

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On October 9, 2018 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 D. Hiller

2. Approval of Agenda

Res 2018-122 Motion by R. Nichols to approve agenda as presented.

Carried

3. Guests/Delegations:

3.1 Carol Schneider-Tim Schneider Memorial Golf Tournament

Mrs. Schneider entered Council chambers at 6:12 PM.

Mrs. Schneider outlined the Tim Schneider Memorial Golf Tournament held in 2018 was a fundraiser for The Summer Village of Rochon Sands Village Square Project. Proceeds from the golf tournament and the Schneider Family presented a cheque for \$27,000 for memorial recognition in Village Square on behalf of the Schneider Family. Council has graciously accepted the funds and will consult with the Schneider Family to ensure the donation is recognized in the Village Square.

Mrs. Schneider exited Council Chambers at 6:18 PM.

3.2 Ghaz Kamaleddine-Snak Shak Operator

Mr. Kamaleddine entered Council Chambers at 7:31 PM to present overview of operations at the Snak Shak (which property is owned by the Summer Village of Rochon Sands).

Discussion with Council included the physical condition of the building and future plans regarding Village Square and operation of a concession building for the future. Council will further discuss Village Square construction and finalization of the project for the 2019-2020 construction plans which will include the future of the Snak Shak building and the land it occupies.

Mr. Kamaleddine exited Council Chambers at 7:56 PM.

4. Approval of Previous Minutes

4.1 Approval of Regular Council Meeting Minutes August 14, 2018.

Res 2018-123 Motion by D. Hiller to approve Council Meeting Minutes of August 14, 2018.

Carried

4.2 Approval of Organizational Meeting Minutes August 14, 2018.

Res 2018-124 Motion by D. Hiller to approve the Organizational Meeting Minutes August 14, 2018.

Carried

5. Business Arising from Previous Minutes

5.1 Parkland Community Planning Services Regional Subdivision Development

Res 2018-125 Motion by D. Hiller for administration to communicate the Summer Village of Rochon Sands intent to enter into agreement with PCPS for participation in the Regional Subdivision and Appeal Board and prepare necessary Bylaw and documents for Council review.

Carried

**5.2 Highway 835 Survey Boundaries Issues-Reply from Director of Surveys
Alberta Land Titles**

Res 2018-126 Motion by B. Brinson to accept the information presented as information for Council.

Carried

6. Financial

6.1 Cheque Register August 14, 2018-October 5, 2018

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 Village Operations Profit and Loss Statement

Profit and Loss Statement of Operations presented for information.

6.5 Parks Operations Profit and Loss Statement

Profit and Loss Statement of Operations presented for information.

Res 2018-127 Motion by R. Nichols to accept all financial reports as information.

Carried

7. New Business

7.1 Wastewater Bylaw/Research for Waste Holding Tanks Inspections

Res 2018-128 Motion by B. Brinson for administration to draft Bylaw for Waste Holding Tanks Inspection Program to follow the Alberta Building Code-Alberta Private Sewage Systems Code of Practice. Communication with Summer Village of Rochon Sands residents will be discussed further at next Council meeting.

Carried

7.2 Alberta Environment and Parks Licence of Occupation-Rochon Sands Marina

Res 2018-129 Motion by R. Nichols to accept the updated Licence of Occupation Agreement as presented by Alberta Environment and Parks to the Summer Village of Rochon Sands.

Carried

7.3 ALTAGAS Franchise Fees

Res 2018-130 Motion by D. Hiller for administration to research and provide Council franchise fees percentages from surrounding municipalities to consider for the Summer Village of Rochon Sands.

Carried

7.4 Bubble Tubing Information for Marina Bay

Res 2018-131 Motion by D. Hiller for administration to forward information provided to Mr. Robert Shorten at Alberta Environment for feasibility of obtaining permission to install a tube bubbling system in the Rochon Sands Bay.

Carried

7.5 Resident Invoice to Summer Village of Rochon Sands

Res 2018-132 Motion by D. Hiller to table discussion for November Council meeting to obtain more information from administration regarding invoice.

Carried

7.7 Playworks Quote for Swing Set Village Square

Res 2018-133 Motion by B. Brinson to accept as information.

Carried

8. Council Committee Reports

8.1 Mayor Dan Hiller-Stettler Housing Authority

8.2 Councillor Blaine Brinson-Rochon Sands Hall and Recreation Board/Stettler Regional Fire Advisory Committee/Stettler And District Ambulance Authority

8.3 Councillor Roger Nichols-Buffalo Lake Management Team/Shirley McClellan Regional Water Services Commission/Alberta Lake Management Society

9. CAO Report

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

10. Information/Correspondence

10.1 Cannabis Legislation Information

10.2 Parkland Regional Library 2019 Budget

10.3 MSI Operating Spending Plan Acceptance Alberta Municipal Affairs

10.4 MSI Capital Spending Acceptance Village Square 2019

Res 2018-134 Motion by R. Nichols to accept all reports as information.

Carried

11. In Camera

11.1 Personnel-Chief Administrative Officer Employment Contract

Res 2018-135 Motion by R. Nichols to move meeting in camera at 9:04 PM

Carried

Res 2018-136 Motion by B. Brinson to return to regular session at 9:18 PM

Carried

Res 2018-137 Motion by D. Hiller to table Chief Administrative Officer Employment Contract to November Council Meeting

Carried

12. Next meeting date November 13, 2018 @ 6:00 PM.

13. Adjourn

Res 2018-138 Motion by R. Nichols to adjourn meeting @ 9:20 PM.

Carried

Mayor

Administrator

CAO Report to Council October 9, 2018

Vacation from August 23, 2018 to September 13, 2018

Tax Penalties 2018: Current outstanding taxes are subject to a 9% tax penalty as of September 1, 2018. All accounts with outstanding taxes have penalties applied and will receive reminder letters with updated outstanding balances owing as of September 30, 2018. Currently there are eight (8) properties in tax arrears.

Village Square Project 2018: Progress reports have been reviewed and approved for payments.

Year End Parks Operations: Parks operations have concluded for the season and staff have been complimented on another successful season.

Summer Temporary Employment Grant and Canada Summer Jobs Grant: Final payment applications have been completed and submitted for reimbursement.

Private Sewage System Inspections: Preliminary work has begun to implement a mandatory inspection program including relevant bylaw and procedures.

Regional Subdivision and Development Appeal Board: Draft agreement with Parkland Community Planning Services has been reviewed and presented to Council for discussion.

Village Square Update: The weather has dictated no work will be completed for Fall 2018

1. Playworks Inc has been contacted regarding a larger swing set-costs for install to be determined-installation for 2019
2. Local Landscaping Company has been contacted and Village Square Landscaping Plan has been reviewed for tree planting plan for Spring 2018-costs will be determined in 2019
3. Basketball court size and paving costs to be researched
4. Hall Street paving will be completed with basketball court
5. Paving of Hall Parking Lot to decided by Council
6. Community Bulletin Board will be constructed for installation in Spring 2019
7. Moving of lighting poles in Hall Parking lot?

Five Star Ventures Cardboard Recycling: As per Council resolution #2018-097, Administration has arranged for a cardboard recycling bin to be placed at the Rochon Sands Hall Parking Lot.

Stettler Regional Emergency Management: Administration met with other stakeholders and Alberta Emergency Management Agency September 25, 2018, to discuss updates needed for Regional Plan-this includes SV Rochon Sands needs an updated Community Emergency Management Plan (CEMP). Ongoing Emergency Management Training will be required and training exercises are to be scheduled.

RBC Reserve Funds Account: Reserve Funds have been invested in 90 day GIC to earn interest on funds until needed

CAO Contract 2018-2020: Draft contract renewal has been prepared for Council review and discussion