

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
November 12, 2025 @ 5:00 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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8.1. No Items	
9. New Business	
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13.1. No Items	
14. Next Council Meeting Dates	
14.1. Regular Meeting of Council – Tuesday, December 9, 2025 (6 pm)	
15. Adjournment	

MINUTES

Regular Meeting of the Council of the Summer Village of Rochon Sands
Held on October 14, 2025, at 6:00 PM
At the Municipal Office, #1 Hall Street, Rochon Sands
and Via Zoom on Electronic Devices

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

Public (0):

1. Call to Order

Meeting Called to Order at 6:10 pm by Mayor D. Hiller.

2. Approval of Agenda/Additions

Additions to Agenda

9.5 Support for Recreation Special Project Funding Application – Rochon Sands Hall Air Conditioning Installation

RES 25-10-01 **MOVED by** Councillor D. Benson to accept the agenda as amended.

CARRIED

3. Public Hearing

3.1. None Scheduled

4. Delegations

4.1. None

5. Approval of Previous Minutes

5.1. September 9, 2025 - Regular Council Meeting Minutes

RES 25-10-02 **MOVED by** Councillor J. Blaney to accept the Summer Village of Rochon Sands September 9, 2025, Regular Council Meeting Minutes as presented.

CARRIED

6. Business Arising from Previous Minutes

6.1. RFD Stettler District Ambulance Association Agreement Amendment

RES 25-10-03 **MOVED by** Councillor J. Blaney THAT Council does not support the proposal from the Stettler District Ambulance Association Board to amend the SDAA Agreement to allow the appointment of a second Member-at-Large.

CARRIED

6.2. 6.2. RFD Removal of Legacy Streit/Zender Access Road – Rochon Sands Bay Update

RES 25-10-04 **MOVED by** Mayor D. Hiller THAT Council accept the *Removal of Legacy Streit/Zender Access Road – Rochon Sands Bay Update* as information.

CARRIED

6.3. Fall Strategic Planning Update – Resident Survey is Live – Information Report

RES 25-10-05 **MOVED by** Councillor J. Blaney THAT Council accept the *Fall Strategic Planning Update – Resident Survey is Live – Information Report* as information.

CARRIED

7. Financial Reports

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

7.2. Financials – Cheque Listing for September 2025

7.3. Financials – September 2025 Bank Reconciliation

RES 25-10-06 **MOVED by** Mayor D. Hiller THAT Council accept the financial reports and statements as presented.

CARRIED

8. Municipal Planning Commission

8.1. None scheduled

9. New Business

9.1. RFD Designation of Development Officer – Services Agreement

RES 25-10-07 **MOVED by** Mayor D. Hiller THAT Council approve the amended Services Agreement with Beth McLachlan, effective October 14, 2025, and formally recognize her as the Development Officer for the Summer Village of Rochon Sands. This appointment confirms the professional role Beth has already been carrying out in partnership with the CAO's oversight and provides a clear alignment of responsibilities in accordance with best municipal practices.

CARRIED

9.2. RFD Campground Online Reservation System

RES 25-10-08 **MOVED by** Councillor D. Benson THAT Council support Administration's decision to cancel the Campspot contract and adopt Let's Camp as the Summer Village of Rochon Sands' online campground reservation platform, effective immediately, and acknowledges that this transition is in the best interest of the municipality and its campground users.

CARRIED

9.3. RFD Public Participation Policy – 2025 Update

RES 25-10-09 **MOVED by** Councillor J. Blaney THAT Council approve Policy AD 1.32 – Public Participation Policy 2025, as presented.

CARRIED

9.4. RFD Approval to Expense Tractor Rake Tines to Capital Account

RES 25-10-10 **MOVED by** Mayor D. Hiller THAT Council approve expensing Invoice IS87313 from Future AG Inc. for rake tines, originally paid under cheque #20250088, to Capital Account 6-31-00-00-03-630 – Common Services / Tractor Attachments (MSI Capital Project CAP-12366), noting that this expense was not included in the 2025 Capital Budget and requires Council authorization to be applied under the existing MSI Capital Project.

CARRIED

9.5. Support for Recreation Special Project Funding Application – Rochon Sands Hall Air Conditioning Installation

RES 25-10-11

MOVED by Councillor D. Benson THAT Council support the *Recreation Special Project Funding Application* submitted by the Rochon Sands Hall and Recreation Society for the installation of an air conditioning system at the Rochon Sands Community Hall, located at #1 Hall Street, Rochon Sands, Alberta, and authorize Administration to provide a letter of support confirming the municipality's ownership of the facility and its support for the project.

CARRIED

10. Council/Committee Reports

10.1. Mayor's Report

- Mayor D. Hiller reported on the Buffalo Lake Intermunicipal Development Plan Committee Meeting and the Regional Fire Commission Meeting.

10.2. Councillor Reports

Councillor Benson

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

Councillor Blaney

- Councillor J. Blaney had no meetings to report this month.

11. CAO and Staff Reports

11.1. CAO Report (written)

RES 25-10-12

MOVED by Councillor D. Benson THAT Council accept Council / Committee and CAO reports as presented.

CARRIED

12. Correspondence/Information/Reports

12.1. Minister of Municipal Affairs, Honourable Dan Williams, Receives New Mandate Letter

12.2. Response from Honourable RJ Sigurdson, Minister, Agriculture and Irrigation Request to Complete Outstanding Mitigation – Removal of Legacy Streit/Zender Rockpile – October 10, 2025

RES 25-10-13

MOVED by Councillor D. Hiller THAT Council accept the reports and correspondence as information.

CARRIED

13. In Camera (Closed Session)

13.1. Regional Fire Commission (Section 197(2)(c) of the Municipal Government Act (intergovernmental relations - private negotiations between municipalities)

13.2. Beach Street Flood-Protection Project – Draft Provincial Grant Agreement Update - Section 197(2)(c) of the Municipal Government Act (intergovernmental relations)

RES 25-10-14 **MOVED by** Mayor/Councillor D. Hiller THAT Council move to closed session to discuss the Regional Fire Commission as per (Section 197(2)(c) of the Municipal Government Act (intergovernmental relations - private negotiations between municipalities) and Beach Street Flood-Protection Project – Draft Provincial Grant Agreement – as per Section 197(2)(c) of the Municipal Government Act (intergovernmental relations) at 7:02 p.m.

CARRIED

RES 25-10-15 **MOVED by** Councillor D. Benson THAT Council return to the open meeting of Council at 7:47 p.m.

CARRIED

RES 25-10-16 **MOVED by** Councillor D. Benson THAT Council direct Administration to:

- Arrange a joint Council meeting with the Summer Village of White Sands, inviting the County of Stettler to attend as a delegation, for the purpose of discussing the proposed Regional Fire Commission model and 2025 Fire Services Cost-Sharing Formula; and
- Advocate for a revised cost-sharing formula based on fair and sustainable weighting factors, with phased implementation for smaller municipalities.

CARRIED

RES 25-10-17 **MOVED by** Councillor J. Blaney THAT Council accept the Beach Street Flood-Protection Project update as information.

CARRIED

14. Next Regular Meeting Date – November 12, 2025 – 5 pm

- 14.1.** Regular Meeting of Council – Wednesday, November 12, 2025 (5pm) (Regular Meeting of Council moved from Tuesday November 11, 2025 – Remembrance Day)
- 14.2.** Council Strategic Planning Session – Wednesday, November 12, 2025 (6pm)

15. Adjournment

RES 25-10-18 **MOVED by** Mayor D. Hiller to adjourn the Regular Council meeting at 7:49 pm.

CARRIED

Mayor

Administrator

**MINUTES OF THE JOINT SPECIAL COUNCIL MEETING
SUMMER VILLAGE OF WHITE SANDS & THE SUMMER
VILLAGE OF ROCHON SANDS COUNCIL**

held on October 30, 2025
White Sands Municipal Office
#8 Front Street, White Sands, AB

Present: Dan Zembal, Mayor of Summer Village of White Sands
Leona Thorogood, Councillor of Summer Village of White Sands
Paul Ashford, Councillor of Summer Village of White Sands (Zoom)
Dan Hiller, Mayor of Summer Village of Rochon Sands
Jim Blaney, Councillor of Summer Village of Rochon Sands
Melissa Beebe, CAO of Summer Village of White Sands
John Jacobson, CAO of Summer Village of Rochon Sands
Erin Weinzierl, Administrative Assistant of Summer Village of White Sands
Holly Chappell Benoit, Office/Park Manager of Summer Village of Rochon Sands

Absent: Darren Benson, Councillor of Summer Village of Rochon Sands

Public: (0)

1. Call to Order:

Mayor D. Zembal called the Council Meeting to order at 6:01 PM

2. Adoption of Agenda:

RES 25-10-19 **MOVED by** Mayor D. Zembal to approve the agenda as presented.

CARRIED

3. Closed Meeting:

3.1. Fire Service Agreement – Alberta Information and Transparency Act (AITA) 2. 21 – Information harmful to intergovernmental relations

RES 25-10-20 **MOVED by** Mayor D. Zembal to move into the closed meeting for Fire Service Agreement – AITA s. 21 – Information harmful to intergovernmental relations at 6:02 PM

CARRIED

RES 25-10-21 **MOVED by** Councillor L. Thorogood to move out the closed meeting for Fire Service Agreement – AITA s. 21 – Information harmful to intergovernmental relations at 7:39 PM

CARRIED

RES 25-10-22 **MOVED by** Mayor D. Hiller that the Councils of the Summer Village of White Sands and the Summer Village of Rochon Sands request a meeting with the Heartland Regional Fire Steering Committee on November 3, 4, or 5, 2025, to discuss fire commission options.

CARRIED

4. Adjournment:

RES 25-10-23 **MOVED by** Mayor D. Zembal to adjourn the meeting at 7:40 PM.

CARRIED

Mayor Hiller

Chief Administrative Officer



INFORMATION REPORT

Meeting:	Regular Council
Meeting Date:	December 9, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Fall Strategic Planning Process Update - Resident Survey Results
Agenda Item Number:	6.1

PURPOSE

To provide Council with an update on the Fall 2025 Strategic Planning process and summarize results from the “Your Voice, Our Future” Resident Survey, which concluded on October 31, 2025. This report is for information only—no Council decision is required.

BACKGROUND

At the September 9, 2025, Regular Council Meeting, Council approved Administration’s recommendation to initiate the development of a new 2026–2029 Strategic Plan. The objective was to establish clear municipal priorities aligned with Council’s vision, resident expectations, and current financial and legislative realities.

As part of the approved approach, Administration distributed a resident engagement survey titled “Your Voice, Our Future” to capture community perspectives on values, satisfaction, and long-term priorities. The survey was available both online and in print throughout September and October, closing on October 31, 2025.

Survey results have been compiled and integrated into the draft Strategic Plan Working Documents, which will be reviewed during the Council Strategic Planning Session scheduled immediately following the November 12, 2025, Regular Meeting of Council.

CURRENT STATUS

Resident Engagement Summary

- **Total Responses:** 38 (broad representation from permanent and seasonal residents).
- **Overall Tone:** Positive, engaged, and highly community-focused.
- **Top Values:**
 - Lake and natural environment
 - Safe, peaceful, small-village atmosphere
 - Volunteerism and community events
 - Pride in maintenance and appearance

Key Community Priorities (2026–2029):

1. **Lake Health and Access** – raising/stabilizing Buffalo Lake levels, dredging the marina, and rebuilding the boat launch.
2. **Infrastructure and Safety** – street lighting, traffic control on Sands Street, and road improvements.
3. **Connectivity and Environment** – trail expansion, shoreline preservation, and North Beach maintenance.

4. **Technology and Services** – reliable internet and cellular service.
5. **Community Aesthetics** – property standards and beautification.

Resident Satisfaction:

- High satisfaction with Council, staff, and volunteers.
- Appreciation for municipal communication and responsiveness.
- Primary concerns: lake access decline, speeding, and limited recycling capacity.

Funding Priorities (if grants become available):

1. Lake and marina rehabilitation
2. Trail and active transportation projects
3. Infrastructure upgrades (lighting, roads)
4. Recreation amenities (playgrounds, courts)
5. Environmental initiatives (shoreline, erosion control)

Volunteerism:

- Strong willingness among residents to volunteer for community projects and committees.

IMPLICATIONS

Financial Implications:

- Minimal cost associated with the survey and workshop preparation (staff time, printing, refreshments).

Operational Implications:

- Administration will continue drafting the 2026–2029 Strategic Plan based on survey results and Council feedback.
- The completed draft plan will be presented for Council adoption by resolution prior to December 31, 2025.

Public/Stakeholder Implications:

- High resident engagement and constructive feedback demonstrate strong community alignment with Council’s planning direction.

Regulatory/Legislative Considerations:

- The updated plan will align with Municipal Government Act (MGA) requirements for strategic and financial planning consistency and integrate recent legislative changes (e.g., Bill 50).

NEXT STEPS

- Conduct Strategic Planning Workshop on November 12, 2025, following the Regular Meeting of Council.
- Prepare Draft 2026–2029 Strategic Plan for Council review in December 2025.
- Present final plan for adoption by Council resolution prior to December 31, 2025.
- Publish a 1-page public summary to communicate Council’s new priorities to residents.

RECOMMENDED MOTION:

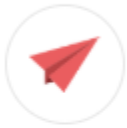
“That Council receive the 2026–2029 Strategic Planning Process Update - Resident Survey Results Information Report as information.”

ATTACHMENTS

“Your Voice, Our Future” – Resident Survey Summary Results



Your Voice, Our Future – Municipal Strategic Planning Survey Results



Published on
Sep 23, 2025



Latest response on
Oct 31, 2025

Visits: 204 | Active for: 40 days | Today's Responses: 0

QUESTIONS

1. Do you own or rent property in Rochon Sands?

- Own
- Rent
- Seasonal visitor

2. How long have you been part of the Rochon Sands community?

- 0–5 years
- 6–15 years
- 16+ years

3. What do you value most about our community?

4. Community Focus Areas

Please rank the importance of the following areas (1 = highest priority, 6 = lowest priority):

- ___ Infrastructure (roads, boat launch, tennis courts, trails)
- ___ Community Life (events, hall, recreation facilities)
- ___ Environmental Stewardship (shoreline, waste, recycling)
- ___ Safety & Security (fire protection, RCMP visibility, bylaw enforcement)
- ___ Governance & Communication (transparency, bylaws, resident updates)
- ___ Internet/communications infrastructure

5. Looking Ahead

When you think about Rochon Sands over the next 3–5 years, what is one improvement or opportunity you'd most like to see explored?

6. Facilities & Services

How satisfied are you with the following?

(V - Very Satisfied / S - Satisfied / N - Neutral / D - Dissatisfied)

___ Road and infrastructure maintenance

___ Parks maintenance

___ Waste and recycling services

___ Recreation opportunities (trails, tennis courts, beach area)

___ Communication from Council and Administration

7. Future Projects

Recognizing budget limitations, which of the following should Rochon Sands focus on if grant funding becomes available? (Check all that apply)

Trail development and public spaces

Shoreline/lake protection projects

Community Hall upgrades

Other (please specify):

8. Community Spirit

Would you be interested in getting involved in community events or projects (e.g., volunteering, sharing expertise, joining committees)?

Yes

No

Maybe (depending on project)

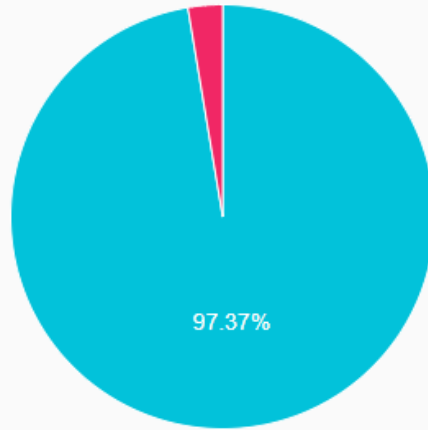
9. Final Thoughts

Do you have any additional ideas, comments, or suggestions for Council?

Question 1:

Do you own or rent property in Rochon Sands?

Answered: 38 Skipped: 0



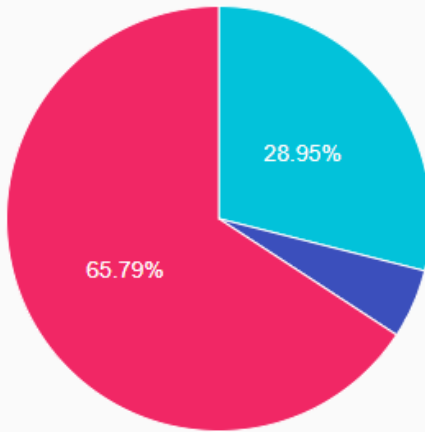
● Own ● Rent ● Seasonal Visitor

Choices	Response percent	Response count
Own	97.37%	37
Rent	0.00%	0
Seasonal Visitor	2.63%	1

Question 2:

How long have you been a part of the Rochon Sands community?

Answered: 38 Skipped: 0



● 0-5 years ● 6-15 years ● 16+ years

Choices	Response percent	Response count
0-5 years	28.95%	11
6-15 years	5.26%	2
16+ years	65.79%	25

Question 3:

Q3 What do you value most about our community?

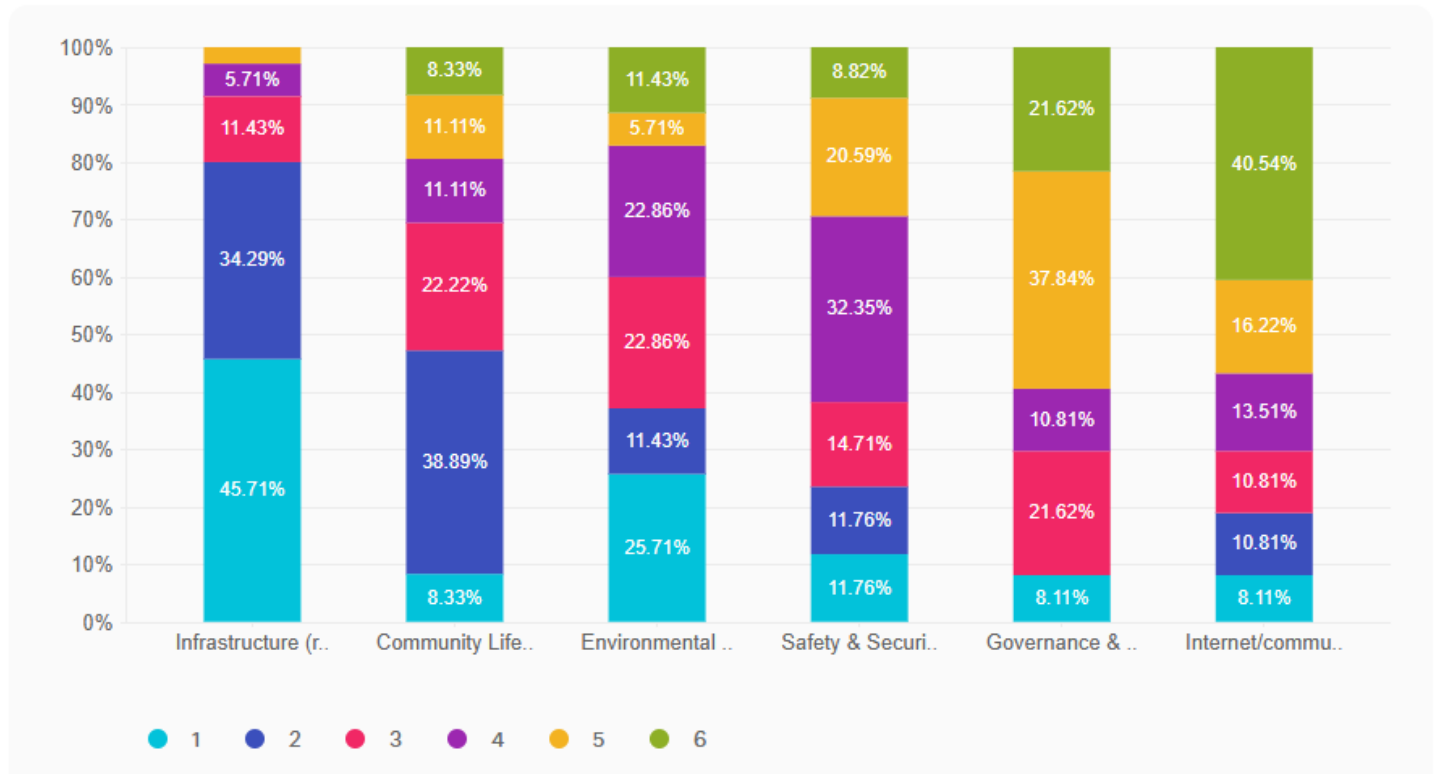
Answered: 33 Skipped: 5

- Community
- Clean, safe & tight-knit community.
- Quiet friendly neighbourhood
- People
- The small village feel not overly structured
- lake environment visiting with friends and family on the deck!
- The lake and sense of community.
- Sense of community. Lake amenities, the nature, walking/skiing trails
- Lake and family time
- The feeling of being family friendly and neighborly. The central park area and the concern about the water levels.
- Quiet time after the summer months
- Utilizing the lake for boating and Watersports
- The lake
- The summer village vibe...all of the events and volunteers make a strong, social community.
- Safe, community members minded group of community members, reaching out to support one another.
- I enjoy all the activities that are available like tennis, disc golf, July 1 fireworks , playground, walk and bike trails and the many events at the hall.
- Inclusiveness, everyone always trying to do more for the village, how helpful everyone is
- We have created a neighborhood that takes care of one another.
- Rochon Sands is a tight knit community that really comes together for gatherings, fundraisers and anyone in need. It is great to be in a community that looks out for one another as this is becoming a rarity.
- How well kept and maintained Rochon Sands is. The community, small town feel, welcoming. Closeness of the lake.
- Friendly people
- People. So many good people in the community which result in a powerful and largely untapped resource.
- Friendliness and watching out for each other like a block watch A serviceable marina The snack shak and pickleball courts Cleanliness of the village surroundings
- That we have people willing to step up and be on council. Thank you to those past and present.
- We enjoy the area for nature and serenity. Happy to keep it quiet, and friendly for wildlife. Great place for kids to play and explore safely.
- Being a small community is great. Not being part of the County even better.
- easy going & helpful community vibe -walking trails -3 different beaches w/playgrounds -the effort folks put into the community hall events
- Great spot that has not been commercialized like many lakes have.
- The quietness of the community.
- that we are still a village, not under the county. Kudos to the Hall & rec. Board for making this a place

Question 4:

Please rank the importance of the following areas (1 = highest priority, 6 = lowest priority):

Answered: 38 Skipped: 0



Choices	1	2	3	Score	Rank	Response count
Infrastructure (roads, boat launch, tennis courts, trails)	45.71% (16)	34.29% (12)	11.43% (4)	5.14	1	35
Community Life (events, hall, recreation facilities)	8.33% (3)	38.89% (14)	22.22% (8)	3.97	2	36
Environmental Stewardship (shoreline, waste, recycling)	25.71% (9)	11.43% (4)	22.86% (8)	3.94	3	35
Safety & Security (fire protection, RCMP visibility, bylaw enforcement)	11.76% (4)	11.76% (4)	14.71% (5)	3.35	4	34
Governance & Communication (transparency, bylaws, resident updates)	8.11% (3)	0.00% (0)	21.62% (8)	2.65	5	37
Internet/communications infrastructure	8.11% (3)	10.81% (4)	10.81% (4)	2.59	6	37

Question 5:

When you think about Rochon Sands over the next 3–5 years, what is one improvement or opportunity you'd most like to see explored?

Answered: 37 Skipped: 1

- boat launch
- Boat launch
- I would like to see the marina and boat launch rebuilt - which I realize is dependent on the lake level.
- Formal walking trails from east connection to county trail to the Prov. campground
- Would you really like to be able to use the lake we live at, but it is too shallow.
- Desperate to see lake level and thus the health of the lake is priority
- bring lake water level back up in Bay Area.
- What can we do to restore or adapt to the changing water level?
- Dredging of the Bay. Water. Level stabilization
- Lake stabilization
- no quads and snowmobiles in the park and shoreline
- Raise the lake to a sustainable level
- The north Beach to be looked after more, tilled etc.
- The water level increased
- Water to the homes
- A plan in place to raise water levels, have usable launches , allow residents to maintain the shoreline
- Our boat launch needs major repairs in Rochon sands, especially with the return of rock island now sitting up and out of the water, the bay should be dredged along the channel to allow easy access in and out of the bay, our village crew needs to step up when it comes to taking care of public spaces, especially in front of beach street. There's no reason for why the bank and the grass can't be cut and maintained when it was taken care for years up until recently it's been left in a state forcing the people who live in front to manage it the overgrown weeds and poison ivy.
- Pumping to bring the lake up Get rid of the rock hazard in the bay Dig out the boat launch so it is usable
- I would like to see more street lights. It is so dark and there are often kids on bikes or people walking. The speed on Sand Street can be excessive. Speed bumps or a digital speed sign might help.
- Lake shore and bay improvement.
- I would like to see improvements in our boat launch marina areas
- New marina, dredging the bay and marina area, useable boat launch. Obviously concerned about the water level so more resources into helping the pumping/filtration project move along
- Internet and cell tower improvements. They need to be reliable not only for livelihood of work from those doing work online but for safety for all citizens.
- I would like to see the boat launch/marina cleaned up. The recent drought has left these areas unusable. These low water levels are an opportune time to do some remediation to bay. Getting rid of the old boathouse road and island as well. As whole a continued trajectory for development and maintenance will keep the village an attractive community going forward. I think we are on a great path!
- Lake levels, marina, and shoreline as this can assist in retaining current lifestyle and future tourism.
- Water level
- Improvement of the boat launch and surrounding area. I wouldn't worry about lake levels, just access to the lake.
- Water level management Or possibly moving the launch site to deeper waters due to changing future conditions to have more dependable access year to year
- Something to help with the sound in the Hall...stop the echoing.
- Lake level management is the only issue that comes to mind.
- Water stabilization
- I think the lake level & shoreline preservation is the priority
- Raising the lake level.
- Water and sewer available to all residents
- Make sure the AED IS UPDATED LIGHTS THERE. Also on Sands St., too many speeders, Cars bikes , do not wait until some one gets hurt ore worse. Rent the monter for summer
- Maybe something done with the area where the golf course was, as to the amount of grass, large fire hazard.. Hire goats or sheep. ??? Water in the lake.

Question 6:

How satisfied are you with the following?

(1 - Very Satisfied / 2 - Satisfied / 3 - Neutral / 4 - Dissatisfied)

Answered: 38 Skipped: 0



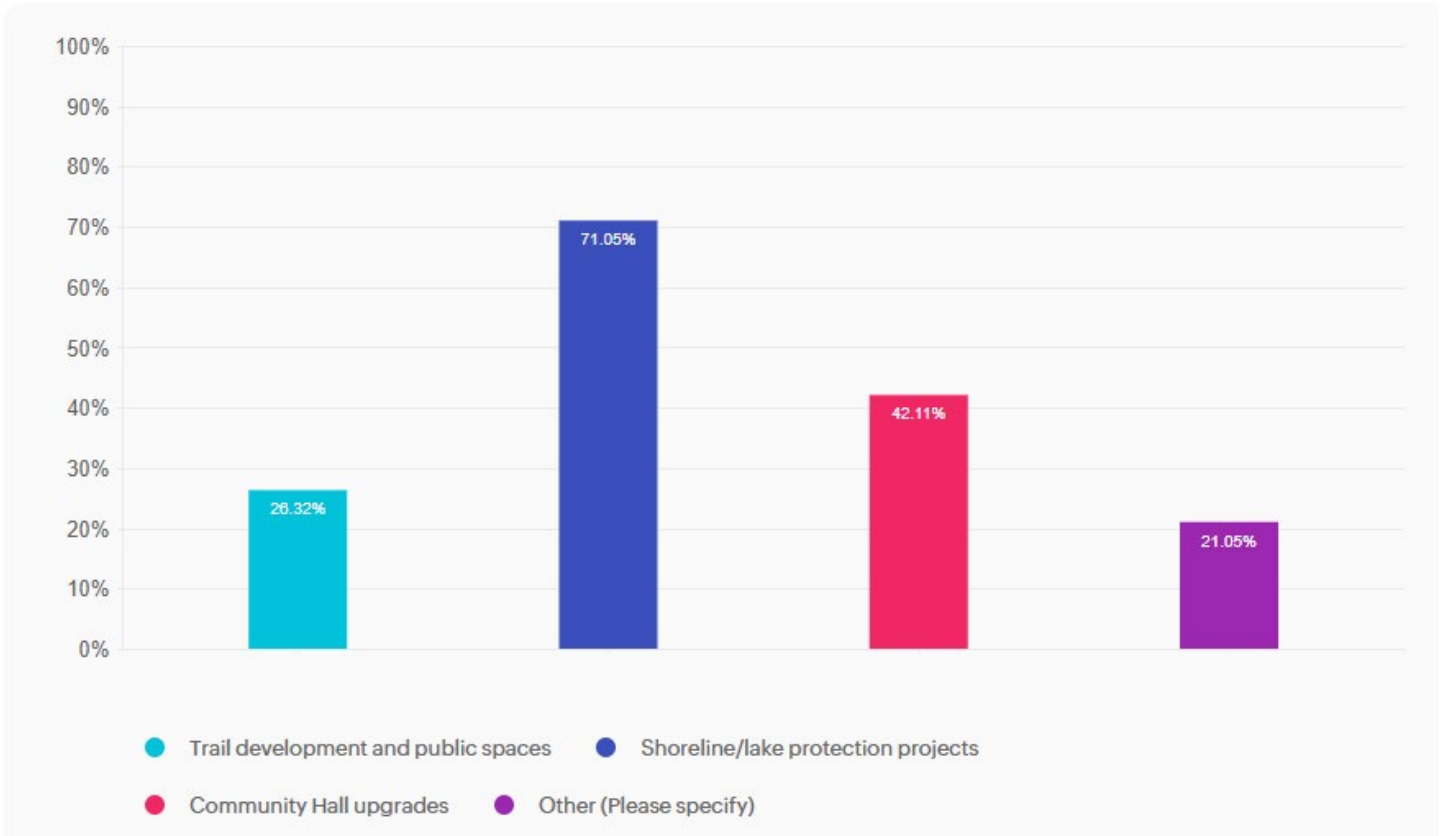
Row	1	2	3	4	Average rating	Response count
Road and infrastructure maintenance	39.47% (15)	36.84% (14)	13.16% (5)	10.53% (4)	1.95	38
Parks maintenance	39.47% (15)	44.74% (17)	10.53% (4)	5.26% (2)	1.82	38
Waste and recycling services	36.84% (14)	39.47% (15)	15.79% (6)	7.89% (3)	1.95	38
Recreation opportunities (trails, tennis courts, beach area)	39.47% (15)	36.84% (14)	15.79% (6)	7.89% (3)	1.92	38
Communication from Council and Administration	34.21% (13)	36.84% (14)	21.05% (8)	7.89% (3)	2.03	38

Average rating: 1.93

Question 7:

Recognizing budget limitations, which of the following should Rochon Sands focus on if grant funding becomes available? (Check all that apply)

Answered: 38 Skipped: 0



Choices	Response percent	Response count
Trail development and public spaces	26.32%	10
Shoreline/lake protection projects	71.05%	27
Community Hall upgrades	42.11%	16
Other (Please specify) 8 responses	21.05%	8

Other: 8 responses:

1. Lake and dredge the bay to keep lake healthy. No water circulation within the bay
2. Fire Works Celebration
3. Not sure what shoreline protection means
4. Remediation of the boat launch/ marina areas.
5. Boat launch improvements
6. Water supply infrastructure
7. up Date AED FOR HEART ATTACKS FIRST aid on beaches.
8. Boat launch

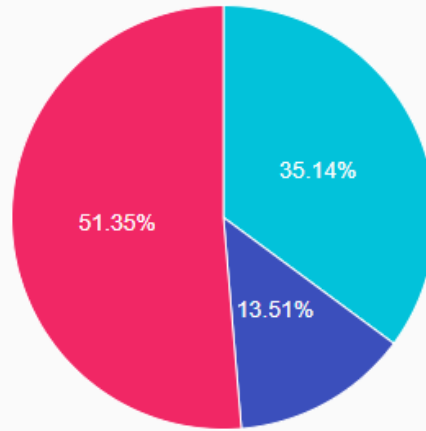
Question 8:

Would you be interested in getting involved in community events or projects (e.g., volunteering, sharing expertise, joining committees)?

Answered: 37 Skipped: 1

Would you be interested in getting involved in community events or projects (e.g., volunteering, sharing expertise, joining committees)?

Answered: 37 Skipped: 1



● Yes ● No ● Maybe (depending on project)

Choices	Response percent	Response count
Yes	35.14%	13
No	13.51%	5
Maybe (depending on project)	51.35%	19

Question 9:

Do you have any additional ideas, comments, or suggestions for Council?

Answered: 22 Skipped: 16

- Living at R Sands is ideal due to the people the community the volunteers. We do volunteer when we can. It is great living here. Just pray the lake levels come back up to where they were when we moved here in 2022 because it really sucks living at the lake when you can't use the lake
- in the village centre memorial plaques of Family Names of Lot Owners for over 25 years or more.
- Thank you for all your work.
- Only concern is about the lake water level. That is why people have homes and cabins at Rochon Sands.
- Most things are looking really good. Don't worry about the lake level. Nature will eventually take care of itself.
- The recycling container should be twice as big
- Are there any bylaws regarding yards that have a huge amount of scrapped vehicles, recreational vehicles etc.?
- I would like to see some effort put into to water quality of the lake and ensure that waste water is being handled properly. Thank you for asking
- You guys are doing a fantastic job, and I personally thank you for your time and efforts.
- Directory which has advertisements that offers services, events and connections to villagers.
- Add a recycling bin beside the cardboard bin.
- Ranking of importance was a bit skewed with having tennis courts and trails in with roads. Roads are very important whereas the other two are not as important and would not rank second. We think you are doing a fabulous job and we thank you for your continued effort!
- Thank you to the mayor and councillors for your commitment to the community. Also, John and Holly are great assets to the community, we are lucky to have them.
- Loss of the marina is financially detrimental to the community and housing values. Don't want a disappearing lake or salt bed like Red Deer Lake. Takes interest away from living near a lake not to mention the algae situation
- Great job everyone! Thank you.
- We prefer quiet stability with limits on development. We are basically happy with the way things are.
- Beach Street upgrade
- -more considered & clear signage for beach access. Many visitors stop to ask me how to access the beach & parking—especially the road between cabins 47 & 49 can be confusing. Perhaps we can name the beaches? -I had many rental guests give feedback about the state of some of the yards that are visible from trails/beach access points. I had to validate their feedback as the yard conditions are a bit overwhelming & a concern for mice etc. I don't want to encourage a rigid bylaw norm & hijack the easy going Rochon vibe but I think it's ideal if they can be cleaned up? -speeding on Sands street is a daily issue during the busy summer months. Speed bumps would be ideal. I know the village was told no due to it being a hwy. But something to note: Hwy 12 runs through Lacombe & has speed bumps with a much larger volume of traffic. -a bigger bin for recycling would be great. And I think signage to remind ppl not to put garbage in w/ the recycling is needed. Maybe having a separate crate/bin for donation items might be ok? -I appreciate the update on FB from council & creating this survey for us to participate in. More of this approach would be great!
- Our lake needs help to get the water level up.
- Improve boat launches. So far things are pretty good - no major issues or complaints.
- The North Beach should be looked after. More tilled etc. in the Summer
- someone to suggest to the Snak Shak they try to keep dependable hours. Also update their menu, specialty coffees etc.



Your Voice, Our Future – Municipal Strategic Planning Survey

Thank you for taking the time to share your input. Your feedback will help guide the future direction of the Summer Village of Rochon Sands.

1. What is your connection to the Summer Village of Rochon Sands?

- Do you own or rent property in Rochon Sands?
 - Own
 - Rent
 - Seasonal visitor
- How long have you been part of the Rochon Sands community?
 - 0–5 years
 - 6–15 years
 - 16+ years

2. What do you value most about our community?

3. Community Focus Areas

Please rank the importance of the following areas (1 = highest priority, 6 = lowest priority):

- ___ Infrastructure (roads, boat launch, tennis courts, trails)
- ___ Community Life (events, hall, recreation facilities)
- ___ Environmental Stewardship (shoreline, waste, recycling)
- ___ Safety & Security (fire protection, RCMP visibility, bylaw enforcement)
- ___ Governance & Communication (transparency, bylaws, resident updates)
- ___ Internet/communications infrastructure

4. Looking Ahead

When you think about Rochon Sands over the next 3–5 years, what is one improvement or opportunity you'd most like to see explored?

5. Facilities & Services

How satisfied are you with the following?

(V - Very Satisfied / S - Satisfied / N - Neutral / D - Dissatisfied)

- ___ Road and infrastructure maintenance
- ___ Parks maintenance
- ___ Waste and recycling services
- ___ Recreation opportunities (trails, tennis courts, beach area)
- ___ Communication from Council and Administration

6. Future Projects

Recognizing budget limitations, which of the following should Rochon Sands focus on if **grant funding becomes available**? (Check all that apply)

- Trail development and public spaces
- Shoreline/lake protection projects
- Community Hall upgrades
- Other (please specify):

7. Community Spirit

Would you be interested in getting involved in community events or projects (e.g., volunteering, sharing expertise, joining committees)?

- Yes
- No
- Maybe (depending on project)

8. Final Thoughts

Do you have any additional ideas, comments, or suggestions for Council?



INFORMATION REPORT

Meeting:	Regular Council
Meeting Date:	November 12, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Road Closure and Application for Hwy 835 (Sands Street)
Agenda Item Number:	6.2

PURPOSE

To provide Council with an update regarding the long-standing road closure and land transfer process associated with the Sands Street (Highway 835) road allowance and adjacent residential lots. This report is for information purposes only.

BACKGROUND

Over 10 years ago, the Summer Village of Rochon Sands initiated a review of the Sands Street (Hwy 835) road alignment to address discrepancies between the legal survey boundaries and the physical location of the roadway. The intent was to realign property boundaries to match the existing road placement and correct encroachments along the affected lots.

Council at that time directed Administration to proceed with a road closure under the Municipal Government Act, Section 22, and to offer adjacent landowners the opportunity to purchase the closed portions of roadway directly abutting their properties. Offers to purchase were made based on 50% of the assessed land value per square foot, consistent with prior lot extension precedents.

Subsequent to those offers, survey and legal work began to prepare the closure plan and associated transfers. However, upon submission of the closure plan to Land Titles, the Surveys Department rejected the plan due to discrepancies between the existing survey data and the newly submitted measurements.

CURRENT STATUS

Over the years, multiple survey and legal professionals have worked to resolve the discrepancies and complete the land transfer process. In April 2023, Bemoco Land Surveying Ltd. and the Village's legal counsel confirmed that to correct the historical survey errors, a Court Order was required to realign survey markers and property lines.

The required process included:

1. Obtaining consent from all affected adjacent landowners.
2. Applying for and securing a Court Order authorizing the correction of survey markers and property boundaries.
3. Registering the Court Order with Land Titles.
4. Proceeding with the formal road closure registration.
5. Transferring the purchased portions of land to the respective property owners and consolidating those lands with existing titles.

As of November 7, 2025, Bemoco Land Surveying Ltd. has confirmed that all survey posts have been moved and corrected in accordance with the approved Court Order. Amendments to the legal plan are currently being completed, and Digital Registration Requests (DRRs) are being prepared for submission to the Land Titles Office. It is anticipated that submission will occur in early to mid-November 2025, pending Land Titles' operational schedule.

IMPLICATIONS

- Financial Implications: None at this time. All survey and legal expenses have been managed within existing administrative budgets or through cost recovery from participating landowners.
- Operational Implications: Minimal. Administration will continue to coordinate with Bemoco and legal counsel until the Land Titles registration process is finalized.
- Public/Stakeholder Implications: The completion of this work will provide clarity and certainty regarding property boundaries and encroachments.
- Legal/Regulatory Considerations: The process follows the provisions of the Municipal Government Act (road closure), Land Titles Act, and the procedural requirements of the Alberta Court of King's Bench regarding property boundary corrections.

NEXT STEPS

- Bemoco Land Surveying Ltd. will submit the finalized plan and related documentation to Land Titles for registration.
- Once registered, the Village's legal counsel will complete the final transfers to the affected landowners and consolidate titles.
- Administration will report back to Council upon full registration and title completion, anticipated in early 2026.

MOTION

Moved THAT Council accept the *Road Closure and Application for Hwy 835 (Sands Street)* Information Report as presented for information.



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

General Ledger	Description	2024 YTD Actual	2025 YTD Actual	2025 Budget
*	General Administration	(20,085.78)	(18,790.45)	(19,992.00)
*	Protective Services	0.00	(2,793.00)	(3,273.00)
*	Common Services	(3,200.00)	(10,680.00)	(9,200.00)
*	Planning & Development	(1,185.77)	(9,591.16)	(6,700.00)
*	Recreation & Parks	(450.00)	(1,022.83)	(936.00)
*	Provincial Parks	(177,138.63)	(176,423.36)	(188,950.00)
*	TOTAL Culture	(5,360.00)	(2,000.00)	(5,360.00)
*	Taxes	(480,508.48)	(523,218.43)	(523,305.00)
*	Other Revenue	(1,703.43)	(4,071.14)	(12,000.00)
**	TOTAL REVENUE	(689,632.09)	(748,590.37)	(769,716.00)
*	Council & Legislative	9,214.91	11,146.90	10,700.00
*	General Administration	108,540.80	136,309.31	185,320.00
*	Common Office	6,411.13	8,025.79	12,500.00
*	Assessor	5,440.92	5,188.94	9,960.00
*	Municipal Election	0.00	2,292.02	5,000.00
*	Policing	4,457.00	2,711.00	11,350.00
*	Fire Fighting & Preventive	19,982.28	0.00	21,000.00
*	Disaster Services	0.00	3,000.00	8,100.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	0.00	500.00
*	Transportation	55,745.44	67,241.47	81,050.00
*	Water Department	4,476.89	4,484.79	6,800.00
*	Landfill & Recycling	10,813.00	11,086.50	14,822.00
*	Planning & Development	3,607.14	7,202.39	10,850.00
*	Parks & Recreation	7,948.97	8,809.94	18,650.00
*	Provincial Parks	134,176.61	144,149.51	159,736.00
*	Culture	6,397.30	4,605.52	7,112.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	152,457.99	161,783.42	206,265.00
**	TOTAL EXPENSES	529,670.38	578,037.50	769,715.00
***	(SURPLUS)/DEFICIT-Before Amort	(159,961.71)	(170,552.87)	(1.00)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

October Cheque Listing For Council

2025-Nov-5
2:32:28PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250114	2025-10-08	ACTION PLUMBING & EXCAVATION	W45312	PLUMPING REPAIR IN HALL	294.75	294.75
20250115	2025-10-08	BOUNTY ONSITE	001-168342	VIL SQ WASHROOM SUPPLIES - CAF	252.60	252.60
20250116	2025-10-08	CANADA REVENUE AGENCY	202526	Q3 GST REMITTANCE	745.59	745.59
20250117	2025-10-08	CHAPPELL BENOIT, HOLLY	Oct 7, 2025	TRAVEL EXPENSE	136.00	136.00
20250118	2025-10-08	COMBAT SPRAYING LTD.	7596	VIL SQ PORTABLE TOILET SEP	157.50	157.50
20250119	2025-10-08	JACOBSON, JOHN	202511 202512	TICKETS FOR ASVA CONFERENCE OCT HEALTH BENEFITS	1,745.00 217.90	1,962.90
20250120	2025-10-08	LM WASTE REMOVAL	80141	SEPT PARK GARBAGE	954.00	954.00
20250121	2025-10-08	MR. T'S SEPTIC SERVICE LTD.	2910 2957	SANI STATION PUMPOUT SANI STATION PUMPOUT	157.50 157.50	315.00
20250122	2025-10-08	NAPA	612-963889	VEHICLE/PLAYGROUND MAINTENAN	166.37	166.37
20250123	2025-10-08	OK TIRE	IN122742	TIRE REPAIR	38.85	38.85
20250124	2025-10-08	SCHMIDEK, LORNE	202504	REIMBURSEMENT FOR SUPPLIES PI	178.47	178.47
20250125	2025-10-08	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC004324	PHASE 2&3 DEBENTURE	806.07	806.07
20250126	2025-10-08	STETTLER HOME HARDWARE	142678	WATER FOR OFFICE	9.00	9.00
20250127	2025-10-08	STETTLER WASTE MANAGEMENT AUTHORITY	SWM0005318	Q3 WASTE REQUISITION	2,905.50	2,905.50
20250128	2025-10-08	VAN ELECTRIC	987	REPLACE EMERGENCY LIGHTS IN H	2,404.50	2,404.50
20250129	2025-10-30	LARSON'S AUTO ELECTRIC 2010	IN4080325	CHAIN SAW MAINTENANCE	116.24	116.24
20250130	2025-10-30	MR. T'S SEPTIC SERVICE LTD.	3010 3037	SANI DUMP PUMPOUT PUMPOUT OUTHOUSES AND SANI C	157.50 1,312.50	1,470.00
20250131	2025-10-30	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC004332 SMRWSC004409	SEPT PHASE 4&5 DEBENTURE PAYM WATER FOR CISTERN	282.05 99.76	381.81
20250132	2025-10-30	STETTLER EQUIPMENT SALES & RENTALS	158400	RENT COMPRESSOR FOR BLOWING	226.30	226.30
20252251	2025-10-07	APEX (11948775)	050900422553	SEPT PARK OFFICE NATURAL GAS	61.89	61.89
20252252	2025-10-07	APEX (11948783)	050900422554	SEPT PARK GARAGE NATURAL GAS	61.89	61.89
20252253	2025-10-07	CANADA REVENUE AGENCY	202524 202525	SEPT 15 PAYROLL REMITTANCE SEPT 30 PAYROLL REMITTANCE	3,371.80 2,042.18	5,413.98
20252254	2025-10-07	CINDER MSP	2811	OCTOBER COMPUTER MAINTENANC	124.43	124.43
20252255	2025-10-07	MCLACHLAN, BETH	005	SEPT PLANNING AND DEVELOPMEN	98.00	98.00
20252256	2025-10-07	NATIONAL BANK INDEPENDENT NETWORK	202517 202518	SEPT 15 PAYROLL RRSP CONTRIBU' SEPT 30 PAYROLL RRSP CONTRIBU'	375.00 375.00	750.00
20252257	2025-10-07	PITNEY WORKS	3202636132	Q4 POSTAGE MACHINE LEASE PAYM	145.75	145.75
20252258	2025-10-07	RBC VISA	202514	RBC VISA PAYMENT	2,549.09	2,549.09
20252259	2025-10-07	TELUS COMMUNICATION (1819)	86	SEPT OFFICE PHONE	30.07	30.07
20252260	2025-10-07	TELUS COMMUNICATIONS (9894)	16	SEPT PARK OFFICE PHONE	30.07	30.07
20252261	2025-10-07	TELUS MOBILITY	49	SEPT CELL PHONE	58.50	58.50
20252262	2025-10-14	SCHMIDEK, LORNE D				
20252263	2025-10-14	JACOBSON, JOHN C				
20252264	2025-10-14	CHAPPELL BENOIT, HOLLY R				
20252265	2025-10-29	ALBERTA MUNICIPALITIES	25-1061929	SEPTEMBER POWER	1,957.68	1,957.68
20252266	2025-10-29	BAUER, ROBBIE	183104	FIREWOOD	2,400.00	2,400.00
20252267	2025-10-29	CANOE PROCUREMENT GROUP OF CANADA	AB1000015	OFFICE SUPPLIES	77.95	1,228.71



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2025-Nov-5
2:32:28PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20252267	2025-10-29	CANOE PROCUREMENT GROUP OF CANADA	AB1020298	OFFICE SUPPLIES - PRINTER INK	1,150.76	1,228.71
20252268	2025-10-29	FIVE STAR VENTURES	41910	SEPT RECYCLING	304.50	304.50
20252269	2025-10-29	MyHSA	202505	EMPLOYEE BENEFIT HEALTH CLAIM	76.80	76.80
20252270	2025-10-29	NORTH STAR TRUCKING LTD.	327732	SAND MIX	525.35	525.35
20252271	2025-10-29	PCPS COMMUNITY PLANNING SERVICES	Oct 28, 2025	MEMBERSHIP FEE INCREASE ADJ	156.25	156.25
20252272	2025-10-29	SCHMIDEK, LORNE	202505	SECURITY, EQUIPMENT RENTAL, LE	4,090.00	4,090.00
20252273	2025-10-29	WORKER'S COMPENSATION BOARD - ALBERTA	28482776	WCB PAYMENT 5	962.76	962.76
20252274	2025-10-30	SCHMIDEK, LORNE D				
20252275	2025-10-30	JACOBSON, JOHN C				
20252276	2025-10-30	CHAPPELL BENOIT, HOLLY R				
20252277	2025-10-30	WITTS, QUENTIN				

Total 46,891.10

*** End of Report ***

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

Balance at End of Previous Month	\$ 92,639.75
ADD: General Receipts	50,182.64
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	142,822.39
LESS: General Disbursements	56,152.15
Investments	0.00
Returned Cheques	0.00
SUBTOTAL	<u>56,152.15</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>\$ 86,670.24</u>
Balance at End of Month - Bank	88,990.51
ADD: Outstanding Deposits	511.58
LESS: Outstanding Cheques	2,831.85
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>\$ 86,670.24</u>
INVESTMENTS:	
RBC Reserve Account	38,557.70
RBC Interest Earning Account	252,355.16
RBC Campground Account	2,599.69
RBC Investment GIC#16 Cashable Maturing Dec 11, 2025 @ 3%	200,000.00
RBC Investment GIC#17 Cashable Maturing Dec 11, 2025 @ 3%	100,000.00
RBC Investment GIC#18 Non-redeemable Maturing Dec 11, 2025 @ 3.58%	<u>350,000.00</u>
SUBTOTAL	<u>943,512.55</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,030,182.79

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Request for Decision

Meeting:	Regular Council
Meeting Date:	November 12, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Interim Operating Budget 2026
Agenda Item Number:	9.1

Background / Proposal / Issue

Section 242 of the *Municipal Government Act* (MGA) requires Council to adopt an operating budget for each calendar year. Section 242 further provides that a Council may adopt an interim operating budget for part of a calendar year.

The Summer Village's 2026 Operating Budget will not be adopted until Spring 2026, therefore, Council must approve an Interim Operating Budget to provide legal expenditure authority under Section 248 of the MGA.

Adopting an interim operating budget is a standard municipal procedure across Alberta. All municipalities must have an approved budget in place at all times to authorize expenditures for salaries, utilities, insurance, and other operational needs. This ensures that municipal services continue uninterrupted during the period between year-end and the adoption of the final annual budget.

The Interim Operating Budget does not establish property tax rates or authorize new capital spending; it simply maintains existing operational funding levels. Once the 2026 Operating Budget and Tax Rate Bylaw are adopted by Council, the Interim Budget automatically ceases to have effect.

Recommended Action / Options

It is the practice that Council approve the same level of interim operational expenditures for the upcoming year as approved for the previous year's operating budget.

This approach, consistent with the practice of other municipalities, provides continuity, transparency, and financial stability until the final operating budget is adopted. No new programs, projects, or capital expenditures are undertaken under the interim budget—only essential and ongoing operations are maintained.

Financial Impact

The Interim Operating Budget authorizes the continuation of 2025 operational expenditures into early 2026, ensuring payroll, utilities, insurance, and administrative services remain funded.

No new capital projects or major spending initiatives are approved through this motion. Expenditures will remain consistent with 2025 levels until the final 2026 Operating Budget is adopted by Council.

Legislative Reference

- Municipal Government Act (MGA):
 - Section 242(1)–(2): Requires Council to adopt an operating budget for each calendar year and permits the adoption of an interim operating budget for part of a year.

- Section 248(1): States that a municipality may not make an expenditure unless it is authorized under an operating budget or interim operating budget.

Proposed Motion by Council

That the Summer Village of Rochon Sands Council adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, the 2025 Operating Budget as the 2026 Interim Operating Budget until the final 2026 Operating Budget is approved by Council.

2025 Operating Budget/ 2026 Interim Budget

General Ledger	2025 Budget	2026 Interim Budget
<u>REVENUES</u>		
Administration	\$ 21,992	\$ 21,992
Protective Services	\$ 3,273	\$ 3,273
Common Services	\$ 7,200	\$ 7,200
Planning & Development	\$ 6,700	\$ 6,700
Parks & Recreation	\$ 936	\$ 936
Provincial Parks	\$ 188,950	\$ 188,950
Culture	\$ 5,360	\$ 5,360
Excess Collection of Requisitions	-\$ 65	-\$ 65
Taxes	\$ 523,370	\$ 523,370
Other	\$ 12,000	\$ 12,000
TOTAL REVENUES	\$ 769,716	\$ 769,716
<u>EXPENSES</u>		
Council & Legislative	\$ 10,700	\$ 10,700
Administrative Services	\$ 185,320	\$ 185,320
Common Office	\$ 12,500	\$ 12,500
Assessor	\$ 9,960	\$ 9,960
Municipal Election	\$ 5,000	\$ 5,000
Municipal Protective Service	\$ 40,950	\$ 40,950
Transportation	\$ 81,050	\$ 81,050
Water Supply	\$ 6,800	\$ 6,800
Landfill & Recycling	\$ 14,822	\$ 14,822
Subdivision & Development	\$ 10,850	\$ 10,850
Parks & Rec	\$ 18,650	\$ 18,650
Prov Parks	\$ 159,736	\$ 159,736
Culture Expense	\$ 7,112	\$ 7,112
Contingency	\$ -	\$ -
Non-Municipal Requisition	\$ 206,265	\$ 206,265
TOTAL EXPENDITURES	\$ 769,715	\$ 769,715
SURPLUS/(DEFICIT)	\$ 1	\$ 1



Meeting: Regular Council
Meeting Date: November 12, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Termination Notice – Stettler Regional Fire Services Agreement
Agenda Item Number: 9.2

Background/Proposal/Issue:

The Summer Village of Rochon Sands has been party to the *Stettler Regional Fire Services Agreement* through a tripartite arrangement between the County of Stettler and the Town of Stettler.

Administration received a formal letter from the County of Stettler dated October 8, 2025, advising that the County and the Town are terminating their Joint Fire Services Agreement effective December 31, 2025.

As the Summer Village’s fire protection is provided through that joint framework, the termination between the County and Town necessitates a corresponding termination of the Summer Village’s agreement.

The County’s letter confirms:

- The current service arrangement will continue through December 31, 2025.
- The County is establishing a new Fire Commission to oversee fire protection services within the region.
- The Summer Village is invited to participate in the proposed Fire Commission model or may choose alternative arrangements such as a mutual aid agreement.

The County has provided a Schedule “A” – Termination Notice and Agreement to Waive Notice Period, requesting that the Summer Village sign to indicate agreement to shorten the required two-year notice period under Section 14 of the 2018 Agreement to four months (termination effective December 31, 2025).

Discussion/Options/Benefits/Disadvantages:

Administration has been engaged in discussions with both the County of Stettler and the Summer Village of White Sands regarding fire service delivery models moving forward. The termination of the regional agreement was anticipated, and dialogue regarding participation in a Fire Commission versus alternative service agreements is ongoing.

Signing the Schedule “A” termination notice:

- Formalizes the Summer Village’s recognition of the agreement’s end date (December 31, 2025).
- Allows continued service provision until that date without interruption.
- Enables the Summer Village to move forward in evaluating future service options, including potential participation in the new County Fire Commission.

Recommended Action/Options:

Option 1: Approve signing of the Schedule “A” Notice of Termination and Agreement to Waive Notice Period, as provided by the County of Stettler.

Option 2: Defer decision pending further legal or intermunicipal review.

Option 3: Decline to sign the waiver and request to adhere to the original two-year notice period under Section 14 of the 2018 Agreement.

Recommendation by Administration:

That Council authorize the Mayor and Chief Administrative Officer to sign the Schedule “A” – Notice of Termination and Agreement to Waive Notice Period as presented by the County of Stettler, acknowledging the termination of the 2018 Stettler Regional Fire Services Agreement effective December 31, 2025.

Motion by Council:

“That Council approve and authorize the Mayor and Chief Administrative Officer to sign the Schedule ‘A’ Notice of Termination and Agreement to Waive Notice Period as provided by the County of Stettler, formally ending the Stettler Regional Fire Services Agreement effective December 31, 2025.”



County of Stettler No. 6

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

October 8, 2025

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

Dear Summer Village of Rochon Sands,

RE: Notice to Terminate – County of Stettler and Town of Stettler Joint Fire Services

The County of Stettler and Town of Stettler are winding down the Joint Fire Services Agreement which between the two parties. This agreement enabled the tripartite agreement to provide services to your Summer Village. With that partnership ending effective December 31, 2025, we also need to terminate the agreement to provide services to the Summer Villages effective December 31, 2025.

As you know from our discussions, the County is establishing a Fire Commission, and we welcome the Summer Village to join. You of course have options in how you provide fire services to your ratepayers, and should you decide on alternative arrangements we can propose a mutual aid agreement instead.

In the interim, the Town and the County have agreed that the County of Stettler will continue to provide fire services to the Summer Village under the agreement until December 31, 2025.

Enclosed we have provided the written notice to end the agreement and ask that you sign to indicate agreement with waiving the notice period. Please keep one copy and return two copies to the County of Stettler.

Sincerely,

Yvette Cassidy
Chief Administrative Officer

Schedule "A" – Summer Village of Rochon Sands Termination Notice

October 14, 2025

TO: Summer Village of Rochon Sands
1 Hall Street
Rochon Sands, Alberta
TOC 2L0

FROM: Stettler Regional Fire Department
PO Box 280
Stettler, Alberta
TOC 2L0

Re: Notice of Termination and Agreement to Waive Notice Period

To Whom It May Concern:

Pursuant to Section 14 of the Agreement in the matter of emergency services provide by the Stettler Regional Fire Department dated the 1st day of January, 2018 (the "Agreement"), please consider this notice of the intention for the parties to terminate the Agreement on the 31st day of December, 2025, and shorten the notice period of at least two years listed in Section 14 of the Agreement to instead four months.

This Amendment witnesseth that, in consideration of the promises, covenants, agreements, and mutual obligations herein contained, the parties hereto covenant and agree to the above-described amendments.

County of Stettler No. 6

Town of Stettler

Per: _____



Per: _____



Per: _____



Per: _____



Summer Village of Rochon Sands

Per: _____

Per: _____



Meeting: Regular Council
Meeting Date: November 12, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: RFD Interim Joint Fire Services Agreement
Agenda Item Number: 9.3

Background/Proposal/Issue:

To present Council with the finalized 2026 Interim Joint Fire Services Agreement between the Summer Village of Rochon Sands and the County of Stettler No. 6 for formal approval and execution.

The purpose of this one-year agreement is to maintain uninterrupted fire and rescue services for the Summer Village while the Heartland Regional Fire Commission is established.

- The 2018 Regional Fire Agreement between the Town of Stettler, County of Stettler, and the Summer Villages of Rochon Sands and White Sands has governed the provision of fire protection services since its execution.
- In 2025, the County and Town of Stettler mutually agreed to terminate the 2018 Agreement effective December 31, 2025, as both municipalities move toward independent fire service models and the creation of a new regional fire governance structure.
- The County of Stettler will administer Heartland Regional Fire beginning January 1, 2026, as an interim measure until the formal Heartland Regional Fire Commission is implemented.
- The County has prepared an updated Joint Fire Services Agreement for the 2026 calendar year to ensure continuous fire and rescue coverage for the Summer Villages during the transition period.
- Administration from Rochon Sands reviewed the draft in collaboration with the County and the Summer Village of White Sands and supports the updated version.

Discussion/Options/Benefits/Disadvantages:

The finalized agreement reflects Rochon Sands' earlier feedback and incorporates clarifications that improve operational accuracy and administrative consistency.

Key Elements of the 2026 Interim Agreement

- **Parties:** County of Stettler No. 6 and the Summer Village of Rochon Sands.
- **Term:** January 1, 2026 – December 31, 2026.
- **Provider:** County of Stettler operating as *Heartland Regional Fire*.

- **Operational Command:** The agreement introduces the term “Incident Commander” (Section 2.10), formally defining the role and authority under the Incident Command System (ICS) for on-scene operational control.
- **Incident Rates:** \$300.00 per unit per hour for non-MVI responses; Alberta Transportation’s reimbursement schedule applies to vehicle incidents.
- **Annual Fee:** \$112.22 per parcel (vacant and occupied), based on 178 parcels.
- **Payment Terms:** Annual fee payable within 30 days after the Summer Village’s property tax due date; incident invoices payable within 60 days of issue.
- **Service Standard:** Fire and Rescue Services will be provided in accordance with the same practices and standards applied within the County of Stettler.
- **Liability and Force Majeure:** Updated language modernizes indemnification, non-performance, and dispute resolution clauses in line with the Intermunicipal Collaboration Framework (ICF).

Notable Updates from Previous Draft

- **Section 3.3:** Revised to specify *operational command* under the Incident Commander, with administrative oversight retained by the County CAO—clarifying roles without overlap.
- **Formatting and Definitions:** Modernized terminology, consistent references to “Emergency Response Services,” and updated notice and contact information for all parties.
- **Legal Modernization:** Strengthened governance, dispute resolution, and amendment provisions consistent with municipal practice.

Rochon Sands Administration supports the 2026 Interim Agreement as presented and appreciates the County’s responsiveness and collaboration in refining the final version.

Consideration	Summary
Continuity of Service	Ensures uninterrupted emergency response for 2026 while the Fire Commission is finalized.
Governance Alignment	Supports regional transition toward the Heartland Regional Fire Commission model.
Operational Clarity	Defines command authority and service expectations clearly under the Incident Command System.
Financial Predictability	Maintains CPI-based per-parcel rate methodology, consistent with prior agreements.
Collaborative Process	Agreement developed jointly between the County and both Summer Villages, ensuring fairness and transparency.

Financial Implications

- 2026 Annual Fire Service Fee: 178 parcels × \$112.22 = \$19,971.16
- Incident Response Costs: Billed separately at established hourly rates (\$300/unit/hr).
- Funding to be included under Fire Protection Services in the 2026 Operating Budget.

Recommended Action/Options:

1. Approve the 2026 Interim Fire Services Agreement as presented. ***(Recommended)***
2. Approve the agreement subject to further amendments directed by Council.
3. Defer approval pending additional review or negotiation.

Proposed Motion for Council:

THAT Council authorize Administration to execute the *2026 Joint Fire Services Agreement* with the County of Stettler No. 6, effective January 1, 2026 to December 31, 2026, as presented, ensuring continued fire and rescue service coverage for the Summer Village of Rochon Sands during the transition to the Heartland Regional Fire Commission.



Meeting: Regular Council
Meeting Date: November 12, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Alberta Community Partnership Grant – Regional Fire Services Framework and Governance Study
Agenda Item Number: 9.4

Background / Proposal / Issue:

The purpose of this initiative is to develop a comprehensive Regional Fire Service delivery framework among the Summer Villages of Rochon Sands and White Sands, the Villages of Big Valley and Donalda, and the County of Stettler No. 6, to evaluate governance, cost-sharing, and long-term service delivery options for regional fire protection.

The Alberta Community Partnership (ACP) program, administered by Alberta Municipal Affairs, provides provincial funding to encourage regional collaboration and improve the long-term viability of municipalities. Under the *Intermunicipal Collaboration (IC)* component, funding is available to partnerships of two or more municipalities to develop or enhance regional service delivery frameworks, governance structures, and cost-sharing models.

The partner municipalities are preparing a joint ACP grant application to undertake a Regional Fire Services Framework and Governance Study. The maximum grant available per project under this program is \$200,000.

This study will evaluate multiple governance models—including a Regional Fire Commission, Partnership, or Contracted Service—and assess current fire service arrangements to identify sustainable, equitable, and legislatively compliant options for the future delivery of fire protection services across the region. The project will include legal, financial, and operational analyses, as well as recommendations to support the creation of a coordinated regional framework.

The Summer Villages of Rochon Sands and White Sands will act as joint Managing Partners for the grant application, coordinating submission, consultant selection, project administration, and reporting requirements on behalf of all participating municipalities. The application deadline is November 28, 2025.

Discussion / Benefits / Disadvantages:

Participation in this initiative provides a critical opportunity for all partner municipalities to collaboratively design a regional fire governance model that is sustainable, equitable, and aligned with provincial legislation.

The project will be 100% provincially funded through the Alberta Community Partnership program, with no municipal financial contribution required beyond in-kind administrative coordination.

By assuming the Managing Partner role, the Summer Villages of Rochon Sands and White Sands demonstrate strong leadership and a proactive commitment to regional cooperation and responsible emergency-service planning. The study will help ensure that all partners—large and small—maintain an equal voice in shaping the governance and cost-sharing structure of any future regional fire commission or similar model.

The project also removes the need for each municipality to individually fund consulting, legal, or governance reviews—costs that would otherwise be significant if undertaken separately. The grant provides access to expert consulting, financial modeling, and legal support at no cost to local taxpayers.

Key Benefits

- Fully funded through the Alberta Community Partnership (ACP) program — *no local financial impact*.
- Establishes a legally defensible, provincially aligned framework for regional fire protection.
- Provides a comprehensive financial analysis and equitable cost-sharing formula.
- Evaluates multiple governance options for long-term sustainability.
- Builds the foundation for potential creation of a Regional Fire Commission.
- Reduces future costs and duplication through shared, efficient service delivery.
- Strengthens intermunicipal collaboration and trust among all regional partners.
- Ensures smaller municipalities maintain an equal seat at the table.
- Demonstrates leadership by the Summer Villages in facilitating region-wide service improvements.

Supporting the joint ACP application ensures Rochon Sands remains an active partner in shaping the region's fire-service future and benefits directly from provincially funded research that will affect all municipalities in the region.

Costs / Source of Funding (if applicable):

- Estimated Project Cost: \$115,000
- Maximum ACP Grant Available: \$200,000
- Municipal Contribution: None – all eligible expenses covered through ACP.
- In-Kind Support: Administrative coordination and reporting by Managing Partners.

Recommended Action / Options:

That Council approve the submission of a joint Alberta Community Partnership (ACP) grant application for the Regional Fire Services Framework and Governance Study, with the Summer Villages of Rochon Sands and White Sands serving as joint Managing Partners for the project in collaboration with the County of Stettler No. 6, and the Villages of Big Valley and Donalda; and further, that Administration be authorized to finalize the application and submit it prior to the November 28, 2025 deadline.

Proposed Council Motion

That Council support the submission of a joint application under the 2025/26 Alberta Community Partnership (Intermunicipal Collaboration) program for the Regional Fire Services Framework and Governance Study in partnership with the County of Stettler No. 6, the Villages of Big Valley and Donalda, and the Summer Village of White Sands; and further, that the Summer Villages of Rochon Sands and White Sands serve as joint Managing Partners for the grant application and project administration, with Administration authorized to finalize and submit the application prior to the November 28, 2025 deadline.



Meeting: Regular Council
Meeting Date: November 12, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: RFD Renewal – Catalis Muniware ERP Software License and Support Agreement (2026–2029)
Agenda Item Number: 9.5

Background/Proposal/Issue:

The Summer Village of Rochon Sands currently utilizes the Catalis Muniware ERP system to manage core municipal financial and administrative functions, including General Ledger, Accounts Payable/Receivable, Taxation, Payroll, and related reporting and inquiry modules.

The existing software subscription and service agreement is set to expire December 31, 2025. Catalis Technologies Canada Ltd. has provided a four-year renewal proposal commencing January 1, 2026, through December 31, 2029.

This renewal ensures continued access to essential municipal software tools, annual maintenance, updates, training resources, and support services. The system remains a critical component of the Summer Village’s financial administration and compliance framework.

Discussion/Options/Benefits/Disadvantages:

The proposed renewal maintains the existing ERP configuration and functionality, with annual subscription adjustments in accordance with the contract terms. Catalis remains the provider of record for the Muniware system, which is used by numerous Alberta municipalities for financial and taxation administration.

Key Agreement Details:

- Term: 4 years (January 1, 2026 – December 31, 2029)
- Software Modules:
 - General Ledger
 - Accounts Payable (EFT/Email)
 - Accounts Receivable
 - Taxation (EFT/Email)
 - Payroll (EFT)
 - Inquiries, Query Wizard, Security, Central Game, Electronic Signatures
- Support Services Included:
 - Access to Catalis Academy and on-demand training
 - Monthly, quarterly, and annual webinars
 - Troubleshooting, updates, maintenance, and feature clarification
 - Direct database access for system integrity and technical support

Costs/Source of Funding (if applicable):

Annual subscription costs will be budgeted under Administrative – Software Licensing in the Village’s Operating Budget for 2026–2029.

Annual Subscription Fees:

Year	Fee (CAD, excl. GST)
2026	\$1,970.01
2027	\$2,088.21
2028	\$2,213.50
2029	\$2,346.31

Recommended Action/Options:

The proposed cost aligns with historical increases and remains consistent with comparable municipal ERP subscription rates across Alberta. The renewal ensures uninterrupted service, compliance with reporting obligations, and access to continued system enhancements.

Administration recommends that Council approve the four-year renewal of the Catalis Muniware ERP Software License and Support Agreement as presented, effective January 1, 2026.

Draft Motion for Council:

That Council approve the renewal of the Catalis Muniware ERP Software License and Support Agreement for the period January 1, 2026, to December 31, 2029, at an annual subscription rate beginning at \$1,970.01 (2026) as outlined in the Catalis proposal dated November 4, 2025, and authorize the CAO to sign the agreement on behalf of the Summer Village of Rochon Sands.



Meeting: Regular Council
Meeting Date: November 12, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Snow Removal & Winter Road Maintenance Policy
Agenda Item Number: 9.7

PURPOSE

To present the updated **Snow Removal & Winter Road Maintenance Policy** for Council review and formal adoption, replacing previous informal practices and establishing clear service-level expectations for municipal winter operations.

BACKGROUND

The Summer Village of Rochon Sands has historically relied on informal practice and past operational habits to guide snow removal and winter road maintenance. With increased residential occupancy, seasonal visitation, and evolving winter conditions, a formal policy is required to:

- Establish transparent service levels
- Clarify resident responsibilities
- Reduce operational ambiguity
- Provide direction to the part-time Public Works employee
- Ensure consistency with Alberta municipal best practices
- Reduce risk and municipal liability

Administration has drafted a full policy outlining:

- Trigger points for snow removal
- Priority routes and service levels
- Operator and contractor responsibilities
- Resident obligations and restrictions
- Enforcement and cost-recovery provisions
- Limitations of municipal service
- Communication expectations
- Policy review requirements

The policy also includes a clarification that **Alberta Transportation and Economic Corridors (ATEC)** is responsible for snow removal on **Sands Street (Highway 835)** and that municipal staff do not perform maintenance on provincial roadways.

DISCUSSION

1. Clear, Defensible Service Levels

- Snow removal triggers (7 cm accumulation, drifting, ice, emergency access)
- Response time expectations (24–48 hours depending on conditions)
- Recognition of part-time operator limitations
- Use of contractors during heavy or prolonged events

2. Priority Roadway Structure

A defined four-tier priority system for municipal roadways ensures emergency access and consistent operational sequencing.

3. Resident Responsibilities

The policy clearly states that residents:

- Must store snow on their own property
- Cannot push snow onto roadways
- Cannot place snow on neighbours' property without permission
- May face cost recovery for violations

4. Operational Best Practices

Includes guidance on:

- Maintaining a 3–5 cm snowpack on gravel roads
- Sanding priorities for hills, curves, and intersections
- Snow storage standards within the municipal right-of-way

5. Improved Liability Protection

By defining service levels and operational boundaries, the Summer Village reduces exposure to claims associated with winter maintenance, private property impacts, and resident conduct.

FINANCIAL IMPLICATIONS

- No immediate financial impact.
- Contractor engagement during heavy or prolonged snowfall events could occur affecting the approved annual Public Works operating budget.

OPTIONS

Option 1 – Approve the Policy (Recommended)

Council adopts the **Snow Removal & Winter Road Maintenance Policy** as presented.

Option 2 – Approve with Amendments

Council provides direction for specific revisions and approves the policy with those amendments.

Option 3 – Defer

Council defers approval pending additional information.

STRATEGIC ALIGNMENT

- Supports community safety
- Establishes consistent and reliable winter operations
- Enhances communication and expectations with residents
- Reduces municipal risk and ensures compliance with MGA requirements

RECOMMENDATION

THAT Council approve the **Snow Removal & Winter Road Maintenance Policy** as presented.

PROPOSED RESOLUTION

“THAT Council approve the Snow Removal & Winter Road Maintenance Policy, effective immediately, and direct Administration to publish the resident summary on the municipal website.”



Policy Category:

Policy Number:

Policy Title: SNOW REMOVAL & WINTER ROAD MAINTENANCE POLICY

Date Approved/Amended:

Resolution:

1. PURPOSE

The purpose of this policy is to establish clear, consistent, and defensible standards for snow plowing, sanding, ice control, and winter road maintenance within the Summer Village of Rochon Sands. The policy ensures safe, reliable access for emergency response, residents, service providers, and visitors, while applying cost-effective, environmentally responsible, and risk-managed operational practices suitable for a small municipality.

2. POLICY STATEMENT

The Summer Village performs snow removal primarily through its part-time municipal Public Works employee, who completes routine and moderate winter maintenance. During heavy, prolonged, or back-to-back snow events, the Summer Village may supplement capacity with contracted services.

All operations are guided by public safety, emergency access, efficiency, fiscal responsibility, and the protection of municipal infrastructure.

This policy establishes reasonable service levels typical of Alberta summer villages and rural municipalities, but does not guarantee bare pavement or fixed completion times.

Alberta Transportation and Economic Corridors (ATEC) is responsible for all snow removal and winter maintenance on Sands Street (Highway 835). Municipal staff and contractors do not perform maintenance on this provincially controlled roadway.

3. AUTHORITY

This policy is enacted under the authority of Sections 3, 18, and 153 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, which authorize municipalities to provide essential services and require Council to set service levels for the benefit and safety of the community.

4. DEFINITIONS

For the purposes of this policy:

- **Accumulation** – Measurable amount of snow or ice settled on a roadway during a snow event.
- **Contractor** – An external vendor engaged to perform snow removal or winter maintenance.
- **Cul-de-sac** – Circular or dead-end local road requiring specialized plowing.
- **Event / Snow Event** – A period of snowfall, drifting, blowing snow, or freezing precipitation requiring maintenance.
- **Municipal Roadway** – A road, lane, or street under Summer Village jurisdiction.
- **Priority Road** – A roadway classified in Section 6 based on its function and emergency access value.
- **Public Works Supervisor** – The CAO or designate overseeing winter maintenance operations.
- **Right-of-Way** – Municipally controlled land designated for travel or municipal services.
- **Sanding** – Application of sand or abrasives to enhance traction.
- **Snow Removal** – Plowing, grading, pushing, or hauling snow.
- **Snow Storage Area** – Designated location within the right-of-way for storing plowed snow.
- **Windrow** – A ridge of snow left after plowing.

5. SNOW PLOWING TRIGGERS AND RESPONSE TIME

5.1 Plowing Triggers

Snow plowing generally occurs when:

- Accumulation reaches **7 cm**, or
- Drifting obstructs roadways, or
- Freezing rain or ice creates unsafe conditions, or
- Emergency vehicle access is restricted or,
- At the discretion of the Public Works Supervisor or designate.

5.2 During-Event Plowing

The Summer Village may plow during a storm if roads become impassable or emergency access is compromised.

5.3 Expected Response Times

The Summer Village will make reasonable efforts to:

- Begin plowing within 24 hours after snowfall ends
- Complete initial clearing within 24–48 hours, subject to:
 - Weather severity
 - Operator availability

- Equipment condition
- Contractor availability
- Back-to-back storms

5.4 Operational Realities

Since the primary operator is part-time, delays may occur due to scheduling conflicts, weather safety considerations, or equipment availability. Contractors may be engaged when necessary.

6. LEVELS OF SERVICE / ROADWAY PRIORITIES

Priority	Roads / Areas	Service Goal
1	Bay View Street, Beach Street Hill, Hall Street & Garbage Bin area, Lake View Drive, Choke Cherry Lane	Cleared first; ensure emergency access; maintain passable conditions
2	Residential cul-de-sacs, internal loops, connector roads, community facility access, area in front of the Canada Post mailboxes	Cleared after Priority 1
3	Parking areas, boat launch loop, Village Square parking, Provincial Park Day Use Area	Cleared after Priority 1 & 2
4	Pathways, trails, and non-vehicular areas	As time and resources permit

Note: Alberta Transportation and Economic Corridors (ATEC) is responsible for all snow removal and winter maintenance on Sands Street (Highway 835).

Municipal staff and contractors do not perform maintenance on this provincially controlled roadway.

7. SNOW MANAGEMENT BEST PRACTICES

- Sanding and ice control will focus on intersections, hills, curves, and high-risk traffic zones as required.
- Snow storage shall remain within municipal rights-of-way; the Summer Village does not maintain dedicated snow storage facilities.
- Operators will maintain a 3 – 5 cm snowpack on gravel roads to protect the road base and reduce gravel loss.
- Plowing operations will consider visibility, wind, and temperature to minimize drifting and re-accumulation.

8. RESIDENT RESPONSIBILITIES AND RESTRICTIONS

8.1 Prohibited Snow Deposits

Residents, private contractors, or property owners shall **not deposit, push, blow, or pile snow onto or across:**

- Municipal roadways, except as permitted under Section 8.2;
- Public right-of-way areas;
- Intersections;
- Municipal trails or public parkways;
- **Neighbouring private property without explicit permission.**

These actions create hazards, drainage issues, and liability concerns and may result in enforcement or cost recovery.

8.2 Conditional Snow Movement Across Roadways

After municipal plowing is complete, residents may move snow across the roadway to the opposite side *only for small-scale residential clearing (e.g., driveways)* and only if all of the following conditions are met:

- a. No snow, ridges, or ruts remain on the roadway surface.
- b. Drainage paths, culverts, and catch basins remain unobstructed.
- c. Sightlines for drivers remain clear.
- d. Snow is not piled within the travelled portion of the roadway or near intersections.
- e. Operations are conducted safely and without obstructing traffic.

This limited allowance does **not** apply to contractors or large-scale snow hauling operations.

8.3 Snow Storage on Private Property

Residents are expected to store snow **on their own property**, managing drifts and buildup to avoid:

- Roadway hazards;
- Neighbour disputes;
- Drainage problems;
- Encroachment onto public land.

Residents shall not place snow on neighbouring property unless the neighbour has provided verbal or written consent

8.4 Enforcement and Cost Recovery

Non-compliance may result in:

- Written notice;
- Cleanup charges billed to the property owner;
- Enforcement under municipal bylaws;
- Suspension of permission to push snow across municipal roads.

9. LIMITATIONS OF SERVICE

- The Summer Village does not clear private driveways, walkways, or private property.
- The Summer Village cannot guarantee plowing by a specific time or date.
- Severe weather may delay operations for safety reasons.
- While every effort is made to minimize windrows, some accumulation across driveways is unavoidable.
- Residents seeking private driveway clearing should obtain private snow removal services.

10. THE VILLAGE MAY COMMUNICATE DELAYS, HAZARDS, OR MAJOR EVENTS THROUGH:

- Website updates
- Email lists
- Social Media
- Public notices
- Council reporting

11. REVIEW AND MONITORING

This policy shall be reviewed regularly by Administration to ensure operational effectiveness, fiscal responsibility, and compliance with best practices. Recommendations for amendment will be brought forward to Council as required.

POLICY APPROVAL

Date Approved by Council: _____

Resolution Number: _____



CAO Report for November 12, 2025, Regular Meeting of Council

Executive Summary – November 2025 CAO Report

- **Rochon Sands Bay Rock Pile:** Alberta Government confirmed it will proceed with the removal of the legacy Streit/Zender access road (rock pile) on the west side of Rochon Sands Bay as part of the Parlby Creek–Buffalo Lake Water Management Project mitigation obligation. Permitting, funding, and timelines are being finalized; removal may occur over winter or in 2026 depending on conditions.
- **Regional Fire Commission:** Rochon Sands and White Sands held a Joint Council Meeting and submitted a joint letter requesting a meeting with the County of Stettler to discuss the proposed Heartland Regional Fire Commission. A Steering Committee meeting was held November 4, 2025, with strong collaboration. The County will issue an Interim Fire Services Agreement for 2026 at the same rate as 2025 while the new Commission model is developed.
- **Sands Street (Hwy 835) Road Closure:** The long-standing road closure and land transfer process along Sands Street continues to move toward completion. Survey corrections required under a Court Order have now been finalized, and Bemoco Land Surveying has amended the legal plan to reflect the updated boundaries. Digital Registration Requests are being prepared for submission to the Land Titles Office, after which legal counsel will finalize the transfers to affected property owners. This will conclude a multi-year process to correct historical survey errors and align property boundaries with the existing roadway.
- **Campground Reservation System:** Administration has transitioned all campground operations and data from Campspot to the Canadian-owned Let's Camp platform. Setup, data migration, and system testing are nearly complete, with launch scheduled for January 2026. The change will improve customer experience, streamline financial reporting, and eliminate U.S. exchange complications.
- **OHS Inspection Compliance:** Occupational Health and Safety follow-up inspection on October 24, 2025, was very positive. All corrective actions from the October 3 inspection were completed, and the Summer Village is now in full compliance with the Alberta OHS Code. The Officer commended the Village's strong safety culture and documentation practices.
- **Council Strategic Planning Session:** Administration prepared for the November 12 Strategic Planning Session to establish the 2026–2029 Strategic Plan. The 2025 Community Survey (38 responses) provided supporting data on resident priorities—highlighting community spirit, natural environment, safety, and volunteerism as core values.
- **Celebrate Canada 2026 Grant:** The 2026 Celebrate Canada Grant Application was submitted before the November 20 deadline. In 2025, funding was denied as fireworks were held June 28 (Saturday) instead of July 1. The date change allowed greater participation, with full campground capacity and strong attendance. Rochon Sands' fireworks remain one of the largest in Central Alberta.

- **Buffalo Lake Nature Club – Nestbox Cleanout:** The annual nestbox cleanout was completed in Rochon Sands Provincial Park and The Narrows PRA. Regular maintenance ensures continued nesting success for native bird species and supports regional biodiversity.
- **Seasonal Snowplow Operator:** The Seasonal Part-Time Snowplow Operator position has been filled. The role provides on-call snow and ice control to maintain safe road conditions and enhance winter operations capacity.
- **ASVA Annual Conference:** Council, CAO, and Office/Park Manager attended the 67th ASVA Conference (Oct. 16–17, 2025) in Edmonton. Mayor Hiller was elected to the ASVA Board of Directors. Conference topics included lake management, asset planning, bylaw enforcement, AI in municipalities, radon awareness, and community viability.
- **Recreation Special Project Funding – Hall Air Conditioning:** Council supported the Hall & Recreation Society’s \$6,800 grant request to the County of Stettler for air conditioning installation at the Rochon Sands Community Hall (total project \$11,800). Administration submitted a formal letter of endorsement. Grant results expected early 2026.
- **Year-End Financial Reporting and Audit Preparation:** The Office/Park Manager has begun 2025 year-end financial reporting and audit preparation, including account reconciliations, capital project reviews, and documentation for the external auditors. Work is being completed in alignment with Municipal Government Act (MGA) and Public Sector Accounting Standards (PSAS) requirements to ensure accuracy, transparency, and timely completion of the 2025 audit process.

Rochon Sands Bay Rock Pile Update

At the September 9, 2025, Regular Council Meeting, Council directed Administration to prepare a Request for Decision (RFD) with background information and a draft letter to the Alberta Government regarding the removal of the legacy Streit/Zender access road (rock pile) on the west side of Rochon Sands Bay.

The final correspondence was sent on September 17, 2025, addressed to the Honourable RJ Sigurdson, Minister of Agriculture and Irrigation, requesting completion of the outstanding mitigation obligation from the Parlby Creek–Buffalo Lake Water Management Project. A copy was also forwarded to Minister Horner’s constituency office to ensure awareness and follow-up on constituent concerns.

On October 30, 2025, three Government of Alberta officials met onsite in Rochon Sands Bay with Mayor Hiller and Administration. The officials confirmed that, as part of the outstanding mitigation obligation under the Parlby Creek–Buffalo Lake Water Management Project, the Alberta Government will proceed with the removal of the legacy Streit/Zender access road (rock pile) on the west side of Rochon Sands Bay.

Details regarding permitting, funding, and timelines are still being finalized. The best-case scenario would see removal occur over the winter; however, work could be deferred until the 2026 construction season depending on final approvals and environmental conditions.

Regional Fire Commission Update

The County of Stettler has proposed the creation of a Regional Fire Commission under Part 15.1 of the Municipal Government Act to provide a unified governance and funding framework for fire and rescue services across participating municipalities. The goal is to improve coordination, accountability, and consistency in regional service delivery.

Administration from the Summer Villages of Rochon Sands and White Sands have worked collaboratively to review the proposal and provide feedback emphasizing financial predictability, fair representation, and transparent budget processes.

On October 30, 2025, both Summer Village Councils held a Joint Council Meeting to discuss the proposed Heartland Regional Fire Commission. Councils passed a joint motion requesting a meeting with the Heartland Regional Fire Steering Committee on November 3, 4, or 5, 2025, to discuss next steps. The CAO drafted a formal joint letter which was sent on October 31, 2025, to the County of Stettler, outlining the Councils' intent to advance coordinated discussions.

The County responded promptly, and a Steering Committee meeting was held on November 4, 2025. The discussion was positive, with all parties expressing support for continued collaboration toward the new regional framework. As an interim measure, the County confirmed it will provide the Summer Villages with an Interim Fire Services Agreement for 2026 at the same cost as 2025, ensuring uninterrupted service while negotiations on the long-term Commission structure continue.

Administration will continue to work with the County and partner municipalities and will bring forward updates as the new Commission framework and bylaws are finalized.

Road Closure and Application for Hwy 835 (Sands Street)

The Sands Street (Highway 835) Road Closure and land transfer process continues to move toward final completion after several years of legal and survey complications. This file originally began over 10 years ago, when the Summer Village identified that the physical roadway did not align with the legal survey boundaries. Council at that time directed Administration to proceed with a road closure under the *Municipal Government Act* and to offer adjacent landowners the opportunity to purchase the closed portions of roadway directly next to their lots. The intent was to correct encroachments and bring property boundaries into alignment with the existing road.

Over the years, the process encountered several unexpected challenges. When the closure plan was first submitted to Land Titles, it was rejected due to discrepancies between old survey records and the new legal measurements. To resolve the issue, the Village's legal counsel and Bemoco Land Surveying Ltd. worked together to prepare a Court Order allowing for corrections to survey markers and boundary lines. This process required formal consent from all affected landowners and approval from the Director of Surveys and Land Titles Office.

In November 2025, Bemoco confirmed that the survey posts have now been repositioned in accordance with the Court Order, and the final legal plan is being amended to reflect these changes. Digital Registration Requests (DRRs) are currently being prepared for submission to the Land Titles Office, expected to occur in early to mid-November. Once registered, the Village's legal team will complete the transfer of the affected parcels to the appropriate property owners and consolidate the new lands with existing titles.

The completion of this process will finalize a complex, multi-year project that corrects long-standing survey errors, resolves encroachments, and provides both the Summer Village and affected landowners with clear and accurate property boundaries.

Rochon Sands Provincial Park Campground Online Reservation System

Following Council’s direction to transition away from the U.S.-based Campspot platform, Administration has been actively migrating all campground operations and data to the Canadian-owned reservation system Let’s Camp.

Over the past month, the Office/Park Manager is completing the setup of the new platform, including the creation of campsite profiles, rates, descriptions, photos, policies, and add-on options. The transition also involves importing all 2025 booking data and financial records to ensure seamless continuity and year-over-year tracking. Let’s Camp provides a modern, mobile-friendly interface, real-time site availability, and payments processed in Canadian dollars, eliminating exchange rate complications and reducing transaction fees.

Testing of the system’s administrative functions and customer booking process is now underway to ensure accuracy and usability prior to the 2026 season launch in January. Once finalized, staff training and internal walkthroughs will be conducted to ensure full readiness. The move to Let’s Camp is expected to significantly improve customer satisfaction, streamline administrative workflows, and strengthen financial reconciliation and reporting capabilities for the Summer Village’s campground operations.

Occupational Health & Safety (OHS) Inspection – Compliance Summary and Next Steps

As part of the 2025/2026 M.D., Towns & Villages inspection initiative, an Occupational Health and Safety (OHS) Officer conducted two workplace inspections for the Summer Village of Rochon Sands—first at the Municipal Office on October 3, 2025, and subsequently at the Public Works Shop on October 24, 2025.

The follow-up inspection on October 24, 2025, was highly positive, with the OHS Officer commending the Summer Village for its proactive approach and significant progress in formalizing OHS documentation and safety procedures. The inspection included a full review of the three-bay Public Works Shop and related outdoor operations. The Officer confirmed that all required corrective actions identified during the October 3 visit had been completed.

Key findings included:

- Updated hazard assessments and emergency response plans in accordance with Sections 7(4) and 115(1) of the Alberta OHS Code.
- A comprehensive violence and harassment prevention plan with trained staff and reporting procedures.
- WHMIS training completed for all workers and ongoing updates to Safety Data Sheets (SDS).
- Working Alone procedures established with clear check-in and emergency response protocols.
- Fully stocked CSA Type 3 first aid kit and accessible eye wash stations at the shop.
- Powered mobile equipment inspections, maintenance records, and noise level assessments current and compliant.
- Proper use of personal protective equipment (PPE) and training for summer students on equipment and safety requirements.
- Chainsaw and herbicide use limited to designated, competent workers.

The OHS Officer described the inspection outcome as “very positive”, noting that the Summer Village demonstrates a strong safety culture and thorough administrative follow-through. The pending Contact Report will formally confirm that Rochon Sands has met all requirements of the inspection initiative and is in full compliance with the Alberta OHS Code.

Administration will continue to maintain OHS documentation, staff training, and record-keeping practices to ensure ongoing compliance and readiness for future inspections.

Council Strategic Planning Session – Resident Input

Administration has been preparing for the Council Strategic Planning Session, scheduled for November 12, 2025, which will guide the priorities, goals, and direction of the Summer Village over the coming years. This facilitated 3.5-hour workshop is designed to help Council establish clear, measurable, and achievable priorities for the 2026–2029 Strategic Plan—a roadmap for decision-making, financial planning, and service delivery that supports a resilient, sustainable, and community-driven future.

As part of the preparation process, Administration launched the 2025 Community Survey in September to gather additional data and resident perspectives on community priorities, satisfaction, and future direction. The survey closed on October 31, 2025, with 38 responses received—representing strong engagement from long-term property owners and seasonal residents alike. Tone: Positive, engaged, and constructive.

The survey results provide valuable supporting data for Council’s strategic discussions, ensuring the new 2026–2029 Strategic Plan is informed by both operational priorities and community perspectives. The full survey summary is included in the November 12, 2025, Regular Meeting of Council Agenda Package.

Celebrate Canada 2026 Grant Application – Deadline – November 20, 2025.

The Summer Village of Rochon Sands has submitted its 2026 Celebrate Canada Grant Application to Canadian Heritage ahead of the November 20, 2025 deadline.

The Celebrate Canada funding program provides funding to community-based activities celebrating and promoting Canada Day on July 1. The expected results of Celebrate Canada’ funding program’s support of community-based activities include:

- providing access to celebrations across Canada, to enable all Canadians to appreciate Canada’s cultural, ethnic, linguistic and geographic diversity
- creating opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada

In 2025, the Summer Village’s application was denied because all funded events must occur on July 1, as required by the program. At the time of application, the fireworks were scheduled for July 1; however, following strong community feedback, the Fireworks Society decided to hold the fireworks on Saturday, June 28, during the Canada Day long weekend.

The date change was a positive move as it allowed more families, visitors, and campers to participate — many of whom left the community on July 1 to return home as they had to go to work the next day — Wednesday, July 2. For example, 90% of the campers at Rochon Sands Provincial Park checked out by the afternoon of July 1, while the campground was full to capacity over the June 28th weekend.

Rochon Sands’ fireworks have become one of the largest Canada Day firework celebrations in Central Alberta, drawing thousands of spectators each year. In 2025, the display lasted 20 minutes—five minutes longer than Edmonton’s fireworks. The Summer Village continues to work with Canadian Heritage and local partners to ensure future events remain inclusive, accessible, and reflective of our community’s strong Canadian pride and spirit.

The Buffalo Lake Nature Club Annual Nestbox Cleanout

The Buffalo Lake Nature Club Annual Nestbox Cleanout took place this past month. The SVRS CAO volunteered and completed the cleaning of all bird nestboxes located within Rochon Sands Provincial Park and The Narrows Provincial Recreation Area.

Regular maintenance of these nestboxes is essential, as old nesting material must be removed each fall to ensure birds will reuse the boxes in the following spring. Without annual cleanouts, birds often abandon the boxes due to parasites, old debris, or limited space.

This initiative supports ongoing regional efforts to enhance local bird habitat and biodiversity around Buffalo Lake, contributing to healthy nesting success for native species such as mountain bluebirds and tree swallows.

Seasonal Part-Time Snowplow Operator

Following the job posting issued in September, Administration is pleased to report that the Seasonal Part-Time Snowplow Operator position has been filled. The successful candidate will assist with snow and ice control throughout the upcoming winter season, ensuring safe and accessible roadways within the Summer Village. This role will provide on-call, as-needed support during snow events and includes plowing, sanding, and routine equipment checks before and after use. The position strengthens the Village's winter operations capacity and ensures timely response to weather-related maintenance needs.

Association of Summer Villages of Alberta 2025 Annual Conference, October 16 & 17 – 2025

The SVRS Council, CAO and Office/Park Manager attended the Association of Summer Villages of Alberta 67th Annual Conference which took place on October 16th & 17th, 2025 in Edmonton.

Mayor Hiller was elected to the ASVA Board of Directors. The ASVA Board of Directors consists of 11 Summer Village officials who represent the 51 Summer Villages in Alberta.

ASVA Annual Conference Topics included:

- Economic Attitudes and the Impact to Lakeside Communities
- Using Satellite Imagery to Evaluate Lake Water Quality
- Asset Management for Local Government
- Bylaw Basics - Top 10 List
- AI- What is it? And How Can it Help Municipalities? & AI Demonstration
- It's (not) Always Sunny in Alberta: Addressing Complex Behaviours Fairly
- Empowering Residents Through Land Use Planning
- ABmunis & The Association of Summer Villages of Alberta
- Navigating the Future: The Ma-Me-O Beach Viability Audit
- AGM Meeting
- ASVA Update ASVA
- Radon - Health Risks and Protection Tools
- Respect Our Lakes AB Environment
- Drafting a Strategic Plan
- Closing Roads: Some Practical Tips
- Open Mic - Summer Village Needs for 2026 - Challenges for 2026? What Workshops would be Beneficial?

Support for Recreation Special Project Funding Application – Rochon Sands Hall Air Conditioning Installation

At the October 14, 2025, Regular Meeting of Council, Administration brought forward a last-minute Request for Decision (RFD) to obtain Council's support for the Rochon Sands Hall and Recreation Society's grant submission to the County of Stettler Recreation Special Project Funding Program.

The Society's application requested \$6,800 in grant funding toward the installation of an air conditioning system at the Rochon Sands Community Hall. The total project cost is estimated at \$11,800, with the balance to be covered through community fundraising, donated labour, and in-kind contributions. The project is planned for completion by April 2026 and forms part of the Society's multi-year facility maintenance plan, which includes upcoming kitchen, exterior, and accessibility upgrades.

The Rochon Sands Community Hall is a municipally owned facility and serves as the community's primary gathering space for weddings, reunions, fitness programs, and social events. The installation of air conditioning will improve comfort, accessibility, and year-round usability, supporting increased rental opportunities and the long-term sustainability of this volunteer-managed facility.

Council approved the motion of support, and Administration subsequently drafted and submitted a formal letter of endorsement on behalf of the Summer Village supporting the Rochon Sands Hall & Recreation Society's grant application.

Grant results are anticipated in early 2026, following the County of Stettler's review and adjudication process.

Year-End Financial Reporting and Audit Preparation

The Office/Park Manager has begun year-end financial reporting and audit preparation for the 2025 fiscal year. This process includes reconciling all general ledger accounts, verifying departmental expenditures, reviewing capital project balances, and ensuring that grant funding, reserves, and requisitions are accurately recorded.

Work is also underway to prepare supporting documentation for the external auditors, including year-end financial statements, trial balances, and schedules for assets, liabilities, and deferred revenue. This preliminary stage helps identify any outstanding adjustments before the audit fieldwork begins early in 2026. Administration continues to work closely with the Summer Village's auditor to ensure that all reporting aligns with Municipal Government Act requirements and Public Sector Accounting Standards (PSAS).

From: EPA Water <EPA.Water@gov.ab.ca>
Sent: Thursday, October 30, 2025 4:44 PM
To: EPA Water <EPA.Water@gov.ab.ca>
Subject: Government of Alberta Bill 7 Water Amendment Act

Sent to: all municipal CAOs contacts in the Municipal Officials Directory

I am writing to inform you that a bill to amend the *Water Act* was tabled today in the Alberta Legislature.

Bill 7, the *Water Amendment Act*, follows from the water availability engagement held earlier this year. If passed, the proposed act amendments will:

- streamline regulatory requirements;
- improve water monitoring and transparency;
- allow lower risk inter-basin transfers to be approved by the Minister; and,
- support the use of alternative water sources, including rainwater and wastewater.

Information on the Bill 7 is online, including:

- News release at: [Meeting Alberta's rising demand for water | alberta.ca](https://www.alberta.ca/meeting-alberta-s-rising-demand-for-water)
- Legislation at: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>
- The water availability engagement information at: www.alberta.ca/water-availability-engagement

The proposed act changes enable future regulations and policy to be developed to enhance water availability. Continued engagement is planned to inform policy development, such as related to measurement and reporting.

Thank you to those who submitted feedback on the proposed act changes earlier this year, and thank you in advance for your continued involvement in engagement to enhance water availability.

If you have questions on the tabled bill, please let me know or contact epa.water@gov.ab.ca.

Kate

Kathleen Rich

Assistant Deputy Minister, Water and Circular Economy Division, Alberta Environment and Protected Areas

Government of Alberta

Level 12, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR120370

November 4, 2025

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

Dear Mayor Hiller and Council:

My sincere congratulations on your election to municipal office for the Summer Village of Rochon Sands. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Summer Village of Rochon Sands's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs