

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.

Carried

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, Gerryl 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

COUNCIL ORGANIZATIONAL APPOINTMENTS September 2023/August 2024				
	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 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			
Note: Stettler County & Recreation Board - SVRS Representative - Carrie Resch (Rochon Sands Hall & Recreation Association Board President), Alternate - Councillor Brinson				