

**AGENDA FOR THE ORGANIZATIONAL MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, OCTOBER 23, 2017
COMMENCING AT 7:00 P.M.**

Swearing in of Elected Officials

Call to Order:

- 1.0 Appointment of Committee/Board Members**
- 2.0 Regular Council Meeting Dates**
- 3.0 Confirmation of Signing Authority**
- 4.0 Deputy Mayor Appointments**
- 5.0 Adjournment**

Town of Vulcan

Request for Decision (RFD)

Appointment of Committees/Board Members

Meeting:	Organizational Meeting
Meeting Date:	October 23, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is a list of the Town represented Boards and current appointments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Vulcan Regional Victims Service Society has supplied a written request that Council appoint one member of Council to sit on their Board.

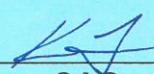
Council is to review and approve nomination of Councilors on different Boards and Committees as per Policy A-03.

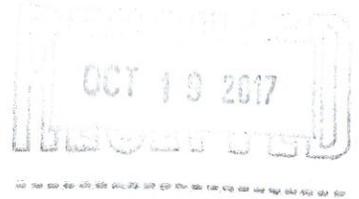
COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Committee and Board appointments be adopted for the period of October 2017 – October 2018.

Initials show support - Reviewed by: _____ Director:  _____
CAO



October 19, 2017.

Mr. T. Grant, Mayor
Town of Vulcan
321 – 2nd Street South
Vulcan AB TOL 2B0

Dear Mayor Grant:

The Town of Vulcan very generously supports the Vulcan Regional Victims Services Society. In the past, the Town of Vulcan appointed a representative from Town Council to sit on the VRVSS Board. Having the Town represented on our Board in the past certainly has facilitated communication between the Town and the VRVSS Board.

As a representative of the Board of VRVSS, I would respectfully request that the Town of Vulcan appoint one member of Town Council to sit on our Board. Our Board meetings are held roughly every two months. At present, our meetings are held in the afternoon but we would accommodate the schedule of the newly appointed representative.

Our next meeting is on November 6, 2017 at 1:00 p.m. in the Kinsmen Room, but this is subject to change if necessary.

Thank you in advance for considering this request. I look forward to your response.

Yours truly,

Vicki Hutton
Chair, VRVSS
Box 942
Vulcan, AB TOL 2B0
(403) 485-3427

Town of Vulcan

Request for Decision (RFD)

Regular Meeting Dates

Meeting:	Organizational Meeting
Meeting Date:	October 23, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Policy A-18 Regular Council Meeting Dates/Times specifies the dates and times that the Regular Council Meetings are held.

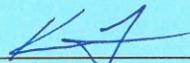
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT in accordance with Policy No. A-18, the Regular Council Meeting schedule for the period from November 2017 to October 2018 be approved as presented.

Initials show support - Reviewed by: _____  _____
Director: _____ CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-18			Regular Council Meeting Schedule
Approval	D/M/Y	Resolution #	
Amended	27/02/17	17.085	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for scheduling regular meetings for conducting the business of Town Council.

1. Policy

- 1.1 Regular meetings of Council shall be held on the second and fourth Mondays of each month, provided that where a Regular Council Meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such other day as Council decides.
- 1.2 Regular meetings of Council shall commence at 7:00 p.m. and adjourn at 11:00 p.m., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion, passed either while in Council or in Committee, may extend the time of adjournment to no later than 12:00 o'clock midnight.

- END OF POLICY-

Regular Council Meeting Schedule

2017

November

13 & 27

December

11 & 27

2018

January

8 & 22

February

12 & 26

March

12 & 26

April

9 & 23

May

14 & 22

June

11 & 25

July

9 & 23

August

13 & 27

September

10 & 24

October

9 & 22

Dates in Red are a Tuesday
Following a Holiday

Town of Vulcan

Request for Decision (RFD)

Confirmation of Signing Authority

Meeting:	Organizational Meeting
Meeting Date:	October 23, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Policy F-03 Signing Authority designates the signing authority for the Town of Vulcan.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the signing authority for the Town of Vulcan shall be as per Policy No. F-03.

- | | |
|------------|--------------------------|
| Mayor | Tom Grant |
| Councillor | Paul Taylor |
| Councillor | Lorna Armstrong |
| Councillor | Georgia-Lee DeBolt |
| Councillor | Lyle Magnuson |
| Councillor | Laura Thomas |
| Councillor | Michelle Roddy |
| CAO | Kim Fath |
| Accountant | Janice McCallum-Campbell |

Initials show support - Reviewed by: _____

Director: _____ CAO _____

Town of Vulcan Signing Authority 2017/18

Mayor: Tom Grant

Councillor: Lyle Magnuson

Councillor: Lorna Armstrong

Councillor: Michelle Roddy

Councillor: Paul Taylor

Councillor: Laura Thomas

Councillor: Georgia-Lee DeBolt

CAO: Kim Fath

Financial Officer: Janice McCallum- Campbell

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
F-03			Signing Authority
Approval	D/M/Y	Resolution #	
Adopted	14/02/2000	00.27	
From: F-38		To: F-03	
Amended	23/01/17	17.030	

STATEMENT:

The Town of Vulcan requires a policy to formally identify the individuals with signing authority for the Town.

1. Policy

Signing authority for the Town of Vulcan shall be as follows:

- 1.1 **General Accounts:** Any two (2) signatures of the following: the Mayor, any Councillor, Chief Administrative Officer, or Finance Manager. The Chief Administrative Officer shall administer the day to day operations of these accounts.
- 1.2 **Special Reserve Accounts:** Any two (2) signatures of the following: the Mayor, any Councillor, Chief Administrative Officer, or Finance Manager. The Chief Administrative Officer shall administer the day to day operations of these accounts.
- 1.3 **Investments:** The Chief Administrative Office will administer the investment of surplus funds.
- 1.4 **Meeting Minutes:** Upon Council approval the meeting minutes of all regular and special meetings of council require both the signature of the Mayor and the Chief Administrative Officer.
- 1.5 **Bylaws:** Upon Council approval a bylaw or bylaw amendment requires both the signature of the Mayor and the Chief Administrative Officer.

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Deputy Mayor Appointments

Meeting:	Organizational Meeting
Meeting Date:	October 23, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Policy A-16 "Deputy Mayor Schedule" sets the period of Deputy Mayor's Appointment.

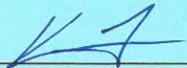
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Policy A-16 "Deputy Mayor Schedule" be amended as presented.

Initials show support - Reviewed by: _____  _____
Director: CAO

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 150 must be advertised.

1994 cM-26.1 s151

Deputy and acting chief elected officials

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.

1994 cM-26.1 s152

Division 3 Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;

(b) to participate generally in developing and evaluating the policies and programs of the municipality;

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-16			Deputy Mayor Schedule
Approval	D/M/Y	Resolution #	
Amended	12/11/2010	10.04	
Amended	28/10/2013	13.04	
Amended	27/02/2017	17.084	
Amended	23/10/2017		

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for appointing the position of the Deputy Mayor.

1. Policy

- 1.1 The Following will be the schedule for the rotation of the Deputy Mayor appointments for the 2017 to 2021 Council term:

	October 23, 2017	To	June 30, 2018
	July 1, 2018	To	February 28, 2019
	March 1, 2019	To	October 31, 2019
	November 1, 2019	To	June 30, 2020
	July 1, 2020	To	February 28, 2021
	March 1, 2021	To	October 25, 2021

- END OF POLICY -