

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On February 12, 2019 at 6:00 PM at the Rochon Sands Village Office

Present Mayor D. Hiller
Councillor B. Brinson and Councillor R. Nichols
Administrator Jason Olson

1. Call to Order

Meeting called to order @ 6:00 PM by Mayor Hiller

2. Approval of Agenda

Res 2019-016 Motion by D. Hiller to approve agenda as presented.

Carried

3. Delegation/Guests

4. Approval of Previous Minutes

4.1 Approval of Regular Council Meeting Minutes January 9, 2019.

Res 2019-017 Motion by R. Nichols to approve Council Meeting Minutes of January 9, 2019.

Carried

5. Business Arising from Previous Minutes

5.1 ALTAGAS Franchise Fees

Res 2019-018 Motion by B. Brinson to accept information correspondence from administration to ALTAGAS regarding the cancellation of implementation of franchise fees.

Carried

5.2 ATCO Electric Streetlight #37 Bay View Street

Res 2019-019 Motion by D. Hiller for administration to advise ATCO Electric of Council decision to not proceed with installation of streetlight at #37 Bay View Street.

Carried

5.3 Update to Vehicle Purchase for Public Works

Res 2019-020 Motion by B. Brinson to accept Mayor Hiller verbal report regarding local auto dealer correspondence regarding specifications of vehicle purchase.

Carried

6. Financial

6.1 Cheque Register - January 4, 2019- February 7, 2019

Cheque register was presented as information.

6.2 Bank Balances-General Account and Reserve Account

Bank Statements were presented as information.

6.3 Royal Bank Visa Statement

Statement was presented for information.

6.4 Village Operations Profit and Loss Statement

Profit and Loss Statement of Operations presented for information.

6.5 Parks Operations Profit and Loss Statement

Profit and Loss Statement of Operations presented for information.

Res 2019-021 Motion by D. Hiller to accept all financial reports as information.

Carried

7. New Business

7.1 Director of Emergency Management

Res 2019-022 Motion by B. Brinson to appoint Mr. Lee Hardman as Director of Emergency Management with Mr. Clint Sime, and Mr. Chad Jackson as both Deputy Directors of the Stettler Regional Emergency Management Agency on behalf of the Summer Village of Rochon Sands.

Carried

7.2 Village Square 2019 Review

Res 2019-023 Motion by R. Nichols to accept administration verbal review of 2019 Village Square outlay and construction details.

Carried

7.3 2019 Property Taxes Due Date

Res 2019-024 Motion by R. Nichols for the 2019 Property Taxes for the Summer Village of Rochon Sands be set for a due date of July 5, 2019 with Assessment/Taxation notices being mailed as of April 28, 2019 to comply with legislation.

Carried

7.4 Community Spirit Project for Rochon Sands

Res 2019-025 Motion by B. Brinson to accept invoice for information.

Carried

7.5 Council Renumeration and Reimbursement Rates-Policy CO 1.1 Councillors

Res 2019-026 Motion by D. Hiller to accept revisions as presented to current Village Policy- Policy CO 1.1 Councillors regarding remuneration and expense policy for Councillors

Carried

7.6 Garbage Compound Fence Renovations

Res 2019-027 Motion by R. Nichols to accept drawings and recommendation as information from Public Works staff regarding the solid waste collection area.

Carried

7.7 Municipal Accountability Program-Rochon Sands 2019

Res 2019-028 Motion by D. Hiller to accept outline documents as information provided by the Alberta Municipal Affairs program attending the Summer Village Office on July 9, 2019.

Carried

8. Council Committee Reports

8.1 Mayor Dan Hiller- Stettler Housing Authority

8.2 Councillor Blaine Brinson- No reports

8.3 Councillor Roger Nichols- No reports

9. CAO Report

9.1 CAO report presented to Council on administration activities. (See attached)

10. Information/Correspondence

10.1 ASVA Election Strategy Document

10.2 ASVA Membership

10.3 AUMA Membership

10.4 Municipal Sustainability Initiative Confirmation of Activities

10.5 Confirmation of Canada Day Grant From Heritage Canada

10.6 Rural Municipalities Alberta Correspondence

10.7 WHIMIS Certificate for Jason Olson

Res 2019-029 Motion by R. Nichols to accept all reports as information.

Carried

11. In Camera

11.1 Chief Administrative Officer Performance Appraisal

Res 2019-030 Motion by R. Nichols to move meeting in camera @ 7:46 PM.

Carried

Res 2019-031 Motion by B. Brinson to move meeting back to regular session @ 8:01 PM

Carried

12. Next meeting date March 12, 2019 @ 6:00 PM.

13. Adjourn

Res 2019-032 Motion by D. Hiller to adjourn meeting @ 8:03 PM

Carried

Mayor

Administrator

CAO Report to Council February 2019

Narrows Recreation Area Manager Position 2019: Position has been advertised starting for the 2019 season. Resumes and interviews will be conducted in early March 2019 for suitable candidate.

Rochon Sands Campground Office Staff: Re-organization of staff positions will require advertising for a staff position in the Rochon Sands campground office.

Occupational Health and Safety Program (2019):

1. Administration has updated The Summer Village of Rochon Sands Employee Safety Manual. This also serves as an overview of proper operating procedures for many activities seasonal staff perform.
2. Hazard Assessment and Risk Controls sheets have been updated including Village Office and Public Works Shop (OH & S Legislation)
3. Equipment Operating Checklists and Orientation Manuals have been created to ensure seasonal staff are competent in operating machinery in safe manner (OH & S legislation)
4. Material Safety Data Sheets (MSDS) will be provided (OH & S Legislation) in the Public Works Shop for access to all employees
5. Chief Administrative Officer Olson has completed the WHMIS Training to comply with legislation under the OH & S Act. This training is comprehensive with regards to MSDS and proper handling of hazardous materials. Recommendation would be the Public Works Supervisor also acquire WHMIS Training.
6. Administration would also recommend both Public Works Supervisor and Campground Manager for Rochon Sands Provincial Park ensure current certification or obtaining First Aid and CPR Training with Summer Village absorbing course costs.
7. Verbal Training Orientation outline has been prepared for seasonal staff to ensure compliance with both Canada Summer Jobs and STEP program granting parameters regarding student safety.

CAO Olson Continuing Education: Spring session has begun with CAO Olson enrolled in the University of Alberta NACLAA program with Assessment and Taxation Course EXLGP 8208 (this is my seventh (7th) course in the NACLAA program).

Alberta Parks Operators' Contract: Administration has contacted representative for Alberta Parks for clarification of providing water to park guests and possible building specifications for shower facilities

Village Square Phase II: Administration met with Beth Fulton from Echoglen Gardens on January 31, regarding quote for planting trees and landscaping plan for Village Square for 2019

Fees and Services Bylaw: Administration has begun a review of all services and fees charged including a review of all safety codes permit fees.