
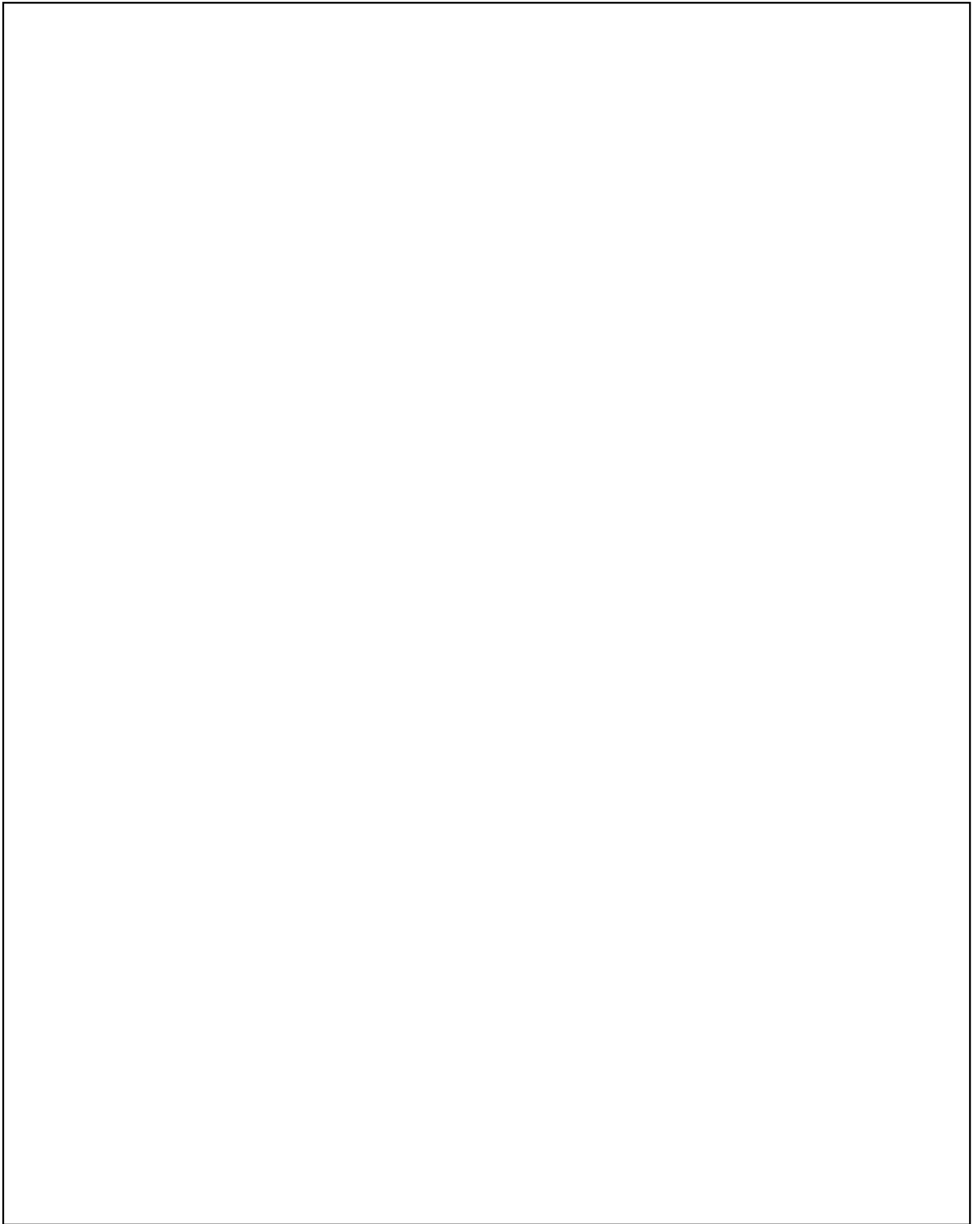





**AGENDA FOR THE ORGANIZATIONAL MEETING
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, OCTOBER 22, 2018
COMMENCING AT 8:00 PM**

	Page
1. Call to Order	
2. Appointment of Committee/Board Representatives	
2.1 Committee Appointment Review	3 - 5
2017-18 Town Committees	
2019 Committee Info	
3. Deputy Mayor Appointment	
3.1 Policy A-16 Review	7
A-16 Deputy Mayor Schedule	
4. Signing Authority	
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Draft F-03 Signing Authority	
5. Regular Meeting Dates	
5.1 Policy A-18 Review	11 - 14
A-18 Regular Council Meeting Schedule	
Council Meeting Calendar for Year 2018&2019	
6. Adjournment	

2017/2018 2018/2019	*	*	*	*	*	*	*	*
	Tom Grant	Lyle Magnuson	Lorna Armstrong	Michelle Roddy	Paul Taylor	Laura Thomas	Georgia-Lee DeBolt	Councillors Required
INTERNAL COMMITTEES								
Regular Council	X	X	X	X	X	X	X	ALL
Committee of the Whole	X	X	X	X	X	X	X	ALL
Assessment Review Board					Alt		X	1
Joint Subdivision and Development Appeal Board			X				Alt	1
Municipal Planning Commission (MPC)		X		Alt	X			2
Emergency Advisory Committee (EAC)								1
AD-HOC COMMITTEES								
Seniors Housing Committee	X		X					2
Pool Infrastructure Committee	X							1
EXTERNAL COMMITTEES/ORGANIZATIONS OF INTEREST								
Canadian Badlands				Alt		X		1
Community Futures Highwood				X		Alt		1
Family and Community Support Services Board (FCSS)			Alt				X	1
Foothills Regional Emergency Services Commission (FRESC)	Alt				X			1
Palliser Joint Use Policy and Advisory Board	X	Alt						1
The Marquis Foundation			X				Alt	1
Mayors and Reeves	X							Mayor
Oldman River Regional Service Commission (ORRSC)		X			Alt			1
South Grow Regional Initiative			X	Alt				1
Southern Alberta Energy from Waste Association (SAEWA)	X	Alt						1
Twin Valley Regional Water Commission (TVRWC)	Alt				X		X	2
Vulcan Area Public & Petroleum Association (VAPPA)	X				Alt			1
Vulcan Brand Innovation Team (VBIT)				Alt		X		1
Vulcan Business Development Society (VBDS)			X	X		X	Alt	3
Vulcan County Coordinated Community Response to Elder Abuse (VCCCR)				X				1
Vulcan County Health and Wellness Foundation			X	Alt				1
Vulcan & District Chamber of Commerce		X		Alt				1
Vulcan & District Fire Committee					X			1
Vulcan & District Recreation Committee			Alt				X	1
Vulcan & District Solid Waste Commission	X	Alt						1
Vulcan & District Tourism Society				Alt		X	X	2
Vulcan Tourism Committee								1
Vulcan Golf and Country Club			Alt		X			1
Vulcan Library Board						X		1
Vulcan Region Healthcare Grant Committee	X	Alt						1
Vulcan Regional Victims Services Society				X		Alt		1
Vulcan Town & County Airport Committee		X			X		Alt	2



2017/2018 2018/2019	*	*	*	*	*	*
	Councillors Required	Members At Large Required	Staff Required	Location	Time	Number of Meetings
INTERNAL COMMITTEES						
Regular Council	ALL		CAO	Town Office	Evening	24 per Year
Committee of the Whole	ALL		CAO	Town Office	Evening	As Needed
Assessment Review Board	1			Lethbridge	Day	If Needed
Joint Subdivision and Development Appeal Board	1			Various Locations	Day	If Needed
Municipal Planning Commission (MPC)	2	4	Development Officer	Town Office	Day	12 per Year
Emergency Advisory Committee (EAC)	1	1	CAO	Town Office	Day	2 per Year
AD-HOC COMMITTEES						
Seniors Housing Committee	2		CAO	Vulcan	Day	As Needed
Pool Infrastructure Committee	1		CAO/Public Works/Rec	Vulcan	Day	As Needed
EXTERNAL COMMITTEES/ORGANIZATIONS OF INTEREST						
Canadian Badlands	1			Drumheller	Day	2 per year
Community Futures Highwood	1	1		Okotoks	Evening	5 per Year
Family and Community Support Services Board (FCSS)	1	up to 8	FCSS Director	Vulcan	Evening	12 per Year
Foothills Regional Emergency Services Commission (FRESC)	1			Okotoks	Evening	6-12 per Year
Palliser Joint Use Policy and Advisory Board	1		Recreation Coordinator	Vulcan	Day	3 per Year
The Marquis Foundation	1			Vulcan	Evening	12 per Year
Mayors and Reeves	Mayor			Various Locations	Day	12 per Year
Oldman River Regional Service Commission (ORRSC)	1			Lethbridge	Evening	4 per Year
South Grow Regional Initiative	1			Lethbridge	Evening	2 per Year
Southern Alberta Energy from Waste Association (SAEWA)	1			Various Locations	Day	12 per Year
Twin Valley Regional Water Commission (TVRWC)	2			Vulcan	Evening	6 per Year
Vulcan Area Public & Petroleum Association (VAPPA)	1			Vulcan	Day	3-4 per Year
Vulcan Brand Innovation Team (VBIT)	1			Vulcan	Day	12 per Year
Vulcan Business Development Society (VBDS)	3			Vulcan	Day	1 per Year
Vulcan County Coordinated Community Response to Elder Abuse (VCCCR)	1		CPO	Vulcan	Day	12 per Year
Vulcan County Health and Wellness Foundation	1			Vulcan	Day	12 Per Year
Vulcan & District Chamber of Commerce	1			Vulcan	Evening	10 per Year
Vulcan & District Fire Committee	1	2		Vulcan	Day	4 per Year
Vulcan & District Recreation Committee	1	3	Recreation Coordinator	Vulcan	Day	12 per Year
Vulcan & District Solid Waste Commission	1			Vulcan	Evening	12 per Year
Vulcan & District Tourism Society	2	1		Vulcan	Day	1 per Year
Vulcan Tourism Committee	1	4	Tourism Coordinator	Vulcan	Day	12 per Year
Vulcan Golf and Country Club	1			Vulcan	Evening	12 per year
Vulcan Library Board	1	up to 8	Librarian	Vulcan	Evening	10 per Year
Vulcan Region Healthcare Grant Committee	1			Vulcan	Day	1 per Year
Vulcan Regional Victims Services Society	1			Vulcan	Day	6 per Year
Vulcan Town & County Airport Committee	2	2	CAO	Vulcan	Day	2 per Year

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-16			Deputy Mayor Schedule
Approval	D/M/Y	Resolution #	
Amended	12/11/2010	10.04	
Amended	28/10/2013	13.04	
Amended	27/02/2017	17.084	
Amended	23/10/2017	17.05	

STATEMENT:

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

1. Policy

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

Paul Taylor	October 23, 2017	To	June 30, 2018
Georgia-Lee DeBolt	July 1, 2018	To	February 28, 2019
Lyle Magnuson	March 1, 2019	To	October 31, 2019
Laura Thomas	November 1, 2019	To	June 30, 2020
Michelle Roddy	July 1, 2020	To	February 28, 2021
Lorna Armstrong	March 1, 2021	To	October 25, 2021

- END OF POLICY-

TOWN OF VULCAN

Policy Manual

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

STATEMENT:

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

1. Policy

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

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

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

- END OF POLICY-

TOWN OF VULCAN

Policy Manual

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

STATEMENT:

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

1. Policy

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

- END OF POLICY-

Council Meeting Calendar for Year 2018

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Council Meeting Calendar for Year 2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				