

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On March 21, 2017 at 6:00 PM at the Rochon Sands Village Office

Present Mayor B. Brinson, Councillor D. Hiller, and Councillor J. Byer
Administrator Jason Olson

1. Call to Order

Meeting called to order @ 6:04 PM by B. Brinson

2. Approval of Agenda

Res 2017-19 Motion by D. Hiller to approve agenda as revised with addition of Item 7.5 Gitzel and Company Letter of Engagement for audit purposes.

Carried

3. Guests/Delegations:

4. Approval of Previous Minutes

4.1 Approval of Regular Council Meeting Minutes February 14, 2017.

Res 2017-20 Motion by J. Byer to approve Council Meeting Minutes of February 14, 2017.

Carried

5. Business Arising from Previous Minutes

5.1 Parkland Planning Services Contract 2017-2020

Res 2017-21 Parkland Community Planning Services contract was presented for discussion, as per motion 2017-11, February 14, 2017 Council Meeting. Motion by B. Brinson to accept additional information presented by administration in conversation with Executive Director of Parkland Community Planning Services and to enter into contract agreement for the 2017-2020 calendar years with Parkland Community Planning Services as presented.

Carried

6. Financial

6.1 Cheque Register February 10, 2017- March 15, 2017

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 Parks Operations presented for information.

6.5 2017 Provincial School Requisition

Res 2017-22 Motion by D. Hiller to accept financial reports as information.

Carried

7. New Business

7.1 Assessment Roll and Growth Reports

Council was presented with information from Municipal Property Consultants Inc. regarding the 2017 Property Assessment Roll for 2017 taxation.

Res 2017-23 Motion by J. Byer to accept as information.

Carried

7.2 Lakeview Drive Tender Contract Awarding

Council was presented with final tender documents received for construction tender of Lakeview Drive. Lowest tender offering was made by Border Paving Inc of Camrose, AB with a tender bid of \$99,932.50 for construction and asphalt finish of Lakeview Drive with work commencing on May 23, 2017.

Res 2017-24 Motion by B. Brinson to award the construction contract to Border Paving Inc. of Camrose, Alberta according to tender documents submitted.

Carried

7.3 Village Square Draft Tender Documents

Village Square Draft Tender documents were prepared and presented on behalf of Carson McCulloch and Associates. Council was invited to comment on proposed changes on original design and cost estimate of Village Square.

Res 2017-25 Motion by B. Brinson for administration to compile list of comments and communicate with Carson McCulloch and Associates.

Carried

7.4 Municipal Sustainability Initiative 2017

Council was presented with administrator research regarding past funding and future funds being held by Alberta Municipal Affairs for non-compliance with Alberta Government Agreement regarding Municipal Sustainability Funding. Council was assured issues will be resolved in 2017.

Res 2017-26 Motion by J. Byer to accept as information.

Carried

8. Council Committee Reports

8.1 Mayor Blaine Brinson-reported attendance at Stettler Regional Fire Advisory Committee and Stettler Ambulance Authority, and Parkland Regional Library meetings.

8.2 Councillor Dan Hiller-no report

8.3 Councillor Jay Byer-reported attendance at Shirley McClellan Water Services Commission, Alberta Invasive Species Council meetings and Septic Sense Workshop

9. CAO Report

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

Res 2017-27 Motion by D. Hiller to accept all reports as information.

Carried

10. Information/Correspondence

11. In Camera

11.1 Personnel Legal

11.2 Personnel

Res 2017-28 Motion by B. Brinson convene meeting in camera @ 8:07 PM

Res 2017-29 Motion by D. Hiller to reconvene regular meeting @ 8:31 PM

12. Next meeting date April 11, 2017 @ 6:00 PM.

13. Adjourn

Res 2017-30 Motion by B. Brinson to adjourn meeting @ 8:37 PM.

Carried

Mayor

Administrator

CAO Report to Council March 21, 2017

Seasonal Staff-Village and Parks Operations

Administration has confirmed seasonal positions with returning employees and confirmed start dates for the season. Administration was pleased with work completed in 2016 and welcomes all returning staff members for the 2017 season.

Assessment and Tax Roll 2017

Assessment Roll has been received from Municipal Assessment Consultants for 2017 taxation. Details are attached as agenda item for March 21, 2017 Council Meeting.

GIC Investments

The Summer Village currently holds several GIC Investments with reserve funds. Administration is currently re-investing short term deposits with Council direction in regards to funding Lakeview Drive Project and Village Square Project. Re-investment confirmations are included in Council packages.

MSI (Municipal Sustainability Initiative) Grant Funding

MSI Operating and Capital reports and spending plans have been completed for 2016. Due date is May 31, 2017-which administration has completed and submitted prior to due date. Discussion with Municipal Affairs has informed administration that 2017 MSI funds will not be released until 2018 with reporting issues from past years that have been rectified.

Lakeview Drive Rehabilitation Project

Administration has worked closely with Watt Consulting in regards to preparing tender packages for 2017 construction. Tender bids closed March 9, 2017 with tender awarding to be at March 21, 2017 Council Meeting.

Village Square Project

Communication with Rochon Sands Hall and Rec Board regarding funds allocated towards playground structure. Final design and down payment to the preferred supplies will be finalized end of March 2017. Tender packages have been prepared and post on Alberta Purchasing Connection as an open tender process.

Shady Drive ATCO Electric Pole Relocation

Council was sent communication regarding the details of ATCO Electric plan for moving power pole and service line in Shady Drive at no cost to the Summer Village of Rochon Sands. Crews on site March 10, 2017 and work completed.

Stettler Fire Advisory Meeting

Administration along with Mayor Brinson attended the Stettler Fire Advisory Meeting on February 24, 2017. Discussion included first response by Fire Department for medical calls, radio upgrades and Alberta First Responder Radio Communications System (AFRRCS), and standardized address signage within the South Shore for emergency responders.