

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, JULY 10, 2017
COMMENCING AT 7:00 PM**

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearing – NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – June 26, 2017

6.0 Unfinished Business - NIL

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1 Correspondence and Information Items

9.0 Committee and Administrative Reports

9.1 Presentation of Minutes/verbal reports on various boards/committees in which Town Council has an interest

10.0 Bylaws/Policies

- 10.1 Amend Policy E-05 – Community Police Officer Standards, Policies and Procedures Manual
- 10.2 Amend Policy C-01 – Arena
- 10.3 Adopt Policy C-02 – Facility Rentals
- 10.4 Amend Policy C-03 – Pitch-In Program
- 10.5 Amend Policy C-04 – Facility Banners & Advertising Signage
- 10.6 Amend Policy C-07 – Swimming Pool

11.0 New Business

- 11.1 Vulcan Golf Course Request to rent 2 Campsites at Virginia Mitchell Park
- 11.2 Inter-Municipal Development Plan Ad-hoc Committee
- 11.3 Twin Valley Regional Water Services Commission Business Plan
- 11.4 Donation of Old Skateboard Park Equipment
- 11.5 New Business Welcome Package

12.0 Notice of Motion

13.0 Management Reports

- 13.1 Management Reports – July 10, 2017

14.0 In-Camera - NIL

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting June 26, 2017

Meeting:	Regular Council
Meeting Date:	July 10, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, June 26, 2017 were presented to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 26, 2017 be approved and read by each member of Council.

Initials show support -Reviewed by: _____

Director: _____



CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, JUNE 26th, 2017**

PRESENT:	Mayor	- Tom Grant
	Councillor	- John Seaman
	Councillor	- Georgia-Lee DeBolt
	Councillor	- Lorna Armstrong
	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

3.1 Aaron Grant, Station 18 Fire Chief – Recognition for Exemplary Service for 20 years of fire service

Aaron Grant, Station 18 Fire Chief was recently recognized for his commitment for 20 years of service in the Vulcan Fire Department, receiving the Exemplary Service metal. Mayor Tom Grant thanked Fire Chief Aaron Grant for his service to the Vulcan community and presented him with a Certificate of Appreciation on behalf of the Town of Vulcan.

4.0 Adoption of Agenda

Motion No.: 17.248

Moved by Councillor Rick Howard 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, June 12, 2017 were presented to Council.

Motion No.: 17.249

Moved by Councillor John Seaman THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 12, 2017 be approved and read by each member of Council as presented **CARRIED UNANIMOUSLY**

6.0 Unfinished Business

6.1 Amend Policy PL-12 – Commercial Development Incentive and Business Resource Policy

At the June 12, 2017 Regular Council Meeting Council directed Administration that Policy PL-12 – Commercial Development Incentive and Business Resource Policy be presented at the June 19th Public Meeting for public feedback and then brought back to the June 26, 2017 Regular Council Meeting for further consideration.

Motion No.: 17.250

Moved by Councillor Paul Taylor THAT Council rescinds Policy PL-12 – Business Welcome Policy as presented. **CARRIED UNANIMOUSLY**

Motion No.: 17.251

Moved by Councillor John Seaman THAT Council rescinds Policy PL-12-2 – Business Incentive Policy as presented. **CARRIED UNANIMOUSLY**

Motion No.: 17.252

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy PL-12 – Commercial Development Incentive and Business Resource Policy as amended. **CARRIED UNANIMOUSLY**

7.0 Financial Reports

7.1 Cash Statement – Ending May 31, 2017

Motion No.: 17.253

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending May 31, 2017 be received as information. **CARRIED UNANIMOUSLY**

7.2 Year-to-Date Summary – Ending May 31, 2017

Motion No.: 17.254

Moved by Councillor Sue Dow THAT the Year-to-Date Summary for the period ending May 31, 2017 be received as information. **CARRIED UNANIMOUSLY**

8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending June 26, 2017 was presented to Council to be received for information.

Motion No.: 17.255

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending June 26, 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.: 17.256

Moved by Councillor Rick Howard THAT the minutes and/or verbal reports of Town represented Boards/Committees at the June 26, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club – Special Meeting – Minutes – June 3, 2017
- Vulcan Area Public & Petroleum Association Meeting – Minutes – June 19, 2017
- Municipal Planning Commission Meeting – Minutes – June 20, 2017

Verbal Reports:

- Councillor John Seaman
 - Municipal Planning Commission
- Councillor Sue Dow
 - Vulcan Brand Innovation Team
- Councillor Paul Taylor
 - Vulcan Golf and Country Club
- Councillor Lorna Armstrong
 - Family and Community Support Services
- Councillor Rick Howard
 - SouthGrow Regional Initiative
- Mayor Tom Grant
 - Vulcan Area Public & Petroleum Association
 - Southern Alberta Waste for Energy Association

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Amend Policy A-23 – Town Canvassing

Administration is reviewing current policies and requested that Council amend Policy A-23 – Town Canvassing with changes to the format and the placement of the policy.

Motion No.: 17.257

Moved by Councillor Lorna Armstrong THAT Council adopts Policy A-23 – Town Canvassing Policy as amended.

CARRIED UNANIMOUSLY

Initials

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10.2 Amend Policy A-24 – Special Occasion Certificates

Administration is reviewing current policies and is requesting that Council amend Policy A-24 – Special Occasion Certificates with changes to the format and the placement of the policy.

Motion No.: 17.258

Moved by Councillor Sue Dow THAT Council adopts Policy A-24 – Special Occasion Certificates as amended.
CARRIED UNANIMOUSLY

10.3 Amend Policy PL-09 – Certificate of Compliance/Certificates

Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance was brought before the Municipal Planning Commission meeting on June 20, 2017 to review proposed amendments.

A motion was made to recommend that Council accepts the proposed amendments to Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance as presented.

Motion No.: 17.259

Moved by Councillor Paul Taylor THAT Council adopts Policy PL-09 – Certificates of Compliance/Certificates Regarding Compliance as amended.

CARRIED UNANIMOUSLY

10.4 Policy PL-14 – Utility Line Assignments

Administration is reviewing current policies and is requesting that Council amends Policy PL-14 – Utility Line Assignments with changes in the wording and format of the policy.

Motion No.: 17.260

Moved by Councillor Paul Taylor THAT Council adopts Policy PL-14 – Utility Line Assignments as amended.
CARRIED UNANIMOUSLY

10.5 Amend Policy PL-15 – Encroaching Driveways

Administration is reviewing current policies and is requesting that Council amends Policy PL-15 – Encroaching Driveways with changes in the wording and format of the policy.

Motion No.: 17.261

Moved by Councillor Sue Dow THAT Council adopts Policy PL-15 Encroaching Driveways as amended. **CARRIED UNANIMOUSLY**

10.6 Amend Policy PL-16 – Farming of Road Allowances

Administration is reviewing current policies and is requesting that Council amends Policy PL-16 – Farming of Road Allowances with changes in the wording and format of the policy.

Motion No.: 17.262

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy PL-16 – Farming of Road Allowances as amended. **CARRIED UNANIMOUSLY**

10.7 Rescind Policy C-9 – Vulcan Tourism Electronic Sign

Now that the Vulcan & District Tourism Society has become a society the Town no longer requires Policy C-9 Vulcan Tourism Electronic Sign to manage the community sign. Administration is requesting that Council rescinds Policy C-9 – Vulcan Tourism Electronic sign. A copy of the rescinded policy will be forwarded to the Vulcan & District Tourism Society.

Motion No.: 17.263

Moved by Councillor Rick Howard THAT Council rescinds Policy C-9 – Vulcan Tourism Electronic Sign as requested. **CARRIED UNANIMOUSLY**

11.0 New Business

11.1 Town of High River Resolution Proposal

The Town of High River's Council is planning to put forward a resolution at this year's AUMA conference in November urging the province to integrate the Emergency Social Services into the Alberta Emergency Management Agency and are requesting the Town of Vulcan's support for this resolution.

Motion No.: 17.264

Moved by Councillor John Seaman THAT the Town of Vulcan supports the Town of High River's proposed resolution in regards to Emergency Social Services and the Alberta Emergency Management Agency and it's submission to the Alberta Urban Municipalities Association.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 7:45 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **July 10, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending July 10, 2017.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending July 10, 2017 be received for information.

Initials show support -Reviewed by:

Director:



CAO

Report on Miscellaneous Correspondence 8.1 (2) - July 10, 2017

A. Rowan House Society

Invitation to Celebrate 5 Years in High River

B. Alberta Culture and Tourism

Invitation to Submit a Bid to Host the 2020 Summer Games

C. Alberta Culture and Tourism

Invitation to Submit Nominations for the 2017 Stars of Alberta Volunteer Awards

D. Vulcan and District Historical Society

Letter of Appreciation

Please join us as we celebrate **5 years** in High River!



Food. Entertainment. Fun!

JULY 24th

4pm - 6pm at George Lane Park



Kindly RSVP by July 17th to
communications@rowanhouse.ca

Karen Rose

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: Tuesday, June 27, 2017 2:31 PM
To: Thomas Grant; Karen Rose
Cc: Sherrie Botten
Subject: Rowan House 5th Anniversary Celebration
Attachments: July 24th Invitation.png

Good afternoon Tom and Karen;

On Monday, July 24th, Rowan House is celebrating its 5th anniversary in the new shelter. We would love for you and/or council members to attend if possible. The details are on the attached invitation.

If you or a designate would also like to say a few words at the event, please let me know and we will arrange to include you in that part of the program.

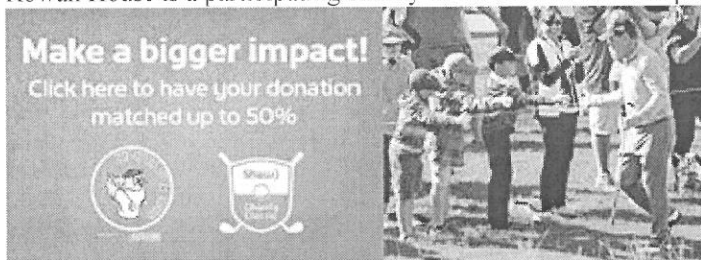
In gratitude,

Ally



Ally Cramm
Community Relations Coordinator
Direct: 403.603.5999 (Tues - Fri)
C: 403.714.2559
Email: allyc@rowanhouse.ca
www.rowanhouse.ca

Rowan House is a participating charity in the Birdies for Kids program, presented by AltaLink!



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*Office of the Minister
MLA, Calgary-Cross*



June 14, 2017

His Worship Thomas Grant
Mayor
Town of Vulcan
PO Box 360
Vulcan, Alberta T0L 2B0

Dear His Worship Grant:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host the 2020 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded the 2020 Alberta Summer Games will receive base financial support for operational, cultural, and legacy aspects of the games. A Guidelines for Communities Bidding to Host the 2020 Alberta Summer Games document is available from Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000, or email suzanne.becker@albertasport.ca.

Best Regards,



Ricardo Miranda
Minister

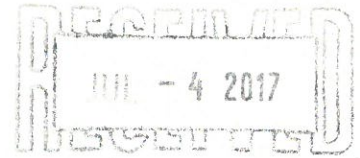
Enclosure



Office of the Minister
MLA, Calgary-Cross

18.1.C

June 28, 2017



Dear Mayor:

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all Albertans.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2017 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website, can be found on our website at www.culturetourism.alberta.ca/stars. Deadline for nominations is September 15, 2017.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs



"Nine in a Line"

VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

Archives: Box 104 • 303 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168
Museum: Box 104 • 232 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168

18.1.D

July 7, 2017

Town of Vulcan
Vulcan, AB

Dear Mayor, Council Members and members of the Town Crew,

We have noticed the improved look of the Bell Tower Corner. We are glad that the plaque about the bell is now noticeable from the street. Thank you for the trimming and care that was put into the "Spruce-up".

We have also noticed some of our other grand old homes are getting uplifts as well.

We are pleased that these pieces of our history are being cared for, so they will be able to be seen in the coming years.

Sincerely yours,

Richard Lambert, President
Vulcan and District Historical Society

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The minutes and/or verbal presentations to be presented on the various boards and committees in which Town Council has an interest.

- Canadian Badlands Board Meeting – Minutes – March 16, 2017
- Vulcan District Waste Commission Meeting – Minutes – April 26, 2017
- Vulcan Golf & Country Club Meeting – Minutes – June 20, 2017

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

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

- Canadian Badlands Board Meeting – Minutes – March 16, 2017
- Vulcan District Waste Commission Meeting – Minutes – April 26, 2017
- Vulcan Golf & Country Club Meeting – Minutes – June 20, 2017

Initials show support -Reviewed by:

Director:


CAO



BOARD MEETING MINUTES
Heritage Inn, Brooks
THURSDAY, March 16, 2017

PRESENT

Barry Morishita	President, Canadian Badlands / Councillor, City of Brooks
George Bohne	Vice President, Canadian Badlands / Mayor, Town of Raymond
Bob Long	Past President, Canadian Badlands / Reeve, Kneehill County
George Glazier	Secretary, Canadian Badlands / Reeve, County of Paintearth
Doran Degenstein	Director, Canadian Badlands
Steve Grajczyk	Director, Canadian Badlands / Councillor, Town of Strathmore
Ben Elfring	Director, Canadian Badlands / Councillor, District of Taber
Ken Kultgen	Director, Canadian Badlands / Mayor, Village of Foremost

REGRETS

Jeff Carlson	Treasurer, Canadian Badlands / Councillor, City of Lethbridge
Doug Jones	Director, Canadian Badlands / Mayor, Town of Oyen
Terri Kinsmen	Director, Canadian Badlands / Owner, Rocking R Guest Ranch
Terry Yemen	Member-at-large, Canadian Badlands / Mayor, Town of Drumheller
Brian Varga	Member-at-large, Canadian Badlands / Councillor, City of Medicine Hat
Marty Eberth	Ex-Officio, Canadian Badlands / Industry Relations, South, Travel Alberta

STAFF IN ATTENDANCE

Lonna Hoggan, Administrative Manager, Canadian Badlands

1. CALL TO ORDER – Barry Morishita called the meeting to order at 11:27 a.m.

2. NEW BUSINESS

2.1 Executive Positions

Barry Morishita – President

George Bohne – Vice President
Bob Long – Past President
Jeff Carlson – Treasurer
George Glazier – Secretary

B.M.17.19 Bob Long made a motion to accept these appointments
for a 1 (one) year term.

CARRIED UNANIMOUSLY

2.2 Appointment of Members at Large

Jeff Carlson
Steve Grajczyk
Terry Yemen
Brian Varga

B.M.17.20 George Glazier made a motion to accept these
appointments for a 1 (one) year term.

CARRIED UNANIMOUSLY

3. ADJOURNMENT

B.M.17.21 Barry Morishita moved to adjourn the meeting at 11:35
a.m.



VULCAN COUNTY MINUTES

Vulcan District Waste Commission

April 26, 2017

Council Chambers

Administration Building

102 Centre Street, Vulcan, Alberta

Present:	Ron Wickstrom, Chair	Member at Large
	Michael Monner	Vulcan County
	Tom Grant	Town of Vulcan
	Barry Monner	Village of Milo
	Roy Lucas	Vulcan County
	Stacey Hovde	Village of Carmangay
	Trevor Wagenvoort	Village of Champion

Absent: Craig Stokes, Village of Lomond
Bill Graff, Village of Arrowwood

Also Present: Dick Ellis, Operations Manager
Heather Selke, Assistant

Call to Order

Chair Wickstrom called the meeting to order at 7:31pm

Approval of Agenda and Additions

Approval of the Agenda

VDWC 2017-04-01 MOVED BY MEMBER GRANT that the agenda as presented.
CARRIED UNANIMOUSLY.

Adoption of Minutes

Minutes of the March 22, 2017 meeting

VDWC 2017-04-02 Committee reviewed the minutes of the March 22, 2017 meeting.

MOVED BY MEMBER WAGENVOORT the minutes of the March 22, 2017 meeting of the Vulcan District Waste Commission are adopted as presented.

CARRIED UNANIMOUSLY.

Action Items

Auditors

VDWC 2017-04-03 MOVED BY MEMBER M. MONNER that the Commission approve the adjusting entries as presented by Woodman White and Associates.
CARRIED UNANIMOUSLY.

VDWC 2017-04-04 MOVED MY MEMBER WAGENVOORT that the Commission approve the Audited Financial Statements as presented by the Auditor Woodman White and Associates.
CARRIED UNANIMOUSLY.

Grazing Lease

VDWC 2017-04-05 MOVED BY MEMBER LUCAS that the Commission approve the Grazing Lease for a one year term.
CARRIED UNANIMOUSLY.

SAEWA Report

SAEWA Report - Tom Grant

VDWC 2017-04-06 MOVED BY MEMBER B. MONNER that the Commission accept the SAEWA report for information.
CARRIED UNANIMOUSLY.

General Manager's Report

Manager's report

VDWC 2017-04-07 General Manager Ellis reviewed his report on the vehicles, equipment, Transfer Stations, recycling and Vulcan collection.

MOVED BY MEMBER HOVDE that the Manager's report is accepted as information.
CARRIED UNANIMOUSLY.

Financial Reports

Financial Report and Cheque Listing

VDWC 2017-04-08 MOVED BY MEMBER GRANT that the Financial Statements and Cheque listing be approved as presented.
CARRIED UNANIMOUSLY.

Vulcan District Waste Commission - 26 Apr 2017 Minutes April 26, 2017,

Information Items

Used Oil Tanks

In Camera

VDWC 2017-04-09 MOVED BY MEMBER VAGENVOORT that the Commission
move into an in-camera session at 9:16pm

CARRIED UNANIMOUSLY.

VDWC 2017-04-10 MOVED BY MEMBER M. MONNER that the Commission move
out of an in-camera at 9:23pm

CARRIED UNANIMOUSLY.

Next Meeting

Next meeting scheduled for May 24th 2017 at 7:30pm

Adjournment

Chair Wickstrom adjourned the meeting at 9:26pm

DRAFT

Dick Ellis, General Manager

DRAFT

Ron Wickstrom, Chair

VULCAN GOLF AND COUNTRY CLUB



EXECUTIVE MEETING MINUTES:

- June 20, 2017

MEETING CALLED TO ORDER:

- Called to order at 8:00

PRESENT:

- Morgan Magnuson, Barry Wallin, Tyler Wolfe, Paul Mansfield, Paul Taylor, Wayne Shearer, Ross Zuehlke, Gordon Brayton, Duke Webber, Stacey Wheeler (late).

ABSENT:

- Chad Munro

ADDITIONS TO THE AGENDA:

- Signing Authority

MINUTES OF THE Special June Meeting (June 3, 2017):

- Addition of the acceptance of the Resignation of Don McPherson. As per bylaws, VP Morgan Magnuson takes over as President
- Amendment to minutes re: Fay Warner \$86.50 refund not \$100
- Motion to adopt amended minutes of AGM Meeting made by Paul Mansfield, seconded by Wayne Shearer. CARRIED.

MINUTES OF THE May MEETING (May 9, 2017):

- No Errors or admissions. Motion to adopt minutes of AGM Meeting made by Morgan Magnuson, seconded by Barry Wallin. CARRIED.

DIRECTOR OF GOLF REPORT:

- Gordon Brayton presented Director of Golf Report
- Replaced or repaired the dishwasher, vacuum, and Pepsi gun
- Commitment of money for the junior golf course but no money delivered
 - Need \$5000 more to make it happen. Need to get more kids involved for the future of the course. Casino money available?
- Suggestion of Pro-rated fees for partial season New Memberships
 - \$133 per month for those joining late due to injury or moving to town after the start of the season, etc.
 - Gordon has 2-3 people interested in joining the club this year at a pro-rated rate
- Revenue is close to last year (within 5% of last year)
- Current count is 154 carts with Trail fees
- Membership breakdown by municipality is available
- Gordon is requesting reports for the July/August Newsletter
 - Pres, Treasury, Leagues, Grounds, etc.
 - Important to communicate with the membership
- Average age of membership is 58. Gordon is pleased it is under 60.
- Wants additional member to have signing authority to ensure cheques are signed on time.
- Gordon is continuing to pursue the possibility of running the Camp Ground with the Town of Vulcan.

VULCAN GOLF AND COUNTRY CLUB



- Advertising in Lethbridge via Radio.
- Some issues with the Bookkeeping. Numbers are being put into categories that Gordon thinks needs some fine-tuning. Wages are down, but not sure if totally accurate.
- Tournaments are similar to last year. Three new ones, but lost two others.
- Recommends a 2% surcharge on everything next year to raise revenue for the club.
- Motion to accept Director of Golf Report by Barry Wallin. Seconded by Paul Taylor. CARRIED

GROUND'S REPORT:

- Duke Webber presented the Grounds Report
- Major breakdown with irrigation due to a power surge. Currently unable to shut off pumps.
 - Insurance claim made.
 - Two quotes (\$52 550 and \$46 515) to replace the panel.
 - Insurance contact indicates that he believes this will be covered, minus \$2500 deductible.
 - Insurance company will only pay out the lowest quote.
 - Duke would like to use the Lethbridge company (the \$52 550 quote), but is hoping that they will reduce their price.
 - Thinks that we will have to pay the deductible and about \$1500
 - Will look into the addition of a surge protector in addition to the repair.
 - Ross thinks we should approach Fortis to see if they will cover some of the cost. Duke will look after this. Paul Mansfield will help.
 - Duke hopes to have the claim wrapped up in the next week or two and expects about a month to have the new panel built.
- Equipment lease expires at the end of the season.
 - Duke will present number for next year at the next meeting.
 - Ross suggests we look into replacing the heads but keep the same machinery. Duke will investigate.
- Planted red and white flowers in the flower bed for Canada 150
- Sold chemical applicator for \$250
- Planted few more donated trees on 17th, donated by Jim Hendry
- Greens were aerated on May 23 and are trying to be rolled as much as possible.
- Fairways fertilized with donated fertilizer from Agrium
- Estimate for paving from parking lot to first tee and for wash pad is \$4780. Is only for the asphalt, not the site prep.
 - Approx. 100' of path, and a 20x20 pad.
 - Ross will look into the price for cement instead of asphalt and report back to the board.
- Gazebo update: Permission granted to move the Gazebo to the pad by the clubhouse. Motion to move the Gazebo made by Stacey Wheeler. Seconded by Paul Mansfield. CARRIED.

FINANCIAL REPORT:

- Barry Wallin presented the Financial Report
- Status of accounts
 - General account \$70 000 in bank; Casino account \$7500
 - Barry noted the decrease in liquor revenue and asked Gordon who says the bar has been stocked up in advance of tournaments
 - Membership revenue is down about \$18 000 this year. There are some late payments still to come in, but will not cover the difference.
 - Green fees down \$5800; due mainly to weather

VULCAN GOLF AND COUNTRY CLUB



- Other courses are down more than we are.
- Accounting fee is up \$3000 from last year
 - Needs to be addressed with bookkeeper. Barry will discuss this with Rosslyn.
- Insurance is up \$3000.
 - We have changed policies. Will need to look into why this was done and why it is up so much.
- Down about \$21 000 overall net income.
 - Due in large part to a very poor April (weather) and a somewhat slow May.
- Overall, inventory in the clubhouse is high
 - Contract was to carry \$50 000 in inventory
 - Some inventory is returnable
 - May need austerity with regard to merchandise.
- A number of large expenses are coming due (post-dated cheques, property taxes)
 - Barry is going to question the property value assessment.

HOUSE COMMITTEE REPORT:

- Stacey Wheeler presented the House Committee Report.
- Stacey met with Ron Fernley to discuss Fan/Swamp Cooler. Air Tech will reinstall back to the old system.
- Tom Grant fixed the Power Head on the Vacuum. Air Conditioner is 19 years old and needs to be watched.
- Grant Money
 - Asked for \$5000 from Town and County. Has not heard back.
 - Metal Roof quote for the Clubhouse is \$20 000, quote from UFA.
 - Forms submitted on time; waiting to hear about approval.
 - Liza Dawber/VDBS thinks application is strong. Provided strong support.
 - Received supporting letters from MLA Little Bow, Chamber of Commerce, VBDS, Home Hardware, ATB
 - Stacey will pursue other grant money: Lionetts, Masons, Knights of Columbus, Elks, etc.
- Stacey has discussed the issue of paying GST with Mark and Roxanne and they have agreed that they will pay GST on all purchases going forward.

OLD BUSINESS:

- Review of the Octogenarian Category
 - Postponed until later in the season
- Review of the Evening Rates
 - Postponed until later in the season
- Review of Projects approved for past Casino funds
 - Postponed until later in the season
- Clubhouse needs roof repaired
 - Will wait to hear what Stacey hears re: Grants. Will discuss in future meeting.
- Cathy Dunham Proposal
 - Postponed until later in the season

NEW BUSINESS:

- Appointment of a new VP
 - Postponed until Board is filled.
- Appointment of a new Board Member

VULCAN GOLF AND COUNTRY CLUB



- Discussion of bringing back someone with Board Experience. This role would be to fill in for the remainder of the term, ending at the next AGM. Barry Wallin has approached Sue Dow, who has expressed some interest.
 - Motion to approach and appoint Sue Dow as member of the Board, if she were to accept the position, by Wayne Shearer. Seconded by Barry Wallin. CARRIED.
- Signing Authority
 - Motion to have Tyler Wolfe given Signing Authority in addition to Barry Wallin, with Wayne Shearer having alternate signing authority; Gordon to continue in his capacity as a signing officer, made by Stacey Wheeler. Seconded by Paul Mansfield. CARRIED.
- Pro-Rated Membership rates.
 - Paul Mansfield suggest we do not advertise, but have a pro-rated membership fee.
 - Suggested that this be allowed only for medical situations or for new members.
 - Ross is concerned that this will become too complicated, requiring medical notes, etc. and is not an easy solution.
 - Tyler suggests that all medically pro-rated rates be addressed on a case by case basis.
 - Ross Zuehlke motions that we adopt a pro-rated membership rate for new members who have just recently moved to town. Seconded by Paul Mansfield. PASSED; one opposed.
 - Barry motions that we accept Warner Loat's request for a full membership effective June 1, 2017 at a pro-rated membership of \$665.00 + \$75 in trail fees, + \$26.50 RCGA fee+ taxes; Seconded Wayne Shearer. CARRIED.
- Letter from Wesley and Mary Lou Garriock
 - Request for memberships to be cancelled and a pro-rated refund issued.
 - Moving to Nova Scotia.
 - Will be refunded as per by-law.

NEXT MEETING DATE:

- July 18, 2017 at 8:00 PM in the Amenities Building.

ADJOURNMENT:

- Meeting adjourned at 9:52pm

Town of Vulcan

Request for Decision (RFD)

Amend Policy E-05 – Community Peace Officer Standards, Policies, and Procedures Manual

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy E-05 – Community Peace Officer Standards, Policies and Procedures Manual. The CPO officer has updated Schedule "A" the Community Peace Officer Standards, Policies and Procedures Manual.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council has been provided a draft copy of Policy E-05 – Community Peace Officer Standards, Policies, and Procedures Manual for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy E-05 – Community Peace Officer Standards, Policies, and Procedures Manual as amended.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

10.1

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
E-054			Community Peace Officer Standards, Policies, and Procedures Manual
Approval	D/M/Y	Resolution #	
Approved	23/01/2012	12.37	
Amended	13/11/2012	12.423	
Amended			

STATEMENT:

The Town of Vulcan requires various Standards, Policies, and Procedures in order to establish the guidelines under which the Community Peace Officer (CPO) Program will be administered for the Town.

1. Purpose

- 1.1** This Policy applies to Community Peace Officers who are employed by the Town. A Community Peace Officer is an employee of the Town who has been appointed as a Community Peace Officer by the Alberta Solicitor General, Public Security Division.
- 1.2** Community Peace Officers of the Town appointed under the provisions of the Community Peace Officer Act and Community Peace Officer Regulations thereunder, are Bylaw Enforcement Officers of the Town.
- 1.3** Attached as Schedule "A" and forming part of this policy is the Community Peace Officer Standards, Policies, and Procedures Manual.

- END OF POLICY -

10.13 CPO Standards Policies and Procedures

By its Resolution Number 12.37 of January 23rd, 2012 this Council approved the CPO Policy of Conduct, Mission Statement and Salary Grid.

This resolution needs to be amended in regards to the Policy of Conduct and Mission Statement.

Motion No.: 12.423

Moved by Councillor Dwayne Hill THAT Resolution Number 12.37 be amended to remove "Community Peace Officer Policy of Conduct and Mission Statement";

THAT the Community Peace Officer Standards Policies and Procedures be approved as submitted;

THAT the proposed Memorandum of Understanding between the Royal Canadian Mounted Police and the Town of Vulcan be approved as submitted.

In favour

Mayor - Howard Dirks
Councillor - John Seaman
Councillor - Doug Day
Councillor - Judy Sanderson
Councillor - Paul Taylor
Councillor - Dwayne Hill

Against

CARRIED

10.14 Director of Emergency Management Agency

By its Resolution Number 12.330 this Council appointed Mayor Dirks, Councillor Hill and the CAO to a Selection Committee for the recruitment of a Director of Emergency Management Agency.

Motion No.: 12.424

Moved by Councillor Dwayne Hill THAT this Council as per the Selection Committee's recommendation, hires Mr. David Swan as the Director of Emergency Management Agency and approve the fee schedule as per the Administration and Finance Committee recommendation.

Initials
 

Town of Vulcan

Request for Decision (RFD)

Amend Policy C-01 - Arena

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy C-01 – Arena with changes to the formatting and the description of the guidelines and regulations which will govern the operation of the Vulcan Arena.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy C—1 – Arena for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-01 – Arena as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

10-2

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-01			Arena
Approval	D/M/Y	Resolution #	
Approved	14/04/1989	98.88	
Amended	13/02/2012	12.66	
Amended	10/12/2012	12.458	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Vulcan Arena.

1. Purpose

- 1.1 To provide the Vulcan arena users with maximum quality services with an optimum of safety.

2. Administration

- 2.1 The administration of the Arena shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Recreation Director.
- 2.2 The Council may make revisions of this policy from time to time, upon consideration of a written submission from the public or recommendation of the Town Foreman, and/or Recreation Director, through the Town's CAO.

3. Arena Opening & Closing

- 3.1 The Arena will be available from the beginning of October to the end of March of each year, at the discretion of the Recreation Director in co-operation with the Town Foreman.
- 3.2 Should a user group request that the facility be available before October 1st or after March 31st, the Recreation Director in co-operation with the Town Foreman may approve this request. If approved the user group will be invoiced for the actual operational cost per day for the full amount of days requested.

4. Staff

- 4.1 The Vulcan Arena shall be operated under the supervision of the Town Foreman, who shall be directly accountable for operation and maintenance of the arena.
- 4.2 The Town Foreman and his staff shall have the authority to enforce these policies contained herein with diligence and provide quality customer service to the public attending and using the facility.
- 4.3 During the regular season no one shall use the Arena without Arena Staff being present on the premises, except for use according to Section 10.2 of this policy.

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Policy Manual

- 4.4 During off season rentals, a staff member from the Town will be provided on an "on call" basis.

5. Maintenance & Equipment Operation

- 5.1 Any major repairs or renovations not included in the current budget approved by Town Council shall be reviewed and evaluated by the Town's CAO and the Town Foreman, and referred to Council for approval.
- 5.2 Only arena staff are to be allowed in work areas or to operate any Town- owned arena equipment, unless permission is otherwise given by the, the Town Foreman, Recreation Director or delegates.

6. Operational Procedures

- 6.1 Following is a list of the minimum ice maintenance standards to be followed by the Public Works Staff:
- (a) The differential for refrigerant shall be held at **18 to 21 degrees** Fahrenheit.
 - (b) The recommended ice thickness is a **minimum of 1"** to a **maximum of 1½"** over the whole ice surface.
 - (c) Water for flooding should be approximately **120 degrees** Fahrenheit.
 - (d) Ice surfacing blades should be changed at least once every three weeks.
- 6.2 No one is allowed on the ice surface until the arena staff have completed ice maintenance and have left the ice surface.
- 6.3 Skaters must leave ice surface immediately, once the time of allotment has expired.
- 6.4 Skaters are allowed in the stands and mezzanine with skates equipped with guards, but the mezzanine and the stands must not be utilized as change areas.
- 6.5 Dressing room keys will only be issued to the coach or manager at the discretion of the Arena Staff in charge.
- 6.6 Dressing rooms should be kept locked at all times. For user's own security, the dressing rooms are to be locked while on the ice.
- 6.7 Patrons are asked to report damages immediately to the arena staff.
- 6.8 The p.a. system and the time clock may not be used without permission of arena staff in charge.
- 6.9 No more than one person is to be in the goal judge's position.

7. Discipline

- 7.1 Anyone found on the premises with liquor in his/her possession without proper authorization will be asked to leave. Law Enforcement Officers may be called upon if necessary.
- 7.2 Smoking will not be allowed in the arena building.

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- 7.3 Profane or obscene language will not be tolerated on the arena premises.
- 7.4 Vandalism shall be severely dealt with. All facilities of the arena premises are to be used with respect by everyone and the arena staff are expected to enforce this policy. Names of offenders are to be reported immediately to the Recreation Director, Town Foreman or Town's CAO for disciplinary action.
- 7.5 Conduct in the arena that is deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.
- 7.6 The arena staff in charge shall have the authority to ban offenders. The duration of suspension of use of facilities is at the discretion of the arena staff in charge.
- 7.7 A fine as established in the Town Rates and Fees Bylaw, plus cost of damage will be charged to an individual or group responsible for damage and the whole group may also be suspended from the arena for a period of time determined by the Recreation Director, Town Foreman and the Town's CAO.

8. Arena Safety

- 8.1 Where there are programs scheduled in by the Vulcan and District Recreation Department all patrons of Minor Hockey age eligibility and under must comply by wearing CSA governed helmets and face masks.
- 8.2 The Town of Vulcan recommends all patrons using the ice surface wear a CSA governed helmet.

9. Bookings

The booking of any and all arena facilities shall be the responsibility of the Recreation Director or designate.

- 9.1 All booking applications must be made online at the Recreation Department website, or at the office of the Recreation Director.
- 9.2 The Recreation Director will follow the terms of the Vulcan Joint Use Agreement regarding school use of the arena between 7:00 a.m. and 4:00 p.m. on school days, that stipulates:

"All school activities in Town facilities shall be adequately supervised by School personnel. Under no circumstances will Town employees, with the exception of Life Guards and their specific duties, act or be expected to act as supervisors."
- 9.3 The Recreation Director will call a meeting, prior to the beginning of the winter season, of all local groups making seasonal use of the arena to establish blocks of time to be allotted.
- 9.4 Public skating shall be scheduled prior to block bookings. No changes shall be made unless they are submitted to the Recreation Director by Monday of that scheduled week.
- 9.5 All local youth groups shall have priority until 9:30 p.m. of each day, unless prior arrangements have been made to change time or give up ice time.

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- 9.6 Organized recreation hockey shall have priority to a maximum of three evenings per week, subject to Item 9.5 above.
- 9.7 All other local groups shall have equal opportunity for at least one booking per week.
- 9.8 In case of a conflict within that one booking per week, the following criteria shall be used for the final decision of the designated booked time:
- (a) Local league play (team using Vulcan as home ice)
 - (b) Recreation hockey
- 9.9 Block booking time that is required weekly and/or for tournaments, clinics or special events, by specific user groups, shall be requested prior to September 1 of each year. All block bookings shall be made for the entire season.
- 9.10 The Recreation Director shall be responsible for allotting time blocks to specific user groups, in consultation with the user group representative.
- 9.11 Specified time blocks of the user groups may be exchanged within the same user groups. The Recreation Director shall be notified of such changes.
- 9.12 Cancellations:
- (a) When the arena is booked, prior notification of cancellation is required within five business days, to permit rescheduling the use of the arena during the cancelled time period.
 - (b) If notification of cancellation has not been received by the Recreation Director, five business days prior to the time booked, the user shall be charged for one-half of the time booked. There shall be no charge for the time cancelled, if the cancelled time period is rescheduled for use.
 - (c) If notification of cancellation is received by the Recreation Director five business days or more prior to the time booked, there shall be no charge for the time cancelled. All groups must give two weeks notification of cancellation for tournaments only.
- 9.13 The arena's hours of operation shall be posted each week in the arena lobby and on the Recreation Departments website.
- 9.14 All bookings for special events and off season rentals shall be arranged as per Policy C-02 the Facilities Rental Policy.

10. Arena User Fee Schedule

- 10.1 The arena user fee schedule shall be established as part the Town of Vulcan Rates and Fees Bylaw, and will be approved by Town Council annually.
- 10.2 The rental fee schedule as outlined in the Vulcan Joint Use Agreement regarding fees for school use of the arena shall apply for the term of the agreement.

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11. Arena Non-Ice Rental

- 11.1 The Town and responsible party for the renter shall have an inspection before and after function.
- 11.2 An adequate damage deposit, as established in the Rates and Fees Bylaw shall be required to insure damages and/or clean-up are covered.
- 11.3 Any persons requiring alterations to building, such as display booths or materials for floor surface, shall do so at their own expense.
- 11.4 An agreement shall be drawn up by the Recreation Director reflecting the above conditions and shall be signed by both parties.

12. Rental Agreement

- 12.1 A standard Rental Agreement has been provided as part of Policy C-02 the Facilities Rental Policy.

13. Conclusion

- 13.1 This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Vulcan Arena.
- 13.2 Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

- END OF POLICY-

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

ARENA POLICY

POLICY NUMBER

C-1

SUPERCEDES POLICY NO:

Amended	Resolution No.	Date
	98.88	Apr 14/98
	12.66	Feb 13/12
	12.458	Dec 10/12

1. STATEMENT:

1. INTRODUCTION

This policy has been prepared so as to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Vulcan Arena. These guidelines and regulations shall not be considered all inclusive and may require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict. The regulations and guidelines are intended to serve as a guide for the arena personnel and to provide the users of the facility safe, efficient and entertaining use with a friendly disposition.

2. OBJECTIVE

To provide users with maximum quality services with an optimum of safety.

3. ADMINISTRATION

The administration of the Arena shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Recreation Director.

The Council may make revisions of this policy on the recommendation of one or more of its members, at the suggestion of Council, or on the recommendation of Town Foreman, or Recreation Director, through the Town's CAO.

4. ARENA OPENING & CLOSING

The Arena will be available from the beginning of October to the end of March of each year, at the discretion of the Recreation Director in co-operation with the Town Foreman.

Should a situation arise which is not covered by this policy, wherein some individual or group has met with injustice, it is the responsibility of the party concerned to present written recommendations to the Town's CAO.

5. STAFF

The Vulcan Arena shall be operated under the supervision of the Town Foreman, who shall be directly accountable for operation and maintenance of the arena.

The Town Foreman and his staff shall have the authority to enforce these policies contained herein with diligence and provide quality customer service to the public attending and using the facility.

During the opening season no one shall use the Arena without Arena Staff being present on the premises, except for use according to Section 10 B of this policy.

During off season rentals, a staff member from the Town will be provided on an "on call" basis.

6. MAINTENANCE & EQUIPMENT OPERATION

Any major repairs or renovations not included in the current budget approved by Town Council shall be reviewed and evaluated by the Town's CAO and the Town Foreman, and referred to Council for approval.

Only arena staff are to be allowed in work areas or to operate any Town- owned arena equipment, unless permission is otherwise given by the, the Town Foreman, Recreation Director or delegates.

7. OPERATIONAL PROCEDURES

- A. Ice will be maintained as per "Schedule A".
- B. No one is allowed on the ice surface until the arena personnel have completed ice maintenance and have left the ice surface.
- C. Skaters must leave ice surface immediately, once the time of allotment has expired.

- D. Skaters are allowed in the stands and mezzanine with skates equipped with guards, but the mezzanine and the stands must not be utilized as change areas.
- E. Dressing room keys will only be issued to the coach or manager at the discretion of the Arena Staff in charge.
- F. Dressing rooms should be kept locked at all times. For user's own security, the dressing rooms are to be locked while on the ice.
- G. Patrons are asked to report damages immediately to the arena personnel.
- H. The p.a. system and the time clock may not be used without permission of arena staff in charge.
- I. No more than one person is to be in the goal judges position.

8. DISCIPLINE

- A. Anyone found on the premises with liquor in his/her possession without proper authorization will be asked to leave. Law Enforcement Officers may be called upon if necessary.
- B. Smoking will not be allowed in the arena building.
- C. Profane or obscene language will not be tolerated on the arena premises.
- D. Vandalism shall be severely dealt with. All facilities of the arena premises are to be used with respect by everyone and the arena staff are expected to enforce this policy. Names of offenders are to be reported immediately to the Town Foreman or Town's CAO for disciplinary action.
- E. Conduct in the arena that is deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.
- F. The arena staff in charge shall have the authority to ban offenders. The duration of suspension of use of facilities is at the discretion of the arena staff in charge.

A fine of five hundred dollars (\$500) plus cost of damage will be charged to an individual or group responsible for damage and the whole group may also be suspended from the arena for a period of time determined by the Town Foreman or the Town's CAO.

9. ARENA SAFETY

Where there are programs scheduled in by the Vulcan and District Recreation Board all patrons of Minor Hockey age eligibility and under must comply by wearing CSA governed helmets and face masks. Any patrons that do not fit in this age category, meaning older than of Minor Hockey age eligibility, shall also comply by wearing a CSA governed helmet.

10. BOOKINGS

The booking of any and all arena facilities shall be the responsibility of the Recreation Director or designate.

A. All booking applications must be made at the office of the Recreation Director.

B. The Recreation Director will follow the terms of the Vulcan Joint Use Agreement regarding school use of the arena between 7:00 a.m. and 4:00 p.m. on school days, that stipulates:

"All school activities in Town facilities shall be adequately supervised by School personnel. Under no circumstances will Town employees, with the exception of Life Guards and their specific duties, act or be expected to act as supervisors."

C. The Recreation Director will call a meeting, prior to the beginning of the winter season, of all local groups making seasonal use of the arena to establish blocks of time to be allotted.

D. Public skating shall be scheduled prior to block bookings. No changes shall be made unless they are submitted to the Recreation Director by Monday of that scheduled week.

E. There shall be provisions made for at least:

E.1 One Hockey School

E.2 One Coaches' Clinic

E.3 One Referees' Clinic

E.4 One Figure Skating Warm-Up/Power Skating Session

F. All local youth groups shall have priority until 9:30 p.m. of each day, unless prior arrangements have been made to change time or give up ice time.

G. Organized recreation hockey shall have priority to a maximum of three evenings per week, subject to Item F above.

H. All other local groups shall have equal opportunity for at least one booking per week.

I. In case of a conflict within that one booking per week, the following criteria shall be used for the final decision of the designated booked time:

I.1 Local league play (team using Vulcan as home ice)

I.2 Recreation hockey

J. Block booking time that is required weekly and/or for tournaments by specific user groups shall be requested prior to September 1 of each year. All block bookings shall be made for the entire season.

K. The Recreation Director shall be responsible for allotting time blocks to specific user groups, in consultation with the user group representative.

L. Each user group shall determine its own time allotment within its own specified blocked time and shall resolve any difficulties that arise within that blocked time.

M. Specified time blocks of the user groups may be exchanged within the same user groups. The Recreation Director shall be notified of such changes.

N. Cancellations

When the arena is booked, prior notification of cancellation is required within five working days, to permit rescheduling the use of the arena during the cancelled time period.

If notification of cancellation has not been received by the Recreation Director, five working days prior to the time booked, the user shall be charged for one-half of the time booked. There shall be no charge for the time cancelled, if the cancelled time period is rescheduled for use.

If notification of cancellation is received by the Recreation Director five working days or more prior to the time booked, there shall be no charge for the time cancelled. All groups must give two weeks notification of cancellation for tournaments only.

O. The arena's hours of operation shall be posted each week in the arena lobby.

11. Arena User Fee Schedule

The arena user fee schedule for the following year shall be reviewed at the first Council meeting in May of each year unless the fee schedule is approved for more than one year at a time.

The current fee schedule is attached as Schedule B1.

The rental fee schedule as outlined in the Vulcan Joint Use Agreement regarding fees for school use of the arena shall apply for the term of the agreement.

12. Arena Non-Ice Rental

The Town and responsible party for the renter shall have an inspection before and after function.

An adequate damage deposit, as outlined in Schedule "B", shall be required to insure damages and/or cleanup are covered.

Any persons requiring alterations to building, such as display booths or materials for floor surface, shall do so at their own expense.

An agreement shall be drawn up by the Recreation Director reflecting the above conditions and shall be signed by both parties.

13. Rental Agreement

The Rental Agreement is attached as "Schedule C".

14. Conclusion

This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Vulcan Arena.

The policies have been established as guidelines and any questionable areas can be forwarded to the Council of the Town of Vulcan for consideration.

SCHEDULE "A"

Following is a schedule of the ice maintenance and standards to be followed by Town Staff and is referred to as Schedule "A" in the Arena Policy.

1. The brine or refrigerant is usually held at 18 to 21 degrees fahrenheit.
2. The recommended ice thickness is a minimum of 1" to a maximum of 1½" over the whole ice surface.
3. Water for flooding should be approximately 120 degrees fahrenheit.
4. Ice surfacing blades should be changed at least once every three weeks.

SCHEDULE "B"
DAMAGE DEPOSITS
ARENA NON-ICE RENTAL

1) Major Events: \$500

Where heavy equipment is used to move equipment, structures, etc. into and out of the arena.

2) Moderate Events: \$200

Where no heavy equipment is used but the potential for damage exists.

3) Minor Events: (may be waived) \$ 50

SCHEDULE "B1"
ARENA FEES

#	ACTIVITY	Unit	Fees
GENERAL			
1	Public Skating		\$ -
2	County School Program		\$ -
3	Minor Hockey & Skate Club	Hour	\$ 50.00
4	Out of County	Hour	\$ 125.00
TOWN & COUNTY RESIDENTS & CLUBS			
5	Adult - Any Time	Hour	\$ 95.00
6	Youth (17 years and under) any time	Hour	\$ 56.10
7	Skate Club Test Day	Hour	\$ 55.00
8	Deposit - All categories	Hour	\$ 121.00
SUMMER RATES			
9	Town and County Youth, Clubs and Organizations	Hour	\$ 25.00
10	Commercial Rates	Day	\$ 500.00
SUMMER SPECIAL EVENT DAMAGE DEPOSIT			
11	Major Events	Hour	\$ 550.00
12	Moderate Events	Hour	\$ 220.00
13	Minor Events	Hour	\$ 55.00

~ END OF POLICY ~

Town of Vulcan

Request for Decision (RFD)

Adopt Policy C-02 – Facility Rentals

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council adopt Policy C-02 – Facility Rentals to formalize a process for the rental of Town owned and Joint-Use facilities.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of draft Policy C-02 – Facility Rentals for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-02 – Facility Rentals as presented.

Initials show support -Reviewed by:

Director:


CAO

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Policy Manual

10.3

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-02			Facility Rentals
Approval	D/M/Y	Resolution #	
Adoption			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the rental of Town owned and Joint-Use facilities.

1. Bookings

The booking of all Town owned and Joint-Use facilities shall be the responsibility of the Recreation Director or designate.

- 1.1 All booking applications must be made online at the Recreation Department website, or at the office of the Recreation Director.
- 1.2 The Recreation Director will follow the terms of the Vulcan Joint Use Agreement regarding school use of the facilities between 7:00 a.m. and 4:00 p.m. on school days.

2. Cancellations

- 2.1 Unless specified differently in a policy for the facility, the Recreation Director requires 48 hours notification of a cancellation or a fee may be applied.
- 2.2 If notification of cancellation is received by the Recreation Director 48 hours or more prior to the time booked, there shall be no charge for the time cancelled.
- 2.3 Notification of cancellation should be given in writing.

3. User Fee Schedule

- 3.1 A facility user fee schedule shall be established as part the Town of Vulcan Rates and Fees Bylaw, and will be approved by Town Council annually.
- 3.2 The rental fee schedule as outlined in the Vulcan Joint Use Agreement regarding fees for use of Palliser facilities shall apply for the term of the agreement.
- 3.3 The Lodge Hall Society shall establish the rental fee for the Vulcan Lodge Hall.

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4. Rentals

- 4.1** The Town and responsible party for the renter shall have an inspection before and after each function.
- 4.2** Payment for the rental shall be received in full prior to the renter being granted access or keys.
- 4.3** An adequate damage deposit, as established in the Rates and Fees Bylaw or Joint Use agreement shall be required to insure damages and/or clean-up are covered.
- 4.4** Any persons requiring alterations to a building, such as display booths, additional lighting or decorations, shall do so at their own expense.
- 4.5** An agreement shall be drawn up by the Recreation Director reflecting the above conditions and shall be signed by both parties.

5. Damages

- 5.1** Any group or member of a group causing damage, whether accidental or malicious, to the facility or equipment will be held financially responsible for the repairs or replacement of such damages, and may be fined.
- 5.2** Failure to pay for said damages will result in the termination of further bookings until such payment has been received.

6. Liquor

- 6.1** Consumption of liquor on the premises is strictly forbidden in Town Facilities without a Liquor Permit.
- 6.2** A Liquor Permit shall be the responsibility of the renter to acquire. The Recreation Director must be supplied with a copy of the liquor permit prior to the event, to be attached to the rental agreement.

7. Cleanup

- 7.1** The facility or area that is being rented must be completely cleaned and put back into the condition that it was in at the time of rental.
- 7.2** If cleanup does not take place the group or organization is subject to the loss of their deposit

8. Rental Agreement

- 8.1** A standard Application for Use and Rental Agreement shall make up Schedule "A" and will form part of this policy.

- END OF POLICY-

**APPLICATION FOR THE USE OF THE
CRC/Lodge Hall/Lewis Ware Pavilion/Arena/Pool**

*This is a request for availability only; you will be notified as to the status of your application.

Name of Organization or
Individual _____

Address _____

Contact Person _____

Contact Number _____ Email _____

Purpose: _____

Liquor Permit Needed: ____ Yes ____ No Permit Received ____ Yes ____ No

Dates Requested: _____ Time: _____ to _____

Deposit Received ____ Yes ____ No

Is your group ____ Commercial ____ Non-Profit ____ Private

I, _____, hereby agree to assume full responsibility for the use of the
designated equipment and facilities outlined above by _____ (organization/person name) on
_____ (date) between the hours of _____ and _____.

Signature

Date

To report concerns with the Facility call Bonnie Ellis at 403-485-2554

CRC/Vulcan Lodge Hall/ Lewis Ware Pavilion/Arena/Pool
Agreement for Rental of the Vulcan Recreation Facilities

Name of Facility Requested: _____

Date Requested: _____

Organization: _____

Contact Person _____ Address: _____

Telephone: _____ Fax/Email: _____

TERMS AND CONDITIONS

1. **General-** All organizations wishing to utilize The Town of Vulcan Facilities must adhere to the policies as applied by the Town of Vulcan. A responsible person (coach or supervisor) must be in attendance at all activities. First Aid supplies are for public activities only. It is recommended that each organization carry first aid supplies. All Employees being representatives of The Town of Vulcan have the authority to take necessary action should there be any misbehavior within or abuse to the facility.
2. **Bookings-** No bookings will be considered firm unless an Application for Rental has been completed and deposit received. Organizations are requested to carefully consider their requirements and submit their requests on this from. All events will require a deposit.
3. **Cancellations-** Unless specified differently in a policy for the facility, the Recreation Director requires 48 hours notification of a cancellation, or a fee may be applied. If notification of cancellation is received by the Recreation Director 48 hours or more prior to the time booked, there shall be no charge for the time cancelled. Notification of cancellation should be given in writing.
4. **Payment of Rental-** Rent will be charged in accordance with the Rental Rates adopted by the Town of Vulcan for the current season. Rent will be charged from the time activities are scheduled to begin.
5. **Damages-** Any group or member of a group causing damage, whether accidental or malicious, to the facility or equipment will be held financially responsible for the repairs or replacement of such damages. Failure to pay for said damages will result in the termination of further bookings until such payment has been received.
6. **Liquor-** Consumption of liquor on premises is strictly forbidden in Town Facilities without a Liquor Permit.
7. **Cleanup-** The facility or area that is being rented must be completely cleaned (including the Bar-B-Q at the Lewis Ware Pavilion) and put back into the condition that it was in at the time of rental. If cleanup does not take place the group or organization is subject to the loss of their deposit
8. **Dressing Rooms (Iceplex)-** May be used for meetings, etc., if prior arrangements have been made with the Recreation Director or arena staff. All organizations scheduled at the end of the day must be out of the Iceplex at a maximum of 1 hour following completion of their ice time. Any patrons abusing this privilege will be charged one extra hour of ice rental.
9. **Picnic Tables-** Picnic tables can be used at the Lewis Ware Pavilion free of charge with rental. Offsite rentals shall be per table, with transportation of the tables the responsibility of the renter.

I hereby acknowledge that I have read this application and agree to comply to the terms and conditions stated therein.

Applicant: _____

Date: _____

Recreation Department: _____

Date: _____

Town of Vulcan

Request for Decision (RFD)

Amend Policy C-03 – Pitch-In Program

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy C-03 – Pitch-in Program with changes to the formatting and wording of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy C-03 – Pitch-In Program for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-03 – Pitch-In Program as amended.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

10.4

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-03			Pitch-In Program
Approval	D/M/Y	Resolution #	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to ensure the continued success of the annual Pitch-In Program.

1. Purpose

- 1.1** The purpose of this policy is to assist in cleaning up the Town and roadside ditches during "Pitch-In Canada Week" held usually during the second week in May of each year.

2. Policy

- 2.1** The Vulcan Prairieview Elementary School has for the past several years, annually agreed to take on the Pitch-In Project. Upon receipt of first notice from Pitch-In Canada, the Recreation Director shall contact the Vulcan Prairieview Elementary School to inquire whether the school will again be interested in accepting this worthwhile project.
- 2.2** If the School agrees to accept the project, the Recreation Director shall:
- (a)** Purchase and deliver the required materials (signage/bags/gloves/etc.)
 - (b)** Prepare the necessary advertisement for the newspaper; and
 - (c)** Report the activity to Council through the Recreation Management Report.
- 2.3** If the school is no longer willing to be responsible for this project, the Administrator shall present this item to Council at a Regular Council Meeting for direction.

- END OF POLICY-

TOWN OF VULCAN

TITLE: Pitch-In ~~Alberta~~ *Program*

POLICY NUMBER: C-3

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:**

**SUPERSEDES
POLICY NUMBER:**

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT:

PURPOSE: The purpose of this policy is to assist in cleaning up the town and roadside
1.1 ditches during "Pitch-In ~~Alberta~~ *Canada* Week" held usually during the
second week in May of each year.

POLICY: The ~~Hazel Cameron~~ *PRAIRIEVIEW* Elementary School has, for the past several years,
2.1 annually agreed to take on the "Pitch-In ~~Alberta~~ *Canada*" project. Upon
receipt of the first notice for "Pitch-In ~~Alberta~~ *PRAIRIEVIEW*", the ~~Administrator~~ *REC DIR*
shall contact the ~~Hazel Cameron~~ *PRAIRIEVIEW* Elementary School to inquire
whether the school will again be interested in accepting this
worthwhile project. If the school agrees to accept the project, the
~~Administrator~~ shall: *2.2*

PURCHASE & DELIVER
a) ~~Prepare a cheque to "Pitch-In Alberta" to cover~~ the required materials;

b) Prepare the necessary advertisement ~~and/or declaration~~ for the local newspaper; and

REC MANAGEMENT
c) Report the activity to Council in the ~~Administrator's~~ Report.

2.3 If the school is no longer willing to be responsible for this project, the Administrator shall
then present this item to Council at a Regular Council Meeting for
direction.

Town of Vulcan

Request for Decision (RFD)

Amend Policy C-04 – Facility Banners and Advertising Signage

Meeting: Regular Council
Meeting Date: **July 10, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy C-04 – Facility Banners and Advertising Signage with changes to the formatting and the wording in the body of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy C-04 – Facility Banners and Advertising Signage for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-04 – Facility Banners and Advertising Signage as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

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10.5

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-04			Facility Banners and Advertising Signage
Approval	D/M/Y	Resolution #	
Rec Board	08/09/1997		
Rec Board	11/12/2006		
Amended	13/02/2012	12.65	
Amended	28/07/2014	14.243	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to provide regulations for the placement of commercial advertising and the display of team and organization banners within the Town facilities, in a safe and attractive manner.

1. Policy

- 1.1 Revenue, from the sale of advertising within a Town Facility, will accrue to a Recreation Operation Reserve, be used for facility enhancements.
- 1.2 No advertising or banners may be hung on or within a Town owned Facility without the Town of Vulcan's permission.
- 1.3 The Town of Vulcan Recreation Director in cooperation with the Public Works Foreman shall oversee the facility advertising and banner program.
- 1.4 The Town of Vulcan will be responsible for ensuring:
 - (a) The provision of application forms and possible fee information to advertisers or owners of banners
 - (b) The use of proper materials for the sign and professional application of graphics
 - (c) Proper location and installation of advertising signage.
 - (d) Proper installation of banners
 - (e) Collection of all fees
 - (f) Removal of expired signs or banners when necessary

2. Banners and Recognition Signage

- 2.1 The placement of Banners recognizing the accomplishments of teams and organizations that regularly use a facility will be approved at the discretion of the Recreation Director at no charge.

TOWN OF VULCAN

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- 2.2 Organizations that make a significant contribution to a facility (\$5,000.00 or more) will be granted placement of signage free of charge, for a maximum of 5 years, unless otherwise provided in a specific sponsorship agreement.

3. Advertising Signage

- 3.1 Advertising Requests within a Town Facility shall be submitted to the Recreation Director.
- 3.2 The placement of Advertising Signage within a facility will be approved at the discretion of the Recreation Director.
- 3.3 Any unusual or questionable requests will be forwarded to Town Council for approval.
- 3.4 Advertising will be approved on a one (1) or five (5) year term
- 3.5 Fees as established in the Rates and Fees Bylaw shall be paid prior to the installation of the advertising signage, unless outlined in a formal contract.
- 3.6 Advertising of Liquor, Tobacco, or Adult Content shall be prohibited.
- 3.7 Once approved all advertisers must complete a Facility Advertising Agreement. This agreement is attached a Schedule "A" and forms part of this policy.

- END OF POLICY-

FACILITY ADVERTISING AGREEMENT

This letter outlines the terms under which the Town of Vulcan will provide advertising space at various Town owned facilities located throughout the community. This agreement is between the Town of Vulcan ("We") and the advertisers ("You")

Company Name: _____
 Address: _____
 City, Postal Code: _____
 Contact names(s): _____
 Phone: _____

Facility	Location Requested	Term 1 or 5 yrs.	Price
Arena			
Pool			
Ball Diamonds			
Dog Park			
Rodeo Grounds			
Lewis Ware Pavilion			
Other			
Total:			

- We are responsible for installation of the signage.
- We reserve the right to approve all artwork and sign material used by you.
- The contract for advertising space shall begin the first day the advertisement board is hung.
- We will provide notification to you 60 days prior to the end of the contract term stating the then current advertising rates. You must respond to such notification and renew your advertisement(s) "30 days" prior to the end of the contract term or the advertisement space will be open to new advertisers.

Types of Advertisements that are NOT allowed:

- **No Product Names with Liquor or Alcohol Content**
- **Any Tobacco Products**
- **Any Adult Content**

The Town of Vulcan Recreation Director has final approval of any and all advertisements to be placed at a Town facility and must sign off on said advertisements. This documentation sets forth our agreement and the above terms will be binding upon receipt of your written acknowledgement. We are happy to serve you and are looking forward to a long working relationship. If the terms outlined above are acceptable, please sign the acknowledgment below. We believe that this relationship will bring value to both of our organizations, and we look forward to a long prosperous relationship.

ACKNOWLEDGMENT AND AGREEMENT

I hereby acknowledge and agree to the terms set forth above:

Cost: _____

Date: _____

Advertiser(s) Signature: _____

APPROVED Recreation Director Signature: _____

*Please complete form and return to: Director of Recreation, Town of Vulcan Box 360 Vulcan Alberta T0L 2B0
 P: 403-485-2554 bellis@townofvulcan.ca

TOWN OF VULCAN

POLICY MANUAL

<u>TITLE OF POLICY</u> VULCAN ARENA – BANNER & ADVERTISING	<u>POLICY NUMBER</u> C-4		
	SUPERCEDES POLICY NO:		
	Amended	Resolution No.	Date
			Sept 8/97
			Dec 11/06
		12.65	Feb 13/12
		14.243	July 28/14

1. STATEMENT:

Purpose: To provide control of commercial advertising and the display of team and organization banners in a safe and attractive manner.

Advertising: Advertising within the Vulcan Arena shall be controlled exclusively by the Town of Vulcan Director of Recreation and Services.

The Town of Vulcan will set standards for advertising on the walls of the facility interior and exterior and the rink boards.

The Town of Vulcan will set standards for the hanging of banners within the facility.

The standards mentioned above, will be submitted to the Town of Vulcan for approval.

No advertising or banners may be hung without the Town of Vulcan's permission.

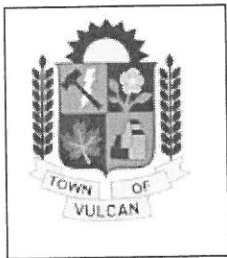
Revenue, from the sale of advertising on the walls and boards, will accrue to the Recreation Department Accounts .

The Town of Vulcan will be responsible for ensuring:

- Proper materials of the sign and professional make-up of text
- Proper installation on the walls and boards
- Proper installation of banners
- Collection of all fees and provision of information to advertisers or owners of banners
- Removal of advertising banners when necessary
- That proceeds from ads will be used for Arena enhancements
- Advertising rates Appendix A

Service clubs that may contribute to the arena renovations in a significant way (\$5,000.00 or more) will be given permission to advertise in the arena free of charge, for a maximum of 5 years, unless otherwise provided in a specific sponsorship agreement.

~ END OF POLICY ~



Appendix A

ADVERTISING TERM SHEET

This letter outlines the terms under which the Town of Vulcan will provide advertising space at the Vulcan Arena, located at 705 Elizabeth Street, Vulcan Alberta T0L 2B0. This agreement is between the Town of Vulcan ("We") and the advertisers ("You")

Company Name: _____
Address: _____
City, Postal Code: _____
Contact names(s): _____
Phone: _____

Location in Arena	Price	Term
In Ice Logo 2' x 3'	\$500	One (1) Year
	\$2000	Five (5) Years
Wall Advertisement 4'x8'	\$500	One (1) Year
	\$2000	Five (5) Years
Wall Advertisement 4'x16'	\$900	One (1) Year
	\$3600	Five (5) Years

- We are responsible for installation of the signage.
- We reserve the right to approve all artwork and sign material used by you.
- The contract for advertising space shall begin the first day the advertisement board is hung.
- We will provide notification to you 60 days prior to the end of the contract term stating the then current advertising rates. You must respond to such notification and renew your advertisement(s) "30 days" prior to the end of the contract term or the advertisement space will be open to new advertisers.

Types of Advertisements that are NOT allowed:

- **No Product Names with Liquor or Alcohol Content**
- **Any Tobacco Products**

The Town of Vulcan Recreation Director has final approval of any and all advertisements to be placed at the Ice Arena and must sign off on said advertisements. This documentation sets forth our agreement and the above terms will be binding upon receipt of your written acknowledgement. We are happy to serve you and are looking forward to a long working relationship. If the terms outlined above are acceptable, please sign the acknowledgment below. We believe that this relationship will bring value to both of our organizations, and we look forward to a long prosperous relationship.

ACKNOWLEDGMENT AND AGREEMENT

I hereby acknowledge and agree to the terms set forth above:

Cost: _____

Date: _____

Advertiser(s) Signature: _____

*Please complete form and return to: Director of Recreation, Town of Vulcan Box 360 Vulcan Alberta T0L 2B0
P: 403-485-2554 bellis@townofvulcan.ca

Town of Vulcan

Request for Decision (RFD)

Amend Policy C-07 – Swimming Pool

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amends Policy C-07 – Swimming Pool with changes to the format and the wording of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy C-07 – Swimming Pool for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-07 – Swimming Pool as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

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10.6

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-07			Swimming Pool
Approval	D/M/Y	Resolution #	
Approved	10/04/2000	00.76	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to set out the guidelines and regulations, which govern the operation of the Vulcan Lion's Swimming Pool and Water Park.

1. Objective

- 1.1** To provide users and visitors with an enjoyable and educational facility with an optimum level of safety.

2. Policy

- 2.1** These guidelines and regulations are not all-inclusive and require updating from time to time. These guidelines are provided as a guide for the Recreation Director, Public Works, and Concession Operator to provide the users of the Pool and Water-Park a safe and enjoyable experience.
- 2.2** An agreement between the Town of Vulcan, Vulcan and District Recreation Board and the Vulcan Lion's Club was created and agreed to on March 3rd, 2000. The purpose of the agreement is to foster an arrangement between the three partners for the efficient and enjoyable use of the Pool and Water Park Complex.

3. Administration

- 3.1** The administration of the Pool shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Recreation Director.
- 3.2** The payroll, cash receipts and disbursements will be managed by the Town.
- 3.3** The Recreation Director in cooperation with the Public Works Foreman shall submit an annual operation and capital budget for Councils approval.
- 3.4** The Recreation Director shall oversee the operation of the pool, hire staff, and provide programming for the pool.
- 3.5** A contractor will manage the concession by agreement with the Town, or the Town may operate the concession.
- 3.6** The Vulcan Lion's Club as set out in the agreement, will apply for grants and contribute to the continued upgrade of the playground.

TOWN OF VULCAN

Policy Manual

4. Staffing

- 4.1 The Recreation Director shall hire and manage the pool staff on behalf of the Town.
- 4.2 The conduct of the pool staff will be governed by the Town of Vulcan Code of Conduct policy PE-03.

5. Maintenance

- 5.1 The routine maintenance of the pool, water-park and related properties will be the responsibility of the Town, and will be performed by the Public Works Department.

6. Pool Fees

- 6.1 Council will review pool fees annually, and will revise them where necessary on the recommendation of the Vulcan and District Recreation Committee and Recreation Director.
- 6.2 Council will include the pool fees in the current Town of Vulcan Rates and Fees Bylaw.

7. Pool Bookings

- 7.1 All pool bookings shall be approved by the Recreation Director. Bookings can be made with the pool staff who will forward them to the director. The bookings will only be accepted at the pool.
- 7.2 For the purposes of the Joint Use Agreement with Palliser Regional Schools, the pool will be available to the School Board between 8:00 a.m. and 4:00 p.m. on school days.
- 7.3 The Recreation Director shall make provisions for the following events:
 - (a) Swimming Lessons
 - (b) Public Swimming
 - (c) Tinman Triathlon

8. Rental Agreement

- 8.1 A standard Rental Agreement has been provided as part of Policy C-02 the Facilities Rental Policy.

9. Conclusion

- 9.1 This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Vulcan Pool.
- 9.2 Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

- END OF POLICY-

TOWN OF VULCAN	
TITLE: Vulcan Lion's Swimming Pool and Water Park ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING: April 10, 2000 Resolution: No. 00.76	POLICY NUMBER: C-7
	SUPERSEDES POLICY NUMBER:
	SUPERSEDES POLICY NUMBER:

STATEMENT:

This policy sets out the guidelines and regulations, which govern the operation of the Vulcan Lion's Swimming Pool and Water Park. These guidelines and regulations are not all-inclusive and require updating from time to time. These guidelines are provided as a guide for the Recreation Director, Pool Operator and Concession Operator to provide the users of the Pool and Water-Park a safe and enjoyable experience.

2.2 An agreement between the Town of Vulcan, Vulcan and District Recreation Board and the Vulcan Lion's Club ^{WAS} will be created and agreed to. The purpose of the agreement is to foster an arrangement between the three partners for the efficient and enjoyable use of the Pool and Water Park Complex. *AGREEMENT SIGNED MAR 3, 2000*

1. OBJECTIVE

To provide users and visitors with an enjoyable and educational facility with an optimum level of safety.

3. ADMINISTRATION

*3.1 ADMIN REC FOREMAN
3.2 PAYROLL
3.3 BUDGET*

3.4 ^{STAFF} The operation of the pool, water-park and surrounding property shall be the responsibility of the Town. The Recreation Director shall oversee the operation of the pool and provide programming for the pool through the agreement between the Vulcan and District Recreation Board, the Vulcan Town Council and the Vulcan Lion's Club. A contractor will manage the concession by agreement with the Town or the Town will operate the concession.
3.5 Day to day operations and programming are covered in the agreement with the Recreation Board, which is attached to this policy as Attachment A.

3.6 The Vulcan Lion's Club as set out in the agreement, will apply for grants and contribute to the continued upgrade of the playground.

A committee set up through the Pool Agreement will handle discipline of staff and pool patrons. The Committee will also handle grievances expressed by pool patrons. Issues beyond the role of the Pool Committee will be forwarded to Council.

5. MAINTENANCE

- 5.1 The routine maintenance of the pool, water-park and related properties will be the responsibility of the Town, and will be handled by the ~~Town Foreman~~. Routine ~~maintenance associated with the operation of the pool will be the responsibility of the Pool Operator. The responsibilities of the Pool Operator are set out in the contract between the Pool Operator and the Town, attached to this policy as Attachment B.~~

PUBLIC
WORKS
DEPARTMENT

~~The Town Foreman will manage the maintenance of the grounds and water park.~~

6. POOL FEES

- 6.1 Council will review pool fees annually and will revise them where necessary on the recommendation of the Recreation Director. ^{REC COMMITTEE}

6.2 INCLUDE IN FEES BYLAW

7. POOL BOOKINGS

- 7.1 All pool bookings shall be ~~made to and~~ approved by the Recreation Director. Bookings can be made to the pool staff who will forward them to the director. The bookings will only be accepted at the pool.

7.2 For the purposes of the Joint Use Agreement with Palliser Regional Schools, the pool will be available to the School Board between 8:00 a.m. and 4:00 p.m. on school days.

7.3 The Recreation Director shall make provisions for the following events:

- a Swimming Lessons
- B Public Swimming
- ~~Lion's Club~~
- C Tinman Triathlon

6. ~~HOT TUB USE~~

~~Policy to be developed with the assistance of the Pool Operator and the Recreation Director and provided at a later date.~~

4. STAFFING

- 4.1 The Recreation Director shall hire and manage the pool staff on behalf of the Town. ~~The Pool Operator, Concession Operator and outside staff will be the responsibility of the Town.~~

4.2 The conduct of the pool staff will be governed by the Town of Vulcan ~~ethics~~ policy which is attached as Attachment C. PE-03

MOVE TO
3.2

The payroll, cash receipts and disbursements will be managed by the Town.

END OF POLICY

OLD RATES

TOWN OF VULCAN

1999/2000 VULCAN LIONS SWIMMING POOL SCHEDULE

GATE ADMISSIONS:

Senior	\$3.00
Adult	\$3.00
Youth (13-17)	\$3.00
Child (6-12)	\$2.00

SEASONS TICKETS:

Family	\$85.00
Adult	\$60.00
Senior	\$50.00
Youth (13-17)	\$50.00
Child (6-12)	\$45.00

10 SWIM PASSES:

Senior	\$20.00
Adult	\$25.00
Youth (13-17)	\$20.00
Child (6-12)	\$15.00

SWIMMING LESSONS:

Per session/per pupil with seasons pass	\$20.00
Per session/per pupil without seasons pass	\$30.00

Town of Vulcan

Request for Decision (RFD)

Vulcan Golf Course Request to Rent Two Campsites at Virginia Mitchell Park

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Vulcan Golf and Country Club has forwarded a letter of request for Council's consideration on renting two camping stalls at the Virginia Mitchell Park for two months for a "Stay and Play Membership" program.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Golf Course has been looking for ways of generating additional revenue through inviting people to Vulcan and stay and golf.

They are requesting the use of two stalls for two months at a reduced fee to see if this program would be successful. The normal revenue generated from a full stall is \$750.00 per month. It was discussed that possibly the Golf Course could be charged half of this rate. The Golf Course would be responsible for booking and charging for the stall and the Town would invoice the golf course for the stalled whether they are used or not.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the Vulcan Golf and Country Clubs request to rent two (2) stalls at the Virginia Mitchell Memorial Park campgrounds for two (2) months at a rate of \$375.00 per month per stall in support of their Play and Stay Program.

Initials show support -Reviewed by: _____

Director: _____


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: July 5th, 2017

Background

The Vulcan Golf and Country Club has provided a letter requesting council's consideration on renting 2 camping stalls at VMMP for 2 months to allow for a "Stay and Play Membership" program to be developed.

Discussion


For the last few years we have not had many long term users of the camp ground. We also only have a few events that fill the stalls to capacity. The Golf course has been looking into ways of generating additional revenue through inviting people to Vulcan to stay and golf. They feel that through partnering with the Town, we would both benefit from this proposal.

They have requested the use of 2 stalls for 2 months at a reduced fee to see if this program would be successful. The normal revenue generated from a full stall is \$750.00 per month. It was discussed that possibly the Golf Course could be charged half of this rate. The Golf course would then be responsible for booking and charging for the stall, and the Town would simply invoice the golf course for the stalls whether they are in use or not.

This idea has been discussed with both Public Works and the Recreation department, who support the idea, as they feel it would increase the use of the campground. Administration will evaluate the program at the end of the 2017 season and will provide council with an update of its success.

Consideration

Council is asked to consider approving the Vulcan Golf and Country Clubs request to rent two (2) stalls at the Virginia Mitchell Memorial Park campground for two (2) months at a rate of \$375.00 per month per stall in support of their Play and Stay Program.



Kim Fath
Chief Administrative Officer



June 29, 2017

Mr. Kim Fath
Town Manager
Town of Vulcan

Kim Fath,

On behalf of the Vulcan Golf and Country Club we would like to rent two camp sites at the Virginia Mitchell Park for a period of two months.

The golf course would like to offer a two month golf membership that includes a 2 month stay at the campground. Because of the time of year we could perhaps offer a one month stay as well.

This unique package would offer our clients a chance for a longer stay and play. The golf course would be looking for a reduced rate on the monthly fee for the camp site. We believe this would be a win/win situation for both parties.

Thank you for your time and consideration.

Please contact me if you have any questions.

Gordon Brayton
Director of Golf

Town of Vulcan

Request for Decision (RFD)

Inter-Municipal Development Plan Ad-Hoc Committee

Meeting:	Regular Council
Meeting Date:	July 10, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The recent revisions to the MGA include a requirement to implement an Inter-Municipal Development Plan with surrounding municipalities. The Vulcan County received a grant to complete these IMDP's and contracted Oldman River Regional Services Commission for this project. ORRSC has requested that the Town of Vulcan form an ad-hoc committee to work with them to complete this work.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A recommendation was made that each municipality form a committee, which will work with their own municipal planner to start drafting the individual plans. The Town will only require a plan with the Vulcan County. The plan will be approved by Council as a whole once fully negotiated.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council appoints CAO-Kim Fath, Development Officer-Nancy Neufeld, Planner-Ian MacDougall and _____ to an Ad-hock Committee for the purpose of negotiating and drafting an Inter-Municipal Development Plan for the Town of Vulcan and Vulcan County.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: July 5th, 2017

Background

The recent revisions to the MGA include a requirement to implement an Inter-Municipal Development Plan with the surrounding municipalities. The Vulcan County has received a grant to complete these IMDP's and has contracted Oldman River Regional Services Commission for this project. ORRSC has requested that an ad-hoc committee be formed to work with them to complete this work.

Discussion

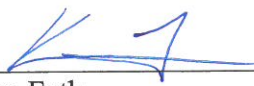
On June 16th Nancy Neufeld and I attended a meeting at the ORRSC office in Lethbridge. This allowed all of the Planners, CAO's and Development Officers to discuss how we will move forward and work together to complete all of the plans needed within the County.

It was suggested that each municipality form a committee, which will work with our own municipal planner to start drafting the individual plans. The Town will only require a plan with the Vulcan County. The plan will be approved by council as a whole once fully negotiated.

After a discussion with the County, the suggested committee could consist of the CAO, the Development Officer, the ORRSC Planner, and 1 Council Member, from each municipality.

Consideration

Council is asked to appoint the CAO-Kim Fath, Development Officer-Nancy Neufeld, Planner-Ian MacDougall, and 1 Council member to an Ad-hoc Committee for the purpose of negotiating and drafting an Inter-Municipal Development Plan for the Town of Vulcan and the Vulcan County.



Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Twin Valley Regional Water Services Commission Business Plan

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

On February 16, 2017 Council met with the Water Commission to discuss the increase to the debt repayment schedule. The Water Commission has provided the 2017-2021 Strategic Plan and agreements to be signed and returned to the Commission within 30 days.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In reviewing the Strategic Plan the schedule for debt repayment remains at 80.2% which is unchanged from what was previously proposed. Council was provided the Strategic Plan to review and get back to Administration with their comments.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:

CAO

Kim Fath

From: Cathy Dallmann <manager.tvrwc@gmail.com>
Sent: June-23-17 10:18 AM
To: Kim Fath
Cc: Paul Taylor; John Seaman
Subject: Strategic Plan
Attachments: FINAL 2017-2021 STRATEGIC PLAN Town.pdf

Good morning, Kim – please find attached the 2017-2021 Strategic Plan as approved by the TVRWC's Board of Directors. We are asking that all Agreements included in the Plan be signed and returned back to the Commission within 30 days (no later than July 23, 2017).

Thank you and have a great weekend!

Cathy Dallmann

Manager
Twin Valley Regional Water Commission
1042 Elizabeth Street
Box 1567
Vulcan, AB T0L 2B0
403.485.6736
{emergency} cell 403.485.1757

Town of Vulcan

Request for Decision (RFD)

Donation of Old Skateboard Park Equipment

Meeting: Regular Council
Meeting Date: **July 10, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Village of Lomond approached the Recreation Department to inquire if the Town would be willing to donate the old Skateboard Park equipment to the Village.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Recreation department has indicated that this surplus equipment is currently being stored at the Public Works yard, and there are no current plans for its re-use within the Town. The CAO has spoken with the Kinsmen Club, who originally purchased the equipment and donated it to the Town. They do not have any concerns with the Town donating this equipment to the Village.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the donation of the surplus Skateboard Park Equipment originally provided to the Town of Vulcan, by the Vulcan Kinsmen, to the Village of Lomond for use within their community.

Initials show support -Reviewed by:

Director:


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: July 5th, 2017

Background

The Village of Lomond has approached the Recreation Department to inquire if the Town would be willing to donate the old Skateboard Park equipment to the Village.

Discussion

The Recreation department has indicated that this surplus equipment is currently being stored at the Public Works yard, and there are no current plans for its re-use within the Town.

I have spoken with the Vulcan Kinsmen Club, who originally purchased the equipment and donated it to the Town. They do not have any concerns with the Town donating this equipment to the Village.

Consideration

Council is asked to consider approving a donation of the surplus Skateboard Park Equipment originally provided to the Town of Vulcan, by the Vulcan Kinsmen, to the Village of Lomond for use within their community.



Kim Fath
Chief Administrative Officer

Hello Bonnie, and to whom it may concern.

This is Craig Stokes Deputy Mayor of the Village of Lomond. As we had discussed earlier the Village is interested in your old skateboard equipment if the town is willing to part with it.

We have had a lot of interest in turning a portion of our basketball court in mid-town area into the skateboard park as we now have a new basketball court at the school.

We the Village asked for input from students at the school what they thought would be most used and without a doubt the skateboard theme was a huge presence.

So if Town council is possibly interested in parting with this equipment we would be happy to take it off your hands if we can come up with an agreement.

We thought this would be a great project for our summer students and all other kids that want to be involved in the project to help set up and do any modifications this will give them a sense of involvement and this way take in piece of mind to take care of this facility as they had a helping hand in this becoming part of their community.

Thank you very much for your time and consideration

Craig Stokes
Deputy Mayor of Lomond
403 485 0288

Town of Vulcan

Request for Decision (RFD)

New Business Welcome Package

Meeting: Regular Council
Meeting Date: **July 10, 2017**
Originated By: Nancy Neufeld

BACKGROUND / PROPOSAL:

At the June 26th, 2017 Regular Council Meeting Council adopted amended Policy C-12 – 2 Commercial Development and Incentive & Business Resource policy. The policy states that Administration is to develop a New Business Welcome Package containing information about the resources available in the Town of Vulcan.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Development Officer has created a new Business Welcome Package and is requesting that Council review the attached draft copy of the policy.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts the New Business Welcome Package as presented by the Development Officer.

Initials show support -Reviewed by:

Director:


CAO



NEW BUSINESS WELCOME PACKAGE

Town of Vulcan
Box 360
321-2nd Street South
VULCAN, AB T0L 2B0
Tel: 403-485-2417 Fax: 403-485-2914
E-mail: admin@townofvulcan.ca
Website: www.townofvulcan.ca



WELCOME TO THE TOWN OF VULCAN!

Thank you for considering the Town of Vulcan for your business location. To assist you in this endeavor, contained herein is information regarding your community and the resources available to you. We encourage you to explore and utilize these resources.

In this package you will find important phone numbers, general information, available services and resources that we hope will be beneficial to you. Please find enclosed:

- Community Profile
- Important Contact Information
- Business Resources
- Business Licenses & Permits
- Utilities
- Incentives/Taxes
- New Business "Welcome to Town" Application

As you settle into Vulcan, please do not hesitate to contact the Town Office with any questions you may have. You can also access our webpage at www.townofvulcan.ca.

As you explore your new business community, make sure to meet your new neighbours as well as your Town Officials. To help facilitate this, we would like to give you the opportunity to introduce yourself to the community by completing the "New Business Welcome to Town" application form provided in this package.

Again, welcome to the community. We look forward to seeing you around Town!

Sincerely,

The Mayor & Town Councilors
Town of Vulcan

COMMUNITY PROFILE

KEY DEMOGRAPHICS – 2016 CENSUS DATA

Population – 1917

2011-2016 population increase– 4.4%

Distribution (%) of the population by broad age groups

- 0-14 years 12%
- 14-64 years 55.4%
- 65 years & over 32.6%
- 85 years & over 5.7%

ROAD TRAVEL DISTANCE

Distance Vulcan To:	Kilometers	Miles
Calgary	128	80
Edmonton	414	257
Champion	21	13
Carmangay	33	21
High River	66	41
Lethbridge	96	60
Lomond	49	30
US Border at Coutts	201	125

TRANSPORTATION INFRASTRUCTURE

2014 Average Annual Daily Traffic (AADT) measured at the junction of Highways 23 & 24

- Highway 23 Southbound 1,180
- Highway 23 Northbound 1,350
- Highway 534 Eastbound 480
- Highway 534 Westbound 550

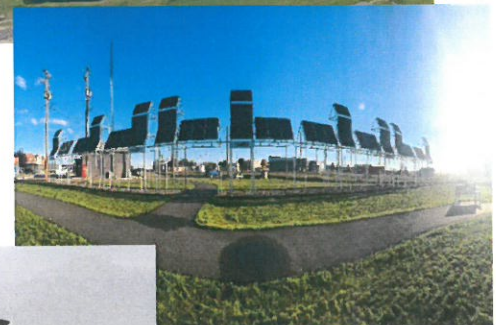
Rail: Served by the Canadian Pacific Railway mainline

Local Airport: Vulcan County Airport with 3,000 foot runway. Lots for lease.

Regional Airport: Lethbridge Airport

International Airport: Calgary International Airport

The Town of Vulcan is a regional service centre for the surrounding communities. As such, major employers are health care, education and retail services. Vulcan also has thriving agriculture and tourism sectors



IMPORTANT CONTACT INFORMATION

EMERGENCY SERVICES

All emergency services in Vulcan are accessed by calling 911

Fire Protection: Vulcan is served by a volunteer fire department

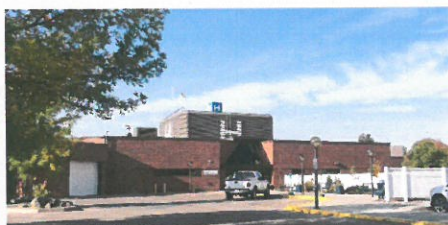
Police services: Vulcan is served by a local detachment of the RCMP –
Emergencies: 911 Non Emergencies: 403-485-2266

Victim Services: Contact local RCMP detachment



The Vulcan Community Health Centre located at 610 Elizabeth Street is an 8 bed acute facility with an additional 15 long-term care beds, D-level radiology area, modern lab and emergency facility: Phone 403-485-3333.

The Vulcan County Health & Wellness Foundation, in partnership with the Town of Vulcan and Vulcan County, is raising funds to add an 800 sq m extension to the Vulcan Community Health Centre. For more info, go to www.vshwfoundation.com



MUNICIPAL GOVERNMENT

Town of Vulcan
321-2nd Street South
Box 360
Vulcan, Alberta T0L 2B0
Tel: 403-485-2471 Fax: 403-485-2914

E-mail: admin@townofvulcan.ca

Website: www.townofvulcan.ca

Regular Council meetings are held on the 2nd & 4th Monday of each month.

Mayor:	Tom Grant	403-485-2747(H)
Councillors:	Rick Howard	403-485-1298(C)
	John Seaman	403-485-2936(H)
	Sue Dow	403-485-6046(H)
	Lorna Armstrong	403-485-2405(H)
	Paul Taylor	403-485-6171(H)
	Georgia-Lee DeBolt	403-485-6304(H)

Chief Administrative Officer Kim Fath
admin@townofvulcan.ca

Development Officer Nancy Neufeld
nneufeld@townofvulcan.ca

Community Peace Officer Justin Vallee
cpo@townofvulcan.ca

Pubic Works: 403-485-2877
Foreman: Stew Birch
sbirch@townofvulcan.ca

**After hours public works emergency phone number:
403-485-0800**

***This phone number is for emergency messages only – on
call personnel will return your call.***

BUSINESS RESOURCES

The Town of Vulcan partners with various organizations to encourage and assist businesses in the Town of Vulcan.....



VBDS assists the regions existing businesses as they grow in their quest for success, while encouraging new businesses to set up and soar with potential countless dynamic economic opportunities.

Mandate:

- To promote economic development and growth within the County, Town & Villages
- To promote, co-ordinate, facilitate and carry out studies, activities, projects and programs to attract and retain investment, create employment and enhance economic development
- To promote the area as an attractive place to invest, carry on business, reside and visit

"The most technologically advanced small rural community in Canada"

110-1st Avenue South
Box 1205
Vulcan, Alberta T0L 2B0
Tel: 403-485-4100 Fax: 403-485-3143
E-mail: edo@vulcanbusiness.ca
Website: www.vulcanbusiness.ca

The Vulcan & District Chamber of Commerce's principal objectives is "the promotion of economic activity to the benefit of all residents of the Vulcan & District Region, and between the Vulcan & District Region and elsewhere in the world".

These objectives further include the specific activities of:

- a) Being the advocate for and leader of business
- b) Providing marketing, networking and other business related services
- c) Providing information and sources of information to its Members that is relevant
- d) Working with other complimentary organizations to promote economic activity beneficial to the region
- e) Encouraging a high standard of integrity among its Members; and
- f) Providing membership benefits such as group insurance plans, merchant services as well as discounted loan rates for small businesses: See www.vulcanchamber.ca for a full list of benefits

Consider becoming a member of the Vulcan & District Chamber of Commerce.

110-1st Avenue South
Box 385
Vulcan, Alberta T0L 2B0
E-mail: vdccoffice@gmail.com
Website: www.vulcanchamber.ca

Community Futures Highwood is a non-profit community owned organization that has been serving the region since 1986 under the leadership and direction of 10 municipal governments and volunteer community leaders.

The organizations primary role is to promote small business growth, generate jobs and build the capacity of regional communities to initiate and implement strategic development plans for a sustainable future.

Community Futures provides financing to entrepreneurs and existing business owners who are unable to obtain conventional financing.

E-mail: info@cfhighwood.net
Website: www.cfhighwood.net
Tel: 403-995-4141 Fax: 403-995-3760

BUSINESS LICENSES & PERMITS

The following are issued through the Town of Vulcan....

- **Town of Vulcan Business License**
- **Town of Vulcan Development Permit**
- **Safety Code Permits, i.e. building, gas, electrical & plumbing**

BUSINESS LICENSE

Town of Vulcan Bylaw 1121 requires those persons desiring to do business in the Town of Vulcan to obtain a business license. All Town of Vulcan based businesses and out-of-Town businesses conducting business in the Town of Vulcan require a current Town of Vulcan business license. A current Town of Vulcan Business License list is maintained on the Town of Vulcan website.

DEVELOPMENT PERMIT

Ensure that the appropriate development permit is in place in regards to your business.

For example: You are running a restaurant business – there must be a development permit issued for your property in regards to the discretionary use "Restaurant" in the district defined as Retail/Commercial C-1" in the Town of Vulcan Land Use Bylaw.

A development permit is also required if a proposed business is intensifying or expanding operation from the previous approval.

For example: a child care service is taking more children or a restaurant is expanding a public area

Development Permits are also required for *shipping containers* and *signage*. Refer to Land Use Bylaw 1437-15 for details.

ALBERTA HEALTH SERVICES

Certain types of businesses require a permit issued by Alberta Health. Please check with Alberta Health Services (403)625-4061 to determine if your business requires a permit.

BUILDING PERMIT

This permit is generally required if you are constructing or modifying your place of business. A "change in use" as defined in the Land Use Bylaw also requires a building permit to ensure that the appropriate Alberta Safety Code requirements are met.

Go to www.townofvulcan.ca for more information regarding permitting and access to the Land Use Bylaw.

FIRE INSPECTION SERVICES

For information regarding fire inspection services in the Town of Vulcan, please contact:

Stuart Larson
Director of Protective Service, Vulcan County
Tel: 403-485-3122 Fax: 403-483-2478
E-mail: psc@vulcancounty.ab.ca

UTILITIES

Electrical Power

Fortis (Distributor)

*no local office – Administered from Calgary

Toll free – 310-9473 www.fortisalberta.com

Natural Gas

Atco Gas (Distributor)

Local Office

110-3rd Avenue North

403-485-6570

Energy products and services are competitive. You are free to choose a retailer. You can find a listing of licensed Alberta retailers at www.ucahelps.gov.ab.ca or call 310-4822

INTERNET

Telus

310-4638

Xplornet

301-4590

Wi-Fibre Inc.

587-793-0760

Axia

1-844-276-2888

TELEPHONE

TELUS *no local office

Toll Free 310-3100

The Town of Vulcan provides for water, sewer and garbage services.

Water is purchased by the Town from the Twin Valley Regional Water Commission.

Garbage transfer and collection rates are based on charges to the Town by the Vulcan County Waste Authority.

Water, sewer and garbage fees are on one bill issued bi-monthly as per the following utility schedule.

UTILITY RATES AS OF JANUARY 1/17

Commercial/Industrial Water Rates (Consumption per cubic meter)	\$1.75
Water (Fixed Rate)	\$36.00
Garbage (Transfer)	\$46.00
Garbage (Collection)	\$45.00

***Sewer (Stores & Offices – Fixed Rate) \$27.00

***Note that sewer rates vary depending on type of “use”. See current Rates & Fees Bylaw for complete listing.

GARBAGE

Garbage is collected weekly:

Tuesday	South of Centre Street
Wednesday	North of Centre Street
Friday	Allen Subdivision/Whispering/Fairways
*second sweep of downtown	

Recycling – Vulcan offers a recycling depot @ 110-1 Street North as well as a bottle depot at 804-2nd Ave N
Tel: (403)485-2221

Transfer Station – The Vulcan District Waste Commission Operates the Transfer Station located east of Town on

- Monday 1:00p.m. – 5:00p.m.
- Tuesday 5:00 p.m. -8:00 p.m.
- Friday 1:00 p.m. – 8:00 p.m.
- Saturday 8:00 a.m. – 2:00 p.m.

Commercial bin services available through Hobart Holdings
Tel: – 403-803-0912

INCENTIVES/TAXES

The Town of Vulcan has implemented a "Commercial Development Incentive & Business Resource Policy" to:

- Stimulate commercial expansion and new commercial development within the Town of Vulcan
- Increase the long term commercial assessment within the Town of Vulcan
- Promote job creation



THE FIVE INCENTIVE OPTIONS AVAILABLE AS PER POLICY PL-12 FOR A COMMERCIAL/INDUSTRIAL BUSINESSES ARE:

OPTION 1: NEW BUSINESS CONSTRUCTION

OPTION 2: NEW BUSINESS ESTABLISHED IN AN EXISTING BUILDING

OPTION 3: BUSINESS EXPANSION INCENTIVE

OPTION 4: BUSINESS RENOVATION INCENTIVE

OPTION 5: NEW BUSINESS ESTABLISHED IN A RENTAL/LEASED SPACE

Policy PL-12 Commercial Development Incentive & Business Resource Policy is available on the Town website www.townofvulcan.ca or can be obtained by contacting The Town Office.

All applications for a "business incentive" are subject to Town of Vulcan Council Approval.

TOWN OF VULCAN 2017 COMMERCIAL MILL RATE

Municipal	14.75
School	3.65
Lodge	0.15
Physician Recruitment	0.164
Fire	0.95
TOTAL	19.664

**NEW BUSINESS "WELCOME
TO TOWN" APPLICATION**

**The Town of Vulcan
would like to offer an
opportunity to introduce
your new business to the
community.**

**Complete the "New Business
Welcome to Town"
application and return to the
Town Office via mail, e-mail or
by dropping off at 321-2nd
Street South.**

Mail:

**Vulcan Town Office
Box 360
Vulcan, AB T0L 2B0**

**E-mail:
admin@townofvulcan.ca**

TOWN OF VULCAN

NEW BUSINESS "WELCOME TO TOWN" APPLICATION

Business Name: _____

Business Location: _____

Owner Name: _____

Mailing Address: _____

Phone #(s): _____

E-mail: _____

Please select from the following:

☐ **Ribbon Cutting Ceremony**

(The Town will arrange for attendance of the Mayor and Council – you are responsible for the supplies of the ribbon cutting)

☐ **New Business Profile on the Town of Vulcan Website &
in the Town Newsletter**

**Please provide a business profile containing the following
information:**

- A short biography of the new owner
- Description of services provided at your business
- Location of your business
- Business hours
- Contact information for the public
- Other important information you would like included

☐ **Tour of Vulcan**

(Note that the above services are provided to you at no charge)

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: July 10, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Management is to produce a report each month.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the following reports:

- (A) Chief Administrative Officer – Kim Fath
- (B) Development Officer – Nancy Neufeld
- (C) Public Foreman – Stew Birch
- (D) Recreation Director – Bonnie Ellis
- (E) Community Peace Officer – Justin Vallee
- (F) Fire Chief – Aaron Grant

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending July 10, 2017.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: July 6th, 2017

Fire Department

On June 20th Nels and I attended a Fire Practice at Station 18 to present the draft agreement and the amendments to the Standard Operation Guidelines. The members will review the documents in detail and will provide their feedback as soon as possible. We are still working on resolving issues that have been brought forward regarding the interaction of County Staff and Station 18. A meeting of the Fire Agreement Committee has been scheduled for July 10 to discuss these issues.

Graduation

On June 9th I graduated from the University of Alberta. I have received my parchment for National Advanced Certificate in Local Authority Administration Level I. With the upcoming election I have decided to delay registering for Level II studies until January 2018, if council continues to support my continued education.

Industrial Land Use Strategy

MDC has scheduled a conference call every 2 weeks to keep both the Town and County informed to their progress in this project to date. We have been informed that traffic counts will be conducted in 3 separate locations to assist in determining the optimum industrial development site. They are also working on reviewing the results of the online survey that was directed at existing businesses in the area.

Inter-Municipal Development Plan

On June 16th Nancy and I attended a meeting at ORRSC to discuss getting started with the IMDP's. The County has received grant funding through the APC for this contract. The ORRSC Planners will facilitate the drafting of the individual plans and will work with the appointed committees to complete this project.

Town Hall Meeting

On June 19th Council hosted a Town Hall meeting to discuss the budget, mill rate, debt, and new Business Incentive Policy. The turnout again this year was very low with 17 people in attendance including council staff and media. Although not well attended the questions that were brought forward had good discussion with positive feedback.

ADMINISTRATOR'S REPORT CONTINUED

Solar Park Kiosk

I have been in steady communication with Crafting Bytes in regards to the Kiosk for the Solar Park. They will be shipping the unit shortly, and it is scheduled to arrive in Vulcan the week of the 17th. Brad and Greg will be coming to Vulcan for the installation and unveiling on July 22 for Vul-Con.

Water Commission

The Water Commission has provided its members with the 2017-2021 Strategic Plan and membership agreements. Council has been provided the documents for review and has been asked to provide administration with feedback. The Commission has also received ministerial approval to remove the old water treatment plant and its contents. I have been working with Kathy to put together a plan as to how we can work together to complete this project.

EDF Solar Park

I have been taking with David Warner at EDF. They have been working on putting the public information together for the proposed solar park. They are planning on holding a public open house on July 25th at the Lodge hall. I am currently waiting on solid confirmation from EDF that this meeting will be a go, before we advertise.

Seniors Housing Land

We have been approached by a developer that is interested in the land that the Town has available for a senior's housing development. Both Nancy and I have been in contact with them several times over the last few weeks. Their investor group visited the site on Tuesday July 4th, and were very pleased with this visit. They are putting together a presentation for council and will be arranging a meeting very soon.

Airport Lighting

On July 6th I met with members of the Flying Club and the Airport Committee to discuss the grant funding and the installation of the new runway lighting at the airport. As the Town received the grant for the light installation, all of the receipts for this portion of the project must be processed through our accounts. The Flying Club will still be overseeing this project and have scheduled the light installation for the Monday following the Fly-In Breakfast.

Meetings of Interest

IMDP's ORRSC – Lethbridge - June 16th
Town Hall – Lodge Hall – June 19th
Fire Department – Agreement/SOG's – June 20th
Developer – Seniors Housing – July 4th
Airport – Runway Lighting – July 6th

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of May 10th, 2017 to June 26th, 2017.



Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
70	2017 Operational Budget	RC	8-May-17	17.171	Send copy of resolution to Janice, Finance Manager	KF/KR	10-May-17
71	2017 Capital Reserves	RC	8-May-18	17.172	Send copy of resolution to Janice, Finance Manger	KF/KR	10-May-17
72	25 Year Capital Replacement Plan for 2017	RC	8-May-17	17.173	Send copy of Resolution to Janice, Finance Manager	KF/KR	10-May-17
73	2017 Capital Budget Year	RC	8-May-17	17.174	Send copy of Resolution to Janice, Finance Manager	KR/KR	10-May-17
74	Five Year Plan for 2017	RC	8-May-17	17.175	Send copy of Resolution to Janice, Finance Manager	KR/KR	10-May-17
75	Senate of Canada Contribution Award	RC	8-May-17	17.177	Forward copy of letter to Bonnie Ellis, Recreation Director	KF/KR	8-May-17
76	Alta Recreation Parks & Govt of Alta Honor Outstanding Work in Community	RC	8-May-17	17.178	Forward copy of letter to Bonnie Ellis, Recreation Director	KF/KR	8-May-17
77	Bylaw No. 1460-17 - Taxation Levy 2017	RC	8-May-17	17.181-184	Send copy of bylaw to Finance Manager and Tax Clerk	KF/KR	8-May-17
78	Bylaw No. 1461-17 Land Use Bylaw 1437-15 Amendment	RC	8-May-17	17.185	Send Copy of Resolution to Nancy and Send public hearing notice for public hearing to Advocate Set public hearing for June 12/17 Council Meeting	KF/KR	10-May-17
79	Invite to Attend Picture Butte Jamboree Days Parade	RC	8-May-17	17.186	Forward Invitation to Parade Committee	KF/KR	11-May-17
80	Foothills Regional 911 Commission	RC	8-May-17	17.187	Put FRESC Notice on Town's website and send a Motion of Support to FRESC	KF/KR	15-May-17
81	Request to Remove Berm at Rodeo Grounds	RC	22-May-17	17.192	Send Copy of Resolution to Stew, Bonnie, Rodeo Committee	KF/KR	26-May-17
82	Policy Amendments	RC	22-May-17	17.197-199	Administration to update Policy Binder Changes	KR/KF	30-May-17
83	Policy PL-12 - Commercial Development Incentive and Business Resource Policy	RC	22-May-17		Administration to draft policy and bring to Town Hall meeting on June 19 for residents to view	KR/KF	12-Jun-17
84	Town Hall Meeting	RC	22-May-17	17.200	Book Lodge Hall for June 19th, and organize meeting send notice to Advocate	KF/KR	7-Jun-17
85	Spock Days Request	RC	22-May-17	201-204	CofR for Street Closure; Spock Days Sponsorship; Use of VM Ball Diamonds for beer gardens aand Arena for Cabaret; Use of Truck and Flatbed for Recreation for parade. Stew, Bonnie, Keath Brooks; Advocate	KF/KR	26-May-17
86	Furnace Replacement at Tourist Centre	RC	22-May-17	17.205	Copy of Resolution send to Stew, Janice	KF/KR	26-May-17
87	Heaven Can Wait Funding Request	RC	22-May-17	17.206	Copy of Resolution to Janice, Justin; Letter to Heaven Can Wait approving request and sned cheque	KF/KR	6-Jun-17
88	Business Tax Incentive Applications	RC	22-May-17	17.207	Copy of Resolution to Janice; Send letters to applicants	KF/KR	26-May-17
89	Vulcan Swimming Pool Concession Agreement	RC	22-May-17	17.208	Copy of Resolution to Bonnie; Sign agreement and send copy to Recreation and Rise and Shine	KF/KR	26-May-17
90	3rd Annual Kin Kids Soap Box Derby Street Closure	RC	22-May-17	17.209	Copy of Resolution to Stew, Justin, Kinsmen; Send Request for Service to Stew; Letter to Kinsmen Send ad to Vulcan Advocate	KF/KR	26-May-17
91	County Cruisers Street Closure Request	RC	22-May-17	17.210	Copy of Resolution to Stew, Justin, Car Club; Notice of Service Stew; Letter of Approval to Car Club Send ad to Vulcan Advocate	KR/KF	26-May-17
92	County Cruisers Request to Use Ball Daimond for Parking	RC	22-May-17	17.211	Copy of Resolution to Stew, Bonnie, Justin; Letter denying Request to Car Club	KF/KR	26-May-17
93	Request for Placement of Portable Washroom	RC	22-May-17	17.212	Copy of Resolution to Bonnie, Nancy; Letter of Support to Soccer Club	KF/KR	26-May-17
94	Foothills Regional 911 Initiative	RC	22-May-17	17.213	Copy of Resolution to FRESC; Mail information(tax notifications) to residents and put on the Town's website	KF/KR	30-May-17
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/Janice McCallum/Campbell KR/Karen Rose JV/Justin Vallee							

KF

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
95	Bylaw No. 1461-17 Amend LUB 1437-15	RC	12-Jun-17	17.291-220	Sign Bylaw and put in binder; send Copy of Resolution to Development Officer Send signed bylaw to ORRSC	KF/KR	14-Jun-17
96	Bylaw No. 1462-17 Municipal Borrowing Bylaw	RC	12-Jun-17	17.221-224	Sign Bylaw and put in binder; give Copy to Finance Dept; Copy of Resolution to Finance Dept	KR/KR	14-Jun-17
97	Bylaw No. 1463-17 Designation of Vulcan Advocate Bldg as Municipal Heritage Resource	RC	12-Jun-17	17.225-228	Sign Bylaw and put in binder and give copies to Development Officer Copy of Resolution to Development Off.	KF/KR	29-Jun-17
98	Policy Amendments	RC	12-Jun-17	17.229-231	Administration to Update Policy Binder	KF/KR	16-Jun-17
99	Amend Policy PL-12 - Commercial Development Incentive and Business Resource	RC	12-Jun-17	17.232	Policy to be brought forward at June 19 Public Meeting and brought back to June 26 Council Meeting	KF/KR	15-Jun-17
100	Policy Amendments	RC	12-Jun-17	17.233-234	Administration to Update Policy Binder	KF/KR	16-Jun-17
101	Vulcan Recreation Committee Pool Fundraiser Request	RC	12-Jun-17	17.235	Send approval of request to Recreation Office Copy of Resolution to Finance Dept	KF/KR	23-Jun-17
102	Vulcan Golf & Country Club Donation Request	RC	12-Jun-17	17.236	Notify Golf Club of denial of request and support for a grant application; Copy of Resolution	KF/KR	29-Jun-17
103	Palliser Trustee Election October 16/17	RC	12-Jun-17	17.237	Sign contracts and return one to Palliser Copy of Resolution	KF/KR	14-Jun-17
104	Still Standing Advance Screening on August 28, 2017	RC	06.12.17	17.238	Cancel August 28, 2017 Council Meeting	KF/KR	
105	Vulcan & Distric Tourism Society Street Closure Request	RC	12-Jun-17	17.241	Send approval for Street Closure for VulCon Parade; notify Vulcan Advocate; Copy of Resolution Public Work	KF/KR	23-Jun-17
	Vulcan & District Tourism Society Name Proposal	RC	12-Jun-17	17.242	Send approval for Naming of Green Space on Sevice Road to Klingon Way Copy of Resolution Public Works		
106	VBDS Promotional Video	RC	12-Jun-17	17.243	Notify VBDS of Councils approval Place Video on Town's website	KF/KR	26-Jul-17
107	Street Light Pole Replacement	RC	12-Jun-17	17.244	Send approval to Public Works dept for installation of new LED street lights Copy of Resolution Copy of Resolution to Finance Dept	KF/KR	14-Jun-17
108	Community Futures Highwood Shareholder Vote	RC	12-Jun-17	17.245	Notify CFH of appointment of Councillor Howard Copy of Resolution cc Councillor Rick Howard	KF/KR	
109	Parade Float	RC	12-Jun-17	17.246	Set up meeting with Float Committee to discuss new float	KF/KR	14-Jun-17
110	Policy Amendments	RC	26-Jun-17	17.250-252	Administration to update Policy Binder	KF/KR	26-Jun-17
111	Policy Amendments	RC	26-Jun-17	17.257-262	Administration to update Policy Binder	KF/KR	26-Jun-17
112	Rescind Policy Cp9 - Vulcan Tourism Electronic Sign	RC	26-Jun-17	17.263	Update Policy Binder and send CoffR to Vulcan Tourism Society	KF/KR	29-Jun-17
113	Town of High River Resolution Proposal	RC	26-Jun-17	17.264	Send reply for approval of resolution to Town of High River Copy of Resolution	KF/KR	29-Jun-17
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/Janice McCallum/Campbell KR/Karen Rose JV/Justin Vallee							

KF

MEMO

TO: Council
FROM: Nancy Neufeld, Development Officer
DATE: Report for June, 2017

****See attached report re building permits issued, development permits issued & new business licenses issued for June, 2017.**

MPC meeting June 18, 2017

Draft minutes are contained in the Council agenda package. Next meeting is July 22, 2017.

Compiled "New Business Welcome Package".

New Business Owners

119 Centre Street – Development Permit applied for change of use from "Restaurant" to "Retail". Owners intend on opening a Mexican Grocery Store.

112 Centre Street (Big Sky Liquor) and 115-2nd Street South (Generations Car Wash) have been sold. New owners will continue operating the businesses as established.

IMDP – Attended meeting regarding IMDP at ORRSC.

208-2nd Avenue North

This commercial property does not have a current development permit. The property owner was contacted regarding the provision of a development permit for the use as well as for the structure which has been recently moved onto the property. Information was provided to the owner regarding the process for a development permit application. The owner indicated that he would be providing development permit applications for July meeting and was directed to have a building inspection done on the "house". The applications have not been received to date.

Request for placement of benches on private property

This office received an inquiry regarding the placement of benches on private commercial property with advertising. These benches would be defined as "merchandizing aids" and therefore do not require a development permit.

MDP

All census data has now been updated and a draft copy has been provided by ORRSC. This draft will be circulated to the committee for review.

Continue to work with Kim on policy revisions for planning.

BUILDING PERMITS ISSUED JUNE 2017

DATE	PERMIT #	DEV PERMIT #	OWNER'S NAME	CONTRACTOR	JOB DESCRIPTION	JOB VALUE	CIVIC ADDRESS	LOT	BLOCK	PLAN
June 1/17	TVC B 0016 17MU	D17.09	Donald E Fox	Fox Works Construction	Single Unit Dwelling	R-\$175,000	405 Centre Street	16	14	7552BN
June 9/17	TVC B 0017 17MU	N/A	Palliser Regional School	Palliser Regional School	Renovation	P-10,000	305-6th Ave N	9	20	8076JK
June 1/17	TVC B 0018 17MU	D16.28	Vulcan & District Historical Society	D&M Construction	Accessory Building	P-\$60,000	221-1st Street N	20 21 22	7	7000AG
June 21/17	TVC B 0019 17MU	D17.22	Valli Ann Roy	Owner	Accessory Structure (Deck)	R-\$2,000	630-1st Street S	7 & 8	16	9834GF
June 24/17	TVC B 0020 17MU	D17.18	Alicia Watt	Owner	Deck	R-\$2,000	203/205-5th Ave N	4	25	2126GF
June 24/17	TVC B 0021 17MU	D17.24	Herman & Katharina Olfert	Owner	Change of USE	C-\$800.00	119 Centre Street	30	3	7000AG

DEVELOPMENT PERMITS ISSUED JUNE 2017

DATE	PERMIT #	NAME	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	POST UNTIL
June 12/17	D17.22	Valli Ann Roy	Permitted	Accessory Structure (Deck)	R-1	630-1st Street South	June 12/17	N/A	June 26/17
June 19/17	D17.23	Mike Yeoman	Discretionary	Shipping Container	I-1	207-2 St NE	Pending MPC July 18/17		Aug 10/17
June 26/17	D17.24	Katharina Olfert	Permitted	Retail (Change of Use)	C-1	119 Centre Street	June 26/17	N/A	July 10/17
June 22/17	D17.25	693776 AB Ltd.	Discretionary	Shipping Container	I-1	410 Sinclair Road	Pending MPC July 18/17		Aug 10/17

NEW BUSINESS LICENSES ISSUED JUNE, 2017

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
May 31/17	1011	Westcor Construction Ltd.	General Contractor	
May 31/17	1012	Titan Contracting & Demolition Ltd.	Civil Earthworks	
June 20/17	1013	2043317 AB Ltd.	Liquor Store	112 Centre Street
June 20/17	1014	2Noor Enterprises	Car Wash & Convenience Store	115-2 St S
June 20/17	1015	499384 Ont Ltd. DBA Dinsmore Trucking	Transportation	340 Sinclair Road
June 28/17	1016	Okanagon Valley Fresh Fruit	Fruit Sales	

Town of Vulcan
Public Works
Month End Report

Month of: June 2017

Facilities:

- The furnaces at the tourist center will be replacement by Dallas Clark before the end of August
- The pool has been operating with only minor repair and adjustments needed. Water loss for June approx. 8700 gallons a day with the hotter weather loss will increase
- Working in arena painting and minor repairs

Streets:

- Street lights for the east side of the tracks on Center Street have been ordered will probable looking the end of August for delivery
- McNally started work on 2ns Street June 13th and finished on the 21st. Public works did the landscaping and seeding of the boulevard from 2nd ave to the railway tracks. The sod that was placed on 2nd street is a concern public works is watering it to avoid any questioning if the sod does not grow properly and McNally has to replace it on warranty Myself and the engineers from Cima have made McNally aware of the condition of the sod and concerns on how it was placed
- Contacted Fortis about placing the light pole back on the two hundred block of 2nd street
- Pothole patching was conducted though out June
- Public works built up Jamison road due to when we get a heavy rain water sits in the road and also drains across causing flooding
- Bow mark and Shawne were in town June 29TH to address the issues with the paving on 4th street. They did repair the swale at 3rd ave and 4th and raised the valve cover at Memorial. At the intersection of 4th street and 2nd ave that had crack the same day they placed the asphalt they would not replace the whole intersection instead cut out patches and repaved them blaming the problems on the base material that the town supplied. CIMA took samples off the base material under the affected areas and will have them tested for quality I did not have the results at the time for the report I will update Mr. Fath when the results are in.
- Public works rebuilt the ditch and seeded it alone UFA farm store we are continually watering to get the grass growing and will do the first two

- mowing's then UFA will be responsible for upkeep
- Painting Street sign posts at intersections
- Painting curbs and cross walks. Will be cleaning up Main Street and painting before show and shine

Water & Sewer:

- Tested all alarms at lift stations and water plant.
- One water service repairs

Water Plant (contracted)

- Minor repair and maintenance in water plant

Parks:

- Mowing and weed whipping
- First round off spraying parks and road ways has been completed with the hot weather even with watering the grass is stressed in the parks and weeds are showing up again but do not want to spray again to control the weeds and cause more damage to the grass
- Had a water break on the main irrigation line to VMMP and the cemetery we were unable to irrigate for a week until parts arrived to do the repair it now has been repaired
- At centennial park we had to replace the main valve to be able to shut down the irrigation properly
- Public works redid the rock around the bell tower and painted the bell and tower also
- Replaced flags around town and have ordered a new flag pole for the main entrance to town the pole that was there that came down in the wind was unrepairable

Cemetery: no funeral requests

-

Equipment

- General equipment maintenance on equipment

Personnel:

- Grant Shaw will be attending his pool operation course in Olds July 5th and 6th
- Dave and Grant will be attending the level one arena course the end of September

Other:

- Public works assisted with setup for Tinman /Spock days and Canada day and in July will be assisting with setup for show and shine and Vulcon

Stewart Birch Town Foreman

Prepared By Bonnie Ellis Recreation Director

Fundraising:

The Canada was a huge success over \$100 000 was raised for the new pool through live and silent auctions along with beef on a bun sales. Many thanks to Ron Market, Donna and Wayne Erickson and Josh Umscheid along with all the Lion's Members for making this fundraising event possible.

Programming:

June 1st First Day of Summer Fitness Challenge Walk.

June 3rd Tinman was held without incident. It was well organized by Colleen Carey.

June 16th we hosted a Vulcan Minor Ball tournament which had 12 teams participating. It was a great day for all kids involved. The parking lot was full with parents and kids and we ate 30 dozen hot dogs.

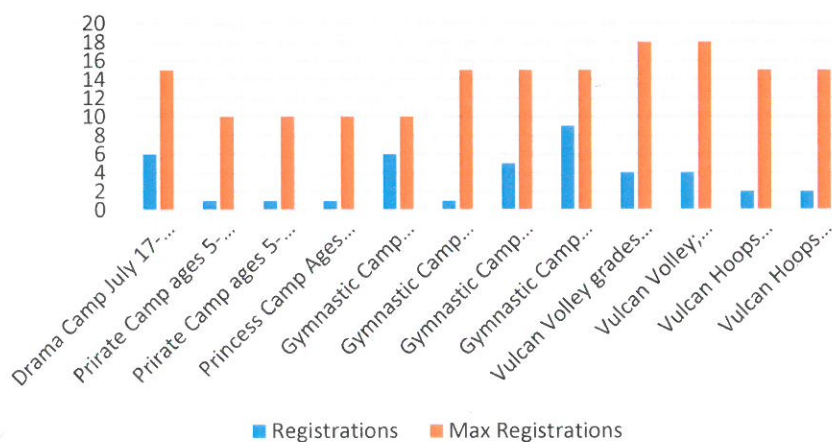
June 9-11 Spock Days Ball Tournament had 18 teams play this year. We were down from last year by 6 teams. Overall the tournament went very well and except for a rain out on Saturday night which we made up the time by having 3 early Sunday morning games. The First and Second place on the A side was a draw after 3 hours of playing.

July 1st The Recreation committee helped out with the programming that day by helping with the carnival games and manning the booth for recreation. Everything went smoothly. We had over 100 children take part in the parade on Canada Day. The foam fun was a hit with the kids. Unfortunately the rain showers came only an hour after we set up the bouncy castles so we had to take them down. In the evening we had fireworks and a movie with about 170 people there for the start of the movie.

August 28th we will be hosting a community viewing of Still Standing at the CRC.

Summer camps registrations are slowly picking up for the camps. We have cancelled Soccer camp because of low enrollment numbers. Drama Camp will be our first camp of the season.

Camp Registrations



ool

We have held 2 in services for the lifeguards which focused on spinal board recoveries, and proper lifeguarding standards. Eight apprentices have just started as of July 2nd. There are 10 people signed up for the Bronze Medallion and Cross program we are hosting which is our maximum and 137 regular lessons spots have been purchased so far this summer.



Movies

I have renewed our licensing agreement with Criterion Pictures (\$500) and ACF films (\$2200) for the year. ACF is for pre-release movies and regular dvd movies and Criterion is for DVD release movies.

Meetings

Grants – Liza Dauber, Spock Days Wrap up Mtg, Pool In-services.

Other

Courses- last of the Project Manager Course final paper due Oct 4th. 2017

Summer Games July 5-8

Holidays July 10-14

PEACE OFFICER PROGRAM

Managers Report – June 2017

- From June 1st to June 31st, 2017, twenty-four (24) files were created. Of those files, six (6) were traffic stops, one (1) offence notice was written. There was eleven (11) Bylaw offences with six (6) animal control calls.
- I will continue to show an increased presence on Elizabeth Street until I see a decline in the speeding occurring there.
- Submitting our updated and revised Community Peace Officer Standards, Policies and Procedures manual.
- Attended meeting with "Vulcan Community Cat Network" in town, was updated on numbers for the spay neuter program so far as well as discussed fundraising suggestions.
- Conducted Traffic control on intersection of Centre Street and Elizabeth Street for Tinman Event
- Worked Spock Days Event, conducted foot patrol through campground and assisted RCMP in a Checkstop.
- Continue to offer my assistance to HcW re: cat spay/neuter, speaking to homeowners with strays/ferals in their vicinity and reporting these "pockets" to VCCN
- Regional Traffic Safety Plan completed and added to Community Peace Officer Standards, Policies and Procedure Manual.
- 2 Traps lent out by our Town "Cat Trapping Policy", working on putting together forms and documents to help track impounds and use of our traps.

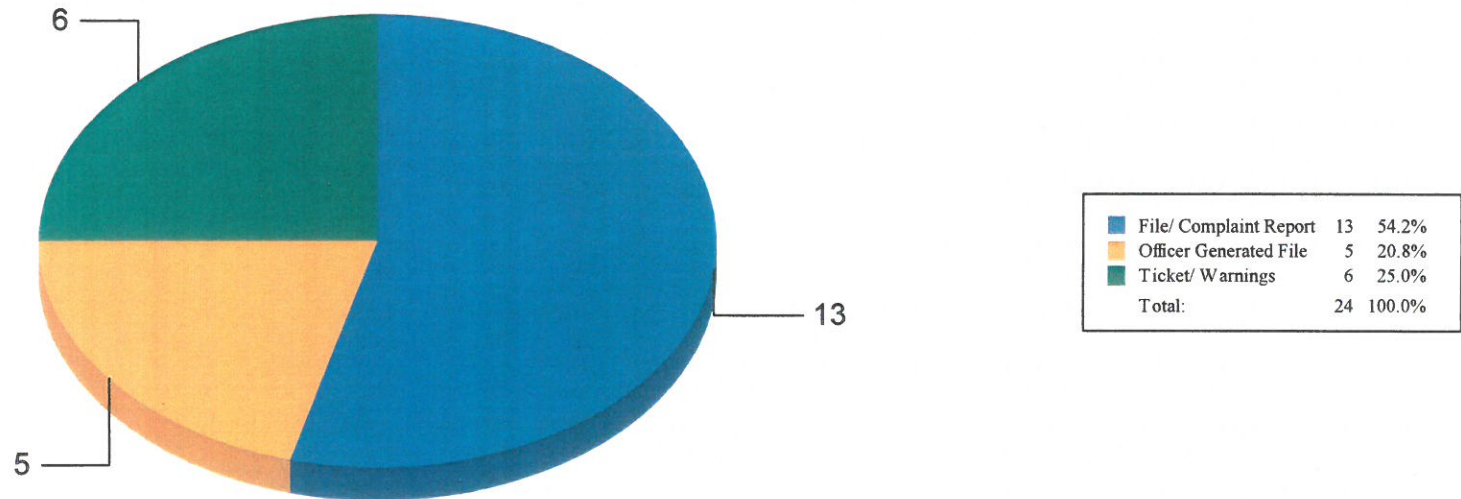
Plans for July

- Planned presence for Canada Day Celebration at the pool, involving foot patrol through the pool area and traffic enforcement later in the evening.
- Preventative Patrols for Weeds, and Hedge Height. Pockets of scentless chamomile have been identified in town.
- Continue routine patrols for Unsightly Premises, also paying attention to alleyways and boulevards.
- Continue offering my assistance to HcW for their spay/neuter program
- Will be working Show and Shine
- Will be working VulCon.
- Putting together a Defensive Driving Course planned for the end of the month.

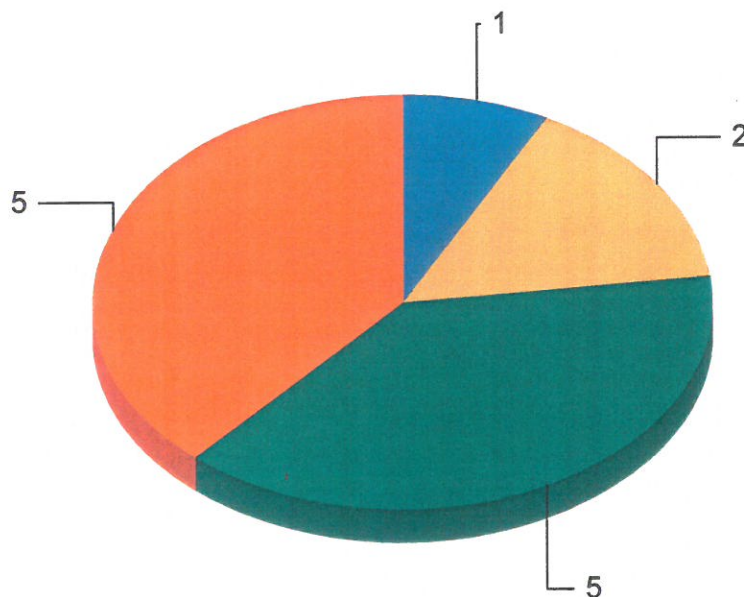
Town of Vulcan

COMBINED STATS Statistics from: 6/1/2017 12:00:00AM to 6/30/2017 11:59:00PM

Count of Reports Completed



Count of Incident Types



BYLAWS : ANIMAL	1	7.7%
PROVINCIAL : TSA VIOLATION	2	15.4%
BYLAWS : ANIMAL : RUNNING AT LARGE	5	38.5%
BYLAWS : COMMUNITY STANDARDS	5	38.5%
Total:	13	100.0%

BYLAWS : ANIMAL

Location	Case Number	Incident Type	Officer	Date
File/ Complaint Report VULCAN	20170622-51	BYLAWS : ANIMAL	JUSTIN VALLEE	2017/06/20 1215

Specific Location

1 STREET NORTH VULCAN AB T0L2B0 CANADA

Report Synopsis : Dog turned over to me by Kellie Harder at the chinook credit union.

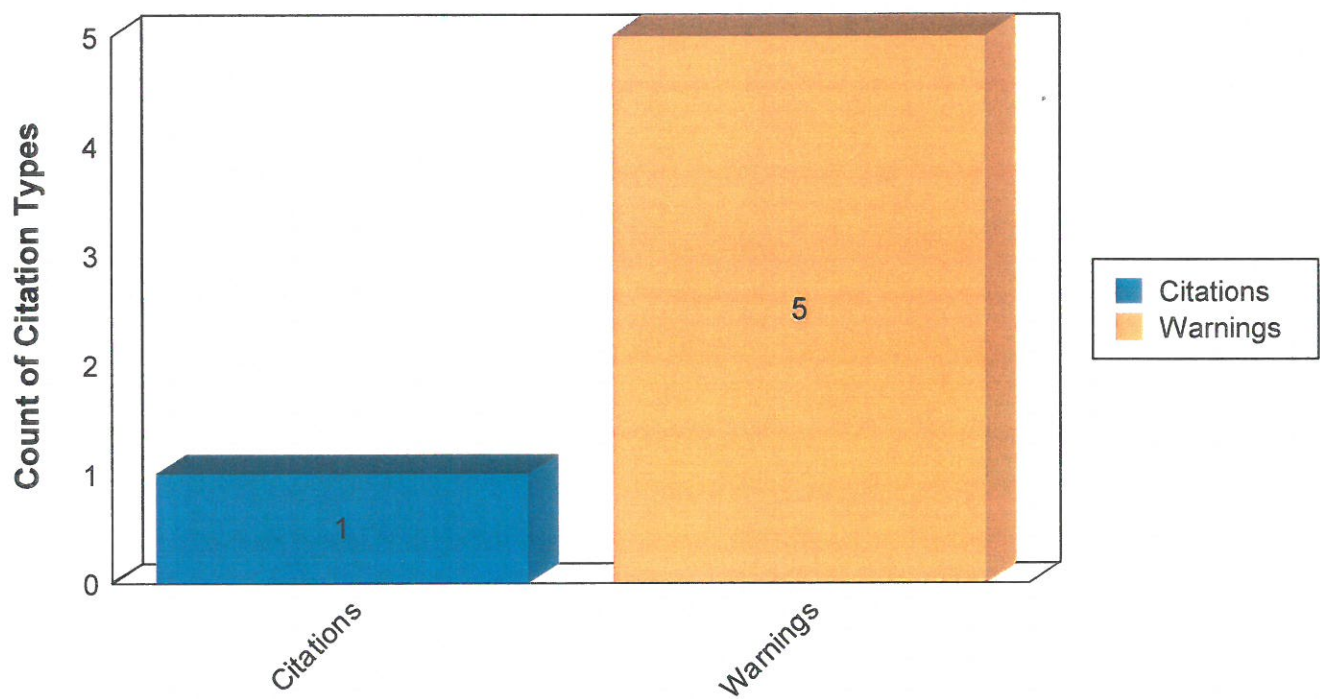
7.69% # of Reports: 1 File/ Complaint Report BYLAWS : ANIMAL

PROVINCIAL : TSA VIOLATION

Comparison of Citations and Warnings

Statistics from: 6/1/2017 12:00:00AM to 6/30/2017 11:59:00PM

Citations vs Warnings





Vulcan Fire Department Office of the Fire Chief

July 4, 2017

Management Report

To the end of June 2017, Vulcan Fire Department has responded to the following:

Call Type	2016		2017	
	Town	Rural	Town	Rural
Fire Response	1	5	1	6
Grassland	1	3		1
Rescue		2		
Hazmat				
Gas Leaks			1	1
MVC		12	3	10
Mutual Aid		10		9
Medical Assist	19	7	25	5
First Response	7	2	8	2
Service Call	2		1	1
False Alarm	10	2	3	4
Total Calls	40	43	42	39

First Response = No Ems from Vulcan

Total Calls to the end of June 2016 -83

Total Calls to the end of June 2017-81

General Operations

- The mobile data terminal in our rescue unit is now live and running. The system is working and we have been able to utilize it as intended, Mapping is still not available, but it is being worked on by FRESC and Bell. We will continue to trial to see if this is a benefit to our service. Incoming information is inconsistent.
- The County is changing all the radios for all the Fire Departments to AFRRCS radios in the near future. This will make some changes to how we will operate, but will be minimal. This was to go live in June, but now FRESC has stated that they will not install required equipment until at least September (This information is from the County Staff).
- There have been issues with Payroll from Vulcan County. We are actively working with Town and County to get things rectified.



Vulcan Fire Department Office of the Fire Chief

- We will be having staff on call for the next 3 long weekends.

Membership/Recruitment

- Our membership is now at 19 members. We are still actively recruiting members for the Fire Dept.

Training

- We are working on recertifying members in CPR and First Aid.
- We now have the following medical trained staff:
 - o 1-EMT-P(Advanced Care Paramedic)
 - o 5-EMT-A (Primary Care Paramedic)
 - o 2-EMR (Emergency Medical Responder)
- We have all, but 5 members trained to give Naloxone if required.
- All, but 3 new members have now completed their ICS 100.
- All, but 1 of our current members have completed their NFPA 1001, level 1 program (Basic Fire Fighter Standard). He is taking it in Carmangay at this time.
- 3 of our new members will need their NFPA 1001
- In 2017 training plans include NFPA 1051, Water Rescue (Canceled), H2S alive, First Aid, CPR, and Targeted Responder (more advanced airway, Oxygen Therapy etc.)

Fire Prevention/Public Relations

- Ayden Grant has been working on social media plans; Vulcan Fire Department Facebook page is up and running. This will allow us to use social media to assist in Fire Prevention and Recruitment.
- The Vulcan Fire Dept. assisted with Spock Days Parade as well as assisting with fireworks on that weekend. Supplied medical stand-by for mini-buckers rodeo.
- We had a team in the Canada Day Celebrity Challenge, which our members were able to win this Challenge. I was not involved myself and would like to congratulate our members. It was appreciated to be asked to be involved with this event.
- We also assisted with fireworks Canada Day.
- Upcoming events that we are involved in are Show 'n Shine Demo Derby, Kinsmen Soap Box Derby (Our membership purchased a car to use at this event).
- Sid Hartung Memorial Rodeo, we will be putting on the pancake breakfast on the Sunday.



**Vulcan Fire Department
Office of the Fire Chief**

Respectfully,
Aaron Grant,
Fire Chief, EMT-A
Vulcan Fire Department
(403)485-1855
vfd1801@gmail.com