

Regular Meeting of the Council of the Summer Village of Rochon Sands held  
On November 10, 2020 at 6:00 PM at Rochon Sands Community Hall

*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 D. Hiller

**2. Approval of Agenda**

Res 2020-193 Motion by R. Nichols to approve agenda as presented.

Carried

**3. Delegations/Guests**

**4. Approval of Previous Minutes**

**4.1 Approval of Minutes of Regular Council Meeting October 13, 2020.**

Res 2020-194 Motion by D. Hiller to accept minutes of Regular Council Meeting October 13, 2020.

**5. Business Arising from Previous Minutes**

**5.1 Flooring Quotes for Park Office and Village Office**

Res 2020-195 Motion by R. Nichols to approve the quote provided by Jensen Flooring (Stettler) and proceed with flooring installation at both Village Office and Park Office.

Carried

**5.2 Alberta Municipal Affair-Municipal Accountability Program  
Review 2019-Letter of Extension**

Res 2020-196 Motion by B. Brinson to accept the letter of extension application to Alberta Municipal Affairs for MAP review compliance as information.

Carried

**5.3 Joint Rochon Sands/White Sands Chief Administrative Officer  
Position Posting**

Res 2020-197 Motion by R. Nichols to accept the posted job position advertisement as information.

Carried

**5.4 Oath of Office for Development Officer for Summer Village of Rochon  
Sands-Mr. Jason Olson**

Res 2020-198 Motion by B. Brinson for Mayor Hiller to present the official oath of office to Mr. Jason Olson for the position of Development Officer for the Summer Village of Rochon Sands.

Carried

**5.5 MAP Review Extension-Deputy Minister Wynnyk**

Res 2020-199 Motion by D. Hiller to accept correspondence from Minister Wynnyk as official extension for MAP review to March 31, 2021 for legislative compliance.

Carried

**5.6 Proposed Land Swap-Peter Wood 23 Sands Street**

Res 2020-200 Motion by R. Nichols to accept "Option A" as presented by preliminary survey for the proposed land swap to proceed with subdivision application with all costs being borne by the landowner for the proposed subdivision. Council to accept the proposed areas of land to be exchanged as equal value.

As per Municipal Government Act of Alberta, Revised Statutes of Alberta, 2000, Chapter M-26, Section 185 (1) Mayor D. Hiller requests a recorded vote on the above motion by R. Nichols.

Councillor R. Nichols-in favour  
Councillor B. Brinson-in favour  
Mayor D. Hiller-opposed

Carried

**5.7 Engineering Proposals for SV Rochon Sands**

Res 2020-201 Motion by D. Hiller to accept and award the engineering firm of WSP of Red Deer, AB, as the engineering firm for SV of Rochon Sands with terms to be determined.

Carried

**5.8 Wastewater Bylaw #254-20 for Draft for Discussion**

Res 2020-202 Motion by B. Brinson for administration to circulate the draft Wastewater Bylaw #254-20 to Summer Village of White Sands, Stettler County, Camrose County, and Lacombe County for comment as partners in Buffalo Lake Intermunicipal Development Plan area.

Carried

**6. Financial**

**6.1 Cheque Register October 9, 2020-November 6, 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-October 2020**

**6.5 Profit and Loss Statement Park Operations-October 2020**

Res 2020-203 Motion by D. Hiller to accept all financial reports as information.

Carried

**7. New Business**

**7.1 Public Dock Marina Bay-Quote for Replacement**

Res 2020-204 Motion by D. Hiller to approve the purchase of replacement docking from Heartland Marine for the purchase price of \$5000.00 plus GST as quoted.

Carried

**7.2 Strategic Plan 2020-2023 Review By Council**

Res 2020-205 Motion by R. Nichols to schedule Strategic Planning Session for Council for December 12, 2020 at 10:00 AM at Rochon Sands Community Hall.

Carried

**7.3 Red Deer River Watershed Alliance Request for Funding**

Res 2020-206 Motion by B. Brinson to fund the Red Deer Watershed Alliance the amount of \$100.00 as per funding request.

Carried

**8. Council Committee Reports**

**8.1 Mayor Dan Hiller**-No report

**8.2 Councillor Blaine Brinson**- No report

**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** *Alberta Municipal Affairs-Municipal Indicators Report*  
**10.2** *Minister Allard-Assessment Model Review of Regulated Assessment Properties*  
**10.3** *Minister Allard-Infrastructure Funding Letter October 2020*

**Res 2020-207** Motion by B. Brinson to accept all reports as presented.

Carried

**11. In Camera**

**11.1** *Chief Administrative Officer-Performance Review*

**Res 2020-208** Motion by D. Hiller to move meeting in camera under Freedom of Information and Privacy Act Section 24(1)(b)(1) Advice from Officials-Consultations or deliberations involving officers or employees of the public body @ 7:45 PM.

Carried

**11.2** *Chief Administrative Officer-Employment Contract Extension*

**Res 2020-209** Motion by D. Hiller to reconvene meeting to regular session @ 7:50 PM

Carried

**Res 2020-210** Motion by R. Nichols to accept the verbal comments from Chief Administrative Officer-Mr. Jason Olson as information regarding the annual performance review for 2020, and consider the report final upon signature of both parties.

Carried

**Res 2020-211** Motion by B. Brinson to extend the current employment contract (stated as 2019-2020 Employment Contract) for Mr. Jason Olson with current terms with extension to March 31, 2021 in recognition of current replacement CAO search being conducted in conjunction with Summer Village of White Sands.

Carried

**12. Next meeting date December 8, 2020 @ 6:00 PM at Rochon Sands Community Hall.**

**13. Adjourn**

**Res 2020-212** Motion by B. Brinson to adjourn meeting @ 7:55 PM.

Carried

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Mayor

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Administrator

CAO Report to Council November 10, 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 on October 22, 2020 with Mediators to update process and timelines for the creation of an Area Structure Plan of the disputed Paradise Shores. Scheduled meeting of Administrators is scheduled for November 19, 2020 via Zoom.

**Buffalo Lake Intermunicipal Development Plan Committee Meetings:**

Administration has consulted our property assessor to determine additional dwelling units that occur as a second dwelling on a property within our borders. Our assessors have identified additional 18 dwelling units (structures that may be used as overnight accommodations as defined in the BLIDP). These numbers will be reported to the Committee and updated in the revisions proposed for the BLIDP document.

**Engineering Proposals for Summer Village of Rochon Sands:** Request for proposals were sent to five engineering firms for proposed projects within the Village in the coming years. All proposals will be presented to Council to award the contract at November Council Meeting.

**Park Office Renovations:** Contractor has completed the new metal roof on the Campground Office. Administration has revised original quote to accommodate the repair/replacement of the water well shack roof (as roofing material has been already purchased) in the Park as the kiosk will be removed by Alberta Parks.

**Emergency Sign Installations:** Sign posts delivered on November 4, 2020 with signs not being on same truck. Communication with contractor has revised schedule for Spring 2021 for installations.

**Combined Chief Administrative Officer Position for SV Rochon Sands and**

**SV White Sands:** CAO Olson prepared and has submitted the job position posting to the Alberta Urban Municipalities Association (AUMA) and Local Government Administrators' Association (LGAA) with closing date of November 13, 2020

**Strategic Plan 2018-2020 for SV Rochon Sands:** Administration has reviewed the Strategic Plan and highlighted goals and objectives for Council to consider in updating the Strategic Plan for the next three (3) years.

The proposed revisions have been presented to Council Meeting Agenda Item 7.3 for Council review/revision session to be determined.

**Chief Administrative Officer Performance Review (2020):** Administration has reviewed the submitted CAO performance review from Council.

**Beaver Control for Charlotte Lake/Narrows:** A resident has brought forward concerns regarding beaver activity around Charlotte Lake. Administration has contacted a local beaver trapper that has been utilized in the past and control will start in spring 2021. Permission from Alberta Parks has been obtained.

**Chief Administrative Officer will be on vacation for the week of November 16-20, 2020.**