

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On February 13, 2018 at 6:00 PM at the Rochon Sands Village Office

Present Mayor D. Hiller, Councillor B. Brinson and Councillor R. Nichols
Administrator Jason Olson, Darcy Soderstrom ATCO Electric

1. Call to Order

Meeting called to order @ 6:00 PM by D. Hiller

2. Approval of Agenda

Res 2018-001 Motion by R. Nichols to approve agenda as amended with Item 7.7 added to agenda.
Carried

3. Guests/Delegations:

Council welcomed Mr. Darcy Soderstrom representing ATCO Electric, who provided information regarding vegetation control on Village property and private lands with ATCO Electric trimming trees to protect power lines with a work plan for Summer Village of Rochon Sands for 2018.

Mr. Soderstrom left Council chambers at 6:09 PM.

4. Approval of Previous Minutes

4.1 Approval of Regular Council Meeting Minutes December 12, 2017.

Res 2018-002 Motion by B. Brinson to approve Council Meeting Minutes of December 12, 2017.

Carried

5. Business Arising from Previous Minutes

5.1

6. Financial

6.1 Cheque Register December 7, 2017-February 8, 2018

Cheque register was presented as information.

6.2 Bank Balances-General Account and MR Land Account

Bank Statements were presented as information.

6.4 Royal Bank Visa Statement

Statement was presented for information.

6.4 Village Operations Profit and Loss Statement

Profit and Loss Statement Operations presented for information.

Res 2018-003 Motion by R. Nichols to accept financial reports as information.

Carried

7. New Business

7.1 Anglers' Promotion-Stettler Board of Trade

Res 2018-004 Motion by D. Hiller for the Summer Village of Rochon Sands to deny financial commitment to Anglers' Atlas promotion.

7.2 Municipal Development Plan Proposal-Parkland Community Planning Services

Res 2018-005 Motion by B. Brinson to accept as information in consideration of other proposals being received by the Summer Village of Rochon Sands. All proposals will be considered before awarding contracts at a future Council meeting.

7.3 Alberta Urban Municipalities Association-Police Funding Model Review

Res 2018-006 Motion by D. Hiller for administration to complete template MLA letter as support from the Summer Village of Rochon Sands.

Carried

7.4 Shirley McLellan Regional Water Services Commission

Res 2018-007 Motion by D. Hiller for administration to complete correspondence to SMRWSC for the regional water line to be extended from Summer Village of White Sands to the Summer Village of Rochon Sands.

Carried

7.5 Summer Village of Rochon Sands -Strategic Planning Draft Document

Res 2018-008 Motion by D. Hiller to accept draft document with revisions as presented and administration to table Strategic Planning Document Draft for March 2018 Council meeting for additional revisions.

Carried

7.6 Summer Village of Rochon Sands-Licence of Occupation-Marina

Res 2018-009 Motion by R. Nichols for administration to contact Alberta Sustainable Resource Development office for clarification of Licence of Occupation for marina area at Summer Village of Rochon Sands.

Carried

7.7 Paradise Shores RV Development-Stettler County

Res 2018-010 Motion by D. Hiller for administration to request meeting with Summer Village of White Sands Council to discuss development. Administration to request convening of Buffalo Lake Inter-Municipal Advisory Committee for discussion on same topic.

Carried

8. Council Committee Reports

8.1 Mayor Dan Hiller- Stettler Housing Authority

8.2 Councillor Blaine Brinson-Rochon Sands Hall And Recreation Board

8.3 Councillor Roger Nichols, Shirley McClellan Regional Water Services/Buffalo Lake Management Team

9. CAO Report

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

10. Information/Correspondence

10.1 Alberta Summer Village Association Membership

10.2 Designated Industrial Properties -Alberta Municipal Affairs Assessment Division

10.3 CAO Olson-University of Alberta Course Marks and Registration

10.4 Village Square Playground Correspondence

Res 2018-011 Motion by B. Brinson to accept all reports as information.

Carried

11. In Camera

11.1 CAO Employment Contract

Res 2018-012 Motion by B. Brinson to move meeting in camera @ 9:37 PM.

Carried

Res 2018-013 Motion by D. Hiller to reconvene meeting to regular session at 9:45 PM.

Carried

Res 2018-014 Motion by B. Brinson to accept terms of CAO employment contract as presented.
Employment Contract to be effective on signing by Chief Elected Official.

Carried

12. Next meeting date March 13, 2018 @ 6:00 PM.

13. Adjourn

Res 2018-015 Motion by R. Nichols to adjourn meeting @ 9:49 PM.

Carried

Mayor

Administrator

CAO Report to Council February 13, 2018

Year End Audit and Accounting Functions-Year end accounting and audit procedures are being completed for year end 2017. Gitzel and Company have been appointed by Council as SV Rochon Sands auditors.

Property Assessment Year End-Communication with Municipal Property Consultants has been begun for year end assessment values to be prepared for the Assessment Roll for February 28, 2018 deadline. Property Assessment Roll will be discussed as part of Budget 2018 and tax rate bylaws for 2018.

Canada Summer Jobs 2018-Administration has applied for summer job position grant funding for the SV of Rochon Sands (July-August)

Summer Temporary Employment Program-Administration has applied for summer job grant funding for (2) positions for the SV Rochon Sands (May-August)

Alberta Safety Codes Council Audit-Summer Village of Rochon Sands Safety Codes Inspections (Gas, Plumbing, Building, Private Sewage Systems) were subject to audit with files be reviewed by ASCC personnel January 16th-18th, administration attended the Town of Stettler Office as audit was conducted in conjunction with Summer Village of White Sands files. The Summer Village of Rochon Sand currently has a contract with IJD Inspections in Red Deer to perform site inspections. Final report regarding auditor's findings and administration recommended changes will be discussed with Council.

Tax Arrears Penalties 2017- Tax penalties were applied to four (4) properties that had unpaid tax balances owing as of January 1, 2018. One property will be eligible for tax notification at Alberta Land Titles if taxes are not paid in full prior to March 31, 2018. Reminder notice has been sent to property owner with explanation of tax notification procedures.

Grant Funding for Village Square/Lakeview Drive Projects- Grant reporting will be completed to ensure funds are released by Municipal Affairs for 2018. Federal Gas Tax Funding (FGTF) in the amount of \$25,427 was received in mid-December 2017 for funding that was previously held back. These funds represent 2015, 2016, 2017 years of funding that was held because of lack of eligible projects submitted. These funds of FGTF were applied to the Lakeview Drive project costs in 2017. Municipal Sustainability Initiative (MSI) funding was used for the Village Square project and will be reported as spent in 2017 when final costs become available.

Municipal Reserve Land sales proceeds were part of Village Square Project as per legislation. Phase 2 of Village Square will be discussed with Council and present possible timelines for construction for 2018.

Highway 835 Lot Extensions-Conversations with Murray Young @ Bemoco Land Survey regarding conversations with Director of Alberta Land Surveys to find a solution to survey issues are continuing with administration and should have a viable solution soon.

Community AED Unit for Rochon Sands Hall-Administration has completed the purchase of AED from Stettler Ambulance Authority and have taken possession of the AED unit and awaiting construction of external compartment at Hall. Orientation session has been arranged for May long weekend Saturday for resident information on using AED unit.

Strategic Planning Session-December 2017-Draft document has been submitted as agenda item for Council discussion and completion. Public input/publishing of document will be addressed as per Council direction.

Municipal Development Plan (MDP): Modernized Municipal Government Act mandates all municipalities must have a MDP in place and approved by Council by April 1, 2021. Alberta Community Partnership grants have been offered to municipalities to complete an MDP. Administration has applied for the grant and contacted Parkland Community Planning Services for an outline of timelines and cost of an MDP for SV Rochon Sands.