

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
August 13, 2024 @ 6:00 PM
 Municipal Office and Via Zoom for Public

	Page #
1. Call to Order	
2. Approval of Agenda/Additions	
3. Public Hearing	
3.1. None Scheduled	
4. Delegations/Guests	
4.1. None Scheduled	
5. Approval of Previous Minutes	
5.1. July 9, 2024, SVRS Regular Council Meeting Minutes	2
6. Business Arising from Previous Minutes	
6.1. Village Square Washrooms Update (Verbal)	
7. Financial Reports	
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8.1. RFD - Alberta Government Golf Cart Pilot Project Regulation	10
9. Council/Committee Reports	
9.1. Mayor’s Report	
9.2. Councillor Reports	
10. CAO and Staff Reports	
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11. Correspondence/Information/Reports	
11.1. Letter to Chief Elected Officials – Canada Community-Building Fund – Honourable Ric McIver, Minister of Municipal Affairs	29
12. In Camera (Closed Session)	
12.1. (none)	
13. Next Regular Meeting Date – September 10, 2024	
14. Adjournment	

MINUTES

Regular Meeting of the Council of the Summer Village of Rochon Sands
Held on July 09, 2024, at 6:00 PM
At the Municipal Office, #1 Hall Street, Rochon Sands
and Via Zoom on Electronic Devices

Present: Mayor D. Hiller
Councillor B. Brinson
Councillor J. Byer (by Zoom)
Administrator J. Jacobson
Staff H. Chappell Benoit

Public (0):

1. Call to Order

Meeting Called to Order @ 6:00 pm by Mayor D. Hiller

2. Approval of Agenda/Additions

RES 24-07-01

MOVED by Councillor J. Byer to accept the agenda as presented.

CARRIED

3. Public Hearing

3.1. None Scheduled

4. Delegations/Guests

4.1. None

5. Approval of Previous Minutes

5.1. June 11, 2024, SVRS Regular Council Meeting Minutes

RES 24-07-02

MOVED by Councillor B. Brinson to accept the Summer Village of Rochon Sands June 11, 2024, Regular Council Meeting Minutes as presented.

CARRIED

6. Business Arising from Previous Minutes

6.1. Village Square Washrooms update presented by CAO Jacobson

6.2. Boat Launch Donation Box update presented by CAO Jacobson

7. Financial Reports

7.1. Financials - Operating Revenue & Expenditures to June 30, 2024

7.2. Financials - March Cheque Listing for June, 2024

7.3. Financials – May 2024 Bank Reconciliation

RES 24-07-03

MOVED by Mayor D. Hiller to accept the financial reports and statements as presented.

CARRIED

8. New Business

8.1. Hwy 835 Paving Project update provided by CAO Jacobson

RES 24-07-04

MOVED by Mayor D. Hiller for Administration to contact Howie Hedges of WSP, who is the contact for this project, to do a site visit and meet with members of Council to address the ongoing problematic road issue in front of homes 11, 13, 15 & 17 Sands Street.

CARRIED

8.2. 2024 Summer Village of Rochon Sands Ratepayer Meeting – August 3, 2024 – 10 am SVRS Public Works Shop

RES 24-07-05

MOVED by J. Byer for administration to book the Rochon Sands Community Hall if it is available for the Annual Ratepayers Meeting, otherwise, hold the meeting in the SVRS Public Workshop.

CARRIED

8.3. SVRS Council Organizational Meeting

RES 24-07-06

MOVED by Mayor D. Hiller to set the Organizational Meeting for August 13, 2024, at 6:00 P.M. followed by the Regular Meeting of the Council.

CARRIED

8.4. Pumper Fire Truck

RES 24-07-07

MOVED by Mayor D. Hiller to receive the update on the pumper fire truck as information.

CARRIED

8.5. Schedule CAO Performance Evaluation

RES 24-07-08

MOVED by Mayor D. Hiller to schedule the CAO Performance Evaluation for September 10, 2024, during the Regular Meeting of the Council.

CARRIED

9. Council/Committee Reports

9.1. Mayor's Report

- Mayor D. Hiller reported on the Stettler District Ambulance Association Meeting.

9.2. Councillor Reports

Councillor Brinson

- Councillor B. Brinson reported on the Rochon Sands Hall and Recreation Association meeting.

Councillor Byer

- Councillor J. Byer reported on:
 - the County of Stettler Housing Authority Meeting,
 - the PCPS Annual Meeting, and
 - the Stettler Waste Management Authority Meeting.

10. CAO and Staff Reports

10.1. CAO Report (written)

RES 24-07-09 MOVED by Councillor B. Brinson to accept Council/Committee and CAO reports as presented.

CARRIED

11. Correspondence/Information/Reports

11.1. Letter to Chief Elected Officials – Canada Community-Building Fund – Honourable Ric McIver, Minister of Municipal Affairs

RES 24-07-10 MOVED by Mayor D. Hiller to accept the reports and correspondence as information.

CARRIED

12. In Camera (Closed Session)

- No in camera session

13. Next Regular Meeting Date – August 13, 2024

14. Adjournment

RES 24-07-11 MOVED by Mayor D. Hiller to adjourn the Regular Council meeting at 6:58 pm.

Mayor

Administrator



SUMMER VILLAGE OF ROCHON SANDS

STATEMENT OF OPERATING REVENUE & EXPENDITURES

For the Period Ending July 31, 2024

General Ledger	Description	2023 YTD Actual	2024 YTD Actual	2024 Budget
*	General Administration	(1,155.39)	(2,535.23)	(18,092.00)
*	Protective Services	4.00	4.00	(480.00)
*	Transporation	(2,100.00)	0.00	(3,200.00)
*	Planning & Development	(1,650.00)	(303.19)	(5,100.00)
*	Recreation & Parks	0.00	0.00	0.00
*	Provincial Parks	(134,460.30)	(110,190.84)	(202,900.00)
*	TOTAL Culture	(5,000.00)	(5,360.00)	(7,000.00)
*	Taxes	(465,599.40)	(480,508.48)	(490,680.00)
*	Other Revenue	(3,679.98)	(1,049.55)	(16,000.00)
**	TOTAL REVENUE	(613,641.07)	(599,943.29)	(743,452.00)
*	Council & Legislative	0.00	0.00	10,700.00
*	General Administration	55,822.99	80,970.11	160,320.00
*	Common Office	4,288.62	6,319.06	14,300.00
*	Assessor	9,195.08	5,023.92	13,360.00
*	Municipal Election	0.00	0.00	200.00
*	Policing	3,162.25	4,457.00	9,824.00
*	Fire Fighting & Preventive	1,598.63	0.00	18,500.00
*	Disaster Services	0.00	0.00	10,140.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	0.00	500.00
*	Transportation	33,316.29	32,206.08	83,000.00
*	Water Department	3,388.77	3,388.77	6,780.00
*	Landfill & Recycling	4,313.50	7,112.00	14,324.00
*	Planning & Development	8,021.91	1,710.12	13,100.00
*	Parks & Recreation	17,970.91	5,401.13	25,627.00
*	Provincial Parks	102,520.60	73,575.20	160,551.00
*	Culture	610.32	740.70	8,735.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	102,881.07	100,830.55	193,486.00
**	TOTAL EXPENSES	347,090.94	321,734.64	743,447.00
***	(SURPLUS)/DEFICIT-Before Amort	(266,550.13)	(278,208.65)	(5.00)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council For the Month of July, 2024

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202470215	2024-07-09	COMBAT SPRAYING LTD.	7434	PAYMENT JUNE RENTAL PORTABLE TOILET VII	472.50	472.50
202470216	2024-07-09	Dymy Oilfield Services Ltd.	38555-A	PAYMENT BOAT LAUNCH MAINTENANCE	630.00	630.00
202470217	2024-07-09	FIVE STAR VENTURES	36252 36264 36513 36534	PAYMENT JUNE 7 CARDBOARD RECYCLING PI JUNE 14 CARDBOARD PICKUP JUNE CARDBOARD BIN RENTAL JUNE 21 CARDBOARD PICKUP	63.00 63.00 52.50 63.00	241.50
202470218	2024-07-09	JACOBSON, JOHN	10	PAYMENT JUNE 50% BENEFITS	186.36	186.36
202470219	2024-07-09	KATHY'S PRINTING SERVICE	6841 6855	PAYMENT WALKWAY ALUMINUM SIGNS ALUMINUM SIGNS	121.80 257.25	379.05
202470220	2024-07-09	LM WASTE REMOVAL	74323	PAYMENT CAMPGROUND GARBAGE REMOVAL	420.00	420.00
202470221	2024-07-09	LONGHURST CONSULTING	8651 8908	PAYMENT TRANSFER DOMAIN, EMAIL, ETC. IN MICROSOFT 365 SUBSCRIPTION	196.88 34.02	230.90
202470222	2024-07-09	MR. T'S SEPTIC SERVICE LTD.	2097	PAYMENT PROVINCIAL PARK SANI DUMP PUMI	157.50	157.50
202470223	2024-07-09	STETTLER BUILDING SUPPLIES LTD	AM3317	PAYMENT CONCRETE, SUPPLIES	42.49	42.49
202470224	2024-07-09	STETTLER HOME HARDWARE	137476 137503 137579 137680 137701	PAYMENT PAINTING/PARK SUPPLIES STAIN FOR PARK STAIN FOR PARK OFFICE SUPPLIES STAIN FOR VILLAGE TABLES, BENCH	411.58 263.54 145.92 52.04 282.46	1,155.54
202470225	2024-07-09	WILSON CRUICKSHANK LAW OFFICE	5322	PAYMENT AGREEMENT - KYAKOMAT	840.00	840.00
202470226	2024-07-09	APEX (11948775)	050300301551	PAYMENT PARK OFFICE GAS	68.36	68.36
202470227	2024-07-09	APEX (11948783)	050300301552	PAYMENT PARK GARAGE GAS	66.09	66.09
202470228	2024-07-09	CANOE PROCUREMENT GROUP OF CANADA	AB217946	PAYMENT PARK OFFICE BULLETIN BOARD SUI	31.49	31.49
202470229	2024-07-09	DIRECT ENERGY , 770001455755	112016600080	PAYMENT PARK POWER	272.95	272.95
202470230	2024-07-09	DIRECT ENERGY , 770001455987	112016600081	PAYMENT STREET LIGHTS	149.63	149.63
202470231	2024-07-09	DIRECT ENERGY , 770001456209	112016600082	PAYMENT PARK POWER	390.95	390.95
202470232	2024-07-09	DIRECT ENERGY , 770001779105	304002421700	PAYMENT STREET LIGHTS	157.83	157.83
202470233	2024-07-09	DIRECT ENERGY , 770001779345	304002421701	PAYMENT STREET LIGHTS	1,282.80	1,282.80
202470234	2024-07-09	PITNEY WORKS	3202351331	PAYMENT POSTAGE	238.58	238.58
202470235	2024-07-09	RBC VISA	213	PAYMENT FLAG, INTERNET, SUPPLIES	606.65	606.65
202470236	2024-07-09	SYBAN SYSTEMS		PAYMENT		103.95



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2024-Aug-8
3:53:56PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202470236	2024-07-09	SYBAN SYSTEMS	5443-25062024	JULY PARK OFFICE INTERNET	103.95	103.95
202470237	2024-07-09	TELUS COMMUNICATION (1819)	70	PAYMENT OFFICE PHONE	30.07	30.07
202470238	2024-07-09	TELUS COMMUNICATIONS (9894)	1	PAYMENT PARK OFFICE PHONE	30.07	30.07
202470239	2024-07-09	TELUS MOBILITY	35	PAYMENT CELL PHONE	139.52	139.52
202470240	2024-07-09	UNITED FARMERS OF ALBERTA	June 30, 2024	PAYMENT BULK FUEL	2,379.14	2,379.14
202470241	2024-07-12	SCHMIDEK, LORNE D				
202470242	2024-07-12	KNEELAND, HANNAH				
202470243	2024-07-12	JACOBSON, JOHN C				
202470244	2024-07-12	CHAPPELL BENOIT, HOLLY R				
202470245	2024-07-12	RUSSELL, MACKENZIE				
202470246	2024-07-12	WILLIS, CHARLES				
202470247	2024-07-12	FRASER, EMMA J				
202470248	2024-07-26	CAS TECH COMPUTERS	1840	PAYMENT COMPUTER/WEBSITE TRANSFER - €	630.00	630.00
202470249	2024-07-26	KATHY'S PRINTING SERVICE	6870	PAYMENT SIGNS	113.40	113.40
202470250	2024-07-26	LM WASTE REMOVAL	73777	PAYMENT CAMPGROUND WASTE REMOVAL	954.00	954.00
202470251	2024-07-26	MIRROR FRESHWATER	6953	PAYMENT PARK WATER - CISTERN APRIL, JULY	300.00	300.00
202470252	2024-07-26	MR. T'S SEPTIC SERVICE LTD.	2111 2126 2138	PAYMENT PARK SANI-DUMP PUMPOUT PARK SANI-DUMP PUMPOUT PARK SANI-DUMP PUMPOUT	157.50 157.50 157.50	472.50
202470253	2024-07-26	PARKLAND COMMUNITY PLANNING SERVICES	22373	PAYMENT JUNE PLAN & DEV PROFESSIONAL €	601.25	601.25
202470254	2024-07-26	SCHMIDEK, LORNE	44	PAYMENT PARK SUPPLIES, STAFF LUNCH	287.19	287.19
202470255	2024-07-29	SCHMIDEK, LORNE D				
202470256	2024-07-29	KNEELAND, HANNAH				
202470257	2024-07-29	JACOBSON, JOHN C				
202470258	2024-07-29	CHAPPELL BENOIT, HOLLY R				
202470259	2024-07-29	RUSSELL, MACKENZIE				
202470260	2024-07-29	WILLIS, CHARLES				
202470261	2024-07-29	FRASER, EMMA J				
202470262	2024-07-30	BARROS, BRETT	202407301	PAYMENT CREDIT BALANCE PAID	462.79	462.79
202470263	2024-07-31	BROKOPP, PHYLLIS	2024-03	PAYMENT NARROWS HOST CONTRACT	3,000.00	3,000.00
202470264	2024-07-31	PITNEY WORKS	3202399082	PAYMENT POSTAGE MACHINE LEASE	145.75	145.75
202470265	2024-07-31	SYBAN SYSTEMS	3578	PAYMENT PARK OFFICE INTERNET	103.95	103.95



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2024-Aug-8
3:53:56PM

Cheque						Invoice	Cheque
Cheque #	Date	Vendor Name		Invoice #	Invoice Description	Amount	Amount

Total 41,247.18

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
30-Jun-24**

Net Balance at End of Previous Month	\$ 168,456.54
ADD: General Receipts	388,772.63
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	557,229.17
LESS: General Disbursements	147,483.75
Investments	0.00
Returned Cheques	64.00
SUBTOTAL	<u>147,547.75</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>\$ 409,681.42</u>
Balance at End of Month - Bank	348,442.97
ADD: Outstanding Deposits	93,167.88
LESS: Outstanding Cheques	<u>31,929.43</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>\$ 409,681.42</u>
INVESTMENTS:	
RBC Reserve Account	37,432.08
RBC Investment GIC#13 Cashable Maturing Dec 13, 2024 @ 4.5%	200,000.00
RBC Investment GIC#14 Cashable Maturing Dec 13, 2024 @ Prime Linked	200,000.00
RBC Investment GIC#15 Non-redeemable Maturing Dec 13, 2024 @ 5.8%	<u>250,000.00</u>
SUBTOTAL	<u>687,432.08</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,097,113.50

MAYOR

CHIEF ADMINISTRATIVE OFFICER

The Summer Village of Rochon Sands
Request for Decision

Meeting: Regular Council
Meeting Date: August 12, 2024
Originated by: John Jacobson - Chief Administrative Officer
Title: Alberta Government Golf Cart Pilot Project
Agenda Item Number: 8.1

Background/Proposal/Issue:

Alberta has created a five-year pilot project regulation to allow interested municipalities to pilot the use of golf carts on select public roads. The Pilot Project (Golf Carts) Regulation (the Regulation) exempts golf carts and their operators from certain requirements under the Traffic Safety Act and its regulations that ordinarily make the operation of golf carts on public roadways illegal. These exemptions only apply when municipal bylaws, as approved by the Registrar of Motor Vehicle Services (Registrar), are in place. For bylaws to be approved they must include minimum requirements and limitations as outlined in the Regulation and identify proposed routes. Municipalities may include additional safety requirements, based on what is best for their communities, so long as they do not conflict with the Regulation.

The Regulation outlines minimum requirements and limitations for golf carts to be legally allowed on public roads. The Regulation also states requirements for municipal bylaws to be approved.

The Regulation authorizes the Registrar to add additional requirements to the golf cart pilot project. In this event, municipalities will be notified and must amend their bylaws within 60 days to adopt a Registrar-added requirement, in accordance with section 11 of the Regulation.

Minimum Requirements and Limitations

- operators must be 14 years of age or older
- may not be operated during nighttime
- the number of passengers is limited to the number of seats as provided by the manufacturer
- operators must carry at all times and show proof of municipal authorization for the golf cart upon request of any bylaw, peace or police officer
- operation of golf carts is only allowed on roads within a municipality:
 - that have been identified in a municipal bylaw
 - where the maximum speed limit is 50 km/h or less
 - that cross a road with a speed limit over 50 km/h only at points that have been specified in municipal bylaw
 - in communities that have erected signage as specified in municipal bylaw
- maintained as prescribed by the manufacturer, i.e., golf carts:
 - must be in good working order
 - may not be home-built or modified
- no towing of vehicles or equipment is allowed
- operators must follow all rules of the road unless otherwise included in above operating parameters

- commercial vehicles (i.e., golf carts that aren't private passenger vehicles under the Traffic Safety Act) aren't eligible for use in this pilot project, unless owned by a municipality and used by a municipal employee in the course of their employment
- unless specified in the Regulation, golf carts are subject to all other rules, terms and conditions as if they were a motor vehicle, and must be operated as such

Municipal Requirements

Municipal bylaws must:

- note coming into force and expiry date
- include any operating parameters that exceed the requirements and limitations in the Regulation
- specify the form, process and fees for operators to obtain proof of municipal authorization (i.e., permit or registration)
- clearly designate routes and include a map of such routes
 - when submitting proposed bylaws and routes, municipalities also include a document that explains why the routes (highways) were selected, and demonstrates consideration of:
 - collision statistics for the routes
 - traffic volume for the routes
 - whether the routes are primarily used for local or recreational traffic
- indicate that data will be collected and reported as required by the Registrar
- specify that operators must report any collision resulting in property damage, of any amount, injury or death directly to the municipality and outline the form and manner in which that information must be reported
- be amended within 60 days, in accordance with the Regulation, to include any terms added by the Registrar

The provincial requirements and limitations are intended to provide a base level of safety. Municipalities may want to consider additional requirements or limitations that could improve safety depending on the needs of their communities. For example, prohibiting use seasonally, requiring reflectors on the golf cart, having an operator age minimum higher than 14 years of age, or adding a requirement for all passengers to be seated upright in their own seat.

Discussion/Options/Benefits/Disadvantages:

The Pilot Project (Golf Carts) Regulation subject was brought up at the 2024 Summer Village of Rochon Sands Ratepayer AGM held on August 3, 2024. There was a favourable response from ratepayers for the SVRS Council to move ahead with a Golf Cart Bylaw that would allow the legal operation of golf carts on Summer Village of Rochon Sands roadways.

The adoption of a Golf Cart Bylaw would legalize the operation of golf carts on the roadways in the municipality.

Costs/Source of Funding (if applicable):

There are signage requirements under the Golf Cart Regulation that will bring added costs to the municipality to purchase and install the signage throughout the community. There will be added administration costs to administer the golf cart yearly permitting process. These and additional costs can be covered with the implementation of permit fees.

Recommended Action/Options:

That Administration move forward with the development of a Golf Cart Bylaw that meets the *Guidelines for the Approval of Municipal Bylaws Related to the Pilot Project (Golf Carts) Regulation | Transportation and Economic Corridors*.

That Administration investigate changes that are required to the Summer Village of Rochon Sands Bylaw #252-20 "The Parking, Storage and Traffic Control Bylaw", to address Off Highway Vehicles and changes required provide similar access to Summer Village of Rochon Sands highways.



Province of Alberta

TRAFFIC SAFETY ACT

PILOT PROJECT (GOLF CARTS) REGULATION

Alberta Regulation 114/2024

Current as of June 14, 2024

Extract

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

ALBERTA REGULATION 114/2024

Traffic Safety Act

PILOT PROJECT (GOLF CARTS) REGULATION

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Definitions

1 In this Regulation,

- (a) "Act" means the *Traffic Safety Act*;
- (b) "designated highway" means a highway that has been designated by a participating municipality in accordance with this Regulation as a highway on which a person may operate a golf cart and includes a crossing location;

- (c) “golf cart” means a motor vehicle designed by a manufacturer primarily to transport golfers and golf equipment on golf courses;
- (d) “golf cart bylaw” means a bylaw made by a participating municipality under this Regulation respecting golf cart use on designated highways within that municipality;
- (e) “golf cart permit” means a written authorization in any form that
 - (i) is issued by a participating municipality, and
 - (ii) authorizes the operation of a golf cart on designated highways in the participating municipality;
- (f) “manufacturer” means a person engaged in the business of
 - (i) designing golf carts, and
 - (ii) building golf carts or producing kits to build golf carts;
- (g) “nighttime” means the period commencing one hour after sunset and ending one hour before the following sunrise;
- (h) “participating municipality” means a municipality with a golf cart bylaw in effect;
- (i) “subsisting” when used in relation to a golf cart permit or an approval of the Registrar means that, at the relevant time, the golf cart permit or the approval of the Registrar is current and has not expired nor been suspended or cancelled.

Application

2 This Regulation does not apply with respect to a golf cart that is a commercial vehicle unless the commercial vehicle is owned by a participating municipality and is operated by an employee of the participating municipality in the course of the employee’s employment.

Golf cart pilot project established

3 A project is established to evaluate the use of golf carts on highways.

Municipal bylaw

- 4(1)** In accordance with this section, if a municipality determines that it is advisable to participate in the project established in section 3, a municipality may make a bylaw respecting golf cart use on highways within the municipality.
- (2)** Notwithstanding section 16 of the Act, a golf cart bylaw must
- (a) designate highways on which a person may operate a golf cart,
 - (b) include the provisions required under section 6, and
 - (c) provide for a system of permits for golf carts that operate on designated highways.
- (3)** Notwithstanding section 16 of the Act, a golf cart bylaw may
- (a) designate or provide for the designation of highways on which a person may park a golf cart,
 - (b) include duties, obligations, prohibitions and requirements respecting golf carts that are equal to or greater than the duties, obligations, prohibitions and requirements in this Regulation,
 - (c) impose a fee for a golf cart permit,
 - (d) specify that a contravention of or a failure to comply with the golf cart bylaw is an offence, and
 - (e) prescribe or otherwise provide for penalties with respect to the contravention of the golf cart bylaw.
- (4)** Notwithstanding the limit related to the direction, control and management of highways in section 13 of the Act, a municipality may make a golf cart bylaw respecting golf carts on
- (a) a highway under the municipality's direction, control and management, and
 - (b) a provincial highway as defined in the *Highways Development and Protection Act* that is in the municipality.
- (5)** A municipality making a golf cart bylaw shall ensure that signs are erected in accordance with section 13 before the municipality's golf cart bylaw comes into force.
- (6)** A golf cart bylaw must come into force on a date that is on or after the date of the approval of the Registrar under section 8.

(7) A golf cart bylaw has no effect unless there is a subsisting approval by the Registrar under section 8.

(8) A golf cart bylaw must comply with this Regulation.

Use on low-speed highways only

5(1) Subject to subsection (2), when, in a golf cart bylaw, a municipality designates a highway on which a person may operate a golf cart, the municipality shall not designate a highway with a maximum speed limit higher than 50 km/h.

(2) In a golf cart bylaw, a municipality may designate a location where a golf cart operator may drive the golf cart across a highway that has a maximum speed limit higher than 50 km/h.

Registrar bylaw requirements

6(1) The Registrar may specify provisions that are required to be included in a golf cart bylaw.

(2) The Registrar shall publish the required provisions, if any, on the website of the Minister's Department.

Changes to Registrar bylaw requirements

7(1) The Registrar may add, remove and modify provisions that a municipality is required to include in a golf cart bylaw under section 6.

(2) If the Registrar has approved a golf cart bylaw, the Registrar shall notify the participating municipality in writing of the additions, removals or modifications under subsection (1).

Submission to and approval of Registrar

8(1) A municipality shall submit a golf cart bylaw made by the municipality to the Registrar for approval.

(2) With the golf cart bylaw, the municipality shall submit to the Registrar

(a) a document that, in relation to highways designated for golf cart operation,

(i) explains why the highways were selected for designation in the golf cart bylaw, and

(ii) demonstrates consideration of

(A) collision statistics for the designated highways,

- (B) traffic volume for the designated highways, and
 - (C) whether the designated highways are primarily used for local or recreational traffic,
- and
- (b) any additional information or documents requested by the Registrar.
- (3) The Registrar may approve the golf cart bylaw if
- (a) the Registrar is satisfied with the golf cart bylaw and with the information and documents provided under subsection (2),
 - (b) the bylaw complies with this Regulation, and
 - (c) in the opinion of the Registrar, it is in the public interest to approve the golf cart bylaw.
- (4) The Registrar shall provide written notice to the municipality of the Registrar's decision to approve or not to approve the bylaw.

Exemptions

- 9(1)** Subject to subsection (3), if a golf cart has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, a person operating the golf cart is exempt from
- (a) section 51 of the Act and all requirements related to operator's licences in the Act or the regulations under the Act,
 - (b) section 52 of the Act and all requirements related to registration in the Act or the regulations under the Act,
 - (c) section 53 of the Act and all requirements related to licence plates in the Act or the regulations under the Act,
 - (d) section 54 of the Act and all requirements related to insurance in the Act or the regulations under the Act,
 - (e) the *Operator Licensing and Vehicle Control Regulation* (AR 320/2002), except Part 5 of that Regulation,
 - (f) the *Vehicle Equipment Regulation* (AR 122/2009), and
 - (g) Division 13 of Part 1 of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002).

- (2) Subject to subsection (3), if a golf cart
- (a) has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, and
 - (b) does not have signalling devices, head lamps, stop lamps and hazard warning lamps that comply with the *Vehicle Equipment Regulation* (AR 122/2009),

a person operating the golf cart is exempt from all signalling, headlamp, stop lamp and hazard warning lamp requirements of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002), including sections 9, 10, 11, 15(2), 24, 35, 49 and 88(2).

- (3) The exemptions in subsections (1) and (2) only apply if the golf cart is being operated
- (a) on a designated highway within the participating municipality that issued the golf cart permit for the golf cart,
 - (b) in compliance with this Regulation, and
 - (c) in compliance with the golf cart bylaw of the participating municipality that issued the golf cart permit.

Amendment or repeal of bylaw

- 10(1)** Subject to subsections (2) and (3), if a participating municipality amends a golf cart bylaw approved under section 8, the participating municipality shall submit the amendment to the Registrar for approval in accordance with section 8.
- (2) If an amendment to a golf cart bylaw by a participating municipality only removes the designation of a highway for golf cart operation or parking,
- (a) the participating municipality shall notify the Registrar of the amendment within 30 days of the amendment coming into force, and
 - (b) the approval of the Registrar is not required for the amendment.
- (3) If a participating municipality repeals the golf cart bylaw and does not replace it with a new golf cart bylaw,
- (a) the participating municipality shall notify the Registrar of the repeal within 30 days of the repeal, and
 - (b) the approval of the Registrar is not required for the repeal.

(4) If an approval of the Registrar is required for an amendment to a golf cart bylaw, the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

**Amendment due to change
in Registrar requirements**

11(1) Subject to subsection (2), if

- (a) a participating municipality has a golf cart bylaw approved under section 8, and
- (b) under section 7, the Registrar adds or modifies the provisions that a municipality is required to include in a golf cart bylaw,

the participating municipality shall amend its golf cart bylaw to comply with the additional or modified requirements and submit the golf cart bylaw amendment to the Registrar for approval in accordance with section 8.

(2) If the change in the requirements of the Registrar only removes a provision that a participating municipality is required to include in its golf cart bylaw under section 7, subsection (1) does not apply.

(3) If an amendment to a golf cart bylaw is required under subsection (1), the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

(4) If a participating municipality does not submit an amendment to its golf cart bylaw to the Registrar for approval within 60 days of a notice under section 7(2) of a change in provision requirements, the Registrar may suspend or cancel the Registrar's approval of the golf cart bylaw.

(5) Section 12(2) to (4) apply to a suspension and a cancellation under subsection (4).

**Suspension or cancellation of
Registrar's approval**

12(1) The Registrar may suspend or cancel the approval of a golf cart bylaw under section 8.

(2) The Registrar shall give notice in writing of the suspension or cancellation to the municipality.

(3) If the Registrar has suspended the approval of a golf cart bylaw, the Registrar may, on notice in writing to the participating municipality,

- (a) cancel the Registrar's approval of the bylaw, or
- (b) end the suspension.

(4) If the approval of the Registrar is suspended or cancelled, the golf cart bylaw has no effect and the municipality shall notify a person with a golf cart permit that the golf cart bylaw has no effect.

Sign requirement

13 A participating municipality shall erect signs at locations determined by the participating municipality indicating that there may be golf carts on highways in the participating municipality.

Prohibitions and obligations

14(1) A person shall not operate a golf cart on a highway except on a designated highway.

(2) A person shall not park a golf cart on a designated highway unless authorized by a golf cart bylaw.

(3) A person shall not operate a golf cart on a designated highway except in accordance with

- (a) this Regulation, and
- (b) a golf cart bylaw that has a subsisting approval of the Registrar under section 8.

(4) A person shall not operate a golf cart on a designated highway in a participating municipality unless there is a subsisting golf cart permit issued by the participating municipality in respect of the golf cart.

(5) A person who is less than 14 years old shall not operate a golf cart on a designated highway.

(6) A person shall not operate a golf cart on a designated highway during nighttime.

(7) A person shall not operate a golf cart on a designated highway if the number of passengers in the golf cart exceeds the number of passenger seats available.

(8) A person shall not use a golf cart to tow vehicles or equipment on a designated highway.

Turning or changing course or direction

15 A person shall not start, turn or change the course or direction of a golf cart or stop a golf cart on a designated highway, unless the person has determined that there is sufficient space to safely make the movement.

Maintenance and modifications

16(1) A person shall not operate a golf cart on a designated highway unless the person ensures that the golf cart is maintained in good working order and to the manufacturer's specifications.

(2) A person shall not operate a modified golf cart on a designated highway unless the modification is in accordance with the manufacturer's operator and service manuals.

Producing permits for peace officer

17(1) On the request of a peace officer, a person operating a golf cart shall produce to the peace officer for inspection the subsisting golf cart permit in respect of the golf cart.

(2) A peace officer shall not make a request under subsection (1) unless the peace officer has reasonable grounds to believe that the golf cart was operated on a designated highway.

Collision reports

18(1) Subject to subsection (2), if

- (a) a golf cart is involved in a collision on a highway, and
- (b) the golf cart has a subsisting golf cart permit from a participating municipality,

the golf cart operator shall provide a report of the collision forthwith to the participating municipality in the form and manner specified by the participating municipality.

(2) Subsection (1) does not apply if

- (a) no one is injured or dies as a result of the collision, and
- (b) there is no property damage caused by the collision.

(3) If the operator is incapable of making the report required by subsection (1) and there is a passenger of the golf cart capable of making the report, the passenger shall make the report forthwith.

(4) If a report has not been made under subsection (1) or (3) and the operator or passenger is not the owner of the golf cart, the

owner shall make the report forthwith after learning of the collision.

Collection of information

19(1) The Registrar may specify information that a participating municipality is required to collect respecting golf cart use on highways.

(2) The participating municipality shall collect the information and provide the information to the Registrar at the times and in the form and manner specified by the Registrar.

(3) If a municipality ceases to be a participating municipality, the obligation to provide information in subsection (2) continues in respect of information collected when the municipality was a participating municipality.

Repeal

20 This Regulation is made under section 18.1 of the Act and is subject to repeal under section 18.1(3) of the Act.

CAO Report for the August 13, 2024, Regular Meeting of Council

The SVRS Ratepayer AGM was held on Saturday, August 3, 2024. The meeting was well attended with 40 people in attendance. Some of the topics discussed were the SVRS financials and audit, the Snak Shak, Buffalo Lake water levels and the pumping station, work being done regarding future planning with the Alberta Government for the marina and boat launch, East Beach Street Flood Barrier Project update, Highway 835 paving, bathrooms at Village Square, and much discussion regarding speeding on Sands Street and the use of golf carts on the municipal roadways. S/Sgt. Cam Russell (Stettler RCMP Detachment Commander) and Clint Sime (Manager of Protective Services, Director of Emergency Management, County of Stettler) attended the meeting and provided valuable information regarding *Crime Prevention Through Environmental Design*. There was informative discussion on a variety of issues. Their participation at the AGM was greatly appreciated.

Provincial Parks Day took place on Saturday, July 20, 2024. Parks Day is a great opportunity to discover the treasures and natural beauty that exists all around the Park. It is celebrated annually on the 3rd Saturday of July across Alberta. Events and activities showcase the many ways Albertans enjoy recreating in Alberta's provincial parks, and highlight the role parks play in protecting ecosystems, habitat and species-at-risk. The Parks Day events held at Rochon Sands Provincial Park included a Sand Sculpture Competition, Disc Golf and the "Don't Get Stumped" Scavenger Event. Lorne Schmidek, Parks/Public Works Supervisor and his staff did an awesome job organizing Parks Day.

A **Fire Restriction** was enacted on July 12, 2024, by the County of Stettler. July 23, 2024, the County of Stettler declared a **Fire Ban**. On August 6, the Fire Ban was reduced to a **Fire Restriction**. When fire bans or fire restrictions are enacted, the office informs Council immediately and then posts the notice on the Village Square Bulletin Board and at the Rochon Sands Provincial Campground Office. The notice is also posted on the SVRS website and on SVRS Facebook and on Rochon Sands Provincial Park Facebook. (It is very much appreciated the *What's Up Rochon Sands Facebook* is also very quick to repost the fire restriction/ban notices.) In the case of a fire ban, "FIRE BAN" signs are erected all throughout the Summer Village and the campgrounds.

As per a resolution by SVRS Council, a **Boat Launch Honour Box** has been set up at the boat launch since the July long weekend. The intent is to receive donations from non-locals using the boat launch to assist with maintenance costs. \$40.58 has been received thus far.

Highway 835 paving between Erskine and Rochon Sands Provincial Park was set to begin following the August long weekend. On July 17, 2024, Mayor Hiller, Councillor Brinson, Lorne Schmidek, and the CAO met with the Project contact from WSP, Howie Hedges, to address the road problems in front of 11, 13, 15, 17 Sands Street. The contractor was unaware of the severe road problems experienced at that location over the years. As the SVRS representatives were explaining the rodent problems under the road to the Project Contact, a beaver crossed the road, right on cue.

Shoreline Management Plan - Christine Boulton, Lands Officer, Lands Delivery and Coordination South Branch, Alberta Forestry and Parks met with the CAO and the Office/Parks Manager on July 26, 2024, at the Summer Village Office. It was a productive 3 ½ hour meeting. The meeting included a tour of the Summer Village. The intent of the meeting was to address and develop a new Shoreline Management Plan that will include the Recreation Lease, the Marina License of Occupation and the main Boat Launch. One of the goals is to renew the different agreements and change them to address future needs without all the red tape, including:

- Have the agreement allow for regular maintenance of the boat launch rather than go through a yearly bureaucratic process that can take several months to a year.
- To allow for expansion of the marina to accommodate future growth and not have to re-submit a new license of occupation every time a change is required.

There is no definite timeline for each of the issues, however, the CAO did stress the importance of dealing with these issues as soon as possible.

Trees for the Village Square - As reported at the previous Council meeting, some horse trading between the Summer Village of White Sands and the Summer Village of Rochon Sands landed trees for the Village Square at no cost. The 10 trees have now been planted

Upcoming Changes to the Cyber Insurance Requirements – The CAO and Office/Parks Manager attended the first of several cyber training sessions. In the face of escalating cyber threats, municipalities are increasingly recognizing the critical importance of cyber insurance. Given the sensitive data and essential infrastructure they handle, municipalities are prime targets for cybercriminals, and successful attacks can result in severe consequences such as data theft, financial losses, service disruptions, and reputational damage. While cyber insurance serves as a valuable resource, it is crucial to understand that it does not replace robust cybersecurity practices. To underscore the seriousness of this commitment and the imperative of robust risk mitigation, RMA will implement changes to its cyber coverage effective November 1, 2024. Subscribers are required to adopt four crucial cyber risk mitigation tools: multifactor authentication, staff Training, strong Backup Policies, and endpoint detection. The adoption of these tools is not only encouraged; it is essential for sustaining the enhanced coverage.

Golf Cart Bylaw meeting with the CAO of White Sands. On Wednesday, August 8, 2024, the CAOs of White Sands and Rochon Sands met for several hours to discuss the PILOT PROJECT (GOLF CARTS) REGULATION under the Alberta Traffic Safety Act. The PILOT PROJECT (GOLF CARTS) REGULATION and the new Lacombe County Golf Cart Bylaw was reviewed in detail to provide valuable information regarding next steps in developing a Golf Cart Bylaw for the Summer Village of Rochon Sands. The CAO also contacted the County of Lacombe and received additional information regarding the implementation of a Golf Cart Bylaw. The County of Lacombe was very helpful and offered to provide assistance as we move forward with the Bylaw.. S/Sgt Cam Russell (Stettler RCMP Detachment Commander) has been providing assistance regarding Off Highway Vehicles and the proposed Golf Cart Regulation. The CAO has also been in contact with Alberta Transportation and they have provided documents to assist the SVRS with the process of drafting the bylaw and getting it approved.

The Provincial Park map for the Narrows Campground has not previously shown the actual campground site locations. Holly has put much time and effort into redesigning the map to illustrate the 61 campsite locations. This will be beneficial for both campers and for marketing the campground in the future.

Alberta Parks conducted a site visit at the end of July 2024. On July 17, 2024, the CAO received an email from the Regional Operations Support Manager, Alberta Parks informing the CAO that a complaint had been received through the Minister's Office in Alberta Parks.

The single complaint from a camper identified concerns with the state of infrastructure and maintenance at the two provincial campgrounds that the Summer Village is operating. The most concerning of the issues identified was a note about the onsite tap water: *"there is no potable water - the water that comes out of the taps is as brown as what's in the lake"*.

The CAO was asked to confirm whether or not each of the provincial campgrounds supplied potable water, and if so, to confirm that all regulatory requirements are met for treating and testing the potable water. If potable water is not available, confirm that all water sources are marked with non-potable water signs (to ensure public safety and ensure regulatory compliance).

As a result of the complaint, Alberta Parks sent a Parks Land Use Officer and Infrastructure Representative to perform onsite inspections.

The CAO immediately responded to the Regional Operations Support Manager the following day on July 18, 2024, following a full investigation of the concerns raised.

- The CAO performed an inspection at the Rochon Sands Provincial Park Campground at 5 am the morning of July, 18, 2024.
- The CAO met with the Rochon Sands Public Works Supervisor at 7:30 am to address the complaint.
- Throughout the day, the CAO met with the Rochon Sands Office/Parks Manager and the summer staff regarding the issue.
- The CAO also spoke with Mel Cherlenko, Public Health Inspector, Environmental Public Health – based out of Stettler.

The CAO is fairly new to the position and so is the Office/Parks Manager. They have set high goals to make improvements to the municipal office and the two PRA's. The Parks Public Works Supervisor has been in this position for the past 10 years managing the Narrows and Rochon Sands Provincial Park and does an excellent job. His expertise is relied upon heavily.

Regarding the water issue. All the non-potable taps have signage. The CAO personally went around to all the non-potable taps and took pictures of the taps and of the water that came out of them (filled a jug of water at each non-potable water station and took pictures of all water stations and the clear water in all jugs). The CAO did not let any of the taps run before taking the samples in the jugs to observe exactly what was coming out of the taps. The water was not

“brown as what’s in the lake”. The water, as could be seen in the pictures that were sent to Alberta Parks, was clear – all of the taps.

Again, in the afternoon on July 18, 2024, the Office/Parks Manager and the CAO toured the whole campground with a focus on the non-potable taps and all the outhouses. The toilets were very clean, the park area clean and groomed, and the water coming out of all the taps was still clear.

The only potable water in the Rochon Sands Provincial Park is potable water from the Parks Office from a cistern. The Shirley McClellan Regional Water Services Commission Bucket Fill Station at the top of the hill as you enter the Summer Village of Rochon Sands has potable water. Campers are informed that they have access to the coin/debit/credit card bucket fill station.

As mentioned above, the CAO spoke with the local Alberta Health Services Public Health Inspector, Mel Cherlenko. In the Stettler area, water can only be tested on Wednesdays. Non-potable water does not have to be tested as long as there is signage on the taps stating that the water is non-potable. A sample of the Park’s Office potable water has been sent to the Stettler Community Health Centre on Wednesdays for weekly testing. The potable water samples have passed the testing.

On the Rochon Sands Provincial Park and Narrows Websites, campers are informed that there is no available water in the Narrows - and non-potable water is available in the Rochon Sands Provincial Park and there is a bucket fill station for potable water when entering Rochon Sands.

On July 25th, 2024, an Alberta Parks Land Use Officer and Infrastructure Representative performed onsite inspections at both the Rochon Sands Provincial Park and the Narrows. On August 8, 2024, the CAO received an Alberta Parks inspection report outlining the following:

Items of non-compliance, in summary:

- *A broken picnic table at one of the sites, and some fire pits that looked like they were not buried into the ground deep enough. (The Parks Public Works Supervisor was already aware of the broken picnic table and was in the process of replacing it with a new picnic table at the time of the inspection.)*
- *The playground set at The Narrows needs to be removed. It is not a Parks-approved playground.*

Items of note:

- *The items of complaint were reviewed by the Alberta Parks Land Use Officer and the Infrastructure Representative and **“found no causes for concern related to what the complaint spoke of”**.*
- *It is recommended that all garbage and recycling bins be animal-proof.*

The CAO is following up on the *Items of non-compliance* and the *items of note*.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR115493

July 23, 2024

His Worship Dan Hiller
Mayor
Summer Village of Rochon Sands
#1 Hall Street
Rochon Sands AB T0C 3B0

Dear Mayor Hiller:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Summer Village of Rochon Sands, the 2024 CCBF allocation is \$10,651.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications.

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister

cc: John Jacobson, Chief Administrative Officer, Summer Village of Rochon Sands