

**MINUTES**

Regular Meeting of the Council of the Summer Village of Rochon Sands  
Held on September 9, 2025, at 6:00 PM  
At the Municipal Office, #1 Hall Street, Rochon Sands  
and Via Zoom on Electronic Devices

**Present:** Mayor D. Hiller  
Councillor D. Benson  
Councillor J. Blaney  
Administrator J. Jacobson  
Staff H. Chappell Benoit

**Public (1):** 1 member of the public attended the meeting via Zoom.

**1. Call to Order**

Meeting Called to Order at 6:00 pm by Mayor D. Hiller.

**2. Approval of Agenda/Additions**

**RES 25-09-01** **MOVED** by Councillor D. Benson to accept the agenda as amended.

CARRIED

Additions to Agenda

9.9 Boat Launch Preliminary Assessment – Engineering Services Proposal

12.5 Recreation Lease Renewal - Letter from Honourable Todd Loewen,  
Minister of Forestry and Parks, Government of Alberta

**3. Public Hearing**

**3.1.** None Scheduled

**4. Delegations**

**4.1.** None

**5. Approval of Previous Minutes**

**5.1.** August 12, 2025 - Organizational Meeting Minutes

**RES 25-09-02** **MOVED** by Mayor D. Hiller THAT Council accept the Summer Village of Rochon Sands Organizational Meeting of Council Minutes of August 12, 2025, as presented.

CARRIED

**5.2.** August 12, 2025 - Regular Council Meeting Minutes

**RES 25-09-03** **MOVED** by Councillor J. Blaney THAT Council accept the Summer Village of Rochon Sands Regular Council Meeting Minutes of August 12, 2025, as presented.

CARRIED

**6. Business Arising from Previous Minutes**

**6.1.** Fall Strategic Planning

**RES 25-09-04** **MOVED** by Councillor J. Blaney THAT Council direct Administration to reschedule the November 11, 2025 Regular Meeting of Council to November 12, 2025, at 5:00 p.m., and to schedule a Strategic Planning Workshop to follow that Regular Meeting, using the draft 2026–2029 Strategic Plan Framework as the basis for Council discussion and priority-setting; AND FURTHER THAT Council direct Administration to prepare a final Strategic Plan for Council adoption by resolution prior to December 31, 2025.

CARRIED

**RES 25-09-05**      **6.2. Main Beach Walkway Option**  
**MOVED by Mayor D. Hiller THAT Council accept the Main Beach Walkway Option report as information.**

CARRIED

**RES 25-09-06**      **6.3. OHVs on Sands Street**  
**MOVED by Councillor D. Benson THAT Council accept the OHVs on Sands Street report as information.**

CARRIED

**RES 25-09-07**      **6.4. Beach Street Flood-Protection Project – Draft Provincial Grant Agreement**  
**MOVED by Councillor J Blaney THAT Council receive the public information report on the Beach Street Flood-Protection Project and the associated draft Grant Agreement for information, with detailed review of the draft agreement to occur in closed session under section 197(2)(c) of the Municipal Government Act.**

CARRIED

## **7. Financial Reports**

- 7.1. Financials - Operating Revenue & Expenditures to August 31, 2025**
- 7.2. Financials - Cheque Listing for August 2025**
- 7.3. Financials – August 2025 Bank Reconciliation**

**RES 25-09-08**      **MOVED by Councillor D. Benson THAT Council accept the financial reports and statements as presented.**

CARRIED

## **8. Municipal Planning Commission**

**RES 25-09-09**      **MOVED by Mayor D. Hiller THAT the Municipal Planning Commission approves the pre-existing variance request for Roll #44, located at #1 Sands Street, Rochon Sands, AB (Lot 43, Block 1, Plan 932 1547), as submitted by the property owners, with the following variances:**

- A 0.75 m variance to the Minimum Side Yard to an existing projection (deck);
  - The variance is from 0.75 m to 0.0 m.
- A 0.07 m variance to the Minimum Side Yard to an existing Accessory Building (detached garage).
  - The variance is from 0.90 m to 0.83 m.
- A 0.39 m variance to the Minimum Rear Setback to an existing Accessory Building (detached garage).
  - The variance is from 6.0 m to 5.61 m.

These variances are granted on the basis that the structures are longstanding, pre-existing, and pose no negative impact to neighbouring properties or the broader community. Approval will bring the property into compliance with the Summer Village of Rochon Sands Land Use Bylaw #244-19 and support future property transfer without requiring structural alterations.

CARRIED

## **9. New Business**

- 9.1. Removal of Legacy Streit/Zender Access Road (rock pile) – Rochon Sands Bay**

**RES 25-09-10** **MOVED by** Mayor D. Hiller THAT, following input from the Buffalo Lake Management Team at their next meeting of September 15, 2025, Council direct Administration to send correspondence to the appropriate Alberta Government officials and other relevant agencies, requesting the completion of the outstanding mitigation obligation from the Parlby Creek–Buffalo Lake Water Management Project through the removal of the legacy Streit/Zender access road on the west side of Rochon Sands Bay, and THAT Council further request interim hazard marking until such removal is completed.

CARRIED

**9.2. CO 2.1 Council Remuneration and Expenses Policy – Updated**

**RES 25-09-11** **MOVED by** Councillor J. Blaney THAT Council adopt the updated CO 2.1 Council Remuneration and Expenses Policy, effective immediately, and rescind the previous Council Remuneration and Expenses Policy.

CARRIED

**9.3. AD 1.31 Comprehensive IT & Information Management Policy**

**RES 25-09-12** **MOVED by** Councillor D. Benson THAT Council adopts AD 1.31 Comprehensive IT & Information Management Policy as presented, effective immediately, and direct Administration to implement the Policy and provide necessary staff and Council training on its provisions.

CARRIED

**9.4. Bylaw 275-25 Dog Control Bylaw**

**Bylaw 275-25** Motion for First Reading

**RES 25-09-13** **MOVED by** Councillor J. Blaney THAT the Dog Control Bylaw No. 275-25, being a bylaw to regulate the control of dogs within the Summer Village of Rochon Sands, and repeal Bylaw 213-12, be given First Reading.

CARRIED

Motion for Second Reading:

**RES 25-09-14** **MOVED by** Mayor D. Hiller THAT Bylaw No. 275-25 be given Second Reading.

CARRIED

Motion for Unanimous Consent:

**RES 25-09-15** **MOVED by** Mayor D. Hiller THAT Council unanimously consents to give Third Reading to Bylaw No. 275-25 at this meeting.

UNANIMOUSLY CARRIED

Motion for Third Reading:

**RES 25-09-16** **MOVED by** Councillor D. Benson THAT Bylaw No. 275-25 be given Third Reading and be finally passed.

CARRIED

**9.5. Bylaw 276-25 FOIP Interpretation & Transition Bylaw**

**Bylaw 276-25** Motion for First Reading

**RES 25-09-17** **MOVED by** Mayor D. Hiller THAT Bylaw No. 276-25 being the FOIP Interpretation & Transition Bylaw, ensuring that all references in municipal bylaws and policies to FOIP are deemed to be references to ATIA and POPA, be given First Reading.

CARRIED

Motion for Second Reading:

**RES 25-09-18** **MOVED by** Councillor D. Benson THAT Bylaw No. 276-25 be given Second Reading.

CARRIED

Motion for Unanimous Consent:

**RES 25-09-19** **MOVED by** Mayor D. Hiller THAT Council unanimously consents to give Third Reading to Bylaw No. 276-25 at this meeting.

UNANIMOUSLY CARRIED

Motion for Third Reading:

**RES 25-09-20** **MOVED by** Councillor J. Blaney THAT Bylaw No. 276-25 be given Third Reading and be finally passed.

CARRIED

**9.6.** APEX Utilities Inc. Franchise Fees 2026

**RES 25-09-21** **MOVED by** Mayor D. Hiller THAT Council maintain the APEX Utilities Inc. franchise fee at zero percent (0%) for the 2026 calendar year.

CARRIED

**9.7.** Increase to RBC VISA Credit Limit

**RES 25-09-22** **MOVED by** Councillor J. Blaney THAT Council approve increasing the RBC VISA credit limit for the Summer Village from \$2,500 to \$5,000, with all other terms and controls remaining unchanged.

CARRIED

**9.8.** Stettler District Ambulance Association Agreement Amendment

**RES 25-09-23** **MOVED by** Mayor D. Hiller THAT Council support the proposal from the Stettler District Ambulance Association (SDAA) Board to amend the SDAA Agreement to allow the appointment of a second Member-at-Large, pending receipt of the SDAA's rationale for the additional member.

CARRIED

**9.9.** Boat Launch Preliminary Assessment – Engineering Services Proposal

**RES 25-09-24** **MOVED by** Councillor D. Benson THAT That Council endorse the proposal from WSP Engineering for the Boat Launch Preliminary Assessment, including site investigations, hydrotechnical and structural assessment, and desktop environmental constraints analysis, for a total estimated cost of \$26,000 plus GST. Further, Council authorizes Administration to proceed with acceptance of the proposal at the appropriate time, once funding and other project arrangements have been confirmed, with the understanding that this work will support the ongoing Recreational Lease Renewal process and will be funded through MSI and other applicable grant opportunities.

CARRIED

## **10. Council/Committee Reports**

### **10.1. Mayor's Report**

- No meetings to report on.

**10.2. Councillor Reports**

Councillor Blaney

- Councillor J. Blaney reported on the Shirley McClellan Regional Water Service Commission Special Meeting.

Councillor Benson

- Councillor D. Benson reported on the Rochon Sands Hall and Recreation Association Summer Windup Event.

**11. CAO and Staff Reports**

**11.1. CAO Report (written)**

**RES 25-09-25** **MOVED by** Councillor J. Blaney THAT Council accept the Council, Committee, and CAO reports as presented.

CARRIED

**12. Correspondence/Information/Reports**

- 12.1.** Canada Community-Building Fund Allocation for the Summer Village of Rochon Sands - Letter from Honourable Dan Williams, Minister of Municipal Affairs
- 12.2.** RCMP Report - Staff Sergeant Cam Russell, Chief of Police, Stettler Detachment
- 12.3.** Water Levels at Buffalo Lake – Memo - Honourable Rebecca Schulz, Minister of Environment and Protected Areas
- 12.4.** Recommendations on Implementation of Bill 50 Changes – Alberta Municipalities
- 12.5.** Recreation Lease Renewal - Letter from Honourable Todd Loewen, Minister of Forestry and Parks, Government of Alberta

**RES 25-09-26** **MOVED by** Mayor D. Hiller THAT Council accept the reports and correspondence as information.

CARRIED

**RES 25-09-27** **MOVED by** Mayor D. Hiller THAT Council move to Closed Session at 7:24 p.m. to discuss:

- 13.1** the Beach Street Flood-Protection Project – Draft Provincial Grant Agreement as per Section 197(2)(c) of the Municipal Government Act (intergovernmental relations), and
- 13.2** the CAO Performance Review as per Section 17 of the Protection of Privacy Act (POPA).

CARRIED

**13. In Camera (Closed Session)**

- 13.1.** Beach Street Flood-Protection Project – Draft Provincial Grant Agreement - Section 197(2)(c) of the Municipal Government Act (intergovernmental relations)
- 13.2.** Personnel - CAO Performance Review – Section 17, Protection of Privacy Act

**RES 25-09-28** **MOVED by** Mayor D. Hiller THAT Council return to the open meeting at 8:47 p.m.

CARRIED

**RES 25-09-29**

**WHEREAS** the Summer Village of Rochon Sands has received a Draft Provincial Grant Agreement from Alberta Transportation and Economic Corridors for the *Beach Street Flood-Protection Project*; and

**WHEREAS** Council recognizes the importance of ensuring that the terms and conditions of the Grant Agreement are fully understood, transparent, and in the best long-term interest of the municipality; and

**WHEREAS** Administration has identified the need for additional information and clarification prior to commencing negotiations or proposing redline changes to the Draft Agreement;

**NOW THEREFORE BE IT RESOLVED THAT** Council defer a decision on the *Beach Street Flood-Protection Project – Draft Provincial Grant Agreement* until additional information has been obtained, and direct Administration to consult with Alberta Transportation and Economic Corridors, legal counsel, and any relevant stakeholders as necessary, and return to Council with recommendations and proposed redline changes.

**MOVED by** Councillor D. Benson

CARRIED

**RES 25-09-30**

**MOVED by** Mayor Dan Hiller THAT Council approve and sign the performance review of CAO J. Jacobson.

CARRIED

**14. Next Regular Meeting Date – October 14, 2025 – 6pm**

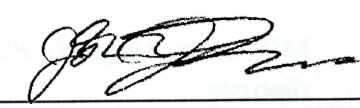
**15. Adjournment**

**RES 25-09-31**

**MOVED by** Councillor J. Blaney THAT the Regular Meeting of Council be adjourned at 8:51 p.m.

CARRIED

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator