Agenda

For Summer Village of Rochon Sands

Regular Meeting of Council

April 13, 2021 @ 6:00 PM

Municipal Office, #1 Hall Street, Rochon Sands and Via Zoom for Public

		Page #
1. Call to Order		
2. Approval of Agenda/Additions		
3. Public Hearing -None		
4. Delegations/Guests-None		
5. Approval of Previous Minutes		
5.1.	Approval of Minutes of Regular Meeting of Council March 9, 2021	2-4
6. Business Arising from Previous Minutes		
6.1	Bylaw #255-21 (Land Use Bylaw Revision #244-19-for Second Reading)	5-29
7. Financial		
7.1	Cheque Register - February 1- March 1, 2021	30
7.2	Bank Balances-General Account and Reserve Account	31
7.3	Royal Bank Visa Statement February 2021	32-33
7.4	Office Renovation Total Costs	34
8. New Business		
8.1	2021 Draft Operating and Capital Budget Village and Provincial Park	35-60
8.2	Shirley McLellan Water Line Extension Rochon Sands	61-65
8.3	Elections Returning Officer Appointment	66
9. Council Committee Reports		
10. CAO Report (Verbal Report)		
11. Information/Reports		
11.1	Stettler District Ambulance Association Meeting, March 15/21	67-68
11.2	Stettler Waste Management Authority Minutes, March 19/21	69-74
11.3	Shirley McClellan Regional Water Services Commission 2020 Financial Statements	75-93
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11.5	Land and Property Rights Tribunal Fact Sheet	95
11.6	Rochon sands emergency management agency meeting	96-99
11.7	Community Sport Participation “Restart” Grant Program	100
11.8	Alberta Community Partnership Grant for IDP Mediation Funds	101
12. In Camera		
13. Next Meeting Date – May 11, 2021		
14. Adjournment		

January Regular Meeting of the Council of the Summer Village of Rochon Sands held On March 9, 2021 at 6:00 PM at Municipal Office, #1 Hall Street, Rochon Sands and via Zoom on Electronic Devices as per COVID 19 protocols

Present Mayor D. Hiller
Councillor R. Nichols
Councillor B. Brinson
Administrator Melissa Beebe
Natasha Wright, PCPS
Jason Olson
Public: 4

1. Call to Order

Meeting called to order @ 6:07 PM by Mayor Hiller

2. Approval of Agenda

Res 2021-047 Motion by Councillor. Nichols to approve agenda as presented.

Carried

3. Public Hearing None

4. Delegations/Guests None

5. ***Approval of Previous Minutes***

5.1 Approval of Minutes of Regular Council Meeting February 9, 2021.

Res 2021-048 Motion by Councillor Nichols to accept minutes of Regular Council Meeting February 9, 2021.

Carried

6. Business Arising from Previous Minutes

6.1 Bylaw #255-21 (Land Use Bylaw #244-19 for Second Reading)

Mayor Hiller provided a summary that noted MGA Section 184 states that as he was absent from all of the Public Hearing it is stated that the member of council must abstain from voting on the bylaw or resolution. PCPS presented an overview of the public hearing results and recommendations.

Res 2021-049 Motion by Councillor Brinson to have administration gather the totals of square meter of land given and taken in accordance with land values in relation to maintaining a 8.5 m road right of way from reserve designation from a portion of Lot 8R block1 plan 3054RS laying within lot 7C Block 1 Plan 212 contained and see the numbers of all costs to adjust and remove the gate, etc. upon consideration.

Carried

Res 2021-050 Motion by Councillor Nichols to table bylaw #255-21 until further information received.

Carried

Res 2021-051 Motion by Mayor Hiller to table and allow extension for the subdivision application CARRIED.

6.2 Bylaw #256-21 (Fees and Service)

Res 2021-052 Motion by Mayor Hiller to give first reading to Bylaw #256-21 (Fees and Service)

Carried

Res 2021-053 Motion by Councillor Nichols to give second reading to Bylaw #256-21 (Fees and Service)

Carried

Res 2021-054 Motion by Councillor Brinson that council agrees unanimously to proceed with third reading of Bylaw #256-21 (Fees and Service)

Carried

Res 2021-055 Motion by Councillor Brinson to give third and final reading to Bylaw #256-21 (Fees and Service)

Carried

7. Financial

7.1 Cheque Register February 1-March 1, 2021
Cheque register was presented as information.

7.2 Bank Balances-General Account and Reserve Account
Bank Statements were presented as information.

7.3 Royal Bank Visa Statement
Statement was presented for information.

Res 2021-056 Motion by Councillor Nichols to approve all financial reports as information.

Carried

8. New Business

8.1 Muniware Software Quotation

Res 2021-057 Motion by Councillor Nichols to move ahead with the installation of muniware as the municipal software under the 2021 operating budget and apply it as part of the MSI Operating Grant

Carried

8.2 MOST Grant IT Infrastructure System Implementation

Res 2021-058 Motion by Mayor Hiller to proceed with the Installation of IT infrastructure systems upgrades at an estimated cost of 12000 that will be cost shared with White Sands with village costs being applied to the MOST grant.

Carried

8.3 Shirley McLellan Water Line Extension Rochon Sands

Res 2021-059 Motion by Councillor Nichols to approve appointing WSP as Rochon Sands consulting adviser to Council for the water commissions Rochon Sands Water Line Project to represent the municipalities interests and have Administration schedule a meeting for Council.

Carried

8.5 Canada Healthy Community Initiatives

Res 2021-060 Motion by Mayor Hiller to appoint WSP Engineering to provide a project plan for a walking trail preliminary design and scope shovel ready plan as part of the next Canada healthy community initiatives call for funding as part of the 2019 strategic plan.

Carried

8.4 Capital Assessment Services Commission ARB Proposal

Res 2021-061 Motion by Councillor Brinson to approve proceeding and entering into a contract with capital region assessment services commission for assessment services.

Carried

9. Council Committee Reports

9.1 Mayor Dan Hiller-Housing authority, covid costs up most being covered by Fed/Provincial; BLIDP Management Meeting keeping it a working document until feedback is done and listen to the public during the consultation. Wastewater Bylaw legal review presented by Stettler county. Bring Back Wastewater Bylaw to the next meeting and discussion points with Camrose County and October or November 2020. County of Land Use Bylaw Amendment, Road Closure bylaw explained is not a road closure.

9.2 Councillor Blaine Brinson nothing

9.3 Councillor Roger Nichols, Shirley McKellan Water Commission Meeting

10. CAO Report

10.1 presented a verbal report on the office renovation, training and transition into the position. Administration to provide office renovation cost breakdown to next meeting.

11. Information/Correspondence

11.1 County of Stettler Public Notice Bylaw 1653-21 -Amendment to Land Use Bylaw 1443-10

11.2 Farm Safety February 17, 2021 Update Letter

11.3 UFA February 25, 2021 Update Letter

11.4 M.P. Damien Kurek Feb 16 Letter Petition Letter to create a 3 digit Crisis Line

11.5 February 19 Mediation Joint Press Release

11.6 AUMA 2021 Provincial Government Budget Highlights

11.7 Crowsnest Pass Letter to Minister regarding Policing

Res 2021-062 Motion by Mayor Hiller to accept all reports as presented.

Carried

12. In Camera

12.1 Non Disclosure Agreement

Res 2021-063 Motion by Councillor Brinson to move meeting in camera under Freedom of Information and Privacy Act Section 21(1)a,b; 23(1)a,b; and 24(1)b,d at 8:02 PM with Council, Melissa Beebe and Jason Olson, CAO's acting.

Carried

Res 2021-064 Motion by Mayor Hiller to come out of camera at 8:28 PM

Carried

13. Next meeting date April 13, 2021 @ 6:00 PM at the Rochon Sands Municipal Office, 1 Hall Street through Zoom for Public Participation.

14. Adjourn

Res 2021-065 Motion by Councillor Nichols to adjourn meeting @ 8:32 PM.

Carried

_____

Mayor

_____

Administrator

Summer Village of Rochon Sands
Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 12, 2021
Title:	**Transfer of Land – Portion of Lot 8R, Block 1, Plan 3054 RS and portion of Lot OT, Plan 7564 BB**
Originated By:	Natasha Wright, Planner PCPS
C.A.O. Approval:	

LEGISLATIVE REQUIREMENT / AUTHORITY:

- *Municipal Government Act* – Chapter M-26, Part 1, Section 6 a municipality has natural person powers, except to the extent that they are limited by this or any other enactment

- *Municipal Government Act* – Chapter M-26, Part 3, Division 8, Section 70 if a municipality proposes to transfer...interest in land for less than its market value…the proposal must be advertised

BACKGROUND:

The Summer Village of Rochon Sands has been approached by the owner of Lot 7B, Block 1, Plan 032 3614 regarding the purchase of the portion of Lot 8R, Block 1, Plan 3054 RS and the portion of Lot OT, Plan 7564 BB adjacent to Lot 7B, in order to consolidate with Lot 7B. In order to facilitate the subdivision and consolidation of part of Lot 8R and part of Lot OT with Lot 7B a land transfer authorization is required. The portion of Lot 8R to be transferred is described as:

> *All that portion of* Lot 8R (RESERVE) Block 1 Plan 3054RS *laying within Lot 7C, Block 1, Plan 212_____ containing 0.020 hectares (0.049 acres), more or less, excepting thereout all mines and minerals*

The portion of Lot OT to be transferred is described as:

> *All that portion of Plan 7564 BB laying within Lot 7C, Block 1, Plan 212_____ containing 0.003 hectares (0.007 acres), more or less, excepting thereout all mines and minerals*

DISCUSSION:

The proposed subdivision and consolidation of portions of Lot 8R and Lot OT to Lot 7B is intended to correct existing public encroachments. There has also been encroachment onto Lot 7B from the use of Lot OT at the rear of the parcel. The proposed subdivision will increase the parcel area of Lot 7B and the required yards.

The process to complete this request requires a Land Use Bylaw amendment to change the land use designation of Lot OT (Lakeside Boulevard) from Public Open Space (POS) to Residential (R1). This change in designation is proposed under Bylaw No. 255-21.

Reserve Disposal is also required for the portion of Lot 8R (containing the Marina access road) to be consolidated with Lot 7B. The reserve designation must be removed from the subject portion of the parcel so it can be subdivided and consolidated with private property.

Council must also authorize the transfer of land by resolution, so that the Summer Village CAO can sign off on the land transfer document that will be sent to Land Titles.

ALTERNATIVES:

1. Authorize the transfer of land.
2. Request more information from Administration.
3. Do not authorize the transfer of land. If the land transfer is not authorized the proposed subdivision application cannot be approved.

RECOMMENDED ACTIONS:

It is recommended that Council authorize the sale and transfer of All that portion of Lot 8R (RESERVE) Block 1 Plan 3054RS laying within Lot 7C, Block 1, Plan 212_____ containing 0.020 hectares (0.049 acres), more or less, excepting thereout all mines and minerals to Peter David Wood for the sum of $15,000.

It is recommended that Council authorize the sale and transfer of All that portion of Plan 7564 BB laying within Lot 7C, Block 1, Plan 212_____ containing 0.003 hectares (0.007 acres), more or less, excepting thereout all mines and minerals to Peter David Wood for the sum of XXXXXX.

ATTACHMENTS

None

Summer Village of Rochon Sands
Request for Decision

Meeting:	Council Meeting
Meeting Date:	April 13, 2021
Title:	**Bylaw No. 255-21 Land Use Bylaw Amendment and Reserve Disposal**
Originated By:	Natasha Wright, Planner PCPS
C.A.O. Approval:	M. Bube

LEGISLATIVE REQUIREMENT / AUTHORITY:

- *Municipal Government Act* – Chapter M-26.1 Part 17 Division 5 Section 639 every municipality must pass a Land Use Bylaw
- *Municipal Government Act* – Chapter M-26.1 Part 5 Division 9 Section 191(1) the power to pass a bylaw… includes a power to amend or repeal the bylaw.
- *Municipal Government Act* – Chapter M-26.1 Part 17 Division 9 Section 675(1) Council may direct a designated officer to notify the Registrar that the provisions of the Division have been complied with and request the removal of the designation of reserve.

BACKGROUND:

The Summer Village of Rochon Sands has been approached by the owner of Lot 7B, Block 1, Plan 032 3614 regarding a transfer of land of a portion of Lot 8R, Block 1, Plan 3054 RS and Lot OT, Plan 7564 BB (Lakeside Boulevard) adjacent to Lot 7B. The transfer would be facilitated by a subdivision application, which proposes to dedicate a portion of Lot 7B as Municipal Reserve. In order to facilitate this transfer of land, the subject portion of Lot OT must be redesignated Residential (R1) from Public Open Space (POS), and the subject portion of Lot 8R must have the Reserve designation removed.

DISCUSSION:

The proposed subdivision and consolidation of portions of Lot 8R and Lot OT to Lot 7B is intended to correct existing public encroachments. There has also been encroachment onto Lot 7B from the use of Lot OT at the rear of the parcel. The proposed subdivision will increase the parcel area of Lot 7B and the required yards.

Lot OT is currently designated Public Open Space (POS). The POS district does not allow for subdivisions for residential uses, the designation of the portion of Lot OT subject to the subdivision application must be changed to Residential (R1) in order for it to be subdivided and consolidated with Lot 7B. The subject area of Lot OT, as seen on the attached Key Map is 0.003 ha (0.007 ac) and represents a very small portion of Lot OT.

A subdivision application is required as part of this process, in order to subdivide the subject portions of Lot 8R and Lot OT to consolidate with Lot 7B. The proposal will also create a new Municipal Reserve parcel at the east end of Lot 7B. An application has been received, and will be presented to Council as the Subdivision Authority following these two items.

Once the land use designation has been changed and the reserve designation has been removed, Council will then need to authorize the transfer of land by resolution. This resolution is needed so the Summer Village CAO can sign the necessary paperwork that will be sent to Land Titles to complete the process.

Considerations

At the regular March 9, 2021 meeting Council requested more information on the values of the land to be exchanged, and an updated Tentative Plan showing the remainder of Lot 8R having a uniform minimum width of 8.5 m.

Attached to this report is an updated Tentative Plan that shows Councils preferred parcel configuration, with the remainder of Lot 8R having a minimum uniform width of 8.5 m. This width is sufficient to accommodate the existing Marina access road and future expansion if needed.

The Summer Village contacted an Assessor to determine the value of the land to be swapped. The Assessor determined that $38.00 per square foot is a reasonable value for a parcel that has direct access/view of the lake. Consideration was also given for the Marina access and amount of traffic and noise that may be generated by the Marina and access road. The Assessor determined a negative 15% influence should be applied to the value ($38.00 x -15% = $32.30 per square foot), for an estimated value of $32.00 per square foot.

The area of Lot 8R that is proposed to be consolidated with Lot 7B, based on having a uniform minimum width of 8.5 m for the remainder, is 0.02 ha or 2,152 ft^2. The value of this piece of land, as determined by the Assessor, is $68,864.00 (2,152 ft^2 x $32.00/sq.ft. = $68,864.00).

The applicant proposes to dedicate Municipal Reserve as part of the subdivision process. The area of proposed Lot 1 MR is 0.004 ha or 430 ft^2. The value of this piece of land, as determined by the Assessor, is $13,760.00 (430 ft^2 x $32.00/sq.ft. = $13,760.00).

For the proposed land exchange, the applicant will be receiving land valued at $68,864.00 while the Summer Village will be receiving a Municipal Reserve parcel valued at $13,760.00.

ALTERNATIVES:

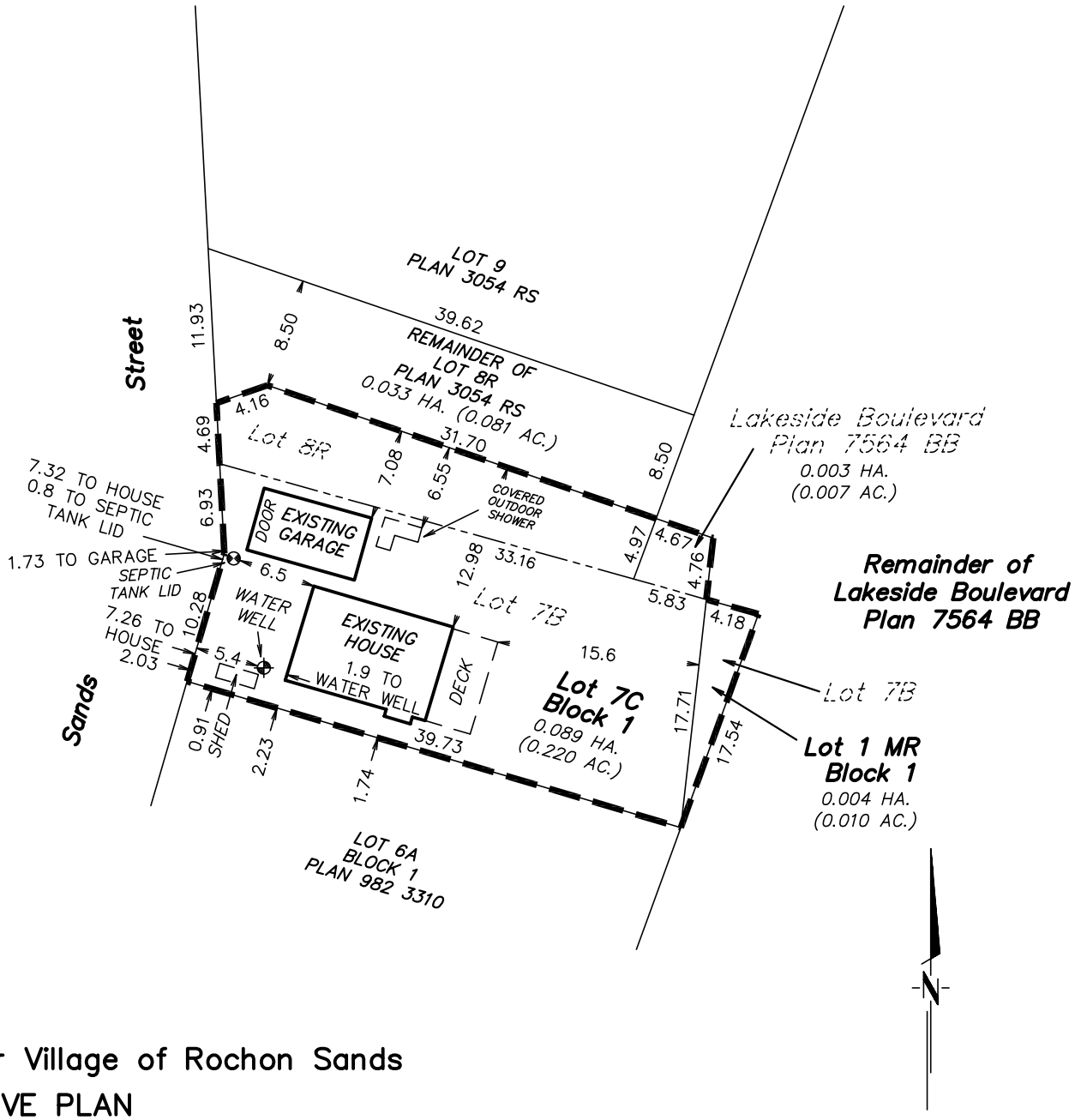
1. That Council gives second reading to the proposed bylaw and passes the reserve disposal resolution.
2. That Council does not give second reading to the proposed bylaw and does not pass the reserve disposal resolution.
3. That Council requests further information from Administration before proceeding with second reading of the bylaw and the reserve disposal resolution.
4. That Council provides direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for second reading at a later date.

RECOMMENDED ACTIONS:

1. It is recommended that Council give second reading to Bylaw No. 255-21.
2. It is recommended that Council give third reading to Bylaw No. 255-21.
3. It is recommended that Council pass a resolution to remove the reserve designation from all that portion of Lot 8R (RESERVE) Block 1 Plan 3054RS laying within Lot 7C, Block 1, Plan 212_____ containing 0.020 hectares (0.049 acres), more or less, excepting thereout all mines and minerals

ATTACHMENTS

Bylaw No. 255-21
Public Hearing Notice Sketch
Subdivision Tentative Plan - March Update (File ROS20402)
March 9, 2021 Council Report



SCALE = 1:500

Summer Village of Rochon Sands

TENTATIVE PLAN

SHOWING

PROPOSED SUBDIVISION

OF PART OF

Lakeside Boulevard, Plan 7564 BB

AND PART OF

Lot 8R, Blk. 1, Plan 3054 RS

AND

Lot 7B, Blk. 1, Plan 032 3614

ALL WITHIN THE

NW 1/4 Sec. 19–40–20–4

NOTES:

–Distances shown are in metres.

–Area dealt with is bounded thus ▬▬▬ and contains from:

Lakeside Boulevard, Plan 7564 BB	= 0.003 HA. (0.007 AC.)
Lot 8R, Blk. 1, Plan 3054 RS	= 0.020 HA. (0.049 AC.)
Lot 7B, Blk. 1, Plan 032 3614	= 0.070 HA. (0.173 AC.)
TOTAL	= 0.093 HA. (0.229 AC.)

BEMOCO LAND SURVEYING LTD.
100, 6040–47th AVENUE
RED DEER, AB., PH. 403–342–2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
2	Mar 23/21	Boundary Adjust
1	Dec 11/20	Boundary Adjust
0	Oct 14/20	issued
FILE No: S–072–20 tent 2		

From: Terry Willoughby
To: info@rochonsands.net
Cc: Kadin Kustaski
Subject: RE: Regarding Wood Property and Exchange of MR
Date: Thursday, April 8, 2021 12:09:06 PM

Hi Melissa,

Taking a look at our assessments that have a view of the lake or front access to the lake, we have them assessed around $38.00 - $40.00 per square foot. Our back lots are assessed between $23.00 - $27.00 per square foot.

Roll # 56 sits adjacent to the access to the marina and it will experience a fair amount of traffic / noise. There has been no vacant lot sales and the best we can do is to extrapolate what market land is worth by extracting the improvement assessment form the sale price for those lots that have sold. This leaves a residual market land value.

Without preparing a more in-depth market analysis, I feel $38.00 per square foot is a reasonable value for a parcel that has direct access / view to the lake. Taking into consideration its location with the MR access to the marina, the amount of traffic and noise and the amount of land that is going to be involved in the "land swap". I feel a negative influence of - 15% should be applied ($38.00 X - 15% = $32.30) to arrive at an estimated value of $32.00 per square foot.

If you require any further information, do not hesitate to contact me.

Thank you.

Terry Willoughby, AMAA
Municipal Property Consultants (2009) Ltd.
A2 - 83 Burnt Park Drive
Red Deer, AB. T4P 0J7
Direct: 403.309.4190
Fax: 403.309.4149
t.willoughby@mpc2009.com

From: Info@rochonsands.net
Sent: April 8, 2021 11:20 AM
To: Terry Willoughby <t.willoughby@mpc2009.com>
Subject: Regarding Wood Property and Exchange of MR

Good Morning Terry:

As provided in your message regarding the swap of MR and the existing Residential Property as follows:

		Stettler, AB									
WOOD, Peter	Box 1115	T0C 2L0	56	7B	1	032 3614	23	Sands Street	$301,990	$76,890	$378,880

The Village is looking for a cost analysis of exchange of land as per the attached drawing

Any information would be appreciated to understand the value of the MR land as it is located adjacent to the marina which is being discussed by Council within the land swap as to equivalent values for the land swap.

Melissa Beebe
Chief Administrative Officer
Summer Village of Rochon Sands and White Sands
#1 Hall Street, PO Box 15-11
Rochon Sands, AB T0C 3B0
Ph: 403-742-4717

Office Hours: Tues-Friday – 9 am to 4 pm

Unit B, 4730 Ross Street
Red Deer, Alberta, T4N 1X2
Phone: (403) 343-3394
E-mail: pcps@pcps.ab.ca
www.pcps.ca

SUBDIVISION REPORT

Subdivision Authority (Rochon Sands)
Summer Village of Rochon Sands

February 5, 2021

Lot 7B, Block 1, Plan 032 3614	**File Number: ROS20402**
Lot 8R, Block 1, Plan 3054 RS	**Proposal: To subdivide and consolidate part of Lot 8R, Block 1, Plan 3054 RS and part of Lot OT, Plan 7564 BB (Lakeside Boulevard) with Lot 7B, Block 1, Plan 032 3614 and the create one (1) municipal reserve parcel**
Lot OT, Plan 7564 BB (Lakeside Boulevard)	

PURPOSE

To consider the subdivision and consolidation of part of Lot 8R, Block 1, Plan 3054 RS and part of Lot OT, Plan 7564 BB (Lakeside Boulevard)with Lot 7B, Block 1, Plan 032 3614 and the creation of one (1) municipal reserve parcel in the Summer Village of Rochon Sands.

DISCUSSION

The registered land owners are proposing the subdivision of the subject parcels. The area to be subdivided and registered with Land Titles is approximately 0.097 hectares (~0.24 acres) and is located on the west side of the Summer Village on Sands Street. This application proposes to consolidate the subject portion of Lot 8R and Lot OT with Lot 7B, and dedicate a municipal reserve parcel. The applicant has indicated that the proposed subdivision will correct existing public encroachments. Lot 8R contains the existing access to the Rochon Sands marina and boat launch, while Lot OT is an open space area.

The following report will examine the proposed subdivision in relation to the Summer Village's existing plans, comments obtained through the referral process, and other applicable planning considerations.

BUFFALO LAKE INTERMUNICIPAL DEVELOPMENT PLAN (BLIDP)

The BLIDP (Bylaw No. 220-15) was adopted in 2015 to ensure a cooperative and coordinated policy framework for managing the development and use of lands adjacent to Buffalo Lake. The BLIDP does identify the lake access point contained within Lot 8R. Section 3.3.2(10) identifies the access as receiving heavy use, and could be further expanded, but would not meet the increasing access needs on the south shore. The BLIDP does not contain any policy indicating that boundary adjustments cannot be made to reserve parcels or access points.

Reducing the size of Lot 8R could make expanding the access point to the marina and boat launch more difficult in the future. Though the area containing the boat launch and parking is within the larger Public Open Space area to the east, the access point through Lot 8R represents a bottleneck.

BUFFALO LAKE SOUTH SHORE INTERMUNICIPAL DEVELOPMENT PLAN (BLSSIDP)

The BLSSIDP (Bylaw No. 1496-12) was developed as growth node plan for the South Shore Growth Node,

as required by the BLIDP. Section 4.6.2 (c) of the BLSSIDP also identifies the Rochon Sands marina and boat launch as a public access point in the South Shore Growth Node, and notes that it is heavily used and could be further expanded, but would not meet the increasing access needs on the south shore.

Section 5.3 Public Access and Shoreland Development Policies contains policies for existing and future public access points along the south shore. Policy 5.3(k) states, "The Summer Village of Rochon Sands shall endeavour to maintain and improve the public amenities and facilities at the Rochon Sands Marina." The existing access point will not be eliminated by the proposed subdivision, and the area containing the boat launch, parking facilities and marina will not be decreased or eliminated. The BLSSIDP does not state that boundary adjustments cannot be made to reserve parcels or access points. Consideration should be given to the ability to expand the marina and access to the marina in the future. The existing access will remain, however the decreased size of Lot 8R may make future expansion more difficult.

MUNICIPAL DEVELOPMENT PLAN (MDP)

The Summer Village of Rochon Sands Municipal Development Plan (Bylaw No. 241-18) designates the area of the subject parcels for *Residential* development.

LAND USE BYLAW (LUB)

The Summer Village of Rochon Sands Land Use Bylaw (Bylaw No. 244-19) designates Lot 7B and Lot 8R as *Residential* (R1) and Lot OT as *Public Open Space* (POS). Lot 7B has an existing dwelling and accessory building on site, and Lot 8R contains the existing access road to the Rochon Sands Marina. The R1 District has minimum lot area of 1,858 m^2 and minimum lot width of 30.48 m. The area of proposed Lot 7C is 930 m^2 which is under the minimum requirement; however the parcel is of sufficient size to accommodate the existing development and will have more area than the existing Lot 7B, therefore a variance for lot area should be granted. The width of proposed Lot 7C at the street frontage is approximately 20 m which is deficient; however the existing parcel configuration of Lot 7B is smaller than the required minimum size and the proposed parcel configuration will accommodate the existing development, therefore a variance should be granted.

The R1 District minimum yard requirements for the principal building are, 7.6 m for the front and rear yard and 1.5 m for the side yard. Proposed Lot 7C is considered a Lakefront Lot as it abuts a reserve parcel. The rear yard for proposed Lot 7C, which is between the dwelling and the street is 7.3 m which is deficient by 0.3 m. As this is an existing dwelling and the location does not negatively impact adjacent properties or access to Sands Street, a variance for the rear yard should be granted. The front yard of proposed Lot 7C is 15.6 m, the south side yard is 1.74 m and the north side yard is 13.98 m.

The setback requirements for an accessory building are 0.9 m for side yards, and 6.0 m for rear yards where a vehicle entrance faces the rear boundary where the boundary is a street. The existing garage will have an 8.3 m side yard; however the rear yard is 1.73 m. The garage gains access from the street, so the rear yard is deficient. There is sufficient spacing between the garage access and the marina access to prevent any negative impact on the access road in Lot 8R or access to the garage. A variance should be granted for the rear yard setback.

The remainder of Lot 8R contains the existing access road to the Rochon Sands Marina. The proposed size of the remainder of Lot 8R is sufficient to accommodate the existing road. The dimensions included on the Key Map indicate that the narrowest part of the remainder of Lot 8R is 7.11 m, with the street frontage being 11.9 m and the east end being 7.77 m.

In general, a two way road surface should be at least 7.5 m wide, similar to a commercial parking lot drive aisle configuration. The 7.11 m wide section of Lot 8R will be a limiting factor in expanding the access road to this standard. In addition, area is also required for shoulders on the access road so additional width beyond 7.5 m is required. Planning staff are recommending that the remainder of Lot 8R have a minimum uniform width of 8.5 m. This width will ensure there is sufficient area to expand the access road to a full two way access in the future, as well as accommodate 0.5 m of shoulder on either side. The site photos below, taken January 21, 2021, indicate that there are currently no permanent structures within the subject portion of Lot 8R.

In order to facilitate the subdivision and consolidation of part of Lot OT with Lot 7B, a Land Use Bylaw amendment is required. The POS district does not allow for the subdivision of lands for residential purposes, Bylaw No. 255-21 proposes to change the land use designation of the subject portion of Lot OT to *Residential* (R1). Once this bylaw has received third reading the land use designation will support the proposed subdivision of Lot OT.

MUNICIPAL RESERVES

Lot 8R is a designated Municipal Reserve parcel. In order to facilitate this subdivision the reserve designation must be removed from the subject portion of Lot 8R. Council will hold a public hearing prior to making a resolution to remove the reserve dedication from the subject portion of Lot 8R before making a decision on this subdivision application.

The applicant is also proposing to dedicate 0.004 ha (0.010 ac) of municipal reserve as part of the subdivision application.

PLANNING CONSIDERATIONS

To facilitate this subdivision and consolidation requires the Summer Village of Rochon Sands to transfer ownership of the subject portion of Lot 8R and Lot OT to the owner of Lot 7B. Signed transfer documents must be provided to Land Titles for this to be completed, which requires Council approval authorizing the CAO to sign the transfer document.

SITE PHOTOS

A site inspection was completed on January 21, 2021 and the following images illustrate the general nature of the subject site.

View to the east from Sands Street of the existing buildings on Lot 7B.

View to the west from the northeast parcel boundary of proposed Lot 7C of the north parcel boundary and Marina access road.

View to the west of proposed Lot 7C.

View to the east from Sands Street of the existing marina access in the remainder of Lot 8R.

REFERRAL COMMENTS

The application was referred to Summer Village Staff, agencies with an interest in the land, and adjacent landowners. The following comments were received. Comments in their entirety are attached in Appendix D.

No comments or concerns were received from adjacent landowners.

Comments from Referral Agencies

- *Alberta Transportation – The proposal does not meet the requirements of Section 14 or 15 of the Subdivision and Development Regulation, however it will have little impact on Highway 835, the Department will grant a waiver of Section 14 and 15.*
- *ATCO Gas – no concerns*
- *ATCO Pipelines – has no objections.*
- *Canada Post – no concerns*
- *Stettler County - strongly opposed with the removal of a portion of Lot 8R, Block 1, Plan 3054RS from public use. The proposed subdivision/consolidation will have a negative impact on the Vehicular Public Access identified in the BLIDP and BLSSIDP.*

  Pursuant to section 3.3.2 of the BLIDP identifies Lot 8R, Block 1, Plan 3054RS as public access to the lakeshore. The BLIDP notes "this access point is receiving heavy use. The existing facilities, including the primary boat launch, could be further expanded but would not meet the increasing access needs arising from new developments on the south shore."

  Section 4.6.2 of the Buffalo Lake South Shore Inter-Municipal Development Plan (BLSSIDP) also identifies Lot 8R, Block 1, Plan 3054RS as an all-season public lake access.
- *Telus – no objections*

<u>Response to Stettler County</u>

The Rochon Sands Marina access point contained within Lot 8R is identified as a public access point in both the BLIDP and the BLSSIDP. However, the BLIDP does not contain any policy statements which indicate that Council cannot adjust the boundary of the access parcel or remove the reserve designation from the parcel.

Section 4.0 of the BLSSIDP does not form policy within the plan, as stated in the section introduction. Section 5.3(k) of the plan does contain a policy statement indicating the Summer Village will maintain and improve the public amenities and facilities at the marina. However, the plan does not contain any policies stating that the parcel boundaries cannot be adjusted or reserve cannot be disposed.

The existing access road to the marina will remain intact, though the proposed width of the remainder of Lot 8R will not accommodate a standard two way access point. Planning staff are recommending the remainder of Lot 8R have a minimum uniform width of at least 8.5 m to accommodate a standard two way access road with 0.5 m shoulders in the future.

RECOMMENDATION

In the opinion of the subdivision authority, the proposed application satisfies the requirements of Section 654 of the *Municipal Government Act,* and the relevant matters listed in Section 7 of the *Subdivision and Development Regulations* (see attached Appendix A); and

Submissions from referral municipal staff, referral agencies and adjacent landowners were presented to and considered by the subdivision authority as outlined in the subdivision report dated February 5, 2021.

Therefore, the subdivision authority **APPROVES** the subdivision application subject to the listed conditions:

1. Subdivision by means suitable to the Registrar of the Land Titles Office.
2. All outstanding taxes to be paid, or satisfactory arrangement for payment thereof, to the Summer Village of Rochon Sands [Section 654 (1)(d) of the *Municipal Government Act*].
3. The width of the remainder of Lot 8R shall be modified to have a uniform minimum width of 8.5 m as shown on the approved sketch.
4. Consolidation of the subject portion of Lot 8R, Block 1, Plan 3054 RS and the subject portion of Lot OT, Plan 7564 BB with Lot 7B, Block 1, Plan 032 3614 as shown on the approved sketch.
5. The dedication of 0.004 ha (0.010 ac) of municipal reserve as shown on the approved sketch.

Notes

- Please be advised that it is the applicant's responsibility to ensure that telecommunication services can be provided to the approved subdivision.
- Postal service arrangements with Canada Post are the responsibility of the developer for any new lot(s) being created.
- Works of any nature (ie: grading, paving, stockpiling, landscaping, berms, etc.) affecting surface rights of way must receive prior approval from the respective agency.

Natasha Wright
Planner

Attachments

Appendix A: *Municipal Government Act*, Approval of Application, Section 654

Appendix B: Key Map

Appendix C: Tentative Plan

Appendix D: Referral Comments

APPENDIX A

Approval of Application
Section 654, Municipal Government Act

654(1) A subdivision authority must not approve an application for subdivision approval unless

(a) the land that is proposed to be subdivided is, in the opinion of the subdivision authority, suitable for the purpose for which the subdivision is intended,

(b) the proposed subdivision conforms to the provisions of any statutory plan and, subject to subsection (2), any land use bylaw that affects the land proposed to be subdivided,

(c) the proposed subdivision complies with this Part and the regulations under this Part, and

(d) all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10.

(2) A subdivision authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the land use bylaw if, in its opinion,

a) the proposed subdivision would not

(i) unduly interfere with the amenities of the neighbourhood, or

(ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,

and

b) the proposed subdivision conforms with the use prescribed for that land in the land use bylaw.

(3) A subdivision authority may approve or refuse an application for subdivision approval.

1995 c24 s95

Section 7 – Subdivision and Development Regulations

Relevant Considerations

7. In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, which respect to the land that is the subject of the application,

(a) its topography,

(b) its soil characteristics,

(c) storm water collection and disposal,

(d) any potential for the flooding, subsidence or erosion of the land,

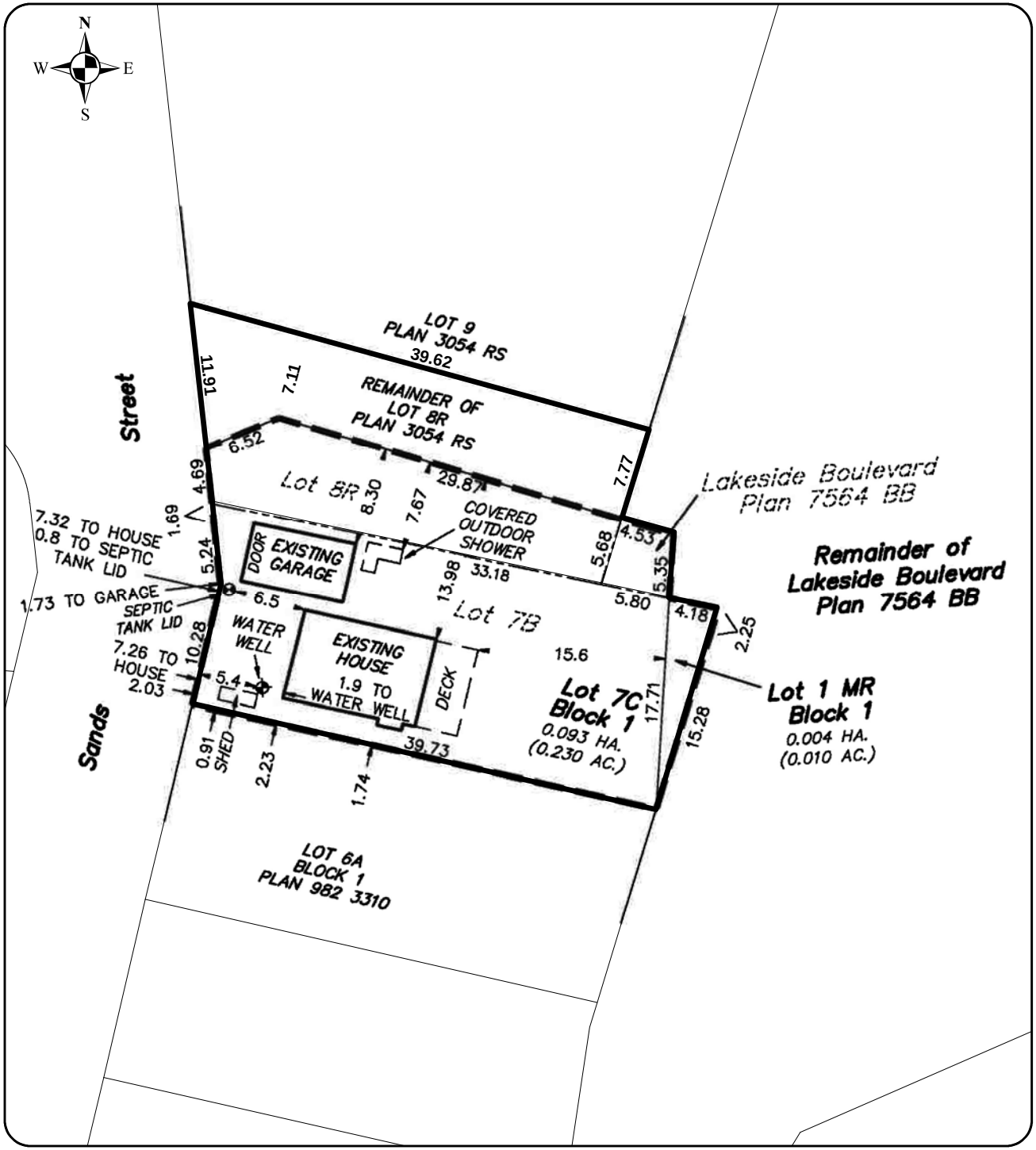
(e) its accessibility to a road,

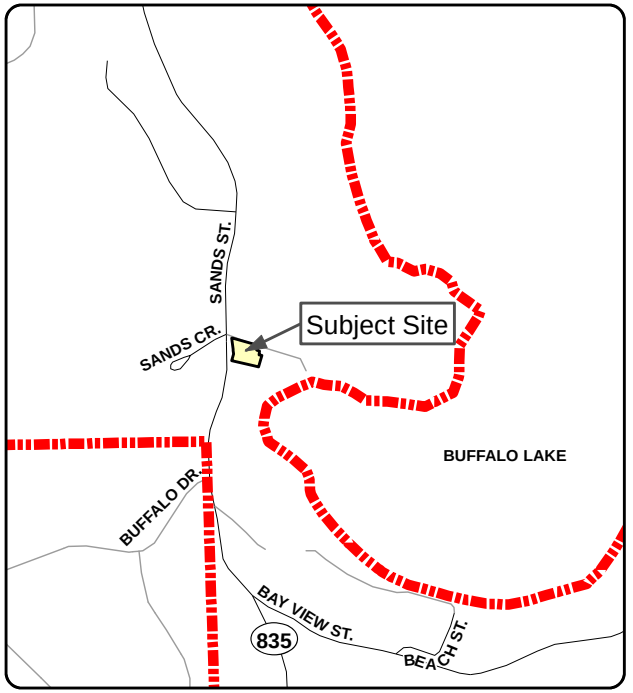
(f) the availability and adequacy of a water supply, sewage disposal system and solid waste disposal,

(g) in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and buildings sites comply with the requirements of the *Private Sewage Disposal Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private disposal systems as identified in Section 4(4)(b) and (c).

(h) the use of land in the vicinity of the land that is the subject of the application, and

(i) any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose intended.





Subdivision File #:

ROS20402

Proposed Subdivision:

To subdivide a portion of Lot 8R and Lot OT to consolidate with Lot 7B.

Legal Description:

Lot 7B, Block 1, Plan 032 3614 & Lot 8R, Block 1, Plan 3054 RS & Lot OT, Plan 7564 BB

Landowner:

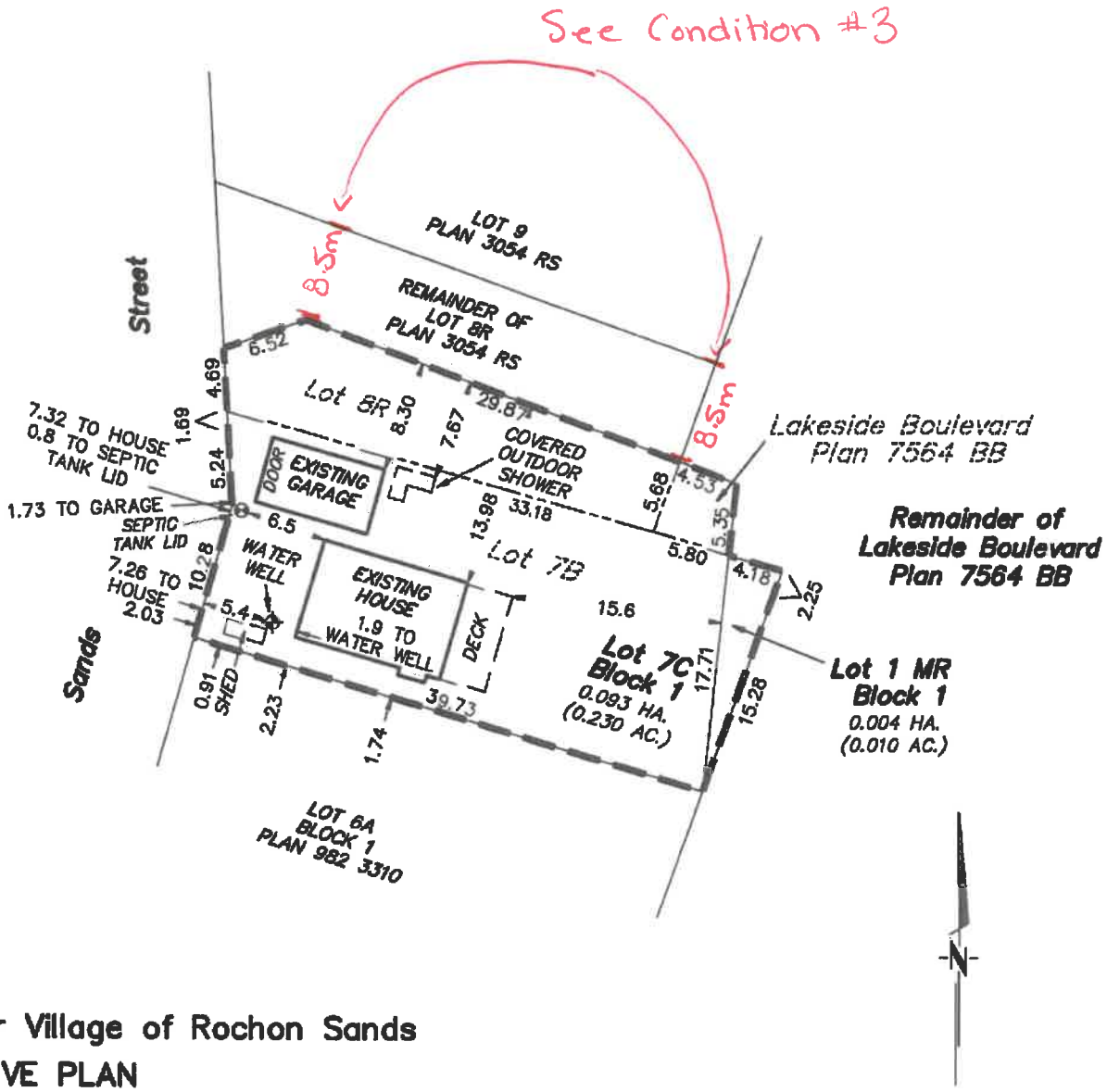
Peter David Wood & Summer Village of Rochon Sands

Location:

Summer Village of Rochon Sands

PCPS
community planning services

See Condition #3



SCALE = 1:500

Summer Village of Rochon Sands

TENTATIVE PLAN

SHOWING

PROPOSED SUBDIVISION

OF PART OF

Lakeside Boulevard, Plan 7564 BB

AND PART OF

Lot 8R, Blk. 1, Plan 3054 RS

AND

Lot 7B, Blk. 1, Plan 032 3614

ALL WITHIN THE

NW 1/4 Sec. 19–40–20–4

NOTES:

–Distances shown are in metres.

–Area dealt with is bounded thus ——————

and contains from:

Lakeside Boulevard, Plan 7564 BB =	0.003 HA.	(0.007 AC.)
Lot 8R, Blk. 1, Plan 3054 RS =	0.024 HA.	(0.059 AC.)
Lot 7B, Blk. 1, Plan 032 3614 =	0.070 HA.	(0.173 AC.)
TOTAL =	0.097 HA.	(0.240 AC.)

BEMOCO LAND SURVEYING LTD.
100, 5040–47th AVENUE
RED DEER, AB., PH. 403–342–2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
1	Dec 11/20	Boundry Adjust
0	Oct 14/20	issued
FILE No: S–072–20 tent 2		

Alberta Transportation

Office of the Operations Manager
Central Region
Hanna District

P.O. Box 1300
Hanna, Alberta
Canada T0J 1P0

Telephone 403/854-5550
Fax 403/854-3086

January 22, 2021

Our File 2512-1
Your File ROS20402

Parkland Community Planning Services
Unit B, 4730 Ross Street
RED DEER, AB T4N 1X2

ATTENTION: Natasha Wright

Dear Ms. Wright:

Re: Proposed Subdivision
Portion of Lot 8R, Blk 1, Plan 3054 RS & Lot OT, Plan 7564 BB to facilitate a consolidation with Lot 7B, Blk 1, Plan 032 3614
Landowner: Peter Wood, Summer Village of Rochon Sands

Thank you for your letter dated Dec. 31, 2020 requesting comments and recommendations regarding the above noted subdivision & consolidation proposal.

This subdivision proposal does not meet the requirements of section 14 or 15 of the Subdivision and Development Regulation. The proposal however, will have little or no impact in Highway 835, therefore Alberta Transportation will grant a waiver of section 14 and 15 in this instance. No additional direct access to Highway 835 will be permitted as a result of this subdivision.

Pursuant to section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of subdivision be referred to the Municipal Government Board.

Yours truly,

Michele Buchwitz
Development and Planning Technologist

Natasha Wright

From: Carey, Kalie <Kalie.Carey@atco.com>
Sent: Tuesday, January 05, 2021 2:03 PM
To: Natasha Wright
Subject: RE: ROS20402

Good afternoon,

ATCO Gas Distribution is in receipt of your correspondence regarding the above noted file. Upon review, it has been determined that ATCO Gas Distribution has no facilities in the area of the proposed subdivision, therefore, there are no concerns.

Thanks and have a great day!

Kalie Carey
Land Administrative Coordinator
ATCO Pipelines & Liquids Global Business Unit
P. 780 733 2796 F. 780 420 7364
A. 10035 – 105 Street, Edmonton, AB T5J 2V6

From: Natasha Wright <natasha.wright@pcps.ab.ca>
Sent: Thursday, December 31, 2020 3:03 PM
To: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>; cwarren@clearview.ab.ca; jdonovan@stettlercounty.ca; Michele.Buchwitz@gov.ab.ca; robert.shorten@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; setbackreferrals@aer.ca; historical.lup@gov.ab.ca; CentralZone.EnvironmentalHealth@albertahealthservices.ca; 3rdpartyrequests@altalink.ca; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Malcolm.Nevers@canadapost.postescanada.ca; circulations@telus.com
Subject: ROS20402

Please see the attached referral for subdivision application ROS20402 in the Summer Village of Rochon Sands.

Regards,

Natasha Wright
Planner
Ph: 403.343.3394
Unit B, 4730 Ross Street
Red Deer, AB T4N 1X2

www.pcps.ca

Natasha Wright

From: Circulations, HP <HP.Circulations@atco.com>
Sent: Wednesday, January 13, 2021 2:43 PM
To: Natasha Wright
Subject: 20-3935 Response - ROS20402
Attachments: ROS20402 - Tentative Plan.pdf; ROS20402-Agency Referral.pdf; ROS20402-KeyMap.pdf; ROS20402 - Application.pdf; ROS20402 - Title Lot 7B, Block 1, Plan 0323614.pdf; ROS20402 - Title Lot 8R, Block 1, Plan 3054RS.pdf; ROS20402 - Title Lot OT, Plan 7564BB.pdf

Good Afternoon,

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Maira Wright
Sr. Land Administrative Coordinator | Operations Engineering | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

A: 7210 42 Street, Edmonton, AB T6B 3H1
E: Maira.wright@atco.com

ATCO.com Facebook Twitter LinkedIn

From: Natasha Wright <natasha.wright@pcps.ab.ca>
Sent: Thursday, December 31, 2020 3:03 PM
To: @ Electric Land Inquiries <LandInquiries@atcoelectric.com>; cwarren@clearview.ab.ca; jdonovan@stettlercounty.ca; Michele.Buchwitz@gov.ab.ca; robert.shorten@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; setbackreferrals@aer.ca; historical.lup@gov.ab.ca; CentralZone.EnvironmentalHealth@albertahealthservices.ca; 3rdpartyrequests@altalink.ca; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Malcolm.Nevers@canadapost.postescanada.ca; circulations@telus.com
Subject: ROS20402

Please see the attached referral for subdivision application ROS20402 in the Summer Village of Rochon Sands.

Regards,

Natasha Wright

From: WAY, Jeffrey <jeffrey.way@canadapost.postescanada.ca>
Sent: Tuesday, January 05, 2021 10:36 AM
To: Natasha Wright
Subject: RE: ROS20402

Hello Natasha,

Canada Post has no concerns with this application for subdivision and consolidation of lots in Rochon Sands.

Thank you,

Jeffrey Way
Canada Post
Edmonton Delivery Services
780-944-3333 x43079
780-405-0378 W-cell
780-944-3395 fax
jeffrey.way@canadapost.ca

Stop the Spread, Social Distance, Stay home - Stay Safe

From: Natasha Wright <natasha.wright@pcps.ab.ca>
Sent: December-31-20 3:03 PM
To: LandInquiries@atcoelectric.com; cwarren@clearview.ab.ca; jdonovan@stettlercounty.ca; Michele.Buchwitz@gov.ab.ca; robert.shorten@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; setbackreferrals@aer.ca; historical.lup@gov.ab.ca; CentralZone.EnvironmentalHealth@albertahealthservices.ca; 3rdpartyrequests@altalink.ca; land.admin@atcogas.com; HP.Circulations@atco.com; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; circulations@telus.com
Subject: ROS20402

Please see the attached referral for subdivision application ROS20402 in the Summer Village of Rochon Sands.

Regards,

Natasha Wright
Planner
Ph: 403.343.3394
Unit B, 4730 Ross Street
Red Deer, AB T4N 1X2

County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

January 21, 2021

Natasha Wright, Planner
Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB T4N 1X2

RE: File No. ROS20402

Dear Ms. Wright:

Thank-you for the opportunity to provide feedback on the Summer Village of Rochon Sands proposed subdivision of a portion of Lot 8R, Block 1, Plan 3054 RS for the purpose of consolidation with Lot 7B, Block 1, Plan 032 3614.

You have indicated verbally the proposed consolidation of reserve land with privately owned property will address encroachment issues. Upon viewing the properties there does not appear to be any permanent structures within the subject area which could not be addressed through a variance request. Mature vegetation exists on the reserve lands proposed to be subdivided and consolidated.

The subject lands lie within the South Shore Growth Node area identified in the Buffalo Lake Inter-Municipal Development Plan (BLIDP) and Buffalo Lake South Shore Inter-Municipal Development Plan. (BLSSIDP)

The County of Stettler is strongly opposed with the removal of a portion of Lot 8R, Block 1, Plan 3054RS from public use. The proposed subdivision/consolidation will have a negative impact on the Vehicular Public Access identified in the BLIDP and BLSSIDP.

Pursuant to section 3.3.2 of the BLIDP identifies Lot 8R, Block 1, Plan 3054RS as public access to the lakeshore. The BLIDP notes "this access point is receiving heavy use. The existing facilities, including the primary boat launch, could be further expanded but would not meet the increasing access needs arising from new developments on the south shore."

Section 4.6.2 of the Buffalo Lake South Shore Inter-Municipal Development Plan (BLSSIDP) also identifies Lot 8R, Block 1, Plan 3054RS as an all-season public lake access.

Section 4.7.1 (d) of the BLIDP stipulates the referral of all plans and application to member municipalities is required "to ensure coordinated planning occurs within the plan area." Section 6.6.1 of the BLSSIDP requires each municipality to refer "any land use bylaw and amendments thereto" to all member municipalities.

The referral list identified on your letter dated December 31, 2020 does not include all municipalities (Summer Village of White Sands, Camrose County, Lacombe County) within the BLIDP and BLSSIDP.

Please bring the County's concerns forward at the Public Hearing scheduled for February 9, 2021 regarding Bylaw 255-21 which would provide for the disposal of Municipal Reserve Land and rezoning of the property from Public Open Space (POS) to Residential (R) land use district.

Should you have any questions or concerns regarding this matter please contact me at 403.742.4441 extension 119.

Sincerely,

Jacinta Donovan

County of Stettler No. 6
Jacinta Donovan
Director of Planning Services

Natasha Wright

From: Chris Rvachew <CHRIS.RVACHEW@telus.com> on behalf of circulations <circulations@telus.com>
Sent: Monday, January 11, 2021 7:45 AM
To: Natasha Wright
Subject: RE: ROS20402

Good Morning,

As TELUS Communications Inc. is on the title already and have our facilities protected under that we have no objections to this subdivision.

Thanks,

Chris Rvachew | Real Estate Specialist
Customer Network Implementation | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

From: Natasha Wright [mailto:natasha.wright@pcps.ab.ca]
Sent: December 31, 2020 03:03 PM
To: LandInquiries@atcoelectric.com; cwarren@clearview.ab.ca; jdonovan@stettlercounty.ca; Michele.Buchwitz@gov.ab.ca; robert.shorten@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; setbackreferrals@aer.ca; historical.lup@gov.ab.ca; CentralZone.EnvironmentalHealth@albertahealthservices.ca; 3rdpartyrequests@altalink.ca; land.admin@atcogas.com; HP.Circulations@atco.com; Malcolm.Nevers@canadapost.postescanada.ca; circulations <circulations@telus.com>
Subject: ROS20402

The Summer Village of Rochon Sands
Bill Payments for All Vendors
March 1 through April 9, 2021

Vendor	Type	Num	Date	Amount
Mar 1 - Apr 9, 21				
Action Plumbing & Ex...	Bill Pmt -Cheque	1858	03/17/2021	0.00
Action Plumbing & Ex...	Bill Pmt -Cheque	1869	03/17/2021	591.90
CGM Controls	Bill Pmt -Cheque	1859	03/17/2021	22,579.48
Cliff Everett	Bill Pmt -Cheque	1881	03/31/2021	556.88
County of Stettler	Bill Pmt -Cheque	1870	03/17/2021	2,467.50
County of Stettler	Bill Pmt -Cheque	1882	03/31/2021	1,711.50
County of Stettler Ho...	Bill Pmt -Cheque	1893	04/09/2021	14,438.50
Direct Energy	Bill Pmt -Cheque	1875	03/22/2021	1,624.55
Five Star Ventures	Bill Pmt -Cheque	1860	03/17/2021	84.00
Five Star Ventures	Bill Pmt -Cheque	1894	04/09/2021	84.00
GYRO AG LTD.	Bill Pmt -Cheque	1883	03/31/2021	69.49
Jensen Interiors	Bill Pmt -Cheque	1861	03/17/2021	8,560.47
MUNIWARE	Bill Pmt -Cheque	1884	03/31/2021	11,235.00
Parkland Community ...	Bill Pmt -Cheque	1862	03/17/2021	3,261.25
Parkland Community ...	Bill Pmt -Cheque	1885	03/31/2021	504.00
Pitney Bowes of Can...	Bill Pmt -Cheque	1895	04/09/2021	70.56
Stettler and District A...	Bill Pmt -Cheque	1886	03/31/2021	173.25
Stettler Building Supp...	Bill Pmt -Cheque	1863	03/17/2021	0.00
Stettler Building Supp...	Bill Pmt -Cheque	1887	03/31/2021	10.48
Stettler Flooring	Bill Pmt -Cheque	1864	03/17/2021	473.05
Stettler Waste Manag...	Bill Pmt -Cheque	1865	03/17/2021	0.00
Stettler Waste Manag...	Bill Pmt -Cheque	1873	03/17/2021	2,467.50
Sutton Septic Service	Bill Pmt -Cheque	1866	03/17/2021	131.25
Syban Systems	Bill Pmt -Cheque	1888	03/31/2021	136.24
Telus Communications	Bill Pmt -Cheque	1896	04/09/2021	74.67
Uptown Office Supply	Bill Pmt -Cheque	1867	03/17/2021	0.00
Uptown Office Supply	Bill Pmt -Cheque	1872	03/17/2021	259.07
Uptown Office Supply	Bill Pmt -Cheque	1876	03/22/2021	188.99
Uptown Office Supply	Bill Pmt -Cheque	1889	03/31/2021	85.73
Van Electric	Bill Pmt -Cheque	1869	03/17/2021	1,785.00
Van Electric	Bill Pmt -Cheque	1890	03/31/2021	6,097.35
VISA	Bill Pmt -Cheque	1892	03/31/2021	641.99
Worker's Compensati...	Bill Pmt -Cheque	1897	04/09/2021	898.73
Zoom Communications	Bill Pmt -Cheque	1898	04/09/2021	21.00
Mar 1 - Apr 9, 21				**81,283.38**

Royal Bank

SUMMER VILLAGE OF ROCHON SANDS
Apr 9, 2021

Bank Accounts

Total: $239,599.39 CAD

Current Account >
Chequing 08919-1004522 — $203,860.11 CAD

Current Account >
Chequing 08919-1004548 — $35,739.28 CAD

Credit Cards

Total: $0.00 CAD

RBC Visa Business >
Visa 4516 **** **** 1989 — $0.00 CAD

Investments

Total: $352,846.07 CAD

GIC >
GIC 00960194240 — $352,846.07 CAD

Lines & Loans

Total: $0.00 CAD

Operating Line >
Operating Line 03009-98723646-001 — $0.00 CAD

Royal Bank

RBC® Visa‡ Business

SUMMER VILLAGE OF ROCHON SANDS **4516 05** **** 0175**
JASON OLSON **4516 05** **** 0183**
STATEMENT FROM MAR 02 TO MAR 29, 2021

PREVIOUS STATEMENT BALANCE $2,069.87

4516 05** **** 0175

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT ($)
MAR 18	MAR 18	OVERLIMIT FEE	$29.00
MAR 24	MAR 24	PAYMENT - THANK YOU / PAIEMENT - MERCI	-$2,069.87
		74510401083710891976401	
MAR 29	MAR 29	PURCHASE INTEREST 19.99%	$24.49
		SUBTOTAL OF MONTHLY ACTIVITY	**-$2,016.38**

4516 05** **** 0183

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT ($)
MAR 01	MAR 02	XPLORNET MARKHAM ON	$53.90
		74064491060820192720362	
MAR 03	MAR 04	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	$21.00
		24492151062637946336898	
MAR 05	MAR 08	TELUS ONLINE PAYMENT P VANCOUVER BC	$132.85
		74500011065461631023408	
MAR 05	MAR 08	TELUS ONLINE PAYMENT P VANCOUVER BC	$132.85
		74500011065461631026211	
MAR 10	MAR 11	INTELLO ST-JEAN-S-RICQC	$13.64
		74450771069004042032504	
MAR 12	MAR 15	XPLORNET MARKHAM ON	$47.24
		74064491071820198449567	
MAR 13	MAR 15	TELUS MOBILITY PREAUTH 403-5303586 AB	$89.71
		74500011072462658745395	
MAR 17	MAR 18	QUICKBOOKS 888-829-8589 AB	$121.80
		74537881076100644649557	
		SUBTOTAL OF MONTHLY ACTIVITY	**$612.99**
		NEW BALANCE	**$666.48**

IMPORTANT INFORMATION

CONTACT US

Customer Service/Lost & Stolen	1-800-769-2512
Collect Outside North America	(416) 974-7780

PAYMENTS & INTEREST RATES

Minimum payment	**$63.00**
Payment due date	**APR 19, 2021**
Credit limit	$2,500.00
Available credit	$1,833.52
Annual interest rates:	
Purchases	19.99%
Cash advances	22.99%

CALCULATING YOUR BALANCE

Previous Statement Balance		**$2,069.87**
Payments & credits	-$2,069.87	
Purchases & debits	$612.99	
Cash advances	$0.00	
Interest	$24.49	
Fees	$29.00	
NEW BALANCE		**$666.48**

RBC ROYAL BANK
CREDIT CARD PAYMENT CENTRE
P.O.BOX 4016, STATION "A"
TORONTO, ONTARIO M5W 2E6

NEW BALANCE	MINIMUM PAYMENT	PAYMENT DUE DATE	AMOUNT PAID
$666.48	**$63.00**	**APR 19, 2021**	**$**

RBC® Visa‡ Business
4516 05 **** 0175 / 4516 05** **** 0183**

RBC0190000_3168595_046-230037 04992

SUMMER VILLAGE OF ROCHON SANDS
JASON OLSON
1 HALL STREET
ROCHON SANDS AB T0C 3B0

Quick, convenient and secure ways to pay your credit card bill:
· RBC Online Banking at www.rbcroyalbank.com/online
· RBC Mobile app - text "RBC" to 722722 to download

Other payment options include:
· RBC Royal Bank ATM
· Telephone Banking 1-800-769-2511
· Visit an RBC Royal Bank branch

RBC® Visa‡ Business

SUMMER VILLAGE OF ROCHON SANDS **4516 05** **** 0175**
JASON OLSON **4516 05** **** 0183**
STATEMENT FROM MAR 02 TO MAR 29, 2021

Please Note:

During this statement period, a transaction or other activity on this account resulted in the credit limit being exceeded one or more times. Your account should remain within the credit limit. Otherwise, we may not authorize future transactions. There are various ways in which RBC can help you manage your account and remain within your credit limit. Contact us or visit **rbc.com/help** to learn more.

INTEREST RATE CHART

Rate (%)	Remaining Balance**	Expiry Date
19.99	$641.99	

** The "Determination of Interest" section on the back of your statement explains how interest is charged and how you may avoid interest charges on purchases and fees and the "Applying your payments" section explains how payments are applied to the Remaining Balances shown above.

The Summer Village of Rochon Sands
Account QuickReport
January 1 through April 9, 2021

Type	Date	Num	Name	Memo	Split	Amount
2-12 · Administrative						
2-12200 · Contracted Services						
Bill	02/26/2021	CG00...	Jensen Interiors	Office Floorin...	20000 · Accou...	3,355.89
Bill	03/05/2021	252	CGM Controls		20000 · Accou...	21,504.27
Bill	03/24/2021	2020-5	Van Electric	Summer Villa...	20000 · Accou...	5,807.00
Total 2-12200 · Contracted Services						30,667.16
Total 2-12 · Administrative						30,667.16
TOTAL						**30,667.16**

Office Renovations

The Summer Village of Rochon Sands

Request for Decision

Meeting:	Regular Council
Meeting Date:	April 13, 2021
Originated by:	Jason Olson-on behalf of Melissa Beebe-Chief Administrative Officer
Title:	2021 Operating and 2021-2025 Capital Budgets
Agenda Item Number:	_____

Background/Proposal/Issue: The Summer Village of Rochon Sands must approve an operating budget for the calendar year and be approved by Council. Council must also prepare a multi-year operating budget (3 year) and a multi year capital budget (5 years) to include the current calendar year. The current year operating budget dictates expected revenues and expenditures that allows Administration to calculate and levy property taxes for the calendar year.

Discussion/Options/Benefits/Disadvantages: Draft 2021 Operating Budget and 2021-2025 Capital Budgets along with a budget presentation for each has been prepared for Council review and discussion. This has been presented to Council for anticipation for finalizing budget figures for May Council meeting to approve the Tax Rate Bylaw for Taxation for 2021 with taxes being levied in late May 2021 to meet legislative timelines. ***Draft budget figures have shown a large tax increase required to maintain the 2021 Operating Budget as presented.***

Recommended Action/Options:

1. Administration is recommending for Council to review the presented draft budget and direct Administration to revise any budget items that are required. All changes brought forward would be presented in final budget review at May Council along with the Tax Rate Bylaw for three readings to allow tax notices to be produced and mailed accordingly.

Motion by Council:

The Summer Village of Rochon Sands
2021 Operating Budget Presentation for Council

Prepared by Jason Olson on behalf of

Chief Administrative Officer Bebee

Presented to Council April 13, 2021

2021 Operating Budget Overview:

2020 Operating Budget for Summer Village of Rochon Sands included a 4% revenue increase to address increased costs and requisitions for the 2020 Operating Budget. The calendar year of 2020 saw an unprecedented pandemic in the form of COVID-19, To date, no lost work time from any employees was recognized in 2020 and starting the year of 2021, with implementation of protocols to protect employees, no additional work time lost or any confirmed cases of COVID-19 of any of the Summer Village employees.

The 2020 Operating Budget was projected to be a modest surplus budget of $2600 recognizing the financial impacts of COVID-19, with an additional revenue of $7225 from Parks Operations. Increased costs for Emergency Management with activating an Emergency Operations Center for 2020 increased costs. Additional support from the Alberta Government included one time grant funding as the Municipal Operating Support Transfer (MOST Grant) with $13,708 being granted to the Summer Village to cover additional costs for COVID -19. This grant will be recorded in the Financial Statements as grant revenue for 2020, and not being shown as an operating budget item for 2021. Costs are to be reported to Alberta Municipal Affairs prior to July 1, 2021.

Village Council has approved past budgets with surplus values for reserve cash for unexpected additional operating costs and to contribute to the Summer Village Capital Budget. The "RBC Reserve Fund" Account (as presented to Council monthly) and investments held in Guaranteed Investment Certificates now holds grant funding but also unrestricted cash surplus from taxation.

To date as of December 30, 2020 the Reserve Account now holds an unrestricted surplus of $35,715 for future use. These funds are still unspent by a donation from the **Schneider Family from 2018.** Additional funds should be realized from the Highway 835 land sales to close in 2021, with final value of $14,000 to restricted surplus to be used as recreational funds.

Other surplus is held in two GIC's from the Royal Bank of Canada in the total amounts of $352,845 with maturity in December 2021. Grant funding in MSI and FGTF funds (ending 2020) is $301,879 received in previous years leaving unrestricted surplus from taxation at $50,996.

As of December 30, 2020, the General Operating Account also held $274,969 (increase from $113,000 in 2019) with minimal payables outstanding for the 2020 operating year. However, these funds operate the Village until taxes are collected in July 2021 and include the profit funds from Parks Operations in 2020. This is equivalent to one year's residential taxes for 2021.

The Summer Village cash position is in excellent standing with surplus funds in both accounts and investments.

Non-Payment of Taxes

As of February 1, 2021, outstanding taxes are $10,000.00. This is considered a manageable amount as collection rate is about 95.2% of total taxes levied. Three properties are in arrears with one being eligible for tax notification at Alberta Land Titles.

(2021 Operating Budget Spreadsheet)-Attached for review

Revenue:

Revenue is also referred to as income under headings. 2021 Operating budget reflects increasing costs in salaries, and overall operating expenses. Administration is of the opinion to retain past seasonal staff and reward profitable Park Operations; salaries will increase in the 2021 budget for the Village and Park Operations. Returning seasonal staff are more time efficient and require no additional orientation or training to operational duties. Additional costs must be addressed in the Residential Taxes heading as this is the revenue aspect of the Summer Village other than the revenue split received from Parks Operations.

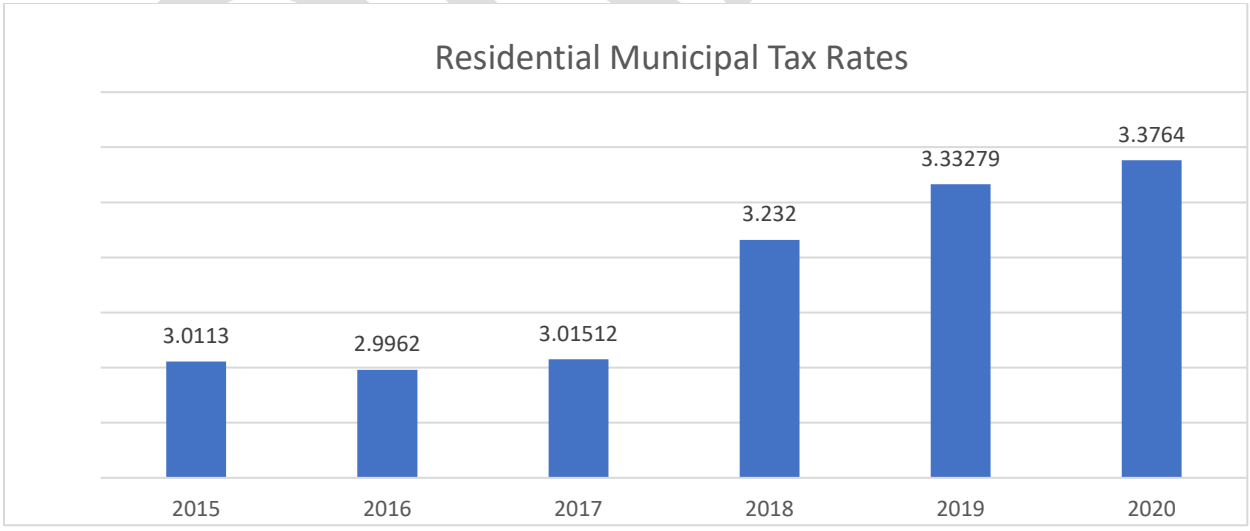
Minimal additional revenue has been projected as new assessment growth from new construction in 2020 (two development permits for garages). Additional assessment growth is calculated in the tax rates and lowers the overall tax rate that is applied to all properties. Actual overall assessment totals for the Summer Village have decreased from 2020.

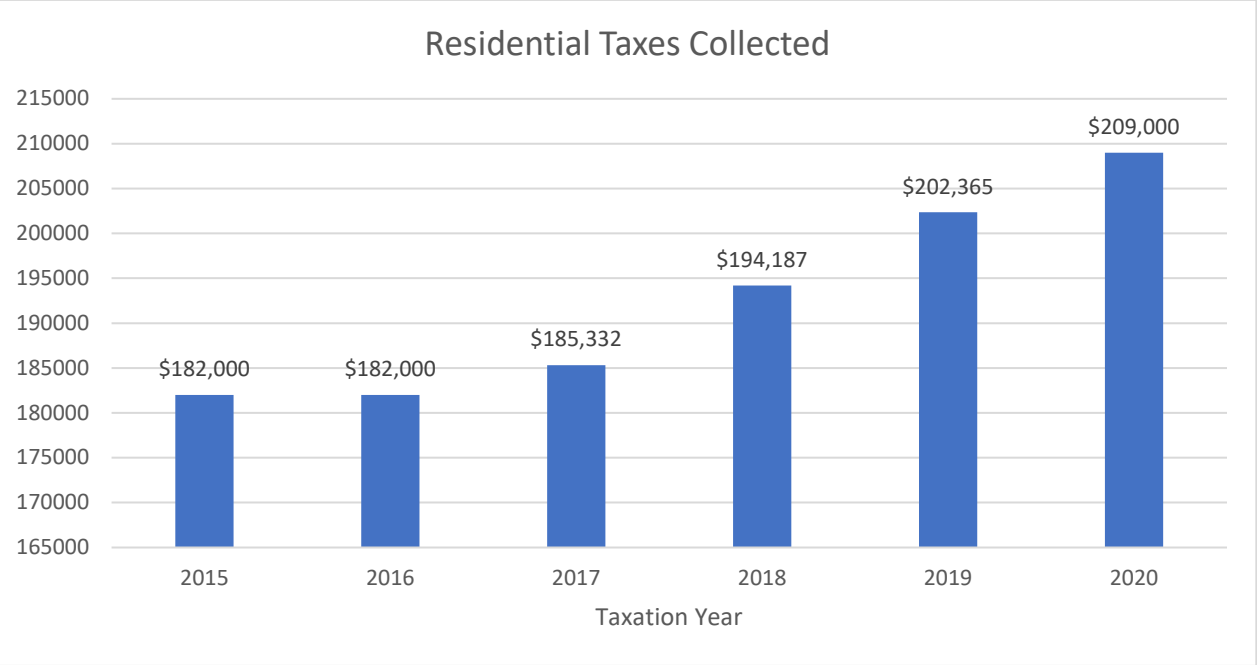
Parks Operations profits have been historically received as capital spending reserves and captured in the Reserve Bank Account at RBC along with grant funding.

Grant funding and General Reserves are documented as 2021-2026 Capital Budget as approved.

Residential Tax Rates:

Council has control of the amount of taxes collected in the tax year to address current and anticipated expenses. The Summer Village has limited Non-Residential and Linear Assessment to realized tax revenues.



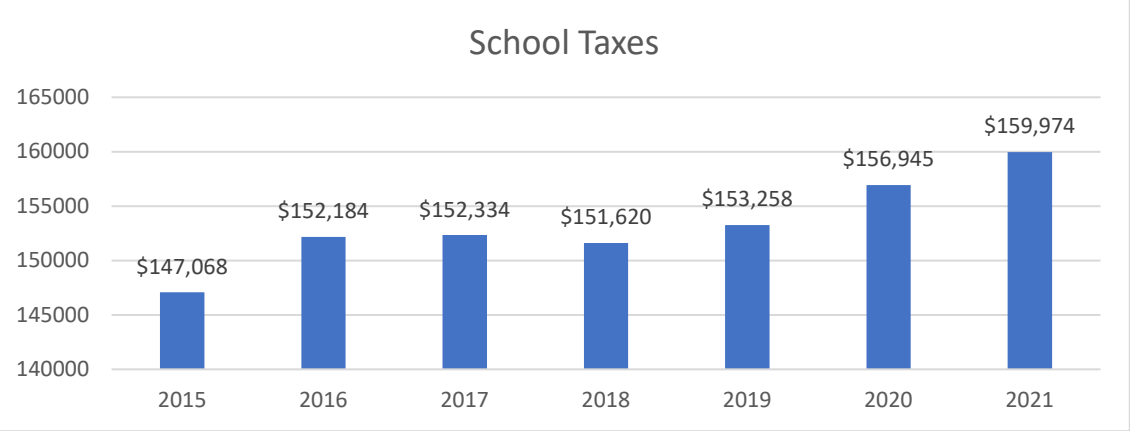


The above graphs show the residential tax rates and total amounts collected over the past 6 years. A total revenue increase of $27,000 is a total 15% increase over the past 6 years as an average increase of $4500/year to operate the Summer Village of Rochon Sands.

These costs include increasing costs for waste management, staff salaries, fuel and equipment expenses, insurance and costs that are requisitioned to the Village such as fire protection. Stettler County, under the new Intermunicipal Collaboration Framework (ICF) has notified the Summer Village with intent to negotiate (in 2021) new Fire Service Agreements and Emergency Management under Stettler Regional Emergency Management Agency (SREMA) agreements. Negotiations and new service agreements will be expected (to be finalized prior to calendar year end) to increase costs for the Summer Village of Rochon Sands and will be estimated into the 2021 Operating Budget. The new province wide policing policy that was suspended in 2020 by the COVID 19 pandemic are expected to be levied and collected by the Alberta Government for the 2021 operating budget.

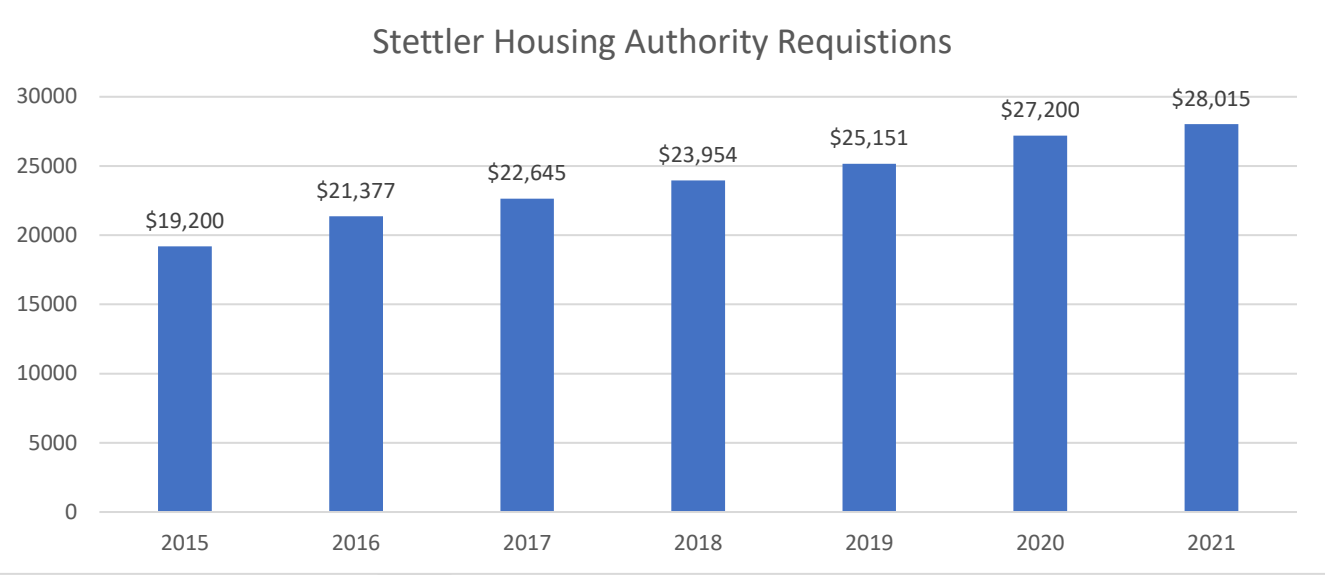
School Tax Requisitions:

The Summer Village of Rochon Sands will see a modest increase in School Foundation Taxes in accordance to the Alberta Government Budget 2021, with a slight increase of school taxes of for both residential and non-residential taxes.



Seniors Requisitions:

The Stettler Housing Authority has expressed budget increases for 2021 as their expenses increase. The requisition from Stettler Housing Authority is expected to increase.



Franchise Fees:

Council has historically decided not to implement franchise fees for AltaGas or ATCO Electric as additional revenues for the Summer Village as both remain at 0% fees.

Expenses:

Administration:

Increases for operating budget for inflationary increases for all categories. Draft budget for 2021 includes additional support for administration in part time position @ 7 hours/week (365 hours per year for Village Office for Rochon Sands). New Chief Administrative Officer (2021) contract included employer paid health benefits and Local Authority Pension Plan (LAPP) premiums (employer contributions are currently @ 9.39% of annual salary). Health benefits employer portion is estimated at $350/month.

Insurance:

Insurance premiums are expected to increase with the industry predicting higher premiums.

Roads and Streets:

Salaries for PW Supervisor and Seasonal Staff are under the category of Roads and Streets. Anticipated higher salaries for all salaried staff for 2021.

All other categories have been stable increases such as contracted services, fuel, and equipment repairs. Equipment ages are starting to demand higher maintenance costs for operations.

Council may wish to consider Equipment Replacement with reserve funds as part of Capital Budget.

Water and Wastewater:

SMRWSC costs are increasing, therefore requisitions will increase. Anticipation of regional water line being extended into the Summer Village in 2021, as the Village enters into a service agreement with WSP Global Engineering with Council approval in 2020. WSP Global Engineering will oversee construction, general specifications, right of way requirements, and any other aspects of the water line servicing the Summer Village. General engineering fees for specific projects will be eligible to be included and claimed under either the MSI Capital Grant Funding or the Federal Gas Tax Fund. Any construction costs regarding the water line in the Village not covered by the Shirley McLellan Water Services Commission would be eligible for grant funding (refer to 2021-2025 Capital Budget Presentation to Council for more background information on funding).

Planning and Development:

The Summer Village entered into 5-year agreement with Parkland Community Planning Services (PCPS) in 2020, with a cost of $2500 annually to PCPS for a declining balance fund for services rendered. In 2020, a new Intermunicipal Collaboration Framework (ICF) was required and contracted to PCPS with Stettler County to satisfy legislative requirements, with additional costs recognized in the 2020 operating budget.

Costs for legal mediation with Stettler County regarding the Buffalo Lake South Shore Intermunicipal Development Plan (BLSSIDP) will be covered by grant funding from Alberta Municipal Affairs.

Additional Planning and Development funds must be allocated for the anticipation of the dissolution of the BLSSIDP and subsequent review of the SV of Rochon Sands Municipal Development Plan to ensure compliance under the Buffalo Lake Intermunicipal Plan (BLIDP) as a statutory plan in 2021.

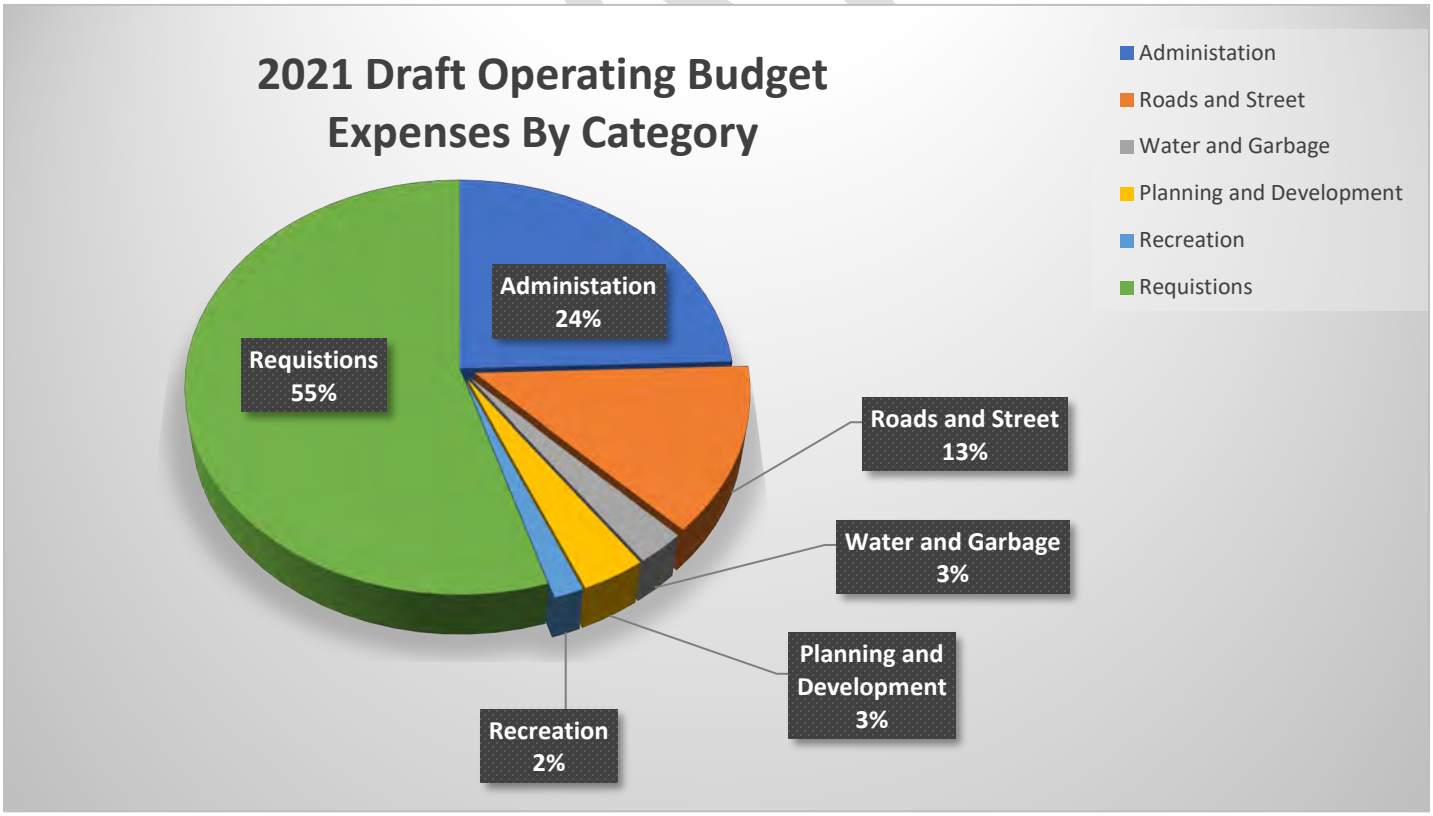
Recreation and Culture:

All costs are predicted to remain stable for 2021. Increased expenses for 2020 included purchase of new aluminum docking for the public boat launch and landscaping for the Northern Pike monument as one-time expenditures.

All requisitions increases are recognized in the corresponding revenues headings needed to equal requisition increases.

Requisitions:

Requisitions are monies collected on behalf of other organizations or levels of government by the Summer Village. The Summer Village of Rochon Sands requisitions are Alberta School Foundation, Stettler County Recreation Fund, Stettler Housing Authority, Stettler Waste Management, Regional Fire Services, and Parkland Library. These costs are calculated as total costs as expenses as part of the municipal budget.



New requisition for the Provincial Police funding model has increased expenses, along with expected increases from the Stettler Regional Emergency Management Agency (SREMA) and Stettler Regional Fire Services as the Intermunicipal Collaboration Framework (ICF) will be negotiated with Stettler County for the 2021 budget year.

Overall:

Deficit operating budgets are not allowed to be passed by Council. Council has recognized surplus budgets in the past years with a healthy reserve for operations.

To mitigate a tax increase Council has the option to move reserve funds to offset tax increases.

Attachment A: Summer Village of Rochon Sands 2021 Operating Budget Spreadsheet-forms part of 2021 Operating Budget approval.

Approved by Resolution #_____, _____day of _____, 2021.

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Chief Elected Official

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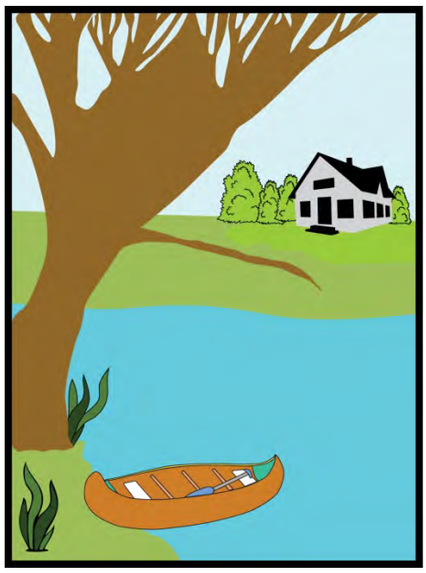
Chief Administrative Officer



The Summer Village of Rochon Sands

2021 Provincial Parks Operating Budget Presentation to Council

Prepared by Jason Olson on behalf of

Melissa Bebee Chief Administrative Officer

Presented to Council April 13, 2021

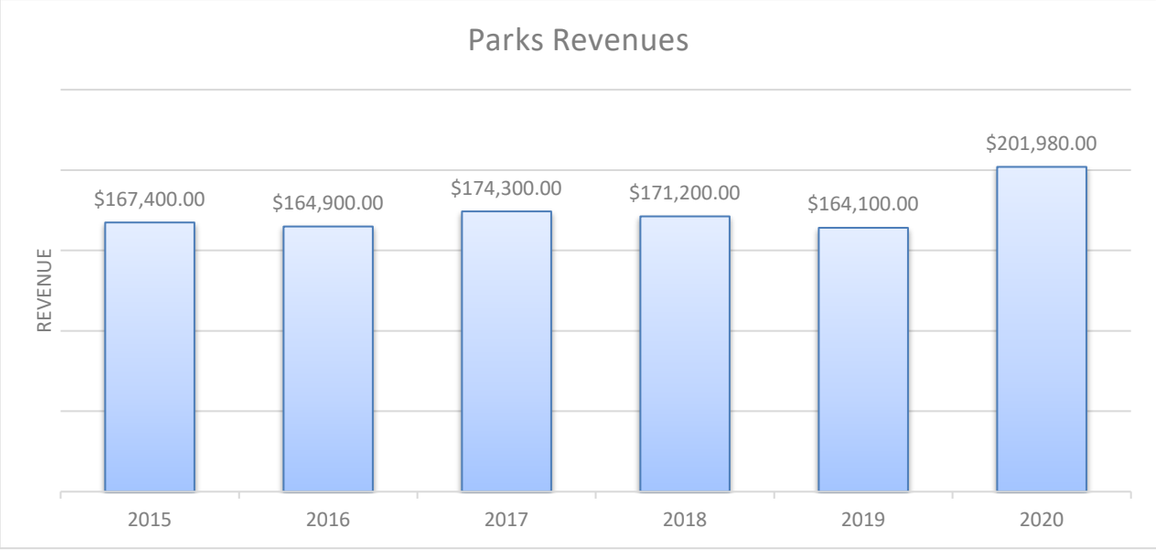
Budget Highlights for 2021 Budget Consideration

Revenue:

-Estimated revenue levels for 2021 will resemble actual revenue numbers for the 2020 season-initial reservation numbers and estimates for camping in Alberta for 2021 are extremely strong and anticipate a strong season financially

-Totals with final numbers not available until audited financial statements are completed 2020-profits realized should be approx. **$59,000** which is a record profit for Parks Operation since the Summer Village assumed management under Alberta Parks in 2012.

-2021 camping rates will be maintained at same rates as 2020 (both Narrows and Rochon Sands) based on visitor/guest feedback. Comparison to other campgrounds in the area prices versus services offered, both rates for Rochon Sands and the Narrows are competitive.



-Overall Revenue 2020 to 2021 increased by $37,880 or 23% year to year.

Administration Expenses:

-Adjusting of staff salaries be adjusted upwards as salary costs are increasing. Chief Administrative Officer (Administration Expense) salary allocation remains same as per the managerial contract for 2020.

Merchandise Sales:

Administration has secured a new firewood provider as the previous vendor could not provide the necessary volume as demand has increased from the 2020 season. ***The overall profit margin on wood and ice is low and is mainly offered for convenience. This will be continued for future years calculations based on larger profit margins on camping fees versus firewood and ice sales.***

Operational Expenses:

-Operational expenses totals include “Capital Improvements” continued in 2020 calendar year with replacements of metal roofing the Park Office with new flooring and paint also as part of interior renovations. Other major maintenance to be completed are the two maintenance shops in the Park that require new roofs to be replaced in 2021. The Capital budget 2021 for Parks includes costs for new roofing for those two buildings.

Conclusion:

Camping season of 2020 was successful in terms of returning staff, overall maintenance of the campgrounds and improvements made to the campground buildings and operational systems. COVID -19 was not a hinderance but actually increased revenues and guests for the camping season. 2021 is anticipated to equal revenues or increase as the campgrounds are opening earlier than the June 1 (2020) opening in response to COVID restrictions imposed by the Alberta Government. Campgrounds will open on May 14, 2021 for guests in both Rochon Sands and the Narrows PRA.

Future "big ticket items" such as playground replacement at Rochon Sands, powered sites, and addition of a play structure at the Narrows PRA, are some items noted by guest comments and feedback. A sand box was added at the Narrows PRA in 2020, by Public Works staff.

Attachment: Parks Operations 2021 Operating Budget forms part of the Overall Summer Village of Rochon Sands 2021 Operating Budget approval.

Approved by Council Resolution # _____, ____day of _____, 2021.

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Chief Elected Official

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Chief Administrative Officer

The Summer Village of Rochon Sands
2021-2025 Capital Budget Presentation for Council

Prepared by Jason Olson on behalf of Chief Administrative Officer Beebe

Presented to Council April 13, 2021

The Summer Village of Rochon Sands 2020-2025 Capital Budget Overview:

The Summer Village is required by legislation to prepare a 3 year Operating and 5 Year Capital Budget for submission to Alberta Municipal Affairs (if requested) for the 2021 and subsequent calendar years. It is a good practice for any corporation to review, revise and implement any financial changes year to year to ensure the goals of the corporation are being achieved.

Grant Funding and Revenue Sources

The Summer Village of Rochon Sands has three revenue sources for Capital Spending: 1. Municipal Sustainability Initiative (MSI), 2. Federal Gas Tax Fund (FGTF) and 3. Municipal Reserves (Operating Budget Surplus). The Summer Village of Rochon Sands is unique with management of Rochon Sands and the Narrows PRA with operating profits being retained by the Summer Village. Historically, Council has retained 25% of Park Operating Profits to the Summer Village of Rochon Sands Capital Budget outside of taxation and/or grant funding. The Municipal Reserves funds are at Council discretion as they have been created by surplus operational budgets and surplus Parks Operations as per Council Policy. Municipal Reserve Funds are classified as "unrestricted" funds as they may be allocated for any spending that Council directs. Both the MSI program and the FGTF ("restricted" funds) have expenditure limitations and all projects must meet eligibility requirements and be approved by the appropriate Ministry prior to spending funding. The Province of Alberta had announced previously the end of the MSI program in 2021-2022. This program has been reinstated and will be continued until 2024-2025 under the same current MSI agreement, in the light of financial difficulty and unprecedented financial impacts of COVID-19. ***The formula for funding for each municipality will be reduced as the total amount of provincial funding will be reduced from $1.226 Billion in 2021 to $722 Million in 2022/2023 fiscal years. This represents over a 40% decrease in Capital and Operating in the MSI funding formula.***

As such each municipality in Alberta will be reduced in MSI funding, with actual numbers will be dependent on the Annual Provincial Budget in any given year. This also leads to estimating future funding and unstable revenue source for all municipalities. This creates a challenge to budget any future Capital Spending as a multi-year plan.

The Summer Village of Rochon Sands does not currently own or need to maintain typical infrastructure such as water mains and sewer mains, with a large portion of municipal access roads being Highway 835 which is maintained by Alberta Transportation. This leaves Capital Spending in a unique situation with projects that meet eligible requirements for the MSI and FGTF spending are limited. The Village Square project has been fully funded by MSI funding, which is nearing completion for eligible funding. The Lakeview Drive project was funded by FGTF accumulations for many years. Administration has ***proposed*** such projects as the Bay View Walkway, Bay View Paving Overlay, Marina Renovations/Upgrades as possible suggestions for future capital projects. A new Public Works Shop could be considered if the Alberta Parks contract is not renewed on a long-term basis, for utilization of the shops in the Provincial Park for Village operations.

The 2021-2025 Capital Budget for the Summer Village of Rochon Sands needs to be created/revised in accordance with a new updated Strategic Plan for 2021-2025. The Strategic Plan becomes essential for Council to approve to give Administration direction to priority spending and fulfill the visions for the community that translate into the Capital Budget spending.

2020-2024 Capital Budget Spreadsheet-Attached for review and forms part of the 2020-2024 Capital Budget for Council Approval

**MSI Projects Approved by the Minister are denoted by a "CAP-Number" **

Ongoing/Unfinished Projects ☹

1. Village Square Phase II should be completed in 2021/2022 with paving of Hall Street and Basketball Court with possible washroom building-this has been noted as a priority of several years and has not been completed. A washroom building has been discussed for several years with no consensus by Council on construction or placement within Village Square.

2. Snak Shak Project has been removed from the capital budget for replacement-Many scenarios have been presented to Council for consideration for replacement with no consensus of financial/community support. The Snak Shak is owned by the Summer Village and there is a likelihood of not opening due to Alberta Health Inspectors previously recorded violations for food preparation regulations. No interior upgrades have been made to ensure the building conforms with Alberta Health Standards for food service. **Unfortunately, operations of the Snak Shak may be in jeopardy as early as Spring 2021, with health regulation violations. This also affects the long term tenant who operates the Snak Shak as a lease agreement with the Summer Village.**

Successful and Completed Projects 😊

1. Emergency Address Signs/Posts have been delivered in October 2020, but weather hampered the installation of the signs with an approved quote from CCM Construction for Spring 2021. Signs purchase show expenditure in 2020 and 2021 will be reported as installation costs. This have been approved for MSI Funding and has been reported accordingly for 2020-year end.

2. Office renovations were budgeted in 2020 for $10,000 but were not started until early 2021 with Council being apprised of extra costs as construction proceeded with structural issues found in the walls and ceiling. The Capital Budget for 2021 needs to be revised for the additional funds as the overall cost was closer to $25,000 for the Village Office renovation.

3. Dump Trailer for Public Works was researched for specifications and purchased for Public Works in 2020. This adds to the equipment list available in the Summer Village and was a welcome addition.

4. Equipment replacement in 2020 added a new zero turn lawnmower purchased and brought into service early in the year. Another welcome addition to the seasonal staff to maintain grounds in an efficient manner, with the purchase price being much lower than budget. Equipment replacement must be planned accordingly to ensure smooth transition from old equipment to new equipment. **Administration would recommend the purchase of an additional zero turn mower with same model as purchased in 2020.**

5. Solid Waste Compound was planned to be replaced with new chain link fencing and gates. Upon more discussion with Public Works, Waste Removal Truck Driver and Administration, gates/fencing have not been replaced as previous. Resident feedback has been positive on the revised design and the area has been kept cleaner with less work for Public Works. A new steel catwalk, steel stairs and bumper posts were installed in the late fall of 2020, as a much needed and safer access to the solid waste bins for the residents.

6. Public Dock/Boat Launch in the Marina was removed in fall of 2020, with excessive decay of wood platform and overall poor condition. New aluminum docking purchase was approved by Council and will be installed for service in Spring 2021. This was a much-needed upgrade, as the old dock was removed and salvaged by a local company at no cost to the Summer Village. Cost of new dock was absorbed in the 2020 operating budget as a contingency item which reduced the overall operating surplus projected.

7. “Harvey the Northern Pike” was installed in June 2020, in anticipation of Canada Day 2020. This memorial donation by the Kassian family was an interesting and “monumental” project that has been overwhelmingly supported by residents and guests. This has become the centerpiece for the Rochon Sands Marina and is the focal point of future plans of the area. Dedication of the monument is anticipated for Canada Day 2021 with the possibility of COVID -19 restrictions being allowed for group gatherings.

Administration Changes Proposed for the 2021/2022 Years

The realization of the SMRWSC extending the regional water line into the Summer Village is now upon Council/Administration. Administration had anticipated this project with Council approving WSP Global as the Village Engineering firm in 2020 calendar year, to oversee the construction/feasibility/sustainability of a water system entering the Village. WSP Global has been tasked to review the SMRWSC project and represent the Summer Village to ensure design/infrastructure/placement are acceptable to Council and Administration.

Planning must include future vision/plans for the Summer Village as this has great interest in the residents of the Summer Village as there has been many inquiries from property owners to "tie in" to potable water within the SV boundaries. This would include the Snak Shak (future of) where untreated well water is provided via the water well from the Community Hall.

As outgoing Chief Administrative Officer, my opinion is that public consultation is essential to gauge the interest and gain opinions of current residents, and especially new residents that have purchased property in the past 5 years on the possibility of potable water distribution/fill station system within the Summer Village. This must factor into the design and delivery of the regional water system prior to construction. Public consultation should have occurred prior to 2021 with a professional communication company to ensure the proper design, results driven and factual final report to Council to base decisions on options for a water delivery system.

This public consultation may be coordinated with WSP Global Engineering with expertise (referral contacts) in various previous engineering projects involving resident feedback.

Potable Water Line to Rochon Sands Provincial Park

It is of my opinion that the regional water line does not need to continue into the Rochon Sands Provincial Park. Anticipation of permitting issues with Alberta Environment, cost to the Summer Village NOT the Alberta Government, and necessity of pressurized potable water in the campground. The overall condition of the water distribution lines in the campground have become an issue with several water line breaks over the past couple of years. The SV operates the Park on a contract basis that is subject to cancellation with one years notice and the SV should not invest capital into the Park in the form of a water line. This also creates a legal issue of ownership between the Village and Alberta Parks and Environment. The campground does possess a potable water pressure system currently with a large holding tank, the campground water distribution system uses the existing water well to supply non-potable water. The current water systems work well and see no need to access potable water in property that the Summer Village does not own.

The author as of todays' date does not have sufficient information/authority to engage a proper scope of work with WSP Global and Council as this has not been discussed/approved. Therefore, assumption of MSI Funds being used for construction on the regional water line entering the Summer Village ***have not been approved as an MSI expenditure for 2021*** and the Chief Administrative Officer will have to complete the appropriate application for MSI grant funding.

The proposed funding is highlighted in yellow on attached spreadsheet.

****If Council does adopt the funding required on the regional water line, all future MSI and/or LGFF (Local Government Funding Framework after 2024) funding allocations will change accordingly.** This may postpone/delay/cancel other projects identified such as the Bay View Walkway Project, Marina Expansion/Renovation, or equipment replacement as previously identified by Council.

Attachment: 2021-2025 Summer Village of Rochon Sands Capital Budget Spreadsheet as of April 13, 2021.

Approved by Resolution #_____,_____day of _____, 2021.

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Chief Elected Official

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Chief Administrative Officer

Parks Operating Budget - 2021

Revenue - Provincial Park	2019 Actual	2020 Actual	2021 Budget
Rochon Sands Camping (1-12700)	$77,800.00	$96,439.00	$100,000.00
Reservation Fees (1-12702)	$9,800.00	$11,914.00	$12,000.00
Group Sites Camping (1-12703)	$26,900.00	$28,575.00	$30,000.00
Narrows Camping (1-12709)	$33,479.00	$44,320.00	$45,000.00
Off-Site Storage (1-13710)	$95.00	$100.00	$100.00
Ice Sales (1-13711)	$1,928.00	$2,703.00	$2,800.00
Misc Merchandise Sales (1-13714)	$115.00	$0.00	$0.00
Sewage Charge Park (1-13716)	$434.00	$556.00	$500.00
Wood Sales (1-13712)	$13,600.00	$15,911.00	$16,000.00
Day Use Honorarium (1-13718)	0	$1,339.00	$1,500.00
Total Operating Revenue	**$164,151.00**	**$201,857.00**	**$207,900.00**

Expenses - Provincial Park

Administration - Provincial Park	2019 Actual	2020 Actual	2021 Budget
Administration Fee (2-80599)	$19,100.00	$20,000.00	$20,000.00
Advertising & Promotion (2-80600)	$0.00	$0.00	$300.00
NSF and Chargebacks (2-80616)	$0.00	$0.00	$100.00
Credit Card Charges (2-80617)	$4,140.00	$4,780.00	$5,000.00
Bank Charges (2-80618)	$306.00	$133.00	$300.00
Internet Services (2-80626)	$830.00	$614.00	$900.00
Office - Computer (2-80630)	$131.00	$540.00	$1,000.00
Office - Supplies (2-80635)	$907.00	$85.00	$500.00
Printing & Reproduction (2-80647)	$0.00	$198.00	$500.00
Park Manager (2-80660)	$7,683.00	$9,795.00	$10,000.00
Wages Office/Reservations (2-80661)	$5,835.00	$2,544.00	$3,000.00
Parks Maintenance Manager (2-80662)	$11,900.00	$12,000.00	$13,000.00
Narrows Park Manager (2-80663)	$10,475.00	$10,000.00	$11,000.00
WCB Fee (2-80664)	$840.00	$918.00	$1,000.00
Telephone (2-80852)	$1,575.00	$1,588.00	$1,700.00
Cash Outage (2-80853)	$10.00	$51.00	$150.00
	$63,732.00	**$63,246.00**	**$68,450.00**

Insurance	2019 Actual	2020 Actual	2021 Budget
General Liability	$743.00	$931.00	$1,000.00
Vehicle Insurance	$1,160.00	$982.00	$1,000.00
	$1,903.00	**$1,913.00**	**$2,000.00**

Merchandise Inventory	2019 Actual	2020 Actual	2021 Budget
Ice Sales (2-83603)	$1,108.00	$1,568.00	$1,600.00
Wood (2-83610)	$12,452.00	$10,280.00	$12,000.00
	$13,560.00	**$11,848.00**	**$13,600.00**

Park Maintenance & Costs	2019 Actual	2020 Actual	2021 Budget
Contracted Services (2-84600)	$18,800.00	$23,340.00	$30,000.00
Fuel Equipment (2-84615)	$2,464.00	$1,645.00	$2,500.00
Rochon Sands Security (2-84630)	$3,000.00	$3,000.00	$3,500.00
Equipment Repairs(2-84625)	$3,100.00	$3,412.00	$2,500.00
Staff Appreciation (2-84640)	$1,000.00	$630.00	$1,000.00
Parks Maint. Salaries (2-84644)	$11,200.00	$16,400.00	$12,000.00
	$39,564.00	**$48,427.00**	**$51,500.00**

Utilities	2019 Actual	2020 Actual	2021 Budget
Potable Water (2-82215)	$450.00	$500.00	$1,000.00

Electrical Power (2-85200)	$3,900.00	$4,000.00	$4,000.00
Waste Disposal (2-85205)	$4,900.00	$4,200.00	$4,500.00
Heating Expenses (2-85210)	$2,005.00	$2,260.00	$2,300.00
Sewer Disposal (2-85220)	$3,500.00	$5,575.00	$6,000.00
	$14,755.00	**$16,535.00**	**$17,800.00**

	2019 Actual	2020 Actual	2021 Budget
Total Revenue	**$164,151.00**	**$201,857.00**	**$201,857.00**
Total Expenses	**$133,514.00**	**$141,969.00**	**$153,350.00**
Realized Profit	**$30,637.00**	**$59,888.00**	**$48,507.00**
75% Profit to Parks Capital	**$22,977.75**	**$44,916.00**	**$36,380.25**
	2021 Budget	**2022 Budget**	**2023 Budget**
Surplus to Village	**$7,659.25**	**$14,972.00**	**$12,126.75**

Chief Elected Official

Chief Administrative Officer

Approved by Council Resolution #

2021 Operating Budget-Village

Taxation	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Taxes Residential (1-00110)	$201,091.00	$209,136.00	$209,136.00	$0
Res. Taxes School Requisition (1-00111)	$151,826.00	$156,325.00	$158,464.00	$2,139
Non-Res. Tax School Requistion (1-00111)	$1,432.00	$1,503.00	$1,510.00	$7
Seniors Housing Requisition (1-00112)	$25,583.00	$27,798.00	$28,909.92	$1,112
Linear Taxes (1-00190)	$2,687.00	$2,794.00	$2,905.76	$112
Tax Penalties & Costs (1-00510)	$4,881.00	$1,451.00	$1,000.00	-$451
Administration Fees (1-00512)-Taxes	$539.00	$855.00	$850.00	-$5
Transfer from Reserves-Office Renovations-(Equal expense in cell E90)			$25,000.00	
	$388,039.00	**$399,862.00**	**$427,775.68**	**$2,914**

Recovered Expenses Hall	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Contracted Services(1-12588)	$589.00	$804.00	$800.00	-$4
Hall Movie Night (1-12596)	$0.00	$0.00	$0.00	$0
Hall Insurance (1-12598)	$2,811.00	$1,844.00	$2,000.00	$156
Wages (1-12599)	$200.00	$0.00	$0.00	$0
Recovered Expenses Hall - Other(1-12)	$0.00	$0.00	$0.00	$0
	$3,600.00	**$2,648.00**	**$2,800.00**	**$152**

Recovered Expenses Marina	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Insurance(1-12601)	$705.00	$906.00	$900.00	-$6
Lighting & Power (1-12663)	$492.00	$374.00	$400.00	$26
Marina Wages (1-12664	$0.00	$0.00	$0.00	$0
	$1,197.00	**$1,280.00**	**$1,300.00**	**$20**

Misc Revenue	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Inspection Fees (IJD) (1-12520)	$544.00	$435.00	$4,500.00	$4,065
Development Permits (1-12530)	$300.00	$400.00	$350.00	-$50
Fines (1-12540)	$165.00	$0.00	$250.00	$250
Bottle Returns (1-12550)	$0.00	$1,825.00	$2,500.00	$675
Other Revenue Own Sources (1-12590)	$600.00	$710.00	$500.00	-$210
Recovered Expenses -Other (1-12592)	$0.00	$20.00	$0.00	-$20
Office Rent + Utilities (from White Sands) **ESTIMATED**			$5,000.00	
	$1,609.00	**$3,390.00**	**$13,100.00**	**$9,710**

Shoreline Management	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Pier Applications (1-12620)	$1,525.00	$0.00	$0.00	$0
				$0
	$1,525.00	**$0.00**	**$0.00**	$0

Conditional Grants-Operating	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Canada Day Celebrations	$1,800.00	$1,105.00	$1,100.00	-$5
MSI OPERATING	$10,131.00	$21,962.00	$7,696.00	-$14,266
STEP	$10,297.00	$0.00	$0.00	$0
Canada Summer Jobs Grant	$0.00	$7,345.00	$4,800.00	-$2,545
County Recreation Grant	$0.00	$0.00	$0.00	$0
	$22,228.00	**$30,412.00**	**$13,596.00**	**-$16,816**

Total Revenues	**$418,198.00**	**$437,592.00**	**$458,571.68**	**$27,350**

Expenses

Legislative	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Mayor Perdiem (2-11201)	$3,000.00	$3,000.00	$3,000.00	$0

Councillor Perdiem (2-11210)	$6,000.00	$6,000.00	$6,000.00	$0
	$9,000.00	**$9,000.00**	**$9,000.00**	$0

Administration	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Training & Education (2-12105)	$845.00	$0.00	$500.00	$500
Meeting Expenses (2-12110)	$901.00	$100.00	$1,000.00	$900
Administrators Salary (2-12210)	$44,000.00	$48,000.00	$44,000.00	-$4,000
Administration Support (2-12112)	$1,200.00	$748.00	$8,000.00	$7,252
Administration Benefits & LAPP	$0.00	$0.00	$6,000.00	$6,000
WCB Fees (2-12131)	$840.00	$918.00	$840.00	-$78
Advertising & Promotion (2-12210)	$858.00	$300.00	$500.00	$200
Travel & Subsistence (2-12211)	$1,104.00	$0.00	$1,000.00	$1,000
Postage (2-12216)	$1,204.00	$1,139.00	$1,500.00	$361
Telephone (2-12217)	$2,600.00	$2,485.00	$800.00	-$1,685
Internet Services (2-12218)	$800.00	$495.00	$1,000.00	$505
Assessor Fees (2-12230)	$7,500.00	$7,530.00	$7,500.00	-$30
Audit & Accounting (2-12231)	$9,500.00	$9,400.00	$10,000.00	$600
Assn. Memberships (2-12238)	$2,150.00	$2,412.00	$2,100.00	-$312
Office - Supplies (2-12510)	$1,256.00	$1,680.00	$3,000.00	$1,320
Office - Computer (2-12511)	$1,715.00	$1,968.00	$10,000.00	$8,032
Web Page Hosting (2-12512)	$378.00	$155.00	$250.00	$95
Bank Charges & Interest (2-12810)	$314.00	$161.00	$250.00	$89
Credit Card Charges (1-12811)	$3,202.00	$4,413.00	$4,500.00	$87
Taxes Non Payment	**$0**		$5,000	$5,000
Renovations of Village Office-from Reserves			$25,000	$25,000
	$80,367.00	**$81,904.00**	**$132,740.00**	**$50,836**

Insurance	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Rochon Sands Hall (2-13275)	$2,811.00	$1,844.00	$1,900.00	$56
Rochon Sands Marina (2-13276)	$705.00	$672.00	$850.00	$178
Rochon Sands Village (2-13278)	$2,281.00	$2,813.00	$3,000.00	$187
	$5,797.00	**$5,329.00**	**$5,750.00**	**$421**

Bylaws	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Bylaw Enforcement (2-26200)	$0.00	$0.00	$0.00	$0
Policing Requistion (2-26201)	$0.00	$0.00	$8,000.00	$8,000
	$0.00	**$0.00**	**$8,000.00**	**$8,000**

Roads & Streets	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Public Works - Supervisor (2-32100)	$9,809.00	$12,236.00	$11,000.00	-$1,236
Public Works - Student 1 (2-32101)	$3,316.00	$2,193.00	$3,400.00	$1,207
Public Works - Student 2 (2-32102)	$3,366.00	$1,581.00	$3,400.00	$1,819
Public Works-Student 3 (2-32103)	$5,146.00	$4,952.00	$2,500.00	-$2,452
Contracted Services (2-32200)	$9,412.00	$10,626.00	$10,000.00	-$626
Snow Removal (2-32201)	$2,325.00	$2,696.00	$2,500.00	-$196
Repairs & Fuel (2-32510)	$6,928.00	$5,327.00	$6,000.00	$673
Garage Utilities (2-32540)	$1,800.00	$2,062.00	$2,100.00	$38
Street Lights (2-32541)	$14,500.00	$12,500.00	$14,000.00	$1,500
Weed Inspections	$100.00	$0.00	$100.00	$100
	$56,702.00	**$54,173.00**	**$55,000.00**	**$827**

Water & Waste Water	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
SMRWSC Water (2-42301)	$9,493.00	$6,313.00	$9,500.00	$3,187
	$9,493.00	**$6,313.00**	**$9,500.00**	$3,187
				$0
Solid Waste Management	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Solid Waste and Recycling (2-43201)	$740.00	$1,100.00	$1,400.00	$300

Planning & Development	**2019 Actual**	**2020 Actual**	**2021 Budget**	**2021 vs 2020**
Contracted Services (2-61200)	$11,800.00	$10,568.00	$10,000.00	-$568
SDAB Membership	$480.00	$0.00	$500.00	$500
Legal-Mediation 2021 (2-61201)	$0.00	$2,581.00	$0.00	
Planning-Referral Costs (2-61300)	$0.00	$2,772.00	$4,000.00	
	$12,280.00	**$15,921.00**	**$14,500.00**	-$1,421

Recreation & Culture	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Contracted Services (2-72200)	$800	$12,300	$1,200	-$11,100
Golf Course - Power (2-72210)	$427.00	$455.00	$450.00	-$5
Marina - Contracted Services (2-72351)	$467.00	$455.00	$500.00	$45
Canada Day (2-72400)	$1,905.00	$0.00	$1,500.00	$1,500
Hall Contracted Services (2-74200)	$0.00	$929.00	$0.00	-$929
Hall - Movie Night (2-74202)	$0.00	$0.00	$0.00	$0
Hall - Utilities (2-74204)	$2,569.00	$2,537.00	$2,600.00	$63
Hall - Wages (2-74205)	$100.00	$0.00	$0.00	$0
Hall-Supplies (2-74211)	$590.00	$0.00	$500.00	$500
	$6,858.00	**$16,676.00**	**$6,750.00**	-$9,926

Requisitions	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
School Requistion (2-75001)	$153,257.00	$158,448.00	$159,974.00	$1,526
County Recreation (2-75005)	$2,115.00	$2,467.00	$2,500.00	$33
Seniors Housing (2-75006)	$24,896.00	$27,684.00	$28,909.92	$1,226
Waste Management (2-75007)	$9,165.00	$9,165.00	$10,000.00	$835
SREMA (2-75100)	$500.00	$12,944.00	$8,000.00	-$4,944
Regional Fire Commission (2-75101)	$16,387.00	$16,687.00	$20,000.00	$3,313
Regional Library (2-75102)	$700.00	$745.00	$800.00	$55
				$0
				$0
	$207,020.00	**$228,140.00**	**$230,183.92**	$2,044

Payroll Costs	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
	$15,769.00	$18,000.00	$19,000.00	$1,000
				$0
Total Expenses	**$404,026.00**	**$436,556.00**	**$491,823.92**	**$55,268**

	2019 Actual	2020 Actual	2021 Budget	2021 vs 2020
Total Revenue	**$418,198.00**	**$437,592.00**	**$458,571.68**	$27,350
Total Expenses	**$404,026.00**	**$436,556.00**	**$491,823.92**	$55,268
Surplus/Deficit	**$14,172.00**	**$526.00**	**-$33,252.24**	$1,792

Chief Elected Official

Chief Administrative Officer

Approved by Council Resolution #

Multi Year Operating Budget-Village

Taxation	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Taxes Residential (1-00110)	$196,471.00	$201,091.00	$209,136.00	$8,045	$212,273	$215,457
Taxes School Requisition(1-00111)	$151,620.00	$153,258.00	$156,325.00	$3,067	$158,670	$161,050
Non-Res School Tax Requistion (1-00111)			$1,503.00			
Seniors Housing Requisition (1-00112)	$23,954.00	$25,583.00	$27,798.00	$2,215	$28,215	$28,638
Linear Taxes (1-00190)	$2,585.00	$2,687.00	$2,794.00	$107	$2,836	$2,878
Tax Penalties & Costs (1-00510)	$4,515.00	$4,881.00	$1,451.00	-$3,430	$1,473	$1,495
Administration Fees (1-00512)-Taxes	$490.00	$539.00	$855.00	$316	$868	$881
	$379,635.00	**$388,039.00**	**$399,862.00**	**$11,823**	**$404,334**	**$410,399**

Recovered Expenses Hall	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Contracted Services(1-12588)	$2,374.00	$589.00	$804.00	$215.00	$700.00	$711
Hall Movie Night (1-12596)	$0.00	$0.00	$0.00	$0.00	$0.00	$0
Hall Insurance (1-12598)	$2,437.00	$2,811.00	$1,844.00	-$967.00	$0.00	$0
Wages (1-12599)	$168.00	$200.00	$0.00	-$200.00	$100.00	$102
Recovered Expenses Hall - Other(1-12)	$0.00	$0.00	$0.00	$0.00	$0.00	$0
	$4,979.00	**$3,600.00**	**$2,648.00**	**-$952**	**$800.00**	**$812**

Recovered Expenses Marina	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Insurance(1-12601)	$739.00	$705.00	$906.00	$201.00	$919.59	$933.38
Lighting & Power (1-12663)	$634.00	$492.00	$374.00	-$118.00	$700.00	$710.50
Marina Wages (1-12664	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$1,373.00	**$1,197.00**	**$1,280.00**	**$83.00**	**$2,420**	**$2,456**

Misc Revenue	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Inspection Fees (IJD) (1-12520)	$1,313.00	$544.00	$435.00	-$109.00	$1,000.00	$442
Development Permits (1-12530)	$320.00	$300.00	$400.00	$100.00	$350.00	$406
Fines (1-12540)	$417.00	$165.00	$0.00	-$165.00	$400.00	$0
Bottle Returns (1-12550)	$313.00	$0.00	$1,825.00	$1,825.00	$500.00	$1,852
Other Revenue Own Sources (1-12590)	$530.00	$600.00	$710.00	$110.00	$150.00	$721
Recovered Expenses -Other (1-12592)	$432.00	$0.00	$20.00	$20.00	$500.00	$20
	$3,325.00	**$1,609.00**	**$3,390.00**	**$1,781**	**$2,900.00**	**$3,441**

Shoreline Management	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Pier Applications (1-12620)	$1,525.00	$1,525.00	$0.00	-$1,525.00	$0.00	$0.00
License Agreements (1-12622)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$1,525.00	**$1,525.00**	**$0.00**	**-$1,525**	**$0.00**	**$0.00**

Conditional Grants-Operating	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Canada Day Celebrations	$1,300.00	$1,800.00	$1,105.00	-$695.00	$1,000.00	$1,000.00
MSI OPERATING	$9,851.00	$10,131.00	$21,962.00	$11,831.00	$7,696.00	$6,500.00
STEP	$10,032.00	$10,297.00	$0.00	-$10,297.00	$0.00	$0.00
Canada Summer Jobs	$0.00	$0.00	$7,345.00	$7,345.00	$0.00	$0.00
County Recreation Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$21,183.00	**$22,228.00**	**$30,412.00**	**$8,184**	**$8,696.00**	**$7,500.00**

Total Revenues	**$412,020.00**	**$418,198.00**	**$437,592.00**	**$19,394**	**$419,149.98**	**$424,608.13**

Expenses

Legislative	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Mayor Perdiem (2-11201)	$2,500.00	$3,000.00	$3,000.00	$0.00	$3,000.00	$3,000.00
Councillor Perdiem (2-11210)	$5,000.00	$6,000.00	$6,000.00	$0.00	$6,000.00	$6,000.00
	$7,500.00	**$9,000.00**	**$9,000.00**	**$0.00**	**$9,000.00**	**$9,000.00**

Administration	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Training & Education (2-12105)	$2,309.00	$845.00	$0.00	-$845.00	1,000	1,200
Meeting Expenses (2-12110)	$460.00	$901.00	$100.00	-$801.00	150	150
Administrators Salary (2-12210)	$41,400.00	$42,000.00	$48,000.00	$6,000.00	48,720	49,451
Administration Support (2-12112)	$1,540.00	$1,200.00	$748.00	-$452.00	7,500	9,000
Administration Benefits and LAPP			$0.00		0	0
WCB Fees (2-12131)	$534.00	$840.00	$918.00	$78.00	932	946
Advertising & Promotion (2-12210)	$858.00	$858.00	$300.00	-$558.00	305	309
Travel & Subsistence (2-12211)	$1,150.00	$1,104.00	$0.00	-$1,104.00	0	0
Postage (2-12216)	$765.00	$1,204.00	$1,139.00	-$65.00	1,156	1,173
Telephone (2-12217)	$2,460.00	$2,600.00	$2,485.00	-$115.00	2,522	2,560

Internet Services (2-12218)	$1,105.00	$800.00	$495.00	-$305.00	502	510
Assessor Fees (2-12230)	$7,500.00	$7,500.00	$7,530.00	$30.00	7,643	7,758
Audit & Accounting (2-12231)	$9,250.00	$9,500.00	$9,400.00	-$100.00	9,541	9,684
Assn. Memberships (2-12238)	$1,830.00	$2,150.00	$2,412.00	$262.00	2,448	2,485
Office - Supplies (2-12510)	$1,583.00	$1,256.00	$1,680.00	$424.00	1,705	1,731
Office - Computer (2-12511)	$1,500.00	$1,715.00	$1,968.00	$253.00	1,998	2,027
Web Page Hosting (2-12512)	$360.00	$378.00	$155.00	-$223.00	157	160
Bank Charges & Interest (2-12810)	$732.00	$314.00	$161.00	-$153.00	163	166
Credit Card Charges (1-12811)	$3,100.00	$3,202.00	$4,413.00	$1,211.00	4,479	4,546
Taxes Non Payment	**$0**	**$0**	**$10,000**		10,150	10,302
	$78,436.00	**$78,367.00**	**$91,904.00**	**$3,537.00**	**101,072**	**104,158**

Insurance	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Rochon Sands Hall (2-13275)	$2,437.00	$2,811.00	$1,844.00	-$967.00	$0.00	$0.00
Rochon Sands Marina (2-13276)	$739.00	$705.00	$672.00	-$33.00	$850.00	$850.00
Rochon Sands Village (2-13278)	$2,400.00	$2,281.00	$2,813.00	$532.00	$2,600.00	$2,600.00
	$5,576.00	**$5,797.00**	**$5,329.00**	**-$468.00**	**$3,450.00**	**$3,450.00**

Bylaws	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Bylaw Enforcement (2-26200)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Enhanced Policing (2-26201)	$0.00	$0.00	$0.00	$0.00	$5,293.00	$7,053.00
	$0.00	**$0.00**	**$0.00**	$0.00	**$5,293.00**	**$7,053.00**

Roads & Streets	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Public Works - Supervisor (2-32100)	$12,112.00	$9,809.00	$12,200.00	$2,391.00	11,000	11,165
Public Works - Student 1 (2-32101)	$5,230.00	$3,316.00	$2,193.00	-$1,123.00	5,000	5,075
Public Works - Student 2 (2-32102)	$4,976.00	$3,366.00	$1,581.00	-$1,785.00	5,000	5,075
Public Works-Student 3 (2-32103)	$6,272.00	$5,146.00	$4,952.00	-$194.00	0	0
Contracted Services (2-32200)	$8,384.00	$9,412.00	$10,626.00	$1,214.00	10,000	10,150
Snow Removal (2-32201)	$1,535.00	$2,325.00	$2,696.00	$371.00	2,500	2,538
Repairs & Fuel (2-32510)	$5,171.00	$6,928.00	$5,327.00	-$1,601.00	4,000	4,060
Garage Utilities (2-32540)	$1,500.00	$1,800.00	$2,062.00	$262.00	1,700	1,726
Street Lights (2-32541)	$12,000.00	$14,500.00	$12,500.00	-$2,000.00	16,000	16,240
Weed Inspections	$100.00	$100.00	$0.00	-$100.00	100	102
	$57,280.00	**$56,702.00**	**$54,137.00**	-$2,565.00	**55,300**	**56,130**

Water & Waste Water	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
SMRWSC Water (2-42301)	$9,500.00	$9,493.00	$6,313.00	-$3,180.00	$6,500.00	$6,500.00
	$9,500.00	**$9,493.00**	**$6,313.00**	-$3,180.00	**$6,500.00**	**$6,500.00**

Solid Waste Management	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Solid Waste and Recycling (2-43201)	$370.00	$740.00	$1,100.00	**$360**	$1,300.00	$1,400

Planning & Development	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Contracted Services (2-61200)	$8,445.00	$11,800.00	$10,500.00		$2,500.00	$2,500.00
SDAB Membership	$0.00	$480.00	$500.00		$500.00	$500.00
Legal-Mediation 2021			$2,581.00			
Planning Referall Costs			$2,772.00			
	$8,445.00	**$12,280.00**	**$16,353.00**	**$4,073**	**$4,300.00**	**$4,400.00**

Recreation & Culture	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
Contracted Services (2-72200)	$665	$800	$12,300		$100	$100
Golf Course - Power (2-72210)	$350.00	$427.00	$455.00		$350.00	$350.00
Marina - Contracted Services (2-72351)	$534.00	$467.00	$455.00		$500.00	$500.00
Canada Day (2-72400)	$945.00	$1,905.00	$0.00		$1,500.00	$1,500.00
Hall Contracted Services (2-74200)	$2,500.00	$2,569.00	$929.00		$1,300.00	$1,300.00
Hall - Movie Night (2-74202)	$0.00	$0.00	$0.00		$0.00	$0.00
Hall - Utilities (2-74204)	$2,200.00	$2,200.00	$2,537.00		$2,400.00	$2,400.00
Hall - Wages (2-74205)	$100.00	$100.00	$0.00		$100.00	$100.00
Hall-Supplies (2-74211)	$500.00	$590.00	$0.00		$500.00	$500.00
	$7,794.00	**$9,058.00**	**$16,676.00**	**$7,618**	**$6,750.00**	**$6,750.00**

Requisitions	**2018 Actual**	**2019 Actual**	**2020 Actual**	**2020 vs 2019**	**2021 Budget**	**2022 Budget**
School Requistion (2-75001)	$151,620.00	$153,257.00	$157,828.00	$4,571.00	$158,669.88	$161,049.92
County Recreation (2-75005)	$2,115.00	$2,115.00	$2,467.00	$352.00	$2,500.00	$2,500.00
Seniors Housing	$23,597.00	$24,896.00	$27,798.00	$2,902.00	$28,214.97	$28,638.19
Waste Management (2-75007)	$9,000.00	$9,165.00	$9,165.00	$0.00	$9,302.48	$9,442.01
Regional Disaster Services (2-75100)	$500.00	$500.00	$12,944.00	$12,444.00	$5,000.00	$5,000.00
Regional Fire Commission (2-75101)	$15,977.00	$16,387.00	$16,687.00	$300.00	$17,000.00	$18,000.00
Regional Library (2-75102)	$700.00	$700.00	$745.00	$45.00	$800.00	$800.00
	$203,509.00	**$207,020.00**	**$227,634.00**	**$20,614**	**$221,487.32**	**$225,430.13**

Payroll Costs	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
	$17,192.00	$15,769.00	$17,000.00	**$1,231**	$18,000.00	$19,000.00
Total Expenses	**$395,602.00**	**$404,226.00**	**$445,446.00**	**$31,220.00**	**$432,452.16**	**$443,270.80**

	2018 Actual	2019 Actual	2020 Actual	2020 vs 2019	2021 Budget	2022 Budget
Total Revenue	**$412,020.00**	**$418,198.00**	**$437,592.00**	**$19,394.00**	**$419,149.98**	**$424,608.13**
Total Expenses	**$395,602.00**	**$404,226.00**	**$445,446.00**	**$31,220.00**	**$432,452.16**	**$443,270.80**
Surplus/Deficit	**$16,418.00**	**$13,972.00**	**-$7,854.00**	**-$11,826.00**	**-$13,302.19**	**-$18,662.66**
Transfer Park Surplus-25%	**$3,100.00**	**$3,100.00**	**$9,800.00**		**$9,800.00**	**$9,800.00**

Chief Elected Official

Chief Administrative Officer

Approved by Council Resolution

Capital Revenue Parks	2019	2020	2021	2022
Budgeted Surplus (2 calendar years previous)	$29,500	$29,500	$23,000	$45,000
Transfer from Reserves Unspent (previous year)	$1,574	$8,074	$2,574	$574
Totals	**$31,074**	**$37,574**	**$25,574**	**$45,574**

Capital Expenses Parks	2019	2020	2021	2022
Rochon Sands Provincial Park				
Grounds Maintenance				
Buildings Maintenance	$20,000	$25,000	$20,000	
Vehicle Replacement	$0			
Equipment Replacement				$12,000
Firepits/Tables Replacement	$3,000	$3,000	$5,000	$5,000
Interior Buildings Renovations		$7,000	$0	
Total Expenses	**$23,000**	**$35,000**	**$25,000**	**$17,000**

Total Revenue	**$31,074**	**$37,574**	**$25,574**	**$45,574**
Total Expenses	**$23,000**	**$35,000**	**$25,000**	**$17,000**
Transfer to Reserve Next Calendar Year	**$8,074**	**$2,574**	**$574**	**$28,574**

Notes:

2021 Expenditures Roofing on Brown Shops

2022 Expenditures Replace Kubota Mower/Add'n zero turn mower

Summer Village of Rochon Sands Capital Funding Budget 2021-2025

	2019			2020			2021			2022			2023			2024			2025		
Funding Program	MSI	FGTF	RESERVES	MSI	FGTF	RESERVES	MSI	FGTF	VILLAGE	MSI	FGTF	RESERVES	MSI	FGTF	RESERVES	LGFF	FGTF	RESERVES	LGFF	FGTF	RESERVES
New Funding	$78,797	$19,718	$9,800	$94,532	$9,919	$10,800	$91,565	$9,000	$10,000	$75,000	$9,000	$10,000	$50,000	$9,000	$10,000	$50,000	$9,000	$10,000	$50,000	$9,000	$10,000
Carry Forward	$162,925	$5,192	$98,000	$206,747	$24,910	$49,852	$276,879	$26,114	$60,652	-$1,556	$114	$652	$8,444	$114	$652	-$91,556	$114	$0	-$41,556	$9,114	$0
Total Available Funding	$241,722	$24,910	$107,800	$301,279	$34,829	$60,652	$368,444	$35,114	$70,652	$73,444	$9,114	$10,652	$58,444	$9,114	$10,652	-$41,556	$9,114	$10,000	$8,444	$18,114	$10,000
Village Square Phase I- CAP 7562	**$32,098**																				
Village Square Phase II- CAP 10605				$1,900																	
Emergency Address Signs- CAP #12369				$6,500			$15,000														
Bay View Walking Trail - CAP #12368										$50,000	$9,000	$5,000	$50,000								
Bay View Street Paving Overlay-CAP #12367							~~**$25,000**~~			~~**$200,000**~~											
Office Renovations			$0			~~**$10,000**~~			$25,000												
Marina Construction/Upgrades													$100,000	$9,000	$10,000	$0	$0				
Solid Waste Compound Renovations					$8,715																
Village Vehicle			$15,000																		
Equipment Replacement-CAP #12366																					
1. Tractor Replacement							$45,000														
2. Kubota Mower Replacement										$15,000		$5,000									
3. Zero Turn Mower				$4,000																	
Dump Trailer-Village			$0	$12,000																	
Public Works Shop																					
Shirley McLellan Water Line							**$285,000**	**$35,000**	**$45,000**												
Total Spending Allocated Year	**$32,098**	**$0**	**$15,000**	**$24,400**	**$8,715**	**$0**	**$370,000**	**$35,000**	**$70,000**	**$65,000**	**$9,000**	**$10,000**	**$150,000**	**$9,000**		**$0**	**$0**				
Carry Forward Funding	**$209,624**	**$24,910**	**$92,800**	**$276,879**	**$26,114**	**$60,652**	**-$1,556**	**$114**	**$652**	**$8,444**	**$114**	**$652**	**-$91,556**	**$114**		**-$41,556**	**$9,114**				

Approved Spending for Village Square $207951

Chief Elected Official

Chief Administrative Officer

Council Resolution #_____,_____day of _____,2021.

SUMMER VILLAGE OF ROCHON SANDS

Request for Decision (RFD)

Meeting: Regular Council

Meeting Date: April 13, 2021

Originated by: Melissa Beebe, Chief Administrative Officer

Title: SHIRLEY McLELLAN WATER LINE EXTENSION AND TRUCK FILL ROCHON SANDS

Agenda Item Number: 8.2

BACKGROUND/PROPOSAL:

The Shirley McClellen Water Commission advised at the last meeting they had awarded the Rochon Sands Waterline Extension and Truck Fill to Stantec. At the March 9, 2021 meeting council made the following resolution:

Res 2021-059
Motion by Councillor Nichols to approve appointing WSP as Rochon Sands consulting adviser to Council for the water commissions Rochon Sands Water Line Project to represent the municipalities interests and have Administration schedule a meeting for Council.

Carried

After the meeting Administration notified WSP and on March 17, 2021 a virtual Kick off meeting was held and discussed what is the commission requesting of Rochon Sands council and expectations of the extension of the line. It was requested that Stantec would correspond with WSP to be able to provide council with options to discuss and provide their expectations to the appointed Municipal Engineer Consultant appointed by Council to act on the Villages behalf.

Administration and WSP consulted as neither had any response since the meeting. April 6, 2021 Administration received the attached Memo and forwarded to WSP.

DISCUSSION/OPTION/BENEFITS/DISADVANTAGES:

WSP will provide overview of the Memo and options that are being presented by commission to the municipality. WSP is looking for direction from Council on what your expectations are in regards to the proposed

COSTS/SOURCE OF FUNDING (if applicable):

Council will need to assess at least $5000 funding towards engineering to make sure this project meets councils' expectations and resolutions based on information that council wants to make an informed decision

R**ECOMMENDED ACTION:**

1. Council to provide resolution of clear direction of response to commission memo and any other expectations with a budget allocation of $5,000.

Reviewed by: **CAO**:_____

Stantec

Memo

To:	Andrew Brysiuk, Assistant CAO, SMRWSC	From:	Stantec Consulting Ltd.
	Stettler County Office		1101- 4900 50 Street, Red Deer AB T4N 1X7
File:	110170036	Date:	April 6, 2021

Reference: Shirley McLellan Regional Water Services Commission – Phase VI Extension to Rochon Sands – Alignment Selection

BACKGROUND

The Shirley McLellan Regional Water Services Commission (SMRWSC) has installed 260km of regional water transmission line that services 16 municipalities. These communities use the potable water from the Stettler Water Treatment Plant. Each community contains a storage reservoir and distribution pump station that feeds the community at distribution pressure suitable for each location. Phase 6 of the Shirley McLellan Regional Water system is to supply water to the Summer Village of Rochon Sands. There are about 50-75 properties with year-round residents in the Summer Village of Rochon Sands.

At specific locations along the existing transmission alignment, member municipalities have chosen multiple points of delivery to directly service rural customers as well as their main storage facility. Municipalities are responsible for reach point of delivery system beyond the transmission main. Tap off services fill a cistern through a trickle fill system that draws water into the tank at low demand times of day. Typically, each property owner with a cistern is responsible for a chlorination program and ensuring the safety of the water stored on their property.

The proposed system discussed for the Phase VI Waterline Extension to Rochon Sands is to install a 150 mm (6 inch) HDPE pipeline from the White Sands Truckfill on Township Road 404 to Rochon Sands. The line will service residents in Stettler County and the Summer Village of Rochon Sands. The line is planned to be installed within road Rights-of-Way following Range Road 203A, Range Road 204, crossing onto Bay View Street through the new county road south of the Paradise Shores Campground. The Bay View Street alignment continues onto Sands Street at the intersection of Highway 835. From there, there are three potential truckfill sites that will be considered during the preliminary design of this project.

ALIGNMENT OPTION 1

The Commission and member municipalities are selecting the alignment and intended function of the pipeline to be installed between the White Sands truckfill and Rochon Sands truckfill/reservoir. The first alignment is down the south ditch of the alignment as described above, see Figure 1 attached. This alignment is suitable for a transmission only alignment to serve a single point within the Rochon Sands Community. A small scale truckfill will be provided for potable water through this selection.

Adapting this line to a dual use transmission and distribution line, through multi-point delivery, in the future will prove to be cumbersome and expensive. It will involve having to drill or trench in each service stub across the road (to the North) along Sands Street in Rochon Sands.

To provide a potable water distribution system to Rochon Sands in the future, a second pressurized pipeline would be required that could provide direct service to homes without the need for individual cisterns.

Reference: Shirley McLellan Regional Water Services Commission – Phase VI Extension to Rochon Sands – Alignment Selection

ALIGNMENT OPTION 2

The second system option is to provide a transmission line with tees to each lakefront resident within Rochon Sands, along the north side of Sands Street. The Commission will remain responsible for the line up to the point of delivery and the municipality would be responsible for all infrastructure past the tee on a multi-point of delivery system.

Each service tee would be stubbed to the property line. Rochon Sands would then set standards for individual lot hookups, storage, and chlorination requirements. A certified water operations team within Rochon Sands would be required to manage the tees and onsite hookups within the Summer Village and manage code of practice requirements.

As this is a transmission line, it will not be able to provide fire flow to buildings. In place of fire flow, a port will be included on the truckfill for a small fire truck to fill their bulk tanks and shuttle water to emergencies.

The benefit of a transmission line rather than a distribution line is that it gives the Summer Village of Rochon Sands some time to put together a plan and budget for construction, operations, and maintenance of a dedicated distribution line.

As the recommended construction methodology is horizontal directional drilling (HDD), we will be able to avoid the busy summer season for construction. Surface disruption will be minimized during the construction process through the HDD method. Regardless of the alignment option that is selected, the road will be impacted by the construction work zone. One lane will be closed for construction and a flagger will be required. Selecting a less busy time of year will be beneficial for both year-round and seasonal residents and simplify the traffic accommodation for the contractor.

TRUCKFILL LOCATION OPTIONS

The first potential truckfill location is at the corner of Buffalo Drive and Sands Street. The location is on Stettler County MR lands. The second potential truckfill location is within the municipal limits of Rochon Sands next to the Rochon Sands Community Hall. The third potential truckfill location is within the Rochon Sands Provincial Park at the South East side of the park entrance. If we take the pipeline to the edge of the Provincial Park, essentially providing a long stub, we would need a commitment from Alberta Environment and Parks to utilize the water and not allow it to stagnate in the line. Alternatively, there would be some flushing requirements to be undertaken until sufficient use could be established.

Concerns of increased traffic at the truckfill site may be a concern for the Summer Village of Rochon Sands. A small scale truckfill site is preferable to discourage larger volume users from frequenting the site to fill their cisterns. A truckfill with a 50 mm (2 inch) fill line and a bucket fill would service the local residents directly without drawing in larger rural traffic.

It is understood that the Commission would retain ownership and operation of the small scale truckfill.

FURTHER INVESTIGATION

Stantec will be providing additional information for the truckfill selection process including:

1. Geotechnical Boreholes for all three locations (2 each)

Reference: Shirley McLellan Regional Water Services Commission – Phase VI Extension to Rochon Sands – Alignment Selection

2. Topographic survey for each site

Additional information will be gathered for the following to optimize the pipeline alignment including:

1. Topographic survey (one side of the road)
2. Wetland and waterbody mapping
3. Utility Locates
4. Geotechnical Investigation

NEXT STEPS

- Commission to confirm if we have construction timeline limits based on funding approvals;
- Rochon Sands and Stettler County each to determine if they would like to pursue a dual use transmission, distribution system or a dedicated transmission system. This information will determine where the above investigation and survey will take place for the pipeline;
- Preferred location of the Truckfill site (not required- but may provide cost savings for further investigation);

If you have any questions or concerns about the forewritten memorandum, please do not hesitate to contact the undersigned.

Stantec Consulting Ltd.

Sophie Sadowski, EIT
Project Engineer
Email: Sophie.sadowski@stantec.com
Phone: 403-392-0895

Attachment: Figure 1: SMRWSC – Rochon Sands Preliminary Alignment Options

c. Stephan Weninger, Elizabeth Wilson (Stettler County), Melissa Beebe (Rochon Sands)

Stantec

Completed By: AL
Date: 4/6/2021
Project No.: 110170034

Notes:
1. Coordinate System: NAD 1983 UTM Zone 12N

Proposed Alignment
- South Option to Provincial Park
- North Option to Provincial Park
- Dual Use Transmission and Distribution Line
- Dedicated Water Transmission Line
- White Sands to Paradise Shores
- Truckfill
- Cadastral

Shirley McLellan Regional Water Servicing Commission
Phase VI Extension to Rochon Sands

Figure 1: SMRWSC - Rochon Sands Preliminary Alignment Options

SUMMER VILLAGE OF ROCHON SANDS

Request for Decision (RFD)

Meeting: Regular Council

Meeting Date: April 13, 2021

Originated by: Melissa Beebe, Chief Administrative Officer

Title: ELECTIONS RETURNING OFFICER APPOINTMENT

Agenda Item Number: 8.3

BACKGROUND/PROPOSAL:

The Summer Village in January made the following motion:

7.1 Nomination Day for 2021 Municipal Election

Res 2021-008 Motion by B. Brinson for candidate nomination filing date for the Summer Village of Rochon Sands be set for July 3, 2021 between the hours of 10:00 AM and 12:00 Noon at the Summer Village of Rochon Sands Municipal Office at #1 Hall Street, Rochon Sands, Alberta. Nomination date of July 3, 2021
dictates election date will be July 31, 2021, if required.

Carried

At that time, a returning officer was not appointed with the change over of CAO's was taking place.

As I am the CAO for both municipalities it would be prudent to hire election personal and due to Covid 19 the municipality must appoint a returning officer and an alternate.

Training will begin this month and as CAO I do not feel there is enough time to handle the elections for two municipalities plus day to day operations and meetings.

DISCUSSION/OPTION/BENEFITS/DISADVANTAGES:

CAO as returning officer would take away from the other daily duties of looking after the two municipalities. It would be more affective for the CAO to be the alternate based on the Covid regulations. I have discussed with Erin Weinzierl who has worked municipal elections for the Summer Village has agreed to be the returning officer for the village municipal Election.

COSTS/SOURCE OF FUNDING (if applicable):

R**ECOMMENDED ACTION:**

1. Council to appoint Erin Weinzierl as Returning Officer for the Summer Village of Rochon Sands 2021 Municipal Election and the CAO will be the alternate.

Reviewed by: **CAO**:_____

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, MARCH 15, 2021 COMMENCING AT 10:04 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA TELECONFERENCE.

PRESENT: Gord Lawlor, Town of Stettler Councillor (Chairperson)
Sean Nolls, Town of Stettler Councillor
Wayne Nixon, County of Stettler Councillor (Vice Chairperson)
Dave Grover, County of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Paul McKay, Village of Donalda

Other: Linda Borg, Shift Supervisor
Yvette Cassidy, Chief Administrative Officer
Andrew Brysiuk, Director of Municipal Services
Marlene Hanson, Executive Assistant

ABSENT: Art Tizzard, Village of Big Valley

Other: Greg Switenky, Town of Stettler CAO

CALL TO ORDER

The meeting was called to order at 10:04 a.m. on Monday, March 15, 2021 by Chairperson Gord Lawlor.

AGENDA ADDITIONS AND APPROVAL

17.03.15.21 **Moved by Sean Nolls**
"that the March 15, 2021 Stettler District Ambulance Association Meeting agenda be approved as presented." Carried Unanimously

MINUTE APPROVAL

18.03.15.21 **Moved by Wayne Nixon**
"that the January 18, 2021 Stettler District Ambulance Association Meeting Minutes be approved as presented." Carried Unanimously

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

Authorized Representative for Canada Revenue Agency:

19.03.15.21 **Moved by Sean Nolls**
"that the Stettler District Ambulance Association Board appoints Manager Yvette Cassidy, Andrew Brysiuk, Christa Cornelssen, Teresa Walker, Melissa Huraj and Gitzel & Company Chartered Professional Accountants as authorized representatives for Canada Revenue Agency." Carried Unanimously

REPORTS

Payment Register; Bank Reconciliation; and Year to Date Budget Reports:

20.03.15.21 **Moved by Paul McKay**
"that the Stettler District Ambulance Association's Payments Register for the payments posted between January 1 and February 28, 2021, attached and forming part of these minutes, to be approved as presented."
Carried Unanimously

21.03.15.21 **Moved by Sean Nolls**

"that the Stettler District Ambulance Association's Bank Reconciliation for the periods ending December 31, 2020, January 31 and February 26, 2021, attached and forming part of these minutes, to be approved as presented."
Carried Unanimously

22.03.15.21 **Moved by Dave Grover**
"that the Stettler District Ambulance Association's Year to Date Budget for the month ending February 28, 2021, attached and forming part of these minutes, to be approved as presented." Carried Unanimously

23.03.15.21 **Moved by Dave Grover**
"that the Stettler District Ambulance Association identify $10,000 as the current value of Medic 3 being a 2010 Chev G4500 Gs Legend – serial number 1GB9G5BG2A1162786, which is being decommissioned and advertised for sale." Carried Unanimously

Manager's Report and Quarterly Newsletter:

24.03.15.21 **Moved by Wayne Nixon**
"that the Stettler District Ambulance Association Manager's Report and the Quarterly Newsletter, both dated dated March 15, 2021 be received for information." Carried Unanimously

CONSENT AGENDA ITEMS: (None)
IN-CAMERA SESSION: (None)

NEXT MEETING
The next meeting of the Stettler District Ambulance Association is scheduled for Monday, June 21, 2021 at 10:00 a.m.

ADJOURNMENT

25.03.15.21 **Moved by Dave Grover**
"that the Stettler District Ambulance Association Meeting adjourn at 10:27 a.m." Carried Unanimously

_____
Chairperson

_____
Administrator

MINUTES OF THE REGULAR AND ORGANIZATIONAL STETTLER WASTE MANAGEMENT AUTHORITY MEETING HELD ON FRIDAY, MARCH 19, 2021 AT 10:00 A.M., IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA VIDEO CONFERENCE.

PRESENT: Wayne Nixon, County of Stettler Councillor (Chairperson)
Ernie Gendre, County of Stettler Councillor
Sean Nolls, Town of Stettler Councillor (Vice Chairperson)
Malcolm Fischer, Town of Stettler Councillor
Clark German, Village of Big Valley
Blaine Brinson, Summer Village of Rochon Sands
Carl Cornelssen, Summer Village of White Sands
Mark Fox, Stettler Member at Large
Grace Fix, Recycling Representative
(Heartland Beatification Committee)

Other: Rene Doucette, Manager/SWMA Representative
Yvette Cassidy, County of Stettler CAO (SWMA CAO)
Andrew Brysiuk, County of Stettler Director of Municipal Services
Christa Cornelssen, County of Stettler Director of Corporate Services
Teresa Walker, County of Stettler Accounting Technician
Marlene Hanson, County of Stettler Executive Assistant
Peggy Weinzierl, Gitzel & Company

ABSENT: Paul McKay, Village of Donalda

CALL TO ORDER

The meeting was called to order at 10:00 a.m., Friday, March 19, 2021 by Chairperson Wayne Nixon.

Andrew introduced all present in Council Chambers and those joining by teleconference.

AGENDA ADDITIONS AND APPROVAL

01.03.19.21 **Moved by Sean Nolls**
"that the March 19, 2021 agenda for the Stettler Waste Management Authority Meeting be approved with the following additions:
1. Erskine Transfer Site Modifications
2. Administration Policy AD25 – Security Cameras."

Carried Unanimously

MINUTE APPROVAL

02.03.19.21 **Moved by Malcolm Fischer**
"that the December 18, 2020 Stettler Waste Management Authority Meeting minutes be approved as presented." Carried Unanimously

Wayne Nixon released the chair to Andrew Brysiuk.

ORGANIZATIONAL ITEMS

Election of Chairperson:
Andrew Brysiuk called for nominations of Chairperson.
Wayne Nixon nominated Sean Nolls.
Andrew Brysiuk called for nominations a second time.
Andrew Brysiuk called for nominations a third and final time.

03.03.19.21 **Andrew Brysiuk declared**
"the appointment of Sean Nolls for Chairperson of the Stettler Waste Management Authority."

Election of Vice Chairperson:
Andrew Brysiuk called for nominations of Vice Chairperson.
Ernie Gendre nominated Wayne Nixon.
Andrew Brysiuk called for nominations a second time.
Andrew Brysiuk called for nominations a third and final time.

04.03.19.21 **Andrew Brysiuk declared**
"the appointment of Wayne Nixon for Vice Chairperson of the Stettler Waste Management Authority."

Appointment of Chief Administrative Officer:

05.03.19.21 **Moved by Sean Nolls**
"that the Stettler Waste Management Authority confirm the appointment of Stettler County's Chief Administrative Officer Yvette Cassidy as Chief Administrative Officer." Carried Unanimously

Signing Authority:

06.03.19.21 **Moved by Malcolm Fischer**
"that Stettler Waste Management Authority's Signing Authority be one of Chair Sean Nolls, Vice Chairperson Wayne Nixon, alternate Malcolm Fischer or alternate Ernie Gendre and SWMA Chief Administrative Officer Yvette Cassidy or Director of Municipal Services Andrew Brysiuk." Carried Unanimously

Authorized Representative for Canada Revenue Agency:

07.03.19.21 **Moved by Clark German**
"that Stettler Waste Management Authority appoints Manager Yvette Cassidy, Andrew Brysiuk, Christa Cornelssen, Teresa Walker, Melissa Huraj and Gitzel & Company Chartered Professional Accountants as authorized representatives for Canada Revenue Agency."
Mark Fox abstained from voting.
Carried Unanimously

Andrew Brysiuk released the Chair to Sean Nolls.

DELEGATIONS

Peggy Weinzierl, Gitzel & Company RE: Presentation of Audited Financial Statements:
Mrs. Weinzierl presented the Stettler Waste Management Authority Committee members with the audited financial statements for the 2020 year.

Carl Cornelssen left the meeting at 10:19 a.m.

IN-CAMERA SESSION

08.03.19.21 **Moved by Wayne Nixon**
"that the Stettler Waste Management Authority Board enter into an in-camera session at 10:26 a.m. to discuss items exempt from disclosure in the *Freedom of Information and Protection of Privacy Act* as:
Section 19: Confidential Evaluations**."** Carried Unanimously

Rene Doucette, Yvette Cassidy, Christa Cornelssen, Andrew Brysiuk and Marlene Hanson left the meeting.

09.03.19.21 **Moved by Clark German**
"that the Stettler Waste Management Authority Board exit out of in-camera at 10:39 a.m." Carried Unanimously

NEW BUSINESS

Approval of Financial Statements:

10.03.19.21 **Moved by Mark Fox**
"that the Stettler Waste Management Authority Board approve the 2020 Audited Financial Statements for the year ended December 31, 2020 as prepared and presented by Gitzel & Company Chartered Professional Accountants." Carried Unanimously

Appoint Auditor:

11.03.19.21 **Moved by Blaine Brinson**
"that the Stettler Waste Management Authority appoint Gitzel & Company Chartered Professional Accountants as the Stettler Waste Management Authority's 2021 Auditor." Carried Unanimously

The meeting recessed at 10:40 a.m.
The meeting reconvened at 10:42 a.m.

MANAGER'S REPORT

12.03.19.21 **Moved by Malcolm Fischer**
"that the Stettler Waste Management Manager's Report dated March 19, 2021 be received for information." Carried Unanimously

FINANCIALS

Payment Register; Bank Reconciliation; and Year to Date Budget Reports:

Peggy Weinzierl and Christa Cornelssen left the meeting at 10:45 a.m.

13.03.19.21 **Moved by Clark German**
"that the Stettler Waste Management Authority's Payments Register for the payments posted between December 1, 2020 and February 28, 2021; and the Bank Reconciliation for the periods ending December 31, 2020 and January 31, 2021 Reports, attached and forming part of these minutes, to be approved as presented." Carried Unanimously

Christa Cornelssen rejoined the meeting at 10:47 a.m.

14.03.19.21 **Moved by Ernie Gendre**
"that the Stettler Waste Management Authority's Reserves for the periods ending January 31, 2021; and the Year to Date Budget for the month ending January 31, 2021, attached and forming part of these minutes, to be approved as presented." Carried Unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES

Erskine Transfer Site Modifications:

15.03.19.21 **Moved by Mark Fox**
"that the Stettler Waste Management Authority receive the Erskine Transfer Site Modifications item for information."
Carried Unanimously

Administration Policy AD25 – Security Cameras:

16.03.19.21 **Moved by Ernie Gendre**

"that the Stettler Waste Management Authority approve Stettler Waste Management Policy Manual's Administration Policy AD25 – Security Cameras, as amended." Carried Unanimously

RECYCLING REPORT:

Grace Fix reported that the Minister of Environment and Parks Jason Nixon announced that the Alberta Government is designing a program that aims to reduce landfill waste by transferring costs to companies, which will encourage companies to produce less waste and packaging, and come up with innovative ways to recycle more materials. This will shift recycling costs away from the Municipalities and taxpayers, to the company that produces the goods. Hopefully, the framework will be ready by the Fall.

Stettler SWMA Alberta 2020 LCA; Recycling Report; Use of Burn Pits at Transfer Sites and Landfills; and 2020 Annual Compliance Report:

Andrew Brysuik left the meeting at 11:09 a.m.

Grace Fix requested approval to share her recycling information with Paintearth and Rockyview Counties.

It was noted that Paintearth's Waste Management Site accepts absolutely everything, with no cost to the tax payers, as the Municipality receives revenue from this landfill.

Andrew Brysiuk rejoined the meeting at 11:13 a.m.

- It was noted that sharing information could be a large drain on staff. Would depend on who was to respond.
- Information sharing could be beneficial to all authorities.

Grace Fix will bring the Sharing of Information item to a future meeting, to discuss further.

Clark German left the meeting at 11:17 a.m.

Grace Fix noted that:

- all cardboard and treated wood needs to be kept out of the burn pits.
- this may require SWMA staff to keep closer attention on the items that are being placed in the burn pits.
- should have a bin to collect small amounts of treated wood (similar to the furniture). Large loads of treated lumber, would need to be taken to the Regional Landfill.
- for recycling of Christmas trees, she is looking into a chipping machine.
- Grace Fix requested to restrict the burning of all cardboard and treated wood.
  - Rene Doucette noted that this is feasible as Five Star has bins at the Landfill.
  - Started burning due to recycling cost expenses – will cardboard be blowing all over the county?
  - Is it possible to have a recycling bin at the Landfill? (Rene Doucette could discuss with Five Star.)

It was requested by Grace Fix to put-up signs stating the materials that could not be placed in the burn pit.

- It was noted that the program needs to identify the costs associated, determine a workable program/strategy, and to implement a policy, therefore, it was requested to have this researched and presented at a future meeting.
- It was suggested that there is a need to notify/communicate with companies affected prior to implementing in order to give them time to adjust and determine costs.

Grace Fix asked to educate rural residence as to 'what should not be burned in burn barrels', then in the future to develop a bylaw that restricts the items that can be burned, followed by a third step to not allow burning. (It was noted that this request is outside the jurisdiction of the Stettler Waste Management Authority, and would be a County of Stettler No. 6 decision.)

Ernie Gendre requested that a mattress be compress in order to determine the volume/size of such.

- Grace Fix noted that mattresses un-compress, and reminded that recycling is to recover and reuse the mattress materials.
- Sean Nolls noted that this is not a tangible cost and will vary based on mattress size.
- Malcolm Fischer noted that just because we can landfill, doesn't mean we should.

Rene Doucette identified that he questions the number of mattresses recorded as collected by the recycler, as feels that another municipality's mattresses may have been charged to this invoice.

- Grace Fix will call the recycler to clarify.

17.03.19.21 **Moved by Wayne Nixon**
"that the Stettler Waste Management Authority receive for information:

- Stettler SWMA Alberta 2020 LCA (Textile Recycling Diversion Report for Diabetes Canada)
- Recycling Report dated March 19, 2021
- Use of Burn Pits at Transfer Sites and Landfills
- 2020 Annual Compliance Report." Carried Unanimously

CONSENT AGENDA ITEMS:

Resident Complaint RE: Posting of Holiday Hours:

Ernie Gendre noted that during the Christmas/New Year season, residents requested additional open hours.

- It was noted that residents could drop-off at the Stettler Regional and the Stettler Landfills as they are open 7 days a week being closed on all statutory holidays.

Christa Cornelssen left at 11:46 a.m.

- Hours of operation are advertised in the County Connections.

18.03.19.21 **Moved by Ernie Gendre**
"that the Stettler Waste Management Authority receive for information the Resident Complaint RE: Posting of Holiday Hours."
Carried Unanimously

IN-CAMERA SESSION

19.03.19.21 **Moved by Wayne Nixon**

"that the Stettler Waste Management Authority Board enter into an in-camera session at 11:48 a.m. to discuss items exempt from disclosure in the *Freedom of Information and Protection of Privacy Act* as:
Section 17: Disclosure Harmful to Personal Privacy**."**

Carried Unanimously

Rene Doucette, Yvette Cassidy, Andrew Brysiuk and Marlene Hanson left the meeting.

20.03.19.21 **Moved by Wayne Nixon**

"that the Stettler Waste Management Authority Board exit out of in-camera at 11:55 a.m." Carried Unanimously

NEXT MEETING

The next meeting is scheduled for June 18, 2021 at 10:00 a.m.

ADJOURNMENT

21.03.19.21 **Moved by Ernie Gendre**

"that the Stettler Waste Management Authority Meeting be adjourned at 11:56 a.m." Carried Unanimously

_____
Chairperson

_____
SWMA Chief Administrative Officer

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2020

MANAGEMENTS' RESPONSIBILITY FOR FINANCIAL REPORTING

Management of Shirley McClellan Regional Water Service is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the commission's financial position as at December 31, 2020 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The commission carries out its responsibilities for review of the financial statements principally through council meetings. They meet with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to Council with and without the presence of management. The commission has approved the financial statements.

The financial statements have been audited by Gitzel & Company, Chartered Professional Accountants, independent external auditors appointed by the commission. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the commission's financial statements.

J Cassidy
Chief Administrative Officer

April 8, 2021
Date

L Carlson
Financial Officer

April 8, 2021
Date

GITZEL & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA

INDEPENDENT AUDITORS' REPORT

TO: The Members
Shirley McClellan Regional Water Service

Opinion

We have audited the financial statements of Shirley McClellan Regional Water Service, which comprise the statement of financial position as at December 31, 2020 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the commission as at December 31, 2020, the results of its operations, change in its net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the *Auditors' Responsibilities for the Audit of the Municipal Financial Statements* section of our report. We are independent of the commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

A significant area requiring the use of management's estimates is the amortization of the water distribution system. The system is being amortized over 75 years. Significant changes in the useful life of the distribution system could result in changes to tangible capital assets, and equity in tangible capital assets.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the commission to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the commission's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the commission to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, Alberta
April 8, 2021

Gitzel & Company
CHARTERED PROFESSIONAL ACCOUNTANTS

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and temporary investments (Note 3)	$ 1,610,949	$ 963,673
Trade and other receivables	13,816	25,571
Due from members - operating	128,193	152,780
GST receivable	19,461	15,646
Receivable from members - capital	4,476,068	4,773,475
Alberta Capital Finance Share	-	10
	6,248,487	5,931,155
LIABILITIES		
Accounts payable and accrued liabilities	190,708	212,966
Deferred revenue (Note 4)	16,176	36,755
Long-term debenture debt (Note 5)	4,476,068	4,169,513
	4,682,952	4,419,234
NET FINANCIAL ASSETS (DEBT)	1,565,535	1,511,921
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	55,159,942	56,066,832
Prepaid expenses	17,709	17,007
	55,177,651	56,083,839
ACCUMULATED SURPLUS	$ 56,743,186	$ 57,595,760

APPROVED ON BEHALF OF THE BOARD:

_____ Director

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2020

	Budget (Unaudited)	2020	2019
REVENUES			
Municipal contributions for administration	$ -	$ -	$ 42,914
Interest and other	4,000	12,055	14,401
Sale of water and user charges	1,270,452	1,185,641	1,446,751
	1,274,452	1,197,696	1,504,066
EXPENSES			
Administration			
Wages and benefits	6,200	6,254	6,247
Contracted and general services	82,750	75,682	78,927
Materials, supplies and utilities	2,500	382	166
Bank charges	500	417	488
	91,950	82,735	85,828
Water distribution			
Contracted and general services	217,000	214,656	170,488
Materials, supplies and utilities	69,500	47,222	65,394
Purchase of water	700,484	646,015	808,750
	986,984	907,893	1,044,632
Water transfer station			
Contracted and general services	9,000	7,289	6,561
Materials, supplies and utilities	80,000	69,697	79,493
	89,000	76,986	86,054
Interest expense	138,154	130,992	127,256
Amortization of tangible capital assets	945,000	979,390	997,616
TOTAL EXPENSES	2,251,088	2,177,996	2,341,386
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES – BEFORE OTHER	(976,636)	(980,300)	(837,320)
OTHER			
Transfers for capital (Schedule 3)	138,154	127,726	127,666
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	$ (838,482)	(852,574)	(709,654)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		57,595,760	58,305,414
ACCUMULATED SURPLUS - END OF YEAR		$ 56,743,186	$ 57,595,760

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	$ (852,574)	$ (709,654)
Acquisition of tangible capital assets	(72,500)	-
Amortization of tangible capital assets	979,390	997,616
	906,890	997,616
Net use (acquisition) of prepaid expenses	(702)	(1,103)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS (DEBT)	53,614	286,859
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	1,511,921	1,225,062
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	$ 1,565,535	$ 1,511,921

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Excess (shortfall) of revenues over expenses	$ (852,574)	$ (709,654)
Non-cash items:		
Amortization of capital assets	979,390	997,616
Non-cash changes to operations (net change):		
Trade and other receivables	32,537	255,350
Receivable from members for capital	297,407	149,284
Accounts payable and accrued liabilities	(22,258)	9,011
Deferred revenue	(20,579)	36,755
Prepaid expenses	(702)	(1,103)
Net cash provided by (used in) operating activities	413,221	737,259
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(72,500)	-
Net cash provided by (used) in capital activities	(72,500)	-
INVESTING ACTIVITIES		
Decrease (increase) in restricted cash and short-term investments	-	-
Net cash provided by (used) in investing activities	-	-
FINANCING ACTIVITIES		
Capital debt issued	482,174	-
Capital debt repaid	(175,619)	(163,285)
Net cash provided by (used) in financing activities	306,555	(163,285)
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	647,276	573,974
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	963,673	389,699
CASH AND CASH EQUIVALENTS - END OF YEAR	1,610,949	963,673
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash and short-term investments	1,610,949	963,673
Less: restricted portion of cash (Note 3)	-	-
	$ 1,610,949	$ 963,673

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2020

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2020	2019
BALANCE - BEGINNING OF YEAR	$ 4,623,441	$ 1,075,000	$ 51,897,319	$ 57,595,760	$ 58,305,414
Excess (shortfall) of revenues over expenses	(852,574)	-	-	(852,574)	(709,654)
Unrestricted funds designated for future use	(37,000)	37,000	-	-	-
Current year funds used for tangible capital assets	(72,500)	-	72,500	-	-
Annual amortization expense	979,390	-	(979,390)	-	-
Capital debt issued for TCA	482,174	-	(482,174)	-	-
Capital debt repaid	(175,619)	-	175,619	-	-
	323,871	37,000	(1,213,445)	(852,574)	(709,654)
BALANCE - END OF YEAR	$ 4,947,312	$ 1,112,000	$ 50,683,874	$ 56,743,186	$ 57,595,760

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2020

	Land	Reservoir	Distribution System	Electronic Monitoring Equipment	2020	2019
COST:						
BALANCE - BEGINNING OF YEAR	$ 117,899	$ 10,456,118	$ 53,572,857	$ 681,755	$ 64,828,629	$ 64,828,629
Acquisition of tangible capital assets	-	-	-	72,500	72,500	-
BALANCE - END OF YEAR	117,899	10,456,118	53,572,857	754,255	64,901,129	64,828,629
ACCUMULATED AMORTIZATION:						
BALANCE - BEGINNING OF YEAR	-	2,379,766	5,725,754	656,277	8,761,797	7,764,181
Annual amortization	-	232,358	714,305	32,727	979,390	997,616
BALANCE - END OF YEAR	-	2,612,124	6,440,059	689,004	9,741,187	8,761,797
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	$ 117,899	$ 7,843,994	$ 47,132,798	$ 65,251	$ 55,159,942	$ 56,066,832

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

SCHEDULE 3 – TRANSFERS

FOR THE YEAR ENDED DECEMBER 31, 2020

	Budget (Unaudited)	2020	2019
TRANSFERS FOR CAPITAL			
Provincial government	$ -	$ -	$ -
Commission member – Capital improvement levy	138,154	127,726	127,666
	$ 138,154	$ 127,726	$ 127,666

SHIRLEY McCLELLAN REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted are as follows:

(a) Reporting Entity

The Shirley McClellan Regional Water Services Commission is constituted under the Municipal Government Act and was approved by the Province of Alberta Order in Council October 10, 2007; for the purpose of providing and operating a water supply system.

The members of the Commission are County of Paintearth No. 18, The County of Stettler No. 6, Town of Castor, Town of Coronation, Village of Bawlf, Village of Big Valley, Village of Consort, Village of Donalda, Village of Halkirk, Village of Rosalind, Village of Veteran, Summer Village of Rochon Sands, Summer Village of White Sands, Special Area No. 2, Special Area No. 3, and Special Area No. 4.
The Commission is exempt from income taxation under Section 149 of the Canada Income Tax Act.

(b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred or transfers are due.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Amortization is based on the estimated useful lives of property and equipment. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

1. SIGNIFICANT ACCOUNTING POLICIES - Continued

(c) Use of Estimates - Continued

Significant areas requiring the use of management's estimates were:

The estimated useful life of tangible capital assets has been estimated by management. The length of this useful life will affect the amount of amortization of tangible capital assets and equity in tangible capital assets in the financial statements.

(d) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(e) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, and accounts with banks.

(f) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Engineered structures	
Reservoir	45
Distribution system	75
Electronic monitoring equipment	5

The annual amortization charge in the year of acquisition and in the year of disposal is pro-rated based on the number of months that the asset was owned during the year. Assets under construction are not amortized until the asset is available for productive use.

2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

(a) Section PS 1201 - Financial Statement Presentation
This section provides guidance on general reporting principles and disclosure of information in financial statements. Effective April 1, 2022.

(b) Section PS 2601 - Foreign Currency Translation
This section establishes standards on how to account for and report transactions that are denominated in foreign currency. Effective April 1, 2022.

(c) Section PS 3041 - Portfolio Investments
This section establishes standards on how to account for and report portfolio investments in government financial statements. Effective April 1, 2022.

(d) Section PS 3450 – Financial Instruments
This section establishes guidance on the recognition, measurement and disclosure requirements for financial instruments. Effective April 1, 2022.

(e) Section PS 3280 – Asset Retirement Obligations
This section establishes standards on how to account for a liability for retirement of a tangible capital asset and will apply in years beginning on or after April 1, 2022.

(f) Section PS 3400 – Revenue
This new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. Effective April 1, 2023.

3. CASH AND TEMPORARY INVESTMENTS

	2020	2019
Cash	$ 1,610,949	$ 963,673

4. DEFERRED REVENUE

	2020	2019
Advances for future local improvement levy	$ 16,176	$ 36,755

5. LONG-TERM DEBENTURE DEBT

	2020	2019
Debentures	$ 4,476,068	$ 4,169,513

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2021	$ 188,332	$ 127,408	$ 315,740
2022	193,865	121,875	315,740
2023	199,561	116,179	315,740
2024	205,427	110,313	315,740
2025	211,468	737,268	315,740
Thereafter	3,477,415	104,272	4,214,683
	$ 4,476,068	$ 1,317,315	$ 5,793,383

The long-term debt was borrowed for capital purposes.

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at the rate of 2.0650% to 3.0757% per annum, and matures in 2037 to 2045. The average annual interest rate is 3.030% for 2020. Debenture debt is issued on the credit and security of the commission.

6. DEBT LIMITS

Section 3 of the Alberta Regulation No. 76/2000 requires that debt and debt limits for the Commission be disclosed as follows:

	2020	2019
Total debt limit	$ 2,650,846	$ 3,263,464
Total debt	4,476,068	4,169,513
Less amounts recoverable from municipalities	(4,476,068)	(4,169,513)
	-	-
Amount of debt limit unused (exceeded)	2,650,846	3,263,464
Debt servicing limit	463,898	571,106
Total debt service costs	315,740	290,951
Less amounts recoverable from municipalities	(188,332)	(168,203)
	127,408	122,748
Amount of debt servicing limit unused (exceeded)	$ 336,490	$ 448,358

6. DEBT LIMITS - Continued

The debt limit is calculated at 2 times revenue of the Commission (as defined in Alberta Regulation No. 76/2000) and the debt service limit is calculated at 0.35 times such revenue. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

7. ECONOMIC DEPENDENCY

The Commission relies on Alberta Provincial grants to fund a substantial portion of its tangible capital assets. During the year the Commission received $NIL (2019 - $ NIL). At year end amounts receivable from the province were $NIL (2019 - $ NIL).

8. RELATED PARTY TRANSACTIONS

Members of the commission have been identified as related parties. The County of Stettler is a commission member and is contracted to manage the commission operations. All related party transactions are recorded at the exchange amount which is the amount agreed to by the parties.

Amounts from commission members are:

	2020	2019
Revenues:		
Sales of water and user charges	$ 1,134,309	$ 1,395,476
Municipal contributions for administration	-	42,914
Expenditures:		
Operating	255,844	190,803
Amounts receivable:		
Due from commission members for operations	128,193	152,780
Due from commission members for capital	4,476,068	4,773,475
Liabilities:		
Accounts payable	57,928	54,494
Deferred revenue	$ 16,176	$ 36,755

9. EQUITY IN TANGIBLE CAPITAL ASSETS

	2020	2019
Tangible capital assets (Schedule 2)	$ 55,159,942	$ 56,066,832
Long-term debt	4,476,068	4,169,513
	$ 50,683,874	$ 51,897,319

10. FINANCIAL INSTRUMENTS

A financial instrument is any contract the gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The commission's financial instruments consist of cash, receivables, long term investments, accounts payable, bank indebtedness, and long-term debt. In management's opinion these financial instruments are not exposed to significant currency risks.

The commission is exposed to various risks through its financial instruments. The following analysis provides a measure of the commission's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the commission is not exposed to significant currency or other price risk.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The commission is subject to credit risk with respect to various trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the commission provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk. The carrying value of accounts receivable reflects management's assessment of credit risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Commission manages its exposure to interest rate risk through a combination of fixed and floating rate borrowings. The fixed rate debt is subject to fair value risk, as the value will fluctuate as a result of changes in market rates. The floating rate debt is subject to interest rate cash flow risk, as the required cash flows to service the debt will fluctuate as a result of changes in market rates.

Operating Line of Credit

At December 31, 2020 the Commission had bank lines of credit aggregating $250,000 (2019 - $250,000) of which $NIL (2019 - $NIL) had been drawn down. Lines of credit are revolving operating and term facilities that bear interest at the prime rate less 0.25%. Lines of credit are repayable on demand. They are reviewed annually. The debt is issued on the credit and security of the Commission.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

11. COMMITMENTS

The Commission is committed to the following purchases subsequent to year end:

Administration contract $60,000 per year

The Commission has an agreement to purchase water from the Town of Stettler according to a specified formula which requires the Commission to forecast its annual water requirements. This agreement expires November, 2037.

12. CONTINGENT LIABILITES

The commission operates water lines which in the future may incur site restoration costs. The commission is unable to determine the present value of these possible costs at this time.

13. APPROVAL OF FINANCIAL STATEMENTS

The Board of Directors has approved these financial statements.

14. BUDGET AMOUNTS

Budget amounts for the year ended December 31, 2020 were approved by the Board on December 11, 2019 and are for information purposes. These amounts have not been audited.

#1 Hall Street, PO Box 15-11
Rochon Sands, AB T0C 3B0
Ph: 403-742-4717
Office Hours: Tues-Friday – 9 am to 4 pm

Summer Village of White Sands

March 29, 2021

FCC AgriSpirit Fund

Dear Sir/Madam,

It is my pleasure to write a letter in support of the Buffalo Lake South Shore Rescue Watercraft Project submitted to the FCC AgriSpirit Fund by the Stettler Volunteer Firefighters Association.

As the Chief Administration Officer of the Summer Villages of Rochon Sands and White Sands I am aware of the numbers of people enjoying Buffalo Lake and the sudden weather changes that have caught people unaware and placed them in life threatening situations while out on the lake. The need for our firefighters to have the means to answer the call for water rescue in all types of distress, overturned watercraft, jet ski's, wind boarders, locating missing people, etc. It is essential to the life safety of the people enjoying our lake. The Buffalo Lake South Shore Watercraft Project will address a growing concern for life safety among our residents following some incidents we have had on the lake in previous years due to climate change weather patterns.

In conclusion, I fully support the efforts of the Stettler Regional Firefighter Association as they seek external funding to attain these rescue craft as these will benefit the people of Rochon Sands, White Sands and many other people that come from surrounding areas to use Buffalo Lake.

Sincerely,

Melissa Beebe
CAO Summer Villages of Rochon Sands and White Sands
info@rochonsands.net
cao@whitesandsab.ca

Land and Property Rights Tribunal - Fact Sheet

Legislative Amalgamation of the Land Compensation Board (LCB), Municipal Government Board (MGB), New Home Buyer Protection Board (NHBPB) & Surface Rights Board (SRB)

Background

The LCB, MGB, NHBPB, and SRB are independent, quasi-judicial tribunals that make decisions about land planning, property assessment and compensation disputes involving land expropriations and surface leases.

These boards were administratively amalgamated in 2017 as part of a government-wide review of all Agencies, Boards and Commissions. This involved having a common Chair to oversee all four boards, sharing administrative staff and a common location. These changes generated annual cost savings of approximately $500,000.

What is changing?

The LCB, MGB, NHBPB and SRB will be amalgamated into the **Land and Property Rights Tribunal (LPRT)** pursuant to the *Land and Property Rights Tribunal Act*. This legislation was introduced under *Bill 48,* the *Red Tape Reduction Implementation Act, 2020*. Bill 48 received royal assent on December 09, 2020.

This will consolidate the jurisdiction and administration of these boards into one entity, the LPRT.

When will the amalgamation take effect?

The LPRT will come into existence on **June 02, 2021**, replacing the LCB, MGB, NHBPB, and SRB.

Why are these boards being amalgamated?

The LPRT is being created as part of the next phase of the administrative amalgamation to further streamline services, improve efficiency and reduce costs.

Key Highlights

Board members of the LCB, MGB, NHBPB and SRB will become members of the LPRT.

The LPRT will have common rules of procedure and Mandate and Roles to simplify and streamline processes for parties.

Having a larger pool of board members to assign to proceedings improves the flexibility to respond to shifting workloads and the tribunal's ability to retain the best and most experienced members.

This change will not affect rights of parties or existing applications or appeals so anyone who has already submitted materials won't have to take any additional steps.

Contact information for the LPRT has not changed. The LPRT will retain email addresses and phone numbers of the LCB, MGB, NHPBP, and SRB until further notice.

Questions?

Please contact Mike Hartfield, Director at (780) 427 2444. Toll free: 310-0000.

MINUTES OF THE SUMMER VILLAGE OF ROCHON SANDS EMERGENCY MANAGEMENT AGENCY MEETING HELD ON THURSDAY, APRIL 1, 2021 AT 2:05 P.M. AT THE COMMUNITY HALL IN THE SUMMER VILLAGE OF ROCHON SANDS, ALBERTA

PRESENT: Melissa Beebe, CAO
Roger Nichols
Blaine Brinson
Clint Sime, Director of Emergency Management
Chad Jackson, Deputy Director of Emergency Management
(joined the meeting at 2:13 p.m.)
Marlene Hanson, Recording Secretary

CALL TO ORDER
The meeting was called to order at 2:05 p.m. Thursday, April 1, 2021 by Clint Sime.

INTRODUCTIONS
Introductions were completed.

Melissa Beebe clarified that:
- Every council appoints the DEM.
- In the event of a local situation, the local municipality would be required to implement an Incident Command Post until SREMA is set-up/arrives. Noted that their council would need to declare a State of Local Emergency (SOLE), then if out of their control, must be by the mayor or Reeve.

Chad Jackson joined the meeting at 2:13 p.m.

ADOPTION OF AGENDA
Declared by Clint Sime
"that the April 1, 2021 agenda for the Summer Village of Rochon Sands Emergency Management Agency Meeting be approved as presented."

NEW BUSINESS
Emergency Response Plan Finalization and Rollout:
Micheal Curtis was not available, therefore, Clint updated:
- A copy of the draft plan was distributed.
- The draft document, which was made available, is 90% complete.
- Will be populated into the Community Emergency Management Program (CEMP).
- Noted this is our document and that any changes, etc., will be made as this is still a draft copy of the plan. Inform DEM Clint Sime of all additions and corrections.
- All Emergency Management documents requires a yearly review.
- Clint Sime will provide Melissa Beebe with a digital copy of the draft plan.

Summer Village of Rochon Sands Emergency Management Plan:
Hazard Identification and Risk Assessments (HIRA):
- Clint Sime reported that the SREMA Plan is for the Villages of Big Valley and Donalda, Summer Villages of Rochon Sands and White Sands, Town of Stettler and County of Stettler which will contain a specific subsection for each community.
- HIRA's are important as this is Summer Village of Rochon Sands' opportunity to identify their unique possible hazards.
- HIRA's are to be reviewed yearly.
- Incident Command Post (ICP) is the County of Stettler Public Works Facility. Installing a generator for back-up power.
- Ideally Agency Meetings are for workers and the CAO.

- It was noted that the Councillors have never viewed the plan, therefore, are concerned as it needs to be shared.
  - Clint Sime identified that Councillors do not have access to CEMP and noted that Councillors' role in the Emergency Management does not include direct involvement in the Incident Command Post.
  - All CAO's have access to CEMP.
  - Everyone should have access to the Emergency Management Plan. (Melissa Beebe will send the digital copy out the Councillors.) (Melissa Beebe noted that once a SOLE is declared, the municipality has no control on costs involved. Also, noted that a SOLE is complicated as may receive bills from people that help, however, were not requested.)
- HIRA will change year to year.

CAO Beebe will submit Councillors questions, etc., regarding the Emergency Management Plan to DEM Clint Sime.

Notice of Appointment of Director/Deputy Director of Emergency Management:
- Summer Village of Rochon Sands needs to submit notification, on letterhead, identifying the appointment, as per Council resolution, of the Director/Deputy Director of Emergency Management.
- It was identified that Rochon Sands' Council has not appointed the DEM and Deputy DEM, yet. Therefore, Clint Sime requested that an email be sent as soon as possible indicating that "The Summer Village of Rochon Sands appoints Clinton Sime as the acting Director of Emergency Management and Chad Jackson as the acting Deputy Director of Emergency Management", with the requested letter to follow upon Council appointing the DEM and Deputy DEM.
- We are the only region that has one DEM for 6 municipalities which is good as everything is cohesive and negative as there are lots of meetings creating repetition.

<u>Alberta Hazard Incident Management Team (AHIMT)</u>:
- Five county staff members have taken training and are members of the central AHIMT, having approximately 100 trained members involved throughout the central region, that can respond to any event if assistance is requested. Training is extensive so that members are able to assist other communities and can be called on in the event of running an ICP – brings manpower and experience – for 4-5 days the ICP would be up to SREMA to manage. It was noted that if an incident occurred in the Summer Village of Rochon Sands, the Summer Village of Rochon Sands Emergency Management would be responsible to operate from their own ICP, until the SREMP ICP is operational.
- The team does yearly training.
- If anyone wishes to join, notify Clint Sime. Consists of training for ICS 300 and 400, and in addition participating in various types of exercises (familiarizes with the use of scenarios and learning through mock exercise(s) - practical hands on experience, running IPC and reading plans, etc.).
- On March 30, 2021 a very successful virtual incident session was competed – Clint Sime was the Incident Commander for the mock incident.

<u>CEMP Training</u>:
- Community Emergency Management Program (CEMP).
- Each community completes their portion of the program.
- Is a way to share resources and plans between communities – Implemented by the Province of Alberta.
- Program is free.
- Makes updating information easy.
- SREMA plan is available as well.
- HIRAs are part of this plan.
- Will check to make sure CAO Melissa Beebe has access to CEMP.

Emergency Management Training:

- Province of Alberta mandated that Basic Emergency and ICS 100 is mandatory for all permanent employees of the municipal government. Should training be needed, notify Clint Sime. These courses are available online.
- The County and the Town of Stettler have declared that ICS 200 is compulsory and suggests the same for other municipalities.
- Course are free of charge.
- Courses do not expire.
- Once COVID-19 gathering restrictions open-up, courses will continue. Digital training is in the process of being developed.
- Training is ongoing, as staff changes.
  - Councillor will receive "Municipal Elected Officials" training.
  - CAO Beebe noted that most of her staff have been trained and that she has received training for Scribing, Basic Emergency, ICS 100 and ICS 200 and possibly 300.

Alberta Emergency Management Agency (AEMA) Audit:

- The audit/review was held in February, 2021.
- The Plan/Bylaw(s) were reviewed – all passed exceeding the minimum standard required.

COVID-19 ICP Activation After Action Review:

- Clint Sime reported that the Emergency Management legislation has been updated, making it the municipality's responsibility to have all staff receive mandatory training, develop response plans and host exercises or incidents on a regular basis.
- It was identified that when the ICP was activated in March, 2020 the After Action Review had not been completed. This is required in order for the event to count as an exercise.
- During the Debrief:
  - use of proper language and terminology was identified;
  - location of ICP was changed to the County of Stettler Public Works Facility, with the back-up location being the Donalda Fire Hall (locations need internet, generator – plan is to purchase a new portable generator; availability of required documents, etc.)
  - Noted that a staging area would be identified at the time of the incident
- Protective Services and RCMP have a communication system and that a radio communication system can be requested through the Alberta Emergency Management Association; Fire department is in the process of implementing a communication system.

ROUND TABLE

- Fire bans are declared by the Fire Chief.

CORRESPONDENCE (None)
INFORMATION ITEMS (None)

NEXT MEETING

The next Meeting of the Summer Village of Rochon Sands Emergency Management Agency will be held in 2022 at the call of the Director of Emergency Management. (Another Agency Meeting can be request, if desired. Planning on these becoming January/February/March meetings.)

Types of Meetings:

- Agency Meetings are with workers and the CAO.
- Committee Meetings are with Councillors and CAO (will hold in the Fall – after elections). (Municipal Elected Officials course will be offered to all new Councillors.)

ADJOURNMENT

The Summer Village of Rochon Sands Emergency Management Agency Meeting adjourned at 3:15 p.m.

_____

Director of Emergency Management
(Clint Sime)

_____

Deputy Director of Emergency Management

Makadiff SPORTS

Community Sport Participation "RESTART" Grant Program

NEWS RELEASE

Makadiff Sports, a privately funded provincial not-for-profit organization, is pleased to announce a "Community Sport Participation RESTART Grant Program" (RESTART Program) to assist the Alberta community sport sector for purposes of rebuilding and restarting community sport participation development endeavors throughout the province – to pursue a positive, inclusive landscape that promotes opportunities for healthy, lifelong engagement with sport.

COVID-19 has significantly impacted community sport organizations in Alberta – as stated by the SPORT FOR LIFE Society (2020):

> "99% of Alberta sport organizations have been impacted by COVID-19 … Alberta organizations reported experiencing decreased revenue from sales of goods, membership and participation fees, fundraising and sponsorships."[1]

The RESTART Program will offer targeted financial support totalling $300,000 to eligible grassroots sport organizations to assist in their recovery from the impacts of COVID-19 and in their preparation for a safe and proper 2021 recommencement of community sport during and post-pandemic.

The objectives of the RESTART Program and grant funding levels are:

i. To support a COVID-safe and responsible return to community sport activities - $1,000 grants.
ii. To help stabilize and sustain the continued delivery of community sport development services - $2,500 grants.
iii. To support innovative "restart" projects/initiatives that will creatively enhance and advance mass sport participation at the grassroots level - $6,000 grants.

The Makadiff Sports Board of Directors believes that the available dollars will be beneficial and truly "make a difference" at the local grass-roots community level of sport participation. In this regard, Makadiff Sports Board Chair Doug Mitchell states "this RESTART Program should assist in a tangible way to ease or remedy some local community sport start-up circumstances in 2021 as well as encourage and facilitate innovation in the resumption of community sport activities."

Makadiff Sports wishes to extend its best wishes and encouragement to all Alberta sport and recreation organizations which seek to improve the lives of Albertans through active sport and recreation – the benefits of which are both critical and timely to the physical, mental, social and emotional health and wellbeing of our citizens.

The opportunity to apply for RESTART Program grants will open on **Thursday, April 1st, 2021** and will close on 5:00pm (MST) **Monday, May 31st, 2021**.

For more detailed information on the RESTART Program please refer to the Makadiff Sports website: www.makadiffsports.org. Please pass on this grant information to other prospective community sport organizations.

MAKADIFF Sports Board of Directors, March 2021

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[1]Impacts of COVID-19 on local sports organizations – Alberta Report; 2020; Sports for Life Society

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays

RECEIVED AR104544

MAR 1 1 2021

MAR 1 5 2021

Reeve Larry Clarke
County of Stettler
PO Box 1270
6602 - 44 Avenue
Stettler AB T0C 2L0

Dear Reeve Clarke and Council:

Thank you for your grant application under the Mediation and Cooperative Processes component of the 2020/21 Alberta Community Partnership (ACP) program.

I am pleased to inform you that the County of Stettler has been approved for a matching grant of $50,000 in support of the completion of Intermunicipal Development Plans with the summer villages of Rochon Sands and White Sands. The funding is a cost-sharing partnership between the province, Stettler County, and the summer villages of Rochon Sands and White Sands. It is conditional upon the municipalities contributing towards the remaining 50 per cent of the project costs, with the province providing 50 per cent funding for project costs.

The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I appreciate your efforts towards this important collaborative initiative. I wish you every success as we work together to strengthen communities in Alberta.

Sincerely,

Ric McIver
Minister

cc: Nate Horner, MLA, Drumheller-Stettler
Ronald Orr, MLA, Lacombe-Ponoka
Mayor Daniel Hiller and Council, Summer Village of Rochon Sands
Mayor Carl Cornelssen and Council, Summer Village of White Sands
Yvette Cassidy, Chief Administrative Officer, County of Stettler No. 6
Jason Olson, Chief Administrative Officer, Summer Village of Rochon Sands
Melissa Beebe, Chief Administrative Officer, Summer Village of White Sands

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550