

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On January 12, 2021 at 6:00 PM via Electronic Devices as per COVID 19 protocols

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

Public:

Harriette Hudson
Brian Buck
David Johnson

1. Call to Order

Meeting called to order @ 6:02 PM by D. Hiller

2. Approval of Agenda

Res 2021-001 Motion by B. Brinson to approve agenda with additions as presented.
Carried

3. Delegations/Guests

4. Approval of Previous Minutes

4.1 Approval of Minutes of Regular Council Meeting December 8, 2020.

Res 2021-002 Motion by D. Hiller to accept minutes of Regular Council Meeting December 8, 2020.

5. Business Arising from Previous Minutes

5.1 Survey of Municipal Software

Res 2021-003 Motion by D. Hiller to accept for information.
Carried

5.2 Highway 835 Lot Extensions-Bemoco Land Surveys

Res 2021-004 Motion by R. Nichols to receive as information, documentation presented by Bemoco Land Surveys as Court Application to resolve subdivision rejection by Alberta Land Titles.
Carried

5.3 Wastewater Bylaw #254-20 Resident Feedback

Res 2021-005 Motion by D. Hiller to invite the Buffalo Lake South Shore Wastewater Committee members as a delegation to address Council at February 9, 2021 Regular Meeting of Council.
Carried

5.4 Buffalo Lake Intermunicipal Development Plan Bylaw #253-20 for Third and Final Reading

Res 2021-006 Motion by D. Hiller to present the Buffalo Lake Intermunicipal Development Plan Bylaw #253-20 for third and final reading as presented with current revisions as of November 27, 2020.
Carried

6. Financial

6.1 Cheque Register December 4, 2020- January 8, 2021

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 Profit and Loss Statement Village Operations-December 2020

6.5 Profit and Loss Statement Park Operations-December 2020

Res 2021-007 Motion by R. Nichols to accept all financial reports as information. Carried

7. New Business

7.1 Nomination Day for 2021 Municipal Election

Res 2021-008 Motion by B. Brinson for candidate nomination filing date for the Summer Village of Rochon Sands be set for July 3, 2021 between the hours of 10:00 AM and 12:00 Noon at the Summer Village of Rochon Sands Municipal Office at #1 Hall Street, Rochon Sands, Alberta. Nomination date of July 3, 2021 dictates election date will be July 31, 2021, if required. Carried

7.2 TAKE IT OFF Program-Lacombe County

Res 2021-009 Motion by D. Hiller to receive as information the discontinuation of registration and monitoring from Lacombe County of ice fishing shacks on Buffalo Lake., with the Alberta Government taking responsibilities for registering ice shacks under a provincial program. Carried

7.3 Appointment of Emergency Management Director for SV of Rochon Sands

Res 2021-010 Motion by B. Brinson to appoint Mr. Clint Sime as Director of Emergency Management with Mr. Chad Jackson as Deputy Director of Emergency Management for the Summer Village of Rochon Sands under the current agreement with Stettler Regional Emergency Management Agency. Carried

7.4 Subdivision Application-Bemoco Land Surveys

Res 2021-011 Motion by D. Hiller to receive as information in relation to agenda item 7.4 Bylaw #255-21 Revision to Land Use Bylaw #244-19. Carried

7.5 Bylaw #255-21 Revision to Land Use Bylaw #244-19

Res 2021-012 Motion by B. Brinson to present Bylaw #255-21 Revision to Land Use Bylaw #244-19 as presented with public hearing to held on February 9, 2021 with Regular Meeting of Council. Submissions to the public hearing will be accepted until February 5, 2021 at the Summer Village of Rochon Sands. Administration to prepare and mail out notices of Public Hearing of Bylaw #255-21 to all property owners as prescribed under the Summer Village of Rochon Sands Public Notification Policy. Carried

7.6 Appointment of Chief Administrative Officer

Res 2021-014 Motion by D. Hiller for appointment of Chief Administrative Officer be tabled to February 2021 Council Meeting. Carried

7.7 Appointment of Development Officer

Res 2021-015 Motion by D. Hiller for appointment of Development Officer be tabled to February 2021 Council Meeting. Carried

7.8 Appointment of Bylaw Officer

Res 2021-016 Motion by D. Hiller for appointment of Development Officer be table to February 2021 Council Meeting. Carried

7.9 Contractor Change Order-Village Office Renovations

Res 2021-017 Motion by B. Brinson to accept contractor change order as presented with additional costs recorded in the 2021 Capital Budget for the Summer Village Office Renovations. Carried

Res 2021-018 **7.10 Scale Model from Dinosaur Valley Studios-Harvey the Pike**
Motion by D. Hiller to accept quote for scale model of Harvey the Pike as presented as information.

8. Council Committee Reports

- 8.1 Mayor Dan Hiller**-Stettler Housing Authority
- 8.2 Councillor Blaine Brinson**- No report
- 8.3 Councillor Roger Nichols**-No report

9. CAO Report

- 9.1** CAO report presented to Council on administration activities.
(See attached January 2021)

10. Information/Correspondence

10.1

Res 2021-019 Motion by R. Nichols to accept all reports as presented.

Carried

11. In Camera

11.1 Chief Administrative Officer Contract of Employment

Res 2021-020 Motion by D. Hiller to move meeting in camera under Freedom of Information and Privacy Act Section 19(1) Confidential Evaluations @ 7:18 PM.

Carried

Res 2021-021 Motion by B. Brinson to reconvene meeting to regular session @ 7:58 PM

Carried

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

13. Adjourn

Res 2021-022 Motion by R. Nichols to adjourn meeting @ 7:59 PM.

Carried

Mayor

Administrator

CAO Report to Council January 12, 2020

Buffalo Lake South Shore Intermunicipal Development Plan Dispute

Resolution- Administration from Stettler County, SV White Sands and SV Rochon Sands participated in Administration Meeting via Zoom with mediators on December 17, 2020 with update from Stettler County with anticipated draft Area Structure Plan for Buffalo Lake RV Resort being completed and circulated to partners about January 7, 2020.

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 January 2021.

The Summer Village Office Interior Renovations: As per capital budgeting for calendar year 2021, approved expenditure of complete renovation of Village Office has begun. The office renovations include replacement of interior walls, ceiling, and flooring. New electrical outlets and lighting will also be incorporated. Contractors have started on the project as of January 4, 2021.

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.