

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON JANUARY 9, 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:

- P 4 - 8
- Minutes of the Regular Meeting – December 12, 2024.
(*Motion to approve minutes as read, or with amendments thereto*)

5) Public Hearings: None scheduled.

6) Delegations: None

7) New Business:

- P 9 - 18
- a) Retention of a Returning Officer for 2025 Municipal Elections.
 - b) 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:

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1. Sending your comments by email to our CAO at cao@rosshaven.com
2. Providing input during the open session at any of our monthly council meetings,
3. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline - 2025				
Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
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.)

c) Development Permit Update – 2023 - 2024

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 December 2024

(Action as directed by Council at meeting time.)

P 19 - 23

d) Lac Ste. Anne County – Redistricting Application 010REDST2024

Redistricting of Pt NE 9-55-3-W5M (Immediately North of SV of Yellowstone)

(Motion to accept for information.)

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DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

8) Financial Reports:

- P 24 - 29 a) December 2024 Financial Reports – Attached

(Motion to accept for information.)

9) Councillor Reports:

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

(Motion to accept for information.)

10) Administrator's Report

- P 30 a) CAO Report - Attached

(Motion to accept for information.)

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

12) Closed Session – Matters of a private and confidential nature.

*(Motion to go in-camera, and Motion to come out of the in-camera session).
(Action as directed by Council at meeting time.)*

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

MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
December 12, 2024
IN-PERSON AND VIA ZOOM

ATTENDANCE

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

Gallery: 0 ZOOM: 5 Residents

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:01 p.m.

AGENDA

Res. A24-128

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

CARRIED

MINUTES

Res. A24-129

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

- a) Minutes of the Regular Meeting – November 14, 2024.

CARRIED

DELEGATIONS

None

PUBLIC HEARINGS

None

NEW BUSINESS

Res. A24-130

- a) **2025 Interim Operating and Capital Budget.**

Moved by Mayor, R. Hutschal that a 2025 Interim Operating & Capital Budget be approved at ½ of the 2024 Approved Operating and Capital Budget, and that this 2025 Interim Operating & Capital Budget cease to have any force and effect once the 2025 Operating and Capital Budget is approved.

CARRIED

- b) **Fire Services – Post March – 2025 - Discussion.**

Council reviewed information received after motions made at the November 14, 2024 meeting. No Motion was made.

MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
December 12, 2024
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c) 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 Spring of 2025.

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

Statutory Plans -

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

Land Use Bylaw –

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

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

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

Members of the community can provide their input by:

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

**MINUTES
REGULAR COUNCIL MEETING
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Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
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.

d) Development Permit Update – 2024.

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

FINANCIAL REPORTS

a) Financial Statements

Res. A24-131

Moved by Mayor R. Hutschal that the October 2024 financial statements be received as information.

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

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

**MINUTES
REGULAR COUNCIL MEETING
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IN-PERSON AND VIA ZOOM**

Development Permits:

Permit #	Lot	Date	Website Use	Status
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



MILESTONE

MUNICIPAL SERVICES INC.

**MILESTONE
MUNICIPAL
SERVICES INC.**

PROPOSAL FOR THE
SUMMER VILLAGE OF
ROSS HAVEN

DECEMBER 11TH, 2024

Prepared by
EMILY HOUSE

ABOUT US

At Milestone Municipal Services, we specialize in supporting Alberta's municipalities with expert Municipal Administrative Management, Chief Administrative Officer (CAO) services, Subdivision and Development Appeal Board expertise, and comprehensive Election Management solutions.

Our team of seasoned professionals is dedicated to delivering efficiency, transparency, and excellence in local governance. Milestone is here to ensure a seamless and transparent election process, from initial planning to final reporting.

We have successfully managed elections for Spring Lake, Lakeview, Kapasiwin, and Seba Beach. Our extensive experience has provided many municipalities with the extra help and professionalism needed to run efficient and effective elections.

Our passion is helping municipalities like yours achieve sustainability. With proven strategies and extensive resources, we manage every aspect of the election process with professionalism and care.

We value collaboration and transparency in every partnership. Enclosed, you'll find a proposal outlining how we can support your community. We look forward to the opportunity to sit down with your council and discuss a customized solution that ensures your municipality's success, both now and in the future.

OUR HISTORY

Since our founding, Milestone Municipal Services has provided executive municipal services to small municipalities across Alberta, including election process management, project management, policy development, Subdivision and Development Appeal Board services and comprehensive CAO functions. Our experience spans multiple municipalities, bringing valuable insights and hands-on expertise in areas critical to effective municipal management.

OUR PHILOSOPHY

Understanding the distinctive nature of smaller communities, Milestone emphasizes a tailored approach that respects local values while implementing best practices for municipal operations. Our philosophy centers around clear communication, fostering resident engagement, and building sustainable policies that ensure long-term growth and development. We believe that effective governance is built on a foundation of mutual respect and active listening. By understanding the unique identity and values of your village, Milestone is committed to crafting solutions that reflect the specific needs and aspirations of the community. Our approach combines respect for local traditions, and values with forward-thinking practices, aiming to enhance resident engagement and foster transparent, sustainable growth. We strive to make every voice heard and ensure that our policies benefit both present and future generations."

SCOPE OF WORK - 1

ELECTION PLANNING AND ENGAGEMENT

- 1.Election Planning Support to Council: Provide guidance and resources to the council to ensure they are well-prepared for the election process where requested.
- 2.Set-Up MAConnect (Election Database) Portal: Establish and configure the MAConnect portal to manage election data efficiently. This includes setting up user accounts and ensuring data security.
- 3.Set-Up Election Records/Binder/Files: Organize all necessary election documents, such as oaths, voter lists and registration, candidate information, checklists, and procedural guidelines, into a well-structured system.
- 4.Certification of RO and SRO, Staff: Ensure that the Returning Officer (RO), Substitute Returning Officer (SRO), and other staff members are properly trained and certified.

FEE: \$400.00

SCOPE OF WORK - 2

PRE-NOMINATION AND NOMINATION DAY ACTIVITIES

- 1.Notice of Nomination Day (Letter and Forms): Prepare and distribute the official notice. Ensure all legal requirements are met in the documentation.
- 2.Mailing of Notice of Nomination Day Package: Send out the nomination day packages to all residents/landowners. This package should include the notice, forms, and any additional instructions or information candidates need.
- 3.Nomination Day Services (10am-12noon): On nomination day, provide services to receive nominations, issue receipts, and post unofficial results. Ensure the election portal is updated promptly with this information.
- 4.Declaration of Results (if Acclamation): If there is an acclamation, officially declare the results.

FEE: \$500.00

PLUS \$3.25 PER MAILED PACKAGE

SCOPE OF WORK - 3

PRE-ELECTION AND ELECTION DAY ACTIVITIES

1. Notice of Election Package (Letter and Forms/Voter Info): Prepare and distribute the official notice. Ensure all legal requirements are met in the documentation. Prepare and distribute the official notice of election, including all necessary forms and voter information. Ensure the package is clear and comprehensive to inform voters about the election details.
2. Mailing of Notice of Election Package: Prepare and distribute the official notice of election, including all necessary forms and voter information ensuring the package is clear and comprehensive to inform voters about the election details.
3. Election Day Services (10am – 8pm): Manage the entire voting process including:
 - Set-Up: Arrange the polling stations with all necessary equipment and materials.
 - Staff: Ensure all staff are trained and ready to assist voters.
 - Counting: Oversee the counting of votes once polling closes.
 - Unofficial Results: Post the unofficial results as soon as they are available.
 - Update Election Portal: Keep the election portal updated with the latest information throughout the day.
4. Ballot and Material Supply: Supply of all election materials, including ballot boxes for Election Day and separate ballot box for Advance Poll, ballots, polling stations, etc.

FEE: \$2,500.00

PLUS \$3.25 PER MAILED PACKAGE

SCOPE OF WORK - 4

POST ELECTION AND FINAL REPORTING

1. Preparation and Mailing of Notice of Election Results: Once the election results are finalized, prepare an official notice detailing the results.
2. Final Certification of Results on Election Database: Ensure that the election results are accurately entered and certified in the election database.
3. Preparation and Turn-Over of Election Records to the Municipality: Compile all election records, including ballots, voter lists, and any other relevant documents. These records should be organized and handed over to the Municipality for official archiving and future reference.

FEE: \$400.00

EXTRA ADDITIONS

Advance Voting

- 4-Hour Advance Poll: Schedule a 4-hour period for advance voting. This allows voters who may not be able to vote on election day to cast their ballots early.
- Fully Staffed and Supplied: Ensure that the advance poll is fully staffed with trained personnel to assist voters and manage the voting process. Additionally, supply all necessary materials, such as ballots, voting booths, pens, and any other required items.

FEE: \$800.00 PER ADVANCE POLL

Additional Hours (Done at request)

1. Change of Scope Requested by Council: This involves accommodating any additional requests from the council, such as drafting extra letters, making additional posts, or organizing more meetings. It's important to document these changes and adjust the project plan accordingly.
2. Change of Scope Required to Address New Legislation/Process Regulations: Stay updated with any new legislation or process regulations that impact the election. Adjust your procedures and documentation to ensure compliance with these new requirements.
3. Support for Elector Register Preparation: Assist in preparing the elector register, which includes verifying voter information, ensuring the accuracy of the voter list, and addressing any discrepancies. This step is crucial for a smooth and fair election process.

FEE: \$65 PER HOUR

Publication of Notices

1. Rather than, or in addition to, mailing: You can choose to publish notices in local newspapers instead of, or in addition to, mailing them. This can help reach a wider audience and ensure that the information is accessible to those who may not receive mail regularly.
2. ¼ Page Ad in Local Paper, 2x Per Occurrence: Place a quarter-page advertisement in the local newspaper twice for each occurrence. This ensures that the notice is visible and has a higher chance of being seen by the community.

FEE: COST PLUS 15%

PROPOSED COST FOR SERVICES

Scope	Fee
1	\$400.00
2	\$500.00 plus \$3.25 Per Mailed Package
3	\$2,500.00 plus \$3.25 per Mailed Package
4	\$400.00

Additional	Fee
Publication of Notices	Cost plus 15%
Advance Voting	\$800 per advance poll
Additional Hours	\$65/ Hr



MILESTONE

MUNICIPAL SERVICES INC.

CONTACT US



780-691-4465



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Box 1075, Onoway, AB, T0E 1V0



milestonemunicipalservices.ca

Reanne Springer O/A Springer Voting
PO Box 123
Onoway, Alberta, T0E 1V0

December 30, 2025

Summer Village of Ross Haven
Attention: Tony Sonnleitner

RE: QUOTE FOR RETURNING OFFICER SERVICE FOR 2025 GENERAL ELECTION

Dear Tony:

Further to your email request below is the quote as requested:

Provide Returning Officer services to deliver and complete the 2025 General Election (period required appx. February 2025-September 2025) as detailed in the LAEA, a general list of duties would include the following: Nomination forms, packages, meeting with candidates to file their paper, all notices are posted in newspapers, websites, social media, posters within timelines, Special Ballot, Institutional voting, voting schedule, organizing of all polling places and staff including accessibility and safety inspection, training of all poll workers, worker schedules, assembling all supplies and materials for polling places, monitoring candidate signs and behavior in with the LAEA rules, eligible voter info and ID requirements, answering any questions or concerns from voters, troubleshooting on advance and voting day, ballot, collection of financial disclosure from all candidates, unofficial count and official count, binder with all required documentation in the event of an audit by MA, final report and recommendations, etc. The contract would cover labor, travel and mileage only, any other expenses to be covered by the Summer Village of Ross Haven.

Hourly rate: \$55

Mileage rate: at CRA rate

Total hours estimate: 40-150 *

*Approximate number of hours required is very difficult as there are many variables at work: number of candidates to process, possible acclamation so no vote, number of phone calls from voters, candidates, etc., number of regular and advance polling locations, difficulty in hiring poll workers, number of special ballot requests, etc.

Summer Village of Ross Haven is to provide the following:

1. All supplies and materials including photocopying.
2. All advertising costs.
3. All costs associated to ballots, signs, posters.
4. Rental fees for polling places and training facilities.
5. Poll worker fees.
6. Any outside design fees associated with Nomination packages, Training packages.

.../2

Under Bill 20 it was optional for Summer Villages to compile a Permanent Electors Register, was this an item that Ross Haven was interested in? I can provide more info if desired.

If you have any further questions, please let me know. I am available to meet with yourself, and/or, Council.

Thank you for the opportunity. If Council decides to move ahead with my services, I would provide a next steps letter outlining any motions, resolutions required after reviewing your Election Bylaws.

Happy New Year,

Reanne Springer

Election and Vote Coordinator



Application for Redistricting and/or Adopting or Amending Bylaw or Statutory Plan

Planning & Development

FOR OFFICE USE ONLY

Application date (m/d/y): 12/23/24 File no.: 010REDST2024 Receipt no.: 356667
Tax roll no.: 5503094003 Division no.: 1 2 3 4 5 6 7

CONTACT INFORMATION

Full name of Applicant: Chad and Marlene Denton

This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

Landowner(s) if different from Applicant: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

APPLICATION TYPE

Fees submitted (non-refundable). I hereby make application for:

- Redistricting application \$2,000.00
- Redistricting re: amending Land Use District of existing parcel to a more appropriate Land Use District \$500.00
- Amend Municipal Development Plan \$2,000.00
- Amend Land Use Bylaw \$2,000.00
- Amend provision of a Statutory Plan \$2,000.00
- Amend provision of an Intermunicipal Development Plan \$2,000.00
- Adoption of new Statutory Plan \$2,000.00

A current (within 14 days of today's date) Certificate of Title must be submitted with this application. If you are unable to supply a current title, an additional charge of \$20.00 will apply. Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65.

LEGAL DESCRIPTION & AREA OF LAND TO BE REDISTRICTED

All or part of: Quarter: NE Section: 9 Township: 55 Range: 3 W of 5 Meridian

Unit: _____ Lot: 3 Block: 3 Plan: 2422654

Rural address: 55118A RR 33 Lac Ste Anne County

Current zoning: CRR Proposed zoning: CREC

Box 219, 56521 Rge Rd 65, Sangudo AB T0E 2A0
T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 e devassistant@LSAC.ca LSAC.ca/planning



Describe why the need to redistrict: _____
At present the applicants own land within Lac Ste Anne County which is designated Country Residential Ranch. It is the intention of the applicants to submit an ASP to support the development of a Major Campground on this said land. The application to redistrict the land would ensure the development would comply with with one of the principal uses allowed within the land use bylaws of the district.

BUILDING DESCRIPTION (EXISTING STRUCTURE) <i>For example: house, garage, shed, deck, basement</i>	BUILDING SIZE SQ.M./SQ.FT. X SQ.M./SQ.FT.	SQ.M./SQ.FT.	WALL HEIGHT SQ.M./SQ.FT.
There are no buildings on the property			

Is the development within half mile of any of the following? Answer yes or no.

- Is the subject property near a steep slope exceeding 15%? yes no
- Is the subject property within 0.5 mile (0.8km) or bounded by a body of water such as a river, stream, watercourse, lake, or other permanent body of water, or a canal, or a drainage ditch? yes no
If yes, state its name: Lac Ste Anne
- Is the subject property within 0.5 mile (0.8km) of the right-of-way of a highway? yes no
If yes, the highway number is: Hwy 43
- Is the subject property within 0.5 mile (0.8km) of a sour gas facility? yes no
- Is the subject property within 0.5 mile (0.8km) of a pipeline? yes no
- Is the subject property within 0.5 mile (0.8km) of an oil facility? yes no
- Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse? yes no
- Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon? yes no
- Has the land had a history of flooding? yes no
- Is the subject property immediately adjacent to the municipal boundary? yes no
If yes, the adjoining municipality is: Yellowstone

PERMISSION TO ENTER PRIVATE PROPERTY

I authorize the staff of Lac Ste. Anne County and other agencies as designated in Section 653(2) of the *Municipal Government Act*, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection to confirm existing site conditions in relation to compliance with existing bylaws and in connection with my development permit application.

Applicant: Chad and Marlene Denton Date: Dec 20/24

Landowner: Chad Denton Date: Dec 20/24

Landowner: Marlene Denton Date: Dec 20/24

MULTIPLE LANDOWNERS

I declare that I, Chad Denton, am the registered Landowner. Date: Dec 20/24

I declare that I, Marlene Denton, am the registered Landowner. Date: Dec 20/24

I declare that I, _____, am the registered Landowner. Date: _____

I declare that I, _____, am the registered Landowner. Date: _____

AUTHORIZATION FOR AGENT

I (We), _____, being the registered Landowner(s), hereby authorize: _____, to make application for redistricting on the above mentioned property.

Landowner: _____ Signature: _____ Date: _____

Landowner: _____ Signature: _____ Date: _____

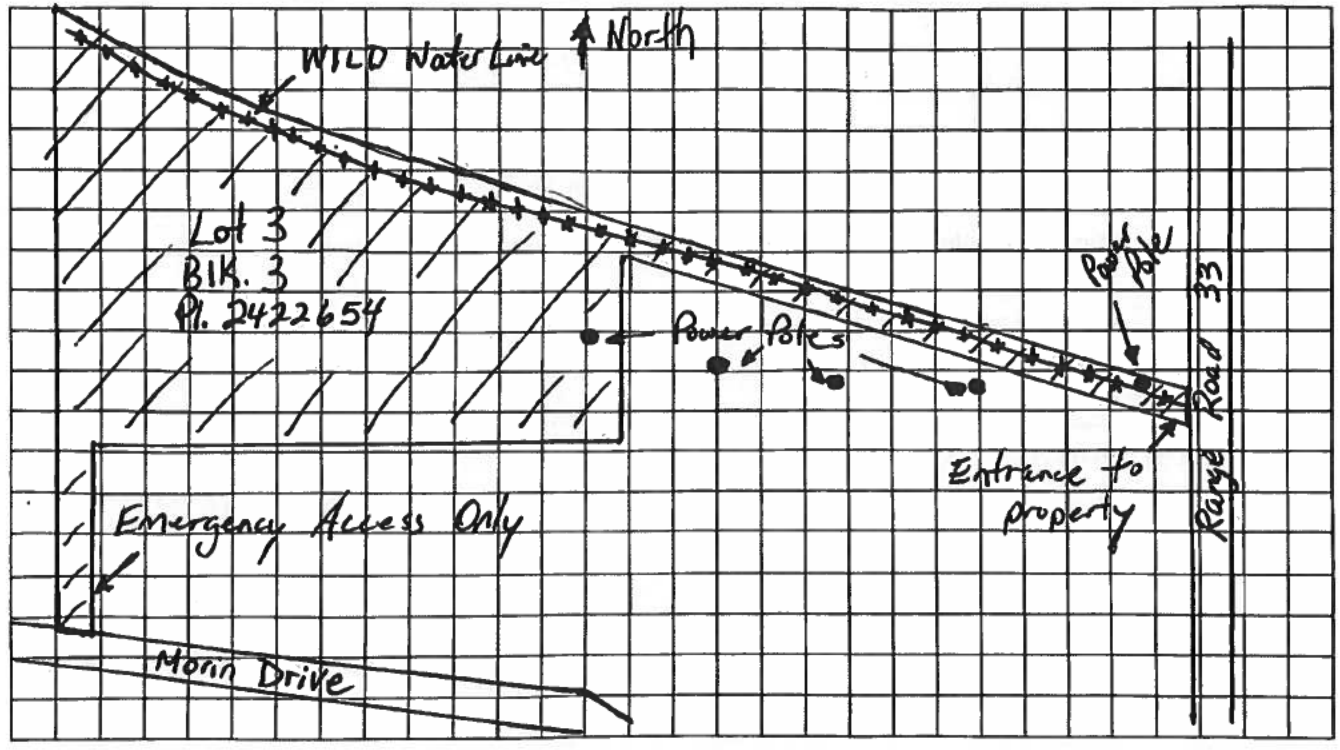
Landowner: _____ Signature: _____ Date: _____

SITE SKETCH

The following must be included on your sketch:

- North indicated on sketch
- Dimensions of proposed building(s) Property
- Location of all structures on property (existing and proposed)
- Proposed locations of power poles
- Show any pipeline crossing the property
- Public roads servicing the property
- Approach. Your frontyard setback is the location of entrance (driveway) from a local road
- Show the location of access to your property

Draw a site sketch below. All setback from proposed buildings to property lines must be included. Please include a legend.



Setbacks (indicate sq.m./sq.ft.) North: _____ South: _____ East: _____ West: _____
 Quarter: NE Section: 9 Township: 55 Range: 3 W of 5 Meridian
 Brief description of the property, including any water bodies or steep embankments: Fully treed 24.41 acres

SUBMISSION INSTRUCTIONS

Your application will be processed upon receipt of payment. Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65 (east of Sangudo).

PRINT

SAVE

CLOSE

Box 219, 56521 Rge Rd 65, Sangudo AB T0E 2A0
 T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 e devassistant@LSAC.ca LSAC.ca/planning

Summer Village of Ross Haven

Budget vs. Actuals: 2024 Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-9000 Property Taxes	340,884.00	337,263.50	3,620.50	101.07 %
4-9055 Lagoon/Sewer Fund Tax	56,210.00	56,450.00	-240.00	99.57 %
4-9100 School Taxes	156,326.10	164,061.00	-7,734.90	95.29 %
4-9115 Designated Industrial		0.00	0.00	
4-9150 ASFF Under-Levy		-6,827.18	6,827.18	
4-9205 Designated Industrial Requisition		17.88	-17.88	
4-9250 Lac Ste Anne Foundation	16,140.84	0.00	16,140.84	
4-9260 LSA Foundation Requisition		16,087.52	-16,087.52	
4-9299 CPO Ticket Revenue		500.00	-500.00	
4-9300 Grants - FCSS	6,417.35	6,141.00	276.35	104.50 %
4-9302 Grants - MSI Operating	17,078.00	17,078.00	0.00	100.00 %
4-9303 Grants - STEP		0.00	0.00	
4-9304 Grants - Other		500.00	-500.00	
4-9305 Federal Gas Tax	-6.00		-6.00	
4-9306 Grant Canada Summer Jobs		2,100.00	-2,100.00	
4-9400 Interest Income	14,726.08	2,500.00	12,226.08	589.04 %
4-9500 Development/Safety Codes		1,000.00	-1,000.00	
4-9550 Safety Codes	632.06	1,000.00	-367.94	63.21 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	1,190.86	1,000.00	190.86	119.09 %
4-9700 Fines & Penalties	1,075.90		1,075.90	
4-9800 Development Permits	495.00		495.00	
4-9915 Fire Smart Grant	500.00		500.00	
4-9935 Community Peace Officer (Traffic Offences)	203.00		203.00	
Total Income	\$611,873.19	\$598,871.72	\$13,001.47	102.17 %
GROSS PROFIT	\$611,873.19	\$598,871.72	\$13,001.47	102.17 %
Expenses				
6-1140 School Taxes Paid	164,060.80	157,233.80	6,827.00	104.34 %
6-1141 Lac Ste Anne Foundation Payable	16,087.52	16,087.52	0.00	100.00 %
6-1144 Other Miscellaneous	-55.67		-55.67	
6-1151 Council Remuneration	10,800.00	11,000.00	-200.00	98.18 %
6-1211 Council Mileage & Subsistence	4,108.24	6,000.00	-1,891.76	68.47 %
6-2159 Administrator Fee	51,905.58	51,905.70	-0.12	100.00 %
6-2160 Development Officer Fee	4,455.24	4,355.00	100.24	102.30 %
6-2161 DEM/Dep DEM	1,610.61	2,000.00	-389.39	80.53 %
6-2162 Grant Officer	960.00	3,840.00	-2,880.00	25.00 %
6-2165 Wages	91,927.71	82,000.00	9,927.71	112.11 %
6-2170 WCB Expense	1,812.71	1,600.00	212.71	113.29 %
6-2175 Development Permit & Letters Of Compliance	195.00	1,000.00	-805.00	19.50 %
6-2176 Enforcement Expenses		5,000.00	-5,000.00	
6-2224 Municipal Memberships	6,762.68	4,750.00	2,012.68	142.37 %
6-2230 Professional Fees	7,707.80	8,000.00	-292.20	96.35 %
6-2274 Insurance	9,265.12	7,200.00	2,065.12	128.68 %
6-2510 Office & Misc Expense	6,098.18	5,500.00	598.18	110.88 %
6-2511 Bank Charges	269.93	350.00	-80.07	77.12 %
6-2512 Cellphone & Communications	2,322.88	2,400.00	-77.12	96.79 %
6-2513 Meals & Entertainment	88.28	200.00	-111.72	44.14 %

Summer Village of Ross Haven

Budget vs. Actuals: 2024 Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-3230 Interest expense	18.78		18.78	
6-3251 Road - R&M	6,792.64	7,000.00	-207.36	97.04 %
6-3520 Equipment - R&M	7,926.16	8,000.00	-73.84	99.08 %
6-3540 Utilities	23,915.32	26,000.00	-2,084.68	91.98 %
6-4511 FCSS & Recreation Programs	524.25	7,676.00	-7,151.75	6.83 %
6-4512 Public works - Supplies	12,281.40	14,500.00	-2,218.60	84.70 %
6-4516 Parkways/Drainage	44,346.00		44,346.00	
6-4520 Equipment - Supplies	19.98		19.98	
6-4521 Trees & Park Improvements	1,695.00	2,500.00	-805.00	67.80 %
6-4550 Weed Control	576.00	500.00	76.00	115.20 %
6-5510 Garbage Disposal	6,117.85	6,750.00	-632.15	90.63 %
6-6200 Municipal Assessment Service	10,140.00	8,100.00	2,040.00	125.19 %
6-7341 Policing	12,562.00	12,562.00	0.00	100.00 %
6-7371 LSA county - Police & Animal	5,235.85	5,000.00	235.85	104.72 %
6-7373 Onoway Regional Fire Services	31,025.72	30,927.08	98.64	100.32 %
6-7380 Lagoon/Wastewater - LSAC	55,425.21	56,450.00	-1,024.79	98.18 %
6-7381 North 43 Sewer Line		0.00	0.00	
6-7395 Wild Water Commission	9,698.18	10,460.64	-762.46	92.71 %
6-7396 Yellowhead Regional Library	670.05	800.00	-129.95	83.76 %
6-7501 RHCL	6,141.00	4,100.00	2,041.00	149.78 %
Expenses	20.40		20.40	
Total Expenses	\$615,514.40	\$571,747.74	\$43,766.66	107.65 %
NET OPERATING INCOME	\$ -3,641.21	\$27,123.98	\$ -30,765.19	-13.42 %
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
Other Miscellaneous Expense	0.00		0.00	
Total Other Expenses	\$0.00	\$62,400.00	\$ -62,400.00	0.00 %
NET OTHER INCOME	\$0.00	\$ -62,400.00	\$62,400.00	0.00 %
NET INCOME	\$ -3,641.21	\$ -35,276.02	\$31,634.81	10.32 %

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	174,515.41
1-1215 Savings Bank Account	303,265.42
In/out	0.00
Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$477,780.83
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	-2,453.36
Total Accounts Receivable (A/R)	\$ -2,453.36
1-1226 GIC Investments	420,000.00
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	-423,173.70
1245 GIC 0038	0.00
Total 1-1226 GIC Investments	-3,173.70
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
Total Current Assets	\$883,908.92
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	133,599.80

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2024

	TOTAL
1-6061 Accu. Dep. - Machinery & Equipment	-105,957.43
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
Total Property, plant and equipment	\$3,288,405.22
Total Non Current Assets	\$3,288,405.22
Total Assets	\$4,172,314.14
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
Credit Card	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	218.31
2-2150 RBC VISA Noel	628.90
Total Credit Card	\$847.21
1-2050 GST/HST Receivable	-15,940.10
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
Total Current Liabilities	\$563,867.24
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
Total Non-current Liabilities	\$0.00
Total Liabilities	\$563,867.24

Summer Village of Ross Haven

Balance Sheet

As of December 31, 2024

	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	322,044.45
Profit for the year	-3,641.21
Total Equity	\$3,608,446.90
Total Liabilities and Equity	\$4,172,314.14

Summer Village of Ross Haven

Profit and Loss

December 2024

	TOTAL
INCOME	
4-9400 Interest Income	704.33
4-9550 Safety Codes	156.62
Total Income	\$860.95
GROSS PROFIT	\$860.95
EXPENSES	
6-1140 School Taxes Paid	41,015.20
6-1151 Council Remuneration	10,800.00
6-1211 Council Mileage & Subsistence	3,493.28
6-2159 Administrator Fee	4,042.50
6-2160 Development Officer Fee	355.00
6-2165 Wages	6,597.19
6-2170 WCB Expense	524.25
6-2224 Municipal Memberships	500.00
6-2230 Professional Fees	630.00
6-2274 Insurance	2,030.12
6-2510 Office & Misc Expense	250.00
6-2511 Bank Charges	8.55
6-2512 Cellphone & Communications	151.28
6-3230 Interest expense	12.32
6-3251 Road - R&M	464.85
6-3520 Equipment - R&M	3,532.24
6-3540 Utilities	191.95
6-4512 Public works - Supplies	252.16
6-5510 Garbage Disposal	485.90
6-6200 Municipal Assessment Service	2,060.00
6-7371 LSA county - Police & Animal	319.62
6-7373 Onoway Regional Fire Services	1,188.47
6-7380 Lagoon/Wastewater - LSAC	9,396.41
Total Expenses	\$88,301.29
PROFIT	\$ -87,440.34

CAO REPORT

Regular Meeting of Council – January 9, 2025

Happy New Year!!

Interim-Public Works

Louis Belland is temporarily filling the role of Public Works Supervisor. Wave to him when you see him.

New Dump Trailer for Public Works

A new Dump Trailer has been purchased to replace the one which was stolen by thieves.

Enjoy Winter activities at the Lake!!
