

**Agenda**  
 For Summer Village of Rochon Sands  
 Regular Meeting of Council  
**January 13, 2026 @ 6:00 PM**  
 Municipal Office and Via Zoom for Public

	Page #
1. Call to Order	
2. Approval of Agenda/Additions	
3. Public Hearing	
3.1. None Scheduled	
4. Delegations/Guests	
4.1. None Scheduled	
5. Approval of Previous Minutes	
5.1. December 9, 2025 - Regular Council Meeting Minutes	2
6. Business Arising from Previous Minutes	
6.1. Information Report - TFA and Water Act Approval – Boat Launch & Marina Maintenance	5
6.2. Information Report - SVRS Website	7
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7.2. Financials - Cheque Listing for December 2025	10
7.3. Financials - December 2025 Bank Reconciliation	11
8. Municipal Planning Commission	
8.1. No Items	
9. New Business	
9.1. RFD CFEP Grant – Partnership with Rochon Sands Bay Marina Society	12
9.2. RFD Narrows PRA Break-In & Proposed Security Camera Mitigation	15
10. Council/Committee Reports	
10.1. Mayor’s Report	
10.2. Councillor Reports	
11. CAO and Staff Reports	
11.1. CAO Report	26
12. Correspondence/Information/Reports	
12.1. Update on Changes to Alberta’s Police Funding Model	32
13. Closed Session (In Camera)	
13.1. Beach Street Flood-Protection Project – Draft Provincial Grant Agreement - MGA - s.197(2)(c) — Disclosure of intergovernmental negotiations.	
14. Next Council Meeting Dates	
14.1. Regular Meeting of Council – Tuesday, February 10, 2026 (6 pm)	
15. Adjournment	

**MINUTES**

Regular Meeting of the Council of the Summer Village of Rochon Sands  
Held on December 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 (0):**

**1. Call to Order**

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

**2. Approval of Agenda/Additions**

**RES 25-12-01** **MOVED by** Councillor D. Benson to accept the agenda as presented.  
CARRIED

**3. Public Hearing**

**3.1.** None Scheduled

**4. Delegations**

**4.1.** None

**5. Approval of Previous Minutes**

**5.1.** November 12, 2025, Regular Meeting of Council Minutes

**RES 25-12-02** **MOVED by** Mayor D. Hiller to accept the Summer Village of Rochon Sands November 12, 2025, Regular Meeting of Council Minutes as presented.  
CARRIED

**6. Business Arising from Previous Minutes**

**6.1.** Fall Strategic Planning

**RES 25-12-03** **MOVED by** Mayor D. Hiller THAT Council approve the Strategic Plan 2026–2029 as presented and direct Administration to implement the identified actions and report annually on progress.  
CARRIED

**7. Financial Reports**

**7.1.** Financials – Operating Revenue & Expenditures to November 30, 2025

**7.2.** Financials – Cheque Listing for November 2025

**7.3.** Financials – November 2025 Bank Reconciliation

**RES 25-12-04** **MOVED by** Councillor J. Blaney to accept the financial reports and statements as presented.  
CARRIED

**8. Municipal Planning Commission**

**8.1.** No Items

**9. New Business**

**9.1. 2025 - 2026 Summer Village GIC Reinvestment Strategy**

**RES 25-12-05**

**MOVED by** Mayor D. Hiller THAT Council authorize Administration to reinvest the three maturing GICs totaling \$650,000, with maturity dates of December 11, 2025, as follows:

- \$350,000 into a 1-year non-redeemable GIC with ATB, with the final interest rate to be confirmed within 24 hours of investment (*ATB Financial Rates as of December 9, 2025 - 1 Year Non-Redeemable GIC - 3.10%. Rates are guaranteed for one day*); and
- \$300,000 into an ATB High-Interest Savings Account (HISA), presently earning interest at Prime minus 1.55% (Rate as of December 9, 2025 – 2.9%), calculated daily and paid monthly.

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute all required banking documentation to open, maintain, or administer ATB banking services;

AND THAT Council receive for information the 2024–2025 investment performance, noting interest earnings in excess of \$21,000.

CARRIED

**9.2. Toboggan Hill Safety & Operations Policy - Village Square Toboggan Hill**

**RES 25-12-06**

**MOVED by** Councillor J. Blaney THAT Council adopt the Toboggan Hill Safety & Operations Policy (PW-4.2), establishing the Village Square Toboggan Hill as the designated municipal location for seasonal tobogganing operations, safety inspections, signage, and incident reporting.

CARRIED

**9.3. Workplace Violence & Harassment Prevention Plan Policy**

**RES 25-12-07**

**MOVED by** Councillor J. Blaney THAT Council approve HR 3.3 – Workplace Violence & Harassment Prevention Plan Policy as presented, effective immediately.

CARRIED

**9.4. Donation to Buffalo Lake Fireworks Society – 2025 Canada Day Fireworks**

**Disclosure of Pecuniary Interest – Buffalo Lake Fireworks Society**

- *Mayor D. Hiller declared a pecuniary interest in Item 9.4 – Donation to the Buffalo Lake Fireworks Society, as the Mayor is affiliated with the Buffalo Lake Fireworks Society.*
- *Mayor Hiller did not participate in discussion or voting on the matter.*

**RES 25-12-08**

**MOVED by** Councillor D. Benson THAT Council authorize a donation in the amount of \$1,350.41 to the Buffalo Lake Fireworks Society, with funds to be allocated from the budgeted bottle-return revenues dedicated to Canada Day celebrations.

CARRIED

**9.5. Authorization to Apply for TFA and Water Act Approval – Boat Launch & Marina Maintenance**

**RES 25-12-09**

**MOVED by** Mayor D. Hiller THAT Council authorize Administration to apply for all required provincial approvals, including the Temporary Field Authorization (TFA) under the Public Lands Act and the Water Act Approval, to complete the February 2026 maintenance excavation of the municipal boat launch and marina;

AND THAT Council authorize Administration to engage CPP Environmental, as required, to assist with the preparation and submission of any associated regulatory permitting;

AND THAT Administration continue exploring external funding opportunities and work collaboratively with the Rochon Sands Bay Marina Society on shared marina funding solutions contingent on regulatory approval for the marina basin.

CARRIED

**10. Council/Committee Reports**

**10.1. Mayor's Report**

- Mayor D. Hiller reported on the County of Stettler Housing Authority Meeting and the Buffalo Lake Management Team Meeting.

**10.2. Councillor Reports**

Councillor Benson

- Councillor D. Benson reported on Stettler District Ambulance Association Organizational Meeting.

Councillor Blaney

- Councillor J. Blaney reported on Shirley McClellan Regional Water Services Commission Meeting.

**11. CAO and Staff Reports**

**11.1. CAO Report (written)**

**RES 25-12-10**      **MOVED by** Mayor D. Hiller to accept Council / Committee and CAO reports as presented. CARRIED

**12. Correspondence/Information/Reports**

**12.1.** Quarterly Community Policing Report - S/Sgt. Cam Russell, Chief of Police, Stettler RCMP Detachment

**12.2.** National Police Federation Correspondence

**12.3.** ABMunis – Alberta Municipalities – Property Taxes Reimagined: Fair Funding for Strong Communities

**12.4.** Letter from SVRS Council - Request for Provincial Action – Restoration of Rochon Sands Provincial Park Boat Launch

**RES 25-12-11**      **MOVED by** Councillor J. Blaney to accept the reports and correspondence as information.

CARRIED

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

**14. Next Regular Meeting Date – January 13, 2026 – 6pm**

**15. Adjournment**

**RES 25-12-12**      **MOVED by** Mayor D. Hiller to adjourn the Regular Council meeting at 7:25 pm. CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



## INFORMATION REPORT

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 13, 2026
<b>Originated by:</b>	John Jacobson - Chief Administrative Officer
<b>Title:</b>	TFA and Water Act Approval – Boat Launch & Marina Maintenance
<b>Agenda Item Number:</b>	6.1

### PURPOSE

To provide Council with information confirming receipt of provincial approvals for winter maintenance excavation at the municipal boat launch and marina basin, and to outline recent communications with the Rochon Sands Bay Marina Society. This report is for information purposes only; no Council decision is required at this time.

### BACKGROUND

Buffalo Lake has experienced sustained low water levels in recent years due to prolonged drought conditions and the continued shutdown of the Buffalo Lake stabilization pumps. As a result, accumulated sediment and reduced water depth have rendered the municipal boat launch and marina basin largely unusable.

Exceptionally low lake levels and frozen winter conditions present a rare opportunity to complete maintenance excavation with minimal environmental impact and significantly reduced costs compared to open-water dredging. Administration has been coordinating proposed winter maintenance works with concurrent provincial activity in Rochon Sands Bay to reduce cumulative disturbance and improve overall efficiency.

The approved scope of work is limited to maintenance excavation only, involving removal of accumulated sediment down to the existing lakebed elevation within existing, previously disturbed footprints. No expansion of the marina basin or boat launch and no new permanent infrastructure are proposed.

Administration previously applied for and received external grant funding for boat launch improvements. These funds are sufficient to fully cover the municipal boat launch portion of the approved maintenance excavation, ensuring the work can proceed without requiring additional municipal tax dollars.

### CURRENT STATUS

Administration confirms that all required provincial approvals have now been received for the proposed winter maintenance works:

- A Temporary Field Authorization (TFA) under the *Public Lands Act* was issued by Alberta Forestry and Parks on January 2, 2026, authorizing bed and shore work associated with the municipal boat launch.
- A Water Act Approval was issued on January 6, 2026, authorizing maintenance excavation within the existing boat launch and marina basin footprint, subject to standard environmental mitigation and reclamation conditions.

Both approvals confirm that the work is classified as maintenance only and must comply with restricted activity period requirements, spoil management, decontamination protocols, erosion control, and site reclamation obligations.

Permitting documentation was completed internally by Administration and intentionally aligned with the scope, structure, and mitigation measures used by the Government of Alberta for the concurrent rockpile removal project in Rochon Sands Bay. This coordinated approach supported regulatory review and reduced duplication.

Separately, Administration has advised the Rochon Sands Bay Marina Society that the issued Water Act Approval includes authorization for marina basin excavation. This creates an opportunity for the Marina Society to proceed concurrently with the provincial rockpile removal and municipal boat launch works, rather than undertaking a standalone project at a later date.

Administration has communicated that, should marina excavation proceed, the Marina Society and its members remain responsible for all costs associated with the marina component. Coordinated winter excavation pricing is approximately \$90,000 (including contingency), compared to earlier standalone dredging estimates in excess of \$300,000.

The Marina Society is currently reviewing this opportunity internally and considering next steps.

### IMPLICATIONS

#### Financial Implications:

- External grant funding previously secured by the Summer Village will fully cover the municipal boat launch excavation, with no additional cost to municipal taxpayers.
- Marina excavation costs would be the responsibility of the Marina Society and its members.
- Internal completion of permitting resulted in an estimated cost savings of approximately \$3,500.

#### Operational Implications:

- Administration has completed all required permitting and coordination with provincial regulators.
- Winter construction timing creates a limited window, requiring prompt coordination should works proceed.

#### Public / Stakeholder Implications:

- The Marina Society has been informed of the approvals and the opportunity to proceed concurrently.
- The approach aligns cost responsibility with direct user benefit and avoids broader ratepayer impacts.

#### Legal / Regulatory Considerations:

- Required approvals under the *Public Lands Act* and *Water Act* have been obtained.
- All approved work complies with Restricted Activity Period requirements and provincial mitigation standards.

### NEXT STEPS

Administration will continue coordinating with the Rochon Sands Bay Marina Society as they determine whether to proceed with marina excavation under the approved permits. Administration will also finalize coordination and scheduling related to the municipal boat launch excavation and the provincially led rockpile removal.

### MOTION

#### Recommended Motion

That Council accepts the Information Report titled "*TFA and Water Act Approval – Boat Launch & Marina Maintenance*" as information.



## INFORMATION REPORT

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 13, 2026
<b>Originated by:</b>	John Jacobson - Chief Administrative Officer
<b>Title:</b>	Municipal Website Update
<b>Agenda Item Number:</b>	6.2

### Purpose

To provide Council with an update on the completion of a comprehensive renewal of the Summer Village of Rochon Sands municipal website and to outline how this work supports Council priorities and the 2026–2029 Strategic Plan.

### Background

The municipal website had evolved over time with significant legacy content, resulting in duplicated pages, outdated information, inconsistent formatting, and unclear navigation. This created challenges for residents, visitors, and Council in accessing accurate municipal information and increased administrative time responding to routine inquiries.

Council's 2026–2029 Strategic Plan identifies improved communication, transparency, and digital service delivery as key priorities.

### Administration Update

The CAO has completed a full renewal of the municipal website, including a comprehensive review, restructuring, and modernization of content and navigation.

The work included:

- Reorganizing the site into a clear, resident-focused structure (Residents / Council & Governance / Planning / Services / Parks)
- Consolidating, correcting, and updating legacy content
- Standardizing high-use service pages, including taxes, permits, planning, parks, golf cart program, payments, and reporting issues
- Adding clearer explanations, FAQs, and process guidance to improve understanding and compliance
- Introducing online forms and service request functionality where appropriate
- Completing a full search-engine optimization (SEO) cleanup to improve discoverability and ensure accurate municipal information appears in online searches

The renewed website is now live and substantially complete. Minor refinements, such as additional imagery and mapping for parks and day-use areas, will continue as time permits.

### Strategic Alignment

This initiative directly supports the 2026–2029 Strategic Plan, particularly objectives related to:

- Improving access to municipal information
- Enhancing transparency and communication
- Strengthening digital service delivery and operational efficiency

### Financial Implications

There are no direct or external financial costs associated with this update. The work was completed internally using existing municipal resources.

### Administrative Implications

The renewed website provides a more sustainable and efficient platform for communication and service delivery. Administration anticipates:

- Reduced routine inquiries
- Improved clarity around municipal processes and compliance requirements
- A stronger, more professional public-facing presence for the Summer Village

### Recommendation

That Council receive this information update for information only.



**SUMMER VILLAGE OF ROCHON SANDS**  
**STATEMENT OF OPERATING REVENUE & EXPENDITURES**  
 For the Period Ending December 31, 2025

General Ledger	Description	2024 YTD Actual	2025 YTD Actual	2025 Budget
*	General Administration	(20,527.98)	(19,119.75)	(19,992.00)
*	Protective Services	(476.00)	(6,269.00)	(3,273.00)
*	Common Services	(4,277.00)	(10,680.00)	(9,200.00)
*	Planning & Development	(4,704.00)	(12,002.68)	(6,700.00)
*	Recreation & Parks	(34,812.96)	(1,022.83)	(936.00)
*	Provincial Parks	(177,302.63)	(176,406.76)	(188,950.00)
*	TOTAL Culture	(5,360.00)	(2,000.00)	(5,360.00)
*	Taxes	(490,281.80)	(523,214.85)	(523,305.00)
*	Other Revenue	(19,760.49)	(17,128.29)	(12,000.00)
**	TOTAL REVENUE	(757,502.86)	(767,844.16)	(769,716.00)
*	Council & Legislative	9,214.91	12,338.35	10,700.00
*	General Administration	174,150.96	181,127.39	185,320.00
*	Common Office	12,317.44	12,335.64	12,500.00
*	Assessor	9,340.92	9,147.44	9,960.00
*	Municipal Election	0.00	2,292.02	5,000.00
*	Policing	11,825.00	11,350.00	11,350.00
*	Fire Fighting & Preventive	19,982.28	20,482.46	21,000.00
*	Disaster Services	10,140.00	11,100.00	8,100.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	0.00	500.00
*	Transportation	74,737.56	74,469.40	81,050.00
*	Water Department	1,903.16	6,793.36	6,800.00
*	Landfill & Recycling	14,394.00	14,982.00	14,822.00
*	Planning & Development	8,373.30	9,403.21	10,850.00
*	Parks & Recreation	32,541.52	10,407.50	18,650.00
*	Provincial Parks	150,903.94	155,205.90	159,736.00
*	Culture	6,673.30	5,990.41	7,112.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	193,486.32	206,264.89	206,265.00
**	TOTAL EXPENSES	729,984.61	743,689.97	769,715.00
***	(SURPLUS)/DEFICIT-Before Amort	(27,518.25)	(24,154.19)	(1.00)

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF ROCHON SANDS

## Cheque Listing For Council for the month of December, 2025

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250141	2025-12-09	BEMOCO LAND SURVEYING	54158	SHORELINE MANAGEMENT PLAN SL	1,575.00	5,433.75
20250141			54159	SHORELINE MANAGEMENT PLAN SL	1,575.00	
20250141			54160	SHORELINE MANAGEMENT PLAN SL	1,575.00	
20250141			54161	SHORELINE MANAGEMENT PLAN SL	708.75	
20250142	2025-12-09	BUFFALO LAKE FIREWORKS SOCIETY	4	CANADA DAY FIREWORKS	1,350.41	1,350.41
20250143	2025-12-09	CALLAGHAN CONTRACTING LTD.	20250008	REFUND OF DEV PERMIT DEPOSIT (	5,000.00	5,000.00
20250144	2025-12-09	JACOBSON, JOHN	202514	DEC EMPLOYEE HEALTH BENEFITS	217.90	217.90
20250145	2025-12-09	STETTLER HOME HARDWARE	143451	PW WINTER SUPPLIES	67.18	67.18
20250146	2025-12-11	SUMMER VILLAGE ROCHON SANDS	Dec 11, 2025	TRANSFER GIC/HISA TO ATB ACCOL	650,000.00	650,000.00
(EFT) 20252301	2025-12-09	APEX (11948775)	050200434327	NOV PARK OFFICE NATURAL GAS	69.24	69.24
(EFT) 20252302	2025-12-09	APEX (11948783)	050200434328	NOV PARK GARAGE NATURAL GAS	135.15	135.15
(EFT) 20252303	2025-12-09	CANADA REVENUE AGENCY	202529	NOV 15 PAYROLL REMITTANCE	1,562.36	3,096.85
(EFT) 20252303			202530	NOV 30 PAYROLL REMITTANCE	1,534.49	
(EFT) 20252304	2025-12-09	CINDER MSP	2934	DEC COMPUTER MAINTENANCE	113.40	113.40
(EFT) 20252305	2025-12-09	MyHSA	202507	EMPLOYEE HEALTH BENEFITS	267.92	267.92
(EFT) 20252306	2025-12-09	NATIONAL BANK INDEPENDENT NETWORK	202521	NOV 15 RRSP REMITTANCE	375.00	750.00
(EFT) 20252306			202522	NOV 30 RRSP REMITTANCE	375.00	
(EFT) 20252307	2025-12-09	RBC VISA	202516	RBC VISA PAYMENT	1,600.27	1,600.27
(EFT) 20252308	2025-12-09	TELUS COMMUNICATION (1819)	88	NOV OFFICE PHONE	30.07	30.07
(EFT) 20252309	2025-12-09	TELUS COMMUNICATIONS (9894)	18	PARK OFFICE NOV	30.07	30.07
(EFT) 20252310	2025-12-09	TELUS MOBILITY	51	NOV CELL PHONE	58.50	58.50
(EFT) 20252311	2025-12-11	JACOBSON, JOHN C				
(EFT) 20252312	2025-12-11	CHAPPELL BENOIT, HOLLY R				
(EFT) 20252313	2025-12-11	WITTS, QUENTIN				
(EFT) 20252314	2025-12-22	JACOBSON, JOHN C				
(EFT) 20252315	2025-12-22	CHAPPELL BENOIT, HOLLY R				
(EFT) 20252316	2025-12-22	RUSSELL, MACKENZIE				
(EFT) 20252317	2025-12-22	WITTS, QUENTIN				
(EFT) 20252318	2025-12-22	CANOE PROCUREMENT GROUP OF CANADA	AB1259440	OFFICE SUPPLIES	154.13	154.13
(EFT) 20252319	2025-12-22	FIVE STAR VENTURES	42863	NOV CARDBOARD RECYCLING	304.50	304.50
(EFT) 20252320	2025-12-22	GOV. OF ALBERTA, Fin/Admin Services	17720	Q4 SCHOOL TAX REQUISITION	44,481.47	44,481.47
(EFT) 20252321	2025-12-22	KATHY'S PRINTING SERVICE	77469	TOBOGGAN HILL SIGNS	140.70	140.70
(EFT) 20252322	2025-12-22	MyHSA	202508	EMPLOYEE HSA BENEFITS	284.56	347.27
(EFT) 20252322			202509	EMPLOYEE HSA BENEFITS	62.71	
(EFT) 20252323	2025-12-22	NATIONAL BANK INDEPENDENT NETWORK	202523	DEC 15 PAYROLL RRSP REMITTANC	375.00	750.00
(EFT) 20252323			202524	DEC 31 PAYROLL RRSP REMITTANC	375.00	
(EFT) 20252324	2025-12-22	PCPS COMMUNITY PLANNING SERVICES	22805	SANDS STREET - SAA TIME EXTENS	665.00	665.00

**Total 726,527.45**

\*\*\* End of Report \*\*\*

**SUMMER VILLAGE OF ROCHON SANDS  
BANK RECONCILIATION  
31-Dec-25**

Balance at End of Previous Month	\$ 90,487.75
ADD: General Receipts	74,320.66
Interest Earned	21,530.00
Investments Matured	<u>650,000.00</u>
<b>SUBTOTAL</b>	<b>836,338.41</b>
LESS: General Disbursements	104,499.12
Investments	650,000.00
Returned Cheques	0.00
<b>SUBTOTAL</b>	<b><u>754,499.12</u></b>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 81,839.29</u></u></b>
Balance at End of Month - Bank	83,522.20
ADD: Outstanding Deposits	147.50
LESS: Outstanding Cheques	1,830.41
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 81,839.29</u></u></b>
INVESTMENTS:	
RBC Reserve Account	38,671.68
RBC Interest Earning Account	103,097.23
RBC Campground Account	2,560.85
ATB Investment High Interest Savings Account	300,500.55
ATB Investment- Non-redeemable GIC Maturing Dec 11, 2026 @ 3.1%	<u>350,000.00</u>
<b>SUBTOTAL</b>	<b><u>794,830.31</u></b>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$ 876,669.60</b>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**Meeting:** Regular Council  
**Meeting Date:** January 13, 2026  
**Originated by:** John Jacobson - Chief Administrative Officer  
**Title:** CFEP Grant – Partnership with Rochon Sands Bay Marina Society  
**Agenda Item Number:** 9.1

### Background / Proposal / Issue

Administration is working in collaboration with the Rochon Sands Bay Marina Society to prepare a funding application under the Community Facility Enhancement Program (CFEP) for improvements to the Rochon Sands Bay Marina and boat launch.

The proposed project includes sediment removal within the marina basin, replacement of aging dock and launch infrastructure, and shoreline stabilization measures intended to improve public safety, accessibility, and the long-term sustainability of this community recreation facility. These improvements are aimed at restoring safe operational depth, improving launch functionality, and enhancing continued public access to Buffalo Lake.

The project is also being planned to align with the Province of Alberta's planned removal of the rockpile within Rochon Sands Bay, as identified in the *Parlby Creek – Buffalo Lake Water Management Project: Water Quality Update 1996* (Prepared by Patricia Mitchell, published May 1997, Alberta Environment / Government of Alberta, Pub. No. T/826), in order to maximize shoreline rehabilitation outcomes and coordinate construction activities where feasible.

Access to the bay, marina, and boat launch has consistently been identified as a community priority through recent resident engagement and strategic planning initiatives, reflecting the importance of maintaining safe and functional recreational infrastructure for both residents and visitors.

As part of the CFEP funding application requirements, a formal Letter of Support from Council is requested to demonstrate municipal support and confirm the project's alignment with community priorities and public-use objectives.

### Discussion / Options / Benefits / Disadvantages

Administration is requesting that Council consider providing a Letter of Support for the Rochon Sands Bay Marina Improvement Project to accompany the Marina Society's CFEP application.

#### Benefits:

- Demonstrates formal municipal support for a community-identified recreational priority
- Strengthens the Marina Society's CFEP funding application by confirming municipal alignment
- Reflects coordination with provincial shoreline mitigation and infrastructure initiatives

- Supports continued public recreational access, safety, and long-term sustainability of marina and boat launch infrastructure
- Reinforces the collaborative partnership between the municipality and the Marina Society

Disadvantages:

- None identified

#### Costs / Source of Funding (if applicable)

There are no direct financial implications to the Summer Village associated with issuing a Letter of Support. The funding application will be submitted by the Rochon Sands Bay Marina Society.

#### Recommended Action / Options

That Council consider endorsing the Rochon Sands Bay Marina Improvement Project and authorize the issuance of a municipal Letter of Support to accompany the Rochon Sands Bay Marina Society's Community Facility Enhancement Program funding application.

#### Motion by Council

THAT Council authorize the Mayor, on behalf of Council, to issue a Letter of Support for the Rochon Sands Bay Marina Improvement Project in support of the Rochon Sands Bay Marina Society's Community Facility Enhancement Program funding application.

#### **Attachment:**

Appendix 1 – Draft Letter of Support for the Rochon Sands Bay Marina Improvement Project from Mayor Hiller

## Appendix 1

### **DRAFT Letter of Support for the Rochon Sands Bay Marina Improvement Project**



DRAFT Letter of Support for the Rochon Sands Bay Marina Improvement Project

To Whom It May Concern,

On behalf of Council for the Summer Village of Rochon Sands, we are pleased to provide this letter of support for the Rochon Sands Bay Marina Improvement Project proposed by the Rochon Sands Bay Marina Society.

The Rochon Sands Bay Marina and boat launch are important public recreation and access assets for our community and the surrounding region. Following the most recent municipal election, the Summer Village undertook a community-wide survey to inform its Strategic Plan, through which access to the bay, marina, and boat launch was identified as the community's top priority. This project directly responds to that identified need and supports continued public recreational use of Buffalo Lake.

The proposed improvements will enhance public safety, accessibility, and long-term sustainability through sediment removal within the marina basin, replacement of aging dock and launch infrastructure where required, and shoreline stabilization measures intended to reduce erosion and protect existing assets. Collectively, these improvements will help ensure that the marina and boat launch remain safe, functional, and accessible for residents and visitors.

The Summer Village of Rochon Sands works collaboratively with the Rochon Sands Bay Marina Society and is supporting the project through in-kind contributions of municipal staff time and equipment, as well as project coordination support. In addition, the municipality is contributing funding toward eligible project components through its Canada Community-Building Fund (CCBF) allocation.

Council recognizes the Rochon Sands Bay Marina as a valued community and regional asset that supports recreation, tourism, and quality of life. We fully support the Marina Society's application for funding and believe this project represents a strong example of community partnership and responsible investment in public recreational infrastructure.

Sincerely,

Mayor Dan Hiller  
On behalf of Council  
Summer Village of Rochon Sands



### Request for Decision

**Meeting:** Regular Council  
**Meeting Date:** January 13, 2025  
**Originated by:** John Jacobson - Chief Administrative Officer  
**Title:** Narrows PRA Break-In & Proposed Security Camera Mitigation  
**Agenda Item Number:** 9.2

#### Background / Proposal / Issue

The Summer Village of Rochon Sands operates the Narrows Provincial Recreation Area (NPRA) campground under a lease agreement with Alberta Parks. The NPRA campground is closed to the public annually after Thanksgiving (mid-October) and reopens in May. During the closed season, the front gates are locked and municipal equipment and supplies are secured on site.

During the 2025/26 Christmas holidays, the Narrows PRA campground was unlawfully entered. The front gate lock was cut, and unknown persons gained access to the site.

At the campground, Administration stores operational assets in a locked sea-can (c-can) container, including:

- Bundled firewood for sale
- A utility trailer
- Push and ride-on lawn mowers
- Gas-powered Stihl weeder
- Tools, ladders, and miscellaneous campground supplies

In addition, the municipality's 1997 Ford F-150 work truck was parked in front of the c-can and locked.

The perpetrators:

- Broke the rear window of the truck to gain access
- Ripped apart the ignition/steering column attempting to start the vehicle using a screwdriver and by hotwiring
- Successfully started the truck and drove it approximately 70 feet before becoming high-centred in a snow drift
- Placed planks under the truck in an apparent attempt to free it
- Rummaged through and destroyed the interior of the truck searching for keys and valuables
- Cut the lock to the c-can container

As a result:

- The utility trailer was stolen
- The push lawn mower was stolen
- The gas-powered Stihl weeder was stolen
- Approximately 15 bundles of firewood were stolen (approx. \$10 per bundle)
- Miscellaneous campground supplies were stolen
- The work truck sustained significant damage to the steering/ignition column and interior

The campground does not have power service, which limits traditional security options, which are also costly. In addition, Administration has observed unauthorized OHV activity and trespassing within the Rochon Sands Provincial Park shop and storage compound. The Rochon Sands Provincial Park office was broken into in the previous year, indicating an ongoing and escalating security risk at both locations.

Administration is therefore proposing the installation of solar-powered cellular trail cameras to:

- Monitor and deter unlawful entry
- Provide real-time evidence of trespassing and theft
- Protect municipal assets
- Support RCMP investigations when incidents occur

Administration notes that based on the severity of the damage to the municipal work truck, including steering column destruction and extensive electrical system tampering, there is a significant risk that the vehicle may be deemed a total loss by the insurer. Additional details are provided in **Appendix A**.

**Appendix B** provides photographic documentation of the NPRA break-in and damage sustained.

### **Discussion / Options / Benefits / Disadvantages**

#### **Proposed Deployment**

Administration proposes the purchase of four (4) solar-powered cellular security cameras, to be deployed as follows:

##### **Narrows Provincial Recreation Area**

1. Front Gate Camera – positioned to capture and deter illegal entry, particularly incidents where gate locks are cut.
  - 1.1. Seasonal Relocation: During the camping season, when the main gate is left open, this camera will be temporarily relocated to monitor the self-pay kiosk, which experiences one to two break-ins annually. Although the payment box is emptied every few days, incidents continue where individuals cut padlocks to access the cash box.
2. Storage Area Camera – mounted high in nearby trees to monitor the C-can and vehicle/equipment storage area.

##### **Rochon Sands Provincial Park Compound**

3. Compound Access Camera – to monitor the main yard/compound entrance and access area.
4. Shop/Storage Camera – to monitor activity around the shop and storage area.

#### **Benefits**

- Provides 24/7 remote monitoring with no power service required
- Images are sent immediately via cellular network, even if the camera is stolen or damaged
- Acts as a deterrent to theft and vandalism
- Supports law enforcement investigations with time-stamped photographic evidence
- Protects high-value municipal assets and infrastructure
- Reduces long-term replacement and repair costs due to theft and vandalism

#### **Options**

1. Proceed with purchase of four cameras (**Administration recommendation**)
2. Install fewer cameras (reduced coverage and effectiveness)
3. Take no action (continued high risk of theft, vandalism, and asset loss)

## **Disadvantages**

- Upfront capital cost
- Ongoing low-cost cellular data plans
- Cameras may still be targeted for theft (mitigated by mounting height and lock boxes)

## **Insurance and Risk Mitigation Considerations**

The installation of security cameras is a proactive risk mitigation measure intended to reduce the likelihood and severity of future losses, vandalism, and damage to municipal assets. Repeated thefts and break-ins not only create direct replacement and repair costs, but also expose the municipality to insurance claims, deductibles, potential premium increases, and coverage restrictions over time.

From a risk management perspective, the use of monitored, cellular security cameras:

- Demonstrates due diligence in protecting municipal assets
- Reduces the municipality's exposure to repeated uninsured or underinsured losses
- Improves the likelihood of identifying offenders and supporting RCMP investigations
- Strengthens the municipality's position in any future insurance claims by showing reasonable preventative measures are in place

Given that both the Narrows PRA and the Rochon Sands Provincial Park compounds have now experienced multiple security incidents, Administration considers this a prudent and necessary step in protecting public assets.

## **Operational and Administrative Impact**

In addition to the direct financial losses, the incident required a significant and immediate administrative and operational response.

On Saturday, January 10, 2026, the Chief Administrative Officer spent approximately 6 hours on site at the Narrows PRA:

- Documenting the scene and taking photographs
- Meeting with the RCMP
- Securing the site
- Cleaning up the area
- Temporarily covering the broken rear window of the truck
- Replacing the lock on the c-can storage container
- Replacing locks on the park gate

On Sunday, January 11, 2026, an additional 6 hours were spent:

- Preparing and writing the insurance claim documentation
- Investigating and sourcing security camera options
- Preparing a Request for Decision (RFD) for Council
- Compiling incident documentation and evidence

In total, approximately 12 hours of senior administrative time were required directly as a result of this incident representing a real operational cost.

## **Council Strategic Alignment**

This initiative aligns with Council's strategic objectives related to responsible asset management, financial stewardship, risk management, and the protection of municipal infrastructure and public investments. Proactively protecting municipal assets reduces unplanned capital and operating expenditures, supports long-term sustainability of Parks operations, and demonstrates prudent governance and due diligence in managing public resources entrusted to the municipality.

**Costs / Source of Funding**

**Estimated Capital Costs**

Item	Unit Cost (Est.)	Quantity	Subtotal
Solar Cellular Trail Camera (e.g., SPYPOINT Flex-S / Flex-M + Solar)	\$270	4	\$1,080
Steel Lock Box	\$60	4	\$240
Python Cable Lock	\$40	4	\$160
SD Memory Card	\$25	4	\$100
Estimated Capital Total			\$1,580

*Note: Costs are estimates and subject to final supplier pricing and availability.*

**Estimated Annual Operating Costs**

Item	Unit Cost (Est.)	Quantity	Annual Total
Cellular Data Plan (per camera)	\$120 / year	4	\$480
Estimated Annual Operating Total			\$480 / year

**Source of Funding**

- Capital costs (~\$1,580) to be funded from the Parks Reserve
- Ongoing operating costs (~\$480/year) to be funded from the Parks Operating budget

**Cost vs. Theft Loss Comparison**

Estimated Losses from Most Recent Incident (Conservative Estimate)

**Preliminary Loss Estimate**

Item	Estimated Replacement / Repair Cost
Utility Trailer (stolen)	\$2,500
Push Lawn Mower (stolen)	\$1,200
Stihl Gas-Powered Weeder (stolen)	\$500
Firewood (15 bundles @ \$10)	\$150
Miscellaneous Tools & Supplies	\$500
1997 Ford F-150 – Major Damage (steering column, ignition, interior, rear window, under-dash wiring, under-hood wiring/fuse box, electrical diagnostics and repair)	\$6,000 – \$10,000
Estimated Total Loss (Range)	\$10,850 – \$14,850

*Note: Vehicle damage estimate is based on the extent of physical and electrical damage observed and is subject to confirmation by professional mechanical and electrical assessment. Due to the age and value of the vehicle, it is possible the insurer may deem the vehicle a total loss.*

*Note: These figures do not include administrative time, insurance deductibles, or potential insurance premium impacts.*

## Cost Comparison

Item	Cost
One-time Camera System Capital Cost	~\$1,580
Annual Data Plans (Operating)	~\$480 / year
Single Theft Incident Loss (Dec 2025)	~\$10,850 – \$14,850

Conclusion: The cost of one single break-in significantly exceeds the entire capital cost of the proposed security system.

## **Recommended Action / Options**

That Council approve the purchase of four (4) solar-powered cellular security cameras to be installed at:

- The Narrows Provincial Recreation Area (2 units), and
- The Rochon Sands Provincial Park compound (2 units)

## **Proposed Motion by Council:**

*That Council approve the purchase of four (4) solar-powered cellular security cameras for the Narrows Provincial Recreation Area and the Rochon Sands Provincial Park compound, with the capital cost to be funded from the Parks Reserve and the ongoing cellular data plan costs to be funded from the Parks Operating budget.*

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## **Appendix A – Council Briefing Note – Narrows PRA Break-In – Municipal Truck Damage**

**Subject:** Likely Write-Off Risk – 1997 Ford F-150 Municipal Work Truck

During the recent break-in at the Narrows Provincial Recreation Area, the municipality's 1997 Ford F-150 work truck sustained severe damage as part of an attempted theft.

In addition to a smashed rear window and extensive interior damage, the steering column and ignition system were destroyed and both the interior and engine-compartment electrical systems were tampered with during hotwiring attempts. The perpetrators were able to start the vehicle and drive it a short distance before it became immobilized.

Based on the extent of damage visible, Administration has been advised that:

- Repairs will require major steering column and ignition replacement
- Extensive electrical diagnostics and wiring repairs will be necessary
- The estimated repair cost is likely in the range of \$6,000 to \$10,000 or more
- Given the age and value of the vehicle, there is a significant risk the insurer will deem the truck a total loss

Administration has submitted a claim and will await the insurer's adjuster assessment. Council should be aware that it is quite possible the vehicle will be written off rather than repaired.

If the vehicle is declared a total loss, Administration will return to Council with options and recommendations regarding replacement of the unit or operational alternatives.

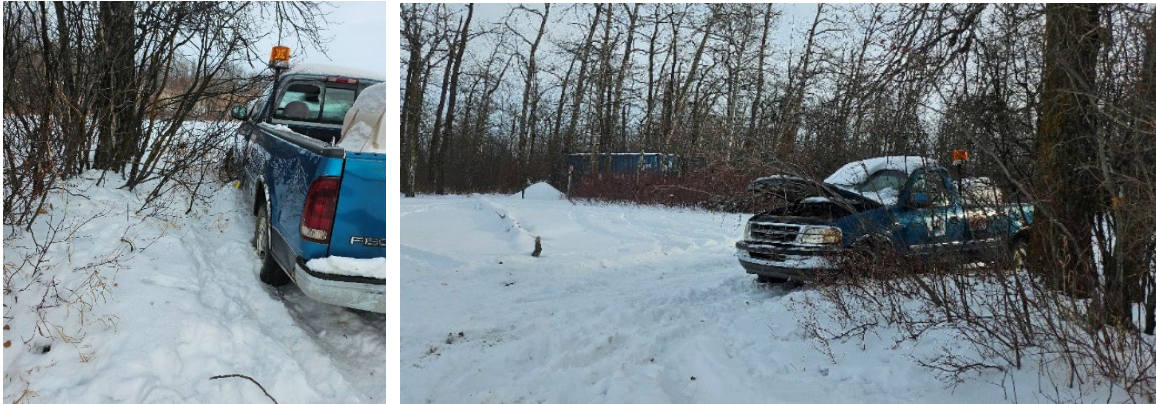
## **Appendix B – Narrows Provincial Recreation Area Break-In (Holiday Season – 2025-2026)**

### **Purpose of Photo Documentation**

These photos are provided to:

- Document the extent of damage and theft at the Narrows PRA
  - Demonstrate the forced entry and deliberate criminal activity
  - Illustrate the risk to municipal vehicles, equipment, and infrastructure
  - Support Administration’s recommendation for installation of solar-powered cellular security cameras
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### **Photo B1 – Municipal Work Truck After Attempted Theft (High-Centred in Snow)**



#### **Description:**

This photo shows the municipal 1997 Ford F-150 after it was unlawfully started and driven approximately 70 feet from its original parking location before becoming high-centred in a snow drift. Wooden planks were placed under the vehicle in an apparent attempt to free it.

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### **Photo B2 – Damage to Rear Window of Truck (Point of Entry)**



#### **Description:**

This photo shows the broken rear window of the municipal work truck, which was used by the perpetrators to gain entry to the vehicle.

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**Photo B3 – Interior of Truck Ransacked**



**Description:**

This photo shows the interior of the truck after the break-in. The cab was thoroughly rummaged through as the perpetrators searched for keys and valuables.

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**Photo B4 – Severe Damage to Steering and Ignition Column**



**Description:**

This photo shows extensive damage to the steering and ignition column resulting from attempts to start the vehicle using a screwdriver and by hotwiring.

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**Photo B5 – Additional View of Ignition and Steering Column Damage**



**Description:**

This photo provides another angle of the destruction to the steering column and ignition system, confirming the vehicle was forcibly tampered with and rendered inoperable.

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**Photo B6 – Engine Compartment Electrical System Damage from Hotwiring**



**Description:**

This photo shows the engine compartment of the municipal 1997 Ford F-150, including the fuse box and associated wiring, after the attempted theft. The image confirms that the perpetrators tampered with the vehicle's electrical system under the hood while attempting to hotwire the truck. The fuse box cover is displaced and wiring and fuses have been disturbed.

This damage demonstrates that the attempted theft involved direct interference with the vehicle's primary electrical systems, significantly increasing the complexity, cost, and risk associated with any potential repair. Damage of this nature typically requires extensive electrical diagnostics, wiring repair or replacement, and verification of system integrity, and substantially increases the likelihood that the vehicle will be deemed a total loss by the insurer.

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**Photo B7 – C-Can Storage Container with Locks Cut and Doors Forced Open**



**Description:**

This photo shows the sea-can (c-can) storage container with doors open after the lock was cut and the container was unlawfully entered.

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**Photo B8 – Interior of C-Can After Theft**



**Description:**

This photo shows the interior of the c-can following the theft. Stolen items include the utility trailer, push lawn mower, Stihl gas-powered weeder, firewood, and miscellaneous supplies.

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**Photo B9 – Evidence of Forced Entry and Disturbed Area Around C-Can**



**Description:**

This photo shows the surrounding area of the c-can with disturbed materials, discarded items, and evidence of forced entry and rummaging.

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**Photo B10 – Tracks and Path Taken by Stolen Vehicle**



**Description:**

This photo shows tire tracks in the snow indicating the path taken by the truck after it was unlawfully started and driven from its original parking location.

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**Photo B11 – Narrows Provincial Recreation Area Entrance Sign**



**Description:**

This photo shows the entrance signage for the Narrows Provincial Recreation Area, identifying the location of the incident and the gated access point that was unlawfully breached.



## CAO Report for January 13, 2026, Regular Meeting of Council

### Executive Summary – January 2026 CAO Report

- **Boat Launch, Marina & Rockpile – Provincial Approvals Confirmed:** All required provincial approvals have been received for boat launch maintenance, potential marina excavation, and the Province’s removal of the legacy Streit/Zender access road (rockpile). With grant funding secured for the municipal boat launch portion, the project is positioned to proceed in mid-February 2026, subject to final coordination. Marina-related costs remain the responsibility of the Marina Society.
- **Municipal Website Renewal – Completed:** Administration has completed a comprehensive renewal of the municipal website, addressing legacy content, navigation challenges, and accessibility gaps. The new site is now live and provides a clearer, resident-focused structure aligned with the 2026–2029 Strategic Plan.
- **Transition to Digital Forms – Zoho Platform:** Administration has begun transitioning to digital municipal forms using the Zoho platform. Several internal forms and public-facing applications, including TIPP, are now live, improving efficiency, accuracy, and record-keeping while maintaining paper options and legislative compliance.
- **Campground Reservations – Let’s Camp:** The transition to the Let’s Camp reservation system has been completed successfully. Reservations opened January 5, 2026, earlier than in previous years, with smooth system performance and no reported issues.
- **Beach Street East Flood Mitigation – Provincial Grant Agreement (In Camera):** Draft provincial grant agreement materials have been received and are being brought forward in a separate in-camera report in accordance with section 197(2)(c) of the Municipal Government Act.
- **Tax Installment Payment Plan (TIPP):** Five new property owners enrolled in TIPP in January, continuing to support resident affordability and improved municipal cash flow.
- **Regional Fire Commission & Interim Fire Services Agreement:** Regional fire service discussions with the County of Stettler continue, with a 2026 Interim Fire Services Agreement executed at the same cost as 2025, ensuring uninterrupted service delivery and financial certainty.
- **2025–2026 Investment Strategy – Update:** Council’s approved investment strategy has been fully implemented, with early interest earnings demonstrating positive performance and balanced liquidity.
- **Year-End Financials & 2026 Budget Preparation:** Administration is completing year-end financial processes while advancing preparation of the 2026 operating and capital budgets, pending receipt of 2025 assessment values.
- **Toboggan Hill Safety & Operations Policy – Implemented:** Safety signage and operational measures are now in place at the Village Square Toboggan Hill, with strong holiday usage reflecting continued community interest in safe winter recreation.
- **AB Munis Utilities:** Community Hall electricity transition is complete and showing early cost reductions; natural gas aggregation options are under review.
- **Narrows PRA Break-In & Security Camera Mitigation – RFD Presented:** The Narrows Provincial Recreation Area campground was unlawfully entered during the 2025/26 holiday closure period, resulting in theft and damage to municipal assets, including the work truck, trailer, equipment, and supplies. Administration has initiated the RCMP and insurance processes and is bringing forward a Request for Decision to purchase four solar-powered cellular security cameras (2 at Narrows PRA and 2 at the Rochon Sands Provincial Park compound) as a proactive risk mitigation measure.

## **Boat Launch, Marina & Rockpile – Provincial Approvals Confirmed**

Administration is pleased to report that all required provincial approvals have now been received for the Rochon Sands Boat Launch and Marina Maintenance project. A Temporary Field Authorization under the *Public Lands Act* and a Water Act Approval were issued in early January, confirming that maintenance excavation may proceed within the existing disturbed footprints of the boat launch and marina.

Sustained low water levels in Buffalo Lake over recent years have significantly restricted access at the municipal boat launch and marina, prompting Administration to pursue maintenance excavation as a practical and environmentally responsible solution. The approved work is limited to restoring existing depths and does not involve expansion or new infrastructure.

The Summer Village had previously applied for and received grant funding for boat launch improvements, and these funds will fully cover the municipal boat launch portion of the work without requiring additional taxpayer dollars.

In parallel, the Government of Alberta has confirmed that it has obtained its own approvals to proceed with removal of the legacy Streit/Zender access road (rockpile) in Rochon Sands Bay. With regulatory approvals in place for all three components—rockpile removal, boat launch maintenance, and potential marina excavation—the project is now positioned to move forward.

Administration is currently working with the Rochon Sands Bay Marina Society to confirm their intended next steps, recognizing that the Marina Society is responsible for costs associated with the marina portion of the work. Subject to final coordination and winter scheduling, the Summer Village is well positioned to proceed with the approved works.

The projects are scheduled to begin in mid-February of 2026.

## **Municipal Website Renewal – Update**

The Summer Village of Rochon Sands municipal website had accumulated significant legacy content over many years, resulting in duplicated pages, outdated information, unclear navigation, and limited accessibility for residents, visitors, and Council. The existing structure made it difficult for users to locate key municipal information and increased reliance on staff time to respond to routine inquiries.

Improving municipal communications and digital access is a priority identified in the **2026–2029 Strategic Plan**.

The CAO completed a comprehensive renewal of the municipal website. This work included a full review, restructuring, and modernization of site content and navigation to improve clarity, usability, and transparency.

Key components of the work included:

- Reorganizing the website into a clear, resident-focused structure (Residents / Council & Governance / Planning / Services / Parks)
- Consolidating and correcting legacy pages to eliminate duplication and outdated content
- Updating and standardizing high-use service pages (taxes, permits, planning, parks, golf cart program, payments, and reporting issues)
- Adding clearer explanations, FAQs, and process guidance to reduce confusion and administrative follow-up
- Integrating online forms and service request functionality where appropriate
- Completing a full search-engine optimization (SEO) cleanup to improve discoverability and ensure accurate municipal information appears in online searches

The renewed website is now live and substantially complete. Minor refinements, such as additional imagery and mapping for parks and day-use areas, will continue as time permits.

This initiative directly supports the **2026–2029 Strategic Plan**, particularly objectives related to:

- Improving communication and access to municipal information
- Enhancing transparency and public engagement
- Strengthening digital service delivery and operational efficiency

The website renewal provides Council and Administration with a modern, sustainable digital platform that better reflects municipal responsibilities, supports resident needs, and presents a professional public-facing presence for the Summer Village. It is expected to reduce routine inquiries, improve compliance understanding, and support Council priorities moving forward.

### **Transition to Digital Forms – Zoho Platform**

Administration has begun developing and implementing digital municipal forms using the Zoho platform as part of a broader transition away from paper-based systems. This initiative will modernize how the Summer Village collects, manages, and stores information, improving efficiency, accessibility, and record-keeping accuracy.

Several internal digital forms are already in active use, and Administration has begun converting public-facing forms such as development permit applications, golf cart registrations, and similar requests. As an early example, the Tax Installment Payment Plan (TIPP) application was successfully converted to an online form prior to Christmas. A PDF version of the TIPP application has been retained on the website to ensure residents continue to have a paper option if preferred.

The digital forms allow residents to complete submissions online, attach required documentation, apply electronic signatures where required, and submit all materials at once. Information is automatically captured in a secure database, reducing manual data entry, minimizing errors, and improving processing times and record-keeping.

Importantly, Zoho Canada hosts data on servers located in Canada for its Canadian customers, ensuring compliance with applicable Canadian legislation, the Municipal Government Act, and Alberta’s access and privacy requirements for municipal records.

The transition will continue incrementally as administrative capacity allows, with a phased rollout of additional internal and public-facing forms anticipated in early 2026.

### **Campground Reservations – Successful Transition to Let’s Camp**

Administration is pleased to report that the transition from Campspot to the Let’s Camp campground reservation system has been successfully completed. Campground reservations opened on **January 5, 2026**, earlier than in previous years, to accommodate campers who prefer to plan their trips well in advance of the camping season.

Since opening, the reservation system has been operating smoothly, and Administration has not experienced any registration or booking issues. Early access to reservations has been well received and supports both customer convenience and advance operational planning for the upcoming camping season.

Administration will continue to monitor system performance and reservation activity and will report back to Council should any issues or trends arise.

### **Beach Street East Flood Mitigation – Provincial Grant Agreement (Update)**

Administration has received draft grant agreement materials from the Province of Alberta related to potential flood mitigation works at Beach Street East. These materials outline a possible funding and delivery framework for mitigation-related work and raise matters involving intergovernmental relations, governance considerations, and potential future roles and responsibilities for the municipality.

Administration has reviewed the draft materials and prepared a separate in-camera report for Council's consideration. The matter will be considered in closed session in accordance with section 197(2)(c) of the *Municipal Government Act*, as the discussion involves intergovernmental relations and negotiations. Council direction will be sought in camera, and any outcomes or actions that may be appropriately communicated publicly will be reported following Council's closed-session deliberations, in accordance with the *Municipal Government Act*.

### **Tax Installment Payment Plan (TIPP)**

Five new property owners have enrolled in the Tax Installment Payment Plan (TIPP) beginning in January. This program continues to offer strong benefits for both residents and the Summer Village. For residents, TIPP provides a simple and convenient way to spread their tax payments over the year, avoiding penalties and reducing the financial burden of a single annual payment. For the Summer Village, consistent monthly payments improve cash flow during the first half of the year, support more predictable budgeting, and help reduce the administrative peak associated with annual tax billing. The continued uptake of TIPP reflects ongoing resident interest in flexible payment options and supports Administration's efforts to promote stable and efficient municipal financial operations.

If you'd like, I can also:

### **Regional Fire Commission & Interim Fire Services Agreement**

Administration continues to make significant progress on regional fire service discussions with the County of Stettler, as part of the proposed transition toward a Regional Fire Commission under Part 15.1 of the *Municipal Government Act*. The intent of the regional approach is to establish a unified governance and funding framework for fire and rescue services that improves coordination, accountability, and long-term financial sustainability across participating municipalities.

Throughout 2025, Administration from the Summer Villages of Rochon Sands and White Sands worked collaboratively to review the County's proposal and provided joint feedback focused on financial predictability, equitable representation, and transparent budgeting processes. This work reflects Council's direction to pursue service models that enhance efficiency while ensuring costs remain fair and manageable for residents.

On October 30, 2025, both Summer Village Councils held a Joint Council Meeting to formally discuss the proposed Heartland Regional Fire Commission. Council passed a joint motion requesting a meeting with the Regional Fire Steering Committee to discuss next steps and outstanding considerations. Following this direction, Administration prepared and issued a formal joint letter on October 31, 2025, to the County of Stettler outlining Council's interest in advancing coordinated regional discussions.

The County responded promptly, and a Steering Committee meeting was held on November 4, 2025. Discussions were constructive, with all parties expressing support for continued collaboration toward a regional fire commission framework. As an important interim measure, the County confirmed it would provide the Summer Villages with an Interim Fire Services Agreement for 2026 at the same cost as 2025. The Interim Fire Services Agreement has now been executed by both the County of Stettler and the

Summer Village, ensuring uninterrupted fire protection services and providing financial certainty while negotiations on the long-term regional framework continue.

Administration will continue working with the County and partner municipalities as the regional governance model, funding formula, and associated bylaws are developed. Further updates will be brought forward to Council as discussions progress and key decision points are reached.

### **2025–2026 Investment Strategy – Implementation Update**

Since the last Council meeting, Administration has fully implemented Council’s approved 2025–2026 investment strategy in accordance with Resolution RES 25-12-05.

The three maturing Guaranteed Investment Certificates (GICs), totaling \$650,000, were successfully reinvested on December 11, 2025, as directed by Council, with funds allocated between a one-year non-redeemable GIC and an ATB High-Interest Savings Account (HISA). All required banking documentation was executed by the Mayor and Chief Administrative Officer.

Early performance of the reinvestment strategy has been positive. In less than one month, the Summer Village has already earned over \$1,500 in interest, demonstrating the effectiveness of the blended approach of fixed-term investment and short-term liquidity. Interest on the HISA is calculated daily and paid monthly, providing both flexibility and ongoing revenue throughout the year.

Administration will continue to monitor interest rates and investment performance and will report back to Council as part of regular financial reporting, ensuring alignment with Council direction, cash-flow requirements, and the Summer Village’s overall financial strategy.

### **Year-End Financial Activities, 2026 Budget Preparation, and Assessment Updates**

Administration is currently focused on completing year-end financial processes while concurrently advancing preparation of the 2026 operating and capital budgets. Year-end activities include reconciling accounts, reviewing financial statements, and coordinating required adjustments in preparation for the annual audit. In parallel, Administration is reviewing departmental expenditures, updating forecasts, and incorporating known requisitions and operational pressures into the draft 2026 budget.

Administration is also completing required year-end software updates and system rollovers in preparation for the new fiscal year. This includes implementing payroll and legislative updates, completing annual roll-forward processes, and preparing modules related to tax arrears and assessment/taxation administration to ensure accurate and compliant processing in 2026.

Administration is also awaiting receipt of the 2025 property assessment values, which will form the basis for the 2026 tax rate calculations. Once assessments are received, Administration will be able to further refine budget assumptions and begin preliminary tax rate modeling for Council’s consideration.

This work is ongoing and will continue over the coming weeks, with further updates to be provided to Council as the budget development process progresses.

### **Toboggan Hill Safety & Operations Policy – Implementation Update**

Council adopted the Toboggan Hill Safety & Operations Policy (PW-4.2) at the December Council meeting, formally designating the Village Square Toboggan Hill as the municipality’s official sledding area. Following adoption, Administration has installed the required safety signage and implemented the operational measures outlined in the policy. The toboggan hill experienced strong use over the holiday period,

indicating continued community interest and demonstrating the value of having a clearly designated, managed, and safer winter recreation space for residents and visitors.

### **Utility Transition Update – AB Munis**

- Electric Utility Transition (Completed) – Administration has completed the transition of the Community Hall electricity utility account into the Village’s name through the AB Munis aggregated utility procurement program.
- Cost Impact (Electricity) – Preliminary review indicates the transition has resulted in significant reduced electricity costs relative to the prior service arrangement. Administration will continue to monitor utility billing and consumption trends to validate ongoing savings.
- Natural Gas Review (Next Steps) – Administration is engaging AB Munis to review options for transitioning the Village’s natural gas service through the aggregated procurement program, and will assess whether similar cost efficiencies may be realized, consistent with the electricity transition.

### **Narrows Provincial Recreation Area (PRA) – Break-In Incident (Holiday Season 2025/26)**

During the 2025/26 Christmas holiday period, the **Narrows Provincial Recreation Area (PRA)** campground was unlawfully entered while closed for the season. The front gate lock was cut, and unknown individuals gained access to the site, including secured storage and equipment areas.

Municipal operational assets are stored on site in a locked sea-can (c-can), including firewood inventory, tools and supplies, and equipment required for campground operations. The municipality’s 1997 Ford F-150 work truck was also parked on site.

The incident involved forced entry and damage, including:

- Forced entry into the municipal work truck (rear window broken)
- Significant damage to the steering/ignition column and tampering with electrical components
- Forced entry into the locked c-can storage container
- Theft of municipal assets including a utility trailer, push lawn mower, Stihl gas-powered weeder, bundled firewood, and miscellaneous supplies

Preliminary estimates indicate potential losses in the range of \$10,850 – \$14,850, subject to insurance assessment. Due to the severity of damage, the 1997 Ford F-150 may be deemed a total loss by the insurer.

Operational and Administrative Impact: The incident required an immediate operational response and administrative follow-up to secure the site, document damages, and initiate insurance and law enforcement processes. In total, approximately 12 hours of senior administrative time were required to respond to this incident.

- Saturday, January 10, 2026: approximately 6 hours spent on-site (documentation and photographs, meeting with RCMP, securing the site, temporary repairs, and replacement of locks).
- Sunday, January 11, 2026: approximately 6 hours spent on follow-up (insurance claim preparation, reviewing camera options, preparing the RFD for Council, and compiling supporting documentation).

Risk Context – Multiple Security Incidents: In addition to the Narrows PRA break-in, Administration has observed continued unauthorized activity and trespassing within the Rochon Sands Provincial Park compound, and the Park office experienced a break-in in the previous year. Administration considers this an ongoing security risk affecting municipal assets and infrastructure at both locations.

Proposed Mitigation – Solar-Powered Cellular Security Cameras: To improve security at locations where electrical service is not available, Administration is recommending the installation of solar-powered cellular security cameras which provide off-grid monitoring and real-time cellular transmission of images.

## Update on Changes to Alberta's Police Funding Model

**Email from** Honourable Mike Ellis, Deputy Premier of Alberta, Minister of Public Safety and Emergency Services

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**From:** PSES Minister <PSES.Minister@gov.ab.ca>

**Sent:** Thursday, December 18, 2025 10:23 AM

**Subject:** Update on Changes to Alberta's Police Funding Model

Dear colleagues,

I am writing to update you on changes to Alberta's Police Funding Model (PFM) that will affect your municipality beginning on April 1, 2026. The changes resulted from recommendations arising from the independent review of the PFM conducted by MNP LLP during spring and summer 2025, which included comprehensive stakeholder engagement. The changes to the PFM are designed to create a more equitable, transparent, and sustainable approach to funding front-line policing services for communities policed under the Provincial Police Service Agreement (PPSA).

### Background

Since 2020, the Police Funding Regulation has enabled communities policed under the PPSA to contribute toward front-line policing costs. This has supported 285 additional Royal Canadian Mounted Police (RCMP) officers and 244 civilian staff to RCMP units across Alberta. However, the original model tied contributions to 2018 policing costs (\$252.3 million) rather than current expenditures. The costs of the PPSA have risen over time to well over \$380.5 million for 2025-26. This increase is due to RCMP contracted salary adjustments and inflation, as well as the additional positions enabled by the PFM.

As Minister, I held the costs to municipalities at approximately 19% of front-line policing costs (which is below the intended 30%), and the province contributed a higher shared of the cost in order to allow for the review of the PFM to occur.

With the review complete, and the Police Funding Regulation expiring in March 2026, Alberta is now updating the model to ensure it reflects the real cost of policing today while maintaining predictability for municipal budgeting.

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## 12. Correspondence/Information/Reports

### 12.1 Update on Changes to Alberta's Police Funding Model

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#### **Key Changes to the Funding Model**

##### **Phased Cost Sharing Implementation**

Beginning on April 1, 2026, municipal contributions will increase to 22% of current front-line policing costs, gradually reaching 30% over the next five years. This phased approach ensures predictable increases that support local fiscal planning. Importantly, contributions will now be based on actual front-line policing costs from the most recently completed fiscal year, rather than historical fixed costs.

To provide flexibility and to address unique circumstances, the Minister will have regulatory discretion to cap costs, remove significant one-time expenditures from municipal obligations, and provide targeted discounts to municipalities facing exceptional or substantial cost increases.

##### **Modernized Funding Formula**

The formula for calculating municipal contributions is being updated to better reflect actual demand for policing services. The base formula updates will be phased-in, with changes to weighted occurrences beginning on April 1, 2028, and reaching full implementation by April 1, 2030. Once complete, the formula will be calculated based on:

- 50% population;
- 30% equalized assessment (reduced from 50%); and
- 20% weighted occurrences (calls for service).

This phased timeline allows the province to work with the RCMP and municipalities to refine the underlying data and ensure it reliably informs the model. The introduction of weighted occurrences reflects actual policing workload and demand which reduces reliance on property values alone.

##### **Revised Modifiers and Subsidies**

Several adjustments are being made to improve equity and better reflect service delivery realities:

- **Removing inequitable subsidies:** The Crime Severity Index and detachment subsidies are being eliminated, as they were widely viewed as unbalanced and not aligned with actual service levels.
- **Updating shadow population:** The shadow population approach has been revised to subtract eligible shadow population directly from total population in calculations, rather than applying it as a separate subsidy (previously up to 5%).
- **New vacancy subsidy:** A vacancy modifier will provide discounts to municipalities experiencing RCMP staffing vacancies higher than the provincial average, acknowledging potential reduced service levels.
- **New population density subsidy:** This subsidy will reduce contributions for rural and remote municipalities with significantly lower than average density, recognizing these unique policing challenges and higher associated costs in these communities.

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#### **Enhanced Transparency and Accountability**

A new annual public reporting process will be introduced, providing clear visibility into:

- Amounts collected from municipalities under the model;
- How funds collected under the model are allocated; and
- How reinvestments support front-line policing capacity across Alberta.

The province will continue to look for opportunities to enhance transparency, including through collaboration with the Provincial Police Advisory Board. All funds collected through the PFM will continue to be invested in front-line policing provided under the PPSA to support ongoing costs and future growth where possible.

#### **Next Steps**

Further details regarding implementation timelines and specific impacts to your municipality will be provided in the coming weeks. We are committed to working collaboratively with municipalities throughout this transition to ensure an effective implementation process.

Should you have questions or require additional information, please contact my ministry at [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca).

Thank you for your continued partnership in maintaining safe and well-served communities across Alberta.

Sincerely,

Honourable Mike Ellis

Deputy Premier of Alberta

Minister of Public Safety and Emergency Services