

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, MARCH 13th, 2017**

PRESENT:	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 - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

Motion No.: 17.090

Moved by Councillor Paul Taylor 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, February 27, 2017 were presented to Council.

Motion No.: 17.091

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, February 27, 2017 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

Initials
 

6.0 Unfinished Business

6.1 Local Improvement Plan – 200 Block of 4th Street South

At the February 13, 2017 Regular Council Meeting Council approved the local improvement plan for the 200 block of 4th Street South, and directed Administration to notify the affected property owners.

Administration sent out the notification letters to the property owners on February 14th. Included in this package was a form indicating whether the property owners are in favour or opposed to the local improvement plan. The deadline to return these forms to the Town Office is March 15th at 4:30 p.m., including the information that if no response is received by this date the Town will proceed based on insufficient petition. In order to successfully petition against the Local Improvement it is required to have 4 of the 6 Property owners opposed to the plan as per the MGA. Administration would like to start the tender process as soon as we are certain that No petition opposing this work is received.

Motion No.: 17.092

Moved by Councillor Rick Howard THAT Council directs Administration to begin the tender process for construction of the 200 block of 4th Street South as per the approved Local Improvement Plan, directly following confirmation on March 16th, 2017, that less than 4 of the affected property owners have submitted written opposition to proceed with this Local Improvement project. **CARRIED UNANIMOUSLY**

6.2 Town of Vulcan New Website

Administration is currently finalizing the changes to the new Town of Vulcan website.

Council provided input to Administration concerning what contact information is necessary to be displayed on the Meet Your Councillors page on the new website.

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

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

Motion No.: 17.093

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending March 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.

Motion No.: 17.094

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

Verbal Reports:

- Councillor Sue Dow
 - Vulcan Brand Innovation Team
- Councillor Paul Taylor
 - Vulcan Business Development Society
- Councillor Georgia-Lee DeBolt
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
 - Vulcan & District Recreation Board
- Councillor Lorna Armstrong
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
- Councillor Rick Howard
 - Oldman River Regional Services Commission
- Mayor Tom Grant
 - Mayors and Reeves

CARRIED UNANIMOUSLY

Initials
 

10.0 Bylaws/Policies

10.1 Adopt Policy F-10 – Professional Services RFP/Tender

Administration is requesting that Council adopts Policy F-10 – Professional Services RFP/Tender to formalize a procedure for preparing the documents required in order to obtain Professional Services through a Request for Proposal (RFP) or Tender Process.

Motion No.: 17.095

Moved by Councillor John Seaman THAT Council adopts Policy F-10 – Professional Services RFP/Tender as presented. **CARRIED UNANIMOUSLY**

10.2. Rescind Policy F-21 – Format for Audit Tender

Administration is requesting that Council rescinds Policy F-21 – Format for Audit Tender.

Motion No.: 17.096

Moved by Councillor Paul Taylor THAT Council rescinds Policy F-21 – Format for Audit Tender as presented. **CARRIED UNANIMOUSLY**

10.3 Rescind Policy F-22 – Format for Assessment Tender

Administration is requesting that Council rescinds Policy F-22 – Format for Assessment Tender.

Motion No.: 17.097

Moved by Councillor Lorna Armstrong THAT Council rescinds Policy F-22 – Format for Assessment Tender as presented. **CARRIED UNANIMOUSLY**

10.4 Rescind Policy F-23 – Format for Engineering Tender

Administration is requesting that Council rescinds Policy F-23 – Format for Engineering Tender.

Motion No.: 17.098

Moved by Councillor Sue Dow THAT Council rescinds Policy F-23 – Format for Engineering Tender as presented. **CARRIED UNANIMOUSLY**

10.5 Amend Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities

Administration is reviewing current policies and is requesting that Council amends Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities to maintain consistent voting methods for all Committees and Authorities of the Town.

Motion No.: 17.099

Moved by Councillor Paul Taylor THAT Council adopts Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities as amended.

CARRIED UNANIMOUSLY

10.6 Amend Policy A-15 – Fire Chief Honorarium

Administration is reviewing current policies and is requesting that Council amends Policy A-15 – Fire Chief Honorarium to recognize the extra duties of the fire chief in the form of a monthly honorarium.

Motion No.: 17.100

Moved by Councillor Lorna Armstrong THAT Council adopts Policy A-15 - Fire Chief Honorarium as amended.

CARRIED UNANIMOUSLY

10.7 Amend Policy A-03 – Internal and External Committee Appointments

Administration is reviewing current policies and requested Council to review Policy A-03 – Internal and External Committee Appointments.

Council provided input to Administration for the expansion of Policy A-03 to define the length of term a Councillor may sit on a committee and the appointment of Councillors as alternates.

Initials

11.0 New Business

11.1 Professional Services Agreement

The agreement with Superior Safety Codes for safety code permit review and inspection services has expired.

The Town's current agreement with Superior has been in place since 2012. Superior has expressed interest in continuing to provide this service to the Town of Vulcan and has provided an updated agreement for a three year period ending December 31, 2019.

Motion No.: 17.101

Moved by Councillor Paul Taylor THAT Council approves the renewal of the Professional Services Agreement with Superior Safety Codes for an additional (3) year term as per section 12.1(b) of the Purchasing and Tendering Policy F-01.

CARRIED UNANIMOUSLY

11.2 Calgary Home and Garden Show

Council members attended the Calgary Home and Garden Show from March 2-5, 2017 to promote the Town of Vulcan.

Administration is looking for feedback from Council as to whether they feel that this promotion of the Town was a success. We would also like to have recommendations for the future if Council would like to continue with this program

Motion No.: 17.102

Moved by Councillor Paul Taylor THAT Council approves the Town of Vulcan's participation in the 2018 Calgary Home and Garden Show.

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.: 17.103

Moved by Councillor Georgia-Lee DeBolt THAT this Council receives for information the management reports for the period ending March 13, 2017. **CARRIED UNANIMOUSLY**

14.0 In-Camera

Motion No.: 17.104

Moved by Councillor Rick Howard THAT Council move in-camera at 8:29 p.m.

CARRIED UNANIMOUSLY

Mayor Tom Grant granted a three minute recess.

The meeting reconvened at 8:32p.m.

Motion No.: 17.105

Moved by Councillor Georgia-Lee DeBolt THAT Council move out-of-camera at 9:33 p.m.

CARRIED UNANIMOUSLY

Initials

Motion No.: 17.106

Moved by Councillor Lorna Armstrong THAT Council directs Administration to re-negotiate for the rate and term of the proposed land lease agreement.

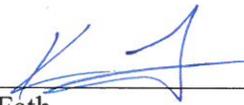
CARRIED

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 9:35 p.m.



Tom Grant
Mayor



Kim Fath
Chief Administrative Officer