

**Minutes of Organizational Meeting
Council of Summer Village of Rochon Sands
held at Summer Village of Rochon Sands Office
August 13, 2024 @ 6:00 PM**

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

1. Call to order

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

2. Approval of Agenda

Res 24-08-01 Motion by Councillor J. Byer to approve the agenda as presented.

Carried

3. Minutes of Organizational Meeting October 10, 2023 (for information)

2023 Organizational Meeting Minutes approved at the November 14, 2023, Regular Meeting of the Council of the Summer Village of Rochon Sands

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

Res 24-08-02 Motion by Councillor B. Brinson to appoint Dan Hiller as Chief Elected Official for the Summer Village of Rochon Sands. Dan Hiller accepts the position of Chief Elected Official.

Carried

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

Res 24-08-03 Motion by D. Hiller to appoint Councillor J. Byer as Deputy Chief Elected Official for the Summer Village of Rochon Sands. Councillor J. Byer accepts the position as Deputy Chief Elected Official.

Carried

6. Appointment of Signing Officers

Res 24-08-04 Motion by Councillor J. Byer to appoint all three members of council as having signing authority.

Carried

7. Establishment of Council Meeting Dates and Times

Res 24-08-05 Motion by Mayor D. 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 24-08-06 Motion by Mayor D. Hiller 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 each of the three elected officials of The Summer Village of Rochon Sands.

Carried

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

Res 24-08-07 Motion by Councillor B. Brinson 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 24-08-08 Motion by Councillor J. Byer to appoint Gitzel & Company Chartered Professional Accountants as the Summer Village of Rochon Sands financial auditor.

Carried

- 11. Appointment of Legal Counsel for The Summer Village of Rochon Sands**
Res 24-08-09 Motion by Mayor D. 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 24-08-10 Motion by Councillor B. 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 24-08-11 Motion by Councillor J. Byer 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 24-08-12 Motion by Councillor D. 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 24-08-13 Motion by Councillor B. Brinson to appoint the Parkland Regional Planning Commission (PCPS) as the Development Officer, Planner, and Subdivision Authority.
Carried
- 16. Appointments of Region Assessment Review Board**
Res 24-08-14 Motion by Councillor J. Byer 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 - Geryl Amorin
 - Certified Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier, Raymond Ralph
Carried
- 17. Appointment of Engineering Firm**
Res 24-08-15 Motion by Councillor B. Brinson to appoint WSP Engineering Services as 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 24-08-16 Motion by Mayor D. Hiller to accept all committee appointments.
Carried

Next Organizational Meeting set for August 2025.

Res 24-08-17 19. **Adjournment**
Motion by Mayor D. Hiller to adjourn at 6:05 PM
Carried

ORIGINAL SIGNED
Chief Elected Official

ORIGINAL SIGNED
Chief Administrative Officer

| COUNCIL ORGANIZATIONAL APPOINTMENTS August 2024/August 2025 | | | | |
|---|---|----------------|------------|-----|
| | 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 & Company Chartered Professional Accountants | | | |
| 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 | | | | |