

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
December 11, 2025
IN-PERSON AND VIA ZOOM**

ATTENDANCE

Mayor, Ray Hutschal – Via ZOOM
Deputy Mayor, Dieter Brandt
Councillor, Bruce Stonehouse
CAO, Tony Sonnleitner

Gallery: 0 ZOOM: 2 Residents

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:03 p.m.

AGENDA

Res. A25-134

Moved by Deputy Mayor D. Brandt that the meeting agenda be adopted as presented with the addition of a delegation item 6(a) 500 Parkins Avenue - Steering Committee – Uses of Lands.

CARRIED

MINUTES

Res. A25-135

Moved by Councillor, D. Brandt that the following meeting minutes be approved:

a) Minutes of the Regular Meeting – November 13, 2025.

CARRIED

DELEGATIONS

6(a) 500 Parkins Avenue – Steering Committee – Uses of Lands

Res. A25-136

Moved by Deputy Mayor, D. Brandt that the presentation / report made by Kathleen Filipowich and Councillor, B. Stonehouse with respect to the proposed uses of 500 Parkins Avenue be accepted for information.

CARRIED

PUBLIC HEARINGS

None

NEW BUSINESS

a) 2026 Operating Budget + 3 Year Operating Plan

Res. A25-137

Moved by Mayor, R. Hutschal that the 2026 Operating Budget and Three Year Operating Plan be approved and adopted with a cash requirement of \$350,000.00, reflecting a +/- 2.7 % increase over the previous year (Budget and Plan attached to minutes).

CARRIED

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b) 5 Year Capital Budget – 2026 through 2030

Res. A25-138

Moved by Mayor, R. Hutschal that the 5 Year Capital Budget for the years 2026 through 2030 be approved and adopted. (Budget attached to minutes).

CARRIED

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 fall of 2026.

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:

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,

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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				
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

No Action to be taken on this item – Information Only

d) Development Permit Update

Development Permit 25DP02-27

Plan 812 0995, Block 11, Lot 55A : 956 – 9th Street

Demolition of an Existing Dwelling, Construction of a Single Detached Dwelling (121.5 SQ. M.), Utilization of Existing, or Drilling A, Well, and Installation of a Sewage Collection System (Holding Tank).

Res. A25-139

Moved by Mayor, R. Hutschal that the report be accepted for information.

CARRIED

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FINANCIAL REPORTS

a) Financial Statements

Res. A25-140

Moved by Mayor, R. Hutschal that the report be accepted for information.

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

- a) Mayor, Ray Hutschal – Written and Verbal**
- b) Deputy Mayor, Dieter Brandt – Written and Verbal**
- c) Councillor, Bruce Stonehouse – Written and Verbal**

Res. A25-141

Moved by Mayor, R. Hutschal that the Councillor Reports be received as information. Further, that Councillor B. Stonehouse make effort to garner names of the "Block Captains".

CARRIED

CAO REPORT

- a) CAO, Tony Sonnleitner – Written & Verbal**

Res. A25-142

Moved by Mayor, R. Hutschal, 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

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NEXT MEETING(S)

- Regular Meeting of Council is scheduled for January 2, 2026 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. Hutsclal adjourned the meeting at 11:22 p.m.

These minutes approved this 8th day of January 2026.

Mayor

Chief Administrative Officer

Development Permits:

Permit #	Lot	Date	Website Use	Status
25DP02-27	956 – 9 th Street	Dec 2	Yes	Demo Existing Dwelling, Construct Dwelling + Water Supply + Septic

Approved

2026 Operating Budget & 3-Year Financial Plan

Last Revised: December 7, 2025

	Budget 2026	Projected 2027	Projected 2028	Projected 2029
General Government				
Expenses				
Council Remuneration	(11,000.00)	(11,000.00)	(11,000.00)	(11,000.00)
Council Mileage / Subsistence	(6,000.00)	(6,000.00)	(6,000.00)	(6,000.00)
Administrator Fee	(57,226.03)	(60,087.34)	(63,091.70)	(66,246.29)
DEM/Dep DEM	(500.00)	(500.00)	(500.00)	(500.00)
Development Officer	(4,455.24)	(4,455.24)	(4,455.24)	(4,455.24)
Grant Officer	-	-	-	-
Municipal Memberships - Other	(5,600.00)	(5,600.00)	(5,600.00)	(5,600.00)
Municipal Memberships - SVLSACE	(1,206.00)	(1,206.00)	(1,206.00)	(1,206.00)
Professional Fees	(8,000.00)	(8,000.00)	(8,000.00)	(8,000.00)
Insurance	(8,000.00)	(8,160.00)	(8,323.20)	(8,489.66)
Office & Misc	(5,000.00)	(5,100.00)	(5,202.00)	(5,306.04)
Bank Charges	(300.00)	(300.00)	(300.00)	(300.00)
Cell / Communication	(1,700.00)	(1,700.00)	(1,700.00)	(1,700.00)
Meals & Entertainment	(250.00)	(250.00)	(250.00)	(250.00)
Utilities	(24,720.00)	(25,461.60)	(26,225.45)	(27,012.21)
Public Works Supplies	(10,000.00)	(10,300.00)	(10,609.00)	(10,927.27)
Weed Control	(600.00)	(600.00)	(600.00)	(600.00)
Wages	(89,584.95)	(94,064.20)	(98,767.41)	(103,705.78)
WCB Expense	(2,509.50)	(2,634.98)	(2,766.72)	(2,905.06)
Municipal Election				(6,500.00)
WILD Water	(8,663.42)	(8,663.42)	(8,663.42)	(8,663.42)
Yellowhead Regional Library	(700.00)	(700.00)	(700.00)	(700.00)
School Taxes	(182,739.00)	(182,739.00)	(182,739.00)	(182,739.00)
FCSS Contribution	(2,200.00)	(2,200.00)	(2,200.00)	(2,200.00)
LSAC Community Peace Officer	(5,304.50)	(5,463.64)	(5,627.54)	(5,796.37)
RHCL	(6,400.00)	(6,400.00)	(6,400.00)	(6,400.00)
Lac Ste. Anne Foundation	(16,493.92)	(16,493.92)	(16,493.92)	(16,493.92)
Subtotal Expenses	(459,152.56)	(468,079.32)	(477,420.61)	(493,696.26)
Revenue				
Rev - Property Taxes				
Rev - School Taxes	182,739.00	182,739.00	182,739.00	182,739.00
Rev - Lac Ste. Anne Foundation	16,170.51	16,170.51	16,170.51	16,170.51
Rev - FCSS Grant	6,400.00	6,400.00	6,400.00	6,400.00
Rev - LGFF Operating Grant	17,078.00	17,078.00	17,078.00	17,078.00
Federal Gas Tax				
Grant - Canada Summer Jobs				
Grant - Fortis				
Grant - Safety Codes	150.00	150.00	150.00	150.00
Development Permits	750.00	750.00	750.00	750.00
Fines & Penalties				
Rev - Senate Election Grant	-	-	-	-
Rev - MOST Grant	-	-	-	-
Rev - Other				
Rev - CPO Ticket Revenue	150.00	150.00	150.00	150.00
Rev - Wildfire Community Preparedness				
Rev - Interest Income	1,000.00	1,000.00	1,000.00	1,000.00
Rev - Tax Certificates	200.00	200.00	200.00	200.00
Subtotal Revenue	224,637.51	224,637.51	224,637.51	224,637.51
Net Revenue (Tax Subsidy)	(234,515.05)	(243,441.81)	(252,783.10)	(269,058.75)

Protective Services**Expenses**

All-Net

Fire Services	(24,596.40)	(25,826.22)	(27,117.53)	(28,473.41)
Policing (RCMP)	(11,979.45)	(12,338.83)	(12,709.00)	(13,090.27)
	(36,575.85)	(38,165.05)	(39,826.53)	(41,563.68)

Revenue

Fire Services

Bylaw tickets

Net Revenue (Tax Subsidy)	(36,575.85)	(38,165.05)	(39,826.53)	(41,563.68)
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Transportation**Expenses**

Road R & M	(9,000.00)	(5,500.00)	(5,500.00)	(5,500.00)
Equipment R & M	(8,000.00)	(4,500.00)	(4,500.00)	(4,500.00)
	(17,000.00)	(10,000.00)	(10,000.00)	(10,000.00)

Revenue

Government Transfers for Capital

Net Revenue (Tax Subsidy)	(17,000.00)	(10,000.00)	(10,000.00)	(10,000.00)
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Water/Wastewater**Expenses**

Lagoon / Wastewater	(54,326.25)	(55,956.04)	(57,634.72)	(59,363.76)
Water and Sewer Tax to Reserves	(54,326.25)	(55,956.04)	(57,634.72)	(59,363.76)

Revenue

Rev - Lagoon / Sewer Fund Tax	54,326.25	55,956.04	57,634.72	59,363.76
	54,326.25	55,956.04	57,634.72	59,363.76

Net Revenue (Tax Subsidy)	-	-	-	-
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Waste Management**Expenses**

Garbage Disposal	(6,500.00)	(6,500.00)	(6,500.00)	(6,500.00)
	(6,500.00)	(6,500.00)	(6,500.00)	(6,500.00)

Revenue

Garbage Fees

Net Revenue (Tax Subsidy)	(6,500.00)	(6,500.00)	(6,500.00)	(6,500.00)
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Planning and Development**Expenses**

Municipal Assessment Services	(8,100.00)	(8,100.00)	(8,100.00)	(8,100.00)
Development / Safety Codes Expense	(8,100.00)	(8,100.00)	(8,100.00)	(8,100.00)

Revenue

Rev - Development/Safety Codes	-	1,000.00	1,000.00	1,000.00
Rev - Development Permits	-	1,000.00	1,000.00	1,000.00

Net Revenue (Tax Subsidy)	(8,100.00)	(7,100.00)	(7,100.00)	(7,100.00)
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Recreation and Culture (including FCSS)

Expenses				
FCSS & Recreation				
Trees & Park Improvements	(6,000.00)	(2,500.00)	(2,500.00)	(2,500.00)
	(6,000.00)	(2,500.00)	(2,500.00)	(2,500.00)
Revenue				
Government Transfers for Operating				
User Fees				
Camp Ground Revenue				
Transfers from County				
Net Revenue (Tax Subsidy)	(6,000.00)	(2,500.00)	(2,500.00)	(2,500.00)
Amortization				
Expenses	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)
Net Revenue (Tax Subsidy)	(62,400.00)	(62,400.00)	(62,400.00)	(62,400.00)
Total Revenue	278,963.76	281,593.55	283,272.23	285,001.27
Total Expenditures	(650,054.66)	(651,700.41)	(664,381.85)	(684,123.70)
Excess Revenue (Shortfall)	(371,090.90)	(370,106.87)	(381,109.63)	(399,122.43)
Tax Required to Balance Budget	(371,090.90)	(370,106.87)	(381,109.63)	(399,122.43)
Add: Debt Principle Payments	-	-	-	-
Add: Surplus for future plans	-	-	-	-
Subtract: Amortization Expense Adjustment	22,000.00	-	-	-
Total Cash Requirements (Tax Bylaw)	(349,090.90)	(370,106.87)	(381,109.63)	(399,122.43)
Amount transferred to Cash Reserves	40,400.00	62,400.00	62,400.00	62,400.00



Ray Hutscl
Mayor, Summer Village of Ross Haven
December 12, 2025

Summer Village of Ross Haven

Five Year Capital Plan

Revised and Approved: December 11, 2025

Sum of Estimate		Year	2026	2027	2028	2029	2030
Category	Item						
Administration	Laptop, including setup. CAO + Public Works					\$5,000	
Council	Council Laptops, including setup, # Councillors					\$7,500	
	Entry Gate + Camera at Parkins / RR34	\$125,000					
	Second Exit (Emergency Exit)			\$250,000			
	Additional Canada Post Mailboxes	\$5,000					
	New Street Signage for each street	\$12,000					
Public Works	Mower Replacement			\$25,000			
	Pickup Truck Replacement			\$100,000			
	Skid-steer Replacement			\$35,000			
	Chipper (mobile, on wheels and with motor)				\$20,000		
Streets	8th Street Asphalt Millings Along Park	\$25,000					
	Fourth Street Remediation	\$35,000					
	Speed Bump (Parkins, Entrance)					\$12,000	
	Street Paving Phase 1		\$220,000				
	Street Paving Phase 2				\$220,000		
	Removal of Street Islands, relocate power poles	\$100,000					
	Address Second Street and Third Bottom						\$200,000
	New gravel supply and spread on all streets	\$75,000					
Rec/Park	Gate Repairs / Replacements			\$12,000			
Grand Total		\$377,000	\$470,000	\$392,000	\$44,500	\$200,000	



Ray Hutsal
Mayor, Summer Village of Ross Haven
Dated: December 11, 2025