

**Agenda**  
**Council of Summer Village of Rochon Sands Organizational Meeting**  
**July 28, 2021 @ 6:00 PM**  
**Summer Village of Rochon Sands Office**

1. Call to Order
  2. Taking of Oath
  3. Approval of Agenda
  4. Appointment of Chief Elected Official for SV of Rochon Sands
  5. Appointment of Deputy Chief Elected Official of SV Rochon Sands
  6. Appointment of Signing Officers
  7. Establishment of Council Meeting Dates and Times
  8. Council Remuneration
  9. Appointment of Municipal Property Assessor for SV of Rochon Sands
  10. Appointment of Financial Auditor for SV of Rochon Sands
  11. Appointment of Legal Counsel for SV of Rochon Sands
  12. Appointment of Safety Codes Inspection Services
  13. Appointment of Banking Institution
  14. Appointment of Regional Subdivision Development Appeal Board
  15. Appointment of Regional Assessment Review Board
  16. Appointment of Engineering Firm
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13. Committee Appointments
    1. Rochon Sands Hall and Recreation Board
    2. County of Stettler Housing Authority
    3. Stettler Waste Management Authority
    4. Shirley McClellan Regional Water Service Commission
    5. Buffalo Lake Intermunicipal Planning Committee
    6. Stettler Regional Fire Advisory Committee
    7. Stettler and District Ambulance Authority
    8. Buffalo Lake Management Team
    9. Parkland Community Planning Services
    10. Parkland Regional Library (Referred to Village of Donalda)
    11. Stettler County Recreation Board
    12. Emergency Management Committee (Council of the Whole)
    13. Stettler Regional Emergency Management Agency (Mayor)

14. Buffalo Lake South Shore Growth Node Planning Committee
15. Intermunicipal Collaboration Committee (ICC)

15. Adjournment

# Voting – Secret Ballot or Show of Hands

A councillor may request that secret ballots be used instead of a show of hands to vote.

## Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 185.1*

*(1) Despite sections 185 [Recording of Votes] and 197 [Public Presence at Meetings], at a meeting at which a council*

- (a) establishes a council committee or other body under section 145, or*
- (b) appoints a chief elected official under section 150,*

*a secret ballot must be held if requested by any councillor present at the meeting.*

*(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.*

## Options

- That all voting on appointments be conducted by show of hands  
*Must be carried unanimously*
- That all voting on appointments be conducted by secret ballot  
*Passes with any single vote*

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# Organizational Items

## Mayor as Ex-Officio Committee Member

The Reeve is, by virtue of their position, a member of all committees.

## Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 154(2) - The chief elected official is a member of all*

*council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.*

## Action Required

None

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## Councillors as Commissioners for Oaths

All councillors are, by virtue of their position, commissioners for oaths in the province of Alberta.

## Enabling Legislation

*Notaries and Commissioners Act, SA 2013, c N-5.5, s 16(1) - The following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta: ...*

*(d) a Metis settlement councillor and a municipal councillor;*

## Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.*

*S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.*

*s 156 - A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.*

# **Appointment of Chief Elected Official (CEO or Mayor) and Deputy Chief Elected Official (Deputy Mayor)**

## **Enabling Legislation**

*Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.*

*S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.*

*s 156 - A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.*

## **Appointment of Signing Authorities**

213(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer, or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

## **Regular meeting Dates and Times**

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

(2) Notice of regularly scheduled meetings need not be given.

(3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change (a) to any councillors not present at the meeting at which the change was made, and (b) to the public.

## **Special council meetings**

194(1) The chief elected official

(a) may call a special council meeting whenever the official considers it appropriate to do so, and

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

(2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.

(3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

(4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

(5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

**SUMMER VILLAGE OF ROCHON SANDS  
MUNICIPAL POLICY**

<u>Category:</u>	CO 1.1 Councillors
<u>Title:</u>	Remuneration
<u>Date Approved:</u>	May 12, 2015
<u>Date Reviewed/ Revised:</u>	February 12, 2019
<u>Purpose:</u>	To establish Council Remuneration and Expenses Policy
<u>Statement:</u>	1. The Mayor and Councillors shall receive remuneration for services performed, and shall be reimbursed for expenses incurred during the performance of duties as a member of Council for the Summer Village of Rochon Sands.

**Remuneration**

Members of Council shall be granted remuneration for:

- 1.1 Council, Board and Commission Meetings;
- 1.2 Meetings which require the attendance of a member or Council for the Summer Village of Rochon Sands;

Remuneration shall be as follows:

- 1. Councillor remuneration shall be \$2000.00 per year
- 2. The Mayor remuneration shall be \$2000.00 per year

An allocation, as identified in the yearly budget, shall be allowed for each member of Council with regards to remuneration. Excluded from remuneration shall be those events attended as a representative of Council which are strictly social in nature.

**Expenses**

- 2.1 Where members of Council are required to travel in relation to their duties reasonable expenses incurred by the member will be reimbursed for such things as travel, accommodation, meals, and other related out of pocket costs.

- 2.2 Where the member's private vehicle is used for out of Village travel the member shall be reimbursed at current Government of Alberta rates for per kilometer rates.
- 2.3 Standard allowances shall be paid as follows with receipts: (in accordance with Alberta Government rates as per 2018)
- |                                |         |
|--------------------------------|---------|
| Breakfasts.....                | \$9.20  |
| Lunches.....                   | \$11.60 |
| Dinners.....                   | \$20.75 |
| Gratuities & Incidentals ..... | \$10.00 |
- 2.4 Members of Council may from time to time incur entertainment expenses on behalf of the Summer Village where such activity has clear potential for the benefit to the Village.
- 2.5 Claims for Remuneration and Expenses shall be made monthly on an approved expense form and the Mayor shall have the authority to disallow any claims deemed inappropriate.
- 2.6 The Administrator will ensure that the forms are complete and will pass all forms to the Mayor for review.
- 2.7 The Mayor shall approve all Council remuneration claims. Once the forms are approved, the Administrator shall process the claims as part of the monthly payroll process.
- 2.8 At the end of each year the Administrator shall prepare a summary of Council meetings and expenses.

Reviewed by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

**Municipal Appointments for Outside Agencies delegated by Council through resolution:**

**Property Assessor:**

Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009) as the appointed assessor for The Summer Village of Rochon Sands

**Financial Auditor:**

Gitzel and Company as The Summer Village of Rochon Sands financial auditor

**Legal Counsel**

Schnell Hardy Jones LLP as legal counsel for the Summer Village of Rochon Sands

**Safety Codes Inspection Service:**

IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands

**Banking Institution**

Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands

**Regional Subdivision Development Appeal Board and Clerk:**

The Regional Subdivision and Development Appeal Board (SDAB) as the Appeal Board and Clerk Services for the Summer Village of Rochon Sands

**Regional Assessment Review Board**

The Capital Region Assessment Services Commission as the Assessment Review Board and Clerk services for the Summer Village of Rochon Sands.

**Planning Agency:**

Parkland Community Planning Agency as the Subdivision and Planning Agency for the Summer Village of Rochon Sands

**Engineering Firm:**

WSP Engineering as the Engineering Services for the Summer Village of Rochon Sands.

**Regional Director of Emergency Management**

appoint Clinton Sime as Director of Emergency Management

**Regional Deputy Directors of Emergency Management**

Appoint *Chase Comaniuk and Aislinn Reule as Deputy Directors of Emergency Management*

COUNCIL ORGANIZATIONAL APPOINTMENTS AUGUST 2021/2022

	Councillor	Councillor	Councillor	CAO
Appointment of Mayor				
Appointment of Deputy Mayor				
Appointment of Signing Authority				
Rochon Sands Hall and Recreation Board				
County of Stettler Housing Authority				
Stettler Waste Management Authority				
Shirley McClellan Regional Water Services Commission (SMRWSC)				
Buffalo Lake Intermunicipal Planning Committee				
Stettler Regional Fire Advisory Committee				
Stettler And District Ambulance Authority				
Buffalo Lake Management Team				
Parkland Community Planning Services (PCPS)				
Parkland Regional Library Board				
Stettler County Recreation Board				
Rochon Sands Emergency Management Committee				
Stettler Regional Emergency Management Agency (SREMA)				
Buffalo Lake South Shore Growth Node Planning Committee				
Intermunicipal Collaboration Committee (ICC)				
Council Meeting Dates				
Appointment of Property Assessor				
Appointment of Financial Auditor				
Appointment of Legal Council				
Appointment of Safety Codes/ Inspection Services				
Appointment of Banking Institution				
Appointment of Regional Subdivision Development Field Board				
Appointment of Regional Assessment Review Board				
Appointment of Engineer Service				
Regional Director of Emergency Management				
Regional Deputy Directors of Emergency Management				