



**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, OCTOBER 9, 2018
COMMENCING AT 7:00 PM**

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12. **Adjournment**



MINUTES
REGULAR MEETING OF COUNCIL
Meeting
Monday, September 24, 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.: 2018.285

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 10, 2018

Motion No.: 2018.286

Moved by Georgia-Lee DeBolt

THAT the September 10, 2018 Regular Council meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY.

4. Delegations and Presentations

4.1 Vulcan Television and Vulcan Brand Innovation Team Update

Ray Shaw, Gail Wark and Carmen Pelletier were in attendance for the purpose of informing Council of changes to Vtv and an update of the Vulcan Brand Innovation Team's projects.

Motion No.: 2018.287

Moved by Paul Taylor

THAT the delegation's update be received for information.

CARRIED UNANIMOUSLY.

5. Correspondence and Information Items

The list of Correspondence and Information for the period ending September 24, 2018 is attached for Council's review.

5.1 Municipal Sustainability Initiative - Approval to Apply for 2018 Operating Allocations

5.2 Rowan House Society - Breakfast With The Guys Fundraiser

Motion No.: 2018.288

Moved by Laura Thomas

THAT the list of Correspondence and Information for the period ending September 24, 2018 be received for Council's information.

CARRIED UNANIMOUSLY.

6. Financial Reports

6.1 Cash Statement

Motion No.: 2018.289

Moved by Lorna Armstrong

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

CARRIED UNANIMOUSLY.

6.2 Year-to-Date Statement

Motion No.: 2018.290

Moved by Paul Taylor

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

CARRIED UNANIMOUSLY.

7. Bylaws and Policies

7.1 Bylaw 1475-18 - Inclusion of Cannabis/Retail Land Use Bylaw 1437-15 Amendment

This application for the amendment of the Land Use Bylaw 1437-15 was put forth by Administration for Bylaw 1474-18 Inclusion of Cannabis/Retail.

Motion No.: 2018.291

Moved by Georgia-Lee DeBolt

THAT Bylaw No. 1475-18 be given first reading and that a Public Hearing date be set for the October 9, 2018 Regular Council Meeting.

CARRIED UNANIMOUSLY.

8. New and Unfinished Business

8.1 Policy U-01 Review

At the September 10th Regular Council meeting Robert Shearer presented his concerns in regards to the changes to this policy and the effect that it has on his property value. Council directed Administration to provide Council with a review of Policy U-01.

Motion No.: 2018.292

Moved by Lyle Magnuson

THAT Council receives the administration report as information.

CARRIED UNANIMOUSLY.

8.2 Vulcan County Health & Wellness Request

The construction on the hospital expansion has been delayed due to soil conditions on site, and they require clean fill to continue. A request was received from the Health and Wellness Foundation for the Town to provide fill clay for this project. The request was distributed electronically and received unanimous support by all Councillors.

Motion No.: 2018.293

Moved by Lorna Armstrong

THAT Council approves a donation to the Vulcan County Health and Wellness Foundation of 1875 cubic meters of clay fill material from the stockpile located at the Vulcan Lagoon site to be relocated and used for the Vulcan Community Health Care expansion.

CARRIED UNANIMOUSLY.

8.3 Fortis Franchise Fee for 2019

Fortis requires written notice of Council's intentions to increase, decrease, or keep the franchise fee the same.

Motion No.: 2018.294

Moved by Paul Taylor

THAT Administration respond in writing to Fortis Alberta that the Town of Vulcan would like to keep the franchise fee at the current rate of 20% for 2019.

CARRIED UNANIMOUSLY.

9. Committee Reports

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

9.1 Foothills Regional Emergency Services Commission

9.2 Municipal Planning Commission

9.3 Municipal Planning Commission

Motion No.: 2018.295

Moved by Lyle Magnuson

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

CARRIED UNANIMOUSLY.

10. Councillor Reports

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

10.1 Councillor Taylor

Attended Foothills Regional Emergency Services Commission meeting
Attended Vulcan Golf & Country Club meeting
Attended Southern Alberta Energy for Waste Association Annual General meeting; Provided an activity update on all meetings

10.2 Councillor DeBolt

Volunteered at the Food Truck Fundraiser

10.3 Councillor Magnuson

Attended Southern Alberta Energy for Waste Association Annual General meeting
Attended Swimming Pool meeting; Attended a Municipal Planning Commission meeting; Provided an activity update on all meetings

10.4 Councillor Thomas

Attended Vulcan Library Board meeting; Provided an activity update on the meeting

10.5 Councillor Roddy

Attended Vulcan Chamber of Commerce Executive meeting
Attended Vulcan Regional Victims Services Society meeting
Attended Vulcan Community Response to Elder Abuse meeting

Attended Food Truck Fundraiser; Provided an activity update on all meetings

10.6 Councillor Armstrong

Attended Swimming Pool meeting
Attended Food Truck Fundraiser

10.7 Mayor Grant

Attended Southern Alberta Energy for Waste Association Annual General meeting
Provided an updated activity report on the meeting

Motion No.: 2018.296

Moved by Laura Thomas

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

CARRIED UNANIMOUSLY.

11. Administrative Reports

Management is to produce a report each month.

11.1 Action List

Motion No.: 2018.297

Moved by Georgia-Lee DeBolt

THAT the Action List provided by Administration be received for information.

CARRIED UNANIMOUSLY.

11.2 CAO Report

Motion No.: 2018.298

THAT the information provided by Administration be received for

information.

CARRIED UNANIMOUSLY.

12. Adjournment

Moved by Councillor Michelle Roddy THAT the meeting be adjourned at 7:59 p.m.

CAO

Mayor



Skip Linda, Third, Shirley, Lead Lois, Second Sharon

*Town
of Vulcan*

The 2018 '55 Plus Canadian Games'
were in

Saint John, New Brunswick
August 21 - 24.

Our team represented Alberta
in 65+ Ladies Curling
at the
Thistle St. Andrews Curling Club
winning Silver!

Thank-you so much for your support!

Linda Bratt Lois McEldrich
Sharon McEwen Shirley Zuehlke



REPORT

TO: Council

FROM:

DATE: October 9, 2018

Bylaw 1475-18 - Inclusion of Cannabis/Retail Amendment to Land Use

SUBJECT: Bylaw 1437-15

DESCRIPTION:

Bylaw 1475-18 - Inclusion of Cannabis/Retail Amendment to Land Use Bylaw 1437-15

RECOMMENDATION:

THAT Bylaw 1475-18 be given second reading.

THAT Bylaw 1475-18 be given third and final reading.

SUMMARY:

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.

PURPOSE:

This application is for a Land Use Bylaw 1437-15 Amendment for the addition of Land Use Bylaw 1475-18 Inclusion of Cannabis/Retail.

Attached is a draft copy of Bylaw 1475-18 - Inclusion of Cannabis/Retail Amendment to Land Use Bylaw 1437-15 for Council's consideration.

SIGNATURES:



Manager, Title

BYLAW NO. 1475-18
OF THE TOWN OF VULCAN
IN THE PROVINCE OF ALBERTA

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

WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Vulcan in the Province of Alberta (hereinafter called the "Council") has adopted Land Use Bylaw No. 1437-15;

WHEREAS Council is desirous of amending bylaw of amending Bylaw 1437-15

WHEREAS The purpose of the proposed amendment is to accommodate cannabis related uses as part of the Bylaw in accordance with the applicable Federal and Provincial legislation.

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

1. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1475-18".
2. Amendment to Land Use Bylaw No. 1437-15 as per "Schedule A" attached.
3. This bylaw shall come into force and effect on October 17, 2018.
4. That Bylaw No.1475-18 be consolidated to Bylaw No. 1437-15.

READ this FIRST time this 24th day of September of 2018.

Tom Grant, Mayor

Kim Fath, Chief Administrative Officer

READ for a SECOND time this 9th day of October of 2018.

Tom Grant, Mayor

Kim Fath, Chief Administrative Officer

READ for a THIRD time this 9th day of October of 2018.

Tom Grant, Mayor

Kim Fath, Chief Administrative Officer

SCHEDULE 2: LAND USE DEFINITIONS

New Definitions

AGLC means Alberta Gaming, Liquor and Cannabis Commission.

Cannabis means Cannabis as defined by the *Federal Cannabis Act*.

Cannabis Accessories means accessories that promote the responsible and legal consumption and storage of cannabis.

Cannabis Product means a product that contains Cannabis.

Retail Cannabis Licence means a licence under the *Gaming, Liquor and Cannabis Act* that authorizes the purchase, sale, transport, possession, and storage of Cannabis.

Retail Cannabis Store means a Use where recreational Cannabis can be legally sold, and has been licensed by the AGLC. All Cannabis that is offered for sale or sold must be from a federally approved and licensed producer. No consumption shall be on premises. This may include ancillary retail sale or rental of Cannabis Accessories, and where counselling on Cannabis may be provided.

Changed Definitions

Medical Marihuana Cannabis means a substance used for medical purposes authorized by a licence issued under the Federal Government's Access to Cannabis for Medical Purposes Regulations (ACMPR) or any subsequent legislation which may be enacted in substitution.

Medical Marihuana Cannabis Production Facility means a Use where Cannabis is grown, processed, packaged, tested, destroyed, stored or loaded for shipping, and that meets all Federal requirements as well as all requirements of this Bylaw, as amended from time to time.

SCHEDULE 1: LAND USE DISTRICTS

Add:

Retail Cannabis Store as a "Discretionary Use" within the Retail Commercial (C-1), Highway Commercial (C-2) and Industrial (I-1) Land Use Districts;

Replace:

Medical Marihuana Production Facility with **Cannabis Production Facility** as a Discretionary Use within Industrial (I-1) Land Use District.

SECTION 4 Table 4.7.2 Non-residential Minimum Required Off-street Parking

Retail Cannabis Stores be added to the Table as
1 space/37.m² (400ft²) of GFA

SECTION 13 ~~MEDICAL MARIHUANA~~ CANNABIS PRODUCTION FACILITY

- 13.1 The owner or applicant must provide as a condition of development a copy of the current license for all activities associated with medical cannabis ~~marihuana~~ production as issued by Health Canada.
- 13.2 The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
- 13.3 The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, and garbage containers and waste material.
- 13.4 The development shall not operate in conjunction with another approved use.
- 13.5 The development shall not include an outdoor area for storage of goods, materials or supplies.
- 13.6 The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.
- 13.7 The development must not be within 75.0 m (246 ft) of a residential or a public institutional district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential or a public institutional district.
- 13.8 The Development Authority may require, as a condition of a development permit, a Public Utility and Waste Management Plan, completed by a qualified professional, that includes detail on:
 - (a) the incineration of waste products and airborne emissions, including smell;
 - (b) the quantity and characteristics of liquid and waste material discharged by the facility; and
 - (c) the method and location of collection and disposal of liquid and waste material.
- 13.9 The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Light Industrial use found in Schedule 4.

NEW

SECTION 14 RETAIL CANNABIS STORES

- 14.1 The development of Retail Cannabis Stores shall be in accordance with the *Gaming, Liquor, and Cannabis Act* as well as any other applicable regulation.
- 14.2 A copy of the Retail Cannabis Licence issued by the Alberta Gaming and Liquor Commission shall be provided to the Town prior to occupancy as a condition of Development Permit approval.
- 14.3 Advertising inside the premises shall not be visible from the outside.
- 14.4 Only permanent signage shall be permitted and copy shall be restricted to the business name.
- 14.5 Retail Cannabis Stores will be prohibited in the use of portable signs.
- 14.6 The premises must operate separately from other businesses, including providing a separate Loading Space when one is required.

- 14.7 The public entrance and exit to the Use must be direct to the outdoors.
- 14.8 Goods shall not be visible from outside the business premises.
- 14.9 A Retail Cannabis Store shall have no other Use.
- 14.10 Retail Cannabis Stores shall only be allowed within the Retail Commercial C-1, Highway Commercial C-2, and Industrial I-1 Land Use Districts.
- 14.11 In all districts a Retail Cannabis Store must not be located within a 100m area that contains any of the following Uses or structures, when measured from the closest point of a Retail Cannabis Stores parcel of land to any of the following:
 - (a) The boundary of the parcel of land on which a Hospital, as defined in this Bylaw is located; and
 - (b) The boundary of the parcel of land containing a School, as defined in this Bylaw
- 14.12 The specified separation distances are reciprocal and also apply to those described land Uses identified in 14.11 applying for a development permit locating in close proximity of an established Retail Cannabis Store.



**NOTICE OF PUBLIC HEARING
TOWN OF VULCAN**

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1475-18

To be held at 7:00pm, October 9th, 2018

Town of Vulcan Council Chambers

321 2nd Street South

PURSUANT to sections 230, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Vulcan in the Province of Alberta hereby gives notice of its intention to adopt Bylaw No. 1475-18, being an amendment to Land Use Bylaw 1437-15 for the municipality.

THE PURPOSE of the proposed Bylaw No. 1475-18, is to accommodate cannabis related uses as part of the Bylaw in accordance with the applicable Federal and Provincial legislation.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the Proposed Bylaw No. 1475-18 will be held in the Town of Vulcan Council Chambers at 7:00pm, October 9, 2018.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should, in writing, notify the Chief Administrative Officer of their intention prior to 7:00pm on October 9, 2018.

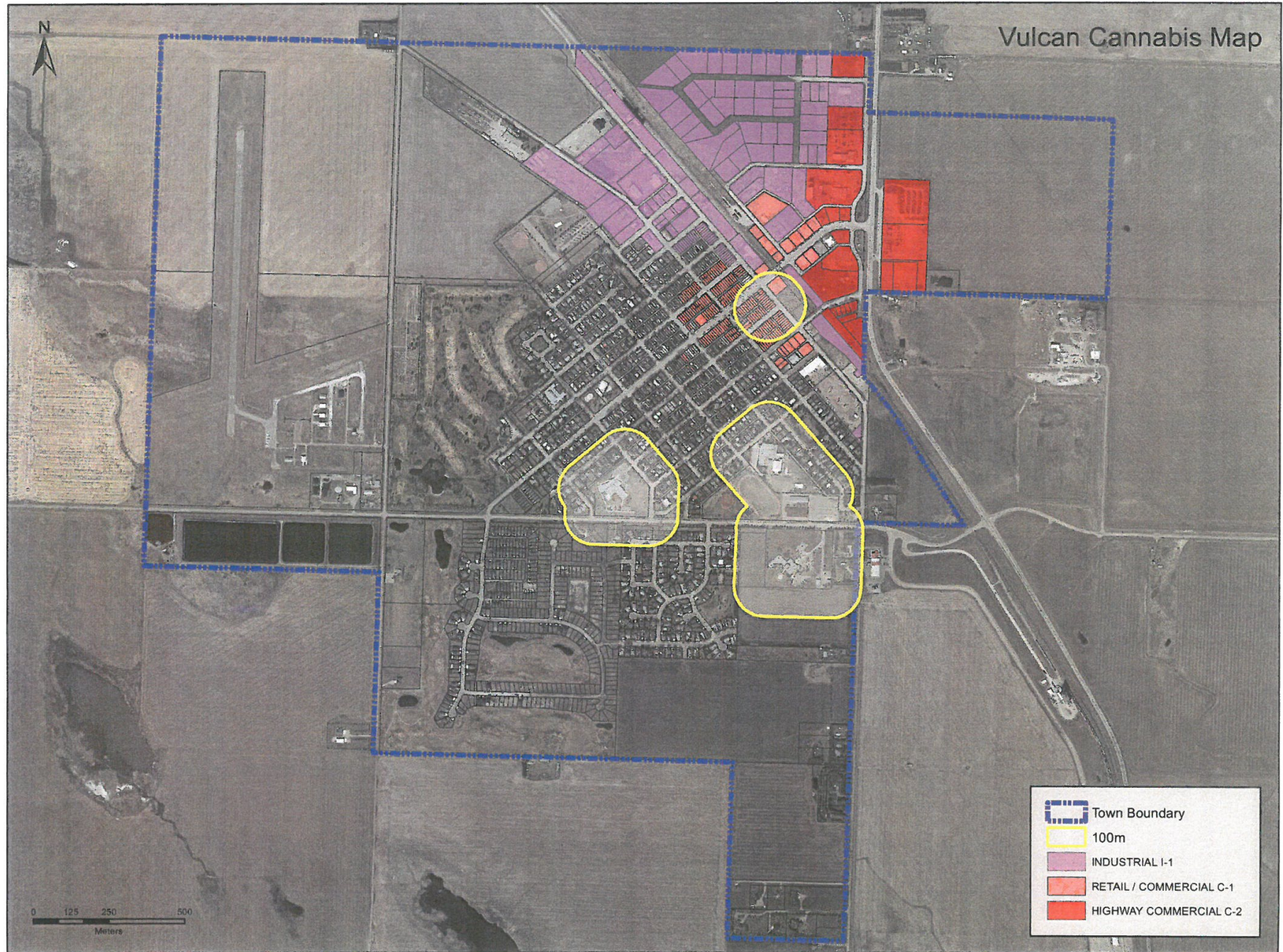
AND FURTHER TAKE NOTICE THAT both written and verbal presentations may be made to Council at the public hearing.

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

DATED at the Town of Vulcan in the Province of Alberta this 14th day of September, 2018.

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

Vulcan Cannabis Map





REPORT

TO: Council
FROM:
DATE: October 9, 2018
SUBJECT: Organizational Meeting

DESCRIPTION:
Organizational Meeting

RECOMMENDATION:
THAT the 2018-2019 Organizational Meeting be held on October 22, 2018 at p.m.
at the Town Office Council Chambers.

SUMMARY:
The Chief Administrative Officer is asking 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 Office Council Chambers.

SIGNATURES:

Manager, Title



CAO/Clerk



REPORT

TO: Council

FROM:

DATE: October 9, 2018

SUBJECT: Black Friday Event - November 23, 2018

DESCRIPTION:

Black Friday Event - November 23, 2018

RECOMMENDATION:

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

SUMMARY:

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.

ANALYSIS:

The committee is requesting that Public Works place christmas lights on the fir tree at the Bell Park to be lit up as part of the evening events. The event would include Black Friday Store sales and specials from 9:00 a.m. - 9:00 p.m.as well as various Christmas Downtown events from 6:00 p.m. - 9:00 p.m.

SIGNATURES:

Manager, Title



CAO/Clerk



MEMO

To: Town of Vulcan Council
From: Bonnie Ellis, Community Services Manager
Re: Black Friday – Nov 23, 2018
Date: Sept 24, 2018

Dear Council,

I was approached by Sarini Fine Jewelry (Sandra Locken) Great Full Cup (G-Nel Nelson) owners to assist in the organizing of a Black Friday Event downtown on November 23, 2018.

The event would run Black Friday Store Sales and specials: 9am-9pm
Christmas Downtown Vulcan: 6pm-9pm

Through this event they would like to raise awareness of local shops and businesses and for buying local during this holiday season. The event is hoping to include a Giving Tree, Light up the Tree event, School Bands, Bon fire along with a movie, (weather permitting) sleigh rides, elves, kids only store, Santa's workshop also a vendor's market.

This event seems to have been well thought out. In the meeting we discussed that they will need to talk with all business which they intends to do to see if they are interested in being part of the event.

This committee has *requested* that the fir tree at the Bell Park be ready to light up as part of the evening events. They will be using this opportunity to bring attention to the Giving Tree which will support FCSS and KidSport with donation wishes that will be put on the tree for holiday shoppers to donate to these two charitable organizations.

They have also *request* that the Mayor, Tom Grant or a Council member be present for the "official" tree lighting at the Bell Park to kick of the holiday shopping season.

Community Services is in favour of these requests to enhance the shop local experience.

Respectfully Submitted,

Bonnie Ellis Community Services Manager Town of Vulcan



REPORT

TO: Council

FROM:

DATE: October 9, 2018

SUBJECT: Investing in Canada Infrastructure Program Grant

DESCRIPTION:

Investing in Canada Infrastructure Program Grant

RECOMMENDATION:

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

SUMMARY:

The Community Service Manger 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. This is a shared grant by the Federal and Alberta governments, it goes hand in hand with the CFEP grant.

FINANCIAL IMPLICATIONS:

Municipalities may apply for this grant for their infrastructure for up to \$70,000.00.

SIGNATURES:

Manager, Title



CAO/Clerk



MEMO

To: Town of Vulcan Council
From: Bonnie Ellis, Community Services Manager
Re: Grant – ICIP-Investing in Canada Infrastructure Program
Date: Sept 28, 2018

Dear Council,

I would like to apply for the Investing in Canada Infrastructure Program to help with the funding for the Vulcan Swimming Pool. This is a grant that municipalities can apply for their infrastructure for up to \$70000.00

This is a shared grant by the Federal and Alberta Governments, it goes hand in a hand with the CFEP Grant.

Respectfully Submitted,


Bonnie Ellis
Community Services Manager
Town of Vulcan



REPORT

TO: Council
FROM:
DATE: October 9, 2018
SUBJECT: Request for Letters of Support

DESCRIPTION:
Request for Letters of Support

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

SUMMARY:
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.

PURPOSE:
Attached are two draft letters of support sent by SAEWA for Council's consideration.

SIGNATURES:

Manager, Title



CAO/Clerk

[DATE]

Alberta Community Partnership Program
Regional Grant Programs Alberta Municipal Affairs, Grants and Education Property Tax Branch
15th Floor, 10155 - 102 Street,
Edmonton AB T5J 4L4
acp.grants@gov.ab.ca

Re: Southern AB Energy from Waste Association SAEWA – Wheatland County
ACP Application for Funding to complete a Site Geo-Technical Analysis Project & Engagement to
position final selection of an EFW site

The ACP – Intermunicipal Collaboration Fund Initiative intake November 1, 2018

Dear Sir/Madam.

The [Member Municipality Council] is providing this letter of support regarding the Southern AB Energy from Waste Association (SAEWA) – Wheatland County application to the ACP – Intermunicipal Collaboration Grant Fund Program in the request of \$200,000 to make possible the Site Geo-technical analysis and membership stakeholder engagement in selection of a site to host the EFW Facility.

SAEWA is focused on their mission to develop an Energy from Waste (EFW) Facility in Southern Alberta that will handle over 700,000 tonnes member waste to energy conversions as an alternative to landfilling and as a result will significantly help the Province of Alberta reach its goals set towards 30% reduction of GHG's by 2030. SAEWA in 2018 completed a Transportation and Site Study (co-funded by the FCM Green Fund) as was performed by the University of Alberta, and an Environmental Life Cycle Analysis – 3rd Party Pier Review as performed by the Pembina Institute where both reports supported evidence of the project feasibility and siting components in development of an EFW.

SAEWA has recently met with the Province of Alberta including Anne McGrath, the Chief of Staff and representatives of the Climate Change Action Plan and Emissions Reduction Team as appointed to act on behalf of the Shannon Phillips, Minister of AEP where recommendation to apply to the ACP funding program was made in recommendation of this being a funding model that will help SAEWA move this important initiative ahead.

Therefore, as a long-standing member we support this project and application.

Your consideration to move forward this project is strongly valued.

[DATE]

Alberta Community Partnership Program
Regional Grant Programs Alberta Municipal Affairs, Grants and Education Property Tax Branch
15th Floor, 10155 - 102 Street,
Edmonton AB T5J 4L4
acp.grants@gov.ab.ca

Re: Southern AB Energy from Waste Association SAEWA – MD of Bighorn
ACP Application for Funding of the Siting Final Project: To complete the site analysis and review
of economic indicators in final selection of the EFW site

The ACP – Intermunicipal Collaboration Fund Initiative intake November 1, 2018

Dear Sir/Madam.

The [Member Municipality Council] is providing this letter of support regarding the Southern AB Energy from Waste Association (SAEWA) – MD of Bighorn application to the ACP – Intermunicipal Collaboration Grant Fund Program in the request of \$200,000 to make possible the final selection of the EFW site, review of the site economic indicators, and stakeholder engagement required in facilitating announcements of site.

SAEWA is focused on their mission to develop an Energy from Waste (EFW) Facility in Southern Alberta that will handle over 700,000 tonnes member waste to energy conversions as an alternative to landfilling and as a result will significantly help the Province of Alberta reach its goals set towards 30% reduction of GHG's by 2030. SAEWA in 2018 completed a Transportation and Site Study (co-funded by the FCM Green Fund) as was performed by the University of Alberta, and an Environmental Life Cycle Analysis – 3rd Party Pier Review as performed by the Pembina Institute where both reports supported evidence of the project feasibility and siting components in development of an EFW.

SAEWA has recently met with the Province of Alberta including Anne McGrath, the Chief of Staff and representatives of the Climate Change Action Plan and Emissions Reduction Team as appointed to act on behalf of the Shannon Phillips, Minister of AEP where recommendation to apply to the ACP funding program was made in recommendation of this being a funding model that will help SAEWA move this important initiative ahead.

Therefore, as a long-standing member we support this project and application.

Your consideration to move forward this project is strongly valued.



REPORT

TO: Council

FROM:

DATE: October 9, 2018

SUBJECT: Vulcan Spock Days Association Request to Host Grant

DESCRIPTION:

Vulcan Spock Days Association Request to Host Grant

RECOMMENDATION:

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.

SUMMARY:

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.

ANALYSIS:

The Vulcan Spock Days Committee are requesting the Town's assistance to host the grant on behalf of the Spock Days committee as they are a Society and and are not able to apply for this grant.

SIGNATURES:

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

Manager, Title



MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Community Services Manager

Re: Community Foundations Grant

Date: October 4th, 2018

Dear Council,

We have received a request from the Vulcan Spock Days Committee to help in the fundraising effort to assist in the purchase of a storage seacan. They would like to apply for the Community Foundation of Lethbridge and Southern Alberta Grant and a host for the grant process.

Chair Lori Gair writes "I am writing on behalf of Vulcan Spock Days Association to request the Town of Vulcan's assistance in seeking a grant from the Community Foundation of Lethbridge and Southern Alberta. As we are a Society and not a registered charity, we would need a municipality to apply on our behalf."

I have looked into the intake of this grant and hosting the grant on behalf of Spock Days will not hinder any application made by other community organizations, as more than one grant is permissible from a community under different hosts.

We appreciate all the hard work the volunteers put forth to make the Spock Days Event a success. We look forward to continuing our cooperative relationship between Town and Spock Days Committee therefore it is my recommendation that we assist the Spock Days Committee by hosting the grant for them providing they complete the grant and allow time for the town's Community Services Manager to review the grant before it needs to be submitted.

Respectfully Submitted,

Bonnie Ellis
Director of Recreation
Town of Vulcan

Lori Gair
Vulcan Spock Days Association
Box 82
Vulcan, AB T0L 2B0
403-485-0601

Bonnie Ellis
Town of Vulcan – Community Services
Box 360
Vulcan, AB T0L 2B0

Sept. 25, 2018

Dear Mrs. Ellis,

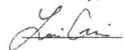
I am writing on behalf of Vulcan Spock Days Association to request the Town of Vulcan's assistance in seeking a grant from the Community Foundation of Lethbridge and Southern Alberta. As we are a Society and not a registered charity, we would need a municipality to apply on our behalf. We are applying for a grant to purchase a storage unit for Spock Days supplies. We began this process with the Town's approval back in March of 2017 and had approval from the Community Foundation to proceed with our application based on the project proposal. We postponed our application to wait on approval of the fenced storage space the Town created for non-profit groups and now we are ready to proceed with this application.

We have relied on and greatly appreciated the Town staff who help our committee with the set-up and take down every year. Part of that job has been to get out and put away the carnival games for the Family Fun Fair. These are big cumbersome items that are currently stored upstairs at the arena, which is a difficult place to get them into. We would like to have a better, safer location for the games and one place to put all the other items Spock Days has purchased over the years that are scattered around town and even in committee member's homes. As new items are purchased, we would like one place for them to go.

If we are successful in getting funding for a storage unit, we would ask to sign the agreement with the Town of Vulcan to use the fenced area for non-profit storage and purchase a unit laid out in the terms of that agreement. The volunteers that make up Spock Days Committee work hard each year to plan a great event for the town and surrounding community and having something as simple as a storage shed can help with organization and make life easier for everyone involved. It will also help with continuity as committee members come and go. We would like to ask the Town of Vulcan to submit the application and take receipt of the funding. We would require a letter of acknowledging that the Town of Vulcan agrees to host this grant on behalf of the Spock Days Association.

If you have any questions please feel free to contact me.

Sincerely,



Lori Gair
403-485-0601
loricockwill@hotmail.com
Spock Days Chairperson



REPORT

TO: Council
FROM:
DATE: October 9, 2018
SUBJECT: Formation of Vulcan Tourism Committee

DESCRIPTION:

Formation of Vulcan Tourism Committee

RECOMMENDATION:

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

SUMMARY:

At the October 2, 2018 Vulcan & District Tourism Society meeting a discussion was held on the Society moving forward. The Society made a motion recommending the Town form a Committee to provide feedback for all Tourism functions. The Community Services Manager has provided the attached report.

ANALYSIS:

The Tourism Society determined they would like to see the makeup of the committee based closely to the structure of the Recreation committee. This would include One Town Councillor, One County Councillor, One Appointed member from the Chamber of Commerce and Four members at Large appointed by Town Council.

SIGNATURES:

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



MEMO

To: Mayor Tom Grant and Town Council

From: Bonnie Ellis, Community Services Manager

Re: Vulcan Tourism Committee

Date: October 4th, 2018

Dear Council,

At the October 2, 2018 Tourism Committee Meeting the committee discussed how to move forward with the society and committee.

It was determined that a committee would like to change the makeup of the committee, they referred to the recreation committee and how well that committee works.

Therefore the following motion was made at the October 2, 2018 meeting

"Recommended that the town form a committee for direction of tourism, based on the structure of the rec board committee." Moved by Jason Schneider, Carried.

Respectfully Submitted,

Bonnie Ellis
Director of Recreation
Town of Vulcan



REPORT

TO: Council

FROM:

DATE: October 9, 2018

SUBJECT: Pool Capital Replacement Budget

DESCRIPTION:

Pool Capital Replacement Budget

RECOMMENDATION:

THAT Council approve directing administration to include \$2,978,078.00 in the 2019 Capital Budget for the replacement of the swimming pool.

SUMMARY:

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.

Attached is the budget estimates for the Capital Replacement of the Vulcan Pool which will be submitted with the Vulcan Lions Clubs application for CFEP (*Communities Facility Enhancement Program*) Grant Funding.

FINANCIAL IMPLICATIONS:

The Budget estimate for this project excluding project management will be \$2,978,078.00. This will need to be included in the Town of Vulcan's 2019 Capital Budget.

As this is an Town of Vulcan capital project, it will be the Towns responsibility to secure short term financing for construction. Following completion of the project all funds that have been acquired for this project through grant funding or fundraising will be applied to this debt. Any balance remaining could be addressed through the Vulcan and District Recreation Agreement and shared by both the Town and the County.

SIGNATURES:

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

Anticipated Project Expenses - Detailed list of all the expenses for the project - cash costs only		
<i>Detailed item description</i>	Quote Source	Total Cost
Demolishing and disposal of existing pool& Cost of new leisure pool, spray features, shade canopies and waterslides	Austin Carroll	\$ 1,499,840.00
Demolish remove & Dispose of change Rm (service building)	Goss Architectural Design Group	\$ 63,000.00
Cost of New Change Building	Hillary Manufacturing	\$ 1,000,238.00
Hot tub	Western Recreation	\$ 105,000.00
Swim Spa	Western Recreation	\$ 97,000.00
Water work	Western Recreation	\$ 38,000.00
Electrical Work	Western Recreation	\$ 43,000.00
Gas Work	Western Recreation	\$ 32,000.00
Project Manager	Tango	\$ 136,000.00
Perimeter Fencing		\$ 75,000.00
Office Equipment		\$ 25,000.00
		\$ -
Total A		\$ 3,114,078



REPORT

TO: Council
FROM: Bonnie Ellis
DATE: October 9, 2018
SUBJECT: Project Management of Pool Replacement

DESCRIPTION:

Project Management of Pool Replacement

RECOMMENDATION:

THAT council approves administration enter into a contract with the ____ 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.

SUMMARY:

Attached are the proposals for councils review.

Recreation and Administration have met with both consultants, and Public Works was included in the review of the proposals. We have recognized that Colliers International had a slightly lower overall cost for the project, but this was due to a lower rate during some key phases of the project (*design and construction*). This raised concern that less time would be committed to these important phases in the process. Tango has provided a consistent monthly rate through the project. It was also noted that the Colliers projects were very large in scale, while Tango appeared to be more local and comparable sized with Picture Butte and Cochrane.

If Council would like to discuss the fine details of these proposals further, you may wish to discuss them "in-Camera" as it would contain information that is protected by FOIP (*third party information*).

ANALYSIS:

Administration, Recreation and Public Works Departments favor the proposal submitted by Tango.

FINANCIAL IMPLICATIONS:

The funding for contracting these services would be included in the 2019 Recreation operational budget for the Pool.

A handwritten signature in blue ink, appearing to read "Bonnie Ellis".



September 11, 2018

The Town of Vulcan
321 – 2nd Street South
Box 360 Vulcan, AB T0L 2B0

Attention: Bonnie Ellis – Recreation Director & Kim Fath - CAO

RE: Outdoor Pool and Pool Building Project – Project Management Services

Further to our meeting on July 10, 2018, we are pleased to provide the following proposal for Project Management Services to the Town of Vulcan ("Town") for a new outdoor pool and pool building project in Vulcan, AB ("Project").

Tango specializes in the provision of Project Management Services for sports and recreation facilities. We welcome this opportunity and we can assure if selected we will fully support the Town in successfully delivering the project.

PROJECT UNDERSTANDING

We understand that the Town requires the services of a Project Manager to represent them and act on their behalf from the initial planning stages through to completion of the project.

We also acknowledge that the project is currently scheduled to be completed by the summer of 2020, and that a Traditional Delivery Approach has been chosen (Design, Bid, Build). Tango's Project Management Team has extensive experience in the successful delivery of these types of projects and contracts.

Below is a standard list of Project Management services that we typically provide on projects of similar scope and magnitude.

GENERAL SERVICES

- 1) Provide required levels of leadership, management, advice and co-ordination with a view to achieving the highest possible levels of (i) cost control, savings and efficiencies; (ii) project monitoring, reporting and communication; and (iii) timeliness;
- 2) Develop, maintain and manage throughout all phases of the project a detailed master project schedule for all elements of the Project;
- 3) Develop, maintain and manage a detailed master budget and cost report for all elements of the Project – this includes supporting Town staff with the preparation of submission for funding approval;

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General Services (continued)

- 4) Develop, maintain and manage throughout all phases of the Project a detailed risk registry for all elements of the Project;
- 5) Represent the Town with communications and coordination with the local Authorities with Jurisdiction e.g. drawing submission and inspections to and by the Town.
- 6) Manage and coordinate all consultants including issue resolution, contract management, and compliance throughout the Project; and
- 7) Prepare monthly project status reporting throughout all phases focusing on budget, schedule, risk and quality aspects to the Town. Provide mitigating strategies as required.

DESIGN AND PROCUREMENT PHASES

- 8) Develop a detailed Request for Proposal (RFP) and distribute to the Architectural community for Professional Design services;
- 9) Review and make recommendations on the Design proposals to the Town;
- 10) Develop a detailed Request for Proposal (RFP) and distribute to the construction community for General Contracting Services;
- 11) Review and make recommendations on the General Contracting proposals to the Town;
- 12) Represent the Town and take direct leadership of the procurement of the preferred Design Team and General Contractor and administer the contracts for their respective services;
- 13) Act as a single point of contact to oversee, coordinate and manage all aspects of design development with the Town and the Design Team;
- 14) Arrange staged project estimates during design development and 95% Construction Drawings phases of the design to ensure the construction budget is controlled. Facilitate Value Engineering were required to maintain budget;
- 15) Oversee and monitor the work of the Design Team and opine on quality and conformance with the requirements of the Town;
- 16) Effectively manage the distribution of project communications, reports and documents; and
- 17) Provide timely reporting to Town and attend meetings when required.

CONSTRUCTION AND CLOSEOUT

- 18) Provide daily leadership and decision making to the Town to ensure the Project proceeds efficiently and within the agreed budget and schedule parameters;
- 19) Attend Project co-ordination meetings with the Project Team (frequency TBC);

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Construction and Closeout (continued)

- 20) Perform site inspections to ensure quality of workmanship is being provided. Coordinate and integrate with the Design Team;
- 21) Communication - Ensure systems and protocols are in place for effective communication and decision making throughout the construction phase;
- 22) Progress Claims – We will review and recommend payment on all progress claims. Note – this excludes Payment Certification services under the Lien Act that is typically completed by the Prime Consultant. However, Tango has the expertise and experience to perform this additional service if required.
- 23) Schedule Management – Review the General Contractor's schedule for the Project. Comment on the status of works completed on site, and the Project progress in relation to the approved master schedule and milestones identified therein. Opine on suggested delay mitigation measures as and when required;
- 24) Design - Review the Design Team's field review reports and opine on progress and any construction and quality issues raised.
- 25) Collaborate with the Design Team and the General Contractor to resolve all issues as and when they arise;
- 26) Risk Management - Raise any issues which may be of concern on the Project with the Town as early as possible, to ensure that they are resolved in a timely manner;
- 27) Close Out - Ensure Project completion and occupancy procedures are in place. Ensure timely review and completion of deficiencies, obtain all final reports, as-built drawings, warranties, O&M manuals, completion certificates and final release and indemnification;
- 28) Monthly Status Reports - Throughout the construction phase, we will provide the Town with a comprehensive, monthly management report (issued during the first week of every month for the previous month) that will provide clear and executive level status of budget, schedule, progress and risk. Any issues and risks will be identified early with suggested actions provided. Monthly reports will:
 - Determine the actual progress of construction (including progress toward key milestones) and its percentage of completion;
 - Determine the likelihood that the Project can be completed on time and within the approved budget;
 - Comment on the general status of the site and the General Contractor's management in terms of environment, safety and organization;
 - Track progress toward resolution of significant issues adversely impacting the Project's schedule and costs; and
 - Report on the progress of commissioning, and preparedness for Substantial Completion Date in the lead up to Final Completion and Occupancy.



PROPOSED PROJECT MANAGEMENT TEAM

Our proposed team for this project has extensive experience working together providing Project Management services throughout Canada. **Gillan Carruthers** will serve as the Designated Project Manager and serve as the main point of contact. Gillan has 15 years of experience working in Senior Project Management roles in the UK and Canada. He has provided Project Management expertise for capital projects in the public and private sector, including projects related to recreational, institutional, healthcare, public services, transportation, residential and commercial developments. Gillan is a Professional Member of the Royal Institution of Chartered Surveyors (Quantity Surveyor) and has extensive experience representing Owners regarding Claims Management and Commercial Close Out.

Lewis Reilly will provide project support to Gillan and brings more than 17 years of experience in Project and Construction Management. As part of the project team, Lewis's primary focus will be providing Gillan with daily support and acting as a backup point of contact for the Town. He will be working with Gillan closely throughout the duration of this mandate and provide on-demand support when needed. Lewis has extensive experience working with municipalities as a Project Manager, particularly with complex and phased schedules.

John Bowser will provide additional support and oversight as required throughout the process. John will also provide quality assurance on Tango deliverables throughout this mandate. John brings more than 45 years of experience in Project Management and has led and delivered numerous exceptional projects across Canada and the United States. John's reputable history and experience have enabled him to build long-term professional relationships with major and local contractors and trades that have built some of Canada's most renowned projects. John is specifically sought for his deep understanding of design and constructability issues and his proven ability to deliver value through strategic design input.

FEE PROPOSAL

Based on the understanding of the Project, our fee to provide Project Management services would be **\$8,500/month**.

Please note that our fee is exclusive of GST and all project disbursement's including; transportation, associated travel expenses, courier charges, printing costs etc. for the project duration. Disbursements shall be charged at cost plus 10% for overhead and fee.

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SELECT PROJECT EXPERIENCE

Please see below a selection of project examples showcasing our Project Management Team's sports and recreation experience:



COCHRANE AQUATIC & CURLING CLUB PROJECT

Cochrane, AB

Project Description: With Cochrane's steadily increasing population, a new Aquatic Centre and Curling Club facility expansion project was approved for construction. The aquatic centre facility contains a 25-metre lap pool, a wave pool, hot tub, and an outdoor splash park. The curling club consists of 6 ice sheets and its associated support areas, a lounge and multiple viewing areas.



PORT COQUITLAM COMMUNITY RECREATION CENTRE

Port Coquitlam, BC

Project Description: This project includes replacing/expanding the existing facilities that include the Port Coquitlam Recreation Centre, the Wilson Seniors Centre and the Terry Fox Library. It is envisioned the hub will include three ice surfaces, a pool, fitness studio, a library, youth and seniors' spaces, a games room and administrative space.



CARIBOO MEMORIAL RECREATIONAL COMPLEX

Williams Lake, BC

Project Description: Project scope involves the replacement of the existing six-lane main tank and small training pool which have recently experienced structural and mechanical failures. The scope of work includes increasing the shallow water leisure pools from the existing 540 to 3,700 square feet, replacing the main six-lane lap pool tank in its current space and adding a multi-purpose fitness centre to the second floor.

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We truly believe our proposed Project Management team can add great value and partner with the Town in meeting your goals and ambitions, by developing a robust and innovative design, program, schedule, estimate and delivery methodology that will meet the current needs for this Project and the long-term needs for the Town and the residents of Vulcan.

Yours truly,

Tango Management Group

A handwritten signature in blue ink, appearing to read "G.H.A. Carruthers". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Gillan Carruthers

Director

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GILLAN CARRUTHERS, SENIOR PROJECT MANAGER

Gillan is a Senior Project Manager with more than 15 years of experience providing project management, and cost management services in both the public and private sectors across the UK and Canada.

Having worked for a leading UK contractor and a Canadian cost consulting company, Gillan's expertise lies in the delivery of specialist type construction projects in the recreational, commercial and institutional sectors.

EDUCATION

- Masters of Science, International Construction Management, University of Bath, UK

PROFESSIONAL MEMBERSHIPS

- Royal Institution of Chartered Surveyors (MRICS)

AREAS OF EXPERTISE

- | | |
|----------------------------|-----------------------------|
| • Project Management | • Design Management |
| • Construction Management | • Budget Development |
| • Planning and Scheduling | • Compliance and Inspection |
| • Procurement Methods | • Contract Management |
| • Risk Management | • Value Engineering |
| • Stakeholder Coordination | • Project Reporting |

PROJECT EXPERIENCE

- Picture Butte Outdoor Pool & Pool Building, Picture Butte, AB
- Cochrane Aquatics & Multi-Sports Complex, Cochrane, AB
- Port Coquitlam Community Recreation Complex, Port Coquitlam, BC
- West Fraser Aquatic Centre, Williams Lake, BC
- Steveston Ice Plant, Richmond, BC
- Summerland Library, Summerland, BC
- Plaza500 Hotel Renovation, Vancouver, BC
- Delta Hotels, Whistler, BC.
- RBC Office Fit-out, Regina, SK
- Maison Senior Living Care Facility, Calgary AB
- Riverbend Memory Care Facility, Regina SK



LEWIS REILLY, SENIOR PROJECT MANAGER

Lewis has over 17 years of experience working in senior Project Management roles in the Canada and the United Kingdom. He has led multiple large-scale capital public and private sector projects in the recreational, academic, healthcare, public services, transportation, residential and commercial industries.

Lewis also specializes in P3 projects advising public and private sector clients on contractual, finance, design and planning, project management, facilities management, and operational improvements.

EDUCATION

- Bachelor of Science (Hons.) in Building Project Management, University of Northumbria, Newcastle, UK
- Effective Implementation and Practical Applications of Infection Control, CSA Group
- Fundamentals of Infection Control, CSA Group

PROFESSIONAL MEMBERSHIPS

- Chartered Institute of Building (ACIOB)

AREAS OF EXPERTISE

- Project Management
- Construction Management
- Planning and Scheduling
- Procurement Methods
- Risk Management
- Stakeholder Coordination
- Design Management
- Budget Development
- Compliance and Inspection
- Contract Management
- Value Engineering
- Project Reporting

PROJECT EXPERIENCE

- Port Coquitlam Recreation Centre, Port Coquitlam, BC
- West Fraser Aquatic Centre, Williams Lake, BC
- Cochrane Aquatic & Curling Centre, Cochrane, AB
- Cariboo Memorial Complex Parking Lot, Williams Lake, BC
- Summerland Library, Summerland, BC
- North Island Hospitals, Vancouver Island, BC
- Jim Pattison Outpatient Care & Surgery Centre, Surrey BC
- Plaza 500 Hotel Renovation, Vancouver, BC
- Surrey Memorial Hospital, Surrey, BC
- Nationwide Self Storage Facility, Vancouver, BC
- Bridgepoint Hospital, Toronto, ON
- Fort St. John Hospital, Fort St. John, BC
- Kelowna & Vernon Hospitals, Kelowna and Vernon, BC
- Disraeli Bridges Project, Winnipeg, MT

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JOHN BOWSER, SENIOR PROJECT MANAGER

John ("Bowser") is a Senior Project Manager with more than 45 years of experience providing Project Delivery services across Canada and the United States. He is responsible for providing leadership on our projects during all phases from budgeting, design, tendering, scheduling, construction, occupancy and close-out.

Bowser is specifically sought after for his deep understanding of recreational and aquatic constructability issues and his proven ability to save clients' money through strategic design input. He is a past contributor and leader for various construction-related associations and is a Certified Professional Constructor with the Construction Institute of Canada.

PROFESSIONAL MEMBERSHIPS

- Gold Seal Certified Project Manager (GSC)
- Southern Interior Contractors Association (SICA)
- British Columbia Recreation and Parks Association (BCRPA)
- Construction Management Association of America (CMAA)

PROJECT EXPERIENCE

- Canada Games Pool, New Westminster, BC
- Moody Park Pool, New Westminster, BC
- Cochrane Aquatics & Multi-Sports Complex, Cochrane, AB
- Community Recreation Complex, Port Coquitlam, BC
- West Fraser Aquatic Centre, Williams Lake, BC
- New Westminster Youth Centre, New Westminster, BC
- Meadow Park Pool, Whistler, BC
- Poirier Sport & Leisure Complex, Coquitlam, BC
- Chimo Pool Replacement, Coquitlam, BC
- Sechelt Area Aquatic Centre, Sechelt, BC
- Mission Leisure Centre, Mission, BC
- Nanaimo Aquatic Centre, Nanaimo, BC
- Trail Town Aquatic Centre, Trail, BC
- Revelstoke Aquatic Centre, Revelstoke, BC
- Oliver Woods Community Centre, Oliver, BC
- Gibsons Community Centre, Gibsons, BC
- Coquitlam Dogwood Community Centre, Coquitlam, BC

AREAS OF EXPERTISE

- Pre-Contract Services
- Construction Procurement
- Design Management
- Program Leadership
- Stakeholder Coordination
- Planning & Scheduling
- Constructability Review
- Risk Identification & Mitigation

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Town of Vulcan New Outdoor Pool, Pool House and Spray Park

The Provision of Project Management Services

September 21, 2018

PREPARED BY:

Colliers Project Leaders

900 Royal Bank Building
335 8th Avenue S.W.
Calgary, AB, T2P 1C9 | Canada

PREPARED FOR:

Town of Vulcan

Box 360
Vulcan Alberta T0L 2B0 | Canada

Who We Are

Colliers Project Leaders

We lead building and infrastructure projects. Our **Get It Right Solution™** ensures we get it ready, get it built and get it performing – so investors, owners and occupants are certain of success.

Document Number: 830786-0003(1.0)

This proposal contains information which is proprietary and confidential to Colliers Project Leaders. This information is submitted in confidence for the sole purpose of permitting the recipient to evaluate the proposal. In consideration of receipt of this Document, the recipient agrees to treat information as confidential and to not reproduce or otherwise disclose this information to any persons outside the group directly responsible for the evaluation of its contents, without the prior written consent of Colliers Project Leaders. Disclosure of any information contained in this proposal would result in undue loss to Colliers Project Leaders Inc.

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1. THE PROJECT

The Town of Vulcan (Vulcan) is situated in the prairies of southern Alberta, Canada, within Vulcan County. It is located on Highway 23, midway between the cities of Calgary and Lethbridge. The population of the town was 1,836 in 2011. Now known as the "Official Star Trek Capital of Canada," Vulcan has a Tourism building made to look like a landed space station, a statue of the Original Series Enterprise, and other Star Trek themed attractions.

Vulcan boasts great health services, accommodations, **recreation, attractions**, schools, professional and personal services just to name a few. With this in mind, the existing outdoor pool has come to the end of its life cycle and Vulcan would like to enhance and upgrade this existing recreational outdoor pool complex to further the health and wellness of the larger Vulcan and its communities under the direction of Bonnie Ellis, Community Services Manager.

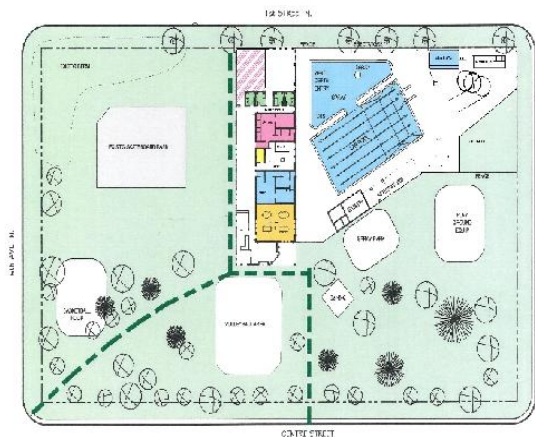


The vision and timeline for the new pool complex, although not finalized by Vulcan yet, are as follows:

1. A concept plan was developed by Garth Architects from Lethbridge to form a guideline only.
2. The existing pool to be demolished by Vulcan itself during the last month of summer in August 2019.
3. The procurement of pool designers, pool contractors and coordination with Alberta Health Services (Richard Steve) including permits will take place in the months before August 2019.
4. Anticipated procurement method will be a design-bid-build process.
5. Construction start is anticipated to be September 2019 with opening to the Public in June 2020 – with the intent to be operational for the summer.

The new outdoor pool complex will consist of the following:

1. The existing pool house is to be renovated and expanded to accommodate the new services, amenities and the possibility of a spa. The size of the pool house is approximately 48m x 16m.
2. A new zero-depth spray park next to the pool.
3. A new 6-lane pool with a min depth of 1.6m to allow for diving planks on one side of the pool.
4. To be decided if this will be a salt water pool or a chlorine pool.
5. A 10-person hot-tub on the pool deck.
6. Water slides that are not connected to the pools, and
7. Various pool deck upgrades.



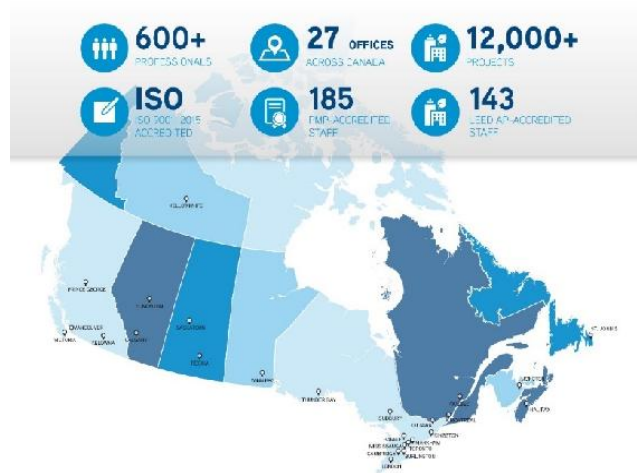
2. WHO WE ARE - OUR CORPORATE PROFILE

Colliers Project Leaders has a single goal: to provide clients with the certainty of success in their real property and infrastructure development. Since our 1989 inception, we have successfully completed thousands of real property advisory, infrastructure and management, projects. As Canada's largest integrated, real estate, advisory and project management firm, we offer our services from coast to coast to represent owners' interests and ensure they meet their goals.

Colliers Project Leaders offers fully integrated services and 100% alignment with client interests. Our staff are a multidisciplinary team of 600 full-time advisory and project management professionals with the academic training and practical experience to lead assignments from inception to successful completion. Our consulting expertise is part of an integrated platform of commercial real estate services offered by our parent company, Colliers International.

Colliers Project Leaders provides strategic planning services for owners and investors, both private and public sectors to ensure they are maximizing the performance of their real estate assets, portfolios and building operations.

We possess the combined business, financial, operational and technical knowledge to deliver comprehensive solutions that align with our clients' strategic vision, goals and objectives. We lead clients through a systematic process of identifying their needs and available options, undertaking appropriate due diligence, providing recommendations and the decision process to ensure that the most viable and cost-effective pathways are undertaken, whether they involve the acquisition, new construction, renovation or disposition.





3. WHAT WE DO



Colliers Project Leaders' **Get It Right Solution™** ensures we get it ready, get it built and get it performing – so owners can continue to meet or exceed established services levels with minimum interruption if any. We offer the following broad range of services to bring project certainty to our clients.



Get It Ready: focuses on providing advisory services well in advance of your project's launch. When undertaking a project, there are many things to consider, such as strategic capital planning, feasibility and options analysis, business-case preparation, procurement, funding and bid analysis. Colliers Project Leaders is the trusted advisor who helps you get it ready.

ENTERPRISE PROGRAM MANAGEMENT	STRATEGIC PORTFOLIO INTELLIGENCE	WORKPLACE STRATEGY, INNOVATION & CHANGE
<ul style="list-style-type: none">)] Program/project management office (PMO) reviews, development and support)] Program/project management best practices, process mapping training and tools)] Program/project governance and oversight)] Project portfolio assessment management 	<ul style="list-style-type: none">)] Investment, feasibility and accommodation analysis)] Due diligence and needs assessment)] Business case preparation and development)] Portfolio optimization and revitalization planning 	<ul style="list-style-type: none">)] Property accommodation and feasibility analysis and planning analysis)] Business case preparation, development and repositioning)] Change management transaction structuring)] Culture, optimization and efficiency assessments
 Get it Built: is about starting your project! Colliers Project Leaders is the trusted advisor who can provide project management services to ensure your projects gets built on time and on schedule.		
<ul style="list-style-type: none">)] Comprehensive project management <ul style="list-style-type: none"> o Project oversight and monitoring o Integration, scope, schedule, cost, quality, resources, communications, risk, procurement management and stakeholder engagement o Sustainability objectives 	<ul style="list-style-type: none">)] Colliers Bid Document Review™)] Constructability analysis)] Contracting and procurement advice and support <ul style="list-style-type: none"> o Contracting and procurement options analysis o Client bid procurement support and evaluation o RFP development and implementation 	<ul style="list-style-type: none">)] Design review)] Dispute and claims resolution)] Furniture, fixtures and equipment planning)] Operational readiness, transition planning and efficiency assessments
 Get it Performing comes into play when your building or infrastructure project is finished, and the operation is running full steam ahead. Once construction is complete, the job is not necessarily finished. Colliers Project Leaders is committed to getting your project performing to the design standards and no issues arise.		
<ul style="list-style-type: none">)] Asset management <ul style="list-style-type: none"> o Acquisition, investment and disposal strategies o Operational effectiveness o Value, efficiency and cost optimization 	<ul style="list-style-type: none">)] Performance audits and reviews)] Critical building systems review <ul style="list-style-type: none"> o Compliance and improvement strategies o Independent project reviews and health checks 	<ul style="list-style-type: none">)] Risk Management)] Post-occupancy program)] Warranty period oversight)] Governance)] Capital Planning/Value-based Portfolio Management)] Process Improvement

4. RELEVANT EXPERIENCE

We recognize that recreational centres, outdoor pools, ice hockey arenas and community buildings are unique in a variety of ways; their operational schedule – there is no closing time; the growing need to address more complex issues; the right space for the right use; and limited funding. Therefore, careful capital planning with various departments and quality of service consideration is needed to ensure the quality of recreational complexes are not compromised.

Recreation has the opportunity to build a sense of community, wellness and positive life-lessons which Colliers Project Leaders is proud to be leading partner. Our Calgary office has lead numerous recreation centres from conception to completion which provides our team with a unique understanding of the various recreational elements to build and support your vision. Our team not only thinks of the initial investment, but how the facility will operate to be in a position to be sustainable. Our team also understands the challenges, Town of Vulcan - New Outdoor Pool, Pool House and Spray Park| The Provision of Project Management Services

opportunities and decisions that are important to the success of a pool. Items such as slip resistance, storage, chemicals, operational efficiencies, are just some of the items our team will provide your team with expertise and value. Recreational centres, including outdoor pools, are not just internal or external spaces, it is a gathering space for families – young and old to enjoy a host of activities during the long sunny hours of summer. These activities need to function seamless and coherent with all the operational activities of outdoor pools as well. Colliers Project Leaders has had tremendous success in this and similar environments. In addition, our proposed team has access to the experiences and lessons learned gathered by our colleagues. We are pleased to offer the examples of our experience related to the requested scope in the local community in the next section.

5. PROJECT EXAMPLES

Please see the following project examples demonstrating our strong capabilities in performing similar work engagements.

Project Name	Medicine Hat Family Leisure Centre	
Client	City of Medicine Hat	
Location	Medicine Hat, AB	
Duration	March 2013 – June 2016	
Approximate Contract Value	\$37.6 million	
Project Description	<p>The City of Medicine Hat expanded its Family Leisure Centre (FLC) and upgraded the Methanex Bowl football field to meet the community's future recreational needs. The FLC formerly housed recreational pool areas for swimming, diving, and other water activities; a fitness area; an ice rink; and administration and flex spaces for recreational services.</p> <p>The renovation and expansion have added a walking and running track, recreational ice surface, a gymnasium, fitness and wellness facilities, upgrades to the change rooms, and additional viewing areas and spectator seating. Expansions and upgrades to the Methanex Bowl, which is exterior to the FLC, consisted of new change rooms and equipment storage, new food vendor stands, and artificial turf on the football field which supports football, soccer, and other field-related sports.</p> <p>The success of this project was dependent on achieving the agreed-to scope of work within the approved tight schedules and the grant-dependent stringent budget allocation. In view of these challenges, Colliers Project Leaders used its considerable experience in budget and cost management to keep a strict watch on the project budget. Risk management and procurement management, also essential to project success, are areas where we added value to this project. Additionally, a project of this magnitude that impacts large numbers of community stakeholders required a well-organized communications strategy to maximize project understanding and build community consensus; an area that Colliers Project Leaders excels in.</p>	



Project Name	François Dupuis Recreation Centre	
Client	City of Ottawa	
Location	Ottawa, ON	
Duration	July 2009 – June 2013	
Approximate Contract Value	\$17.3 million	
Project Description	<p>To meet the demands of rapid population growth within east Ottawa, the City of Ottawa built a new aquatic recreation facility. With a 25-metre 6 lane pool, leisure pool, dry sauna, multi-purpose rooms and fitness centre, the building offers a variety of programs. The City of Ottawa needed an independent project manager to lead the work on a new aquatic recreation facility.</p> <p>We won the contract to manage the design team, commissioning agent and general contractor. A critical part of ensuring project success involved making the link between design and use. Our team provided the designers with information from the City of Ottawa's public consultations. Measures such as a risk register, cost-tracking log and bi-weekly project meetings were woven into the project plan to allow our project managers to accurately report on progress to the City. We developed the scope of work for the interior signage and managed the tender and installation.</p> <p>Closing the gap between available funds and client expectations was a challenge on this project. Due to unanticipated geotechnical issues and new accessibility requirements, the funds allocated for the proposed project were insufficient. We chaired value-engineering sessions to make sure the project met core client needs while remaining within budget. Our team identified this gap early on in the conceptual design and worked with the City and design team to find additional funds, while identifying potential cost savings that will not undo the project's vision and sustainability goals.</p>	



Project Name	Saugeen Shores Pool Study	
Client	Town of Saugeen Shores	
Address	Saugeen Shores, ON	
Duration	April 2015 – 2016	
Approximate Contract Value	Various contracts, available upon request from Client	
Project Description	<p>The Town of Saugeen Shores (population of 13,000) sought assistance in deciding on whether to renew or relocate the existing Centennial Pool. The pool was an integral part of the adjoining high school and was requiring ever-increasing annual repair and upkeep costs. The Town had engaged</p>	

Town of Vulcan - New Outdoor Pool, Pool House and Spray Park| The Provision of Project Management Services
5

Project Name	Saugeen Shores Pool Study
	other consultants and had received four reports over the past seven years, recommending a variety of approaches. Council required updated information on the options for renewal or replacement of the pool. We presented our report to Council. The clarity and simplicity of our report and presentation made it clear that, while there was a demand for a new pool, the current Town finances made the dream solution unattainable. Instead we recommended some stop-gap measures and next steps to position the Town for successful applications in future senior government grant programs to support recreational infrastructure. Our report made for an uncontroversial meeting despite the attendance of numerous members of the public with interest in advancing the replacement of the pool.

Project Name	City of Port Moody - Facility Projects
Client	City of Port Moody
Location	Port Moody, BC
Duration	January 2014 – January 2018
Approximate Contract Value	Available upon request from Client
Project Description	The City owns, operates and maintains 12 major facilities, and operates and maintains an additional three facilities. Our team was engaged by the City of Port Moody as their Owner's Representatives in completing a program of facilities renewal projects. Our responsibilities included coordinating all project deliverables and activities in collaboration with all stakeholders – including Mayor and Council, senior administration, staff, user groups, the Design Consultant and the General Contractor – to manage project resources and satisfy cost, schedule, quality and sustainability objectives. Communication was especially important for these projects, many of which were implemented in operational facilities. The projects required multiple phases and had an increased potential to impact members of the public who use the facility and staff members.

Project Name	Bradford West Gwillimbury Leisure Centre
Client	Bradford West Gwillimbury
Location	Bradford West Gwillimbury, ON
Duration	April 2008 – April 2012
Approximate Contract Value	\$41 million
Project Description	<p>The Town of Bradford West Gwillimbury had developed a master plan which outlines key phases for the creation of a new multi-use leisure centre to meet the community's needs. The new 150,000 square foot facility includes 900 seat NHL-sized twin ice pad facility, a pool complex including an 8-lane competition pool, a beach walk-in leisure pool plus a separate therapy pool, a double gymnasium and community service spaces.</p> <p>Our team set to work by determining if the design for the Leisure Centre was feasible. In addition,</p>



Project Name	Bradford West Gwillimbury Leisure Centre
	we conducted a sustainable design workshop to decide on best practices for ensuring the leisure centre would be sustainable and energy efficient. We worked with the Town's procurement staff to develop a fair and thorough strategy for hiring consultants, contractors and other service providers. Using management tools, we monitored construction progress and were able to prevent delays and address obstacles. To deal with the possibility of high levels of groundwater, we set up contracts so construction could continue uninterrupted, even when services to address problems were carried out. Throughout the project, we managed expectations and kept our Town contacts and other stakeholders up to date by regularly meeting and communicating with them.

Project Name	Wayne Gretzky Sports Centre	
Client	City of Brantford	
Location	Brantford, ON	
Duration	November 2008 – April 2013	
Approximate Contract Value	\$65 million	
Project Description	<p>Originally constructed in the 1970s, the Wayne Gretzky Sports Centre is a community recreation facility. During its lifetime, various additions and renovations took place to increase facility offerings to users. In the new millennium, it became apparent that the aging facility needed serious upgrades. The city was successful in obtaining funding from Build-Canada and began work to undertake an extensive renovation of the facility.</p> <p>The renovations involved the construction of four new NHL-sized arenas, a running track, a football field, a gym and dryland training area, a new 25-metre lap pool, changing rooms, common spaces, administrative offices, a new parking lot and both hard and soft landscaping.</p> <p>After struggling with cost overruns and scheduling challenges for several months, the City engaged Colliers Project Leaders to assist with a cost-reduction exercise. Based on the success of the cost-reduction exercise, we were then engaged to provide Project Management leadership to the project. Given the accelerated pace required by the funding, the city chose to use a construction manager and a fast-track delivery approach, where construction would start before design was completed. We effectively planned the construction process to assure there were no delays during the project schedule. The end-result ensured our client met their funding and timeline obligations.</p>	



6. THE PROJECT TEAM

The Project Manager (Colliers Project Leaders) will provide assistance throughout the Design Phase, Construction Documentation Phase, Tendering and Construction Phase. Our services are estimated to commence by **April 2019** with project completion by **June 2020**. **Deficiencies and project close-out are planned to occur during the month of June 2020.** This period will be known as the Project Term.

Town of Vulcan - New Outdoor Pool, Pool House and Spray Park| The Provision of Project Management Services

During the Project term, the Project Manager will endeavor, through the exercise of good management procedures, to achieve Substantial Performance of all work, whether in single or multiple packages, in early **May 2020**. In meeting these requirements, the Project Manager shall plan, manage and deliver services as expeditiously as is consistent with reasonable skill and care, and the orderly progress of design and construction.

Our efforts will ultimately be led by **Chris Monson** who is a Principal in our Calgary office. Chris was on the **Canadian National Diving Team** for many years in his youth, and spend a decade traveling the world utilizing hundreds of pools. Chris also has led various projects which integrate a pool theme where he will utilize this experience and lessons learned to ensure your project is opened with success

7. THE PROJECT MANAGER

The Project Manager represents that it is knowledgeable and experienced in the management of the type of design, construction and commissioning required for the Project. The Project Manager acknowledges that it is being retained by the Town of Vulcan because of this special knowledge and expertise.

Chris will lead the project with assistance from our 25 other project management staff members. Every member of our team is PMP Certified which ensures the Town of Vulcan has been extended with industry qualified individuals. In addition, our Calgary team employs registered engineers and accredited architects to ensure a maximum level of service is always available.

8. THE PROJECT MANAGER'S SERVICES

Vulcan views Project Management as the comprehensive management and control of all aspects of the project throughout all phases of its life cycle to achieve prescribed objectives defined in terms of time, quality, sustainability and cost.

Through the application of appropriate management techniques, the Project Manager will lead and manage the efforts of the Project Team to achieve the objectives of the project to Vulcan's requirements.

The following is the scope of project management services the Project Manager is expected to supply.



4.1 Project Lifecycle Services

- Provide overall project leadership throughout the life of the project;
- Add valuable insight and suggestions for the cost-effective management and delivery of the scope of work, by suggesting what might be best included in contracts;
- Manage and lead the design efforts. Our services will include schedule management, budget control and quality assurance, This will commence with the creation of a project plan in order to ensure your vision is documented and realized;

- Manage the construction tendering process: pre-tender review of scope, schedule, budgets and estimates; general contractor selection; and management of bid evaluation and award process;
- Manage the construction phase, including: managing the project scope, schedule, budgets and costs; ongoing project reporting process; review of pre-construction documents; monitoring of submittals; monitoring and reporting on construction progress and safety, and compliance with contract documents; review of the general contractor's monthly progress claims and consultant's certificate; and
- Manage the construction close-out phase including: making the facility ready for occupancy by managing commissioning of the systems; completing the deficiency list; and turning the facility over to Vulcan. The close-out phase can include a one-year review for equipment carrying warranties, after the facility is ready for occupancy.

4.2 General Responsibilities

- Define the requirements of the project, scope, quality, overall budget and schedule of work;
- Assign a Designated Project Manager to be the main contact;
- Establish protocol for all communication issues throughout the project;
- Prepare project policies and procedures to be distributed to all team members;
- Pre-qualify, recommend, select and negotiate contracts with consultants, contractors and suppliers;
- Ensure conformity with the agreed project requirements and budget, and coordinate changes;
- Suggest alternatives, evaluate them, and assist Vulcan to decide between them, so as to best meet your needs in terms of scope, time, quality, and cost;
- Identify and document dates when user requirements and decisions or approval by Vulcan are required, and advise Vulcan of the effect on the project of delayed decisions or approvals;
- Explain the impact (time, quality, and cost) of proposed changes, so that Vulcan may make well-informed decisions whether or not to proceed with the proposed changes;
- Chair regular project meetings with stakeholders and provide meeting minutes;
- Procure construction implementation, including prequalification, tendering, contract negotiation, contract administration, and expediting as appropriate;
- Manage construction implementation for conformity with the approved design, including detailed scheduling and coordination, management of inspection, administration of construction changes, approvals of progress claims, completion certificates, management of deficiency and warranty work, commissioning, operating manuals, and record documentation;
- Conduct a 'walk through' of the completed facility and issue a final deficiency report in conjunction with the General Contractor and Prime Consultants; and
- Assist Vulcan in start-up and/or operating procedures.

4.3 Design Management

- Do a walk-thru and a Lesson's Learned of the existing facilities including all consultants and Vulcan's team to ensure improvements are carried over to the new design and errors are mitigated;
- Manage, lead, and provide recommendations related to the selection process of the architectural, engineering, commissioning, and other required consultants, where not currently done;
- Manage the design team for an efficient delivery of Pre-Application and Development Permit documents to ensure a timely approval of the DP Permit;
- Ensure that all the relevant documents for the DP process are in place to allow for a timely review by the Town;
- Develop and manage the project plan as per the PMI Project Management Framework, and ensure stakeholder acceptance at prescribed intervals;
- Manage the identification of overall project goals and deliverables related to sustainable design strategy;
- Facilitate the development and confirmation of the overall program and inter-related schedule of each of the projects to be completed;
- Using the information collected through the preliminary design stage, continue to work with the Project Team in coordinating detailed and final design drawings and specifications;
- Put in place procedures including those for independent cost control, budget reconciliation, change control, schedule management, scope and quality management etc.; and
- Ensure all consultants and contractors meet the requirements set forth in their contracts.

4.4 Procurement Management

- Pre-qualify, recommend, select and negotiate contracts with third-party inspection agencies, and suppliers;
- Oversee procurement, including prequalification, tendering, contract negotiation, and contract administration, as appropriate to the general contractor and third-party inspection agencies;
- Prepare pre-qualification documentation and evaluation process per Vulcan requirements;
- Prepare tender documents and evaluate submitted bids for compliance;
- Draft and prepare the relevant CCDC contract with Colliers Project Leaders' sample supplementary conditions, amended to suit Vulcan's specific project requirements;
- Ensure that Construction Contract documentation for execution is issued to successful bidder;
- Ensure that insurance, bonds, and WCB clearance forms are received;

4.5 Construction Management and Related Tasks

- Manage construction implementation with general contractor, for conformity with the approved design, including detailed scheduling and coordination, management of inspection, administration of construction changes, approvals of progress claims, completion certificates, management of deficiency and warranty work, third-party commissioning, operating manuals and record documentation;
- Assist Vulcan in start-up and/or operating procedures;

- Develop and implement a change management plan that identifies the process for reviewing, approving, and implementing change on this project. At the heart of this process for change management will be best value for dollar, keeping in mind the repercussions of the change on future residents and operation of the facility;
- Identify to Vulcan the impact (time, quality, cost, and scope) of proposed changes, so that Vulcan can make well-informed decisions whether or not to proceed with the proposed changes;
- Review project budget and timeline objectives;
- Arrange and chair a pre-construction meeting with all parties. Meet regularly with the site superintendent to obtain a clear picture of construction progress on site;
- Monitor the project budget and timeline throughout construction, using a two-week look-back and four-week look-ahead schedule, identifying completed milestones and planned work;
- Arrange and attend bi-weekly construction site meetings to monitor construction and ensure that all issues are addressed promptly;
- Manage the third-party inspection agency contracts;
- Manage all changes to the Scope of Project through the Change Notice / Change Order process; review and approve submitted costs and track against approved project budget, contingencies, and timeline, using a Colliers Project Leaders Change Log;
- Identify nature of change; whether it is owner-initiated, a result of error in the design, unknown site conditions, or contractor-initiated;
- Oversee site inspections performed by consultants, and report as necessary;
- Prepare a rolling deficiency list that will be monitored and updated on an on-going basis. This deficiency list will be discussed formally at every construction team meeting and informally during the project manager's bi-weekly site visits. The deficiency list will include items identified by the Prime Consultant and independent third-party inspection agencies.
- Prepare monthly site reports showing construction progress through photographs, current schedule, and construction issues with, proposed solution. The report will document the findings of the project manager during the visits to site.
- Upon Substantial Performance, in association with the designers and engineers, ensure that a detailed deficiency list is prepared, and that deficiencies are completed in a timely manner;
- Ensure that the certificate of Substantial Performance is prepared by the prime consultant and is published according to the requirements of the lien act;
- Manage the coordination of the construction of mock-ups and their approval;
- Manage the assembly and review of all necessary project close-out information: statutory declarations, warranties, as-built drawings, manuals etc., and ensure they are provided to Vulcan;
- Coordinate training of building staff and facilities personnel;
- Advise on timing of final payment and release of holdback monies;
- Assist in the formal 'walk through' and development of a final deficiency report;
- Review contractor progress claims and consultant certification of claims and make recommendation for payment; and

- Prepare and maintain a risk log for the project and discuss at regular construction site meetings.

4.6 Post Construction Follow-up

- Attend the new site during the first week after the opening, to provide assistance where needed;
- Conduct a post-opening inspection, identifying deficiencies for immediate follow up;
- Provide assistance and follow up on warranty issues following completion (invoiced hourly after project completion); and
- Provide one-year warranty walk-through.

9. BUDGET

The Owner's Budget for this project is approximately \$3.0 million - \$3.5 million excluding GST. The Owner's Budget includes the cost of all required fees, disbursements, and services, construction, commissioning, contingencies, and the Project Manager's fees and disbursements.

The Project Manager will review and comment on the Owner's Budget from time to time. If after review and comment, it is determined that the Owner's Budget requires adjustment, both the Owner and the Project Manager will cooperate in adjusting the scope of the work or budget as required until a revised budget satisfactory to the Owner is established. Once the Project Budget is established, the Project Manager will employ all means at its disposal to arrange for the completion of the Project at or below the Project Budget.

10. SCHEDULE

Vulcan's Schedule for the Design, Tender and Construction Phase of the Project is starting approximately **April 2019 until June 2020**, plus one month (**July 2020**) of post Substantial Performance coordination to address the correction of deficiencies by the General Contractor. The Project Manager will employ all means as its disposal to arrange for the completion of the Project on or before the expiry of the Project Schedule. The Project Manager will throughout the construction phase, analyze, refine and update the Project Schedule and report to Vulcan at monthly intervals.



11. FEE PROPOSAL

FIXED PRICE FOR PROJECT MANAGEMENT SERVICES

Our fixed price for Project Management Services as described in this proposal is **\$129,500**. This fixed fee is based on information available at the time and a 17-month schedule commencing April 2019 with all services being completed by July 2020. Any scope changes may require a revised fee proposal.

The breakdown on the level of effort per project phase is:

Project Phase	Schedule	Monthly Fee	Fee
Pre-Design Phase	1 month – April 2019	\$10,000	\$10,000
Design Phase	3 months – May 2019 – July 2019	\$7,500	\$22,500
Tendering and Contract Award	1 month – Aug 2019	\$10,500	\$10,500
Construction Phase	11 months – Aug 2019 – June 2020	\$7,000	\$77,000
Close Out Phase	1 month – July 2020	\$9,500	\$9,500

EXPENSES

Reimbursable expenses will be invoiced at a fixed expense cost of 5% of the total fee on each invoice.

HOURLY RATES

If additional services are required, our hourly rates are provided in the table below:

Name	Hourly / Daily Rate
VP in Charge	\$250
Project Principal	\$200
Senior Project Manager	\$175
Project Manager	\$145
Assistant Project Manager	\$115
Project Administrator	\$90
Hourly rates will be adjusted annually	

OPTIONAL SERVICES

For additional (optional) services for the Vulcan project, we can offer the following:

-) Bid Document Review
-) Furniture & Equipment Planning and Procurement
-) Operational Readiness Coordination
-) Move Management and Support

Any optional services, including the above services, are to be mutually agreed upon in writing under separate a proposal document.

12. TERMS AND CONDITIONS

- i. The proposed fixed fee excludes reimbursable expenses and applicable taxes. Reasonable reimbursable expenses will be invoiced at a fixed expense cost of 5% of the total fee on each invoice.
- ii. This proposal is valid for 30 days.
- iii. This proposal is based on the scope of services described above from April 2019 through July 2020, as per the Client's Project schedule and may be subject to alteration if additional services are required or if the project extends beyond July 2020.
- iv. Additional services beyond the scope of this proposal, or as otherwise requested by the Client will be invoiced on an hourly basis at the rates identified above, exclusive of disbursements and GST.
- v. Invoices will be issued monthly and be payable within 30 days.
- vi. Overdue invoices will be charged interest of 2% per month.
- vii. This proposal contains information which is proprietary and confidential to Colliers Project Leaders. This information is submitted in confidence for the sole purpose of permitting the recipient to evaluate the proposal. In consideration of receipt of this document, the recipient agrees to treat information as confidential and to not reproduce or otherwise disclose this information to any persons outside the group directly responsible for the evaluation of its contents, without the prior written consent of Colliers Project Leaders. Disclosure of any information contained in this proposal would result in undue loss to Colliers Project Leaders Inc.

We thank you for the opportunity to submit this I proposal for working with the Town of Vulcan, Alberta and we are looking forward working with you to the completion of this project.

Yours truly,



Charl G. Johnson, Architect, AAA
B Build, B Arch, PMP, LEED AP
Principal

ACCEPTANCE

Re: Proposal letter dated September 21, 2018: of Vulcan - New Outdoor Pool, Pool House and Spray Park – Design, Tendering and Construction Phase Services Fee Proposal.

Approved by:	Bonnie Ellis Town of Vulcan
Title:	Community Services Manager
Signature:	
Date:	



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**Minutes of the Vulcan and Region FCSS Board Meeting
June 28, 2018**

Present: Carrol Thomson, Michael Monner, Betty Whitney, Georgia-Lee DeBolt, JoAnne Juce, Lynda Joyce, Danette Smith

Absent with Regrets: none

Absent: Colton Povey, Brad Koch

Delegations/Guests: Vulcan Library Board- Liz, Jenn, Laura

Secretary: Danette Smith

Call to Order: 7:03 p.m.

Welcome and thank you to the Vulcan Library Board members who came to visit with the FCSS Board.

1 Additions/Changes to the Agenda: 8.2 – Potential of Peter Dawson Lodge/Marquis Foundation

2 Approval of the Agenda: Georgia-Lee DeBolt made motion to approve the Agenda as amended. Carried 28/06/18/01

3 Minutes: JoAnne Juce made a motion to approve the Minutes of the May 24, 2018 meeting as presented. Carried 28/06/18/02

4 Financial Reports: Michael Monner made a motion to approve the Financial Reports as presented. Georgia-Lee seconded the motion. Carried 28/06/18/03

5 Mail Summary: none

6 Staff Reports:

6.1 Director's Report: Georgia-Lee DeBolt made a motion to approve to Director's Report as presented. Carried 28/06/18/04

6.2 Youth Worker Report: Lynda Joyce made a motion to approve the Youth Worker Report as presented. Carried 28/06/18/05

6.3 Senior/Home Support Leader Report: Michael Monner made a motion to approve the Senior/Home Support Leader Report as presented. Carried 28/06/18/06

6.4 Community Services Report: JoAnne Juce made a motion to approve the Community Services Report as presented. Carried 28/06/18/07

7 Old Business:

7.1 Fire/Exit door: door is in place. Ramps- no word yet on the ramps from Sommerville.

8 New Business:

8.1 Member at Large applications: Georgia-Lee DeBolt made a motion to accept four applicants as Members at Large: Jen Forhmsway, Danette Smith, Lynda Joyce, Betty Whitney. Carried 28/06/18/08

8.2 Marquis Board: The Marquis Board is the governing board for the Peter Dawson Lodge. Consideration for filling the vacancies at the Lodge; filling the vacant rooms (temporarily) with homeless people. Part of the consideration would be: who would pay the rent, would meals be included, would there be supervision for underage people, would there be support for mental, emotional, physical health, would there be a curfew/rules regarding alcohol, smoking, drugs, noise considerations. This item will be carried over to the next meeting.

9 Committee Reports: none

10 Partner Updates:

Member at Large- Lynda Joyce: shovels going into the ground at the hospital on June 29th. Lunch and Learn courses very interesting, well attended.

Town- all of Town Council will be at ground-breaking at the hospital. There was a Townhall meeting on Monday; planned for after taxes are out- 2 people came out.

County- all councilors will be at ground breaking at the hospital. Milo is fundraising for a new Café; community owns the building that houses the current café. July 1st pancake breakfast. Village of Milo has banners on about 20 power poles. After 3 years the school has withdrawn from the International Baccalaureate program.

Carmangay- sold 2 packages/parcels of industrial lots, construction starts in 3 weeks. Have four students on federal grants- public works. Work sharing between Champion and Carmangay. Hall Board is now called the Carmangay Community Centre Committee (CCCC). Council will create their own newsletter. Sports Day August 3 & 4. Old Fire Hall grand opening, for a donation you can ring the bell and get your picture taken with a firefighter.

Member at Large- Betty Whitney: talked to Brenda F.- the portable ultrasound is up and running. The Province is looking at a new wireless computer charting system that they are trying to set up the wiring now; eventually the whole province will all be on the same computer charting system. Edmonton will start in two years, with Rural Calgary area second. In the process of hiring new staff, losing nursing staff to city hospitals.

Michael Monner made a motion to adjourn the meeting at 8:30 p.m. Carried 28/06/18/09

Next meeting September 27, 2018 at 7:00p.m.

Chair _____

Director _____

**Vulcan Regional Food Bank Society Meeting
June 28, 2018**

Present: Carrol Thomson, Michael Monner, Betty Whitney, Georgia-Lee DeBolt, JoAnne Juce, Lynda Joyce, Danette Smith

Absent with Regrets: none

Absent: Colton Povey, Brad Koch

Delegations/Guests: none

Secretary: Danette Smith

Call to Order: 8:30 p.m.

Additions/Changes to the Agenda: none

Minutes: JoAnne Juce made a motion to approve the Minutes of the March 22, 2018 meeting as presented. Carried 28/06/18/01

Financial Reports: Georgia-Lee DeBolt made a motion to approve the Financial Reports as presented. Carried 28/06/18/02

Mail Summary:

1 Food Banks Alberta: Three new Provincial programs announced: Food and Services Reduced Pricing Purchase Program, Shippers Supply Preferred Pricing Program, Insurance and Health Care Benefits Program

2 Vulcan County: we received \$4000.00 from the County.

Tammy's Report: Lynda Joyce made a motion to approve Tammy's Report as presented. Carried 28/06/18/03

ARDN Report: JoAnne Juce made a motion to approve the ARDN Report as presented. Carried 28/06/18/04

Georgia-Lee DeBolt made a motion to adjourn the meeting at 8:30 p.m. Carried 28/06/18/05

Next meeting is September 27, 2018 at 7:00 p.m.

Chair _____

Director _____

Vulcan and Vulcan County Coordinated Community Response to Elder Abuse

September 18, 2018 – Vulcan FCSS

Present: Ruth Mueller (AHS), Trish Davidson (Rowan House), Amanda Caldwell (RN CRPCN, Vulcan Medical Clinic), Gail Wark (Vulcan Community Health & Wellness), Sue MacDonald (United Church Clergy), Bev Edwards (AHS), Ryan Smith (Vulcan County), Sgt. Troy Dobson (Vulcan RCMP), Michelle Roddy (Town of Vulcan), Greg Arlett (Town of Vulcan CPO), Claire Kuchel-Klassen (Seniors Home Supports, Vulcan FCSS).

Regrets: Lindsey Urbani (AHS Home Care), Marty Hall (Peter Lawson Lodge), Barbara Moore-Coffey (Rainbow Literacy), Nicole Larson (Victim's Services), Adonus Arlett (Victim's Services), Laurie Lyckman (Vulcan County), Rob Pintkowski (Vulcan County), Juntin Vallee (Vulcan County)

I. Welcome

Meeting called to order @ 9:15 am

II. Ongoing Evaluation

Evaluation and comments are appreciated and may be of value in future grant application processes. Comments have been submitted stating that the time change is appreciated.

III. Suicide prevention Conference was held by Lethbridge Elder Abuse Resource Network (LEARN)

A. Sue MacDonald shared from the Suicide Prevention Awareness Day conference that she attended in Lethbridge. Elders experiencing abuse feel helpless and hopeless. There is an increased incidence of suicide in this demographic. Increase in anxiety and depression lead to suicide ideation. Seniors are less likely to express these feelings. They also have an increased incidence of use of painkillers and other pharmaceuticals that lead to increased vulnerability.

B. Ruth explained that LEARN is the organization that added Claresholm and surrounding towns to their Victims of Crime grant application.

IV. Develop Agency Resource List

This list is almost complete. Ruth thanked all who contributed and looks forward to further contributions.

Action: All participating agencies are asked to review the documents for accuracy and to consider what they would like to include in a document that will be developed for the public.

Action: Ruth and Trish will ask for the resource lists developed for the public by the Claresholm and Foothills CCR's.

V. Awareness Raising Opportunities

A. Feedback about Who You Gonna Call? (Sept. 7)

1) Positive comments were received from many members. The event resulted in an increased awareness of the variety of resources in Vulcan. Engagement at the tables was encouraging.

2) Personal Directives Information Kits were ordered for this event. Remainder kits were given to members to take to their agencies. More can be ordered from OPGT. Lyndsay and Bev are able to assist with the completion of these forms.

B. One hour Elder Abuse presentation

Gabrielle has a one hour presentation available through the New Horizons for Seniors grant and is willing to present it in Vulcan. Members expressed interest for this to be presented at this table in October and perhaps broadening the audience at a later date.

Action: Ruth will speak with Gabrielle about this.

C. Gabrielle offered to modify Claresholm Elder Abuse brochures for Vulcan.

Members agreed that this would be appreciated.

Action: Ruth will speak with Gabrielle about this.

Trish offered the Foothills CCR brochure for ideas.

Action: Trish will look into this further and get electronic copies if possible.

Applying for the New Horizons funding might enable printing at a later date.

VI. VCCCR Terms of Reference

A. Review

- 1) Waiting for "Evaluation" portion and "#8 under Group Agreement to be completed.
- 2) Credit for the definition needs to be added.
- 3) It was agreed that "Prevention" is implied in the wording of the Purpose, Vision and Mission
- 4) The language used needs to include the response available for the abuser as well as the abused.
- 5) Comments were made as to the vague meaning of the word "support". Alternative words might be "address" or "assist"
- 6) Vision: Decision was made to remove "well" from co-ordinated.
- 7) Mission: Decision was made to include "issues surrounding elder abuse" in both the Purpose and the Mission.

The statements will read as follows:

Purpose To be the coordinated response model where we leverage the knowledge, services and expertise of multiple agencies and individuals and provide effective and efficient approaches to elder abuse including the abused, the abuser and the community.

Vision The CCR committee's vision is a coordinated response and support network that provides a safe environment for the abused elder, the abuser and the community.

Mission To develop and implement an ongoing community response model and support networks for issues surrounding elder abuse.

B. Evaluation

Tabled

VII. Sustainability

A. Claresholm has developed Plans A, B, C and D

Plan A – Victims of Crime Grant for a rural case manager position

Lethbridge Elder Abuse Response Network (LEARN) has requested additional funding from the Victims of Crime fund for a rural case manager position.

-Areas would include, but are not limited to, Claresholm, Vulcan, Fort Macleod, Pincher Creek, Crowsnest Pass, and Cardston.

-Date for when they find out is still to be determined

Plan B – Civil Grant for a coordinator/case manager position

Gabrielle will apply for the Civil Forfeitures grant (2 year funding for a staff position aimed at preventing and responding to crime)

-Application deadline is October 12

-Date for when they find out would be late April.

-Because there will be a gap in-between their current funding and this funding (approximately 4 months) Gabrielle will approach multiple sources (MD of Willow Creek, Town of Claresholm, Town of Fort Macleod, Kinsmen, etc) to request for interim funding.

Plan C – Financial Support from multiple sources to fund a case manager position

Claresholm would approach multiple MDs and municipalities and funding that would go towards a rural case manager position/travel expenses/office supplies

-Areas would include MD of Willow Creek, MD of Vulcan, MD of Cardston, MD of Pincher Creek, and MD of Crowsnest Pass.

Plan D – The committee continues to operate, but without a staffed position

Agencies work together to address and elder abuse case. Response meetings will be held with relevant agencies to discuss best approaches.

-Claresholm FCSS has offered to be the anchoring agency. They would provide people with information and direction to relevant resources.

-The response model will be edited/tailored so the protocols are easy to follow.

B. Grant Opportunities to consider in the future

1) Victims of Crime – LEARN submitted an amendment to their application

2) New Horizons for Seniors – Next round of applications are due June 2019

3) Civil Forfeiture – Claresholm CCR is applying

4) Age Friendly Community

<http://www.seniors-housing.alberta.ca/seniors/age-friendly-recognition.html>

Vulcan County will consider applying for this.

VIII. VCCCR Response Model:

Group considering existing models held by Claresholm and Foothills CCR's.

Trish explained how the Foothills model is enacted. Levels of responses were discussed.

There is a level of subjectivity in all responses.

Discussion concerning consistency and continuity of responses needed within each community.

Action: Ruth will discuss this concern with Gabrielle.

IX. Develop a logo

Tabled.

X. Next meeting: Tuesday, October 16, 2018 (9:15-10:45 am) at FCSS Meeting Room.

Meeting adjourned 10:52 am.

VULCAN GOLF AND COUNTRY CLUB



EXECUTIVE MEETING MINUTES:

- September 20, 2018

MEETING CALLED TO ORDER:

- Called to order at

PRESENT:

- Barry Gore, David Lyon, Paul Mansfield, Jeff Mix, Judy Sanderson, Wayne Shearer, Stacey Wheeler, Ross Zuehlke, Gordon Brayton, Paul Taylor, Tyler Wolfe (arrived late, approx. 8:20pm)

ABSENT:

- Duke Webber

ADDITIONS TO THE AGENDA

- Inclusion of Non-Members on the Board

MINUTES OF THE LAST MEETING (August 2018):

- No errors or omissions.
- **Motion** to accept minutes by Barry.

DIRECTOR OF GOLF REPORT:

- Gordon Brayton presented the Director of Golf Report, attached.

GROUND'S REPORT:

- Wayne Shearer presented the Ground's Report on behalf of Duke Webber, attached.
- **Motion** to accept report by Stacey. Seconded by Judy.

TREASURER REPORT:

- Presented by David Lyon, attached.
- GIC worth \$54 506.93 has expired.
- **Motion** to withdraw \$4506.93 from \$54 506.93 GIC and deposit into General Revenue and renew the remaining \$50 000.00 into a 30-Day Renewable Term GIC made by Barry. Seconded by Dave. Carried.
- **Motion** to investigate to see if we can use the Par 3 Land (inc. Driving Range) as Security for the Overdraft for the General Revenue Account, in order to release the \$50 000 GIC from being used as security by Barry. Seconded by Dave. Carried.
- **Motion** to accept report by Dave. Seconded by Stacey.

HOUSE COMMITTEE REPORT:

- Presented by Stacey Wheeler, attached.
- **Motion** to accept House Report by Stacey. Seconded by Ross.

CORRESPONDENCES

- None.

VULCAN GOLF AND COUNTRY CLUB



OLD BUSINESS:

- 3 Hole Jr Course Update
 - Well capped at \$571 (\$230 under budget)
 - Discussion about Sommerville scratching out cart path
 - Gord will contact the turf guy before year end
 - All positive so far
- Xmas Clubhouse Operation
 - **Motion** to open the Clubhouse for Xmas Sale December 14, 15, 16, 21, 22, 23 noon until 6pm, made by Jeff. Seconded by Ross. Carried.
- Director of Golf Contract Update
 - Gordon was presented with and has agreed to a 4 year contract extension.

NEW BUSINESS:

- Inclusion of Non-Members on the Board
 - Tabled until Spring
- 2019 Rates
 - Discussion of possible rate options.
 - **Motion** made by Barry to increase the Cart Shed Rental fee to \$300. Seconded by Stacey. Carried.
 - **Motion** made by Paul M. to leave increase rates by 5% across the board as a water levy on all fees and everything the golf course sells. Seconded by Barry. Carried.

NEXT MEETING DATE:

- October 10 at 7:00 PM at the Clubhouse.

ADJOURNMENT:

- **Motion** to adjourn made by.
- Meeting adjourned at 8:35

**Vulcan & District Tourism Society Minutes - October 2, 2018
Vulcan Town Council Chambers**

In Attendance;

Georgia-Lee Debolt Chair (Town of Vulcan), Jason Schneider Vice Chair (Vulcan County), Laura Thomas (Town of Vulcan), Bonnie Ellis (Town of Vulcan), Gloria Hout (Member at Large Town), Jason Thornhill (Member at Large County)

Absent ;Laurie Lyckman (Vulcan County), Grace Klitmoller (Member at Large County)

1. Call to order: 7:00pm by Georgia-Lee Debolt

2. Delegations: Kim Fath

3. Addition & Adopt of Agenda: Laura T moved. Carried

4. Adoption of Minutes: Jason S. moved. Carried

5. Budget Update: Gloria H moved. Carried
As per attached.

6. Tourism Update: Tourism Coordinator Grant Shaw. Accepted as information.

7. Old Business:

A) Society Status: 2017 reports to finalized, other years almost complete.

B) Board members: Society move forward to have an AGM only, form a committee from the town.

Motion: Recommend that the town form a committee for direction of tourism, based on the structure of the rec board committee. Jason S. moved. Carried

C) Hours of Operation: Fall/Winter hours 9:30 am - 5:30 pm for staff. 10:00am - 5:00pm for visitors. These hours are effective from September long weekend to May 31st. Closed Tuesday and Wednesday. Spring/Summer hours 9:30am - 6:00pm for staff, 10:00am - 6:00 pm for visitors, June 1st to September long weekend, seven days a week. This will be revisited when staffing issues have been sorted out.

8. New Business:

A) Staffing: Brodynne, Brooklyn, and Grant

B) Items to Purchase: Captain's Chairs,
Flag Pole, United Federation of Planets
Seacan Storage, \$3500 to purchase and \$1.00 for storage

C) Inventory: Motion: Sell the inventory to the town for \$28,062.51.
Jason T. moved. Carried

11. Next Meeting: Nov 6, 2018 @ 7pm, Town Office

12. Adjournment: 9:00pm Jason S. moved. Carried

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
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 September 24.18	18.291	Moved by Councillor Georgia-Lee DeBolt THAT Bylaw No. 1475-18 be given first reading and that a Public Hearing date be set for the October 9, 2018 Regular Council Meeting.	Karen Rose	Place ad in Vulcan Advocate Add Public Hearing date to October 9 meeting agenda Send Copy of Resolution to Development Officer and ORRSC	October 1, 2018
Regular Council September 24.18	18.293	Moved by Councillor Lorna Armstrong THAT Council approves a donation to the Vulcan County Health and Wellness Foundation of 1875 cubic meters of clay fill material from the stockpile located at the Vulcan Lagoon site to be relocated and used for the Vulcan Community Health Care expansion.	Karen Rose Kim Fath	Send Copy of Resolution to Public Works Notify Health and Wellness of approval	September 26, 2018

Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council September 24.18	18.294	Moved by Councillor Paul Taylor THAT Administration respond in writing to Fortis Alberta that the Town of Vulcan would like to keep the franchise fee at the current rate of 20% for 2019.	Karen Rose	Send Copy of Resolution and letter to Kayla at FortisAlberta	September 25, 2018



CAO'S REPORT

SUBMITTED TO: Town Council
SUBMITTED BY: Kim Fath
FOR THE DATES: September 21st through October 5th, 2018

Administrative Business Summery

- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Met with Community Service Manager and Tourism Coordinator to discuss staffing concerns.
- Met with the County and ORRSC to review draft IMDP
- Presented to Town and County Council an update on the Pool Project.
- Attended September 24th council meeting
- Provided meeting follow up information to the Advocate
- Met with Tourism Coordinator to discuss proposed department changes.
- Council meeting follow up (*minutes review, action items, letters*)
- Attended the AUMA convention
- Discussed proposed Agreement changes with FCSS director. (*Prepared draft*).
- Provided Tourism Society an update for recent staff changes.
- Met with County and Village CAO's to provide updates on each municipality.
- Attended and interview for the Alberta Environment Certification Advisory Committee
- Created RFD's for next council meeting.
- Met with Mayor to sign documents and discuss agenda items.

Staff

- The Tourism Coordinator has accepted the open position on Public Works Crew.
- Will be seeking Councils input on Tourism Staff recruitment.
- CPO received provincial appointment on October 2nd.

Formal Meetings of Interest

- IMDP – County Office – *September 24th*.
- Joint Council Pool Meeting – County Office – *September 24th*
- Seniors Housing Meeting – County Office – *October 2nd*.
- Tourism Society – Town Office - *October 2nd*
- CAO's Meeting – Arrowwood – *October 4th*

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

Respectfully submitted by Kim Fath
Chief Administrative Officer

MEMO

TO: Town Council

FROM: Nancy Neufeld, Development Officer

DATE: Report for September, 2018

Cannabis/Retail – Attended September 10th Council meeting re MPC recommendations

Intermunicipal Development Plan (IDP) – Attended meeting a County Council Chambers September 24, 2018. ORRSC to provide final draft to the committee at meeting slated for October 30th.

Met with representative from Park Enterprises September 17th. Park Enterprises is a safety codes inspection provider. Our current contract with Superior Safety Codes comes up for renewal in December, 2019.

Conducted site inspection at 336 Cottonwood Drive.

September 14th meeting with Henry Dekoort/Kim Fath – Henry to provide summary of advertising campaign once completed. Commercials will be running from October 1 until the end of December alternately on QR770 and AM 660.

September 14th met with Gilles Leclair from Geo Studios out of Lethbridge regarding geodomes that his company manufactures.

September 21st - Kim and myself had a meeting with Joanne Block who recently set up an office for 2BV Solutions in the downtown. She was provided with a "New Business Welcome Package".

September 4 & September 18th MPC meeting – Next scheduled meeting is October 16th.

BUILDING PERMITS ISSUED SEPTEMBER 2018 - NIL

DEVELOPMENT PERMITS APPLIED FOR SEPTEMBER 2018

DATE	PERMIT #	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	POST UNTIL
Sept 19/18	D18.23	Discretionary	Outside Storage	C-1	118-2 Ave S	Pending MPC Oct 16/18		
Sept 19/18	D18.24	Permitted	Home Occupation 1	C-1	713 Fairways Dr	Sept 26/18	N/A	Oct 10/18
Sept 26/18	D18.25	Permitted	Secondary Use - Office	C-1	116-2 St S	Pending MPC Oct 16,/18		

NEW BUSINESS LICENSES ISSUED SEPTEMBER 2018

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
Sept 9/18	1057	Mbambo Construction	General Contractor	713 Fairways Dr

**Town of Vulcan
Public Works
Month End Report**

Month of: September 2018

Facilities:

- The new condenser and glycol for the arena/curling club has been installed by Startech from Sept 11th to the 14th and is operating correctly
- Gio doors still working on doors of the Library
- Started the condenser at the arena on Sept 14th and started making ice on Sept 17th / Painted ice on Sept 21st / Lines placed on Sept 25th continued flooding until proper ice depth and opened arena to public on October 1st
- Pool building and equipment has been winterized
- Sept 11th Big Sky construction moved in to start demo of old water treatment plant with the unforeseen amount of rebar in the building public works has been working with Big Sky cutting out rebar and hauling concrete away to be fair to the contractor
- I met with Century auction to look at equipment from old water treatment plant to see what they thought was worth taking to auction. Public works hauled several loads to auction site by Alderside for the sale on Oct 30th. I have a list of all equipment took to the public auction
- Public works is in the process of hauling the scrape metal to National salvage in Lethbridge

Streets:

- I met with 640 Earthworks and Cima on Sept 25th for final walk though on the 3rd street project. There is two areas of concern that we discussed one is the cracked drive way at 416 3rd street and the drainage at the corner of 3rd street and 5th ave . 640 is going to repair both areas of concern but with final payment due we agreed on holding back \$10,000.00 from final payment until repairs have been completed.
- Read on roads was in and topped up the patch on center street coming off of highway 23 at no charge
- Sept 10th we had a water break on the 300 block of 2nd street north we isolated the break by shutting water down from 2nd ave north to 4th ave north and Center Street to 2nd street north and called in emergence locates. Shawne was in at 9:30 am Sept 11th and dug up the break arena finding the bottom of the 4" pipe had blown out repair was done and backfilling at 12:30 pm. When we went to turn water back on the valve at 2nd ave north and 2nd street

north broke and leaking water we called in another locate and isolated the area by shutting the water off from 4thave north to first ave / 2nd ave north from 1st street north end of line / 1st ave north from 1st street north to end of line basically shutting down that corner of town. Repair and new valve done and water back on at 9:00 pm

- Sept 19th had water break on center street by the pool at 3:30 am isolated break area by shutting water off from 4th ave and center to 8th ave and center street / 6th ave south from 1st street to center street / 1st street south from 6th ave to 7th ave called in emergency locates and Shawne was here at 8:30 am dug up break area and found top of the 4" pipe blown out with the issues off getting the water off I had Shawne install a 4" valve in place of the broken section of pipe backfilled and water back on at 3:30 pm

Water & Sewer:

- Tested all alarms at lift stations and water plant.
- Public works was involved in two sewer issues that plumbers had issues. The one on Memorial ave once blockage was cleared and we video inspected the line we found issues on both private and public and will be placed on the replacement list. The one on Center street once we inspected it found only issue on private property

Water Plant (contracted)

- Minor repair and maintenance in water plant

Parks:

- All irrigation has been blown out and facilities winterized
- Campgrounds were closed on October 1st

Cemetery:

- Irrigation has been winterized

Equipment

Personnel:

- **Allan Charkco** quit on September 17th stating that he did not want to work the arena schedule after we were very clear about it when we hired him in May. Jeff woods is covering the arena shifts until Grant Shaw returns to the arena

Other:

- Public works assisted with the food truck fund raiser

Stewart Birch Town Foreman

October 2018 TOWN OF VULCAN Community Services Report

Prepared By Bonnie Ellis Community Services Manager

COMMUNITY SERVICES

Pool Project is going forward CFP Grant has been submitted. Should hear back some time next spring early summer.

Working on completing grants, 1 Tourism grant Community Foundations Grant on behalf of the Lions for the pool.

Had 5 request for Vulcan County Grants, which have been reviewed and submitted to the county.

Food Truck FundRaiser was a huge success. They have thanked the town and all that made this event happen. The result of this event in the community is as follows:

\$2057 and 766 pounds of food to the Vulcan Regional Food Bank Society!!
\$400 Vulcan County Cruisers \$125 Vulcan Municipal Library
\$600 Vulcan Fire Department
\$293 Vulcan Daycare
\$307 Heather Highland Dance School
\$200 KidSport
\$145.40 County Central High School grad Class of 2019
\$87 Vulcan Kinettes

Worked with Black Friday event organizers to assist in this community endeavour. This event will take place November 23rd, 2018. They have asked for the Mayor to be present at a tree lighting event.

Talked with community member Jeff to help organize a Halloween (October 31st) event on his street. This will be a maze for the Halloween night made of hay bales. I have talked with Stew and Doug at the county to ensure that they are aware and get their ok on this project. I have talked with Jeff and have given him the recommendations of both the above to have a clear exit and have a fire extinguisher handy.

Staff

Meetings attended: Minor Baseball, Vulcan Tourism, Southern Alberta Recreation Association, and Vulcan Recreation, Black Friday Planning Event, FCSS Workshop.

Bonnie Away Oct 24-27 APRA Conference Jasper

RECREATION

Programming

Winter Recreation Guide has gone out to the county on the 3rd week of September.

Winter Leisure Guide is finished and was in the Mail Sept 25, 2018

Resource Fair We have a table at this event hosted by FCSS and the numbers we ok we had a poor location. Will try and have the leisure guide ready for this event next year. Will look in to make our display more interactive maybe offer online registration at the table.

Online registration for summer camps we had 120 registered along with and coaching. Fall registration is up and open.

Summer Camps we have a great line up of camps this year with some reaching their limit we have a total of 93 register in Camps this year. This is an increase of about 12 over last year,

Story Adventure Camp Hailey smith is doing this camp twice in the year and it is just a drop in camp. The number for the first one averaged 5 per day, however the churches in town also had their camp this week and draw 70 camp goers to them. The Second Story Camp was much better with 2 the first day but averaged 8 for the week and had 13 on the last day. Will look at doing something similar next year.

Gymnastics Camp had 38 sign up which is close to the maximum spots available. Thanks to Angie for instructing the kids. We purchased two tumbling mats for the gymnastics to help keep the program going

Volleyball Camp had 25 sign up. Numbers are down from last year because a number of volleyball players went to larger camps around the province. Laura Roe has also joined the coaching team this year and was looking forward to coming back. Lara is a local girl and played volleyball at CCHS has been playing beach and court in the states and New Zealand since, for the Calgary police team and others.

Basketball Camp has 15 signed up with more probably to sign up early next month

Movies we had two movies in August and September:

Solo we moved indoors due to cool weather we had about 50 attend the movie

Incredibles 2 movie on Sept16, we had 70 people watch the Movie.

Ant Man & Wasp on Sept 30 with 20 attending

Bubble Party was a huge success with over 100 participating through the day, Our bubble machine with a few minor tweaks final starting work the way it should fill the pool with bubbles.

Fall Programming has started Oct 1 with all the favorites are back walking, pickleball, badminton, volleyball and basketball along with family skate and Shanny at the arena.

Rec Web site has had some updates with many more yet to come

TOURISM

CBS license and royalties are information is in order to have these paid out

Inventory for 2017 and 2018 has been completed.

Staffing

Brooklyn Hall has sent in her resignation as of October 7th, 2018

Discussion on new structure for the tourism committee at the Oct 2 meeting

Discussion on the need of a Strategic Plan for moving forward with tourism

Trinus staff member Bindu has come down to the trek centre to review our computers and pos system.

Vul-Con

Booking for next VulCon have started.

Visitor Report

September Visitor Report

Visitors - 1146

Counseled - 97

Submitted Bonnie Ellis Community Services Manager

PEACE OFFICER PROGRAM

Managers' Report – September 2018

- ☐ October 3rd, 2018 Community Peace Officer I appointment received from Solicitor General, Greg Arlett now in full uniform and able to perform all duties.
- ☐ From September 1st to September 30th ; Three (3) files were created.
 - Two (2) Animal Control file
 - One (1) Recreational Vehicle parking complaint
- ☐ Did not have many patrol hours completed for September.
 - Peace Officer Arlett awaiting CPO1 Appointment .
- ☐ Attended organizational meeting on Elder Abuse Initiative.
- ☐ Peace Officer Arlett obtained certification in Radar/Lidar from CPS
 - Required to use radar and laser for speed enforcement.
- ☐ Digital Speed Signs
 - Have been in place at the school zone on Elizabeth St throughout the entire month of September.
- ☐ Community Peace Officer Arlett made contact with Boone Livestock Company Inc as owner is a former employee of Alberta Transportation Office of Traffic safety and has a roll over simulator and impairment goggles for doing safety presentations.

Plans for October

- ☐ Traffic Enforcement
 - Will work with RCMP and Sheriffs to enforce speed until then.
 - CVE has plans to perform school bus inspections with the new school year as a part of their annual school bus safety program October 4th.
 - Areas for Concern include:
 - Playground Zone around schools with children back in school.
- ☐ Digital Speed Signs
 - Deploying the signs to the playground zone around schools and other areas of concern for town residents.
- ☐ Safety Education
 - Work with high school on doing a School Zone Safety presentation to students that may include a roll over simulation for emphasis on seatbelt safety.



Station 27 Fire Department Office of the Fire Chief

October 3, 2018,
Management Report

For the Month of September 2018, Station 27 Fire Department has responded to the following:

Call Type	Town	Rural
Carbon Monoxide	2	
Fire Response		2
Grassland/outside		1
Rescue		
Hazmat		
Gas Leaks		
MVC		1
Mutual Aid		
Medical Assist	2	2
First Response	4	
Service Call		
False Alarm	1	
Total Calls (month)	9	6

First Response = No Ems from Vulcan

107 Total Calls to the end of August 2018
The call report is for Town and County.

General Operations

- All of our units are in service.
- Calls have been well attended and response times are quick.

Membership/Recruitment

- Vulcan Fire currently has 17 members on the roster.
- Vulcan fire is accepting applications for membership.



Station 27 Fire Department Office of the Fire Chief

Training

- Station 27 had a tour of the ice plant and a Q and A period with Rob Davidson.
- Regular Tuesday practices have been well attended.
- Training plans for fall/winter 2018-2019 are being finalized.

Fire Prevention/Public Relations

- Station 27 has a facebook page which is updated after every call or special event.
- Vulcan fire assisted Town of Vulcan public works with a water line repair.
- The food truck fund raiser was a big success for the Vulcan fire members association. A big thanks to Kim Fath for volunteering to go in the tank!

Respectfully,

Peter Wyatt,

District 27 Fire Chief,

Vulcan Fire Department

peter.wyatt@vulcancounty.ab.ca



REPORT

TO: Council
FROM:
DATE: October 9, 2018
SUBJECT: Tourism Staffing

DESCRIPTION:
Tourism Staffing

SUMMARY:

Due to staffing changes in the Tourism Department Administration would like Council's input as this relates to labour, Council may wish to close this portion of the meeting to public under the Freedom of Information and Protection of Privacy Act, Part 1 Division 2

16(1) The head of a public body must refuse to disclose an applicant information

(a) that would reveal

(ii) commercial, financial, *labour relations*, scientific or technical information of a third party,

SIGNATURES:



Manager, Title



CAO/Clerk