



**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, NOVEMBER 26, 2018  
COMMENCING AT 7:00 PM**

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<b>1. Call to Order</b>	
<b>2. Adoption of Agenda</b>	
2.1 Additional Items	
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3.2 Special Council Meeting Minutes <a href="#">SPECIAL COUNCIL MEETING - 19 Nov 2018 - Minutes - Pdf</a>	11 - 12
<b>4. Delegations and Presentations</b>	
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4.2 Niki Larson & Jody Le Maitre <a href="#">Property Taxes</a>	13
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<b>6. Financial Reports</b>	
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<b>7. Current Business</b>	
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7.2 Seeds To Grow - Council Meeting Recording Proposal <a href="#">Seeds to Grow Media Proposal</a>	29 - 33
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[MAL Vulcan Fire Committee](#)

- 7.4 Town Office Holiday Hours 39 - 40  
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8. **Bylaws and Policies**

- 8.1 Bylaw No. 1477-18 - Amendment to Land Use Bylaw 1437-15 41 - 46  
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9. **Committee Reports**

- 9.1 Canadian Badlands 47 - 50  
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10. **Councillor Reports**

- 10.1 Councillor Taylor
- 10.2 Councillor DeBolt
- 10.3 Councillor Magnuson
- 10.4 Councillor Thomas
- 10.5 Councillor Roddy
- 10.6 Councillor Armstrong
- 10.7 Mayor Grant

11. **Administrative Reports**

- 11.1 Action List 61 - 62  
[Mid November Action Item List](#)
- 11.2 CAO Report 63  
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12. **Adjournment**



## REPORT

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**TO:** Council

**FROM:**

**DATE:** November 26, 2018

**SUBJECT:** Adoption of Previous Minutes November 12, 2018

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**DESCRIPTION:**

Adoption of Previous Minutes November 12, 2018

**RECOMMENDATION:**

THAT the November 12, 2018 minutes be adopted as presented.

**SUMMARY:**

The minutes of the Regular Council meeting, held in the Town of Vulcan Council Chamber on Monday, November 12, 2018 are presented to Council.

**SIGNATURES:**

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Manager, Title

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CAO/Clerk



**MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**Meeting**  
**Monday, November 12, 2018 TOWN OF**  
**VULCAN COUNCIL CHAMBERS 7:00**  
**PM**

**COUNCIL PRESENT:**

Tom Grant, Mayor, Georgia-Lee DeBolt, Councillor, Laura Thomas, Councillor, Lorna Armstrong, Councillor, Lyle Magnuson, Councillor, Michelle Roddy, Councillor, and Paul Taylor, Councillor

**COUNCIL ABSENT:**

**STAFF PRESENT:**

Kim Fath, CAO and Karen Rose, Clerk

**1. Call to Order**

Mayor Tom Grant called the meeting to order at 7:00 p.m.

**2. Adoption of Agenda**

**2.1 Additional Items**

**Motion No.: 2018.343**

Moved by Lyle Magnuson

*THAT the agenda be adopted as presented.*

CARRIED UNANIMOUSLY.

**3. Adoption of Previous Minutes**

**3.1 Regular Council Meeting Minutes - October 22, 2018**

**Motion No.: 2018.344**

Moved by Paul Taylor

*THAT the October 22, 2018 Regular Council meeting minutes be adopted as presented.*

CARRIED UNANIMOUSLY.

3.2 Organizational Council Meeting Minutes - October 22, 2018

**Motion No.: 2018.345**

Moved by Lorna Armstrong

*THAT the October 22, 2018 Organizational meeting minutes be adopted as presented.*

CARRIED UNANIMOUSLY.

**4. Delegations and Presentations**

4.1 Recognition of 19 years on the Municipal Planning Commission - Ron Fernley

On behalf of Council and the Town, Mayor Tom Grant presented Ron Fernley with a certificate of appreciation thanking him for his 19 years of service and dedication that he has shown to the community as a long term member of the Municipal Planning Commission.

4.2 Southgrow Regional Initiative - Peter Casurella

Peter Casurella with Southgrow Regional Initiative attended the Council meeting and gave Council an update on the programs that Southgrow is currently working on and what services they have in place to offer to their members.

**5. Correspondence and Information Items**

The list of Correspondence and Information for the period ending November 12, 2018 is attached for Council's review.

5.1 Recurring Grants to Organizations - Policy F-06

5.2 Vulcan Tourism Committee Appointments

5.3 Farm Safety Centre

5.4 Highway 3 Twinning Development Association

5.5 Twin Valley Regional Water Commission Budget

**Motion No.: 2018.346**

Moved by Georgia-Lee DeBolt

*THAT the list of Correspondence and Information for the period ending November 12, 2018 be received for Council's information.*

CARRIED UNANIMOUSLY.

**6. Current Business**

**6.1 Public Works Request for Capital Equipment Purchase**

Based on the previous discussions with Town Council about the benefits of possibly adding a hydrovac unit to the Town's fleet of equipment, Public Works engaged different equipment dealers to gather cost estimates for budget purposes. Joe Johnson Equipment has located a unit which is available immediately.

**Motion No.: 2018.347**

Moved by Paul Taylor

*THAT Council approves the purchase of a 2015 Ring O Matic 500 Hydrovac unit from Joe Johnson Equipment with funding not to exceed \$67,500.00 to be drawn from the Common Services Capital Reserve.*

CARRIED UNANIMOUSLY.

**6.2 2019 Operational Budget Review**

Administration presented a draft 2019 Operational Budget for Council's consideration.

**Motion No.: 2018.348**

Moved by Lyle Magnuson

*THAT Council receives the 2019 Operational Budget as information and that Administration bring a draft back to Council at the November 26, 2018 Regular Council meeting.*

CARRIED UNANIMOUSLY.

**6.3 Alberta Treasury Branch Hay Ride Request**

The Vulcan Alberta Treasury Branch requested Council's approval to operate a hay ride on November 23, 2018 in conjunction with the Black

Friday events.

**Motion No.: 2018.349**

Moved by Georgia-Lee DeBolt

*THAT Council approves the Alberta Treasury Branches request to operate a hay ride on main street on November 23, 2018 from 6:00 p.m. to 9:00 p.m. starting at the Lodge Hall and ending at Furniture Villa.*

CARRIED UNANIMOUSLY.

**7. Committee Reports**

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

- 7.1 Vulcan District Waste Commission
- 7.2 Vulcan Golf and Country Club
- 7.3 Mayors & Reeves of Southwest Alberta
- 7.4 Vulcan County CCR Elder Abuse Minutes

**Motion No.: 2018.350**

Moved by Paul Taylor

*THAT the minutes as presented by various boards and committees be received for information.*

CARRIED UNANIMOUSLY.

**8. Councillor Reports**

Council's verbal presentations on the various boards and committees in which the Town Council has an interest.

- 8.1 Councillor Taylor

Attended the Twin Valley Regional Services Commission  
Provided an activity update on all meetings

- 8.2 Councillor DeBolt

Attended the Twin Valley Regional Water Services Commission meeting  
Attended the Family & Community Support Services meeting  
Attended the Vulcan & District Recreation Committee meeting

Provided an activity update on all meetings

8.3 Councillor Roddy

Attended the Vulcan & District Chamber of Commerce meeting  
Attended the Community Futures Highwood meeting  
Attended the Vulcan Regional Victims Services Society meeting  
Provided an activity update on all meetings

8.4 Councillor Armstrong

Attended the Marquis Foundation meeting  
Attended the Vulcan County Health and Wellness Foundation meeting  
Attended the Seniors Housing teleconference meeting  
Attended the Marquis Foundation Strategic Planning Session  
Provided an activity update on all meetings

8.5 Mayor Grant

Attended the Vulcan District Waste Commission meeting  
Attended the Southern Alberta Waste for Energy Association meeting  
Attended the Doctor Retention and Hiring meeting  
Attended the Mayor and Reeves of Southwestern Alberta meeting  
Attended the Health and Wellness Fundraiser Gala  
Attended the Marquis teleconference meeting  
Attended past Mayor Howard Dirks funeral  
Provided an activity update on all meetings

**Motion No.: 2018.351**

Moved by Georgia-Lee DeBolt

*THAT the the verbal reports presented by Council be received for information.*

CARRIED UNANIMOUSLY.

**9. Administrative Reports**

Management is to produce a report each month.

- 9.1 Action List
- 9.2 CAO Report
- 9.3 Development Officer Report
- 9.4 Public Works Report



- 9.5 Community Services Report
- 9.6 Community Peace Officer Report
- 9.7 Fire Services Report

**Motion No.: 2018.352**

Moved by Laura Thomas

*THAT the information provided by Administration be received for information.*

CARRIED UNANIMOUSLY.

**10. Adjournment**

Moved by Councillor Roddy THAT the meeting be adjourned at 8:59 p.m.

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CAO

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Mayor





**MINUTES**  
**SPECIAL COUNCIL MEETING Meeting**  
**Monday, November 19, 2018 TOWN OF**  
**VULCAN COUNCIL CHAMBERS 7:00**  
**PM**

**COUNCIL PRESENT:** Tom Grant, Mayor, Georgia-Lee DeBolt, Councillor, Laura Thomas, Councillor, Lorna Armstrong, Councillor, Michelle Roddy, Councillor, and Paul Taylor, Councillor

**COUNCIL ABSENT:** Lyle Magnuson, Councillor

**STAFF PRESENT:** Kim Fath, CAO and Karen Rose, Clerk

**1. Call to Order**

Mayor Tom Grant called the meeting to order at 7:00 p.m.

**2. Adoption of Agenda**

2.1 Additional Items

**Motion No.: 2018.1**

Moved by Paul Taylor

*THAT the agenda be adopted as presented.*

CARRIED UNANIMOUSLY.

**3. New and Unfinished Business**

3.1 Pool Replacement Project

Administration provided Council with updated information concerning the Pool Replacement Project. A lengthy discussion was had by Council as to how to proceed with the pool project.

Council acknowledged that it will be beneficial to set up a meeting between Council and the Vulcan Pool Committee to discuss recent developments the pool project.

**4. Adjournment**

Moved by Councillor Roddy THAT the meeting be adjourned at 9:19 p.m.

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

November 22, 2018

To whom it may concern,

My sister and I would like to be added to the agenda for the November 26, 2018 town council meeting. We would like to discuss that matter of the late fee charges added to Lesley Petronech's property taxes.

Sincerely,

Jody Le Maitre and Niki Larson





LEGISLATIVE ASSEMBLY  
ALBERTA

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**DAVID SCHNEIDER**  
MLA Little Bow

November 20, 2018

Mayor Tom Grant  
Town of Vulcan  
Box 360  
Vulcan, AB T0L 2B0

Dear ~~Mayor Grant~~: *Tom*

Thank you for your October 23, 2018 letter regarding the Municipal Cannabis Transition Program (MCTP).

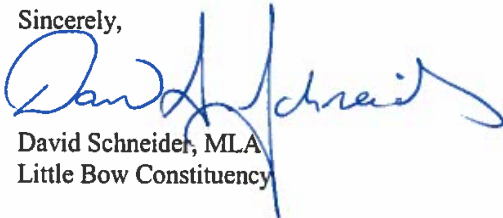
While my United Conservative Party caucus colleagues and I do not believe cannabis should be a money-making venture for any level of government we likewise feel that it should not leave any level of government scrambling to cover the cost of education and enforcement on the backs of Alberta taxpayers.

Our primary concern is ensuring that local authorities have the tools required to keep our roads safe and drugs out of the hands of children, and to that end we will continue to question the Minister of Justice and Solicitor General pressing for them for details on what is being done to support our front line servicemen and women.

My caucus colleagues and I will continue to take these concerns seriously and will raise them with the government to ensure all Albertans are safe on our roads and in our communities.

Thank you for your continued advocacy.

Sincerely,



David Schneider, MLA  
Little Bow Constituency

*DS/tls*

**Constituency Office:**  
PO BOX 1236  
1714 20 Ave  
Coaldale, AB T1M 1M1  
Telephone: (403) 405-5200 Fax: (403) 405-5203  
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5th Floor Edmonton Federal  
Building 9820 107 Street  
Edmonton, AB T5K 1E7  
Telephone: (780) 644-7134 Fax (780) 638 3506  
[www.assembly.ab.ca](http://www.assembly.ab.ca)







## REPORT

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**TO:** Council

**FROM:**

**DATE:** November 26, 2018

**SUBJECT:** Cash Statement Ending October 31, 2018

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**DESCRIPTION:**

Cash Statement Ending October 31, 2018

**RECOMMENDATION:**

THAT the Cash Statement for the period ending October 31, 2018 be received for information.

**SUMMARY:**

Attached is a copy of the Cash Statement for the period ending October 31, 2018.

**SIGNATURES:**

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Manager, Title

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CAO/Clerk

TOWN OF VULCAN

Town of Vulcan  
Cash Statement  
10/31/2018

	<u>Debit</u>	<u>Credit</u>	<u>YTD</u>
<b>Cash</b>			
Bank - General Account	19,698,373.13	(20,039,174.13)	(340,801.00)
<b>Investments</b>			
Notice On Demand Acct General	4,217,020.46	(2,209,000.00)	2,008,020.46
Notice on Demand Acct FGTF	1,142.15	(758.18)	383.97
Notice on Demand Acct MSI Capital	880,865.49	(476,551.09)	404,314.40
Notice on Demand Acct Vulcan Innovation	16,032.71	(3,922.79)	12,109.92
Notice On Demand Acct BMTG	617.61	(617.61)	0.00
Term Deposit - Mix Reserve	5,256.31	0.00	5,256.31
Term Deposit - Healy Reserve	15,882.05	0.00	15,882.05
Term Deposit - Shearer Reserve	1,694.03	0.00	1,694.03
Term Deposit - Androsoff Reserve	5,466.66	0.00	5,466.66
Term Deposit - Flags	60,235.87	(40,235.87)	20,000.00
	<u>5,204,213.34</u>	<u>(2,731,085.54)</u>	<u>2,473,127.80</u>
Mayor	_____		
CAO	_____		



## REPORT

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**TO:** Council

**FROM:**

**DATE:** November 26, 2018

**SUBJECT:** Year-to-Date Statement ending October 31, 2018

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**DESCRIPTION:**

Year-to-Date Statement ending October 31, 2018

**RECOMMENDATION:**

THAT the Year-to-Date statement for the period ending October 31, 2018 be received for information.

**SUMMARY:**

Attached is a copy of the Year-to-Date statement for the period ending October 31, 2018.

**SIGNATURES:**

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**Manager, Title**

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**CAO/Clerk**

TOWN OF VULCAN

For the Ten Months Ending October 31, 2018

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE ANNUAL BUDGET
<b>General Taxes &amp; Fees</b>				
Revenue	(\$2,953,594.17)	(\$41,266.74)	(\$3,009,439.35)	(\$55,845.18)
Expenses	34,580.92		34,000.00	(580.92)
<b>School Taxes</b>				
Revenue	(595,440.14)		(595,520.00)	(79.86)
Expenses	446,638.59		595,520.00	148,881.41
<b>Legislative</b>				
Revenue				
Expenses	85,038.08	6,194.81	118,970.00	33,931.92
<b>General Administration</b>				
Revenue	(75,368.34)	(9,253.58)	(52,700.00)	22,668.34
Expenses	820,541.59	240,751.43	827,281.69	6,740.10
<b>Fire Fighting</b>				
Revenue	(284,791.50)			284,791.50
Expenses	415,389.95	24,895.57	144,854.00	(270,535.95)
<b>Emergency Services</b>				
Revenue				
Expenses			5,500.00	5,500.00
<b>Bylaw</b>				
Revenue	(16,539.68)	(783.68)	(32,500.00)	(15,960.32)
Expenses	86,463.33	9,525.48	119,108.00	32,644.67
<b>Common Services</b>				
Revenue	(6,750.00)			6,750.00
Expenses	286,244.45	17,507.06	328,300.00	42,055.55
<b>Roads &amp; Streets</b>				
Revenue	(177,458.49)	(143,976.05)	(13,775.18)	163,683.31
Expenses	595,885.49	22,738.36	504,107.44	(91,778.05)
<b>Airport</b>				
Revenue				
Expenses	8,000.00		8,000.00	
<b>Water Treatment</b>				
Revenue	(200,000.00)	(20,000.00)	(240,000.00)	(40,000.00)
Expenses	147,514.57	6,902.38	199,091.80	51,577.23
<b>Storm</b>				
Revenue				
Expenses	3,735.58	32.95	6,580.54	2,844.96

**FCSS**

Revenue	(207,831.00)	(49,040.00)	(199,133.00)	8,698.00
Expenses	220,774.75	110,667.50	212,291.00	(8,483.75)

**Cemetery**

Revenue	(8,110.00)	(995.00)	(8,000.00)	110.00
Expenses	8,090.17	300.00	20,965.00	12,874.83

**Planning Development & Safety**

Revenue	(15,812.62)	(695.00)	(8,800.00)	7,012.62
Expenses	79,341.80	6,099.24	104,315.00	24,973.20

**Subdivision**

Revenue	(11,340.00)		(10,200.00)	1,140.00
Expenses	20,780.09		20,780.09	

**Economic Development**

Revenue				
Expenses	1,853.57		35,000.00	33,146.43

**Recreation**

Revenue	(134,107.62)	(4,821.92)	(133,529.50)	578.12
Expenses	165,293.57	16,116.87	225,558.53	60,264.96

**Golf Course Loan**

Revenue				
Expenses	71,808.00	8,160.00	84,864.00	13,056.00

**Parks**

Revenue	(77,046.08)	(275.56)	(65,200.00)	11,846.08
Expenses	79,786.70	4,613.66	110,700.00	30,913.30

**Swimming Pool**

Revenue	(120,291.23)		(126,375.00)	(6,083.77)
Expenses	201,857.14	20,624.69	207,450.00	5,592.86

**Arena**

Revenue	(165,325.28)	(54,478.00)	(116,870.00)	48,455.28
Expenses	153,184.81	20,433.87	200,440.00	47,255.19

**Culture**

Revenue	(12,000.00)	(1,200.00)	(14,400.00)	(2,400.00)
Expenses	146,767.10	13,957.80	141,472.60	(5,294.50)

**Tourist Center**

Revenue	(110,956.63)	(2,011.18)	(145,000.00)	(34,043.37)
Expenses	370,907.39	14,535.56	364,175.00	(6,732.39)

**Water**

Revenue	(611,935.04)	(152,844.84)	(730,097.81)	(118,162.77)
Expenses	666,833.26	52,239.89	772,133.08	105,299.82

<b>Sewer</b>				
Revenue	(182,234.72)	(38,103.89)	(207,489.81)	(25,255.09)
Expenses	207,705.69	6,291.89	320,666.88	112,961.19

<b>Garbage</b>				
Revenue	(369,175.55)	(66,060.00)	(426,020.00)	(56,844.45)
Expenses	401,713.51	11,687.95	422,925.00	21,211.49

TOTAL REVENUE	(6,336,108.09)	(585,805.44)	(6,135,049.65)	201,058.44
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TOTAL EXPENSES	5,726,730.10	614,261.84	6,135,049.65	408,319.55
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## REPORT

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**TO:** Council  
**FROM:** Janice McCallum-Campbell  
**DATE:** November 26, 2018  
**SUBJECT:** 2019 Operational Budget

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**DESCRIPTION:**  
2019 Operational Budget

**RECOMMENDATION:**  
That Council adopt the interim 2019 operating budget as presented.

**SUMMARY:**  
At the Regular Council Meeting of November 12, 2018 Council reviewed the Draft 2019 Operating Budget for the Town.  
Council directed administration to update this budget as discussed, and bring it back to the November 26, 2018 meeting for approval.

**ANALYSIS:**  
The Municipal Government Act states:

***Adoption of operating budget***  
***242(1) Each council must adopt an operating budget for each calendar year.***  
***(2) A council may adopt an interim operating budget for part of a calendar year.***  
***(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.***

Council is asked to consider adopting this budget in the interim until the 2019 Assessment, and 2018 Financial Statements can be completed. The completion of these documents will then assist council in setting the Mill Rate Bylaw at which time the annual budget can be formally adopted.

Attached is the 2019 Operating Budget summery.

**SIGNATURES:**

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**Manager, Title**

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**CAO/Clerk**



## TOWN OF VULCAN DRAFT 2019 OPERATIONAL BUDGET

YTD for Eleven Months Ending November 20, 2018

	2018 YTD	2018 Budget	2019 Budget
<b>General Taxes and Fees</b>			
Revenue	(2,977,005.39)	(3,009,439.35)	(3,011,440.00)
Expenses	34,471.00	34,000.00	36,000.00
<b>School Taxes</b>			
Revenue	(595,440.14)	(595,520.00)	(625,000.00)
Expenses	446,638.59	595,520.00	625,000.00
<b>Legislative</b>			
Revenue			
Expenses	84,808.10	118,970.00	115,300.00
<b>General Administration</b>			
Revenue	(75,637.94)	(52,700.00)	(65,000.00)
Expenses	821,447.72	827,281.69	801,703.02
<b>Fire Fighting</b>			
Revenue	(284,791.50)		
Expenses	415,389.95	144,854.00	140,907.00
<b>Emergency Services</b>			
Revenue			
Expenses		5,500.00	5,500.00
<b>Bylaw</b>			
Revenue	(17,619.07)	(32,500.00)	(27,500.00)
Expenses	87,077.33	119,108.00	105,275.00
<b>Common Services</b>			
Revenue	(159,473.25)		
Expenses	448,276.99	328,300.00	332,150.00
<b>Roads &amp; Streets</b>			
Revenue	(296,616.71)	(13,775.18)	(15,423.71)
Expenses	718,085.68	504,107.44	498,355.94
<b>Airport</b>			
Revenue			
Expenses	8,000.00	8,000.00	8,000.00
<b>Water Treatment</b>			
Revenue	(200,000.00)	(240,000.00)	(240,000.00)
Expenses	170,150.96	199,091.80	200,125.01

TOWN OF VULCAN DRAFT 2019 OPERATIONAL BUDGET

YTD for Eleven Months Ending November 20, 2018

	2018 YTD	2018 Budget	2019 Budget
<b>Storm</b>			
Revenue			
Expenses	3,735.58	6,580.54	7,180.56
<b>FCSS</b>			
Revenue	(207,831.00)	(199,133.00)	(186,903.00)
Expenses	220,774.75	212,291.00	199,088.00
<b>Cemetery</b>			
Revenue	(8,110.00)	(8,000.00)	(8,000.00)
Expenses	8,090.17	20,965.00	18,650.00
<b>Planning Development &amp; Safety</b>			
Revenue	(15,867.62)	(8,800.00)	(8,800.00)
Expenses	78,917.80	104,315.00	103,178.31
<b>Subdivision</b>			
Revenue	(11,340.00)	(10,200.00)	(11,340.00)
Expenses	17,548.73	20,780.09	20,780.09
<b>Economic Development</b>			
Revenue			
Expenses	1,853.57	35,000.00	35,000.00
<b>Recreation</b>			
Revenue	(134,022.62)	(133,529.50)	(158,530.50)
Expenses	164,589.29	225,558.53	248,561.00
<b>Golf Course Loan</b>			
Revenue			
Expenses	71,808.00	84,864.00	84,864.00
<b>Parks</b>			
Revenue	(77,046.08)	(65,200.00)	(65,875.00)
Expenses	81,591.20	110,700.00	111,550.00
<b>Swimming Pool</b>			
Revenue	(120,291.23)	(126,375.00)	(176,375.00)
Expenses	202,377.14	207,450.00	307,450.00
<b>Arena</b>			
Revenue	(214,890.28)	(116,870.00)	(121,875.00)
Expenses	231,933.51	200,440.00	203,750.00

TOWN OF VULCAN DRAFT 2019 OPERATIONAL BUDGET

YTD for Eleven Months Ending November 20, 2018

	2018 YTD	2018 Budget	2019 Budget
<b>Culture</b>			
Revenue	(12,000.00)	(14,400.00)	(14,400.00)
Expenses	146,767.10	141,472.60	143,040.17
<b>Tourist Center</b>			
Revenue	(121,650.63)	(145,000.00)	(140,000.00)
Expenses	370,948.44	364,175.00	342,796.00
<b>Water</b>			
Revenue	(614,182.77)	(730,097.81)	(732,475.17)
Expenses	703,457.59	772,133.08	802,410.43
<b>Sewer</b>			
Revenue	(182,251.19)	(207,489.81)	(214,147.17)
Expenses	200,120.93	320,666.88	315,069.26
<b>Garbage</b>			
Revenue	(369,218.72)	(426,020.00)	(425,770.00)
Expenses	410,057.26	422,925.00	437,170.70
<b>TOTAL REVENUE</b>	<b>(6,695,286.14)</b>	<b>(6,135,049.65)</b>	<b>(6,248,854.55)</b>
<b>TOTAL EXPENSES</b>	<b>6,149,027.30</b>	<b>6,135,049.65</b>	<b>6,248,854.49</b>





## REPORT

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**TO:** Council  
**FROM:** Kim Fath  
**DATE:** November 26, 2018  
**SUBJECT:** Seeds to Grow Media Contracted Services Proposal

---

**DESCRIPTION:**

Seeds to Grow Media Contracted Services Proposal

**RECOMMENDATION:**

THAT Council provide administration with direction as to how they would like to proceed with the video recording and public posting of Town council meetings.

**SUMMARY:**

Seeds to Grow Media has proposed an ongoing contract for the continued the services which were formerly provided by VTv (VBIT)

**PURPOSE:**

Town Council provided financial contributions and video recordings of Town council meetings in supported the Vulcan Branding Innovation Team's (VBIT) efforts to provide a unique communication tool through VTv.

**ANALYSIS:**

VBIT has indicated that they will no longer be providing this service, as they have turned VTv over to Seeds to Grow Media. This essentially means that we have come to the end of service from the last grant funding the Town provided. Council will now have to evaluate this service and decide if it has a great enough value for the expense, and if this service should be maintained as an ongoing program.

Carmen Pelletier has provided a letter outlining the services that would be provided as well as a quote for the ongoing costs associated with this service through Seeds to Grow Media.

If Council would like to continue to provide this service, direction could be given to administration to research and provide council with further information of the various options available and a comparison of costs for these different types of services. This could be accomplished through a administration report or a formal RFP process.

**FINANCIAL IMPLICATIONS:**

If continued as a contracted service this will be an operational budget item reviewed annually.

**SIGNATURES:**

\_\_\_\_\_  
**Manager, Title**

A handwritten signature in blue ink, appearing to be 'K. J.', is written over a horizontal line.

\_\_\_\_\_  
**CAO/Clerk**

## Kim Fath

---

**From:** Carmen Pelletier <carmen@vulcantv.ca>  
**Sent:** November-22-18 12:02 AM  
**To:** Kim Fath  
**Subject:** Re: Town Council- Seeds to Grow

Attention Kim Fath:

The minutes of a council meeting form the legal record of council actions, and provide the authorization for administration to implement decisions. As a public record, minutes used to be the best way to provide an open and transparent disclosure of council actions to the municipal residents and stakeholders. Yet there is always a push in the organization to become more transparent. With the ability to video council minutes, local governments have never before had access to such a reliable transparency-focused solution. It is for this reason that the fee associated with this cost should be added to the Town of Vulcan's yearly budget. City managers know that closing the gap between government and citizens brings communities closer together.

Providing video recordings of council proceedings grants citizens immediate access to the chamber without having to leave the comfort of their living room. It encourages a greater number of people to get involved: parents can follow a full council meeting while getting the dinner on, while those working long hours can catch up with proceedings on their tablet or smartphone. Understanding how local government operates is the first step to getting more people involved on a practical level, whether lobbying councillors, taking part in community groups or considering standing for office themselves. Most importantly, the video recordings are not edited in a way that could lead to misinterpretation of the proceedings. As any working journalist will tell you, any effort to edit a transcript of a meeting into digestible chunks can result in the accusation of misrepresentation – even (indeed, almost universally) where there is none. I am putting a request to have this valuable service added to the yearly Town of Vulcan Budget.

In light of the recent changes made by the Vulcan Town Council to utilize 'ICompass' for their meeting documentation, I thought it wise to research this new program to ensure an informed decision.

At first glance 'ICompass' appears to be a useful program, that lists the services I have been providing, for considerably less cost to the town budget. There are however, many factors to consider.

- When contacting the company for pricing of services I discovered that it is an 'a la cart' menu. Meaning there are actually many facets to what they offer, and each item has a cost attached. The starting price may be listed as \$3,400.00, but every add-on, or alteration can increase the overall cost.
- 'ICompass' is an American company, so we can assume the price listings will be in American currency. If so, \$3,400.00 converted into Canadian dollars, at the current rate, is \$4,495.00.
- A staff member will need to be employed to become educated on the program and maintain the process for every meeting video created, including any possible editing. Town Council will need to add that cost to the \$4,495.00, plus any additional add-ons to the program. This will bring the total amount well over the previous \$5,000.00 cost for these services. 'ICompass' offers only so many hours of program education. If further explanation and education is needed it also has a cost attached to it.
- 'ICompass' separates each recording into many different files, since it can only record in 20 minute segments. This is normal, and there is no way to bypass this, unless town council elects to completely upgrade the entire recording system. Because the system only records in 20 minute clips, the 'time coding' I question if the I Compass software is equipped to compensate for the constant regeneration of a time code.
- 'ICompass' will not 'edit' the video, and more importantly the audio. It will not detect if someone is muffled, unclear, or not loud enough. The most important aspect to town council meetings is what is said, not what is seen. The program will not react to any possible abnormalities that can arise with audio/video equipment.
- Investing town council funds into an American company means those dollars leave our community, and our country. Investing in a local professional ensures the funds are spent locally as well.

- In regard to Live-streaming with 'ICompass', given the intermittent nature of Vulcan's internet, it will be unreliable. Vulcan's internet may be high-speed, but it is inconsistent.

In comparison, I would like to inform council what Carmen Pelletier ('Seeds to Grow Media') offers with regard to providing these services.

- Video and **audio** editing. The video is edited to remove any *personal* conversation before or after meetings, and any possible 'dead air', so as to ensure rate payers will see the meetings in their entirety, but only that. Should the camera record any audio

that does not pertain to council meetings, it IS removed. The audio is edited as well, to ensure that quality and clarity is maintained to as high a standard as the recording equipment will allow. Levels and settings are adjusted to improve volume and intelligibility. 'ICompass' will not do that as is evident in the 'quality' of their online promotional video.

- Standard video runs at 24 frames per second. Previous council meetings have had 'corrupt' video frames in them. Only one or two frames, in a two hour video, that runs at 24 frames per second. A single corrupt frame can prevent the video from running properly, or from being uploaded, or exported at all. Seeds to Grow Media can find them and fix them. 'ICompass' will not do that.

- Adding graphics and credits.

- Timecode can be added to the videos if necessary, but it is distracting. There is a scrolling time that can be referenced when needed. Instead of having to document the timecode, in order to communicate a reference of a certain topic to a rate-payer, the approximate scrolling time can be used. Adding timecode for reference will add to council's workload.
- All videos are labeled and documented on a town council dedicated hard-drive as well as on the same you tube platform icompass uses.

\$5,000.00 Budget breakdown:

52 weeks in a year, meetings are bi-weekly = 24 meetings

Cost Break down: average \$200/video

Gas: \$20

Internet fee: \$10

Uploading: 1hr

Computer/ Editing: wear and tear on computer with large files: 2 hrs (graphics to beginning and end, credits, sound)

Rendering/ Compressing/ Exporting: 2 - 8hr. Occasionally have to do two or three times - if corrupt file I now have to re-edit and go through the 24 frame per second, of a 2 hr document to locate the corrupt file - can bring time to 12hr

Watching from beginning to end: 1.5 - 2hr

Uploading: can take anywhere from 1-2 hrs

Let youtube compress: 1 - 2 hr

Final Check: 20min

Total time: 1hr pick up, 2 hr edit, 8 hr compressing/exporting, 1 hr vetting, 2 hr uploading, 2hr, 20min final check = 16.20 hrs.

Which is an average of \$11/hr = less than minimum wage.

I have worked for professional production companies in the past such as Pyramid Productions, Joe Media, and White Iron. The average cost for a beginning editor is \$120.00 per hour. An experienced editor can cost as much as \$220.00 per hour. The reason I have offered my professional services to the town of Vulcan at such a reduced rate is because I think its an important service for the community. I chose to make Vulcan and County my home and I do everything I can to make it a better place to live. If that means doing something that can save the administration officer hours of work, then I will do it. Its part of my volunteering.

In conclusion, I would like to suggest that an article be published in the Vulcan Advocate that states that town council has chosen to continue to work with Carmen Pelletier and now Seeds to Grow Media. Instead of hiring an American company to take over these services, town council will employ a local professional that has continued to donate her time and effort to the betterment of this community. The hope is that the article will aid in restoring the credibility that the previous article regarding this topic undermined. VBIT and vTV have done nothing short of donating time, effort, and money toward helping to promote and celebrate Vulcan town and county. The suggestion that either organization is dishonest or keeping their finances a secret is untrue. All non-profits are subject to audits and anyone can see their financial information. The community connects me with vTV, and to suggest to them that vTV is dishonest, is suggesting that I am dishonest. I work hard for this community, and have done so for years, for a pay scale that amounts to gas money. I ask that this misconception be rectified in the rate payer's minds as we move forward.

Kindest Regards,

Carmen Pelletier

Carmen Pelletier

Media Producer,

Production, Post production, DST Specialist,

vTV Television Network

C: 403 870-7835

[carmen@vulcantv.ca](mailto:carmen@vulcantv.ca)

Vulcan Television Network



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**CARMEN PELLETIER- SEEDS TO GROW MEDIA****INVOICE:  
ESTIMATE**

403-870-7835  
carmen@vulcantv.ca

232 Douglas Woods  
Court SE  
Calgary, Alberta

Attention: Kim Fath, Town of Vulcan

Date: 2017-11-21

Project Title: Town Council Meetings

Project Description: Video recording of Town council meetings

Description	Hours	Total
Uploading	1	\$11.22
Computer/ Editing	2	\$22.44
Rendering/ Compressing/ Eporting	8-12	\$89.76
Vetting	2	\$22.44
Uploading	2	\$22.44
youtube conversion:	2-3	\$22.44
Final Check	1	\$11.22
Total:	18-23	\$201.96
208 @ 24 video a year		\$4847.04
External Hard Drive		\$150
Total		4997.04

Requesting \$5000 from town

\$5000-\$150.00 upfront Hard drive cost = \$4850.00

24 council meetings for \$4850.00 = \$202/ per video

\$202 for 18 hr work = 11.22/ hr





## REPORT

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**TO:** Council  
**FROM:** Kim Fath  
**DATE:** November 26, 2018  
**SUBJECT:** Vulcan Fire Committee - Member at Large Appointment

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**DESCRIPTION:**

Vulcan Fire Committee - Member at Large Appointment

**RECOMMENDATION:**

THAT Council appoints Stew Birch to represent the Town of Vulcan on the Vulcan and District Fire Committee for a 2 year term.

**SUMMARY:**

As per the Vulcan and District Fire Committee Agreement, Town Council must appoint Members at Large for 2 year terms.

**PURPOSE:**

The purpose of the Committee is to foster, coordinate, and promote the development, maintenance and operation of the Vulcan District Fire Department

**ANALYSIS:**

Stewart Birch has sat on this committee since it was formed in November of 2017. Stew is currently sitting as Chair of the Committee, a former member of the Vulcan fire department, and the chief for 5 years from 2007 to 2012. He was the only person to show interest in this position.

The Director of Protective services has provided the attached letter on behalf of the Fire Committee.

**SIGNATURES:**

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Manager, Title

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CAO/Clerk



P.O. BOX 180  
VULCAN, ALBERTA  
T0L 2B0

TELEPHONE: 1-403-485-2241  
TOLL FREE: 1-877-485-2299  
FAX: 1-403-485-2920  
[www.vulcancounty.ab.ca](http://www.vulcancounty.ab.ca)

11/19/18

To: Town of Vulcan Council  
CC: Kim Fath, CAO Town of Vulcan  
Re: Vulcan Fire Committee

As per the Fire Services Committee Term of Reference (TOR), a member at large for each of the Town of Vulcan and Vulcan County was required to make application for a second term of no more than two (2) years. An ad to this effect was posted in the Vulcan Advocate for a period of two (2) weeks.

One application for the member at large for the Town was received. Stew Birch expressed his interest in remaining on the Committee for a second term in writing to this office. As the only individual to apply, Stew Birch is acclaimed for this position.

Two individuals have expressed interest for the member at large for Vulcan County. These names and the recommendation of the Committee will be sent to County Council for consideration.

Sincerely,

**Stuart Larson**  
**SCO - Fire Discipline**  
**Director of Protective Services**  
403-485-3122 wk  
403-485-1802 cell  
403-485-2478 fax  
[psc@vulcancounty.ab.ca](mailto:psc@vulcancounty.ab.ca)







## REPORT

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**TO:** Council  
**FROM:** Kim Fath  
**DATE:** November 26, 2018  
**SUBJECT:** Town Office 2018 Holiday Hours

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**DESCRIPTION:**

Town Office 2018 Holiday Hours

**RECOMMENDATION:**

THAT council consider closing the Town Office December 24-26, 2018 as well as closing at 12:00 p.m. on December 31, 2018.

**SUMMARY:**

In the past Council has approved the closure of the Town Office on Christmas Eve and a half day on New Years Eve. As per Policy A-01 a motion from Council is required for these closures.

**PURPOSE:**

This will allow staff additional time to travel and with family leading up to the Stat Holidays.

**ANALYSIS:**

Traditionally these days are extremely slow at the office. If open, we generally operate with minimal staff, as many take vacation days to extend their Christmas break. The half day on December 31st allows the public a few hours for any last minute inquiries or bill payments for the year.

**SIGNATURES:**

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Manager, Title



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CAO/Clerk





## REPORT

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**TO:** Council

**FROM:**

**DATE:** November 26, 2018

**SUBJECT:** Bylaw No. 1477-18 - Amendment to Land Use Bylaw 1437-15

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**DESCRIPTION:**

Bylaw No. 1477-18 - Amendment to Land Use Bylaw 1437-15

**RECOMMENDATION:**

THAT Bylaw No. 1477-18 be given first reading and that a Public Hearing be set for December 10, 2018.

**SUMMARY:**

An application has been received for the amendment of Land Use Bylaw 1437-15 in that "Office" and "Retail" be added as a discretionary use under "Highway Commercial C-12".

**PURPOSE:**

The purpose of the proposed Bylaw No. 1477-18 is to amend Land Use Bylaw 1437-15 to include the uses of "Office" and "Retail" to be added as a permitted use under "Highway Commercial C-2".

Attached is a draft copy of Bylaw No. 1477-18 for Council's consideration.

Council is asked to give first reading of Bylaw No. 1477-18 and set a public hearing date on this bylaw.

**SIGNATURES:**

---

Manager, Title

**BYLAW NO. 1477-18**  
**OF THE TOWN OF VULCAN**  
**IN THE PROVINCE OF ALBERTA**

**A Bylaw of the Town of Vulcan, in the Province of Alberta, for the purposes of amending the Land Use Bylaw No. 1437-15.**

**WHEREAS** The Town is in receipt of an application to amend the Land Use Bylaw 1437-15 to include the use of "Shipping Container" as a discretionary use in the Public P-1 district.

**THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council for the Town of Vulcan duly assembled does hereby enact the following:

1. Add to Schedule 1 under Highway Commercial – C-2 as permitted use the following:

**OFFICE**

2. Add to Schedule 1 under "Highway Commercial – C-12 as a permitted use the following:

**RETAIL**

3. Bylaw No. 1437-15, being the Town of Vulcan Land Use Bylaw, is hereby amended.
4. This bylaw shall come into force and effect upon third and final passing thereof.

**READ this FIRST time this 26<sup>th</sup> day of November 2018.**

\_\_\_\_\_  
Tom Grant, Mayor

\_\_\_\_\_  
Kim Fath  
Chief Administrative Officer

**READ this SECOND time this 10<sup>th</sup> day of December 2018.**

\_\_\_\_\_  
Tom Grant  
Mayor

\_\_\_\_\_  
Kim Fath  
Chief Administrative Officer

Unanimous consent received to hold third and final reading.  
**READ for a THIRD time this 10<sup>th</sup> day of December 2018.**

\_\_\_\_\_  
Tom Grant  
Mayor

\_\_\_\_\_  
Kim Fath  
Chief Administrative Officer



## APPLICATION FOR A LAND USE BYLAW OR STATUTORY PLAN AMENDMENT

Town of Vulcan, Box 360, Vulcan, AB T0L 2B0 – admin@townofvulcan.ca – Phone 403-485-2417 – Fax 403-485-2914

Owner

Name: Giovanni Braun  
Reinaldo Rueda Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant

Name: Magnuson Realty Ltd. Mailing Address: PO Box 958 Vulcan  
 Phone: 403-485-6901 Fax: 403-776-7816 E-mail: lyle.magnuson@telus.net  
 Applicant interest (if not owner): ☐ Agent ☐ Contractor ☐ Other

Property Information

Municipal Address: 102 Serene Road SW  
 Legal Description: Lot(s) 2 Block A Plan 8911824

Proposed Amendment:☐ Land Use Redesignation

Current Land Use Designation: \_\_\_\_\_ Proposed Land Use Designation: \_\_\_\_\_

☒ LUB Text Amendment☐ MDP Amendment☐ ASP Amendment☐ Other Statutory Plan: \_\_\_\_\_

If amendment is for anything other than a land use redesignation, provision of information outlining the proposed change and reasons for the proposed change to be attached to this form.

See RFD

Additional information may be required to support the application.

Applicable application fee to accompany application.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts and in relation to the application. I consent to be authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

Applicant

Reinaldo Rueda  
 Registered Owner (or attach letter of Authorization)

NOTE: This information is being collected under the authority of the Town of Vulcan Land Use Bylaw and will be used to process the application. Information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Vulcan F.O.I. P.I. Coordinator at 403-485-2417.

TOWN OF VULCAN – MUNICIPAL PLANNING COMMISSION

Request for Decision (RFD)

**ITEM 8.1**

**REPORT ON:**

APPLICATION FOR LAND USE BYLAW AMENDMENT

**PROPOSAL & BACKGROUND:**

An application has been received in regards to adding the “office” and “retail” as uses under Highway Commercial “C-2” in order to accommodate an anticipated development permit for a change of use in regards to the property at 102 Service Road SW Lot 2 Block A Plan 8911824.

MPC is being asked to consider recommending to Council amendments to Land Use Bylaw 1437-15 to add “office” and “retail” as either a “permitted use” or “discretionary use” under Highway Commercial C-2.

**RECOMMENDED ACTION:** Moved by \_\_\_\_\_ that the Municipal Planning Commission recommend to Council the amendment to Land Use Bylaw 1437-15 to add “Office” as a permitted use under Highway Commercial C-2.

**RECOMMENDED ACTION:** Moved by \_\_\_\_\_ that the Municipal Planning Commission recommend to Council the amendment to Land Use Bylaw 1437-15 to add “Retail” as a permitted use under Highway Commercial C-2.

**IMPLEMENTATION/COMMUNICATION:**

Attachments:

Application for Land Use Bylaw Amendment

**SUBMITTED BY:** Nancy Neufeld  
Development Officer

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Regular Meeting of the Municipal Planning Commission November 20, 2018



**NOTICE OF PUBLIC HEARING  
TOWN OF VULCAN  
IN THE PROVINCE OF ALBERTA**

**PROPOSED BYLAW NO. 1477-18**

**To be held at 7:00 p.m., December 10, 2018  
Town of Vulcan Council Chambers  
321 2nd Street South**

PURSUANT to sections 230, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Vulcan in the Province of Alberta hereby gives notice of its intention to adopt Bylaw No. 1477-18, being an amendment to Land Use Bylaw 1437-15 for the municipality.

THE PURPOSE of the proposed Bylaw No. 1477-18, is to amend the Land Use Bylaw No.1437-15 to include the uses of:

"Office" & "Retail" to be added as a permitted use under "Highway Commercial C-2"

THEREFORE, TAKE NOTICE THAT a public hearing to consider the Proposed Bylaw No. 1477-18 will be held in the Town of Vulcan Council Chambers at 7:00 p.m., December 10, 2018.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should, in writing, notify the Chief Administrative Officer of their intention prior to 4:30 p.m. on December 7, 2018.

AND FURTHER TAKE NOTICE THAT both written and verbal presentations may be made to council at the public hearing.

AND FURTHER TAKE NOTICE THAT a copy of the proposed bylaw may be inspected at the Town of Vulcan office during normal business hours.

DATED at the Town of Vulcan in the Province of Alberta this 28<sup>th</sup> day of November, 2018.

*Kim Fath  
Chief Administrative Officer  
Town of Vulcan  
Box 360  
Vulcan, Alberta T0L 2B0*



**BOARD MEETING MINUTES  
DRUMHELLER OFFICE  
WEDNESDAY, OCTOBER 03, 2018**

Minutes of the Canadian Badlands Board Meeting held on October 03, 2018, at 1:00 p.m.

**CALL TO ORDER**

**PRESENT**

Brian Varga	President, Canadian Badlands / Councillor, City of Medicine Hat
Sonia Ens	Vice President, Canadian Badlands / Councillor, Village of Linden
George Glazier	Secretary, Canadian Badlands / Councillor, County of Paintearth
Terri Kinsman	Director, Canadian Badlands / Rocking R Guest Ranch
Anne Marie Philipsen	Director, Canadian Badlands / Councillor, County of Newell
Heather Colberg	Director-at-large, Canadian Badlands / Mayor, Town of Drumheller

**REGRETS**

Barry Morishita	Past President, Canadian Badlands / Mayor, City of Brooks
Brad Slorstad	Director, Canadian Badlands / Advisory Council, Special Areas #2
Fernando Morales	
Llan	Director, Canadian Badlands / Councillor, Town of Magrath

**OTHERS IN ATTENDANCE**

Lonna Hoggan	Administrative Manager, Canadian Badlands
Diana Watson	Executive Assistant, Canadian Badlands

**1. CALL TO ORDER**

President, Brian Varga, called the meeting to order at 1:10 p.m.

**2. ADOPTION OF AGENDA**

B.M.18.63 George Glazier made a motion to approve the Agenda with the following amendment:

After Item 4.6 – Sustainability  
Add Item 4.6a – GOA 2017/2018 Project Report

**CARRIED UNANIMOUSLY**

### **3. ADOPTION OF PREVIOUS MINUTES**

#### **August 23, 2018, Board Meeting**

B.M.18.64 Anne Marie Philipsen made a motion to approve the previous Minutes as presented.

**CARRIED UNANIMOUSLY**

#### **3.1 Business Arising from the Minutes**

Friday, October 05, 2018, Lonna has a meeting with Anastasia Martin-Stilwell from Travel Alberta for ATIS training and to go over the template for the Town Hall sessions. She will also have a meeting to review the accounting proposal received from Ascend Financial.

### **4. ONGOING BUSINESS**

#### **4.1 Shareholder Retention**

**ACTION** Lonna will draft a letter from the CBT President, Brian Varga, to each of the four communities who hosted the Roger Brooks Tour 2018. This letter will be addressed to the Council and thank them for hosting. Also, all of the communities who applied but did not get the event should receive a thank you letter as well.

#### **Town Halls**

- A list will be needed of where the presentations will take place
- Each presentation will need to be tailored to the specific area and communities
- Two meetings should be held in each of the three divisions within the Canadian Badlands Region: North Central, Southeast, and Southwest
- Town Halls to be held from November 2018 – March 2019

**ACTION** Lonna will bring information and details of where and when these Town Hall sessions will take place, who will present, and a presentation which can be made specific for each area attended.



#### **4.2 Correspondence**

#### **4.3 Product Development Committee**

The Roger Brooks Community Development Tour 2018 was very successful and well received by all who attended.

A report will follow once all of the invoices are in.

#### **4.4 Financial Report**

B.M.18.65 George Glazier made a motion to accept the Financial Reports as presented as information

**CARRIED UNANIMOUSLY**

#### **4.5 Destination Marketing Fund (DMF)**

This meeting will be held tonight with Strathmore Council at 7:00 pm. The location is Strathmore Town Office, 680 Westchester Road. All CBT Board members are welcome to attend.

#### **4.6 Sustainability**

- Strategic Plan
- Town Hall Meetings
- DMF Organization
- Funding Status
- Newsletter

##### **4.6 a Government of Alberta (GOA) 2017/2018 Project Report**

The report has been completed and sent in to the GOA

#### **4.7 CBT Budget Committee**

This item tabled

### **5. NEW BUSINESS**

#### **5.1 Resignation of Ken Kultgen**

**ACTION**      **Lonna will send a letter to Ken Kultgen and get a plaque ready for him.**

**5.2          Set next Board Meeting dates**

The CBT Board of Directors will hold meetings every month going forward, to be able to accomplish the projects being planned.

The next two meetings will be:  
Wednesday, November 07, 2018  
Thursday, December 13, 2018

Both will be held in the Drumheller office at 1:00 pm.

**6. ROUND TABLE**

**7. IN-CAMERA**

**8. ADJOURNMENT**

B.M.18.66    Anne Marie Philipsen made a motion to adjourn the meeting at 4:05 p.m.

**CARRIED UNANIMOUSLY**



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**Brian Varga, Vice President**



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**Lonna Hoggan, Administrative Manager**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 7 (2018)**  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday, October 11, 2018 at 6:00 p.m.**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

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**EXECUTIVE COMMITTEE:**

Gordon Wolstenholme - *Chair*  
Jim Bester - *Vice-Chair*  
Don Anderberg (absent)  
Doug MacPherson

Ian Sundquist  
Morris Zeinstra (absent)

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

---

**AGENDA:**

1. **Approval of Agenda** – October 11, 2018 .....
  2. **Approval of Minutes** – July 26, 2018 ..... (attachment)
  3. **Business Arising from the Minutes**
  4. **New Business**
    - (a) Draft 2019 Budget ..... (handout)
    - (b) Provision of GIS Services to Non-Member Municipalities ..... (attachment)
    - (c) Regional Subdivision and Development Appeal Board Training ..... (attachment)
    - (d) Subdivision Activity 2018 ..... (attachment)
    - (e) Fee For Service 2018 ..... (attachment)
  5. **Accounts**
    - (a) Office Accounts –
      - (i) July 2018 ..... (attachment)
      - (ii) August 2018 ..... (attachment)
    - (b) Financial Statements –
      - (i) January 1 - July 31, 2018 ..... (attachment)
      - (ii) January 1 - August 31, 2018 ..... (attachment)
  6. **Director's Report** .....
  7. **Executive Report** .....
  8. **In-Camera** .....
-

**9. Adjournment .....**

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:05 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Doug MacPherson**

THAT the Executive Committee approve the agenda, as amended:

ADD: 8. In-Camera

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Jim Bester**

THAT the Executive Committee approve the minutes of July 26, 2018, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Draft 2019 Budget**

- The Director reviewed a preliminary budget line by line as a basis for discussion to get input and feedback from the Committee.

REVENUE:

- Not anticipating a large increase to membership fees
- Allocation of \$25,000 to both Operating and Capital Reserves.

EXPENDITURES:

- Increase staff salaries and accompanying staff benefits
- Increase Vehicle Gas & Maintenance, Building Maintenance, Telephone, General Office Supplies, Dues & Subscriptions, Graphic & Drafting Supplies, Accounting & Audit Fees, Legal Fees, Computer Software, Equipment Repair & Maintenance
- Replace one vehicle
- A revised draft of the proposed budget reflecting the discussion will be brought to the November meeting for approval before presenting it to the Board of Directors in December.

**(b) Provision of GIS Services to Non-Member Municipalities**

- Ministerial Order No. L:206/13 (November 13, 2013) authorizes ORRSC to provide geographic information systems services to the Towns of Bow Island, Innisfail, Olds, Penhold, Rocky Mountain House, Sundre, Taber, and the Villages of Alix and Rosemary. This is valid for five years only, therefore a request to renew the authorization is needed in order to continue to provide this service.

**Moved by: Jim Bester**

THAT the Chair be authorized to sign a letter to the Minister of Municipal Affairs requesting renewal of permission to provide GIS services to the Towns of Bow Island, Innisfail, Olds, Penhold, Rocky Mountain House, Sundre, Taber and the Villages of Alix and Rosemary.

**CARRIED**

**(c) Regional Subdivision and Development Appeal Board Training**

- Rural Municipalities of Alberta (RMA) and Alberta Urban Municipalities Association (AUMA), with the support from Municipal Affairs through the Municipal Government Act (MGA) change management program has selected ORRSC to host a Subdivision and Development Appeal Board (SDAB) training session to be held:

Friday, November 30, 2018

9:30 am - 5:00 pm

ORRSC Conference Room

- ORRSC is responsible to provide the venue plus lunch and two snacks. There will be no charge and the session will be limited to 35 people on a first-come basis. Invitations were emailed October 11 to municipalities that originally expressed interest in August. After October 31, any remaining spots will be offered to all member municipalities.

**(d) Subdivision Activity 2018**

- 150 subdivision applications have been processed as of September 30 this year, totalling \$290,675 in fees collected. Subdivision files hold important information on development agreements, deferred reserve caveats, etc., therefore, ORRSC is beginning to scan subdivision files to ensure this information is backed up digitally and eventually linked to GIS.

**Moved by: Doug MacPherson**

THAT the Executive Committee accept the Subdivision Activity as of September 30, 2018, as information.

**CARRIED**

**(e) Fee For Service 2018**

- The spreadsheets provided for the Fee for Service projects were reviewed.

**Moved by: Ian Sundquist**

THAT the Executive Committee accept the Fee for Service 2018 report, as information.

**CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) July 2018**

5280	Janitorial Services .....	Madison Ave Business Services .....	\$ 475.00
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Lukas Tucek .....	300.00
5310	Telephone .....	Bell Mobility .....	616.40
5310	Telephone .....	Shaw Business .....	145.85
5320	General Office Supplies .....	Desjardin Card Services .....	125.99

5380	Printing & Printing Supplies .....	Desjardin Card Services .....	124.03
5330	Dues & Subscriptions .....	Professional Standards Board .....	375.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	449.50
5390	Graphic & Drafting Supplies .....	Digitex .....	913.90
5440	Land Titles Office .....	Minister of Finance .....	166.00
5450	Legal Fees .....	Field Law .....	2,009.00
5470	Computer Software .....	Autodesk .....	3,700.00
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	708.73
5570	Equipment Repairs & Maintenance .....	Digitex .....	1,240.00
5570	Equipment Repairs & Maintenance .....	Digitex .....	1,260.00
5570	Equipment Repairs & Maintenance .....	Digitex .....	620.00
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	389.45
5590	Equipment & Furniture Purchases .....	Staples .....	164.99
5590	Equipment & Furniture Purchases .....	Digitex .....	1,350.00
1160	GST Receivable .....	GST Receivable .....	668.54
<b>TOTAL</b>			<b><u>\$16,300.38</u></b>

**(ii) August 2018**

5150	Staff Mileage .....	S. Johnson .....	\$ 134.50
5320	General Office Supplies .....	S. Johnson .....	164.09
5330	Dues & Subscriptions .....	S. Johnson .....	120.00
5530	Coffee & Supplies .....	S. Johnson .....	21.98
4140	Approval Fees .....	Halma Thompson .....	3,800.00
5310	Telephone .....	Bell Mobility .....	637.31
5310	Telephone .....	Shaw Business .....	145.85
5330	Dues & Subscriptions .....	Macleod Gazette .....	50.00
5330	Dues & Subscriptions .....	Taber Times .....	46.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	103.64
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5390	Graphic & Drafting Supplies .....	Digitex .....	125.88
5440	Land Titles Office .....	Minister of Finance .....	232.00
5450	Legal Fees .....	Field Law .....	1,280.00
5490	Consultants .....	Cameron Klassen .....	2,700.00
5490	Consultants .....	MPE Engineering .....	4,698.50
5500	Subdivision Notification .....	Lethbridge Herald .....	475.58
5570	Equipment Repairs & Maintenance .....	Xerox .....	827.25
5570	Equipment Repairs & Maintenance .....	Digitex .....	620.00
5590	Equipment & Furniture Purchases .....	ALTISMSP .....	362.00
5590	Equipment & Furniture Purchases .....	Cam Air Refrigeration .....	3,385.00
1160	GST Receivable .....	GST Receivable .....	668.54
<b>TOTAL</b>			<b><u>\$20,621.12</u></b>

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the Office Accounts of July (\$16,300.38) and August (\$20,621.12) 2018, as presented. **CARRIED**

**(b) Financial Statements –**

- (i) January 1 - July 31, 2018**
- (ii) January 1 - August 31, 2018**

- ORRSC is on target for a better net income than projected in the budget. The Director was asked to investigate whether some of the Cash in Bank should be converted to higher interest term deposits.

**Moved by: Doug MacPherson**

THAT the Executive Committee approve the unaudited Financial Statements, as presented:

January 1 - July 31, 2018

January 1 - August 31, 2018

**CARRIED**

**6. DIRECTOR'S REPORT**

- The Director reported on his activities since the last Executive Committee meeting.

**7. EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

**8. IN-CAMERA**

**Moved by: Jim Bester**

THAT the Executive Committee go in-camera (7:05 p.m.).

**CARRIED**

**Moved by: Ian Sundquist**

THAT the Executive Committee come out of camera (7:22 p.m.).

**CARRIED**

**9. ADJOURNMENT**

**Moved by: Ian Sundquist**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:23 p.m. until **Thursday, November 8, 2018 at 6:00 p.m.**

**CARRIED**

/bj

CHAIR:







**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON TUESDAY, NOVEMBER 20, 2018  
COMMENCING AT 2:00 P.M.**

**PRESENT:** Chairman John Seaman, Members Brian Cole, Paul Taylor, Sue Dow, Shirley Zuehlke,  
Council Alternate Georgia-Lee DeBolt

**ABSENT:** Lyle Magnuson

**STAFF:** Nancy Neufeld, Development Officer

**CALL TO ORDER:** Chairman John Seaman called the meeting to order at 2:00 p.m.

**1.0 ELECTION OF OFFICERS**

Chairman John Seaman turned the meeting over to Development Officer Nancy Neufeld to conduct the election of Chairman and Vice-Chairman of the Municipal Planning Commission for the Town of Vulcan.

Nancy Neufeld assumed the Chair.

- First call for the position of Chairman of the Municipal Planning Commission.
- John Seaman was nominated by Shirley Zuehlke
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Chairman

John Seaman indicated his acceptance.

John Seaman was declared elected Chairman of the Town of Vulcan Municipal Planning Commission.

- The Development Officer called for nominations for the position of Vice-Chairman for the first time.
- Member Sue Dow nominated Shirley Zuehlke
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Vice-Chairman

Shirley Zuehlke indicated her acceptance.

Shirley Zuehlke was declared elected as Vice-Chairman of the Town of Vulcan Municipal Planning Commission.

The nominations were then declared closed.

The Development Officer turned the chair over to Chairman John Seaman.

*Municipal Planning Commission*

*November 20, 2018*

**2.0 DELEGATIONS/OPEN SESSIONS FOR THE PUBLIC - NIL**

**3.0 ADDITIONS/CHANGES TO AGENDA**

Chairman John Seaman requested that Item 5.2 Vulcan County Notification of Development be added to Item 5.0 Miscellaneous Correspondence.

**MOTION 18.37:**

Member Paul Taylor moved that the agenda be approved as amended. **CARRIED**

**4.0 MINUTES**

4.1 Minutes of the October 16, 2018 meeting of the MPC were presented for adoption.

**MOTION 18.38:**

Moved by Member Shirley Zuehlke that the Minutes of the Town of Vulcan Municipal Planning Commission of September 18, 2018 be approved with the amendment to Motion 18.33 being moved by Sue Dow. **CARRIED**

**5.0 MISCELLANEOUS CORRESPONDENCE**

5.1 Council Appointment MPC

5.2 Vulcan County Notification of Development

**MOTION 18.39:**

Moved by Sue Dow that the Miscellaneous Correspondence for November 20, 2018 be accepted for information. **CARRIED**

**6.0 SUBDIVISION & DEVELOPMENT REQUESTS**

6.1 D18.27 – 421-1 Avenue North – Lot 5 Block 1 Plan 7669HU  
I-1 – Change of Use/Discretionary Use  
Contractor General

**Motion: 18.40:**

Moved by Paul Taylor that the Municipal Planning Commission approve Development Permit 18.27 as per Option 1. **CARRIED**

**7.0 UNFINISHED BUSINESS – NIL**

**8.0 NEW BUSINESS**

*Municipal Planning Commission*

*November 20, 2018*

- 8.1 Proposed Change to Land Use Bylaw 1437-15  
Addition of uses "Retail" and "Office" to C-2 Highway Commercial

**Motion 18.41:**

Moved by Paul Taylor that the Municipal Planning Commission recommend to Council the amendment of Land Use Bylaw 1437-15 with the addition of "Office" and "Retail" as permitted uses under Highway Commercial C-2. **CARRIED**

**9.0 DEVELOPMENT OFFICER'S REPORT**

**Motion 18.42:**

Moved by Georgia-Lee DeBolt that the Municipal Planning Commission receive the Development Officer's Report for information. **CARRIED**

**10.0 LAND USE BY LAW REVIEW**

- 10.1 The Administration Section of Land Use Bylaw 1437-15 was reviewed.

**11.00 QUESTION PERIOD**

Georgia-Lee DeBolt asked for clarification of "uses" and when a Development Permit was required.

**12.0 IN-CAMERA - NIL**

**13.0 DATE OF NEXT MEETING**

Next meeting of the MPC to be held December 18, 2018

**14.0 ADJOURNMENT**

The meeting was adjourned by Sue Dow at 2:40 p.m.

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**CHAIRMAN**

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**SECRETARY**

*Municipal Planning Commission*

*November 20, 2018*



## Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council April 25, 2016	16.140	Moved by Councillor Paul Taylor THAT Council approves Anderson's request to use the lagoon waste water effluent for the purpose of irrigation and that Administration drafts an agreement to facilitate this matter.	Kim Fath	Pending Anderson purchase of irrigation equipment.	
Regular Council September 26, 2016	16.277	Moved by Councillor Georgia-Lee DeBolt THAT Council directed Administration to research this matter and bring the information back to Council for further consideration.	Kim Fath Stew Birch	Contact golf course and evaluate the success of their program. More than a year of data required.	
Regular Council August 13, 2018	18.258	Moved by Lorna Armstrong THAT Council directs Administration to apply to Alberta Infrastructure and Transportation for permission to install community fingerboard signage on Highway 23 for the Vulcan Cemetery and the Vulcan Cultural Recreation Centre.	Nancy Neufeld	Apply to Alberta Infrastructure for permission to install signage for the Cemetery and CRC	November 26, 2018
Regular Council October 22, 2018	18.334	Moved by Paul Taylor THAT Council approves Administration arranging for the disposal of 310 and 312 Whispering Way, Unit 79 and 90 Plan 0512713 as per section 425 of the Municipal Government Act and the Town of Vulcan Policy PL-07.	Kim Fath	Arrange for Listing following the transfer of title to the Town of Vulcan	
Regular Council October 22, 2018	18.335	Moved by Lorna Armstrong THAT Council approves the amendments to the Regional FCSS Agreement, and directs the Mayor and Administration to execute this document on behalf of the Town of Vulcan, as well as distribute the agreement to the participating municipalities for their approval.	Kim Fath Karen Rose	Execute document and distribute agreement to participating municipalities for their signatures and file completed copy (Delivered to Vulcan County Nov 9 for signing and forward to Villages)	November 4, 2018
Regular Council November 12, 2018	18.347	Moved by Paul Taylor THAT Council approves the purchase of a 2015 Ring O Matic 500 Hydrovac unit from Joe Johnson Equipment with funding not to exceed \$67,500.00 to be drawn from the Common Services Capital Reserve.	Karen Rose	Send Copy of Resolution to Public Works Foreman and the Finance Officer Equipment was unavailable for purchase	

## Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council November 12, 2018	18.348	Moved by Lyle Magnuson THAT Council receives the 2019 Operational Budget as information and that Administration bring a draft back to Council at the November 26, 2018 Regular Council meeting.	Karen Rose Kim Fath	Add Item to November 26 <sup>th</sup> Agenda Prepare draft agenda for November 26 meeting	November 13, 2018
Regular Council November 12, 2018	18.349	Moved by Georgia-Lee DeBolt THAT Council approves the Alberta Treasury Branches request to operate a hay ride on main street on November 23, 2018 from 6:00 p.m. to 9:00 p.m. starting at the Lodge Hall and ending at Furniture Villa.	Kim Fath	Inform ATB of Council Approval ATB were unable to secure insurance	November 13, 2018
Regular Council November 12, 2018	Verbal Request	Send letter of thank you to MP Martin Shields for attending the Vulcan Remembrance Day ceremonies	Karen Rose Kim Fath	Prepare letter for signature	November 19, 2018



## **CAO'S REPORT**


**SUBMITTED TO: Town Council**  
**SUBMITTED BY: Kim Fath**  
**FOR THE DATES: November 9<sup>th</sup> through 23<sup>rd</sup>, 2018**

### **Administrative Business Summery**

- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Attended November 12<sup>th</sup> council meeting
- Contacted Water Commission about budget review follow up.
- Council meeting follow up (*minutes review, action items, letters*)
- Provided Advocate with clarification on agenda items
- Provided ongoing feedback for the Seeds to Grow proposal
- Met with HTS to arrange alarm system updates.
- Arranged and prepared for Special Meeting of Council
- Ongoing correspondence with Tango about the Pool Project
- David Warner provided and update from EDF
- Stuart Larson provided member at large recommendation from the Fire committee
- Prepared and Executed a contract extension for janitorial services at the Town Office
- Arranged Trinus to update the IT network the Tourist Center
- Corresponded with NavCan to update airport information
- Created RFD's for next council meeting.
- Met with Mayor to sign documents and discuss agenda items.

### **Formal Meetings of Interest**

- Community Futures Highwood Dinner – Aspen Crossing – *November 14<sup>th</sup>*
- Tango Project Management – Town Office – *November 15<sup>th</sup>*
- Special Meeting of Council – Town Office – *November 19<sup>th</sup>*
- Icompass Implementation Meeting – Video Meeting – *November 22<sup>nd</sup>*

  
Respectfully submitted by Kim Fath  
Chief Administrative Officer