

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
May 12, 2026 @ 6:00 PM
 Municipal Office and Via Zoom for Public

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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	
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9.9.	RFD – Repeal and Replacement of SDAB Services Bylaw #282-26	67
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12.	Correspondence/Information/Reports	
12.1.	Letter – Honourable Todd Loewen, Minister of Forestry & Parks - Response to Council’s November 22, 2025, Letter – <i>“Request for Provincial Action – Restoration of Rochon Sands Provincial Park Boat Launch”</i>	96
13.	Closed Session (In Camera)	
13.1.	No Items	
14.	Next Council Meeting Dates	
14.1.	Regular Meeting of Council – Tuesday, June 9, 2026 (6pm)	
15.	Adjournment	

MINUTES

Regular Meeting of the Council
Summer Village of Rochon Sands
Held on April 21, 2026, at 6:00 PM
At the Municipal Office, #1 Hall Street, Rochon Sands
and Via Zoom electronic conferencing

Present: Mayor D. Hiller
Councillor D. Benson
Administrator J. Jacobson
Staff: H. Chappell Benoit
Justin Tanner, Partner, Gitzel & Company Chartered Professional Accountants

Absent: Councillor J. Blaney (Regrets)

Public (0):

1. Call to Order

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

2. Approval of Agenda/Additions

RES 26-04-01

MOVED by Mayor D. Hiller

THAT Council accept the agenda as presented.

CARRIED

3. Public Hearing

3.1. None Scheduled

4. Delegations/Guests

4.1. 2025 Audit Review – Gitzel & Company

(Audit presentation occurred in Open Session)

RES 26-04-02

MOVED by Mayor D. Hiller

THAT Council move into Closed Session at 6:23 p.m. pursuant to Section 197(2)(a) of the *Municipal Government Act* to discuss audit-related correspondence with the external auditor.

CARRIED

(Administration was present for a portion of the Closed Session and was excused for a portion.)

RES 26-04-03

MOVED by Mayor D. Hiller

THAT Council return to Open Session at 6:31 p.m. and that Administration return at that time.

CARRIED

RES 26-04-04

MOVED by Mayor D. Hiller

THAT Council receive the 2025 Audit Findings Report for information;
AND THAT Council approve the 2025 Audited Financial Statements as presented.

CARRIED

5. Approval of Previous Minutes

5.1. March 10, 2026 – Regular Council Meeting Minutes

RES 26-04-05

MOVED by Councillor D. Benson

THAT Council accept the Summer Village of Rochon Sands March 10, 2026, Regular Council Meeting Minutes as presented.

CARRIED

6. Business Arising from Previous Minutes

6.1. 2026 Municipal Operating & Capital Budget / Assessment & Taxation Document

6.1.1. RFD - 2026 Operating Budget

RES 26-04-06

MOVED by Mayor D. Hiller

THAT Council approve the 2026 Operating Budget as presented.

CARRIED

6.1.2. RFD - Operating Profit from Provincial Parks

RES 26-04-07

MOVED by Councillor D. Benson

THAT Council allocate 75% of the 2026 operating profit from Rochon Sands Provincial Park and the Narrows Provincial Recreation Area to General Revenues, and 25% to the Provincial Park Reserves, in accordance with Policy AD 1.27.

CARRIED

6.1.3. RFD - 2026 Capital Budget

RES 26-04-08

MOVED by Mayor D. Hiller

THAT Council approve the 2026 Capital Budget as presented.

CARRIED

6.1.4. RFD - Three (3) Year Operating Plan

RES 26-04-09

MOVED by Councillor D. Benson

THAT Council approve the Three-Year (2026-2028) Operating Plan as presented.

CARRIED

6.1.5. RFD - Five (5) Year Capital Plan

RES 26-04-10

MOVED by Mayor D. Hiller

THAT Council approve the Five-Year (2026-2030) Capital Plan as presented.

CARRIED

6.2. RFD – Bylaw 281-26 – 2026 Property Tax Bylaw

RES 26-04-11

MOVED by Councillor D. Benson

THAT Council give First Reading to Bylaw 281-26 – 2026 Property Tax Bylaw.

CARRIED

- RES 26-04-12** **MOVED by** Mayor D. Hiller
THAT Council give Second Reading to Bylaw 281-26 – 2026 Property Tax Bylaw.
CARRIED
- RES 26-04-13** **MOVED by** Councillor D. Benson
THAT Council, by unanimous consent, agree to consider Third Reading of Bylaw 281-26 at this meeting.
CARRIED UNANIMOUSLY
- RES 26-04-14** **MOVED by** Mayor D. Hiller
THAT Council give Third and Final Reading to Bylaw 281-26 – 2026 Property Tax Bylaw.
CARRIED
7. **Financial Reports**
7.1. **Financials** - Operating Revenue & Expenditures to March 31, 2026
7.2. **Financials** - Cheque Listing for March 2026
7.3. **Financials** – March 2026 Bank Reconciliation
- RES 26-04-15** **MOVED by** Mayor D. Hiller
THAT Council accept the financial reports and statements as presented for information.
CARRIED
8. **Municipal Planning Commission**
8.1. No items
9. **New Business**
9.1. **RFD – Adoption of Privacy Management Program (PMP)**
- RES 26-04-16** **MOVED by** Councillor D. Benson
THAT Council adopt the Summer Village of Rochon Sands Privacy Management Program as presented to support compliance with the Protection of Privacy Act (POPA),
AND THAT Council confirm the Chief Administrative Officer as the municipality’s Privacy Officer,
AND THAT Administration be authorized to update the program as required to maintain compliance with applicable legislation and best practices.
CARRIED
- 9.2. **RFD – Memorial Planter (Breasties in the Buff Society)**
- RES 26-04-17** **MOVED by** Mayor D. Hiller
THAT Council approve the installation of a memorial planter within the marina area (Recreational Lease), as proposed by the Breasties in the Buff Society, with placement in the general vicinity of the flagpole, in coordination with Administration,
AND THAT the Breasties in the Buff Society be responsible for annual planting, ongoing watering, maintenance, and general upkeep of the planter.
CARRIED

9.3. INFORMATION REPORT – ASVA Feedback Local Authorities Election Act Review

RES 26-04-18

MOVED by Mayor D. Hiller

THAT Council accept the ASVA Feedback Local Authorities Election Act Review report as information.

CARRIED

9.4. RFD – Solar Radar Speed Sign Pilot

RES 26-04-19

MOVED by Mayor D. Hiller

THAT Council of the Summer Village of Rochon Sands approve the purchase of two (2) solar-powered radar speed signs, to a maximum cost of \$3,000, for use as a pilot traffic calming measure, with funding to be drawn from reserves;

AND FURTHER THAT Administration be directed to deploy the unit within priority areas and report back to Council on its effectiveness.

CARRIED

9.5. Buffalo Lake Stabilization – Water Act Application

RES 26-04-20

MOVED by Councillor D. Benson

THAT Council direct Administration to prepare and submit a letter of support for the Water Act licence amendment application (DAPP0156406), recognizing the importance of the Buffalo Lake stabilization system and the inclusion of measures to mitigate invasive species risks.

CARRIED

9.6. RFD – Streit/Zender Legacy Access Road Completion

RES 26-04-21

MOVED by Mayor D. Hiller

THAT Council of the Summer Village of Rochon Sands confirms that the removal of the Streit/Zender legacy access road in Rochon Sands Bay has been completed to the satisfaction of the municipality;

AND FURTHER THAT Administration be directed to advise Alberta Agriculture and Irrigation that there are no outstanding concerns and that the file may be closed.

CARRIED

9.7. INFORMATION REPORT – Water Quality Monitoring (AHS)

RES 26-04-22

MOVED by Councillor D. Benson

THAT Council accept the Buffalo Lake Recreational Water Quality Monitoring (AHS Program) Information Report for information.

CARRIED

9.8. RFD - Disposition of Existing Rubber Beach Walkway

RES 26-04-23

MOVED by Mayor D. Hiller

THAT Council of the Summer Village of Rochon Sands direct Administration to invite expressions of interest from parties wishing to acquire the existing rubber beach walkway materials;

AND THAT submissions include intended use, confirmation that materials are accepted as-is, and that the successful party will be responsible for all removal, transportation, and associated costs;

AND THAT Administration bring forward submissions to the May Regular Meeting of Council for final consideration.

CARRIED

9.9. RFD - Subdivision & Development Appeal Board (SDAB) Services – Red Deer County

RES 26-04-24 **MOVED by** Mayor D. Hiller

THAT Council authorize Administration to enter into a Subdivision and Development Appeal Board (SDAB) Services Agreement with Red Deer County, substantially in the form as presented.

CARRIED

RES 26-04-25 **MOVED by** Mayor D. Hiller

THAT Council give First Reading to Bylaw 282-26 – SDAB Services Bylaw.

CARRIED

RES 26-04-26 **MOVED by** Councillor D. Benson

THAT Council give Second Reading to Bylaw 282-26 – SDAB Services Bylaw.

CARRIED

RES 26-04-27 **MOVED by** Mayor D. Hiller

THAT Council, by unanimous consent, agree to consider Third Reading of Bylaw 282-26 at this meeting.

CARRIED UNANIMOUSLY

RES 26-04-28 **MOVED by** Councillor D. Benson

THAT Council give Third and Final Reading to Bylaw 282-26 – SDAB Services Bylaw.

CARRIED

10. Council/Committee Reports

10.1. Mayor's Report

- Mayor D. Hiller reported on Buffalo Lake Management Team meeting and the Association of Summer Villages of Alberta meeting.

10.2. Councillor Reports

Councillor Benson

- Councillor D. Benson had no meetings to report on this month.

11. CAO and Staff Reports

11.1. CAO Report (written)

RES 26-04-29 **MOVED by** Councillor D. Benson

THAT Council accept Council/Committee and CAO reports as presented.

CARRIED

12. Correspondence/Information/Reports

- 12.1.** Aquatic Invasive Species Prevention – Response Letter from Honourable Grant Hunter, Minister of Environment and Protected Areas
- 12.2.** Provincial Police Service Agreement Letter – 2025-26 Fiscal Year & Future Years
- 12.3.** ABMunis - Preliminary Analysis of Bill 28: Municipal Affairs & Housing Statutes Amendment Act, 2026
- 12.4.** Stettler District Ambulance Association – Rhapsody Healthcare Heroes Award Recognition Letter from Council

RES 26-04-30

MOVED by Mayor D. Hiller

THAT Council accept the reports and correspondence as information.

CARRIED

13. In Camera (Closed Session)

- 13.1.** Confidential Legal Matter (In Camera – MGA s.197(2)(c))

RES 26-04-31

MOVED by Mayor D. Hiller

THAT Council move into closed session pursuant to Section 197(2)(c) of the Municipal Government Act to discuss a confidential legal matter at 7:51 p.m.

CARRIED

RES 26-04-32

MOVED by Mayor D. Hiller

THAT Council return to the open meeting at 8:08 p.m.

CARRIED

Council held a closed session pursuant to Section 197(2)(c) of the Municipal Government Act to discuss a confidential legal matter.

No resolutions were made.

14. Next Regular Meeting Date – May 12, 2026 – 6:00 p.m.

15. Adjournment

RES 26-04-33

MOVED by Mayor D. Hiller

THAT the Regular Council Meeting adjourn at 8:11 p.m.

CARRIED

Mayor

Administrator



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: Disposition of Existing Rubber Beach Walkway
Agenda Item Number: 6.1

PURPOSE

To provide Council with a summary of submissions received for the reuse of the existing rubber beach walkway and to seek Council direction regarding the preferred recipient and method of disposition.

BACKGROUND

At the February 10, 2026, Regular Council Meeting, Council approved the purchase of a Mobi-Mat accessibility system to replace the existing rubber beach walkway at the main public beach in Rochon Sands Bay.

Following Council approval of the new accessibility system, Administration initiated a public process to offer the existing rubber beach walkway for reuse. A public notice was issued through the Summer Village website and social media channels inviting interested individuals or organizations to submit an expression of interest.

Submissions were requested to include:

- Proposed use of the material
- Any financial offer (if applicable)
- Confirmation that removal and transportation would be the responsibility of the recipient

The deadline for submissions was **May 6, 2026**, with the intent of bringing the submissions forward to Council for consideration at the May 12, 2026, Regular Council Meeting.

The existing rubber walkway is approximately 84 metres (275 feet) in length and 41 inches wide and is currently installed across the main public beach.

DISCUSSION / ANALYSIS

Public Submission Process

The public notice indicated that the material was being offered as-is and that the successful proponent would be responsible for all removal and transportation costs associated with the material.

Administration further advised interested parties that the Summer Village has limited equipment resources and does not have equipment capable of lifting or loading the matting.

Administration received the following submissions prior to the May 6, 2026 deadline.

SUMMARY OF SUBMISSIONS RECEIVED

1. Heartland Beautification Committee – Stettler

Organization Overview

The Heartland Beautification Committee is a volunteer-based non-profit organization consisting of community volunteers, Town Councillors, and representatives from the Town of Stettler Parks & Leisure Department. The organization oversees multiple community enhancement initiatives, including three community gardens and the Community Orchard in Stettler.

Proposed Use

The Committee has proposed reusing the rubber matting:

- Between community garden plots as accessible, weed-free walkways
- Between orchard rows for weed and sucker control within the Community Orchard

Administration notes that both proposed uses would support ongoing community accessibility and beautification initiatives.

Financial Offer

No financial offer was submitted. The Committee advised that, as a non-profit organization, available funding resources are limited.

Removal / Transportation

The proponent advised that transportation could be coordinated through Town resources; however, they indicated they may require assistance with loading the material onto a flat deck trailer.

Administration Comments

Administration notes that the proposed reuse aligns well with the intent of the public process and would provide continued community benefit through the reuse of the material.

2. Barrhead Community Garden Society – Barrhead

Organization Overview

The Barrhead Community Garden Society is a volunteer-based community organization operating a two-acre community garden consisting of approximately 72 garden plots. In addition to supporting individual growers, the organization designates plots for production of food for the local food bank and provides educational opportunities, tours, and community programming.

The Society advised that the current garden site was relocated in 2023 following the sale of their previous location and is now operating on privately leased land under a long-term agreement.

Proposed Use

The Society has proposed using the rubber matting to create accessible pathways throughout the community garden to improve access for wheelchairs, walkers, and visitors.

Administration notes that the proposed use would support accessibility and public access within a community-oriented recreational and educational space.

Financial Offer

No financial offer was submitted. The Society advised that available grant and fundraising resources were utilized during relocation and redevelopment of the community garden site.

The Society indicated that recognition of the contribution from the Summer Village of Rochon Sands would be incorporated into signage and public presentations associated with the garden.

Removal / Transportation

The Society acknowledged that removal and transportation of the material would be their responsibility if selected as the successful proponent.

The submission advised that transportation logistics and coordination assistance have been discussed with local contacts familiar with the project requirements.

Administration notes that the public notice specified that removal and transportation of the material would be the responsibility of the successful proponent. The Summer Village does not have equipment capable of lifting or loading the matting.

Administration Comments

Administration notes that the proposed reuse aligns with the intent of the public process and would provide community benefit within the Barrhead area through accessibility improvements and reuse of the material within a volunteer-operated community garden setting.

3. Tremmel Construction

Organization Overview

Tremmel Construction submitted an expression of interest regarding the rubber beach walkway material.

Proposed Use

No specific proposed use for the material was provided within the submission.

Financial Offer

The proponent submitted a financial offer of \$250.00 for the material.

Removal / Transportation

Al Tremmel verbally advised that they have equipment capable of removing and transporting the matting and indicated that removal could be completed quickly and efficiently.

Administration Comments

Administration notes that the submission represents the only direct financial offer received through the public submission process.

EVALUATION CONSIDERATIONS

Council may wish to consider the following factors when reviewing the submissions received:

- Proposed reuse and overall community benefit
- Environmental stewardship and repurposing of materials
- Financial considerations, if applicable
- Ability of the proponent to safely and efficiently remove and transport the material
- Timing and coordination with installation of the new Mobi-Mat accessibility system

FINANCIAL IMPLICATIONS

There are no direct costs associated with disposal of the existing rubber walkway, as removal and transportation are the responsibility of the successful proponent.

Any revenue generated through submitted proposals would be treated as miscellaneous municipal revenue.

RISK / STRATEGIC CONSIDERATIONS

- Ensures timely removal of the existing walkway to accommodate installation of the new accessibility system
- Demonstrates environmental stewardship through reuse of existing materials
- Maintains transparency and fairness through a public submission process
- Transfers future responsibility and liability for the material to the successful proponent

ALTERNATIVES CONSIDERED

1. Approve one of the submitted proposals for reuse of the material
2. Decline all submissions and dispose of the material through alternative means
3. Re-issue the public call for submissions if Council determines additional proposals should be considered

RECOMMENDATION

That Council review the submissions received and provide direction regarding the disposition of the existing rubber beach walkway.

PROPOSED COUNCIL RESOLUTION

Approval of a Submission

THAT Council of the Summer Village of Rochon Sands approve the disposition of the existing rubber beach walkway to _____ based on the submissions received;

AND FURTHER THAT the successful proponent be responsible for all removal and transportation of the material at no cost to the municipality by (date) ;

AND FURTHER THAT Administration be authorized to coordinate removal of the material.

ATTACHMENTS INCLUDED

Appendix 1: Public Notice – Rubber Beach Walkway Available for Reuse

Appendix 2: Submitted Expressions of Interest

Appendix 1: Public Notice – Rubber Beach Walkway Available for Reuse

<https://www.rochonsands.net/rubber-mat.html> and Facebook

RUBBER MAT WALKWAY – AVAILABLE FOR REUSE

The Summer Village of Rochon Sands will be replacing the existing rubber beach walkway with a new accessibility mat system.

As a result, the current rubber walkway will be available for reuse.

Council of the Summer Village of Rochon Sands has directed Administration to invite expressions of interest from parties wishing to acquire the existing rubber beach walkway material. Please include in your submission:

- The proposed use of the material
- Any financial offer for the material
- Confirmation that removal and transportation will be the responsibility of the recipient

 **Submission Deadline:** Wednesday, May 6, 2026

 **Submit to:** info@rochonsands.net

Please note:

- The material is being offered **as-is**.
- The successful party will be responsible for **all removal and associated costs**.
- The Summer Village reserves the right to accept or reject any submission, and to dispose of the materials in a manner deemed appropriate.
- **The rubber mat is approximately 275 feet long x 41 inches wide x 1/2 inch thick.**




Rubber Beach Walkway Available for Reuse

The Summer Village of Rochon Sands is replacing its existing rubber beach walkway, making the current material available for reuse.

Interested parties are invited to submit an expression of interest.

SUBMISSION DEADLINE
MAY 6, 2026

 More information
403-472-4717

 Email submissions to:
info@rochonsands.net

Appendix 2: Submitted Expressions of Interest

1. Heartland Beautification Committee – Stettler

Hi John,

The Heartland Beautification Committee in Stettler would like to submit a letter of interest regarding the rubber mat you are making available for re-use.

1) Who are we?

The Heartland Beautification Committee is a non-profit group made up of volunteers, two Town Councillors and two representatives from the Department of Parks & Leisures. Our goals are to beautify Stettler, encourage eco-friendly habits, and highlight our heritage. We oversee the 3 Community Gardens and the Community Orchard in Stettler, among many other projects.

2) What is our proposed use of the rubber mat?

We would potentially use it in two places:

- between the garden plots in our Community Gardens to serve as a weed-free walkway.
- between the rows of fruit in our Community Orchard to control raspberry suckers and weeds. Our Community Orchard is open to all residents to harvest the fruit so it benefits many people.

3) What is our financial offer?

Since we are a non-profit group, we do not have the funds to offer payment for the rubber mat but are hoping to put it to excellent re-use.

4) How will we transport it?

We realize that it is our responsibility to load and transport the mat. The Town is able to provide a truck and flat deck for transporting it but unfortunately we would require a skid steer at Rochon Sands to load the mat onto the flat deck.

Thank you for your consideration!

Grace Fix, Chair

Heartland Beautification Committee

2. Barrhead Community Garden Society – Barrhead

To the Summer Village of Rochon Sands

The Barrhead Community Garden Society is looking for some rubber matting to provide easier access for wheelchairs and walkers into our garden. Our garden covers two acres so a trail through it would be very helpful. Besides providing approximately 72 garden plots for growers we designate some plots for growing produce for our food bank. We encourage visitors to the garden for tours, talks or just a peaceful walk. All work is done by volunteers including myself. We encourage all age groups and families to have gardens, participate in our classes, or just come to enjoy the outdoors and green areas. It is open to all.

In the past we have had a fantastic support through grants, local businesses and private donations. Our garden was established in 2013 but in 2023 the old location was purchased by the Town and we needed to relocate. Some private landowners were very helpful and offered us two acres with a 20 year lease for \$1.00. We will have first option to buy or renew the lease after that.

Moving a garden has costs and unfortunately, we have used up the grants we obtained to do so. This means we cannot offer funds to pay for the matting, only that a contribution from the Village of Rochon Sands would be well recognized in signage and at all of our presentations.

It is understood that if the Barrhead Community Garden were to be successful, we would be responsible for removal and transport of the matting. I have had a discussion with Jay Byer and he will help coordinate this feat as Barrhead is 4 hours away from Stettler. Jay was a member of our garden up until his retirement and move back to Stettler.

As we need to prepare the plots for planting, do some repairs, organize watering and get the Food bank plot volunteers organized as well as firm up equipment for down there we would be looking at the end of May/ beginning of June to remove the mats.

We appreciate your consideration of our request.

Marilyn Flock

Yours.

Barrhead Community Garden Society



3. Tremmel Construction

To: Summer Village of Rochon Sands

Subject: Matting

Tremmel Construction would like to submit a bid for the matting in the bay at Rochon Sands of \$250.00.
Thanks for the opportunity

AI – Tremmel Construction



SUMMER VILLAGE OF ROCHON SANDS
STATEMENT OF OPERATING REVENUE & EXPENDITURES
 For the Period Ending April 30, 2026

General Ledger	Description	2025 YTD Actual	2026 YTD Actual	2026 Budget
*	General Administration	(742.70)	(199.75)	(19,292.00)
*	Protective Services	476.00	476.00	(476.00)
*	Common Services	0.00	(880.00)	(5,700.00)
*	Planning & Development	(2,493.16)	(440.00)	(4,600.00)
*	Recreation & Parks	0.00	621.28	(1,050.00)
*	Provincial Parks	(39,723.94)	(31,137.87)	(177,050.00)
*	TOTAL Culture	(409.40)	(646.25)	(2,000.00)
*	Taxes	0.00	(577,714.71)	(577,649.00)
*	Other Revenue	(667.76)	(3,693.43)	(16,500.00)
**	TOTAL REVENUE	(43,560.96)	(613,614.73)	(804,317.00)
*	Council & Legislative	0.00	21.98	11,350.00
*	General Administration	56,284.23	58,643.07	189,400.00
*	Common Office	2,017.21	2,286.88	12,950.00
*	Assessor	1,230.44	958.10	9,960.00
*	Municipal Election	0.00	0.00	0.00
*	Policing	2,711.00	2,110.00	12,530.00
*	Fire Fighting & Preventive	0.00	0.00	19,971.00
*	Disaster Services	0.00	0.00	8,230.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	0.00	500.00
*	Transportation	19,200.80	10,511.35	88,240.00
*	Water Department	1,088.11	806.06	6,800.00
*	Landfill & Recycling	570.00	570.00	15,320.00
*	Planning & Development	1,705.55	918.63	7,175.00
*	Parks & Recreation	4,425.50	5,805.01	15,024.00
*	Provincial Parks	18,763.01	20,285.26	168,496.00
*	Culture	475.78	1,060.49	3,970.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	55,197.83	64,842.47	234,401.00
**	TOTAL EXPENSES	163,669.46	168,819.30	804,317.00
***	(SURPLUS)/DEFICIT-Before Amort	120,108.50	(444,795.43)	0.00

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council for the Month of April

2026-May-7
11:51:36AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260023	2026-04-21	1859263 ALBERTA LTD.	241	DRILLING TEST HOLES IN BAY BEFC	472.50	472.50
20260024	2026-04-21	CATALIS TECHNOLOGIES CANADA LTD.	INV308371944	2026 CATALIS LICENSE	1,884.99	1,884.99
20260025	2026-04-21	COUNTY OF STETTLER	COS013612	2026 REC BOARD REQUISITION	3,664.00	3,664.00
20260026	2026-04-21	Government of Alberta, c/o Ministry of Public Safe	1800029685	APR 2025-MAR 2026 POLICING	10,749.00	10,749.00
20260027	2026-04-21	JACOBSON, JOHN	202604	APRIL HEALTH BENEFITS	212.30	212.30
20260028	2026-04-21	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC004649	MARCH PAYMENT PHASE 2&3	806.06	806.06
20260029	2026-04-21	STETTLER HOME HARDWARE	144395	WATER FOR OFFICE	13.50	13.50
20260030	2026-04-21	WALLY'S BACKHOE SERVICES LTD.	2852	MOVING EXCAVATED MATERIAL FRC	2,575.13	2,575.13
(EFT) 20262071	2026-04-14	JACOBSON, JOHN C				
(EFT) 20262072	2026-04-14	CHAPPELL BENOIT, HOLLY R				
(EFT) 20262073	2026-04-14	WITTS, QUENTIN				
(EFT) 20262074	2026-04-15	ALBERTA MUNICIPALITIES	26-1064976	MARCH POWER	2,215.46	2,215.46
(EFT) 20262075	2026-04-15	APEX (11948775)	051000476660	PARK OFFICE MARCH NATURAL GAS	96.13	96.13
(EFT) 20262076	2026-04-15	APEX (11948783)	051000476661	PARK GARAGE NATURAL GAS MARCH	219.82	219.82
(EFT) 20262077	2026-04-15	APEX (15258148)	050400473538	HALL NATURAL GAS - MARCH	241.82	241.82
(EFT) 20262078	2026-04-15	CANADA REVENUE AGENCY	202605	MAR 15 PAYROLL REMITTANCE	2,328.30	4,732.11
(EFT) 20262078			202606	MAR 31 PAYROLL REMITTANCE	2,403.81	
(EFT) 20262079	2026-04-15	CANOE PROCUREMENT GROUP OF CANADA	AB1760314	BARCADES FOR BOAT LAUNCH EX	1,482.53	1,482.53
(EFT) 20262080	2026-04-15	CINDER MSP	3244	APRIL COMPUTER MAINTENANCE	113.40	113.40
(EFT) 20262081	2026-04-15	FIVE STAR VENTURES	44139	MARCH CARDBOARD RECYCLING	178.50	178.50
(EFT) 20262082	2026-04-15	LET'S CAMP HOLDINGS	54053	RESERVATION FEES	19.70	19.70
(EFT) 20262083	2026-04-15	MyHSA	202602	STAFF HEALTH SPENDING BENEFIT	82.60	82.60
(EFT) 20262084	2026-04-15	NATIONAL BANK INDEPENDENT NETWORK	202605	RRSP PAYROLL REMITTANCE	375.00	750.00
(EFT) 20262084			202606	RRSP PAYROLL REMITTANCE	375.00	
(EFT) 20262085	2026-04-15	PCPS COMMUNITY PLANNING SERVICES	March 31, 2026	FINAL PCPS FEES	254.10	254.10
(EFT) 20262086	2026-04-15	PITNEY WORKS	3202751633	Q2 POSTAGE MACHINE LEASE	145.75	145.75
(EFT) 20262087	2026-04-15	RBC VISA	202604	APRIL VISA PAYMENT	1,218.72	1,218.72
(EFT) 20262088	2026-04-15	TELUS COMMUNICATION (1819)	92	OFFICE PHONE MARCH	38.13	38.13
(EFT) 20262089	2026-04-15	TELUS COMMUNICATIONS (9894)	22	PARK OFFICE PHONE MARCH	38.13	38.13
(EFT) 20262090	2026-04-15	TELUS MOBILITY	56	MOBILE PHONE MARCH	58.50	58.50
(EFT) 20262091	2026-04-15	WORKER'S COMPENSATION BOARD - ALBERTA	28838334	PAYMENT 2 WCB	1,237.26	1,237.26
(EFT) 20262092	2026-04-29	SCHMIDEK, LORNE D				
(EFT) 20262093	2026-04-29	JACOBSON, JOHN C				
(EFT) 20262094	2026-04-29	CHAPPELL BENOIT, HOLLY R				
(EFT) 20262095	2026-04-29	WITTS, QUENTIN				

Total 45,850.79

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
30-Apr-26**

Balance at End of Previous Month	\$ 82,135.39
ADD: General Receipts	54,033.93
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	136,169.32
LESS: General Disbursements	51,042.55
Investments	0.00
Returned Cheques	0.00
SUBTOTAL	<u>51,042.55</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 85,126.77</u></u>
Balance at End of Month - Bank	96,346.82
ADD: Outstanding Deposits	3,382.64
LESS: Outstanding Cheques	<u>14,602.69</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 85,126.77</u></u>
INVESTMENTS:	
RBC Reserve Account	38,884.39
RBC Interest Earning Account	5,529.45
RBC Campground Account	916.86
ATB Investment High Interest Savings Account	253,224.71
ATB Investment- Non-redeemable GIC Maturing Dec 11, 2026 @ 3.1%	<u>350,000.00</u>
SUBTOTAL	<u>648,555.41</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 733,682.18

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: Off-Highway Vehicle (OHV) Access – Secondary Highway 835 (Sands Street)
Agenda Item Number: 9.1

PURPOSE

To seek Council direction for Administration to prepare and submit a formal request to Alberta Transportation and Economic Corridors for a **site-specific authorization (e.g., Ministerial Order)** permitting the controlled use of OHVs on the portion of Secondary Highway 835 (Sands Street) within the Summer Village of Rochon Sands.

This request is not about introducing OHV use—it is about ensuring that existing use can be clearly regulated, understood, and enforced.

BACKGROUND

Over the past year, Administration has been in ongoing communication with Alberta Transportation and Economic Corridors regarding the ability to permit OHV (side-by-side, ATV, etc.) use along Sands Street (Secondary Highway 835).

Correspondence from the Province has confirmed:

- OHV use on provincial highways typically requires a **Ministerial Order** or similar authorization mechanism;
- The matter is under review at the provincial level, with indication that **potential solutions may be considered**;
- The Province has suggested that the municipality could explore **assuming ownership of the highway segment**, though this would transfer full lifecycle responsibility to the municipality.

Administration has continued to monitor this matter and is bringing forward this report to seek formal Council direction to advance a coordinated request.

CURRENT SITUATION

1. Road Classification Constraint

Sands Street is provincially designated as **Secondary Highway 835**, while functioning in practice as the primary internal roadway within the Summer Village.

As a result:

- The municipality **cannot authorize OHV use** on this roadway by bylaw;
- OHVs are otherwise permitted on all municipal roads within the community.

2. Physical & Operational Context

- Sands Street, from the Bay View Street intersection to the Provincial Park boundary, extends approximately **1 kilometre** through the community;
- It serves as the **primary connector road** within the Summer Village;
- The roadway **terminates at Rochon Sands Provincial Park**;
- There is **no through traffic function**; the roadway functions almost exclusively to serve local residents, visitors, and Provincial Park users;
- Traffic **volumes are low** and consistent with a recreational community;
- Municipal speed limits are **30 km/h or less**.

3. Practical Impact on Residents

Residents are currently permitted to operate OHVs on municipal roads, but:

- Cannot legally cross or travel along Sands Street;
- Must use Sands Street to access other areas of the community;
- Regularly rely on OHVs for:
 - Snow clearing
 - Property maintenance
 - Transport of materials
 - Volunteer activities within the community

This creates a situation where:

- Residents are effectively placed in a position of technical non-compliance in order to carry out normal, low-risk, community-based activities.

GOLF CART PILOT PROJECT – PROVEN LOCAL MODEL

The Summer Village has successfully implemented the Province's **Golf Cart Pilot Project**, which includes:

- Designated roadways;
- Speed restrictions (30 km/h);
- Operator licensing requirements;
- Insurance requirements;
- Permitting system;
- Enforcement provisions.

This demonstrates that:

- The municipality has the **capacity to regulate alternative vehicle types safely**;
- Residents are willing to comply within a structured framework;
- Low-speed mixed-use environments can be **successfully managed**.

COMPARATIVE CONTEXT

- Neighbouring municipalities (e.g., Summer Village of White Sands) permit OHV use on all local roads;
- The Province has existing mechanisms (e.g., **Ministerial Orders**) that allow OHV use on highways under defined conditions;
- Certain highway use cases in Alberta already permit OHV operation under controlled circumstances.

This indicates:

- The requested authorization is not unprecedented, but rather a localized application of existing tools.

ANALYSIS

1. Safety Considerations

The subject roadway presents a **low-risk operating environment**:

- Low speeds (≤ 30 km/h);
- Short segment;
- No regional or commercial traffic function;
- Recreational/residential setting;
- Existing enforcement capacity.

Additionally:

- OHVs are subject to provincial requirements (registration, insurance, equipment);
- In many cases, OHVs are **more robustly equipped than golf carts** currently permitted.

2. Regulatory Gap

The current framework creates a disconnect:

- Municipal roads: OHVs permitted and regulated;
- Provincial segment within the same community: alternative low-speed vehicles (golf carts) are permitted under a structured framework, while OHVs remain prohibited.

This results in:

- Inconsistent and difficult-to-understand regulations for residents;
- Practical non-compliance.

3. Financial Considerations

The Alberta Transportation and Economic Corridors Department has suggested the possibility of **transferring ownership** of the highway segment to the municipality.

Council has previously discussed this option and does not view it as a viable, reasonable, or proportionate solution:

- Would transfer full capital and lifecycle costs including capital rehabilitation, maintenance, and long-term infrastructure liability—to a small municipality, resulting in a significant and ongoing financial burden;
- Is disproportionate to the issue being addressed - the issue at hand is not road ownership, but the ability to permit a specific, low-risk use on a short segment of roadway.

A targeted Ministerial authorization achieves this objective without creating unnecessary financial exposure to the residents of Rochon Sands.

4. Red Tape Reduction Opportunity

This situation represents a clear opportunity to:

- Improve regulatory alignment;
- Enable enforceable compliance;
- Reduce unnecessary administrative and enforcement burden.

OPTIONS

Option 1 – Ministerial Authorization (Recommended Option)

Request a **Ministerial Order or equivalent authorization** to allow OHV use on Sands Street under defined conditions.

Pros:

- Enables safe, regulated use;
- Aligns with existing legislative tools.

Option 2 – Provincial Pilot Expansion

Request inclusion of OHVs within an expanded pilot program.

Pros:

- Builds on existing Golf Cart Pilot framework.

Cons:

- Longer timeline;
- Less certainty.

Option 3 – Road Transfer (Not Recommended)

Assume ownership of Highway 835 segment.

Cons:

- Significant long-term cost;
- Not proportional to issue;
- Not supported by past Councils.

KEY CONSIDERATION

The key consideration is as follows:

The current framework is not preventing OHV use — it is simply limiting the ability to manage it in a practical, consistent, and locally appropriate way. In the Summer Village of Rochon Sands, where golf carts are already permitted under a structured framework and OHVs have long been a practical and accepted means of transportation, this restriction is effectively turning responsible, law-abiding residents into unintended violators. A common-sense, site-specific solution—such as a Ministerial authorization for this limited segment of Highway 835—would allow this activity to be managed safely, consistently, and in a clearly enforceable manner.

A site-specific Ministerial authorization represents the most practical, proportionate, and cost-effective solution to this issue.

FINANCIAL IMPLICATIONS

- No direct financial cost is associated with submitting the request.
- Significant long-term cost exposure is avoided by not pursuing road ownership transfer.

RECOMMENDATION

THAT Council direct Administration to prepare and submit a formal request on behalf of Council to Alberta Transportation and Economic Corridors, for consideration by the Minister, seeking a site-specific authorization (e.g., Ministerial Order or other mechanism) to permit the controlled use of off-highway vehicles on Secondary Highway 835 (Sands Street) within the Summer Village of Rochon Sands;

AND FURTHER THAT the Mayor be authorized to sign and submit such correspondence on behalf of Council;

AND FURTHER THAT a copy of the correspondence be provided to the Honourable Nate Horner, MLA.

ATTACHMENT

Appendix 1 - DRAFT Letter – Mayor to Minister

Appendix 2 - MINISTERIAL / MLA BRIEFING NOTE

[On Letterhead]

Date: [Insert Date]

Honourable Devin Dreeshen

Minister of Transportation and Economic Corridors
Government of Alberta

Re: Request for Authorization of OHV Use – Secondary Highway 835 (Sands Street), Summer Village of Rochon Sands

Dear Minister,

On behalf of Council for the Summer Village of Rochon Sands, I am writing to formally request provincial authorization to permit the controlled use of off-highway vehicles (OHVs) along the portion of Secondary Highway 835 (Sands Street) located within our municipal boundaries.

Over the past year, our Chief Administrative Officer has been in communication with Alberta Transportation and Economic Corridors regarding this matter. We appreciate that the Department has been actively reviewing OHV policy and that potential solutions have been under consideration.

We are now seeking your support to advance a practical, common-sense resolution for our community.

Sands Street, while provincially designated as Highway 835, functions as the primary internal roadway within our Summer Village. The segment extends approximately one kilometre through the community and terminates at Rochon Sands Provincial Park. It does not serve a regional transportation function and carries only local, low-volume traffic within a posted speed environment of 30 km/h or less.

OHVs are currently permitted on all municipal roads within the Summer Village. However, due to the provincial designation of Sands Street, residents are unable to legally cross or travel along this roadway. As Sands Street is the central connector within our community, this creates a significant and ongoing challenge.

Residents regularly rely on OHVs for routine activities such as snow clearing, property maintenance, and community volunteer support. The current framework places otherwise responsible residents in a position of technical non-compliance when carrying out these low-risk, everyday activities.

As a municipality, we have demonstrated our ability to safely regulate alternative vehicles through the Province's Golf Cart Pilot Project. This program includes licensing, insurance, permitting, speed restrictions, and enforcement provisions, and has operated successfully within our community.

From a resident perspective, it is difficult to understand why golf carts can operate under a regulated framework on Sands Street, while insured and provincially regulated OHVs cannot.

It is important to note that OHVs are subject to provincial requirements, including registration, insurance, and equipment standards. In many cases, these vehicles are more robustly equipped than golf carts currently permitted on designated roads.

Council does not consider the option of assuming ownership of this highway segment to be viable, as it would impose significant long-term financial obligations on a small municipality, disproportionate to the

issue being addressed. We believe the appropriate solution is a targeted authorization that maintains provincial ownership while enabling safe, regulated local use.

At present, the reality is that:

The current framework is not preventing OHV use—it is simply limiting the ability to manage it in a practical, consistent, and locally appropriate way. In Rochon Sands, where golf carts are already permitted under a structured framework and OHVs have long been a practical and accepted means of transportation, this restriction is effectively turning responsible, law-abiding residents into unintended violators. A common-sense, site-specific solution—such as a Ministerial authorization for this limited segment of Highway 835—would allow this activity to be managed safely, consistently, and in a clearly enforceable manner. For many residents, the distinction between permitted golf carts and prohibited OHVs on the same roadway is difficult to reconcile from a practical or safety perspective.

We respectfully request your consideration of a **Ministerial Order or similar authorization** that would allow the Summer Village to regulate OHV use on this limited segment under defined conditions.

This request reflects a commitment to safety, regulatory clarity, and practical governance. It also aligns with the Province’s stated objectives of reducing unnecessary red tape and supporting rural and recreational communities.

We believe this represents a practical, low-risk, and easily implementable solution that can be addressed through existing provincial authority.

Thank you for your consideration.

Sincerely,

Mayor Dan Hiller
Summer Village of Rochon Sands

cc: Honourable Nate Horner, MLA

APPENDIX: MINISTERIAL / MLA BRIEFING NOTE

APPENDIX 2 - MINISTERIAL / MLA BRIEFING NOTE

From: Mayor Dan Hiller

Summer Village of Rochon Sands

Subject: OHV Access – Secondary Highway 835 (Sands Street)

PURPOSE

To request your support in advancing a **site-specific solution** to allow the controlled use of off-highway vehicles (OHVs) on a short segment of Secondary Highway 835 (Sands Street) within the Summer Village of Rochon Sands.

THE SITUATION

Sands Street is provincially designated as Highway 835, but in practice it functions as the **main local road through our community**.

- **Approximately 1 kilometre in length**, extending from the Bay View Street intersection at the entrance to Rochon Sands to the Provincial Park boundary.
- **Dead-ends at Rochon Sands Provincial Park**
- No through or regional traffic function
- Posted speeds of **30 km/h or less**

OHVs are permitted on the other municipal roads within the Summer Village, but **cannot legally cross or travel along Sands Street** due to its provincial highway designation.

THE PROBLEM

This creates a clear and ongoing disconnect.

Residents can legally operate OHVs throughout the community, but cannot use the one road required to move between areas. As a result:

Responsible, law-abiding residents are being placed in a position of technical non-compliance for routine, low-risk activities.

These include:

- Snow clearing
- Property maintenance
- Transport of materials
- Community volunteer support

LOCAL EXPERIENCE

Our community has successfully implemented the Province's **Golf Cart Pilot Project**, which demonstrates that we can safely regulate low-speed vehicle use through:

- Permitting
- Insurance requirements
- Speed limits
- Enforcement

There is a strong culture of compliance, and this model has worked well.

KEY POINT

The current framework is not preventing OHV use—it is simply limiting the ability to manage it in a practical, consistent, and locally appropriate way.

This is not about introducing new activity — it is about **bringing an existing reality into a clear and enforceable framework.**

REQUEST

The Summer Village is seeking:

A site-specific Ministerial authorization (e.g., Ministerial Order) to permit OHV use on Sands Street under defined conditions.

WHY THIS MAKES SENSE

- Low-speed, low-volume environment
- Short, clearly defined segment (1 km)
- No impact on regional traffic
- Proven local ability to regulate similar vehicles
- Uses existing provincial authority (no new policy required)

WHAT WE ARE NOT SEEKING

- Province-wide OHV changes
- New legislation
- Transfer of the highway to the municipality

ROAD TRANSFER – NOT A VIABLE OPTION

Assuming ownership of this highway segment would place full infrastructure and lifecycle costs on a small municipality, which is not reasonable or proportionate to the issue.

The issue is not ownership—it is the ability to permit a specific, low-risk use.

WHY THIS MATTERS

This is a **practical, common-sense issue** with a straightforward solution.

It represents an opportunity to:

- Improve regulatory clarity
- Support enforceable compliance
- Improve public understanding and consistency of local transportation rules
- Align rules with how the community actually functions

REQUEST FOR YOUR SUPPORT

The Summer Village of Rochon Sands is asking for Alberta Government support to help advance a solution using existing provincial authority.



Request for Decision

Meeting:	Regular Council
Meeting Date:	May 12, 2026
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Recognizing Seniors' Week 2026 - Community Declaration
Agenda Item Number:	9.2

PURPOSE

To provide Council with information regarding the Government of Alberta's request for municipalities to formally recognize Seniors' Week 2026 and to seek Council approval of a community declaration recognizing June 1–7, 2026 as Seniors' Week in the Summer Village of Rochon Sands.

BACKGROUND

For 40 years, the Government of Alberta has dedicated the first week of June to recognizing and celebrating the contributions seniors make to communities throughout the province. Seniors' Week 2026 will take place from June 1–7, 2026, and will officially begin with a provincial launch event on June 1 in the City of Grande Prairie.

The Government of Alberta encourages municipalities, First Nations communities, and Métis Settlements to formally recognize Seniors' Week through a community declaration demonstrating support and appreciation for seniors and their ongoing contributions to Alberta communities.

The declaration is intended to be made by a senior elected official, such as a Mayor, Reeve, or Chief, following approval by the governing body of the community.

Administration notes that Council passed similar declarations recognizing Seniors' Week in both 2024 and 2025.

A copy of the proposed Community Declaration provided by the Government of Alberta has been included with this report for Council's review. The Ministry of Seniors, Community and Social Services, Government of Alberta, sent the following notice requesting municipal participation in recognizing Seniors' Week 2026.

Age-Friendly E-News



This year marks the 40th anniversary of Seniors' Week, when the Government of Alberta honours and recognizes seniors for their invaluable contributions to our province. Seniors' Week will take place from June 1 to 7 and will be kicked off with a provincial launch event on June 1st in the City of Grand Prairie.

Communities are also invited to plan their own events and activities to honor seniors locally. To support these efforts, the official Seniors' Week poster is [available online](#) and can be downloaded and shared widely within your community.

To demonstrate your community's support of seniors and to generate greater awareness of their importance in Alberta, all municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on [our website](#).

To assist communities in declaring Seniors' Week, a sample Community Declaration for your community to consider using is available on the [Seniors' Week website](#). If your community declares Seniors' Week, kindly inform us at seniorsinformation@gov.ab.ca by May 31, 2026, with supporting documentation, if available. All communities that notify us that they have declared Seniors' Week will be recognized on our [website](#).

To learn more, please visit the [Seniors' Week website](#) or email us at seniorsinformation@gov.ab.ca if you have any questions.

DISCUSSION/ANALYSIS

As per the request from the Alberta Government, Administration is requesting that Council consider recognizing Seniors' Week 2026 - Community Declaration.

Recognizing Seniors' Week provides an opportunity for the Summer Village of Rochon Sands to acknowledge and celebrate the important contributions seniors make within the community and throughout Alberta.

The declaration is ceremonial in nature and does not create any financial obligations for the municipality.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this matter.

RECOMMENDATION

That Council support the Government of Alberta's request to formally recognize Seniors' Week 2026 by approving the attached Community Declaration.

PROPOSED COUNCIL RESOLUTION

THAT Council of the Summer Village of Rochon Sands hereby declare June 1–7, 2026 as Seniors' Week in the Summer Village of Rochon Sands in recognition of the valuable contributions seniors make to our community and throughout Alberta;

AND FURTHER THAT Mayor Dan Hiller be authorized to sign the attached Seniors' Week 2026 Community Declaration on behalf of Council.



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 1 – 7, 2026 to be Seniors' Week in

Community Name

Name, Title (i.e. Mayor, Reeve, Chief)

Signature (i.e. Mayor, Reeve, Chief)

Issued by the community with the support of
The Honourable Jason Nixon, Minister of Assisted Living and Social Services



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: Bay View Street Speed Bumps – Repair, Replacement, or Removal
Agenda Item Number: 9.3

PURPOSE:

To seek Council direction on the future of the speed bumps along Bay View Street following significant winter damage and ongoing concerns regarding safety, effectiveness, and maintenance.

BACKGROUND:

The speed bumps installed along Bay View Street are modular units, with each panel secured by six (6) steel spikes driven into the roadway surface. These units are not designed to be removed seasonally.

During winter maintenance operations, several speed bump panels were damaged by snowplowing activities. As a result, in some locations, exposed spikes were protruding from the roadway surface where panels had broken or shifted.

These exposed spikes presented a safety hazard, with a high risk of tire puncture and potential liability to the municipality. Summer Village staff immediately removed the exposed spikes to mitigate the risk of vehicle damage and public safety concerns.

Of the five (5) existing speed bumps along Bay View Street, three (3) sustained significant damage during winter snow clearing operations and require replacement sections or removal. Administration has attempted to identify and source compatible replacement sections for the existing modular speed bump system; however, the existing product appears to have been discontinued and compatible replacement sections do not appear to be readily available. As a result, replacement would likely require the purchase and installation of entirely new speed bump units rather than isolated section repairs. The remaining two (2) speed bumps are currently in good condition. Administration also notes that some undamaged sections from the removed speed bumps may be salvageable and retained for future maintenance or repair of the two remaining speed bumps.

From May through September, a gate is installed at the east end of Bay View Street, limiting traffic primarily to local Summer Village and County residents. Additionally, the County of Stettler has removed all speed bumps on their portion of Bay View Street.

The Summer Village is also planning to trial speed radar signage as an alternative traffic calming measure for the 2026 season.

DISCUSSION / ANALYSIS:

1. Safety Considerations

- Damaged panels create immediate hazards due to exposed spikes.
- Even repaired installations remain vulnerable to future winter damage due to their fixed design.
- Ongoing risk of vehicle damage and associated liability.

2. Operational Considerations

- Speed bumps are not removable, creating an inherent conflict with winter snow clearing operations.
- Annual repair or replacement would likely be required.
- Staff time and resources required for ongoing maintenance.

3. Effectiveness

- While speed bumps are generally effective at reducing speed, their benefit may be reduced given:
 - Seasonal traffic limitations (gate restricting through traffic);
 - Lower traffic volumes primarily consisting of local users;
 - The County's decision to remove speed bumps on their section of the same roadway.

4. Alternative Measures

- The Summer Village is also planning to trial speed radar signage during the 2026 season as an alternative or supplementary traffic calming measure.
- These provide real-time feedback to drivers and may achieve similar outcomes without physical infrastructure risks.
- Additional measures (signage, enforcement, education) could be considered if required.

OPTIONS:

Option 1: Remove All Speed Bumps

Pros:

- Eliminates safety hazards associated with damaged panels and exposed spikes
- Removes ongoing maintenance and replacement costs
- Aligns with County approach on the same roadway
- No interference with winter maintenance operations

Cons:

- Loss of physical traffic calming measure
- Potential for increased vehicle speeds (subject to effectiveness of alternative measures)

Option 2: Replace Speed Bumps

Pros:

- Maintains a proven physical traffic calming measure
- Immediate and visible deterrent to speeding

Cons:

- Existing speed bump sections appear to be discontinued, meaning replacement would likely require complete new speed bump assemblies rather than individual panel replacement
- Continued conflict with winter maintenance operations
- Ongoing risk of damage and safety hazards
- Recurring costs for repair/replacement
- May not align with County approach or seasonal traffic realities

Option 3: Remove Three Damaged Speed Bumps and Retain Two Existing Speed Bumps

Pros:

- Removes the most significant safety hazards and damaged infrastructure
- Reduces immediate replacement and repair costs
- Retains some level of physical traffic calming along Bay View Street
- Allows the Summer Village to evaluate the effectiveness of combining remaining speed bumps with the new speed radar signs being introduced for the 2026 season
- Reduces, but does not eliminate, winter maintenance conflicts
- Salvageable sections from the removed speed bumps could be retained and used as replacement parts for the two remaining speed bumps if future damage occurs

Cons:

- Remaining speed bumps may still be vulnerable to future winter damage
- May create inconsistent traffic calming along the roadway
- The existing speed bump system appears to be discontinued, and compatible replacement sections do not appear to be readily available, potentially requiring full replacement of remaining units if future damage occurs
- Ongoing maintenance requirements would still remain for the retained speed bumps

FINANCIAL IMPLICATIONS:

- Removal costs are expected to be minimal and can be completed with internal resources.
- Replacement would require capital expenditure (cost dependent on product selection and quantity).
 - Preliminary review of comparable commercial modular rubber speed bump systems suggests that full replacement of the damaged speed bumps could potentially cost in the range of approximately \$1,300 – \$3,000 depending on product selection, shipping, and installation requirements.
- Speed radar signage costs have been accounted for separately within the 2026 budget.

STRATEGIC CONSIDERATIONS:

The decision should balance public safety, operational practicality, and cost-effectiveness, while recognizing the seasonal and predominantly local nature of traffic on Bay View Street.

RECOMMENDATION:

That Council direct Administration to:

1. Remove the three (3) damaged speed bumps along Bay View Street due to safety and operational concerns;
2. Retain the two (2) remaining speed bumps that are currently in good condition; and
3. Proceed with the implementation and evaluation of speed radar signage during the 2026 season to assess the effectiveness of the combined traffic calming measures along Bay View Street.



Request for Decision

Meeting:	Regular Council
Meeting Date:	May 12, 2026
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Bay View Street Ditches – Slope Stabilization and Safety Improvements
Agenda Item Number:	9.4

PURPOSE:

To seek Council direction on improving safety conditions within the ditches along portions of Bay View Street through the placement of aggregate material to reduce slope severity.

BACKGROUND:

Certain sections of the ditches along Bay View Street contain steep side slopes and uneven terrain that create challenges during routine maintenance operations, particularly grass cutting performed using ride-on mowing equipment.

The Public Works Supervisor has identified these locations as presenting an ongoing operational safety concern due to the potential for equipment instability, loss of traction, slips, or rollover while operating on or near the slopes.

Administration is proposing the placement of aggregate material within select ditch sections to reduce slope severity, improve stability, and create safer operating conditions for municipal staff.

The proposed work is intended as a targeted slope stabilization and safety improvement measure and is not expected to negatively impact ditch drainage or functionality.

DISCUSSION / ANALYSIS:

Safety (OHS Considerations)

- Steep ditch slopes create a recognized and foreseeable hazard for municipal staff performing routine maintenance operations.
- Risks include slips, loss of traction, equipment instability, and potential rollover while operating ride-on mowing equipment on or near steep slopes.
- Under Alberta Occupational Health and Safety (OHS) legislation, employers are required to identify workplace hazards and take all reasonably practicable steps to eliminate or control those hazards.

- Alberta has experienced serious injuries and fatalities involving workers operating ride-on mowing equipment near slopes, embankments, and water features.
- In one documented incident, a summer student operating a riding lawn mower near a pond lost control after the mower slid on a slope, entered the water, and overturned, resulting in a fatality.
- Investigations into these incidents consistently identify terrain conditions, slope severity, and equipment stability as significant contributing factors.
- The conditions present within portions of the Bay View Street ditch system are comparable to the types of terrain-related hazards identified in these incidents.
- Proactively reducing slope severity represents a practical and reasonable control measure intended to reduce risk exposure, improve operator safety, and demonstrate due diligence before an incident occurs.

Operational Considerations

- Improved slopes would allow for safer and more efficient mowing operations
- Reduces strain on equipment and operators
- Minimizes the need for staff to operate equipment in high-risk positions

Engineering / Drainage

- Aggregate placement will be limited and controlled
- Ditch functionality and drainage patterns will be maintained
- No anticipated negative impact to stormwater conveyance

OPTIONS:

Option 1: Proceed with Aggregate Placement to Reduce Slopes (Recommended)

Pros:

- Improves worker safety and reduces risk exposure
- Aligns with OHS requirements and due diligence obligations
- Enhances operational efficiency
- Proactive risk mitigation

Cons:

- Minor material and labour costs

Option 2: Maintain Current Conditions

Pros:

- No immediate cost

Cons:

- Continued exposure of staff to a known and identifiable workplace hazard
- Increased potential for equipment rollover or operator injury
- Increased liability and due diligence exposure for the municipality
- Does not align with proactive OHS risk management practices

FINANCIAL IMPLICATIONS:

- Costs are expected to be modest and primarily consist of staff time and aggregate material already available within municipal inventory. The work can be accommodated within the existing Public Works operational budget.

STRATEGIC CONSIDERATIONS:

This initiative supports the municipality’s obligation to provide a safe working environment for employees and demonstrates proactive hazard mitigation, operational due diligence, and responsible asset and risk management practices.

RECOMMENDATION:

THAT Council direct Administration to proceed with targeted aggregate placement within select ditch sections along Bay View Street for the purpose of slope stabilization, hazard reduction, and improved safety for municipal staff performing maintenance operations.



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: Dock Storage – Temporary Placement at Marina Parking Lot Due to Low Water Levels
Agenda Item Number: 9.5

PURPOSE:

To seek Council direction regarding whether to allow temporary storage of private docks at the east end of the marina parking lot for the 2026 season, due to low water levels preventing dock installation.

BACKGROUND:

Water levels on Buffalo Lake for the 2026 season are currently low, and there is concern that some residents may not be able to install their docks in the lake.

Under the Summer Village’s current docking and mooring framework, docks are intended to be seasonal structures placed within approved locations and are not permitted to be stored on Municipal Reserve (MR) or Environmental Reserve (ER) lands.

As outlined in the Dock Application, “Docks, Boatlifts, and other Mooring Structures are NOT to be stored on Environmental Reserve lands within the Summer Village of Rochon Sands.”

This creates a situation where residents who are unable to install their docks may have limited options for storage.

Administration has received inquiries regarding whether docks can be temporarily stored at the east end of the marina parking lot as an alternative.

DISCUSSION / ANALYSIS:

Policy & Compliance

- Current policy clearly prohibits storage of docks on MR/ER lands
- The marina parking lot is not currently designated for dock storage
- Any allowance would be a deviation from standard practice and should be clearly defined as temporary
- Any approval would be temporary in nature and would not constitute a permanent dock storage policy or guarantee future approvals.

Operational Considerations

- The east end of the marina parking lot is a logical location for temporary dock storage due to the present lake level

- Storage would need to be organized to ensure continued access, parking functionality, and emergency access
- Stored docks should be clearly identified with owner name and contact information
- Administration would need to manage placement, duration, and potential conflicts
- Administration may need authority to require relocation or removal of docks if operational, safety, maintenance, or access issues arise.

Equity & Fairness

- Allowing storage provides relief to residents affected by low water levels
- However, it may create expectations for future years or set precedent
- Clear conditions and time limits would be required to manage expectations

Liability & Risk

- Storage of private docks on municipal property introduces potential liability
- Risk of damage, theft, or injury must be considered
- Any approval should include conditions that:
 - Limit municipal liability
 - Require owners to assume responsibility for their property
 - Define acceptable storage practices

OPTIONS:

Option 1: Do Not Allow Dock Storage on Municipal Lands

Pros:

- Maintains consistency with existing policy
- No additional operational or liability considerations
- Avoids setting precedent

Cons:

- Limited options for residents unable to install docks
- May create frustration or compliance challenges

Option 2: Allow Temporary Dock Storage at Marina Parking Lot (Recommended)

Pros:

- Provides a practical solution for residents impacted by low water levels
- Centralized location allows for better oversight and management
- Supports residents during an unusual seasonal condition

Cons:

- Requires administration and oversight
- Introduces some liability considerations
- May create expectation for future accommodation

FINANCIAL IMPLICATIONS:

- Minimal direct cost
- Potential minor administrative time to manage and monitor storage area

STRATEGIC CONSIDERATIONS:

This situation represents a temporary and environmental constraint rather than a policy failure. Any decision should balance consistency with flexibility, while ensuring the Summer Village does not assume unnecessary liability or create unintended long-term expectations.

COMMUNICATIONS:

If approved, clear communication will be required to residents outlining:

- Location of permitted storage area
- Conditions and limitations
- Duration (2026 season only)
- Liability disclaimer

RECOMMENDATION:

That Council direct Administration to:

1. Permit the temporary storage of private docks at the east end of the marina parking lot for the 2026 season only, due to low water levels;
2. Require all dock owners utilizing the temporary storage area to sign a Temporary Dock Storage Agreement and Liability Waiver acceptable to Administration; and
3. Establish conditions for storage, including location limits, identification requirements, duration, and authority for Administration to require removal or relocation if necessary.

ATTACHMENTS:

- DRAFT – Temporary Dock Storage Agreement & Liability Waiver

Summer Village of Rochon Sands

DRAFT - Temporary Dock Storage Agreement & Liability Waiver

2026 Season – Marina Parking Lot Temporary Dock Storage

The Summer Village of Rochon Sands (“SVRS”) is temporarily permitting the storage of private docks within a designated area at the east end of the marina parking lot for the 2026 season due to low water levels on Buffalo Lake.

This Agreement is intended solely as a temporary accommodation and does not create any permanent right, entitlement, lease, licence, or future expectation for dock storage on municipal property.

APPLICANT INFORMATION

Registered Owner Name(s): _____

Lake Address: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

DOCK INFORMATION

Description of Dock / Structure:

Approximate Dimensions: _____

Number of Sections Stored: _____

STORAGE CONDITIONS

By signing this Agreement, the Applicant acknowledges and agrees to the following:

1. Temporary dock storage is permitted for the 2026 season only.
2. Storage is permitted only within the area designated by the Summer Village of Rochon Sands.
3. All docks and related materials must be clearly labeled with the owner’s name and contact information.
4. The Applicant is solely responsible for placing, securing, maintaining, and removing their dock and related materials.
5. The Summer Village of Rochon Sands does not provide security, supervision, or protection for stored docks or materials.
6. The storage area remains publicly accessible municipal property.
7. The Applicant shall not block vehicle access, emergency access, parking areas, or maintenance operations.

8. The Summer Village of Rochon Sands reserves the right to require relocation or removal of any dock or material at any time if deemed necessary for operational, safety, maintenance, or public interest reasons.
9. Any dock or material not removed by the date directed by Administration may be removed by the Summer Village at the owner's expense.
10. This Agreement may be revoked by the Summer Village of Rochon Sands at any time.

RELEASE OF LIABILITY & INDEMNIFICATION

The Applicant understands and agrees that storage of private property on municipal lands is entirely at the Applicant's own risk.

The Applicant hereby releases and forever discharges the Summer Village of Rochon Sands, its Council, employees, contractors, agents, and representatives from any and all claims, demands, actions, damages, losses, costs, expenses, or liability of any kind arising from or related to:

- theft;
- vandalism;
- weather events;
- flooding;
- fire;
- accidental damage;
- deterioration;
- movement of stored materials;
- personal injury;
- property damage; or
- any other loss or damage associated with the storage of the dock or related materials on municipal property.

The Applicant further agrees to indemnify and hold harmless the Summer Village of Rochon Sands from any claims, damages, costs, or liability arising from the Applicant's use of the temporary storage area or from the stored dock or materials.

APPLICANT ACKNOWLEDGEMENT

I/We acknowledge that I/we have read and understood this Agreement and agree to comply with all conditions outlined above.

I/We understand that this is a temporary accommodation for the 2026 season only and does not create any ongoing right or entitlement for future storage on municipal property.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY

Approved By: _____

Date: _____



INFORMATION REPORT

Meeting:	Regular Council
Meeting Date:	May 12, 2026
Originated by:	John Jacobson - Chief Administrative Officer
Title:	2025 Municipal Indicators – Municipal Affairs Notification
Agenda Item Number:	9.6

PURPOSE

To provide Council with information regarding the Summer Village of Rochon Sands' 2025 Municipal Indicator results issued by Alberta Municipal Affairs, review the identified indicator, and present Administration's proposed response submission to Municipal Affairs.

BACKGROUND

Alberta Municipal Affairs annually reviews municipal financial and governance information through the Municipal Indicators Program. The program uses a series of 13 standardized indicators intended to identify municipalities that may potentially face long-term viability challenges based on financial or governance trends.

The indicators are calculated using information from municipalities' audited financial statements and legislated reporting submissions.

Receiving an indicator flag does not indicate:

- A qualified or problematic audit;
- Financial distress;
- Non-compliance with legislated financial reporting requirements; or
- Provincial enforcement action.

Rather, the indicators are intended to act as high-level analytical tools to identify areas where additional context or explanation may be appropriate.

The Summer Village of Rochon Sands received notice from Municipal Affairs that one indicator fell marginally outside the established benchmark for the 2025 reporting year. The municipality did not trigger any critical indicators and only one non-critical indicator fell marginally (.02) outside the established benchmark.

All remaining financial and governance indicators were within Municipal Affairs benchmark thresholds for 2025.

DISCUSSION

Indicator #11 – Investment in Infrastructure

Result: 0.98 Benchmark Threshold: Greater than 1.00

This indicator measures the ratio of average capital additions compared to average amortization (depreciation) over a five-year period.

In general terms, the indicator attempts to measure whether municipalities are reinvesting in infrastructure at a pace that generally keeps up with asset depreciation over time.

The Summer Village's result of 0.98 falls only marginally below the benchmark threshold of 1.00.

Administration notes:

- The variance of (.02) from the benchmark is minimal (**0.98 compared to the 1.00 benchmark**);
- The indicator is based on a formula-driven historical financial analysis using a five-year average;
- Small municipalities and summer villages commonly experience fluctuations in this indicator due to project timing, grant funding cycles, phased capital investment, and the limited size of the municipal asset base; and
- A single capital project or equipment purchase can materially affect the ratio in smaller municipalities.

The 2025 result does not indicate financial instability, infrastructure deficiency, or broader municipal viability concerns. The result reflects the timing of capital expenditures within the reporting period rather than a lack of infrastructure investment or long-term capital planning.

Minor fluctuations in this indicator are common within small municipalities where capital projects and equipment purchases occur in phases rather than evenly year-to-year.

The municipality continues to actively invest in municipal and recreational infrastructure through:

- Provincial and federal grant funding programs;
- Reserve funding;
- Ongoing operational investment; and
- Long-term capital planning initiatives.

Administration and Council actively monitor capital expenditures, infrastructure condition, reserve capacity, replacement timing, operational risk, and long-term affordability to ensure municipal assets and financial resources are managed in a responsible, sustainable, and methodical manner.

Council approved the Fleet & Equipment Capital Strategy (2026–2035) in February 2026, establishing a structured, phased, and risk-managed approach to fleet and operational infrastructure investment. The Strategy reflects the municipality's long-term commitment to responsible financial stewardship, sustainable service delivery, operational sustainability, proactive asset management, and the avoidance of reactive capital decisions.

Administration further notes that Council also approved the Strategic Plan 2026–2029 in December 2025, which establishes broader long-term priorities related to infrastructure resilience, fiscal sustainability, asset management, reserve planning, sustainable service delivery, and phased capital investment. The Strategic Plan reinforces Council's ongoing commitment to proactive long-term planning and responsible financial stewardship across all municipal operations and infrastructure categories.

The Strategy also recognizes the operational realities of a small seasonal municipality, where certain assets experience relatively low annual operating hours and remain operationally serviceable well beyond their accounting amortization period due to seasonal usage patterns, preventative maintenance practices, and ongoing operational assessment. **Replacement planning is therefore based on condition, utilization, operational risk, and service requirements — not solely accounting amortization schedules.**

The municipality has established long-term capital planning frameworks and continues to manage infrastructure and equipment replacement through planned, phased, operationally driven, and financially sustainable investment rather than reactive or crisis-driven replacement.

The municipality remains in a stable and manageable capital position with replacement needs being addressed through ongoing long-term planning and phased investment strategies.

PROPOSED MUNICIPAL RESPONSE

The Summer Village of Rochon Sands recognizes the result of the Investment in Infrastructure indicator for 2025. As a small seasonal municipality, capital investment activity can fluctuate from year to year due to project timing, phased capital planning, grant funding cycles, operational priorities, and available construction windows. Minor fluctuations in this indicator are common within smaller municipalities where capital expenditures do not occur evenly across reporting periods.

The municipality continues to make ongoing investments in municipal, recreational, and operational infrastructure through a combination of operating funding, reserves, and provincial and federal grant programs. Administration and Council actively monitor infrastructure condition, operational requirements, reserve capacity, replacement timing, and long-term affordability to ensure municipal assets and financial resources are managed in a responsible, sustainable, and methodical manner.

In February 2026, Council formally approved the 10-Year Fleet & Equipment Capital Strategy (2026–2035), establishing a structured, phased, and risk-managed approach to long-term capital investment and asset replacement planning. The Strategy reflects the municipality’s ongoing commitment to responsible financial stewardship, operational sustainability, and long-term infrastructure management.

This long-term planning approach is further supported through the municipality’s Council-approved Strategic Plan 2026–2029, which establishes broader priorities related to infrastructure resilience, fiscal sustainability, reserve planning, and sustainable service delivery.

The municipality also recognizes that accounting amortization schedules are financial reporting tools and do not necessarily reflect actual operational service life. Due to seasonal usage patterns, preventative maintenance practices, relatively low annual operating hours on certain assets, and ongoing operational assessment, some equipment remains operationally serviceable well beyond its accounting amortization period. Replacement decisions are therefore based on condition, utilization, operational risk, and service requirements rather than accounting age alone.

The current indicator result reflects the timing and phasing of capital expenditures within the reporting period. The municipality’s result of 0.98 falls only marginally below the benchmark threshold of greater than 1.00 and does not indicate financial instability, infrastructure deficiency, inadequate asset management practices, or a lack of long-term capital planning.

All other 2025 Municipal Affairs financial and governance indicators remained within established benchmark thresholds.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

POLICY / LEGISLATIVE IMPLICATIONS

The Municipal Indicators Program is administered by Alberta Municipal Affairs as part of the Province's ongoing municipal viability and accountability monitoring framework.

Administration is required to acknowledge that the indicator results and proposed response have been reviewed with Council prior to submission.

ADMINISTRATION RECOMMENDATION

That Council accept the report as information and authorize Administration to submit the proposed response (above) to Municipal Affairs as presented.

SUGGESTED MOTION

THAT Council accept the 2025 Municipal Indicators Report as information and authorize Administration to submit the proposed municipal response to Alberta Municipal Affairs regarding Indicator #11 – Investment in Infrastructure.

ATTACHED – Summer Village of Rochon Sands Capital Strategy (2026–2035)



Fleet & Equipment Capital Strategy - 2026–2035

A capability-based, risk-managed approach to municipal fleet and equipment investment

Purpose

To provide Council with a clear, high-level overview of how the Summer Village will renew vehicles and equipment over the next 10 years in a way that:

- Maintains essential services
- Reduces operational risk
- Avoids emergency replacements
- Keeps capital spending affordable and predictable

This plan moves the Village from reactive purchases to a structured, phased capital program aligned with actual operational needs.

Key Messages for Council

- **No replacement cliff:** Equipment replacements are phased over 10 years, not clustered in any single period.
- **Operations-first planning:** Assets are replaced based on condition, usage, and service impact — not accounting age.
- **Narrows service restored:** The loss of the Narrows truck is addressed through reassignment of the Hijet and addition of a Side-by-Side (UTV) to support daily operations in Rochon Sands.
- **Right tool for the job:**
 - Daily-use equipment is owned (UTV, trucks, tractor).
 - Specialized project equipment (e.g., skid steer) continues to be rented.
- **Grant-aware, not grant-dependent:** LGFF/MSI/CCBF are applied strategically, but operational needs drive decisions.
- **Financially sustainable:** Reserve and grant eligibility balances remain positive throughout the planning horizon.

Guiding Principles

- Plan, don't react
- Buy capabilities, not machines
- Own daily-use tools; rent project-based tools
- Base replacement timing on condition, usage, and risk

These principles govern all future fleet and equipment decisions.

What's Driving the Plan

- Aging general-purpose trucks (14–20 years old, 200k+ km)
- High daily summer mobility demands (parks, beaches, campgrounds, inspections)
- Seasonal but mission-critical winter operations
- An unavoidable asset loss at the Narrows campground

The plan prioritizes maintaining service delivery while minimizing capital shocks.

Council Assurance

This Capital Equipment Plan:

- Identifies risks early and manages them deliberately
- Avoids crisis-driven purchases
- Preserves operational capacity
- Integrates external funding where available
- Maintains Council control over timing and priorities

There is **no replacement cliff — only planned, phased, manageable investment.**

1. Executive Summary

The Summer Village of Rochon Sands (SVRS) relies on a small but diverse fleet of vehicles and equipment to deliver essential municipal services, including:

- Winter road maintenance and sanding
- Parks, beaches, trails, and campground operations
- Village Square and large green space maintenance
- Seasonal public works and grounds maintenance
- Provincial Park campground support

This Strategy establishes a **10-year, structured, defensible, and operationally grounded framework** for fleet and equipment investment.

It is intended to move the Summer Village away from:

- Reactive, one-off, or crisis-driven purchases

And toward:

- A planned, affordable, risk-managed capital program aligned with how SVRS actually operates.

Key Findings

- SVRS is **infrastructure-rich but fleet-constrained**: most capital value is tied up in land improvements and facilities, while vehicles are aging.
- The general-purpose truck fleet is:
 - Between **14 and 20 years old**
 - Between **211,000 km and 222,000 km**
- This places SVRS in a **managed-risk fleet phase**, not a crisis — provided decisions are planned.
- Core equipment:
 - **2011 Kubota tractor**
 - **2006 Ford F-250 plow/sander**
 - are fully amortized for accounting purposes but assessed by Operations as having **approximately 10 years of remaining service life** due to seasonal use and strong maintenance.
- The Village's **true capital pressure** is **daily operational mobility and general-purpose vehicles**, not heavy machinery.

2. The Narrows Event and Its Impact

In 2026, the 1997 Ford F-150 assigned to the Narrows campground was burglarized and damaged beyond economical repair.

This created:

An immediate and unavoidable operational gap at the Narrows.

Administration initially reviewed reassignment of one of the remaining Village trucks. However, following further operational review, the Public Works Supervisor has confirmed that both remaining trucks are required within Rochon Sands during the summer operating season to meet service demands across:

- Parks and beaches
- Provincial Park campground operations
- Grounds maintenance
- Hauling and inspections

As a result, **removing a truck from Rochon Sands would create an unacceptable operational risk.** The proposed strategy has been refined to reassign the Daihatsu Hijet to the Narrows campground and deploy a side-by-side (UTV) as a daily operations vehicle in Rochon Sands. The UTV will also be equipped with a removable water container to support watering and light maintenance tasks. This approach restores service at the Narrows, preserves core truck capacity, reduces fleet risk, and aligns with the Village’s capability-based planning model—without triggering premature or unnecessary truck replacement.

Operational Response

Administration is therefore proposing the following **low-risk, capability-aligned response**:

- **Reassign the Daihatsu Hijet to the Narrows campground**
- **Retain both full-size trucks in Rochon Sands**
- **Purchase and deploy a Side-by-Side (UTV) as a daily operations vehicle 12 months of the year in Rochon Sands**

This approach:

- Restores service at the Narrows
- Preserves operational capacity in Rochon Sands
- Avoids premature truck replacement
- Aligns with the Village’s capability-based planning model

This is **not a discretionary fleet expansion**, but a practical response to an unavoidable asset loss.

3. Strategic Principles

The Capital Equipment Strategy is built on four guiding principles:

1. **Plan, don’t react**
2. **Buy capabilities, not machines**
3. **Own daily-use tools; rent specialized project tools**
4. **Base decisions on condition, usage, and risk — not accounting age**

Council is being asked to endorse these principles as the foundation for future fleet decisions.

4. Purpose and Scope

4.1 Purpose

- Provide a structured, defensible, long-term plan for:
 - Fleet vehicles
 - Tractor and attachments
 - Grounds equipment
 - Trailers and support equipment
- Reduce:
 - Emergency replacements
 - Budget spikes
 - Service disruption risk
- Improve:
 - Reliability
 - Predictability
 - Council governance over capital decisions

4.2 Scope

Includes:

- Fleet vehicles
- Tractor and attachments
- Grounds equipment
- Trailers
- Operational support equipment

Excludes:

- Buildings
- Roads
- Underground infrastructure
- Engineered structures

5. Operational Context and Service Demand

5.1 Winter Operations

- Approximately **5 km of roads**
- Season: late November to end of March (sometimes April)
- Pattern:
 - Extended quiet periods
 - Followed by 7–10 day intensive plowing/sanding cycles
- Primary equipment:
 - 2006 Ford F-250 plow/sander

This equipment is **mission-critical**, but due to **low annual hours**, has a long remaining service life.

5.2 Summer Operations

Season: approximately **April 15 – October 15** (peak May–August)

SVRS supports:

- Rochon Sands Provincial Park
 - 77 individual sites
 - 8 group RV sites

- 3 group tent sites
- Narrows PRA
 - 61 RV sites
- Beaches:
 - Rochon Sands public beach
 - North beach
 - RSPP campground beach
- Multi day-use parks and playgrounds
- Large, maintained roadside and park greenspaces

This creates **very high daily demand** for:

- Mobility
- Inspections
- Light hauling
- Grounds and beach maintenance
- Campground operations

5.3 The Tractor – Backbone Asset

The **2011 Kubota MX5100HSD tractor**:

- Used regularly for:
 - Firewood tote hauling
 - Grounds work
 - Beach grooming
- Pulls a **specialized hydraulic debris trailer**:
 - Used ~ **8 months of the year**
 - Often several trips per week in summer
 - For resident yard waste, brush, and trees

This is a **high-utilization, multi-role, long-life backbone asset**.

5.4 The Daihatsu Hijet – Specialized Tool

The Daihatsu Hijet is a **specialized light-duty operations vehicle** with the following characteristics:

- Seasonal use (primarily May–August)
- Compact footprint well-suited to campground environments
- Equipped with a pressure water tank
- Historically used for:
 - Tree watering
 - Outhouse servicing
 - Light transport during peak season

Revised Role

Under this Strategy:

- The **Hijet would be reassigned to the Narrows campground** as the primary seasonal operations vehicle
- Its compact size, simplicity, and low operating cost make it well-suited to Narrows operations
- The Hijet will continue to be operated **run-to-failure**, with no fixed replacement date

This reassignment allows the Village to restore Narrows operations **without diverting higher-value trucks from Rochon Sands**.

6. Accounting View vs Operational Reality

Accounting amortization schedules exist for financial reporting, not asset replacement timing.

Amortization does not measure condition, remaining service life, or operational risk. Municipal asset management best practice emphasizes replacement decisions based on condition, utilization, and service impact.

“Years left” in TCA schedules reflect accounting life only and do not represent a replacement deadline.

7. Capability-Based Planning Model

SVRS plans for **tasks**, not machines.

7.1 Core Capabilities

- Snow – long roads
- Snow – tight areas
- Sanding
- Beach grooming
- Post holes
- Material moving
- Mowing
- Trail and park maintenance
- Student mobility
- Inspections
- Emergency response

7.2 Strategic Rules

- Daily / weekly tasks → **Own**
- Seasonal but frequent → **Own**
- Rare / project-based → **Rent**
- Student-operated → **Simple & safe**
- Mission-critical winter → **Dedicated & reliable**

8. Factual Comparison: UTV vs Skid Steer vs Additional Truck

8.1 Why This Decision Matters

SVRS must address:

- Aging truck fleet
- High daily mobility demands in summer
- Tight-area snow clearing needs in winter

This section provides an operational and financial assessment of the available options to support Council’s decision-making.

8.2 Side-by-Side (UTV): Operational Details

A UTV is designed for **daily mobility and light utility work**.

Performs well at SVRS for:

- Daily campground operations
- Parks, beach and trail maintenance
- Inspections and quick response
- Light hauling and tool transport
- Tight-area snow clearing (with blade)

- Hall and winter event safety

Operational reality:

- High-frequency, multi-season use
- Reduces wear on aging trucks
- Improves staff efficiency and response time
- Lower operating and maintenance cost than trucks or loaders
- Suitable for supervised seasonal staff for transport/light tasks

8.3 Skid Steer: Operational Details

A skid steer is designed for construction-style loading and project work.

Performs well for:

- Heavy lifting and material loading
- Post holes
- Snow stacking and loading
- Short-term project work

Limitations at SVRS:

- Poor daily mobility
- Not suitable for inspections or campground rounds
- Higher training, safety, and supervision burden
- Episodic use pattern
- Historically rented successfully when required

Operational reality:

- Strong project tool
- Low daily utilization
- Better rented than owned for SVRS’s workload

8.4 Why Not Replace the Lost Truck With Another Truck

Purchasing another truck would:

- Increase capital cost significantly
- Add another high-maintenance, high-replacement-cost asset
- Not address:
 - Tight-area snow clearing
 - Daily short-trip mobility
 - Reducing wear on existing trucks

A UTV **supplements** the fleet, rather than duplicating truck functions.

8.5 Conclusion

Based on documented workload, seasonality, staffing, and cost:

- **UTV** = high-utilization, year-round operations asset
- **Skid steer** = excellent project tool, best rented
- **Additional truck** = higher cost, lower marginal benefit

They are not competing tools. They serve different roles.

Option	Outcome
Buy another truck	High cost, high maintenance, duplicates capacity, does not solve tight-area or daily mobility needs
Buy a skid steer	Excellent project tool, but episodic use, high training burden, does not address daily operations
Reassign Hijet + add UTV	Lowest cost, highest utilization, preserves trucks, restores Narrows service, improves daily operations

Strategic Conclusion

- **Hijet** = Seasonal, specialized Narrows operations vehicle
- **UTV** = Daily, year-round operations vehicle in Rochon Sands
- **Skid steer** = Continue renting when project work requires it

These assets **do not overlap**. Each fills a distinct role aligned with actual operational demand.

9. Grant Funding & External Funding Strategy

The Summer Village of Rochon Sands funds capital equipment through a combination of **municipal reserves, long-term planning, and external grant programs**. This Strategy adopts a **grant-aware, but not grant-dependent**, approach to capital decision-making.

Administration recognizes that external funding programs do not replace the need for sound capital planning. Instead, they are most effective when used to **support and accelerate projects that are already identified as operational priorities**.

9.1 Overview of Key Funding Programs

The primary external funding programs relevant to fleet and equipment planning include:

Municipal Sustainability Initiative (MSI)

MSI is a provincial funding program that provides municipalities with flexible capital funding intended to support long-term sustainability. MSI funds may be used for a broad range of eligible capital purposes, including certain types of equipment where they support municipal infrastructure and service delivery.

Key characteristics:

- Allocation-based (not application-based)
- Funds can be banked and strategically applied
- Best suited for:
 - Planned capital investments
 - Co-funding larger equipment purchases
 - Supporting multi-year capital strategies

Local Government Fiscal Framework (LGFF)

LGFF is the successor framework to MSI and provides ongoing provincial capital funding to municipalities. Similar to MSI, LGFF funding is intended to support municipal infrastructure and long-term capital sustainability.

Key characteristics:

- Predictable annual allocations
- Flexible use within eligibility rules
- Supports strategic, long-term capital planning
- Particularly useful for:
 - Fleet and equipment renewal
 - Phased replacement programs
 - Avoiding sharp capital funding spikes

LGFF funding is well aligned with this Strategy's emphasis on **planned replacement rather than reactive purchasing**.

Canada Community-Building Fund (CCBF)

(formerly Gas Tax Fund)

The CCBF is a federal funding program delivered through the Province that supports local infrastructure priorities. While traditionally associated with hard infrastructure, it may also be applicable to certain capital equipment where eligibility criteria are met.

Key characteristics:

- Annual allocations with carry-forward flexibility
- Eligibility must be assessed on a project-by-project basis
- Best used for:
 - Infrastructure-supporting equipment
 - Projects with a clear community service benefit
 - Bundling equipment with broader capital initiatives

9.2 Grant-First, Not Grant-Dependent

This Strategy deliberately avoids making equipment decisions dependent on grant availability. Instead, it adopts the following approach:

- Identify operationally necessary equipment first
- Determine appropriate replacement timing based on condition, usage, and risk
- Then assess whether external funding can offset or supplement municipal funding

This ensures that:

- Essential services are not delayed waiting for uncertain grant approvals
- The Village retains control over capital priorities
- Grants are used to **reduce financial pressure**, not to drive decision-making

9.3 Strategic Use of Grants Within the 10-Year Plan

Administration will apply the following principles when integrating grants into the capital program:

- Align planned replacement years with known or anticipated grant windows where possible
- Map equipment categories (vehicles, trailers, major equipment) against program eligibility
- Use grants to:
 - Reduce reserve drawdowns
 - Accelerate replacement of higher-risk assets
 - Support larger, less frequent capital purchases
- Maintain flexibility to adjust timing where grant opportunities arise unexpectedly

9.4 Ongoing Administration Work

Administration will continue to:

- Monitor changes to provincial and federal funding programs
- Confirm eligibility of specific equipment types
- Bring forward grant opportunities to Council as they arise
- Integrate approved grants into the capital budget and replacement schedule

Any grant application that materially affects the approved capital plan will be brought to Council for information or decision, as appropriate.

9.5 Council Assurance

This Strategy ensures that:

- Capital decisions remain **operationally justified and Council-directed**
- External funding is treated as an **opportunity, not a dependency**
- The Village maintains a **stable, predictable, and defensible capital program** regardless of grant timing

External funding programs such as MSI, LGFF, and CCBF are used to support and strengthen the Village's capital plan, but they do not drive it. Replacement timing and equipment needs are based on operational requirements first, with grants applied strategically where eligibility and timing align.

10. Ten-Year Capital Strategy Overview

Phase 1 (2026–2028)

- Address Narrows truck loss via Hijet reassignment
- Add **UTV (2026)**
- Replace/Repair John Deere Z445 mower (Narrows)

Phase 2 (2029–2034)

- Replace:
 - 2010 F-150
 - 2011 Dodge Ram
 - Grounds equipment and dump trailer

Phase 3 (2035–2035)

- Replace:
 - Tractor + loader
 - Plow truck
 - UTV

11. Capital Equipment Replacement Timeline - (2026–2035)

Legend: X = planned replacement | ~ = approximate | R2F = run to failure

Asset	26	27	28	29	30	31	32	33	34	35
Ford F-150 (Narrows, 1997)	X									
Ford F-250 Plow (2006)										X
Dodge Ram 1500 (2011)				~X						
Ford F-150 (2010)							~X			
UTV (new)	X									X
Daihatsu Hijet (1992)	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F
Tractor + Loader (2011)										X
Fire / Water Trailer (2025)										~X
Dump Trailer (2020)										X
Hydraulic Barn Pile Trailer	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F
Kubota F2690 Mower (2022)							X			
JD Z530R Mower (2024)									X	
JD Z445 Mower (Narrows)	X									
Log Splitter (2021)						X				

10 Year Capital Plan Worksheet

10-Year Capital Plan Worksheet													
Planned Capital Additions		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Funding	Notes
FORD F150 (Narrows - 1997)													
2006 FORD F250 4X4 (snow plow) 211,000 kms											50,000	LGFF	
2011 DODGE RAM 1500 SLT 216,750 kms					40,000							LGFF	used
210 FORD F-150 222,097 kms								40,000				LGFF	used
VEHICLE REPLACEMENT (Side by Side)		30,000										LGFF	
DAIHATSU HIJET (move to the Narrows)		R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F		run to failure
2011 KUBOTA MX 5100 HSD TRACTOR											80,000	LGFF	
JOHN DEERE Z530R MOWER W/54" DECK										18,000		LGFF	
JOHN DEERE Z445 MOWER (Narrows)												LGFF	
KUBOTA F2690 MOWER & SIDE DISCHARGE								15,000				LGFF	
WATER/FIRE TRAILER W/ Attachments													
NORSTAR DUMP TRAILER											20,000	LGFF	
HYDRAULIC BURN PILE TRAILER		R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F	R2F		run to failure
TRACTOR HARROWS		2,000											
LOG SPLITTER KC-KCG20LS						2,000						LGFF	
Recreation/Culture													
Village Square - WASHROOM		5,000										LGFF	
Shoreline Management Plan		32,000										LGFF	
Public Works													
SHOP RENOVATION	77,000												
WATER LINE		25,000										LGFF	
HEAT		25,000										LGFF	
ROOF		15,000										LGFF	
FOUNDATION		12,000										LGFF	
Boat Launch													
Boat Launch	181,000												
BL excavation		85,000											CCBF
WSP		11,000											CCBF
Boat Launch pads replacement (CCBF)		8,800											CCBF
Boat Launch pads replacement		16,200											LGFF
Spring - Point		30,000											LGFF
boat launch dock		30,000											LGFF
Trail System													
Mobi-Mat	30,000												LGFF
Municipal & Park Map		23,000											LGFF
Provincial Park (Park Reserves)													
Boat Dock Replacement		10,000											Park Reserves
washroom for Group site H		50,000											Park Reserves
Shower house				100,000									LGFF
Water/Wastewater/Drainage													
Water Debenture (Phase 6 & 7)		25,000											LGFF
Total Planned Capital Expenditures		442,000	-	100,000	40,000	2,000	-	55,000	-	18,000	150,000		
Funding Sources	2025 YE												
Opening Provincial Park Reserve Balance	103,423	103,423	48,423	53,423	58,423	63,423	68,423	73,423	78,423	83,423	88,423		
Revenues		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
Expenses		(60,000)	-	-	-	-	-	-	-	-	-		
Closing		48,423	53,423	58,423	63,423	68,423	73,423	78,423	83,423	88,423	93,423		
MSI/LGFF Grant Funds (Including Eligible)	365,913	365,913	165,378	240,378	215,378	250,378	323,378	398,378	418,378	493,378	550,378		
Revenues		74,665	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000		
Expenses		(275,200)	-	####	(40,000)	(2,000)	-	(55,000)	-	(18,000)	(150,000)		
Closing		165,378	240,378	215,378	250,378	323,378	398,378	418,378	493,378	550,378	475,378		
CCBF Grant Funds (Including Eligible)	62,532	62,532	(31,268)	(20,268)	(9,268)	1,732	12,732	23,732	34,732	45,732	56,732		
Revenues		11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000		
Expenses		(104,800)	-	-	-	-	-	-	-	-	-		
Closing		(31,268)	(20,268)	(9,268)	1,732	12,732	23,732	34,732	45,732	56,732	67,732		
Beginning Accumulated Operating Surplus	370,466	370,466	370,466	370,466	370,466	370,466	370,466	370,466	370,466	370,466	370,466		
Beginning Roads Reserve Balance	30,802	30,802	30,802	30,802	30,802	30,802	30,802	30,802	30,802	30,802	30,802		
Beginning Sewer Reserve Balance	21,016	21,016	21,016	21,016	21,016	21,016	21,016	21,016	21,016	21,016	21,016		
Beginning Recreation Reserve Balance	15,665	15,665	15,665	15,665	15,665	15,665	15,665	15,665	15,665	15,665	15,665		
Beginning General Reserve Balance	39,066	39,066	39,066	39,066	39,066	39,066	39,066	39,066	39,066	39,066	39,066		
Ending Reserve/Grant Eligibility Balance	1,008,883	659,548	750,548	741,548	792,548	881,548	972,548	1,008,548	1,099,548	1,172,548	1,113,548		
Assumptions:													
LGFF Capital - \$75,000/yr													
CCBF is \$11,000/yr													

12. Governance & Council Direction

No future fleet or equipment purchase should proceed unless it:

- Aligns with this Strategy
- Fits the capability model
- Reduces operational risk
- Is financially sustainable

13. Council Decisions Requested

Council is asked to:

1. Adopt this Fleet & Equipment Capital Strategy
2. Adopt the 10-year planning framework
3. Confirm the guiding principle:
 - **Own daily-use tools. Rent project-based tools.**

Final Note

This Strategy demonstrates that SVRS faces **no replacement cliff**, only **planned, phased, manageable investment**, with the **only immediate addition** being a UTV in 2026 to address daily operational needs and the Narrows asset loss.



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: ATCO Community Energy Fund Grant Application – Community Hall
Emergency Energy Resilience Project
Agenda Item Number: 9.7

PURPOSE

To request Council authorization for Administration to submit a grant application to the **ATCO Community Energy Fund** for a proposed **Community Hall Emergency Energy Resilience Project**, and to confirm Council’s support for the project should grant funding be approved.

BACKGROUND

The Summer Village of Rochon Sands has received information regarding the **2026 ATCO Community Energy Fund**. The fund is intended to support municipalities, non-profit organizations, registered charities, and public schools in pursuing projects that contribute to a more sustainable and resilient energy future.

The 2026 intake is open from **April 1 to June 30, 2026**, with ATCO distributing a total of **\$200,000** across eligible projects within ATCO service territories in Alberta. Eligible project categories include, among others, **energy audits, energy efficiency upgrades, energy reliability and energy storage solutions, feasibility studies, renewable energy solutions, and other lower-emitting technologies.**

The program evaluation criteria include:

- **Energy Modernization**
- **Community Impact**
- **Innovation**
- **Evaluation & Metrics**

The maximum funding one project can generally expect is approximately **\$15,000**, although the final amount may vary depending on the project, funding availability, number of applications, ATCO’s presence in the community, and the environmental/community impact of the project.

CURRENT SITUATION

The Rochon Sands Community Hall is used as a key community gathering facility and is intended to serve as a muster/gathering location during emergency situations affecting the Summer Village, residents, and campground users.

However, the Community Hall currently does **not** have a backup power system.

This creates a significant operational and emergency management vulnerability. During a power outage, the Hall would be unable to reliably provide:

- Heat;
- Lighting;
- Water, as the Hall is on a well system;
- Sanitary facilities, as building systems require power;
- Charging or communications support;
- A safe, functional gathering space for residents, visitors, or campground users.

This issue is particularly important because properties within Rochon Sands rely on private well systems. When power is lost, residents may also lose access to water and, depending on their heating system, may lose access to heat. Extended outages have occurred in the past, including outages lasting more than one day.

The lack of backup power at the Community Hall limits the Summer Village's ability to use the facility effectively during emergencies, severe weather events, extended power outages, or winter conditions.

PROPOSED PROJECT

Administration is proposing to apply to the ATCO Community Energy Fund for support toward a:

- **Community Hall Emergency Energy Resilience Project**

The project would involve installing a right-sized emergency backup power solution at the Community Hall to allow the facility to remain operational during power outages.

The project would focus on powering **critical systems only**, rather than necessarily powering the entire facility.

Potential project components may include:

- Backup generator or equivalent emergency power system;
- Transfer switch;
- Electrical panel work and required integration;
- Connection to critical building systems;
- Staff orientation/training;
- Any required inspections, permits, or electrical work.

Critical systems may include:

- Heating;
- Well pump / water supply;
- Septic or related sanitary system requirements;
- Essential lighting;
- Basic outlets for charging/communications;
- Other emergency-use systems as determined through electrical assessment.

PROJECT OBJECTIVES

The objectives of the project are to:

1. Ensure the Community Hall can function during power outages;
2. Provide residents and campground users with access to heat, water, and washroom facilities during emergencies;
3. Improve emergency preparedness and community resilience;
4. Reduce risk during extended outages, particularly in winter;
5. Support a safer gathering location for residents, seasonal residents, visitors, and campground users;

6. Establish a foundation for possible future energy upgrades, such as battery storage, solar readiness, or additional energy efficiency improvements.

ALIGNMENT WITH ATCO COMMUNITY ENERGY FUND

The proposed project appears to align strongly with the ATCO Community Energy Fund, particularly under the eligible category of **energy reliability and energy storage solutions**. The application would be framed as an emergency energy reliability and resilience project, rather than simply as a generator purchase.

Energy Modernization

The project would provide a modernized energy reliability solution for a critical community facility. The system would be right-sized to support critical loads during outages and could be designed, where practical, to allow for future integration with battery storage or renewable energy options.

Community Impact

The Community Hall supports the broader community, including permanent residents, seasonal residents, visitors, and campground users. During an emergency or extended power outage, the Hall may be the only practical municipal facility available to provide basic shelter, heat, water, and sanitation.

This is especially important in Rochon Sands because the community is dependent on well systems. Without power, residents may lose access to water, and some may lose access to heat.

The Community Hall also serves a broader seasonal population associated with Rochon Sands Provincial Park and surrounding recreational areas, increasing the importance of maintaining a functional emergency gathering facility during peak summer occupancy periods.

Innovation

Rather than seeking funding for a general-purpose backup system, the project would focus on a **critical-load emergency resilience model**. This approach is practical, scalable, and appropriate for a small rural municipality. It may also serve as a model for other small communities where municipal facilities are expected to function as emergency gathering places but lack backup power.

Evaluation & Metrics

The project would allow the municipality to measure outcomes such as:

- Whether the Hall can remain operational during a power outage;
- Number of critical systems supported;
- Estimated number of residents/visitors who could be supported during an emergency;
- Hours of emergency operation available;
- Reduction in community vulnerability during power outages.

APPLICATION REQUIREMENTS

Based on the ATCO Community Energy Fund information, the application requires:

- Confirmation that the organization is eligible;
- Confirmation that the project is within an ATCO service territory;
- Organization Tax ID or CRA number;
- Contact information;
- Detailed organization information;
- Detailed project information;
- Project financial information;
- Submission through the online application portal.

Applications are reviewed by the ATCO Community Energy Fund Committee. Applicants are expected to receive notification by email following the review process, with decisions generally communicated after the annual allocation process.

FINANCIAL IMPLICATIONS

The maximum funding expected from the ATCO Community Energy Fund is approximately **\$15,000**.

The total project cost is not yet confirmed and will depend on:

- Generator size;
- Whether the system is portable, fixed, or hybrid-ready;
- Electrical requirements;
- Transfer switch costs;
- Installation and inspection requirements;
- Whether critical systems can be isolated efficiently;
- Any additional code or safety requirements.

A preliminary estimate for this type of project could reasonably fall in the range of:

Component	Estimated Cost
Generator / emergency power system	\$10,000 – \$18,000
Transfer switch / electrical integration	\$4,000 – \$10,000
Permits, inspections, commissioning	\$1,000 – \$3,000
Contingency	\$2,000 – \$5,000
Estimated Total	\$17,000 – \$35,000

Administration would seek updated pricing before proceeding with final implementation.

If the grant application is successful, the ATCO funding would reduce the net municipal cost. Any costs not covered by the grant would require municipal funding through the operating budget, capital reserves, or another Council-approved funding source.

Council approval of this RFD would authorize Administration to apply for the grant and indicate Council’s support for the project in principle.

Administration notes that the municipality currently maintains reserve balances and capital funding mechanisms that may assist in supporting the municipal portion of the project, including potential use of MSI Capital funding or other Council-approved reserve allocations, if required.

OPERATIONAL IMPLICATIONS

If approved and completed, the project would improve the operational readiness of the Community Hall during outages and emergency events.

Operational considerations include:

- Staff training on generator/emergency power procedures;
- Maintenance schedule;
- Fuel storage or fuel access plan;
- Annual testing;
- Documentation in the municipal emergency management plan;
- Coordination with emergency response procedures;
- Determination of which systems are considered critical loads.

Administration would also need to ensure the project complies with applicable electrical, building, safety, and insurance requirements.

EMERGENCY MANAGEMENT IMPLICATIONS

The project would strengthen the Summer Village's emergency preparedness by ensuring that the Community Hall can better function as a community gathering/muster location.

This is relevant for:

- Power outages;
- Winter emergencies;
- Severe weather events;
- Tornado watches or warnings;
- Wildfire smoke or evacuation staging support;
- Campground-related emergencies;
- Extended service disruptions.

The Hall's current lack of backup power limits its usefulness during exactly the types of events where it may be most needed.

PUBLIC / STAKEHOLDER IMPLICATIONS

The project would provide a direct benefit to:

- Permanent residents;
- Seasonal residents;
- Campground users;
- Visitors to Rochon Sands Provincial Park;
- Emergency responders and municipal staff;
- Vulnerable residents who may require access to heat, water, washrooms, charging, or basic support during outages.

The project also provides a strong public communication opportunity, as it demonstrates that Council is taking practical steps to improve community safety, resilience, and emergency readiness.

LEGAL / REGULATORY IMPLICATIONS

Any installation would need to comply with applicable electrical code, safety, permitting, inspection, and insurance requirements.

If grant funding is approved, Administration would ensure that procurement, installation, and commissioning are completed in accordance with municipal policies and applicable legislation.

RISK ASSESSMENT

Risk if the Municipality Does Not Apply

If the municipality does not apply, the Community Hall will remain without backup power unless funded entirely through municipal resources. This leaves the facility vulnerable during outages and limits its ability to function as an emergency gathering location.

Risk if the Grant Is Not Approved

If the application is unsuccessful, there is no immediate financial impact unless Council chooses to proceed with the project using municipal funds.

Risk if Project Costs Exceed Grant Funding

Project costs may exceed the grant amount. Council would retain final discretion on whether to proceed once costs and funding are confirmed.

Risk if Scope Is Too Broad

To manage costs, the project should focus on critical systems rather than full-building backup power.

STRATEGIC CONSIDERATIONS

The proposed project represents an opportunity to improve municipal emergency preparedness and infrastructure resilience while leveraging external grant funding to offset project costs. Administration believes the project aligns well with both the operational realities of a small rural municipality and the stated objectives of the ATCO Community Energy Fund.

RECOMMENDEATION

The project is strongly aligned with the ATCO Community Energy Fund, addresses a real and practical community need, and improves the municipality’s emergency readiness. Applying for the grant creates an opportunity to offset a portion of the project cost while maintaining Council’s ability to review final costs before implementation.

RECOMMENDED MOTION

THAT Council authorize Administration to submit an application to the ATCO Community Energy Fund for the Community Hall Emergency Energy Resilience Project;

AND FURTHER THAT Council support the project and its implementation, subject to grant approval.



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: 2026 Annual Ratepayers Meeting Date, Time & Location
Agenda Item Number: 9.8

PURPOSE

To establish the date, time, and location for the 2026 Summer Village of Rochon Sands Annual Ratepayers Meeting.

BACKGROUND

The Summer Village of Rochon Sands traditionally holds an Annual Ratepayers Meeting each year to provide residents and property owners with information regarding municipal operations, financial matters, capital projects, and other municipal initiatives.

The meeting also provides an opportunity for Council and Administration to engage directly with ratepayers, answer questions, and discuss matters affecting the community.

Administration is recommending that the 2026 Annual Ratepayers Meeting be scheduled for:

- **Date:** Saturday, August 1, 2026
- **Time:** 9:00 AM
- **Location:** Rochon Sands Public Works Shop (Shady Drive)

Holding the meeting on the August long weekend aligns with historical attendance patterns and helps maximize participation from seasonal residents and property owners who are typically present in the community during the long weekend.

Administration intends to prepare a financial and operational presentation package for the meeting similar to previous years' materials provided to ratepayers.

FINANCIAL IMPLICATIONS

Costs associated with the Annual Ratepayers Meeting are accommodated within the existing 2026 operating budget.

POLICY / LEGISLATIVE IMPLICATIONS

The Annual Ratepayers Meeting is not a legislated requirement under the Municipal Government Act (MGA), nor is Council required to hold an annual public meeting of this nature. In many municipalities and summer villages, “ratepayer associations” or resident groups independently organize community meetings and invite municipal representatives to attend and provide updates.

The Summer Village of Rochon Sands has historically chosen to organize and host an Annual Ratepayers Meeting as a proactive transparency, communication, and public engagement initiative. The meeting provides an informal opportunity for Council and Administration to present information regarding municipal finances, projects, operations, and strategic initiatives, while also allowing residents and property owners to ask questions and engage directly with municipal representatives.

Although not required by legislation, Council has historically supported continuing the meeting as a means of promoting openness, transparency, and community engagement within the municipality.

OPTIONS

Option 1 – Approve the Recommended Date

Council approves the 2026 Annual Ratepayers Meeting for August 1, 2026, at 9:00 AM at the Rochon Sands Public Works Shop.

Pros:

- Aligns with historical scheduling practices
- Maximizes seasonal resident attendance
- Provides adequate preparation time for Administration
- Consistent with community expectations

Cons:

- Long weekend scheduling may conflict with some resident travel plans

Option 2 – Select an Alternate Date or Location

Council directs Administration to schedule the meeting on an alternate date, time, or location.

ADMINISTRATION RECOMMENDATION

Administration recommends Option 1.

PROPOSED MOTION

THAT Council approve the 2026 Annual Ratepayers Meeting to be held on Saturday, August 1, 2026, at 9:00 AM at the Rochon Sands Public Works Shop located on Shady Drive.



Meeting: Regular Council
Meeting Date: May 12, 2026
Originated by: John Jacobson - Chief Administrative Officer
Title: Repeal and Replacement of SDAB Services Bylaw #282-26
Agenda Item Number: 9.9

PURPOSE

To obtain Council approval to repeal and replace Bylaw #282-26 – SDAB Services Bylaw in order to adopt updated wording requested by Red Deer County respecting the recently approved Subdivision and Development Appeal Board (SDAB) Services Agreement.

BACKGROUND

On April 21, 2026, Council approved entering into a Subdivision and Development Appeal Board (SDAB) Services Agreement with Red Deer County and adopted Bylaw #282-26 – SDAB Services Bylaw to establish the Municipality’s new SDAB service model following the dissolution of Parkland Community Planning Services (PCPS).

Subsequent to Council approval, Red Deer County identified two drafting issues within the agreement and bylaw templates that required clarification and revision:

- The omission of the word “appointment” within delegation clauses relating to the Clerk role; and
- Ambiguity respecting notice provisions relating to development and subdivision decisions.

Red Deer County has since circulated updated agreement and bylaw templates to participating municipalities for use moving forward.

The revisions are administrative and legal clarification updates only. The overall structure, intent, responsibilities, service model, fees, and operational arrangement with Red Deer County remain unchanged.

DISCUSSION

Administration reviewed both the amendment bylaw option and the option of repealing and replacing the bylaw in its entirety.

Given that:

- Bylaw #282-26 was only recently adopted;
- The required revisions are limited in scope;
- No SDAB appeals have occurred since adoption; and
- The revised Red Deer County template now reflects the finalized and corrected wording;

Administration believes it is cleaner, clearer, and administratively preferable to repeal and replace Bylaw #282-26 in its entirety rather than proceed through an amending bylaw process.

This approach ensures the Municipality's SDAB bylaw fully aligns with the finalized Red Deer County agreement and template documents moving forward.

As Red Deer County had not yet countersigned the original agreement, Administration has also been advised that the previously signed agreement may simply be destroyed and replaced with the updated version.

FINANCIAL IMPLICATIONS

None beyond those previously approved by Council under the SDAB Services Agreement with Red Deer County.

LEGAL / REGULATORY IMPLICATIONS

The proposed bylaw continues to:

- Establish the Municipality's SDAB in accordance with the Municipal Government Act (MGA);
- Authorize the Municipality to participate in the Red Deer County SDAB model; and
- Ensure continuity of SDAB services and ongoing MGA compliance.

The revisions are primarily housekeeping and legal clarification changes intended to improve precision and consistency within the agreement and bylaw language.

POLICY IMPLICATIONS

The proposed repeal and replacement bylaw supersedes and replaces Bylaw #282-26 previously adopted on April 21, 2026.

ATTACHMENTS

1. Updated SDAB Services Agreement – Red Deer County
2. Proposed SDAB Services Bylaw #283-26

RECOMMENDATION

That Council:

1. Repeal Bylaw #282-26 – SDAB Services Bylaw;
2. Give first, second, and third readings to Bylaw #283-26 – SDAB Services Bylaw; and
3. Authorize the Mayor and Chief Administrative Officer to execute the updated Subdivision and Development Appeal Board (SDAB) Services Agreement with Red Deer County.

This Agreement dated this 12 day of May, 2026

BETWEEN:

Summer Village of Rochon Sands

(the “Municipality”)

-and-

Red Deer County

(the “Coordinator”)

SUBDIVISION AND DEVELOPMENT BOARD SERVICES AGREEMENT

BACKGROUND

- 1) Section 12 of the Municipal Government Act, RSA 2000, ch. M-21 as amended specifies that a bylaw of a municipality only applies inside its boundaries unless one municipality agrees with another municipality that a bylaw passed by one municipality has effect inside the boundaries of the other municipality and the Council of each municipality passes a bylaw approving the agreement;
- 2) Section 54 of the Municipal Government Act, RSA 2000, ch. M-21 as amended allows a municipality to provide outside its municipal boundaries, any service or thing it provides within its municipal boundaries, in another municipality by agreement;
- 3) Section 627 of the Municipal Government Act, RSA 2000, ch. M-21 as amended requires that a Council, must by bylaw establish a subdivision and development appeal board (the ‘Board’);
- 4) The Municipality and the Coordinator have each passed a bylaw establishing a Board and authorizing each to enter into an agreement for the provision of Board services;
- 5) The Municipality and the Coordinator want to establish the function and role of the Board as well as their rights and obligations in accordance with the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Municipality and the Coordinator covenant and agree as follows:

- 6) The Municipality wishes to retain the Coordinator and the Coordinator agrees to be retained as the service provider for Board and support services in accordance with the terms and conditions of this Agreement.

DEFINITIONS AND SCHEDULES

- 7) In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:
- a) "Act" means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed.
 - b) "Agreement" means this Agreement as may be amended from time to time.
 - c) "Board" means the Subdivision & Development Appeal Board established by the Parties' bylaws.
 - d) "Clerk" means a person qualified and appointed as clerk to the Board in accordance with the Act.
 - e) "Force Majeure" means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the King's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term "Force Majeure" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event.
 - f) "Member" means an individual appointed as a board member to the Board and "Members" means all the individuals appointed as members to the Board.
 - g) "Service Fee" means the annual Service fee and additional fees set out in Schedule "B".
 - h) "Services" means the Board coordination and support services provided by the Coordinator.

8) The following schedules form part of this Agreement:

Schedule A – Form of Bylaw

Schedule B – Annual Service Fees and Additional Fees

TERM

- 9) The term of the Agreement commences on execution and shall continue until terminated in accordance with the following:
- a) The Municipality may terminate this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The Municipality shall forfeit the full amount of any annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
 - b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Municipality.
 - c) All amounts owing at the effective date of termination shall be paid in accordance with the terms of this Agreement.

BOTH PARTIES' RESPONSIBILITIES

- 10) Both the Coordinator and the Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in an appeal hearing is complete and accurate.
- 11) Both the Coordinator and the Municipality acknowledge and agree that they are subject to the provisions of their Bylaw and where there is any conflict between a Bylaw and this Agreement, the provisions of the Bylaw shall prevail to the extent of the conflict.
- 12) Both the Coordinator and the Municipality acknowledge and agree to the operations and terms of reference for the Board being set in Red Deer County's Appeal Boards Bylaw, including but not limited to the following:
- a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,
 - e) eligibility to be a Member,
 - f) meetings and hearings of the Board,
 - g) panels of the Board,
 - h) conflict of Interest, Bias, and Confidentiality of Members,

- i) remuneration for Members, and
- j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator's website,
- k) presiding officers,
- l) preliminary hearings,
- m) administration and records
- n) **appointment**, powers, and duties of the clerk,
- o) **the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and**
- p) severability.

MUNICIPALITY RESPONSIBILITIES

- 13) The Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:
- a) Signing this agreement and a copy of same being provided to the Coordinator,
 - b) the Municipality's Council passing a Bylaw that is substantially similar to the Bylaw found in Schedule A and a copy of same being provided to the Coordinator; and
 - c) the Municipality providing payment in full for an annual Service Fee.
- 14) Service Fees
- a) During each calendar year of the Term, the Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
 - b) Upon receipt of an appeal to the Board, the Municipality is responsible to pay all administration and other fees identified in Schedule "B" in addition to the annual Service Fee.
 - c) The Municipality shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Thirty (30) days after receiving an invoice from the Coordinator.
- 15) Legal Fees
- a) If the Municipality or the Coordinator is of the opinion legal services are required for the purpose of a **specific appeal hearing** to be conducted by the Board, legal fees will be incurred by the Coordinator and passed on to the Municipality who will be responsible for payment. The Coordinator shall inform the Municipality prior to coordinating the retention of appropriate legal counsel for the Board and provide the rationale.

- b) In the event that a decision of the Board is subject to a leave to appeal application or merit hearing at the **Alberta Court of Appeal**, the Municipality shall be responsible to:
- i. Retain, coordinate and pay for legal counsel to act on behalf of the Municipality's Development and Subdivision Authority; and
 - ii. pay all actual **costs incurred by the Coordinator** related to the Coordinator's retention of legal counsel to act on behalf of the Board, preparing and coordinating the filing of the Board's record with the Court of Appeal and such other matters that may be requested or required to support the Board's response to the application or merit hearing including the administration and other fees identified in Schedule "B".
- c) If a Board decision is subject to a leave to appeal application or appeal to the **Alberta Court of Appeal**, the Municipality is responsible to pay all **legal fees** within Thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

16) Information for the Board

- a) The Municipality shall provide all documentation and information needed by the Clerk and Board for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Municipality receiving the notice of appeal.
- b) The information to be provided to the Coordinator includes, but is not limited to (as applicable):
- i) the notice of appeal,
 - ii) confirmation of receipt of the applicable appeal fee,
 - iii) notice of decision being appealed,
 - iv) copy of the Development Permit, Subdivision, or Stop Order being appealed,
 - v) copy of the original application together with all supporting documents,
 - vi) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
 - vii) copy of the advertisement of the decision that is the subject being appealed,
 - viii) full mailing addresses of those required to be notified of the appeal,

- ix) any other record or information relevant to the appeal, and
 - x) possible locations for the appeal hearing.
- c) The Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the preferences of the parties to the appeal and the anticipated number of attendees to the appeal hearing. Appeal hearings may be hosted by the Coordinator and any applicable fees passed on to the Municipality.

17) Filing of Appeals to the Board

- a) **The Municipality must provide notice of decisions made by its Development Authority or Subdivision Authority, and Stop Orders issued by its Development Authority, in accordance with the Municipal Government Act and any applicable municipal bylaws or policies. Without limiting the foregoing, notice may be given by advertisement or by any other method permitted or required under the Act, and such notice must advise that an appeal may be filed in accordance with the Act by filing a notice of appeal with the Municipality together with the applicable appeal fee.**

~~The Municipality must **advertise decisions** made by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority in accordance with the Act and any bylaws or policies of the Municipality. The advertisement must advise the reader that an appeal may be filed in accordance with the Act by filing a notice of appeal with the Municipality together with the applicable appeal fee of the Municipality.~~

- b) The Municipality must **advise on all written decisions** made by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee with the Municipality.
- c) The Municipality is solely responsible for ensuring compliance with any decision rendered by the Board.

COORDINATOR RESPONSIBILITIES

- 18) The Coordinator shall provide Services to the Municipality in accordance with the terms and conditions of this Agreement and the Bylaw.
- 19) The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Municipality in writing no later than June 30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.

- 20) The Coordinator is responsible for the overall management of the Board.
- 21) The Coordinator shall ensure that there is a pool of Members who have received training in accordance with the Act at all times during the Term.
- 22) The Coordinator shall arrange for training of all individuals appointed as Board Members.
- 23) The Coordinator shall ensure that there is a pool of trained and qualified Clerks available to assist the Board at all times during the Term.
- 24) The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal.
- 25) The Coordinator shall be responsible to coordinate all arrangements and perform all administrative functions related to the holding of the appeal hearing in accordance with the requirements of the Act including but not limited to:
 - a) Scheduling the appeal hearing,
 - b) Coordinating Members to sit on the Panel,
 - c) Arranging for a Clerk to attend the hearing,
 - d) Providing notice in writing of the hearing,
 - e) Making all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office,
 - f) Preparation of the Board's notice of decision, and
 - g) Providing a copy of the Board's notice of decision to all required Parties.
- 26) Where a Board decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the Board Record with the Court of Appeal as well as any other matters that may be requested or required to support the Board's response to the leave to appeal application or merit hearing.

PRIVACY

- 27) All Parties acknowledge and agree that they are subject to the *Access to Information Act and the Protection of Privacy Act* (privacy legislation) and that they will only collect and release information in accordance with provisions of the privacy legislation.
- 28) The Municipality shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 29) The Municipality shall ensure that their planning and development applications and forms of notice of appeal have the requisite acknowledgement and agreement pursuant to privacy legislation that any person submitting an application or notice of appeal acknowledges and agrees that the information submitted by the person filing the appeal in support of its application or appeal shall be subject to release to the public.

DISPUTE RESOLUTION

- 30) If any dispute arises with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between each's Chief Administrative Officer (or designate) within thirty (30) days of receipt of notice of the matter in dispute.
- 31) In the event the dispute cannot be resolved, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.

RELEASE AND HOLD HARMLESS

- 32) With the exception of negligence or willful breach of this Agreement, the Bylaw or the Act, the Municipality agrees to release and hold harmless the Coordinator together with its officers, employees, contractors, volunteers, and agents together with the Clerks and Members (collectively referred to as the "Coordinator Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Municipality may sustain, pay or incur or which may be brought or made against it, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.
- 33) The release and hold harmless provisions set forth in this agreement will survive the expiration of the Term or the termination of this Agreement.

INSURANCE

- 34) Throughout the Term, the Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance with the Coordinator named as an additional insured:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.
- 35) Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

FORCE MAJEURE

- 36) If the Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

NOTICES

- 37) All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:
- a) personally, by delivering it to the Party on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a Business Day). Personally delivered notice shall be deemed received when actually delivered as aforesaid;
 - b) by e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:

- i) upon transmission with answer back confirmation if received within the normal hours of the business day; or
- ii) at the commencement of the next ensuing business day following transmission with answer back confirmation if not received within the normal hours of the business day; or
- iii) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

38) Notices shall be sent to the following addresses:

a) To the Municipality at:

<insert department or contact person>
<insert municipality name>
<insert municipality address>
<insert municipality address>
<insert email address>

b) To the Coordinator at:

Legislative Services
Red Deer County
38106 Range Road 275
Red Deer AB T4S 2L9
Email: legislativeservices@reddeer.ca

SUCCESSORS

39) This Agreement will enure to the benefit of and be binding upon the Parties and the successors and assigns thereof.

ENTIRE AGREEMENT

40) This Agreement, with the schedules is the whole agreement between the Parties and replaces any prior Agreement existing between the Parties.

41) This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

42) The Bylaws may not be modified, changed, amended or waived except by signed written agreement of the Parties.

UNENFORCEABILITY

43) If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

ASSIGNMENT

44) This Agreement will not be assignable by the Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Party.

COUNTERPART AND ELECTRONIC SIGNATURES

45) This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any electronic (pdf) copy of a signature will be deemed to be an original signature.

The Parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers this ____ day of _____, 20__.

RED DEER COUNTY

Print Name

Signature

<MUNICIPALITY>

Print Name

Signature

Print Name

Signature

DRAFT

SCHEDULE A – FORM OF BYLAW

<INSERT MUNICIPALITY> BYLAW NO. <INSERT>

A BYLAW OF <INSERT MUNICIPALITY>, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended requires a municipality to establish a subdivision and development appeal board by bylaw or to authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of <INSERT MUNICIPALITY> considers it beneficial to enter into an agreement with Red Deer County for the purpose of Red Deer County providing subdivision and development appeal board services for <INSERT MUNICIPALITY>.

NOW THEREFORE the Council of the <INSERT MUNICIPALITY> duly assembled enacts as follows:

SHORT TITLE

- 1) The title of this bylaw shall be the “SDAB Services Bylaw.”

DEFINITIONS

- 2) Except as otherwise provided, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 3) In this Bylaw, the following terms shall have the meanings shown:
 - a) “Act” means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed.
 - b) “Agreement” means the Subdivision and Development Appeal Board Services Agreement executed by the Municipality and Red Deer County and amended from time to time.
 - c) “Board” means the Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw.
 - d) “CAO” means the Chief Administrative Officer appointed by Council of <INSERT MUNICIPALITY> under section 205 of the Act.
 - e) “Member” means a person appointed to the Board.

- f) “Municipality” means the <INSERT MUNICIPALITY>.
- g) “Red Deer County CAO” means the Chief Administrative Officer appointed by Red Deer County Council under section 205 of the Act.

ESTABLISHMENT

- 4) The Board is established for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of services to the Municipality, by Red Deer County.

AGREEMENT

- 5) The CAO is hereby delegated the authorization to enter into an Agreement with Red Deer County to establish and provide services of the Board respecting matters including but not limited to:
 - a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,
 - e) eligibility to be a Member,
 - f) meetings and hearings of the Board,
 - g) panels of the Board,
 - h) conflict of Interest, Bias, and Confidentiality of Members,
 - i) remuneration for Members, and
 - j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator’s website,
 - k) presiding officers,
 - l) preliminary hearings,
 - m) administration and records
 - n) **appointment**, powers, and duties of the clerk,
 - o) **the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and**
 - p) severability.

POWERS AND DUTIES OF BOARD

- 6) The Board shall hear and decide upon appeals made with respect to a decision made by the Municipality’s Subdivision Authority and the failure or refusal to make a decision by the Municipality’s Subdivision Authority in accordance with the Act.

- 7) The Board shall hear and decide upon appeals made against a decision or order made by the Municipality's Development Authority and the failure or refusal to make a decision by the Municipality's Development Authority in accordance with the Act.
- 8) The Board shall hear and decide upon appeals made against a Stop Order made by the Municipality's Development Authority.

FILING AN APPEAL

- 9) A person may appeal to the Board in accordance with the Act.
- 10) Appeals must be filed with the Municipality.
- 11) A notice of appeal shall be deemed to be filed with the Board on the date the complete notice of appeal and appeal fee is received in the Municipality.

APPEAL FEES

- 12) Appeal fees are set as follows:

<INSERT FEE INFORMATION (s. 630.1 allows a Council to establish filing fees). Some municipalities set this in their fee bylaws. If not, please specify your fee here. There is a wide range of fees across municipalities. Best practice is for filing fees to cost enough to deter frivolous appeals but not so much they are a barrier for someone to file an appeal. You may also wish to specify if the fee will be refunded. Best practice is that if an appeal is successful or partially successful the fee is refunded.>

- 13) Appeal fees must be paid to the Municipality.

SEVERABILITY

- 14) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

TRANSITION AND EFFECTIVE DATE

- 15) Bylaw No. <INSERT OLD BYLAW NUMBER> is hereby repealed.
- 16) The terms of current board members are ended upon this bylaw coming into force.
- 17) This Bylaw comes into force on the date of third reading and signing.

18) Where, prior to the coming into force of this Bylaw, a subdivision appeal, development appeal, or appeal from a stop order, was filed with or assigned to another subdivision and development appeal board of <INSERT MUNICIPALITY>, and remains outstanding, the appeal shall continue before the Board established under this Bylaw.

19) For greater certainty:

- a) the appeal shall be treated as if it had been properly filed with the Board on the date it was originally filed;
- b) all materials, records, fees, and steps taken in relation to the appeal before this Bylaw came into force remain valid; and
- c) the Board may hear, determine, and dispose of the appeal in accordance with the Act and this Bylaw.

**FIRST READING:
SECOND READING:
THIRD READING:**

MAYOR
Date Signed:

CHIEF ADMINISTRATIVE OFFICER
Date Signed:

SCHEDULE B – FEES

1. ANNUAL SERVICE FEE: \$500

2. ADDITIONAL FEES:

- a) Clerk services will be charged at a rate of \$75/hour for all administration related to appeal hearing including but not limited to preparing notices of hearing, scheduling the appeal, preparing for and attending the appeal, working with the Board to prepare the decision, issuing the decision and handling any follow up related to the appeal.
- b) Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Municipality will be obligated to pay the hourly rate for the effort put into the file.
- c) Member Remuneration: in instances where an appeal proceeds to a hearing; the Municipality will be obligated to pay Member Remuneration and expenses in accordance with the following:

Up to 4 hours	Over 4 Hours
\$105	\$210

- d) Meals and Expenses of the Board: will be charged to the Municipality in accordance with policies and procedures prescribed by the Coordinator.
- e) Office/Print Supplies: will be charged to the Municipality on a cost recovery basis.
- f) Legal Services: will be charged to the Municipality on a cost recovery basis.
- g) Audio, Digital Recording and Transcript Services: will be charged to the Municipality on a cost recovery basis.
- h) Venue booking fees, rates and charges will be charged to the Municipality on a cost recovery basis.

SUMMER VILLAGE OF ROCHON SANDS

In the Province of Alberta

BYLAW #283-26

“SDAB SERVICES BYLAW”

A BYLAW OF THE SUMMER VILLAGE OF ROCHON SANDS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the Municipal Government Act, RSA 2000, Chapter M-26, as amended requires a municipality to establish a subdivision and development appeal board by bylaw or to authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of the Summer Village of Rochon Sands considers it beneficial to enter into an agreement with Red Deer County for the purpose of Red Deer County providing subdivision and development appeal board services for the Summer Village of Rochon Sands;

NOW THEREFORE the Council of the Summer Village of Rochon Sands duly assembled enacts as follows:

SHORT TITLE

1. The title of this bylaw shall be the “SDAB Services Bylaw.”

DEFINITIONS

2. Except as otherwise provided, words in this Bylaw shall have the meanings prescribed in the Municipal Government Act, RSA 2000, Chapter M-26, as amended.
3. In this Bylaw, the following terms shall have the meanings shown:
 - a) “Act” means the Municipal Government Act, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed.
 - b) “Agreement” means the Subdivision and Development Appeal Board Services Agreement executed by the Municipality and Red Deer County and amended from time to time.
 - c) “Board” means the Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw.
 - d) “CAO” means the Chief Administrative Officer appointed by Council of the Summer Village of Rochon Sands under section 205 of the Act.
 - e) “Member” means a person appointed to the Board.
 - f) “Municipality” means the Summer Village of Rochon Sands.
 - g) “Red Deer County CAO” means the Chief Administrative Officer appointed by Red Deer County Council under section 205 of the Act.

ESTABLISHMENT

4. The Board is established for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of services to the Municipality by Red Deer County.

AGREEMENT

5. The CAO is hereby delegated the authorization to enter into an Agreement with Red Deer County to establish and provide services of the Board respecting matters including but not limited to:
 - a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,
 - e) eligibility to be a Member,
 - f) meetings and hearings of the Board,
 - g) panels of the Board,
 - h) conflict of Interest, Bias, and Confidentiality of Members,
 - i) remuneration for Members,
 - j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator's website,
 - k) presiding officers,
 - l) preliminary hearings,
 - m) administration and records,
 - n) appointment, powers, and duties of the clerk,
 - o) the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and
 - p) severability.

POWERS AND DUTIES OF BOARD

6. The Board shall hear and decide upon appeals made with respect to a decision made by the Municipality's Subdivision Authority and the failure or refusal to make a decision by the Municipality's Subdivision Authority in accordance with the Act.
7. The Board shall hear and decide upon appeals made against a decision or order made by the Municipality's Development Authority and the failure or refusal to make a decision by the Municipality's Development Authority in accordance with the Act.
8. The Board shall hear and decide upon appeals made against a Stop Order made by the Municipality's Development Authority.

FILING AN APPEAL

9. A person may appeal to the Board in accordance with the Act.
10. Appeals must be filed with the Municipality.
11. A notice of appeal shall be deemed to be filed with the Board on the date the complete notice of appeal and appeal fee is received in the Municipality.

APPEAL FEES

12. Appeal fees shall be established and set out in the Summer Village of Rochon Sands Fees for Services Bylaw, as amended from time to time.
13. The applicable appeal fee must be paid to the Municipality at the time of filing an appeal, in accordance with the Municipal Government Act.

SEVERABILITY

14. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

TRANSITION AND EFFECTIVE DATE

15. Bylaw No. 282-26 is hereby repealed.

16. The terms of current board members are ended upon this bylaw coming into force.

17. This Bylaw comes into force on the date of third reading and signing.

18. Where, prior to the coming into force of this Bylaw, a subdivision appeal, development appeal, or appeal from a stop order, was filed with or assigned to another subdivision and development appeal board of the Summer Village of Rochon Sands, and remains outstanding, the appeal shall continue before the Board established under this Bylaw.

19. For greater certainty:

- a) the appeal shall be treated as if it had been properly filed with the Board on the date it was originally filed;
- b) all materials, records, fees, and steps taken in relation to the appeal before this Bylaw came into force remain valid; and
- c) the Board may hear, determine, and dispose of the appeal in accordance with the Act and this Bylaw.

READ A FIRST TIME this ___ day of _____, 2026.

READ A SECOND TIME this ___ day of _____, 2026.

Given UNANIMOUS consent to proceed to THIRD READING this ___ day of _____, 2026.

READ A THIRD TIME this ___ day of _____, 2026.

Mayor

Chief Administrative Officer



CAO Report for May 12, 2026, Regular Meeting of Council

Since the April 21, 2026, Regular Council Meeting, Administration has been focused on seasonal transition activities, regulatory compliance, operational readiness, public communication, and implementation of Council-approved priorities. As the municipality transitions into the peak spring and summer operating season, Administration has also been heavily focused on staffing, safety, public works startup activities, campground and park operations, marina and boat launch conditions, and resident services.

Preparation for the May 12, 2026, Council meeting has included ongoing financial monitoring and reconciliation activities, coordination and preparation of operational and strategic reports, implementation of seasonal operational procedures, and continued advancement of several municipal initiatives currently underway. Significant administrative time has also been dedicated to seasonal startup coordination, regulatory compliance requirements, public communication, resident inquiries, tax notice administration, campground and park operational readiness, implementation of the municipality's Privacy Management Program requirements under POPA, and preparation of multiple reports and recommendations being brought forward to Council as part of the May 12, 2026 agenda.

CAO REPORT HIGHLIGHTS

Tax Notices & Communication: 2026 tax notices mailed April 23, 2026, with supplemental information explaining requisitions, taxation changes, and the Fire Protection Special Tax.

Summer Students & Safety: Seasonal staff began May 4, 2026, with extensive safety, OHS, and operational orientation completed.

Occupational Health & Safety: Continued implementation of SiteDocs safety documentation, inspections, and compliance tracking.

Privacy Management Program (POPA): Ongoing implementation of privacy policies, procedures, staff training, and compliance requirements.

MAATI Training: Administration continues participating in municipal governance, finance, and legislative training opportunities.

Golf Cart Registrations: Annual registrations and Alberta Transportation reporting requirements are underway.

Dock Registrations & Low Water Conditions: Dock registrations continue while Administration monitors low water impacts and dock placement challenges.

Public Works Seasonal Startup: Spring and summer operational startup activities are underway throughout the municipality and Provincial Park.

Highway Cleanup: Annual Highway Cleanup completed May 2, 2026.

Playground Inspections: Continued coordination with Alberta Parks and implementation of digital inspection processes through SiteDocs.

Fire Restriction: Fire Restriction implemented May 7, 2026 due to dry conditions and forecasted winds.

Provincial Park Research Activities: Coordination ongoing with MacEwan University regarding approved wildlife research activities within Rochon Sands Provincial Park.

Tax Installment Payment Plan (TIPP): Participation continues to increase, with over 50 property owners enrolled.

AED Replacement: Administration has proceeded with replacing the outdated AED located at the Rochon Sands Community Hall following manufacturer discontinuation of the existing unit.

Administration & Governance

Tax Notices & Taxation Communication

2026 property tax notices were mailed to residents on April 23, 2026.

In conjunction with the annual tax notices, Administration also distributed supplemental information intended to improve transparency and help residents better understand the various components contributing to the 2026 property tax notices. The information package included explanations regarding:

- The separate Fire Protection Special Tax line item;
- Provincial education requisitions;
- Seniors housing requisitions;
- Regional and legislated service costs;
- Municipal operational funding requirements; and
- Factors contributing to overall property tax changes for 2026.

Administration has also continued maintaining extensive budget, taxation, and financial information on the municipal website to assist residents in understanding municipal finances, taxation structure, and the distinction between municipal taxes controlled directly by Council versus requisitions and regional costs imposed by external agencies and provincial legislation.

A significant focus of resident communication this year has involved explaining that a substantial portion of overall property tax increases relates to requisition and external agency cost increases outside direct municipal control, including provincial education and regional housing requisitions. Administration has also continued clarifying that the separate Fire Protection Special Tax is not a new cost, but rather a transparency measure approved by Council to separately identify regional fire protection costs that were previously incorporated within the general municipal tax levy.

Administration has responded to a handful of resident inquiries related to:

- Property tax notices and payment options;
- Taxation breakdowns and explanations;
- Assessment questions;
- School and seniors requisitions;
- Mailing address updates; and
- General taxation and budget clarification requests.

Administration reminds property owners of the importance — and legal obligation under the Municipal Government Act — to ensure mailing addresses and contact information remain current with the municipality to support accurate communication and tax notice delivery.

Seasonal Staffing & Occupational Health & Safety

Summer Students – Orientation & Safety Training

Seasonal summer students commenced employment on May 4, 2026.

Administration and supervisory staff conducted a comprehensive onboarding and orientation program focused heavily on workplace safety, operational procedures, risk management, and public-facing responsibilities. Given the nature of municipal operations, park operations, public works activities, and equipment usage, Administration has placed a strong emphasis on creating a proactive safety culture from the beginning of the season.

Orientation and training activities included:

- Occupational Health & Safety (OHS) requirements;
- Workplace hazard assessments and hazard recognition exercises;
- Safe work procedures and reporting protocols;
- Personal Protective Equipment (PPE) requirements and usage;
- Equipment familiarization and operational safety;
- Public interaction expectations and professionalism;
- Playground inspection procedures and documentation requirements;
- Campground and Provincial Park operational procedures;
- Municipal policies and expectations; and
- Seasonal operational roles and responsibilities.

Training included both in-person instruction and digital training modules. Early-season supervision continues to be prioritized to ensure safe, consistent, and compliant work practices as staff transition into operational duties.

Administration continues reinforcing the importance of proactive hazard identification and risk reduction, particularly involving:

- Mowing operations;
- Equipment use;
- Public works activities;
- Public-facing operations;
- Campground and recreational areas; and
- General park maintenance activities.

Occupational Health & Safety

Safety continues to remain a primary operational priority as seasonal activities increase throughout the municipality and Provincial Park areas. Key actions undertaken include:

- Delivery of safety orientation to all summer staff;
- Review and reinforcement of safe work procedures;
- Ongoing supervision and field-level hazard assessments;
- Documentation and compliance tracking initiatives; and
- Continued review of operational risk areas.

Administration has also continued implementing digital safety and inspection tools through SiteDocs to improve consistency, documentation retention, operational accountability, and overall compliance management.

As operational activities increase through the summer season, Administration will continue monitoring and adapting safety procedures and operational practices as required.

Privacy Management Program (POPA Compliance)

Administration continues advancing implementation of the municipality's Privacy Management Program (PMP) in accordance with the Protection of Privacy Act (POPA).

This work represents a significant operational and administrative undertaking for small municipalities and includes development of formalized procedures, policies, documentation systems, and staff training requirements related to the collection, use, disclosure, protection, and management of personal information.

Work completed and ongoing includes:

- Development and consolidation of PMP policies and procedures;
- Privacy breach reporting procedures and forms;
- Privacy request documentation and tracking systems;
- Staff confidentiality documentation;
- Privacy training materials and orientation;
- Internal operational guidance documentation;
- Standardized forms and procedures;
- Internal tracking and reporting tools; and
- Operational procedures for privacy incidents and access requests.

Administration has also continued discussions and information sharing the Association of Summer Villages of Alberta and the member summer villages.

The Privacy Management Program is considered a living operational framework and will continue evolving over time as legislation, guidance, and operational requirements continue to develop.

MAATI Training & Professional Development

Administration continues participating in professional development opportunities through the Municipal Affairs Administrators' Training Initiative (MAATI), administered through Alberta Municipal Affairs.

Spring 2026 MAATI sessions and related municipal training attended and/or reviewed by Administration included topics involving:

- Municipal accountability and legislative compliance;
- Tax rate bylaws and financial reporting requirements;
- Municipal grants and funding programs;
- Public participation and electronic meeting requirements;
- Workplace management and difficult workplace situations;
- Municipal indicators and financial analysis tools;
- Municipal borrowing and debt requirements; and
- Governance and operational best practices for municipalities.

Administration also continues monitoring additional training opportunities through Alberta Municipalities (ABmunis), Rural Municipalities of Alberta (RMA), and related municipal governance and leadership programs to support ongoing professional development and operational best practices.

Registrations & Regulatory Reporting

Golf Cart Registrations & Alberta Transportation Reporting

Administration continues processing annual golf cart registrations and digital permit applications for the 2026 season.

The golf cart permit process remains part of the municipality's participation within the Alberta Transportation pilot framework and requires annual reporting and coordination with the Province.

As part of the registration process, Administration continues reminding applicants that:

- Golf cart permits issued within the Summer Village of Rochon Sands apply only within the municipality; and
- Separate permits and approvals may be required for operation within other municipalities or jurisdictions.

Administration is currently preparing the required annual permit reporting information for submission to Alberta Transportation in accordance with provincial pilot program requirements.

Boat Dock Registrations

Administration continues processing annual boat dock registrations for the 2026 season.

The registration process assists the municipality with:

- Shoreline management;
- Operational awareness;
- Emergency contact information;
- Identification of seasonal dock placements;
- Public safety considerations; and
- Supporting orderly use of municipal and shoreline areas.

With current low water conditions continuing throughout Buffalo Lake, Administration has also begun reviewing operational considerations related to dock placement challenges and temporary storage concerns. A future report to Council regarding potential interim dock management solutions is included in the May 12 Council package.

Public Works & Seasonal Operations

Public Works has now transitioned fully into spring and summer operations.

Operational priorities currently underway include:

- General maintenance and seasonal startup activities;
- Preparation of municipal and Provincial Park infrastructure for peak-season use;
- Campground operational readiness;
- Roadway and public area maintenance;
- Equipment preparation and inspections;
- Monitoring of operational risk areas; and
- Coordination of seasonal operational priorities.

Administration continues emphasizing safe operational practices and proactive maintenance as seasonal activity levels increase.

Highway Cleanup

The annual Highway Cleanup initiative took place on May 2, 2026.

Administration would like to acknowledge and thank all volunteers and participants who assisted with this year's cleanup efforts. The program continues to provide important environmental, community pride, and public visibility benefits for both the municipality and surrounding region.

Playground Inspection Process – Alberta Parks

Administration continues working with Alberta Parks regarding playground inspection requirements, operational responsibilities, and documentation standards within Provincial Park areas.

Work has focused on:

- Inspection documentation procedures;
- Record retention requirements;
- Operational responsibilities and liability considerations;
- Safety inspection scheduling;
- Risk management procedures; and
- Improving operational consistency and documentation practices.

Administration has also implemented digital inspection processes using SiteDocs to improve documentation quality, inspection tracking, consistency, and long-term record management. Completion of playground inspections weekly is an operational priority.

Fire Restriction – May 7, 2026

A Fire Restriction came into effect for the Summer Village of Rochon Sands and surrounding area on May 7, 2026, due to ongoing dry conditions, lack of precipitation, and forecasted high winds.

Administration has:

- Updated municipal communication channels and public notices;
- Coordinated messaging with regional fire services;
- Responded to public inquiries regarding permitted and prohibited burning activities; and
- Continued monitoring provincial fire conditions and restrictions.

Under the current Fire Restriction:

- No new permits for open burning are being issued;
- Burning barrels are prohibited; and
- Wood fires on public lands are prohibited.

Residential fire pits and campfires that meet containment and screening requirements, along with approved propane and cooking appliances, remain permitted at this time.

Administration continues encouraging residents and visitors to remain aware of changing conditions and comply with all fire safety requirements and restrictions.

Research Activities within Rochon Sands Provincial Park

Administration was contacted MacEwan University, regarding approved wildlife research activities occurring within Rochon Sands Provincial Park during the 2026 season.

The research focuses on Franklin's ground squirrels and includes:

- Live trapping;
- Fecal sample collection for diet analysis;
- Genetic diversity research; and
- Biodiversity monitoring through trail camera usage.

Research activities are expected to occur periodically between May and August 2026.

The researcher has provided:

- Provincial permits;
- Ethics approval documentation; and
- General mapping of planned trail camera locations for operational awareness and coordination purposes.

Administration has been advised that:

- Cameras and trapping activities will avoid campsites, trails, buildings, and infrastructure areas where possible;
- Equipment will be labelled with contact information and QR codes; and
- Public interaction is expected to be minimal.

Administration currently has no concerns with the activities as described and will continue communication with the research team throughout the season as required.

Tax Installment Payment Plan (TIPP)

Administration continues seeing strong participation in the municipality's Tax Installment Payment Plan (TIPP). To date, over 50 property owners have enrolled in the program. The TIPP program continues providing significant benefits for both residents and the municipality.

Benefits for residents include:

- Convenient monthly payments;
- Reduced financial pressure associated with lump-sum annual payments;
- Simplified budgeting; and
- Reduced likelihood of penalties and missed payments.

Benefits for the municipality include:

- Improved cash flow earlier in the fiscal year;
- More predictable revenue timing;
- Reduced administrative pressures during peak tax collection periods; and
- Improved overall financial stability and operational planning.

Administration continues encouraging residents to consider participation in the program.

AED Replacement / Public Safety Equipment

Administration has initiated the replacement of the Automated External Defibrillator (AED) located at the Rochon Sands Community Hall after being advised that the current unit model has been discontinued and is being phased out by the manufacturer, with limited future parts and support availability. Following consultation with AED suppliers and local EMS representatives, Administration proceeded with the purchase of a replacement LIFEPAK CR2 AED to ensure continued emergency response readiness within municipal and campground operations. The replacement unit will be funded through MSI Capital funding.



ALBERTA

Forestry and Parks

*Office of the Minister
MLA, Central Peace - Notley*

MAY 08 2025

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Dan Hiller, Mayor
Summer Village of Rochon Sands
#1 Hall Street
Rochon Sands AB T0C 3B0

(cao@rochonsands.net)

(cc: philipp.hofer@gov.ab.ca)

Dear Dan Hiller:

Thank you for your letter regarding the proposed restoration of the Rochon Sands Provincial Park boat launch. I value the Summer Village's ongoing commitment to maintaining the assets of Rochon Sands Provincial Park and recognize your proactive approach to identifying opportunities for cost-effective maintenance.

I also recognize the importance of maintaining safe and functional access for provincial park users and commend your efforts to explore timely and cost-effective solutions. After careful consideration of your proposal within the framework of the existing Lease Agreement (PML 120001) between the Province of Alberta and the Summer Village, clauses 4.1 and 4.2 indicate that the Summer Village is responsible for all costs related to the operation, maintenance, and renewal of park infrastructure, including the boat launch. The boat launch is part of the park's asset inventory regardless of whether it is at times covered by water and is therefore included in the lease. As such, obtaining regulatory approvals required to complete work in or near Buffalo Lake remains the responsibility of Summer Village under the lease terms.

While my department is not in a position to assume responsibility for this work, staff remain available to provide guidance on regulatory processes or direct you to the appropriate authorities should you require assistance. This position is not based on the merits of your proposal, but rather on the obligations and constraints outlined in the lease agreement.

For any questions or further advice, please contact Mr. Philipp Hofer, Regional Director, with the Parks Division by email at philipp.hofer@gov.ab.ca.

Sincerely,

Honourable Todd Loewen
Minister
Forestry and Park



Summer Village of Rochon Sands
Municipal Office
#1 Hall Street,
Rochon Sands, AB T0C 3B0

Date: November 22, 2025

To: Honourable Todd Loewen, Minister of Forestry and Parks

CC: Honourable Rebecca Schulz, Minister of Environment and Protected Areas
Honourable R.J. Sigurdson, Minister of Agriculture & Irrigation
Honourable Nate Horner, President of Treasury Board and Minister of Finance, MLA for
Drumheller–Stettler

Subject: Request for Provincial Action – Restoration of Rochon Sands Provincial Park Boat Launch

Dear Minister Loewen,

On behalf of the Council of the Summer Village of Rochon Sands, I am writing to request Alberta Forestry and Parks' consideration of restoration work to the Rochon Sands Provincial Park boat launch.

The existing Provincial Park boat launch has become unusable due to gradual silt deposition in the area. When the breakwater was constructed many years ago to protect the launch, it inadvertently altered water flow and sediment patterns. Over time, silt and lakebed material have accumulated around the breakwater, effectively filling in the approach to the launch ramp and rendering it inaccessible for boaters.

At present, the boat launch is no longer functional. With Buffalo Lake at a historically low level, there is a rare opportunity to access and remove the accumulated sediment from shore rather than through costly in-water work. Completing this restoration now would allow the Province to excavate the silt under dry conditions, avoiding the complex and expensive dredging typically required when lake levels return to normal. Contractor estimates indicate that completing the work at current levels would be three to four times more cost-effective than future in-water dredging.

This work could conveniently coincide with the Province's upcoming mitigation project in Rochon Sands Bay, involving the removal of the legacy Streit/Zender rockpile identified in the 1997 Parlbay Creek–Buffalo Lake Water Management Project Mitigation Report. (Carlin Soehn, *Operations Infrastructure Manager – Central Operations, Drainage Council Government Secretariat, Water Infrastructure Operations Branch, Alberta Agriculture & Irrigation*, is the provincial lead for this project.)

The Summer Village is also exploring the opportunity to take advantage of this contractor mobilization. The Contractor has provided the Village with a quote of approximately \$78,000 to excavate an area in the Bay (Rochon Sands Marina) roughly equivalent in size to that of the Provincial Park boat launch. This estimate demonstrates that meaningful restoration work can be completed now at a relatively modest cost—costs that will increase substantially once lake levels return to normal and dredging becomes the only viable option. This underscores how timely and cost-effective it would be for the Province to restore its own launch while equipment, expertise, and permitting pathways are already in place. (*Under the*

terms of the current Provincial Park Lease, the Summer Village is responsible for operating and maintaining park land and the boat launch infrastructure located on that land. However, all lands covered by the waters of Buffalo Lake remain under provincial jurisdiction.)

Undertaking the Park launch restoration in conjunction with the Province's mitigation work would make full use of the contractor already on site, significantly reduce total project costs, and take advantage of a rare period where lake conditions enable excavation instead of much more costly dredging.

Council respectfully requests that Alberta Forestry and Parks:

1. Assess the current condition of the Rochon Sands Provincial Park boat launch; and
2. Consider coordinating its restoration with the ongoing provincial mitigation work in Rochon Sands Bay.

This initiative would restore safe and reliable public access at the Park launch, enhance recreational opportunities, and leverage the Province's existing mobilization and permitting effort already underway.

Thank you for your consideration of this request. Council appreciates your ongoing support for projects that enhance public safety and recreation on Buffalo Lake.

Sincerely,



Mayor Dan Hiller

on behalf of the Summer Village of Rochon Sands Council

Honourable Todd Loewen, Minister of Forestry and Parks — fp.minister@gov.ab.ca

Honourable Rebecca Schulz, Minister of Environment and Protected Areas — epa.minister@gov.ab.ca

Honourable R.J. Sigurdson, Minister of Agriculture & Irrigation — AGRIC.Minister@gov.ab.ca

Honourable Nate Horner, President of Treasury Board & Minister of Finance, tbf.minister@gov.ab.ca

MLA for Drumheller–Stettler — Drumheller.Stettler@assembly.ab.ca