

Regular Meeting of the Council of the Summer Village of Rochon Sands held  
On May 9, 2017 at 6:00 PM at the Rochon Sands Village Office

*Present* Mayor B. Brinson, Councillor D. Hiller, and Councillor J. Byer (via electronic device)  
Administrator Jason Olson

**1. Call to Order**

Meeting called to order @ 6:01 PM by B. Brinson

**2. Approval of Agenda**

**Res 2017-49** Motion by D. Hiller to approve agenda as presented.

Carried

**3. Guests/Delegations:**

**4. Approval of Previous Minutes**

4.1 Approval of Regular Council Meeting Minutes April 11, 2017.

**Res 2017-50** Motion by J. Byer to approve Council Meeting Minutes of April 11, 2017.

Carried

4.2 Approval of Special Meeting of Council April 29, 2017.

**Res 2017-51** Motion by D. Hiller to approve minutes of Special Meeting of Council April 29, 2017.

Carried

**5. Business Arising from Previous Minutes**

**5.1 Solid Waste Bin Signage**

Council was presented with proof of sign to be installed on the waste bin facility regarding the relocation of waste bins with the construction of Village Square Project.

**Res 2017-52** Motion by J. Byer for Public Works to install the sign as presented.

Carried

**5.2 Bayview Street Walkway**

Administration has asked for additional time to research the issues regarding the encroachment of sheds on MR lots with access to beach.

**Res 2017-53** Motion by D. Hiller for administration to research and report back to Council.

Carried

**6. Financial**

**6.1 Cheque Register April 4, 2017- May 4, 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 Operations presented for information.

**Res 2017-54** Motion by D. Hiller to accept financial reports as information.

Carried

## **7. New Business**

### **7.1 Fire Bylaw Template**

Council was presented with Fire Bylaw template commissioned by Alberta Summer Village Association with CPP Environmental Consultants producing the documents to be reviewed as consideration to be adopted in part or whole as a Fire Bylaw for Summer Villages.

**Res 2017-55** Motion by D. Hiller for administration to review current bylaw and compare to template provided for Council to consider of adopting the template as new fire bylaw for Summer Village of Rochon Sands.

Carried

### **7.2 Summer Village 2017 Final Budget**

Council was presented with budget documents to consider for final budget 2017. Interm budget was approved in December 2016 until 2017 budget is finalized for Tax Rate Bylaw to be approved to calculate tax rates for 2017.

**Res 2017-56** Motion by B. Brinson to approve 2017 Operating Budget as presented.

Carried

### **7.3 Taxation Rate Bylaw 2017**

Council was presented Bylaw 225-17 with taxation rates in consideration of the 2017 operating budget for Summer Village of Rochon Sands.

**Res 2017-57** Motion by B. Brinson to present first reading of Bylaw 225-17.

Carried

**Res 2017-58** Motion by D. Hiller to present second reading of Bylaw 225-17.

Carried

**Res 2017-59** Motion by J. Byer to present third and final reading with unanimous consent.

Carried

## **8. Council Committee Reports**

**8.1 Mayor Blaine Brinson**-no report

**8.2 Councillor Dan Hiller**-no report

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

## **9. CAO Report**

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

**Res 2017-60** Motion by D. Hiller to accept all reports as information.

Carried

## **10. Information/Correspondence**

10.1 O'Hara Land Sale

10.2 STEP Grant Confirmation

10.3 Highway 835 MR Land Correspondence

**11. In Camera**

**11.1 Personnel Legal**

**Res 2017-61** Motion by B. Brinson convene meeting in camera @ 7:31 PM

**Res 2017-62** Motion by D. Hiller to reconvene regular meeting @ 7:44 PM

**12. Next meeting date June 13, 2017 @ 6:00 PM.**

**13. Adjourn**

**Res 2017-63** Motion by B. Brinson to adjourn meeting @ 7:46 PM.

Carried

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Mayor

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Administrator

# **CAO Report to Council May 9, 2017**

## **Village Square Tender**

Village Square tender for construction was compiled with Carson McCulloch with a starting construction date of September 5, 2017. The tender was published as an open tender accordingly to tender regulations on "Purchasing Connection" website for Government tenders for contractors to view parameters and obtain tender documents. Administration has also worked with ATCO Electric to coordinate new lighting service in the Square to accommodate new lighting fixtures.

## **Lakeview Drive Tender**

Lakeview Drive Tender contract documents including bonding and insurance requirements have been satisfied, with final contract signing done by administration. Residents have been informed with letters outlining construction dates. Construction will begin on May 23, 2017 with Watt Consulting supervising and reporting to administration on various stages of construction.

## **Development Permit Issued for #30 Beach Street West**

A development permit for #30 Beach Street West has been issued in the names of John and Deborah De Regt. Construction will consist of earthwork, retaining wall and a new residence. Earthwork has commenced with Public Works Supervisor and Earthwork contractor ensuring all Village property is being protected from construction traffic. Residence construction has been tentatively scheduled for September 2017.

## **MR Land Sales along Highway 835**

Administration has received correspondence from Bemoco Land Surveys regarding land title registration of new subdivision plan and issues preventing the plan to be registered. Administration has spoken to legal counsel and correspondence has been provided to Council in the May 9, 2017 Council Package.

## **Parkland Community Planning Services Meeting**

Administration has met with Craig Teal, Executive Director of PCPS to discuss the Summer Village Planning needs and complete a work plan over the next three years according to the new contract signed for planning services. Discussion included the requirements with the implementation of the new Municipal Government Act with mandatory Municipal Development Plans and review of Rochon Sand Land Use Bylaw.

## **Financial Statements for 2016-Gitzel and Company**

Financial Statements were prepared with coordination of administration and presented at Special Meeting of Council on April 29, 2017. Administration has requested Justin Tanner to present the 2016 Financial Statements at the Annual General Meeting on August 5, 2017.

## **2017 Tax Rate Bylaw and Final Budget 2017**

Administration has prepared the final budget for 2017 and has included the 2017 Tax Rate Bylaw for Council review at the May 9, 2017 Council meeting.

## **Seasonal Staff for Village and Campground 2017**

All positions have been filled and employees will commence work duties for the season with varying start dates and length of employment.

## **Shawn O'Hara MR Land Sale**

Land sale has been completed with funds being received and land title being issued to Shawn and Rhea O'Hara.