

**Agenda**  
 For Summer Village of Rochon Sands  
 Regular Meeting of Council  
**November 14, 2023 @ 6:00 PM**  
 Municipal Office and Via Zoom for Public

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1. Call to Order	
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8.1. None	
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11.2. Stettler Regional Emergency Management Table Top Exercise, December 13, 2023	
11.3. Buffalo Lake Inter-Municipal Steering Committee Letter	37
12. In Camera (Closed Session)	
12.1. None	
13. Next Regular Meeting Date – December 12, 2023	
14. Adjournment	

Minutes of Organizational Meeting  
Council of Summer Village of Rochon Sands  
held at Summer Village of Rochon Sands Office  
October 10, 2023 @ 6:00 PM

Present Mayor Dan Hiller  
Councillor Blaine Brinson  
Councillor Jay Byer  
Administrator John Jacobson

**1. Call to order**

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

**2. Approval of Agenda**

**Res 23-10-01** Motion by Councillor Byer to approve the agenda as presented.

Carried

**3. Approval of Minutes of Organizational Meeting – December 13, 2022**

**Res 23-10-02** Motion by Councillor Brinson to approve the December 13, 2022, Organizational Meeting Minutes as presented.

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

**Res 23-10-03** Motion by Councillor Byer 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 23-10-04** 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 Deputy Chief Elected Official.

Carried

**6. Appointment of Signing Officers**

**Res 23-10-05** Motion by Councillor Byer to appoint all three members of council as having signing authority.

Carried

**7. Establishment of Council Meeting Dates and Times**

**Res 23-10-06** 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 P.M.

Carried

**8. Council Remuneration**

**Res 23-10-07** Motion by Councillor Brinson for Council remuneration to be calculated as an annual sum of \$3000.00 (three thousand dollars) to be paid in August of the current calendar year for all elected officials of The Summer Village of Rochon Sands.

Carried

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

**Res 23-10-08** 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 23-10-09** Motion by Councillor Byer to appoint Gitzel and Company as the Summer Village of Rochon Sands financial auditor.

Carried

- Res 23-10-10**      **11. Appointment of Legal Counsel for The Summer Village of Rochon Sands**  
 Motion by Mayor Hiller to appoint Wilson Cruikshank LLP as legal counsel for the Summer Village of Rochon Sands.  
 Carried
- Res 23-10-11**      **12. Appointment of Safety Codes Inspection Services**  
 Motion by Mayor Hiller to appoint IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands.  
 Carried
- Res 23-10-12**      **13. Appointment of Banking Institution**  
 Motion by Councillor Byer to appoint the Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands.  
 Carried
- Res 23-10-13**      **14. Appointments of Regional Subdivision Development Appeal Board**  
 Motion by Councillor Brinson 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
- Res 23-10-14**      **15. Appointments of Regional Planner (PCPS)**  
 Motion by Mayor Hiller to appoint the Parkland Regional Planning Commission (PCPS) as the Development Officer, Planner, and Subdivision Authority.  
 Carried
- Res 23-10-15**      **16. Appointments of Region Assessment Review Board**  
 Motion by Councillor Brinson to appoint the Capital Region 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
- Res 23-10-16**      **17. Appointment of Engineering Firm**  
 Motion by Councillor Byer 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 Association 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 District Ambulance Association** - 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 System 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** - Mayor Dan Hiller, Councillor Blaine Brinson, Councillor Jay Byer
- 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 23-10-17** Motion by Mayor Hiller to accept all committee appointments.  
Carried

19. **Adjournment**

**Res 23-10-18** Motion by Councillor Byer to adjourn at 6:25 PM  
Carried

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

DRAFT

COUNCIL ORGANIZATIONAL APPOINTMENTS September 2023/August 2024				
	Councillor	Councillor	Councillor	CAO
	Dan Hiller	Blaine Brinson	Jay Byer	
<b>Primary - X, Alternate - A</b>				
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 Association 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 District Ambulance Association		X	A	
Buffalo Lake Management Team		A	X	
Parkland Community Planning Services (PCPS) AGM Annual	A		X	
Parkland Regional Library System 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	CO 1.1 Council Remuneration and Expenses Policy			
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			
<b>Note: Stettler County &amp; Recreation Board - SVRS Representative - Carrie Resch (Rochon Sands Hall &amp; Recreation Association Board President), Alternate - Councillor Brinson</b>				

**Regular Meeting of the Council of the Summer Village of Rochon Sands**

held on October 10, 2023, at 6:25 PM

at the Municipal Office, #1 Hall Street, Rochon Sands  
and via Zoom on Electronic Devices.

**Present:** Mayor D. Hiller  
Councillor J. Byer  
Councillor B. Brinson  
Administrator J. Jacobson

**Public (0):**

**1. Call to Order**

Meeting called to order by Mayor Hiller @ 6:25 PM.

**2. Approval of Agenda/Additions**

**RES 23-10-01** Motion by Councillor Brinson to accept the agenda as presented.  
Carried

**3. Public Hearing**

**3.1.** None scheduled.

**4. Delegations/Guests**

**4.1.** None scheduled.

**5. Approval of Previous Minutes**

**5.1.** 09-12-2023 SVRS Regular Council Meeting Minutes

**RES 23-10-02** Motion by Mayor Hiller to accept SV Rochon Sands 09-12-2023 Regular Council Meeting Minutes as presented.  
Carried

**6. Business Arising from Previous Minutes**

**6.1.** Loss Control Consultants Quotes – for RMA Insurance for the Rochon Sands Provincial Park (RSPP)

**RES 23-10-03** Motion by Councillor Byer to accept the Rochon Sands Provincial Park and The Narrows Provincial Park asset values and annual insurance premium quotes as information and to include them in the SVRS 2024 budget.  
Carried

**6.2.** Snak Shak Update

**RES 23-10-04** Motion by Mayor Hiller to direct Administration to investigate the services of a professional grant writer in searching for possible grant funding options for the new Snak Shak.  
Carried

## 7. Financial Reports

- 7.1. Financials –Operating Revenue & Expenditures to September 30, 2023
- 7.2. Financials - Capital Revenue & Expenditures to September 30, 2023
- 7.3. Financials - Prov Parks Rev & Exp Provincial Parks to September 30, 2023
- 7.4. Financials – September Cheque Listing to September 30, 2023
- 7.5. Financials – July Bank Reconciliation to August 31, 2023

**RES 23-10-05** Motion by Councillor Brinson to accept the financial reports and statements as presented.

Carried

## 8. New Business

- 8.1. Schneider Family Donation - SVRS – Pickleball/Tennis Court Resurfacing

**RES 23-10-06** Motion by Mayor Hiller to direct \$10,000 from the Unearned Revenue Account, Schneider Family Donation, to the Pickle Ball/Tennis Court Resurfacing and for Administration to revise the Schneider Family Donation signage in the Village Square.

Carried

- 8.2. SVRS Donation of Used Copier to Rochon Sands Hall & Recreation Association

**RES 23-10-07** Motion by Councillor Byer to donate the used Lexmark photocopier/printer to the Rochon Sands Hall & Recreation Association.

Carried

- 8.3. Parkland Regional Library System Budget 2024

**RES 23-10-08** Motion by Mayor Hiller to approve the Parkland Regional Library Operations Budget 2024 as presented.

Carried

## 1. Council/Committee Reports

- 1.1. Mayors Report
  - Reported on the Stettler Waste Management Authority Meeting held on September 15.
  - Reported on the Shirley McClellan Regional Water Services Commission Meeting held on September 15.
    - The bucket fill station located at the Summer Village of Rochon Sands is scheduled to be operational by the end of October.

### 1.2. Councillor Reports

#### Councillor Brinson

- Reported on the Stettler District Ambulance Association Meeting.
- Reported on the Rochon Sands Hall & Recreation Association Annual General Meeting held on September 27.

#### Councillor Byer

- Reported on the County of Stettler Housing Authority Meeting in September.

**2. CAO and Staff Reports**

**2.1. CAO Written Report**

- Meeting with AHS Public Health Inspector regarding the Snak Shak
- PCPS Community Planning Services Meeting
- Summer Village Hall & Recreation Association AGM
- Service Canada - 2023 Summer Jobs Program
- Rochon Sands and Narrows Campgrounds
- Pickleball/Tennis Court Resurfacing
- South Shore Traffic Study
- Village Office IT Review

**RES 23-10-09** Motion by Councillor Byer to accept Council/Committee and CAO reports as presented.

Carried

**3. Correspondence/Information/Reports**

**3.1. Regional Fire Service Update**

**RES 23-10-10** Motion by Mayor Hiller to accept the Regional Fire Service Update as information.

Carried

**4. In Camera**

**4.1. Not required**

**5. Next Regular Council Meeting Date – November 14, 2023**

**6. Adjournment**

**RES 23-10-11** Motion by Councillor Brinson to adjourn the Regular Council Meeting at 7:16 pm.

Carried

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Mayor

---

Administrator



The Summer Village of Rochon Sands

Request for Decision

Meeting: Regular Council  
Meeting Date: November 14, 2023  
Originated by: John Jacobson - Chief Administrative Officer  
Title: Snak Shak – Residence Draft Plan Update  
Agenda Item: 6.1 Snak Shak Update

Background/Proposal/Issue:

It was reported at the last Council Meeting that Al Tremmel was developing an option for construction of the new Snak Shak which would incorporate a residence into the structure.

Operators of the Snak Shak throughout the past 4 decades have all lived in the Summer Village of Rochon Sands during the operational months of the Snak Shak. This proposal allows for the operator of the Snak Shak to live in a residence adjoining the Snak Shak. The residence portion of the Snak Shak could be a year-round revenue opportunity for the Summer Village of Rochon Sands – independently of the Snak Shak operating just for the summer months or year-round. The present operator of the Snak Shak lives in a trailer adjacent to the Snak Shak during the operational months from May to September.

In addition, this proposal allows for the Snak Shak & residence option to be turned into a sole residence in the future if so desired.

Costs:

Approximate construction costs for the Snak Shak / Residence draft proposal - \$560,000

Recommended Action/Options:

To accept the Snak Shak / Residence draft plan and costing as information.

Motion by Council:

ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR THE SAME FOR ALL GOVERNING CODES AND BUILDING PRACTICES. THESE DRAWINGS CONFORM TO GENERALLY ACCEPTED BUILDING PRACTICES. HOWEVER, NATIONAL AND LOCAL CODES VARY WIDELY. THE DESIGNER, RAILSIDE DESIGN, SHALL NOT BE HELD LIABLE FOR ANY ERROR. ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE NATIONAL AND LOCAL CODES. DO NOT SCALE DRAWINGS, USE ONLY THE PRINTED DIMENSIONS. VERIFY WITH THE WINDOW MANUFACTURER ALL WINDOW SIZES AND APPLICABLE EGRESS REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL MECHANICAL AND ELECTRICAL REQUIREMENTS AND CLEARANCES. CONTRACTOR SHALL VERIFY ALL FLOOR AND ROOF BEARING LOCATIONS. CONTRACTOR SHALL VERIFY ALL BEAM AND HEADER SIZES FOR CODE COMPLIANCE.



ABC 2019

RESIDENCE

FACING 1 STREETS

BUILDING CODE: Part 9

BUILDING AREA

Main Floor - 720 Sq.Ft. (66.9 Sq.M)  
 Basement - 720 Sq.Ft. (66.9 Sq.M)  
 Garage - 576 Sq.Ft. (53.5 Sq.M)  
 Covered Porch - 240 Sq.Ft. (22.3 Sq.M)

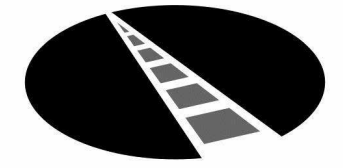
TOTAL BUILDING FOOTPRINT - 1,536 Sq.Ft. (142.7 Sq.M)

Rochon Sands, AB

② Cover Notes  
 N.T.S.

Sheet List	
Sheet Number	Sheet Name
A 1.0	Cover
A 2.0	East Elevation
A 2.1	South Elevation
A 2.2	West Elevation
A 2.3	North Elevation
A 3.0	Main Floor Layout
A 3.1	Main Floor Layout (Future)
A 4.0	Basement Layout
A 4.1	Basement Layout (Future)
A 5.0	Roof Layout & Details
A 5.1	Floor Joist Layout & Details
A 6.0	Typical Section 1
A 6.1	Typical Section 2
A 6.2	Typical Section 3

DO NOT SCALE DRAWINGS



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PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**Cover**

SHEET NO:

**A 1.0**

DATE:

**Oct 3, 2023**

SCALE:

**N.T.S.**

SEAL:

**Preliminary**

DRAWN BY:

G.W.

CHECKED BY:

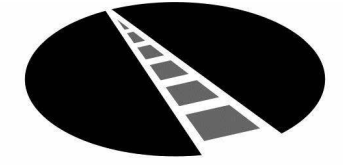
G.W.

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2023-10-03 9:54:54 PM

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PROJECT:  
**Snack Shack Residence**  
  
**Rochon Sands, AB**

DRAWING TITLE:  
**East Elevation**

SHEET NO:  
**A 2.0**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

SEAL:  
  
**Preliminary**

DRAWN BY:  
**G.W.**

CHECKED BY:  
**G.W.**

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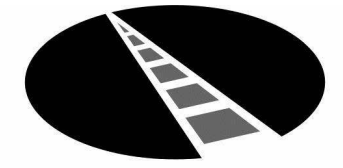


① East Elevation  
1/4" = 1'-0"

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2023-10-03 9:54:55 PM

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PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**South Elevation**

SHEET NO:

**A 2.1**

DATE:

**Oct 3, 2023**

SCALE:

**1/4" = 1'-0"**

SEAL:

**Preliminary**

DRAWN BY:

G.W.

CHECKED BY:

G.W.

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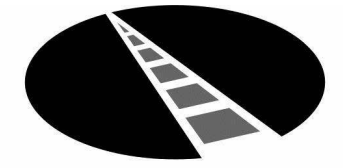


① South Elevation  
1/4" = 1'-0"

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2023-10-03 9:54:56 PM

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PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**West Elevation**

SHEET NO:

**A 2.2**

DATE:

**Oct 3, 2023**

SCALE:

**1/4" = 1'-0"**

SEAL:

**Preliminary**

DRAWN BY:

G.W.

CHECKED BY:

G.W.

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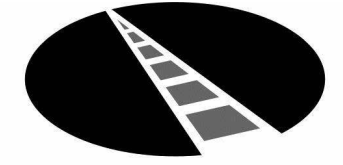


① West Elevation  
1/4" = 1'-0"

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2023-10-03 9:54:56 PM

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admin@railsidedesign.com  
www.railsidedesign.com

PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**North Elevation**

SHEET NO:

**A 2.3**

DATE:

**Oct 3, 2023**

SCALE:

**1/4" = 1'-0"**

SEAL:

**Preliminary**

DRAWN BY:

G.W.

CHECKED BY:

G.W.



① North Elevation  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS

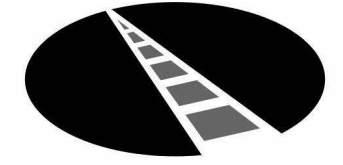
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2023-10-03 9:54:57 PM



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# RAILSIDE DESIGN

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 Tel: (403) 742-4101 Fax: (866) 305-5686

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 www.railsidedesign.com

PROJECT:  
**Snack Shack Residence**  
 Rochon Sands, AB

DRAWING TITLE:  
**Main Floor Layout (Future)**

SHEET NO:  
**A 3.1**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

SEAL:  
**Preliminary**

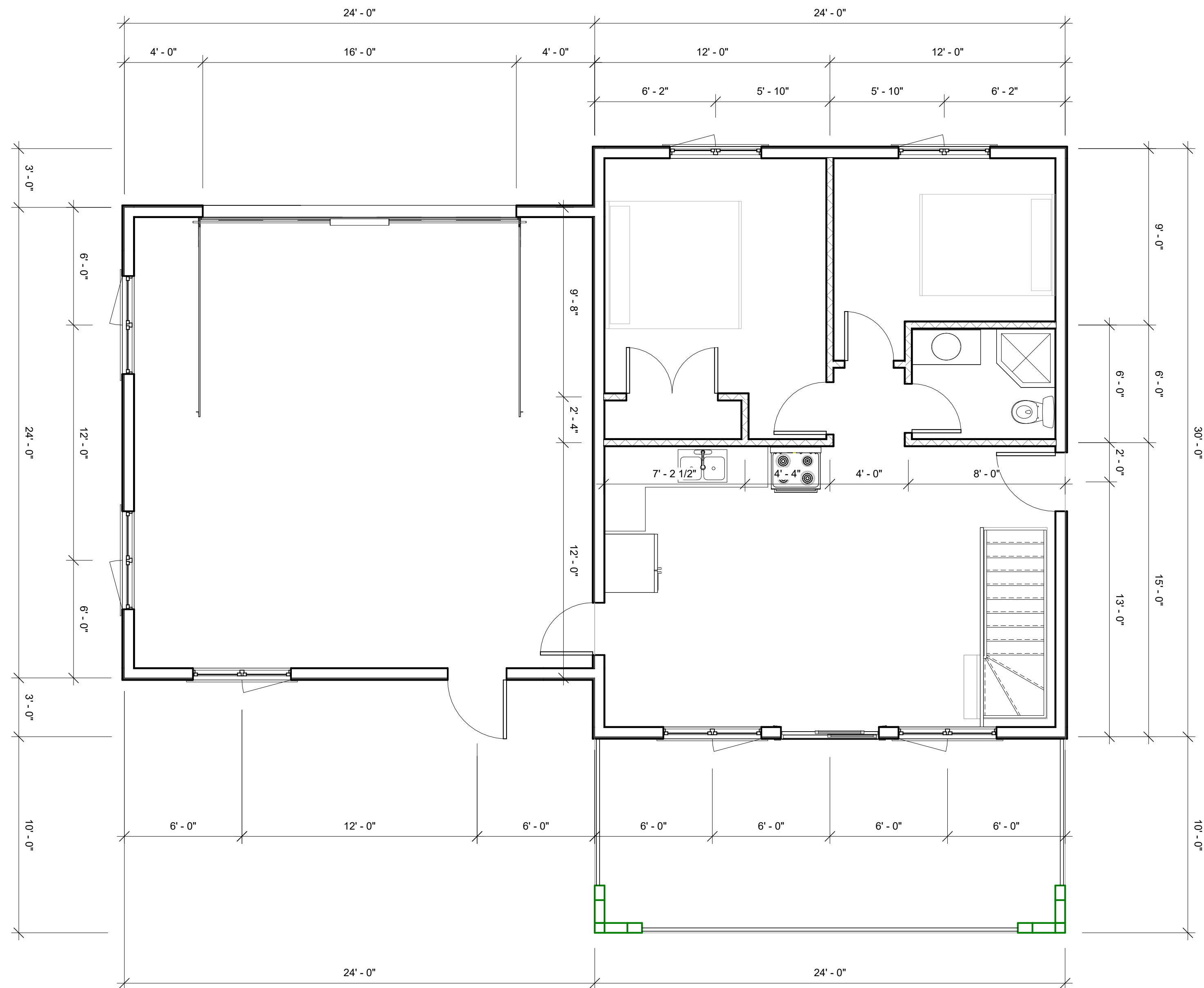
DRAWN BY:  
 G.W.

CHECKED BY:  
 G.W.

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2023-10-03 9:54:58 PM

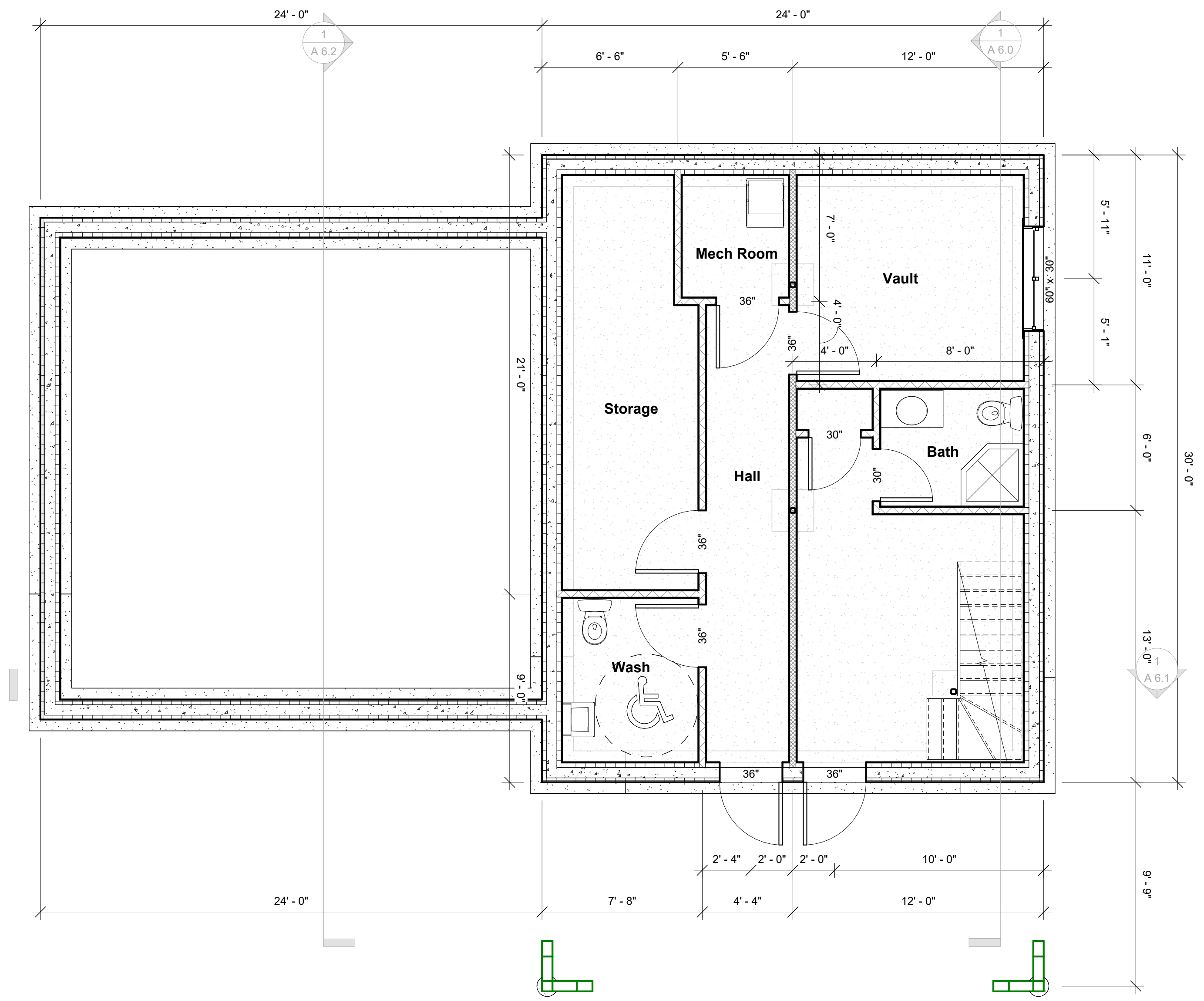


① Main Floor (Future)  
 1/4" = 1'-0"

DO NOT SCALE DRAWINGS

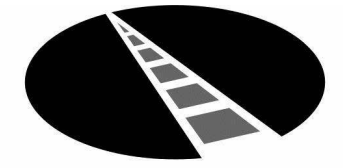


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1 Basement  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS



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PROJECT:

Snack Shack Residence

Rochon Sands, AB

DRAWING TITLE:

Basement Layout

SHEET NO:

A 4.0

DATE:

Oct 3, 2023

SCALE:

1/4" = 1'-0"

SEAL:

Preliminary

DRAWN BY:

G.W.

CHECKED BY:

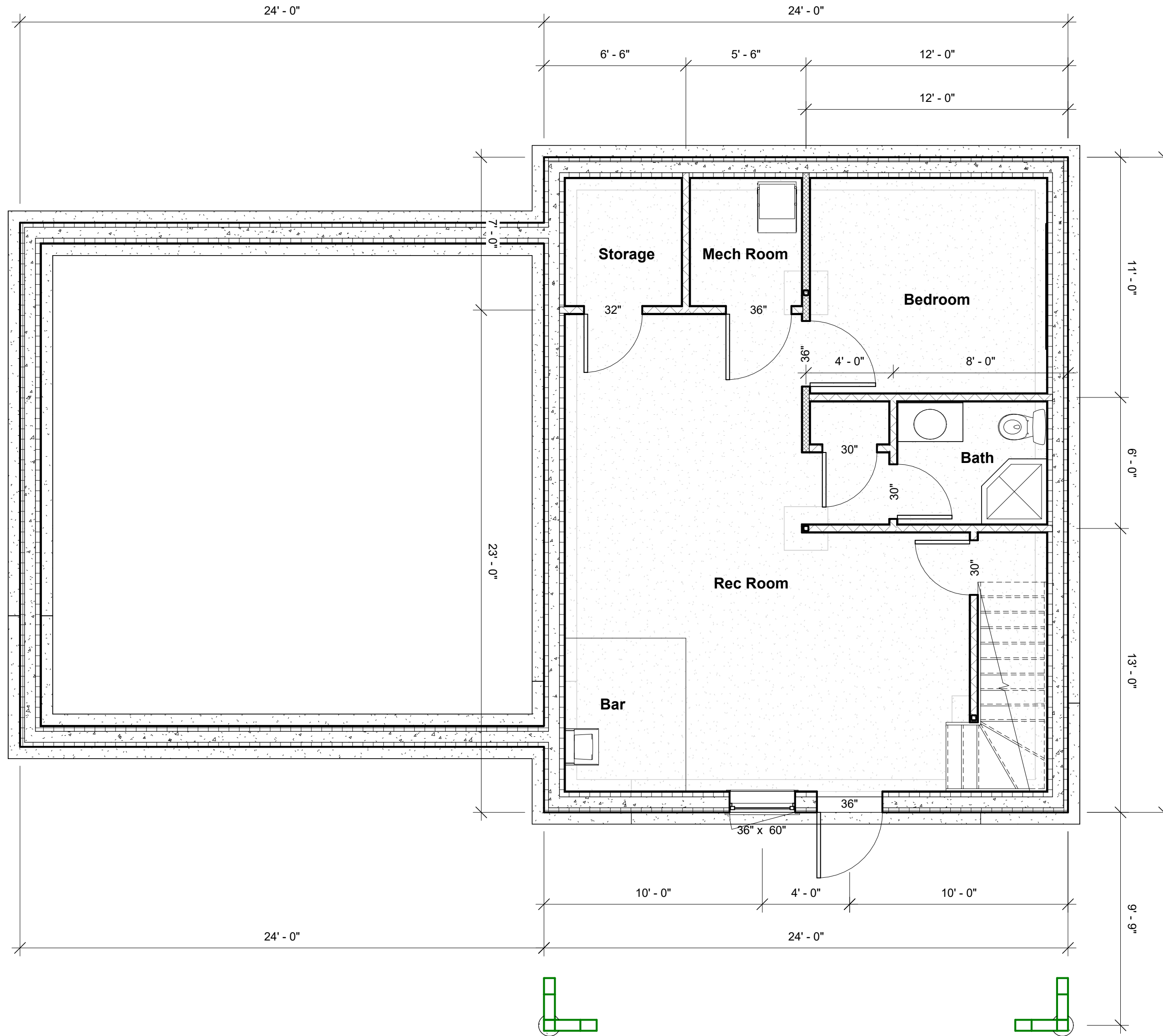
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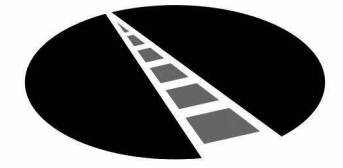
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1 Basement (Future)  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS



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PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**Basement Layout (Future)**

SHEET NO:

**A 4.1**

DATE:

**Oct 3, 2023**

SCALE:

**1/4" = 1'-0"**

SEAL:

**Preliminary**

DRAWN BY:

G.W.

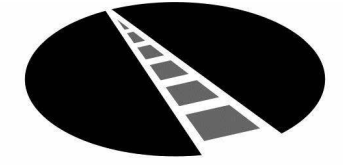
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admin@railsidedesign.com  
www.railsidedesign.com

PROJECT:  
**Snack Shack Residence**  
**Rochon Sands, AB**

DRAWING TITLE:  
**Roof Layout & Details**

SHEET NO:  
**A 5.0**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

SEAL:  
**Preliminary**

DRAWN BY:  
**G.W.**

CHECKED BY:  
**G.W.**

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**HOUSE ROOF**

ASPHALT SHINGLES  
7/16" OSB SHEATHING  
ENG. TRUSS SYSTEM  
(Install as per man. spec)  
R50 LOOSE FILL INSULATION  
1/2" CD DRYWALL  
TAPED & SANDED & PAINTED

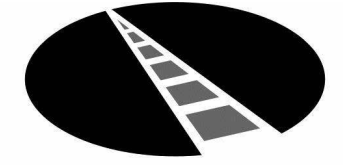
ENG. ROOF BY  
TRUSS SUPPLIER

1 Roof Layout  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS

2023-10-03 9:55:00 PM

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admin@railsidedesign.com  
www.railsidedesign.com

PROJECT:

**Snack Shack Residence**

**Rochon Sands, AB**

DRAWING TITLE:

**Floor Joist Layout & Details**

SHEET NO:

**A 5.1**

DATE:

**Oct 3, 2023**

SCALE:

**1/4" = 1'-0"**

SEAL:

**Preliminary**

DRAWN BY:

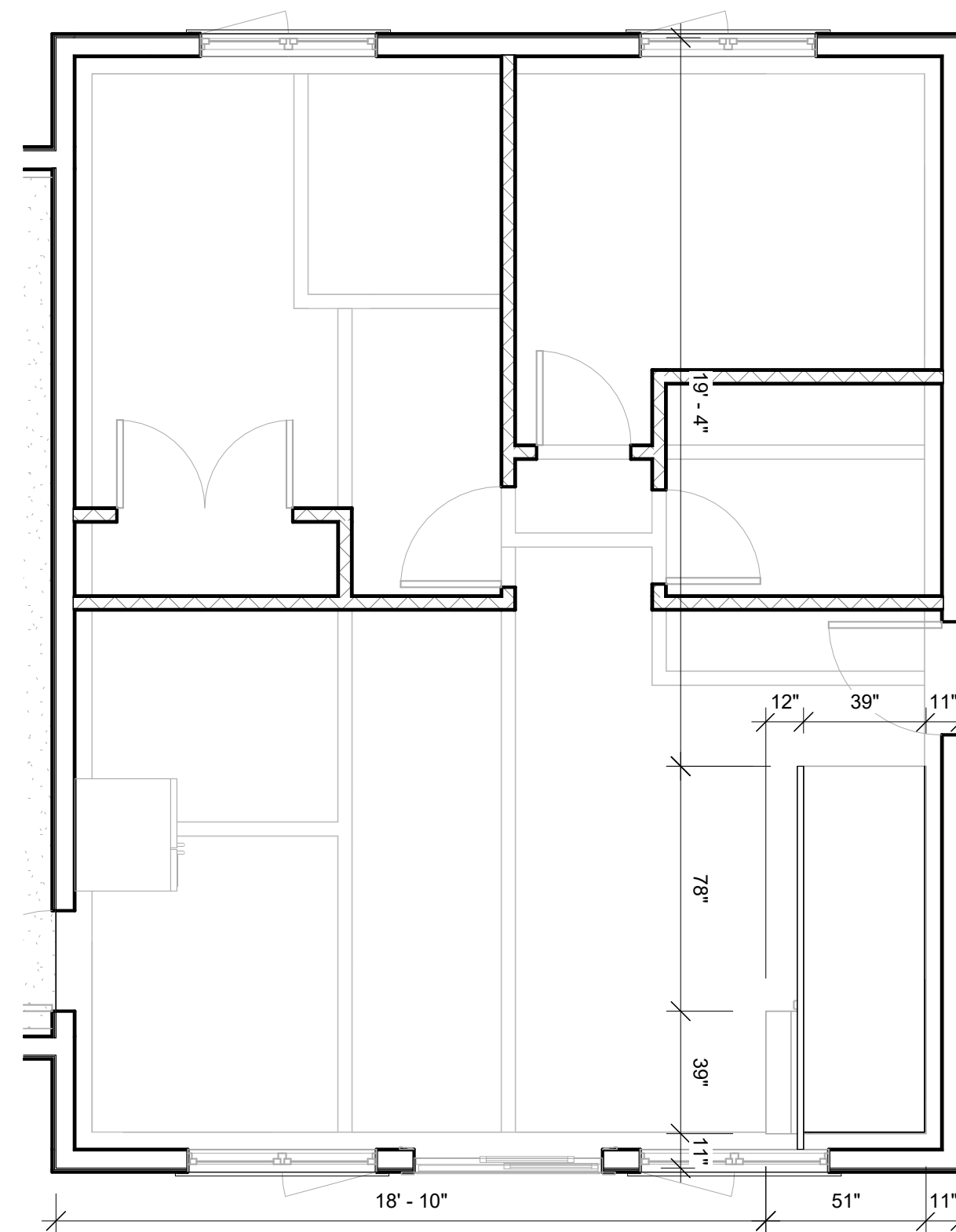
**G.W.**

CHECKED BY:

**G.W.**

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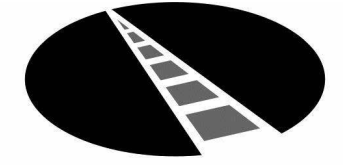


① Main Floor Joist Layout  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS

2023-10-03 9:55:00 PM

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PROJECT:  
**Snack Shack Residence**  
  
**Rochon Sands, AB**

DRAWING TITLE:  
**Typical Section 1**

SHEET NO:  
**A 6.0**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

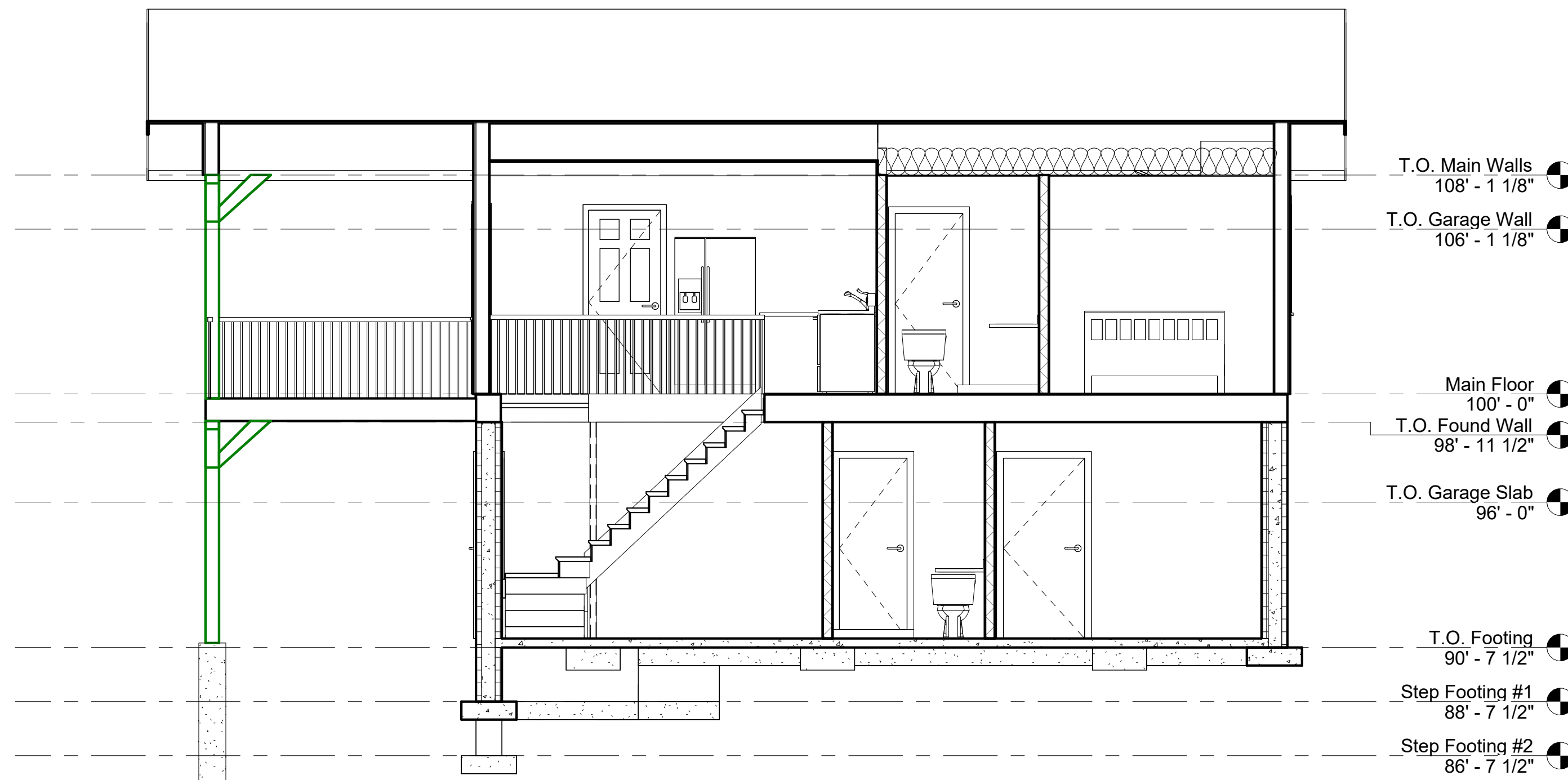
SEAL:  
  
**Preliminary**

DRAWN BY:  
**G.W.**

CHECKED BY:  
**G.W.**

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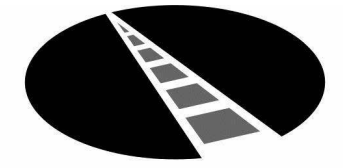
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① Section 1  
1/4" = 1'-0"

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PROJECT:  
**Snack Shack Residence**  
  
Rochon Sands, AB

DRAWING TITLE:  
**Typical Section 2**

SHEET NO:  
**A 6.1**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

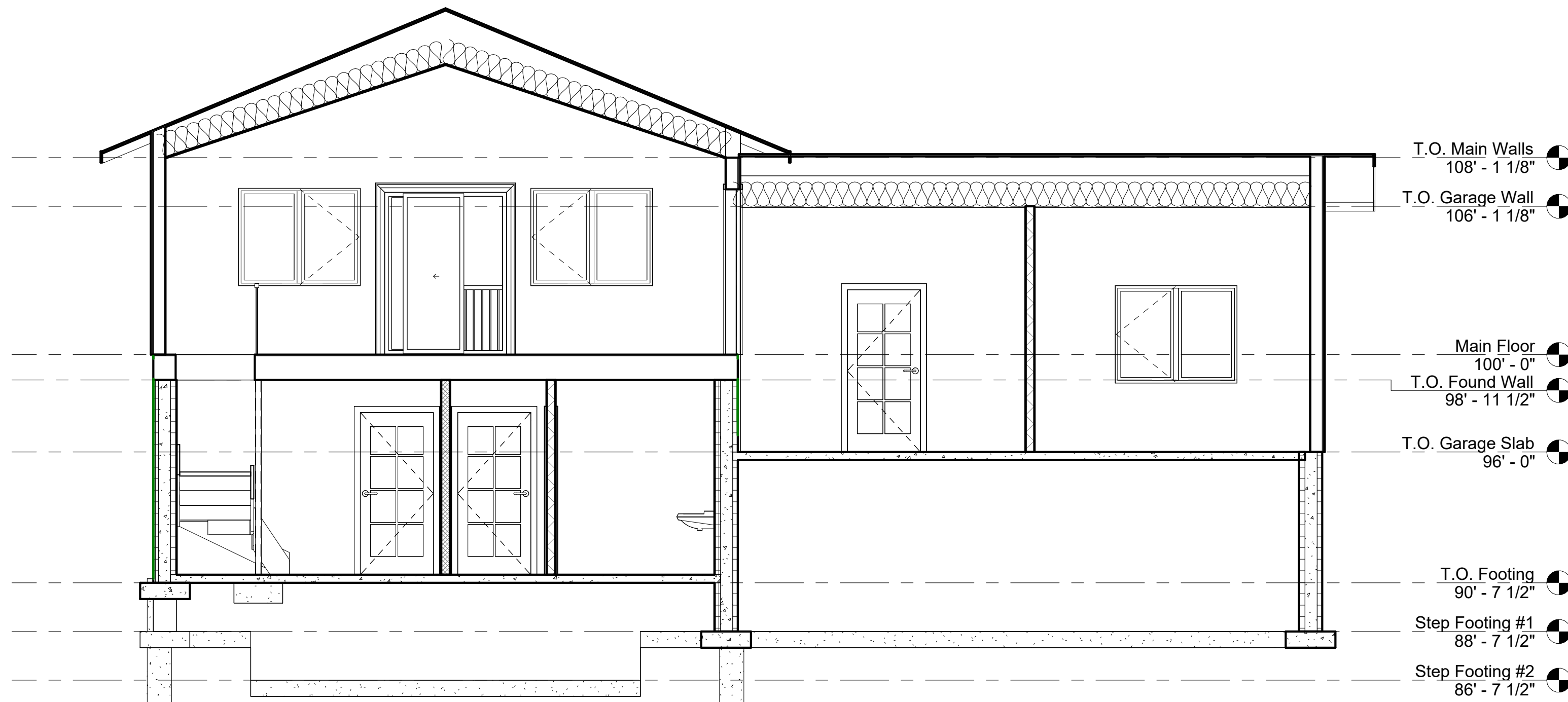
SEAL:  
  
**Preliminary**

DRAWN BY:  
**G.W.**

CHECKED BY:  
**G.W.**

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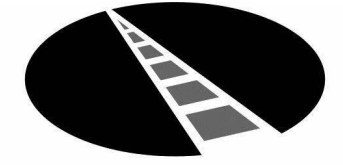


① Section 2  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS

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PROJECT:  
**Snack Shack Residence**  
  
**Rochon Sands, AB**

DRAWING TITLE:  
**Typical Section 3**

SHEET NO:  
**A 6.2**

DATE:  
**Oct 3, 2023**

SCALE:  
**1/4" = 1'-0"**

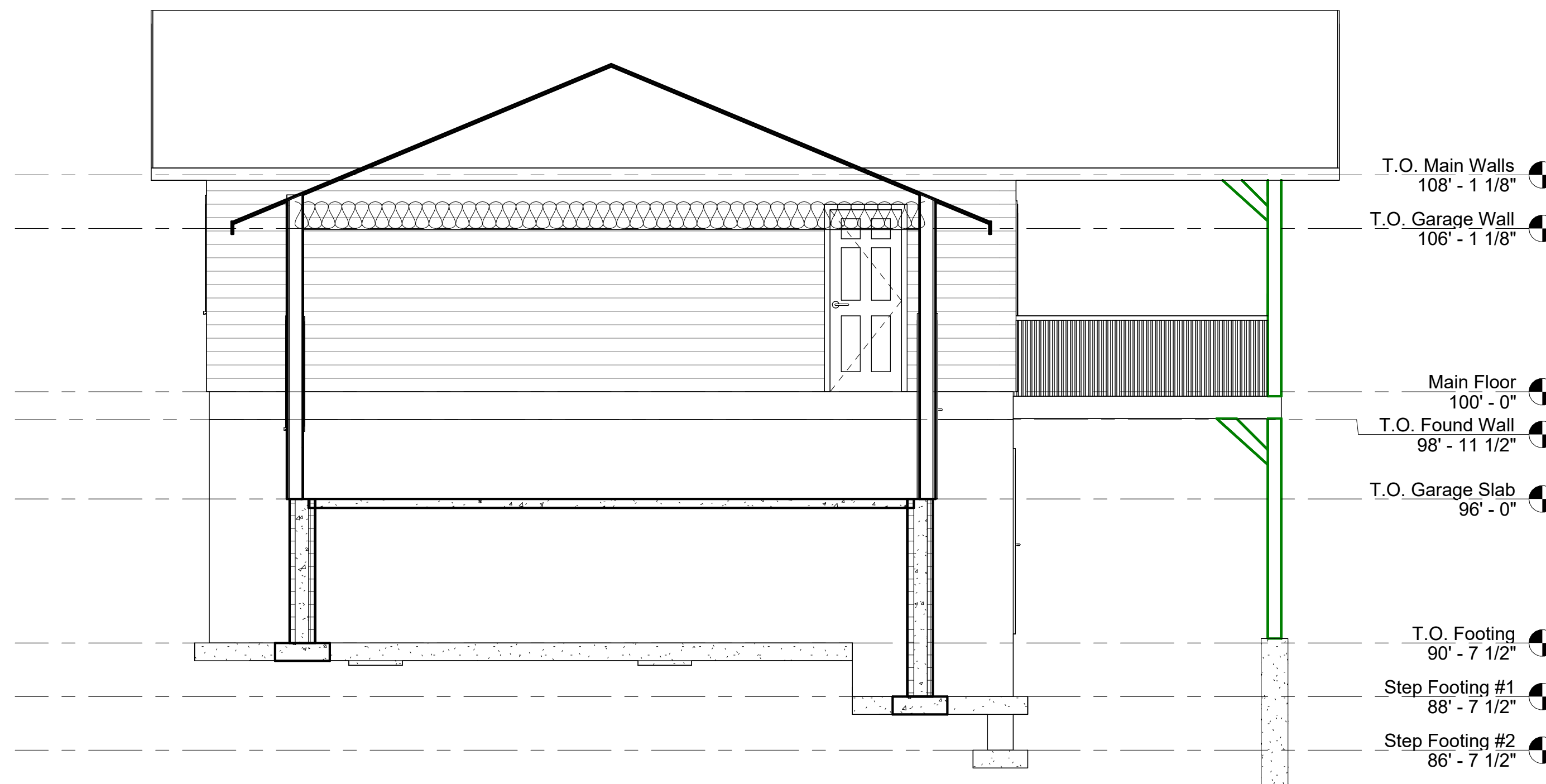
SEAL:  
  
**Preliminary**

DRAWN BY:  
**G.W.**

CHECKED BY:  
**G.W.**

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① Section 3  
1/4" = 1'-0"

DO NOT SCALE DRAWINGS



# SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending October 31, 2023

For the month of October

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(22,042.00)	(15,676.44)	71.12
*	Protective Services	(480.00)	4.00	(0.83)
*	Transporation	(4,000.00)	(2,100.00)	52.50
*	Planning & Development	(7,000.00)	(2,800.00)	40.00
*	Recreation & Parks	(6,200.00)	(15,000.00)	241.94
*	Provincial Parks	(220,200.00)	(196,358.35)	89.17
*	Taxes & Penalties	(466,752.00)	(468,184.28)	100.31
*	Other Revenue	(24,000.00)	(1,051.66)	4.38
**	<b>TOTAL REVENUE</b>	<b>(750,674.00)</b>	<b>(701,166.73)</b>	<b>93.40</b>
*	Council & Legislative	10,000.00	9,449.98	94.50
*	General Administration	164,300.00	109,072.03	66.39
*	Policing	5,400.00	3,162.25	58.56
*	Fire Fighting & Preventive	17,500.00	18,301.80	104.58
*	Disaster Services	7,100.00	0.00	0.00
*	Bylaw Enforcement	1,000.00	0.00	0.00
*	Transportation	80,450.00	57,559.05	71.55
*	Water Department	6,000.00	6,777.54	112.96
*	Landfill & Recycling	15,700.00	7,354.00	46.84
*	Planning & Development	14,800.00	11,013.05	74.41
*	Parks & Recreation	45,440.00	26,715.90	58.79
*	Provincial Parks	153,951.00	146,272.15	95.01
*	Culture	6,800.00	13,867.22	203.93
*	Contingency	30,000.00	0.00	0.00
*	Requisitions	192,200.00	150,736.60	78.43
**	<b>TOTAL EXPENSES</b>	<b>750,641.00</b>	<b>560,281.57</b>	<b>74.64</b>
***	<b>(SURPLUS)/DEFICIT-Before Amort</b>	<b>(33.00)</b>	<b>(140,885.16)</b>	<b>426,924.73</b>

\*\*\* End of Report \*\*\*





# SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending October 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 YTD \$ Variance
<b>CAPITAL REVENUE</b>				
5-32-00-00-00-840	Trans - Provincial Grant	(140,000.00)	0.00	(116,666.70)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(34,000.00)	0.00	(28,333.30)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(20,000.00)	0.00	(16,666.70)
<b>*</b>	<b>TOTAL CAPITAL REVENUE</b>	<b>(194,000.00)</b>	<b>0.00</b>	<b>(161,666.70)</b>
<b>CAPITAL EXPENDITURE</b>				
6-12-00-00-00-630	Admin - Computer	0.00	6,679.26	(6,679.26)
6-31-00-00-00-620	Common Services - Shop Reno	10,000.00	0.00	8,333.30
6-31-00-00-02-630	Common Services - Dump Trailer	10,000.00	0.00	8,333.30
6-31-00-00-03-630	Common Services - Tractor Attach	0.00	4,529.07	(4,529.07)
6-32-00-00-00-660	Parks & Rec - Trails	0.00	891.20	(891.20)
6-32-00-00-02-610	Trans - Hall Street Paving	100,000.00	69,141.59	14,191.71
6-32-00-00-03-610	Trans - Parking Lot	20,000.00	0.00	16,666.70
6-72-00-00-00-620	Parks & Rec - Snack Shack	20,000.00	2,500.00	14,166.70
6-72-30-00-00-660	Parks & Rec - Village Square	34,000.00	13,102.00	15,231.30
<b>*</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>194,000.00</b>	<b>96,843.12</b>	<b>64,823.48</b>
<b>**</b>	<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>96,843.12</b>	<b>(96,843.22)</b>

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF ROCHON SANDS

## Provincial Parks Revenue & Expenditures October 31, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
<b>Provincial Parks Rev</b>				
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(1,000.00)	(4,316.85)	431.68
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,400.00)	(1,787.56)	74.48
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(15,399.29)	96.24
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(300.00)	(1,058.09)	352.69
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(97,174.06)	97.17
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(14,000.00)	(7,640.97)	54.57
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(38,000.00)	(32,811.78)	86.34
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	(80.17)	0.00
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(3,000.00)	(2,122.02)	70.73
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	(5,500.00)	(4,200.00)	76.36
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(40,000.00)	(29,767.56)	74.41
<b>*P TOTAL Provincial Parks Rev</b>		<b>(220,200.00)</b>	<b>(196,358.35)</b>	<b>89.17</b>
<b>Provincial Parks Exp</b>				
2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	6,000.00	0.00	0.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	8,000.00	6,085.65	76.07
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	10,000.00	13,649.19	136.49
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,200.00	859.66	71.63
2-72-80-00-00-214	Prov Park - Rochon - License	1.00	1.00	100.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	0.00	0.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	600.00	172.93	28.82
2-72-80-00-00-239	Prov Park - Rochon- Computer Maintenance	1,000.00	0.00	0.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	11,000.00	0.00	0.00
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	0.00	4,038.00	0.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	1,000.00	732.50	73.25
2-72-80-00-00-273	Prov Park - Rochon - Internet	500.00	792.00	158.40
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,250.00	2,109.23	93.74
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	3,500.00	100.00
2-72-80-00-00-350	Prov Park - Rochon - Fire Fighting	0.00	7,425.00	0.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	5,000.00	14,637.98	292.75
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	0.00	0.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,500.00	1,304.17	86.94
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	14,000.00	116.66
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	2,000.00	0.00	0.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,000.00	3,327.64	166.38
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	3,500.00	1,980.76	56.59
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	3,000.00	2,091.91	69.73
2-72-80-00-00-582	Prov Park - Rochon - Power	8,000.00	6,611.95	82.64
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	800.00	300.00	37.50
2-72-80-00-00-584	Prov Park - Rochon - Garbage	5,800.00	3,648.00	62.89
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	1,000.00	1,301.91	130.19
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	2,000.00	0.00	0.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	100.00	0.00	0.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	22,000.00	22,893.74	104.06
2-72-80-00-01-113	Prov Park - Rochon - Casual Wages	1,000.00	1,813.95	181.39
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	20,000.00	18,707.81	93.53
2-72-80-00-01-221	Prov Park - Rochon - Promotion	200.00	148.56	74.28
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	5,000.00	4,525.00	90.50
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	12,000.00	8,517.00	70.97
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	1,000.00	4,287.54	428.75



# SUMMER VILLAGE OF ROCHON SANDS

## Provincial Parks Rev Exp

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
2-72-90-00-00-584	Prov Park - Narrows - Garbage	0.00	656.00	0.00
2-72-90-00-01-113	Prov Park - Narrows - Casual Wages	1,000.00	4,128.61	412.86
2-72-90-00-01-252	Prov Park - Narrows - Sewer Pumpout	0.00	350.00	0.00
<b>*P</b>	<b>TOTAL Provincial Parks Exp</b>	<b>154,951.00</b>	<b>154,597.69</b>	<b>99.77</b>
<b>**P</b>	<b>TOTAL Provincial Parks Surplus</b>	<b>(65,249.00)</b>	<b>(41,760.66)</b>	<b>64.00</b>

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council for the month of October

2023-Nov-10  
10:32:31AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370376	2023-10-13	APEX		PAYMENT		114.37
			53	SEPT	58.57	
			54	SEPT	55.80	
202370377	2023-10-13	DIRECT ENERGY , 770001455755		PAYMENT		91.88
			34	SEPT	91.88	
202370378	2023-10-13	DIRECT ENERGY , 770001455987		PAYMENT		141.89
			29	SEPT	141.89	
202370379	2023-10-13	DIRECT ENERGY , 770001456209		PAYMENT		1,668.53
			34	SEPT	1,668.53	
202370380	2023-10-13	DIRECT ENERGY , 770001779345		PAYMENT		1,485.31
			31	SEPT	1,485.31	
202370381	2023-10-13	PITNEY WORKS		PAYMENT		145.75
			3202257752	POSTAGE LEASE	145.75	
202370382	2023-10-13	TELUS COMMUNICATION		PAYMENT		122.06
			57	AUG	68.88	
			58	AUG	53.18	
202370383	2023-10-13	TELUS MOBILITY		PAYMENT		122.10
			29	CELL	122.10	
202370384	2023-10-13	UNITED FARMERS OF ALBERTA		PAYMENT		2,778.70
			114928305	FUEL	2,447.50	
			210901110144	OIL	200.52	
			304202309448	ROUND UP	130.68	
202370385	2023-10-13	ACTION PLUMBING & EXCAVATION		PAYMENT		1,720.85
			033272	18 OUTDOOR TAPS FOR PARK	1,720.85	
202370386	2023-10-13	BOUNTY ONSITE		PAYMENT		290.48
			000-370329	OVERPAYMENT	(27.00)	
			001-145598	WASHROOM SUPPLIES	317.48	
202370387	2023-10-13	COMBAT SPRAYING LTD.		PAYMENT		420.00
			7356	VS OUTHOUSE RENTAL	420.00	
202370388	2023-10-13	LM WASTE REMOVAL		PAYMENT		820.50
			70828	GARBAGE BIN	820.50	
202370389	2023-10-13	LONGHURST CONSULTING		PAYMENT		106.79
			7017	IT SUPPORT	106.79	
202370390	2023-10-13	MR. T'S SEPTIC SERVICE LTD.		PAYMENT		157.50
			1707	SEWAGE PUMPOUT	157.50	
202370391	2023-10-13	NO REGRETS WELDING, CHAD RAMSTAD		PAYMENT		572.26
			0572	TRUCK REPAIR	572.26	
202370392	2023-10-13	PCPS COMMUNITY PLANNING SERVICES		PAYMENT		112.50
			101	SUB ROS15201	112.50	
202370393	2023-10-13	REID, DONOVON		PAYMENT		1,200.00
			1	SEPT TIME	987.50	
			2	OCT TIME	212.50	
202370394	2023-10-13	ROCHON SANDS HALL AND RECREATION		PAYMENT		10,000.00
			6	SCHNEIDER DONATION	10,000.00	
202370395	2023-10-13	STETTLER EQUIPMENT SALES & RENTALS		PAYMENT		267.59
			144012	AIR COMPRESSOR RENTAL	267.59	
202370396	2023-10-13	STETTLER HOME HARDWARE		PAYMENT		406.77
			134346	INTEREST	353.42	
			134677	WATER	7.50	
			134806	REPAIR SUPPLIES	45.85	
202370397	2023-10-13	TRAPPER ROB CONTRACTING INC		PAYMENT		577.50
			017	PEST CONTROL	577.50	



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council

2023-Nov-10  
10:32:31AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370398	2023-10-20	FIVE STAR VENTURES		PAYMENT		178.50
			32250	CARDBOARD	63.00	
			32274	CARDBOARD	63.00	
			32535	RENTAL	52.50	
202370399	2023-10-20	LONGHURST CONSULTING		PAYMENT		8,799.29
			194874	PRINTER, NEW LAPTOP, SET UP	8,799.29	
202370400	2023-10-20	PCPS COMMUNITY PLANNING SERVICES		PAYMENT		946.50
			2023	MUNI PLANNING ADVICE SERV	834.00	
			22129	DEV PERMIT REVIEW	112.50	
202370401	2023-10-20	RBC Account		PAYMENT		447.47
			8	ANNUAL FEE	120.00	
			9	ADOBE ANNUAL SUB	327.47	
202370402	2023-10-20	RBC VISA		PAYMENT		981.34
			185	CREDIT TO SWITCH TO ADOBE PRO	(148.88)	
			186	RETURN DOCKING STATION	(127.39)	
			187	STARLINK	147.00	
			188	FIREWALL	47.25	
			189	STARLINK	147.00	
			190	ASVA TICKET	299.00	
			191	IT HARDWARE	72.72	
			192	IT HARDWARE	127.39	
			193	INTEREST	25.74	
			194	SUPPLIES	391.51	
202370403	2023-10-31	SCHMIDEK, LORNE D				
202370404	2023-10-31	JACOBSON, JOHN C				
202370405	2023-10-27	JACOBSON, JOHN		PAYMENT		561.48
			2	ASVA CONFERENCE	561.48	
202370406	2023-10-27	REID, DONOVON		PAYMENT		287.50
			3	OCT WINTER MAINTENANCE	287.50	
202370407	2023-10-27	SHIRLEY MCCLELLAN WATER COMMISSIONS		PAYMENT		2,300.65
			SMRWSC003101	PHASE 1 DECEMBER	2,300.65	
202370408	2023-10-27	WEINZIERL, ERIN		PAYMENT		385.00
			2023002	TRAININ, AP, PAYROLL, TIPPS, LANC	385.00	
202370409	2023-10-27	APEX		PAYMENT		234.32
			55	OFFICE NAT GAS	76.92	
			56	PROV PARK NAT GAS	157.40	
202370410	2023-10-27	DIRECT ENERGY , 770001455755		PAYMENT		202.49
			35	PROV PARK POWER - OCT	202.49	
202370411	2023-10-27	DIRECT ENERGY , 770001455987		PAYMENT		164.73
			30	SHOP POWER - OCT	164.73	
202370412	2023-10-27	DIRECT ENERGY , 770001456209		PAYMENT		415.91
			35	ROCHON PARK POWER - OCT	415.91	
202370413	2023-10-27	DIRECT ENERGY , 770001779345		PAYMENT		1,636.15
			32	STREET LIGHT POWER - OCT	1,636.15	
202370414	2023-10-27	SYBAN SYSTEMS		PAYMENT		103.95
			5440-26102023	OFFICE INTERNET	103.95	
202370415	2023-10-27	TELUS COMMUNICATION		PAYMENT		122.06
			60	PROV PARK TELEPHONE	53.18	
			61	OFFICE TELEPHONE	68.88	
202370416	2023-10-30	BRINSON, BLAINE OWEN JOSEPH		PAYMENT		262.48
			4	TRAVEL EXPENSE - ASVA	262.48	



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council

2023-Nov-10  
10:32:31AM

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

**Total 46,509.76**

\*\*\* End of Report \*\*\*

**SUMMER VILLAGE OF ROCHON SANDS  
BANK RECONCILIATION  
AS OF SEPTEMBER 30, 2023**

Net Balance at End of Previous Month	\$ 338,055.96
ADD: General Receipts	72,056.31
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	410,112.27
LESS: General Disbursements	180,862.72
Investments	0.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>354.87</u>
SUBTOTAL	<u>181,217.59</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 228,894.68</u></u></b>
Balance at End of Month - Bank	311,889.12
ADD: Outstanding Deposits	26,660.62
LESS: Outstanding Cheques	<u>109,655.06</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 228,894.68</u></u></b>
INVESTMENTS:	
RBC Reserve Account	36,682.97
RBC Investment GIC#1 Maturing Dec 9, 2023 @ 3.0%	204,645.26
RBC Investment GIC#3 Maturing Dec 2, 2023 @ 4.75%	200,000.00
RBC Investment GIC#4 Maturing Dec 2, 2023 @ 3.9%	<u>250,000.00</u>
SUBTOTAL	<u>691,328.23</u>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$ 920,222.91</b>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## CAO Report

November 2023

**Celebrate Canada 2024 Grant Application – Deadline – November 21, 2023.** The Celebrate Canada funding program provides funding to community-based activities celebrating and promoting Canada Day on July 1. The expected results of Celebrate Canada' funding program's support of community-based activities include:

- providing access to celebrations across Canada, to enable all Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity
- creating opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada

The SVRS application has been completed.

**Canada Summer Jobs (CSJ) Program** - The program provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years. Call for Applications for the Canada Summer Jobs (CSJ) program will be launched during the week of November 20th, 2023. I have started organizing the information required for the SVRS grant application. The SVRS has been successful in the past receiving wage subsidies through the CSJ Program.

**Local residents' Wednesday morning coffee get-together** – as additional residents are living year-round in Rochon Sands and area, local residents organized a Wednesday morning drop-in coffee get-together at the Hall. I attended the first coffee get-together. It is a good opportunity to socialize with community neighbours. The intent is to hold the coffee get-together on a weekly basis.

**Attended Association of Summer Villages of Alberta 2023 Conference, October 19 & 20 – Topics Included:**

- **Know Better, Do Better: Aligning Land Use Bylaw Regulations with Watershed Management Best Practices**
- **Updates on Lake Monitoring & Management in Alberta**
- **Enhancing Broadband in Rural Alberta**
- **Nurse Practitioner Direct Reimbursement Model: The Path to Primary Care Access for all Albertans**
- **Getting Ready for Next Generation 911: Municipal Address Management – The Next Step**
- **Building a Climate Plan in Small Municipalities**
- **Code of Conduct: Dealing with a Complaint**
- **Aquatic Invasive Species in Alberta and the Role of AISC**
- **Recent Aquatic Invasive Species Threats to Alberta Shorelines**
- **What to Expect When You're Expecting - (Your Municipal Accountability Program Cycle 2 Review)**
- **Climate Resilience Capacity Building in Summer Villages**
- **Lac Ste. Anne County Wildfires 2023 - "All Stations"**



- Updates on the Wildfire and Evacuations in 2023
- Legislated authority under the MGA
- Surviving Disaster
- Applying the FireSmart System to Strengthen Community Wildfire Resilience
- Plan, Prepare, Respond...Collaboratively

### Upcoming professional development schedule for CAO.

- **Basic Emergency Management Online Training Course:**
  - The Basic Emergency Management (BEM) course is intended for individuals who have been identified for an emergency management role in their community's emergency plan. This course is designed to:
    - provide background on emergency management principles
    - introduce key partners in emergency management
    - explain the implications of emergency management legislation
  
- **Municipal Affairs Administrators' Training Initiative - Training and education sessions for CAOs and municipal staff:**
  - Since 2013, Municipal Affairs has partnered with the Local Government Administration Association and the Alberta Rural Municipal Administrators' Association to offer training and education sessions to chief administrative officers (CAOs), municipal staff, and other municipal officials across the province.
    - Nov 15: 1:30-2:30pm - Electronic Meetings
    - Nov 16: 9:00-10:30am - Tax Recovery Basics
    - Nov 16: 11:00-12:00pm - MAP Program Cycle 2
    - Nov 16: 1:30-3:00pm - Accessible Communications
    - Nov 22: 11:00-12:00pm - Municipal Revenue Streams
    - Nov 22: 2:30-3:30pm - Regional Service Delivery
    - Nov 24: 9:00-10:30 - Bylaws & Bylaw Enforcement
    - Nov 24: 1:30- 2:30 - Budget 101
    - Nov 30: 9:00-10:00 - Viability Warning Lights
    - Nov 30: 1:30-2:30pm - Asset Retirement Obligation
    - Dec 5: 9:00-10:30am - By-Elections
    - Dec 5: 11:00-12:00pm - MIRS and Tax Rate Bylaw
    - Dec 6: 11:00-12:00 - Finance 101
    - Dec 6: 1:30-2:30 - Library Board Appointments



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*

AR 178

October 20, 2023

Larry Clarke  
Reeve  
County of Stettler No. 6  
Box 1270, 6602 - 44 Ave.  
Stettler AB T0C 2L0

Dear Reeve Clarke:

Thank you for the June 21, 2023, letter requesting authorization for members of the Stettler Regional Emergency Management Partnership to delegate their powers and duties under the *Emergency Management Act* to a joint emergency management advisory committee.

I am pleased to advise that the Stettler Regional Emergency Management Partnership which includes the County of Stettler No. 6, Villages of Big Valley and Donalda, Summer Villages of Rochon Sands and White Sands, and the Town of Stettler has been approved. This will allow the communities to delegate their powers and duties under the *Emergency Management Act* to the joint emergency management advisory committee. A copy of Ministerial Order 22-2023 has been included for your information.

I commend all involved municipalities for pursuing this form of regional collaboration. I look forward to seeing the successful outcomes that this initiative will bring.

Sincerely,

Honourable Mike Ellis  
Minister of Public Safety and Emergency Services

Attachment

cc: His Worship, Daniel Alan Houle, Mayor, Village of Big Valley  
His Worship, Doug Booker, Mayor, Village of Donaldda  
His Worship, Dan Hiller, Mayor, Summer Village of Rochon Sands  
His Worship, Lorne, Thurston, Mayor, Summer Village of White Sands  
His Worship, Sean Nolls, Mayor, Town of Stettler  
Clint Sime, Manager of Protective Services, County of Stettler No. 6



ALBERTA

M.O. PSES 22-2023

**MINISTERIAL ORDER**

I, **MICHAEL G. ELLIS, ECA**, Deputy Premier and Minister of Public Safety and Emergency Services, pursuant to s. 11.3(1)(b)(ii) of the *Emergency Management Act*, authorize the Village of Big Valley, the Village of Donalda, the Summer Village of Rochon Sands, the Summer Village of White Sands, the Town of Stettler and the County of Stettler No. 6, to delegate their powers and duties under the *Emergency Management Act* to the Stettler Regional Emergency Management Advisory Committee.

**DATED** at the City of Edmonton, in the Province of Alberta, this 18  
day of *October*, 2023.

A handwritten signature in black ink, appearing to read 'Michael G. Ellis', written over a horizontal line.

**DEPUTY PREMIER AND  
MINISTER OF PUBLIC SAFETY AND EMERGENCY SERVICES  
OF THE PROVINCE OF ALBERTA**



# County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
T:403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

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November 3, 2023

Buffalo Lake Inter-Municipal  
Development Steering Committee

Dear Buffalo Lake Inter-Municipal Development Steering Committee,

During the County of Stettler Council meeting on October 11, 2023, Council approved the minutes from the annual Organizational Meeting. A portion of this meeting is dedicated to appointing Councillors to Committees and Boards. The following motion appointed a County of Stettler Councillor to the Buffalo Lake Inter-Municipal Development Steering Committee.

**355.10.11.23 Moved by Councillor Stulberg**

“that the County of Stettler No. 6 appoint Councillor Stevens to be the representative of the Buffalo Lake Inter-municipal Development Plan Steering Committee; and Councillor Gendre to be the alternative representative.”

Carried Unanimously

Please update your contact lists to correspond with this motion with the following contact information:

Councillor Justin Stevens, email at [jstevens@stettlercounty.ca](mailto:jstevens@stettlercounty.ca) or call at (403) 323-0568. The designated alternate is Councillor Ernie Gendre, email [egendre@stettlercounty.ca](mailto:egendre@stettlercounty.ca) or call at (403) 740-6032. Contact the County of Stettler No. 6 Administration Office with any questions. Our phone number is (403) 742-4441 or email us at [info@stettlercounty.ca](mailto:info@stettlercounty.ca).

If you have any pertinent/timely information or terms of reference for your committee that would be helpful to a new board member, please take a moment to pass that on, along with a schedule of upcoming meetings.

Sincerely,

Yvette Cassidy  
Chief Administrative Officer