

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER  
ON MONDAY, FEBRUARY 13<sup>th</sup>, 2017**

<b>PRESENT:</b>	Mayor	- Tom Grant
	Councillor	- John Seaman
	Councillor	- Lorna Armstrong
	Councillor	- Georgia-Lee DeBolt
	Councillor	- Rick Howard
	Councillor	- Sue Dow
	Councillor	- Paul Taylor
	Chief Administrative Officer	- Kim Fath
	Recording Secretary	- Karen Rose

**1.0 Call to Order:** Mayor Tom Grant called the meeting to order at 7:00 p.m.

**2.0 Public Hearings**

**2.1 Bylaw No. 1458-17 Amendment to Bylaw No. 1437-15**

No written or verbal comments were received, but Mayor Grant allowed a further 5 minutes in case a late submission was received.

Public Hearing - Closed at 7:05 p.m.

**3.0 Delegations - NIL**

**4.0 Adoption of Agenda**

**Motion No.: 17.043**

Moved by Councillor John Seaman THAT the agenda governing this meeting be adopted as presented.


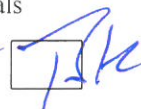
**CARRIED UNANIMOUSLY**

**5.0 Adoption of Previous Minutes**

**5.1 Regular Council Meeting Minutes**

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, January 23, 2017 were presented to Council.

Initials

	
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**Motion No.: 17.044**

Moved by Councillor Rick Howard THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 23, 2017 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

**6.0 Unfinished Business**

**6.1 2017 Canadian Badlands Tourism & Development Conference – March 15-17, 2017**

The 2017 Annual Canadian Badlands Tourism Development Conference and Annual General Meeting is being held on March 15-17, 2017 in Brooks.

Appointed representatives from the Vulcan & District Tourism Society and the Vulcan & District Recreation Committee attended the 2016 Canadian Badlands Conference and Annual General Meeting in Drumheller.

**Motion No.: 17.045**

Moved by Councillor Paul Taylor THAT Council approves the attendance of Councillor Lorna Armstrong, Councillor Sue Dow and Councillor Georgia-Lee DeBolt to the 2017 Canadian Badlands Tourism & Development Conference & AGM and that the associated costs will be paid by the Town of Vulcan. **CARRIED UNANIMOUSLY**

**6.2 Cat Licensing**

At the January 23, 2017 Regular Meeting of Council a motion was passed for Administration to bring back information for cat licensing.

The CAO has contacted several communities and gathered information in regards to the licensing of cats. Administration supplied a spread sheet that compared the communities that have specifically identified cats in respect to control or licensing.

Council is asked to provide Administration with direction as to what they would like to see included in the Cat Bylaw or Licensing Policy, and what the intended outcome of this bylaw or policy will be.

**Motion No.: 17.046**

Moved by Councillor Rick Howard THAT Council directs Administration to develop a Cat Trapping policy and that it be brought back to Council for consideration.

**CARRIED UNANIMOUSLY**

**7.0 Financial Reports - NIL**

**8.0 Correspondence and Information Items**

- 8.1 The Correspondence and Information Items for the period ending February 13, 2017 was presented to Council to be received for information.

**Motion No.: 17.047**

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the attendance of Councillors Paul Taylor and Rick Howard to attend the Solar Friendly Municipalities Workshop and that the associated costs will be paid by the Town of Vulcan.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.048**

Moved by Councillor Rick Howard THAT Administration sends a letter of support for ORRSC'S request for yearly funding for municipalities within the Commission through the reallocation of a portion of the funds set aside for the Alberta Community Partnership Program.

**Motion No.: 17.049**

Moved by Councillor John Seaman THAT the Correspondence and Information Items for the period ending February 13, 2017 be received for information.

**CARRIED UNANIMOUSLY**

**9.0 Committee and Administrative Reports**

- 9.1 The minutes and verbal presentations were presented for the various boards and committees in whom Town Council has an interest.

Initials



**Motion No.: 17.050**

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the February 13, 2017 Town Council Meeting be received for information.

Verbal Reports:

- Councillor John Seaman
  - Twin Valley Regional Water Services Commission
- Councillor Sue Dow
  - Vulcan Business Development Society
- Councillor Paul Taylor
  - Twin Valley Regional Water Services Commission
- Councillor Georgia-Lee DeBolt
  - Vulcan & District Tourism Society
  - Vulcan & District Recreation Committee
  - Pool Committee
  - Vulcan Business Development Society
- Councillor Lorna Armstrong
  - Family and Community Support Services
  - Vulcan & District Tourism Society
  - Vulcan Business Development Society
- Councillor Rick Howard
  - The Marquis Foundation
  - Highwood Community Futures
- Mayor Tom Grant
  - Mayors and Reeves

**CARRIED UNANIMOUSLY**

**10.0 Bylaws/Policies**

**10.1 Bylaw No. 1458-17 – Amendment to Land Use Bylaw No. 1437-15**

At the January 9<sup>th</sup>, 2017 Regular Council Meeting Council gave Bylaw No. 1458-17 first reading.



The property is currently zoned “Industrial – I-1” and the proposed land designation is “Retail/Commercial – C-1” to accommodate the development of an office building.

Council was asked to give second and third final reading to Bylaw No. 1458-17.

**Motion No.: 17.051**

Moved by Councillor John Seaman THAT Bylaw No. 1458-17 be given second reading.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.052**

Moved by Councillor Rick Howard THAT Bylaw No. 1458-17 be given third and final reading to Bylaw No. 1458-17.

**CARRIED UNANIMOUSLY**

**10.2. Rescind Policy F-16 – Remuneration and Travel Costs**

Administration is asking Council to rescind Policy F-16 – Remuneration and Travel Costs.

**Motion No.: 17.053**

Moved by Councillor John Seaman THAT Council rescinds Policy F-16 – Remuneration and Travel Costs.

**CARRIED UNANIMOUSLY**

**10.3 Amend Policy A-12 – Council Remuneration**

Administration is asking Council to amend Policy F-16 – Council Remuneration and Costs by creating Policy A-12 – Council Remuneration to formalize the process to provide guidelines to reimburse and support members of Council that reflects the Town’s appreciation for the time commitment required and dedicated work of Council members on behalf of all citizens.

**Motion No.: 17.054**

Moved by Councillor Paul Taylor THAT Council adopts Policy A-12 – Council Remuneration as amended.

**CARRIED UNANIMOUSLY**

#### **10.4 Adopt Policy PE-15 – Travel and Expenses**

Administration is requesting that Council adopts Policy PE-15 – Travel and Expenses to formalize a process for the reimbursement of expenses at a level that reflects the actual costs incurred by an Elected Official or Municipal Employee while conducting Town business.

**Motion No.: 17.055**

Moved by Councillor Rick Howard THAT Council adopts Policy PE-15 – Travel and Expenses as presented.

**CARRIED UNANIMOUSLY**

#### **10.5 Rescind Policy F-46 – Land Use Bylaw Fee Schedule and Amend Appendix “A” of the Land Use Bylaw No. 1437-15**

During the policy review we found that Appendix “A” for the Land Use Bylaw contains Policy F-46 the Land Use Bylaw Fee Schedule.

The Land Usage Bylaw allows for the appendices to be amended from time to time through resolution of Council. As policy F-46 is now included as a schedule in the Rates and Fees Bylaw, it is no longer required as a stand-alone policy.

**Motion No.: 17.056**

Moved by Councillor John Seaman THAT Council rescinds Policy F-46 and amends Appendix “A” of the Land Use Bylaw No. 1437-15 as presented.

**CARRIED UNANIMOUSLY**

#### **10.6 Amend Policy A-07 Access to Information (FOIP)**

Administration is requesting that Council amend Policy A-07 Access to Information (FOIP) by making reference to the FOIP Act in place of outdated sections in the Municipal Government Act (MGA).

**Motion No.: 17.057**

Moved by Councillor Paul Taylor THAT Council adopts Policy A-07 Access to Information (FOIP) as amended.

**CARRIED UNANIMOUSLY**

Initials



#### **10.7 Policy A-08 – Opening of Mail**

Administration is requesting that Council amend Policy A-08 – Opening of Mail.

**Motion No.: 17.058**

Moved by Councillor Lorna Armstrong THAT Council adopts Policy A-08 – Opening of Mail as amended.

**CARRIED UNANIMOUSLY**

#### **10.8 Rescind Policy A-9 – Ceremonial Functions**

Administration is requesting that Council rescind Policy A-9 – Ceremonial Functions.

**Motion No.: 17.059**

Moved by Councillor John Seaman THAT Council rescind Policy A-9 – Ceremonial Functions as presented.

**CARRIED UNANIMOUSLY**

#### **11.0 New Business**

##### **11.1 Calgary Stampede Parade Invitation**

The Calgary Stampede Parade Committee is extending an invitation to the Town of Vulcan to once again apply to participate in the Calgary Stampede Parade.

**Motion No.: 17.060**

Moved by Councillor Rick Howard THAT Council directs Administration to direct the Parade Float Committee to accept the Committee's invitation to send an application to participate in the upcoming 2017 Calgary Stampede Parade.

**CARRIED UNANIMOUSLY**

##### **11.2 Town and County Airport Commission Community Airport Program Grant Host Request**

The Vulcan Flying Club and the Town of Vulcan Airport Committee have been working together to replace the runway lighting at the Vulcan airport. The Vulcan Flying Club received a grant that allowed for the purchase of lights, cables and related equipment.

The Flying Club and Airport Committee have been working with Liza Dawber researching grants that could assist with the cost to install the new lighting system. They have requested that the Town of Vulcan host a grant through the Strategic Transport Initiative Program (STIP) on their behalf.

The estimated cost for installation is \$49,000.00. Funding is currently available through the Strategic Transport Initiative Program (STIP) under the Community Airport Program (CAP). This is 75/25% matching grant applied through a municipality. The Flying Club and the Airport Committee have agreed to provide 25% matching funding needed for this project.

**Motion No.: 17.061**

Moved by Councillor Paul Taylor THAT Council directs Administration to host a grant under the Community Airport Program (CAP) component of the Provincial Strategic Transport Initiative Program (STIP) on behalf of the Vulcan Flying Club and the Vulcan Town and County Airport Committee for the purpose of installing the new lighting system at the Vulcan airport.

**CARRIED UNANIMOUSLY**

**11.3 Committee of the Whole Meeting**

Council directed Administration to draft a letter to Twin Valley Regional Water Services Commission requesting the Water Commission meet with Town Council to further explain the correspondence submitted on January 5, 2017.

**Motion No.: 17.062**

Moved by Councillor John Seaman THAT Council approves a Committee of the Whole Meeting with the Water Commission delegation in attendance be held on February 16, 2017 at 9:30 a.m. at the Town office Council Chambers.

**CARRIED UNANIMOUSLY**

**11.4 Greatness in Leadership Conference**

Mayor Tom Grant has been invited to attend the Greatness in Leadership Conference in Lethbridge on March 7, 2017 and asked Administration that this be added to the agenda for further discussion.

**Motion No.: 17.063**

Moved by Councillor Rick Howard THAT Council receive this as information.

**CARRIED UNANIMOUSLY**



### **11.5 Amend Schedule "A" Bylaw No. 1457-16 2017 Rates and Fees Bylaw**

At the January 23, 2017 Regular Council Meeting of Council, a letter from the Twin Valley Regional Water Commission was received and discussed. This letter indicated an increase to the treated water rate for 2017 from \$1.71 to \$1.75 per cubic meter.

The Town of Vulcan currently charges our utility customers the same rate as what is set by the water commission. This increase in rates no longer corresponds with the treated water rates established in the 2017 Rates and Fees Bylaw Schedule "A" and requires amending. This bylaw allows for amendments to Schedule "A" by resolution from Council at any time.

#### **Motion No.: 17.064**

Moved by Councillor John Seaman THAT Council amends the Utilities section (page 4) of Schedule "A" in the Rates and Fees Bylaw No. 1457-16 as presented to reflect the Twin Valley Regional Water Commissions change in treated water rates from \$1.71 to \$1.75 per cubic meter.

**CARRIED UNANIMOUSLY**

### **11.6 Fire Protection Services Agreement**

On January 30, 2017 Town Council met with the County Council in an informal joint Council meeting to discuss moving forward with an agreement for fire protection services.

The recommendation was brought forward that a joint ad-hoc committee should be formed to assist in creating an agreement that will be acceptable to both Councils. This committee would consist of 2 County Council members, 2 Town Council members and the Town and County Administrators.

#### **Motion No.: 17.065**

Moved by Councillor Lorna Armstrong THAT Council approves the creation of a joint ad-hoc committee with the Vulcan County for the purpose of discussing and drafting a fire protection services agreement, and appointing Mayor Tom Grant, Councillor John Seaman, and CAO Kim Fath to sit on this committee on behalf of the Town of Vulcan.

**CARRIED UNANIMOUSLY**

### **11.7 Parade Float Committee Report**

Councillor Rick Howard would like to give a verbal report about the progress on rebuilding the Parade Float.

Councillor Rick Howard would also like Council to consider supporting the committee by holding an Open House for the purpose of allowing public input into the rebuilding of the Town of Vulcan parade float.

**Motion No.: 17.066**

Moved by Councillor Georgia-Lee DeBolt THAT Council approves Councillor Howards request to hold an Invitation Meeting for public input on the rebuilding of the Town parade float and that the associated costs be covered by the Town of Vulcan.

**CARRIED UNANIMOUSLY**

**11.8 Appointment of Director of Emergency Management**

On April 25, 2016 Town Council appointed Amanda Stapleton as the Director of Emergency Management (DEM) for the Town of Vulcan as per the professional services sharing agreement with the Vulcan County.

Due to an extended absence from this position the Vulcan County is unable to continue providing this service at this time. The Town has been asked to re-appoint the DEM and Deputy DEM until such time as the County can resume providing this service.

**Motion No.: 17.067**

Moved by Councillor Lorna Armstrong THAT Council appoint Kim Fath as the Directory of Emergency Management, and Stew Birch as the Deputy Director of Emergency Management for the Town of Vulcan.

**CARRIED UNANIMOUSLY**

**11.9 2016 Census Profile**

Statistics Canada has released the 2016 population census for the Town of Vulcan. The updated census shows the population for the Town of Vulcan has risen to 1,917 residents.

**Motion No.: 17.068**

Moved by Councillor Sue Dow THAT Council accepts the Town of Vulcan 2016 Census profile as information.

**CARRIED UNANIMOUSLY**

#### **11.10 Local Improvement Tax – 4<sup>th</sup> Street South from 2<sup>nd</sup> Avenue to 3<sup>rd</sup> Avenue**

Administration has developed a Local Improvement Plan for 4<sup>th</sup> Street South from 2<sup>nd</sup> Avenue to 3<sup>rd</sup> Avenue outlining the cost for paving and infrastructure improvements over a 25 year period.

Administration is requesting Council to review the Local Improvement Plans for paving and infrastructure at 4<sup>th</sup> Street South from 2<sup>nd</sup> Avenue to 3<sup>rd</sup> Avenue that Administration is proposing.

**Motion No.: 17.069**

Moved by Councillor Rick Howard THAT Council approves the Local Improvement Plan as presented and directs Administration to present these plans to the affected home owners for feedback.

**CARRIED UNANIMOUSLY**

#### **10.11 Vulcan Lions Club Request**

The Vulcan Lions Club will be hosting a fundraiser in conjunction with the Canada Day celebrations for the purpose of raising funds for the swimming pool upgrades.

The Vulcan Lions Club would like to mail a letter to all local businesses in an effort to encourage support of this fund raising effort. They have requested assistance from the Town in the processing, folding, and mailing of these letters.

The Club intends on sending out approximately 65 letters. The cost to the Town to assist the Lions with this project will be nominal, approximately an hour of labor and \$70.00 in postage and supplies. As the Pool Renovation Project is a Town initiative, there is direct benefit to both organizations by working together.

**Motion No.: 17.070**

Moved by Councillor Lorna Armstrong THAT Council approves the Vulcan Lions Club request to have the Town administrative staff process and mail letters on behalf of the club, for the purpose of fundraising for the Vulcan Pool.

**CARRIED UNANIMOUSLY**

#### **11.12 Recreation Sub Committee Funding Agreement Request**

Council approved the forming of a Recreation Sub Committee consisting of a variety of members from the community, in order to develop a plan for the needed upgrades to the Vulcan Pool.



This Committee has held several meetings including many public open house meetings to put together a new design for the pool upgrades. They have recently received cost estimates for the proposed changes to the pool. The Committee is requesting that Town Council consider entering into a funding agreement which will allow this project to move forward. A letter was supplied from the committee outlining the proposed funding model.

**Motion No.: 17.071**

Moved by Councillor John Seaman THAT Council directs Administration to approach Vulcan County for the purposes of discussing and possibly drafting a funding agreement for sharing of the capital costs for the Vulcan Lions Pool upgrades.

**CARRIED UNANIMOUSLY**

**12.0 Notice of Motion - NIL**

**13.0 Management Reports**

**13.1 Management Reports**

Management is to produce a report each month.

Attached are the following reports:

- Chief Administrative Officer – Kim Fath
- Development Officer – Nancy Neufeld
- Public Works – Stew Birch
- Recreation Committee – Bonnie Ellis
- Community Peace Officer – Justin Vallee
- Fire Chief – Aaron Grant

**Motion No.: 17.072**

Moved by Councillor Paul Taylor THAT this Council receives for information the management reports for the period ending February 13, 2017.

**CARRIED UNANIMOUSLY**




**14.0 In-Camera - NIL**

**15.0 Adjournment**

The meeting was adjourned by Councillor Rick Howard at 9:12 p.m.



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Tom Grant  
Mayor



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Kim Fath  
Chief Administrative Officer

Initials

