

Agenda
Summer Village of Rochon Sands
Organizational Meeting of Council
October 10, 2023 @ 6:00 PM
Summer Village of Rochon Sands Municipal Office
and Via Zoom for Public

1. Call to Order
2. Approval of Agenda
3. Minutes of Organizational Meeting – December 13, 2022
4. Appointment of Chief Elected Official for SV of Rochon Sands
5. Appointment of Deputy Chief Elected Official of SV Rochon Sands
6. Appointment of Signing Officers
7. Establishment of Council Meeting Dates and Times
8. Council Remuneration
9. Appointment of Property Assessor for SV of Rochon Sands
10. Appointment of Financial Auditor for SV of Rochon Sands
11. Appointment of Legal Counsel for SV of Rochon Sands
12. Appointment of Safety Codes Inspection Services
13. Appointment of Banking Institution
14. Appointment of Regional Subdivision Development Appeal Board
15. Appointment of Regional Planner
16. Appointment of Regional Assessment Review Board
17. Appointment of Engineering Firm
18. Committee Appointments
 - 18.1. Rochon Sands Hall and Recreation Board
 - 18.2. County of Stettler Housing Authority
 - 18.3. Stettler Waste Management Authority (SWMA)
 - 18.4. Shirley McClellan Regional Water Service Commission (SMRWSC)
 - 18.5. Buffalo Lake Intermunicipal Planning Committee
 - 18.6. Stettler Regional Fire Advisory Committee
 - 18.7. Stettler District Ambulance Association
 - 18.8. Buffalo Lake Management Team
 - 18.9. Parkland Community Planning Services (PCPS)
 - 18.10. Parkland Regional Library
 - 18.11. Stettler County Recreation Board
 - 18.12. Emergency Management Committee (Council as a Whole)
 - 18.13. Stettler Regional Emergency Management Agency (SREMA)
 - 18.14. Intermunicipal Collaboration Committee
19. Next Regular Council Meeting Date – October 10, 2023
20. Adjournment

Minutes of Organizational Meeting of
Council of Summer Village of Rochon Sands
held at Summer Village of Rochon Sands Office
December 13, 2022 @ 6:00PM

Present Mayor D. Hiller
Councillor Blaine Brinson
Councillor Jay Byer
Administrator Dean Pickering
Administrative Assistant Erin Weinzierl

1. Call to order:

Meeting called to order by Councillor Hiller at 6:00 PM.

2. Taking of Oath:

3. Approval of Agenda

Res 22-12-01 Motion by Brinson to approve the agenda as presented.

Carried

4. Appointment of Chief Elected Official for Summer Village of Rochon Sands

Res 22-12-02 Motion by Councillor Brinson to appoint Dan Hiller as Chief Elected Official for the Summer Village of Rochon Sands. Dan Hiller accepts the position as Chief Elected Official.

Carried

5. Appointment of Deputy Chief Elected Official of Summer Village of Rochon Sands

Res 22-12-03 Motion by Mayor Hiller to appoint Councillor Brinson as Deputy Chief Elected Official for the Summer Village of Rochon Sands. Blaine Brinson accepts the position as Chief Elected Official.

Carried

6. Appointment of Signing Officers

Res 22-12-04 Motion by Councillor Hiller to appoint all three members of council as signing authority.

Carried

7. Establishment of Council Meeting Dates and Times

Res 22-12-05 Motion by Mayor Hiller that the Summer Village of Rochon Sands Regular Council meetings be held at The Summer Village of Rochon Sands Municipal Office, #1 Hall Street, on the Second Tuesday of the Month starting at 6:00 PM.

Carried

Res 22-12-06 Motion by Councillor Brinson to schedule a strategic planning session for Fall 2024.

Carried

8. Council Remuneration

Res 22-12-07 Motion by Councillor Byer for Council remuneration to be calculated as per the Government of Alberta rates as of 2022-2023.

Carried

9. Appointment of Property Assessor for The Summer Village of Rochon Sands

Res 22-12-08 Motion by Councillor Byer to appoint Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009) as the appointed assessor for The Summer Village of Rochon Sands.

Carried

10. Appointment of Financial Auditor for The Summer Village of Rochon Sands

Res 22-12-09 Motion by Councillor Byer to appoint Gitzel and Company as The Summer Village of Rochon Sands financial auditor for the 2021 audit year.

Carried

11. Appointment of Legal Counsel for The Summer Village of Rochon Sands

Res 22-12-10 Motion by Mayor Hiller to appoint Wilson Cruikshank LLP as legal counsel for the Summer Village of Rochon Sands.
Carried

12. Appointment of Safety Codes Inspection Services

Res 22-12-11 Motion by Councillor Brinson to appoint IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands.
Carried

13. Appointment of Banking Institution

Res 22-12-12 Motion by Mayor Hiller to appoint the Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands.
Carried

14. Appointments of Regional Subdivision Development Appeal Board

Res 22-12-13 Motion by Mayor Hiller to appoint the Parkland Regional Planning Commission (PCPS) to represent the Village of Rochon Sands on the Subdivision Appeal Board and Clerk Services for the Summer Village of Rochon Sands.
Carried

15. Appointments of Regional Planner (PCPS)

Res 22-12-14 Motion by Councillor Byer to appoint the Parkland Regional Planning Commission (PCPS) as the Development Officer, Planner and Subdivision Authority.
Carried

16. Appointments of Regional Assessment Review Board

Res 22-12-15 Motion by Mayor Hiller to appoint the Capital Regional Assessment Services Commission (CRASC) and Clerk services, CRASC Members for the Summer Village of Rochon Sands, as follows:
- ARB Chairman, Raymond Ralph
- Certified ARB Clerk, Gerry Amorin
- Certified Panelists, Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph
Carried

17. Appointment of Engineering Firm

Res 22-12-16 Motion by Mayor Hiller to appoint WSP Engineering Services for the Summer Village of Rochon Sands Engineering Services firm.
Carried

18. Committee Appointments

1. **Rochon Sands Hall and Recreation Board** - Councillor Blaine Brinson, Alternate Councillor Jay Byer
2. **County of Stettler Housing Authority** - Councillor Jay Byer, Alternate Mayor Dan Hiller
3. **Stettler Waste Management Authority** - Mayor Dan Hiller, Alternate Councillor Blaine Brinson
4. **Shirley McClellan Regional Water Services Commission (SMRWSC)** - Mayor Dan Hiller, Alternate Councillor Jay Byer
5. **Buffalo Lake Intermunicipal Planning Committee** - Mayor Dan Hiller, Alternate Councillor Jay Byer
6. **Stettler Regional Fire Advisory Committee** - Councillor Blaine Brinson, Alternate-Mayor Dan Hiller
7. **Stettler And District Ambulance Authority** - Councillor Blaine Brinson, Alternate Councillor Jay Byer
8. **Buffalo Lake Management Team** - Councillor Jay Byer, Alternate Councillor Blaine Brinson
9. **Parkland Community Planning Services (PCPS)**- Councillor Jay Byer, Alternate Mayor Dan Hiller
10. **Parkland Regional Library Board** - (refer to Village of Donalda for representation)
11. **Stettler County Recreation Board** - Rochon Sands Hall & Recreation Board President, Carrie Resch, Alternate Councillor Brinson

- 12. **Emergency Management Committee** - (Council of the Whole)
- 13. **Stettler Regional Emergency Management Agency (SREMA)** - (Mayor Dan Hiller, Councillor Blaine Brinson, Councillor Jay Byer)
- 14. **Intermunicipal Collaboration Committee (ICC)** - Mayor Dan Hiller, Alternate-Councillor Blaine Brinson

Res 22-12-17 Motion by Mayor Hiller to accept all committee appointments.

Carried

19. Adjournment

Res 22-12-18 Motion by Mayor Hiller to adjourn at 6:24 P.M.

Carried

Chief Elected Official

Chief Administrative Officer

COUNCIL ORGANIZATIONAL APPOINTMENTS 2022 / 2023				
	Councillor	Councillor	Councillor	CAO
	Dan Hiller	Blaine Brinson	Jay Byer	
Primary - X, Alternate - A				
Appointment of Chief Elected Official (Mayor)	X			
Appointment of Deputy Mayor		X		
Appointment of Signing Authority (Minutes - Person Presiding at meeting & Designated Officer) (Bylaws - Chief Elected Official (CEO) and Designated Officer (CAO)) (Agreements & Cheques - CEO or Other Authorized by Council & CAO)	X	X	X	X
Rochon Sands Hall and Recreation Board		X	A	
County of Stettler Housing Authority	A		X	
Stettler Waste Management Authority	X	A		
Shirley McClellan Regional Water Services Commission (SMRWSC)	X		A	
Buffalo Lake Intermunicipal Planning Committee	X		A	
Stettler Regional Fire Advisory Committee	A	X		
Stettler And District Ambulance Authority		X	A	
Buffalo Lake Management Team		A	X	
Parkland Community Planning Services (PCPS) AGM Annual	A		X	
Parkland Regional Library Board *	Refer to Village of Donalda Rep			
Stettler County Recreation Board		A		
Rochon Sands Emergency Management Committee	X	X	X	
Stettler Regional Emergency Management Agency (SREMA)	X	X	X	
Intermunicipal Collaboration Committee (ICC)	X	A		
Council Meeting Schedule and Location	2nd Tuesday of the Month at 6pm Municipal Office, #1 Hall Street, Rochon Sands AB & Zoom			
Council Remuneration	Calculated as per the Government of Alberta rates for 2022-2023			
Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants			
Appointment of Financial Auditor	Gitzel and Company			
Appointment of Legal Counsel	Wilson Cruikshank LLP			
Appointment of Safety Codes Inspection Services	IJD Inspections			
Appointment of Banking Institution	Royal Bank			
Appointment of Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS			
Appointment of Regional Planner	Parkland Regional Planning Commission (PCPS)			
Appointment of Regional Assessment Review Board	Capital Region Assessment Services Commission			
Appointment of Engineering Firm	WSP Engineering Services			
Note: Stettler County & Recreation Board - SVRS Representative - Carrie Resch (Rochon Sands Hall & Recreation Board President), Alternate - Councillor Brinson				