

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, APRIL 10th, 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.: 17.128

- 8.1.H – Martin Shields, M.P. Bow River – Invitation to Attend Round Table Discussion on the Liberal government budget.

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

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, March 27, 2017 were presented to Council.

Motion No.: 17.129

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, March 27, 2017 be


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approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

6.0 Unfinished Business - NIL

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending April 10, 2017 was presented to Council to be received for information.

Motion No.: 17.130

Moved by Councillor Lorna Armstrong THAT Council proclaims April 28, 2017 as National Day of Mourning as requested by the Workers' Compensation Board.

CARRIED UNANIMOUSLY

Motion No.: 17.131

Moved by Councillor Rick Howard THAT Council proclaims national Rail Safety Week, to be held from April 24 – April 30, 2017.

CARRIED UNANIMOUSLY

Martin Shields, M.P. Bow River riding sent an invitation to Council to attend a round table discussion on the recent Liberal government budget on April 25, 2017 at 10:00 a.m. at the Vulcan Legion. Council discussed attending the meeting and received it as information.

Motion No.: 17.132

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending April 10, 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.: 17.133

Moved by Councillor Rick Howard THAT the minutes and/or verbal reports of Town represented Boards/Committees at the April 10, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club – Minutes – March 21, 2017

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
 - Vulcan Business Development Society
 - Vulcan Town and County Airport Commission
- Councillor Georgia-Lee DeBolt
 - Vulcan Town & County Airport Commission
 - Vulcan Business Development Society
 - Vulcan & District Tourism Society
 - Vulcan & District Recreation Committee
- Councillor Lorna Armstrong
 - Vulcan Business Development Society
 - Vulcan & District Tourism Society
- Councillor Rick Howard
 - Highwood Community Futures
- Mayor Tom Grant
 - Foothills Regional Emergency Services Commission
 - Mayors and Reeves

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Bylaw No. 1459-17 – Road Closure

At the January 23, 2017 Regular Council Meeting Council gave Bylaw No. 1459-17 – Road Closure first reading. The bylaw was then forwarded to the Minister of Transportation's office for approval.

On March 28, 2017 the Minister of Transportation approved Bylaw No. 1459-17 and returned the signed bylaw to the Town of Vulcan for second and third and final reading by Council.

Motion No.: 17.134

Moved by Councillor John Seaman THAT Bylaw No. 1459-17 be given second reading.

CARRIED UNANIMOUSLY

Motion No.: 17.135

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1459-17 be given third and final reading.

CARRIED UNANIMOUSLY

10.2. Amend Policy PE-01 – Labour Negotiation

Administration is reviewing current policies and is requesting that Council amend Policy PE-01 – Labour Negotiations with changes to the layout and the wording of the policy.


Motion No.: 17.136

Moved by Councillor Rick Howard THAT Council rescinds Policy PE-01 – Labour Negotiation as amended.

CARRIED UNANIMOUSLY

10.3 Amend Policy PE-02 – Local Authorities Pension Plan

Administration is reviewing current policies and is requesting that Council amend Policy PE-02 – Local Authorities Pension Plan to formalize a process to establish guidelines for the administration of the Local Authorities Pension Plan (LAPP).

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The image shows two small square boxes side-by-side. The left box contains the handwritten initials 'JS' in black ink. The right box contains the handwritten initials 'LA' in blue ink. Above the boxes, the word 'initials' is written in a small, handwritten font.

Motion No.: 17.137

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-02 – Local Authorities Pension Plan as amended.

CARRIED UNANIMOUSLY

10.4 Amend Policy PE-03 – Code of Conduct

Administration is reviewing current policies and is requesting that Council amend Policy PE-03 – Code of Conduct with changes to the format and the information shown in the body of the policy.

Motion No.: 17.138

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy PE-03 – Code of Conduct as amended.

CARRIED UNANIMOUSLY

10.5 Amend Policy PE-05 – Benefits Following Lay-Offs, Termination, or Resignation

Administration is reviewing current policies and is requesting that Council amends Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation with changes to the format and information presented in the policy.

Motion No.: 17.139

Moved by Councillor John Seaman THAT Council adopts Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation as amended.

CARRIED UNANIMOUSLY

10.6 Amend Policy PE-06 – Staff Training and Development

Administration is reviewing current policies and is requesting that Council amends Policy PE-06 – Staff Training and Development outlining the Town's commitment to continuous education of its employees and support of ongoing employee training and development.

Motion No.: 17.140

Moved by Councillor Rick Howard THAT Council adopts Policy PE-06 – Staff Training and Development as amended.

CARRIED UNANIMOUSLY

10.7 Amend Policy PE-07 – Employee Request for Time-Off

Administration is reviewing current policies and requested Council to review Policy PE-07 – Employee Request for Time Off with changes to the format and information presented in the policy.

Motion No.: 17.141

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-07 – Employee Request for Time Off as amended.
CARRIED UNANIMOUSLY

10.8 Amend Policy PE-08 – Job Descriptions

Administration is reviewing current policies and is requesting that Council amend Policy PE-08 – Job Descriptions with changes to the format and updating the job descriptions listed in the policy.

Motion No.: 17.142

Moved by Councillor Sue Dow THAT Council adopts Policy PE-08 – Job Descriptions as amended.
CARRIED UNANIMOUSLY

10.9 Amend Policy PE-10 – Annual Vacations

Administration is reviewing current policies and is requesting that Council amend Policy PE-10 – Annual Vacations with changes to the format of the policy.

Motion No.: 17.143

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-10 – Annual Vacations as amended.
CARRIED UNANIMOUSLY

10.10 Amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence

Administration is reviewing current policies and is requesting that Council amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence with changes to the format and content of the policy.

Motion No.: 17.144

Moved by Councillor Sue Dow THAT Council adopts Policy PE-11 – Sick, Bereavement and Requested Leave of Absence as amended.

CARRIED UNANIMOUSLY

10.11 Amend Policy PE-12 – Grievance Procedure

Administration is reviewing current policies and is requesting that Council amend Policy PE-12 – Grievance Procedure with changes to the format and the content of the amended policy.

Motion No.: 17.145

Moved by Councillor Lorna Armstrong THAT Council adopts Policy PE-12 – Grievance Procedure as amended.

CARRIED UNANIMOUSLY

10.12 Amend Policy PE-14 – Employee Service Recognition

Administration is reviewing current policies and is requesting that Council amend Policy PE-14 – Employee Service Recognition with changes to the format and content of the amended policy.

Motion No.: 17.146

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-14 – Employee Service Recognition as amended.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 Old Water Treatment Plant

The Twin Valley Regional Water Commission is requesting that the Town of Vulcan take ownership of the old Water Treatment Plant (WTP) and its contents.

The current business plan states that when the new Water Treatment Plant (WTP) becomes operational, that portion of the site and existing WTP not required for the operation of the system will be returned to the Town where it is expected that components, including treated water storage and distribution pumping systems would be used by the town as part of the Town's distribution system. The portions of the existing WTP not required by the town would be decommissioned and reclaimed or demolished as the Town may determine.

Motion No.: 17.147

Moved by Councillor Lorna Armstrong THAT Administration contact the Water Commission to pursue negotiations for the Town to take back the old water plant and further discuss the options available for this process.

CARRIED UNANIMOUSLY

11.2 Request for Use of Town Pylons

The Vulcan County Health and Wellness Foundation are planning a Mother's Day Walk/run on Saturday, May 13, 2017 from 9:00 a.m. to 12:00 noon. They are requesting the use of two dozen pylons from the Town to mark areas along the route which begins at the arena and will circle at the 3 km mark on the walking path.

Motion No.: 17.148

Moved by Councillor Rick Howard THAT Council supports the Mother's Day Walk/Run and approves the usage of Town of Vulcan pylons for the walk/run on May 13, 2017.

CARRIED UNANIMOUSLY

11.3 2017 Capital Works – Award Recommendation

At the March 13, 2017 Regular Council Meeting, Motion No. 17.092 was made to approve administration starting the tendering process with CIMA for the proposed local improvement plans of the 400 Block of 4th Street South.

CIMA sent out the tender documents on March 15, 2017 and closed the tender process on April 5, 2017. There were three bids received for this work. The bids ranged from \$588,251.93 to \$421,881.08. CIMA and Administration have reviewed the tenders and are putting forward a recommendation for Council.

Motion No.: 17.149

Moved by Councillor Rick Howard THAT Council accepts Shawnee Excavating & Trucking Ltd. tender in the amount of \$421,881.08 (including GST and \$36,526.50 for contingency) and that Administration directs CIMA to prepare Notice of Award and Contract Documents.

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

Motion No.: 17.150

Moved by Councillor Paul Taylor THAT Administration draft a Flag Policy and bring back to Council for consideration.

CARRIED UNANIMOUSLY

Motion No.: 17.151

Moved by Councillor Lorna Armstrong THAT this Council receives for information the management reports for the period ending April 10, 2017.

CARRIED UNANIMOUSLY

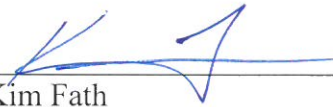
14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 8:55 p.m.



Tom Grant
Mayor



Kim Fath
Chief Administrative Officer