

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
September 9, 2025 @ 6:00 PM
 Municipal Office and Via Zoom for Public

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13.2. Personnel - CAO Performance Review – Section 17, Protection of Privacy Act	
14. Next Council Meeting Date – October 14, 2025	
15. Adjournment	

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

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

Commissioner for Oaths – Carol Dyck

1. Call to order

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

2. “Swearing In” The Official Oath of Office - Councillors

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

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

Res 25-08-01 Motion by Councillor Benson to appoint Councillor Hiller as Chief Elected Official for the Summer Village of Rochon Sands. Councillor Hiller accepted the position of Chief Elected Official.

Carried

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

Res 25-08-02 Motion by Councillor Blaney to appoint Councillor Benson as Deputy Chief Elected Official for the Summer Village of Rochon Sands. Councillor Benson accepted the position as Deputy Chief Elected Official.

Carried

5. Appointment of Signing Officers

Res 25-08-03 Motion by Mayor Hiller to appoint all three members of council as having signing authority.

Carried

6. Establishment of Council Meeting Dates and Times

Res 25-08-04 Motion by Councillor Benson that the Summer Village of Rochon Sands Regular Council meetings be held at The Summer Village of Rochon Sands Municipal Office, #1 Hall Street, on the Second Tuesday of the Month, starting at 6:00 P.M.

Carried

7. Council Remuneration

Res 25-08-05 Motion by Mayor Hiller that each of the three elected officials of the Summer Village of Rochon Sands receive annual remuneration of \$3,000, beginning August 2025 and covering the 12-month period until August 2026, payable in August of 2026. If a councillor leaves office before the term ends, remuneration will be pro-rated accordingly.

Carried

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

Res 25-08-06 Motion by Councillor Benson to appoint Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009) as the appointed assessor for the Summer Village of Rochon Sands.

Carried

9. Appointment of Financial Auditor for The Summer Village of Rochon Sands

Res 25-08-07 Motion by Councillor Benson to appoint Gitzel & Company Chartered Professional Accountants as the Summer Village of Rochon Sands financial auditor.

Carried

- 10. Appointment of Legal Counsel for The Summer Village of Rochon Sands**
Res 25-08-08 Motion by Councillor Blaney to appoint Wilson Cruikshank LLP as legal counsel for the Summer Village of Rochon Sands.
Carried
- 11. Appointment of Safety Codes Inspection Services**
Res 25-08-9 Motion by Mayor Hiller to appoint IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands.
Carried
- 12. Appointment of Banking Institution**
Res 25-08-10 Motion by Councillor Benson to appoint the Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands.
Carried
- 13. Appointments of Regional Subdivision and Development Appeal Board (SDAB)**
Res 25-08-11 Motion by Mayor Hiller to appoint the Parkland Community Planning Services (PCPS) to provide Regional Subdivision and Development Appeal Board services for the Summer Village of Rochon Sands.
Carried
- 14. Appointments of Regional Planner (PCPS)**
Res 25-08-12 Motion by Councillor Blaney to appoint Parkland Community Planning Services (PCPS) as the Regional Planner and Subdivision Authority for the Summer Village of Rochon Sands.
Carried
- 15. Appointments of Region Assessment Review Board**
Res 25-08-13 Motion by Mayor Hiller to appoint the Capital Region Assessment Services Commission (CRASC) and Clerk services, CRASC Members for the Summer Village of Rochon Sands, as follows:
 - ARB Chairman - Raymond Ralph
 - Certified ARB Clerk - Gerryl Amarin
 - Certified Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel Leblanc, Raymond Ralph
Carried
- 16. Appointment of Engineering Firm**
Res 25-08-14 Motion by Councillor Benson to appoint WSP Engineering Services as the Summer Village of Rochon Sands Engineering Services firm.
Carried
- 17. Committee Appointments**
1. **Rochon Sands Hall and Recreation Association Board** - Councillor Benson; Alternate, Councillor Blaney
 2. **County of Stettler Housing Authority** – Mayor Hiller; Alternate, Councillor Blaney
 3. **Stettler Waste Management Authority** - Councillor Blaney; Alternate, Mayor Hiller
 4. **Shirley McClellan Regional Water Services Commission (SMRWSC)** - Councillor Blaney; Alternate, Councillor Benson
 5. **Buffalo Lake Intermunicipal Planning Committee** – Mayor Hiller; Alternate, Councillor Blaney
 6. **Stettler Regional Fire Advisory Committee** – Mayor Hiller; Alternate, Councillor Benson
 7. **Stettler District Ambulance Association** - Councillor Benson; Alternate, Mayor Hiller
 8. **Buffalo Lake Management Team** – Mayor Hiller; Alternate, Councillor Blaney
 9. **Parkland Community Planning Services (PCPS)** - Councillor Benson; Alternate, Councillor Blaney
 10. **Parkland Regional Library System Board** - (refer to Village of Donalda for representation)
 11. **County of Stettler Regional Recreation Board**- Rochon Sands Hall & Recreation Board President, Shawna Benson; Alternate, Councillor Blaney

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

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

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

Res 25-08-16 19. **Adjournment**
Motion by Councillor Blaney to adjourn at 7:21 PM
Carried

Chief Elected Official

Chief Administrative Officer

DRAFT

COUNCIL ORGANIZATIONAL APPOINTMENTS August 2025/August 2026				
	Councillor	Councillor	Councillor	CAO
	D. Benson	J. Blaney	D. Hiller	
Primary - X, Alternate - A				
Appointment of Chief Elected Official (Mayor)			X	
Appointment of Deputy Mayor	X			
Appointment of Signing Authority (Minutes - Person Presiding at meeting & Designated Officer) (Bylaws - Chief Elected Official (CEO) and Designated Officer (CAO)) (Agreements & Cheques - CEO or Other Authorized by Council & CAO)	X	X	X	X
Rochon Sands Hall and Recreation Association Board				
Rochon Sands Hall and Recreation Association Board	X	A		
County of Stettler Housing Authority		A	X	
Stettler Waste Management Authority		X	A	
Shirley McClellan Regional Water Services Commission (SMRWSC)	A	X		
Buffalo Lake Intermunicipal Planning Committee		A	X	
Stettler Regional Fire Advisory Committee	A		X	
Stettler District Ambulance Association	X		A	
Buffalo Lake Management Team		A	X	
Parkland Community Planning Services Annual AGM	X	A		
Parkland Regional Library System Board *	Refer to Village of Donalda Rep			
Stettler County Regional Recreation Board **		A		
Stettler Regional Emergency Management Agency (SREMA)	X		A	
Intermunicipal Collaboration Committee (ICC)	A	X		
Regional Fire Commission		A	X	
Council Meeting Schedule and Location				
Council Meeting Schedule and Location	2nd Tuesday of the Month at 6pm Municipal Office, #1 Hall Street, Rochon Sands AB & Zoom			
Council Remuneration	CO 1.1 Council Remuneration and Expenses Policy			
Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants			
Appointment of Financial Auditor	Gitzel & Company Chartered Professional Accountants			
Appointment of Legal Counsel	Wilson Cruikshank LLP			
Appointment of Safety Codes Inspection Services	IJD Inspections			
Appointment of Banking Institution	Royal Bank			
Appointment of Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS			
Appointment of Regional Planner	Parkland Regional Planning Commission (PCPS)			
Appointment of Regional Assessment Review Board	Capital Region Assessment Services Commission			
Appointment of Engineering Firm	WSP Engineering Services			
** Note: Stettler County Regional Recreation Board - SVRS Representative -Shawna Benson (Rochon Sands Hall & Recreation Association Board President), Alternate - Councillor Blaney				

MINUTES

Regular Meeting of the Council of the Summer Village of Rochon Sands
Held on August 12, 2025
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

Public (0):

1. Call to Order

Meeting Called to Order at 7:22 pm by Mayor D. Hiller.

2. Approval of Agenda/Additions

RES 25-08-17 **MOVED by** Mayor D. Hiller to accept the agenda as presented.

CARRIED

3. Public Hearing

3.1. None Scheduled

4. Delegations

4.1. None

5. Approval of Previous Minutes

5.1. July 8, 2025 - Regular Council Meeting Minutes

RES 25-08-18 **MOVED by** Mayor D. Hiller to accept the Summer Village of Rochon Sands July 8, 2025, Regular Council Meeting Minutes as presented.

CARRIED

6. Business Arising from Previous Minutes

6.1. 2025 Annual Summer Village of Rochon Sands Ratepayers Information Meeting Date

RES 25-08-19 **MOVED by** Councillor J. Blaney to set the Summer Village of Rochon Sands Ratepayer Annual Information Meeting to Saturday, August 23, at 9am at the Village Shop.

CARRIED

6.2. Councillor Mandatory Training as per the Municipal Government Act

RES 25-08-20 **MOVED by** Mayor D. Hiller to accept the Councillor MGA Mandatory Training session dates as information.

CARRIED

6.2.1. RFD Extension of Mandatory Orientation Training Deadline – Part B

RES 25-08-21 **MOVED by** Councillor J. Blaney That Council, in accordance with Section 201.1(2) of the MGA, extend the deadline for completion of Part B mandatory

orientation training to November 10, 2025, to allow attendance at the Elected Officials Education Program (EOEP) training session on September 13, 2025.

WHEREAS Section 201.1(2) of the Municipal Government Act allows council to extend the deadline for completing Part B of mandatory orientation training by up to 90 days;

AND WHEREAS the Summer Village of Rochon Sands has arranged for EOEP to deliver Part B training on September 13, 2025;

THEREFORE, BE IT RESOLVED THAT Council extend the deadline for completion of Part B training to November 10, 2025.

CARRIED

7. Financial Reports

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

7.2. Financials - Cheque Listing for July 2025

7.3. Financials – July 2025 Bank Reconciliation

RES 25-08-22 **MOVED by** Mayor D. Hiller to accept the financial reports and statements as presented.

CARRIED

8. New Business

8.1. ASVA - 67th Annual Conference October 16 & 17, 2025

RES 25-08-23 **MOVED by** Mayor D. Hiller to accept the ASVA Conference dates as information.

CARRIED

8.2. RFD Municipal Planning Commission Bylaw

Bylaw 273-25

RES 25-08-24 **MOVED by** Mayor D. Hiller THAT Bylaw No. 273-25 being the Municipal Planning Commission Bylaw, establishing the Municipal Planning Commission as the Development Authority for the Summer Village of Rochon Sands, be given First Reading.

CARRIED

RES 25-08-25 **MOVED by** Councillor J. Blaney that Bylaw 273-25 being the Municipal Planning Commission Bylaw, be given second reading.

CARRIED

RES 25-08-26 **MOVED by** Councillor D. Benson that Bylaw 273-25 being the Municipal Planning Commission Bylaw, receive unanimous consent to be considered for third reading.

CARRIED UNANIMOUSLY

RES 25-08-27 **MOVED by** Councillor D. Benson that Bylaw 273-25 being the Municipal Planning Commission Bylaw, be given third reading.

CARRIED

8.3. RFD Council Procedural Bylaw

Bylaw 274-25

RES 25-08-28 **MOVED by** Mayor D. Hiller THAT Bylaw No. 274-25 being the Council Procedural Bylaw, an updated bylaw of the Summer Village of Rochon Sands to regulate the proceedings of Council and to define the duties of Council and its members, be given First Reading.

CARRIED

RES 25-08-29 **MOVED by** Councillor J. Blaney that Bylaw 274-25 being the Council Procedural Bylaw, be given second reading.

CARRIED

RES 25-08-30 **MOVED by** Mayor D. Hiller that Bylaw 274-25 being the Council Procedural Bylaw, receive unanimous consent to be considered for third reading.

CARRIED UNANIMOUSLY

RES 25-08-31 **MOVED by** Councillor D. Benson that Bylaw 274-25 being the Council Procedural Bylaw, be given third reading.

CARRIED

8.4. RFD DP 2025-04 MPC Report for Council

RES 25-08-32 **MOVED by** Councillor D. Benson That the Municipal Planning Commission approve the Development Permit DP 2025-04 for the Permitted Use of an 66.82 m2 Accessory Building and the Discretionary Use of a 66.8 m2 Guest House, located within the front yard, in front of the principal dwelling, and with a 4.9 m (16 ft) front yard setback, with the conditions outlined on the attached Development Permit.

CARRIED

9. Council/Committee Reports

9.1. Mayor's Report

- No committee meetings to report on

9.2. Councillor Reports

Councillor Benson

- No committee meetings to report on

Councillor Blaney

- Councillor J Blaney reported that he attended the Rochon Sands Hall & Recreation Association Annual General Meeting.

10. CAO and Staff Reports

10.1. CAO Report (written)

RES 25-08-33 **MOVED by** Mayor D. Hiller to accept Council / Committee and CAO reports as presented.

CARRIED

11. Correspondence/Information/Reports

11.1. Minister's Awards for Municipal and Public Library Excellence – SMRWSC - Letter from Honourable Dan Williams, Minister of Municipal Affairs

11.2. Recommendations on Recall of a Municipal Elected Official – ABmunis

11.3. Letter – Introduction Letter from new Alberta RCMP Commanding Officer – Deputy Commissioner, Commanding Officer Alberta RCMP Trevor Daroux

11.4. 2025 Breeding Bird Survey – Summer Village of Rochon Sands – Buffalo Lake

RES 25-08-34 **MOVED by** Councillor D. Benson to accept the reports and correspondence as information.

CARRIED

12. Closed Session (In Camera)

12.1. None

13. Next Regular Meeting Date – September 9, 2025 – 6pm

14. Adjournment

RES 25-08-35 **MOVED by** Mayor D. Hiller to adjourn the Regular Council meeting at 9:20 pm.

CARRIED

Mayor

Administrator

DRAFT



Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Fall Strategic Planning
Agenda Item Number: 6.1

Background/Proposal/Issue:

The Summer Village’s most recent Strategic Plan drafts (2020–2023 and 2023–2028) were never formally approved by Council. While they have served as informal references, these drafts are now outdated. Many identified initiatives have either been completed, are no longer relevant, or do not align with:

- Current resident expectations
- Provincial legislative changes (e.g., Bill 50 – repeal of FOIP and Code of Conduct bylaws)
- Present financial circumstances

With the election of new Councillors in August 2025 and an evolving municipal/provincial context, it is essential to develop a clear and updated Strategic Plan for 2026–2029.

Discussion/Options/Benefits/Disadvantages:

A **Council–Administration Strategic Planning Workshop** is recommended for Fall 2025 to set the foundation for the next four years. The workshop would:

- Review achievements and gaps from the proposed 2023–2028 Strategic Plan.
- Confirm or update Council’s vision, mission, and guiding values.
- Identify **3–5 strategic priorities** to guide decision-making and budgeting.
- Develop specific goals, timelines, and resource implications for each priority.
- Strengthen alignment between Council, Administration, and residents.

Administration has prepared:

- A Strategic Planning Approach
- A proposed workshop agenda
- A resident survey to inform Council’s strategic planning discussion.

Costs/Source of Funding:

- **Minimal direct costs** (meeting space, materials, refreshments).
- **Optional external facilitator:** estimated \$1,500–\$3,000.
- **Administrative staff time** to coordinate, draft, and finalize the updated plan.

Recommended Action/Options:

That Council:

1. Approve the scheduling of a Strategic Planning Workshop for **October/November 2025**,
2. Direct Administration to develop a draft 2026–2029 **Strategic Plan framework** to guide discussion and priority-setting, and
3. Direct Administration to finalize and return the Strategic Plan for Council approval by resolution **before December 31, 2025**.

Motion by Council:

“That Council direct Administration to schedule a Strategic Planning Workshop in Fall 2025, using the draft 2026–2029 Strategic Plan Framework as the basis for Council discussion and priority-setting, and further direct Administration to prepare a final Strategic Plan for Council adoption by resolution before December 31, 2025.”

2026-29 Strategic Plan Framework – Fall 2025

1. Purpose & Outcomes

- **Purpose:** To align Council, Administration, and residents around a clear set of priorities for the next 3–5 years.
- **Outcomes:**
 - Confirm Council’s **mission, vision, and values**.
 - Identify **3–5 strategic priorities** that guide decision-making.
 - Develop a **workable action plan** tied to municipal resources and capacity.
 - Strengthen Council–Administration–Community alignment.

2. Recommended Process

Phase 1 – Preparation (September–October)

- **Background Briefing:** Administration compiles key inputs – MGA obligations, current bylaws/policies, financial trends, capital plans, demographic/community data, and provincial legislative changes (e.g., Bill 50 updates).
- **Resident Input:** Quick engagement – survey to capture priorities.
- **Council Pre-Session Survey:** Each Councillor identifies their top 5 priorities individually.

Phase 2 – Planning Workshop (October/November)

- **Council–Administration workshop** (half-day or full day).
- **Agenda:**
 1. Environmental scan (what’s changed: provincial policy, local demographics, budget pressures).
 2. Confirm/update mission, vision, and values.
 3. Identify shared priorities – short list of 3–5.
 4. Translate priorities into **specific goals** (with timelines, responsible parties, and resource implications).

Phase 3 – Draft & Adoption (November–December)

- Administration prepares a **draft Strategic Plan** document, aligned with the Operating and Capital Budgets.
- Council reviews and adopts the plan by motion.
- Communication: Release a **1-page resident-facing summary** alongside the detailed plan.

3. Key Strategic Themes to Consider

- **Infrastructure & Asset Management** – roads, boat launch, trails.
- **Community Life & Recreation** – hall, campgrounds, recreation programming.
- **Environmental Stewardship** – lake health, shoreline, parks, sustainability.
- **Governance & Transparency** – resident communication, bylaws, intermunicipal cooperation.
- **Financial Sustainability** – long-term budgeting, provincial grant opportunities, user fees.

4. Implementation & Monitoring

- Integrate priorities into **Council agendas and CAO reports**.
- Conduct an **annual progress check-in** each Fall before the budget cycle.
- Update the plan formally every **4 years to coincide with the municipal election cycle**, with light refreshes annually.

5. Deliverables for Council

- **Full Strategic Plan** (mission, vision, values, priorities, goals, timelines, responsibilities).
- **1-Page Public Summary** (visual, resident-friendly).
- **Integration into Budget** (a living document, not a shelf plan).

Strategic Planning Workshop – Draft Agenda – Date to be Determined

1. Welcome & Purpose (Mayor/CAO)
2. Environmental Scan – finances, legislation, assets, community
3. Review previous Strategic Plan Drafts – what’s accomplished, what’s still relevant
4. Vision & Mission & Values Confirmation – refine as needed
5. Priority Setting Exercise – cluster into 3 to 5 priority areas
6. Goal & Action Mapping – assign timelines and resource needs
7. Next Steps & Adoption – draft plan, Council motion, resident communication

Resident Survey Attached Below:

Your Voice, Our Future – Municipal Strategic Planning 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?



INFORMATION REPORT

Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Main Beach Walkway Option
Agenda Item Number: 6.2

PURPOSE

To provide Council with information regarding a Beach Walkway Option. This report is for **information purposes only**—no Council decision is required at this time.

BACKGROUND

Summer Village Administration has been exploring cost-effective options to replace the existing rubber mat walkway across the main public beach in the Bay. Administration has evaluated several alternatives.

One option considered was the repurposing of the Rochon Sands Bay Marina's wooden docks, which were scheduled for replacement with polyethylene floating docks in Spring 2024. This approach was initially seen as a potentially sustainable and cost-effective solution for Summer Village of Rochon Sands (SVRS) ratepayers while also assisting the Marina Association in disposing of surplus dock materials. However, this plan was contingent on the structural integrity of the wooden docks once removed from the lake.

Upon inspection, the docks were deemed structurally unsuitable for this purpose. In addition, a resident delegation presented concerns to Council at the May Regular Council Meeting including safety concerns and the overall appearance of a wooden walkway. Administration advised at that time that, had the docks been viable, they would have been refinished and installed flush with the sand to minimize tripping hazards.

In 2024, Lacombe County launched a Mobi-Mat system at Sandy Point Beach. This mat improves accessibility for all users, including those with mobility aids, strollers, or bicycles, by providing a stable surface across the sand. The mat allows for much easier access through the sand to the water.

The CAO spoke with Lacombe County Administration regarding the Mobi-Mat system. Lacombe County reported positive user feedback and noted that the system is low-maintenance and easy to install.

CURRENT STATUS

Administration has identified the Mobi-Mat system as an alternative option for the beach walkway.

Mobi-Mat is a portable, removable rollout beach access mat designed for pedestrians, wheelchair users, strollers, bicycles, and light all-terrain vehicles. The 5-foot-wide mat is available in connectable lengths from 16.5 ft (5 m) to 100 ft (30 m), offering flexible configurations.

Key features include:

- Suitable for flat sand and other surfaces
- Made from all-weather, heavy-duty recycled polyester
- 100% recycled and recyclable materials

IMPLICATIONS

- **Financial Implications:** A quote has been received for approximately **\$25,000**, including shipping for three 100 ft mats, 5 feet wide, and securing spikes.
- **Installation Costs:** No additional costs anticipated. Summer Village Public Works staff can complete the installation.
- **Public/Stakeholder Implications:** The new walkway would improve accessibility for a range of users and address previous concerns regarding safety and aesthetics.

NEXT STEPS

Administration is actively seeking grant opportunities to fund this project under the category of “Accessible Access.” If successful, purchase and installation of the Mobi-Mat system could proceed in Spring 2026 with Council approval.





INFORMATION REPORT

Meeting:	Regular Council
Meeting Date:	September 9, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	OHVs on Sands Street
Agenda Item Number:	6.3

PURPOSE

To provide Council with information regarding Transportation and Economic Corridors (TEC) permitting Off-Highway Vehicles (OHVs) on Sands Street (Alberta Transportation Highway 835). This report is for **information purposes only**—no Council decision is required.

BACKGROUND

Sands Street (Highway 835) is classified as a provincial secondary highway, and under Alberta's Traffic Safety Act, OHVs are currently prohibited.

Earlier this year, the Summer Village received approval from TEC for the Alberta Golf Cart Pilot Project, which permits registered golf carts to operate on Sands Street and other Summer Village roads as outlined in the SVRS Golf Cart Bylaw and Alberta Transportation Regulations.

The CAO formally requested TEC's approval to permit OHVs on Sands Street in April 2025 and again in August 2025. TEC advised the CAO that they are actively developing a provincial OHV strategy but do not yet have a resolution. TEC anticipates being in a position to offer guidance or potential solutions in Spring 2026.

TEC also noted that, should the Summer Village wish to assume ownership of Highway 835 within the Summer Village limits, it would gain the authority to establish its own rules regarding OHV use. Assuming ownership of Highway 835 within the Summer Village limits is not a financially viable option for the Rochon Sands ratepayers.

CURRENT STATUS

Under the Traffic Safety Act, OHVs are prohibited from using Alberta secondary highways—including roadways, ditches, and rights-of-way—unless explicit ministerial approval is granted. While crossing a highway with an OHV is permitted by the shortest possible route, continuous travel along the highway remains unlawful.

Currently, OHV use on Sands Street is illegal, and individuals operating OHVs there may be subject to enforcement action by Peace Officers.

NEXT STEPS

- Await the release of TEC's OHV strategy in Spring 2026.
- Reassess potential options based on provincial guidance once available.



INFORMATION REPORT

Meeting:	Regular Council
Meeting Date:	September 9, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Beach Street Flood-Protection Project – Draft Provincial Grant Agreement
Agenda Item Number:	6.4

BACKGROUND

On September 4, 2025, the Summer Village of Rochon Sands received a draft Grant Agreement from Alberta Transportation & Economic Corridors in support of the Beach Street Flood-Protection Project.

The Summer Village has been awaiting provincial progress on the proposed Beach Street East Flood Barrier Project for several years. Due to fluctuating water levels and ongoing shoreline erosion, access issues have persisted for cottages located on Beach Street East. In particular, the current road conditions do not support safe access for emergency response vehicles. In January 2022, the local Regional Fire Chief issued a letter outlining serious concerns regarding emergency vehicle access.

The section of roadway requiring rehabilitation spans approximately 300 metres in length and 4 metres in width. Despite previous planning efforts by Alberta Transportation, the project has not advanced, raising continued safety concerns for the community.

PROJECT PURPOSE:

- To protect low-lying properties along Beach Street from flooding and erosion.
- To ensure reliable and safe access for residents and emergency vehicles.
- To strengthen the long-term resiliency of community infrastructure adjacent to Buffalo Lake.

PROCESS GOING FORWARD:

- Professional engineering services will be retained to determine design options and technical requirements.
- Council will seek resident input through public meetings once engineering options are developed.
- The project will also require Provincial review and approval before any construction may proceed.
- Following those steps, a competitive procurement process would be undertaken to select a contractor for the project.

CONFIDENTIAL REVIEW:

The Draft Agreement itself will not be made public at this stage, as it contains intergovernmental terms that require Council's review **in camera** (closed session) under section 197(2)(c) of the Municipal Government Act (intergovernmental relations). Once the agreement is finalized and executed, it will become a public document.

RECOMMENDATION (OPEN SESSION MOTION):

"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 camera under section 197(2)(c) of the Municipal Government Act."



SUMMER VILLAGE OF ROCHON SANDS
STATEMENT OF OPERATING REVENUE & EXPENDITURES
 For the month of August 2025

General Ledger	Description	2024 YTD Actual	2025 YTD Actual	2025 Budget
*	General Administration	(4,008.98)	(17,352.85)	(19,992.00)
*	Protective Services	4.00	(2,793.00)	(3,273.00)
*	Common Services	0.00	(7,480.00)	(9,200.00)
*	Planning & Development	(503.19)	(7,853.16)	(6,700.00)
*	Recreation & Parks	0.00	(450.00)	(936.00)
*	Provincial Parks	(140,927.72)	(155,221.32)	(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	(1,218.43)	(2,276.39)	(12,000.00)
**	TOTAL REVENUE	(632,522.80)	(718,645.15)	(769,716.00)
*	Council & Legislative	9,214.91	10,099.90	10,700.00
*	General Administration	92,030.40	109,267.99	185,320.00
*	Common Office	7,002.84	5,456.84	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	0.00	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	41,233.31	60,395.46	81,050.00
*	Water Department	3,388.77	3,396.67	6,800.00
*	Landfill & Recycling	7,342.00	7,541.00	14,822.00
*	Planning & Development	1,710.12	6,017.17	10,850.00
*	Parks & Recreation	6,211.30	7,257.07	18,650.00
*	Provincial Parks	96,875.50	115,154.64	159,736.00
*	Culture	1,566.70	1,746.41	7,112.00
*	Contingency	0.00	0.00	0.00
*	Requisitions	100,830.55	103,310.92	206,265.00
**	TOTAL EXPENSES	376,887.32	442,836.03	769,715.00
***	(SURPLUS)/DEFICIT-Before Amort	(255,635.48)	(275,809.12)	(1.00)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

2025-Sep-3
2:49:52PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250079	2025-08-06	ACTION PLUMBING & EXCAVATION	W45084 W45105	REPAIR/REPLACE WATER SYSTEMS SHOCKING HALL WELL	4,715.32 774.38	5,489.70
20250080	2025-08-06	BOUNTY ONSITE	001-166711	CLEANING SUPPLIES	31.89	31.89
20250081	2025-08-06	BRINSON, BLAINE OWEN JOSEPH	2025	COUNCIL REMUNERATION	3,000.00	3,000.00
20250082	2025-08-06	BYER, JAN	2025	COUNCIL REMUNERATION	3,000.00	3,000.00
20250083	2025-08-06	CANADA REVENUE AGENCY	202519 202520	PAYROLL REMITTANCE JUL 31 PAYROLL REMITTANCE JULY 15	4,774.49 4,948.74	9,723.23
20250084	2025-08-06	CHAPPELL BENOIT, HOLLY	Election	ELECTION WAGES	400.00	400.00
20250085	2025-08-06	COMBAT SPRAYING LTD.	7554	JUNE VILLAGE SQUARE TOILET	315.00	315.00
20250086	2025-08-06	CPP ENVIRONMENTAL CORP.	6752	WILDLIFE SURVEY FOR REC LEASE	1,729.88	1,729.88
20250087	2025-08-06	EDGSON, GAYLENE	521206	FEB-JUL JANITORIAL	160.00	160.00
20250088	2025-08-06	FUTURE AG INC	IS87313	RAKE TINES FOR TRACTOR	992.25	992.25
20250089	2025-08-06	HILLER, DANIEL ROBERT	2025	COUNCIL REMUNERATION	3,000.00	3,000.00
20250090	2025-08-06	HUFF, KATRINA	Election	ELECTION WAGES	235.00	235.00
20250091	2025-08-06	JACOBSON, JOHN	202509	AUGUST EMPLOYEE BENEFITS	217.90	217.90
20250092	2025-08-06	LM WASTE REMOVAL	79330	JULY GARBAGE REMOVAL/RENTAL	820.50	820.50
20250093	2025-08-06	MR. T'S SEPTIC SERVICE LTD.	2749 2760 2784 2803	SANI DUMP PUMPOUT SANI DUMP PUMPOUT SANI DUMP PUMPOUT SANI DUMP PUMPOUT	157.50 157.50 157.50 157.50	630.00
20250094	2025-08-06	NAPA	612-951498	EQUIPMENT MAINTENANCE	127.28	127.28
20250095	2025-08-06	SCHMIDEK, LORNE	202502	REIMBURSMENT FOR SUPPLIES PU	370.90	370.90
20250096	2025-08-06	SHIRLEY MCCLELLAN WATER COMMISSIONS	SMRWSC004223	POTABLE WATER	208.18	208.18
20250097	2025-08-06	STETTLER HOME HARDWARE	141882 141911 142045	CLEANING SUPPLIES WATER FOR HALL AND OFFICE WATER FOR OFFICE	35.68 42.83 9.00	87.51
20250098	2025-08-06	VAN ELECTRIC	1022 1036	REPLACE LIGHT IN OFFICE REPLACE LIGHTS IN SHOP - SHOP F	969.15 4,227.83	5,196.98
20252194	2025-08-06	APEX (11948775)	050600407035	JUL PARK OFFICFE NATURAL GAS	68.07	68.07
20252195	2025-08-06	APEX (11948783)	050600407036	JUL PARK GARAGE NATURAL GAS	68.07	68.07
20252196	2025-08-06	CINDER MSP	2652	AUGUST COMPUTER MAINTENACE	178.09	178.09
20252197	2025-08-06	KATHY'S PRINTING SERVICE	7276 7298	SIGNS, BALLOTS SIGNS	285.60 389.55	675.15
20252198	2025-08-06	MCLACHLAN, BETH	003	JUL PLANNING & DEVELOPMENT CC	290.50	290.50
20252199	2025-08-06	RBC VISA	202511	VISA PAYMENT	635.11	635.11
20252200	2025-08-06	TELUS COMMUNICATION (1819)	84	JULY OFFICE PHONE	33.75	33.75
20252201	2025-08-06	TELUS COMMUNICATIONS (9894)	14	JULY PARK OFFICE PHONE	30.07	30.07
20252202	2025-08-06	TELUS MOBILITY	46	JULY CELL PHONE	58.50	58.50
20252203	2025-08-06	TRAIL TIRE	28558	REPAIRS ON KUBOTA MOWER	325.50	325.50
20252204	2025-08-06	UNITED FARMERS OF ALBERTA	924426467 SOINV7756704 SOINV7804717	BULK FUEL DELIVERY SUPPLIES PARTS FOR AIR COMPRESSOR	2,100.27 151.85 20.99	2,273.11
20252205	2025-08-07	SCHMIDEK, LORNE D				
20252206	2025-08-07	KNEELAND, HANNAH				



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20252207	2025-08-07	JACOBSON, JOHN C				
20252208	2025-08-07	CHAPPELL BENOIT, HOLLY R				
20252209	2025-08-07	RUSSELL, MACKENZIE				
20252210	2025-08-07	FRASER, EMMA J				
20252211	2025-08-07	HUFF, KATRINA				
20252212	2025-08-28	SCHMIDEK, LORNE D				
20252213	2025-08-28	KNEELAND, HANNAH				
20252214	2025-08-28	JACOBSON, JOHN C				
20252215	2025-08-28	CHAPPELL BENOIT, HOLLY R				
20252216	2025-08-28	RUSSELL, MACKENZIE				
20252217	2025-08-28	FRASER, EMMA J				
20252218	2025-08-28	HUFF, KATRINA				
20252219	2025-08-28	ALBERTA MUNICIPALITIES	25-1060577	JULY POWER	1,297.96	1,297.96
20252220	2025-08-28	BROKOPP, PHYLLIS	2025-04	AUG NARROWS CONTRACT	3,000.00	3,000.00
20252221	2025-08-28	FIVE STAR VENTURES	41265	JULY RECYCLING	367.50	367.50
20252222	2025-08-28	NATIONAL BANK INDEPENDENT NETWORK	202515 202516	AUG 1-15 PAYROLL RRSP AUG16-31 RRSP	375.00 375.00	750.00
20252223	2025-08-28	RBC VISA	202512	RBC VISA PAYMENT	2,566.10	2,566.10
20252224	2025-08-28	SYBAN SYSTEMS	29420	SEPT PARK OFFICE INTERNET	103.95	103.95

Total 72,497.07

*** End of Report ***

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

Balance at End of Previous Month	92,179.94
ADD: General Receipts	85,271.77
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	177,451.71
LESS: General Disbursements	72,663.12
Investments	0.00
Returned Cheques	0.00
SUBTOTAL	<u>72,663.12</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 104,788.59</u></u>

Balance at End of Month - Bank	109,770.29
ADD: Outstanding Deposits	375.28
LESS: Outstanding Cheques	5,356.98
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 104,788.59</u></u>

INVESTMENTS:	
RBC Reserve Account	38,435.68
RBC Interest Earning Account	301,283.20
RBC Campground Account	9,041.27
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>998,760.15</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,103,548.74

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting: Municipal Planning Commission
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Pre-Existing Variance Application – DP 2025-06
Agenda Item Number: 8.1

Property: #1 Sands Street, Rochon Sands, AB (Lot 43, Block 1, Plan 932 1547)

Variance Request Summary:

The landowners are requesting variances for two pre-existing structures to ensure compliance with the Summer Village of Rochon Sands Land Use Bylaw #244-19 and to facilitate a smooth property transfer for future ownership.

- 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.

Rationale for Variances:

- Both structures are longstanding and were constructed under the assumption they complied with existing regulations.
- Original property pin placement may have influenced garage location.
- Variances would resolve minor non-compliance issues without impacting neighbouring properties or the overall character of the community.
- Granting these variances will provide certainty for future property owners and avoid unnecessary alterations to established, functional structures.

Recommendation:

That MPC approve the requested variances. The non-conformities are minor, pre-existing, and pose no negative impact to adjacent properties or the broader community. Approval will formalize the current state of the property while maintaining alignment with the intent of the Land Use Bylaw.

Proposed Motion by MPC:

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.

Attachment: RPR attached.

Alberta Land Surveyor's Real Property Report

LEGAL DESCRIPTION

Lot(s) 43 Block 1 Plan 932 1547

CLIENT

THOMAS GRAVELY AND LOUISE SHERREN

MUNICIPAL ADDRESS

#1 SANDS STREET, ROCHON SANDS, ALBERTA

CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part C, Section 6.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property, (Except Shed, Sidewalk Blocks and Wood Retaining Wall)
3. No visible encroachments exist on the property from any improvements situated on an adjoining property, (Except Shed, Sidewalk Blocks and Wood Retaining Wall)
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property, (Except House and Deck)

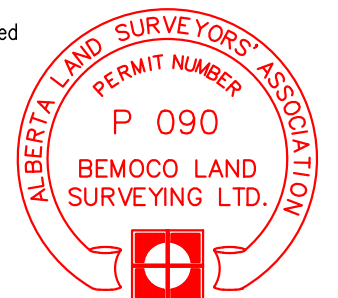
Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a land conveyance, a mortgage application, a submittal to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 29th day of July 2025



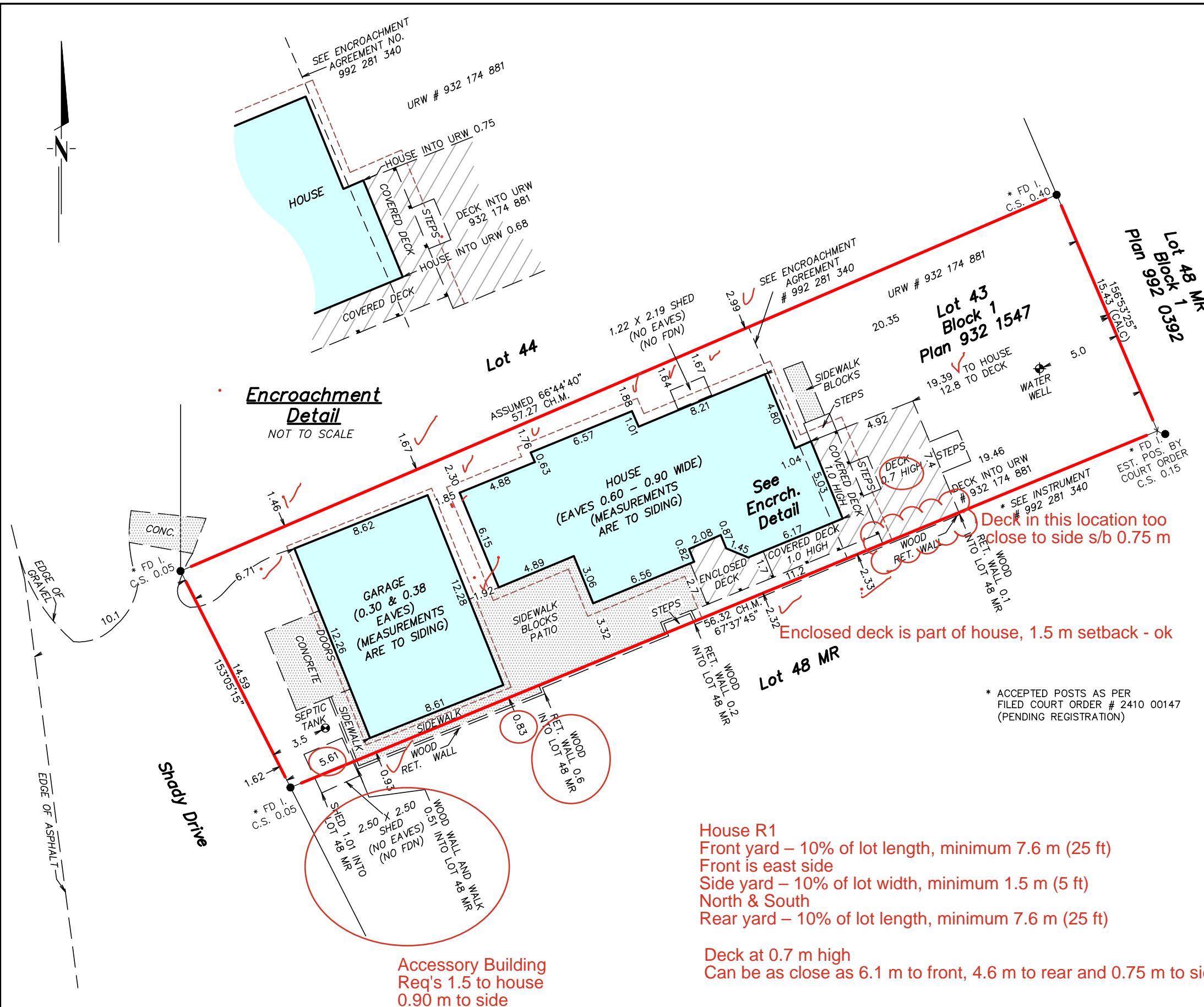
Alberta Land Surveyor

© KEVIN VENNARD, A.L.S., 2025



LEGEND

- Distances to building corners are at right angles from property lines, unless shown otherwise.
- Date of Survey: July 11th, 2025
- Date of Title Search (A copy of which is attached): July 3, 2025
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls.
- Eaves are dimensioned to the line of the fascia and are shown thus: -----
- Distances are in metres and decimals thereof.
- Fences are shown thus: —x—x—x—x—
- Statutory iron posts found are shown thus: ●
- Iron bars found are shown thus: ◆
- Support columns are shown thus: ■
- Unless shown otherwise, fences are within 0.20 metres of the property line
- Area referred to bounded thus: _____
- (R).....Radial



House R1
 Front yard – 10% of lot length, minimum 7.6 m (25 ft)
 Front is east side
 Side yard – 10% of lot width, minimum 1.5 m (5 ft)
 North & South
 Rear yard – 10% of lot length, minimum 7.6 m (25 ft)

Deck at 0.7 m high
 Can be as close as 6.1 m to front, 4.6 m to rear and 0.75 m to side

Accessory Building
 Req's 1.5 to house
 0.90 m to side
 6 m to rear

NOTE:
 THIS DOCUMENT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE OR DIGITAL SIGNATURE OF AN ALBERTA LAND SURVEYOR AND A BEMOCO LAND SURVEYING LTD. PERMIT STAMP.

Property is subject to:
 -Utility Right of Way No. 932 174 880 to AGT Limited
 -Utility Right of Way No. 932 174 881 to Alberta Power Limited
 -Caveat No. 932 163 532 Re: Easement to Alberta Power Limited
 -Caveat No. 932 175 068 Re: Restrictive Covenant to Summer Village of Rochon Sands
 -Caveat No. 992 281 340 Re: Encroachment Agreement

Drawn By: AB Chk'd: KV
 Date: July 16, 2025
 Scale: 1 : 250
 File No.: C-128-25 rpr

BEMOCO LAND SURVEYING LTD
 100, 6040-47th Avenue
 Red Deer, Alberta
 WWW.BEMOCO.COM PHONE: (403) 342-2611



REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 9, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Removal of Legacy Streit/Zender Access Road (rock pile) – Rochon Sands Bay
Agenda Item Number:	9.1

Background

As part of the 1997 Parlby Creek–Buffalo Lake Water Management Project, 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 required mitigation at that time was removal of the road.

The Province subsequently acquired a Right-of-Way (ROW) around Buffalo Lake up to elevation 781.2 m (“take line”) to manage lake operations, safety, and environmental integrity. The lake is to be operated to Full Supply Level (FSL) 780.85 m, with anticipated seasonal fluctuation between 780.65 m and 780.85 m. At these levels, the old Streit/Zender road is submerged and poses a hazard to boaters. Presently the lake level is at a low 779.800 m.

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.

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 at the meeting. Residents and lake users indicated their support for the Summer Village of Rochon Sands 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*

Analysis

- The Streit/Zender access road remains in place, and its presence creates a recognized boating hazard, representing a potential public safety risk and water management obstruction.

- The feature lies within the provincially-owned ROW and is therefore under the jurisdiction of Alberta Environment & Protected Areas (AEPA) and Forestry & Parks – Land Use Operations, with operational oversight originally from the Buffalo Lake Management Team (BLMT).
- The item was explicitly identified in the mitigation final report, giving Council a strong basis to request follow-through.
- Interim hazard marking may be warranted under the Canadian Navigable Waters Act until permanent removal occurs.

Options

1. Request removal by Province

- Formally request Alberta Environment & Protected Areas (AEPA) and Forestry & Parks to complete this outstanding mitigation by removing the Streit/Zender access road.
- Ask for interim hazard marking for boaters.

Financial Implications

- None to the Summer Village; mitigation responsibility lies with the Province of Alberta under the BLISMP ROW.

Organizational Implications

- Strengthens Summer Village's role as an advocate for resident and visitor safety.
- Reinforces provincial responsibility for ROW maintenance and hazard mitigation.

Recommendation

Administration recommends that Council formally request the Province to complete the outstanding mitigation measure by removing the Streit/Zender access road and to provide interim hazard marking until removal is complete.

Proposed Motion

That Council direct Administration to send correspondence to the Ministers of Alberta Environment & Protected Areas and Alberta Forestry & Parks, with copies to the MLA representing Rochon Sands, the Buffalo Lake Management Team, and other relevant agencies, requesting the completion of the outstanding mitigation obligation from the Parlby Creek–Buffalo Lake Water Management Project by removing the legacy Streit/Zender access road on the west side of Rochon Sands Bay, and further requesting interim hazard marking until such removal is completed.

Sources (key excerpts)

- 1997 Parlby Creek–Buffalo Lake Water Management Project, a Facilities Issues and Mitigation Final Report
- BLISMP: ROW to 781.2 m; provincial ownership/management; FSL 780.85 m; keep ROW free of obstructions & remove if needed; facilities should serve public, not private, interests.
- BLMT/Operations context and mitigation focus.
- IDP 2020: ROW under provincial control; AEP as referral agencies.
- Canadian Navigable Waters Act guidance (if interim hazard marking is proposed).
- Mr. Karl Grollmuss – Original Member of the Buffalo Lake Management Team

Attachment:

Proposed Letter from Council to Minister Schulz, Minister of Environment & Protected Areas; Minister Loewan, Minister of Forestry and Parks; CC: Minister Horner, Minister of Finance, MLA for Drumheller-Stettler



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

Date: **Date**, 2025

To: Honourable Rebecca Schulz, Minister of Environment & Protected Areas, Government of Alberta
Honourable Todd Loewan, Minister of Forestry and Parks, Government of Alberta

CC: Honourable Nate Horner, President of Treasury Board and Minister of Finance, MLA for Drumheller-Stettler
Buffalo Lake Management Team
Buffalo Lake Intermunicipal Development Plan Committee

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

Dear Honourable Rebecca Schulz and Honourable Todd Loewan,

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.



REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 9, 2025
Originated By:	John Jacobson – Chief Administrative Officer
Title:	CO 2.1 Council Remuneration and Expenses Policy – Updated
Agenda Item Number:	9.2

Background/Proposal/Issue:

The current **Council Remuneration and Expenses Policy** was last adopted on August 13, 2019. While functional, it no longer reflects current best practices for municipal governance, updated mileage and meal allowance rates, or the latest provisions of the *Municipal Government Act* (MGA).

Over time, certain provisions have become outdated, including:

- Lack of explicit references to MGA authority.
- No clear review schedule for remuneration and rates.
- No mechanism for automatic rate updates tied to recognized public sector benchmarks.
- Inconsistent documentation and approval process for expense claims.

Administration has prepared an updated policy that incorporates Alberta municipal best practices, aligns with Government of Alberta mileage rates and meal allowances, and strengthens accountability and transparency requirements.

Discussion/Options/Benefits/Disadvantages:

The updated **Council Remuneration and Expenses Policy**:

- Clearly defines remuneration entitlements for the Mayor and Councillors.
- Outlines reimbursement processes for travel, meals, and other expenses incurred during official municipal business.
- Establishes an annual review requirement at the Organizational Meeting.
- Ties mileage reimbursement to current Government of Alberta per kilometre rates.
- Adopts Government of Alberta per diem rates for meals when receipts are not provided.
- Includes explicit approval protocols for expense claims (Mayor approves Councillor claims; Deputy Mayor approves Mayor's claims).
- Requires that all remuneration and expense reimbursements be disclosed annually in the audited financial statements.

This approach ensures consistency, fiscal responsibility, and transparency while reducing administrative ambiguity.

- **Governance Excellence:** Supports clear, transparent, and accountable decision-making.
- **Fiscal Responsibility:** Ensures expense controls and fair compensation aligned with benchmarks.
- **Compliance:** Aligns policy with MGA provisions and recognized public-sector standards.

COMPARISON OF CURRENT VS. PROPOSED POLICY

Current Policy (Adopted August 13, 2019)

Purpose: To establish Council remuneration and expenses for travel, meal, and accommodation allowances for Members of Summer Village of Rochon Sands Council members while on Summer Village business.

Principles: The Mayor and Councillors shall receive remuneration for services performed and shall be reimbursed for expenses incurred during the performance of duties as a member of Council.

Remuneration Section: States \$3,000/year for Mayor and \$3,000/year for Councillors. Lists meeting types eligible. Allows for adjustment “from time to time” and review at organizational meeting.

No definition of “**authorized meetings/events**” – could be interpreted broadly.

Expenses: Lists travel, accommodation, meals, “other related out-of-pocket costs.” Uses Government of Alberta mileage rate and “standard meal allowances” but no rate detail.

Approvals: Mayor approves Councillor claims; Deputy Mayor approves Mayor’s claims.

Minimal review frequency statement.

Proposed Updated Policy (For Council Approval)

Purpose: Establishes remuneration rates, expense entitlements, and reimbursement procedures for Members of Council while conducting official Summer Village business. Ensures compensation is fair, transparent, fiscally responsible, and consistent with the *Municipal Government Act (MGA)*.

Principles: Adds focus on transparency, accountability, fiscal responsibility, and annual review. Aligns rates with recognized public sector benchmarks (Gov’t of Alberta mileage and meal rates).

Remuneration: Maintains \$3,000/year amounts but clarifies eligibility (Council, board, committee meetings, authorized events). Adds authority for rate changes by Council resolution, and requires annual review at the Organizational Meeting. Explicit MGA references for authority (Sections 153, 242).

Authorized Meetings Defined: Any Council, board, commission, committee, or function attendance authorized by Council resolution or the Mayor.

Expenses: Retains travel, accommodation, meals, etc., but specifies:

- Mileage reimbursed at current Government of Alberta per-kilometre rate (currently \$0.57/km).
- Per diem meal allowances per Government of Alberta rates (currently \$13.00 breakfast, \$18.00 lunch, \$28.00 dinner).
- Receipts required unless claiming per diem.
- Expense claims to be submitted within 30 days of expense.

Approvals: Retains same structure, but adds requirement that all claims be processed in next Accounts Payable cycle and disclosed in annual audited financial statements.

Transparency Clause: Annual reporting of total remuneration and expenses in audited financial statements.

Review Frequency: Must be reviewed annually at Organizational Meeting, with rate updates tied to published benchmarks.

Recommended Action/Options:

That Council approve the updated Council Remuneration and Expenses Policy as presented, thereby replacing the previous policy in its entirety.

Recommended Motion:

That Council adopt the updated CO 2.1 Council Remuneration and Expenses Policy, effective immediately, and rescind the previous Council Remuneration and Expenses Policy.

Additional Information:

Meal Reimbursement and Allowance Rates - Government of Alberta

Effective June 1, 2025:

- Breakfast: \$13.00
- Lunch: \$18.00
- Dinner: \$28.00
- Incidental Expenses: \$7.35

- Private Vehicle Mileage Allowance - \$0.570 per kilometre



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

Policy Category: Council
Policy Number: CO 2.1
Policy Title: Council Remuneration and Expenses Policy
Date Approved/Amended: Month Day, Year **Resolution:** XX-XX-XX

1. PURPOSE

This policy establishes the remuneration rates, expense entitlements, and reimbursement procedures for Members of Council while conducting official business for the Summer Village of Rochon Sands. It ensures compensation is fair, transparent, fiscally responsible, and consistent with the Municipal Government Act (MGA), R.S.A. 2000, c. M-26.

2. PRINCIPLES

This policy applies to all elected Members of Council, including the Mayor, Deputy Mayor, and Councillors, when performing their official duties on behalf of the Summer Village.

- Members of Council are entitled to receive remuneration for time spent fulfilling official duties.
- Members are entitled to reimbursement for reasonable and necessary expenses incurred while representing the Summer Village.
- Compensation and reimbursement shall be administered in a manner that is transparent, accountable, and consistent with comparable Alberta municipalities.
- Council remuneration and expenses shall be reviewed annually to ensure alignment with cost-of-living adjustments, inflation, and municipal comparators.

3. REMUNERATION

Eligibility

Members of Council shall be granted an Annual Remuneration for:

- Regular and special meetings of Council.
- Meetings of boards, commissions, or committees to which Council has appointed the Member.
- Other meetings, events, or functions where attendance is authorized by Council resolution or the Mayor.

Annual Remuneration Rates

- Mayor: \$3,000 per year
- Councillor: \$3,000 per year

Adjustments to Rates

Remuneration rates may be adjusted by Council resolution, considering:

- Comparisons with similar Alberta municipalities
- Inflation and cost-of-living indicators
- Workload and responsibilities of Council Members

Review Requirement

Remuneration rates shall be reviewed annually at the Organizational Meeting.

4. EXPENSES

Eligible Expenses

Members of Council will be reimbursed for reasonable expenses incurred while carrying out their official duties, including:

- Travel (airfare, mileage, transit, parking)
- Accommodation
- Meals
- Registration or conference fees
- Other out-of-pocket expenses directly related to municipal business

Travel by Personal Vehicle

Where a personal vehicle is used for official travel outside the municipal boundary, mileage will be reimbursed at the current Government of Alberta per kilometre rate.

Meal Allowances

Meal allowances shall follow current Government of Alberta per diem rates. Receipts are not required for per diem claims, but are required for actual cost claims.

Documentation and Submission

- Members must submit an Expense Claim Form with supporting receipts for all expenses claimed, except where per diems apply.
- Expense claims must be submitted within 30 days of the expense being incurred, wherever possible.

Approvals

- The Mayor shall approve expense claims submitted by Councillors.
- The Deputy Mayor shall approve expense claims submitted by the Mayor.
- Approved claims will be processed in the next Accounts Payable cycle.

5. ACCOUNTABILITY AND TRANSPARENCY

- All remuneration and expense reimbursements shall be reported in the annual audited financial statements of the Summer Village.
- This policy will be publicly available and posted on the municipal website.

6. Authority

This policy is established under the authority of Council in accordance with Sections 153 and 242 of the Municipal Government Act, which authorize Council to determine remuneration and expense reimbursement for its Members.



Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: AD 1.31 Comprehensive IT & Information Management Policy
Agenda Item Number: 9.3

Background/Proposal/Issue:

The Summer Village of Rochon Sands relies on information technology (IT) systems and electronic communication for the secure and efficient delivery of municipal services. Historically, the municipality has operated under informal IT and records practices with references to the now repealed *Freedom of Information and Protection of Privacy Act (FOIP)*.

As of June 11, 2025, Alberta repealed FOIP and introduced two separate statutes:

- Protection of Privacy Act (POPA) – governs the collection, use, protection, and disclosure of personal information.
- Access to Information Act (ATIA) – governs access to municipal records and disclosure of information.

To ensure compliance with these legislative changes, as well as modern standards for data security, records management, and IT usage, Administration has developed a Comprehensive IT & Information Management Policy.

This policy consolidates IT security, communications, data privacy, records retention, and incident response protocols into a single governing document. It reflects best practices for small municipalities with limited staff and resources.

Discussion/Options/Benefits/Disadvantages:

Key features of the new policy include:

- Clear rules on acceptable use of municipal IT systems.
- Requirements for secure passwords, access control, and two-factor authentication.
- Rules for email and communication records consistent with ATIA.
- Privacy protection and mandatory breach notification obligations under POPA.
- Guidance for remote work and electronic Council meetings.

- Defined incident response and disaster recovery procedures.
- Alignment with records management retention schedules.
- Ongoing training and awareness requirements for staff and Council.

Benefits to the Summer Village:

- Protects resident privacy and municipal data
- Reduces risk of cyber incidents and data loss
- Ensures compliance with Alberta’s updated legislation
- Provides clear rules for Council, staff, and contractors
- Modernizes IT and records practices in line with best practices
- The policy replaces outdated FOIP-based references with POPA and ATIA compliance requirements.

Costs/Source of Funding (if applicable):

There are no additional costs.

Recommended Action/Options:

1. Adopt the Comprehensive IT & Information Management Policy as presented.
2. Amend the draft policy and adopt with changes.
3. Defer consideration to a future meeting pending further review.

Recommended Action:

That Council adopt the AD 1.31 Comprehensive IT & Information Management Policy as presented.

Motion by Council:

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.



Policy Category: Administration
Policy Number: AD 1.31
Policy Title: Comprehensive IT & Information Management Policy
Date Approved/Amended: Month Day, Year **Resolution:** RES XX-XX-XX

PURPOSE

- This Policy is to establish standards for the secure, efficient, and responsible use of the Summer Village of Rochon Sands' IT systems and information management practices.
- This Policy ensures compliance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).
- This Policy applies to Council, Administration, employees, contractors, and any authorized third parties accessing municipal IT systems or information.

DEFINITIONS

- **"ATIA"** – The Access to Information Act, Alberta's modernized access to information law.
- **"Confidential Information"** – Information that is protected by law or designated as confidential by Council or Administration.
- **"IT Systems"** – Municipal computers, servers, mobile devices, software applications, and communication tools.
- **"Municipal Information"** – All data, records, emails, documents, and communications created, received, or stored on behalf of the municipality.
- **"POPA"** – The Protection of Privacy Act, Alberta's updated personal information protection law.
- **"User"** – Any person authorized to access municipal IT systems or information.

ACCEPTABLE USE OF IT SYSTEMS

- Municipal IT systems shall be used primarily for municipal business purposes.
- Limited personal use is permitted provided it does not interfere with duties, consume excessive resources, or breach this Policy.
- Users shall not:
 - Access, download, or distribute inappropriate or offensive material.
 - Use municipal systems for personal financial gain or political activity (except municipal council duties).
 - Attempt to bypass security controls or access data without authorization.

EMAIL, COMMUNICATIONS, AND RECORDS

- Municipal email accounts shall be used for official business.
- Forwarding municipal emails to personal accounts is prohibited unless approved by the CAO.
- Electronic communications (email, text, instant messaging, social media) are municipal records

and subject to retention and disclosure obligations under ATIA.

- Users shall maintain professionalism in all municipal electronic communications.

PASSWORDS AND ACCESS CONTROLS

- All users shall maintain strong, unique passwords.
- Passwords shall not be shared.
- Two-factor authentication (2FA) shall be implemented where possible.
- Access rights shall be role-based and promptly revoked when employment or Council term ends.

DATA SECURITY AND PRIVACY

- All municipal information shall be stored on approved systems and encrypted where appropriate.
- Personal information shall be collected, stored, used, and disclosed in compliance with POPA.
- Confidential Information shall only be accessed by individuals with proper authorization.
- Users must immediately report any suspected privacy breach, especially those posing real risk of significant harm, to the CAO — such breaches trigger mandatory notification requirements under POPA.

HARDWARE, SOFTWARE, AND DEVICES

- All hardware and software acquisitions must be approved by the CAO or designate.
- Unauthorized software installation is prohibited.
- Municipal-owned devices remain municipal property and must be returned upon request.
- Personal devices used for municipal purposes (BYOD) must:
 - Be password-protected and, if possible, encrypted.
 - Allow municipal data to be removed remotely if required.
 - Keep municipal information separate from personal files.

REMOTE WORK AND ELECTRONIC MEETINGS

- Remote access to municipal systems shall occur through secure, approved methods (e.g., VPN, encrypted platforms).
- Council and committee meetings conducted electronically shall comply with the MGA and Procedural Bylaw.
- Meeting records, recordings, and related documents shall be stored in accordance with retention schedules.

INCIDENT RESPONSE AND DISASTER RECOVERY

- All Users must immediately report cybersecurity or privacy incidents (like breaches) to the CAO — POPA mandates breach notification when real risk of significant harm exists.
- The CAO shall coordinate containment, investigation, and notification efforts, including to affected individuals, the Office of the Information and Privacy Commissioner of Alberta (OIPC), and relevant ministries as required by POPA.
- Municipal information shall be backed up regularly and stored securely offsite.
- A disaster recovery plan shall be in place to restore essential services promptly.

RECORDS MANAGEMENT AND RETENTION

- All municipal records remain municipal property.
- Records shall be classified, stored, retained, and disposed of in accordance with ATIA and applicable retention schedules.
- Both digital and paper records are subject to retention requirements.
- Secure destruction methods must be used for records past retention.

TRAINING AND AWARENESS

- All Users shall receive training on cybersecurity, POPA, ATIA, and records management.
- The CAO shall ensure annual refresher training is delivered, including on breach notification and access request procedures.
- Council members shall receive orientation specifically tailored to their obligations under POPA and ATIA.

ENFORCEMENT

- Violations of this Policy may result in disciplinary action and possible penalties under POPA or ATIA, including fines.
- Where applicable, violations may be reported to regulatory authorities or law enforcement.

REVIEW

- This Policy shall be reviewed at least once every three (3) years, or sooner as POPA, ATIA, or municipal needs evolve.
- Council is responsible for adoption and amendments; the CAO is responsible for administration and enforcement.



Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Bylaw 275-25 Dog Control Bylaw
Agenda Item Number: 9.4

Background/Proposal/Issue:

The current Dog Control Bylaw (Bylaw 213-12), adopted 13 years ago, is outdated and overly restrictive by requiring dogs to be leashed at all times unless in designated off-leash areas. Residents have expressed interest in a more common-sense approach allowing responsible off-leash activity while maintaining safety and nuisance controls.

- The existing bylaw was last updated in 2012 and focuses on leashing and impounding dogs running at large.
- Many Alberta municipalities have modernized bylaws that allow dogs to be off-leash if they remain under control of their owners.
- The Summer Village does not have its own dedicated bylaw enforcement officer, resulting in contracted enforcement services and additional costs when responding to incidents.
- Council has directed administration to prepare a concise, updated dog bylaw that:
 - Allows responsible off-leash activity,
 - Reduces administrative burden,
 - Clarifies enforcement and cost recovery.

Discussion/Options/Benefits/Disadvantages:

The proposed Dog Control Bylaw No. 275-25

- Defines “under control” to allow off-leash dogs if they remain in sight and voice recall of the owner and are not causing a nuisance.
- Maintains limits on nuisance behaviors (barking, aggression, property damage).
- Clarifies that dogs in heat must be leashed or confined.

- Specifies that the Summer Village contracts bylaw enforcement services and recovers the cost of enforcement from the violating owner.
- Updates fines with escalating penalties and a cost recovery clause (Schedule A).
- Repeals outdated Bylaw 213-12.

Costs/Source of Funding (if applicable):

- Enforcement costs, billed to the Summer Village by contracted animal control officers, will now be directly recovered from the responsible dog owner in addition to any fines issued.
- No new administrative costs anticipated.

Legislation/Authority:

- Municipal Government Act (MGA) – Sections 7 & 8 authorize municipalities to pass bylaws respecting wild and domestic animals.
- Provincial Offences Procedure Act – Provides authority for issuing violation tickets.

Recommended Action:

- That Council gives First Reading to Dog Control Bylaw No. 275-25, a Bylaw to regulate the control of dogs within the Summer Village of Rochon Sands, and repeal Bylaw 213-12.

Motion(s) by Council:

Motion for First Reading

“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.”

Motion for Second Reading:

“THAT Bylaw No. 275-25 be given Second Reading.”

Motion for Unanimous Consent:

“THAT Council unanimously consents to give Third Reading to Bylaw No. 275-25 at this meeting.”

Motion for Third Reading:

“THAT Bylaw No. 275-25 be given Third Reading and be finally passed.”

Attachments:

- Draft Dog Control Bylaw No. 275-25 (with Schedule A – Fines and Cost Recovery)

Summer Village of Rochon Sands
Province of Alberta
BYLAW NO. 275-25
“DOG CONTROL BYLAW”

A **BYLAW** to regulate the control of dogs within the Summer Village of Rochon Sands to promote responsible pet ownership, ensure public safety, and maintain community enjoyment of shared spaces.

WHEREAS, pursuant to the Municipal Government Act, RSA 2000, c M-26, and amendments thereto, Council may pass bylaws respecting wild and domestic animals and activities in relation to them;

AND WHEREAS the Summer Village of Rochon Sands Council deems it desirable to regulate the keeping and control of dogs within the municipality.

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

1. Title

This Bylaw may be cited as the **“Dog Control Bylaw”**.

2. Definitions

- 2.1 “Dog” – Any domesticated member of the Canidae family.
- 2.2 “Owner” – A person who owns, possesses, harbors, or has care and control of a dog.
- 2.3 “Nuisance” – Any behavior by a dog that causes injury, damages property, creates excessive noise, or unreasonably interferes with another person’s use and enjoyment of public or private property.
- 2.4 “Under Control” – A dog that is either:
- (a) on a leash held by a person capable of managing the dog; or
 - (b) off-leash but in immediate sight and voice control of the owner and not causing a nuisance.
- 2.5 “Public Property” – Any land owned or controlled by the Summer Village, including parks, paths, and roads; this does not include the Rochon Sands Provincial Park, which is governed by Alberta Parks under its own regulations.
- 2.6 “Bylaw Enforcement Officer” – An authorized person, which may include contracted municipal enforcement services from another municipality, with authority to enforce this Bylaw.

3. General Rules

- 3.1 Dogs must be under control at all times while within the Summer Village.
- 3.2 Off-leash dogs are permitted in public areas provided that:
- (a) the dog remains within sight and immediate recall of the owner,
 - (b) the dog does not chase, bite, or attack people, animals, or vehicles,
 - (c) the dog does not enter posted “no dogs” or playground areas,
 - (d) the dog is not causing a nuisance.
- 3.3 Dogs in heat must be securely confined or kept on a leash when outside the owner’s property.

4. Responsibilities of Owners

- 4.1 Immediately remove and dispose of their dog’s feces from public or private property (other than their own).
- 4.2 Prevent their dog from causing a nuisance, including persistent barking or howling.
- 4.3 No more than three (3) dogs may be kept on a property unless:
 - (a) A valid development permit or kennel permit authorizes a greater number; or
 - (b) Any additional dogs are under ten (10) weeks of age and are the offspring of a dog residing on the same property.
- 4.4 Take reasonable steps to prevent their dog from damaging property or harming people or other animals.

5. Enforcement and Costs

- 5.1 The Summer Village does not employ its own dedicated bylaw enforcement. Municipal enforcement services may be contracted from another municipality or enforcement agency.
- 5.2 The Owner of a dog found in violation of this Bylaw is responsible for:
 - (a) paying the fine as set out in Schedule A; and
 - (b) reimbursing the Summer Village for all enforcement costs charged to the Summer Village by the contracted Bylaw Enforcement Officer or municipal service provider.
- 5.3 Dogs found not under control may be impounded at the owner’s expense.

6. Penalties

- 6.1 Fines and cost recovery amounts are outlined in Schedule A of this Bylaw.

7. Severability

- 7.1 If any part of this Bylaw is declared invalid, the remainder continues in force.

8. Repeal

- 8.1 Bylaw No. 213-12, including any amendments thereto, and all previous bylaws and policies related to this subject matter are hereby repealed.

9. Enactment

- 9.1 This Bylaw shall come into force and effect on the date of third reading and signing.

READINGS

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time and finally passed this ___ day of _____, 2025.

Mayor/Chief Elected Official

Chief Administrative Officer

Schedule A – Fines and Cost Recovery

Offence	Fine (First Offence)	Second Offence (within 12 months)	Subsequent Offence	Additional Costs
Dog not under control (off-leash causing nuisance or danger)	\$250	\$500	\$1,000	Enforcement costs charged to Summer Village
Dog defecating on public/private property without cleanup	\$150	\$300	\$500	Enforcement costs charged to Summer Village
Persistent barking or nuisance behavior	\$200	\$400	\$800	Enforcement costs charged to Summer Village
Dog biting, attacking, or injuring person/animal	\$1,000	\$2,500	\$5,000–\$10,000 (Court)	Enforcement costs charged to Summer Village
More than 3 dogs on a property without permit	\$150	\$300	\$500	Enforcement costs charged to Summer Village
Dog in heat not confined or leashed	\$150	\$300	\$500	Enforcement costs charged to Summer Village

DRAFT



Request for Decision

Meeting:	Regular Council
Meeting Date:	September 9, 2025
Originated by:	John Jacobson - Chief Administrative Officer
Title:	Bylaw 276-25 FOIP Interpretation & Transition Bylaw
Agenda Item Number:	9.5

Background/Proposal/Issue:

In 2025, the Government of Alberta repealed the Freedom of Information and Protection of Privacy Act (FOIP) and replaced it with two new statutes:

- Access to Information Act (ATIA) – regulates access to information held by public bodies.
- Protection of Privacy Act (POPA) – enhances privacy regulation and protections.

A number of Rochon Sands' bylaws and policies contain references to FOIP. While these documents remain valid, the references now point to repealed legislation, creating potential ambiguity. Amending each bylaw and policy individually would require significant staff time and repeated Council process. To address this efficiently, Administration has prepared a single umbrella bylaw—the Interpretation & Transition Bylaw—which ensures all references to FOIP in bylaws and policies are deemed references to ATIA and POPA.

Discussion/Options/Benefits/Disadvantages:

- Efficiency: Avoids amending each bylaw or policy separately.
- Clarity: Provides consistent interpretation across all bylaws and policies.
- Legal continuity: Affirms that existing bylaws and policies continue to operate seamlessly.
- Transparency: Demonstrates Council's acknowledgment of legislative change.

Legislative Authority

Section 7 of the Municipal Government Act (MGA) authorizes municipalities to pass bylaws respecting the administration of the municipality. Section 13 of the Interpretation Act supports interpreting references to repealed legislation as applying to successor legislation, but an explicit municipal bylaw provides clarity.

Costs/Source of Funding (if applicable):

There are no additional costs.

Recommended Action/Options:

Option 1 – Adopt the FOIP Interpretation & Transition Bylaw (Recommended).

Option 2 – Amend individual bylaws and policies over time.

Option 3 – Take no action (leaving ambiguity).

Recommended Action:

That Council give all three readings to Bylaw No. 276-25, FOIP Interpretation & Transition Bylaw, ensuring that all references in municipal bylaws and policies to FOIP are deemed to be references to ATIA and POPA.

Motions by Council:

Motion for First Reading

“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.”

Motion for Second Reading:

“THAT Bylaw No. 276-25 be given Second Reading.”

Motion for Unanimous Consent:

“THAT Council unanimously consents to give Third Reading to Bylaw No. 276-25 at this meeting.”

Motion for Third Reading:

“THAT Bylaw No. 276-25 be given Third Reading and be finally passed.”

Attachments

- Provincial announcement on FOIP repeal and replacement
- Draft Bylaw No. 276-25 FOIP Interpretation & Transition Bylaw

Provincial Announcement: Repeal of FOIP Act and New Legislation

- *On June 11, 2025, the province formally repealed the Freedom of Information and Protection of Privacy Act (FOIP Act) and, simultaneously, brought into force two new laws:*
 - *The Access to Information Act (ATIA)*
 - *The Protection of Privacy Act (POPA)*
- *These statutes were originally passed by the legislature in December 2024, received royal assent on December 5, 2024, and then came into effect upon proclamation in June 2025.*
- *Detailed regulations that support the implementation of these new Acts—including definitions, procedural specifics, and compliance expectations—also came into effect on June 11, 2025.*

Why It Matters — Highlights of the Changes

Protection of Privacy Act (POPA)

- *Privacy Management Programs, Privacy Impact Assessments (PIAs), and breach-management frameworks are now mandatory for public bodies.*
- *Automated decision-making processes must trigger notice to affected Albertans.*
- *Personal information cannot be sold, under any circumstance.*
- *Stronger penalties: up to \$125,000 for individuals and \$750,000 to \$1 million for organizations, depending on the violation.*
- *Mandatory breach reporting—"without unreasonable delay" to individuals, the Information and Privacy Commissioner, and the relevant Minister—when there's a "real risk of significant harm."*

Access to Information Act (ATIA)

- *Public bodies can disregard access requests deemed overly broad, repetitive, abusive, threatening, or incomprehensible—provided the requester is informed and allowed to seek a review.*
- *Response timelines changed from 30 calendar days to 30 business days, with reasonable extensions allowed (e.g., emergencies, consultations).*
- *Duty to assist remains—but is more structured and limited; bodies only need to assist if it can be done using their existing hardware, software, and technical capabilities.*
- *New exemptions include workplace investigation records, expanded Cabinet and Treasury Board confidences, and more clarity around political staff communications.*

Why Now?

The FOIP Act, in place since 1995, had largely remained unchanged—despite evolving digital realities. The reforms aim to align Alberta's laws with modern privacy norms and practices in other Canadian provinces, while balancing transparency with operational feasibility.

The Office of the Information and Privacy Commissioner (OIPC) continues to have oversight authority and has weighed in on both legislation and regulations—including welcoming certain advances while raising concerns on aspects like the scope of the duty to assist.

Quick Summary Table

Aspect	Before (FOIP Act)	Now (Effective June 11 2025)
<i>Legal Structure</i>	<i>Single FOIP Act</i>	<i>Split into ATIA and POPA</i>
<i>Privacy Protection</i>	<i>Basic, limited to older frameworks</i>	<i>Modernized: management programs, PIAs, notifications</i>
<i>Access Requests</i>	<i>Fixed timelines, limited exemptions</i>	<i>Discretion to disregard, extended timelines, more exemptions</i>
<i>Penalties & Compliance</i>	<i>Lower penalties, less enforcement</i>	<i>Higher fines, more enforcement mechanisms</i>
<i>Oversight</i>	<i>OIPC had constrained roles</i>	<i>OIPC has broader discretion, clearer procedures</i>

**Summer Village of Rochon Sands
In the Province of Alberta
Bylaw #276-25
“FOIP INTERPRETATION & TRANSITION BYLAW”**

A **BYLAW** of the Summer Village of Rochon Sands, in the Province of Alberta, to provide for the continued interpretation and application of municipal bylaws and policies that reference the Freedom of Information and Protection of Privacy Act (FOIP), which was repealed in 2025 and replaced by new provincial legislation.

WHEREAS, Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, provides that Council may pass bylaws in relation to municipal affairs;

WHEREAS, Section 13 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, provides that the repeal of an enactment does not affect any bylaw, resolution, or proceeding previously passed or taken under the authority of that enactment, unless the contrary intention appears;

AND WHEREAS, Council of the Summer Village of Rochon Sands considers it desirable to ensure continuity and clarity in the interpretation of existing municipal bylaws, policies, and documents that reference the repealed Freedom of Information and Protection of Privacy Act (FOIP).

NOW THEREFORE, Council of the Summer Village of Rochon Sands, in the Province of Alberta, duly assembled, hereby enacts as follows:

1 TITLE

- 1.1 This Bylaw may be cited as the “FOIP Interpretation & Transition Bylaw.”

2 DEFINITIONS

- 2.1 “**Council**” means the Council of the Summer Village of Rochon Sands.
- 2.2 “**FOIP**” means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as repealed.
- 2.3 “**Municipality**” means the Summer Village of Rochon Sands.
- 2.4 “**Successor Privacy Legislation**” means the statutes enacted by the Province of Alberta in 2025 to replace FOIP, being:
- i. the **Access to Information Act (ATIA)** – regulating access to information held by public bodies; and
 - ii. the **Protection of Privacy Act (POPA)** – enhancing privacy regulation and protections; together with any amendments thereto or any legislation enacted in substitution thereof.

3 INTERPRETATION OF EXISTING BYLAWS AND POLICIES

- 3.1 Any reference in a bylaw or policy of the Municipality to FOIP shall be deemed to be a reference to the Successor Privacy Legislation.
- 3.2 This interpretation applies to:
- i. All bylaws of the Municipality passed before or after coming into force of this Bylaw;
 - ii. All municipal policies, procedures, and directives adopted by Council or Administration;
 - iii. Any municipal forms, agreements, or documents issued under the authority of a bylaw or policy.
- 3.3 This Bylaw does not alter or affect any rights, obligations, or proceedings that arose under FOIP prior to its repeal.

4 APPLICATION AND EFFECT

- 4.1 Council affirms that this Bylaw is intended to provide continuity and clarity for the interpretation of municipal Bylaws and Policies without the need to amend each individually.
- 4.2 Nothing in this Bylaw prevents Council from amending specific bylaws or policies where Council deems it appropriate.

5 SEVERABILITY

- 5.1 If any section, subsection, or clause of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining provisions of this Bylaw shall continue in full force and effect.

6 ENACTMENT

- 6.1 This Bylaw comes into force on the date of third reading and shall remain in effect until repealed.

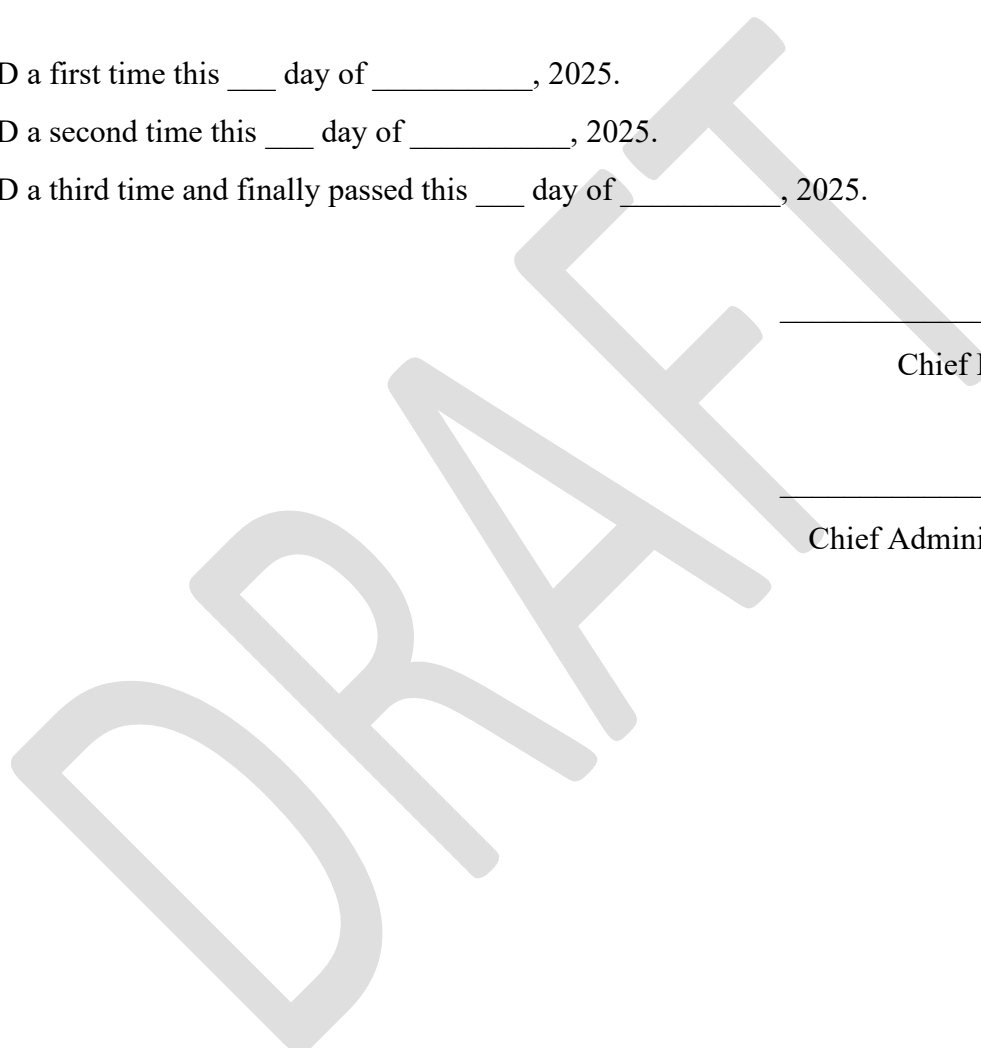
READ a first time this ___ day of _____, 2025.

READ a second time this ___ day of _____, 2025.

READ a third time and finally passed this ___ day of _____, 2025.

Chief Elected Official

Chief Administrative Officer





Request for Decision

Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: APEX Utilities Inc. Franchise Fees 2025
Agenda Item Number: 9.6

Background/Proposal/Issue:

Municipalities in Alberta have the authority to levy franchise fees on utility companies as an additional source of municipal revenue beyond property taxation. APEX Utilities Inc. provides utility services within the Summer Village and has the capacity to collect franchise fees on behalf of the municipality, should Council choose to implement such a levy.

Discussion/Options/Benefits/Disadvantages:

The Summer Village does not currently levy franchise fees for APEX Utilities Inc. This proposal has been presented to Council in previous years, and Council has consistently chosen to maintain a 0% franchise fee.

Options include:

1. Maintain the franchise fee at 0% (status quo)
 - *Benefits:* Avoids increased costs to residents; aligns with past Council decisions.
 - *Disadvantages:* No additional revenue generated for the municipality.
2. Implement a franchise fee (e.g., 1–5%)
 - *Benefits:* Provides an alternative revenue stream to offset property taxes or support municipal projects.
 - *Disadvantages:* Results in higher utility costs for residents; historically has not been well received by the communities.

Costs/Source of Funding (if applicable):

For reference, a 2% franchise levy would generate approximately \$3,200 annually.

Recommended Action/Options:

Administration recommends that Council not implement a franchise fee for APEX Utilities Inc. currently. Past discussions have shown limited support from residents for this type of levy.

Proposed Motion by Council:

“That Council maintain the APEX Utilities Inc. franchise fee at zero percent (0%).”

What Is a Franchise Fee?

A **franchise fee**, sometimes called a local access fee, is a charge that a municipality can apply to utility companies (like ATCO or Apex) in exchange for allowing those companies to operate within municipal boundaries and use public land (e.g., for poles, lines, or pipes).

Although the fee is technically charged to the utility company, **it is passed directly to the resident — on their monthly utility bill**, usually under a line titled “Municipal Franchise Fee” or “Local Access Fee.”

How Much Are Franchise Fees?

Municipalities in Alberta can charge up to:

- **20%** of electricity distribution costs
- **35%** of natural gas distribution costs

In real terms, this can add **hundreds of dollars per year** to a household’s utility bills. Many municipalities see this as an easy way to raise revenue **without directly increasing property taxes**. Thus, the fees add up to tens of thousands of dollars for small municipalities and hundreds of millions of dollars for large municipalities.

A “Hidden” Tax

While technically not a tax, franchise fees **function like one**. They are not tied to a resident’s property value, their income, or their service usage—they’re just added on top of a resident’s regular utility charges. And because they appear on utility bills rather than property tax notices, **many residents don’t even realize their municipality is collecting this money**.

This **lack of transparency** is one of the reasons the Summer Village of Rochon Sands **chooses not to impose franchise fees**.

Why Rochon Sands Council Says No

Council has taken a firm position against implementing franchise fees for several reasons:

- **Transparency** – Council believes in clear, visible taxation where residents know exactly how much they’re contributing to the municipality.
- **Fairness** – Franchise fees disproportionately impact residents based on energy usage rather than property value or ability to pay.
- **Affordability** – With rising costs of living, Council strives to keep utility bills as low as possible for residents.

When residents look at their utility bills in Rochon Sands, they will **not** see an added franchise fee line—and that’s intentional. It’s part of Council’s commitment to transparent and fair municipal funding.

August 29, 2025

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

Dear Mayor Hiller and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the S.V. of Rochon Sands and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Summer Village with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2025. Failing notification, the current franchise fee percentage of **0.00%** will remain unchanged.

	2024 Actuals	2026 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$135,750.32	\$164,967.31
Delivery Revenues (Rate 3 & 13)	<u>\$0.00</u>	<u>\$0.00</u>
Total Delivery Revenues	<u>\$135,750.32</u>	<u>\$164,967.31</u>
2024 Actual Franchise	\$0.00	
2026 Estimated Franchise Fee		\$0.00

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.



Irv Richelhoff
Supervisor Business Development



SUMMER VILLAGE OF
Rochon Sands
Request for Decision

Meeting: Regular Council
Meeting Date: December 12, 2024
Originated by: John Jacobson - Chief Administrative Officer
Title: Increase to RBC VISA Credit Limit
Agenda Item Number: 9.7

Background/Proposal/Issue:

To seek Council approval to increase the Summer Village's RBC VISA credit card limit from **\$2,500 to \$5,000** to better accommodate operational purchasing needs and payment requirements.

The current corporate VISA limit of \$2,500 has become restrictive for municipal operations, particularly when multiple transactions or larger purchases are required within a billing cycle. Instances include:

- Payment of conference or training registrations
- Required Campground transactions through Campspot
- Prepayment of goods and services prior to reimbursement or invoicing
- Fuel, supplies, and other operational expenditures that may exceed the current limit

This occasionally requires alternate arrangements, such as using personal credit cards or delaying purchases, which is not ideal for cash flow or administrative efficiency.

Discussion/Options/Benefits/Disadvantages:

Increasing the limit to \$5,000 will:

- Provide greater flexibility for authorized staff to manage municipal expenses.
- Reduce the need for workarounds or reimbursement processes.
- Align the credit limit with the municipality's increasing operational and program demands.

RBC has confirmed that this adjustment requires receipt of Council approval.

Costs/Source of Funding (if applicable):

No direct cost to increase the limit. The VISA is paid in full each month, and existing internal controls (monthly reconciliations, approval of statements) will remain in place to ensure responsible use.

Recommended Action/Options:

That Council approve the increase of the Summer Village's RBC VISA credit limit from **\$2,500 to \$5,000**, effective immediately.

Motion by Council:

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.



Meeting: Regular Council
Meeting Date: September 9, 2025
Originated by: John Jacobson - Chief Administrative Officer
Title: Stettler District Ambulance Association Agreement
Agenda Item Number: Amendment 9.8

Background/Proposal/Issue:

The Stettler District Ambulance Association (SDAA) Board has 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.

Discussion/Benefits/Disadvantages:

- The addition of a second Member-at-Large could enhance representation and provide additional perspectives on patient and community needs.
- No direct financial implications to the municipality are anticipated, as compensation (if any) is covered by the SDAA.
- The amendment would only provide the option to appoint a second Member-at-Large; it does not require a change in current representation from the municipality.

Options

1. **Approve** the amendment to the SDAA Agreement to include the option of a second Member-at-Large.
2. **Decline** the amendment to the SDAA Agreement and maintain the current structure with one Member-at-Large.
3. **Request further information** from the SDAA before making a decision.

Recommendation

That Council indicates support for amending the SDAA Agreement to allow for the appointment of a second Member-at-Large.

Motion

That Council 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


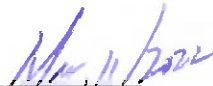

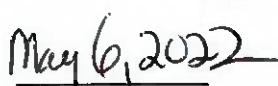
- 2.1. The Association Agreement is hereby amended by deleting the Association Agreement in its entirety and substituting therefore the Fourth Amended Stettler District Ambulance Association Agreement (the "Fourth Amended Agreement") attached hereto as Schedule "A".
- 2.2. Forthwith and from time to 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.


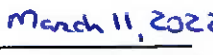
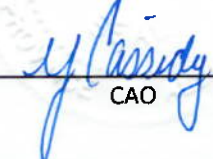

3. GENERAL COVENANT

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


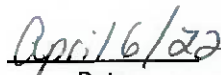
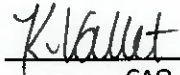
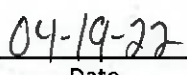
 _____ Mayor	 _____ Date	 _____ Reeve	 _____ Date
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 _____ CAO	 _____ Date	 _____ CAO	 _____ Date
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Village of Big Valley


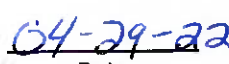
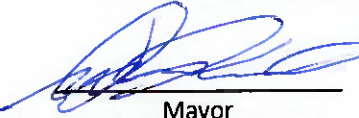
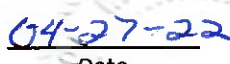
Village of Donalda

 _____ Mayor	 _____ Date	 _____ Mayor	 _____ Date
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 _____ CAO	 _____ Date	 _____ CAO	 _____ Date
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Summer Village of Rochon Sands

Summer Village of White Sands

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

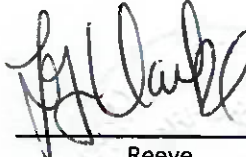
County of Stettler No. 6



Mayor

March 11, 2022

Date



Reeve

May 6/2022

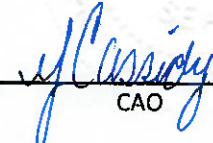
Date



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



CAO Report for the September 9, 2025, Regular Meeting of Council

CAO Report – Executive Summary

- Rockpile Mitigation: Draft RFD and Ministerial Letter prepared for Council. 1997 report identified the west bay rockpile as a boating hazard; 29 residents signed a statement of support at the August 23, 2025, Ratepayer AGM.
- OHVs on Sands Street: Golf carts now permitted; TEC has deferred OHV decision until Spring 2026. Ownership of Highway 835 (Sands St) would allow local OHV rules but is not financially viable.
- 2025 Ratepayer AGM: Held August 23 with 31 attendees. Covered financial statements, Golf Cart Pilot, Buffalo Lake advocacy, shoreline work, Beach Street East flood project, fire service planning, and Hall & Rec Assoc and RCMP provided updates.
- Canada Thistle: Reported along shoreline within the Recreational Lease. Removal requires provincial authorization under the *Public Lands Act*; fines up to \$5,000/day for unauthorized work. Awaiting Land Officer guidance.
- ASVA Conference: Council registered for October 16–17 conference, “Facing the Future,” covering audit changes, algal bloom tracking, AI in municipalities, bylaw basics, land use planning, and strategic planning.
- Buffalo Lake Water Levels: Currently greater than 10 cm below 2024 and 90 cm below target. Drought persists; pump station inactive since 2010. Filtration feasibility study results expected winter 2025.
- Breasties Dragon Boat Team: Season ended with a September 6 event; expressed gratitude for municipal support.
- Cybersecurity & Insurance: Enhanced RMA cyber insurance requirements now in effect. Staff training, multifactor authentication, and endpoint detection implemented.
- Streetlights: Administration reversed ~\$800 in incorrect charges, improved rate agreements, and mapped all sites for better billing accuracy.
- Insurance Renewal: 2025–26 renewal completed with RMA; minor duplications and clarifications pending.
- Canada Summer Jobs: Final report submitted September 3; program funded ~20% of summer wages. 2026 applications open November.
- Summer Staff: Four students completed their term; praised for their positive impact and contributions.
- Campgrounds: Remain open until Thanksgiving; first-come, first-served registration in effect. Online reservations reopen January 2026.
- UFA Grant – Mobi-Mat: \$25,000 application submitted; results expected November.
- Tax Penalties: 9% penalty applied to all unpaid current taxes as of September 1.
- Beach Street Flood Protection Project: Draft Grant Agreement received September 4; Administration reviewing for Council.

Rockpile Mitigation and Community Statement of Support

Administration prepared a Rockpile Mitigation Request for Decision (RFD) and draft Ministerial Letter for Council's consideration at the September 9, 2025 Regular Meeting. Recent excerpts from the 1997 *Parlby Creek–Buffalo Lake Water Management Project Mitigation Report* confirm that the former Streit/Zender boathouse access road on the west side of Rochon Sands Bay was identified as a boating hazard, with provincial removal recommended at that time. To support Council's request for provincial action, Administration drafted a Community Statement of Support for residents to sign at the August 23 Ratepayer AGM – 29 residents signed the support letter.

OHVs on Sands Street

Earlier this year, the Summer Village received approval from TEC for the Alberta Golf Cart Pilot Project, which permits registered golf carts to operate on Sands Street and other Summer Village roads as outlined in the SVRS Golf Cart Bylaw and Alberta Transportation Regulations. Upon receiving approval to permit golf carts on Sands Street and throughout the municipality, the CAO formally requested TEC's approval to permit OHVs on Sands Street (Hwy 835) in April 2025 and again in August 2025. TEC advised the CAO that they are actively developing a provincial OHV strategy but do not yet have a resolution. TEC anticipates being in a position to offer guidance or potential solutions in Spring 2026.

TEC also noted that, should the Summer Village wish to assume ownership of Highway 835 (Sands Street) within the Summer Village limits, it would gain the authority to establish its own rules regarding OHV use. Assuming ownership of Highway 835 within the Summer Village limits is not a financially viable option for the Rochon Sands ratepayers.

2025 Ratepayer AGM

The Summer Village of Rochon Sands held its 2025 Ratepayer Annual General Meeting on August 23, with 31 residents and stakeholders in attendance. Notices for the meeting were widely distributed across multiple platforms, including the Village website, the municipal entrance sign, Facebook, the Village Square bulletin board, and a sign on the office door. Agenda packages were made available both in person and online to ensure accessibility.

The meeting featured the presentation of the “clean” 2024 Audited Financial Statements by Gitzel & Company and included a range of updates from Council. Highlights included progress on the Golf Cart Pilot Project, ongoing advocacy regarding Buffalo Lake water levels, shoreline maintenance initiatives, and the Beach Street East Flood Barrier Project. Council also reported on continuing work with the Recreation Lease Renewal and began discussions on future fire coverage in light of changes to the Regional Fire Agreement.

Mayor Hiller reflected on a productive year, emphasizing the successful municipal election, the continued strong performance of the campground (which supports keeping taxes low), and infrastructure improvements such as the Village Square Washroom. He also highlighted community safety efforts, participation in regional emergency training, and events like the Canada Day fireworks and the installation of the Schneider Memorial Boulder—all contributing to a vibrant and engaged community.

Jody Craig provided a positive update on behalf of the Rochon Sands Hall & Recreation Association. Hall rentals remain strong, with frequent weekend bookings, and several successful community events were hosted, including the Big Jack Classic (where the Association managed the kitchen and bar), the Spring Fling and membership drive, Canada Day fireworks, and highway cleanup. Upcoming plans included the Summer Sendoff (Mexican theme) and December's Christmas in the Village. Additionally, dance classes led by Kim Donaghey raised funds for hall flowers, and the Association hosted a casino in May, with results still pending.

RCMP Staff Sergeant Russell provided a policing update, noting that Rochon Sands and similar summer villages experience a significant influx of over 2,000 visitors during peak times, compared to a relatively small permanent population. This creates unique challenges, as policing costs do not always reflect seasonal demands. While crime rates in the surrounding area have risen, Rochon Sands itself has remained stable. He also spoke to the new golf cart bylaw, clarifying that it does not cover off-highway vehicles such as side-by-sides and quads, and advised that the RCMP will focus on monitoring and education in the coming year.

Canada Thistle

Councillor Benson contacted the Summer Village Office to report that a resident notified him of Canada Thistle along the shoreline. Although the thistle is located on Environmental Reserve (ER), that ER falls within our Recreational Lease, meaning the removal and associated costs fall to the Summer Village.

Key considerations:

- Invasive aquatic plants may be removed without a permit if they are known invasive species; however, Canada Thistle removal along the shoreline is **not** exempt. Authorization under the *Public Lands Act*—typically via a Temporary Field Authorization—is required.
- Unauthorized removal or alteration of shoreline vegetation may result in fines of up to \$5,000 per day under Section 54 of the *Public Lands Act*.

The assigned Land Officer was unavailable until after the long weekend; Administration is awaiting confirmation of the required regulatory submissions and acceptable removal methods.

ASVA 2025 Annual Conference & AGM: “Facing the Future”

All members of Council have been registered to attend the **Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference & AGM – “Facing the Future”**, October 16–17, 2025, in Edmonton. This annual gathering is a key opportunity for our Summer Village to stay informed, connected, and ahead of emerging municipal trends.

This year’s agenda is packed with timely and practical topics that will directly benefit both new and experienced councillors. Highlights include:

- **Economic Attitudes and their Impact on Lakeside Communities** – examining the unique challenges faced by lake-based municipalities like ours.
- **Algal Bloom Tracker Project** – updates on lake health monitoring from the Alberta Lake Management Society.
- **New Municipal Audit Reporting Regulations** – including natural and intangible assets.
- **Bylaw Basics: Top 10 List** – a refresher on foundational bylaw enforcement principles.
- **AI in Municipalities** – exploring how artificial intelligence can streamline operations and planning.
- **Land Use Planning to Empower Residents** – strategies to balance growth and community vision.
- **Complex Behaviour Management & Ombudsman Insights** – ensuring fair approaches in difficult situations.
- **Summer Village Viability Reviews & Strategic Planning** – understanding pathways for long-term resilience.

For first-time councillors, this conference provides a comprehensive introduction to the responsibilities and evolving expectations of municipal leadership within a summer village. It offers direct access to experts, networking with other councils, and actionable insights on governance, environmental stewardship, resident engagement, and legislative updates. For our returning councillors, it’s an

opportunity to refresh knowledge, strengthen partnerships, and bring back innovative approaches that will benefit our community.

In addition to the educational sessions, the conference includes a **trade show, networking banquet, and the ASVA Annual General Meeting**, where resolutions and advocacy priorities are set for the coming year. Participation ensures our Summer Village has both a voice and a presence as ASVA shapes the future of summer village governance across Alberta.

Water Levels at Buffalo Lake

Honourable Rebecca Schulz - Minister of Environment and Protected Areas, recently communicated to Honourable Nate Horner, MLA, Drumheller-Stettler, that Buffalo Lake water levels continue to decline, currently 10 cm lower than 2024 levels and 90 cm below the preferred elevation set in the 1985 Buffalo Lake Water Management Project. These low levels are largely due to an ongoing multi-year drought.

A pump station, built in 1998 to draw water from the Red Deer River and maintain lake levels, has been inactive since 2010—first because water levels were high, and later due to a 2018 licence suspension after invasive Prussian carp were detected at the intake. These fish pose significant risks to native species and the aquatic ecosystem.

The province, through Agriculture and Irrigation (AGI), is currently advancing a filtration system project at Gull Lake to prevent the transfer of invasive species, with installation targeted for 2026. This project includes a feasibility study and conceptual design for Buffalo Lake to evaluate options, costs, and timelines for potentially restoring pumping operations. Results of the study are expected in winter 2025, which will guide next steps for Buffalo Lake.

Breasties in the Buff Dragon Boat Program

This breast cancer survivor dragon boat team has used Buffalo Lake as their home base, with Administration supporting storage and equipment needs. Their season culminated with a Beach Party on September 6. Breasties in the Buff were very grateful for the Summer Village's support.

Cyber Insurance Requirements

The CAO and Office/Parks Manager continue to participate in Canadian Internet Registration Authority (CIRA) cyber training sessions. As cyber threats increase, municipalities—given their sensitive data and critical infrastructure—are prime targets for cyberattacks that can result in data breaches, financial losses, service disruptions, and reputational harm.

While cyber insurance is an important resource, it does not replace strong cybersecurity practices. To reinforce this, RMA has implemented enhanced cyber coverage requirements.

Subscribers must now maintain:

- Multifactor authentication
- Staff cybersecurity training
- Strong backup policies
- Endpoint detection

CIRA also conducts phishing tests by sending simulated malicious emails to the Summer Village Office to ensure vigilance against the daily influx of suspicious emails.

Streetlights in the Summer Village

Administration has been working closely with ATCO and ABMunis to streamline the Village's streetlight and power billing. This has included reviewing charges, negotiating improved rates on select sites, reversing approximately \$800 in incorrect charges, clarifying an unidentified Site ID, and ensuring all streetlights are accurately mapped. These efforts aim to simplify billing, enhance cost transparency, and optimize ongoing utility expenses.

Insurance Renewal – RMA Insurance

Administration has completed the 2025–26 annual insurance renewal with RMA Insurance. The renewal package included the Crime Coverage Renewal, Cyber Renewal, Liability Renewal, Signed Auto Insurance Verification Report, and Signed Property Insurance Verification Report. There were some duplicate items on the renewal and some additional questions. Administration has requested guidance from RMA Insurance on these matters – other than those issues – RMA has confirmed our Insurance Renewal.

Service Canada: 2025 Canada Summer Jobs Program Final Report

The Final Payment Claim and Activity Report was submitted on September 3, 2025, to Service Canada for the 2025 Summer Jobs Grant Program. This is a requirement to be eligible for next year's grant funding and allows the approved 2025 funds to be released. The grants cover approximately 20% of the summer student wages. The 2026 Canada Summer Job Applications will be available in November 2025.

End of Year for the Summer Staff

The seasonal staff have completed their employment for this year. All four summer students were essential to the maintenance and upkeep of the Summer Village and the two Provincial Park Campgrounds that we operate. The students demonstrated an exceptional level of dedication, organization, and enthusiasm in their responsibilities. They made considerable improvements over the summer, learning and adapting to the different challenges of maintaining a municipality and two provincial campgrounds. We will miss their infectious energy, positive attitudes, and willingness to go above and beyond to ensure our community and parks were well cared for. Their contributions have left a lasting positive impact, and we look forward to welcoming future teams with the same spirit.

Campground Online Reservation System now closed for the summer

The 2 campgrounds (Rochon Sands Provincial Park and Narrows) will remain open at least until Thanksgiving. All camping sites are now first-come, first-served with Campers filling out a self-registration envelope with the site number that they are camping at. They can pay by cash or online through OptionPay. It is Administration's intent to open the online campground reservation system in January of 2026. This allows campers to plan ahead, especially campers planning reunions, weddings and group events. It also provides early-year cash flow for the municipality.

UFA Rural Communities Grant Application – Mobi-Mat Project

Administration has identified the Mobi-Mat system as an alternative option for the beach walkway.

Mobi-Mat is a portable, removable rollout beach access mat designed for pedestrians, wheelchair users, strollers, bicycles, and light all-terrain vehicles. The 5-foot-wide mat is available in connectable lengths from 16.5 ft (5 m) to 100 ft (30 m), offering flexible configurations.

Administration collaborated with the Rochon Sands Hall and Recreation Association to apply for the UFA Rural Communities Grant to fund the \$25,000 Mobi-Mat project. The application was submitted by the August 31 deadline, and notification of the outcome is expected by the end of November.

Tax Penalties

In accordance with Bylaw 266-24, a 9% penalty has been applied to all outstanding current taxes not paid by September 1. Penalties were applied to the respective tax rolls, with four accounts remaining outstanding: two with minor balances owing and two with full taxes unpaid.

Beach Street Flood-Protection Project

On September 4, 2025, the Summer Village of Rochon Sands received a draft Grant Agreement from Alberta Transportation & Economic Corridors in support of the Beach Street Flood-Protection Project.

The Summer Village has been awaiting provincial progress on the proposed Beach Street East Flood Barrier Project for several years. Due to fluctuating water levels and ongoing shoreline erosion, access issues have persisted for cottages located on Beach Street East. In particular, the current road conditions do not support safe access for emergency response vehicles.

The section of roadway requiring rehabilitation spans approximately 300 metres in length and 4 metres in width. Despite previous planning efforts by Alberta Transportation, the project has not advanced, raising continued safety concerns for the community.

Administration is currently reviewing the Beach Street Flood-Protection Project Draft Agreement to present to Council.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR119711

August 8, 2025

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

Dear Mayor Hiller:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Summer Village of Rochon Sands, your 2025 CCBF allocation is \$10,891.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: John Jacobson, Chief Administrative Officer, Summer Village of Rochon Sands



August 13, 2025

Mayor/Reeve/CAO

Stettler County, Town of Stettler, Village of Big Valley, Village of White Sands and Village of Rochon Sands, AB

Dear Mayor/Reeve/CAO,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Stettler RCMP Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Staff Seargent Cam Russell
Chief of Police
Stettler Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Stettler

Detachment Commander

S/Sgt. Cam Russell

Report Date

August 13, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Crime Reduction / Property Crime**Updates and Comments:**

Continued efforts to target prolific offenders, conduct curfew and compliance checks on those who are on probation/parole all while working with both offices to ensure all information possible is being shared when available. Continuous briefings held with all members to ensure they are kept up to date with who's on warrant or conditions and when they are removed.

Priority #2: Enhanced Public Confidence and Engagement - Engage with Community Members and Councils**Updates and Comments:**

During this quarter the detachment has engaged with our community on an official basis by attending 3 council meetings and unofficially by attending and being a part of several parades in the area, appreciation events for municipal employees, high school rodeo events are to name only a few. The detachment has participated in 2 tabletop exercises with surrounding emergency services as well. More plans are to be made to arrange Coffee with a Cop community engagement events which have been well received.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	

Consultation #2

Date	Meeting Type
June 11, 2025	Meeting with Elected Officials
Topics Discussed	
New golf cart/off road vehicle bylaw	
Notes/Comments:	
Reports from council are very favorable towards new bylaw, still several complaints to the village advising of underage operators in the village however nothing has been reported to the police. Education on new bylaw still main focus for local officers.	

Consultation #3

Date	Meeting Type
June 18, 2025	Meeting with Stakeholders
Topics Discussed	
Table Top Emergency Exercise	
Notes/Comments:	
Mock disaster held at County building to simulate a large scale flood impacting all services and most community residents.	



Consultation #4

Date	Meeting Type
June 25, 2025	Meeting with Elected Officials
Topics Discussed	
Concern for offender living in the area	
Notes/Comments:	
Was called to attend urgent meeting with County Council and residents to discuss concerns surrounding a new resident who moved to the area with a checkered past.	

Consultation #5

Date	Meeting Type
June 29, 2025	Community Connection
Topics Discussed	
Local policing	
Notes/Comments:	
Two detachment members attended the Village of White Sands annual general meeting, a number of topics were spoken to with much focus on golf cart/off highway vehicle bylaw.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	1	0
Detachment Support	1	1	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, four officers are currently working. One officer is Surplus To Establishment. There is one officer on Medical leave. There is no hard vacancy at this time.

Detachment Support: There is one established position that is currently filled. There is no hard vacancy at this time.





Stettler Municipal Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	4	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	1	2	0	2	N/A	N/A	0.3
Assault		18	19	24	21	13	-28%	-38%	-0.8
Kidnapping/Hostage/Abduction		0	0	1	0	1	N/A	N/A	0.2
Extortion		1	0	0	1	0	-100%	-100%	-0.1
Criminal Harassment		3	5	8	7	7	133%	0%	1.0
Uttering Threats		9	15	15	7	14	56%	100%	0.2
TOTAL PERSONS		32	42	54	36	37	16%	3%	0.4
Break & Enter		16	11	11	8	10	-38%	25%	-1.5
Theft of Motor Vehicle		14	8	8	2	5	-64%	150%	-2.4
Theft Over \$5,000		2	4	2	3	1	-50%	-67%	-0.3
Theft Under \$5,000		25	25	26	15	19	-24%	27%	-2.2
Possn Stn Goods		8	4	5	4	2	-75%	-50%	-1.2
Fraud		17	12	16	13	24	41%	85%	1.5
Arson		2	0	0	1	0	-100%	-100%	-0.3
Mischief - Damage To Property		23	23	17	10	15	-35%	50%	-2.9
Mischief - Other		14	5	9	19	20	43%	5%	2.6
TOTAL PROPERTY		121	92	94	75	96	-21%	28%	-6.7
Offensive Weapons		5	8	2	4	2	-60%	-50%	-1.0
Disturbing the peace		10	14	25	11	16	60%	45%	0.9
Fail to Comply & Breaches		18	13	13	9	19	6%	111%	-0.2
OTHER CRIMINAL CODE		10	9	12	3	4	-60%	33%	-1.8
TOTAL OTHER CRIMINAL CODE		43	44	52	27	41	-5%	52%	-2.1
TOTAL CRIMINAL CODE		196	178	200	138	174	-11%	26%	-8.4



Stettler Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		2	2	1	8	0	-100%	-100%	0.2
Drug Enforcement - Trafficking		2	2	0	1	4	100%	300%	0.3
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		4	5	1	10	4	0%	-60%	0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	0	3	0	N/A	-100%	0.1
TOTAL FEDERAL		4	7	1	13	4	0%	-69%	0.6
Liquor Act		1	4	3	4	0	-100%	-100%	-0.2
Cannabis Act		1	2	0	0	0	-100%	N/A	-0.4
Mental Health Act		20	23	22	25	28	40%	12%	1.8
Other Provincial Stats		33	13	24	39	22	-33%	-44%	0.4
Total Provincial Stats		55	42	49	68	50	-9%	-26%	1.6
Municipal By-laws Traffic		0	0	3	0	0	N/A	N/A	0.0
Municipal By-laws		3	7	4	3	3	0%	0%	-0.4
Total Municipal		3	7	7	3	3	0%	0%	-0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		4	3	1	0	0	-100%	N/A	-1.1
Property Damage MVC (Reportable)		33	22	42	15	15	-55%	0%	-4.3
Property Damage MVC (Non Reportable)		0	6	6	2	5	N/A	150%	0.6
TOTAL MVC		37	31	49	17	20	-46%	18%	-4.8
Roadside Suspension - Alcohol (Prov)		6	0	3	5	1	-83%	-80%	-0.5
Roadside Suspension - Drugs (Prov)		0	0	0	1	1	N/A	0%	0.3
Total Provincial Traffic		358	108	252	178	131	-63%	-26%	-38.4
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		17	4	6	10	6	-65%	-40%	-1.6
Common Police Activities									
False Alarms		24	10	20	13	8	-67%	-38%	-2.9
False/Abandoned 911 Call and 911 Act		3	4	4	6	12	300%	100%	2.0
Suspicious Person/Vehicle/Property		67	46	45	29	39	-42%	34%	-7.3
Persons Reported Missing		3	0	4	4	3	0%	-25%	0.4
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		18	13	23	17	20	11%	18%	0.8
Form 10 (MHA) (Reported)		0	2	1	3	0	N/A	-100%	0.1



Stettler Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	0	2	1	N/A	-50%	0.2
Other Sexual Offences		0	3	0	0	2	N/A	N/A	0.1
Assault		3	7	13	3	9	200%	200%	0.8
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		1	0	0	1	0	-100%	-100%	-0.1
Criminal Harassment		4	4	2	3	4	0%	33%	-0.1
Uttering Threats		2	8	4	5	6	200%	20%	0.5
TOTAL PERSONS		10	24	19	14	23	130%	64%	1.6
Break & Enter		11	3	14	10	9	-18%	-10%	0.3
Theft of Motor Vehicle		4	8	1	4	4	0%	0%	-0.4
Theft Over \$5,000		2	1	0	1	1	-50%	0%	-0.2
Theft Under \$5,000		13	6	4	9	10	-23%	11%	-0.3
Possn Stn Goods		4	2	3	2	3	-25%	50%	-0.2
Fraud		5	3	7	3	11	120%	267%	1.2
Arson		2	0	0	0	1	-50%	N/A	-0.2
Mischief - Damage To Property		8	6	6	3	7	-13%	133%	-0.5
Mischief - Other		4	1	2	5	8	100%	60%	1.2
TOTAL PROPERTY		53	30	37	37	54	2%	46%	0.9
Offensive Weapons		2	0	4	2	4	100%	100%	0.6
Disturbing the peace		2	0	2	2	3	50%	50%	0.4
Fail to Comply & Breaches		3	2	5	1	5	67%	400%	0.3
OTHER CRIMINAL CODE		1	2	6	4	3	200%	-25%	0.6
TOTAL OTHER CRIMINAL CODE		8	4	17	9	15	88%	67%	1.9
TOTAL CRIMINAL CODE		71	58	73	60	92	30%	53%	4.4



Stettler Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	2	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		3	2	0	0	0	-100%	N/A	-0.8
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	2	2	0	1	-67%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	2	0	1	N/A	N/A	0.2
TOTAL FEDERAL		3	2	4	0	2	-33%	N/A	-0.4
Liquor Act		1	0	1	0	0	-100%	N/A	-0.2
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		12	8	3	3	12	0%	300%	-0.5
Other Provincial Stats		17	4	6	16	10	-41%	-38%	-0.2
Total Provincial Stats		30	12	11	19	22	-27%	16%	-0.9
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		4	0	2	1	0	-100%	-100%	-0.7
Total Municipal		5	0	2	1	0	-100%	-100%	-0.9
Fatals		0	1	1	0	0	N/A	N/A	-0.1
Injury MVC		3	5	1	3	1	-67%	-67%	-0.6
Property Damage MVC (Reportable)		30	39	24	24	24	-20%	0%	-2.7
Property Damage MVC (Non Reportable)		1	3	3	3	0	-100%	-100%	-0.2
TOTAL MVC		34	48	29	30	25	-26%	-17%	-3.6
Roadside Suspension - Alcohol (Prov)		6	2	3	5	1	-83%	-80%	-0.7
Roadside Suspension - Drugs (Prov)		1	0	0	0	0	-100%	N/A	-0.2
Total Provincial Traffic		228	79	163	205	167	-27%	-19%	0.4
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		10	4	5	13	6	-40%	-54%	0.1
Common Police Activities									
False Alarms		1	5	9	3	4	300%	33%	0.4
False/Abandoned 911 Call and 911 Act		8	6	1	2	5	-38%	150%	-1.0
Suspicious Person/Vehicle/Property		29	19	13	21	26	-10%	24%	-0.4
Persons Reported Missing		1	2	0	1	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	1	4	10	7	40%	-30%	1.3
Form 10 (MHA) (Reported)		1	0	0	0	3	200%	N/A	0.4

Memorandum

128009

Date: August 15, 2025

From: Honourable Rebecca Schulz
Minister of Environment and Protected Areas

To: Honourable Nate Horner
MLA, Drumheller-Stettler
208 Legislature Building

Subject: Water Levels at Buffalo Lake

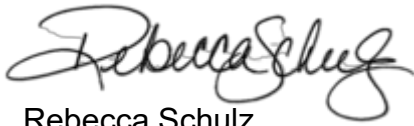
Many Albertans are concerned about low water levels across central lakes in the province, including Buffalo Lake, and are seeking reassurance the Government of Alberta is aware of the situation and taking steps to address it.

Water levels in Buffalo Lake reached record lows at the end of 2024 and have continued to recede in 2025. Current levels are approximately 10 centimetres lower than this time last year and 90 centimetres below the preferred elevation identified in the 1985 Buffalo Lake Water Management Project. In most cases, low water levels are the result of a multi-year drought cycle with an ongoing dry climate trend over the past two years.

There has been a pump station on Buffalo Lake since 1998 to augment water levels. The pump station is owned and operated by Agriculture and Irrigation (AGI) and diverts water into the lake from the Red Deer River. The station has not operated since 2010, initially due to high lake levels and later due to a 2018 licence suspension related to Prussian carp observed in the intake. Prussian carp are an invasive fish species and can cause significant detrimental impacts to native fish populations and the aquatic environment. A similar issue occurred in Gull Lake, also resulting in a 2018 suspension to AGI's licence to pump water from the Blindman River into the lake.

AGI is evaluating a filtration system for Gull Lake to exclude carp and their eggs from being pumped into the lake. The goal is to lift the licence suspension and resume operations, provided water levels in the Blindman River are sufficiently high. AGI is working with Transportation and Economic Corridors (TEC) to deliver the design and installation of filters, with implementation targeted for summer of 2026. TEC is advancing the necessary purchase requests and contracts to ensure timely construction.

The Gull Lake Design contract includes a feasibility study and conceptual design for Buffalo Lake, which will outline viable options, costs, and timelines. Next steps for the Buffalo Lake pump project will be determined following the feasibility study, the results of which are expected in the winter of 2025.

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name being more prominent.

Rebecca Schulz

cc: Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Recommendations on Implementation of Bill 50 Changes



Submitted to Alberta Municipal Affairs

August 26, 2025

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Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

Natural Person Powers

Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would **not** need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

1.1. Would this scope ensure that only significant, “out of the norm” actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term 'natural person powers' is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

ABmunis recommends that:

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

Recommendations on Implementation of Bill 50 Changes

Alternative Option

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

ABmunis recommends that:

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods such as email? Why or why not?

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

Councillor Information Requests

Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

2.1. Is it feasible to distinguish between ‘readily available’ and ‘new information’? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it’s feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor’s individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

ABmunis recommends that:

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality’s administrative capacity and each council’s expectations for how information requests by a councillor are handled.

Council Meeting Procedures

Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Roles of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

ABmunis recommends that:

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.

Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councilor conflict?

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

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through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

Final Thoughts

Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

Summary of Recommendations

Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
 - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
 - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
 - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
 - a. How a councillor must submit an information request,
 - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
 - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

Recommendations on Implementation of Bill 50 Changes

Council Meeting Procedures

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.



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