

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
October 14, 2025 @ 6:00 PM
 Municipal Office and Via Zoom for Public

	Page #
1. Call to Order	
2. Approval of Agenda/Additions	
3. Public Hearing	
3.1. None Scheduled	
4. Delegations/Guests	
4.1. None Scheduled	
5. Approval of Previous Minutes	
5.1. September 9, 2025 - Regular Council Meeting Minutes	2
6. Business Arising from Previous Minutes	
6.1. RFD Stettler District Ambulance Association Agreement Amendment	8
6.2. RFD Removal of Legacy Streit/Zender Access Road – Rochon Sands Bay	22
6.3. Fall Strategic Planning Update – Resident Survey is Live – Information Report	26
7. Financial Reports	
7.1. Financials - Operating Revenue & Expenditures to September 30, 2025	30
7.2. Financials - Cheque Listing for September 2025	31
7.3. Financials - September 2025 Bank Reconciliation	33
8. Municipal Planning Commission	
8.1. No Items	
9. New Business	
9.1. RFD Designation of Development Officer – Services Agreement	34
9.2. RFD Campground Online Reservation System	39
9.3. RFD Public Participation Policy – 2025 Update	41
9.4. RFD Approval to Expense Tractor Rake Tines to Capital Account	50
10. Council/Committee Reports	
10.1. Mayor’s Report	
10.2. Councillor Reports	
11. CAO and Staff Reports	
11.1. CAO Report	52
12. Correspondence/Information/Reports	
12.1. Minister of Municipal Affairs, Honourable Dan Williams, Receives New Mandate Letter	59
12.2. Email Response from Honourable RJ Sigurdson, Minister, Agriculture and Irrigation Request to Complete Outstanding Mitigation – Removal of Legacy Streit/Zender – October 10, 2025	62
13. Closed Session (In Camera)	
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)	
14. Next Council Meeting Dates	
14.1. Regular Meeting of Council – Wednesday, November 12, 2025 (5pm) <i>(Regular Meeting of Council moved from Tuesday November 11, 2025 – Remembrance Day)</i>	
14.2. Council Strategic Planning Session – Wednesday, November 12, 2025 (6pm)	
15. Adjournment	

MINUTES

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

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

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

1. Call to Order

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

2. Approval of Agenda/Additions

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

CARRIED

Additions to Agenda

9.9 Boat Launch Preliminary Assessment – Engineering Services Proposal

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

3. Public Hearing

3.1. None Scheduled

4. Delegations

4.1. None

5. Approval of Previous Minutes

5.1. August 12, 2025 - Organizational Meeting Minutes

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

CARRIED

5.2. August 12, 2025 - Regular Council Meeting Minutes

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

CARRIED

6. Business Arising from Previous Minutes

6.1. Fall Strategic Planning

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

CARRIED

6.2. Main Beach Walkway Option

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

CARRIED

6.3. OHVs on Sands Street

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

CARRIED

6.4. Beach Street Flood-Protection Project – Draft Provincial Grant Agreement

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

CARRIED

7. Financial Reports

7.1. Financials - Operating Revenue & Expenditures to August 31, 2025

7.2. Financials - Cheque Listing for August 2025

7.3. Financials – August 2025 Bank Reconciliation

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

CARRIED

8. Municipal Planning Commission

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

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

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

CARRIED

9. New Business

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

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

CARRIED

9.2. CO 2.1 Council Remuneration and Expenses Policy – Updated

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

CARRIED

9.3. AD 1.31 Comprehensive IT & Information Management Policy

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

CARRIED

9.4. Bylaw 275-25 Dog Control Bylaw

Bylaw 275-25

Motion for First Reading

RES 25-09-13

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

CARRIED

Motion for Second Reading:

RES 25-09-14

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

CARRIED

Motion for Unanimous Consent:

RES 25-09-15

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

UNANIMOUSLY CARRIED

Motion for Third Reading:

RES 25-09-16

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

CARRIED

9.5. Bylaw 276-25 FOIP Interpretation & Transition Bylaw

Bylaw 276-25

Motion for First Reading

RES 25-09-17

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

CARRIED

Motion for Second Reading:

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

CARRIED

Motion for Unanimous Consent:

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

UNANIMOUSLY CARRIED

Motion for Third Reading:

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

CARRIED

9.6. APEX Utilities Inc. Franchise Fees 2026

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

CARRIED

9.7. Increase to RBC VISA Credit Limit

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

CARRIED

9.8. Stettler District Ambulance Association Agreement Amendment

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

CARRIED

9.9. Boat Launch Preliminary Assessment – Engineering Services Proposal

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

CARRIED

10. Council/Committee Reports

10.1. Mayor's Report

- No meetings to report on.

10.2. Councillor Reports

Councillor Blaney

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

Councillor Benson

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

11. CAO and Staff Reports

11.1. CAO Report (written)

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

CARRIED

12. Correspondence/Information/Reports

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

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

CARRIED

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

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

CARRIED

13. In Camera (Closed Session)

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

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

CARRIED

RES 25-09-29

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

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

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

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

MOVED by Councillor D. Benson

CARRIED

RES 25-09-30

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

CARRIED

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

15. Adjournment

RES 25-09-31

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

CARRIED

Mayor

Administrator



Request for Decision

Meeting:	Regular Council
Meeting Date:	October 14, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Stettler District Ambulance Association Agreement Amendment
Agenda Item Number:	6.1

Background/Proposal/Issue:

The Stettler District Ambulance Association (SDAA) Board had proposed amending the current SDAA Agreement to allow for the appointment of a second Member-at-Large on the Board.

- The current SDAA Agreement permits only one Member-at-Large, designated as the Patient and Family Advocate.
- Mr. David Guba was appointed to this position in 2022 for a four-year term.
- On March 10, 2025, the SDAA Board proposed adding a second Member-at-Large position.
- A Member-at-Large is a full voting member of the SDAA Board, appointed for a four-year term, and any compensation is funded by the SDAA.
- To create this second position, the SDAA Agreement must be amended and requires the approval of all member municipalities.

At the September 9, 2025, Regular Meeting of Council, Council passed the following Resolution.

THAT Council support the proposal from the Stettler District Ambulance Association (SDAA) Board to amend the SDAA Agreement to allow the appointment of a second Member-at-Large, pending receipt of the SDAA's rationale for the additional member.

Administration has followed up with the Stettler District Ambulance Association (SDAA) seeking further clarification.

- The existing SDAA Agreement was only recently updated in 2022 and should remain stable for the foreseeable future.
- Municipal representatives are accountable to their residents and provide democratic oversight; increasing the number of independent voting members dilutes municipal authority.

- The Board already has a Member-at-Large serving as a Patient and Family Advocate, fulfilling the intended perspective. There is no clear evidence that a second Member-at-Large will materially improve Board effectiveness, patient advocacy, or governance.
- Expansion of the Board may reduce efficiency and create unnecessary precedent for further additions.
- Additional Member-at-Large costs would ultimately be borne by SDAA, and thus by the contributing municipalities, without demonstrated operational benefit.
- Alternative Approaches – Patient and family perspectives could be gathered through advisory committees, focus groups, or periodic consultations instead of adding another voting board member.

Recommendation

That Council not support amending the SDAA Agreement to allow for the appointment of a second Member-at-Large.

Rationale:

- The existing SDAA Agreement was only recently updated in 2022 and should remain stable for the foreseeable future.
- Municipal representatives are accountable to their residents and provide democratic oversight; increasing the number of independent voting members dilutes municipal authority.
- The Board already has a Member-at-Large serving as a Patient and Family Advocate, fulfilling the intended perspective.
- Expansion of the Board may reduce efficiency and create unnecessary precedent for further additions.
- Additional Member-at-Large costs would ultimately be borne by SDAA, and thus by the contributing municipalities, without demonstrated operational benefit.

Motion

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.

Attachments:

- SDAA Agreement – Member-at-Large Request Letter, dated August 27, 2025
- SDAA Agreement – 2022



Stettler District Ambulance Association

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
Ambulance Bay: 403.742.8604
Admin: 403.742.4441

August 27, 2025

John Jacobson
Chief Administrative Officer
Summer Village of Rochon Sands
#1 Hall Street
Rochon Sands, AB, T0C 3B0

Dear CAO Jacobson,

RE: SDAA Agreement - Member-at-Large

During the March 10, 2025, Stettler District Ambulance Association meeting, the Board proposed the addition of a second Member-at-Large. Under the current SDAA agreement, the Board has approved one Member-at-Large (Patient and Family Advocate). Mr. David Guba was appointed to the position for a four-year term, beginning in 2022.

In order for the SDAA Board to appoint a second Member-at-Large, the current SDAA Agreement would need to be amended. Any amendment to the Agreement requires the approval from all of the member municipalities. As well, under the current agreement, a Member-at-Large is appointed for a four-year term. They are a full-voting member of the Board and any compensation is at the cost of the Stettler District Ambulance Association.

Would your municipality be in-favor of amending the SDAA Agreement to include the option for a second Member-at-Large?

Sincerely,

Yvette Cassidy
Chief Administrative Officer

Stettler District Ambulance Association Agreement

THIS AGREEMENT made in counterpart effective the 1st day of January, 2022.

BETWEEN

County of Stettler No. 6
(hereinafter referred to as "Stettler County")

and

Town of Stettler
(hereinafter referred to as "Stettler")

and

Village of Big Valley
(hereinafter referred to as "Big Valley")

and

Village of Donalda
(hereinafter referred to as "Donalda")

and

Summer Village of White Sands
(hereinafter referred to as "White Sands")

and

Summer Village of Rochon Sands
(hereinafter referred to as "Rochon Sands")

1. Background

- 1.1. **WHEREAS** Stettler County, Stettler, Big Valley, Donalda, the Village of Botha and the Village of Gadsby entered into an Agreement with the Stettler District Ambulance Association dated the 18th day of April, 1972 (the "Founding Agreement"), thereby creating the Stettler District Ambulance Association (the "Association");
- 1.2. **AND WHEREAS** the Founding Agreement was amended by an Amending Agreement dated June 21, 2001, and an Amending Agreement dated October 5, 2010, which together with the Founding Agreement are referred to collectively as the "Association Agreement", and White Sands and Rochon Sands are parties to the Association Agreement;
- 1.3. **WHEREAS** the Village of Botha was dissolved and became part of County of Stettler No. 6 effective September 2, 2017;
- 1.4. **WHEREAS** the Village of Gadsby was dissolved and became part of County of Stettler No. 6 effective February 1, 2020;
- 1.5. **NOW THEREFORE, THIS AGREEMENT WITNESSETH** that in consideration of the premises and mutual agreements and conditions herein contained (the "Amending Agreement"), the parties hereby agree as follows:

2. Basic Agreement

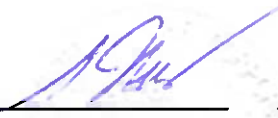
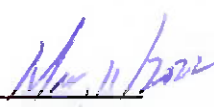
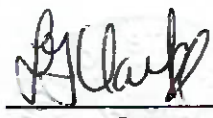
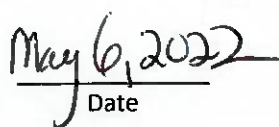

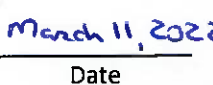
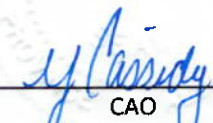

- 2.1. The Association Agreement is hereby amended by deleting the Association Agreement in its entirety and substituting therefore the Fourth Amended Stettler District Ambulance Association Agreement (the "Fourth Amended Agreement") attached hereto as Schedule "A".
- 2.2. Forthwith and from time to time, each of the parties hereto shall execute the Fourth Amended Agreement and all documents, consents and do all such deeds and things which are necessary or advisable to give effect to the terms and provisions of the Fourth Amended Agreement.
- 2.3. This Amending Agreement shall be interpreted according to its fair construction and shall not be construed as against any party hereto in the event of ambiguity.
- 2.4. This Amending Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterpart shall constitute the one and same instrument and notwithstanding their date of execution, shall be deemed to bear date as of the date of this Amending Agreement.
- 2.5. This Amending Agreement and the Fourth Amended Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns.

3. GENERAL COVENANT

3.1. **IN WITNESS WHEREOF** the parties hereto have executed this Amending Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard effective as of the date first above written.



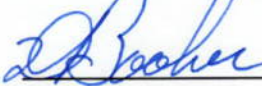


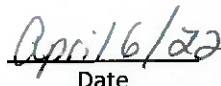

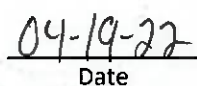
Town of Stettler

County of Stettler No. 6

 _____ Mayor	 _____ Date	 _____ Reeve	 _____ Date
 _____ CAO	 _____ Date	 _____ CAO	 _____ Date


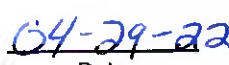

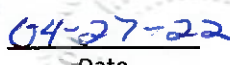
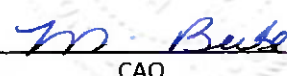
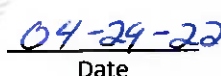
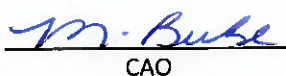
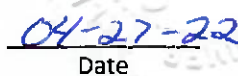
Village of Big Valley

Village of Donalda

 _____ Mayor	 _____ Date	 _____ Mayor	 _____ Date
 _____ CAO	 _____ Date	 _____ CAO	 _____ Date

Summer Village of Rochon Sands

Summer Village of White Sands

 _____ Mayor	 _____ Date	 _____ Mayor	 _____ Date
 _____ CAO	 _____ Date	 _____ CAO	 _____ Date

SCHEDULE "A"

FOURTH AMENDED AGREEMENT

THIS AGREEMENT made in counterpart effective the 1st day of January, 2022.

BETWEEN

County of Stettler No. 6
(hereinafter referred to as "Stettler County")

and

Town of Stettler
(hereinafter referred to as "Stettler")

and

Village of Big Valley
(hereinafter referred to as "Big Valley")

and

Village of Donalda
(hereinafter referred to as "Donalda")

and

Summer Village of White Sands
(hereinafter referred to as "White Sands")

and

Summer Village of Rochon Sands
(hereinafter referred to as "Rochon Sands")

1. Background

- 1.1. **WHEREAS** the Stettler District Ambulance Association was duly registered and incorporated under the Societies Act of the Province of Alberta, on June 19, 1972.
- 1.2. **AND WHEREAS** the parties hereto, pursuant to the *Municipal Government Act*, have authorized by Bylaw the making of this Agreement and the formation and/or continuance of a Regional Ambulance Association for the joint construction, ownership, maintenance, management, operation, and use of an Ambulance System.
- 1.3. **NOW THEREFORE, THIS AGREEMENT WITNESSETH** that in consideration of the premises and mutual agreements and conditions herein contained, the parties hereby agree as follows:

2. Establishment

- 2.1. The parties hereto hereby confirm and continue a joint Association, being a Society, created pursuant to an Agreement amongst the parties dated the 17th day of April, 1972, as amended and replaced by this Agreement, to construct, own, manage, maintain, operate and use an Ambulance System.
- 2.2. The name of the Association confirmed and continued hereunder is the Stettler District Ambulance Association.
- 2.3. The only members of the Association are the parties hereto (the "Member" or "Members").

3. Definitions and Interpretation

- 3.1. In this Agreement:
 - 3.1.1. **"Act"** means the *Societies Act* and regulations enacted thereunder;
 - 3.1.2. **"Ambulance"** has the meaning given to it in the *Emergency Health Services Act* (Alberta);
 - 3.1.3. **"Association"** means the Stettler District Ambulance Association;
 - 3.1.4. **"Administrator"** means the person hired or appointed by the Board as its Chief Administrative Officer responsible for the administrative and management of the Association and related services;
 - 3.1.5. **"Board"** means a Quorum of the Appointed Representatives of the Stettler District Ambulance Association, duly convened
 - 3.1.6. **"CAO"** means the Chief Administrative Officer of a municipality;
 - 3.1.7. **"Quorum"** means a simple majority of the Appointed Representatives;
- 3.2. When any action of the Board referred to herein is taken on behalf of the Board by an Appointed Representative who acts within the scope of duties assigned and pursuant to authority delegated by resolution of the Board, such action shall be deemed taken by the Board.
- 3.3. Where the masculine gender is used herein it shall mean and include the feminine gender and similarly the singular number shall mean and include the plural, as the context requires.
- 3.4. Words and expressions not defined in this Agreement shall have the same meaning as the same or similar words in the Act.

4. Appointed Representatives

- 4.1. The business and affairs of the Association shall be managed by no more than nine (9) appointed representatives (each known as an "Appointed Representative") who shall be appointed as follows:
 - 4.1.1. two (2) Appointed Representative from Stettler County;
 - 4.1.2. two (2) Appointed Representative from Stettler;
 - 4.1.3. one (1) Appointed Representative from Big Valley;
 - 4.1.4. one (1) Appointed Representative from Donaldia;
 - 4.1.5. one (1) Appointed Representative from Rochon Sands;
 - 4.1.6. one (1) Appointed Representative from White Sands; and
 - 4.1.7. one (1) Appointed Representative elected by ordinary resolution of the Appointed Representatives described in Sections 4.1.1 to 4.1.6 inclusive;
- 4.2. Each Appointed Representative described in Sections 4.1.1 to 4.1.6 inclusive must be a Council member of the Member appointing such Appointed Representative. Each Member shall be entitled to name one (1) alternate Appointed Representative. In the event that an Appointed Representative is incapable of acting on behalf of that Member, the alternate Appointed Representative shall be entitled to act in his place subject to the discretion of the Member appointing the same.
- 4.3. The term of office for each Appointed Representative described in Sections 4.1.1 to 4.1.6 shall be one (1) year.
- 4.4. The term of office for the Appointed Representative described in Section 4.1.7 shall be set by resolution at the time of their appointment.
- 4.5. Any Appointed Representative may be reappointed for any number of terms.
- 4.6. Meetings of the Board shall be held not less than once per quarter, at which the Officers of the Association shall present progress reports on the operation of the Association to the Members. Special

meetings may be called as deemed necessary by the Chairman or upon the written request of a simple majority of the Appointed Representatives.

- 4.7. Unless otherwise specified in this Agreement, all decisions of the Association shall be made by a simple majority vote of the Appointed Representatives, and the Appointed Representatives shall not act unless a quorum is present.
- 4.8. By way of notice in writing to the Association, any Member may remove its Appointed Representative or alternate Appointed Representative, as the case may be, and may appoint any Council member of that Member in the place of such Appointed Representative or alternative Appointed Representative for the remainder of the term of the Appointed Representative or alternative Appointed Representative being replaced.

5. Officers

- 5.1. The Board shall annually appoint, by ordinary resolution, a Chairman, a Vice-Chairman, an Administrator and Assistant Administrator, and such other officers as determined by the Appointed Representatives in their discretion from time to time. The Chairman shall be, on alternating years, an Appointed Representative appointed by Stettler County and an Appointed Representative appointed by Stettler. Further, in each year that the Chairman is appointed by Stettler County, the Vice-Chairman shall be appointed by Stettler and in each year that the Chairman is appointed by Stettler, the Vice-Chairman shall be appointed by Stettler County.
- 5.2. In addition to the duties set forth herein, the Officers shall have such duties as the Appointed Representative may, from time to time, determine.
- 5.3. The Chairman shall:
 - 5.3.1. when present, preside as Chairman at all meetings of the Board;
 - 5.3.2. vote as a normal member at all meetings of the Board.
- 5.4. The Vice-Chairman shall:
 - 5.4.1. preside over all meetings of the Board in the absence of the Chairman;
 - 5.4.2. assist the Chairman in all duties as required.
- 5.5. The Administrator shall:
 - 5.5.1. take or cause to be taken minutes of all meetings of the Board;
 - 5.5.2. within a reasonable period of time following all meetings of the Board, provide copies of all minutes to all Appointed Representatives;
 - 5.5.3. make all necessary arrangements for the meetings of the Board;
 - 5.5.4. notify all Appointed Representatives, as the case may be, of upcoming meetings;
 - 5.5.5. cause all invoices and proper payments of the Association to be paid promptly out of the resources of the Association;
 - 5.5.6. cause to be kept detailed accounts of all income and expenditures of the Association for auditing as required by the Association and present such statements or audited financial statements, as the case may be to the Appointed Representatives annually; and
 - 5.5.7. be responsible for the authorization of all expenditures from funds administered on behalf of the Association. In the absence of the Administrator, the Assistant Administrator shall authorize expenditures from funds administered on behalf of the Association.

6. Financing

- 6.1. All operating and capital expenditures shall be in accordance with the budget, approved by a simple majority of the Board.

- 6.2. The Association may, if supported by a resolution passed by a sixty (60%) percent majority of the Appointed Representatives, require payment from the Members in an aggregate amount sufficient to offset any unexpected or unavoidable deficit which may arise after the approval in any year of the capital and operating budgets of the Association.
- 6.3. Any funds required to be paid by the Members in accordance with Section 6.2 herein shall be the same ratio as set forth in Formula set for in Appendix "A" hereto (the "Allocation Formula"), and shall be payable by a Member within thirty (30) days of passage of the resolution referred to in Section 6.2 herein or such other period of time set out in said resolution.
- 6.4. Without limitation to any other provision of this Agreement, each of the Members hereby covenants and agrees to pay any and all amounts required to be paid to the Association pursuant to any provision of this Agreement when due. The Members acknowledge and agree that in the event a Member defaults in its payment obligations to the Association, any one or more of the Members shall be entitled to specific performance of this Agreement and payment of said amounts to the Association.
- 6.5. Excepting the Appointed Representative elected pursuant to Section 4.1.7 reimbursement to the Appointed Representatives for attendance at meetings of the Association shall be the responsibility of the Member appointing such Appointed Representative and shall not be considered as operating costs of the Association. Reimbursement to the Appointed Representative appointed pursuant to Section 4.1.7 for attendance at meetings of the Association shall be calculated at the rates set each year by the Association and shall be considered as operating costs of the Association.
- 6.6. The books, financial accounts and records of the Association shall be audited at least once each year by a Chartered Professional Accountant (a "CPA") appointed by the Association, and the CPA shall provide and present audited financial statements to the Board annually.

7. Dissolution or Winding Up of the Association

- 7.1. Upon the dissolution or winding up of the Association and after the payment of all debts and liabilities of the Association, the remaining property of the Association shall be distributed amongst the parties hereto on the basis of the percentage share of the respective Members calculated pursuant to the Allocation Formula as at the date of dissolution or winding up, as the case may be.

8. General

- 8.1. Each Member's CAO or their designate shall be entitled to attend a meeting of the Board.
- 8.2. An Appointed Representative, or any other person entitled to attend a meeting of the Board, may participate in the meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other and a person participating in such a meeting by those means is deemed to be present at the meeting.
- 8.3. The term of this Agreement shall commence on the effective date of this Agreement and continue until terminated by unanimous written agreement of the Members.
- 8.4. The Board shall review the agreement between the fourth and fifth anniversary of the date of this Agreement and make recommendations for changes and renewal to the Members.
- 8.5. After the fifth anniversary of the date of this Agreement, any party hereto may withdraw from this Agreement by giving not less than six (6) month's notice in writing to all of the other parties hereto to become effective on the first (1st) day following completion of the six (6) month notice period.
- 8.6. A withdrawing Member is not entitled to share in the property of the Association and the provisions of Section 7.1 shall not apply except in a circumstance that the Association is totally dissolved.
- 8.7. Any municipality wishing to become a Member of the Association may become a Member of the Association on such terms and conditions established by the Association and subject to the unanimous approval of the Members, PROVIDED THAT the Municipality wishing to become a Member agrees to be bound by the terms and conditions of this Agreement.

- 8.8. The parties hereto acknowledge that the provisions of this Agreement which are intended to survive the expiry or termination of this Agreement or the withdrawal of a party to this Agreement shall survive such expiry, termination, or withdrawal and shall not be merged therein or therewith provided that the obligations of the parties hereto relating to survival of the terms contained herein are restricted to the time during which the parties hereto have been parties to this Agreement.
- 8.9. This Agreement may be amended with the unanimous approval of the Members.
- 8.10. Whether or not so stipulated herein, all notices, communication, requests, and statements (the "notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:
- 8.10.1. personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered notice shall be deemed received when actually delivered as aforesaid; or
 - 8.10.2. by email, facsimile or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - 8.10.2.1. upon transmission with confirmation of transmission if received within the normal working hours of the business day; or
 - 8.10.2.2. at the commencement of the next ensuing business day following transmission with confirmation of transmission; or
 - 8.10.2.3. forty-eight (48) hours after transmission without confirmation of transmission, unless notice is received otherwise indicated transmission has failed; or
 - 8.10.3. by mailing via regular mail to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- 8.11. Except as herein otherwise provided, notice required to be given pursuant to this Agreement shall be sent to:
- 8.11.1. County of Stettler No. 6
Box 1270
Stettler, Alberta T0C 2L0
Attention: Chief Administrative Officer
Fax: (403) 742-1277
Email: info@stettlercounty.ca
 - 8.11.2. Town of Stettler
Box 280
Stettler, Alberta T0C 2L0
Attention: Chief Administrative Officer
Fax: (403) 742-1404
Email: info@stettler.net
 - 8.11.3. Village of Big Valley
Box 236
Big Valley, Alberta T0J 0G0
Attention: Chief Administrative Officer
Fax: (403) 876-2223
Email: cao@villageofbigvalley.ca
 - 8.11.4. Village of Donalda
Box 160

Donalda, Alberta T0B 1H0
Attention: Chief Administrative Officer
Fax: (403) 883-2022
Email: cao@village.donalda.ab.ca

8.11.5. Summer Village of Rochon Sands
Box 1746
Stettler, Alberta T0C 2L0
Attention: Chief Administrative Officer
Fax: (403) 742-4771
Email: info@rochonsands.net

8.11.6. Summer Village of White Sands
Box 119
Stettler, Alberta T0C 2L0
Attention: Chief Administrative Officer
Fax: (403) 742-1404
Email: cao@whitesandsAB.ca

or to such other address as each party may from time to time direct in writing.

- 8.12. This Agreement shall be construed and governed by the laws of the Province of Alberta.
- 8.13. All of the provisions of this Agreement are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph, and sub-paragraph hereof. Should any provision of this Agreement be illegal or not enforceable they shall be considered separate and severed from the Agreement and its remaining provisions shall remain in force and be binding upon the parties hereto as though the illegal or unenforceable provisions had never been included. The Appendix shall form part of this Agreement.
- 8.14. The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements, and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.
- 8.15. No party hereto shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from all other parties hereto, such consent not to be unreasonably withheld, PROVIDED THAT in no event shall any assignment which may have been consented to release or relieve the assignor from its obligations to fully perform all of the terms, covenants, and conditions of this Agreement on its part to be performed.
- 8.16. This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date of this Agreement.
- 8.17. This Agreement enures to the benefit of and is binding upon the parties to this Agreement and their respective successors and permitted assigns.

9. GENERAL COVENANT

9.1. **IN WITNESS WHEREOF** the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard effective as of the date first above written.

Town of Stettler

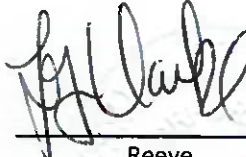
County of Stettler No. 6



Mayor

March 11, 2022

Date



Reeve

May 6/2022

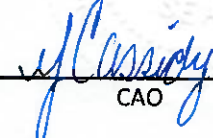
Date



CAO

March 11, 2022

Date



CAO

May 6, 2022

Date

Village of Big Valley


Village of Donalda



Mayor

March 25/22

Date



Mayor

19 Apr. 2022

Date



CAO

April 6/22

Date



CAO

04-19-22

Date

Summer Village of Rochon Sands

Summer Village of White Sands



Mayor

04-29-22

Date



Mayor

04-27-22

Date



CAO

04-29-22

Date



CAO

04-27-22

Date

Appendix "A"
Allocation Formula

$$\text{Percentage Per Member} = \frac{A}{B}$$

Where:

1) For Villages, Town, or County:

A = Population of the Member as determined by the most recent census;

For Summer Villages:

$$A = \left(\frac{\text{Number of Developed Properties} - \text{Number of Permanent Properties Occupied}}{2} \right) + \text{Permanent Residence Population}$$

2) B = Aggregate of A for all Members



INFORMATION REPORT

Meeting: Regular Meeting of Council
Meeting Date: October 14, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Removal of Legacy Streit/Zender Access Road (rock pile) – Rochon Sands Bay
Agenda Item Number: 6.2

Purpose:

To inform Council that Administration has followed through on the direction from Mayor Hiller to send formal correspondence to the Alberta Government regarding the removal of the legacy Streit/Zender access road on the west side of Rochon Sands Bay.

Background:

At the September 9, 2025, Regular Meeting of Council, the following motion was passed:

RES 25-09-10 – *Moved by Mayor D. Hiller*

“Following input from the Buffalo Lake Management Team at their next meeting on September 15, 2025, Council direct Administration to send correspondence to the appropriate Alberta Government officials and other relevant agencies, requesting the completion of the outstanding mitigation obligation from the Parlyby Creek–Buffalo Lake Water Management Project through the removal of the legacy Streit/Zender access road on the west side of Rochon Sands Bay, and THAT Council further request interim hazard marking until such removal is completed.”

Carried

Following the BLMT meeting on September 15, 2025, Mayor Hiller consulted with Carlin Soehn (Operations Infrastructure Manager – Central Operations, Alberta Agriculture and Irrigation), who advised that the correspondence should be addressed to the Honourable RJ Sigurdson, Minister of Agriculture and Irrigation, with himself copied, as the file would ultimately be routed for Ministerial response.

Action Taken:

Administration updated the letter accordingly and sent the final version on September 17, 2025, to Minister Sigurdson, with Carlin Soehn copied for follow-up. The letter formally requests:

1. Removal of the legacy Streit/Zender access road within the provincial Right-of-Way (ROW).
2. Interim hazard marking for boaters until the removal is completed.

Next Steps / Monitoring:

Administration will monitor responses from the Alberta Government and provide updates to Council regarding any actions or timelines confirmed for hazard mitigation and removal of the access road.

Attachment:

Final correspondence sent to Minister Sigurdson and Carlin Soehn on September 17, 2025.



#1 Hall Street
Rochon Sands, AB T0C 3B0
Phone (403) 742-4717
Email: info@rochonsands.net

Date: September 17, 2025

To: Honourable RJ Sigurdson, Minister of Agriculture and Irrigation, Government of Alberta
(AGRIC.Minister@gov.ab.ca)

CC: Carlin Soehn, Operations Infrastructure Manager – Central Operations, Drainage Council Government Representative, Water Infrastructure Operations Branch, Alberta Agriculture and Irrigation
(carlin.soehn@gov.ab.ca)

Subject: Request to Complete Outstanding Mitigation – Removal of Legacy Streit/Zender Access Road, Rochon Sands Bay

Dear Honourable RJ Sigurdson,

On behalf of the Council of the Summer Village of Rochon Sands, I am writing to request action on an outstanding mitigation obligation from the 1997 Parlby Creek–Buffalo Lake Water Management Project.

At that time, the Parlby Creek – Buffalo Lake Water Management Project Mitigation Report – Final Edition (January 1997) identified that the old Streit/Zender boathouse access road on the west side of Rochon Sands Bay would become a boating hazard. The recommended mitigation measure was to remove the road.

Today, this hazard remains unaddressed. The rock pile from the former access road protrudes into the lake at approximate GPS coordinates 52.455482, -112.881199, connecting back to the shoreline at 52.455383, -112.881949. This feature presents a serious navigation hazard for boaters using the public boat launch, particularly at current record-low water levels, where vessels risk striking submerged and exposed rock while departing the launch area.

With Buffalo Lake presently at an unusually low elevation, the hazard is more exposed than at typical operating levels. This presents an ideal opportunity for the Province to complete the long-planned removal, as access and excavation would be far more efficient under current conditions. Furthermore, with the necessary equipment already mobilized for removal, the provincial boat launch could also be deepened at the same time, extending its usability during low water events and improving public safety and access.

At the August 23, 2025, Summer Village of Rochon Sands Ratepayer Annual General Meeting, a *Community Statement of Support* was signed by the 27 attendees. Residents and lake users indicated their strong support for Council to advance a formal request for Provincial action to:

- Remove the Streit/Zender access road hazard in accordance with the 1997 mitigation plan; and
- Consider deepening the public boat launch during the same operation to ensure safe and reliable long-term access for recreational users.

This request aligns directly with the Province's obligations under the Buffalo Lake Integrated Shoreland Management Plan (BLISMP), which requires that the Crown-owned Right-of-Way (ROW) up to 781.2 m be kept free of obstructions that compromise water management, public safety, or public enjoyment.

Under the Buffalo Lake Integrated Shoreland Management Plan (BLISMP):

- Objective 2.1 requires that the ROW be kept free of obstructions and unauthorized structures where they could compromise water management, public safety, or public enjoyment.
- Unauthorized or unsafe features are to be removed at the owner's expense or by the Province where required.
- Facilities within the ROW are to serve public, not private, interests.
- The Streit/Zender access road is located within the provincial ROW and primarily served a private boathouse, not a public facility.
- BLISMP clearly provides the Province the authority and duty to remove unsafe or unauthorized features when necessary to protect public safety and water management.
- Interim hazard marking may be warranted under the Canadian Navigable Waters Act until permanent removal occurs.

Accordingly, Council respectfully requests that Alberta Environment & Protected Areas and Alberta Forestry & Parks:

1. Schedule and complete removal of the Streit/Zender road hazard as part of ROW maintenance; and
2. Consider deepening the public boat launch during the same operation, maximizing the benefit of mobilized equipment and ensuring continued safe access for recreational users.

We believe this action would close out an outstanding mitigation measure, address an ongoing safety hazard, and improve public recreational infrastructure at Buffalo Lake.

Council would appreciate clarification on the appropriate next steps and any guidance on a proposed timeline for action.

Sincerely,

Dan Hiller
Mayor, Summer Village of Rochon Sands

Attachment A – Streit/Zender Access Road Hazard Rochon Sands Bay, Buffalo Lake

Hazard GPS Coordinates (approximate)

Name	Latitude	Longitude
Rock Pile (in water)	52.455482	-112.881199
Shoreline Connection	52.455383	-112.881949



“Legacy” Streit/Zender Access Road, Rochon Sands Bay (above & below - part of the access road is above the water line while the rest of it is submerged)



- **Hazard Location:** West side of Rochon Sands Bay, near the public boat launch.
- **Identified in 1997:** Parlby Creek–Buffalo Lake Water Management Project identified the old Streit/Zender access road as a boating hazard.
- **Mitigation:** Removal of the road – not yet completed.
- **Hazard Today:** Rock pile protrudes into lake at GPS 52.455482, -112.881199. – Connects to shoreline at GPS 52.455383, -112.881949. – Poses danger to boaters leaving launch (especially hidden at higher water).
- **Current Opportunity:** Record-low Lake levels make hazard removal easier and allow for deepening of public boat launch with same equipment.
- **Provincial Responsibility:** – Alberta owns and manages Right-of-Way to 781.2 m (“take line”). – BLISMP requires ROW be kept free of unsafe obstructions.
- **Council Request:** – Province remove the old access road hazard. – Deepen boat launch during removal works. – Provide interim hazard marking until removal is complete.



Meeting: Regular Council
Meeting Date: October 14, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Fall 2025 Strategic Planning – Resident Survey Now Live
Agenda Item Number: 6.3

Purpose:

To inform Council that Administration has followed up on the September 9, 2025, Council direction regarding the Fall 2025 Strategic Planning Workshop and that the resident survey to gather community input is now live.

Background:

At the Regular Council Meeting on September 9, 2025, Council received a Request for Decision (RFD) regarding the need to develop a new Strategic Plan for 2026–2029. Key points from the meeting included:

- Previous Strategic Plan drafts (2020–2023 and 2023–2028) were never formally approved and are now outdated.
- A Strategic Planning Workshop was recommended for Fall 2025 to set priorities for the next 3–5 years.
- Council directed Administration to schedule the workshop and prepare a draft Strategic Plan framework to guide discussion and priority-setting.
- A resident survey was developed to provide community input to inform Council’s decision-making.

Survey Launch:

Administration has now launched the “Your Voice, Our Future – Municipal Strategic Planning Survey” for residents of the Summer Village of Rochon Sands.

Key Details:

- **Purpose:** To capture resident perspectives on community values, priorities, and future opportunities.
- **Format:** Online survey (accessible via the Summer Village website and email distribution) covering community connection, values, priority areas, facilities, future projects, and engagement interest.
- **Timeline:** Residents are invited to submit their feedback by **October 31, 2025**.
- **Next Steps:** Survey results will be compiled and provided to Council ahead of the Strategic Planning Workshop for consideration in priority setting.

Strategic Planning Workshop:

- Scheduled for **Fall 2025** (November 12, 2025, 6pm – following the November Regular Meeting of Council). *(The November Regular Meeting of Council was moved from November 11, 2025, to November 12, 2025, due to Remembrance Day)*
- Agenda includes environmental scan, review of previous Strategic Plan drafts, confirmation of vision/mission/values, priority-setting exercises, and action mapping.
- Outcomes will include a draft 2026–2029 Strategic Plan for Council review and adoption before **December 31, 2025**.

Resident Engagement Importance:

The survey provides an opportunity for residents to share their perspectives and ideas. The information collected will be available to Council to help guide discussion during the Strategic Planning Workshop.

Summary:

Administration confirms that the Strategic Planning Survey is now live and residents are encouraged to provide input by October 31, 2025. Results will inform Council discussions during the upcoming Strategic Planning Workshop and support development of the 2026–2029 Strategic Plan.

Attachments:

- Resident Survey



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?



SUMMER VILLAGE OF ROCHON SANDS

STATEMENT OF OPERATING REVENUE & EXPENDITURES

For the month of September 2025

General Ledger	Description	2024 YTD Actual	2025 YTD Actual	2025 Budget
*	General Administration	(4,821.93)	(18,307.40)	(19,992.00)
*	Protective Services	4.00	(2,793.00)	(3,273.00)
*	Common Services	(3,200.00)	(10,680.00)	(9,200.00)
*	Planning & Development	(503.19)	(8,203.16)	(6,700.00)
*	Recreation & Parks	0.00	(1,022.83)	(936.00)
*	Provincial Parks	(173,346.45)	(174,661.99)	(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	(1,621.44)	(3,488.91)	(12,000.00)
**	TOTAL REVENUE	(669,357.49)	(744,375.72)	(769,716.00)
*	Council & Legislative	9,214.91	10,099.90	10,700.00
*	General Administration	103,024.39	122,331.18	185,320.00
*	Common Office	6,922.53	5,685.93	12,500.00
*	Assessor	5,023.92	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	47,543.60	63,737.42	81,050.00
*	Water Department	3,388.77	3,396.67	6,800.00
*	Landfill & Recycling	7,752.00	7,891.00	14,822.00
*	Planning & Development	3,607.14	6,323.74	10,850.00
*	Parks & Recreation	6,747.23	8,451.71	18,650.00
*	Provincial Parks	107,081.39	128,046.07	159,736.00
*	Culture	6,032.99	2,607.31	7,112.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	152,457.99	161,783.42	206,265.00
**	TOTAL EXPENSES	483,236.14	533,546.31	769,715.00
***	(SURPLUS)/DEFICIT-Before Amort	(186,121.35)	(210,829.41)	(1.00)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council - September 2025

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250099	2025-09-09	BAUER, ROBBIE	202504	FIREWOOD BUNDLES	1,560.00	1,560.00
20250100	2025-09-09	BOUNTY ONSITE	001-166904	OUTHOUSE SUPPLIES	439.57	439.57
20250101	2025-09-09	CLEARVIEW SCHOOL DIVISION	1	REFUND FOR CANCELLED EVENT	525.00	525.00
20250102	2025-09-09	COMBAT SPRAYING LTD.	7568 7580	JULY VIL SQ PORTABLE TOILET AUGUST VIL SQ PORTABLE TOILET	315.00 315.00	630.00
20250103	2025-09-09	COUNTY OF STETTLER HOUSING AUTHORITY	2025-REQ04	SENIOR HOUSING	7,084.75	7,084.75
20250104	2025-09-09	CPP ENVIRONMENTAL CORP.	6868	WILDLIFE SURVEY - SHORELINE PL/	857.06	857.06
20250105	2025-09-09	JACOBSON, JOHN	202510	SEPT HEALTH BENEFITS	217.90	217.90
20250106	2025-09-09	KAMALEDDINE, GHAZI	Snak Shak 01 Snak Shak 02	CANADA DAY ICE CREAM STAFF LUNCH	623.00 64.80	687.80
20250107	2025-09-09	LM WASTE REMOVAL	79757	AUG PARK GARBAGE	820.50	820.50
20250108	2025-09-09	MR. T'S SEPTIC SERVICE LTD.	2819 2835 2854 2873	PARK SANI PUMPOUT PARK SANI PUMPOUT PARK SANI PUMPOUT PARK SANI PUMPOUT	157.50 157.50 157.50 157.50	630.00
20250109	2025-09-09	PARKLAND REGIONAL LIBRARY	250196	Q4 LIBRARY REQUISITION	249.80	249.80
20250110	2025-09-09	PAUL'S ROAD MAINTENANCE LTD.	8474	HALL STREET PAVING PROJECT - GI	203.70	203.70
20250111	2025-09-09	SCHMIDEK, LORNE	202503	REIMBURSEMENT FOR SUPPLIES	216.72	216.72
20250112	2025-09-09	STETTLER HOME HARDWARE	142292 142320	REPAIR FOR CHAINSAW WATER FOR OFFICE	66.48 4.50	70.98
20250113	2025-09-09	STU-CO	2025116	FIREWOOD	480.00	480.00
20252225	2025-09-09	APEX (11948775)	050900413177	AUG PARK OFFICE NATURAL GAS	59.82	59.82
20252226	2025-09-09	APEX (11948783)	050900413178	AUG PARK NATURAL GAS	59.82	59.82
20252227	2025-09-09	CANADA REVENUE AGENCY	202521 202522	AUG 15 PAYROLL REMITTANCE AUG 31 PAYROLL REMITTANCE	4,018.37 4,399.68	8,418.05
20252228	2025-09-09	CINDER MSP	2725	AUG IT SUPPORT, SEP COMP MAINT	299.25	299.25
20252229	2025-09-09	FIVE STAR VENTURES	41587	AUG CARDBOARD RECYCLING	367.50	367.50
20252230	2025-09-09	GOVERNMENT OF ALBERTA, ALBERTA LAND TITLES	13	LAND TITLES FEES	10.10	10.10
20252231	2025-09-09	IJD INSPECTIONS LTD.	RS25-006S RS25-B04	VILLAGE SQ WASHROOM SEWER PI VILLAGE SQ WASHROOM BUILDING	338.00 533.52	871.52
20252232	2025-09-09	MCLACHLAN, BETH	004	AUG PLANNING CONTRACT	185.40	185.40
20252233	2025-09-09	RBC VISA	202513	RBC VISA PAYMENT	253.12	253.12
20252234	2025-09-09	TELUS COMMUNICATION (1819)	85	AUG OFFICE PHONE	30.07	30.07
20252235	2025-09-09	TELUS COMMUNICATIONS (9894)	15	AUG PARK OFFICE PHONE	30.07	30.07
20252236	2025-09-09	TELUS MOBILITY	47	AUG CELL PHONE	58.50	58.50
20252237	2025-09-09	UNITED FARMERS OF ALBERTA	304202161873	SUPPLIES	270.20	270.20
20252238	2025-09-09	WORKER'S COMPENSATION BOARD - ALBERTA	28347135	WCB PAYMENT 4	962.76	962.76
20252239	2025-09-11	SCHMIDEK, LORNE D				
20252240	2025-09-11	JACOBSON, JOHN C				
20252241	2025-09-11	CHAPPELL BENOIT, HOLLY R				
20252242	2025-09-11	RUSSELL, MACKENZIE				
20252243	2025-09-25	ALBERTA MUNICIPALITIES	25-1061493	AUGUST POWER	2,150.51	2,150.51
20252244	2025-09-25	BROKOPP, PHYLLIS	2025-05	SEPT NARROWS CONTRACT	1,500.00	1,500.00



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2025-Oct-6
10:05:10AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20252245	2025-09-25	GOV. OF ALBERTA, Fin/Admin Services	17372	Q3 SCHOOL REQUISITION	51,387.75	51,387.75
20252246	2025-09-25	KATHY'S PRINTING SERVICE	7343	CAMPGROUND SIGNS	161.70	161.70
20252247	2025-09-25	MyHSA	202504	STAFF HEALTH BENEFITS	76.80	76.80
20252248	2025-09-29	SCHMIDEK, LORNE D				
20252249	2025-09-29	JACOBSON, JOHN C				
20252250	2025-09-29	CHAPPELL BENOIT, HOLLY R				

Total 94,468.45

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
30-Sep-25**

Balance at End of Previous Month	\$	109,770.29
ADD: General Receipts		75,694.09
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		185,464.38
LESS: General Disbursements		100,260.13
Investments		0.00
Returned Cheques		0.00
SUBTOTAL		<u>100,260.13</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>85,204.25</u>
Balance at End of Month - Bank		92,639.75
ADD: Outstanding Deposits		1,666.25
LESS: Outstanding Cheques		9,101.75
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>85,204.25</u>
INVESTMENTS:		
RBC Reserve Account		38,497.64
RBC Interest Earning Account		281,832.99
RBC Campground Account		3,167.56
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>973,498.19</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	1,058,702.44

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 14, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Designation of Development Officer – Services Agreement
Agenda Item Number:	9.1

Background/Proposal/Issue:

The Summer Village of Rochon Sands has engaged Beth McLachlan, a professional planner, first through PCPS and then under a contracted services agreement. Since 2023, Beth has been responsible for the professional review and assessment of development applications, preparing recommendations, and advising on compliance with the Municipality's Land Use Bylaw and the Municipal Government Act.

Until now, the Chief Administrative Officer (CAO) has signed off on development permits in the capacity of Development Officer. This approach has worked well, as it combined Beth's technical expertise with CAO oversight.

The recommendation before Council does not represent a change in how applications are processed but rather a formal recognition of the role Beth has already been carrying out. By designating her as the official Development Officer, the Municipality is clarifying responsibilities, aligning practice with best governance standards, and ensuring that technical decisions are signed by the professional who prepares them, while the CAO maintains oversight and accountability for the overall administration of the Municipality.

Consultation with RMA Insurance confirms this structure aligns with good risk management practice. To support this, Beth's contract has been amended to classify her as a contract employee under municipal coverage, with the Municipality remitting applicable statutory deductions and WCB premiums.

Discussion/Options/Benefits/Disadvantages:

This adjustment does not change how development applications are reviewed in practice — it simply clarifies and aligns the formal authority with the professional who has already been completing the technical review work.

- **Current Practice:** For the past two years, development applications have been professionally reviewed and assessed by Beth McLachlan, our contracted planner, with the CAO providing administrative oversight and final authorization as Development Officer. This partnership has ensured both professional expertise and municipal oversight in every decision.
- **Proposed Clarification:** By formally designating Beth as the Development Officer, the signing authority will now rest with the professional completing the technical planning review. The CAO will continue to provide oversight and administrative leadership, while the professional planner is recognized with the appropriate title for the role she is already fulfilling.

Key advantages of this clarification include:

1. Professional Authority and Recognition
 - The planner conducting the technical assessment will also issue the permit decision, ensuring clarity of authority and alignment with best practices.
2. Balanced Oversight
 - The CAO remains engaged at the oversight level, ensuring Council and residents continue to receive accountability from the administrative office.
 - This maintains the collaborative approach that has already been in place without removing the CAO's involvement in the process.
3. Best Practice in Governance
 - Many municipalities designate their contracted planner as Development Officer while maintaining administrative oversight through the CAO.
 - This step reflects Council's commitment to proactive, modern governance.
4. No Additional Cost
 - Beth's contract rate remains unchanged. The only adjustment is that the Municipality will remit statutory deductions/WCB premiums, ensuring proper insurance coverage.

Implications of Approval

- Shared Accountability – Development permit decisions will continue to reflect both professional planning expertise and administrative oversight. The Development Officer designation for Beth recognizes her technical role, while the CAO continues to provide overall municipal leadership and accountability.
- Clarity and Transparency – The adjustment ensures that residents, applicants, and Council have a clear understanding of who is responsible for technical reviews and decision issuance, strengthening confidence in the process.
- Best-Practice Governance – Council demonstrates proactive leadership by aligning roles with professional expertise while maintaining municipal oversight.

In summary: Approval formalizes a process already working well, provides clearer role recognition, and balances professional authority with CAO oversight. It improves clarity, strengthens governance, and reinforces Rochon Sands' commitment to best practices.

Costs/Source of Funding (if applicable):

- No Financial Impact – No change to Beth's contract rate.
- Municipality will remit statutory deductions/WCB premiums to ensure proper coverage.

Recommended Action/Options:

That Council approve the amended Services Agreement with Beth McLachlan and formally designate her as the Development Officer for the Summer Village of Rochon Sands.

This reflects the professional role that Beth has already been fulfilling in reviewing applications, while maintaining CAO oversight for accountability. The adjustment aligns with best practices in governance, ensures clarity of responsibilities, and carries no additional cost.

Proposed Motion by Council:

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.

Attachment:

- Contracted Planning Services Agreement



**Scope of Work & Service Agreement
Contracted Planning Services**

1. Parties to the Agreement

This Agreement is made between:

Summer Village of Rochon Sands

#1 Sands Street, Rochon Sands, AB T0C 3B0

("the Municipality")

and

Beth McLachlan

59 Stephenson Cr, Red Deer, AB T4R 0L6

("the Contract Employee")

2. Purpose of Agreement

The purpose of this Agreement is to retain the Contract Employee to provide professional planning services related to the processing and administration of development permit applications, as required by the Municipality under the Municipal Government Act and the Summer Village's Land Use Bylaw.

This Agreement also formally recognizes the Contract Employee as the **Designated Development Officer**, reflecting the professional role already being carried out while maintaining CAO oversight for overall administrative accountability.

3. Scope of Work

The Contract Employee shall:

- Review and process development permit applications in accordance with the Summer Village's Land Use Bylaw.
- Determine application completeness and circulate applications to relevant parties as required.
- Evaluate applications against statutory and regulatory requirements, including variance requests and discretionary uses.
- Prepare decision letters and issue development permits as the designated **Development Officer**.
- Provide written rationale and advice to the CAO and/or Municipal Planning Commission (MPC) where necessary.
- Maintain clear and complete records of all permits processed.
- Provide monthly reports on permits processed, status updates, and any planning concerns.

- If required, travel to and from the Municipality to attend meetings, undertake field work and inspections, and/or consult with affected parties within the municipal office or elsewhere.

4. Term

The term of this Agreement shall commence on October 15, 2025, and continue until terminated by either party with 30 days written notice.

5. Fees and Payment

- a. The Contract Employee shall be compensated at a rate of **\$70 per hour**, plus GST if applicable. Invoices shall be submitted monthly, with payment due within 30 days of receipt.
- b. Travel costs for trips related to the delivery of services in Section 3 will be billed to the Municipality using a mileage rate of **\$0.60/km**.
- c. The Municipality shall remit applicable **statutory deductions, WCB premiums, and other required remittances** on behalf of the Contract Employee to ensure proper coverage.

6. Confidentiality and Records

The Contract Employee shall keep all documents, records, and information confidential and return all municipal records at the end of the contract. All documents and permit records remain the property of the Municipality.

7. Termination

This Agreement may be terminated by either party with 30 days written notice. The Municipality reserves the right to terminate immediately for cause.

8. Amendments

This Agreement may only be amended in writing and signed by both parties.

IN WITNESS WHEREOF, the parties agree to the terms set forth in this Agreement.

Date: _____

Beth McLachlan
Designated Development Officer

John Jacobson
Chief Administrative Officer
Summer Village of Rochon Sands



Meeting: Regular Council
Meeting Date: October 14, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Campground Online Reservation System
Agenda Item Number: 9.2

Background/Proposal/Issue:

On December 18, 2024, Keith Leong, CEO of Camp Reservations Canada, informed the SVRS office that Camp Reservations Canada would be joining the Campspot platform, a North American campground management and reservation system.

The Summer Village of Rochon Sands operates both Rochon Sands Provincial Park and the Narrows Provincial Recreation Area campgrounds. Previously, campers reserved sites at Rochon Sands Provincial Park through the CampReservations.ca system, with online bookings for the 2025 season opening on January 13, 2025.

Administration worked extensively with Campspot and Camp Reservations Canada to ensure a seamless transition. Unfortunately, the transition was far from seamless. After one year of experience with Campspot, several significant issues have become apparent:

- The platform is not user-friendly for campers, resulting in a poorer booking experience.
- Additional charges are imposed beyond expectations.
- All transactions between Campspot and the Summer Village occur in U.S. dollars, complicating municipal accounting and reporting.
- Functionality available previously with Camp Reservations Canada is limited or unavailable with Campspot.

Given these challenges, Administration researched alternative online campground reservation platforms and has engaged with **Let's Camp**, a Canadian-based system developed by YasTech Developments. Let's Camp is designed to streamline bookings for campers while providing robust management tools for campground operators. Key features include:

- A modern, web-based, mobile-responsive system for easy access
- Real-time availability and automated confirmation emails for campers
- Tools to manage reservations, monitor occupancy, process payments in Canadian dollars, and generate detailed reports
- Intuitive interface and flexible booking options

- Trusted by over 350 campgrounds with responsive Canadian-based customer support

Discussion/Options/Benefits/Disadvantages:

Administration has determined that transitioning from Campspot to Let's Camp is the right long-term decision for the municipality. While the change will require additional administrative work during the transition, the benefits are significant:

- Improved online experience for campers, enhancing satisfaction and encouraging repeat bookings
- Payments processed in Canadian dollars, simplifying accounting
- Greater control over reservation management and reporting
- A modern, reliable, and fully supported platform suitable for public campgrounds

Importantly, there are no penalties for cancelling the Campspot contract, and making the transition now during the camping off-season has no impact on reservations, as online bookings for the 2026 season do not begin until January 1. This timing ensures a smooth transition without affecting campers.

Costs/Source of Funding (if applicable):

There are no additional financial costs for this transition beyond Administration's current budget. However, the transition from Campspot to Let's Camp will require significant additional effort and resources from Administration, including:

- Coordinating the cancellation of the Campspot contract
- Setting up and configuring the Let's Camp system for both campgrounds
- Migrating existing data and preparing for the new reservation process
- Testing the system to ensure a seamless experience for campers
- Updating communications, website information, and internal procedures to reflect the new platform

Administration considers this additional time and effort a worthwhile investment, as it ensures a modern, user-friendly, and fully Canadian-based reservation system that will benefit the municipality and campground users in the long term.

Recommended Action/Options:

Administration requests **Council's support** for the decision to cancel the Campspot contract and adopt Let's Camp as the Summer Village's online campground reservation system. This decision ensures a more sustainable, user-friendly, and effective reservation system for SVRS campgrounds going forward.

Proposed Motion by Council:

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.



Meeting: Regular Council
Meeting Date: October 14, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Public Participation Policy – 2025 Update (AD 1.32)
Agenda Item Number: 9.3

Background/Proposal/Issue:

Section 216.1 of the *Municipal Government Act* (MGA) requires all municipalities to adopt a Public Participation Policy and to review it at least once every four years. The Summer Village of Rochon Sands first adopted its Public Participation Policy in 2018. It has not been reviewed since.

This updated draft policy has been prepared to ensure the Summer Village’s approach to public participation is:

- Compliant with the Municipal Government Act (MGA),
- Aligned with current best practices in municipal engagement,
- Responsive to the evolving legislative environment (including the transition from FOIP to ATIA/POPA under Bill 50),
- Practical and tailored to the size and resources of the Summer Village, and
- Clear in recognizing that public participation is discretionary and proportional, not mandatory for every Council decision.

Discussion/Options/Benefits/Disadvantages:

The 2025 draft policy strengthens Council’s commitment to transparency, inclusivity, and accountability in public participation while ensuring practicality and proportionality. It introduces clearer guiding principles, outlines standards for engagement, expands available participation tools, and ensures ongoing compliance with legislation.

- Ensures compliance with Section 216.1 of the MGA.
- Provides a clear, modern framework for resident engagement.
- Emphasizes Council discretion — ensuring participation is used when appropriate, not for routine or administrative matters.
- Avoids misinterpretation that consultation is required on every decision.
- Enhances accountability by requiring summaries of public input – “What We Heard”.
- Aligns municipal policy with current legislation and best practices.

See the attached **Briefing Note** for a detailed comparison of the 2018 and 2025 versions.

Costs/Source of Funding (if applicable):

There are no additional costs.

Recommended Action/Options:

1. Approve the updated **Public Participation Policy 2025** as presented.
2. Approve the policy with amendments as directed by Council.
3. Defer approval and request further review or consultation.

Recommendation: That Council approve the Public Participation Policy 2025 as presented.

Proposed Motion

“That Council approve Policy AD 1.32 – Public Participation Policy 2025, as presented.”

Council Briefing Note

Purpose

To provide Council with a comparison of the 2018 Public Participation Policy and the updated 2025 version, and to recommend adoption of the new policy.

Background

- **2018 Policy:** First adopted following the MGA requirement (s.216.1).
- **2025 Policy Draft:** Developed to ensure compliance with the MGA’s four-year review requirement, align with new provincial legislation (ATIA/POPA), and incorporate best practices in public participation.

Key Comparisons – 2018 vs 2025 Policy

Category	2018 Policy	2025 Draft Policy	Improvement
Purpose	Focused on compliance with MGA; recognized value of participation.	Adds principles of transparency, inclusivity, proportionality, and clarifies participation is discretionary, not required for all decisions.	Clearer principles; recognizes small-municipality realities.
Guiding Principles	Not explicitly stated; implied through general statements.	Explicit principles: Transparent, Inclusive, Respectful, Accountable, Proportional, Discretionary.	Provides clarity for Council, Administration, and public.

Category	2018 Policy	2025 Draft Policy	Improvement
Definitions	Terms defined (CAO, Municipality, Public Participation, etc.); “stakeholder” language used.	Expanded and updated definitions; “stakeholder” replaced with “community members”; aligns with 2025 best practices.	Clearer, modernized terminology.
Council Responsibilities	Council to approve policy, consider input, review compliance.	Similar responsibilities, direct when public participation is required, reinforcing discretion.	Greater accountability and transparency.
Administration Responsibilities	CAO develops and implements participation plans, reports back.	Expanded: emphasizes affordability, accessibility, records management, and concise reporting.	Stronger clarity on CAO role.
Participation Opportunities	Lists programs, services, plans, financials, priorities, and as directed.	Same categories, but structured more clearly with emphasis on proportionality and strategic use of engagement.	Cleaner, easier to follow.
Participation Tools	General categories (in-person, digital, written, representative).	More detailed with small-municipality focus: affordable digital tools, simple written options, small advisory/focus groups; notes high-cost tools optional.	Practical, scalable, resource-conscious.
Standards for Engagement	Respectful, professional, accessible.	Expanded: proportionality, early notices, inclusivity, respectful conduct, “What We Heard” summaries shared.	Stronger commitment to transparency and accountability.
Legislation	MGA + FOIP.	MGA + ATIA/POPA (Bill 50), plus local policies.	Updated legislative compliance.
Review Requirement	Every 4 years.	Every 4 years (explicit).	Reinforces statutory requirement.

Analysis

The 2025 policy modernizes the 2018 framework, providing:

- Stronger guiding principles, ensuring clarity and accountability ensuring participation is appropriate and practical.
- Scalable engagement practices that reflect the Summer Village’s capacity.
- Alignment with updated provincial legislation (FOIP → ATIA/POPA).
- Practical tools (digital surveys, newsletters, town halls, focus groups) that can be realistically delivered.
- Enhanced transparency through “What We Heard” summaries.



Policy Category: Administration

Policy Number: AD 1.32

Policy Title: Public Participation Policy Update - 2025

Date Approved/Amended: October 14, 2025 **Resolution:** XX-XX-XX

1. Purpose

In accordance with Section 216.1 of the Municipal Government Act (MGA), this policy establishes a framework for public participation that:

1. Encourages meaningful community involvement in municipal decision-making.
2. Ensures transparency, accountability, and inclusivity in engagement processes.
3. Provides practical, realistic methods for input, scaled to the Municipality’s resources.
4. Clarifies that not all Council decisions will involve public participation; participation will be used when it is appropriate, beneficial, and practical

Note: This policy supplements, and does not replace, statutory public hearing requirements under the MGA.

2. Guiding Principles

Public participation in the Summer Village of Rochon Sands will be:

1. **Transparent** – Decision-making processes will be open and clearly communicated.
2. **Inclusive** – Opportunities will be accessible to residents, property owners, and other affected parties.
3. **Respectful** – Input must be provided in a constructive, professional manner.
4. **Accountable** – Council and Administration will demonstrate how input was considered.
5. **Proportional** – Methods will be scaled to the scope of the issue and available resources.
6. **Timely and Considered** – Residents will be invited to participate at points where their input can meaningfully inform decisions.

3. Definitions

- **CAO** – Chief Administrative Officer of the Summer Village of Rochon Sands or designate.
- **Community Members / Interested Parties** – Residents, property owners, organizations, businesses, visitors, and other parties affected by municipal decisions.
- **Public Participation** – Non-statutory processes where community members may provide input or receive information about municipal decisions.
- **Public Participation Plan** – A plan identifying objectives, timelines, and tools for gathering input on a specific matter.
- **Public Participation Tools** – Methods used to engage the community (see Section 7).

4. Council Responsibilities

Council shall:

1. Review and approve this policy and any updates at least once every four years.
2. Consider input obtained through public participation in decision-making.
3. Direct when public participation is to be used, recognizing not all Council decisions require consultation.

5. Administration Responsibilities

The CAO shall:

1. Develop, implement, and report on Public Participation Plans when directed by Council or where appropriate.
2. Ensure engagement methods are practical, affordable, and accessible.
3. Provide Council with clear summaries of community input and recommendations.
4. Maintain records of participation activities in compliance with applicable legislation.

6. Public Participation Opportunities

Public Participation Plans may be developed in the following circumstances, subject to Council direction and available resources:

- Introduction of new programs or services.
- Review or evaluation of existing programs or services.
- Development or update of strategic plans, business plans, or master plans.
- Preparation of annual budgets, financial plans, or major capital projects.
- Development or amendment of bylaws or policies of significant public interest.
- Any other matter where Council determines public input would be beneficial.

7. Public Participation Tools

Category	Tools
In-Person	Town halls, workshops, open houses, public meetings, Council delegations.
Digital	Online surveys, email consultations, social media notices/polls, website postings.
Written	Comment forms, letters, drop boxes, mailed surveys (targeted issues).
Representative	Volunteer advisory committees, focus groups, task forces (short-term and issue-specific).

Note: High-cost or complex tools (e.g., AI-assisted platforms, participatory budgeting) may be considered in future if resources allow.

8. Standards for Engagement

1. Engagement will be proportional to the issue and resources.
2. Participation will occur only when directed by Council or when deemed beneficial by Administration.
3. Notices for participation will be provided with reasonable timeframes.
4. Participants must engage respectfully; inappropriate or offensive conduct may result in exclusion.
5. “What We Heard” summaries will be shared with Council and made available to the public, scaled to the size and nature of the project.

9. Legislative & Policy Compliance

All public participation will comply with:

- The Municipal Government Act (including 2025 amendments).
- The Alberta Transparency and Information Act (ATIA) and Personal and Organizational Privacy Act (POPA), replacing FOIP.
- Other applicable legislation and municipal policies.

This policy will be:

- Posted on the municipal website.
- Reviewed by Council at least once every four years.

10. Policy Adoption

Approved and adopted by Council this ____ day of _____, 2025.

Summer Village of Rochon Sands

Municipal Policy

Category: AD 1.27 Administration

Title: Public Participation Policy 2018

Purpose: In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the Municipal Government Act.

General: Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions recognizing various Municipal Stakeholder interest;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

Definitions:

- **“CAO”** means the Chief Administrative Officer of the Summer Village of Rochon Sands or their delegate;
- **“Municipal Stakeholders”** means the residents of the Summer Village of Rochon Sands, as well as other individuals, organizations or persons that may have a interest in, or are affected by, a decision made by the Summer Village of Rochon Sands;
- **“Municipality”** means the Summer Village of Rochon Sands
- **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality;
- **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance;

- **“Public Participation Tools”** means the tools that may be used, alone or in combination to create Public Participation opportunities including, but not limited to:
 1. In person participation which may include at the counter interactions , door knocking., interviews, meetings, round-tables, town halls, open houses and workshops;
 2. Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums and online polls or surveys;
 3. Written participation which may include written submissions, email, mail in surveys, polls and workbooks; and
 4. Representative participation which may include being appointed to an advisory committee, ad hoc committees or citizen board.

Policy Responsibilities

Council Responsibilities:

Council shall:

1. Review and approve Public Participation Policy developed by the Chief Administrative Officer in accordance with this policy or as directed by Council;
2. Consider input obtained through Public Participation; and
3. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;

Administration Responsibilities:

The Chief Administrative Officer Shall:

1. In accordance with this Policy or as directed by Council, develop Public Participation Plans for Council approval;
2. Implement approved Public Participation Plans; and
3. Report findings of the Public Participation to Council;

Public Participation Opportunities:

The Chief Administrative Officer shall develop and implement a Public Participation Plan in the following circumstances:

1. When new programs or services are being established;
2. When existing programs and services are being reviewed;
3. When identifying Council priorities;
4. When gathering input or formulating recommendations with respect to the Municipality’s strategic plans or business plans;

5. When gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
6. As otherwise directed by Council;

Legislative and Policy Implications:

1. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation;
2. All Public Participation will be undertaken in accordance with all existing municipal policies;
3. This policy shall be available for public inspection and may be posted to the Municipality's website;
4. This Policy will be reviewed at least once every four years;

Public Participation Standards

1. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility;
2. Public Participation activities will be conducted in a professional and respectful manner;
3. Public Participation plans will consider early, ongoing and diverse opportunities to provide input;
4. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration may be excluded from Public Participation opportunities;



Meeting: Regular Council
Meeting Date: October 14, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Approval to Expense Tractor Rake Tines to Capital Account
Agenda Item Number: 9.4

Background:

In 2024, the Summer Village ordered rake tines for the municipal tractor from Future AG Inc. as part of the MSI Capital Project (CAP-12366). Over time, it was uncertain whether the order would be fulfilled.

The rake tines and corresponding invoice were received in July 2025, and payment was issued in August 2025 using cheque #20250088.

Because it was not confirmed that the rake tines would be received, this expense was not included in the 2025 Capital Budget. To ensure timely payment, the invoice was initially expensed to the Operating Budget.

There is available capacity within the MSI Capital Project (CAP-12366) to accommodate this expense. Since this item was not included in the approved Capital Budget, a Council resolution is required to authorize transferring the expense to the Capital Project.

Analysis / Discussion:

Reallocating this expense to the MSI Capital Project would align it with the original intent of the 2024 order and free up operating funds for other municipal needs.

This adjustment is administrative in nature and does not change the overall approved MSI funding total.

Legislation / Authority:

Per Municipal Government Act (MGA) Section 248, Council authorization is required for any expenditure not included in the current year's budget.

Financial Implications:

- Invoice Amount: \$992.25
- Current Expense Account: Operating Budget
- Proposed Account: 6-31-00-00-03-630 – Common Services / Tractor Attachments
- Funding Source: MSI Capital Project – CAP-12366

Reallocating this expense will reduce operational expenditures and utilize available MSI Capital funds already approved under the existing project.

Options for Council:

1. **Approve** expensing the invoice from Future AG Inc. to the specified Capital Account, thereby freeing operational funds.
2. **Leave** the expense in the Operating Budget.

Recommendation:

That Council approve expensing the invoice from Future AG Inc. for rake tines to Capital Account 6-31-00-00-03-630 – Common Services / Tractor Attachments (MSI Capital Project CAP-12366), noting that this requires a Council resolution as it was not included in the 2025 Capital Budget.

Proposed Motion:

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.



CAO Report for October 14, 2025, Regular Meeting of Council

Executive Summary

The October CAO Report highlights key operational, infrastructure, and policy updates for the Summer Village of Rochon Sands. Major items include:

- **Rochon Sands Bay Rock Pile:** Council correspondence sent to Alberta Agriculture & Irrigation to address legacy access road mitigation.
- **Canada Thistle Removal:** Alberta Forestry and Parks authorized fall/winter mowing on Environmental Reserve shoreline areas.
- **Campground Operations:** Successful 2025 season; Rochon Sands Provincial Park and Narrows Campgrounds closing October 13. Transition recommended to Canadian-owned “Let’s Camp” reservation system for improved management.
- **Village Square Washroom:** Construction nearly complete; facility to provide seasonal running water, transitioning to hand sanitizer in winter.
- **Beach Street East Flood Protection Project:** Grant discussions ongoing; details remain confidential.
- **Rochon Sands Campground Internet Connectivity Assessment:** Full Wi-Fi coverage not feasible under current budget; alternative solutions being explored.
- **Regional Fire Commission:** Joint review with White Sands; in-camera discussions continue on governance and funding framework.
- **Public Participation Policy Update:** Revised to meet MGA compliance and modern engagement best practices.
- **EOEP Training:** Council and Administration participating in mandatory municipal governance education.
- **OHS Inspection:** Positive inspection; minor administrative gaps being addressed, full compliance expected by October 24.
- **Strategic Planning & Community Engagement:** Online survey launched to guide November planning session; resident input requested by October 31.
- **Autumn Newsletter:** Distributed to inform residents of projects, events, and municipal updates.
- **Boat Launch Assessment:** WSP Engineering conducting preliminary technical and environmental review for upgrades.
- **Buffalo Lake Public Access Plan:** CAO attended County of Stettler’s initiative to enhance sustainable public access.
- **Employment Opportunity:** Seasonal part-time snowplow operator posted to support winter road maintenance.

Rochon Sands Bay Rock Pile Update

At the September 9, 2025, Regular 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 on the west side of Rochon Sands Bay. In accordance with the MGA, the original RFD was made public on the Summer Village website and included a draft letter addressed to the Honourable Rebecca Schulz, Minister of Environment & Protected Areas, and the Honourable Todd Loewen, Minister of Forestry and Parks, with copies to MLA Nate Horner, the Buffalo Lake Management Team, and the Buffalo Lake Intermunicipal Development Plan Committee.

Following the Buffalo Lake Management Team meeting on September 15, 2025, Mayor Hiller consulted with Carlin Soehn (Operations Infrastructure Manager – Alberta Agriculture and Irrigation), who recommended that the final letter be sent to the Honourable RJ Sigurdson, Minister of Agriculture and Irrigation, with himself copied for follow-up. The final correspondence was sent on September 17, 2025, requesting completion of the outstanding mitigation obligation from the Parlbly 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.

Canada Thistle Along the Bay Shoreline

In late August, Councillor Benson brought to the Summer Village Office’s attention a resident concern regarding Canada Thistle growing along the Bay shoreline. The affected area is Environmental Reserve (ER), which is part of the Summer Village’s Recreational Lease. This means that responsibility for removal, and any associated costs, falls to the Summer Village.

Under the Public Lands Act, removal of Canada Thistle along shorelines is not exempt and typically requires authorization, as unauthorized removal could result in fines of up to \$5,000 per day. Administration had been awaiting guidance from Alberta Forestry and Parks on acceptable removal methods.

The CAO contacted Alberta Forestry and Parks in August 2025 requesting permission to remove the thistle as per the Alberta Weed Control Act. Alberta Forestry and Parks granted permission on October 7, 2025, that the Summer Village could move forward and mowing of the weedy areas is permitted, preferably during fall or winter, and must avoid the breeding bird period (April 15 – August 15). With this guidance, the Summer Village can proceed with removal of the thistle outside of the restricted period. On October 9, 2025, SVRS Public Works cut down the Canada Thistle along the Bay shoreline.

Rochon Sands Provincial Park Campground Online Reservation System

In 2025, the Summer Village transitioned to the U.S.-based Campspot reservation system after Camp Reservations Canada was sold. Over the past season, both campers and administrative staff have experienced challenges with the new platform, including complex navigation, additional service fees, currency exchange complications from U.S. dollar transactions for Administration, and fewer management features than were previously available.

To address these issues and enhance both the user and administrative experience, Administration is recommending to Council to migrate to the Canadian-owned platform, *Let’s Camp*. This system provides a modern, mobile-friendly interface, real-time site availability, automated confirmations, and payments processed in Canadian dollars, along with robust tools for managing reservations, reporting, and customer communication.

Transitioning during the off-season will allow for adequate testing, data migration, and staff training ahead of the 2026 booking launch in January. While setup will require additional administrative effort, the long-term benefits include improved customer satisfaction, streamlined accounting, and greater operational control over campground management.

Campground Operations – Season Closure

Both Rochon Sands Provincial Park Campground and The Narrows Provincial Recreation Area Campground will close for the season following the Thanksgiving long weekend on October 13. Staff will complete the final rounds of maintenance, facility shutdown, and winterization immediately thereafter to prepare the sites for the off-season.

The Fall camping season was notably successful, with sustained visitation levels well into late September due to the favourable weather conditions. Extended periods of mild temperatures and clear weekends encouraged campers to take advantage of late-season recreation, resulting in higher than anticipated occupancy and revenue.

This extended activity contributed positively to the overall financial performance of both campgrounds for 2025. In particular, weekend bookings and short-stay visits remained strong, and several seasonal and returning campers expressed appreciation for the continued quality of facilities and services.

Operations staff will compile end-of-season financial summaries and maintenance reports for both campgrounds once final reconciliations are complete. These will help guide preparations for the 2026 operating plan, including any required infrastructure maintenance or upgrades identified during fall inspections.

Rochon Sands Provincial Park – Internet Connectivity Assessment

Administration recently toured the Rochon Sands Provincial Park Campground with the Municipality's IT professional to evaluate options for providing wireless Internet coverage throughout the campground. The goal was to assess feasibility, signal strength, and the infrastructure required to extend reliable Wi-Fi access across all camping loops and common areas.

The assessment confirmed that while limited connectivity could be achieved near existing service buildings, there are insufficient electrical service points across the park to support the installation of multiple Wi-Fi relay stations or boosters. Implementing the necessary electrical infrastructure, trenching, and network equipment would be cost prohibitive under current budgets.

At this time, full campground Internet coverage is not feasible without significant capital investment. Administration will continue to explore alternative solutions and potential future grant opportunities that could help offset installation costs.

Beach Street East Flood-Protection Project

On September 4, 2025, the Summer Village received a draft Grant Agreement from Alberta Transportation and Economic Corridors for the Beach Street East Flood-Protection Project. Following Council's in-camera review on September 9, 2025, at the Regular Meeting of Council, Administration provided a formal response to Alberta Transportation.

Discussions regarding the terms of the draft agreement are ongoing between the Summer Village and the Province. As the specifics of the agreement remain confidential and were discussed in camera, details

cannot be disclosed at this time. Administration will continue to work with Alberta Transportation to ensure the project proceeds in alignment with Council’s direction.

Village Square Washroom

On September 22, 2025, excavation and installation of the holding tank were completed as part of the Village Square Washroom construction project. The facility, constructed by Vortex, is now in the final stages of completion with interior finishing, door installation, and site grading underway.

The new washroom will serve as a modern outhouse-style facility featuring running water for handwashing during the spring, summer, and fall seasons. Once temperatures drop below freezing, the facility will transition to hand sanitizer use to ensure continued year-round availability.

This project represents another key milestone under the Village Square Development Plan, aimed at enhancing comfort, accessibility, and convenience for both residents and visitors. The new washroom will support the growing use of the Village Square for community events, recreation, and day-to-day public activity, while maintaining the clean and attractive character of the area.

Final commissioning and site cleanup are expected in October. The facility will be fully operational for public use next Spring.

Regional Fire Commission Update

The County of Stettler has circulated a draft proposal to establish a Regional Fire Commission under *Part 15.1 of the Municipal Government Act*. The intent of this initiative is to create a formal governance and funding framework for regional fire and rescue services that supports long-term coordination, accountability, and consistent service delivery across participating municipalities.

Administration from the Summer Village of Rochon Sands and the Summer Village of White Sands have jointly reviewed the initial materials and provided preliminary feedback. The focus of this input is on ensuring clear financial predictability for all members, fair representation within the governance model, and transparency around how future budgets are developed and approved. Both Summer Villages continue to work collaboratively with the County toward a model that balances operational efficiency with fiscal responsibility.

Discussions remain in-camera at this stage as details continue to be refined. The information will become public once the formal draft framework and bylaws are finalized for decision by member councils. At that time, Administration will bring a full public update and summary report forward.

Public Participation Policy Update (2025)

The SVRS Public Participation Policy is being updated to meet Municipal Government Act (MGA) requirements for review every four years. The 2025 update ensures continued legislative compliance, alignment with new provincial laws (ATIA/POPA replacing FOIP), and adoption of modern best practices in community engagement.

Key improvements include clear guiding principles—transparency, inclusivity, respect, accountability, proportionality, and discretion—and a set of practical engagement tools such as online surveys, newsletters, town halls, and focus groups. The policy also strengthens accountability through “What We Heard” summaries that demonstrate how public feedback informs decisions.

Council retains discretion to determine when public participation is appropriate, ensuring engagement efforts remain focused, realistic, and effective. There is a mandatory policy review every four years as per the MGA.

EOEP – Munis 101: The Essentials of Municipal Government

Both Council and Administration are participating in the EOEP (Elected Officials Education Program) – *Munis 101: The Essentials of Municipal Government training*. This program, developed jointly by EOEP and Alberta Municipal Affairs, is a provincially recognized orientation course required under the Municipal Government Act (MGA) that is now mandatory training for all elected officials.

The training provides a comprehensive overview of municipal governance, roles, and responsibilities, emphasizing effective Council–CAO relationships, informed decision-making, strategic planning, financial accountability, and legislative compliance.

Participation in this session promotes a shared understanding between Council and Administration, ensuring alignment on governance expectations and operational roles. This collective learning experience strengthens collaboration, enhances decision-making, and supports effective, transparent leadership within the Summer Village.

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

On October 3 2025, an OHS Officer conducted a workplace inspection at the Municipal Office, #1 Hall Street, as part of the 2025/26 M.D., Towns & Villages inspection initiative. The visit was positive and collaborative. The Officer commended Administration’s cooperation and commitment to formalizing OHS documentation. A follow-up re-inspection is scheduled for October 24 2025.

OHS Orders and Corrective Actions:

Topic / Section	Corrective Action / Status
Hazard Assessment – s.7	Completed a harassment for the Municipal Office (completed)
Emergency Response Plan – s.115	Implemented Oct 7, 2025
Violence & Harassment Plan – s.390	Adopted Oct 6 2025 – includes reporting & investigation procedures
WHMIS Training – s.397	CAO and Office Manager completed WHMIS training
Safety Data Sheets – s.407	SDS binder & SharePoint folder created Oct 5 2025
Working Alone System – s.394	Procedure implementation - check-in intervals & emergency protocols

Next Steps (before October 24, 2025)

- Ensure all new plans and procedures are printed and organized in the OHS Binder at the Municipal Office.
- Verify and file employee sign-off sheets for each policy.
- Label and tab binder sections for quick OHS review.
- Retain electronic copies on SharePoint for backup and version control.
- Conduct a short staff refresher meeting to confirm understanding and readiness.

Summary: The inspection identified minor administrative gaps rather than operational safety issues. Administration responded promptly and is completing all required documentation, training, and policy

implementation. The Summer Village is expected to be in full compliance by October 24, 2025, reflecting a positive safety culture and strong administrative due diligence.

Council Strategic Planning Session – Resident Input

Administration is preparing for the Council Strategic Planning Session scheduled for November, which will help guide the priorities, goals, and direction of the Summer Village over the coming years. This session provides Council with an opportunity to identify key projects, allocate resources effectively, and ensure the needs of the community are met.

Resident feedback is a critical component of this planning process. Administration has launched a short online survey to gather input on community priorities, goals, and direction. Residents are encouraged to participate to ensure their voices are reflected in the decisions shaping the future of the Summer Village. Survey Deadline: October 31, 2025

Autumn Newsletter

Administration recently released the Autumn Newsletter, which was distributed to residents via email and posted on the municipal website. The publication provides a comprehensive update on current municipal initiatives, community projects, and upcoming events as the Village transitions into the fall and winter seasons.

Highlights include:

- Strategic Planning Session – A look ahead at Council’s upcoming strategic planning discussion which will focus on community priorities for the Summer Village.
- Village Square Washroom – Progress update on the near-complete construction of the new washroom facility in the Village Square.
- Rochon Sands Provincial Park – Summary of campground operations, saying goodbye to our four amazing summer students and end-of-season closure after Thanksgiving.
- Employment Opportunity – Notice of a seasonal part-time snowplow operator position, inviting interested applicants to contact the Summer Village Office.
- Boat Docks and Mooring – Reminders about end-of-season dock removal timelines and safe storage practices for private moorings.
- Waste Bins – Guidance for residents on proper use of waste and recycling bins as collection services transition for winter.
- Events in Rochon Sands including the Rochon Rush, Dragon Boat activities, and other local gatherings.
- Tax Installment Payment Plan (TIPP) – Encouragement for residents to consider enrolling in the TIPP program for easier year-round property tax management.

The newsletter continues to be an effective tool to communicate Council initiatives, operational updates, and community engagement opportunities, supporting transparency and connection between the Municipality and its residents.

Boat Launch Preliminary Assessment – WSP Engineering

At the September 9, 2025 Regular Council Meeting, Council endorsed proceeding with a Preliminary Assessment of the Rochon Sands Boat Launch to evaluate its current condition and identify required upgrades or maintenance improvements. The project, led by WSP Engineering, includes a site survey, hydrotechnical review, structural assessment, and desktop environmental constraints analysis. The

assessment is being funded through MSI and other applicable grant programs and will also provide key technical and environmental information to support the Recreational Lease Renewal process for the waterfront area.

Administration met with WSP onsite at the boat launch on September 30, 2025 to review existing conditions, confirm the scope of work, and discuss data collection requirements. WSP is now completing their technical review and preparing a Preliminary Assessment Report summarizing findings, upgrade options, and cost estimates for consideration by Council once finalized.

County of Stettler – Buffalo Lake Public Access Enhancement Plan

The CAO attended the County of Stettler’s “Buffalo Lake Public Access Enhancement Plan” Open House on October 1, 2025. The County is initiating a project aimed at improving public access and recreational amenities at Scenic Sands, Buffalo Lake Meadows, and Buffalo View Estates.

Parkland Community Planning Services (PCPS) has been engaged to lead the project, which includes assessing existing access points, reviewing recreational use and trends, consulting with local municipalities and residents, and developing conceptual designs, recommendations, and cost estimates for potential improvements.

The initiative is focused on enhancing safe, sustainable, and environmentally responsible public access around Buffalo Lake. The County has invited community feedback to help shape the final recommendations, ensuring the plan reflects both local needs and long-term stewardship goals for the lake and its surrounding communities.

Employment Opportunity – Seasonal Part-Time Snowplow Operator

Administration has posted a job advertisement for a Seasonal Part-Time Snowplow Operator to assist with snow and ice control during the upcoming winter season. The position is on an on-call/as-needed basis and is intended to maintain safe and accessible roadways throughout the Summer Village.

The role includes plowing and clearing snow, applying sand or salt as required, and performing basic equipment inspections before and after use. The ideal candidate will have experience operating snowplows, tractors, or loaders (municipal or commercial experience preferred) and must be available on short notice during snow events, including early mornings, evenings, and weekends.

The posting emphasizes the importance of safety, reliability, and independent work capability in challenging winter conditions



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

September 22, 2025

The Honourable Dan Williams
Minister of Municipal Affairs

Dear Minister:

Thank you for your continued service to the people of Alberta and for your leadership within our government.

Albertans have entrusted us with a clear mandate: to deliver results, strengthen our communities, and build a future rooted in prosperity, opportunity, and responsible governance. Our government was elected to get the job done – and that is exactly what we will do.

Your ministry has had great success and accomplished several important milestones that reflect your commitment to serving Albertans. Some of these include:

- Strengthening local governance and updating local election rules with amendments to the *Municipal Government Act*, *Local Authorities Election Act* and the Local Political Parties and Slates Regulation.
- Enhancing construction safety and quality standards for newly built homes with changes to *New Home Buyer Protection Act* and the *Safety Codes Act*.

These achievements have laid a strong foundation for the work ahead and demonstrate your team's ability to turn vision into action.

Under your leadership as Minister of Municipal Affairs, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the Committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

- Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.
- In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.
- Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.
- Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

In addition, I expect you to provide support on further initiatives overseen by your colleagues:

- In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans



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they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to continuing the important work we have started and to get the job done.

Sincerely,

A handwritten signature in black ink that reads "Danielle Smith". The signature is written in a cursive, flowing style.

Hon. Danielle Smith
Premier of Alberta

12.2 Email Response from Honourable RJ Sigurdson, Minister, Agriculture and Irrigation, Request to Complete Outstanding Mitigation – Removal of Legacy Streit/Zender Access Road, Rochon Sands Bay – October 10, 2025

From: AGRIC Minister <AGRIC.Minister@gov.ab.ca>

Sent: Friday, October 10, 2025 1:21 PM

To: Info <info@rochonsands.net>

Cc: Carlin Soehn <carlin.soehn@gov.ab.ca>

Subject: RE: Request to Complete Outstanding Mitigation – Removal of Legacy Streit/Zender Access Road, Rochon Sands Bay

Dear John Jacobson:

Thank you for your email and the attached letter from Mayor Dan Hiller regarding the Streit/Zender Road mitigation item in Rochon Sands Bay.

Agriculture and Irrigation acknowledges the concerns raised by the Summer Village and understands the importance of ensuring safe and navigable waters for residents and visitors. Our records indicate that this mitigation item was addressed in the late 1990s, with road removal work completed under the supervision of the Summer Village at that time.

Nonetheless, we take this matter seriously and are currently reviewing historical documentation to confirm the extent of the work completed and to determine if there may be any outstanding items that have become apparent with low lake levels. Carlin Soehn, Operations Infrastructure Manager, will reach out to you to discuss a site visit as well as further logistics and timing for any remaining work.

The Rockling Bay boat launch and any related maintenance are the responsibility of the Summer Village of Rochon Sands. If the Summer Village has determined that dredging would increase the usability and functionality of the boat launch, then that work could be undertaken by the Summer Village once the necessary permits are obtained from Environment and Protected Areas as well as Forestry and Parks.

Thank you again for writing.

Sincerely,

Honourable RJ Sigurdson

Minister, Agriculture and Irrigation