

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On February 9, 2021 at 6:00 PM via Electronic Devices as per COVID 19 protocols

Present Mayor D. Hiller-Absent
Councillor R. Nichols
Councillor B. Brinson
Administrator Jason Olson
Public: 19 Members from Public Attending

1. Call to Order

Meeting called to order @ 6:05 PM by Deputy Mayor B. Brinson

2. Approval of Agenda

Res 2021-023 Motion by R. Nichols to approve agenda as presented.

Carried

3. Public Hearing for Bylaw #255-21 (Land Use Bylaw Revision #244-19)

Public Hearing for Bylaw #255-21 declared open @ 6:07 PM with Ms. Natasha Wright representing Parkland Community Planning Services providing information regarding the proposed subdivision that requires the Land Use Bylaw #244-19 to be revised of Land Use Districts to allow the proposed subdivision. Written submissions were presented with verbal comments allowed from the attending public members.

Deputy Mayor Brinson closed the public hearing @ 6:49 PM.

4. Delegations/Guests

4.1 Resident Submission-Mr. Cliff Everett Re: Skating Rink Expenses

Res 2021-024 Motion by B. Brinson for request for reimbursement for costs be forwarded to Rochon Sands Hall and Recreation Board for consideration

Carried

5. Approval of Previous Minutes

5.1 Approval of Minutes of Regular Council Meeting January 12, 2021.

Res 2021-025 Motion by R. Nichols to accept minutes of Regular Council Meeting January 12, 2021.

Carried

6. Business Arising from Previous Minutes

6.1 Bylaw #255-21 (Land Use Bylaw #244-19 for Second Reading)

Res 2021-026 Motion by B. Brinson to table Bylaw #255-21 second reading to March Council Meeting in consideration of public hearing comments and written submissions presented at the February 9, 2021 Public Hearing

Carried

7. Financial

7.1 Cheque Register January 8, 2021-February 5, 2021

Cheque register was presented as information.

7.2 Bank Balances-General Account and Reserve Account

Bank Statements were presented as information.

7.3 Royal Bank Visa Statement

Statement was presented for information.

7.4 Profit and Loss Statement Village Operations-December 2020

7.5 Profit and Loss Statement Park Operations-December 2020

Res 2021-027 Motion by R. Nichols to accept all financial reports as information.

Carried

8. New Business

8.1 SREMA 2020 Invoice from Stettler County

Res 2021-028 Motion by R. Nichols to recognize costs outside of 2020 Budget and utilize the Municipal Operating Support Transfer (MOST) grant funding to offset additional costs from SREMA as invoiced from Stettler County.

Carried

8.2 SREMA 2020 Invoice from Stettler County-Village of Donalda

Res 2021-029 Motion by B. Brinson to accept correspondence from Village of Donalda regarding increase costs from SREMA as information.

Carried

8.3 Stettler County Initiation for Negotiation for Emergency Management and Regional Fires Services

Res 2021-030 Motion by B. Brinson to accept the correspondence from Stettler County to initiate new agreements for Emergency Management and Fire Services to be completed in the 2021 calendar year.

Carried

8.4 Beaver Control-Charlotte Lake/Narrows PRA

Res 2021-031 Motion by B. Brinson to approve the cost of \$50.00/per animal removed from Charlotte Lake and Narrows PRA to control beaver population. Final billing number will be confirmed with licensed trapper and the Chief Administrative Officer.

Carried

8.5 Fees and Service Bylaw #256-21

Res 2021-032 Motion by B. Brinson to present Bylaw #256-21 Fees and Services Bylaw for first reading with more discussion required and be presented at March 9, 2021 Council Meeting.

Carried

8.6 Contract Renewal with IJD Inspections as Safety Codes Agency for SV of Rochon Sands

Res 2021-033 Motion by R. Nichols for Administration to enter into agreement with IJD Inspections as presented with proposed updated fees presented in Bylaw #256-21 Fees and Services Bylaw as presented February 9, 2021 Council Meeting.

Carried

8.7 Tax Penalty Bylaw #257-21

Res 2021-034 Motion by B. Brinson to present Tax Penalty Bylaw #257-21 for first reading.

Carried

Res 2021-035 Motion by R. Nichols to present Tax Penalty Bylaw #257-21 for second reading.

Carried

Res 2021-036 Motion by B. Brinson to present Tax Penalty Bylaw #257-21 for consideration of third and final reading.

Carried Unanimously

Res 2021-037 Motion by R. Nichols to present Tax Penalty Bylaw #257-21 for third and final reading.

Carried

8.8 Appointment of Chief Administrative Officer for SV Rochon Sands

Res 2021-038 Motion by B. Brinson to move agenda item after In Camera Session.

Carried

8.9 Appointment of Development Officer for SV Rochon Sands

Res 2021-039 Motion by B. Brinson to move agenda item after In Camera Session.

Carried

8.10 Appointment of Bylaw Officer for SV Rochon Sands

Res 2021-040 Motion by R. Nichols to move agenda item after In Camera Session.

Carried

9. Council Committee Reports

- 9.1 **Mayor Dan Hiller**-Absent
- 9.2 **Councillor Blaine Brinson**- Stettler and District Ambulance Authority
- 9.3 **Councillor Roger Nichols**-SMRWSC

10. CAO Report

- 10.1 CAO report presented to Council on administration activities.
(See attached February 2021)

11. Information/Correspondence

- 11.1 **Development Permit Application Form * Revised 2021**
- 11.2 **4J Firewood Contract for the 2021 Season**
- 11.3 **Court Application for Highway 835 Lot Extensions-Schnell Hardy Jones**

Res 2021-041 Motion by R. Nichols to accept all reports as presented.

Carried

12. In Camera

12.1 Chief Administrative Officer Contract of Employment

Res 2021-042 Motion by B. Brinson to move meeting in camera under Freedom of Information and Privacy Act Section 19(1) Confidential Evaluations @ 7:36 PM.

Carried

12.2 Letter of Employment-Mr. Jason Olson

12.3 County of Stettler Mediation-Discussion from January 28 and January 29, 2021 Mediation Sessions (Continuation of In Camera Session under Alberta Freedom of Information and Privacy Act Section 21(1) Intergovernmental Relations

Res 2021-042 Motion by B. Brinson to reconvene meeting to regular session @ 8:18 PM

Carried

Res 2021-043 Motion by B. Brinson to accept Chief Administrative Officer Employment Contract with Ms. Melissa Beebe as presented with revision to include a full review after the probationary period as stated in employment contract.

Carried

Res 2021-044 Motion by B. Brinson to appoint Ms. Melissa Beebe as Chief Administrative Officer of the Summer Village of Rochon Sands effective February 10, 2021.

Carried

Res 2021-045 Motion by R. Nichols to appoint Ms. Melissa Beebe as Development Officer for the Summer Village of Rochon Sands effective February 10, 2021.

Carried

13. Next meeting date March 9, 2021 @ 6:00 PM via Electronic Devices as current COVID 19 protocols.

13. Adjourn

Res 2021-046 Motion by R. Nichols to adjourn meeting @ 8:38 PM.

Carried

Mayor

Administrator

CAO Report to Council February 9, 2020

Development Permit Application Form:

Development Permit Application form for SV of Rochon Sands has been reviewed/ revised to accommodate updated legislative timelines for application approval/refusal. Additional information sections have been added with references from other various municipalities to ensure all information collected is accurate and current to legislation.

Buffalo Lake South Shore Intermunicipal Development Plan Dispute

Resolution- Negotiation teams from Stettler County, SV White Sands and SV Rochon Sands participated in Meeting via Zoom with mediators on January 28 to review the proposed Area Structure Plan proposed by Stettler County.

Rochon Sand Provincial Park Office Renovations: Flooring install was completed on December 10, 2020. New plumbing fixtures and new paint will be part of renovations completed in February 2021. Park office has been painted with new light fixtures installed February 2021.

The Summer Village Office Interior Renovations: As per capital budgeting for calendar year 2021, approved expenditure of complete renovation of Village Office have been completed. The office renovations include replacement of interior walls, ceiling, and flooring. New electrical outlets and lighting will also be incorporated for a new office environment.

Village Office IT Review: CAO Olson met with Longhurst Consulting on February 4, 2021 to discuss new hardware and software solutions for the Village office to accommodate the renovations and future needs. Estimate is expected by February 15, 2021 for Council approval.

Chief Administrative Officer Continuing Education: CAO Olson has completed the NACLAA Level II program at the University of Alberta Faculty of Extension. Completion of NACLAA Level II is a requirement for the Certified Local Government Manager (CLGM) designation from the Society of Local Government Managers (Alberta) and will be bestowed upon CAO Olson in May 2021 at the annual conference.

Canada Summer Jobs Applications 2021: Canada Summer Jobs applications opened on December 21, 2020. The Summer Village has been successful in previous years in receiving funds and the submission for 2021 has been submitted for three positions for the 2021 season.

Tax Penalties as of January 1, 2021: Tax penalties have been applied as per Bylaw #251-20 with outstanding property tax balances being subject to a 12% tax penalty. Five properties remain outstanding and subject to penalties. One property will have tax notification placed with Alberta Land Titles for 2021.

Year End Audit 2020: Administration has contacted Gitzel and Company to start the year end processes for 2020. T4's have been completed for all employees including Council. Worker Compensation Board reporting will be completed along with GST reporting requirements in the next month.

Municipal Sustainability Initiative (MSI)- 2020 Statement of Funding and Expenditure (SFE) report has been completed and submitted to Alberta Municipal Affairs for certification

Federal Gas Tax Fund (FGTF)-2020 Statement of Funding and Expenditure (SFE) report has been completed and submitted to Alberta Municipal Affairs for certification

Firewood Provider for Provincial Parks- previous vendor for firewood has notified the CAO that they cannot supply firewood for the 2021 season. Contract has been signed with 4J Firewood from Rocky Mountain House for the 2021 season.

Seasonal Positions for Village/Park Operations: Previous students have been offered positions for the 2021 Season. Public Works Schmidek, Rochon Sands Campground Manager along with Narrows Managers' from previous years returning for the 2021 season.

Annual Internal Review for Alberta Safety Codes Council of Alberta: Safety Codes audit and year end reporting for joint municipalities of SV of Rochon Sands and SV White Sands will be completed by CAO Olson prior to March 31, 2021 deadline.

Fees and Services Bylaw #256-21: Has been created to adhere to legislation regarding fees charged by the municipality. In reviewing the contract with IJD Inspections, it has not been updated in several years with request to obtain new contract. This will also update permit fees and retention of percentage of permit fees to IJD Inspections.

Tax Penalty Bylaw #257-21: Tax Penalty Bylaw #257-21 has been created for the taxation year of 2021, which replaces Bylaw #251-20.