

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On January 14, 2020 at 6:00 PM at the Rochon Sands Village Office

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

1. Call to Order

Meeting called to order @ 6:02 PM by Mayor Hiller

2. Approval of Agenda

Res 2020-001 Motion by D. Hiller to approve agenda as presented.

Carried

3. Delegations/Guests

3.1

4. Approval of Previous Minutes

4.1 Approval of Minutes of Regular Council Meeting December 17, 2019.

Res 2020-002 Motion by B. Brinson accept minutes of Regular Council Meeting December 17, 2019.

Carried

5. Business Arising from Previous Minutes

5.1

6. Financial

6.1 Cheque Register December 6, 2019-January 9, 2020

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

6.5 Profit and Loss Statement Park Operations

Res 2020-003 Motion by D. Hiller to accept all financial reports as information.

Carried

7. New Business

7.1 Parkland Community Planning Services Invoice-Land Use Bylaw #244-19

Res 2020-004 Motion by D. Hiller to accept the Memo to Council in regard to the overall cost of the Land Use Bylaw #244-19 final invoice from Parkland Community Planning Services.

Carried

7.2 Assessment Review Board Bylaw

Res 2020-005 Motion by B. Brinson for administration to contact Stetter County to determine shared costs and possible agreement for establishment of joint Assessment Review Board.

Carried

7.3 Stettler County Intermunicipal Collaboration Framework (ICF) Shared Planning Services Agreement

Res 2020-006 Motion by B. Brinson to accept the presented Shared Planning Services Agreement provided by Stetter County outlining the process, procedures and shared costs to complete the ICF framework documents as required by Provincial legislation.

Carried

7.4 Lacombe County Development Permit Referral via Buffalo Lake IDP Agreement

Res 2020-007 Motion by R. Nichols for administration to respond to Lacombe County regarding the presented application for development within Lacombe County with no concerns or comments from the Summer Village of Rochon Sands as per the Buffalo Lake IDP.

Carried

7.5 Request for Outdoor Lighting-Marina Winter Months

Res 2020-008 Motion by B. Brinson to deny resident request for the Summer Village to provide permanent electrical service options for lighting provided by ATCO Electric in regard to overall costs.

Carried

7.6 Chief Administrative Officer Performance Appraisal

Res 2020-009 Motion by R. Nichols for Council to perform a performance appraisal report of Chief Administrative Officer Olson for the calendar year 2019 and present to the CAO for review for March 2020 Council meeting.

Carried

7.7 Review of Shak Shak Lease Agreement

Res 2020-010 Motion by B. Brinson for administration to draft lease agreement for the Snak Shak outlining leasee responsibilities with annual lease payment schedule to be brought for Council review for March 2020 Council Meeting.

Carried

7.8 Alberta Community Partnership Grant Application-Stettler County

Res 2020-011 Motion by B. Brinson to support the ACP Grant Application for Stettler County for review of the Buffalo Lake South Shore Intermunicipal Development Plan.

Carried

7.9 BLSSIDP Request for Amendment-Stettler County

Res 2020-012 Motion by R. Nichols to table the request for amendment to the Buffalo Lake South Shore Intermunicipal Development Plan by Stetter County to allow administration to provide more information to Council at the February 2020 Council Meeting.

Carried

7.10 Bylaw #247-19 Municipal Reserve Disposal

Res 2020-013 Motion by B. Brinson for first reading of Bylaw # 247-19 for the removal of the Municipal Reserve designation of a portion of 4034KS Block 5 Lot P to allow subdivision and disposal of said portion of parcel as shown in "Schedule A" attached to Bylaw #247-19. Public Hearing to be February 11, 2020 in conjunction with Regular Council Meeting @ 6:00 PM.

Carried

7.11 Bylaw #248-19 Land Use Bylaw #244-19 Amendment

Res 2020-014 Motion by D. Hiller for first reading of Bylaw #248-19 to accommodate a change to Land Use Bylaw #244-19 to designate a portion of Plan 4034KS Block 5 Lot P from Public Open Space (POS) to Residential (R1) as shown in "Schedule A" attached to Bylaw # 248-19. Public Hearing to be February 11, 2020 in conjunction with Regular Council Meeting @ 6:00 PM.

Carried

7.12 Harvey and Shirley Kassian Proposal for Marina Area

Res 2020-015 Motion for administration to research costs and design for the proposal brought forward by Harvey and Shirley Kassian to place a large jackfish replica on a pedestal in the Rochon Sands Marina.

Carried

8. Council Committee Reports

8.1 Mayor Dan Hiller-Stettler Housing Authority/Stettler Waste Management

8.2 Councillor Blaine Brinson- Stettler and District Ambulance Authority

8.3 Councillor Roger Nichols- Shirley McClelland Regional Water Services Commission

9. CAO Report

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

Res 2020-016 Motion by R. Nichols to accept all reports as presented.

Carried

10. Information/Correspondence

10.1 *Alberta Capital Finance Authority Dissolution*

10.2 *MSI Funding Correspondence -Minister of Municipal Affairs-
Hon. Kaycee Madu*

10.3 *Amendment to Provincial Police Funding Requisition Funding*

11. In Camera

11.1 *Chief Administrative Officer Performance Appraisal*

Res 2020- 017 Motion by D. Hiller for meeting to proceed in camera under Alberta FOIP Act Section 17 at 8:02 PM.

Carried

Res 2020-018 Motion by B. Brinson to resume regular session of Council at 8:10 PM.

Carried

13. Next meeting date February 11, 2020 @ 6:00 PM.

14. Adjourn

Res 2020-019 Motion by R. Nichols to adjourn meeting @ 8:11 PM.

Carried

Mayor

Administrator

CAO Report to Council for January 14, 2020

ChokeCherry Lane Land Sale to Groves: Parkland Community Planning Services (PCPS) has received the subdivision application from the Summer Village. Onsite survey work has been completed and submitted to PCPS as part of subdivision process. Bylaw for re-zoning and disposal of MR land will be prepared for Council.

2019 Year End Tax Arrears: Penalties for tax arrears have been applied with penalties applied for any outstanding balances as of January 1, 2020. All tax arrears accounts have been notified of any outstanding taxes owed via letter. One property is subject to tax notification if balance is not brought to current by February 15, 2020.

2019 Year End Procedures: Administration has started the year end process with employee records and creation of T4's being prepared by Gitzel and Company. Further documentation will be done in February 2020 for completing the audit financial statements for 2020.

2020 Chief Administrative Officer Work Plan: 2020 Work Plan has been submitted for Council information as a separate document attached to the January 14, 2020 CAO report to Council

Buffalo Lake Inter-Municipal IDP Review: Camrose County has initiated a staff review of the BLIDP starting on January 16, 2020 with all parties reviewing suggested changes to be prepared and presented to the BLIDP Committee in the next months.

Multi-Year Operating and Capital Budgets: Legislative changes under the MGA now require three (3) year Operating and five (5) Year Capital Budgets starting in 2020. These documents will be submitted to Alberta Municipal Affairs for compliance. Administration will begin reviewing and completing budgets in the February/March months for Council discussion and approval.