

**Minutes of Organizational Meeting  
Council of Summer Village of Rochon Sands  
held at Summer Village of Rochon Sands Office  
August 12, 2025**

**Present:** Mayor D. Hiller  
Councillor D. Benson  
Councillor J. Blaney  
Administrator J. Jacobson

Commissioner for Oaths – Carol Dyck

**1. Call to order**

Meeting was called to order by CAO John Jacobson at 6:42 P.M.

**2. "Swearing In" The Official Oath of Office - Councillors**

All members of Council took the Official Oath of Office as required under the Oaths of Office Act, administered by Carol Dyck, Commissioner for Oaths in and for the Province of Alberta.

**3. Appointment of Chief Elected Official for Summer Village of Rochon Sands**

**Res 25-08-01**

Motion by Councillor Benson to appoint Councillor Hiller as Chief Elected Official for the Summer Village of Rochon Sands. Councillor Hiller accepted the position of Chief Elected Official.

Carried

**4. Appointment of Deputy Chief Elected Official of Summer Village of Rochon Sands**

**Res 25-08-02**

Motion by Councillor Blaney to appoint Councillor Benson as Deputy Chief Elected Official for the Summer Village of Rochon Sands. Councillor Benson accepted the position as Deputy Chief Elected Official.

Carried

**5. Appointment of Signing Officers**

**Res 25-08-03**

Motion by Mayor Hiller to appoint all three members of council as having signing authority.

Carried

**6. Establishment of Council Meeting Dates and Times**

**Res 25-08-04**

Motion by Councillor Benson that the Summer Village of Rochon Sands Regular Council meetings be held at The Summer Village of Rochon Sands Municipal Office, #1 Hall Street, on the Second Tuesday of the Month, starting at 6:00 P.M.

Carried

**7. Council Remuneration**

**Res 25-08-05**

Motion by Mayor Hiller that each of the three elected officials of the Summer Village of Rochon Sands receive annual remuneration of \$3,000, beginning August 2025 and covering the 12-month period until August 2026, payable in August of 2026. If a councillor leaves office before the term ends, remuneration will be pro-rated accordingly.

Carried

**8. Appointment of Property Assessor for The Summer Village of Rochon Sands**

- Res 25-08-08**      **10. Appointment of Legal Counsel for The Summer Village of Rochon Sands**  
 Motion by Councillor Blaney to appoint Wilson Cruikshank LLP as legal counsel for the Summer Village of Rochon Sands.  
 Carried
- Res 25-08-9**      **11. Appointment of Safety Codes Inspection Services**  
 Motion by Mayor Hiller to appoint IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands.  
 Carried
- Res 25-08-10**      **12. Appointment of Banking Institution**  
 Motion by Councillor Benson to appoint the Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands.  
 Carried
- Res 25-08-11**      **13. Appointments of Regional Subdivision and Development Appeal Board (SDAB)**  
 Motion by Mayor Hiller to appoint the Parkland Community Planning Services (PCPS) to provide Regional Subdivision and Development Appeal Board services for the Summer Village of Rochon Sands.  
 Carried
- Res 25-08-12**      **14. Appointments of Regional Planner (PCPS)**  
 Motion by Councillor Blaney to appoint Parkland Community Planning Services (PCPS) as the Regional Planner and Subdivision Authority for the Summer Village of Rochon Sands.  
 Carried
- Res 25-08-13**      **15. Appointments of Region Assessment Review Board**  
 Motion by Mayor Hiller to appoint the Capital Region Assessment Services Commission (CRASC) and Clerk services, CRASC Members for the Summer Village of Rochon Sands, as follows:  
     - ARB Chairman - Raymond Ralph  
     - Certified ARB Clerk - Geryll Amarin  
     - Certified Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel Leblanc, Raymond Ralph  
 Carried
- Res 25-08-14**      **16. Appointment of Engineering Firm**  
 Motion by Councillor Benson to appoint WSP Engineering Services as the Summer Village of Rochon Sands Engineering Services firm.  
 Carried

**17. Committee Appointments**

1. **Rochon Sands Hall and Recreation Association Board** - Councillor Benson; Alternate, Councillor Blaney
2. **County of Stettler Housing Authority** – Mayor Hiller; Alternate, Councillor Blaney
3. **Stettler Waste Management Authority** - Councillor Blaney; Alternate, Mayor Hiller
4. **Shirley McClellan Regional Water Services Commission (SMRWSC)** - Councillor Blaney; Alternate, Councillor Benson
5. **Buffalo Lake Intermunicipal Planning Committee** – Mayor Hiller; Alternate, Councillor

12. **Stettler Regional Emergency Management Agency (SREMA)** - Councillor Benson; Alternate, Mayor Hiller
13. **Intermunicipal Collaboration Committee (ICC)** - Councillor Blaney; Alternate, Councillor Benson
14. **Regional Fire Commission** – Mayor Hiller; Alternate, Councillor Blaney

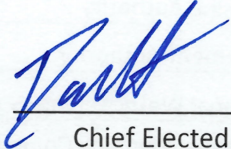
**Res 25-08-15** Motion by Councillor Blaney to accept all committee appointments.  
Carried

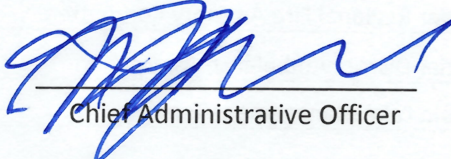
**18. Next Regular Council Meeting Date – August 12, 2025**

**19. Adjournment**

**Res 25-08-16** Motion by Councillor Blaney to adjourn at 7:21 PM

Carried

  
\_\_\_\_\_  
Chief Elected Official

  
\_\_\_\_\_  
Chief Administrative Officer

**COUNCIL ORGANIZATIONAL APPOINTMENTS August 2025/August 2026**

	Councillor	Councillor	Councillor	CAO
	D. Benson	J. Blaney	D. Hiller	
<b>Primary - X, Alternate - A</b>				
Appointment of Chief Elected Official (Mayor)			X	
Appointment of Deputy Mayor	X			
Appointment of Signing Authority (Minutes - Person Presiding at meeting & Designated Officer) (Bylaws - Chief Elected Official (CEO) and Designated Officer (CAO)) (Agreements & Cheques - CEO or Other Authorized by Council & CAO)	X	X	X	X
Rochon Sands Hall and Recreation Association Board	X	A		
County of Stettler Housing Authority		A	X	
Stettler Waste Management Authority		X	A	
Shirley McClellan Regional Water Services Commission (SMRWSC)	A	X		
Buffalo Lake Intermunicipal Planning Committee		A	X	
Stettler Regional Fire Advisory Committee	A		X	
Stettler District Ambulance Association	X		A	
Buffalo Lake Management Team		A	X	
Parkland Community Planning Services Annual AGM	X	A		
Parkland Regional Library System Board *	<b>Refer to Village of Donalda Rep</b>			
Stettler County Regional Recreation Board **		A		
Stettler Regional Emergency Management Agency (SREMA)	X		A	
Intermunicipal Collaboration Committee (ICC)	A	X		
Regional Fire Commission		A	X	
Council Meeting Schedule and Location	2nd Tuesday of the Month at 6pm Municipal Office, #1 Hall Street, Rochon Sands AB & Zoom			
Council Remuneration	CO 1.1 Council Remuneration and Expenses Policy			
Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants			
Appointment of Financial Auditor	Gitzel & Company Chartered Professional Accountants			
Appointment of Legal Counsel	Wilson Cruikshank LLP			
Appointment of Safety Codes Inspection Services	IJD Inspections			
Appointment of Banking Institution	Royal Bank			
Appointment of Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS			
Appointment of Regional Planner	Parkland Regional Planning Commission (PCPS)			
Appointment of Regional Assessment Review Board	Capital Region Assessment Services			