

Regular Meeting of the Council of the Summer Village of Rochon Sands held  
On March 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 @ 6:02 PM by Mayor Hiller

**2. Approval of Agenda**

Res 2019-033 Motion by D. Hiller to approve agenda as presented.

Carried

**3. Delegation/Guests**

**3.1 SGT Penny-Stettler RCMP Detachment Commander**

SGT Penny entered Council chambers @ 6:03 PM for overall discussion of activities of the Stettler RCMP detachment and entertained questions from Council regarding SV Rochon Sands.

SGT Penny exited Council Chambers @ 6:42 PM

**3.2 Mr. Robert Shorten-Alberta Environment**

Mr. Shorten entered Council Chambers @ 6:32 PM. Council welcomed Mr. Shorten to Council as a delegation at 6:43 PM. Mr. Shorten presented an overview of Alberta Environment policy regarding a new shoreline dock guideline in addition to clarifying parameters of the SV Rochon Sands Recreational Lease with the Alberta Government. Mr. Shorten exited meeting @ 8:02 PM

**4. Approval of Previous Minutes**

**4.1 Approval of Regular Council Meeting Minutes February 12, 2019.**

Res 2019-034 Motion by B. Brinson to approve Council Meeting Minutes of February 12 , 2019.

Carried

**5. Business Arising from Previous Minutes**

**6. Financial**

**6.1 Cheque Register - February 7, 2019-March 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.

Res 2019-035 Motion by D. Hiller to accept all financial reports as information.

Carried

**6.4 SV Rochon Sands Draft 2019 Operating Budget**

Res 2019-036 Motion by D. Hiller to accept the SV Rochon Sands Draft 2019 Operating Budget as information.

Carried

**6.5 SV Rochon Sands Draft 2019 Capital Budget**

**Res 2019-037** Motion by B. Brinson to accept the SV Rochon Sands Draft 2019 Capital Budget as information.  
Carried

**6.6 Village Square Quote for Trees/Vegetation**

**Res 2019-038** Motion by D. Hiller to approve the quote for trees/vegetation by Echoglen Gardens for Village Square.  
Carried

**7. New Business**

**7.1 2019 Property Assessment Summary**

Assessment Summary of Properties for SV Rochon Sands was presented.

**7.2 Alberta Summer Village Association Fact Sheet 2019**

Summary of activities of the Alberta Summer Villages Association for 2019.

**7.3 Alberta Summer Village Association Advisory Toolkit for 2019 Election**

Document outlining election riding and candidates for 2019 Provincial Election.

**7.4 Basic Municipal Transportation Grant Program Conclusion**

Correspondence from Alberta Municipal Affairs confirming all funds being expended by the SV Rochon Sands.

**7.5 Stettler Regional Management Training Request-Stettler County**

Outline of possible Incident Command System training regarding Alberta Emergency Management recognized courses sponsored by Stettler County.

**7.6 Stettler Regional Emergency Management Overview-Alberta Emergency Management Agency.**

Correspondence regarding legislation changes and overview of the Stettler Regional Emergency Management Committee policy and procedures.

**7.7 Highway 835 Lot Extensions Meeting with Director of Surveys-Alberta Land Titles**

Invitation for SV Rochon Sands Administration to attend meeting regarding investigation of the Highway 835 lot extension subdivision registration rejection.

**7.8 MSI Funding Correspondence Minister of Alberta Municipal Affairs**

Confirmation of extending of funding to the 2021-2022 calendar year.

**Res 2019-039** Motion R. Nichols to accept all as information.

Carried

**8. Council Committee Reports**

**8.1 Mayor Dan Hiller-** no report

**8.2 Councillor Blaine Brinson-** Stettler and District Ambulance

**8.3 Councillor Roger Nichols-** Buffalo Lake Management Team

**9. CAO Report**

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

**10. Information/Correspondence**

**10.1 Stettler Regional Emergency Management Agency Minutes  
February 26, 2019**

**Res 2019-040** Motion by R. Nichols to accept all reports as information.

Carried

***11. In Camera***

***11.1 Chief Administrative Officer Performance Appraisal***

- Res 2019-041** Motion by D. Hiller to move meeting in camera @ 9:09 PM. Carried
- Res 2019-042** Motion by B. Brinson to move meeting back to regular session @ 9:22 PM Carried
- Res 2019-043** Motion by D. Hiller to accept the 2018 Chief Administrative Officer Performance Appraisal with acceptance of the document with signing by CAO Olson. Carried

***12. Next meeting date April 9, 2019 @ 6:00 PM.***

***13. Adjourn***

- Res 2019-044** Motion by R. Nichols to adjourn meeting @ 9:23 PM Carried

---

Mayor

---

Administrator

## CAO Report to Council March 2019

**Seasonal Staff for Village/Campground:** Resumes have been received and are being reviewed for seasonal positions for expected start day of May 13, 2019

**Year End Financials:** All documents have been delivered to Gitzel and Company for audit and preparation of financial statements

**2019 Operating and Capital Budgets:** Budgets have been prepared for Council review with anticipated passing of budgets and tax rates for April 2019 Council Meeting.

**Stettler Regional Emergency Management Committee:** Meeting held February 26, 2019 with additional information regarding training, plan updates and compliance with new legislation will continue throughout 2019 calendar year. Council will be involved with updating Community Emergency Plan for SV Rochon Sands.

**Village Square 2019:** Administration has obtained quote for trees/shrubs from Echoglen Gardens for spring planting for 2019. Will research irrigation contractor to coincide with vegetation planting.

**Land Use Bylaw Review:** Administration has met with staff from Parkland Community Planning Services to review and define scope of review of Land Use Bylaw #208-10 for 2019.