

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

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearing – NIL

3.0 Delegations

3.1 Randy Wolfe – Community Service Recognition

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – January 8, 2017

6.0 Unfinished Business - NIL

6.1 Bob Shearer – Solid Waste Charges Request

7.0 Financial Statements

8.0 Correspondence and Information Items

8.1 Correspondence and Information Items

9.0 Committee and Administrative Reports

9.1 Presentation of Minutes/verbal reports on various boards/committees in which Town Council has an interest

10.0 Bylaws/Policies - NIL

11.0 New Business

11.1 Use of Dog Park

11.2 Event Insurance – 24 Hour Hockey Tournament

11.3 Canadian Badlands Tourism Development Conference

11.4 Municipal Elected Officials Course – Emergency Management

11.5 2018 Local Improvement Plans

12.0 Notice of Motion

13.0 Management Reports - NIL

14.0 In-Camera - NIL

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting January 8, 2018

Meeting: Regular Council
Meeting Date: January 22, 2018
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, January 22, 2018 were presented to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 22, 2018 be approved and read by each member of Council.

Initials show support -Reviewed by:

Director:


CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, JANUARY 8th, 2018**

PRESENT:

Mayor	- Tom Grant
Councillor	- Georgia-Lee DeBolt
Councillor	- Paul Taylor
Councillor	- Lyle Magnuson
Councillor	- Laura Thomas
Councillor	- Michelle Roddy
Chief Administrative Officer	- Kim Fath
Recording Secretary	- Karen Rose

ABSENT:

Councillor	- Lorna Armstrong
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1.0 Call to Order: Mayor Tom Grant called the meeting to order at 7:00 p.m.

2.0 Public Hearings - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

➤ Robert Shearer - Request

Motion No.: 18.001

Moved by Councillor Lyle Magnuson THAT the agenda governing this meeting be adopted as amended.

CARRIED UNANIMOUSLY

Robert Shearer

Following the adoption of the agenda Bob Shearer was provided the opportunity to address Council with his concerns in regards to the solid waste services delivered to 110 – 116 – 3 Avenue North.

Initials

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5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, December 11, 2017 were presented to Council.

Motion No.: 18.002

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, December 11, 2017 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

6.0 Unfinished Business

6.1 Chief Administrative Officer Evaluation

Motion No.: 8.003

Moved by Councillor Paul Taylor THAT Council moves to accept the 2017 Chief Administrative Officer's evaluation and that Mayor Tom Grant signs three (3) copies of the CAO Evaluation.

CARRIED UNANIMOUSLY

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending January 8, 2018 was presented to Council to be received for information.

Motion No.: 18.004

Moved by Councillor Laura Thomas THAT Administration send a letter to Alberta Transportation to support the removal of the signage at the turnout at the north entrance of Vulcan and directs Administration to provide Council with relocation options for the signage.

CARRIED UNANIMOUSLY

Motion No.: 18.005

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending January 8, 2018 be received for information. **CARRIED UNANIMOUSLY**

9.0 Committee and Administrative Reports

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

Motion No.: 18.006

Moved by Councillor Lyle Magnuson THAT the minutes and/or verbal reports of Town represented Boards/Committees at the January 8, 2018 Town Council Meeting be received for information.

- Canadian Badlands Meeting – Minutes – November 30, 2017
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – December 1, 2017
- Municipal Planning Commission – Minutes – December 19, 2017

Verbal Reports:

- Councillor Paul Taylor
 - Municipal Planning Commission
- Councillor Georgia-Lee DeBolt
 - Vulcan & District Tourism Society
- Councillor Lyle Magnuson
 - Municipal Planning Commission
- Councillor Laura Thomas
 - Vulcan & District Tourism Society

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Amend Policy E-05 – CPO Standards, Policies, and Procedures Manual

A representative with the Solicitor General's office met with the Town's Community Peace Officer (CPO) as a continuation of the review of the Town's Peace Officer Program and instructed the CPO to make amendments to the Policy and Procedures Manual.

Motion No.: 18.007

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy E-05 – Community Peace Officer Standards, Policies and Procedures Manual as amended.

CARRIED UNANIMOUSLY

10.2 Bylaw No. 1469-18 – Amend the Prairie Vista Estates Area Structure Plan Bylaw No. 1358-08

At the December 19, 2017 Municipal Planning Commission meeting a recommendation to amend Prairie Vista Estates Area Structure Plan Bylaw 1358-08 was made and that proposed Bylaw No. 1469-18 be forwarded to Council for consideration.

Motion No.: 18.008

Moved by Councillor Paul Taylor THAT Bylaw No. 1469-18 be given first reading.

THAT the Public Hearing Date be set for February 12, 2018.

CARRIED UNANIMOUSLY

10.3 Bylaw No. 1470-18 – Amend Land Use Bylaw No. 1437-15

An application was received for the amendment of Land Use Bylaw 1437-15 for a change in land use designation for the Town owned land identified as "Prairie View Estates".

The property is currently zoned "TA" Transitional Agriculture and the proposed land designation is "DC" Direct Control.

Motion No.: 18.009

Moved by Councillor Paul Taylor THAT Bylaw No. 1470-18 be given first reading.

THAT the Public Hearing date be set for February 12, 2018.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 Commercial Development Incentive Application

A Commercial Development Incentive application was received from the original owner under Option 1 as per the policy. Under new ownership another Commercial Development Incentive application was received for Tax Roll #053000 but does not qualify for the incentive under the current policy. Council was asked to honor the terms of the original tax incentive application.

Motion No.: 17.010

Moved by Councillor Michelle Roddy THAT Council approves a 20% tax reduction for the 2018 tax year for Tax Roll #053000.

CARRIED

11.2 Strategic Planning Session

Administration is organizing a Strategic Planning Session for Mayor, Council and staff to be held on February 21-22, 2018 in Lethbridge at the Sandman Inn.

Motion No.: 18.011

Moved by Councillor Lyle Magnuson THAT Council approves the attendance of Councillors and Mayor at the Strategic Planning Session and that all related expenses be paid by the Town.

CARRIED UNANIMOUSLY

11.3 Pick-Up Truck Tender

The Town was scheduled to replace a pick-up truck in 2018 through the 25 year Capital Equipment Plan through an open tender process as per Policy F-01.

The deadline for tender submission was 9:30 a.m. on December 20, 2017. One tender was received and it was submitted by Country Chrysler. On December 21, 2017 a late submission was received from High River Ford. The tender was opened but was disqualified for not meeting the deadline. Both tenders were reviewed by the Public Works foreman for the purpose of comparison.

Initials

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Motion No.: 18.012

Moved by Councillor Laura Thomas THAT Council approves the purchase of a 2018 ½ ton Pick-up from Country Chrysler for the tendered price of \$33,834.41 and the disposal of a 2008 Pick-up to Country Chrysler for \$7,500.00 in trade. The funds for this purchase to be drawn from the Common Services Reserve not to exceed \$27,000.00.

CARRIED UNANIMOUSLY

11.4 Gravel Truck Tender

The Town of Vulcan was scheduled to replace the Hino Gravel Truck in 2018 through the 25 year Capital Equipment Plan through an open tender process as per Policy F-01.

The deadline for the tender submission was 9:30 a.m. on January 3, 2018. At the deadline 7 tenders from 2 companies were received. Public Works and Administration reviewed all tenders and followed up with questions to the bidders.

Motion No.: 18.013

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the purchase of a 2018 Kenworth K370 Gravel Truck from Fort Gary Industries for the tendered price of \$120,900.00. Council also approves the purchase of the optional sander package equipment at a cost of \$7,295.00. The funds for this purchase to be drawn from the Common Services Capital Reserve not to exceed \$128,000.00.

Motion No.: 18.014

Moved by Councillor Paul Taylor THAT Council approves the disposal of the Hino Gravel Truck through Public Auction, following the delivery of the new Gravel Truck.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports

Motion No.: 18.015

Moved by Councillor Laura Thomas THAT this Council receives for information the management reports for the period ending January 8, 2018.

CARRIED UNANIMOUSLY

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Georgia-Lee DeBolt at 8:33 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Bob Shearer – Solid Waste Charges Request

Meeting:	Regular Council
Meeting Date:	February 22, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

At the January 8th, 2018 regular Council Meeting Bob Shearer made a presentation to Council requesting consideration be given to reducing the solid waste charges for his property at 110 3rd Avenue North.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The property is currently approved for 4 separate businesses to operate at this location. Therefore there are 4 solid waste charges (transfer and collection) being applied. The development officer has provided Bob with options for lowering his expenses, including contracting private pick up or possibly applying for a changing of use for the building.

As a result of this presentation Council has asked administration to provide them with a breakdown of what the effects would be to eliminate the current fees, and include the cost of garbage collection and transfer into general taxation. Attached is a brief summary of this request. The report shows the current assessment, garbage budget, and the mill rate needed to recover these costs. We then applied this mill rate to different properties throughout the Town for comparison.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Council is asked to discuss the results of this report and to provide administration with direction as to how they would like to proceed.

Initials show support -Reviewed by:

Director:

CAO

2017
Assessment \$ 213,725,700.00

2017			
Garbage Budget	\$	414,453.00	Transfer Collection
Transfer	\$	305,728.08	\$ 311,678.08
Collection	\$	96,825.00	\$ 102,775.00
Other	\$	11,900.00	
Mill Rate Needed		0.001939182	0.001458309 0.000480873

Address	Assessment	Tax	By Monthly	Total
Average	\$ 213,000.00	\$ 310.62	\$ 51.77	\$ 68.84
		\$ 102.43	\$ 17.07	
Commercial High	\$ 2,521,300.00	\$ 3,676.83	\$ 612.81	\$ 814.88
		\$ 1,212.43	\$ 202.07	
Commercial Low	\$ 63,090.00	\$ 92.00	\$ 15.33	\$ 20.39
		\$ 30.34	\$ 5.06	
Residential High	\$ 709,060.00	\$ 1,034.03	\$ 172.34	\$ 229.17
		\$ 340.97	\$ 56.83	
Residential Low	\$ 63,040.00	\$ 91.93	\$ 15.32	\$ 20.37
		\$ 30.31	\$ 5.05	
110 3rd Ave	\$ 251,690.00	\$ 367.04	\$ 61.17	\$ 81.35
		\$ 121.03	\$ 20.17	

Current Rates	Transfer	Collection	Total
Residential	\$ 48.15	\$ 20.00	\$ 68.15
Commercial	\$ 48.15	\$ 46.00	\$ 94.15

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting:	Regular Council
Meeting Date:	January 22, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending January 22, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending January 22, 2018 be received for information.

Initials show support -Reviewed by:

Director:


CAO

Report on Miscellaneous Correspondence 8.1 (2) - January 22, 2018

- A **Farm Safety Centre**
Contribution Request

- B **Alberta Justice and Solicitor General**
Review of Town of Vulcan Peace Officer Program

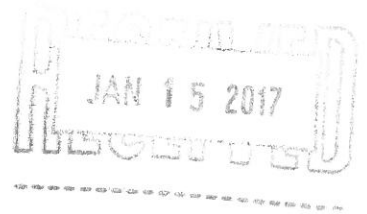


8.1.A

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

January 11, 2018

Town of Vulcan
PO Box 360
Vulcan, Alberta T0L 2B0



The 2017-2018 school year is the 20th consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools across our province. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated.

For the first time in its 20 year history, our in-school Safety Smarts program was externally evaluated during the 2016-2017 school year. More than 6800 people participated in the process. A single page evaluation infographic is enclosed.

We are very pleased by the evaluation findings and feel they validate our farm safety extension efforts and illustrate their impact on individuals. This infographic along with a 3 page overview and complete evaluation report can be found on the homepage of our website: abfarmsafety.com

2018 we are again inviting towns, villages and summer villages from across the province to consider contributing in support of farm safety education. A big thanks to those who contributed in 2017. Truly, the generosity of many make possible the continuation of this unique, impactful farm safety extension program.

As budget realities allow, we invite your council to consider a 2018 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta to become involved in strengthening rural Alberta through safety education.

If the timing of this letter does not work within your current budget year, please consider this request as you begin 2019 budget deliberations later in the year.

The most recent year-end Safety Smarts report can also be found on our website. Included in this report is an alphabetical listing of all 555 rural schools visited during the 2016-2017 school year along with the number of classes and students reached at each school.

We would be pleased to provide additional information directly to you, upon request.

Sincerely,

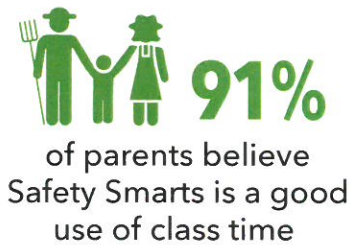
Laura Nelson
Executive Director
Farm Safety Centre

THE EVALUATION HEARD FROM



**“ Grandpa stressed don’t touch the PTO...
the Farm Safety Lady explained why. ”**

Through in-person instruction and engaging activities,
children comprehend the possible consequences of their safety decisions.



**Take home resources are the bridge
between classroom instruction
and parents**

95% of parents saw the Safety Smarts materials

85% of parents said their child talked with them about the program

Safety messages and slogans endure over time

Current students remember

**ONE SEAT,
ONE RIDER**

**PLAY SAFE,
STAY SAFE**



76% RURAL



94% COLONY

15 years after the presentations, young adults

**ONE SEAT,
ONE RIDER**



Remember the slogans

Value farm safety

Students intend to practice
safe behaviours



66% RURAL



54% COLONY



98%

of teachers believe
farm safety education is
useful for their students

Teachers intend to integrate farm
safety messages throughout the year



78% RURAL



96% COLONY

In 2016-2017,
Safety Smarts
reached elementary
students in Rural
& Colony schools



3,304

presentations



65,575

elementary students



537

Alberta schools



18

Saskatchewan schools

January 5, 2018

Our File: A2017-008

REGISTERED MAIL

Kim Fath
Chief Administrative Officer
Town of Vulcan
321-2 Street South
Vulcan, AB T0L 2B0

Dear Kim Fath:

Re: Review of Town of Vulcan Peace Officer Program

On May 2, 2017, a review of peace officer services for the Town of Vulcan was conducted by Peace Officer Program. Subsequently a formal report including findings and recommendations was forwarded to the Town to assist your agency in complying with the *Peace Officer Act*, *Peace Officer Regulation*, *Peace Officer (Ministerial) Regulation* and Peace Officer Program Policy and Procedures Manual.

At the conclusion of the review four issues were identified and it was anticipated that the Town of Vulcan would have little difficulty in resolving these important issues.

Based on your submission, I can confirm that the Town of Vulcan is now in compliance with the *Peace Officer Act*, *Peace Officer Regulation*, *Peace Officer (Ministerial) Regulation* and Peace Officer Program Policy and Procedures Manual.

Thank you for your cooperation and should you have any questions please do not hesitate to contact Tammy Spink, Peace Officer Program Manager at 780-427-6896.

Sincerely,



Sean Bonneteau
Director
Policing Standards and Audits

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **January 22, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

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

- Vulcan Library Board – Minutes – November 15, 2017
- Vulcan Golf and Country Club – Minutes – January 16, 2018

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the January 22, 2018 Town Council Meeting be received for information.

- Vulcan Library Board – Minutes – November 15, 2017
- Vulcan Golf and Country Club – Minutes – January 16, 2018

Initials show support -Reviewed by:

Director:


CAO

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for November 15, 2017

Call to Order: 7:00 pm

Present: Liz Hammond, Louise Schmidt, Connie Clement, Maureen Howard,
Sara Hutchinson, Vicki Hutton, Laura Thomas

1. Approval of Agenda

Escape room was added under new business. Vicki moved agenda as amended; carried.

2. Approval of Minutes

Vicki moved the minutes be approved as presented; carried.

3. Committee Reports

Library Manager's Report

FCSS has a fire door, no word from the door specialist. We started to discuss the possibility of getting a cd player for the seniors, this would be for them to use the music and audiobooks they check out. Then we started to discuss also getting (easy to clean) headphones for them to use with the cd players. It was unanimously decided that we would get them (headphones and cd players) as sets for the seniors. Connie bought 250 bookmarks for the halloween scavenger hunt, turns out she only had about five kids shows up. She talked to Katrina and was told she could get a better deal for 1000 bookmarks with the copyright logo. Pumpkin carving went well, there was an extra pumpkin and Dorothy took it. Residents of Waterton are now allowed to join the Chinook Arch library System. Physical Literacy kits are soon to be available at the library. The Vaco Flo has been purchased. Connie went to speak at the senior centre, not many people showed up but it was a good time. Connie is going to start a monthly calendar again to get information about events happening in our community out to people. Usually we have an event where we have Santa visit and take pictures with the kids. Every year thus far Kirk Davies has donated Santa we have not heard from him yet. Considering getting a face painter for the event as well.

Treasurer's Report

Nothing of interest. See attached.

4. Correspondence

There was a library symposium on February 7, 2017. It was good.

5. Business Arising from the Minutes

Our Policy and Procedure Manual is going to be sent to a professional to be looked at. Everyone has been paid for the library logo design and printing. Only the copyright logo must be added. Consider getting something for outside the library next year. There is nothing new about the connecting door, we need the door specialist. Vicki, Louise, Liz,

and Connie will be working on the Award of Excellence application on January 10, 2018. Escape rooms were confirmed for November 24 and 25 as well as December 2 starting at seven.

6. New Business

We were given \$1000 by the Black Ridge Community, they would like to present a check to us on Nov 30, 2017 at the Carmengay school. The library will be open December 23 and January 2. It will be closed Boxing day and January 1. December 4 there will be a Christmas event for the library board (a seafood dinner) in Nanton for all those who would like to attend, \$50 a ticket.

7. Next Meeting

January 17, 2018 at 7:00 in the Carrie Graham room.

8. Adjournment

8:45 pm.

Chairperson

Date

Secretary

Date

VULCAN GOLF AND COUNTRY CLUB



EXECUTIVE MEETING MINUTES:

- January 16, 2018

MEETING CALLED TO ORDER:

- Called to order at 8:04 pm

PRESENT:

- Sue Dow, Paul Taylor, Duke Weber, Barry Wallin, Tyler Wolfe, Ross Zuehlke.

ABSENT:

- Gordon Brayton, Paul Mansfield, Stacey Wheeler, Chad Munro, Wayne Shearer, Morgan Magnuson.

ADDITIONS TO THE AGENDA:

- Correspondence Letters
- Grounds Report
- Motion to adopt Agenda as amended by Paul

MINUTES OF THE October MEETING:

- No Errors or omissions. Motion to adopt minutes made by Ross. Carried.

CORRESPONDENCES:

- Denial of funding from Community Initiatives Program Project
- Letter from Town indicating that Paul Taylor will represent the Town on the Executive with Lorna Armstrong as the Alternate.
- Request from Town of Vulcan for a door prize for the Calgary Home and Garden Show
 - Previously given 4 rounds of golf with golf car rental
- Art Stubbs Letter re: Lyle Anderson, condemning board decision to deny refund as per Policy Manual.
- Motion to accept Correspondences by Barry.

TREASURER REPORT:

- \$28K in in General Account
- \$19K in Trail Fee Account
- Par 3: \$2300: ~\$15K owing from general account
- Received additional ~ \$18K for insurance claim to cover increased salary and water due to panel incident.
- Motion to accept Report by Barry.

GROUNDS REPORT:

- Fire Extinguishers serviced. Up to code.
- No major issues with buildings (including rental property)
- Working on drone footage for website
- Total paid out for insurance claims ~\$62 500
- Continuing normal maintenance and repair of equipment

VULCAN GOLF AND COUNTRY CLUB



- Motion to accept Report by Duke.

OLD BUSINESS:

- Kitchen Contract
 - No response from Regional Ad; will run another week.
 - Interest from Raymond from Legion.
 - New potential contract has been created.
 - Ross will keep in touch with Raymond and further gauge his interest and viability.
 - Barry will work with Ross to advance this process and will bring submissions back to the board.
- Insurance Claim Update
 - Discussed in Treasurer Report.
 - Resolved overall insurance package. Premiums are set; up to ~\$18 000 (from \$15 000).

NEW BUSINESS:

- Bookkeeping
 - Roslyn has resigned as bookkeeper.
 - In need of a replacement
 - ☐ Bev J has submitted a resume
 - ☐ Will ask accountant (Krystalowich & Co) for any recommendations.
 - ☐ Barry will advertise the position
- Letter from Art Stubbs
 - Addressed in Correspondences.
- Home and Garden Show
 - Motion to donate four rounds of golf and two power carts to the Town of Vulcan for the Calgary Home and Garden Show made by Barry, seconded by Tyler. Carried.

NEXT MEETING DATE:

- February 20, 2018 at 8:00 PM in the Amenities Building.

ADJOURNMENT:

- Meeting adjourned at 9:00pm.

Town of Vulcan

Request for Decision (RFD)

Use of Dog Park

Meeting:	Regular Council
Meeting Date:	January 22, 2018
Originated By:	Nancy Neufeld

BACKGROUND / PROPOSAL:

The Development Officer has been approached with a request to run dog obedience classes on an ongoing basis in the dog park.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Development Officer's recommendation was to send a letter to Council requesting permission for use of the dog park. The attached memo lists the items that have been identified by the Development Officer for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the request from You & Me Dog Obedience to use the dog park for obedience classes on a 1 (one) year temporary basis, at which time the Development Officer will review the development permit and provide Council with any recommendations for change.

Initials show support -Reviewed by:

Director:

CAO

MEMO

TO: Kim Fath, CAO/Vulcan Town Council
FROM: Nancy Neufeld/Development Officer
DATE: January 12, 2018
RE: Use of Dog Park

Mr. Turley has approached this office with a request to run dog obedience classes on an ongoing basis in the dog park. My direction to Mr. Turley was to provide a letter to Council requesting permission for use of the dog park and to submit a development permit for a Home Occupation I (phone & office only). Approval of the Development Permit as submitted (included use of the dog park for classes) is dependent upon Council's approval.

Mr. Turley's request has been reviewed by all Town departments.

The following items have been identified:

- A concern would be how the classes would affect the other users in the park, i.e. would they be a deterrent to people wanting to use the park.
- The business would be advertised as being held in the park and thus the perception would be that the Town is endorsing/supporting this business
- There is an advantage to Mr. Turley operating on public property with less overhead costs than the same type of business conducting business in a commercial area
- Bonnie has inquired as to the Town's liability and Mr. Turley would have to sign a waiver with the Town.

An option that Council could look at would be to approve the use on a temporary basis, i.e. one year and the development permit could specify time periods in which the classes could be conducted. This would allow Mr. Turley to develop his business and then move it to a more suitable area.

Attached is Mr. Turley's written request.

You And Me Dog Obedience

To the Town of Vulcan

My name is Bill Turley. I am a long time resident of Vulcan. I am requesting permission to be granted a Town Business Licence in the above name to conduct dog obedience classes. I have been a dog trainer for over 20 years. I have competed in obedience and confirmation trials and have won many first places over the years. At the present time, I am training a dog to be a service dog.

I teach the handlers how to train their dogs to be obedient, both on leash, and off leash. In the classes I teach the handlers how to be a responsible dog owner, and thru out the classes both the dogs and handlers gain a new respect for each other. A well trained dog and responsible handler can go anywhere in the community and know they have a pet that they can depend on and have no repercussions.

I am requesting to be given permission to conduct dog obedience classes in an area of the dog park and not inter-fear with other citizens using the park.

My goal in the future is to be able to teach on leash, off leash, agility, fly ball, and offer a good neighbour program. I already have in place commercial insurance covering any place we train. I am a responsible dog owner myself and enjoy the time I spend with my dogs and hope you will grant me a Town Business Licence so I can teach others how to have an obedient dog.

Thank you for your time.

Bill Turley, Trainer

Town of Vulcan

Request for Decision (RFD)

Event Insurance – 24 Hour Hockey Tournament Fund Raiser

Meeting: Regular Council
Meeting Date: **January 22, 2018**
Originated By: Bonnie Ellis

BACKGROUND / PROPOSAL:

On March 2-3, 2018 a fund raising 24 hour hockey game has been scheduled for the Vulcan arena.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The organizations have been working with the Community Services Manager to finalize the details of this event. Attached is a request to Council in regards to the insurance coverage for this event.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council declares the March 2-3, 2018 24 hour hockey game a Town of Vulcan event for the purposes of having it covered under the Town's insurance policy through Jubilee and this declaration does not relieve the organizers responsibility to provide additional player insurance/waivers for this event.

Initials show support -Reviewed by:

Director:



CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: January 15th, 2018

Background

On March 2-3, 2018 a fund raising 24 Hour hockey game has been scheduled for the Vulcan arena.

Discussion

The organizers of this event have been working with the Community Services Manager to finalize the details of this event. Bonnie has provided the attached request for council, in regards to the insurance coverage. As the proceeds for this fundraiser will benefit the Pool project, council is asked to approve this as a Town of Vulcan event, which will allow it to be covered under our existing insurance policy for the arena.

Consideration

Council is asked to consider declaring the March 2-3, 2018 24 hour hockey game a Town of Vulcan event for the purposes of having it covered under the Town's insurance policy through Jubilee. This declaration does not relieve the organizers responsibility to provide additional player insurance/waivers for this event.



Kim Fath
Chief Administrative Officer



MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Community Services Manager

Re: Event Insurance

Date: January 11, 2018

Dear Council,

There will be a 24 hour Hockey Tournament on March 2-3 2018 to raise funds for the Vulcan Lions Pool

The organizers have sent in a detailed plan of how the event would unfold along with security and monitoring details.

They are looking to obtain event insurance for this occasion. I have discussed with our insurance agency what would be needed for them to have the correct coverage for this event which includes a beer garden at the facility.

I was informed that the town has a comprehensive event insurance plan which already covers the arena for a beer garden. The insurance company stated "Event insurance is specific to one event. The Town currently carries coverage to cover all Town events under the General Liability carried through Jubilee which includes the alcohol liability and the coverage through Jubilee could replace the need for the organizers to get Event Insurance on their own".

To be covered this event would have to be considered a Town event with Council or senior admin declaring this a Town event and then the Town's insurance through jubilee would cover it. The only caveat is that all claims then belong to the Town. Additional player insurance/wavier would remain the sole responsibility of the organizing body(Chris and Lowell).

The biggest pro is that the Town already has liability cover in place for alcohol sales at this type of event at that facility through the current program we carry through Jubilee. It will cost the Town nothing as you have already paid for the coverage. The Town would need to purchase the liquor license for the


event, for the coverage to be valid but that is all. Plus you know that the coverage the Town has is very comprehensive in that we do not put a time restriction on the consumption of alcohol in the facility which most event liability would. I realize they are not going to be selling all night but if it goes a little late it is not an issue.

The biggest con is that any and all claims for alcohol related liability would then fall on the Town. If there are deductibles to be paid the Town would be responsible for them. That being said, the organizers have a solid plan in place to limit the chance for loss. They are planning on having many volunteers, limiting the areas where you can drink, and this is not the type of event where everyone gets smashed. It is more a family friendly event.

Over all this would be the best option for the Town. Then you know you are covered and the event organizers have one less item to worry about.

I would like to request that the Town take on the responsibility of the insurance for this event as part of our partnership with Chris and Lowell and the 24 Hour Hockey Fundraiser with the organizer funding the liquor license but the license having the Town name on it to comply with the insurance request.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Bonnie Ellis". The signature is written in dark ink and is positioned above the printed name and title.

Bonnie Ellis
Director of Recreation
Town of Vulcan

Town of Vulcan

Request for Decision (RFD)

Canadian Badlands Tourism Development Conference and Annual Meeting

Meeting: Regular Council
Meeting Date: **January 22, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

On March 13-15, 2018 the 8th annual Canadian Badlands Tourism Development Conference and Annual General Meeting will be held in Medicine Hat.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Councillors representing the Town of Vulcan on the Vulcan and District Tourism Society have attended this conference in the past, and found it very beneficial. The focus of the conference is promoting the development of Tourism within our region (Canadian Badlands).

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the attendance of Councillors Thomas and DeBolt at the 2018 Canadian Badlands Tourism Development Conference and that all related expenses as per Policy PE-15 be paid by the Town.

Initials show support -Reviewed by:

Director:

CAO

8TH ANNUAL CANADIAN BADLANDS TOURISM DEVELOPMENT CONFERENCE + 2018 AGM

THE FUTURE IS TOURISM

MEDICINE HAT 2018

MARCH
13-15, 2018

Canadian
Badlands.

8th Annual Canadian Badlands Tourism Development Conference & 2018 Annual General Meeting

FEATURING

Paul Huschilt, Roger Brooks & more

Early Bird Conference Fees (before Feb. 20, 2018)

\$275.00 for AGM & Conference

\$275.00 for Conference only

No cost for AGM only

\$30.00 Opening Cocktail Reception

\$60.00 Extra Dinner Ticket

\$38.00 Pre-conference Coffee Tour

\$68.00 Post-conference Brewery Tour
(incl. tour & dinner)

Conference Fees (on or after Feb. 20, 2018)

\$295.00 for AGM & Conference

\$295.00 for Conference only

No cost for AGM only

\$30.00 Opening Cocktail Reception

\$60.00 Extra Dinner Ticket

\$38.00 Pre-conference Coffee Tour

\$68.00 Post-conference Brewery Tour
(incl. tour & dinner)

To Register go to:

<https://www.eventbrite.ca/e/2018-canadian-badlands-tourism-development-conference-tickets-42062513109>

We'll see you in Medicine Hat!

Town of Vulcan

Request for Decision (RFD)

Municipal Elected Officials Course – Emergency Management

Meeting: Regular Council
Meeting Date: **January 22, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

On April 10, 2018 the Vulcan County will be hosting a 1/2 day Municipal Elected Officials Training Course on Emergency Management at the Tri Services Building.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The focus of the course will be on the roles and responsibilities of Council and staff in an Emergency. Attached is the request from the County, and the course outline from the Alberta Emergency Management Agency. There is no registration fee for this course.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the attendance of any Councillor, Mayor, or Staff wishing to attend the Municipal Elected Officials Course for Emergency Management and that all related expenses be paid as per Policy A-12.

Initials show support -Reviewed by:

Director:

CAO

Kim Fath

From: Stuart Larson <psc@vulcancounty.ab.ca>
Sent: January-15-18 10:58 AM
To: Nels Petersen; Kim Fath; cao@villageofchampion.ca; cao.arrowwood@gmail.com; Tracy Doram; cao@villageofmilo.ca; Heather O'Halloran
Cc: Garry Dzioba
Subject: Municipal Elected Officials Course - Emergency Management

Good morning all,

Vulcan County will be holding a Municipal Elected Officials Course on April 10th @ 1300 in the Tri-Services building. This is an excellent opportunity for new and experienced councilors to receive training so they understand the roles and responsibilities of council and staff during an emergency. In addition CAOs', DEMs', and DDEMs' are encouraged to attend as these are the staff that will interface with council during an emergency. Please distribute to council and we will be looking for a return of names attending NLT March 15th. Thank you and have a great day.

Stuart Larson
SCO - Fire Discipline
Director of Protective Services
403-485-3122 wk
403-485-1802 cell
403-485-2478 fax
psc@vulcancounty.ab.ca



Disclaimer: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure.



MUNICIPAL ELECTED OFFICIALS COURSE

Alberta's provincial legislation places the responsibility for responding to and managing the effects of major emergencies and disasters on local authorities. Municipal Elected Officials (MEO) course participants will be introduced to emergency management principles, partner organizations, the roles and responsibilities of various stakeholders including elected officials, and the legislation that guides and directs local authorities in their emergency management activities. Effective crisis communications is essential to emergency response so it is also discussed in this course.

COURSE OUTCOMES

By the end of the course, students receiving a credit will have demonstrated their ability to:

- OUTCOME 1 Differentiate between emergencies and disasters and the priorities of emergency management.
- OUTCOME 2 Describe the emergency management cycle.
- OUTCOME 3 Explain the emergency management framework within Alberta.
- OUTCOME 4 Describe the Municipal Elected Official (MEO) authority in relation to governing legislation.
- OUTCOME 5 Summarize the roles and responsibilities of key emergency management players.
- OUTCOME 6 Explain the tasks and procedures of the MEO before, during and after an emergency as they relate to the emergency management cycle.
- OUTCOME 7 Differentiate between emergency public information and crisis communication including the importance of public warning systems.
- OUTCOME 8 Discuss the elected official as a 'spokesperson' of the disaster and the use of various communication technologies.
- OUTCOME 9 Define the components of an Emergency Management Program.

EVALUATION

- Self assessment,
- Attendance of the full course required to receive certificate.

TRAINING METHOD

- Self Directed online delivery
- Interactive video with classroom discussion
- Facilitated PowerPoint with classroom discussion

TARGET AUDIENCE

- Community elected officials
- Chief Administrative Officers
- Municipal Directors of Emergency Management

COURSE PREREQUISITE

Required:

- None

Recommended:

- Basic Emergency Management <http://www.aema.alberta.ca/bem>

Participants may find reviewing their community's emergency plan helpful.

COURSE LENGTH AND LOADING

Self Directed Online Delivery: 2-3 hours, individual

Interactive Video Delivery: 4-5 hours, 12 participants ideal

Facilitated PowerPoint: 6-7 hours, 12 participants ideal

Town of Vulcan

Request for Decision (RFD)

2018 Local Improvement Plans

Meeting:	Regular Council
Meeting Date:	January 22, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

As identified in the 5 year underground utility and surface improvement capital works plan the Town has created a list of high priority projects to assist Council in deciding the schedule for replacement. Administration would like Council to identify the project they would like to undertake for 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Through the implementation of Local Improvement Tax, and the use of grant funding we have developed a program which allows 1 Block of infrastructure to be completed per year. Public Works has provided the attached report rating the projects in the 5 year plan. Public Works has recommended that the next project for replacement should be 3rd Street South from 4th Avenue to 6th Avenue. Based on consultation with our engineers and contractors it has been suggested that substantial saving could be realized if the Town considered approving 2 blocks of replacement. Attached are the estimated cost for these projects as previously approved by Council.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council directs Administration to prepare local improvement plans for the underground utility and surface improvements of 3rd Street South from 4th Avenue to 6th Avenue to be presented for further discussion at the Regular Council meeting February 12, 2018.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: January 19th, 2018

Background

As identified in the 5 year underground utility and surface improvement capital works plan the Town has created a list of high priority projects to assist council in deciding the schedule for replacement. Administration would like Council to identify the project they would like to undertake for 2018.

Discussion

Through the implementation of Local Improvement Tax, and the use of grant funding we have developed a program which allows 1 Block of infrastructure to be completed per year. Public Works has provided the attached report rating the projects in the 5 year plan. Public Works has recommended that the next project for replacement should be 3rd Street South from 4th Avenue to 6th Avenue. Base on consultation with our engineers and contractors it has been suggested that substantial savings could be realized if the Town considered approving 2 blocks of replacement. Attached are the estimated cost for these projects as previously approved by council.

Consideration

Council is asked to consider directing administration to prepare local improvement plans for the underground utility and surface improvements of 3rd Street South from 4th Avenue to 6th Avenue to be presented for further discussion at the Regular Council meeting February 12, 2018.



Kim Fath
Chief Administrative Officer

STREET RATING

1 TO 10 SCALE (50 total)

4TH ST SOUTH 200 BLK	RATING	Comments
Sewer	7	Roots 70% of connections no recorded backups
Water	9	4 inch main asbestos cement/ valve at 2nd ave and 4th st to be installed / valve on 2nd ave needs replaced /valve at memorial dr replace
Asphalt	7	Asphalt and base along south edge very poor condition / the remainder cracked and poor condition
Sidewalk	8	Sidewalk on north side would rate a 10 sidewalk on south side would rate a 3
Curb & Gutter	10	No curb and gutter
	41	Complete 2017

4st south 300blk	Rating	Comments
Sewer	4	Roots 40% Of connections no recorded backups
Water	6	4 inch main asbestos cement / no recorded issues
Asphalt	7	Asphalt and base north side poor condition/ remainder cracked and in poor condition
Sidewalk	5	Sidewalk average compared to rest of town / no sidewalk on half of school side
Curb & Gutter	8	only about 30% has curb and gutter
	30	

4th st south 400 blk	Rating	Comments
Sewer	10	Roots 80% of connections / History of backups on main
Water	7	4 inch main asbestos cement/ valve at 5th ave needs replaced
Asphalt	5	Cracked average for the town
Sidewalk	5	Sidewalk average compared to rest of town
Curb & Gutter	10	No curb and gutter
	37	

2nd st north 300 blk	Rating	Comments
Sewer	7	Not camera on list for 2017/ Suspect will find roots due to popular trees in area
Water	10	4 inch main asbestos cement / Two water breaks
Asphalt	8	Several patch's from water breaks and sewer service replacements
Sidewalk	7	35% has elevation issues remainder average for the town
Curb & Gutter	3	Curb and Gutter in good condition
	35	

3rd st south 400 blk	Rating	Comments
Sewer	10	Roots 70% of connections / History of main backups
Water	9	6 inch asbestos cement / Valve at 3rd and 3rd needs replaced
Asphalt	8	Several patch's from sewer service repairs
Sidewalk	4	Average for town
Curb & Gutter	10	No curb and gutter
	41	

3rd st south 500 block	Rating	Comments
Sewer	10	Roots 80%Of connections / History of backups on main
Water	10	Two water breaks / Valve at 3rd st and 5th ave needs replaced/6 inch asbestos cement
Asphalt	8	Several patch's from water breaks and sewer service repairs
Sidewalk	3	Minor repair needed due to roots heaving sidewalk
Curb& Gutter	3	Minor repair needed due to roots heaving gutter
	34	

TOWN OF VULCAN		
5 YEAR UNDERGROUND UTILITY AND SURFACE IMPROVEMENTS CAPITAL WORKS PLAN		
SUMMARY		
REF.	STREET LOCATION	ESTIMATED COST OF CONSTRUCTION
HIGH PRIORITY		
A1	4th STREET S from 2nd AVENUE to 3rd AVENUE (reconstruction of road, replacement of sidewalk)	\$327,766
A4	4th STREET S from 2nd AVENUE to 3rd AVENUE (reconstruction of underground utilities)	\$286,442
Subtotal		\$614,209
A2	4th STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of road, replacement of sidewalk)	\$354,179
A5	4th STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of underground utilities)	\$288,684
Subtotal		\$642,863
A3	4th STREET S from 4th AVENUE to 5th AVENUE (reconstruction of road, replacement of sidewalk)	\$342,223
A6	4th STREET S from 4th AVENUE to 5th AVENUE (reconstruction of underground utilities)	\$320,359
Subtotal		\$662,583
TOTAL A		\$1,919,654
B1	2nd STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$348,227
B2	2nd STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of underground utilities)	\$337,740
TOTAL B		\$685,967
C1	3rd STREET S from 4th AVENUE to 5th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$281,569
C3	3rd STREET S from 4th AVENUE to 5th AVENUE (reconstruction of underground utilities)	\$352,424
Subtotal		\$633,994
C2	3rd STREET S from 5th AVENUE to 6th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$299,015
C4	3rd STREET S from 5th AVENUE to 6th AVENUE (reconstruction of underground utilities)	\$347,746
Subtotal		\$646,761
TOTAL C		\$1,280,755
TOTAL FOR HIGH PRIORITY PROJECTS		\$3,886,376

COMPLETE

2017