

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On February 8, 2022, at 6:00 PM at Municipal Office, #1 Hall Street, Rochon Sands, and
via Zoom on Electronic Devices as per COVID 19 protocols

Present Mayor D. Hiller
Councillor J Byer
Councillor B. Brinson
Administrator Melissa Beebe
Mark Dennis, Stettler Regional Fire Chief (Zoom attendance)
Administrative Support, Erin Weinzierl

Public (0):

1. Call to Order

Meeting called to order @ 6:02 PM by Mayor Hiller.

2. Approval of Agenda

- 8.9. Draft of Minutes within Seven Days
- 7.5 Year to Date Budget updates for January and February 2022

Res 2022-017 Motion by Mayor Hiller to approve agenda as amended.

Carried

3. Public Hearing None

4. Delegations/Guests

4.1. Mark Dennis, Regional Fire Chief, 38 Beach Street Emergency Access

Snow removal was completed in January, which started the conversation again about emergency access of Beach Street East. The issue is that Beach Street East is a dead-end road, and an access gate is on someone's private property for their driveway that allows access to Choke Cherry Lane. In the past, it was discussed to have access to that entrance at 38 Beach Street East if we were to have an emergency. The previous CAO showed Chief Dennis the area in discussion and at the time, the water of the lake was quite high, and the road was not in great condition due to the height of the water. The above brought to question about emergency access from Beach Street East. An agreement was not created with the private property owner. Where it stands now, Chief Dennis provided there is high risk and liability to the municipality due to the limited access to the properties on Beach Street East.

Res 2022-018 Motion by Councillor Brinson for administration to proceed to construct a timeline project package of previous information to submit to the local MLA, Nate Horner, and Minister of Environment and Parks, Jason Nixon, and inquiring the status of the Beach Street East Stabilization Project.

Carried

Mr. Dennis withdrew from the meeting at 6:26 pm.

5. Approval of Previous Minutes

Amend January 11, 2022 minutes, resolution: 2022-005 motion by Deputy Mayor Brinson to amend policy and return to next meeting for review.

Res 2022-019 Motion by Councillor Brinson to accept the minutes of Regular Council Meeting January 11, 2022, as amended.

Carried

Res 2022-020 Motion by Councillor Brinson to accept the amended minutes of Regular Council Meeting December 14, 2021.

Carried

6. Business Arising from Previous Minutes

- 6.1 Communications Policy AD 1.28

Res 2022-021 Motion by Councillor Byer to accept the revised Communications Policy AD 1.28 as followed:

**SUMMER VILLAGE OF ROCHON SANDS
MUNICIPAL POLICY**

Prepared by: Administration **Policy Number:** AD 1.28
Adopted by: Council **Date Reviewed:** January 11, 2022
Original Approved Date: **Resolution Number:**
Amended: **Resolution Number:**

Title:	Municipal Communications Policy
Purpose:	To provide an appropriate procedure of how communications are to be managed by the Municipal Office through the CAO or designate.
Policy Statement:	The Administration of the Summer Village of Rochon Sands is committed to always providing timely, well composed, respectful, appropriate correspondence of all natures, and to ensure communications of all types are responded to in a suitable manner.
Procedures:	<p><u>Written Communications:</u></p> <ul style="list-style-type: none"> ➤ All received written communications needing a response, whether electronic, mailed or dropped off, will be replied to within 48 hours, usually during Village Office times of operation, unless correct urgent action is required by the contactor, then it will be dealt with even more promptly. If a complete response will take more than 48 hours, an immediate reply will be attempted where possible, indicating the reason for the delay and an estimated time of completion. ➤ All written communications, including emails, letters, bylaws, policies, agendas, reports, etc. will follow the current version of the “Canadian Press Style Guide” to ensure accuracy and appropriate writing. ➤ A “Written Communications” report will be prepared monthly by Administration and presented to Council at each regular meeting. <p><u>Verbal Communications:</u></p> <ul style="list-style-type: none"> ➤ The Summer Village voicemail message must include: <ul style="list-style-type: none"> * that messages will be responded to within 72 hours during regular business hours or when appropriately directed by the caller * the email of the Municipality as another method to contact the office * Municipal office hours ➤ Phone messages must be checked at the start of each Municipal office day. A voicemail must be set up in a manner that does not exclude any appropriate incoming calls. ➤ If a complete response will take longer than 72 hours to fully address, a courtesy response informing the caller about this will be immediately made, providing what information is currently available and an estimate of how long it will take to complete the request. ➤ Messages will be triaged as to what is appropriately urgent to the caller and will be responded to in triaged order, but all

	<p>incoming calls will be responded to within the maximum timeline of 72 hours.</p> <ul style="list-style-type: none"> ➤ All Summer Village Staff verbal communications, whether by phone or in person, will be conducted in a respectful, honest, accurate, unbiased fashion, ensuring appropriate service for all who contact the Office. ➤ A “Verbal Communications” report will be prepared monthly by Administration and presented to Council at each monthly meeting. <p><u>Social Media:</u></p> <ul style="list-style-type: none"> ➤ Posts on social media will be made by Village Staff to share important information pertinent to those who inhabit or use the Municipality or the Provincial Park. ➤ A message will be fixed to the top of any social media platform used, indicating that only appropriate postings will be responded to by Administration, and posters will be encouraged to use email. Any posts of a political, sensitive or administrative nature will be included in a monthly “Social Media” report, prepared by Administration and presented monthly to Council. ➤ Any change to events occurring in or near the Village, hours of operation, etc. can and will be posted on the social media site when supplied to the Village Office. ➤ Village staff will not provide opinions or conjecture, while on the job or off, on any social media posting, or express any opinion in person, pertinent to the Summer Village, the Provincial Park, its Staff or Council.
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	<p><u>Newsletter:</u></p> <ul style="list-style-type: none"> ➤ A Summer Village newsletter will be sent out quarterly via an email newsletter list that has been compiled through an application on the website. Only people on the list will receive the newsletter. ➤ The newsletter will include current information on the happenings of the Municipality and events in the Summer Village of Rochon Sands and the Park. ➤ The newsletter will not be used for private advertisement, but dates, times and contacts relating to appropriate public events occurring in the Summer Village or Park will be permitted. ➤ Each newsletter will be reviewed by Council and Administration, and returned before an appropriate, agreed upon deadline, then sent out to the newsletter recipients when revised and complete. ➤ Newsletter emailing list will usually only be used for the newsletter mail out and the promotion of this newsletter. Other purposes will be considered by Council and will be prefaced by an email to the recipients, asking if there would be any objections to such a use. Any objector’s email address will be removed from that specific mailing. <p><u>Website:</u></p> <ul style="list-style-type: none"> ➤ The Summer Village will maintain a website, reviewed by Administration monthly at a minimum, ensuring all the following are complete, easily accessed and current: <ul style="list-style-type: none"> *Appropriate contact information for Staff, the Office and Council * Policies and bylaws *Current Management, Intermunicipal Development, and Strategic Plans, etc. * Appropriate and releasable information about new Summer Village developments, private or public * Council and Village meeting dates, locations, times, etc.
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	<p>*Methods of booking Provincial Park campsites and proper, current links to those booking sites, which will be provided and maintained</p> <p>* Information about purchasable items from the Summer Village and means of their purchase</p> <p>*Standard hours of the Snak Shack, with a recommendation to check the social media site for any changes</p> <p>* Usual times for regular events such as classes, markets, etc., with a recommendation to check the social media site for any changes</p> <p>* Dates, locations, contacts, and times for meetings of organizations that might be of interest to Villagers, including Hall and Rec Board, Marina Board, Buffalo Lake Naturalists, Watershed Groups, etc., if requested by these organizations</p> <p>*Information about suitable special events, tournaments, etc. as presented to the Village Office and requested by the organizers.</p> <p>*Provincial Park Information, additional resource information, outside links, etc.</p> <p>* It is the purpose of this website to be the main source of information for those who live, visit, or have an interest in the Summer Village of Rochon Sands the Park, the Lake and surrounding area.</p> <ul style="list-style-type: none"> ➤ Major changes required of the website will be approved by Council prior to their prompt enacting. ➤ A monthly “Website Report” will be prepared and presented monthly by Administration to Council. ➤ Additional information may be posted if approved by Council. ➤ All information in general will be kept as up to date as possible and all will be linked to the website where practical.

6.2 38 Beach Street Emergency Access

Carried

Res 2022-022 Motion by Mayor Hiller accepts 6.2 as information.

Carried

7. Financial

- 7.1. Cheque Register – January 2022
- 7.2. Rochon Sands Bank Reconciliation as of December 31, 2021
- 7.3. Statement of Revenue and Expenses and Shared Services Statement 2021
- 7.4. Capital Statement of Revenue and Expenses 2021
- 7.5. Year to Date Budget updates for January and February 2022

Res 2022-023 Motion by Mayor Hiller to accept the financial reports as presented.

Carried

8. New Business

- 8.1. Appointment of Regional Assessment Review Board Officials (ARB)

Res 2022-024 Motion by Mayor Hiller to appoint the following as Rochon Sands ARB (Assessment Review Board) officials for 2022: ARB Chairman-Raymond Ralph; Certified ARB Clerk-Gerryl Amorin; and Certified Panelists-Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, and Raymond Ralph.

Carried

- 8.2. Appointment of Emergency Management Directors and Deputy Directors

Res 2022-025 Motion by Councillor Brinson that Summer Village of Rochon Sands reappoint Clinton Sime as the Director, Aislinn Reule as Deputy Director, and appoint Kyle Benna as a Deputy Director of the Stettler Regional Emergency Management Agency.

Carried

8.3. Additional Named Insured Applications for Hall and Rec Board and Marina Board

Res 2022-026 Motion by Councillor Brinson directs administration to talk to our municipal agent to clarify responsibilities and cause and effect of the municipality for having an ANI with the Hall and Recreation Society and Marina Board.

Carried

Res 2022-027 Motion by Mayor Hiller to approve adding the following items to the municipal insurance policy: Tennis Courts, Village Square Playground, Marina Beach Playground, Marina outdoor washroom, and Municipal Dock at the public boat launch.

Carried

8.4. Beach Street East Water Issues

Res 2022-028 Motion by Councillor Byer for administration to send a letter, pictures, and information to the property owner indicating the issue, and direct the property owner to correct the ongoing water issues. If it is not corrected in a timely manner, it will be reported to Alberta Environment.

Carried

8.5. Direct Deposit for Tax Installment Program

Res 2022-029 Motion by Mayor Hiller approve the request of setting up direct payments for our TIPPS residents in the Summer Village of Rochon Sands and continue with credit cards payments.

Carried

8.6. Electric Vehicle Charging Stations

Res 2022-030 Motion by Mayor Hiller to allocate \$1000.00 to the 2022 budget for Van Electric to estimate costs to be able to have a dual charging station in the municipality and where viable options to have said charging station.

Carried

8.7. Provincial Park Online Reservations Program

Res 2022-031 Motion by Mayor Hiller to have administration quickly investigate further on what other campgrounds are doing for online reservations and report back to council via email.

Carried

8.8. Strategic Planning Survey Results Report

- that there is an additional report, created from those not easily able to manage the survey and supplied to a Councillor that needs to be included when the Strategic Plan is discussed

Res 2022-032 Motion by Councillor Brinson to accept as information and review the results under the Strategic Plan discussions and budgeting.

Carried

8.9. Draft of Minutes within Seven Days

9. Council Committee Reports

Councillor Byer-

9.1. CAO-Staff Sergeant Communication Report

- a. Would like to have communication with the Staff Sergeant and have him come out and meet Council.

Res 2022-033 Motion by Mayor Hiller to have administration connect with the staff sergeant and have him come to a council meeting as a delegation.

- 9.2. CAO-Water for Life Communication Report
 - a. Outlined in CAO, emailed and no response received.
- 9.3. Summer Village-Park Financial Review
 - a. Brought report for the financial report 7.3.
- 9.4. Additional Survey Report
 - a. Included with survey
- 9.5. Bay View Snowplow Situation
 - a. A County employee informed Councillor Byer he was directed, starting January 1. 2022 not to plow the Summer Village portion of Bay View Street. Mayor Hill will talk to Yvette Cassidy, CAO of the County of Stettler, about this item.

Councillor Brinson- At the Fire meeting he asked about Donald giving their notice to pull out of the agreement. Mark Dennis, Regional Fire Chief, said it should not change requisition.

Mayor Hiller- At the Waste Management meeting was informed of the requisition increase to \$68/capita from the \$65/capita previously.

Councillor Byer: At the Emergency Services meeting the board looked at the emergency supplies and expect to pay for new supplies due to the current supplies being not usable/suitable to be used in an emergency. The Municipalities were going to be expected to pay for the new supplies. Councillor Byer also finished the "Elected Officials Emergency Management Course" on his own time.

Res 2022-034 Motion by Mayor Hiller to accept council committee reports as information.

Carried

10. CAO Report (Written Report)

Res 2022-035 Motion by Councillor Brinson accept CAO report as presented.

Carried

11. Information/Reports

- 11.1. Association of Summer Villages (ASVA) newsletter 2022 winter edition
- 11.2. Town of Gibbons Letter to Province Re: Bill 21
- 11.3. Buffalo Lake Naturalist Club Rochon Sands Letter received Jan 25/22
- 11.4. Farm Safety Centre Correspondence
- 11.5. Provincial Government Physician Recruitment news article
- 11.6. Shirley McClellan Regional Water Services Commission 2022 System Rates and Fees Bylaw
- 11.7. Joint Use and Planning Agreements with School Boards Legislation
- 11.8. Stettler Regional Advisory Committee Minutes Jan 13/22
- 11.9. Stettler Waste Management Authority Draft Minutes Jan 21/22
- 11.10. 2018-06-06 Local Government Meeting Minutes
- 11.11. Local Government Education Meeting Date February 16/22

Res 2022-036 Motion by Mayor Hiller to accept information and reports as presented.

Carried

Res 2022-037 Motion by Mayor Hiller to have administration draft a letter to the Buffalo Lake Naturalists Club Rochon Sands stating that it is fiscally and logistically problematic to enforce all the ongoing issues. We will gladly investigate proper signage and further discussion with Alberta Parks.

Carried

12. In-Camera - Personnel, CAO Performance Appraisal, (s.17 of FOIP)

Res 2022-038 Motion by Mayor Hiller that council close the meeting to the public for Agenda Item 12- Personnel CAO Performance Appraisal as per Section 17, FOIP at 8:56 pm

Carried

Res 2022-039 Motion by Mayor Hiller to come out of the close meeting into the public at 9:07 pm

Carried

Res 2022-040 Motion by Mayor Hiller to have a meeting for the CAO Review on Sunday, February 13, 2022, at 3 pm at the Village Office.

Carried

13. Next Regular Meeting Date – March 8, 2022

14. Adjournment

Res 2022-041 Motion by Councillor Brinson to adjourn meeting @ 9:08 pm.

Carried

DRAFT

Mayor

Administrator