

Regular Meeting of the Council of the Summer Village of Rochon Sands held
On September 12, 2017 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 @ 6:04 PM by D. Hiller

2. Approval of Agenda

Res 2017-121 Motion by R. Nichols to approve agenda.

Carried

3. Guests/Delegations:

4. Approval of Previous Minutes

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

Res 2017-122 Motion by B. Brinson to approve Council Meeting Minutes of August 14, 2017.

Carried

4.2 Approval of Organizational Meeting August 14, 2017.

Res 2017-123 Motion by B. Brinson to approve Organization Meeting minutes of August 14, 2017.

Carried

5. Business Arising from Previous Minutes

6. Financial

6.1 Cheque Register August 4, 2017-September 1, 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 2017-124 Motion by B. Brinson to accept financial reports as information.

Carried

7. New Business

7.1 ALTAGAS Franchise Fees

Res 2017-125 Motion by B. Brinson for the Summer Village of Rochon Sands to maintain ALTAGAS Franchise Fee at the current rate of zero (0%).

Carried

7.2 Appointment of Development Officer

Res 2017-126 Motion by D. Hiller to appoint CAO Olson as Development Officer as outlined under Summer Village of Rochon Sands Bylaw #147-Establishment of Development Authority.

Carried

7.3 Emergency Management /Response Plan for Summer Village of Rochon Sands

Res 2017-127 Motion by B. Brinson to consider a back-up power option for the Rochon Sands Community Hall under the 2018 operating budget and Village Emergency Management Plan.

Carried

7.4 Buoys for Marina Speed Concerns

Res 2017-128 Motion by D. Hiller to consider purchasing water buoys under the 2018 budget for the Marina for public awareness of lake speed limits within the bay.

Carried

7.5 Royal Bank of Canada Payment Acceptance for SV Rochon Sands

Res 2017-129 Motion by R. Nichols for administration to proceed to allow the Summer Village to accept electronic payments through RBC Banking.

Carried

8. Council Committee Reports

8.1 Mayor Dan Hiller-no report

8.2 Councillor Blaine Brinson-no report

8.3 Councillor Roger Nichols-no report

9. CAO Report

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

Res 2017-130 Motion by R. Nichols to accept all reports as information.

Carried

10. Information/Correspondence

11. In Camera

12. Next meeting date October 10, 2017 @ 6:00 PM.

13. Adjourn

Res 2017-131 Motion by D. Hiller to adjourn meeting @ 7:52 PM.

Carried

Mayor

Administrator

CAO Report to Council September 12, 2017

Seasonal Staff

Seasonal staff hours are decreasing as campgrounds are winding down for the season. Final days for Rochon Sands Campground will be Thanksgiving Weekend weather dependant.

Summer Student Temporary Employment Grant Funding

STEP program has concluded with students ending employment commitments for the season. Grant funding reporting has been completed to receive grant funding and Record of Employment notices have been completed and sent to exiting staff members.

CAO Focus Group Review of Municipal Development Plan (MDP) Guidebook

Administrator Olson was invited as Chief Administrative Officer to review a guidebook that has been written by the 5 Provincial Planning Organizations to accompany the new Municipal Government Act regulations as all municipalities will be mandatory to have a MDP. The focus group was asked to review the guidebook to be used by approximately 125 municipalities that will need to draft an initial MDP. Summer Village of Rochon Sands will be one of these municipalities to create an MDP. This will included comprehensive Council and Administration discussions to review and research data to compile a MDP for the Summer Village. This will be an extensive project for approximately 12-16 months in duration. Costs are estimated to be in the \$20K-30K range with professional planning services involved.

More discussion will be brought forward at future Council meetings.

Alberta Summer Village Association Conference

Councillor Nichols, Mayor Hiller and Administrator Olson have been registered to attend the ASVA conference in October 2017.

Tax Arrears/Penalties for 2017

Tax penalties are to be applied September 1, 2017 on any outstanding taxes owing for the 2017 Tax Year. To date the Village has outstanding taxes including penalties owing currently at \$16,547.25. Additional penalties will be applied January 1, 2018 on outstanding taxes from 2017, with reminder letters will be sent to residents in November 2017.

Council Request for Email Addresses/Business Cards

Council email addresses have been created for the rochonsands.net email server for Council business. Business cards have been ordered.

Parkland Community Planning Services

Administration has been in contact with PCPS to create new base maps of the Summer Village with new subdivisions over the past two years. Maps have been created and will be offered to the public for sale.

Beach Street East Open House/Information Session

Administration and Council hosted Beach Street Information Session on September 2, 2017 with resident invitations. Feedback from the respective information stakeholders of Alberta Transportation, Alberta Environment, Klohn Crippen Berger and O2 Communication Group was residents had positive feedback and project will continue with discussions at the Provincial level as the project moves forward.

Village Square Project 2017

Village Square project has tentative start date of September 18, 2017 with a pre-construction site meeting scheduled for September 14, 2017 with the Wallys' Backhoe Service, Carson McCulloch representatives and Summer Village Administration and Public Works Supervisor.

Playworks Inc. will have playground structure delivered on October 10, 2017 for installation.

ATCO Electric will begin preliminary underground work in conjunction with earthwork beginning September 18, 2017.

Development Permits/Construction

Administration has issued a development permit for #2 Shady Drive for a detached garage with upper floor. Construction should begin early October 2017. Construction will begin on #30 Beach Street West also early September 2017 from April 2017 development permit.

Annual General Resident Meeting Discussion

Discussion from Resident Annual meeting regarding online payment options versus credit cards has been researched by administration. Costs have been outlined in the September Council Meeting agenda.

