

Agenda
Summer Village of Rochon Sands
Organizational Meeting of Council
August 12, 2025 @ 6:00 PM
Municipal Office, and Via Zoom for Public

1. Call to Order
2. “Swearing In” The Official Oath of Office-Councillors
3. Appointment of Chief Elected Official for Summer Village of Rochon Sands
4. Appointment of Deputy Chief Elected Official of Summer Village Rochon Sands
5. Appointment of Signing Officers
6. Establishment of Council Meeting Dates and Times
7. Council Remuneration
8. Appointment of Property Assessor for Summer Village of Rochon Sands
9. Appointment of Financial Auditor for Summer Village of Rochon Sands
10. Appointment of Legal Counsel for Summer Village of Rochon Sands
11. Appointment of Safety Codes Inspection Services
12. Appointment of Banking Institution
13. Appointment of Regional Subdivision Development Appeal Board
14. Appointment of Regional Planner
15. Appointment of Regional Assessment Review Board
16. Appointment of Engineering Firm
17. Committee Appointments
 - 17.1. Rochon Sands Hall and Recreation Association Board
 - 17.2. County of Stettler Housing Authority
 - 17.3. Stettler Waste Management Authority (SWMA)
 - 17.4. Shirley McClellan Regional Water Service Commission (SMRWSC)
 - 17.5. Buffalo Lake Intermunicipal Planning Committee
 - 17.6. Stettler Regional Fire Advisory Committee
 - 17.7. Stettler District Ambulance Association
 - 17.8. Buffalo Lake Management Team
 - 17.9. Parkland Community Planning Services (PCPS)
 - 17.10. Parkland Regional Library System Board
 - 17.11. County of Stettler Regional Recreation Board
 - 17.12. Stettler Regional Emergency Management Agency (SREMA)
 - 17.13. Intermunicipal Collaboration Committee
 - 17.14. Regional Fire Commission
18. Next Regular Council Meeting Date – August 12, 2025
19. Adjournment

Attachments:

- Organizational Meeting Backgrounder
- 2024 Minutes of the Organizational Meeting for the Summer Village of Rochon Sands



Organizational Meeting Backgrounder

August 12, 2025

As per the Summer Village of Rochon Sands Bylaw # 230-17 “Council Procedural Bylaw”, Section 9 – Organizational Meetings:

9. Organizational Meetings

- 9.1 *An organizational meeting for the Summer Village shall be held prior to August 31 annually, according to the Municipal Government Act;*
- 9.2 *The Chief Administrative Officer shall set time, date and place of the Organizational Meeting; and Chair the meeting prior to appointment of Chief Elected Official;*
- 9.3 *The business of the Organizational Meeting shall be limited to:*
 1. *The administration of Oath of Office should the meeting follow the general election or by-election;*
 2. *The appointment of Chief Elected Official and Deputy Chief Elected Official;*
 3. *The appointment of members to committees which Council is entitled to make;*
 4. *Other business required by the Municipal Government Act or which Council or the Chief Administrative Officer may direct;*

“Swearing In” The Official Oath of Office - Councillors

- The MGA requires all elected officials to take an oath or affirmation before they can officially begin their term.
- This oath signifies their commitment to uphold the duties of their office and adhere to the laws and regulations governing the municipality.

Councillors as Commissioners for Oaths

- All Councillors are, by virtue of their position, Commissioners for oaths in the province of Alberta. They may administer oaths, and take or receive affidavits, affirmations, and declarations **within Alberta, for use in Alberta**, under the authority of the Act. However, that authority **is limited**:
- It only applies **within** Alberta (contrary to some other provinces). For documents sworn **outside the province**, municipal councillors do **not** have authority.

Enabling Legislation

- *Notaries and Commissioners Act, SA 2013, c N-5.5, s 16(1) - The following persons are Commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta: ... (d) a Metis settlement Councillor and a municipal Councillor;*

Action Required

- None

Election of Mayor

- The Mayor must be elected at each Organizational Meeting.

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the Councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each Organizational Meeting of the council, unless otherwise provided by bylaw.

s 156 - A Councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

Action Required

- Appoint the Mayor from the members of Council *Call for nominations, vote, and confirm results by resolution.*
- The Mayor must take the official oath prescribed by the Oaths of Office Act.

Election of Deputy Mayor

Deputy Mayor must be elected at each Organizational Meeting.

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and*
- (b) the office will be filled at all times.*

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or*
- (b) if the office of chief elected official is vacant.*

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or*
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.*

Signing Authority

- Signing authority is set by policy. AD 1.6 Administration
 - All Cheques may be signed by any two (2) Councillors or any councillor and the Chief Administrative Officer.
 - The signing or authorization of municipal documents will be signed in accordance with MGA, Chapter M-26.1 - Section 213.

Council Meeting Date

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 193(1) - A council may decide at a council meeting at which all the Councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

Regular Council Meetings

Second Tuesday of each month at 6:00 pm in the Summer Village of Rochon Sands Office in the Rochon Sands Community Hall - #1, Hall Street, Rochon Sands, AB.

Options

- Resolve that the regular meetings of the Summer Village of Rochon Sands Council be held on the second Tuesday of each month commencing at 6:00 pm in the Summer Village of Rochon Sands Office in the Rochon Sands Community Hall - #1, Hall Street, Rochon Sands, AB.
- Resolve that the regular meetings of the Summer Village of Rochon Sands Council be held.....

Council Remuneration

- Council per diems are set by Policy CO 1.1 – Council Remuneration .

Summer Village of Rochon Sands Councillor Remuneration Policy

Category: CO 1.1 Councillors

Title: Remuneration

Date Approved: May 12, 2015

Date Reviewed/ Revised: August 13, 2019

Purpose: To establish Council Remuneration and Expenses Policy

Statement: 1. 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 for the Summer Village of Rochon Sands.

Remuneration

Members of Council shall be granted remuneration for:

- 1.1 Council, Board and Commission Meetings;
- 1.2 Meetings which require the attendance of a member of the Council for the Summer Village of Rochon Sands;

Remuneration shall be as follows:

- 1. Councillor remuneration shall be \$3000.00 per year
- 2. The Mayor remuneration shall be \$3000.00 per year

An allocation, as identified in the yearly budget, shall be allowed for each member of Council with regards to remuneration. Excluded from remuneration shall be those events attended as a representative of Council which are strictly social in nature.

Expenses

- 2.1 Where members of Council are required to travel in relation to their duties reasonable expenses incurred by the member will be reimbursed for such things as travel, accommodation, meals, and other related out of pocket costs.
- 2.2 Where the member’s private vehicle is used for out of Village travel the member shall be reimbursed at current Government of Alberta rates for per kilometer rates.

2.3 Standard allowances shall be paid as follows with receipts: (in accordance with Alberta Government rates as per 2018)

Breakfasts.....	\$9.20
Lunches.....	\$11.60
Dinners.....	\$20.75
Gratuities & Incidentals	\$10.00

- 2.4 Members of Council may from time to time incur entertainment expenses on behalf of the Summer Village where such activity has clear potential for the benefit to the Village.
- 2.5 Claims for Remuneration and Expenses shall be made monthly on an approved expense form and the Mayor shall have the authority to disallow any claims deemed inappropriate.
- 2.6 The Administrator will ensure that the forms are complete and will pass all forms to the Mayor for review.
- 2.7 The Mayor shall approve all Council remuneration claims. Once the forms are approved, the Administrator shall process the claims as part of the monthly payroll process.
- 2.8 At the end of each year the Administrator shall prepare a summary of Council meetings and expenses.

Appointment of Property Assessor for Summer Village of Rochon Sands

- Present: Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009)

Appointment of Financial Auditor for Summer Village of Rochon Sands

- Present: Gitzel & Company Chartered Professional Accountants

Appointment of Legal Counsel for Summer Village of Rochon Sands

- Present: Wilson Cruikshank LLP

Appointment of Safety Codes Inspection Services

- Present: IJD Permits and Inspections

Appointment of Banking Institution

- Present: Royal Bank of Canada (Stettler Branch)

Appointment of Regional Subdivision Development Appeal Board

- Present: Parkland Regional Planning Commission (PCPS)

Appointment of Regional Planner

- Present: Parkland Regional Planning Commission (PCPS)

Appointment of Regional Assessment Review Board

- Present: Capital Region Assessment Services Commission (CRASC) and Clerk Services

Appointment of Engineering Firm

- Present: WSP Engineering Services

Rochon Sands Hall and Recreation Association Board

The Rochon Sands Hall & Recreation Association is the primary community organization for the Summer Village of Rochon Sands, located on the shores of Buffalo Lake in central Alberta. The Association manages the community hall and tennis courts while organizing events such as banquets, dances, and social gatherings to promote healthy, connected living around the lake. Its purpose is to maintain welcoming recreational spaces, foster social engagement, and help keep Rochon Sands a vibrant and connected lakeside destination.

Members

- Rochon Sands (1 Councillor)

Meeting Schedule

- When determined by the President of the Rochon Sands Hall & Recreation Association Board President.

Action Required

- Appoint one representative to the Rochon Sands Hall & Recreation Association Board.
- Appoint one alternate to the Rochon Sands Hall & Recreation Association Board.

County of Stettler Housing Authority

The County of Stettler Housing Authority is an independent incorporation under the authority of the Housing Act to provide seniors and affordable housing. This board is responsible for a 6 million-dollar budget. Revenue comes from rent, some provincial funding, and requisitions from all member municipalities.

Members

- County of Stettler (2 Councillors), Town of Stettler (One Councillor and one appointed representative with voting authority on non-financial decisions), Summer Village of White Sands (1 Councillor), Rochon Sands (1 Councillor), and the Villages of Donalda (1 Councillor), and Big Valley (1 Councillor)

Meeting Schedule

- The 3rd Thursday of every month except in the summer (which may be called by the chair).

Action Required

- Appoint one representative to the County of Stettler Housing Authority.
- Appoint one alternate to the County of Stettler Housing Authority.

Stettler Waste Management Authority

The Stettler Waste Management Authority provides regional solid waste services for the County and contained municipalities. The Board approves the budget, represents municipal interest, and develops and implements policy. The County of Stettler Administration provides administrative, HR, financial, technical, and mechanical support services.

Members

- 2 Councillors from each of the County and Town (4 total), 1 Councillor from each of the Villages and Summer Villages (4 total), and 2 members-at-large.

Meeting Schedule

- Quarterly (half day)

Action Required

- Appoint one representative to the Stettler Waste Management Authority.
- Appoint one alternate to the Stettler Waste Management Authority.

Shirley McClellan Regional Water Services Commission

The SMRWSC provides water through a regional line to 14 member municipalities. The Board oversees the Commission's operation and make decisions on the completion of waterlines, and applications for funding. The County of Stettler manages this Commission and prepares budgets, grant applications, etc.

Member Municipalities

- 1 Councillor from each of the Counties of Stettler and Paintearth; Towns of Castor, and Coronation; the Villages of Bawlf, Big Valley, Consort, Donalda, Halkirk, Rosalind, and Veteran; the Summer Villages of Rochon Sands and White Sands; and Special Areas 2-4.

Meeting Schedule

- Quarterly (Evenings)

Action Required

- Appoint one representative to the Shirley McClellan Regional Water Services Commission.
- Appoint one alternate to the Shirley McClellan Regional Water Services Commission.

Buffalo Lake Intermunicipal Development Plan Steering Committee

The Buffalo Lake IDP Steering Committee reviews and drafts revisions to the Buffalo Lake IDP for consideration by each Council as a whole.

Members

- Counties of Lacombe, Camrose, and Stettler and the Summer Villages of Rochon Sands and White Sands

Meeting Schedule

- At least once annually for a half day meeting. Years with plan amendments require an additional series of meetings over a 6-12 month span.

Action Required

- Appoint one representative to the Buffalo Lake Intermunicipal Development Plan Steering Committee.
- Appoint one alternate to the Buffalo Lake Intermunicipal Development Plan Steering Committee.

Stettler Regional Fire Department Advisory Committee

The Advisory Committee helps guide budget preparation, review expenditures, recommend policy, and bring concerns to and from County Council.

Members

- 2 Council Members from County of Stettler, 2 Council Members from Town of Stettler, 1 Council Member Big Valley, 1 Council Member Donalda, 1 Council Member Summer Village of White Sands, 1 Council Member Summer Village of Rochon Sands, CAO for County of Stettler, Recording Secretary from Town of Stettler, Stettler Regional Fire Chief, and Deputy Fire Chief.

Meeting Schedule

- Quarterly (Half day)

Action Required

- Appoint one representative to the Stettler Regional Fire Department Advisory Committee.
- Appoint one alternate to the Stettler Regional Fire Department Advisory Committee.

Stettler District Ambulance Association

The SDAA guides the operations and policies of our local ambulance. SDAA is contracted by AHS to be the primary provider for our area, though we technically have a borderless system. The County of Stettler Administration oversees the Association and provides Administrative, HR, Financial, Technical, and Mechanical services to the organization.

Members

- Town of Stettler (2 Councillors), County of Stettler (2 Councillors) and one Councillor each from the Villages of Donaldda and Big Valley; one Councillor from each of the Summer Villages of Rochon Sands and White Sands; and one Member-at-Large.

Meeting Schedule

- Quarterly (half day)

Action Required

- Appoint one representative to the Stettler District Ambulance Association.
- Appoint one alternate to the Stettler District Ambulance Association.

Buffalo Lake Management Team

This used to be a provincially run and funded group, it is now voluntarily maintained by the municipalities and members-at-large. The BLMT provides guidance in the form of lobbying for the Buffalo Lake integrated shoreline management plan with Alberta Environment representatives

Members

- Stettler County 1 Councillor, Summer Village of Rochon Sands 1 Councillor, Summer Village of White Sands 1 Councillor, Lacombe County 1 Councillor, Town of Alix 1 Councillor, County of Camrose 1 Councillor, 4 members-at-large, 3 Alberta Environment Representatives

Meeting Schedule

- Quarterly

Action Required

- Appoint one representative to the Buffalo Lake Management Team.
- Appoint one alternate to the Buffalo Lake Management Team.

Parkland Community Planning Services

PCPS is a not-for-profit organization which the County is a member of. PCPS staff process Summer Village of Rochon Sands Subdivision Applications, assist with large developments, and prepare statutory plans for the Summer Village on a fee for service basis. To participate in the general meetings, we require an appointed representative.

Members

- 5 towns, 6 Villages, and 2 Counties

Meeting Schedule

- Bi-Annually

Action Required

- Appoint one representative to the Parkland Regional Planning Services membership
- Appoint one alternate to the Parkland Regional Planning Services membership

Parkland Regional Library System

The County is a member of the Parkland Regional Library System which allows for volume purchasing, book sharing between regional libraries, and a host of support services.

Members

- 1 Councillor from each of the 64 member municipalities.

Meeting Schedule

- Quarterly

Action Required

- Appoint one representative to the Parkland Regional Library Board.
- Appoint one alternate to the Parkland Regional Library Board.

County of Stettler Recreation Board

The Regional Recreation Board supervises and advises Council on matters pertaining to recreation within the County of Stettler. The board reviews Special Project Funding applications and makes a recommendation to Council for the funding distribution each November.

Members

- County of Stettler (1 Councillor), Summer Village of Rochon Sands (1 Councillor), Village of Donalda (1 Councillor), Village of Big Valley (1 Councillor), Community Groups (15 members)

Meeting Schedule

- Quarterly (evening)

Action Required

- Appoint one representative to the County of Stettler Recreation Board.
- Appoint one alternate to the County of Stettler Recreation Board.

Stettler Regional Emergency Management Agency (SREMA)

This is a board to help direct the Emergency Management plan for the Stettler Area - developing and coordinating an overall regional program of preparedness for, response to, and recovery from, emergencies and disasters, as well as assisting other municipalities to develop and maintain a high level of emergency preparedness. In 2023, a new regional agreement was signed, with regional bylaws passed allowing all six partners to delegate their authority to the Stettler Regional Emergency Management Agency.

Members

- SREMA includes County of Stettler, Town of Stettler, Village of Big Valley, Village of Donalda, Summer Village of Rochon Sands, and Summer Village of White Sands.

Meeting Schedule

- At least once annually, for a half or full day meeting.

Action Required

- Appoint one Councillor to the SREMA committee.
- Appoint one Alternate to the SREMA.

Intermunicipal Collaboration Committee

The Intermunicipal Collaboration Committee guides the planning and negotiating of capital and operational projects benefitting multiple municipalities. Convened when committee level discussions are required for Intermunicipal Collaboration Frameworks (ICFs) such as renegotiating existing or new services or capital projects. Separate committees exist for each ICF and the makeup is set by agreement.

Meeting Schedule

- As required

Current Appointments

- Representatives - Town ICF (2): Area Councillor and Reeve Representatives - Village & Summer Villages ICFs (1): Reeve Alternate (1): Deputy Reeve

Action Required

- Appoint one representatives to the Intermunicipal Collaboration Framework Committee.
- Appoint one alternate to the each of the Intermunicipal Collaboration Framework Committee.

Regional Fire Commission

At a Special Council Meeting on May 21, 2025, Council for the County of Stettler No. 6 unanimously approved a motion to create a Regional Fire Commission to better meet the County's long-term apparatus, infrastructure and operational priorities, and to withdraw from the existing Regional Fire Agreement with the Town of Stettler.

The County has begun consultations with surrounding villages and summer villages and has received expressions of support for the Regional Fire Commission concept. Further details on membership and governance will be released as agreements are finalized.

Members

- (x) Councillors from each of the County, 1 Councillor from each of the Villages and Summer Villages (4 total), (The Town of Stettler has been invited to participate).

Meeting Schedule

- TBD

Action Required

- Appoint one representative to the Regional Fire Commission.
- Appoint one alternate to the Regional Fire Commission.

**Minutes of Organizational Meeting
Council of Summer Village of Rochon Sands
held at Summer Village of Rochon Sands Office
August 13, 2024 @ 6:00 PM**

Present: Mayor D. Hiller
Councillor B. Brinson
Councillor J. Byer (by Zoom)
Administrator J. Jacobson
Staff H. Chappell Benoit

1. Call to order

Meeting was called to order by Mayor Hiller at 6:00 P.M.

2. Approval of Agenda

Res 24-08-01 Motion by Councillor J. Byer to approve the agenda as presented.

Carried

3. Minutes of Organizational Meeting October 10, 2023 (for information)

2023 Organizational Meeting Minutes approved at the November 14, 2023, Regular Meeting of the Council of the Summer Village of Rochon Sands

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

Res 24-08-02 Motion by Councillor B. Brinson to appoint Dan Hiller as Chief Elected Official for the Summer Village of Rochon Sands. Dan Hiller accepts the position of Chief Elected Official.

Carried

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

Res 24-08-03 Motion by D. Hiller to appoint Councillor J. Byer as Deputy Chief Elected Official for the Summer Village of Rochon Sands. Councillor J. Byer accepts the position as Deputy Chief Elected Official.

Carried

6. Appointment of Signing Officers

Res 24-08-04 Motion by Councillor J. Byer to appoint all three members of council as having signing authority.

Carried

7. Establishment of Council Meeting Dates and Times

Res 24-08-05 Motion by Mayor D. Hiller 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

8. Council Remuneration

Res 24-08-06 Motion by Mayor D. Hiller for Council remuneration to be calculated as an annual sum of \$3000.00 (three thousand dollars) to be paid in August of the current calendar year for each of the three elected officials of The Summer Village of Rochon Sands.

Carried

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

Res 24-08-07 Motion by Councillor B. Brinson to appoint Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009) as the appointed assessor for the Summer Village of Rochon Sands.

Carried

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

Res 24-08-08 Motion by Councillor J. Byer to appoint Gitzel & Company Chartered Professional Accountants as the Summer Village of Rochon Sands financial auditor.

Carried

- 11. Appointment of Legal Counsel for The Summer Village of Rochon Sands**
Res 24-08-09 Motion by Mayor D. Hiller to appoint Wilson Cruikshank LLP as legal counsel for the Summer Village of Rochon Sands.
Carried
- 12. Appointment of Safety Codes Inspection Services**
Res 24-08-10 Motion by Councillor B. Brinson to appoint IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of Rochon Sands.
Carried
- 13. Appointment of Banking Institution**
Res 24-08-11 Motion by Councillor J. Byer to appoint the Royal Bank of Canada (Stettler Branch) as the banking institution for the Summer Village of Rochon Sands.
Carried
- 14. Appointments of Regional Subdivision Development Appeal Board**
Res 24-08-12 Motion by Councillor D. Hiller to appoint the Parkland Regional Planning Commission (PCPS) to represent the Village of Rochon Sands on the Subdivision Appeal Board and Clerk Services for the Summer Village of Rochon Sands.
Carried
- 15. Appointments of Regional Planner (PCPS)**
Res 24-08-13 Motion by Councillor B. Brinson to appoint the Parkland Regional Planning Commission (PCPS) as the Development Officer, Planner, and Subdivision Authority.
Carried
- 16. Appointments of Region Assessment Review Board**
Res 24-08-14 Motion by Councillor J. Byer 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 Amorin
 - Certified Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier, Raymond Ralph
Carried
- 17. Appointment of Engineering Firm**
Res 24-08-15 Motion by Councillor B. Brinson to appoint WSP Engineering Services as the Summer Village of Rochon Sands Engineering Services firm.
Carried
- 18. Committee Appointments**
1. **Rochon Sands Hall and Recreation Association Board** - Councillor Blaine Brinson; Alternate, Councillor Jay Byer
 2. **County of Stettler Housing Authority** - Councillor Jay Byer; Alternate, Mayor Dan Hiller
 3. **Stettler Waste Management Authority** - Mayor Dan Hiller; Alternate, Councillor Blaine Brinson
 4. **Shirley McClellan Regional Water Services Commission (SMRWSC)** - Mayor Dan Hiller; Alternate, Councillor Jay Byer
 5. **Buffalo Lake Intermunicipal Planning Committee** - Mayor Dan Hiller; Alternate, Councillor Jay Byer
 6. **Stettler Regional Fire Advisory Committee** - Councillor Blaine Brinson; Alternate, Mayor Dan Hiller
 7. **Stettler District Ambulance Association** - Councillor Blaine Brinson; Alternate, Councillor Jay Byer
 8. **Buffalo Lake Management Team** - Councillor Jay Byer; Alternate, Councillor Blaine Brinson

9. **Parkland Community Planning Services (PCPS)** - Councillor Jay Byer; Alternate, Mayor Dan Hiller
10. **Parkland Regional Library System Board** - (refer to Village of Donalda for representation)
11. **Stettler County Recreation Board** - Rochon Sands Hall & Recreation Board President, Carrie Resch; Alternate, Councillor Brinson
12. **Emergency Management Committee** - Mayor Dan Hiller, Councillor Blaine Brinson, Councillor Jay Byer
13. **Stettler Regional Emergency Management Agency (SREMA)** - Mayor Dan Hiller, Councillor Blaine Brinson, Councillor Jay Byer
14. **Intermunicipal Collaboration Committee (ICC)** - Mayor Dan Hiller; Alternate, Councillor Blaine Brinson

Res 24-08-16 Motion by Mayor D. Hiller to accept all committee appointments.
Carried

Next Organizational Meeting set for August 2025.

Res 24-08-17 19. **Adjournment**
Motion by Mayor D. Hiller to adjourn at 6:05 PM
Carried

ORIGINAL SIGNED
Chief Elected Official

ORIGINAL SIGNED
Chief Administrative Officer

COUNCIL ORGANIZATIONAL APPOINTMENTS August 2024/August 2025				
	Councillor	Councillor	Councillor	CAO
	Dan Hiller	Blaine Brinson	Jay Byer	
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		X	A	
County of Stettler Housing Authority	A		X	
Stettler Waste Management Authority	X	A		
Shirley McClellan Regional Water Services Commission (SMRWSC)	X		A	
Buffalo Lake Intermunicipal Planning Committee	X		A	
Stettler Regional Fire Advisory Committee	A	X		
Stettler District Ambulance Association		X	A	
Buffalo Lake Management Team		A	X	
Parkland Community Planning Services (PCPS) AGM Annual	A		X	
Parkland Regional Library System Board *	Refer to Village of Donalda Rep			
Stettler County Recreation Board		A		
Rochon Sands Emergency Management Committee	X	X	X	
Stettler Regional Emergency Management Agency (SREMA)	X	X	X	
Intermunicipal Collaboration Committee (ICC)	X	A		
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 & Recreation Board - SVRS Representative - Carrie Resch (Rochon Sands Hall & Recreation Association Board President), Alternate - Councillor Brinson				