

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

- P 4-9 • Minutes of the Regular Meeting – October 9, 2025.
(Motion to approve minutes as read, or with amendments thereto)

5) Public Hearings: None scheduled.

6) Delegations: **None**

7) New Business:

a) 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.

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

Members of the community can provide their input by:

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

Planning Document Review Timeline - 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.)

b) Development Permit Update – 2025

No new permits for October 2025.

(Action as directed by Council at meeting time.)

8) Financial Reports:

- a) October 2025 Financial Reports

P10-15

(Motion to accept for information).

9) Correspondence:

- a) NONE

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10) Councillor Reports:

- a) Mayor
- P 16 b) Deputy Mayor - Attached
- P 17 c) Councillor - Attached
(Motion to accept for information.)

11) Administrator's Report

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

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

13) Closed Session - None.

Adjournment: Next Meeting - Regular Meeting of Council: December 11, 2025.

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

ATTENDANCE

Mayor, Ray Hutscal
Deputy Mayor, Dieter Brandt
Councillor, Bruce Stonehouse
CAO, Tony Sonnleitner

Gallery: Chief, Randy Schroeder ZOOM: 8 Residents

CALL TO ORDER

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

AGENDA

Res. A25-118

Moved by Deputy Mayor, D. Brandt that the meeting agenda be adopted as presented with the addition of item 7(f) Donation to the Association of Summer Villages auction at the ASVA Conference 2025.

CARRIED

MINUTES

Res. A25-119

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

- a) Minutes of the Regular Meeting – September 11, 2025.

CARRIED

DELEGATIONS

- a) **Randy Schroeder – Fire Chief : Presentation of Summer Village of Ross Haven 1st & 2nd Quarterly Report.**

Chief Schroeder presented the March 8, 2025 to June 30, 2025 Lac Ste. Anne County Fire Services Report.

Res. A25-120

Moved by Mayor, R. Hutscal that Chief Schroeder's report be accepted for information. Further, where Lac Ste. Anne County Fire Services offers Fire Smart evaluations, such contact information is to be provided on the Ross Haven website.

CARRIED

PUBLIC HEARINGS

None

**MINUTES
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NEW BUSINESS

a) Proposed 2026 SVREMP Budget.

Res. A25-121

Moved by Deputy Mayor, D. Brandt that the Ste. Anne Summer Villages Regional Emergency Management Partnership (SVREMP) 2026 Operating Budget be approved with an increase in Ross Haven's share of the cost to \$4000.00 for the year.

CARRIED

b) State of Local Emergency (SOLE).

Res. A25-122

Moved by Councillor, B. Stonehouse that the information on the calling of States of Local Emergency be accepted as information.

CARRIED

c) Storage of 5th / 6th Streets Parkway Dock Sections Upon 500 Parkins Avenue.

Res. A25-123

Moved by Deputy Mayor, D. Brandt that the owners of sections of dock belongs to residents abutting the 5th / 6th Street Parkway be permitted to continue to store these upon 500 Parkins Avenue until end of day on May 18, 2026.

d) Review of Ross Haven Planning Documents - Update

Mayor, R. Hutschal provided an update on the progress of the Review of the Ross Haven Planning Documents, expressing that the expected timelines be extended to the fall of 2026.

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

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Municipal Development Plan (Sept 2011).

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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:

Sending your comments by email to our CAO at cao@rosshaven.com

Providing input during the open session at any of our monthly council meetings,

Providing input at the Council Open House. The next Council Open House is scheduled for Spring 2026 (Date and Time TBD) at the Municipal Shop (700 Parkins Avenue).

Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline				
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No Action to be taken on this item – Information Only

e) Development Permit Update

No Action to be taken on this item - Information Only

f) Donation to ASVA Silent Auction.

Res. A25-124

Moved by Deputy Mayor, D. Brandt that the Summer Village of Ross Haven purchase a Canadian Tire Gift Certificate in the amount of \$150.00 and donate said to the ASVA to be used at the Association's conference as a silent auction item.

CARRIED

FINANCIAL REPORTS

a) Financial Statements

Res. A25-125

Moved by Deputy Mayor, D. Brandt that the September 2025 financial statements be received as information.

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

a) Mayor, Ray Hutscal – Verbal

b) Deputy Mayor, Dieter Brandt – Written and Verbal

c) Councillor, Bruce Stonehouse – Written and Verbal

Res. A25-126

Moved by Deputy Mayor, D. Brandt that the Councillor Reports be received as information.

CARRIED

**MINUTES
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CAO REPORT

a) CAO, Tony Sonnleitner – Written & Verbal

Res. A25-127

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

CARRIED

OPEN FLOOR

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

**CLOSED SESSION –
CONFIDENTIAL ITEM**

None

NEXT MEETING(S)

- Regular Meeting of Council is scheduled for November 13, 2025 at 7:00 p.m. Meeting will be held at the Onoway Civic Centre and via ZOOM. Check the Summer Village of Ross Haven website, www.rosshaven.ca, for details.
- Next Public Hearing : None Scheduled

ADJOURNMENT

Mayor, R. Hutscal adjourned the meeting at 8:33 p.m.

These minutes approved this 13th day of November 2025.

Mayor

Chief Administrative Officer

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
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Development Permits:

Permit #	Lot	Date	Website Use	Status
25DP01-27	700 Parkins	June 12	Yes Construct Acc Building (15.6 Sq. M.)	Approved

Balance Sheet

Summer Village of Ross Haven

As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	326,826.95
1-1215 Savings Bank Account	308,873.11
6-7502 Trailer Registration	30.00
In/out	0.00
Undeposited Funds	1,355.02
Total for Cash and Cash Equivalent	\$637,085.08
Accounts Receivable	
1-2110 Accounts Receivable - Property taxes	-5,814.26
Total for Accounts Receivable	-\$5,814.26
1-1226 GIC Investments	\$0.00
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	0.00
1245 GIC 0038	0.00
Total for 1-1226 GIC Investments	\$0.00
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	0.00
120 Prepaids	2,060.00
1-2100 ASFF Under Levy	2,425.80
1-2111 Arrears Property Taxes	-121.67
1-2150 Grants Receivable	407,206.00
1-2151 MSI Capital Receivable	91,668.00
Assets	0.00
Year End Accounts Receivable	0.00
Total for Current Assets	\$1,134,508.95
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	-71,693.81
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-24,881.20
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-258,660.04
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-457,937.71
1-6050 Engineered Gravel Roads	874,418.50

Profit and Loss
Summer Village of Ross Haven
October 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4-9000 Property Taxes	296.43
4-9300 Grants - FCSS	1,604.33
4-9400 Interest Income	520.10
4-9550 Safety Codes	593.86
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	25.00
Total for Income	\$3,039.72
Gross Profit	\$3,039.72
Expenses	
6-1151 Council Remuneration	800.00
6-1211 Council Mileage & Subsistence	37.12
6-2159 Administrator Fee	6,920.77
6-2160 Development Officer Fee	355.00
6-2165 Wages	6,857.23
6-2230 Professional Fees	1,126.41
6-2510 Office & Misc Expense	167.06
6-2511 Bank Charges	-315.61
6-2512 Cellphone & Communications	151.28
6-3251 Road - R&M	889.40
6-3540 Utilities	2,127.59
6-4512 Public works - Supplies	764.50
6-4516 Parkways/Drainage	12,000.00
6-5510 Garbage Disposal	1,485.60
6-6200 Municipal Assessment Service	2,060.00
6-7460 Municipal Election	1,300.00
Total for Expenses	\$36,726.35
Profit	-\$33,686.63

Summer Village of Ross Haven

Budget vs. Actuals: 2025 Budget - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-9000 Property Taxes	342,070.50		342,070.50	
4-9050 Recreation Services Tax	191,554.60		191,554.60	
4-9055 Lagoon/Sewer Fund Tax	56,210.00	55,425.21	784.79	101.42 %
4-9100 School Taxes	182,915.93	182,739.00	176.93	100.10 %
4-9250 Lac Ste Anne Foundation	16,139.16	16,170.51	-31.35	99.81 %
4-9299 CPO Ticket Revenue		150.00	-150.00	
4-9300 Grants - FCSS	6,620.35	6,400.00	220.35	103.44 %
4-9302 Grants - MSI Operating	17,078.00	17,078.00	0.00	100.00 %
4-9304 Grants - Other	3,048.24		3,048.24	
4-9400 Interest Income	6,125.01	7,000.00	-874.99	87.50 %
4-9500 Development/Safety Codes		500.00	-500.00	
4-9550 Safety Codes	681.97	500.00	181.97	136.39 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	300.00	200.00	100.00	150.00 %
4-9700 Fines & Penalties	1,337.19		1,337.19	
4-9800 Development Permits	535.00	750.00	-215.00	71.33 %
4-9940 Grants - Safety Codes		150.00	-150.00	
Other Income	550,050.87		550,050.87	
Unapplied Cash Payment Income	-3.60		-3.60	
Total Income	\$1,374,663.22	\$287,062.72	\$1,087,600.50	478.87 %
GROSS PROFIT	\$1,374,663.22	\$287,062.72	\$1,087,600.50	478.87 %
Expenses				
6-1140 School Taxes Paid	137,054.09	182,739.00	-45,684.91	75.00 %
6-1141 Lac Ste Anne Foundation Payable	16,170.51	16,170.51	0.00	100.00 %
6-1144 Other Miscellaneous	2,246.02		2,246.02	
6-1151 Council Remuneration	1,800.00	11,000.00	-9,200.00	16.36 %
6-1211 Council Mileage & Subsistence	128.76	6,000.00	-5,871.24	2.15 %
6-2159 Administrator Fee	50,175.57	54,500.99	-4,325.42	92.06 %
6-2160 Development Officer Fee	3,905.00	4,455.24	-550.24	87.65 %
6-2161 DEM/Dep DEM		1,600.00	-1,600.00	
6-2165 Wages	78,582.83	89,872.00	-11,289.17	87.44 %
6-2170 WCB Expense	1,827.05	2,390.00	-562.95	76.45 %
6-2175 Development Permit & Letters Of Compliance	509.52		509.52	
6-2224 Municipal Memberships	4,745.19	5,600.00	-854.81	84.74 %
6-2230 Professional Fees	17,363.51	8,000.00	9,363.51	217.04 %
6-2235 Property Taxes (500 Parkins Avenue	1,267.09		1,267.09	
6-2240 Municipal Memberships - SVLSACE		1,170.22	-1,170.22	
6-2274 Insurance	4,283.45	9,500.00	-5,216.55	45.09 %
6-2510 Office & Misc Expense	4,361.09	6,100.00	-1,738.91	71.49 %
6-2511 Bank Charges	5.25	300.00	-294.75	1.75 %
6-2512 Cellphone & Communications	1,512.80	2,000.00	-487.20	75.64 %
6-2513 Meals & Entertainment	80.19	250.00	-169.81	32.08 %
6-3230 Interest expense	25.33		25.33	
6-3251 Road - R&M	34,340.16	6,800.00	27,540.16	505.00 %
6-3520 Equipment - R&M	15,474.19	5,000.00	10,474.19	309.48 %
6-3540 Utilities	20,064.36	24,000.00	-3,935.64	83.60 %
6-4511 FCSS & Recreation Programs		2,200.00	-2,200.00	

Summer Village of Ross Haven

Budget vs. Actuals: 2025 Budget - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-4512 Public works - Supplies	8,325.69	13,000.00	-4,674.31	64.04 %
6-4516 Parkways/Drainage	31,550.00		31,550.00	
6-4521 Trees & Park Improvements	2,345.00		2,345.00	
6-4550 Weed Control		600.00	-600.00	
6-5510 Garbage Disposal	5,194.70	6,500.00	-1,305.30	79.92 %
6-6200 Municipal Assessment Service	6,180.00	8,100.00	-1,920.00	76.30 %
6-7341 Policing	11,196.00	11,409.00	-213.00	98.13 %
6-7371 LSA county - Police & Animal	4,583.90		4,583.90	
6-7373 Onoway Regional Fire Services	9,039.89	24,600.00	-15,560.11	36.75 %
6-7380 Lagoon/Wastewater - LSAC	9,396.41	55,425.21	-46,028.80	16.95 %
6-7382 LSAC Community Peace Office		5,150.00	-5,150.00	
6-7395 Wild Water Commission	5,395.44	8,663.42	-3,267.98	62.28 %
6-7396 Yellowhead Regional Library	598.50	700.00	-101.50	85.50 %
6-7460 Municipal Election	1,300.00	6,300.00	-5,000.00	20.63 %
6-7501 RHCL	7,641.00	6,400.00	1,241.00	119.39 %
Total Expenses	\$498,668.49	\$586,495.59	\$ -87,827.10	85.03 %
NET OPERATING INCOME	\$875,994.73	\$ -299,432.87	\$1,175,427.60	-292.55 %
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
Other Miscellaneous Expense	-10,121.97		-10,121.97	
Total Other Expenses	\$ -10,121.97	\$62,400.00	\$ -72,521.97	-16.22 %
NET OTHER INCOME	\$10,121.97	\$ -62,400.00	\$72,521.97	-16.22 %
NET INCOME	\$886,116.70	\$ -361,832.87	\$1,247,949.57	-244.90 %

Balance Sheet
Summer Village of Ross Haven
As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
1-6051 Accu. Dep. - Engineered Gravel Roads	-812,438.82
1-6060 Machinery & Equipment	148,424.80
1-6061 Accu. Dep. - Machinery & Equipment	-110,982.45
1-6070 Vehicles	60,081.88
1-6071 Accu. Dep. - Vehicles	-35,889.49
1-6080 Water Drainage System	935,925.51
1-6081 Accu. Dep. - Water Drainage System	-119,402.55
1-6090 Work In Progress	0.00
1-6100 Accum. Dep. - Engineer Roads	-978.62
6090 Water Drainage System - WIP	0.00
6091 Engineered Structure Roads	5,338.00
6092 500 Parkins Avenue	700,000.00
Total for Property, plant and equipment	\$3,981,335.40
Total for Non-current Assets	\$3,981,335.40
Total for Assets	\$5,115,844.35
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total for Accounts Payable	\$0.00
Credit Cards	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	244.20
2-2150 RBC VISA Noel	0.00
Total for Credit Cards	\$244.20
1-2050 GST/HST Receivable	-3,542.19
2-2750 Accrued payables	8,330.80
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	249,998.27
3-8570 Deferred MSI Capital Grants	282,517.20
3-8571 Deferred LGFF Capital	80,072.00
3-8575 MSI Operating Support Grant	0.00
3-8580 Deferred FCSS/Other Grants	0.00
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	0.00
GST/HST Suspense	-39,604.79
Total for Current Liabilities	\$608,139.49

Balance Sheet

Summer Village of Ross Haven

As of October 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
2-2801 Long Term Debt - Dump Trailer	0.00
Total for Non-current Liabilities	\$0.00
Total for Liabilities	\$608,139.49
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	209,015.00
3-8541 Reserve fund Lagoon/Wastewater	0.00
Retained Earnings	359,767.03
Net Income	906,006.17
Total for Equity	\$4,507,704.86
Total for Liabilities and Equity	\$5,115,844.35

13 November 2025 – Councillor Report – Dieter Brandt

15-17 Oct 2025 – ASVA Conference

I attended the ASVA Conference in Edmonton being held at the Wyndham Edmonton Hotel & Conference Centre. There were many interesting sessions, and I had the opportunity to connect with other Councillors from different Summer Villages. Ross Haven's donation of a Canadian Tire gift card for the silent auction was very much appreciated by the ASVA Administration.

The ASVA AGM was held directly after the conference. The main take away here is that Mike Pashak is stepping down as the president and Brian Waterhouse (the current vice president) is taking on the role of president.

It importance of the ASVA became very evident once again. The executive does vital work lobbying the Alberta government on behalf of the needs of Summer Villages.

20 Oct 2025 - SVREMP Interviews

In my new role as Chair of the SVREMP Advisory Committee, I was appointed to a selection committee who was tasked with conducting interviews for the new Regional Director of Emergency Management (RDEM). Janice Christensen is stepping down at the end of this year. The interviews were conducted via Zoom.

21 Oct 2025 - SVREMP Interviews

I was a part of more interviews and we concluded all the scheduled interviews. I met with the selection committee after to discuss our findings.

03 Nov 2025 – SVREMP Advisory Meeting

A full SVREMP meeting was held via Zoom to go over several time-sensitive items. All 10 member municipalities were able to have a representative attend. First, we approved the minutes from the last meeting so that cheque signing authorities could be changed at the bank to include the new executive group. Second, the 2026 budget was passed. Third, the Advisory Committee passed a motion to offer the position of Regional Director of Emergency Management to the candidate as recommended by the selection committee. More information will be forthcoming on this. It was also decided there would be a crossover time of one month with the current RDEM and the new RDEM. (Janice Christensen will remain a part of SVREMP as the DEM for Val Quentin and Alberta Beach.)

Under new business, there was a request to consider membership at a reduced cost for Castle Island because of its smaller number of residents. This was unanimously turned down because each site, no matter how many residents, requires the same amount of work to administer.

A 2026 Agency Workplan Overview was presented for information and feedback outlining the goals of the administration for the next year. This will also be helpful to provide direction for the new RDEM.

Dieter Brandt

Deputy Mayor

Summer Village of Ross Haven

October 2025 Councillor Report – Bruce

- Oct 9 Regular Council Meeting
- Oct 28 Met with Rockhill onsite concerning several issues brought forward on 4th street roundabout project. Facilitated agreements and work proceeded and completed. Some minor work/landscaping to be completed in the spring.
- Review all correspondence from our CAO and Mayor, reply and discuss as required