



**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, DECEMBER 10, 2018
COMMENCING AT 7:00 PM**

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13. **In Camera**

13.1 Industrial Subdivision Lots - Offer to Purchase

13.2 CAO Evaluation - FOIPP Act Section 19

14. **Adjournment**



MINUTES
REGULAR MEETING OF COUNCIL
Meeting
Monday, November 26, 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.: 2018.353

Moved by Lyle Magnuson

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY.

3. Adoption of Previous Minutes

3.1 Regular Council Meeting Minutes - November 12, 2018

Motion No.: 2018.354

Moved by Georgia-Lee DeBolt

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

CARRIED UNANIMOUSLY.

3.2 Special Council Meeting Minutes

Motion No.: 2018.355

Moved by Paul Taylor

THAT the November 19, 2018 Special Council meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY.

4. Delegations and Presentations

4.1 Niki Larson & Jody Le Maitre

Niki Larson and Jody Le Maitre were in attendance to request that Council review Bylaw No. 1228 to amend the notification process for outstanding arrears owing on property taxes.

Motion No.: 2018.356

Moved by Paul Taylor

*THAT the agenda be amended with the addition of:
7.5 - Property Tax - Arrears Notification*

CARRIED UNANIMOUSLY.

4.2 Seeds to Grow Media - Carmen Pelletier

Carmen Pelletier of Seeds to Grow Media was in attendance to address Council about the video recording and public posting of Town Council meetings.

4.3 STARS Foundation

Glenda Farnden, Sr. Municipal Relations Liaison with STARS attended the meeting and gave Council an overview of STARS activities, new developments and statistics for the Town of Vulcan and the surrounding area. A presentation was made from Glenda on behalf of STARS to Mayor Tom Grant thanking the Town for their involvement in the STARS Municipal Initiative program.

5. Correspondence and Information Items

The list of Correspondence and Information for the period ending November

26, 2018 is attached for Council's review.

5.1 Little Bow MLA Response to Cannabis Funding

Motion No.: 2018.357

Moved by Laura Thomas

THAT the list of Correspondence and Information for the period ending November 26, 2018 be received for Council's information.

CARRIED UNANIMOUSLY.

6. Financial Reports

6.1 Cash Statement

Motion No.: 2018.358

Moved by Lorna Armstrong

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

CARRIED UNANIMOUSLY.

6.2 Year-to-Date Statement

Motion No.: 2018.359

Moved by Paul Taylor

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

CARRIED UNANIMOUSLY.

7. Current Business

7.1 2019 Operational Budget

At the November 12, 2018 Regular Council meeting Council reviewed the Town's Draft 2019 Operating Budget. Council requested that Administration update the budget as discussed and that it be brought back to the November 26, 2018 Council meeting for approval.

Motion No.: 2018.360

Moved by Lorna Armstrong

THAT Council adopt the interim 2019 Operating Budget as presented.

CARRIED UNANIMOUSLY.

7.2 Seeds To Grow - Council Meeting Recording Proposal

Seeds to Grow Media provided Council with a quote for an ongoing contract for the continued services which were formerly provided by VTv (VBIT).

Motion No.: 2018.361

Moved by Paul Taylor

THAT Council directs Administration to research and provide Council with further information of the various options available and a comparison of costs for different types of services and bring the information back to the December 10, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY.

7.3 Fire Committee Member at Large Appointment

As per the Vulcan and District Fire Committee Agreement, Town Council must appoint Members-at-Large for 2 year terms. One application was received from Stew Birch expressing his interest to remain on the Committee for a second term.

Motion No.: 2018.362

Moved by Lyle Magnuson

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

CARRIED UNANIMOUSLY.

7.4 Town Office Holiday Hours

In the past Council has approved the closure of the Town Office on Christmas Eve and a half day on New Year's Eve. As per Policy A-01 a

motion from Council is required for these closures.

Motion No.: 2018.363

Moved by Georgia-Lee DeBolt

THAT Council approves the closure of the Town Office from December 24 - 26, 2018 as well as closing at 12:00 p.m. on December 31, 2018.

CARRIED UNANIMOUSLY.

7.5 Property Tax Arrears Notification

Council discussed the request from Niki Larson and Jody Le Maitre to amend Bylaw No. 1228 to review the notification process for outstanding tax arrears.

Motion No.: 2018.364

Moved by Lorna Armstrong

*THAT Council directs Administration to review other communities bylaws concerning notification of tax arrears and bring back a recommendation to the December 10, 2018 Regular Council meeting for Council's consideration and;
THAT no further penalty be applied to tax roll #031100 until Council reviews the information.*

CARRIED UNANIMOUSLY.

8. Bylaws and Policies

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

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

Councillor Lyle Magnuson excused himself at 8:18 p.m. due to a pecuniary interest.

Councillor Lyle Magnuson returned to the meeting at 8:20 p.m. following the discussion of Item 8.1 and Motion No. 2018.365.

Motion No.: 2018.365

Moved by Georgia-Lee DeBolt

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

CARRIED UNANIMOUSLY.

9. Committee Reports

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

- 9.1 Canadian Badlands
- 9.2 Oldman River Regional Services Commission
- 9.3 Municipal Planning Commission

Motion No.: 2018.366

Moved by Lorna Armstrong

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

CARRIED UNANIMOUSLY.

10. Councillor Reports

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

10.1 Councillor Taylor

Attended the Joint Town and County budget meeting
Attended the Special Council Pool meeting
Attended the Municipal Planning Commission meeting
Attended the Vulcan Golf and Country Club meeting
Provided an activity update on all meetings

10.2 Councillor DeBolt

Attended the Joint Town and County budget meeting
Attended the Special Council Pool Meeting
Attended the Municipal Planning Commission meeting
Attended the Twin Valley Regional Water Services Commission meeting
via Email

Attended the Family and Community Support Services meeting
Attended the Vulcan & District Tourism Annual General meeting
Provided an activity update on all meetings

10.3 Councillor Thomas

Attended the Joint Town and County budget meeting
Attended the Special Council Pool meeting
Attended 3 Vulcan Library Board meetings
Provided an activity update on all meetings

10.4 Councillor Roddy

Attended the Joint Town and County budget meeting
Attended the Special Council Pool meeting
Met with the new Community Futures director
Attended the Community Futures Highwood meeting
Attended the VVCCC Response to Elder Abuse meeting
Attended the Chamber of Commerce Giving Tree on Black Friday
Provided an activity update on all meetings

10.5 Councillor Armstrong

Attended the Joint Town and County budget meeting
Attended the Special Council Pool meeting
Provided an activity update on all meetings

10.6 Mayor Grant

Attended the Joint Town and County budget meeting
Attended the Special Council pool meeting
Attended two different Southern Alberta Energy for Waste Commission meetings
Attended Vulcan District Waste Commission meeting
Attended the Tree Lighting ceremony at Black Friday
Provided an activity update on all meetings

Motion No.: 2018.367

Moved by Lyle Magnuson

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.: 2018.368

Moved by Laura Thomas

THAT the information provided by the Administrator be received for information.

CARRIED UNANIMOUSLY.

11.2 CAO Report

Motion No.: 2018.369

Moved by Georgia-Lee DeBolt

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 8:45 p.m.

CAO

Mayor



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

AR96015

Dear Mayors, Reeves, and local Councillors across Alberta,

I am writing to inform you that, later today, I will introduce new legislation, the *City Charters Fiscal Framework Act*, which will formalize a new capital infrastructure funding agreement with the cities of Edmonton and Calgary to replace the Municipal Sustainability Initiative (MSI) beginning in 2022-23.

This legislation is in response to the Government of Alberta's commitment in Budget 2018 to work with Alberta's two largest cities on a long-term revenue-sharing formula that would support their capital infrastructure needs. The cities of Edmonton and Calgary have worked with the province to achieve a path to balance that saw MSI funding allocations for the two cities reduced by \$152 million in Budget 2018. These reductions to the cities are also sustained each year until fiscal year 2021-22. All other municipalities have remained whole through the economic downturn and until 2021-2022, when MSI is set to expire.

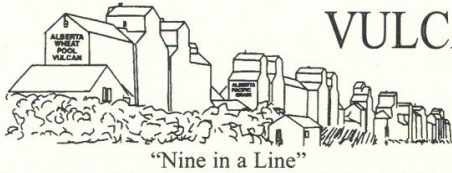
With this stated, I wish to make clear the Government of Alberta recognizes all municipalities require stable, predictable, and permanent capital infrastructure funding. This is why our government committed in Budget 2018 to pursue new funding arrangements with all municipalities and why we remain engaged in continued discussions with AUMA and RMA over the coming weeks to complete a long-term, revenue-sharing agreement for municipalities for implementation in 2022-23 after MSI expires.

We were able to reach an agreement with the cities of Edmonton and Calgary through the City Charter process, and the next phase is to reach a long-term agreement with the rest of Alberta's municipalities. The infrastructure needs of Albertans in mid-sized cities, towns, villages, summer villages, MDs and counties is important and our commitment remains to form a legislated capital funding framework so that your communities can continue to build and thrive.

Yours in partnership,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)
Al Kemmere, President, Rural Municipalities of Alberta (RMA)

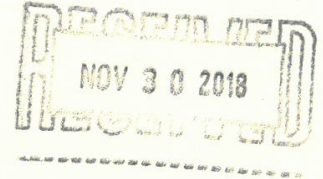


VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

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

November 28, 2018

Town of Vulcan



After some discussion about the use of the remainder of the Bateman lot for parking spaces, the Vulcan and District Historical Society has decided not to proceed with that. It is quite a bit of money to only provide four more spaces.

We have been fortunate to have this good weather. You should soon see the roof being reshingled on the former AGT portion of the museum if the weather holds.

Thanks for your consideration of these items.

N. Aldred

Norma Aldred, Secretary
Vulcan and District Historical Society

Federal Update from Martin Shields, MP Bow River

December 2018

1) Statistics Canada wants Canadians' personal banking information

Statistics Canada is asking charter banks across the country for financial transaction data and personal information of 500,000 random Canadians to develop a "new institutional personal information bank."

I believe this is an intrusion into the private lives of Canadians. The information being requested includes bill payments, cash withdrawals from ATMs, credit card payments, electronic money transfers and even account balances.

My view is that protecting the personal information of Canadians is an integral role of government. I have called on the government to ensure this data collection does not proceed in order to protect the privacy of Canadians.

2) Rural Broadband

A recent Auditor General's report concluded that the 500 million this government has spent to deliver rural broadband has not achieved the goal of expanding access to all rural locations. The A.G. found that the government "did not implement the program in a way that ensured the maximum expansion for the public money spent."

I believe that the government's problem is its definition of 'rural.' It does not have a concrete plan to facilitate broadband access to each and every farm gate. When they say the 'last mile' they mean the last *community*, not the last remote property. This will continue to be a challenge for rural residents.

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

This is a large and complicated piece of legislation. It introduces numerous regulations that will further discourage investment in our energy industry. The Bill is presently at Second Reading in the Senate. I hope that Senators will amend it

when it reaches committee stage. Otherwise, it may be impossible for any future energy projects to be built in this country.

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

This Bill has not received very much attention in Alberta, as it principally affects our coastal provinces. However, one section of this legislation may prove very problematic for our ranchers and farmers. It deems water with the necessary water flow characteristics to sustain fish as fish habitat, even if there are no fish there and never have been. The risk is that man-made ditches with characteristics that could hypothetically support a fish habitat will be subject to strict environmental protections. This could pose massive problems for ranchers who need to cross their cattle through such ditches. I believe this section should be removed from the Bill.

5) Merry Christmas and a Happy New Year!

I hope you all have a wonderful holiday season with your loved ones and friends.

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

Kim Fath

From: Henry Dekort <henry.dekort@gmail.com>
Sent: December-06-18 9:07 AM
To: Nancy Neufeld; Kim Fath
Cc: Carol Vaile
Subject: Fwd: Corrus and Rogers advertising summary
Attachments: Vulcan-Pristine advertising.pdf; backup AM 770 and 660 paid invoices.pdf

Good Morning Nancy and Kim:

Thank you very much for your support of local industry. Your participation in this campaign is greatly appreciated.

The feedback we have been getting on our commercials has been phenomenal.

sample feedback- I was shovelling the snow off the driveway at the show home. A complete stranger walked up to me and said:" You must be grandpa. I hear your commercials all the time and think they promote Vulcan very well" . BTW- he lived in the Allen subdivision.

sample feedback from Marianne S- driving to Edmonton the other day. heard the commercial on the way up and back. Definitely makes you take note of Vulcan and the message.

feedback from the radio stations- Both stations think the commercials make the listener take note. Using kids in ads on talk radio is new and refreshing. . There is discussion of submitting the commercials to be nominated for the Advertising awards. If they choose these commercials for the awards, it would help enlighten people about Vulcan.

Update: We are now 2/3 of the way through the commercial run for Pristine Homes Ltd. and the Town of Vulcan . Being that it is now Christmas, we are stopping the commercials through the season and will be restarting January 7, 2019. The commercials will run for another 4 weeks. The next segment of commercials, January 2019, will follow the same format, my grandpa says, but will stress the fact that we will accept trades of homes in Calgary.

We have had many calls and they breakdown as follows:

- 1) acquaintance calls- These are from friends , business associates that have heard the ads - at least 30 calls
- 2) customer calls where the actual caller is the customer- 10. Of these, five have visited the Town for the first time. We are in active communication with one of these customers. Also, just rec'd an email from somebody who works out of the home and has inquired about Fibre Optic internet availability

We are of the belief that our advertising in the New Year will be fruitful..

Please find attached the fully paid advertising with Corrus (AM770) and Rogers (AM 660).

Rogers (AM 660)
Oct 26, 2018- \$4425.75
Oct 4, 2018- \$2850.75

Corrus radio- AM 770, talk radio

Sept 27, 2018- \$3654.00
Nov 13, 2018- \$ 3654.00

Total cost \$14,594.50 incl GST

The Town Of Vulcan has graciously consented to pay one half towards the campaign

\$14,594.50 divided by 2= \$7,297.25 (\$6946.25 plus GST)

Our invoice is attached.

Thank you very much for your continued support of your local industry.

As always, if there is any thing else you may require, please do not hesitate to call

Best Regards:

--

Henry Dekort, B.Comm,
Cell: 403-680-4014
Toll free: 1-866-206-4807

December 4, 2018

Mayor Tom Grant and Town of Vulcan Councillors,

At our next regular Town of Vulcan Council Meeting December 10, 2018 I would like to request a motion be made stating that Council grants me permission to be absent from the two January Council meetings of January 14 and 28, 2019 as I will be out of the country at this time. If Council would prefer/permit I would certainly be willing to attend the meetings via some form of electronic communication.

Thank you for your consideration.

Lorna Armstrong

Town of Vulcan Councillor



ADMINISTRATIVE REPORT

TO: Council

DATE: December 10, 2018

SUBJECT: Cash Statement - Ending November 30, 2018

DESCRIPTION:

Cash Statement - Ending November 30, 2018

PURPOSE:

Attached is the Cash Statement for the period ending November 30, 2018.

RECOMMENDATION:

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

Respectfully Submitted by:
Janice McCallum-Campbell

TOWN OF VULCAN

Town of Vulcan
Cash Statement
11/30/2018

| | <u>Debit</u> | <u>Credit</u> | <u>YTD</u> |
|---|---------------------|-----------------------|---------------------|
| Cash | | | |
| Bank - General Account | 21,001,195.24 | (20,571,426.12) | 429,769.12 |
| Investments | | | |
| Notice On Demand Acct General | 4,519,919.45 | (3,009,000.00) | 1,510,919.45 |
| Notice on Demand Acct FGTF | 1,142.91 | (758.18) | 384.73 |
| Notice on Demand Acct MSI Capital | 881,643.32 | (776,551.09) | 105,092.23 |
| Notice on Demand Acct Vulcan Innovation | 16,057.59 | (3,922.79) | 12,134.80 |
| Notice On Demand Acct BMTG | 3,516.60 | (3,516.60) | 0.00 |
| Term Deposit - Mix Reserve | 5,256.31 | 0.00 | 5,256.31 |
| Term Deposit - Healy Reserve | 15,882.05 | 0.00 | 15,882.05 |
| Term Deposit - Shearer Reserve | 1,694.03 | 0.00 | 1,694.03 |
| Term Deposit - Androsoff Reserve | 5,466.66 | 0.00 | 5,466.66 |
| Term Deposit - Flags | 60,235.87 | (40,235.87) | 20,000.00 |
| | <u>5,510,814.79</u> | <u>(3,833,984.53)</u> | <u>1,676,830.26</u> |

Mayor _____

CAO _____



ADMINISTRATIVE REPORT

TO: Council

DATE: December 10, 2018

SUBJECT: Year-to-Date Summary - Ending November 30, 2018

DESCRIPTION:

Year-to-Date Summary - Ending November 30, 2018

SUMMARY:

Attached is the Year-to-Date Summary for the period ending November 30, 2018.

RECOMMENDATION:

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

Respectfully Submitted by:
Janice McCallum-Campbell

TOWN OF VULCAN

For the Eleven Months Ending November 30, 2018

| | YTD | CURRENT MONTH | ANNUAL BUDGET | VARIANCE ANNUAL BUDGET |
|---------------------------------|------------------|---------------|------------------|------------------------|
| General Taxes & Fees | | | | |
| Revenue | (\$2,990,401.19) | (\$36,807.02) | (\$3,009,439.35) | (\$19,038.16) |
| Expenses | 34,580.92 | | 34,000.00 | (580.92) |
| School Taxes | | | | |
| Revenue | (595,440.14) | | (595,520.00) | (79.86) |
| Expenses | 446,638.59 | | 595,520.00 | 148,881.41 |
| Legislative | | | | |
| Revenue | | | | |
| Expenses | 88,449.34 | 3,411.26 | 118,970.00 | 30,520.66 |
| General Administration | | | | |
| Revenue | (75,926.19) | (557.85) | (52,700.00) | 23,226.19 |
| Expenses | 875,313.38 | 54,771.79 | 827,281.69 | (48,031.69) |
| Fire Fighting | | | | |
| Revenue | (284,791.50) | | | 284,791.50 |
| Expenses | 414,469.64 | (920.31) | 144,854.00 | (269,615.64) |
| Emergency Services | | | | |
| Revenue | | | | |
| Expenses | | | 5,500.00 | 5,500.00 |
| Bylaw | | | | |
| Revenue | (17,619.07) | (1,079.39) | (32,500.00) | (14,880.93) |
| Expenses | 96,316.69 | 9,853.36 | 119,108.00 | 22,791.31 |
| Common Services | | | | |
| Revenue | (159,473.25) | (152,723.25) | | 159,473.25 |
| Expenses | 468,307.41 | 182,062.96 | 328,300.00 | (140,007.41) |
| Roads & Streets | | | | |
| Revenue | (295,864.77) | (118,406.28) | (13,775.18) | 282,089.59 |
| Expenses | 736,108.09 | 140,222.60 | 504,107.44 | (232,000.65) |
| Airport | | | | |
| Revenue | | | | |
| Expenses | 8,000.00 | | 8,000.00 | |
| Water Treatment | | | | |
| Revenue | (220,000.00) | (20,000.00) | (240,000.00) | (20,000.00) |
| Expenses | 188,015.60 | 40,501.03 | 199,091.80 | 11,076.20 |

Storm

| | | | | |
|----------|----------|--|----------|----------|
| Revenue | | | | |
| Expenses | 3,735.58 | | 6,580.54 | 2,844.96 |

FCSS

| | | | | |
|----------|--------------|--|--------------|------------|
| Revenue | (207,831.00) | | (199,133.00) | 8,698.00 |
| Expenses | 220,774.75 | | 212,291.00 | (8,483.75) |

Cemetery

| | | | | |
|----------|------------|----------|------------|-----------|
| Revenue | (8,710.00) | (600.00) | (8,000.00) | 710.00 |
| Expenses | 8,171.49 | 81.32 | 20,965.00 | 12,793.51 |

Planning Development & Safety

| | | | | |
|----------|-------------|----------|------------|-----------|
| Revenue | (16,267.62) | (455.00) | (8,800.00) | 7,467.62 |
| Expenses | 83,012.99 | 3,671.19 | 104,315.00 | 21,302.01 |

Subdivision

| | | | | |
|----------|-------------|------------|-------------|----------|
| Revenue | (11,340.00) | | (10,200.00) | 1,140.00 |
| Expenses | 17,548.73 | (3,231.36) | 20,780.09 | 3,231.36 |

Economic Development

| | | | | |
|----------|----------|--|-----------|-----------|
| Revenue | | | | |
| Expenses | 1,853.57 | | 35,000.00 | 33,146.43 |

Recreation

| | | | | |
|----------|--------------|----------|--------------|-----------|
| Revenue | (134,022.62) | 85.00 | (133,529.50) | 493.12 |
| Expenses | 174,590.88 | 9,297.31 | 225,558.53 | 50,967.65 |

Golf Course Loan

| | | | | |
|----------|-----------|----------|-----------|----------|
| Revenue | | | | |
| Expenses | 78,336.00 | 6,528.00 | 84,864.00 | 6,528.00 |

Parks

| | | | | |
|----------|-------------|------------|-------------|-----------|
| Revenue | (78,973.88) | (1,927.80) | (65,200.00) | 13,773.88 |
| Expenses | 87,957.69 | 8,170.99 | 110,700.00 | 22,742.31 |

Swimming Pool

| | | | | |
|----------|--------------|-------------|--------------|----------|
| Revenue | (134,845.23) | (14,554.00) | (126,375.00) | 8,470.23 |
| Expenses | 204,248.04 | 2,390.90 | 207,450.00 | 3,201.96 |

Arena

| | | | | |
|----------|--------------|-------------|--------------|-------------|
| Revenue | (224,025.28) | (58,700.00) | (116,870.00) | 107,155.28 |
| Expenses | 250,322.10 | 97,137.29 | 200,440.00 | (49,882.10) |

Culture

| | | | | |
|----------|-------------|-------------|-------------|------------|
| Revenue | (13,200.00) | (1,200.00) | (14,400.00) | (1,200.00) |
| Expenses | 133,940.46 | (12,826.64) | 141,472.60 | 7,532.14 |

Tourist Center

| | | | | |
|----------|--------------|-------------|--------------|-------------|
| Revenue | (121,703.96) | (10,747.33) | (145,000.00) | (23,296.04) |
| Expenses | 376,825.75 | 5,918.36 | 364,175.00 | (12,650.75) |

Water

| | | | | |
|----------|--------------|-------------|--------------|-------------|
| Revenue | (645,174.69) | (33,239.65) | (730,097.81) | (84,923.12) |
| Expenses | 740,094.66 | 73,261.40 | 772,133.08 | 32,038.42 |

Sewer

| | | | | |
|----------|--------------|------------|--------------|-------------|
| Revenue | (181,970.26) | 264.46 | (207,489.81) | (25,519.55) |
| Expenses | 205,093.00 | (2,612.69) | 320,666.88 | 115,573.88 |

Garbage

| | | | | |
|----------|--------------|----------|--------------|-------------|
| Revenue | (369,383.48) | (207.93) | (426,020.00) | (56,636.52) |
| Expenses | 410,071.35 | 8,357.84 | 422,925.00 | 12,853.65 |

| | | | | |
|----------------------|-----------------------|---------------------|-----------------------|-------------------|
| TOTAL REVENUE | (6,786,964.13) | (450,856.04) | (6,135,049.65) | 651,914.48 |
|----------------------|-----------------------|---------------------|-----------------------|-------------------|

| | | | | |
|-----------------------|---------------------|-------------------|---------------------|---------------------|
| TOTAL EXPENSES | 6,352,776.70 | 626,046.60 | 6,135,049.65 | (217,727.05) |
|-----------------------|---------------------|-------------------|---------------------|---------------------|



ADMINISTRATIVE REPORT

TO: Council

DATE: December 10, 2018

SUBJECT: Bylaw 1478-18 2019 Rates and Fees Bylaw

DESCRIPTION:

Bylaw 1478-18 2019 Rates and Fees Bylaw

PURPOSE:

Annually Council must approve a bylaw in order to establish the fees and charges payable for the municipal services provided by the Town.

ANALYSIS:

Council has had an opportunity to provide comment on the proposed changes to the Rates and fees bylaw for 2019.

Attached is a draft copy of the Bylaw and Schedule A.

RECOMMENDATION:

THAT council give Bylaw 1478-18 Three readings and final approval.

Respectfully Submitted by:

Kim Fath

**TOWN OF VULCAN
PROVINCE OF ALBERTA – Bylaw No. 1478-18**

**A BY-LAW OF THE TOWN OF VULCAN TO ESTABLISH FEES, RATES, AND
CHARGES FOR SERVICES PROVIDED BY THE TOWN OF VULCAN.**

WHEREAS, section 8 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality, by Bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS, section 61(2) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to charge fees, tolls and charges for the use of its property, and

WHEREAS, section 481 (1) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

WHEREAS, section 630.1 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees for planning functions, and

WHEREAS, section 6 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided,

NOW THEREFORE, Council of the Town of Vulcan duly assembled and pursuant to the Municipality Government Act, Chapter M-26-1 Revised Statutes of Alberta 2000 enacts as follows:

BYLAW TITLE

1. This By-law shall be cited as the “2019 Rates and Fees Bylaw”.

APPLICATION

2. The fees and charges payable for municipal services provided by the Town shall be as outlined in Schedule “A”, which is attached to and forms part of this Bylaw.
3. That the rates specified in Schedule “A” which is attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;

TRANSITION AND EXECUTION

4. This Bylaw shall repeal Bylaw No. 1467-17 and amendments thereto on the date of final passing.
5. That this Bylaw shall come into full force and effect on January 1, 2019.

Initials ____

pg. 1

Read a first time this 10th day of December, 2018.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Read a second time this 10th day of December, 2018.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Unanimous consent received to hold third and final reading.
Read a third and final time this 10th day of December, 2018.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials ____

pg. 2

Administration

| | | |
|---------------------------------------|--|----------------------------|
| NSF Cheques | | \$ 30.00 |
| Tax Arrears Notification Fees | | \$ 50.00 |
| Utility to Tax Account Transfer Fee | | \$ 15.00 |
| Penalty on Unpaid Accounts | | 1.5% |
| Tax Certificates | | \$ 35.00 |
| Tax Assessment Appeal | Residential 3 or Fewer Dwellings and Farm Land | \$ 50.00 |
| | Residential 4 or More Dwellings | \$ 650.00 |
| | Non-Residential | \$ 650.00 |
| Distribution of Pins | First 25 Pins | No Charge |
| | Additional Pins per Pin | \$ 2.50 |
| Distribution of Ears | First 10 Ears | No Charge |
| | Additional Ears per Set | \$ 6.95 |
| Council Chamber/Committee Room Rental | Per Meeting | \$ 25.00 |
| | Per Day | \$ 50.00 |
| Flags | Large | \$ 200.00 |
| | Small | \$ 150.00 |
| Documents | Locating and Retrieving a Record | Per 1/4 Hr \$ 6.75 |
| | Producing a Record from an Electronic Record (Computer Processing) | Actual Cost |
| | Preparing and Handling a Record for Disclosure | Per 1/4 Hr \$ 6.75 |
| | For Supervising the Examination of a Record | Per 1/4 Hr \$ 6.75 |
| | For Shipping a Record or Copy | Actual Cost |
| | For Copying a Record | Per Page \$ 0.25 |
| | Electronic Media Storage | Actual Cost |
| | Plans and Blueprints | Actual Cost |
| | Any other media not listed above | Actual cost |
| | Maps | Land Use \$ 20.00 |
| | | Civic Address \$ 20.00 |
| | | Orthophotographic \$ 20.00 |

Administration

| Remuneration | Councillors | | |
|-------------------------------------|----------------------|-------------------|-----------|
| <u>Council/ Staff</u> | Council Meetings | Mayor | \$ 150.00 |
| | | Councillor | \$ 110.00 |
| | Committee Meetings | Mayor | \$ 150.00 |
| | | Councillor | \$ 110.00 |
| | Basic Month Expenses | Mayor | \$ 300.00 |
| | | Councillor | \$ 150.00 |
| | Convention/ Seminars | Per day | \$ 220.00 |
| | | Less than 4 hours | \$ 110.00 |
| | Reimbursement | | |
| | Accommodations | With receipt | \$ 225.00 |
| | Meal-Breakfast | | \$ 17.00 |
| | Lunch | | \$ 17.00 |
| | Supper | | \$ 17.00 |
| | Travel | Per Km | \$ 0.52 |
| <u>Members at Large</u> | Members at Large | | |
| | Meetings | | \$ 110.00 |
| | Convention/ Seminars | Per day | \$ 220.00 |
| | | Less than 4 hours | \$ 110.00 |
| | Reimbursement | | |
| | Accommodations | With receipt | \$ 225.00 |
| | Meal-Breakfast | | \$ 17.00 |
| | Lunch | | \$ 17.00 |
| | Supper | | \$ 17.00 |
| | Travel | Per Km | \$ 0.52 |
| Employee Service Recognition | Retirement Gift | per year | \$ 30.00 |
| | Retirement Party | maximum | \$ 250.00 |
| | 5 Year Service Gift | maximum | \$ 100.00 |
| | 10 Year Service Gift | maximum | \$ 200.00 |
| | 15 Year Service Gift | maximum | \$ 300.00 |
| | 20 Year Service Gift | maximum | \$ 400.00 |
| | 25 Year Service Gift | maximum | \$ 500.00 |
| | 30 Year Service Gift | maximum | \$ 600.00 |
| | 35 Year Service Gift | maximum | \$ 700.00 |

Administration

| | | |
|---|---|------------------------|
| Cemetery | | |
| Plot | Adult & Children | |
| | Resident Town & County | \$ 495.00 |
| | Non-Resident (Note 1) | \$ 660.00 |
| | Cremation | |
| | Resident Town & County | \$ 90.00 |
| | Non-Resident (Note 1) | \$ 180.00 |
| Columbarium | Resident Town & County - Single | \$ 875.00 |
| | Resident Town & County - Double | \$ 975.00 |
| | Non-Resident - Single (Note 1) | \$ 1,000.00 |
| | Non-Resident - Double (Note 1) | \$ 1,125.00 |
| Opening & Closing - Mon. to Fri. | Adult & Children | |
| | May 1 - Oct 31 | \$ 400.00 |
| | Nov. 1 - April 30 | \$ 500.00 |
| | Cremation | |
| | May 1 - Oct 31 | \$ 125.00 |
| | Nov. 1 - April 30 | \$ 225.00 |
| Opening & Closing - Weekends/Holiday | Adult & Children | |
| | May 1 - Oct 31 | \$ 500.00 |
| | Nov. 1 - April 30 | \$ 600.00 |
| | Cremation | |
| | May 1 - Oct 31 | \$ 225.00 |
| | Nov. 1 - April 30 | \$ 325.00 |
| Short Notice Burial | Additional Fee (24 hours or less) | |
| | | \$ 100.00 |
| Disinterment | Casket (Note 2) | Contractor Actual Cost |
| | Cremation Urn | \$ 500.00 |
| Note 1 | Moved away from the Town or the County 6 months prior to purchasing a plot unless admitted in a long term care facility | |
| Note 2 | The contractor must be approved by the Town | |

Utilities

| | | |
|-------------------------|-----------|------|
| Past Due Penalty | Per Month | 2.5% |
|-------------------------|-----------|------|

| Garbage | Bi-Monthly | Transfer | Collection | Total |
|----------------|---------------------|----------------------------|------------|----------|
| | Residential Basic | \$ 48.15 | \$ 20.00 | \$ 68.15 |
| | Multi Units | Billed Per Number of Units | | |
| | Institutional Basic | \$ 58.15 | N/A | \$ 58.15 |
| | Commercial Basic | \$ 48.15 | \$ 46.00 | \$ 94.15 |

| Water | Bi-Monthly | Town Users | |
|--------------|--------------------------|--|----------|
| | Basic Fee | Per Account Flat Rate | \$ 36.00 |
| | Consumption | Per Cubic Meter as set by TVRWSC | |
| | Bi-Monthly | Home Occupation | |
| | Office & Phone Only | Flat Rate Plus | \$ 5.50 |
| | More than Office & Phone | Rate to be set by Municipal Planning Commission at time of approval of the Home Occupation. Not to Exceed Two Times the Flat Rate | |
| | Quarterly | Vulcan East Water Co-op | |
| | Administratrrion Fee | Total Invoice | 5% |
| | Consumption | Per Cubic Meter as set by TVRWSC | |

| | | |
|--|-----------------------|----------|
| Service Disconnection or Reconnection | Per Request Off or On | \$ 35.00 |
|--|-----------------------|----------|

| | | |
|------------------|-----------------|---------|
| Raw Water | Per Cubic Meter | \$ 0.28 |
|------------------|-----------------|---------|

| | | |
|-----------------------------|-------------|----------|
| Fire Hydrant Rentals | Per Hydrant | \$ 26.62 |
|-----------------------------|-------------|----------|

| Bulk Water | | | |
|------------------------|-----------------|-----------------|---------|
| Coin Shed | 63 IMPG or 286L | | \$ 1.00 |
| | Per Cubic Meter | | \$ 3.50 |
| Other Source (Hydrant) | Unsupervised | Per Cubic Meter | \$ 3.50 |
| | Supervised | Per Cubic Meter | \$ 7.00 |

| Frozen Water | Service | 1st Time | No Charge |
|---------------------|---------|---------------|-------------|
| | | After | Actual Cost |
| | Meter | Replace Meter | Actual Cost |

| | | |
|------------------------|-----------------|----------------------------|
| New Water Meter | 5/8 meter | No Charge |
| | Above 5/8 Meter | Actual Cost less 5/8 meter |

Utilities

| | | | |
|---|---------------------------|----------------|---------------|
| Sewer (Bi-Monthly) | | | |
| Single Family Dwellings. | | | \$ 26.00 |
| Apartment Buildings and Multiple Family Dwelling: | | | |
| ~First Unit | | | \$ 26.00 |
| ~Plus for each additional family unit therein | | | \$ 26.00 |
| Office Buildings | | | \$ 78.00 |
| Stores and Offices | | | \$ 27.00 |
| ~Plus for each additional store, office, Business or home occupation | | | \$ 27.00 |
| ~Plus for each dwelling unit therein | | | \$ 27.00 |
| Theatres, Halls & Churches | | | \$ 27.00 |
| Garages, Service Stations, and Machinery Equipment Dealers | | | \$ 52.00 |
| ~Plus for each additional service outlet | | | \$ 52.00 |
| Pool Rooms and Recreation Halls | | | \$ 52.00 |
| Restaurants, Cafes, Dining Rooms and Lounges (Pubs) | | | \$ 129.00 |
| Barber Shops & Beauty Parlours | | | \$ 27.00 |
| Laundries | | | \$ 259.00 |
| Schools | | | \$ 647.00 |
| Hospitals | | | \$ 323.00 |
| Nursing Homes and Senior Citizens' | | | \$ 647.00 |
| Homes for Seniors Citizens' self-Contained housing - each unit | | | \$ 26.00 |
| Trailer Courts, for each unit | | | \$ 26.00 |
| ~Plus for Manager's Living Quarters | | | \$ 26.00 |
| Motels, for each unit | | | \$ 26.00 |
| ~Plus for Manager's Living Quarters | | | \$ 26.00 |
| The Royal Canadian Legion | | | \$ 129.00 |
| Car Washes | | | \$ 259.00 |
| Medical and Animal Clinics | | | \$ 78.00 |
| Curling Clubs and Golf Clubs | | | \$ 52.00 |
| Hotels, including Beer Parlor | | | \$ 495.00 |
| ~Plus for Manager's Living Quarters | | | \$ 26.00 |
| Funeral Homes | | | \$ 52.00 |
| ~Plus for Manager's Living Quarters | | | \$ 26.00 |
| | | | |
| Sewer Inspection | | Deposit | \$ 200.00 |
| | | | |
| Sewer Cleaning | Emergency Cleaning | | Per Hr |
| | After Hours an Additional | | |
| | | | \$ 180.00 |
| | | | \$ 100.00 |

Bylaw Services

| | | | | | |
|--------------------------------------|----------------------------------|---------------------------------------|-------------|-----------|----------|
| Reward for Reporting Vandalism | Upon Apprehension and Conviction | | \$ 1,500.00 | | |
| | | | | | |
| Cat Trap Deposit | Per Week | | \$ 20.00 | | |
| | | | | | |
| Animal Control | First Offence | | \$ 100.00 | | |
| | Second Offence | | \$ 150.00 | | |
| | Third Offence | | \$ 200.00 | | |
| | Subsequent Offences | | \$ 500.00 | | |
| | | | | | |
| Dog Licensing and Fees | Male Dog Un-Neutered | | \$ 44.00 | | |
| | Male Dog Neutered | | \$ 31.00 | | |
| | Female Un-Spayed | | \$ 44.00 | | |
| | Female Spayed | | \$ 31.00 | | |
| | Guide Dog | | No Charge | | |
| | If Purchased After June 30th | Half of Full charge | | | |
| | Replacement Tag | | \$ 6.00 | | |
| | | | | | |
| Impound Fees | Dog/Cat Impound | 1st Offence | \$ 91.00 | | |
| | | 2nd Offence | \$ 132.00 | | |
| | | 3rd Offence | \$ 264.00 | | |
| | | Subsequent \$200 + Incremental Fee of | | \$ 66.00 | |
| | Dangerous Dog Impound | 1st Offence | \$ 132.00 | | |
| | | 2nd Offence | \$ 275.00 | | |
| | | 3rd Offence | \$ 550.00 | | |
| | | Subsequent \$500 + Incremental Fee of | | \$ 110.00 | |
| | Boarding | | Per Animal | Per Day | \$ 16.50 |
| | | | | | |
| Community Standards | Offences | 1st Offence | \$ 100.00 | | |
| | | 2nd Offence | \$ 250.00 | | |
| | | 3rd & Subsequent | \$ 500.00 | | |
| | Yard Clean Up | Actual Cost plus Pus 20% | | | |
| | Appeals Fee | Refundable on Successful Appeal | \$ 100.00 | | |
| | | | | | |
| Regulation and Control of Assemblies | Offences | 1st Offence | \$ 25.00 | | |
| | | 2nd Offence | \$ 50.00 | | |
| | | 3rd & Subsequent | \$ 75.00 | | |

Bylaw Services

| Business Licence | Yearly | | Resident | Non Resident |
|------------------|--|------------------|-----------------|---------------------|
| | | | | |
| | Business | | \$ 100.00 | \$ 150.00 |
| | Hawker Peddler | | \$ 100.00 | \$ 440.00 |
| | Home Occupation | | \$ 100.00 | N/A |
| | Term Licence (July 1st to December 31 of Current Year) | | Resident | Non Resident |
| | Business | | \$ 50.00 | \$ 75.00 |
| | Hawker Peddler | | \$ 50.00 | \$ 330.00 |
| | Home Occupation | | \$ 50.00 | N/A |
| | Day Licence Companies operating, 5 days or less (Excluding Hawker Peddler) Per Day | | \$ 25.00 | \$ 25.00 |
| | Offences | 1st Offence | \$ 100.00 | |
| | | 2nd Offence | \$ 250.00 | |
| | | 3rd & Subsequent | \$ 500.00 | |

Planning and Development Services

| Land Use Bylaw Development Permit Fees | Residential | Permitted Use | Discretionary Use |
|--|---|--|--------------------------|
| | Single & Two Unit Dwellings | \$ 50.00 | \$ 150.00 |
| | Muli-Unit 3-4 Units | \$ 75.00 | \$ 175.00 |
| | Over 4 Units (including row dwellings) | \$ 100.00 | \$ 200.00 |
| | Accessory Building greater than 9.3 sq m(100 sq ft)/Accessory Structure | \$ 25.00 | \$ 125.00 |
| | Addition of or renovation that would increase square footage | \$ 25.00 | \$ 125.00 |
| | Commercial/Industrial/ Public Service (New Construction & Change of Use) | Permitted Use | Discretionary Use |
| | 464 sq m (5000 sq ft) | \$ 200.00 | \$ 300.00 |
| | 465 -1858 sq m (5000-20000 sq ft) | \$ 300.00 | \$ 400.00 |
| | 1859 - 4645 sq m (20001-50000 sq ft) | \$ 400.00 | \$ 500.00 |
| | All Major Commercial/Industrial Applications Greater than 4645 sq m (50000 sq ft) | \$ 500.00 | \$ 600.00 |
| | Miscellaneous | Permitted Use | Discretionary Use |
| | Home Occupancy | \$ 25.00 | \$ 125.00 |
| | Shipping Container | N/A | \$ 75.00 |
| | Sign Permit | \$ 25.00 | \$ 125.00 |
| | Freestanding Telecommunication | N/A | \$ 100.00 |
| | Alternative Energy | N/A | \$ 100.00 |
| | Request of Variance/Relaxation | Does not Exceed 10% of Measurable Standard | No Charge |
| | | Exceeds 10% of Measurable Standard | \$ 50.00 |
| | | Waiver requested where developer did not follow the approved site plan or did not take out the required development permit | \$ 1,000.00 |

If a development permit has been granted by the Municipal Planning Commission and another application by the land owner for the same or similar use on the property is made within a one-year period, it shall be subject to a fee of \$500.00 for the rescinding of the first permit.

Planning and Development Services

| Land Use Bylaw Miscellaneous Other Fees | Compliance Certificate | \$ 75.00 | |
|---|--|--|--------------------------|
| | Damage Deposit (demolition, new construction- excluding shed or garage) As per Policy F-4 | \$500.00 | Refundable less Interest |
| | Security/Damage Deposit Moved in Building Fee | 5% of value of moved in Building/minimum \$5000.00 | |
| | Occupancy Deposit (as per Policy PL-10) | \$1,000.00 | Refundable less Interest |
| | Special Notice Fee Pursuant to Appendix A (a6) LUB | \$ 50.00 | |
| | Land Use Bylaw Amendment Fee | \$ 200.00 | |
| | Subdivision & Development Appeal Board Fee Pursuant to Appendix A (A7) LUB (If Successful, a refund of \$200.00 will be granted) | \$ 500.00 | |

| Building Permit Fees | Category | Superior | Town | Total |
|----------------------|---|-----------|----------|-----------|
| | New Construction (Per \$1000 of project value) | \$ 4.40 | \$ 1.60 | \$ 6.00 |
| | Relocation of Building (Per square feet of main floor) | \$ 0.20 | \$ 0.20 | \$ 0.40 |
| | Mobile Homes | \$ 100.00 | \$ 50.00 | \$ 150.00 |
| | Modular Homes (Per square foot of main floor) | \$ 0.16 | \$ 0.19 | \$ 0.35 |
| | Small Residential (Additions, Garages, Decks, Demolition, ect.) | \$ 4.40 | \$ 1.60 | \$ 6.00 |
| | Minimum Permit Fee for All Buildings | \$ 80.00 | \$ 25.00 | \$ 105.00 |

Project Value is based on the actual cost of material and labour. Verification of costs may be required prior to permit issuance.

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

| Private Sewage Permit | Description | Superior | Town | Total |
|-----------------------|---|-----------|----------|-----------|
| | Holding Tank, Open Discharge | \$ 80.00 | \$ 22.00 | \$ 102.00 |
| | Field, Mound, Sand Filter, Treatment Tank | \$ 120.00 | \$ 33.00 | \$ 153.00 |

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

Non-Residential Permit Fees will be quoted after detailed review of application

Private Sewage Permits are issued by a Plumbing Safety Codes Officer

To apply for a permit: All site specifications, percolation tests and installation information are required prior to issuance. For issuance requirements, please contact Innovative Inspection Agency Inc.

Plannning and Development Services

| Plumbing Permit | Number of Fixtures | Superior | Town | Total |
|--|--------------------|--|--|---|
| Residential & Non-Residential Installation | 1 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | 2 | \$ 48.00 | \$ 16.00 | \$ 64.00 |
| | 3 | \$ 52.00 | \$ 17.00 | \$ 69.00 |
| | 4 | \$ 56.00 | \$ 18.00 | \$ 74.00 |
| | 5 | \$ 60.00 | \$ 19.00 | \$ 79.00 |
| | 6 | \$ 68.00 | \$ 20.00 | \$ 88.00 |
| | 7 | \$ 76.00 | \$ 21.00 | \$ 97.00 |
| | 8 | \$ 84.00 | \$ 22.00 | \$ 106.00 |
| | 9 | \$ 88.00 | \$ 23.00 | \$ 111.00 |
| | 10 | \$ 92.00 | \$ 24.00 | \$ 116.00 |
| | 11 | \$ 96.00 | \$ 25.00 | \$ 121.00 |
| | 12 | \$ 100.00 | \$ 26.00 | \$ 126.00 |
| | 13 | \$ 108.00 | \$ 27.00 | \$ 125.00 |
| | 14 | \$ 112.00 | \$ 28.00 | \$ 140.00 |
| | 15 | \$ 116.00 | \$ 29.00 | \$ 145.00 |
| | 16 | \$ 120.00 | \$ 30.00 | \$ 150.00 |
| | 17 | \$ 124.00 | \$ 31.00 | \$ 155.00 |
| | 18 | \$ 128.00 | \$ 32.00 | \$ 160.00 |
| | 19 | \$ 132.00 | \$ 33.00 | \$ 165.00 |
| | 20 | \$ 136.00 | \$ 34.00 | \$ 170.00 |
| | Over 20 | \$136.00 plus \$4.00 per fixture over 20 | \$34.00 Plus \$2.00 per fixture over 20 | \$170.00 Plus \$6.00 per fixture over 20 |

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

Planning and Development Services

| Electrical Permit | Square Footage | Superior | Town | Total |
|-------------------------------|----------------|--|---|--|
| New Single Family Residential | Up to 1200 | \$ 88.00 | \$ 25.00 | \$ 113.00 |
| | 1201-1500 | \$ 105.60 | \$ 30.00 | \$ 135.60 |
| | 1501-2000 | \$ 132.00 | \$ 40.00 | \$ 172.00 |
| | 2001-2500 | \$ 149.60 | \$ 45.00 | \$ 194.60 |
| | Over 2500 | \$149.60 Plus \$0.10 per sq ft over 2500 | \$45.00 Plus \$0.11 per sq ft over 2500 | \$194.6 Plus \$.21 per sq ft over 2500 |

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

| Other Than New Single Family Residential | Installation Cost | Superior | Town | Total |
|--|--------------------------------------|--|---|--|
| | 0-\$500 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | \$500-\$1000 | \$ 52.00 | \$ 17.00 | \$ 69.00 |
| | \$1001-\$1500 | \$ 60.00 | \$ 20.00 | \$ 80.00 |
| | \$1501-\$2000 | \$ 68.00 | \$ 22.00 | \$ 90.00 |
| | \$2001-\$2500 | \$ 76.00 | \$ 25.00 | \$ 101.00 |
| | \$2501-\$3000 | \$ 84.00 | \$ 28.00 | \$ 112.00 |
| | \$3001-\$3500 | \$ 92.00 | \$ 30.00 | \$ 122.00 |
| | \$3501-\$4000 | \$ 96.00 | \$ 32.00 | \$ 128.00 |
| | \$4001-\$4500 | \$ 100.00 | \$ 33.00 | \$ 133.00 |
| | \$4501-\$5000 | \$ 108.00 | \$ 36.00 | \$ 144.00 |
| | \$5001-\$5500 | \$ 112.00 | \$ 37.00 | \$ 149.00 |
| | \$5501-\$6000 | \$ 116.00 | \$ 38.00 | \$ 154.00 |
| | \$6001-\$6500 | \$ 120.00 | \$ 40.00 | \$ 160.00 |
| | \$6501-\$7000 | \$ 124.00 | \$ 41.00 | \$ 165.00 |
| | \$7001-\$7500 | \$ 128.00 | \$ 42.00 | \$ 170.00 |
| | \$7501-\$8000 | \$ 132.00 | \$ 44.00 | \$ 176.00 |
| | \$8001-\$8500 | \$ 136.00 | \$ 45.00 | \$ 181.00 |
| | \$8501-\$9000 | \$ 140.00 | \$ 46.00 | \$ 186.00 |
| | \$9001-\$10000 | \$ 144.00 | \$ 48.00 | \$ 192.00 |
| | \$10001-\$11000 | \$ 148.00 | \$ 49.00 | \$ 197.00 |
| | \$11001-\$12000 | \$ 152.00 | \$ 50.00 | \$ 202.00 |
| | \$12001-\$13000 | \$ 156.00 | \$ 51.00 | \$ 207.00 |
| | \$13001-\$14000 | \$ 160.00 | \$ 53.00 | \$ 213.00 |
| | \$14001-\$15000 | \$ 164.00 | \$ 54.00 | \$ 218.00 |
| | \$15001-\$16000 | \$ 168.00 | \$ 55.00 | \$ 223.00 |
| | \$16001-\$17000 | \$ 172.00 | \$ 57.00 | \$ 229.00 |
| | \$17001-\$18000 | \$ 176.00 | \$ 58.00 | \$ 234.00 |
| | \$18001-\$19000 | \$ 180.00 | \$ 59.00 | \$ 239.00 |
| | \$19001-\$20000 | \$ 184.00 | \$ 61.00 | \$ 245.00 |
| | Over \$20000 | \$184.00 Plus \$4.00 Per \$1000 (or portion of) over \$20000 | \$61.00 Plus \$2.00 per \$1000 (or portion of) over \$20000 | \$245.00 Plus \$6.00 per \$1000 (or portion of) over \$20000 |
| | Annual Electrical Maintenance Permit | \$ 300.00 | \$ 96.00 | \$ 396.00 |

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

Planning and Development Services

| Gas Permit | Number of Outlets | Superior | Town | Total |
|--|-----------------------|---|---|--|
| New Single Family Residential | 1 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | 2 | \$ 52.00 | \$ 19.00 | \$ 71.00 |
| | 3 | \$ 60.00 | \$ 23.00 | \$ 83.00 |
| | 4 | \$ 76.00 | \$ 27.00 | \$ 103.00 |
| | 5 | \$ 92.00 | \$ 31.00 | \$ 123.00 |
| | 6 | \$ 108.00 | \$ 35.00 | \$ 143.00 |
| | 7 | \$ 124.00 | \$ 39.00 | \$ 163.00 |
| | 8 | \$ 140.00 | \$ 43.00 | \$ 183.00 |
| | 9 | \$ 156.00 | \$ 47.00 | \$ 203.00 |
| | 10 | \$ 164.00 | \$ 51.00 | \$ 215.00 |
| | Over 10 | \$164 Plus \$8.00 per outlet over 10 | \$51.00 Plus \$2.20 per outlet over 10 | \$215 Plus \$10.20 per outlet over 10 |
| Propane Tank Sets | Gallons | Superior | Town | Total |
| | 0-1000 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | 1001-2000 | \$ 64.00 | \$ 19.00 | \$ 82.00 |
| | Over 2000 | \$ 76.00 | \$ 23.00 | \$ 99.00 |
| | Propane Refill Center | \$ 100.00 | \$ 27.00 | \$ 127.00 |
| Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00) | | | | |
| Other Than New Single Family Residential | BTU'S | Superior | Town | Total |
| | 0-150,000 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | 150,001-250,000 | \$ 64.00 | \$ 20.00 | \$ 84.00 |
| | 250,001-350,000 | \$ 84.00 | \$ 25.00 | \$ 109.00 |
| | 350,000-500,000 | \$ 104.00 | \$ 30.00 | \$ 134.00 |
| | 500,001-750,000 | \$ 124.00 | \$ 35.00 | \$ 159.00 |
| | 750,001-1,000,000 | \$ 144.00 | \$ 40.00 | \$ 184.00 |
| Temperary Gas | BTU'S | Superior | Town | Total |
| | 0-250,000 | \$ 44.00 | \$ 15.00 | \$ 59.00 |
| | 250,001-500,000 | \$ 64.00 | \$ 20.00 | \$ 84.00 |
| | Over 500,000 | \$64.00 Plus \$8.00 per 500,000 BTU (or portion of) Over 500,000 BTU | \$20.00 Plus \$2.20 per 500,000 BTU (or portion of) Over 500,000 BTU | \$84.00 Plus \$10.20 per 500,000 BTU (or portion of) Over 500,000 BTU |

Add a 4% Safety Codes Council Fee for each permit issued (Min. \$4.50 Max. \$560.00)

Planning and Development Services

Fines for Offences

| | | | |
|--|-----------------|------------------|-------------|
| Failure to Comply with Violation Notice | Offences | 1st Offence | \$ 500.00 |
| | | 2nd Offence | \$ 1,000.00 |
| | | 3rd & Subsequent | \$ 2,000.00 |
| Failing to obtain a Development Permit prior to development | Offences | 1st Offence | \$ 250.00 |
| | | 2nd Offence | \$ 500.00 |
| | | 3rd & Subsequent | \$ 1,000.00 |
| Failing to obtain a Development Permit prior to commencing with a permitted or discretionary use of a property or building | Offences | 1st Offence | \$ 250.00 |
| | | 2nd Offence | \$ 500.00 |
| | | 3rd & Subsequent | \$ 1,000.00 |
| Failing to obtain a Development Permit prior to commencing excavation | Offences | 1st Offence | \$ 500.00 |
| | | 2nd Offence | \$ 1,000.00 |
| | | 3rd & Subsequent | \$ 2,000.00 |
| Using a building or a property for a use that is not a permitted or discretionary use | Offences | 1st Offence | \$ 500.00 |
| | | 2nd Offence | \$ 1,000.00 |
| | | 3rd & Subsequent | \$ 2,000.00 |
| Placement of a Sign without a valid Development Permit | Offences | 1st Offence | \$ 250.00 |
| | | 2nd Offence | \$ 500.00 |
| | | 3rd & Subsequent | \$ 1,000.00 |
| Having an abandoned sign on a property | Offences | 1st Offence | \$ 100.00 |
| | | 2nd Offence | \$ 200.00 |
| | | 3rd & Subsequent | \$ 400.00 |
| Commencing with construction of a building, or structure without a valid Development Permit | Offences | 1st Offence | \$ 250.00 |
| | | 2nd Offence | \$ 500.00 |
| | | 3rd & Subsequent | \$ 1,000.00 |
| Continuing with a Use or Development with an expired Development Permit | Offences | 1st Offence | \$ 250.00 |
| | | 2nd Offence | \$ 500.00 |
| | | 3rd & Subsequent | \$ 1,000.00 |
| Continuing with a Use or Development after revocation of the Development Permit | Offences | 1st Offence | \$ 500.00 |
| | | 2nd Offence | \$ 1,000.00 |
| | | 3rd & Subsequent | \$ 2,000.00 |

Parks and Recreation Services

| Arena Rental Fees | | | |
|-------------------------------------|---|--------------------------------------|-----------|
| General | Public Skate | | Free |
| | County School Program | | Free |
| | Minor Hockey/Skate Club | Hourly | \$ 60.00 |
| | Out of County | Hourly | \$ 135.00 |
| Town & County Residents & Clubs | Adult- any Time | Hourly | \$ 105.00 |
| | Youth (17 and under) anytime | Hourly | \$ 60.00 |
| | Deposit all categories | Refundable | \$ 135.00 |
| Summer Rates | Town & County youth, clubs, and Organizations | Hourly | \$ 55.00 |
| | Commercial Rate | Daily | \$ 550.00 |
| Summer Special Event Damage Deposit | Major Event | 1 time | \$ 550.00 |
| | Moderate Event | 1 time | \$ 220.00 |
| | Minor Event | 1 time | \$ 55.00 |
| Vandalism Fee | | \$500.00 plus Actual cost of Repairs | |

| Arena Advertising | | | |
|-------------------|------------------|--------|-------------|
| | Ice Logo 2'X3' | 1 year | \$ 500.00 |
| | | 5 year | \$ 2,000.00 |
| | Wall Sign 4'X8' | 1 year | \$ 500.00 |
| | | 5 year | \$ 2,000.00 |
| | Wall Sign 4'X16' | 1 year | \$ 900.00 |
| | | 5 year | \$ 3,600.00 |

| Vulcan Lions Pool and Waterpark | | | |
|---------------------------------|---|--------|-----------|
| Gate price | seniors (65+) & Children (5-12) | | \$ 4.00 |
| | Adults & Youth (13-17) | | \$ 5.00 |
| Season Pass | seniors (65+) & Children (5-12) | | \$ 60.50 |
| | Youth (13-17) | | \$ 67.00 |
| | Adults | | \$ 78.65 |
| | Family (2 Adults and Childern under 17) | | \$ 115.00 |
| Ten Swim Pass | seniors (65+) & Children (5-12) | | \$ 30.25 |
| | Adults & Youth (13-17) | | \$ 42.35 |
| Swimming Lessons | per session with season pass | | \$ 30.00 |
| | per session without season pass | | \$ 40.00 |
| | Private Lessons | Hourly | \$ 65.00 |
| Private Pool Rental | Up to 30 people | Hourly | \$ 65.00 |
| | 30-50 People | Hourly | \$ 85.00 |
| | 50+ People | Hourly | \$ 105.00 |

Parks and Recreation Services

| | | | | |
|------------------------------------|----------------------------------|-------------|-------------|-------------|
| Lewis Ware Pavillion | Rental | | Daily | \$ 55.00 |
| | Damage Deposit | | 1 time | \$ 220.00 |
| | Table Rental | | Per Table | \$ 10.00 |
| | Table Deposit | | Per Event | \$ 200.00 |
| | Camping | Per Event | Per Unit | \$ 10.00 |
| Memorial Tree and Benches | New Tree Purchase | | | \$ 1,000.00 |
| | Existing Tree Sponsorship | | | \$ 500.00 |
| | New Bench Purchase | 10 year | | \$ 2,000.00 |
| | | 100 year | | \$ 5,000.00 |
| | Existing Bench Sponsorship | | | \$ 500.00 |
| VMMP Campground | full hook up | | Per Night | \$ 25.00 |
| | | | Per Week | \$ 150.00 |
| | | | Per Month | \$ 625.00 |
| | Tents | | Per Night | \$ 5.00 |
| | Non Payment Fine | | 1st Offence | \$ 25.00 |
| Municipal (Free) Campground | First 3 days in a 6 month period | | | Free |
| | 4th day and every day after | Per Night | | \$ 10.00 |
| | Non Payment Fine | 1st Offence | | \$ 25.00 |
| Seasonal Field Use Fee | Rodeo Grounds | Per Season | Per User | \$ 5.00 |
| | Soccer Fields | Per Season | Per User | \$ 5.00 |
| | Baseball Diamonds | Per Season | Per User | \$ 5.00 |

Common Services

| Equipment Rates | | | | |
|--|----------------------|----------------------------------|----------|----------|
| Heavy Equipment | | Half Ton Pickup | Per Hour | \$75.00 |
| Note: All Heavy Equipment Includes An Operator | | One Ton Pickup | Per Hour | \$100.00 |
| | | With Snow Plow | Per Hour | \$130.00 |
| | | Kenworth Dump Truck | Per Hour | \$100.00 |
| | | IH Dump Truck | Per Hour | \$100.00 |
| | | With Sander | Per Hour | \$150.00 |
| | | Lift Truck | Per Hour | \$300.00 |
| | | Genie Man-lift Trailer | Per Hour | \$300.00 |
| | | 16 Foot Flat Deck Trailer | Per Hour | \$50.00 |
| | | John Deer 444K Loader | Per Hour | \$160.00 |
| | | John Deer 310 Backhoe | Per Hour | \$160.00 |
| | | Komatsu 650 Grader | Per Hour | \$160.00 |
| | | Elgin Street Sweeper | Per Hour | \$160.00 |
| | | Olympia Ice Resurfacer | Per Hour | \$120.00 |
| | | John Deer 317 Skid Steer | Per Hour | \$100.00 |
| | | With Auger | Per Hour | \$30.00 |
| | | With Trencher | Per Hour | \$60.00 |
| | | With Snow Blower | Per Hour | \$60.00 |
| | | John Deer 5205 Tractor | Per Hour | \$80.00 |
| | | With Rototiller | Per Hour | \$40.00 |
| | | With Mower | Per Hour | \$40.00 |
| | | With Boom Sraier | Per Hour | \$40.00 |
| | | John Deer 1435 Mower | Per Hour | \$60.00 |
| | | John Deer 1550 Mower | Per Hour | \$60.00 |
| | | With Boom Sprayer | Per Hour | \$20.00 |
| | | Cub Cadet Mower | Per Hour | \$60.00 |
| | | Sullair Air Compressor | Per Hour | \$80.00 |
| | | With Jack Hammer | Per Hour | \$30.00 |
| | | Hydrotec Steamer | Per Hour | \$80.00 |
| | Sealant not included | Crack Sealing Pump | Per Hour | \$80.00 |
| | Paint not included | Lemmer Airless Painter | Per Hour | \$80.00 |
| | | Image Video Inspection Camera | Per Hour | \$190.00 |
| | | Spartan Mechanical Drain Cleaner | Per Hour | \$190.00 |
| Light Equipment | | Compaction Equipment | Per Day | \$80.00 |
| Note: All Light Equipment Does Not Include An Operator | | 1900 Honda Generator | Per Day | \$80.00 |
| | | 1 1/2" Submersible Pump | Per Day | \$80.00 |
| | | 2" Trash Pumps | Per Day | \$80.00 |
| | | 3" Diaphram Pump | Per Day | \$100.00 |
| | | 3" Trash Pump | Per Day | \$100.00 |
| | | Leaf Blower | Per Day | \$60.00 |
| | | Weed Whipper | Per Day | \$60.00 |
| | | Hedge Trimmer | Per Day | \$60.00 |
| | | Chain Saw | Per Day | \$60.00 |
| | | Hand Push Mower | Per Day | \$60.00 |
| | | Fully Stocked Barricade Trailer | Per Day | \$250.00 |
| | | Per Barricade | Per Day | \$12.00 |
| | | Per Pylon | Per Day | \$12.00 |

Common Services

| | | | |
|-----------------------------|------------------------|-------------|----------|
| Materials and Labour | | | |
| Material | QPR Cold Patch | Per Tonne | \$200.00 |
| | Top soil | Per Cubic M | \$20.00 |
| | Gravel | Per Cubic M | \$20.00 |
| | Fill Dirt (mixed clay) | Per Cubic M | \$4.00 |
| | Stop and Traffic Signs | | \$75.00 |
| | Galvanized Sign Post | | \$50.00 |
| | Break away | | \$50.00 |
| | Wooden 4X4 Sign Post | | \$20.00 |
| Personnel | Full Time Employee | Per Hour | \$ 27.81 |
| | Overtime Rate | Per Hour | \$ 55.62 |
| | Seasonal Employee | Per Hour | \$ 17.58 |



ADMINISTRATIVE REPORT

TO: Council

DATE: December 10, 2018

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

DESCRIPTION:

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

SUMMARY:

At the November 26, 2018 Regular Council Meeting Council gave Bylaw No. 1477-18 first reading.

PURPOSE:

An application was received for the amendment of Land Use Bylaw 1437-15 in that "Office" and "Retail" be added as a discretionary use under "Highway Commercial C-2".

Attached is a draft bylaw and the public hearing notice for Council's information.

RECOMMENDATION:

THAT Bylaw No. 1477-18 be given second reading and third and final reading.

Respectfully Submitted by:

Kim Fath

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

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

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

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

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

OFFICE

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

RETAIL

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

READ this FIRST time this 26th day of November 2018.

Tom Grant, Mayor

Kim Fath
Chief Administrative Officer

READ this SECOND time this 10th day of December 2018.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

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

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer



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

PROPOSED BYLAW NO. 1477-18

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

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

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

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

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

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

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

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

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

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



ADMINISTRATIVE REPORT

TO: Council
DATE: December 10, 2018
SUBJECT: Transfer to Common Services Capital Reserve

DESCRIPTION:

Transfer to Common Services Capital Reserve

SUMMARY:

On November 27, 2017 Council made motion 17-425 to enter into a Memorandum of Understanding (MOU) with the Twin Valley Regional Water Commission for the removal of the old Water Treatment plant.

PURPOSE:

Public Works would like the proceeds from the salvage of material of the old water treatment plant applied to the capital equipment reserve to allow for the future purchase of a Hydrovac unit.

ANALYSIS:

The terms of the MOU included the following statement:

The Contractor is responsible for all costs incurred in the salvage and demolition of the Old Water Treatment Plant. In exchange, any return gained from the sale or use of any equipment or items removed from the old plant will be to the sole benefit of the Contractor.

As the "Contractor" Public works was able to salvage a substantial amount of equipment and recycled material from this project. These different materials and equipment were sold through National Salvage and Century Public Auctions.

| | |
|------------------|--------------------|
| National Salvage | \$3607.47 |
| Century Auctions | <u>\$29,731.20</u> |
| Total Recovered | \$33,338.67 |

These funds could be added directly to the equipment reserve, which would bring us closer to the required funds needed to purchase a hydrovac unit.

FINANCIAL IMPLICATIONS:

If the funds remain in the current account they will make up a portion of the accumulated surplus at year end, and will need be re-allocated by council following the completion of the financial statements.

If Council were to transfer these fund before the year end, they would be immediately available for a purchase of a new piece of equipment through a single motion of council, if the opportunity arises.

RECOMMENDATION:

THAT council approved the transfer of \$33,338.67 to the Common Services Capital Reserve, account number 4-31-00-763-00.

Respectfully Submitted by:

Janice McCallum-Campbell, Kim Fath, Stew Birch



ADMINISTRATIVE REPORT

TO: Council

DATE: December 10, 2018

SUBJECT: Municipal Comparisons of Tax Arrears Notices

DESCRIPTION:

Municipal Comparisons of Tax Arrears Notices

SUMMARY:

Following a delegation from Niki Larson and Jody LeMaitre at the November 26 Council meeting asking council to consider changes to the notice given for tax arrears. Council directed Administration to review other communities bylaws concerning notification of tax arrears and bring back a recommendation to the December 10, 2018 Regular Council meeting for Council's consideration.

PURPOSE:

Based on the information provided Council will be able to determine if the current bylaw is sufficient or if additional policy should be created to accommodate a change to the existing procedure.

ANALYSIS:

Following the direction of Council, we contacted 8 municipalities similar to the Town of Vulcan to gather information about when their taxes are due, when arrears notices are sent, and when penalty is applied. This comparison has been attached for Council's review.

It is worth noting that although not legislatively required, like the other municipalities the Town also sends out a notice of arrears to all outstanding accounts near the end of the year. One of the main reasons that this is done in December is that all accounts on the pre-authorized payment plan have achieved a zero balance, so they are not included in the report and therefore not sent a notice. This would not be possible if the notices were processed any time earlier unless done individually.

It was interesting to note that the Town of Vulcan is one of the only municipalities from those we contacted that applies penalty on a monthly basis and not in a lump sum. When questioned, it was generally explained that the larger lump sum penalty provides a greater incentive to have the account paid by the due date. It is also worth mentioning that in the majority of cases the notice of arrears were sent either immediately before or following the application of additional lump sum penalties.

The Town only has one document that deals with penalty on tax accounts, Bylaw No. 1228 which has been attached for your information. We do not have any other formal policy documents that define when Tax Arrears Notices shall be distributed. If Council would like to make changes to our current procedure, A policy should be developed that clearly identifies the frequency in which the notices are to be issued.

Under the current procedure we also try and accommodate the many unexpected circumstances that may arise. If a residence has misplaced or has not yet received a tax arrears notice, an inquiry of the outstanding tax balance can be made through the Town Office at no charge, and officially if documentation is required for some reason, a Tax Receipt can be requested by anyone at any time for a small fee. (\$30)

FINANCIAL IMPLICATIONS:

If council considers mailing additional notices there would be additional labour and mailing expenses associated with this. This cost would be dependent on the number of notices issued. It is estimated that the wages and postage for each mail out would range from \$300-\$500 depending on the number on notices processed.

RECOMMENDATION:

THAT council provide administration with direction for the development of a policy to clearly identify a schedule for issuing Tax Arrears Notices for the Town of Vulcan and to bring this policy back to a future meeting for councils consideration.

or

THAT council continues to support bylaw No. 1228 and the administrative procedures currently in place in regards to penalty and tax arrears notification, and receives the "Municipal Comparisons of Tax Arrears Notices" administrative report for information, as well as directs administration to provide a copy of this report with councils decision to Niki Larson and Jody LeMaitre as follow up to their November 26, 2018 delegation.

Respectfully Submitted by:

Kim Fath

Municipal Comparisons of Tax Arrears Notices

| Municipality | Tax Due Date | Letters of Reminder |
|----------------|--------------|---------------------------|
| Vulcan | June 30 | December |
| Millet | June 30 | July and February |
| Drayton Valley | June 30 | November and January |
| Coalhurst | June 30 | August, November, January |
| Nanton | June 30 | March |
| Turner Valley | July 15 | November |
| Black Diamond | July 15 | December |
| Vulcan County | July 31 | October and December |
| Tofield | August 31 | November |

| Municipality | When Penalty is Applied |
|----------------|---|
| Vulcan | 1.5% monthly after July 31 st |
| Millet | 18% on July 1 st (18% in January) |
| Drayton Valley | 15% on July 1 st (15% in January) |
| Coalhurst | 12% on July 1 st and 6% December 31 st (1.5% monthly after Jan) |
| Nanton | 9% on July 1 st (18% in January) |
| Turner Valley | 12% on July 16 th (12% January) |
| Black Diamond | 15% on July 16 th (15% January) |
| Vulcan County | 6% August 1 st , 3% October 31 st , 3% December 31 st (12% in Jan) |
| Tofield | 5% September 1 st and 12% September 30 th (18% in January) |

BY-LAW NO. 1228

OF THE

TOWN OF VULCAN

IN THE PROVINCE OF ALBERTA

**A BY-LAW OF THE TOWN OF VULCAN, IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE LEVYING OF PENALTIES ON UNPAID PROPERTY
TAXES AND TO RESCIND BY-LAW NO. 940 AND AMENDMENTS THERETO.**

WHEREAS the Council of the Town of Vulcan deems it expedient to revise the penalties for unpaid property taxes;

NOW THEREFORE, pursuant to Sections 344 and 345 of the Municipal Government Act, being Chapter M-26.1 R.S.A. 1994 and amendments thereto, the Council of the Town of Vulcan, duly assembled, enacts as follows:

THAT:

1. By-Law No. 940 and amendments thereto be and are hereby rescinded.
2. On the current year's property taxes remaining unpaid after July 1st, there shall be added thereto, by way of penalty, an amount of 1½ % per month on outstanding taxes.
3. This by-law shall have effect from the date of final passing thereof.

READ a first time this 28th day of September 1998 A.D.

READ a second time this 28th day of September 1998 A.D.

READ a third time, by unanimous consent of the Councillors present, and finally passed this 28th day of September 1998 A.D.


Mayor


Municipal Administrator



ADMINISTRATIVE REPORT

TO: Council
DATE: December 10, 2018
SUBJECT: Council Meeting Recording Services

DESCRIPTION:

Council Meeting Recording Services

SUMMARY:

At the November 26, 2018 Council Meeting Council directed Administration to research and provide them with further information of the various options available and a comparison of costs for different types of meeting recording services and bring the information back to the December 10, 2018 Council meeting for Council's consideration.

PURPOSE:

Council wishes to continue recording the proceedings of Town council meetings, and agrees that this is a valuable community service which promotes engagement and transparency.

ANALYSIS:

Administration approached 3 different companies to provide scope of work proposals and quotes for their services. It was found that each company had a different levels of service which they were able to provide at variable costs. Administration has reviewed the proposals and have created a comparison of services document which has been attached for council review.

The 3 companies proposals have been identified as option A,B, and C for the purpose of comparison.

If council would like to discuss the proposals in more specific detail including the names of the companies you may wish to move the meeting in-camera under the FOIPP Act section 24 (1)(a).

Option A requires little change from the procedure currently in place. Option B requires the addition of a single piece of equipment (supplied) and is managed within existing Town software with limited staff time commitment. Option C allows the Town to own and manage all of the equipment with a one time capital investment, but would require additional staff resources to manage the system.

After detailed review Administration considers Option B as the most favorable value for the investment.

FINANCIAL IMPLICATIONS:

This service could be funded through the 2019 operation budget (Administration Professional Fees-Computer) or through the contingency reserve, dependent on the option chosen.

RECOMMENDATION:

THAT Council provide administration with direction on how they would like to proceed with recording of Council Meetings.

or

That Council supports administration's evaluation of the Meeting Recordings Services proposals and approves administration entering into a service contract with firm that supplied proposal option B.

Respectfully Submitted by:

Kim Fath

Comparison of Video Recording Services

| Option | A | B | C |
|-----------------------|--------------------|-----------------------|--------------------|
| Annual Cost | \$5000.00 | \$3400.00 | No |
| New Equipment | No | Provided | \$13,093.11 |
| Recording Equipment | Existing USB drive | Encoder | Encoder |
| Patching Videos | Yes | Not Needed | Not Needed |
| Editing Services | Yes | No (Self Edit) | No(Self Edit) |
| Video Compression | Yes | No | No |
| Live Stream | No | Yes | Yes |
| Video Archive | Yes (hard drive) | Yes (offsite servers) | No(our servers) |
| Uploading Video | Yes | Yes (self-publish) | Yes (self-publish) |
| Agenda Time Stamping | No | Yes | No |
| Closed Captioning | No | Yes | No |
| Additional Staff Time | No | No | Yes |



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 3 (2018)

GENERAL BOARD OF DIRECTORS' MEETING

Thursday, September 6, 2018 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

| | | | |
|-----------------------------------|------------------------|---------------------------------|-----------------------|
| Kevyn Stevenson | Village of Arrowwood | Brad Koch (absent)..... | Village of Lomond |
| Delbert Bodnarek | Village of Barnwell | Richard Van Ee | Town of Magrath |
| Ed Weistra..... | Village of Barons | Peggy Losey | Town of Milk River |
| Tom Rose..... | Town of Bassano | Louis Myers (absent)..... | Village of Milo |
| Norman Gerestein | City of Brooks | Dan McLelland..... | Town of Nanton |
| Jim Bester | Cardston County | Clarence Amulung..... | County of Newell |
| Richard Bengry..... | Town of Cardston | Marinus de Leeuw..... | Village of Nobleford |
| Peggy Hovde..... | Village of Carmangay | Henry de Kok | Town of Picture Butte |
| Jamie Smith (absent)..... | Village of Champion | Bev Everts..... | M.D. of Pincher Creek |
| Doug MacPherson (absent)..... | Town of Claresholm | Don Anderberg | Town Pincher Creek |
| Butch Pauls | Town of Coaldale | Ronald Davis (absent)..... | M.D. of Ranchland |
| Heather Caldwell..... | Town of Coalhurst | Bryce Coppieters..... | Town of Raymond |
| Tanya Smith | Village of Coutts | Don Norby | Town of Stavely |
| Warren Mickels (absent)..... | Village of Cowley | Matthew Foss..... | Village of Stirling |
| Dave Filipuzzi..... | Mun. Crowsnest Pass | Jennifer Crowson | M.D. of Taber |
| Dean Ward | Mun. Crowsnest Pass | Margaret Plumtree (absent)..... | Town of Vauxhall |
| Gordon Wolstenholme (absent)..... | Town of Fort Macleod | Jason Schneider (absent)..... | Vulcan County |
| Gerry Carter | Village of Glenwood | Lyle Magnuson..... | Town of Vulcan |
| Barin Beresford (absent)..... | Town of Granum | David Cody | County of Warner |
| Suzanne French..... | Village of Hill Spring | Eric Burns | Village of Warner |
| Morris Zeinstra | Lethbridge County | Ian Sundquist..... | M.D. of Willow Creek |

STAFF:

| | | | |
|----------------------|----------------|------------------------|------------------------|
| Lenze Kuiper | Director | Hailey Winder..... | Assistant Planner |
| Diane Horvath | Senior Planner | Jaime Thomas..... | GIS Analyst |
| Gavin Scott..... | Senior Planner | Jennifer Maxwell | Subdivision Technician |
| Ian MacDougall | Planner | Barb Johnson..... | Executive Secretary |

AGENDA:

1. **Approval of Agenda** – September 6, 2018.....
2. **Approval of Minutes** – June 7, 2018.....(attachment)

3. Business Arising from the Minutes
4. STAFF PRESENTATION – *Jaime Thomas, GIS Analyst*
“ORRSC GIS PROJECT”
5. Reports
(a) Executive Committee Report.....(attachment)
6. Business
(a) Intellectual Property / Copyright Policy.....(attachment)
(b) Regional Subdivision and Development Appeal Board Update
- (c) Assessment Review Board Update
7. Accounts
(a) Summary of Balance Sheet and Statement of Income for the 7-month period:
January 1 - July 31, 2018(attachment)
8. Adjournment – December 6, 2018

VICE-CHAIR JIM BESTER CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Richard Bengry

THAT the Board of Directors approve the agenda of September 6, 2018, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Board of Directors approves the minutes of June 7, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. STAFF PRESENTATION –

Jaime Thomas, GIS Analyst
“ORRSC GIS PROJECT”

The ORRSC GIS Project started 13 years ago and has grown to its current membership consisting of 45 urban and 1 rural municipality. GIS Analyst Jaime Thomas gave an informative presentation on the history and overview of the project as follows:

History of the Project

- Municipal data was not organized and only accessible by a few employees
 - Tax Roll
 - Infrastructure
 - Cemetery
 - Land use
- Difficult for municipalities to plan expediently and successfully

Outcomes of GIS

- Centralized all relevant GIS data into a useable format
- Accessible and easy for all users
- Created an affordable option for small and medium sized municipalities

GIS Partnership

- Reduces overall costs of implementation and long-term success of GIS
 - Employees
 - Hardware
 - Software
 - Development
 - Projects – Orthophoto

Additional GIS Benefits

- Reduced reliance on institutional memory
- More efficient organizational transparency
- Makes complex information more accessible and easier to understand

What else does the GIS Department do?

- AMDSP addressing
- Major data supplier
- Custom mapping
- GPS collection
- Orthophoto projects

Future Direction of GIS

- Inclusion of development permits
- 3d planning and analysis
- Live tracking of assets
- Virtual reality/augmented reality

5. REPORTS

(a) Executive Committee Report.....(attachment)

- Vice-Chair Jim Bester encouraged members to review the Executive Committee Report for the meetings of June 14 and July 26, included in the agenda.

Moved by: Heather Caldwell

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 14 and July 26, 2018, as presented. **CARRIED**

6. BUSINESS

(a) Intellectual Property / Copyright Policy(attachment)

- As a result of discussions at the June 7, Board of Directors' meeting and after receiving legal advice, a Draft Copyright and Intellectual Property Policy has been prepared and is attached to the agenda for review by the Board. An amendment has been made to Section II. Procedure (highlighted in yellow) and the revised policy is as follows:

Oldman River Regional Services Commission (ORRSC)
Effective Date: XXXX, 2018

ORRSC Policy #: XXXX
Revised: _____

Copyright & Intellectual Property – ORRSC & Member Municipalities

Purpose:

The purpose of this policy is to protect the intellectual property, integrity and reputation of ORRSC and the member municipalities while encouraging the ethical and legal use and sharing of certain information and materials.

Additional Authority:

Copyright Act (Canada)
Trademarks Act (Canada)
Executive/Board Order

POLICY

I. Policy Statement

ORRSC is a corporation established by the Lieutenant Governor in Council, on the recommendation of the Minister of Municipal Affairs, at the request of those municipalities that wish to share in the ownership and operation of a specific service.

ORRSC and the member municipalities recognize and support that best municipal practices include the sharing of information and ideas. ORRSC and the member municipalities do not; however, support, condone or authorize the misuse of information or infringement of intellectual property rights. Our reputation and our commitment to our members and to third parties (AltaLIS, Alberta Land Titles, SPIN, Government of Alberta) is adversely affected when information is misused and/or intellectual property rights are infringed.

ORRSC authors and prepares Statutory Planning documents (Intermunicipal Development Plans, Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans), Land use Bylaws, Maps and various reports (including but not limited to Annexations, Growth Studies, Hamlet Studies, Population Projections, Park/Trail Plans) for and with the member municipalities (collectively, the "Materials"). The Materials are protected under the

Copyright Act (Canada) and constitute the intellectual property of ORRSC and the member municipalities.

The information contained in the Materials and the Materials themselves are created and authored by ORRSC planners in conjunction/collaboration with the member municipalities. The Materials are specific and unique to each municipality and are owned by the municipality and ORRSC. The use of such is for the benefit of all member municipalities.

ORRSC's and the member municipalities' names, logo, crests and/or other official logos or official marks constitute trademarks (collectively, "Trademarks") protected under the *Trademarks Act* (Canada) and constitute the intellectual property of ORRSC.

Misuse of information or infringement of intellectual property rights includes but is not limited to the unauthorized use, copying, display or publication of personal information, confidential information, the Materials and Trademarks, or substantial portions or variants thereof.

The following procedure is intended to protect ORRSC and the municipalities while allowing for the sharing of information.

II. Procedure

All Materials will include the following copyright notice:

© [Date originally created or modified] Oldman River Regional Services Commission

Prepared for [Municipality(s) name].

(i.e. © 2018 Oldman River Regional Services Commission

Prepared for "Member Municipality")

This document is protected by Copyright and Trademark and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission. This document has been prepared for the sole use of the Municipality addressed and the Oldman River Regional Services Commission. This disclaimer is attached to and forms part of the document.

III. Terms and Conditions

Permitted Uses

Subject to the other Terms and Conditions (Prohibited Uses, Attribution and Non-Endorsement) you are permitted to copy, modify, publish, translate, adapt, distribute or otherwise use the Materials and/or information in any medium, mode or format for any lawful purpose with proper Attribution of Source. ORRSC is not responsible and assumes no risk for information or materials used and their interpretation or content.

Prohibited Uses

It is not permitted in any way to use the following:

- I. Personal Information;
- II. Information or Records that are not accessible under applicable laws;

- III. Third party rights the Information Provider is not authorized to license;
- IV. Trademarks of the Information Provider; and
- V. Information subject to other intellectual property rights, including patents, trademarks and official marks.

Attribution of Source

Any use of the Materials and/or information creates an obligation that you expressly acknowledge the source of the information by including an attribution statement, reference or foot note.

Non-endorsement

The Terms and Conditions does not grant you any right to use the Materials and/or information in a way that suggests that ORRSC endorses you or your use of the Information.

- The above policy encourages sharing information as long as our name is protected and proper acknowledgement is given.

Moved by: Delbert Bodnarek

THAT the Board of Directors approve the Copyright & Intellectual Property Policy – ORRSC & Member Municipalities, as presented. **CARRIED**

(b) Regional Subdivision and Development Appeal Board Update

- Several ORRSC planners already have or will receive Subdivision and Development Appeal Board (SDAB) certification. Alberta Municipal Affairs has approved ORRSC to host a training session, but the date has not been confirmed. Additional sessions will also be held in southern Alberta so all municipal representatives will have the opportunity to receive the necessary training.
- Regional Subdivision and Development Appeal Board agreements and bylaws are currently being prepared and will be forwarded to our member municipalities in the next few weeks. ORRSC will also offer clerk services for those municipalities that already have a SDAB in place.

(c) Assessment Review Board Update

- ORRSC has received 10 LARB (Local) and 9 CARB (Commercial) appeals to date and more continue to come in. Some of these may be resolved through the assessors and withdrawn before going to a hearing.

7. ACCOUNTS

(a) Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2018

Moved by: Richard Van Ee

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2018, as information. **CARRIED**

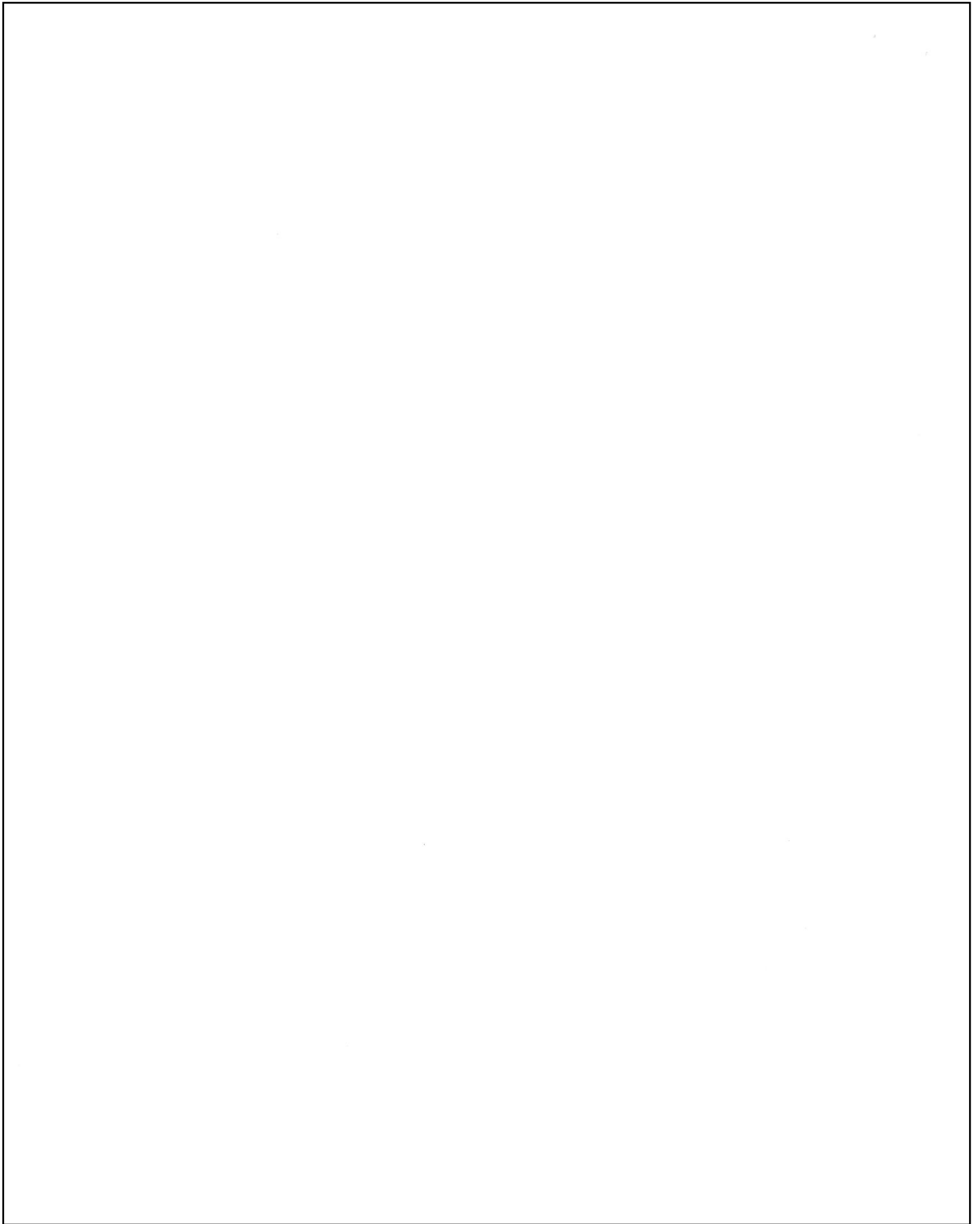
8. ADJOURNMENT

Moved by: Eric Burns

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, December 6, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____



**FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION
BOARD MEETING**

Wednesday, September 12, 2018

7:15 p.m. FRESC Center, 98 Woodhaven Dr. Okotoks

Attendance: Suzanne Oel, Chairman
Jamie Tiessen, Vice Chairman
Brenda Fenwick, Executive Director
Board Members: Jason Schneider, Dr. Ed Sands, Jonathan Gordon, Paul Taylor, John Dozeman, Bruce Masterman, Darryl Lalonde

1.0 The meeting was called to order at 7:20 by Suzanne Oel, Vice Chairman.

2.0 **AGENDA**

MOTION: by John Dozeman to adopt the Agenda as presented
CARRIED

3.0 **MINUTES OF PREVIOUS MEETING – June 27, 2018**

MOTION: by Jamie Tiessen to adopt the Minutes of June 27, 2018 as presented.
CARRIED

4.0 **FINANCIAL REPORT**

4.1 **Year to Date Financial Report**

Brenda Fenwick presented the year to date financial report.

MOTION: by Bruce Masterman to accept the Year to Date Financial report as information.
CARRIED

5.0 **OLD BUSINESS**

5.1 **CAD to CAD EMS Dispatch Update – In Camera FOIPPA Sec 21 (a) i**

5.2 **Town of Canmore/Canmore Fire Rescue Services RFP Outcome**

MOTION: by Paul Taylor to move the meeting in camera at 7:35 pm.
CARRIED

MOTION: by Jason Schneider to move the meeting out of camera at 8:30 pm.
CARRIED

6.0 NEW BUSINESS

6.1 Cypress County

Cypress County Fire department approached Foothills Regional 911 for a proposal to provide 911 and Fire Dispatch Services to the Cypress County Fire Departments. A proposal was provided and Cypress County have made the decision to move these services to Foothills Regional 911. There have been some political complications, but a signed Service Agreement is expected in the next few weeks.

6.2 Next Generation 911 (NG 911) Information Session

An information presentation was provided to the Board regarding the requirements for NG 911 at a high level. NG911 will replace the existing 911 platform. Conversion to NG911 is mandated by the CRTC and strict timelines have been set. Full conversion will be required by 2023. FRESC will develop a transition plan to meet these timelines, this plan will include infrastructure and implementation costs as well as funding sources.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director's written report was provided for information.

MOTION: by John Dozeman to accept the report as information.

CARRIED.

8.0 IN CAMERA SESSION

In camera sessions during 5.1

9.0 NEXT MEETING -- November 28, 2018 at 7:15 p.m..

10.0 **MOTION:** by John Dozeman to adjourn the meeting at 9:13 p.m.

CARRIED



**VULCAN COUNTY
MINUTES**
*Vulcan District Waste Commission
24 Oct 2018 - Organizational Meeting
Council Chambers
Administration Building
102 Centre Street, Vulcan, Alberta*

| | | |
|----------------------|---|---|
| Present: | Michael Monner Tom Grant Scott Schroeder Stacey Hovde Trevor Wagenvoort | Vulcan County Town of Vulcan Village of Milo Village of Carmangay Village of Champion |
| Absent: | Ron Wickstrom, Member at Large Ryan Smith, Vulcan County Clydine Grenier, Village of Arrowwood Craig Stokes, Village of Lomond | |
| Also Present: | Dick Ellis, Operations Manager Heather Selke, Assistant | |

Call to Order

Manager Ellis called the meeting to order at 8:35 p.m.

Approval of Agenda and Additions

Approval of the Agenda

VDWC 2018-10-24-08 MOVED BY MEMBER WAGENVOORT that the Agenda is approved as presented.

CARRIED UNANIMOUSLY.

Appointments

Appointment of Chair

VDWC 2018-10-24-09 Member Wagenvoort nominated Member Wickstrom as Chair
No other Members offered nominations
Chair Wickstrom by acclimation

CARRIED UNANIMOUSLY.

Page 1 of 2

Vulcan District Waste Commission - Organizational Meeting Minutes October 24, 2018,

Appointment of Vice Chair

VDWC 2018-10-24-10 Member Hovde nominated Member Grant as Vice Chair
No other Members offered Nominations
Vice Chair Grant by acclimation

CARRIED UNANIMOUSLY.

Appointment of Signing Authority

VDWC 2018-10-24-11 MOVED BY MEMBER MONNER that the Commission approve
the appointment of Signing Authority will remain the same as both
Chair Wickstrom OR Vice Chair Grant AND Manager Ellis OR
CAO of Vulcan County Nels Petersen.

CARRIED UNANIMOUSLY.

Adjournment

Vice Chair Grant adjourned the meeting at 8:40 p.m.

Dick Ellis, General Manager

Tom Grant, Vice Chair

Page 2 of 2



VULCAN COUNTY MINUTES

Vulcan District Waste Commission - 24 Oct 2018

Council Chambers

Administration Building

102 Centre Street, Vulcan, Alberta

Present: Michael Monner Vulcan County
Tom Grant Town of Vulcan
Scott Schroeder Village of Milo
Stacey Hovde Village of Carmangay
Trevor Wagenvoort Village of Champion

Absent: Ron Wickstrom, Member at Large
Ryan Smith, Vulcan County
Clydine Grenier, Village of Arrowwood
Craig Stokes, Village of Lomond

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

Call to Order

Vice Chair Grant called the meeting to order at 7:31p.m.

Approval of Agenda

Approval of the Agenda

VDWC 2018-10-24-01 MOVED BY MEMBER WAGENVOORT that the Agenda is approved as presented.

CARRIED UNANIMOUSLY.

Adoption of Minutes

Minutes of the July 25, 2018 meeting

VDWC 2018-10-24-02 Committee reviewed the minutes of the July 25, 2018 meeting.

MOVED BY MEMBER HOVDE the minutes of the July 25, 2018 meeting of the Vulcan District Waste Commission are adopted as presented.

CARRIED UNANIMOUSLY.

Page 1 of 3

Vulcan District Waste Commission - 24 Oct 2018 Minutes October 24, 2018,

General Manager's Report

Manager's report

VDWC 2018-10-24-03 General Manager Ellis reviewed his report on the vehicles, equipment, Transfer Stations, recycling and Vulcan collection.

MOVED BY MEMBER SCHROEDER that the Manager's report is accepted as information.

CARRIED UNANIMOUSLY.

SAEWA Report

SAEWA report - Tom Grant

VDWC 2018-10-24-04 MOVED BY MEMBER HOVDE that the SAEWA report is accepted as information.

CARRIED UNANIMOUSLY.

Action Items

Lake McGregor Country Estates recycling bin depot request

VDWC 2018-10-24-05 MOVED BY MEMBER WAGENVOORT that the Commission direct Manager Ellis to meet with Dean Sziva regarding options on recycling depot.

CARRIED UNANIMOUSLY.

Information Items

Health and Safety Program 2018/2019

Vulcan Recycling Depot Replacement

VDWC 2018-10-24-06 MOVED BY MEMBER MONNER that the Commission accept the items for information

CARRIED UNANIMOUSLY.

Financial Reports

2019 Budget

VDWC 2018-10-24-07 MOVED BY MEMBER HOVDE that the Commission accept the 2019 budget for information at this meeting and it is to be brought back to the next meeting.

CARRIED UNANIMOUSLY.

Page 2 of 3

Vulcan District Waste Commission - 24 Oct 2018 Minutes October 24, 2018,

Next Meeting

Next meeting set to be held on November 14, 2018 7:30 p.m. in Vulcan County Council Chambers

Adjournment

Vice Chair Grant adjourned the meeting at 8:34 p.m.

Dick Ellis, General Manager

Tom Grant, Vice Chair

Page 3 of 3

VULCAN GOLF AND COUNTRY CLUB



EXECUTIVE MEETING MINUTES:

- November 20, 2018

MEETING CALLED TO ORDER:

- Called to order at 7:33 pm.

PRESENT:

- David Lyon, Barry Gore, Jeff Mix, Judy Sanderson, Wayne Shearer, Paul Taylor, Tyler Wolfe, Ross Zuehlke, Duke Webber.

ABSENT:

- Paul Mansfield, Stacey Wheeler, Gordon Brayton

ADDITIONS TO THE AGENDA

- Non-Member Eligibility to sit on Board of Directors

MINUTES OF THE LAST MEETING (October 2018):

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

DIRECTOR OF GOLF REPORT:

- Tyler Wolfe presented the Director of Golf Report on behalf of Gordon Brayton, attached.
- **Motion** to accept report by Ross.

GROUNDS REPORT:

- Duke Webber presented the Grounds Report, attached.
- Brief meeting with Town Foreman and Whispering Creek about drainage issues on Hole 13.
- Duke completed Pesticide recertification. Valid until 2023.
- Deposit of \$21 000 paid for 3 Hole course, with installation to begin in 2019.
- Cart Path to driving range and 1st tee on Jr Course has been completed. No invoice to date.
- 2019 Budget Proposal
 - Duke budgets on a 4 to 5 year average
 - Industry average for wages vs budget is 60%. We're at ~55%.
 - Wages were up even with the short season; due in part to increases in minimum wages and the fact that there is still work being done even if the course is not open, albeit at a reduced level.
- **Motion** to accept report by Barry. Seconded by Ross.

TREASURER REPORT:

- Presented by David Lyon, attached.



VULCAN GOLF AND COUNTRY CLUB

- Revenue YTD is down about \$50K
 - There were some major expenses this year, including the roof, cart path, and increased wages, combined with short golf season.
- Currently into the Overdraft, but have removed the \$50K GIC as security. When it matures at the end of November, it will be transferred into general revenue.
- \$30K was transferred from Trail Fees to General Account, which will have to be transferred back when the General Account is in better shape.
- **Motion** to accept report by Dave.

HOUSE COMMITTEE REPORT:

- Presented by Judy Sanderson
- Stacy and Judy met with Raymond on Oct. 15 and reviewed kitchen. Kitchen was cleaner, but after releasing Raymond for the season, a closer inspection showed hidden cleanliness issues. They put 8 hours into further cleaning.
- Level of cleanliness was not acceptable and a reduction in rent will not be offered at this time.
- Discussion of using reduced rent as a “carrot” approach on a month by month basis to encourage a cleaner kitchen vs hiring someone to clean the kitchen on a monthly basis and invoicing Raymond as a “stick” approach.
- **Motion** to accept House Report by Tyler.

CORRESPONDENCES

- Vulcan County Magazine.
 - Approached to advertise in a Province-wide publication to advertise Vulcan and area.
 - Discussion that there are probably better ways to spend our money.
 - Dave will look at seeing if there is any reception to have a free profile done on the course.
 - The Board is not interested in spending the money on the advertisement.

NEW BUSINESS:

- Bookkeeping Contract
 - Christine’s contract ends December 31, but is interested in renewing her contract at the same rates.
 - Brief discussion that the board is pleased with the work being done.
 - **Motion** to extend Christine’s contract for one year, made by Barry. Seconded by Ross. Carried.
- Non-Member Eligibility to Sit on Board of Directors
 - Discussion of the eligibility of someone to maintain their seat on the Board of Directors if they are medically unable to golf and do not purchase a membership.
 - Suggestion that if membership is purchased, golfing privileges could be deferred until the following season to allow for continued presence on the Board.
 - Concern that a deferral goes against the by-laws which state that you must be a member in order to sit on the board.
 - To make any special exceptions to this is unwanted.
 - Decision to maintain the current by-laws,
- Pond Spaceship

VULCAN GOLF AND COUNTRY CLUB



- An organization is looking at the possibility of adding a Klingon Ship in Vulcan, in addition to the Enterprise.
- Discussion of placing this in a pond on the golf course.
- Board split.
- Very preliminary discussion, to be addressed more in depth if and when it develops.

NEXT MEETING DATE:

- January 15 at 7:30 PM at the Clubhouse.

ADJOURNMENT:

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

Twin Valley Regional Water Commission



MINUTES ELECTION
OF OFFICERS

NOVEMBER 22, 2018

9:54AM

VIA EMAIL

| | |
|-------------|--|
| FACILITATOR | Manager, Cathy Dallmann Chairperson, Paul Taylor |
| NOTE TAKER | Manager, Cathy Dallmann |
| ATTENDEES | Paul Taylor, Jamie Smith, Stacey Hovde, Georgia-Lee DeBolt, Ryan Smith, Dick Ellis, Cathy Dallmann |
| ABSENT | Laurie Lyckman, Peggy Hovde |

Items

1. Meeting called to order at 9:54am; November 22, 2018
2. Election of Officers
 - a. Cathy Dallmann opened the floor for Chairperson nominations
 - i. Stacey Hovde nominated Paul Taylor
 - ii. Cathy Dallmann opened the floor for any other Chairperson nominations for the second time
 - iii. Jamie Smith motioned for nominations to cease
 1. Carried
 - iv. Paul Taylor allowed his name to stand
 - v. Paul Taylor ACCEPTED the position of Chairperson
 1. Carried
 - b. Paul Taylor opened the floor for Vice Chair nominations
 - i. Stacey Hovde nominated Jamie Smith
 - ii. Paul Taylor opened the floor for any other nominations
 - iii. Dick Ellis motioned for nominations to cease
 1. Carried
 - iv. Jamie Smith allowed his name to stand
 - v. Jamie Smith ACCEPTED the position of Vice Chairperson
 1. Carried
3. Meeting adjourned at 5:40pm; November 22, 2018

Minutes accepted by:

Paul Taylor, Chairperson

Dated

Cathy Dallmann, Manager

Dated

| | |
|--|-------------------------------|
| Board Members for Twin Valley Regional Water Commission: | |
| Peggy Hovde, Village of Carmangay | Dick Ellis, Champion |
| Stacey Hovde, Village of Carmangay | Laurie Lyckman, Vulcan County |
| Jamie Smith, Vice Chair | Ryan Smith, Vulcan County |
| Georgia-Lee DeBolt, Town of Vulcan | Paul Taylor, Chairperson |



Mayors & Reeves of Southwest Alberta

MINUTES

Friday, November 2, 2018
Culver City Room, Lethbridge City Hall
910 – Fourth Avenue South, Lethbridge

PRESENT:

Reeve Lorne Hickey, Chair Lethbridge County

Mayor Gordon Reynolds Town of Bow Island

Councilor Ron Lagemaat Town of Coalhurst

Mayor Brent Feyter Town of Fort Macleod

Deputy Mayor Brenda Beck Town of Magrath

Mayor Peggy Losey Town of Milk River

Mayor Don McDowell Town of Nobleford

Mayor Cathy Moore Town of Picture Butte

Mayor Margaret Plumtree Town of Vauxhall

Mayor Thomas Grant Town of Vulcan

Mayor Ed Weistra Village of Barons

Mayor Jim Willett Village of Coutts

Mayor Albert Elias Village of Glenwood

Mayor Trevor Lewington Village of Stirling

Deputy Mayor Colette Glynn Village of Warner

Reeve Jim Bester County of Cardston

Reeve Jason Schneider County of Vulcan

Reeve Ross Ford County of Warner

Mayor Chris Spearman City of Lethbridge

Chair Barney Reeves I.D 04 Waterton

Brian Hammond International Park

Reeve Maryanne Sandberg MD of Pincher Creek

MD of Willow Creek

Guests:

Representative for Maria Fitzpatrick, MLA Lethbridge East

Dave Schneider, MLA Little Bow

Bill Chapman, Chairman Highway #3 Association

Grant Hunter, MLA Cardston-Taber-Warner

Pat Stier, MLA Livingstone-Macleod

1.0 WELCOME AND INTRODUCTIONS

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

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

Moved by Don McDowell- **Carried**

2.1 Election for Chair and Vice Chair

Reeve Lorne Hickey was nominated to be the Chair – Accepted

Reeve Ross Ford was nominated to be the Vice Chair - Accepted

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Moved by Mayor Ed Weistra - **Carried**

Update on Parking Passes - Currently the Commissionaires would not ticket a vehicle that has a parking pass. The fail-safe would be, if they give a ticket in error the ticket can be given to Regulatory Services who would delete it.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 REPORTS

5.1 MP Reports – No reports

5.2 MLA Reports

MLA Grant Hunter -

- Discussed Bill 19, Education Amendment Act.
- Discussed the increasing unemployment rates, especially in young people.
- Discussed the minimum wage increase and how that is affecting the restaurant business.

MLA Dave Schneider –

- Discussed the trans-mountain pipeline.
- Discussed Bill 19, Education Amendment Act.
- Discussed Bill 20, an act to implement a capital market whistle blower program, and Bill 21, act to protect patients.
- Discussed Bill 22, an act for strong families building strong communities.

MLA Pat Stier –

- Discussed MSI.
- Discussed changes in Bill 8 regarding Alberta emergency management.

6.0 PRESENTATION – Energy Innovation Road Map – Jeff Reading, Innovation Lead, ATCO Electricity

- An internationally ran company of approximately 9000 people.
- Discussed reducing our carbon footprint by decentralization.
- Discussed working with customers to better determine their needs to go carbon free.
- Discussed the transportation industry and where to locate electric charging stations.

7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Barney Reeves

- Have been certified by the International Economic Development Association.
- International Tourism Association certified as 'green'.

7.2 SouthGrow – Mayor Jim Willett

- Discussed the kick off summit regarding Protein Innovations.
- Discussed Digital Futures.
- Discussed the plan to have a charging station 'up and running' in a year.

7.3 RMA – Randy Taylor

- Discussed the MGA's management training course.
- Discussed Asset Management, and developing management teams. Will be needing 6-10 municipal participants. Applications will be accepted until December, 2018.
- Discussed the Fall Convention approaching.

7.4 AUMA – Tanya Thorn

- No report.

7.5 Oldman Watershed Council – Shannon Frank

- Thanked all donors and volunteers.
- Discussed the success of the annual willow planting, done in Pass Creek this year.
- Discussed the Citizen Science Information night.
- Save the date reminder for the donor lunch on December 7, 2018, please remember your picture will be taken.

7.6 Highway #3 Association- Bill Chapman

- Requests that Highway #3 be included in your ICF's.
- British Columbia is now a part of the Highway #3 Association- named the Electric Highway.
- Delighted to have the Consultation Manager for the Pikani Nation attend a meeting.

8.0 NEXT MEETING DATE

Friday, December 7, 2018 – Culver City Room, Lethbridge City Hall – 1:00pm

10.0 ADJOURNMENT:

Moved Reeve Ross Ford to adjourn meeting at 2:45 pm. **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 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 Awaiting clarification from Alberta Transportation | November 26, 2018 |
| Regular Council October 22, 2018 | 18.334 | Moved by Paul Taylor THAT Council approves Administration arranging for the disposal of 310 and 312 Whispering Way, Unit 79 and 90 Plan 0512713 as per section 425 of the Municipal Government Act and the Town of Vulcan Policy PL-07. | Kim Fath | Arrange for Listing following the transfer of title to the Town of Vulcan | |
| Regular Council October 22, 2018 | 18.335 | Moved by Lorna Armstrong THAT Council approves the amendments to the Regional FCSS Agreement, and directs the Mayor and Administration to execute this document on behalf of the Town of Vulcan, as well as distribute the agreement to the participating municipalities for their approval. | Kim Fath Karen Rose | Execute document and distribute agreement to participating municipalities for their signatures and file completed copy (Delivered to Vulcan County Nov 9 for signing and forward to Villages) | November 4, 2018 |
| Regular Council November 26, 2018 | 18.360 | Moved by Lorna Armstrong THAT Council adopt the interim 2019 Operating Budget as presented. | Karen Rose | Send Copy of Resolution to Finance Manager | November 28, 2018 |

Town of Vulcan Action List



| Meeting/Date | Motion # | Resolution | Assigned To | Action Status | Completion Date |
|---|----------|---|------------------------|---|-------------------|
| Regular Council November 26, 2018 | 18.361 | Moved by Paul Taylor THAT Council directs Administration to research and provide Council with further information of the various options available and a comparison of costs for different types of services and bring the information back to the December 10, 2018 Council meeting for Council's consideration. | Karen Rose Kim Fath | Add to the December 10, 2018 Agenda Provide Administrative report | December 6, 2018 |
| Regular Council November 26, 2018 | 18.362 | Moved by Lyle Magnuson THAT Council appoints Stew Birch to represent the Town of Vulcan on the Vulcan and District Fire Committee for a 2 year term. | Karen Rose | Send Copy of Resolution to Stew Birch and confirmation letter to Fire Chief | November 28, 2018 |
| Regular Council November 26, 2018 | 18.364 | Moved by Lorna Armstrong THAT Administration bring back more information to Council and that no further penalty not be applied until Council receives that information. | Karen Rose Kim Fath | Add to the December 10, 2018 agenda Provide administrative report | December 4, 2018 |
| Regular Council November 26, 2018 | 18.365 | Moved by Georgia-Lee DeBolt THAT Bylaw No. 1477-18 be given first reading and THAT a Public Hearing date be set for December 10, 2018. | Karen Rose | Advertise Public Hearing Notice Add to December 10, 2018 agenda | November 27, 2018 |



CAO'S REPORT

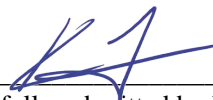
SUBMITTED TO: Town Council
SUBMITTED BY: Kim Fath
FOR THE DATES: November 23rd through December 7, 2018

Administrative Business Summery

- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Attended November 26th council meeting
- Met with Ryan from Benchmark to discuss projected assessment changes
- Council meeting follow up (*minutes review, action items, letters*)
- Provided Advocate with clarification on agenda items
- Provided STARS with the photo taken at the council meeting
- Arranged and prepared for Pool Committee Meeting
- Corresponded with the CAO from Stavelly to discuss business incentive policy.
- Met with companies to get quotes for recording council meetings.
- Ongoing correspondence with Tango about the Pool Project, and design RFP
- Provided letter of Support for Tourism and Trade Fair grant application
- Provided Colliers group with information about the Towns Seniors Housing site.
- Auditors were in the office December 5&6th
- Created Agenda Item reports for next council meeting.
- Met with Mayor to sign documents and discuss agenda items.

Formal Meetings of Interest

- Icompass (Implementation Meeting) – Video Meeting – November 28th
- CAO Meeting (Emergency Management) – County Office – November 28th
- Icompass (Video Manager Presentation) – Video Meeting – November 30th
- Pool Committee Meeting (Council) – Town Office – November 30th
- CIMA+ (Yearend Wrap Up) – Town Office – December 7th


Respectfully submitted by Kim Fath
Chief Administrative Officer

MEMO

TO: Town Council

FROM: Nancy Neufeld, Development Officer

DATE: Report for November, 2018

Highway 23 Construction – The Town has received notification that work on Highway 23 will be completed in the Spring of 2019 with improvements at the intersection of Highway 23 and Centre Street to increase the safety and functionality of the intersection.

Attended presentation of new interactive site for Safety Codes called Safety Connect. Basically what has been done via paper in regards to the QMP (Quality Management Plan) is now done electronically through this new site and is where the Town's Accreditation information is available for review and update.

MPC Meeting November 20, 2018 – Next scheduled meeting is December 18, 2018

BUILDING PERMITS ISSUED NOVEMBER 2018 - NIL

DEVELOPMENT PERMITS APPLIED FOR NOVEMBER 2018 -NIL

NEW BUSINESS LICENSES ISSUED NOVEMBER, 2018

| DATE | LIC # | COMPANY NAME | TYPE OF BUSINESS | VULCAN CIVIC ADDRESS |
|----------|-------|---------------------------------|---------------------|----------------------|
| Nov 6/18 | 1063 | Meals in Minutes | Weekly Meal Service | |
| Nov 7/18 | 1064 | Vulcan Massage Service (Mobile) | Mobile Massage | |

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

Month of: November 2018

Facilities:

- Replaced the leaking 2” meter in pool building with used meter we had on hand not sure if it operates properly but we will still be able to track the makeup water added to the pool though a separate meter . Reason for the installation of the used meter to control leak and not spend the money for a new meter with the possibility of a new facility being built
- Started doing repairs in the pool building and parks buildings
- Arena operating with no issues
- Repaired cable fence along parking lot on first street south

Streets:

- Snow removal and sanding as needed
- Street lights checked
- Korthious tree care was in working on elm trees in November this will end the tree program until 2019
- A section of the new street lights was damaged due to a contractor working in the boulevard a hit one of the underground wiring pots. Public works did the repairs and are operating correctly
- After remembrance day public works put up Christmas decorations on street light poles and decorated the tree at the bell tower with a switch for the black Friday event
- Public works along with the developer on fairways drive worked together to build a swale along the golf course cart path to control storm water of off fairways drive. Along with this we worked together to repair a street valve box and rod on Whispering Greens ave

Water & Sewer:

- Tested all alarms at lift stations and water plant.
- Two water service repairs (old Advocate building/ 214 2nd street north)
- The bottle depot had a water leak inside the building under their shut off valve. When public works went to shut off the curb stop we could not find it with the metal detectors and had to get a hydro-vac truck out of Lethbridge to try to find the water line after two and a half days off searching we final

located the curb stop on the adjacent property (not on the bottle depot property) then we were able to shut the water off so they could do the repair inside the building

- The Vulcan east water coop was doing repairs to their system in the vault off of 1st ave south in which our water meter is also. With the age of the 2" meter and that it was not switched over to the new style remote read meters that was installed in town I purchased a new 2" remote read meter and it was installed by the company that was redoing the piping and pressure relief valve for the water coop

Water Plant (contracted)

- Minor repair and maintenance in water plant

Parks:

- Started working on repairs at the VMMP facilities

Cemetery:

- One opening and closing

Equipment

- From the old water treatment building demolition there is \$33,338.67 from the sale of equipment and scrap metal in which I would like to request town council place these funds in the equipment reserve for the possible future purchase of a Hydro-vac

Personnel:

-

Other:

-

Stewart Birch Town Foreman

December 2018

TOWN OF VULCAN Community Services Report

Prepared By Bonnie Ellis Community Services Manager

COMMUNITY SERVICES

Received from Community Foundation Grant: Spock Days for the purchase of Event Storage SeaCan \$3500.00 also the Lions \$15,000 for the pool project

Community In Bloom organization has approached this office regarding the purchasing on benches for the downtown core. I have been working with Stu Birch (head of maintenance) along with the members from Community in Bloom on this project.

The Nine in a Line Society in conjunction with a group of interested individuals has approached this office to create and install a work of art within our community. This work of art would work with our theme "Star Trek Capital of Canada" and would be Star Trek Themed, possible the Bird of Prey the Klingon War Ship. The group will send in a formal proposal for the request.

Pool Committee Meeting: I was unable to attend; the CAO reported back that the group is willing to lose a season to be able to stay in the same locate for the new pool build. The start of the project is anticipated to begin at the end of 2019 season and have the facility closed for the 2020 season.

Tango has created the RFP for Consulting and Design Services it will be going out on Dec 10th with a deadline of January 23rd.

Committee Member: The recreation and tourism committees are looking for members. An ad was placed in the paper and we have had some requests come in for both committees

Staff

Bonnie Away December Dec 7, 17-18, Dec 27 – January 4

Meetings attended: Black Friday organizing committee, Community in Bloom, Vulcan and District Recreation

RECREATION

Programming

Tumbling Teddy program has changed from our toy playing time to a tumbling mat time and has been received well by parents and kids. Number are holding steady

Teddy Gym a new program this year is an open free play gym with minimal equipment. Next year we will look at getting this program scheduled into a gym. Numbers are low at this time but should increase in the New Year. Rise and shine is helping run this program

Walking has started slow This year the seasons are earlier and the weather has not forced many inside, however is still being used by a variety of groups, senior, rehabilitation, special needs and those just wanting to get fit. Next season we will look at to get 10 am slot for programming as this it the time slot that the commuunity supports. Bonnie will be dissussion with the school principle to work this out with the school schdule.

Pickleball/Badminton/ Volleyball numbers have been low but should increase as we approach the winter months. The Thursday night number have already seen an increase, in attendance are a group of 6-8 teens and a number of adults.

Drop in Programs have had good numbers for the beginning of the season as these programs Traditional pick up after Christmas

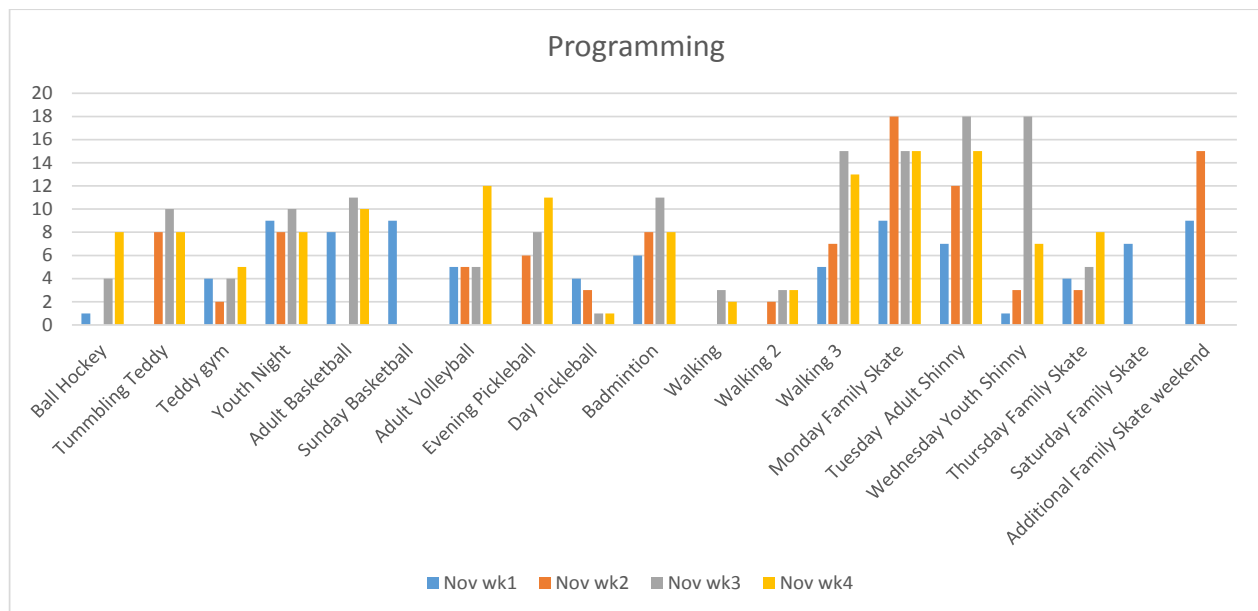
Summer Leisure Guide dates and programming are being discussed for upcoming spring and summer.

Ice Arena

Family skate we have three time slots this year Monday Thursday and Saturday number have been great so far.

Shinny have an Adult on Tuesday Night and Youth after school, on Wednesdays. Adult shinny is still very popular

Schools: both school are using the facility during the day for their classes



Movies

Christopher Robin on Dec 2 we had about 68

Snowflake Festival

Was done a little different this year we showed a Movie to start the afternoon. Then had Santa come along with Santa's work shop with craft and a balloon artist and tattooist were very popular. Number down a little from last year with about 140 attending this also may because we changed to a Sunday.

Up Coming Events

Holiday Events

Public Skating /Shinny we have scheduled afternoon skating during the holiday season

Friday Movie will be showing Dec 28 Frozen and Jan 4 Bugs Life

Open Gym and Nerf War Jan 3

Family New Year's Party Dec 31 from 5:30 to 8:30 fireworks at 8pm

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

Learning Time:

Recreation Scheduled to take a food safe course November 8 through Rainbow-Course rescheduled for March

Channing Away from Office: Dec 5, 10 – 14 and 21

TOURISM

VulCon- July 26-27 2019

Vendors are being contacted to set up the venue for the event.

CBS License Fees and Quarterly Reports have been sent in.

Submitted Bonnie Ellis Community Services Manager

PEACE OFFICER PROGRAM

Managers' Report – November 2018

- ❑ From November 1st to November 30th; Ninety Nine (99) files were created.
 - Seven (7) File/ Complaint Reports
 - Two (2) Animal Complaints
 - One (1) Unsightly Premise Complaint
 - One (1) Noise Complaint
 - One (1) Snow Removal
 - Two(2) Parking
 - Ninety Two (92) Ticket/ Warnings
 - One (1) Improper Load Securement
 - One (1) Improper Load Securement – Dangerous Good
 - Four (4) Trailer lighting violations
 - Two (2) Motor Vehicle lighting violations
 - Four (4) Fail to wear glasses when required
 - Four (4) Unregistered Vehicles
 - Four (4) Fail to produce Operator's License
 - Three (3) Fail to produce Registration
 - Five (5) Fail to produce valid Insurance Card
 - One (1) Display unauthorized license plate
 - Three (3) Commercial Operation on Passenger plates
 - Fifty Four (54) Exceed posted Speed limit (50 kph)
 - Nine (9) Exceed posted Speed during prescribed times (Playground Zone / 30 kph)
 - One (1) Inoperative Trailer Brakes
 - One (1) Inoperative Trailer Break-Away System
 - One (1) Transport Liquor within reach of occupant
 - Two (2) Parking contrary to Traffic Bylaw
 - One (1) Noise violation
 - One (1) Seat Belt worn Improperly
 - Two (2) Passenger not wearing Seat Belt
 - Five (5) Driver not wearing Seat Belt
- ❑ November 9th, 2018 the Town of Vulcan worked with members of the RCMP, Vulcan County, CVE and the Alberta Traffic Sheriffs on a campaign aimed at seat belt education. Drivers wearing their seatbelts were rewarded with goody bags. While this campaign was aimed at a positive interaction with drivers, several seat belt violations were identified as well as various others including CVE placing 2 trucks out of service due to equipment violations, 1 unregistered vehicle identified and even a violation of the GLCA. This campaign was organized as a part of November being occupant restraint month.

- ❑ Attended organizational meeting on Elder Abuse Initiative.
- ❑ Digital Speed Signs
 - Have been in place at the school zone on Elizabeth St throughout the entire month of November.
 - Three new mounting brackets (brings us up to 6 mounting brackets in total) were purchased. Brackets will be permanently mounted at the school zone on Elizabeth St and the playground Zone adjacent to the Pool on Centre St. A set of mobile mounts will be built over the winter to allow us to place the signs at various places around town. The extra brackets allow for quicker and easier transitioning of the Digital Speed Signs.
 - 2 spare batteries were also purchased to remove down time while charging and in case of future battery failure. We will be implementing a weekly rotation of switching the batteries.

Plans for December

- ❑ Traffic Enforcement
 - Will work with enforcement partners from RCMP, Vulcan County and Highway Sheriffs to continue to monitor speed violations in Town.
 - Step Project for December is Impaired Driving, also December 1st-7th is Safe Driving Week
 - Currently planning seatbelt enforcement campaigns with partner agencies on December 7th where goody bags including candy canes will be distributed to compliant drivers.
 - Will run education campaign through Facebook page and any other areas available.
- ❑ Digital Speed Signs
 - Deploying the signs to the playground zone around schools and other areas of concern for town residents.
- ❑ Southwest Alberta Road Safety Society
 - Attended a meeting of the Southwest Alberta Road Safety Society (SARSS) November 29, 2018.
 - SARSS runs several safety campaigns including Bike Rodeos and Candy Cane Check Stops.
 - Pools resources of member agencies to allow increased manpower at agency events.
 - Members from each partner group provide manpower to events occurring in member communities. This allows each community to stage higher quality events while sharing manpower equally.
 - SARSS currently has a fully stocked trailer for doing bike rodeos which includes all signage, bikes for participants, helmets for participants and educational material.
 - SARSS also has a roll-over simulator and other crash demonstration items to raise safety awareness.
 - Only required commitment is Town of Vulcan participation in events in other communities and there are monthly meetings of SARSS that last approx. 1 hour.
 - Candy Canes are provided to member communities free of charge for Candy Cane Checkstops.
 - There is a cost of \$1000.00 to host a bike rodeo
 - That covers the cost of one or more door prizes valued up to \$300

- SARSS brings bike helmets for those that don't have helmets or are the wrong size, this can cost up to \$600 which is provided to host community free of charge
- Host community caters lunch and reimbursed by SARSS approx. \$200 value provided as part of service.
- Currently Recreation Dept and Municipal Enforcement are looking at sharing the cost when hosting, SARSS also noted some communities are sponsored by various organizations within the community and this could be looked at to offset the cost to the town.
- Recreation Dept to supply letter of support.
- Information package from SARSS included, note the \$200 for the bike(s) in the package has been recently updated to \$300.

Bike Rodeo Events

The members of South West Alberta Road Safety Society (SARSS) have a vision of providing safety educational programs to members of the communities we are connected to. One of those programs is Bike Rodeos. These full day events allow students from an entire school or schools to participate in tutorial and hands on learning. Each class of students (approximately 30 kids) participate in a 30 minute educational program that focuses on such aspects as helmet and bike safety, brain injury effects, pedestrian safety and the proper use of a bike. The day will generally see 300 - 400 kids go through the learning exercises with the school division bus's shuttling the kids back and forth from the school.

Requirements:

1. The Member of SARSS - financial commitment
 - \$1000 - due by April 1st of each year.
 - Paid for by the Municipality or Community donations.
 - Used for Bike Rodeo Supplies
 - Helmets - \$600,
 - Bike giveaway - \$200,
 - Refreshments for volunteers - \$200
2. The hosting Member of SARSS for the Bike Rodeo event - tasks/responsibilities
 - a) January - pick a Bike rodeo date (April, May) that works with the school and if possible with the RCMP and/or City Police.
 - b) March - Book the arena
 - This may need a letter to Council to get the rental for the Arena donated by the Municipality.
 - c) March - Organize community volunteers – eight (8) to assist SARSS society/members.
 - **If the eight (8) volunteers are not available to help then the event will be cancelled by the SARSS society/members since we require assistance to facilitate a successful event.**
 - d) March - Communicate with the schools the finalized date and the need to assist with scheduling + organize bussing.
 - e) Month before the Rodeo – Contact the local media to cover the event.
 - f) Month before the Rodeo - Organize the school kids, schedule classes on a 30 minute rotation
 - g) Month before the Rodeo - Organize the lunch + refreshments for the volunteers
 - Keep receipts for the lunch/refreshments so you may be reimbursed.
 - h) If you want grab bags with candy or educational materials for the students you need to supply and organize that yourself.
 - Educational materials and promotional items available from Alberta Transportation can only be ordered in small batches = plan ahead (<https://saferoads.com/tools>) = start ordering in January.
3. SARSS Society members commitment - the day of the rodeo
 - Set up the obstacle course in the morning before 9:00 am
 - SARSS members (10 members) – educational providers for the day
 - 1 – BIRS – brain injury, importance of wearing a helmet
 - 3 – AHS – shall adequately instruct additional volunteers on how to fit helmets.
 - 6 – SARSS Peace Officers/Police – the educational providers in the obstacle course
4. **Community volunteer commitment** - the day of the rodeo
 - RCMP, Service Clubs, local AHS employees, business owners or parents (8 volunteers)
 - 2 – get kids set up with a bike
 - 4 – 2 pedestrians and 2 educational providers in the obstacle course
 - 1 – direct kids to the course (plus - help with helmets)
 - 1 – help take bikes back to the staging area (plus - help with helmets)



Station 27 Fire Department Office of the Fire Chief

December 5, 2018,
Management Report

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

| Call Type | Town | Rural |
|------------------------|------|-------|
| Carbon Monoxide | | 1 |
| Fire Response | | 2 |
| Grassland/outside | | |
| Rescue | | |
| Hazmat | | |
| Gas Leaks | | |
| MVC | | 5 |
| Mutual Aid | | |
| Medical Assist | | |
| First Response | 7 | 2 |
| Service Call | | |
| False Alarm | | 2 |
| Total Calls (month) | 7 | 12 |

First Response = No Ems from Vulcan

149 Total Calls to the end of October 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.
- RFP has gone out for our new rapid response vehicle
- Medical first responses are way up.
- Stuart Larson Director of Protective services has resigned, effective Dec 3 2018 Chief Douglas Headrick is the interim Director of Protective services for Vulcan County.



Station 27 Fire Department Office of the Fire Chief

Membership/Recruitment

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

Training

- Regular Tuesday practices have been well attended.
- Plans to run a first aid/targeted responder course in January.

Fire Prevention/Public Relations

- Station 27 has a facebook page which is updated after every call or special event.
- Vulcan fire provided a bonfire for the Black Friday event on Nov. 23 and assisted the Nanton scouts with Christmas Tree sales.

Respectfully,

Peter Wyatt,

District 27 Fire Chief,

Vulcan Fire Department

peter.wyatt@vulcancounty.ab.ca