



**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, OCTOBER 22, 2018  
COMMENCING AT 7:00 PM**

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[Mid October Admin Report-signed](#)

12. **In-Camera Items**

13. **Adjournment**







## REPORT

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**TO:** Council

**FROM:**

**DATE:** October 22, 2018

**SUBJECT:** Adoption of Previous Minutes October 9, 2018

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**DESCRIPTION:**

Adoption of Previous Minutes October 9, 2018

**RECOMMENDATION:**

THAT the October 9, 2018 minutes be adopted as presented.

**SUMMARY:**

The minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, October 9, 2018 are presented to Council.

**SIGNATURES:**

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**Manager, Title**

A blue ink signature, appearing to be "K.A.", written over a horizontal line.

**CAO/Clerk**



**MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**Meeting**  
**Tuesday, October 9, 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.: 2018.299**

Moved by Lyle Magnuson

*THAT the agenda be adopted as presented.*

CARRIED UNANIMOUSLY.

**3. Adoption of Previous Minutes**

**3.1 Regular Council Meeting Minutes - September 24, 2018**

**Motion No.: 2018.300**

Moved by Georgia-Lee DeBolt

*THAT the September 24, 2018 Regular Council meeting minutes be adopted as presented.*

CARRIED UNANIMOUSLY.

**4. Public Hearings**

Bylaw No. 1475-18 - Amendment to Land Use Bylaw 1437-15

- 4.1 Bylaw No. 1475-18 - Inclusion of Cannabis/Retail Amendment to Land Use Bylaw 1437-15

Norma Daniels made a verbal presentation expressing legislative concerns.

Ian McDonald of the Oldman River Regional Services Commission provided Council with a Bylaw process update.

No written comments were received by administration, and Mayor Grant allowed a further 10 minutes in case a late submission was received.

The public hearing was closed at 7:15 p.m.

**5. Correspondence and Information Items**

The list of Correspondence and Information for the period ending October 9, 2018 is attached for Council's review.

- 5.1 Thank You for Your Support 65+ Ladies Curling

**Motion No.: 2018.301**

Moved by Lorna Armstrong

*THAT Administration send a letter of congratulations to the Vulcan team for winning a silver medal for the 65+ Ladies Curling at the 55 Plus Canadian Games.*

CARRIED UNANIMOUSLY.

**Motion No.: 2018.302**

Moved by Lorna Armstrong

*THAT the list of Correspondence and Information for the period ending October 9, 2018 be received for Council's information.*

CARRIED UNANIMOUSLY.

**6. Bylaws and Policies**

**6.1 Bylaw No. 1475-18 - Inclusion of Cannabis/Retail Amendment Land Use Bylaw 1437-15**

At the September 24, 2018 Regular Council meeting Council gave Bylaw 1475-18 - Inclusion of Cannabis/Retail Amendment to Land Use Bylaw 1437-15 first reading.

Council was asked to give second and final reading to Bylaw 1475-18 Inclusion of Cannabis/Retail Amendment to Land Use Bylaw 1437-15.

**Motion No.: 2018.303**

Moved by Lyle Magnuson

*THAT Bylaw No. 1475-18 be given second reading.*

CARRIED UNANIMOUSLY.

**Motion No.: 2018.304**

Moved by Paul Taylor

*THAT Bylaw No. 1475-18 be given third and final reading.*

CARRIED UNANIMOUSLY.

**7. Current Business**

**7.1 Organizational Meeting**

The Chief Administrative Officer asked for Council's recommendation that the 2018-2019 Organizational Meeting be held on October 22, 2018 at either 6:00 p.m. or 7:00 p.m. at the Town Council Chambers.

**Motion No.: 2018.305**

Moved by Paul Taylor

*THAT the 2018-2019 Organizational meeting be held on October 22, 2018 following the business of the Regular Council meeting at the Town Office Council Chambers.*

CARRIED UNANIMOUSLY.

7.2 Black Friday Event Request

The Community Services Manager was approached by business owners to assist in the coordination of a Black Friday event in the downtown on November 23, 2018.

**Motion No.: 2018.306**

Moved by Laura Thomas

*THAT Public Works prepares the fir tree at the Bell Park for the Light Up the Tree event and that Mayor Tom Grant attends the official tree lighting.*

CARRIED UNANIMOUSLY.

7.3 ICIP-Investing in Canada Infrastructure Program Grant

The Community Services Manager is leveraging as much funding as possible for the Vulcan Swimming Pool project and is asking for Council's permission to apply for the ICIP - Investing in Canada Infrastructure Program Grant.

**Motion No.: 2018.307**

Moved by Lorna Armstrong

*THAT Council approves the Community Services Manager's request to apply for the Investing in Canada Infrastructure Grant for the Vulcan Swimming Pool Project.*

CARRIED UNANIMOUSLY.

7.4 Request for Letters of Support

The Southern Alberta Energy for Waste Association (SAEWA) is applying for two Alberta Community Partnership - Intermunicipal Collaboration Fund Initiative grants and are requesting a letter of support for each grant from the Town of Vulcan.

**Motion No.: 2018.308**

Moved by Paul Taylor

*THAT Council fully supports this important project initiative and directs Administration to complete the two letters of support as requested by SAEWA.*

CARRIED UNANIMOUSLY.

7.5 Request to Host a Grant Application

The Vulcan Spock Days Committee would like to apply for a Community Foundation of Lethbridge and Southern Alberta Grant to assist in fundraising for the purchase of a storage secan to be placed at the fenced storage space at the Town yard.

**Motion No.: 2018.309**

Moved by Lorna Armstrong

*THAT Council approves the Vulcan Spock Days Committee's request for the Town of Vulcan to host the Community Foundation of Lethbridge grant application with the condition that the committee completes the grant and that the grant funding will be held in reserve by the Town of Vulcan on behalf of the committee.*

CARRIED UNANIMOUSLY.

7.6 Formation of Vulcan Tourism Committee

AT the October 2, 2018 Vulcan & District Tourism Society meeting a discussion was held by the Society moving forward. The Society made a motion recommending the Town form a Committee to provide for all Tourism functions.

**Motion No.: 2018.310**

Moved by Lyle Magnuson

*THAT Council approves the creation of the Vulcan Tourism Committee for the purpose of providing recommendations for the direction of the Tourism department, and directs Administration to create the terms of reference for this committee, and the committee be made up of the following members:*

- 1. One Elected Official appointed by the Town of Vulcan*
- 2. One Elected Official appointed by the Vulcan County*
- 3. One Executive Member appointed by the Vulcan and District Chamber of Commerce*
- 4. 4 Members at Large appointed by the Town of Vulcan*

CARRIED.

7.7 Pool Capital Replacement Budget

In the 2018 5 year Capital Plan, Town Council included a planning budget of three million for the Capital replacement of the Swimming pool. Following committee review and an RFP process we were able to gather enough information to provide Council with a more detailed cost breakdown for this project.

**Motion No.: 2018.311**

Moved by Lyle Magnuson

*THAT Council approves directing Administration to include \$2,978.078.00 in the 2019 Capital Budget for the replacement of the swimming pool.*

CARRIED.

7.8 Project Management of Pool Replacement

Recreation and Administration have met with both consultants, and Public Works was included in the review of the proposals.

**Motion No.: 2018.312**

Moved by Lorna Armstrong

*THAT Council move in-camera at 7:54. p.m.*

CARRIED UNANIMOUSLY.

**Motion No.: 2018.313**

Moved by Laura Thomas

*THAT Council move out-of-camera at 8:14 p.m.*

CARRIED UNANIMOUSLY.

**Motion No.: 2018.314**

Moved by Paul Taylor

*THAT Council approves Administration to enter into a contract with the Tango project management firm to provide services for the capital replacement of the Vulcan Pool and that the funding for this be added to the 2019 operational budget.*

CARRIED UNANIMOUSLY.

**8. Committee Reports**

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

- 8.1 Family and Community Support Services
- 8.2 Vulcan Regional Food Bank Society
- 8.3 Vulcan and Vulcan County Coordinated Community Response to Elder Abuse
- 8.4 Vulcan Golf and Country Club
- 8.5 Vulcan & District Tourism Society

**Motion No.: 2018.315**

Moved by Georgia-Lee DeBolt

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

CARRIED UNANIMOUSLY.

**9. Councillor Reports**

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

- 9.1 Councillor Taylor

Attended Alberta Urban Municipalities Association Convention

- 9.2 Councillor DeBolt

Attended Alberta Urban Municipalities Association Convention

Attended Vulcan & District Tourism Society meeting



Provided an activity update on all meetings

9.3 Councillor Magnuson

Attended Alberta Urban Municipalities Association Convention

9.4 Councillor Thomas

Attended Alberta Urban Municipalities Association Convention

Attended Vulcan & District Tourism Society meeting

Provided an activity update on all meetings

9.5 Councillor Roddy

Attended Alberta Urban Municipalities Association Convention

Attended Community Futures Highwood Board training

Provided an activity update on all meetings

9.6 Councillor Armstrong

Attended Alberta Urban Municipalities Association Convention

Attended Marquis Foundation Special Meeting

Vulcan County Health & Wellness holding meetings in the different villages to update residents

Provided an activity update on all meetings

9.7 Mayor Grant

Attended Alberta Urban Municipalities

Solid Alberta Waste for Energy Association

Vulcan District Solid Waste and Doctor Retention meetings were cancelled

Provided an activity update on all meetings

**Motion No.: 2018.316**

Moved by Paul Taylor

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

CARRIED UNANIMOUSLY.

**10. Administrative Reports**

Management is to produce a report each month.

10.1 Action List

- 10.2 CAO Report
- 10.3 Development Officer Report
- 10.4 Public Works Report
- 10.5 Community Services Report
- 10.6 Community Peace Officer Report
- 10.7 Fire Services Report

**Motion No.: 2018.317**

Moved by Laura Thomas

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

CARRIED UNANIMOUSLY.

**11. In-Camera Items**

- 11.1 Tourism Staffing

**Motion No.: 2018.318**

Moved by Georgia-Lee DeBolt

*THAT Council moves in-camera at 8:36 p.m. under the Freedom of Information and Protection of Privacy Act, Part 1, Division 2 16(1)(a)(ii) for the purposes of reviewing a labour matter.*

CARRIED UNANIMOUSLY.

**Motion No.: 2018.319**

Moved by Lyle Magnuson

*THAT Council move out-of-camera at 10.03 p.m.*

CARRIED UNANIMOUSLY.

**12. Adjournment**

Moved by Councillor Roddy that the meeting be adjourned at 10:04 p.m.

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Mayor

UNAPPROVED



## **Federal Update from Martin Shields, MP Bow River**

October 2018

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### **1) Trans Mountain Pipeline Project**

The Trans Mountain Expansion remains in limbo, despite the government spending \$4.5 billion in an effort to save the project.

The recent court decision blocking the pipeline's construction is yet another hurdle that will now need to be overcome. Unfortunately, it does not appear that we will have shovels in the ground anytime soon.

### **2) Marijuana**

As you know, marijuana will be officially legalized in Canada on October 17<sup>th</sup>. I think that the government should have delayed legalization for much longer.

Municipalities, provinces and police forces across the country have expressed serious concerns about the government's expedited timeline. We will soon find out what new challenges legalization may present to those involved in regulating the drug's use.

### **3) Bill C-69 – new regulations on Canadian energy projects**

This is a large and complicated piece of legislation. It introduces numerous regulations that will further discourage investment in our energy industry. The Bill is presently at Second Reading in the Senate. I hope that Senators will amend it when it reaches committee stage. Otherwise, it may be impossible for any future energy projects to be built in this country.

### **4) Bill C-68 – Fisheries Bill with implications for farmers and ranchers**

This Bill has not received very much attention in Alberta, as it principally affects our coastal provinces. However, one section of this legislation may prove very problematic for our ranchers and farmers. It deems water with the necessary water flow characteristics to sustain fish as fish habitat, even if there are no fish there and

never have been. The risk is that man-made ditches with characteristics that could hypothetically support a fish habitat will be subject to strict environmental protections. This could pose massive problems for ranchers who need to cross their cattle through such ditches. I believe this section should be removed from the Bill.

**If you have any questions or comments, please do not hesitate to contact my office at 613-992-0761 or [martin.shields@parl.gc.ca](mailto:martin.shields@parl.gc.ca)**



Box 5121 High River, AB, T1V 1M3  
24-Hour Help Line: 403.652.3311  
Admin Office: 403.652.3316  
[www.rowanhouse.ca](http://www.rowanhouse.ca)  
Charitable Registration #899496707RR0001

Dear Mayor Grant and members of council,

As you may know, November is Family Violence Prevention Month in Alberta.

At Rowan House Emergency Shelter, we provide awareness, education and support throughout the entire year as we work toward building violence free communities; however we do like to take this opportunity to put a spotlight on this work and get more people actively involved.

Once again, we are asking you to proclaim November as Family Violence Prevention Month in your community and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

Another way you can take action is to #LaceUpforRowanHouse - where we're encouraging people to pick up a free pair of purple shoe laces and wear them November 1<sup>st</sup> – 30<sup>th</sup> to stand in solidarity with those affected by family violence. We are looking to move from a visual statement on the street to something that creates conversations in homes, businesses and schools. It is our hope that if people notice someone wearing these bright coloured laces, they might get asked about them and be able to start a dialogue on why they chose to take a stand against gender-based violence.

You can join the conversation on social media using the hashtag #LaceUpforRowanHouse or learn more by following us on Social Media.

Thank you for your support in helping to raise awareness to the harm done by family violence.

In gratitude;

Sherrie

Sherrie Botten,  
Executive Director

Rowan House Society – Rowan House Emergency Shelter

Phone: 403-652-3316 / Direct: 403-603-5992

Fax: 403-652-3377

Email: [director@rowanhouse.ca](mailto:director@rowanhouse.ca)

*Rowan House Trauma Informed Services take into account an understanding of trauma in all aspects of service delivery.  
Safety, trustworthiness, choice, collaboration and empowerment are the core values of Rowan House.*

## *November is Family Violence Prevention Month*

*Whereas there are many people in Alberta who experience the impact of family violence;  
and*

*whereas the impact may be carried on from generation to generation; and*

*whereas all Albertans have a role to play in preventing family violence.*

*Therefore, I \_\_\_\_\_ do hereby proclaim the*

### ***Month of November 2018 to be Family Violence Prevention Month***

*in \_\_\_\_\_  
(town)*

*I call upon citizens to speak out against family violence. I call upon you to make a  
difference by creating a culture of support for those impacted by family violence. And I  
call upon you to encourage all Albertans to help make our province violence free in 2017  
and beyond.*

***In witness whereof,  
I have here unto set my hand this***

***\_\_\_\_ Day of \_\_\_\_\_, 2018.***

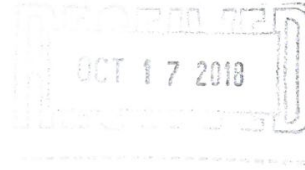
\_\_\_\_\_  
*Signature*





Oldman Watershed Council  
319 – 6 Street South  
Lethbridge, AB T1J 2C7

Town of Vulcan  
Attn: Mayor Grant and Councillors  
Box 360  
Vulcan, AB T0L 2B0



October 15, 2018

Dear Mayor Grant and Councillors:

**Water is Life!** In 2009, you provided \$582 to protect the Oldman watershed. Today, we are writing to ask for your support once again. Your contribution provides critical funding to inspire people across Southern Alberta to do more and to become engaged in the natural watershed systems in your area. OWC works hard to maximize our annual budget of \$740,000 but in order for us to reach our financial goals, we need your help!

Investments over the past 10 years have yielded enormous results for watershed health. Your dollars donated supported 61 projects including 49 km of riparian fencing and 25 off-stream watering systems which resulted in 7,175 head of livestock removed from water bodies and streambanks. Also, 26 weed pulls and 11 garbage clean ups utilizing 1,000 volunteers who filled 3,700 bags of invasive weeds and 1,977 pounds of garbage removal. We also hosted 8 biocontrol releases, 304 plans/assessments/surveys, 6 bioengineering projects, engaged 380 people in educational events, planted 1300 willows and installed 2 cattle crossings. As you can see, your donation goes a long way to reduce the damage to the watershed in your county.

This year has also seen some intense natural disasters in our area. The wildfires destroyed significant areas of land and forest. Drought followed by an early winter ravaged the farming community. Each of these events created significant challenges for the watershed and our community. It is time that every citizen steps up to do what they can to improve the health of the Oldman watershed so it can continue to provide the water we need to survive and thrive in the most water-limited region in Canada.

**Towns help with just \$0.45 of unrestricted funds per resident.**

For 1917 residents based on the Municipal Affairs Population List, that is an investment of  
**\$862.65**  
and is *critical* for OWC to fund the work being completed.

As our way of thanking you for your support, we would like to invite you to our first annual

**Sponsor Appreciation Luncheon**

December 7, 11am-12:30pm

New Dynasty Restaurant: 103 - 7 St S in Lethbridge

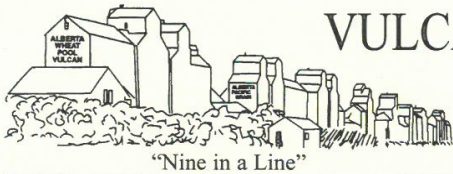
Please RSVP to [diane@oldmanwatershed.ca](mailto:diane@oldmanwatershed.ca) before December 4

If you would like a presentation, or have any questions, please contact Shannon Frank, OWC's Executive Director, by phone at: (403) 330-1759 or email: [shannon@oldmanwatershed.ca](mailto:shannon@oldmanwatershed.ca).

Sincerely,

Douglas Kaupp, OWC Chairman

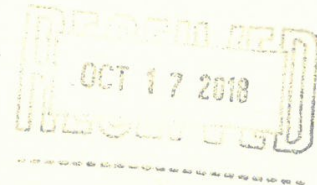




## VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

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

October 17, 2018  
Town of Vulcan  
Vulcan, Alberta



### **RE: Proposal for former Bateman Lot**

We have completed our construction of the storage building on the lot that used to be the Bateman lot on 1st St. North. There is a significant portion of this lot which is not covered by the building. We are undecided as to what to do with this area. In a discussion of options with Nancy Neufeld, she suggested that the town might be interested in using the unused area for additional town parking.

The Vulcan and District Historical Society is interested in exploring the idea of a cost-sharing project between the society and the Town of Vulcan on the vacant portion of the Bateman lot. We are asking if the Town would be interested in using the vacant portion of the lot as a paved parking Lot. If so, would the Town also consider preparing and paving that portion of the lot on a cost-sharing basis with the Society?

We are interested on the Town's feedback on this idea. If someone would like to come to our next meeting, Wednesday October 24, they would be welcome.

Sincerely,

Richard Lambert, President  
Vulcan and District Historical Society





Hello Mayors and CAOs,

Earlier today, the provincial government announced the cannabis revenue sharing deal under the Municipal Cannabis Transition Program (MCTP). This deal will hurt all municipalities and places the costs of legalization on the backs of Albertans, while the provincial government pockets the funds collected.

The federal government has been clear that 75 per cent of the Cannabis Excise Tax will go to provinces to share with municipalities according to shared responsibilities. But as today's MCTP outlines, over 215 Alberta municipalities will not receive any funds collected from that excise tax. Only 52 municipalities will be eligible for funding – funding that is inadequate and conditional on a grant application process that includes a reporting process full of red tape.

As a collective, we need to urge the province to come back to the table to create a revenue sharing program that provides municipalities with the necessary and reasonable funding required to manage cannabis legalization.

**And we can only do that with your help.**

1. Reach out to provincial and federal counterparts today. We have attached a template for you to use to let local MLAs know that because the provincial government did not engage municipalities in meaningful consultation, they failed to fully comprehend the impact legalization will have in our communities. You can also let local MPs know that the federal government entered into this agreement with the expectation that provinces would fairly distribute cannabis funds, but Alberta did not hold up their end of the bargain.
2. AUMA is providing key messages (attached) that can be used in conversations with stakeholders and other community leaders. A unified and shared message across the AUMA membership will amplify our voice. This issue hurts every municipality in Alberta, so the province should hear from every municipality. You can include examples of local costs that will affect your community as well.
3. Hold conversations with your council about a media engagement plan. A column has been provided for your use and we encourage you to share it with your local publications. Consider reaching out to your local media to provide input into the new MCTP arrangement and let them know it's a bad deal for residents in your community. This will ensure Albertans know that the province has left them on the hook to cover the costs of legalization.
4. Social media will be a useful tool in engaging with the province and informing our community members on the negative impacts of this deal. Follow @TheAUMA on Twitter and retweet important information that will be shared over the coming days. Actively share the unified key messages on your own social media channels as well.

In addition to our unified advocacy efforts in the province, AUMA has also reached out to the federal government. I will be sending a letter to Federal Finance Minister Bill Morneau outlining our concerns



with the province's failure to appropriately share excise taxes with municipalities and asking for consideration of options which could include the potential of withholding Alberta's share of the excise tax until an agreement that provides municipalities with the resources needed has been reached.

Members, I know you understand the gravity of the situation and how this deal the province is attempting to force upon us will hurt our communities. Municipalities are being put in an unfair position of choosing between safe communities or increased taxes for our residents as the province downloads the costs of legalization onto us. We are here to collaborate in equal partnership with the province, so let's work together to make sure they hear our voices on this, loud and clearly.

Sincerely,

**Barry Morishita** | President  
Mayor, City of Brooks

Sample letter to MLA – community under 5000

**Subject: (Municipal) Response to Municipal Cannabis Transition Program (MCTP)**

This week, the provincial government announced the Municipal Cannabis Transition Program (MCTP). This agreement outlines how taxes collected under the federal Cannabis Excise Tax will be distributed to municipalities – and this deal is bad news for our community.

As a municipality with a population under 5,000, our community will receive absolutely no support through the collected taxes from the provincial government. The funds that were intended to offset municipal costs for education and enforcement, including responding to complaints of consumption in prohibited areas, will instead go to line the pockets of the province. These costs will now have to be covered out of municipal budgets, instead of from the taxes collected from cannabis sales.

The federal government agreed to give provinces 75 percent of the taxation dollars from cannabis on the condition a significant portion of the funding is shared with municipalities. Instead, our province has decided to keep the majority of funding.

This is unacceptable. Property tax payers should not subsidize cannabis use.

We will continue to advocate for our community and fight against the province's attempt to leave our residents with the bill when it comes to legalization costs. The federal government intended for this excise tax to be shared between the province and municipalities. Because of this agreement, the Alberta Urban Municipalities Association is exploring options including potentially asking the Federal Finance Minister withhold the province's cheque until the province comes up with a program that doesn't leave municipalities with a choice of unsafe communities or a hike in property tax.

We respectfully ask you to immediately call upon the Ministers of Municipal Affairs, Treasury Board and Finance, and Justice and Solicitor General to rescind this program and invite AUMA back to the table to discuss distribution of excise funding to all municipalities in a manner that respects the roles municipalities will play during legalization.

Yours truly,

Name  
Mayor, (municipality)

cc: Barry Morishita, President, Alberta Urban Municipalities Association

#### Draft column – municipalities under 5,000

This week, the provincial government announced the Municipal Cannabis Transition Program (MCTP). This agreement outlines how taxes collected under the federal Cannabis Excise Tax will be distributed to municipalities – and this deal is bad news for our community.

As a population under 5,000, our municipality will receive absolutely no support through the collected taxes from the provincial government. The funds that were intended to offset the costs of education and enforcement, including responding to complaints of consumption in prohibited areas will instead go to line the pockets of the province.

The federal government agreed to give provinces 75 percent of the taxation dollars from cannabis on the condition a significant portion of the funding is shared with municipalities. Instead, our province has decided to keep the majority of funding.

Municipalities are tasked with community education and enforcement, including responding to complaints of consumption in prohibited areas. These costs will now have to be covered out of municipal budgets, instead of from the taxes collected from cannabis sales.

This is unacceptable. Property tax payers should not subsidize cannabis use. We will continue to advocate for our community and fight against the province's attempt to leave you with the bill when it comes to legalization costs. The federal government intended for this excise tax to be shared between the province and municipalities. . Because of this agreement, the Alberta Urban Municipalities Association is exploring options including potentially asking the Federal Finance Minister withhold the province's cheque until the province comes up with a program that doesn't leave municipalities with a choice of unsafe communities or a hike in property tax.

If you have any questions or concerns, I encourage you to reach out to our office. Your council is on your side and we will continue to pressure the province to put forward a plan that will provide municipalities the resources we need to ensure a smooth transition into legalization. You can reach us at XXX-XXX-XXXX





## REPORT

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**TO:** Council

**FROM:**

**DATE:** October 22, 2018

**SUBJECT:** Cash Statement Ending September 30, 2018

---

**DESCRIPTION:**

Cash Statement Ending September 30, 2018

**RECOMMENDATION:**

THAT the Cash Statement for the period ending September 30, 2018 be received for information.

**SUMMARY:**

Attached is a copy of the Cash Statement for the period ending September 30, 2018.

**SIGNATURES:**

---

**Manager, Title**

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

**CAO/Clerk**

TOWN OF VULCAN

Town of Vulcan  
Cash Statement  
9/30/2018

	Debit	Credit	YTD
<b>Cash</b>			
Bank - General Account	19,030,860.80	(19,306,563.32)	(275,702.52)
<b>Investments</b>			
Notice On Demand Acct General	4,212,958.13	(2,209,000.00)	2,003,958.13
Notice on Demand Acct FGTF	1,141.37	(758.18)	383.19
Notice on Demand Acct MSI Capital	880,043.03	(476,551.09)	403,491.94
Notice on Demand Acct Vulcan Innovation	16,007.05	(3,922.79)	12,084.26
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>5,199,302.11</u>	<u>(2,731,085.54)</u>	<u>2,468,216.57</u>

Mayor

\_\_\_\_\_

CAO

\_\_\_\_\_



## REPORT

---

**TO:** Council

**FROM:**

**DATE:** October 22, 2018

**SUBJECT:** Year-to-Date Statement ending September 30, 2018

---

**DESCRIPTION:**

Year-to-Date Statement ending September 30, 2018

**RECOMMENDATION:**

THAT the Year-to-Date statement for the period ending September 30, 2018 be received for information.

**SUMMARY:**

Attached is a copy of the Year-to-Date statement for the period ending September 30, 2018.

**SIGNATURES:**

---

**Manager, Title**

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

**CAO/Clerk**

TOWN OF VULCAN

For the Nine Months Ending September 30, 2018

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE ANNUAL BUDGET
<b>General Taxes &amp; Fees</b>				
Revenue	(\$2,912,327.43)	(\$52,811.33)	(\$3,009,439.35)	(\$97,111.92)
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	140,285.53	595,520.00	148,881.41
<b>Legislative</b>				
Revenue				
Expenses	78,843.27	25,232.64	118,970.00	40,126.73
<b>General Administration</b>				
Revenue	(66,114.76)	52.74	(52,700.00)	13,414.76
Expenses	579,790.16	47,217.88	827,281.69	247,491.53
<b>Fire Fighting</b>				
Revenue	(284,791.50)			284,791.50
Expenses	390,494.38	105.57	144,854.00	(245,640.38)
<b>Emergency Services</b>				
Revenue				
Expenses			5,500.00	5,500.00
<b>Bylaw</b>				
Revenue	(15,756.00)	(1,203.00)	(32,500.00)	(16,744.00)
Expenses	76,937.85	8,875.60	119,108.00	42,170.15
<b>Common Services</b>				
Revenue	(6,750.00)			6,750.00
Expenses	268,737.39	15,699.21	328,300.00	59,562.61
<b>Roads &amp; Streets</b>				
Revenue	(33,482.44)		(13,775.18)	19,707.26
Expenses	573,147.13	49,055.77	504,107.44	(69,039.69)
<b>Airport</b>				
Revenue				
Expenses	8,000.00		8,000.00	
<b>Water Treatment</b>				
Revenue	(180,000.00)	(20,000.00)	(240,000.00)	(60,000.00)
Expenses	140,612.19	6,261.63	199,091.80	58,479.61
<b>Storm</b>				
Revenue				
Expenses	3,702.63	2,053.98	6,580.54	2,877.91
<b>FCSS</b>				
Revenue	(158,791.00)		(199,133.00)	(40,342.00)
Expenses	110,107.25	2,175.00	212,291.00	102,183.75
<b>Cemetery</b>				
Revenue	(7,115.00)		(8,000.00)	(885.00)
Expenses	7,790.17	0.75	20,965.00	13,174.83

**Planning Development & Safety**

Revenue	(15,117.62)	(485.20)	(8,800.00)	6,317.62
Expenses	73,242.56	6,555.51	104,315.00	31,072.44

**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	(129,285.70)	(283.00)	(133,529.50)	(4,243.80)
Expenses	149,176.70	37,864.41	225,558.53	76,381.83

**Golf Course Loan**

Revenue				
Expenses	63,648.00	6,528.00	84,864.00	21,216.00

**Parks**

Revenue	(76,770.52)		(65,200.00)	11,570.52
Expenses	75,173.04	1,558.73	110,700.00	35,526.96

**Swimming Pool**

Revenue	(120,291.23)		(126,375.00)	(6,083.77)
Expenses	181,232.45	804.86	207,450.00	26,217.55

**Arena**

Revenue	(110,847.28)	(2,257.14)	(116,870.00)	(6,022.72)
Expenses	132,750.94	17,271.71	200,440.00	67,689.06

**Culture**

Revenue	(10,800.00)	(1,200.00)	(14,400.00)	(3,600.00)
Expenses	132,809.30	1,056.21	141,472.60	8,663.30

**Tourist Center**

Revenue	(108,945.45)		(145,000.00)	(36,054.55)
Expenses	356,371.83	20,227.29	364,175.00	7,803.17

**Water**

Revenue	(459,090.20)	(1,137.27)	(730,097.81)	(271,007.61)
Expenses	614,593.37	11,963.68	772,133.08	157,539.71

**Sewer**

Revenue	(144,130.83)	(61.10)	(207,489.81)	(63,358.98)
Expenses	201,413.80	7,710.17	320,666.88	119,253.08

**Garbage**

Revenue	(303,115.55)	(160.15)	(426,020.00)	(122,904.45)
Expenses	390,025.56	8,344.29	422,925.00	32,899.44

**TOTAL REVENUE**

(5,750,302.65)	(79,545.45)	(6,135,049.65)	(384,747.00)
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**TOTAL EXPENSES**

5,112,468.26	416,848.42	6,135,049.65	1,022,581.39
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## REPORT

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**TO:** Council  
**FROM:**  
**DATE:** October 22, 2018  
**SUBJECT:** Municipal Borrowing Bylaw

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**DESCRIPTION:**  
Municipal Borrowing Bylaw

**RECOMMENDATION:**  
THAT Bylaw No. 1476-18 be given first reading.  
THAT Bylaw No. 1476-18 be given second reading.  
THAT Bylaw No. 1476-18 be introduced for third and final reading.  
THAT Bylaw No. 1476-18 be given third and final reading.

**SUMMARY:**  
The Borrowing Bylaw is adopted annually.

**PURPOSE:**  
It is suggested that the limit amount of \$413,500.00 be maintained.

**SIGNATURES:**

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**Manager, Title**

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**CAO/Clerk**

**MUNICIPAL BORROWING BYLAW**  
**For the Purpose Specified in Section 256 of the Municipal Government Act**  
**Bylaw No. 1476-18**

**WHEREAS** the Council of the TOWN OF VULCAN (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Operating Credit Facility and Alberta Business Mastercard

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$413,500.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. ~~Prior to demand the Corporation make, on account of the borrowing, payments of \$ each, or as may subsequently be agreed with ATB in writing, for a term of years.~~
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - (b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have



any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, Reserves, Grants, etc

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

#### **Certificate**

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 22<sup>nd</sup> day of October 2018, at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and the seal of the Corporation this 22nd day of October 2018.

\_\_\_\_\_  
**Chief Elected Official**

**Seal**

\_\_\_\_\_  
**Chief Administrative Officer**





## REPORT

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**TO:** Council

**FROM:**

**DATE:** October 22, 2018

**SUBJECT:** Amendment to Policy F-03 - Signing Authority

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**DESCRIPTION:**

Amendment to Policy F-03 - Signing Authority

**RECOMMENDATION:**

THAT Council adopts Policy F-03 - Signing Authority as amended.

**SUMMARY:**

Administration is requesting that Council amend Policy F-03 - Signing Authority.

**PURPOSE:**

Attached is a draft copy of Policy F-03 - Signing Authority for Council's consideration.

**SIGNATURES:**

---

**Manager, Title**

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

**CAO/Clerk**

## **TOWN OF VULCAN**

### Policy Manual

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

#### **STATEMENT:**

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

#### **1. Policy**

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

<b>Position</b>	<b>Name</b>
Mayor	Thomas Grant
Councillor	Paul Taylor
Councillor	Georgia-Lee Debolt
Councillor	Lyle Magnuson
Councillor	Laura Thomas
Councillor	Michelle Roddy
Councillor	Lorna Armstrong
Chief Administrative Officer	(Richard) Kim Fath
Finance Manager	Janice McCallum-Campbell

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

**- END OF POLICY-**

## **TOWN OF VULCAN**

### Policy Manual

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

#### **STATEMENT:**

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- 1.5 Bylaws:** Upon Council approval a bylaw or bylaw amendment requires both the signature of the Mayor and the Chief Administrative Officer.

**- END OF POLICY-**





## REPORT

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**TO:** Council  
**FROM:** *Kim FATH*  
**DATE:** October 22, 2018  
**SUBJECT:** Tax Recovery Auction

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**DESCRIPTION:**

Tax Recovery Auction

**RECOMMENDATION:**

THAT council directs administration to request the Land Titles Office issue a new Certificate of Title in the name of the Town of Vulcan for 310 & 312 Whispering Way, Unit 79 & 80 Plan 0512713 as per section 424 of the Municipal Government Act. and; THAT council approves administration arranging for the disposal of 310 & 312 Whispering Way, Unit 79 & 80 Plan 0512713 as per section 425 of the Municipal Government Act and the Town of Vulcan policy PL-07.

**SUMMARY:**

On October 15th at 10:00 a.m. Administration held an auction for the tax recovery sale of 310 and 312 Whispering Way. There were no bids on this property and therefore no sale.

**ANALYSIS:**

Council now has two options for the recovery of the taxes. Attached a report that outlines these two options. The first is to keep the title in the current owners name and wait for 15 years to transfer a clear title to the Town, then dispose of the property as per policy PL-07, allowing the Town to keep all of the proceeds of the sale. The second is to request an immediate transfer of title and dispose of the property as per policy PL-07. Any surplus remaining from this sale after the payment of arrears must be paid to the previous owner, or held for 10 years. The second option provides for a more effective recovery of tax arrears in a shorter time frame.

**FINANCIAL IMPLICATIONS:**

The fair market value for these properties was set on October 15th 2018 at \$25,000.00 per lot by Ryan Vogt.

A handwritten signature in blue ink, appearing to be "Kim FATH", written over a horizontal line.



## Unsold Tax Recovery Property Options

### **Option 1**

#### ***Transfer to Municipality after 15 Years***

##### *Section 428.2*

When a tax forfeiture parcel of land has been offered for sale but not sold at a public auction, the municipality may eventually request the Registrar to cancel the existing certificate of title for the parcel and issue a certificate of title in the name of the municipality. This request can be made 15 years following the date of the public auction. Once this new title is issued, all responsibilities of the municipality under Division 8 of Part 10 of the MGA to the previous owner of the parcel cease. A municipality that becomes the owner of a parcel of land under this section acquires it free of all encumbrances, except those listed in section 428.2(4).

### **Option 2**

#### ***Transfer of Parcel to Municipality***

##### *Section 424*

A municipality may become the owner of a parcel immediately after the public auction if the parcel is not sold at the auction. If it chooses to take title, the municipality must request that the Land Titles Office cancel the existing Certificate of Title and issue a new one in the municipality's name (section 424(2)). If the municipality takes title, the property becomes exempt from future taxation. By taking title, the municipality can dispose of the property in accordance with section 425 of the MGA. If the municipality chooses not to take title, the property remains taxable; however, the municipality cannot dispose of the property. Where a municipality acquires title, the title, while placed in the municipality's name, retains a tax forfeiture notification against it.

#### ***Municipal Process for Disposing of Unsold Properties***

The municipality must acquire title to the land, pursuant to section 424, before disposing of the property in accordance with section 425(1). Even after title is obtained under section 424, the municipality is obligated to protect the previous property owner's interests by selling the property at a price as close as reasonably possible to the market value. After receiving title under section 424, the municipality can sell the property, at any time, and according to any conditions it chooses. Some possible options include direct sale, by tender, through a real estate agreement; or by any other means that support selling the property at market value.

#### ***Proceeds from the Sale of Tax Recovery Property***

##### *Sections 427 and 428*

All sale revenues must be paid into a separate account maintained by the municipality for proceeds from Division 8 tax recovery properties. The municipality must pay itself the tax arrears and other legal costs provided for under section 427(2). The municipality may, if it is satisfied that there are no debts secured against the property, pay the remaining funds to the previous landowner. If the municipality is not satisfied that there are no debts secured against the property, it must notify the previous owner of the surplus funds and that he or she must make application under section 428 to recover all or part of the proceeds. Under section 428, the former owner or other interested party will have up to **10 years** after the date of the public auction or the date of a sale under section 425 to make an application to the courts to be paid the surplus sale proceeds. If no application is made within the 10 year period, the municipality may use the money for its own purposes (section 428.1).





## REPORT

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**TO:** Council  
**FROM:** *Kim FATH*  
**DATE:** October 22, 2018  
**SUBJECT:** Regional FCSS Agreement

---

**DESCRIPTION:**  
Regional FCSS Agreement

**RECOMMENDATION:**

That council approve 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.

**SUMMARY:**

On October 1st, 2018 the FCSS Director, Carrol Thomson contacted Administration to confirm that the Village of Champion has provided notice that they wish to administer their own independent FCSS program and will no longer be participating in the Regional FCSS Agreement.

**ANALYSIS:**

The Regional Agreement requires amending to reflect the changes in participation. During this process it was also recognized that amendments were required to re-align the agreement with the Town of Vulcan FCSS Bylaws 1332-05 and 1350-07. These corrections include the number of members and the rules for quorum. Attached is a draft of the proposed amendments.

**FINANCIAL IMPLICATIONS:**

The provincial and matching funding for the Village of Champion will be removed from the Regional FCSS Budget.

The Town of Vulcan will continue to administer the provincial and matching funding on behalf of the participating municipalities.

**SIGNATURES:**

A handwritten signature in blue ink, appearing to be "K. FATH".

**THIS AGREEMENT, MADE THIS 27th DAY OF October, A.D. 2014-2018.**

**BETWEEN:**

**The Town of Vulcan**  
(hereinafter referred to as the Town)

and

**Vulcan County**  
(hereinafter referred to as the County)

and

**The Village of Champion**  
(hereinafter referred to as Champion)

and

**The Village of Carmangay**  
(hereinafter referred to as Carmangay)

and

**The Village of Lomond**  
(hereinafter referred to as Lomond)

**WHEREAS** the Family and Community Support Services Act enacts that, where a municipality provides for the establishment, administration, and operation of a Family and Community Support Services Program in a manner that is satisfactory to the Minister responsible for Family and Community Support Services (hereinafter referred to as "the Minister"), the Minister may pay grants to the municipality to be used in such programs;

**AND WHEREAS** the Family and Community Support Services Act makes provision for a municipality to enter into agreements with other municipalities to provide for the establishment, administration and operation of joint Family and Community Support Services Programs;

**AND WHEREAS** the parties have resolved to enter into an agreement with each other with respect to the operation of a regional Family and Community Support Services program; hereinafter referred to as the Vulcan and Region FCSS Program.

**AND WHEREAS** The Town of Vulcan has entered into an agreement with Alberta Family and Social Services under the Family and Community Support Services Act and regulations;

**AND WHEREAS** the Town agrees to act on behalf of other municipalities for administration and operation of a program;

**AND WHEREAS** the other parties to the agreement agree that the Town is responsible for the administration and operation of the program.

**NOW THEREFORE**, in consideration of these premises and the agreements contained therein, the parties hereto covenant and agree together as follows:

#### **BOARD STRUCTURE**

1. The parties hereto shall form a Board known as the Vulcan and Region Family and Community Support Services Board" (hereinafter referred to as the "Board") which shall be composed of and appointed as follows:
  - a) One (1) member appointed by the Council of each of the municipal parties to the agreement. The appointee may or may not be a Municipal Councillor at the pleasure of the appointing Council.
  - b) ~~Four~~ The remaining up to Eight (8) public members at large recommended by the Board and appointed by the Town of Vulcan.
2. All members shall serve terms as follows:
  - a) Members appointed by the Municipal Councils shall serve a term determined by the Municipal Council.
  - b) The public members at large, as recommended by the F.C.S.S. Board, shall be appointed by the Town of Vulcan Council and may be appointed for a maximum of three consecutive three year terms. The term may be extended by the Town on the recommendation of the Board.
3. All members of the Board shall remain in office until their respective successors are appointed where possible.
4. In the event of a vacancy occurring, the person appointed to fill such vacancy shall hold office for the remainder of the term in which the vacancy has arisen.
5. Municipally appointed members shall be eligible for re-appointment on expiry of their term and each municipality may establish the maximum number of terms that its member may serve.
6. The FCSS Director (hereinafter referred to as the "Director") shall be employed by the Town and responsible to the Board.

## BOARD PROCESS

7. The November meeting of the Board shall be the Organizational Meeting. The Chairman and Vice-Chairman and Secretary will be chosen at the Organizational Meeting each year.
8. All members of the Board including the Chairman shall vote on all questions put. A tie vote is a lost vote.
9. No less than 8 meetings of the Board shall be held in each year, the time and place of such meetings to be determined by the Board. Special meetings may be called on 24 hours notice by the Chairman or at the request of any four voting members.
10. ~~Five~~ **One Half** of the Board members, ~~three of which are appointee from a municipal Council~~ **two of which are Municipal representatives**, shall constitute a quorum **of the Board**.
11. The Board may appoint committees to deal with any matter coming within its scope. The Finance Committee will consist of municipally appointed members and the Director.
12. The Director will be responsible to:
  - a) Assist the Board in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program.
  - b) Advise the Board on the establishment of relationships with other Municipal, Provincial, and Federal departments and community agencies.
  - c) Promote the orderly development of Family and Community Support Services.
  - d) Review with the Board all applications for cost-sharing under the Family and Community Support Services Act and make recommendations as to their acceptance, deferment or rejection.
13. The Board shall, in consultation with the Director or designate,
  - a) Suggest policies concerning the application of the Family and Community Support Services Act and/or any other specific programs under its jurisdiction to the Municipal partners.



- b) Encourage submission of briefs pertaining to programs under its jurisdiction from responsible individuals and groups for review, evaluation and possible action.
- c) Encourage individuals and groups to offer suggestions for change to policies or programs which will make them more effective.
- d) Suggest to public and/or private agencies changes in the policies, programs or practices that might improve the impact of such services.
- e) Promote the public's awareness of the importance of prevention and of the preventive social services program's available.
- f) Advise the participating Councils on the establishment of new programs.
- g) Offer participating municipalities' policy guidance on the establishment of physical facilities necessary to the furtherance of FCSS programs.

#### **FUNDING AND ADMINISTRATION**

- 14. The cost of the Family and Community Support Services Program shall be shared by the Municipal Parties to this Agreement, and shall be determined by the Municipal Councils prior to the adoption of the budget.
- 15. It is agreed that the cost of any service approved by the Board, which does not qualify for a grant from the Provincial Government shall be shared by the Municipal Parties as set out in paragraph fourteen (#14) unless a recommendation is made to the Council's by the Board and is found acceptable.
- 16. Any Party may operate any family and community support service independently and shall pay for such independent programs as an extra over and above the requisition for general family and community support services carried out by the Board.
- 17. The Parties hereto agree that the establishment, administration and operation of the Family and Community Support Services Program may be performed within the territorial jurisdiction of the Parties upon the approval of such programs being given by the Board. The costs shall be payable by the Town on behalf of the Parties. It is acknowledged and agreed to by the Parties, that the Town shall recover the applicable portion of the costs from Provincial Government funding, Federal Government funding or other types of public funding for such programs, and/or the Party or Parties hereto that have agreed to pay part or all of these costs.

18. Each municipality's portion of shared funding from the Provincial-Municipal funding formula shall be payable by each Party to the Town on or before the 30<sup>th</sup> day of June, in each year, and adjusted as to actual expenditures as at the 31<sup>st</sup> of December in each year.
19. The Board shall provide such office space, supplies, equipment and furniture as may be required by the Director for the efficient operation of the program. The costs shall be shared by the municipal Parties to this Agreement.
20. Neither the Board nor any member thereof shall have any power to pledge the credit of any of the Parties hereto in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against any of the Parties without prior approval by the said Party.

This Agreement may be terminated on the 31<sup>st</sup> day of March in any year by any Party hereto giving notice to other Parties on or before the 1<sup>st</sup> day of September in the preceding year.

Agreed to this :

Date: \_\_\_\_\_

**THE TOWN OF VULCAN**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

Date: \_\_\_\_\_

**VULCAN COUNTY**

\_\_\_\_\_  
**Reeve**

\_\_\_\_\_  
**Chief Administrative Officer**

Date: \_\_\_\_\_

**THE VILLAGE OF CHAMPION**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

Date: \_\_\_\_\_

**THE VILLAGE OF CARMANGAY**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

Date: \_\_\_\_\_

**THE VILLAGE OF LOMOND**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**







## REPORT

---

**TO:** Council

**FROM:**

**DATE:** October 22, 2018

**SUBJECT:** Municipal Planning Commission Member-at-Large Recommendation

---

**DESCRIPTION:**

Municipal Planning Commission Member-at-Large Recommendation

**RECOMMENDATION:**

THAT Council approves the recommendation to appoint Brian Cole as a Member-at-Large to the Municipal Planning Commission commencing November 1, 2018.

**SUMMARY:**

The Municipal Planning Commission reviewed applications for the Member-at-Large position at the October 16, 2018 meeting.

**SIGNATURES:**

---

**Manager, Title**

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

---

**CAO/Clerk**

MEMO

**TO:** Kim Fath, CAO/Council  
**FROM:** Nancy Neufeld/Development Officer  
**DATE:** October 16, 2018

---

**RE: MPC (Municipal Planning Commission) Member-at-Large Position**

Members of the MPC reviewed the applications for the Member-At-Large position at the MPC meeting held on October 16, 2018.

The Committee is recommending that Council appoint Brian Cole as a Member-At-Large on the MPC commencing November 1, 2018.

7.1.1

Town of Vulcan  
Municipal Planning Commission  
Member-At-Large

NAME: BRIAN J. COLE

MAILING ADDRESS: BOX 1646

CIVIC ADDRESS: 434 - 3RD ST. N.

HOME PHONE #                      BUSINESS PHONE # 403-485-2497

CELL PHONE # 403-670-7031

ARE YOU A RESIDENT OF THE TOWN OF VULCAN?

☒ Yes

☐ No

ARE YOU OVER 18 YEARS OF AGE?

☒ Yes

☐ No

DO YOU HAVE RELIABLE ACCESS TO INTERNET AND THE ABILITY TO USE EMAIL AND DOWNLOAD AGENDA PACKAGES?

☒ Yes

☐ No

By completing and submitting this application form you are consenting to the use of the above information in the public agenda package for Town Council, and to the use of the information by Town Council, committee members and the Development Officer to select committee members. I accept the release of my name to the general public.

BRIAN J. COLE  
Printed Name

  
Signature

\*\*You are encouraged to enclose a letter outlining any additional information you deem important to support your appointment to the MPC.\*\*

October 11<sup>th</sup>, 2018

To Whom It May Concern

Let me introduce myself, my name is Brian James Cole, residence is 434 - 3<sup>rd</sup> Street North. Vulcan Alberta. TOL 2BO.

I have completed an application for Town of Vulcan Municipal Planning Commission.

Work Experience: I was a Gas fitter and Parts coordinator for Alberta and the Northwest Territories. Position of 37 years. I retired in 2016. We traveled back and fourth to Calgary for Two years, before retiring.

My wife and I moves to Vulcan four years ago and opened up Wholesale Warehouse Liquidation Store just over two years ago.

If you require any further information please contact the writer.

Respectfully Submitted



Brian James Cole  
(403) 620-7731



## REPORT

---

**TO:** Council  
**FROM:** Kim Fath  
**DATE:** October 22, 2018  
**SUBJECT:** VBIT Funding Request

---

**DESCRIPTION:**

VBIT Funding Request

**RECOMMENDATION:**

Due to VBIT not meeting the requirements set by council for requesting additional funding.

THAT council deny the funding request from the Vulcan Brand Innovation Team.

**SUMMARY:**

In September 2016 and March of 2018 Council approved separate one time grants of \$5000.00 to VBIT for the support of vTV.

An additional request has been received from the VBIT committee for the same level of funding.

**ANALYSIS:**

VBIT has not fulfilled councils terms for future requests, by providing financial statements and presenting the value of this funding to the community.

Attached are the letter of request from VBIT, a memo from the Community Services Manager, and 2 excerpts from the minutes in respect to the 2 previous funding requests.

This request was not currently budgeted for in the 2018 operation budget. If approved, Council may choose to draw this funding from Contingency Reserve. Council may also consider amending Policy F-06 Recurring Grants to include this request.

For the purpose of comparison our Icompass agenda software will support a module that provides timestamped video which links directly to the agenda, minutes, and a dedicated You Tube Channel for any Town meeting at a cost of \$3400.00 annually.

**FINANCIAL IMPLICATIONS:**

For community services provided by VBIT \$5000.00 annually. For video services provided by Icompass \$3400.00 annually.

**ALTERNATIVES:**

Council may wish to direct administration to include funding in the 2019 operation budget for the addition of a software module from Icompass which will allow the Town of Vulcan to record and post Council meeting videos with internal resources.

**SIGNATURES:**

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

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



## MEMO

**To: Kim Fath CAO**

**From: Bonnie Ellis – Community Services Manager**

**Re: VBIT**

**Date: October 18, 2018**

---

Dear Kim,

A representative, Ray Shaw of VBIT attended the Community Services office on October 18, 2018 to discuss the future of VBIT and the town's continued financial support for vTV.

The discussion included how VBIT and the Town have worked together on branding and innovation for our community. At this time, financial support is needed to assist vTV in creating and providing content which connects, education and inspires our community.

VBIT has formally requested a financial contribution of \$5000 to continue these services under VBIT as vTV emerges under its own board. Seeds to Grow along with VBIT as a partner, will ensure there is continuing deliver of vTV services for the next year. There is an opportunity to match this contribution with funding from CARES to support the growth of vTV which would help provide editing, uploading and analytics of Town Council meetings, department updates and Tourism channel.

**Pros:**

- Continued broadcast of Town council meetings therefore informing the community 30-40 views per session
- It is a communication tool for the residents
- Branding of community

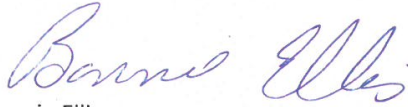
**Cons:**

- Recreation and tourism use social medias to distribute information to others at a nominal cost already
- Branding our community has seen success through our websites and social media for town, recreation and tourism

The recommendation from the Community Service Manager is that the Town should review the services provided by vTV to the town to ensure that it is meeting our needs.

I trust that this is satisfactory, however: should you have any further questions, please feel free to contact this office at your earliest convenience.

Respectfully Submitted,



Bonnie Ellis  
Community Services Manger





Bonnie Ellis  
Community Services Manager  
Town of Vulcan

## Request for Continuing Support for vTV

October 9, 2018

Dear Bonnie

The Community Virtual Network vTV have been working hard to fulfill our mission statement;

"To create and provide content which connects, educates and inspires our community."


We would like to thank the Town of Vulcan for being a partner in this endeavor.

- Providing editing, uploading and analytics of Town Council meetings
- Updates of Recreation, Bylaw services and Tourism information filmed and uploaded to vTV
- Provide platform for Trek and Tourism channel
- Explore new options to use vTV as a communication tool to the residents of the Town of Vulcan

We would like to ask for \$5000.00 to continue this service under VBIT as vTV emerges under its own board. Seeds to Grow along with VBIT as a partner, will ensure there is continuing deliver of Vtv services for the next year. There is an opportunity to match your contribution up to with funding from CARES at this time to support the growth of vTV.

Thank you

Ray Shaw, VBIT Chair  
cc Greg Deitz vice chair

  
PO Box 1259, 110-2<sup>nd</sup> Ave N  
Vulcan, Alberta  
(403) 485-4100

*Vulcan Brand Innovation Team*

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MARCH 20/2018



Bonnie Ellis  
Community Services Manager  
Town of Vulcan

### Request for Continuing Support for vTV

Dear Bonnie

The Community Virtual Network vTV has been working hard to fulfill our mission statement;  
"To create and provide content which connects, educates and inspires our community."

We would like to thank the Town of Vulcan for being a partner in this endeavor and would like to ask for **\$ 5000.00 per year as an reoccurring expense** item, evaluated every year. This funding would provide a connecting service to this town by:

- Providing editing, uploading and analytics of Town Council meetings
- Updates of Recreation, Bylaw services and Tourism information filmed and uploaded to vTV
- Provide platform for Trek and Tourism channel
- Explore new options to use vTV as a communication tool to the residents of the Town of Vulcan

Thank you

  
Ray Shaw, VBIT Chair  
cc Greg Deitz vice chair

  
PO Box 1259, 110-2<sup>nd</sup> Ave N  
Vulcan, Alberta  
(403) 485-4100

Vulcan Brand Innovation Team

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11.3

## ADMINISTRATION REPORT

**TO:** TOWN COUNCIL  
**FROM:** Kim Fath, CAO  
**DATE:** March 23<sup>th</sup>, 2018

### Background

In September 2016, the Town of Vulcan provided the Vulcan Brand Innovation Team (VBIT) with a onetime grant for \$5000.00 for the continued administration of the Community Virtual Network (vTV). The VBIT committee have requested the same level of funding be provided annually.

### Discussion

Attached are the letter of request from VBIT, a memo from the Community Services Manager, and an excerpt from the minutes in respect to the original funding request.

This request was not currently budgeted for in the 2018 operation budget. If approved, Council may choose to include this as an amendment to the operation budget before setting the mill rate. Council may also consider amending Policy F-06 to include this request.

While investigating agenda and minute management software we were informed that our platform will support a module to provide timestamped video which links directly to the agenda and minutes of our councils meetings. For the purpose of comparison this video module was available for an additional \$3400.00 per year.

### Consideration

Council is asked to consider the information provided for the purpose of discussing whether council would like to amend Policy F-06 to include a \$5,000.00 recurring grant paid to the Vulcan Brand Innovation Team.

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





**EXCERPT FROM MINUTES**

**REGULAR MEETING OF COUNCIL OF MARCH 26, 2018**

**BACKGROUND**

**11.3 Request for Continuing Support for vTV**

In September 2016 the Town of Vulcan provided the Vulcan Brand Innovation Team (VBIT) with a one-time grant of \$5,000.00 for the continued administration of the Community Virtual Network (vTV). The VBIT committee requested the same level of funding be provided annually.

**Motion No.: 18.099**

Moved by Councillor Lorna Armstrong THAT Council approves a one-time grant to Vulcan Brand Innovation Team for \$5,000.00 to be drawn from the Contingency Reserve and additional requests for funding will be received before October 15<sup>th</sup> accompanied by financial statements and a presentation highlighting the value of Community Virtual Network (vTV) to the community.

**CARRIED**

**CERTIFIED TRUE COPY  
Dated March 27, 2018**

A handwritten signature in blue ink, appearing to read 'KF'.

**Kim Fath  
Chief Administrative Officer  
Town of Vulcan**





August 31, 2016

To: Town of Vulcan Council

**Regarding:**

1. Special Projects 10 - Exploring Solar Energy
2. Supporting of the splitting of vTV community platform to the new Community Virtual Network – cvnet.tv.

**1. Special Projects 10 – Exploring Solar Energy:** The Vulcan Academy of Science and Technology or VAST was formed to facilitate learning in Science and Technology in the Vulcan Community.

As attached document, VAST is coordinating a Special Project 10, Exploring Solar Energy at CCHS similar to the mentorship program set up by the Vulcan County Health Worker's Retention and Recruitment Committee.

The Special Projects 10 on Exploring Solar Energy would like to have access to the live monitoring and data from Vulcan Solar Park. Field trips and angle adjustment trials could be part of Special Projects 10 strictly under Town supervision. We would like to launch this program in January 2017.

We would like a letter of support to engage our partners:  
Town of Vulcan, County Central High School, Palliser SD Beyond Borders, and Bow Valley Power.

Funding to support this program will be sourced with grants sourced by VBIT and donations from Bow Valley Power.





**2. Community Virtual Network:** As you have been made aware, the vTV platform has been split into an entertainment platform and a community platform, cvnet.tv. VBIT felt that the community platform has been an important way for our community to communicate and connect and we believe the new platform will only get better as we concentrate on the community platform as a non-profit. We want to make this a sustainable virtual platform for our community to utilize far into the future. In order to be sustainable we need to increase content and educate our residents on how to use this to its full capacity.

The Town of Vulcan has been a great supporter of this endeavor and have utilized this platforms for making the Council Meetings more accessible to all as well as Recreation Department updates. For these reasons we would like to ask the Town of Vulcan council, to take the \$5000 share that is being paid back to the Town of Vulcan and re-invest in the new community channel platform. This money will go towards the following:

- a. Providing editing & uploading services of Town Council Meetings and Recreational Updates;
- b. Explore new options for the Town of Vulcan to use the platform to communicate to its residents (i.e. video newsletters, notice of street closures, etc.)
- c. Provide analytics to the council on an ongoing basis which tracks viewership and visits to town videos and;
- d. Cost of the platform which is available to all town groups,

This ask is for VBIT's financial year (September 2016 – August 2017). We are applying for grant money and already have private sponsorship/advertising dollars committed to this project, therefore we will re-evaluate our financials and the sustainability of the project each fiscal year.

Thank you  
Ray Shaw, VBIT Chair



PO Box 1259, 110-2<sup>nd</sup> Ave N  
Vulcan, Alberta  
(403) 485-4100

*Vulcan Brand Innovation Team*

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## **ADMINISTRATOR'S REPORT**

**TO: TOWN COUNCIL**

**FROM: Kim Fath, CAO**

**DATE: September 8th, 2016**

### **Background**

On August 31<sup>st</sup> 2016 Ray Shaw the chair of VBIT brought forward a letter outlining two initiatives that VBIT is bringing forward for councils consideration.

### **Discussion**

VAST is proposing the coordination of a Solar Course for CCHS. The first request is for access to the live monitoring and data from the Vulcan solar park, and a letter of support for this project. The live monitoring is not yet in place but will soon be accessible through the Enphase Website. The plan is to make this information public. This program shows a benefit to potential students in the community and meets the criteria for a letter of support.

With the changes in the Vtv platform and the return of the Towns investment, VBIT is committed to continue providing this community programming. The second request is for council to consider taking the \$5000.00 Vtv investment that was returned to the Town, and to contribute it toward VBIT's efforts to continue the community programming. This donation could be considered under the Town's Policy F-45 One-Time Grants to Organizations.

### **Consideration**

Council is asked to consider the approval of a letter of support for the VAST coordination of Special Projects 10 – Exploring Solar Energy including access to the live monitoring data from the Vulcan Solar Park. Council is also asked to consider a one-time grant of \$5000.00 to VBIT for the continued administration of the Community Virtual Network.

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



## **EXCERPT FROM MINUTES**

### **REGULAR MEETING OF COUNCIL OF SEPTEMBER 12, 2016**

#### **BACKGROUND**

##### **11.1 VBIT Request for Support**

On August 31, 2016 Ray Shaw the chair of VBIT brought forward a letter outlining initiatives that VBIT is bring forward for Council's consideration.

VAST is proposing the coordination of a Solar Course for CCHS. The first request is for access to the live monitoring and data from the Vulcan solar park, and a letter of support for this project. The live monitoring is not yet in place but will soon be accessible through the Enphase Website. The plan is to make this information public. This program shows a benefit to potential students in the community and meets the criteria for a letter of support.

With the changes in the Vtv platform and the return of the Town's investment, VBIT is committed to continue providing this community programming. The second request is for Council to consider taking the \$5,000.00 Vtv investment that was returned to the Town, and to contribute it toward VBIT's efforts to continue the community programming. This donation could be considered under the Town's Policy F-45 One-Time Grants to Organizations.

##### **Motion No.: 16.255**

Moved by Councillor Paul Taylor THAT Council directs administration to draft a letter of support for the VAST coordination of Special Projects 10 – Exploring Solar Energy including access to the live monitoring data from the Vulcan Solar Park.

**CARRIED UNANIMOUSLY**

##### **Motion No.: 16.256**

Moved by Councillor Sue Dow THAT Council approves a one-time grant of \$5,000.00 to VBIT for the continued administration of the Community Virtual Network.

**CARRIED**

**CERTIFIED TRUE COPY  
Dated September 13, 2016**

**Kim Fath  
Chief Administrative Officer  
Town of Vulcan**



## REPORT

---

**TO:** Council  
**FROM:** Kim Fath  
**DATE:** October 22, 2018  
**SUBJECT:** Vulcan Tourism Committee Terms of Reference

---

**DESCRIPTION:**  
Vulcan Tourism Committee Terms of Reference

**RECOMMENDATION:**  
THAT council approves the Terms of Reference for the Vulcan Tourism Committee

**SUMMARY:**  
At the October 9, 2018 Regular Council meeting council directed administration to prepare the Terms of Reference for the newly formed Vulcan Tourism Committee.

**ANALYSIS:**  
Administration has prepared the attached Terms of Reference for the Committee.

**SIGNATURES:**

---

Manager, Title

A handwritten signature in blue ink, appearing to be "K. Fath", written over a horizontal line.

CAO/Clerk





## **Vulcan Tourism Committee**

### **Terms of Reference**

#### **1. Purpose/Objective**

The Tourism Committee will strive to stimulate and encourage the development of local tourism efforts within the Town of Vulcan and to the Vulcan region. The Committee is responsible for identifying strategic priorities and ensuring that there is an alignment between the tourism related objectives of the Committee with those of various other local partners. The Committee is to guide and advise Town Council in the development and implementation of priorities for tourism in the Vulcan region.

#### **2. Appointment of the Committee**

- 2.1 The membership of the Committee will consist of a maximum of seven (7) members consisting of the following members:
  - One Elected Official appointed by the Town of Vulcan
  - One Elected Official appointed by the Vulcan County
  - One Executive Member appointed by the Vulcan and District Chamber of Commerce
  - 4 Members at Large appointed by the Town of Vulcan
- 2.2 It is recommended that the organizational representatives are appointed on the basis of their ability to communicate on behalf of their individual organizations for the benefit of the local tourism industry and should have good familiarity with the industry.
- 2.3 Members at Large, including any replacement members, must be appointed by Council. All residents of the Town of Vulcan are eligible to apply; however, individuals with direct involvement in the tourism industry will be given preference for membership on this Committee. Appointments shall be made by Council at a regular public meeting.
- 2.4 Committee members serve as volunteers and shall serve without any remuneration.
- 2.5 The Chair and Vice Chair of the Committee shall be elected by the Committee. Members so elected shall hold the positions for a period of one year, after which a new Chair and Vice Chair shall be elected by the members of the Committee, with the provision that the existing Chair and Vice Chair shall be eligible for re-election to either of the two positions.
- 2.6 A quorum shall consist of four voting members, including one elected official.

## **Vulcan Tourism Committee**

### **Terms of Reference**

#### **3. Terms of Office**

- 3.1 Elected and Chamber representatives shall be appointed as per each organization's regulation and procedure. Recommendations from the Tourism Committee will be considered.
- 3.2 All at-large appointments to the Committee shall be for a term of two years. Upon completion of a term the position shall be advertised. The member who has held the position shall be eligible to re-apply.
- 3.3 Terms of office for Members-at-Large shall alternate so that a maximum of two (2) positions shall be renewed each year.
- 3.4 Members-at-Large absent from two consecutive meetings or from three or more meetings in a one year period shall forfeit their office, unless such absences are authorized by resolution of the Committee and entered in the minutes.
- 3.5 Any member of the Committee may resign at any time by sending appropriate written notice to the Chairman of the Committee. In the event of a vacancy, the appointment of a successor shall be to the conclusion of the original term.
- 3.6 Town Council shall have the power to remove any member of the Committee from office at any time.

#### **4. Responsibilities**

- 4.1 To guide and advise Town Council and staff in the development and implementation of a tourism strategic plan, including both long-term and short-term objectives.
- 4.2 To identify emerging tourism conditions/new trends/niche markets that will assist in shaping the strategic plan for Vulcan Tourism.
- 4.3 To oversee the development of tourism locally by helping to strengthen the overall "visitor experience" through marketing and product development initiatives.
- 4.4 To act as a sounding board in analyzing pros and cons of proposed Town actions on both new policy matters and specific applications.
- 4.5 To recommend changes to the Town's policies and procedures in order to continue to improve the tourism climate.
- 4.6 To act as a resource, available to assist Tourism staff in hosting incoming dignitaries, travel trade as well as provide a positive ambassador role in the tourism community, local and outside the region.
- 4.7 To advise and guide Vulcan Tourism in its marketing plan and initiatives (i.e. trade shows, web page, newsletters, events, market research information, publications, etc...)

## **Vulcan Tourism Committee**

### **Terms of Reference**

- 4.8 To advise Vulcan Tourism in its industry development initiatives (i.e. programs, conferences, support services, etc...).
- 4.9 To propose programs for the enhancement of the image of the community and the development of other amenities and services related to tourism development.

### **5. Committee Meetings**

- 5.1 Minutes will be kept of each meeting by the department's Tourism Coordinator. Minutes will be regularly distributed to all members of Councils as well as circulated to the Chamber of Commerce.
- 5.2 The Committee shall schedule monthly meetings, with all special additional meetings to be called by the Committee Chair. All meetings will be held at Town Council Chambers.
- 5.3 In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two (2) Committee Members.
- 5.4 Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.
- 5.5 Meetings shall be conducted in accordance with the rules of procedure set out in the Town of Vulcan Council Procedure Bylaw.
- 5.6 All Members shall vote on all questions. In the event of a tie, the motion shall be lost.
- 5.7 The Committee representatives may choose to form a sub-committee to act as a resource to the Committee to address specific issues. This sub-committee shall be approved by the Committee prior to its formation. Sub-committee members shall have voting rights within the sub-committee.
- 5.8 Recommendations shall be brought to the attention of the Town Council in writing by the Chair or Vice Chair of the Committee.

### **6. Resources**

- 6.1 Adequate resources shall be provided to the Committee to ensure the effective operation. This includes providing an annual operational budget, as required.
- 6.2 An operational budget and annual business plan will be presented in writing by the Chair or Vice Chair of the Committee, to be presented for consideration in October of each fiscal year to Town Council.
- 6.3 The Town of Vulcan shall be the administrating entity for the Committee functions. Directly attributable costs for Tourism administration will be included within the Tourism Committee's budget.
- 6.4 Staff support for the Tourism Committee shall be provided by the Town of Vulcan and costs for the staff shall be included in the estimated budget.







*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 6 (2018)**  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday, July 26, 2018 at 6:00 p.m.**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

---

**EXECUTIVE COMMITTEE:**

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

Ian Sundquist (absent)  
Greg Robinson (absent)  
Morris Zeinstra

**STAFF:**

Lenze Kuiper – *Director*

Jennifer Maxwell – *Subdivision Technician*

---

**AGENDA:**

1. **Approval of Agenda** – July 26, 2018.....
2. **Approval of Minutes** – June 14, 2018..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Executive Committee Resignation – Greg Robinson.....
  - (b) Intellectual Property / Copyright Policy..... (attachment)
  - (c) Subdivision and Development Appeal Board Training Update .....
  - (d) Assessment Review Board Update .....
  - (e) Subdivision Statistics 2018..... (attachment)
  - (f) Fee For Service 2018..... (attachment)
  - (g) In-Camera.....
5. **Accounts**
  - (a) Office Accounts – June 2018 ..... (attachment)
  - (b) Financial Statements – January 1 - June 30, 2018..... (attachment)
6. **Director's Report**.....
7. **Executive Report**.....
8. **Adjournment** .....

---

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Jim Bester**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the minutes of June 14, 2018, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Executive Committee Resignation – Greg Robinson**

- Greg Robinson has accepted an Economic Development position with the Town of Raymond. Therefore, he has resigned from the Executive Committee as he no longer sits on Council. There was some discussion on whether the vacant position should be filled immediately or wait until the Organizational Meeting in December. There was a consensus to send a thank you to Greg Robinson for his service and wait to fill the position.

**Moved by: Doug MacPherson**

THAT the resignation of Greg Robinson be accepted and a thank you be sent for his service.

**CARRIED**

**Moved by: Morris Zeinstra**

THAT the Executive Committee wait until December 2018 to fill the vacant Executive Committee position and operates with six members in the meantime.

**CARRIED**

**(b) Intellectual Property / Copyright Policy**

- Lenze Kuiper presented a draft Intellectual Property / Copyright Policy that was prepared on recommendation from the lawyer. The goal of this document is to receive proper acknowledgement when information is being sources. ORRSC is owned by the municipalities and the draft policy states that materials are owned by both the municipality and ORRSC. There was some discussion on whether both parties would be required to consent to the sharing of information. The intent of the policy is not to restrict usage but to receive proper acknowledgement. The committee discussed some amendments to be made before the policy is presented to the Board at the September 6, 2018 meeting.

**Moved by: Don Anderberg**

THAT the Intellectual Property / Copyright Policy is amended as discussed prior to presentation at the September 6, 2018 Board of Directors' meeting. **CARRIED**

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

- Lenze Kuiper provided an update to the committee on the Subdivision and Development Appeal Board (SDAB) training. Four staff recently attended a training session in Okotoks and there will be another training session offered in Lethbridge in October that four more planners will be attending. ORRSC has contacted Municipal Affairs and has been granted permission to offer SDAB training to members. ORRSC will continue to work with Municipal Affairs in order to make this training available.
- Member municipalities have expressed interest in establishing a Regional SDAB. An agreement and a bylaw will be required for each participating municipality.

**(d) Assessment Review Board Update**

- Lenze Kuiper provided an update on this year's Assessment Review Board hearings. ORRSC provides Assessment Review Board services for approximately 30 municipalities and appeals have started coming in. So far, 10 local appeals and 9 commercial appeals have been submitted. Of those, 3 have already been resolved.
- There are 13 Board members trained and 3 Board members sit for each local hearing. Local appeals require a 35-day notice for the hearing and ORRSC prepares the decision. Commercial appeals are heard by the Municipal Government Board (MGB) and require 2 Board Members. Commercial appeals require a 75-day notice for the hearing and the decision is prepared by the MGB.

**(e) Subdivision Statistics 2018**

- A total of 91 subdivision applications and \$169,687.50 in fees have been received as of June 30 this year.

**Moved by: Doug MacPherson**

THAT the Executive Committee accept the June 2018 Subdivision Statistics, as information.

**CARRIED**

**(f) Fee For Service 2018**

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

**Moved by: Don Anderberg**

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

**CARRIED**

**(g) In-Camera**

**Moved by: Don Anderberg**

THAT the Executive Committee go in-camera (6:38 p.m.).

**CARRIED**

**Moved by: Doug MacPherson**

THAT the Executive Committee come out of camera (7:21 p.m.).

**CARRIED**

## 5. ACCOUNTS

### (a) Office Accounts – June 2018

5150	Staff Mileage .....	M. Burla .....	\$ 210.00
5150	Staff Mileage .....	S. Harty .....	181.00
5460	Public Relations .....	C. Mills .....	341.79
5150	Staff Mileage .....	S. Olsen .....	15.00
5160	Staff Field Expense .....	S. Olsen .....	32.67
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	43.67
5285	Building Maintenance .....	Infinity Maintenance .....	400.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	277.00
5310	Telephone .....	Bell Mobility .....	644.68
5310	Telephone .....	Bell Mobility .....	681.22
5310	Telephone .....	Shaw Business .....	145.85
5310	Telephone .....	Shaw Business .....	145.85
5320	General Office Supplies .....	Desjardin Card Services .....	109.08
5390	Graphic & Drafting Supplies .....	Desjardin Card Services .....	291.47
5330	Dues & Subscriptions .....	APPI .....	450.00
5330	Dues & Subscriptions .....	Government of Alberta .....	50.00
5330	Dues & Subscriptions .....	Nanton News .....	68.00
5330	Dues & Subscriptions .....	Claresholm Local Press .....	38.10
5330	Dues & Subscriptions .....	Vauxhall Advance .....	24.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5390	Graphic & Drafting Supplies .....	Digitex .....	3,242.90
5430	Aerial Photos & Maps .....	M.D. of Taber .....	200.00
5440	Land Titles Office .....	Minister of Finance .....	250.00
5470	Computer Software .....	Worktech .....	8,440.94
5490	Consultants .....	Cam Klassen .....	2,600.00
5500	Subdivision Notification .....	Lethbridge Herald .....	376.04
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	989.77
1160	GST Receivable .....	GST Receivable .....	920.59
<b>TOTAL</b>			<b><u>\$21,667.62</u></b>

**Moved by: Morris Zeinstra**

THAT the Executive Committee approve the Office Accounts of June 2018 (\$21,667.62), as presented. **CARRIED**

### (b) Financial Statements – January 1 - June 30, 2018

- There was a question regarding the fee for "Go to Meetings". Lenze confirmed that it is a subscription fee for a service used by the GIS Department for online meetings.

**Moved by: Morris Zeinstra**

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - June 30, 2018, as presented. **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. ADJOURNMENT**

**Moved by: Jim Bester**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:38 p.m. until **Thursday, September 13, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 





**BOARD MEETING MINUTES  
BROOKS FIRE HALL  
THURSDAY, AUGUST 23, 2018**

Minutes of the Canadian Badlands Board Meeting held on August 23, 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
Anne Marie Philipsen	Director, Canadian Badlands / Councillor, County of Newell
Brad Slorstad	Director, Canadian Badlands / Advisory Council, Special Areas #2
Terri Kinsman	Director, Canadian Badlands / Rocking R Guest Ranch
Heather Colberg	Member-at-large, Canadian Badlands / Mayor, Town of Drumheller

**PRESENT VIA TELEPHONE**

Ken Kultgen	Director, Canadian Badlands / Mayor, Village of Foremost
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**REGRETS**

Barry Morishita	Past President, Canadian Badlands / Mayor, City of Brooks
Fernando Morales	
Llan	Director, Canadian Badlands / Councillor, Town of Magrath
Doran Degenstein	Treasurer, Canadian Badlands

**OTHERS IN ATTENDANCE**

Anastasia	
Martin-Stilwell	Travel Alberta
Robb Grundy	nonfiction studios
Gary Blaney	nonfiction studios
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.18.54 George Glazier made a motion to approve Agenda with the following amendment:

After Item 4.5 - Financial Report add  
4.6 Grant Funding

**CARRIED UNANIMOUSLY**

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

**June 28, 2018, Board Meeting**

B.M.18.55 Terri Kinsman made a motion to approve the previous Minutes as presented.

**CARRIED UNANIMOUSLY**

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

## **4. ONGOING BUSINESS**

### **4.1 Marketing Campaign Update**

- Robb Grundy & Gary Blaney, nonfiction studios

### **4.2 Shareholder Retention**

- Town Halls
- Anastasia Martin-Stilwell, Travel Alberta

Travel Alberta has a template for these types of "Town Hall" meetings which CBT could organize throughout the Region at strategic locations, making it viable for as many of our Members to attend as possible.

**ACTION Diana will send an email to all the CBT Board Members, and everyone can input their ideas of what may be done for Shareholder Retention, which will be incorporated into one document.**



#### **4.3 Correspondence**

Letter from Chris Hesseltine, Assistant Deputy Minister of Tourism.  
Confirmation of funding for the September Roger Brooks Tour.

#### **4.4 Product Development Committee**

- Update on the September 2018 Roger Brooks Tour

#### **4.5 Financial Reports**

- Budget

This discussion has been tabled. See Item 4.11 CBT Budget Committee.

- Bookkeeping / Accounting – Request For Proposal (RFP)

One RFP was received from Alok Verma, who is with Ascend Financial.

B.M.18.56 Terri Kinsman made a motion to accept the Proposal from Alok Verma if Ascend Financial will agree to drop the \$8,900 claim.

**CARRIED UNANIMOUSLY**

**ACTION**      **Going forward, Diana will list all invoices being paid, which will be included in the Board package at each meeting.**

#### **4.6 Grant Funding**

The Government of Alberta (GOA) has changed the requirements for future grant monies to be made available. They are requesting that the 2017 – 2018 Projects be reported on immediately and any unused portions be returned to them.

CBT will then be able to apply for one grant project going forward.

This is unrelated to, and does not affect, the three-year Sustainability Grant that we currently have in place.

#### **4.7 Articles of Association – Set up a Committee to review or set a date for the Board to review**

This item to be tabled for now.

**ACTION**      **Diana will send an electronic copy of the Articles to all CBT Board Members.**

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

- Adoption of the Previous Minutes, June 28, 2018

B.M.18.57 Terri Kinsman made a motion to approve the previous Minutes as presented.

**CARRIED UNANIMOUSLY**

- Update

Strathmore council meeting September 19, 2018, at 7:00 pm.

**ACTION Brian Varga will contact Dan Sullivan and Terri Kinsman to organize a meeting before the presentation on September 19, 2018, to the Council in Strathmore.**

#### **4.9 Sustainability**

- Strategic Plan

CBT has received a Strategy Map as the result of the Strategic Planning Session held in June 2018, with Maggie Davison. A full report can be provided and she would supply the necessary information to a report writer and designer. The cost would be somewhere in the area of about \$3,000.

**ACTION Lonna Hoggan will get more information on this process from Maggie Davison.**

#### **4.10 CBT Membership Fee Committee**

**Committee Members:** Brian Varga, Ken Kultgen, Fernando Morales Llan, Doran Degenstein, Lonna Hoggan.

- Update

This Committee meeting was not held due to lack of quorum.

Through discussion by the CBT Board of Directors it was decided that there will be no request to raise the Membership Fee for 2019, other than the regular Cost of Living Adjustment (COLA) increase.

#### **4.11 CBT Budget Committee**

**Committee Members:** Brian Varga, Ken Kultgen, Fernando Morales Llan, Terri Kinsman, Doran Degenstein, Lonna Hoggan.

- Update

This Committee meeting was not held due to lack of quorum.

B.M.18.58 Anne Marie Philipsen made a motion to table the discussion of Budget until CBT has a new accountant to assist with this process.

**CARRIED UNANIMOUSLY**

## **5. NEW BUSINESS**

### **5.1 CBT Board of Directors**

- Appointment of Treasurer

B.M.18.59 Brad Slorstad made a motion to remove Doran Degenstein from signing authority on all CBT accounts, as a Member from all CBT Committees, as Treasurer on the Board of Directors, and as a Member from the CBT Board of Directors.

**CARRIED UNANIMOUSLY**

B.M.18.60 Heather Colberg made a motion to assign Terri Kinsman as Treasurer for the CBT Board of Directors.

**CARRIED UNANIMOUSLY**

### **5.2 Signing Authority**

B.M.18.61 Terri Kinsman made a motion to remove the limit from Lonna Hoggan's Signing Authority, so she is able to be a signatory on all CBT cheques.

**CARRIED UNANIMOUSLY**

### **5.3 Set next Board Meeting dates for 2018**

The next Board Meeting will be held in Drumheller at the CBT office in the Board Room on Wednesday, October 03, 2018, at 1:00 pm.

**6. ROUND TABLE**

**7. IN-CAMERA**

**8. ADJOURNMENT**

B.M.18.62 Terri Kinsman made a motion to adjourn the meeting at 4:45 p.m.

**CARRIED UNANIMOUSLY**



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**Brian Varga, Vice President**



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**Lonna Hoggan, Administrative Manager**



## Mayors & Reeves of Southwest Alberta

## MINUTES

Friday, September 7, 2018  
Culver City Room, Lethbridge City Hall  
910 – Fourth Avenue South, Lethbridge

### PRESENT:

Reeve Lorne Hickey, Chair	Lethbridge County
Mayor Maggie Kronen	Town of Cardston
Mayor Kim Craig	Town of Coaldale
Mayor Brent Feyter	Town of Fort Macleod
Deputy Mayor Brenda Beck	Town of Magrath
Mayor Peggy Losey	Town of Milk River
Mayor Don McDowell	Town of Nobleford
Mayor Don Anderberg	Town of Pincher Creek
Mayor Margaret Plumtree	Town of Vauxhall
Mayor Thomas Grant	Town of Vulcan

### Guests:

Maria Fitzpatrick, MLA	Lethbridge East
Pat Stier, MLA	Livingstone-Macleod

Mayor Ed Weistra	Village of Barons
Mayor Stacey Hovde	Village of Carmangay
Mayor Tom Butler	Village of Coutts
Councillor Gerald Carter	Village of Glenwood
Mayor Trevor Lewington	Village of Stirling
Deputy Mayor Colette Glynn	Village of Warner
Reeve Jim Bester	County of Cardston
Councillor Richard Oster	County of Cypress
Deputy Reeve Phil Jensen	County of Warner
Mayor Chris Spearman	City of Lethbridge
Reeve Quentin Stevick	MD of Pincher Creek
Reeve Brian Brewin	MD of Taber
Reeve Maryanne Sandberg	MD of Willow Creek
Bill Chapman	Highway #3 Association

**1.0 WELCOME AND INTRODUCTIONS**

Reeve Lorne Hickey called the meeting to order at 1:05 pm.

**2.0 ADDITIONS TO / APPROVAL OF THE AGENDA**

7.7 Transportation from Lethbridge to Medicine Hat

**3.0 ADDITIONS TO / APPROVAL OF THE MINUTES**

**Moved** by Mayor Peggy Losey - **Carried**

**4.0 BUSINESS ITEMS ARISING FROM MINUTES**

**5.0 REPORTS**

**5.1 MP Reports**

**5.2 MLA Reports**

Drew Barnes

- Would appreciate feedback, ideas and/or concerns from municipalities.

Pat Stier

- Discussed the cooperation of Alberta and British Columbia in order to keep the fire contained.
- Appreciative to those that send their concerns and information in to be brought forward.

Maria Fitzpatrick

- Discussed the events attended this summer.

**6.0 PRESENTATION – Primary health care needs of rural Albertans, Faisal Kassam, NP**

- Discussed the role of a Nurse Practitioner.
- Discussed the need of a Nurse Practitioner in rural communities.
- Discussed the changes that need to be made in order to have a Nurse Practitioner in rural centers.

## **7.0 REPORTS**

### **7.1 Alberta Southwest Regional Alliance Report – Barney Reeves**

- Discussed outdoor recreation.

### **7.2 SouthGrow – Ron Lagemaat**

- Discussed renewable energy.
- Discussed broadband throughout southern Alberta.

### **7.3 RMA – Randy Taylor**

- No report.

### **7.4 AUMA – Tanya Thorn**

- Discussed the Cannabis Act.
- Broadband still remains a priority for AUMA.
- Encourages comments regarding the ICF workbook located on the AUMA website.
- Discussed recycling.
- Discussed the review of the Police Act.

### **7.5 Oldman Watershed Council – Shannon Frank**

- Thanked all donors and volunteers.

### **7.6 Highway #3 Association- Bill Chapman**

- Discussed working on a strategic plan in regards to the twinning of highway 3.

### **7.7 Transportation from Lethbridge to Medicine Hat**

- Currently looking for a service provider to bus from Lethbridge to Medicine Hat, making 8 stops along the way.

## **8.0 BUSINESS**

Reeve Lorne Hickey thanked Mayor Tom Butler for his years of service.

## **9.0 NEXT MEETING DATE**

Friday, October 12, 2018 – Saddle Room – Lethbridge Exhibition Park, South Pavilion

## **10.0 ADJOURNMENT:**

**Moved** Mayor Don McDowell to adjourn meeting at 2:25 pm. **Carried**





**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON TUESDAY, October 16, 2018  
COMMENCING AT 2:00 P.M.**

**PRESENT:** Chairman John Seaman, Members Lyle Magnuson, Paul Taylor, Sue Dow, Shirley Zuehlke

**ABSENT:** Vice-Chairman Ron Fernley

**STAFF:** Nancy Neufeld, Development Officer; Greg Arlett, Peace Officer

**OTHER:** Kevin Hansen

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

**1.0 DELEGATION - NIL**

**2.0 ADDITIONS/CHANGES TO AGENDA**

Chairman John Seaman requested that Item 7.1 Member-At-Large appointment be taken In-Camera.

**MOTION 18.28:**

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

**3.0 MINUTES**

3.1 Minutes of the September 18, 2018 meeting of the MPC were presented for adoption.

**MOTION 18.29:**

Moved by Member Shirley Zuehlke that the Minutes of the Town of Vulcan Municipal Planning Commission of September 18, 2018 be approved as read by each member of the Commission. **CARRIED**

**4.0 MISCELLANEOUS CORRESPONDENCE - NIL**

**5.0 SUBDIVISION & DEVELOPMENT REQUESTS**

5.1 **D18.23 – 118-2<sup>nd</sup> Avenue South – Lot 37 Block 3 Plan 8611119  
C-1 – Permitted Secondary Use/Office**

**D18.25 – 116-1<sup>st</sup> Street South – Lot 13-17 Block 3 Plan 7000AG  
C-1 – Discretionary Use – Outside Storage**

*Municipal Planning Commission*

*October 16, 2018*

**Motion: 18.30:**

Moved by Lyle Magnuson that the Municipal Planning Commission approve Development Permit 18.25 as per Option 1. **CARRIED**

**Motion 18.31:**

Moved by Lyle Magnuson to not waive the development permit fee for Development Permit 18.25.

**Motion 18.32:**

Moved by Shirley Zuehlke that the Municipal Planning Commission approve Development Permit 18.23 as per Option 1. **CARRIED**

**6.0 UNFINISHED BUSINESS – NIL**

**7.0 NEW BUSINESS - Item 7.1 MPC Member-At-Large Appointment moved In-Camera.**

**8.0 DEVELOPMENT OFFICER'S REPORT**

**Motion 18.33:**

Moved by Sue Taylor that the Municipal Planning Commission receive the Development Officer's Report for information. **CARRIED**

**9.0 LAND USE BY LAW REVIEW – NIL**

**10.00 QUESTION PERIOD**

Lyle Magnuson had a question for the Peace Officer in regards to dogs in parks. Greg clarified that dogs are allowed on the pathways and roadways, but not in other park areas as per our Bylaws (in particular the soccer fields and ball diamonds).

**10.0 IN-CAMERA**

**Motion18.34:**

Moved by Paul Taylor that the MPC meeting move in camera at 2:38 p.m. **CARRIED**

**Motion18.35:**

Moved by Sue Dow that the MPC meeting move out of camera at 2:55 p.m. **CARRIED**

**Motion 18.36:**

Moved by Sue Dow that recommendation be made to Council that Brian J. Cole be appointed as a Member-At-Large on the Municipal Planning Commission commencing November 1, 2018.

***CARRIED***

**12.0 DATE OF NEXT MEETING**

Next meeting of the MPC to be held November 20, 2018

**13.0 ADJOURNMENT**

The meeting was adjourned by Shirley Zuehlke at 3:00 p.m.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**SECRETARY**

DRAFT



## 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 June 11, 2018	18.202	Moved by Councillor Lyle Magnuson THAT Council approves the Vulcan Pool Committees recommendation and directs Administration to prepare and issue requests for proposal for a new pool basin including mechanical components as well as separate documents for a new pool house, for the purpose of accurately providing budgetary cost estimates.	Karen Rose Bonnie Ellis	Send Copy of Resolution to Community Services Manager Prepare and issue requests for proposals for the pool basin and separate proposal for a new pool house Report back to Council with recommendation	June 13, 2018  October 9, 2018
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	
Regular Council October 9, 2018	18.301	Moved by Councillor Lorna Armstrong THAT Administration send a letter of congratulations to the Vulcan team for winning a silver medal for the 65+ Ladies Curling at the 55 Plus Canadian Games.	Karen Rose Kim Fath	Send congratulations letter for winning silver medal at Winer Games	October 12, 2018
Regular Council October 9, 2018	18.303-304	Moved by Lyle Magnuson THAT Bylaw No. 1475-18 be given second reading. Moved by Paul Taylor THAT Bylaw No. 1475-18 be given third and final reading.	Karen Rose	Send Copy of Resolution to Development Officer and Oldman River Regional Services Commission File signed bylaw in Binder	October 11, 2018
Regular Council October 9, 2018	18.306	Moved by Councillor Laura Thomas THAT Public Works prepares the fir tree at the Bell Park for the Light Up the Tree event and that Mayor Tom Grant attends the official tree lighting.	Karen Rose	Send Copy of Resolution to Community Services Manager and Public Works Foreman	October 11, 2018

## Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council October 9, 2018	18.308	Moved by Councillor Paul Taylor THAT Council fully supports this important project initiative and directs Administration to complete the two letters of support as requested by SAEWA.	Karen Rose Kim Fath	Send signed letters of support to SAEWA	October 10, 2018
Regular Council October 9, 2018	18.307	Moved by Councillor Lorna Armstrong THAT Council approves the Community Services Manager's request to apply for the Investing in Canada Infrastructure Grant for the Vulcan Swimming Pool Project.	Karen Rose	Send Copy of Resolution to Community Services Manager	October 11, 2018
Regular Council October 9, 2018	18.309	THAT Council approves the Vulcan Spock Days Committee's request for the Town of Vulcan to host the Community Foundation of Lethbridge grant application with the condition that the committee completes the grant and that the grant funding will be held in reserve by the Town of Vulcan on behalf of the committee.	Karen Rose	Send Copy of Resolution to Community Services Manager and Finance Officer	October 11, 2018
Regular Council October 9, 2018	18.310	Moved by Councillor Lyle Magnuson THAT Council approves the creation of the Vulcan Tourism Committee for the purpose of providing recommendations for the direction of the Tourism department, and directs Administration to create the terms of reference for this committee.	Karen Rose Kim Fath Bonnie Ellis	Send Copy of Resolution to Community Services Manager Draft Advertisement and place in Vulcan Advocate Send letters to Vulcan County & Chamber of Commerce requesting their participation	October 18, 2018
Regular Council October 9, 2018	18.311	Councillor Lye Magnuson THAT Council approves directing Administration to include \$2,978,078.00 in the 2019 Capital Budget for the replacement of the swimming pool.	Karen Rose	Send Copy of Resolution to Community Services Manager and Finance Manager	October 11, 2018
Regular Council October 9, 2018	18.314	Moved by Councillor Paul Taylor THAT Council approves Administration to enter into a contract with the Tango project management firm to provide services for the capital replacement of the Vulcan Pool and that the funding for this be added to the 2019 operational budget.	Karen Rose Kim Fath	Send Copy of Resolution to Community Services Manager and Finance Officer Notify Tango Project Management to execute contract	October 11, 2018 October 10, 2018



## **CAO'S REPORT**

**SUBMITTED TO:** Town Council  
**SUBMITTED BY:** Kim Fath  
**FOR THE DATES:** October 5<sup>th</sup> through 19<sup>th</sup>, 2018

### **Administrative Business Summary**


- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Attended October 9<sup>th</sup> council meeting
- Council meeting follow up (*minutes review, action items, letters*)
- Provided meeting follow up information to the Advocate
- Reviewed and Executed Project Management contract with TANGO
- Prepared information for upcoming Organizational Meeting
- Met with an individual interested in leasing an airport lot for construction of a hangar
- Organized and held tax recovery auction sale. (*Monday October 15<sup>th</sup>*)
- Met with FCSS Director and reviewed Regional Agreement amendments.
- Provided Alberta Transportation information about the speed signs on highway 534
- Prepared terms of reference and advertisements for Tourism Committee
- Reviewed the Towns IT analysis that was completed by Trinus
- Created RFD's for next council meeting.
- Met with Mayor to sign documents and discuss agenda items.

### **Staff**

- Reviewing the Tourism positions and assessing future staffing requirements

### **Formal Meetings of Interest**

- County Communication Meeting – Milo – *October 11<sup>th</sup>*.
- Pristine Homes – Town Office – *October 11<sup>th</sup>*
- Trinus Technologies – Conference Call – *October 18<sup>th</sup>*

  
Respectfully submitted by Kim Fath  
Chief Administrative Officer