b>\$3,558,027.31</b>
<b>Total Liabilities and Equity</b>	<b>\$4,133,724.95</b>



# Summer Village of Ross Haven

## Profit and Loss

January 2025

	TOTAL
<b>INCOME</b>	
4-9300 Grants - FCSS	1,604.36
4-9400 Interest Income	690.76
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	50.00
<b>Total Income</b>	<b>\$2,345.12</b>
<b>GROSS PROFIT</b>	<b>\$2,345.12</b>
<b>EXPENSES</b>	
6-1141 Lac Ste Anne Foundation Payable	16,170.51
6-2159 Administrator Fee	4,325.48
6-2160 Development Officer Fee	355.00
6-2165 Wages	6,529.87
6-2230 Professional Fees	1,344.00
6-2274 Insurance	2,138.64
6-2511 Bank Charges	12.75
6-2512 Cellphone & Communications	151.28
6-3520 Equipment - R&M	16,353.71
6-3540 Utilities	268.83
6-4512 Public works - Supplies	149.65
6-5510 Garbage Disposal	240.00
6-7373 Onoway Regional Fire Services	4,724.99
<b>Total Expenses</b>	<b>\$52,764.71</b>
<b>PROFIT</b>	<b>\$ -50,419.59</b>

**From:** Tony Sonnleitner (Ross Haven) <CAO@rosshaven.ca>  
**Sent:** February 6, 2025 2:37 PM  
**To:** pcm1@telusplanet.net  
**Subject:** FW: Payment Advice Notification

**From:** 1GXInvoiceInquiries@gov.ab.ca <1GXInvoiceInquiries@gov.ab.ca>  
**Sent:** February 4, 2025 9:13 PM  
**To:** Tony Sonnleitner (Ross Haven) <CAO@rosshaven.ca>  
**Subject:** Payment Advice Notification

Hello **SUMMER VILLAGE OF ROSS HAVEN,**

Please find below your electronic remittance advice for payments made to you by the Government of Alberta.

**STATEMENT OF DEPOSIT**

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ROSS HAVEN		0070000393	6-Feb-2025	
DEPOSITED AT BANK:	000305259	DEPOSIT NO	DATE	AMOUNT
BRANCH:	05259	2003087566	6-Feb-2025	\$203.00
ACCOUNT:	****6385	TOTAL		\$203.00
DEPOSIT NO:	2003087566	DEPOSIT DATE:	6-Feb-2025	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1903361542	FINES DISTRIBUTION	250131	\$203.00	
	Total Payment From Fines Dist For Inquiries Call 780 427 4997			\$203.00
DEPOSIT TOTAL				\$203.00

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

If you have received this email in error or wish to be opted out or excluded from receipt of this email, please email 1GXInvoiceInquiries@gov.ab.ca indicating that you do not wish to receive this email or contact Service Alberta Accounts Payable at 780-427-7481.

Regards:

**Subject:** Election 2025 Candidate Orientation Workshop

Hello all,

Regarding the 2025 Election Season, Wildwillow Enterprises and the Town of Stony Plain are partnering to host 2 candidate orientation sessions in the LSAC area. The purpose of these sessions will be to provide prospective candidates with relevant information regarding the nomination and election process, as well as what to expect should they be elected to Council. We plan to host these sessions in April/May with one in the Darwell area and one in the Nakamun Area, locations TBD.

**I am reaching out to you to see if your municipality is interested in participating.** There will be a presentation, followed by a Q & A session. The presentation will be quite general in nature, but there will certainly be parts that are geared towards summer villages. Any municipalities that would like to participate are encouraged to bring handouts with any community specific information you think is relevant (i.e.. Election dates, nomination information, etc.)

There will be a small cost to cover hall rentals, staff time, hosting expenses (food and drink), and advertising. The total cost per municipality will depend on the final expenses and the number of participating municipalities. However, I anticipate that the total cost to be split will be roughly \$2000. Each municipality would be responsible to provide their own municipal specific printed material.

Please let me know by **March 10** if your municipality would like to participate so that I can be sure to include your information in presentation materials and advertising. Also, if you are participating, please send me your nomination/election information (dates, returning officer, contact info) and community logo.

Please don't hesitate to reach out if you have any questions.

Regards,

Angela Duncan  
Wildwillow Enterprises  
780-967-0271

**Councillor Report  
Ray Hutscal  
January 2025**

• **LILSA / Water Levels / Water Quality**

- Reviewed priorities for 2025. Quantity of Water, Flowering Rush, Water Quality, Outreach + Webpage Updates
- Water Sampling was completed in the Sturgeon River by NWSA. Findings to be investigated further, and potential action items. Also, should have some findings from various creek samples that were done.
- FYI – Parking fees around boat launches likely coming soon. More details from the County should be coming soon.
- Review potential application of Watershed Stewardship Grant

• **500 Parkins Avenue**

- After last council meeting, and receiving Council approval to proceed with conditional offer, completed research, formed basis of offer, reviewed with Council/CAO, made conditional offer to Realtor.
- Compiled a list of “ToDo” and “Potential Uses” regarding potential purchase
- Received counter from seller, countered back. Got Conditional Approval.
- Drafted info to residents, completed amortization table. Review and modified with Council / CAO.

• **General Village Items**

- **Budget 2025** – Created folder, commenced preliminary work on 3 Year Operating and 5 Year Capital plan.
- **Drainage issues** on parkway between 8<sup>th</sup> Street and 9<sup>th</sup> Street, and Portion of 8<sup>th</sup> street that runs parallel to lake.
  - *Update: Parkway - Work completed last fall, will review in spring. Remind people to stay off the upper parkway (from middle walkway between 8 and 9 up to Parkins) until barriers removed.*
  - *Update – 8<sup>th</sup> Street – Will review in spring, then closeout.*
- **Road, drainage, and safety issues** at the round-a-bout of 4<sup>th</sup> street.
  - *Update: Looking to complete final drawings in February, go for tender, for work to be complete this year.*
- **Drainage issues** on 5<sup>th</sup>/6<sup>th</sup> parkway
  - *Update: Work completed last fall, will review in spring. Remind people to stay off the parkway from Parkins to the lower walkway between 5 and 6.*
- **Road and drainage issues** on 7<sup>th</sup> street
  - *Update: Construction complete. Will review in spring, then closeout.*

**Ray Statistics Update (Month of January)**

Incoming Emails	156	Meeting / Telephone Hours	4.5
Sent Emails	46	Total Hours	13

# CAO REPORT

## Regular Meeting of Council – February 13, 2025

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### December 31, 2024 Assessments for 2025 Municipal Taxes.

The Property Assessments ahead of the 2025 Municipal Taxes are on the Ross Haven website. 2025 Combined Assessment & Tax Notices will be in the mail in late April.

### Mail-out Re: Proposed Purchase of 500 Parkins Avenue.

The Survey with respect to the proposed purchase of 500 Parkins Avenue is in the mail, where you may submit your completed survey via the return envelop, drop off at the Municipal Shop (700 Parkins Avenue, or email [cao@rosshaven.ca](mailto:cao@rosshaven.ca). Surveys must be received by March 10, 2025.

If you haven't received your survey, please contact the CAO at 780.718.5479.

### Noel Tomm Back on the Job.

Noel Tomm, Public Works Coordinator, is back on the job. Glad to see you back Noel.

Thank you, Louis Belland, for filling the role of Public Works Supervisor during Noel's absence.

### 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 recommendation.

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.

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## Enjoy Winter activities at the Lake!!