



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

	Page
1. Call to Order	
2. Adoption of Agenda	
2.1 Additional Items	
3. Adoption of Previous Minutes	
3.1 Regular Council Meeting Minutes - September 10, 2018 08.13.18 Minutes Unapproved	5 - 13
4. Delegations and Presentations	
4.1 Robert Shearer - Discussion of Policy U-01 - Water Disconnect and Reconnect Policy U-01 Water Disconnect and Reconnect	15 - 17
5. Correspondence and Information Items	
The list of Correspondence and Information for the period ending September 10, 2018 is attached for Council's review.	
5.1 Alberta Recreation & Parks Association Greener Facilities Conference and Expo Invitation	19 - 20
5.2 Vulcan & District Tourism Society - Trek Station revenue David Swan letter	21 - 22
5.3 Fortis Alberta - Thank you Note Fortis Alberta - Thank you note	23
5.4 Food Truck Fundraiser - Change of Venue Food Truck Fundraiser Event	25
5.5 Whispering Greens Stop Signs - Action Report Whispering Greens Stop Signs Report	27 - 28
6. Financial Reports	
6.1 Cash Statement - Ending July 31, 2018 Cash Statement	29 - 30
6.2 Year-to-Date Statement Year-to-Date Statement	31 - 34

7. New and Unfinished Business

- | | | |
|-----|--|---------|
| 7.1 | Chinook Arch Library 2019-2022 Membership Levy
Chinook Arch Library | 35 - 36 |
| 7.2 | RCMP Services Request
RCMP Request | 37 - 38 |
| 7.3 | Canadian Pacific Railway Invoice
CPR Invoice | 39 - 40 |
| 7.4 | Proposed Amendment to Land Use Bylaw 1437-15 Inclusion of Cannabis /Retail
Proposed Amendment | 41 - 47 |
| 7.5 | Vulcan Lions Pool Project - Funding
Vulcan Lions Pool Project | 49 - 50 |
| 7.6 | Pristine Homes and the Fairways Advertising Request
Advertising Request | 51 - 66 |

8. Committee Reports

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

- | | | |
|-----|---|---------|
| 8.1 | Vulcan District Waste Commission
05.23.18 Minutes | 67 - 68 |
| 8.2 | Oldman River Regional Services Commission
06.07.18 ORRSC Minutes | 69 - 72 |
| 8.3 | Canadian Badlands
06.28.18 Minutes Approved | 73 - 78 |
| 8.4 | Vulcan Golf and Country Club
07.17.18 Minutes | 79 - 80 |
| 8.5 | Vulcan & District Tourism Society
08.07.18 Minutes | 81 - 82 |
| 8.6 | Municipal Planning Commission
08.21.18 MPC Minutes | 83 - 85 |
| 8.7 | Vulcan County Coordinated Community Response to Elder Abuse
08.21.18 Minutes | 87 - 90 |
| 8.8 | Vulcan Golf and Country Club
08.23.18 Minutes | 91 - 93 |

9. Councillor Reports

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

- | | | |
|-----|-------------------|--|
| 9.1 | Councillor Taylor | |
|-----|-------------------|--|

- 9.2 Councillor DeBolt
- 9.3 Councillor Magnuson
- 9.4 Councillor Thomas
- 9.5 Councillor Roddy
- 9.6 Councillor Armstrong
- 9.7 Mayor Grant

10. **Administrative Reports**

Management is to produce a report each month.

- | | | |
|------|---|-----------|
| 10.1 | Action List | 95 - 96 |
| | <u>Action List</u> | |
| 10.2 | CAO Report | 97 |
| | <u>Administrator Report</u> | |
| 10.3 | Development Officer Report | 99 |
| | <u>Development Officer Report</u> | |
| 10.4 | Public Works Report | 101 - 102 |
| | <u>Public Works Report</u> | |
| 10.5 | Community Services Report | 103 - 105 |
| | <u>Community Services Report</u> | |
| 10.6 | Community Peace Officer Report | 107 |
| | <u>CPO Report</u> | |
| 10.7 | Fire Services Report | 109 - 110 |
| | <u>Fire Chief Report</u> | |

11. **Adjournment**



REPORT

TO: Council

FROM:

DATE: September 10, 2018

SUBJECT: Adoption of Previous Minutes Regular Council Meeting August 13, 2018

DESCRIPTION:

Adoption of Previous Minutes Regular Council Meeting August 13, 2018

RECOMMENDATION:

THAT the August 13, 2018 Regular Council meeting minutes be adopted as presented.

SUMMARY:

The minutes of the Regular Council meeting of Council, held in the Town of Vulcan Council Chamber on Monday, August 13, 2018 were presented to Council.

SIGNATURES:

Manager, Title

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

CAO/Clerk



MINUTES
REGULAR MEETING OF COUNCIL
Meeting
Monday, August 13, 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

MEDIA PRESENT:

1. Call to Order

2. Adoption of Agenda

2.1 Additional Items

Motion No.: 2018.253

Moved by Lyle Magnuson

THAT the agenda be adopted as presented.

CARRIED.

3. Adoption of Previous Minutes

3.1 Regular Council Meeting Minutes - July 23, 2018

Motion No.: 2018.254

Moved by Georgia-Lee DeBolt

THAT the July 23, 2018 Regular Council meeting minutes be adopted as presented.

CARRIED.

4. Delegations and Presentations

- 4.1 Employee Staff Recognition
Jeff Woods - 5 year service recognition
Karen Rose - 5 year service recognition
Bonnie Ellis - 10 year service recognition

Kim Fath, CAO introduced Greg Arlett, the new Community Peace Officer for the Town of Vulcan to Council.

Mayor Tom Grant thanked Jeff Woods, Bonnie Ellis and Karen Rose for their contributions and dedicated service to the Town of Vulcan and community. A Certificate of Appreciation was presented to each staff member on behalf of the Town of Vulcan and Council.

Motion No.: 2018.255

Moved by Laura Thomas

THAT this be received as information

CARRIED.

5. Correspondence and Information Items

The list of Correspondence and Information for the period ending August 13, 2018 is attached for Council's review.

- 5.1 Virginia Mitchell Campground Appreciation Letter
5.2 Vulcan & District Historical Society Request
5.3 Intermunicipal Development Plans Ministerial Order
5.4 Municipal Sustainability Initiative Approval - 3 Street South Upgrades
5.5 Merlin McNaughton Retirement Notification

Motion No.: 2018.256

Moved by Lorna Armstrong

THAT Council directs Administration to send correspondence thanking Merlin McNaughton for his years of service.

CARRIED.

5.6 Vul-Con Letter of Appreciation

Motion No.: 2018.257

Moved by Paul Taylor

THAT the list of Correspondence and Information for the period ending August 13, 2018 be received for Council's information.

CARRIED.

6. New and Unfinished Business

6.1 Direction Signage for Vulcan Cemetery

The Vulcan & District Historical Society requested that the Town of Vulcan apply to Alberta Infrastructure and Transportation for permission to install community fingerboard direction signage for the Vulcan Cemetery.

It was also discussed that fingerboard signs be posted along Highway 534 may also be useful for identifying the Cultural Recreation Centre.

Motion No.: 2018.258

Moved by Lorna Armstrong

THAT Council directs Administration to apply to Alberta Infrastructure and Transportation for permission to install community fingerboard signage on Highway 534 for the Vulcan Cemetery and the Vulcan Cultural Recreation Centre.

CARRIED.

6.2 Request to Install Stop Signs Along Whispering Greens Drive

The Whispering Greens Home Owners Association requested that the Town of Vulcan install stop signs along Whispering Greens Drive at the intersection of Whispering Greens Avenue and also Fairway Drive.

Motion No.: 2018.259

Moved by Georgia-Lee DeBolt

THAT Administration refer this matter to the Peace Officer to gather information and bring it back to Council for further consideration.

CARRIED.

6.3 Tax Recovery Sale

Some properties might be offered for sale at a public auction, for non-payment of taxes.

Motion No.: 2018.260

Moved by Lyle Magnuson

THAT, if needed, the public auction sale for non-payment of taxes of the land be held on October 15, 2018;

THAT the reserved bid be set at not less than the market value of these properties as determined by a professional appraiser prior to the auction taking place as per Policy A-05;

THAT the condition of sale be cash or certified cheque.

CARRIED.

6.4 Jamison Road Local Improvement Plan

At the June 25, 2018 Regular Council meeting Town Council approved the local improvement plan for the curb, gutter and gravel road construction of Jamison Road and directed Administration to contact the benefitting property owners to gauge their support for this project moving forward, and to bring the results back to Town Council for consideration.

Motion No.: 2018.261

Moved by Paul Taylor

THAT Council not proceed with the local improvement plan for the curb, gutter and gravel road construction of Jamison Road due to receiving sufficient petition from the effected owners.

CARRIED.

6.5 Community Peace Officer Appointment

The Town of Vulcan completed the firing process for a new Community Peace Officer. Greg Arlett has accepted the position and his first day is August 13, 2018, in which he will be attending Council for formal introductions.

Motion No.: 2018.262

Moved by Lorna Armstrong

THAT Council appoints Greg Arlett as the Bylaw Enforcement Officer for the Town of Vulcan, and the Mayor executes the Oath of Office for his appointment.

CARRIED.

6.6 Encroachment Agreement - 613 Centre Street

A compliance certificate has been requested for 613 Centre Street. The Real Property Report dated May 4, 2018 indicates an encroachment of a fence into municipal property as well as the neighbour's property. As per Policy PL-02 Encroachment Policy, encroachments over .05 m into easements are to be brought forth to Council for approval.

Councillor Magnuson excused himself at 7:27 p.m. for a pecuniary interest.

Councillor Magnuson returned to the meeting at 7:42 p.m. following the discussion of Item 6.6 and Motion No. 2018.263.

Motion No.: 2018.263

Moved by Paul Taylor

THAT Council denies the encroachment agreement on Town property described as follows;

613 Centre Street

Lot Ptn 19 Block 16 Plan 9834GF

As shown on a real property report, dated May 4, 2018, prepared by Martin Geomatic Consultants Ltd.

DEFEATED.

6.7 Street Closure Request

A street closure request was brought forward to facilitate a community event "Food Truck FUNraiser" on September 22, 2018.

- Centre Street closed from 9:30 a.m. to 7:30 p.m.
- Centre Street at 1st Avenue to 3rd Avenue North
- 2nd Avenue North at 1st Street North
- 2nd Avenue South at 1st Street South

Motion No.: 2018.264

Moved by Laura Thomas

THAT Council approves the amended motion for a road closure on September 22, 2018 from 9:30 a.m. - 7:30 p.m. from Centre Street at 1st Avenue North to 3rd Avenue North and 2nd Avenue North at 1st Street North and 2nd Avenue South at 1st Street South.

CARRIED.

7. Committee Reports

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

7.1 Vulcan & Vulcan County Coordinated Community Response to Elder Abuse

Motion No.: 2018.265

Moved by Paul Taylor

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

CARRIED.

8. Councillor Reports

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

8.1 Councillor Taylor

Had no meetings to attend since last Council meeting

8.2 Councillor DeBolt

There was not a quorum for the Vulcan & District Recreation board meeting

Attended Marquis Foundation meeting on behalf of Councillor Armstrong

Attended the Vul-Con parade

8.3 Councillor Magnuson

Had no meetings to attend since the last Council meeting.

Attended the Vul-Con parade

8.4 Councillor Thomas

Attended the Vulcan & District Tourism meeting

Attended the Vul-Con parade

8.5 Councillor Roddy

Attended the Vul-Con parade and banquet

8.6 Councillor Armstrong

Attended the Vul-Con parade and banquet

8.7 Mayor Grant

Attended the Vulcan & District Waste Commission meeting

Attended the Vul-Con parade and banquet

Conference calls between government representatives and SAEWA

Motion No.: 2018.266

Moved by Georgia-Lee DeBolt

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

CARRIED.

9. Administrative Reports

Management is to produce a report each month.

- 9.1 Action List
- 9.2 CAO Report
- 9.3 Development Officer Report
- 9.4 Public Works Report
- 9.5 Community Services Report

Motion No.: 2018.267

Moved by Lorna Armstrong

THAT the information provided by Administration be received as information.

CARRIED.

10. Adjournment

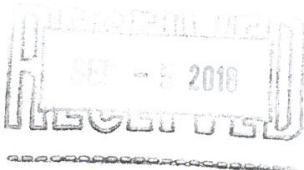
Moved by Councillor Michelle Roddy THAT the meeting be adjourned at 8:14 p.m.

CAO

Mayor

SHEARER AGENCIES
120 CENTRE STREET
VULCAN, ALBERTA
T0L 2B0


Phone: 403-485-6363
Fax: 403-485-6365
E-mail: shearer1@telus.net
sheareragencies.com



Sep 4/18

Town Council
Town of Vulcan.

Please advise me in writing of the next town council meeting that I can attend to discuss the policy for monthly commercial water, sewer & garbage billings for vacant commercial property. The current policy very negatively affects the market value of commercial property in the Town of Vulcan & hopefully some solution can be found.

Thank you


TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
U-01			Water Disconnect and Reconnect
Approval	D/M/Y	Resolution #	
Adopted	13/07/1998	98.200	
Amended	08/02/1999	99.50-53	
From: F-17		To: U-01	
Amended	11/28/16	16.341	

STATEMENT:

The Town of Vulcan requires a policy to formalize the process for addressing utility customers who request utility services to their properties be disconnected and/or reconnected.

1. Turn-Off and Turn-On Fees

- 1.1 Maintenance Turn-Off and Turn-On Fee:** Utility customers who have their water service turned off while performing maintenance to their property shall be charged a turn-off and turn-on fee in accordance with the fee established by the current Town of Vulcan rates and fees bylaw.
- 1.2 Vacation Turn-Off and Turn-On Fee:** Utility customers who have their water service turned off while on vacation shall be charged a turn-off and turn-on fee in accordance with the fee established by the current Town of Vulcan rates and fees bylaw. Water distribution, sewer collection, and garbage service charges will continue to be charged during such absence.
- 1.3 Landlord Turn-Off and Turn-On Fee:** Landlords who have their water service disconnected for reasons such as tenants moving out and leaving the property empty shall be charged a turn-off and turn-on fee in accordance with the fee established by the current Town of Vulcan rates and fees bylaw. **Water distribution, sewer collection, and garbage service charges will continue to be charged during the disconnection period.**

2. Reconnection Service Call Schedule

- 2.1** A water service shall not be reconnected unless the property owner or a designated representative of the owner is present when the water service is reconnected.
- 2.2** Reconnections must be scheduled during regular working hours of the Town of Vulcan public works crew. Normally Monday through Friday 7:30 a.m. to 4:30 p.m. excluding the noon hour. A mutually agreeable time shall be arranged with the Utilities Clerk.

TOWN OF VULCAN

Policy Manual

3. Inactive Utility Accounts

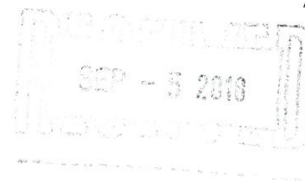
- 3.1 Any utility account that is currently inactive will remain so until such time as the property owner requests that the account be reactivated and the water service reconnected. Water distribution, sewer collection, and garbage service charges will at that time be reinstated on an ongoing basis.
- 3.2 A utility account will only be considered for inactivation upon receiving notification of an intended structural change to a property. This change is limited to demolition or redevelopment of the main structure. The utility account will not be placed inactive until the appropriate demolition or development permit has been approved. In the case of demolition the utility account will remain inactive until such time as a new development permit has been issued.

- END OF POLICY-



August 29, 2018

Mayor Grant and Council
Town of Vulcan
PO Box 360
Vulcan, Alberta T0L 2B0



Dear Mayor Grant and all members of Council,

On behalf of the Alberta Recreation & Parks Association (ARPA) we wish to invite you and your colleagues to attend the 2nd Annual Greener Facilities Conference and Expo presented by the Alberta Recreation and Parks Association on November 14 -15, 2018 at the Edmonton Inn and Conference Centre.

In most municipalities the cost of operating facilities is a significant cost and has an impact on fees and taxes. The mandate of this event is to provide councils and their administrators with the following:

- ✓ Examples from speakers addressing specific opportunities and challenges associated with energy efficiency and a reduced ecological footprint;
- ✓ Innovative new technology products and services demonstrated by companies and consultants at the tradeshow expo, helping facilities deliver on their environmental and efficiency goals;
- ✓ Best practices sharing through sessions and networking with other like-minded sector decision makers and practitioners;
- ✓ Real-life solutions from municipalities and organizations who have already moved to energy efficient methods; and
- ✓ Information on grants, funding and cost-saving.

I want to highlight a few of our keynote speakers:

- ❖ *Property Assessed Clean Energy (PACE) Program - Justin Smith, Energy Efficiency Alberta* - This session will overview the legislation that allows municipalities to establish programs that will make it more affordable for Albertans to upgrade their properties (commercial, residential and agricultural) without having to put money down.
- ❖ *Les Quinton (Town of Black Diamond)* - This session will highlight key considerations in cost effective and greener decision making and planning.

.../Pg. 2

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

Pg. 2

- ❖ *Blatchford* - This session will focus on the green infrastructure and renewable energy that is being incorporated into the subdivision. Living, working and learning in a sustainable community that uses 100% renewable energy, is carbon neutral, significantly reduces its ecological footprint, and empowers residents to pursue sustainable lifestyle choices.

Program sessions, registration and accommodation information can be found at
<https://arpaonline.ca/events/greener-facilities-conference-expo/>

We look forward to see you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Susan Laurin', with a long horizontal flourish extending to the right.

Susan Laurin
President



Mayor and Council
Town of Vulcan
321 2nd Street South
Vulcan, AB T0L 2B0

S.W. David Swan

526 3rd Street South
Vulcan, AB T0L2B0

7 September 2018

Sir:

At the most recent meeting of the Vulcan Tourism Society a number of points were raised without apparent recommendations for the Council to consider. I consider the information submitted by Bonnie Ellis to the Tourism Society to be good news and I would like to see council take advantage of it.

Bonnie Ellis was reporting on activity of the Trek Station. Sales have apparently been quite good with two months sales reaching \$50,000.00. Vulcan County Councillor, Jason Schneider observed that Trek Station retail sales reached \$100,000.00 during Star Trek's 50th Anniversary year. To achieve those sales in two months demonstrates a remarkable improvement in both management and marketing.

A separate item raised during discussion was that one inventory purchase by the Trek Station took four months to complete with inventory arriving after VULCON. This was due in part to the approval process and the budget control over the Trek Station. The purchasing process was described as:

Trek Station makes request to Bonnie Ellis for her approval,
Bonnie Ellis presents request to Vulcan Tourism Society for approval, and
Tourism Society submits request to Town Council for approval.

Further, Trek Station purchases are limited to a maximum listed in the Town's budget.

When the Trek Station generates revenue, it reduces the cost of Tourism and the tax load on the Town. Based on the performance of Grant Shaw and his team at the Trek Station, I make the following recommendations to council:

1. I recommend that the Trek Station purchasing process be streamlined so the timeline for purchasing inventory is reduced.
2. That Town Administration find a methodology to provide the Trek Station with a 'float' in order to make purchases. This would make the Trek Station less constrained by the Town budget. This could be based on the return from retail sales at the Trek Station.

It is worth noting that the current oversight process including financial reporting appears to be working. Changes in audit and oversight processes in order

1 / 2

to protect the Town do not appear to be necessary.

I believe success deserves to be supported. If the Trek Station is permitted to more rapidly on retail purchases, it should be able to generate a more robust revenue stream which in turn supports both tourism and the Town of Vulcan.

Yours Truly



David Swan CD

587 678-0406
swdswan@yahoo.ca

FORTIS ALBERTA

Hi Kim,

Just wanted to say thank you
for your letter about Merlin. Yes
it will be difficult to replace him!
If you have any issues or concerns
please feel free to contact me anytime

Sincerely
Dave Hunter



MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Community Services Manager

Re: Change of Venue: Food Truck Fundraiser September 22, 2018

Date: Sept 5, 2018

Dear Council,

Ms. Julie Umshied has requested a change of venues for the Food Truck Funraiser event to be held on Sept 22nd.

Therefore the town will not have to issue a street closure for Sept 22nd as per requested.

Respectfully Submitted,

Bonnie Ellis
Community Services Manager
Town of Vulcan

Action Request from August 13 Mtg Whispering Greens – Stop Signs

Action Item:

Investigate T Intersections along Whispering Drive for necessity of traffic control devices, specifically stop signs.

1. Bylaw officer ARLETT performed a traffic watch of the area to see how much traffic is in the area. Each side street in question only has 5 and 13 residences respectively.
2. ARLETT met with the Whispering Greens Home Owners Association on August 22, 2018 to find out their concerns.
 - a. attended by Mike HAMELUCK and Cy REBALKIN
 - b. ARLETT attempted to explain traffic flow by HAMELUCK and REBALKIN wanted Stop Signs regardless of traffic flow issues.
 - c. ARLETT then discussed what the underlying issues were requiring Stop Signs and HAMELUCK and REBALKIN stated the following:
 - i. Concern at Whispering Greens Avenue was a camper parked at 1202 Whispering Drive interfering with visibility at the intersection.
 - ii. Concern at Fairways Drive was excessive speed of vehicles (presumed to be associated with the construction) and little children being present.
 - d. The following solutions were then discussed.
 - i. ARLETT would use the authority within town bylaws to ask the owners of the camper to reposition it so as not to interfere with the sight lines at the intersection.
 - ii. HAMELUCK and REBALKIN didn't think a yield sign would slow vehicles down coming off of Fairways Drive. ARLETT pointed out that they may not obey a stop sign either if that's the case and suggested it may be more beneficial to direct some officer presence to the area and deal with any speeding or dangerous driving issues directly.
 - e. HAMELUCK and REBALKIN were also concerned about commercial vehicles heading to Fairways Drive getting lost and mistakenly turning on Whispering Greens Avenue and then having issues turning around. They were hoping for a "NO EXIT" sign to be placed at the intersection of Whispering Greens Avenue and Whispering Drive. ARLETT commented if the drivers were lost and heading into residential, they would probably ignore that type of signage knowing they were in residential and thinking they were headed the right way.
3. ARLETT spoke with owner of the camper in question on August 23, 2018 and the camper has since been moved around the corner.
4. Several patrols have been performed on Whispering Drive / Fairways Drive to show officer presence and no traffic violations observed.
5. Development Officer Nancy NEUFELD suggested we use utilize the Digital Speed Signs along Whispering Drive once the Back to School education period was over.

6. NEUFELD was also going to mention to the developer to remind his crews to ensure they were driving safely when in the Whispering Greens area.

Final Recommendation:

Final recommendation is to continue to patrol the area for driving violations and use proactive measures such as the Digital Speed Signs but due to low volumes of traffic, there appears to be no need for traffic control devices.



REPORT

TO: Council

FROM:

DATE: September 10, 2018

SUBJECT: Cash Statement - Ending July 31, 2018

DESCRIPTION:

Cash Statement - Ending July 31, 2018

RECOMMENDATION:

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

SUMMARY:

Attached is the Cash Statement for the period ending July 31, 2018.

SIGNATURES:

Manager, Title

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

CAO/Clerk

TOWN OF VULCAN

Town of Vulcan
Cash Statement
7/31/2018

	Debit	Credit	YTD
Cash			
Bank - General Account	17,945,811.06	(17,370,010.74)	575,800.32
Investments			
Notice On Demand Acct General	4,204,988.40	(2,209,000.00)	1,995,988.40
Notice on Demand Acct FGTF	1,139.84	(758.18)	381.66
Notice on Demand Acct MSI Capital	878,429.50	(476,551.09)	401,878.41
Notice on Demand Acct Vulcan Innovation	15,956.72	(3,922.79)	12,033.93
Notice On Demand Acct BMTG	617.61	(617.61)	0.00
Term Deposit - Mix Reserve	5,256.31	0.00	5,256.31
Term Deposit - Healy Reserve	15,882.05	0.00	15,882.05
Term Deposit - Shearer Reserve	1,694.03	0.00	1,694.03
Term Deposit - Androsoff Reserve	5,466.66	0.00	5,466.66
Term Deposit - Flags	60,235.87	(40,235.87)	20,000.00
	<u>5,189,666.99</u>	<u>(2,731,085.54)</u>	<u>2,458,581.45</u>
Mayor	_____		
CAO	_____		



REPORT

TO: Council

FROM:

DATE: September 10, 2018

SUBJECT: Year-to-Date Statement - Ending July 31, 2018

DESCRIPTION:

Year-to-Date Statement - Ending July 31, 2018

RECOMMENDATION:

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

SUMMARY:

Attached is the Year-to-Date Statement for the period ending July 31, 2018.

SIGNATURES:

Manager, Title

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

CAO/Clerk

TOWN OF VULCAN

For the Seven Months Ending July 31, 2018

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE	ANNUAL BUDGET
General Taxes & Fees					
Revenue	(\$2,824,976.21)	(\$52,811.33)	(\$3,009,439.35)		(\$184,463.14)
Expenses	34,580.92		34,000.00		(580.92)
School Taxes					
Revenue	(595,440.14)		(595,520.00)		(79.86)
Expenses	280,571.05	140,285.53	595,520.00		314,948.95
Legislative					
Revenue					
Expenses	58,419.48	25,232.64	118,970.00		60,550.52
General Administration					
Revenue	(29,166.60)	52.74	(52,700.00)		(23,533.40)
Expenses	497,989.54	47,217.88	827,281.69		329,292.15
Fire Fighting					
Revenue	(284,791.50)				284,791.50
Expenses	390,283.24	105.57	144,854.00		(245,429.24)
Emergency Services					
Revenue					
Expenses			5,500.00		5,500.00
Bylaw					
Revenue	(14,012.00)	(1,203.00)	(32,500.00)		(18,488.00)
Expenses	62,037.44	8,875.60	119,108.00		57,070.56
Common Services					
Revenue	(6,750.00)				6,750.00
Expenses	231,629.26	15,699.21	328,300.00		96,670.74
Roads & Streets					
Revenue	(31,522.31)		(13,775.18)		17,747.13
Expenses	364,990.01	49,055.77	504,107.44		139,117.43
Airport					
Revenue					
Expenses	8,000.00		8,000.00		
Water Treatment					
Revenue	(140,000.00)	(20,000.00)	(240,000.00)		(100,000.00)
Expenses	81,170.13	6,261.63	199,091.80		117,921.67

Storm

Revenue				
Expenses	3,435.06	2,053.98	6,580.54	3,145.48

FCSS

Revenue	(158,791.00)		(199,133.00)	(40,342.00)
Expenses	107,933.25	2,175.00	212,291.00	104,357.75

Cemetery

Revenue	(3,985.00)		(8,000.00)	(4,015.00)
Expenses	7,234.22	0.75	20,965.00	13,730.78

Planning Development & Safety

Revenue	(13,892.62)	(485.20)	(8,800.00)	5,092.62
Expenses	58,744.74	6,555.51	104,315.00	45,570.26

Subdivision

Revenue	(11,340.00)		(10,200.00)	1,140.00
Expenses	20,780.09		20,780.09	

Economic Development

Revenue				
Expenses			35,000.00	35,000.00

Recreation

Revenue	(120,867.30)	(283.00)	(133,529.50)	(12,662.20)
Expenses	118,049.68	37,864.41	225,558.53	107,508.85

Golf Course Loan

Revenue				
Expenses	50,592.00	6,528.00	84,864.00	34,272.00

Parks

Revenue	(63,038.01)		(65,200.00)	(2,161.99)
Expenses	60,391.13	1,558.73	110,700.00	50,308.87

Swimming Pool

Revenue	(112,997.72)		(126,375.00)	(13,377.28)
Expenses	136,408.13	804.86	207,450.00	71,041.87

Arena

Revenue	(110,847.28)	(2,257.14)	(116,870.00)	(6,022.72)
Expenses	100,730.64	17,271.71	200,440.00	99,709.36

Culture

Revenue	(8,400.00)	(1,200.00)	(14,400.00)	(6,000.00)
Expenses	131,440.80	1,056.21	141,472.60	10,031.80

Tourist Center

Revenue	(76,897.00)		(145,000.00)	(68,103.00)
Expenses	237,430.41	20,227.29	364,175.00	126,744.59

Water

Revenue	(311,384.94)	(1,137.27)	(730,097.81)	(418,712.87)
Expenses	411,393.60	11,963.68	772,133.08	360,739.48

Sewer

Revenue	(108,902.73)	(61.10)	(207,489.81)	(98,587.08)
Expenses	194,347.75	7,710.17	320,666.88	126,319.13

Garbage

Revenue	(196,382.33)	(160.15)	(426,020.00)	(229,637.67)
Expenses	373,175.77	8,344.29	422,925.00	49,749.23

TOTAL REVENUE	(5,224,384.69)	(79,545.45)	(6,135,049.65)	(910,664.96)
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TOTAL EXPENSES	4,021,773.46	416,848.42	6,135,049.65	2,113,276.19
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REPORT

TO: Council

FROM:

DATE: September 10, 2018

SUBJECT: Chinook Arch Library Board 2019-2022 Membership Levy

DESCRIPTION:

Chinook Arch Library Board 2019-2022 Membership Levy

RECOMMENDATION:

THAT the Town of Vulcan approves the Chinook Arch Library Board 2019-2022 Municipal Levy Schedule.

SUMMARY:

On August 15th, 2018 administration received a copy of the corrected Chinook Arch Library Board 2019-2022 Budget and Membership Levy. The Memo from Chinook Arch CEO Robin Hepher has been attached for Council's review.

ANALYSIS:

The proposed changes equate to a 6.96% increase over the term of the schedule. The 2018 municipal levy for the Town of Vulcan was \$15,048. The total proposed increase would make this rate \$16,122 in 2022 if there is no increase in population.

FINANCIAL IMPLICATIONS:

2019 increase of \$307

2020 increase of \$307

2021 Increase of \$230

2022 increase of \$230

Total Increase: \$1074

SIGNATURES: 

Memo

August 15, 2018

To: Mayors and Reeves of Member Municipalities of the Chinook Arch Library System

From: DeVar Dahl, Chair of the Chinook Arch Library Board

Re: **CORRECTED** Chinook Arch Library Board 2019-2022 Budget and Member Levy



Chinook Arch
Regional Library
System

Thriving Libraries, Thriving Communities! is the theme of the Chinook Arch 2019-2022 Plan of Service. In development for over a year, this exciting plan is the result of a collaborative and consultative process involving stakeholders from across the Region. It sees Chinook Arch embarking on exciting new initiatives designed to support local libraries' efforts to become their communities' go-to destination for information, entertainment, and community connection.

At its August 2nd meeting, the Chinook Arch Library Board approved the 2019-2022 Plan of Service and a new 4-year budget (both enclosed). The budget includes modest increases to the per capita Municipal Levy for each of the four years (see chart below). Proposed increases of \$0.16 per capita in 2019 and 2020 and \$0.12 per capita in 2021 and 2022 are drastically reduced over the 2015-2018 budget's \$0.22 per capita average annual increase. Note that the Library Board Levy remains static at \$3.57 per capita.

	2019	2020	2021	2022
Municipal Levy	\$8.01	\$8.17	\$8.29	\$8.41
(% increase)	2.04%	2%	1.47%	1.45%
Library Board Levy	\$3.57	\$3.57	\$3.57	\$3.57
Total Member Levy	\$11.58	\$11.74	\$11.86	\$11.98
(% increase to total levy)	1.4%	1.38%	1.02%	1.01%

According to the Chinook Arch System Agreement, any change to the membership levy must be approved by 2/3 of member councils representing 2/3 of the total member population (that is 27 councils representing 136,020 residents). **We respectfully request that your council pass a motion on the proposed municipal levy schedule, and send a copy of the council resolution to the Chinook Arch office by November 9, 2018.**

Proposed resolution: *The (Name of Municipality) approves the Chinook Arch Library Board 2019-2022 Municipal Levy Schedule.*

Library System Revenues

The Chinook Arch Regional Library System is funded primarily by member municipalities and library boards. An annual provincial operating grant is another an important source of funds. Chinook Arch also seeks out other funding sources to enhance service and add value to System membership.

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the plan of service, budget, and member levy. To arrange a presentation, please phone 403-380-1500 or email arch@chinookarch.ca

(encl.)

2902 - 7th Avenue North, Lethbridge, Alberta T1H 5C6, Phone: 403-380-1500, Fax: 403-380-3550

www.chinookarch.ca



REPORT

TO: Council
FROM:
DATE: September 10, 2018
SUBJECT: RCMP Services Request

DESCRIPTION:
RCMP Services Request

RECOMMENDATION:

THAT council approves the Town of Vulcan Public Works Department provide the RCMP with street sweeping services at the Kirkaldy aerodrome in support of their upcoming collision analysis training exercise scheduled for September 2018.

SUMMARY:

The RCMP have provided the attached correspondence requesting street sweeping services at the Kirkaldy aerodrome.

PURPOSE:

A considerable amount of surface debris such as gravel has accumulated on the runway. This debris poses a hazard to the drivers operating the skid vehicle and would have to be removed before the exercise can take place

ANALYSIS:

This request was presented to Public Works and there were no concerns with providing this service. Stew anticipates that it will only take 2 hours to complete this work.

FINANCIAL IMPLICATIONS:

The financial impact of this work would be 2 hours at \$160/hr as per the 2018 Fees Bylaw or \$320.00.

Council could support this RCMP training program by approving this service at no charge.

SIGNATURES:

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

RCMP training exercise

Vulcan RCMP are helping to organize a training exercise for the collision analysts in our region. The purpose of this training is to practice the skills needed to conduct proper analysis of vehicle collisions which enables officers to scientifically determine what happened during the course of a collision and determine its cause whether that be human error, road condition/design, etc and make recommendations if needed.

Vulcan RCMP's level 2 analyst will be taking part and has been in communication with the land own of the Kirkaldy Aerodrome to plan the event.

If the exercise goes forward it will be held in mid-late September and be 2-3 days long, which may be a benefit to local businesses such as during the Emergency Vehicle Operators Course hosted at the aerodrome in July.

The ideal location for this is the South East section of pavement where the runways intersect. Over the years a considerable amount of surface debris such as gravel has accumulated on the runway. This debris poses a hazard to the drivers operating the skid vehicle and would have to be removed before the exercise can take place.

We are therefore requesting the council consider allowing the Town of Vulcan street sweeper to attend the location and clear the runway of this debris. We have already acquired permission from the land owner Mr. Sands.

Thank you for consideration in this matter.

Cst. Tyler Pearce
Vulcan RCMP



REPORT

TO: Council
FROM:
DATE: September 10, 2018
SUBJECT: Canadian Pacific Railway Invoice

DESCRIPTION:

Canadian Pacific Railway Invoice

RECOMMENDATION:

THAT Council approve the payment of invoice number 11104456 to Canadian Pacific Railway for the reconstruction of the Center Street crossing and that funding of \$133,603.52 be drawn from the Contingency Reserve for this purpose.

SUMMARY:

Canadian Pacific Railway has provided the attached invoice for the reconstruction of the Center Street crossing.

ANALYSIS:

The Center Street rail crossing was reconstructed on June 21, 2018. This project was not planned for or coordinated by the Town of Vulcan so therefore was not included in the 2018 budget. The Town of Vulcan is solely responsible for all repair costs involved with this crossing, and CPR is responsible for initiating and overseeing all repairs.

FINANCIAL IMPLICATIONS:

The Total invoice is \$140,283.70 including \$6,680.18 GST. The Town is able to recover 100% of the GST. \$133,603.52 is required to cover the cost of this invoice. As this was not budgeted for in 2018, the funds can be drawn from the Contingency Reserve which currently has a balance of \$195,000.00.

SIGNATURES:

A handwritten signature in blue ink, appearing to be 'KA'.

Canadian Pacific Railway

INVOICE

Sold To:
TOWN OF VULCAN
PO BOX 360
VULCAN AB T0L 2B0
Canada

Invoice No.: **11104456**
Invoice Date: **2018/08/30**
Account No.: **1007024**
Bill Type: **CONSTRUCTION**
Currency: **CAD**

Page 1 of 5

Total Amount of Invoice: \$140,283.70

SUMMARY

Interest: Service charges will be applied to all overdue amounts at a rate of up to 12.00 % per annum

Details:

Project 133299
Contract 9831

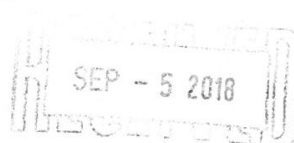
Reconstruct 73ft crossing on the Aldersyde at Mile 50.97 (Vulcan)

Order # R-30291

Entity : CPR

Description

Labour (SD)
Stock Material
Equipment Usage (SD)
Other Services (SD)



Amount

\$28,764.64
\$51,831.15
\$13,429.00
\$39,578.73
\$6,680.18
\$0.00
\$140,283.70

CAD TAX: GST R100769694

5.00 %

CAD TAX: PST

0 %

Total:

This is to advise that we store banking information from your cheque payment in a secure CPR data base. It is used by our accounting department to apply your payments to our receivables. For additional information, or to obtain access to your file or to rectify such information, please contact us at the following address or phone number.

Inquiries to: Aileen Alupay

Address:

Tel. No.: 204-947-8288

Please remit to: W01835 PO Box 1289 Main Post Office, Winnipeg MB R3C 2Z1

Payment terms: 15 days from invoice's date

Please make your cheque payable to Canadian Pacific Railway Company covering charges for services rendered by Canadian Pacific Railway Company, SOO Line Railroad Company, Delaware and Hudson Railroad Company, Inc., Dakota, Minnesota and Eastern Railroad Corporation for: \$140,283.70 in CAD Currency.

Please return to:

Canadian Pacific Railway Company

W01835 PO Box 1289 Main Post Office, Winnipeg MB R3C 2Z1

Invoice No.: 1000 - 11104456

Total amount of invoice: \$140,283.70 CAD

Account No.: 1007024

PLEASE INDICATE THE ACCOUNT AND INVOICE NUMBERS ON YOUR REMITTANCE

Customer Remarks: _____



REPORT

TO: Council
FROM: Nancy Neufeld
DATE: September 10, 2018
SUBJECT: Proposed Amendment to Land Use Bylaw 1437-15 Inclusion of Cannabis/Retail

DESCRIPTION:

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

RECOMMENDATION:

THAT council directs administration to prepare the amendments to the Land Use Bylaw 1437-15 for the inclusion of Cannabis/Retail to be presented for first reading at the September 24, 2018 Council meeting.

SUMMARY:

The Development Officer and Oldman River Regional Planning Commission has provided a memo outlining the recommendations and proposed changes to the Land Use Bylaw 1437-15. A representative from ORRSC will be in attendance to answer any questions or concerns Council may have.

ANALYSIS:

The Municipal Planning Commission met twice to discuss recommendations for the accommodation of Cannabis/Retail as a use in the Land Use Bylaw 1437-15. Ian MacDougall, Land Use Planner, ORRSC was in attendance at both meetings to provide information to Commission members.

SIGNATURES:

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

Manager, Title

MEMO

FROM: Nancy Neufeld/Development Officer
DATE: September 6, 2018
RE: Proposed Amendment to Land Use Bylaw 1437-15
Inclusion of Cannabis/Retail

The Municipal Planning Commission has met twice to discuss recommendations to Council for the accommodation of Cannabis/Retail as a use in Land Use Bylaw 1437-15. Ian MacDougall, Land Use Planner, ORRSC was in attendance at both meetings to provide information to assist the Commission members.

Ian has provided a memo outlining the recommendations and proposed changes to the Land Use Bylaw.

Should Council agree to the amendments, we propose that the amendment to the Land Use Bylaw be given first reading at the September 24, 2018 Council meeting, advertising to appear in the Advocate September 26th and October 3rd for the public hearing, with 2nd and third reading then held on October 9, 2018. The Bylaw would then be in place for the anticipated October 17th date for legalization of cannabis.

A concern of the MPC was if buffering of the Outreach School was necessary in that there was indication that the school was possibly relocating. A call has been made to Pallier for clarification and it was confirmed that the school would not be relocating, but are looking at renovating and expanding space at the current location.

A representative from ORRSC will be in attendance to address questions/concerns Council may have.

Memo

To: Town of Vulcan

From: Ian MacDougall – Land Use Planner

Date: September 5, 2018

Re: Regulating Retail Cannabis Stores

Background

Recently the Municipal Planning Commission and staff discussed the role of the Federal, Provincial and Municipal governments with respect to the legalization of cannabis. The Federal government will make recreational cannabis legal October 17th 2018 throughout the country. Each province is responsible for non-medical sales, licensing, public consumption, safety and enforcement related to cannabis.

In Alberta, the *Alberta Gaming and Liquor Commission (AGLC)* is responsible for managing the distribution and sale of recreation cannabis. The Government of Alberta has introduced its regulations on cannabis which include details on the licensing requirements for cannabis retailers and the various aspects of regulation as managed through the *Alberta Gaming and Liquor Commission (AGLC)*. The Regulations provide criteria that can be addressed through the development standards in the Land Use Bylaw.

The members of the Planning Commission met August 21, 2018 and agreed on recommendations for changes to the land use bylaw that will guide the distribution of recreational cannabis in Vulcan. These recommendations are as follows:

- Allow retail cannabis as a “Discretionary Use” in the Retail Commercial, Highway Commercial and Industrial districts in the town;
- Prohibit retail cannabis within a 100m buffered area from schools and hospitals;
- Hours of operation will default to the provincial regulation;
- The number of stores will not be restricted and will be determined by the market

Draft changes of the Bylaw are attached for review.

Further Recommendations:

The Planning Commission further recommends Council consider discussing with Palliser Regional Schools regarding the future of the school and if the school should have a prohibitive buffer.

SCHEDULE 2: LAND USE DEFINITIONS

New Definitions

AGLC means Alberta Gaming, Liquor and Cannabis Commission.

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

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

Cannabis Product means a product that contains Cannabis.

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

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

Changed Definitions

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

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

SCHEDULE 1: LAND USE DISTRICTS

Add:

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

Replace:

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

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

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

SECTION 13 ~~MEDICAL MARIHUANA~~ CANNABIS PRODUCTION FACILITY

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

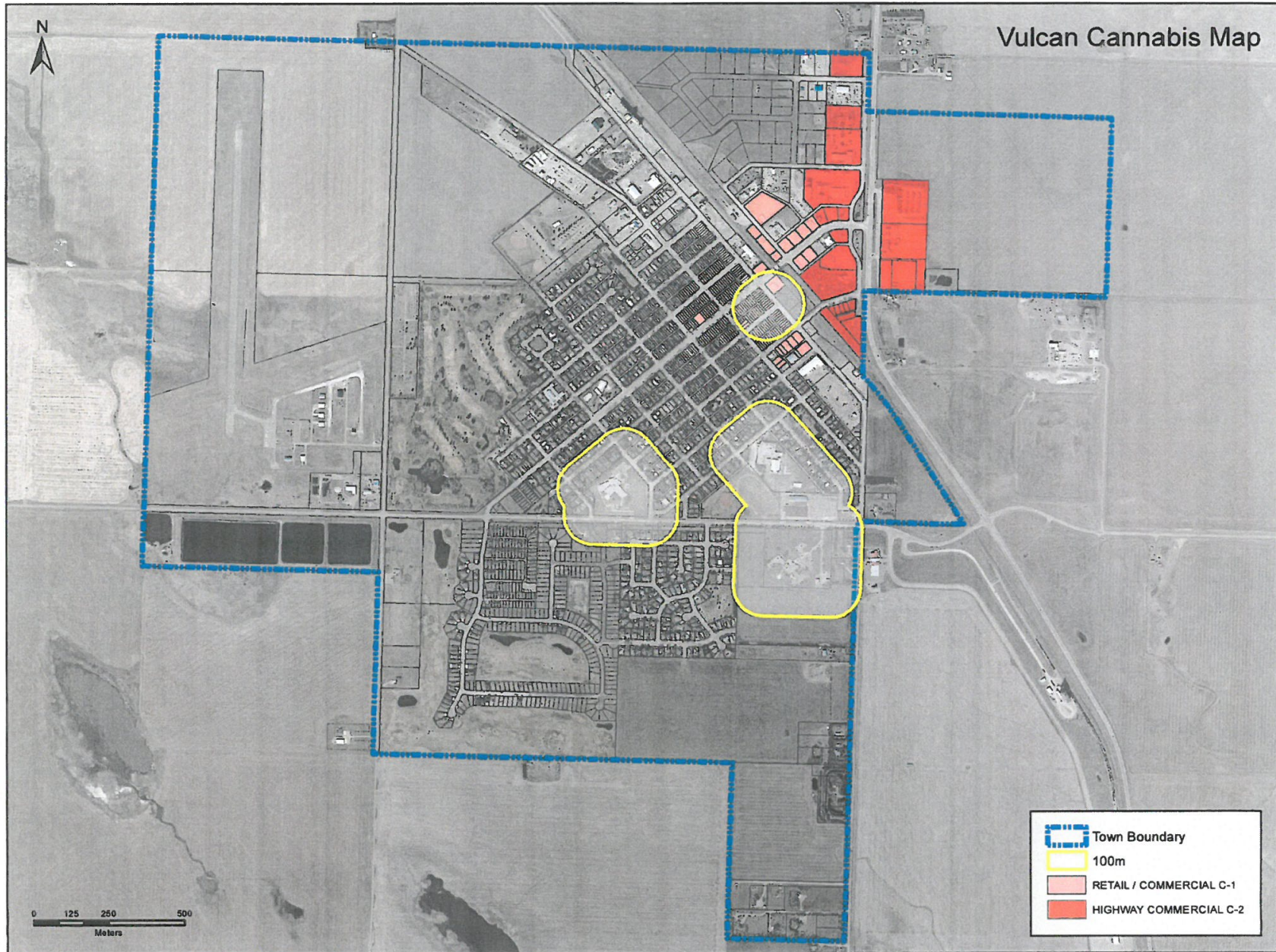
NEW

SECTION 14 RETAIL CANNABIS STORES

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

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

Vulcan Cannabis Map





REPORT

TO: Council
FROM: Bonnie Ellis
DATE: September 10, 2018
SUBJECT: Vulcan Lions Pool Project - Funding

DESCRIPTION:

Vulcan Lions Pool Project - Funding

RECOMMENDATION:

THAT council approves the Lions Club of Vulcan to fundraise on behalf of the Town, for the Vulcan Pool Project, and that all funding raised will be managed and held in reserve by the Town of Vulcan to be allocated to the reconstruction of the Vulcan Pool.

SUMMARY:

The Community Services Manager is applying for a CFEP Grant for the Vulcan Swimming Pool Project and requires a motion from Council. The Community Services Manager has provided the attached memo providing further information.

SIGNATURES:

A handwritten signature in blue ink, appearing to read "Bonnie Ellis", written over a horizontal line.

Manager, Title

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

CAO/Clerk



MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Community Services Manager

Re: Vulcan Lions Pool Project - Funding

Date: August 21, 2018

Dear Council,

The Vulcan Lions Pool Project:

As a requirement for the CFEP Grant for the pool project, I will need a motion from council that states:

The Lions Club of Vulcan will raise money for the Vulcan Pool Project and receive the money, the money will then be allocated to the Town and the Town will manage and report on the project.

Respectfully Submitted,

Bonnie Ellis
Community Services Manager
Town of Vulcan



REPORT

TO: Council

FROM:

DATE: September 10, 2018

SUBJECT: Pristine Homes and the Fairways Advertising Request

DESCRIPTION:

Pristine Homes and the Fairways Advertising Request

RECOMMENDATION:

THAT Council (approve or deny) Pristine Homes and the Fairways proposal to equally share the cost of an advertising campaign to promote the Town of Vulcan with the funds being drawn from the economic development portion of the 2018 operational budget not to exceed \$6946.25.

SUMMARY:

Henry Dekort with Pristine Homes has approached the Town requesting Council's consideration in regards to participating in an advertising campaign in an effort to promote the Town and to generate home sales. Henry has submitted the attached proposal letter and campaign information.

ANALYSIS:

This advertising campaign aligns with the Economic Development priority that was identified in the 2018 Strategic Planning Session. By partnering with a local developer the financial burden of this campaign will be significantly reduced for both parties. The advertising and promotion campaign would primarily promote the Town of Vulcan and specifically the new homes that are being built by Pristine Homes in the Fairways community.

FINANCIAL IMPLICATIONS:

The total cost of the campaign will be \$13,892.50. Pristine Homes has requested an equal cost share of \$6,946.25 each.

The funds could be drawn from the economic development marketing portion of the 2018 operational budget which currently has a balance of \$25,000.00

SIGNATURES:

A handwritten signature in blue ink, appearing to be "KJ", is written over a faint, larger blue signature line.

To Mayor and Council:

We present this letter to council as an introduction and a request for council to participate in an advertising program with Pristine Homes and The Fairways. The advertising and promotion campaign would primarily promote the Town of Vulcan and specifically the new homes that are being built by Pristine Homes in the Fairways community.

Vulcan's housing sector seriously needs help.

Current state of housing activity in the Town of Vulcan-

- 27 homes are currently listed as detached on the MLS in the Town of Vulcan
- there has only been 11 sales of detached homes in the last 270 days and all sales are under \$330,000
- 1/3 of the Town's available detached homes inventory is listed at over \$330,000
- no sales activity of detached homes in the Whispering Greens or the Fairways subdivision in the last 270 days

Our rationale to advertising:

- No Town or City is currently advertising (promoting themselves) on any radio station in Southern Alberta
- ripple down effect of home sales- each sale of a home creates a perpetual tax base for the Town and the perpetual use of all business services in the Town , now and in the future.
- Vulcan is amenity rich and population poor. Our population has gone down in the last ten years.
- helps with tourism and name recognition of Vulcan
- we are aiming at two demographics- 1) the over 55 crowd- they have money and can buy homes and services offered in Vulcan. 2) The work at home crowd - fibre optic internet is a huge attraction for this demographic
- our ad campaign (attached) will be totally unique and the format can be used in perpetuity

Our intention is to advertise on two AM radio stations, namely, QR 770 and AM 660. Both advertising proposals are attached. We would have the potential to connect with approx. 145,000 listeners that are over the age of 55 weekly. If any prospective buyer gets interested in Vulcan through our ads, and if there is nothing on the new market that interests them, they will look at used homes. Either way it is a win-win for Vulcan.

Henry Dekort and Warren Vaile will administer the advertising program. The goal is to advertise on QR 770 for the first two weeks of the month and then advertise on AM660 for the last two weeks of the month. This type of advertising is known as flight advertising. The promotion would last a total of 12 weeks. We will be meeting with the creative ad team with QR770 the weekend of Sept 15, 2018. It has been decided that QR770 will write the ads for both radio stations. We then have message continuity on both stations.

To incentivize listeners to come to Vulcan we will advertise a giveaway of an annual pass to Vulcan's Golf and Country club. (Do not know the parameters of the giveaway)

Pristine Homes Ltd and Vaile Engineering have been active in the development of Vulcan for 10 years. We have a total investment in Vulcan (hard dollars of upwards of \$3,500,000 and growing. Currently, Pristine Homes has two fully completed show homes and one home that is 60% complete. The issue is that there is zero sales activity. WE have held regular open houses, homes are listed on MLS, tried the local newspaper, the Regional and the CrebNow newspaper over a 12 week period. As you can see from the first paragraph, our work has had no results. Our 2018 Town of Vulcan taxes amounted to over \$20,000.00

We strongly believe that radio advertising will have a huge impact on all things Vulcan

Our request is for the Town of Vulcan to participate in our advertising campaign. AS you can see from the attachments below the total investment in radio advertising will be \$13,892.50 plus GST.

Please consider splitting the cost equally with us. Therefore we are asking for \$6946.25 towards the advertising and promotion campaign. Your help in this endeavour is greatly appreciated.

As always, if there are any questions, please do not hesitate to call.

Thanks

--

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

----"doing business without advertising is like winking at a person in the dark. You know what you are doing, but no one else does"--Stewart Henderson Britt--



Henry Dekort <henry.dekort@gmail.com>

"our grandpa says" campaign

Henry Dekort <henry.dekort@gmail.com>
Draft

Fri, Aug 31, 2018 at 6:15 AM

Attachment # 1

Although not written in Stone , The ad people of both radio stations favor the following ad format:

The theme for the ad campaign will be " our grandpa says" . The ad will be introduced by my two granddaughters, age 8 and 6, . We need to remember that The target audience is over 55 years of age and most will be grandparents. It is a proven fact that grandparents smile and thier mood improves with the voice of a child.

The girls will introduce each commercial with " my grandpa says" and the saying. Then grandpa will introduce the Town of Vulcan, Pristine Homes and The Fairways and will complete the ad.

Some ideas that might be used in commercials for Pristine Homes. Below is just a list of ideas only and only the best idea will be used.

Hi- I'm Aleigha and I'm Sophia and our grandpa says:

- Vulcan is a great place to retire
- you can buy a brand new home backing onto the golf course for under \$400,000
- Vulcan is loaded with amenties and attributes
- When you visit your Grandpa in Vulcan , he can take you swimming, fishing, golfing, hiking etc all within a mile of his golf course retreat.
- owns Pristine Homes and he is building and selling lots in Vulcan . He sells his fully upgraded homes for as little as as \$370,000 backing onto the golf course
- we love playing and visiting at Grandpa's
- he is "the builder with a conscience". whatever that means. Anyways, he owns Pristine Homes and builds homes on the golf course and we help him sell by doing these commercials.
- Vulcan is a great place to live and even has a hospital. We know that because when he broke his leg , they fixed it.
- " old people need houses and hospitals. He has both. He owns Pristine Homes and Vulcan has a great hospital. he is selling new single family fully loaded homes on the golf course starting at \$370,000 . Take the short one hour drive to Vulcan
- " everyone needs a home and a hospital"
- " crime rates are non existent in Vulcan and your neighbours look after you.
- fishing, boating, sailing is in many locations within 30 minutes of Vulcan.
- Vulcan has all the amenities of the big City but non of the hassles.
- he sells houses on the golf course for less than \$400,000. My sister and I are confused because his houses are not right on the golf course but back onto the golf course. Our grandpa will get it straight. Who are we to correct him
- outdoors man in your family- from boating and fishing at Little bow Prov park to ???
- interesting how our mom and dad talk about mortgage payments (whatever that is) and then grandpa and grandma talk about their hospital visits
- grandpa says come to Vulcan for the weekend and bring your camper, boat, swim suit, golf clubs and everything summer. Grandpa is still old fashioned and wants to write a check when you could

https://mail.google.com/mail/u/0/?ui=2&ik=18c64ab79e&jsver=TKereZPtSMY.en.&cbl=gmail_fe_180822.12_p2&view=pt&msg=1658fe8bbfcf8e7c&dsqt... 1/2

8/31/2018

Gmail - "our grandpa says" campaign

just do an e transfer.

- come to Vulcan for large 50 ft by 110ft lots backing onto the golf course, new two storeys and bungalows from \$370,000 , If you catch him in a good mood he may even take your house on trade.
- has three new homes complete with all being fully upgraded and backing onto the golf course. Homes have hardwood, tile, maple cabinets, upgraded carpets, fireplaces
- he may even pay us a commission if we help him sell a house. So, what is stopping you guys, come to Vulcan and look at his houses
- my grandpa wants to retire as well but has too many houses to sell . So that is why Sophia and I are doing this commercial.
- Grandpa's houses are like getting a happy meal. they are all loaded with tons of options , . At the end of the day his happy meal is guaranteed to make you happy.
- no rush hour traffic, no crime, no crowds, no road rage, just interesting people in Vulcan
- he has fully loaded two storeys and bungalows for less than \$400,000 on golf course lots ,
- Vulcan has a fully operational airport that is capable of landing a 737 .
- Vulcan has super high speed fibre optic internet that allows for us to play our video games and adults to work from home.

As a last ditch effort

- trade your existing Calgary home for a new home on the golf course and get money back.

the 15 sec c commercial - can only be narrated by the announcer

- don't forget to listen for the "our grandpa says" by Aleigha and Sophia. plus whatever verbage the radio station wants to use in the promotion of the Town of Vulcan , The Fairways and Prsitine Homes Ltd.

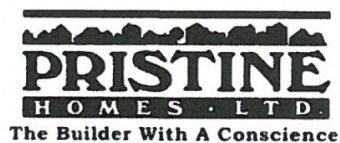
-

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



ANYTIME. ANYWHERE.



We've got you covered.

Presented to: Henry Dekort

Presented by: Dana Poland

Date: August 15, 2018



Station Profile

660 NEWS



223,000 people 12+ in Calgary tune into 660 News each week!*

Demographic Profile

Gender

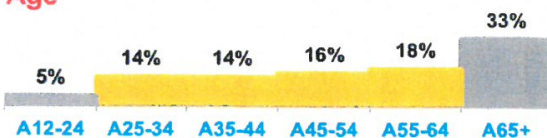
58%
MALE



42%
FEMALE

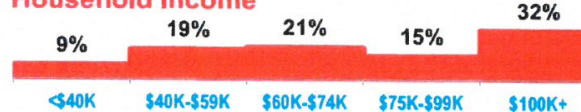


Age

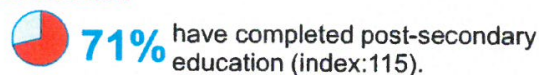


62% OF 660 News LISTENERS are aged 25-64.

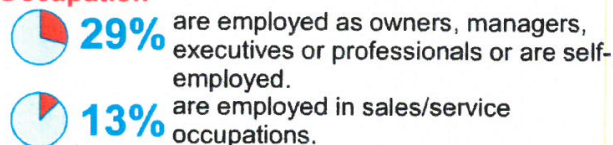
Household Income



Education



Occupation



Marital Status



Home Ownership



Household Members

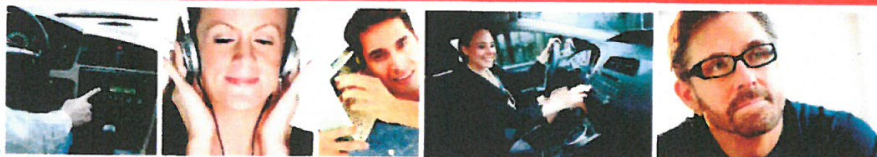


10 Source: InfoSys+ - Numeris Radio Meter Calgary CTRL R02 2018 Feb 26 2018 - May 27 2018. Base: P12+ Avg Weekly Cume (000)
Reach Plan Mo-Su 5a-1a Tune In to CFFR 15 minute minimum weekly exposure. All data processed using maximum panel
Please note some profiles may not add up to 100% due to non-respondents *Based on 1 minute reach condition. Icons: Freepik, Flaticon.



Station Profile

660 NEWS



Consumer Profile

660 News listeners index above average in the following areas:

Spending – Past 12 Months	INDEX
Spent \$500+ on sporting goods	113
Spent \$500+ on men's clothing	115
Finance/Investments – have/use	INDEX
Stocks/bonds	139
Mutual funds	134
Personal line of credit	129
GIC/Term Deposit/Gov't savings bond	137
Financial planner	146
Will/estate planner	195
Tax preparation service	125
RRSP	120
Banking on computer – past 7 days	110

Activities – Sometimes/Regularly	INDEX
Gardening	120
Cycling (regularly)	118
Hockey/ice skating (sometimes)	112
Travel – past 12 months	INDEX
Business travel within Alberta	113
Business travel within U.S.	140
Personal travel within Europe	136
Personal travel within U.S.	116
Automotive	INDEX
Repair brakes at gas/service station/independent mechanic	118
Replace/change tires at specialty auto center	112
Replace/repair windshield at auto center	112

Radio Listening – Streaming/Apps – past 7 days



14%

listen to radio with a mobile device.



12%

listen to radio on a computer

Access Radio by location – past 7 days



90%

accessed radio in a private vehicle (index: 111)



27%

accessed radio at work

¹¹ Source: InfoSys+ - Numeris Radio Meter Calgary CTRL R02 2018 Feb 26 2018 – May 27 2018. Base: P12+ Avg Weekly Cume (000)
Reach Plan Mo-Su 5a-1a Tune In to CFRR 15 minute minimum weekly exposure All data processed using maximum panel
Please note some profiles may not add up to 100% due to non-respondents Based on 1 minute reach condition. Icons: Freeplk, Flaticon.





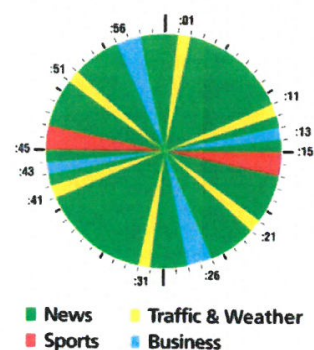
6 WEEK BI- WEEKLY FLIGHTED CAMPAIGN

660News is Calgary's most consistent and reliable source of up-to-the minute news and information for residents of the city and surrounding areas.

Broadcasting live twenty-four hours a day from the largest newsroom in Alberta, 660News is a utility for residents when they need the most up to date News, Business, Weather and Traffic information on a local, national and global level.

Fully staffed by award winning news professionals, as well as being a part of Canada's largest news network, 660News delivers the most complete local, national and international news coverage as it happens .

The following page outlines an introductory package that provides your business with a high frequency 30 second commercial advertising campaign along with a blend of 15 second traffic reports for maximum reach. This is a perfect blend of on-air components including bonus commercials to get the most out of your advertising spend.



Miss a Minute, Miss a Lot!



660 NEWS



6 WEEK BI WEEKLY CAMPAIGN (Combination of 10's & 30's)

30 Second Commercials Recommended Schedule				
Week	Paid 30's	Rate	Bonus 30 Second Commercials	Total 30 Second Commercials
1	15	\$52	7	22
2	15	\$52	7	22
OFF AIR				
3	15	\$52	7	22
4	15	\$52	7	22
OFF AIR				
5	15	\$52	7	22
6	15	\$52	7	22
END OF CAMPAIGN				
Totals	90	\$52	42*	132

15 Second Traffic Tags Recommended Schedule				
Week	Paid 15's	Rate	Bonus 15 Second Traffic Tags	Total 15 Second Traffic Tags
1	15	\$25	7	22
2	15	\$25	7	22
OFF AIR				
3	15	\$25	7	22
4	15	\$25	7	22
OFF AIR				
5	15	\$25	7	22
6	15	\$25	7	22
END OF CAMPAIGN				
Totals	90	\$25	42*	132

Weekly Investment: \$1230
Total Investment: \$ 6,930 + gst

*Bonus occasions are pre-emptible however every attempt will be made to ensure all ads air.

ROGERS

660 NEWS



6 Week Bi-Weekly Campaign

90 x 30 Second Commercials: Mon – Sun, 5am to 1am
90 x 15 Second Traffic Sponsorships: Mon – Sun, 5am to 1am

Total Investment: \$6,930

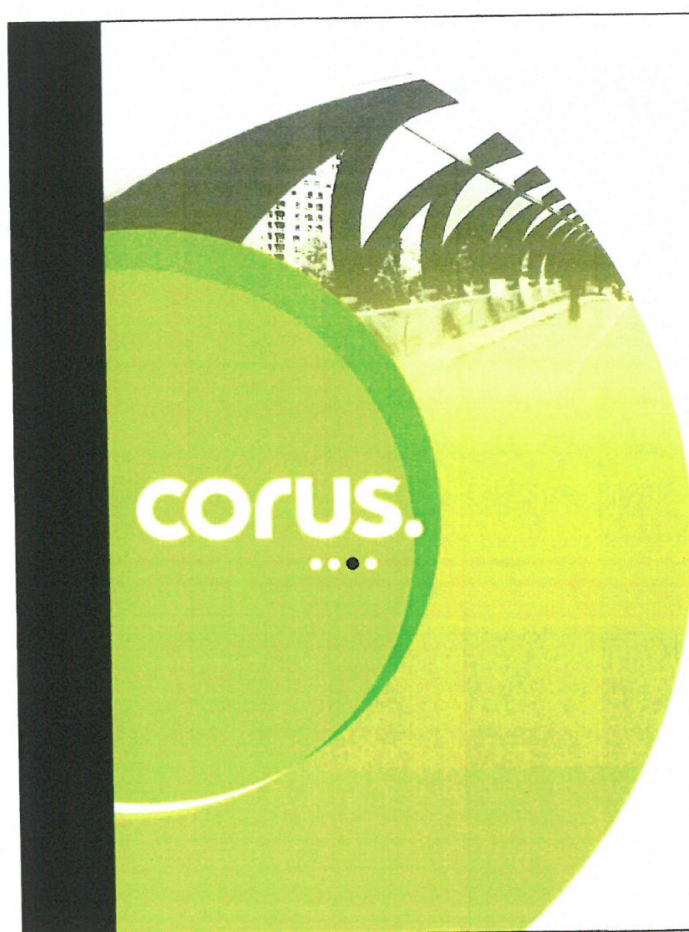
START DATE: _____

Pristine Homes Ltd.

TERMS:

- *Bonus occasions are pre-emptible however every attempt will be made to ensure all ads air.
- Rates and bonus occasions are strictly based upon volume agreement. Failure to fulfill contractual agreement may result in short rate charges to actual values for all commercials aired.
- Minimum 2 weeks written cancellation notice.
- Payment due in full 30 days from billing date with your good credit approval (pre-payment may be required).
- Rates presented are guaranteed for 5 business days and are subject to availability at time of booking.

ROGERS



corus.
...

Kick Start Campaign

PRISTINE
HOMES · LTD.
The Builder With A Conscience

Presented by Corus Entertainment August 2018

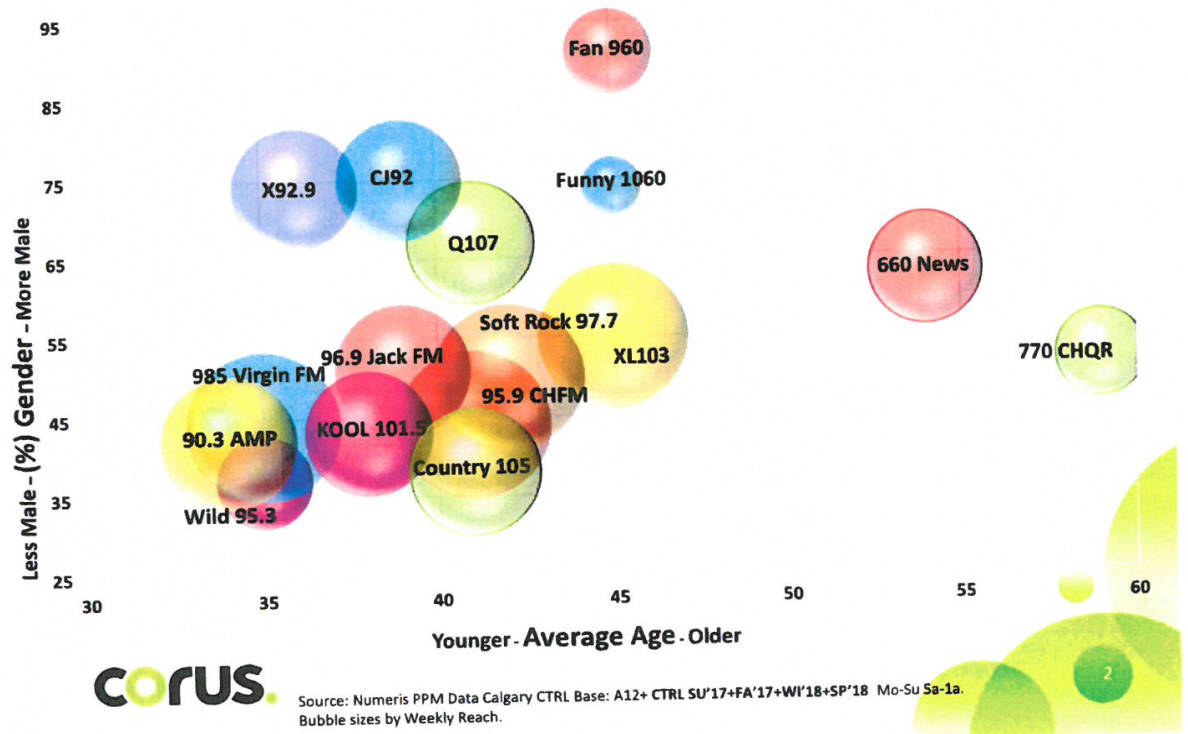
Global
CALGARY

COUNTRY 105

Q107

Global News > RADIO
770 CHQR

Calgary Radio Market Landscape



How Can You Be Effective With Your Marketing?

Strong companies recognize that it is a matter of marketing smarter and taking advantage of opportunities other businesses may leave behind.

- What new attitudes and actions should **PRISTINE HOMES** take to thrive in the current environment?
- How might **PRISTINE HOMES** become better as a result of the downturn?
- Re-evaluate your customer's motivations. How has their buying shifted or changed and what is important to them now, what will motivate them to buy today?
- How can your sales staff help you to develop a strategy that you can integrate across all of your communication channels.
- Is your current messaging to your prospective buyers still relevant to them? Does your message reflect the times?
- Am I effectively reaching my customer with my current advertising strategy?

corus.



Global News  RADIO
770 CHQR

Serving the community with the most up-to-date
news, traffic, sports, weather and stimulating
dialogue.



6,400 **6,000**
Average
Minute
Audience
Adults 18+ Average
Minute
Audience
Adults 35+

**Audience
Market
Share**



145,000 **123,000**
Adults 18+ Adults 35+
listeners reached weekly

93 mins listened daily
Adults 18+
98 mins listened daily
Adults 35+

corus.

Source: Infosys+ - Numeris PPM Radio Data Calgary CTRL SU'17+FA'17+WI'18+SP'18 Base A18+ Mo-Su 5a-1a



48%

52%



83%
Are Homeowners



49%
Main Shopper



53%
Married/Common Law



68%
College/University
Educated

770 CHQR listeners are likely to...

- travel outside own province (personal)  **54%**
- hike/camp in season  **57%**
- be an owner, manager or professional  **16%**
- garden in season  **67%**
- enjoy fine dining  **22%**
- be a dog owner  **29%**
- go to movie theatre  **28%**
- golf in season  **21%**

Kick Start Campaign

This spot bank of airtime is designed to run within 6 to 12 week period. It will allow the flexibility of scheduling based on your specific advertising objectives...

Program Includes:

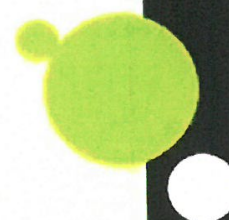
- 120 x 30 second messages to air Mon-Sun 5a-1a Full Reach
- 60 x 15 second BONUS messages Mon-Sun 5a-1a, guaranteed

770 CHQR Investment:

\$6,962.50 plus GST

Global News  RADIO
770 CHQR

corus.





**VULCAN COUNTY
MINUTES**
*Vulcan District Waste Commission
23 May 2018
Council Chambers
Administration Building
102 Centre Street, Vulcan, Alberta*

Present: Ron Wickstrom Member at Large
Michael Monner Vulcan County
Ryan Smith Vulcan County
Tom Grant Town of Vulcan
Scott Schroeder Village of Milo
Stacey Hovde Village of Carmangay

Absent: Clydine Grenier - Village of Arrowwood
Craig Stokes - Village of Lomond
Trevor Wagenvoort - Village of Champion

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

Call to Order

Chair Wickstrom called the meeting to order at 7:30pm

Approval of Agenda and Additions

Approval of the Agenda

VDWC 2018-05-23-01 MOVED BY MEMBER GRANT that the Agenda is approved as presented.

CARRIED UNANIMOUSLY.

Adoption of Minutes

Minutes of the February 28, 2018 meeting

VDWC 2018-05-23-02 Committee reviewed the minutes of the February 28th, 2018 meeting.

MOVED BY MEMBER MONNER the minutes of the February 28, 2018 meeting of the Vulcan District Waste Commission are adopted as presented.

CARRIED UNANIMOUSLY.

Vulcan District Waste Commission - 23 May 2018 Minutes

Financial Reports

Auditor Report

Annual Statement of Control Environment Management Acknowledge of Review

VDWC 2018-05-23-03 MOVED BY MEMEBER SMITH that the commission approve the adjustments as presented by the auditor Woodman White LPP
CARRIED UNANIMOUSLY.

VDWC 2018-05-23-04 MOVED BY MEMBER HOVDE that the Audited Financial Statement be accepted as presented by our Auditors Woodman White LLP.
CARRIED UNANIMOUSLY.

General Manager's Report

Manager's report

VDWC 2018-05-23-05 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 2018-05-23-06 MOVED BY MEMBER MONNER that the SAEWA report is accepted as information.
CARRIED UNANIMOUSLY.

Next Meeting

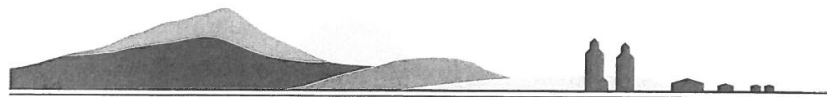
The next meeting of the Vulcan and District Waste Commission will take place on June 27th, 2018

Adjournment

Chair Wickstrom adjourned the meeting at 9:00pm

Dick Ellis, General Manager

Ron Wickstrom, Chair



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 2 (2018)

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING

Thursday, June 7, 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 (absent)	Village of Barnwell	Russ Barnett - Mayor	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers	Village of Milo
Dan Klein - Councillor	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 (absent)	Town of Picture Butte
Jamie Smith	Village of Champion	Bev Everts	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Lorne Jackson - Councillor	Town Pincher Creek
Butch Pauls	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Heather Caldwell	Town of Coalhurst	Greg Robinson	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby (absent)	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	Town of Fort Macleod	Jason Schneider	Vulcan County
David Rolfson (absent)	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 (absent)	County of Lethbridge	Maryanne Sandberg - Alternate	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Cameron Mills	Planner
Bonnie Brunner	Senior Planner	Stacy Olsen	Assistant Planner
Mike Burla	Senior Planner	Mladen Kristic	CAD/GIS Technologist
Steve Harty	Senior Planner	Yueu Majok	CAD/GIS Technologist
Diane Horvath	Senior Planner	Kaylee Sailer	CAD/GIS Technologist
Gavin Scott	Senior Planner	Jennifer Maxwell	Subdivision Technician
Ian MacDougall	Planner		

AGENDA:

1. Approval of Agenda – June 7, 2018

2. **Approval of Minutes** – March 1, 2018..... (attachment)
 3. **Business Arising from the Minutes**.....
 4. **Reports**
 - (a) Executive Committee Report..... (attachment)
 5. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2017..... (attachment)
 - (b) Draft Policy – Intellectual Property/Copyright.....
 - (c) Cannabis Update.....
 6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2018 (attachment)
 7. **Adjournment** – September 6, 2018
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Board of Directors approve the agenda of June 7, 2018, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Ed Weistra

THAT the Board of Directors approves the minutes of March 1, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

(a) **Executive Committee Report** (attachment)

- Chair Gordon Wolstenholme reviewed the Executive Committee Report for the meetings of February 15, April 12 and May 10, 2018, for information.

5. BUSINESS

(a) Draft ORRSC Annual Report and Financial Statements 2017

- Lenze Kuiper presented the Board with the ORRSC Annual Report and Financial Statements for 2017. Highlights included a breakdown of revenues and expenses which show an increase in total equity for 2017. Subdivision activity has remained consistent over the last few years and accounted for \$347,974 in revenue. Staff salaries and benefits are the largest expense and accounted for 91% of the expenses. The remaining 9% of expenses included staff travel, training, equipment and office supplies.
- There was a question whether the staff travel expenses could be reduced by doing more teleconferences and video calls. Lenze confirmed that teleconferences are being utilized more but there is still need for the planners to travel and attend meetings in person.

Moved by: Greg Robinson

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2017.

CARRIED

(b) Draft Policy – Intellectual Property/Copyright

- Lenze Kuiper presented the Board with a Copyright / Intellectual Property issue. Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is not in itself a crime, but can constitute copyright infringement.
- Recently, one member municipality hired a private consultant to prepare a planning document. The planning document contained maps with the ORRSC logo and were used without consent. The maps within the document are copyrighted by AltaLIS Ltd. The member municipality involved in the document containing the maps presented their side of the issue and expressed frustration on how this had been dealt with. There was a request for ORRSC to provide education on AltaLIS copyright requirements to the municipalities.

PRINCIPLES OF END-USER REDISTRIBUTION RIGHTS

AltaLIS Ltd., Alberta Data Partnerships (ADP) and their partners always retain ownership and copyright to the base map data.

The license and use of extractable AltaLIS datasets in their original or value added format remain with the licensed end user. It is the end user's responsibility to ensure that there is no unauthorized use of the licensed data by others.

Redistribution of an extractable format is prohibited except as provided below:

- Redistribution of both extractable and non-extractable data is permitted with any other end-user who has an ADP/AltaLIS subscription license for the defined area.
- Third party contractors are permitted to work with extractable datasets on behalf of the licensed end user upon completion of Schedule 'B' of the end user license, the Written Undertaking.

A third party contractor is not permitted to use extractable data supplied by an end user for another project. If a contractor provides a service for another client, that client must purchase the data and attain their own end user License.

- The same private contractor is now using policies from ORRSC planning documents word for word in other documents being prepared in the Edmonton region. None of the policies are

properly sourced and ORRSC has not been given credit for the work. Lenze presented examples of how works are to be properly sourced in documents.

- There was some discussion among the board members and representatives from the municipalities. There was a consensus that this issue has become larger than intended and could have been dealt with differently. Several municipalities pointed out that they share information with their neighbors and don't want to lose that ability, but plagiarism is not acceptable. Lenze reassured the municipalities that they own their planning documents and they are available anytime and can be provided in Word format, if requested.
- ORRSC has received legal advice to create an Intellectual Property/Copyright Policy. A draft of this policy will be prepared and sent out prior to the next Board meeting in September.

(c) Cannabis Update

- Gavin Scott presented the Board with a Cannabis Update. With the legalization of Cannabis there are three options that municipalities can choose from for their Land Use Bylaws:
 - Option 1: You could do nothing but then you risk needing to deal with future applications without any regulations in place.
 - Option 2: Use the Direct Control zoning district to leave the approvals in the hands of Council.
 - Option 3: Amend the Land Use Bylaw in your municipality to create setbacks buffers from Schools, Health Facilities or other uses
- In addition to the Land Use Bylaw, municipalities will need to examine their Smoking Bylaw and Business License Bylaw. AUMA recently came out with an article on why you can't establish a total ban on cannabis. When it comes to the signage for retail locations of Cannabis, municipalities can limit the size and colors of the signs but cannot control the content due to the Charter of Rights. Edibles will continue to be illegal for another year.
- It was recommended to start discussions regarding Cannabis with your planner, if you have not done so already.

6. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2018**

Moved by: Lorne Jackson

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 3-month period: January 1 - March 31, 2018, as information. **CARRIED**

7. ADJOURNMENT

Moved by: Peggy Losey

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:12 p.m. until **Thursday, September 6, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____



**BOARD MEETING MINUTES
BROOKS FIRE HALL
THURSDAY, JUNE 28, 2018**

Minutes of the Canadian Badlands Board Meeting held on June 28, 2018, at 2:30 p.m.

CALL TO ORDER

PRESENT

Brian Varga	President, Canadian Badlands / Councillor, City of Medicine Hat
Sonia Ens	Vice President, Canadian Badlands / Councillor, Village of Linden
Anne Marie Philipsen	Director, Canadian Badlands / Councillor, County of Newell
Ken Kultgen	Director, Canadian Badlands / Mayor, Village of Foremost
Fernando Morales Llan	Director, Canadian Badlands / Councillor, Town of Magrath
Terri Kinsman	Director, Canadian Badlands / Rocking R Guest Ranch
Heather Colberg	Member-at-large, Canadian Badlands / Mayor, Town of Drumheller

REGRETS

Barry Morishita	Past President, Canadian Badlands / Mayor, City of Brooks
George Glazier	Secretary, Canadian Badlands / Councillor, County of Paintearth
Doran Degenstein	Treasurer, Canadian Badlands
Brad Slorstad	Director, Canadian Badlands / Advisory Council, Special Areas #2

OTHERS IN ATTENDANCE

Kristyne DeMott	Councillor, Town of Drumheller
Lisa Hansen-Zacharuk	Councillor, Town of Drumheller
Lonna Hoggan	Administrative Manager, Canadian Badlands
Diana Watson	Executive Assistant, Canadian Badlands

1. CALL TO ORDER – President, Brian Varga, called the meeting to order at 2:30 p.m.

2. ADOPTION OF AGENDA

Brian Varga would like to add the following item to this Agenda:

3.1 Business Arising from the Minutes

Also added to this Agenda are the following Items:

Under Item 4 – Correspondence

Under Item 4.3 – Projects

Under Item 5:

5.5 Shareholder Retention

5.6 Issues on emails

5.7 Board Member roles and communication – Governance

5.8 Signs

B.M.18.42 Anne Marie Philipsen made a motion to approve Agenda with the addition of the above listed Items.

CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

April 26, 2018, Board Meeting

B.M.18.43 Terri Kinsman made a motion to approve the previous Minutes as presented.

CARRIED UNANIMOUSLY

May 14, 2018, Board Meeting

B.M.18.44 Terri Kinsman made a motion to approve the previous Minutes as presented.

CARRIED UNANIMOUSLY

3.1 Business Arising from the Minutes

Membership Fees Committee – This Committee of Brian Varga, Lonna Hoggan, Ken Kultgen, and Doran Degenstein will set up a meeting in September to review the existing Membership Fees.

CBT Board of Directors Meeting Minutes – A draft copy should be sent out to all Board members as soon as possible after the meeting, this copy will not be for public viewing until it has been approved by a motion at the next meeting.

A request was made to go In-Camera

B.M.18.45 Ann Marie Philipsen made a motion to go In-Camera at 3:00 p.m.

CARRIED UNANIMOUSLY

B.M.18.46 Terri Kinsman made a motion to go out of In-Camera at 3:15 p.m.

CARRIED UNANIMOUSLY

4. ONGOING BUSINESS

4.1 Correspondence

No correspondence to be reviewed

4.2 Marketing Campaign Update

Lonna updated the Board members

4.3 Product Development Committee Update

No update report available

PROJECTS

The GOA Projects for 2017 / 2018 require a motion to complete the reporting process and move forward with the 2018 / 2019 Projects.

The Canadian Badlands Tourism Board of Directors agrees to amend the current grant agreement with the Government of Alberta's Minister of Culture and Tourism to the following:

B.M.18.47 Ken Kultgen made a motion that the Festival of Small Halls, Geocaching, Winter Event Development, and Sports Tourism Projects will not be going forward and the allotted funds for these Projects to

be reallocated to the Financial Sustainability of the organization.

CARRIED UNANIMOUSLY

4.4 Financial Report

B.M.18.48 Ken Kultgen made a motion to accept the Financial Report as presented.

CARRIED UNANIMOUSLY

Budget

The existing Budget needs to be revised. Committee set up to do this review will be: Brian Varga, Ken Kultgen, Terri Kinsman, Fernando Morales Llan, and Lonna Hoggan. A video conference meeting will be set up for this.

B.M.18.49 Terri Kinsman made a motion to accept this Committee to review and revise the existing Budget.

CARRIED UNANIMOUSLY

Bookkeeping / Accounting

It is felt that a different accountant within the area of Drumheller would help to keep things up-to-date in a more efficient manner.

B.M.18.50 Sonia Ens made a motion to send out the Request for Proposal (RFP) for an accountant within the Drumheller area.

CARRIED UNANIMOUSLY

4.5 Director-at-Large

Letter from Kneehill County requesting to have a council member on our Board of Directors as a Director-at-Large.

ACTION Lonna will send a letter to Kneehill County in thanks of this offer, but since this year is already half completed the decision of another Director-at-Large will be made at the next AGM in 2019.

4.6 Approval to pay unbudgeted invoice

ACTION Lonna will bring a copy of the Powerpoint Presentation on memory sticks to the next Board Meeting so each member can see it.

B.M.18.51 Heather Colberg made a motion to pay this invoice.

CARRIED UNANIMOUSLY

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

This item to be reviewed at a later date

4.8 Cindy Amos Tourism Champion Award

Review the information from SAIT

No trophies in future, just a certificate; and one award of \$500 to one student.

5. NEW BUSINESS

5.1 Will put a table in Kneehill Ag Days Market at Horseshoe Canyon, August 18, 2018

ACTION Lonna will set this up.

5.2 2019 CBT AGM and Conference

B.M.18.52 Terri Kinsman made a motion that Canadian Badlands Tourism will not hold a Conference in 2019.

CARRIED UNANIMOUSLY

ACTION Lonna will talk to Travel Alberta to see if CBT can do a small presentation at their Conference in Banff in October, 2018.

ACTION Lonna and Brian will talk to William Slenders in Lethbridge about holding the AGM there.

5.3 CB Passion Play is having their 25th Anniversary this year. Celebration is on July 7, 2018, at 3:00 p.m.

5.4 Set next Board Meeting dates for 2018

Thursday, August 23, 2018, at 1:00 p.m. To be held in Brooks at the Fire Hall.

5.5 Shareholder Retention

A plan needs to be developed and separate meetings set up throughout the Canadian Badlands region.

5.6 Issues on emails

5.7 Board Member roles – Governance

5.8 Signs

6. ROUND TABLE

7. IN-CAMERA

See Item 3.1, page 3

8. ADJOURNMENT

B.M.18.53 Fernando Morales Llan made a motion to adjourn the meeting at 4:30 p.m.

CARRIED UNANIMOUSLY



Brian Varga, Vice President



Lonna Hoggan, Administrative Manager

VULCAN GOLF AND COUNTRY CLUB



EXECUTIVE MEETING MINUTES:

- July 17, 2018

MEETING CALLED TO ORDER:

- Called to order at 8:00 pm

PRESENT:

- Barry Gore, David Lyon, Paul Mansfield, Jeff Mix, Judy Sanderson, Wayne Shearer, Stacey Wheeler, Ross Zuehlke, Duke Webber, Lorna Armstrong.

ABSENT:

- Tyler Wolfe, Gordon Brayton, Paul Taylor

MINUTES OF THE LAST MEETING (June 19, 2018):

- No errors or omissions.
- **Motion** to accept minutes by David. Seconded by Jeff.

DIRECTOR OF GOLF REPORT:

- Wayne Shearer presented Director of Golf Report on behalf of Gordon Brayton, attached.
- **Motion** to accept report by Barry. Seconded by Paul M.

GROUNDS REPORT:

- Duke Webber presented the Grounds Report, attached.
- Need to remove quite a few trees and would like to remove the stumps as well.
- **Motion** to accept report by Wayne.

TREASURER REPORT:

- Presented by David Lyon, attached.
- **Motion** to accept report by Stacey. Seconded by Jeff.

HOUSE COMMITTEE REPORT:

- Presented by Stacey Wheeler, attached.
- A fridge in the kitchen malfunctioned and the kitchen lost \$400-\$500 worth of meat.
- **Motion** for Stacey to get a bill for the lost meat from Raymond and the Club will reimburse him. Carried.
- **Motion** to accept House Report by Jeff. Seconded by David.

CORRESPONDENCES

- None.

OLD BUSINESS:

- Clubhouse Roof Update
 - Roof is complete.
 - Dave Fodor has a small touchup to address on the South end.

VULCAN GOLF AND COUNTRY CLUB



- Ron Fernley and Wayne Shearer to add some fascia.
- Pad/Cart Path Update
 - Path is complete
 - Is working well, other than new path ended before the cart shed, due to hitting the approved budget. May want to be addressed in the future.
- Bookkeeping Update
 - Things going well with intern bookkeepers (Roslyn and Christine)
 - Discussion of getting a letter of contract to finish the bookkeeping year.
 - Discussion of the number of hours owed to previous bookkeeper.
- 3 Hole Jr Course Update
 - Discussion held about the pros and cons of the course. There are members in favour and members against the course.
 - Will be discussed further with a more concrete proposal at the next meeting.
- Holgen Bjerrisgaard Refund Request
 - **Motion** by Paul M, that if a member becomes employed by the VGC she/he is eligible for a prorated refund based on their hire date. Seconded by Barry. Carried.

NEW BUSINESS:

- Potable Water Signage
 - Signage exists in washrooms on the back 9; Duke will confirm.
- **Motion** by Barry Gore to appoint 3 members to form a negotiating committee to negotiate a contract extension with the Director of Golf. Seconded by Paul M. Carried.
 - Committee: Wayne Shearer, Barry Gore, Dave Lyon
- Cigarette Butts
 - Discussion of the number of cigarette butts in the parking lot and around the course
 - Will look at adding disposal unit in parking lot.

NEXT MEETING DATE:

- August 23 at 7:00 PM at the Clubhouse.

ADJOURNMENT:

- **Motion** to adjourn made by Ross.
- Meeting adjourned at 9:22 pm.

Vulcan & District Tourism Society Minutes - August 7, 2018
Vulcan Town Council Chambers

In Attendance;

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

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

1. Call to order: 7:08pm by Georgia-Lee Debolt

2. Delegations:

3. Addition & Adopt of Agenda: Jason S moved. Carried

4. Adoption of Minutes: Laura T moved. Carried

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

6. Tourism Update: Tourism Coordinator Grant Shaw. Jason S moved. Carried

7. Old Business:

A) Internet: switch to Axia at the Trek Station

B) Telephones: phone request will be in Bonnies office on Tuesday the 6th, waiting on quotes for the phones. New contacts

C) Lethbridge training: all who attended felt it was worth the time.

D) Staff Training: Dayna Dickenson was in to assist the staff

8. New Business:

A) Society Status, waiting on 2017 paperwork and a cheque from society

B) Meeting with Paul Carreau, Vaughn McPhail, Pat Wisener, Carmen Pelletier, Grant Shaw and Bonnie regarding the potential new Bird of Prey exhibit

C) New printer purchased for the Trek Station, it will look after the green screen photos as well as posters and banners. Green screen is doing well.

D) Building blueprints, we can possibly sell

E) Vul-Con - meeting at the Lodge Hall August 8, 2018 was well attended

F) Ben Heide was in with a list of things that need attention.

- G) Spock statue: Motion: To return the Spock statue in favour of a more vision appropriate option.
- H) PHP System: Hooking up the debit machine to the cash register for more accurate cash outs at the end of the day.
- I) Table cloths and chair covers purchased, can be rented out to gain return on investment
- J) Staff tour of Aspen Crossing, was a great experience for the staff, bonding and learning more about the area.
- K) Board: setting terms for the board members, looking at changing the make up of the board and length of time each person can serve.
- L) Trek Station 20th anniversary, do we want a celebration? Grant has some ideas, where would the budget come from. Looking at September 22, 2018. Ticketed event.
- M) Letter of support from Timmins Ontario

Received legal update for information. Laura T. moved. Carried
Moved out of camera 8:23pm Gloria moved. Carried

Old and new business received. Jason S. moved. Carried

10. Staff Updates:

June 28, training session for Grant, Bonnie and Brooklyn

11. Next Meeting: Sept 4, 2018 @ 7pm, Town Office

12. Adjournment: 9:45pm Gloria moved. Carried

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, AUGUST 21, 2018
COMMENCING AT 2:00 P.M.**

PRESENT: Chairman John Seaman, and Members Lyle Magnuson, Ron Fernley, Paul Taylor, Sue Dow

ABSENT: Shirley Zuehlke

STAFF: Nancy Neufeld, Development Officer; Greg Arlett, Community Peace Officer; Ian MacDougall, ORRC

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

1.0 DELEGATION

Community Peace Officer Greg Arlett was introduced to Commission members.

2.0 ADDITIONS/CHANGES TO AGENDA

Chairman John Seaman indicated that Item 5.2 Development Permit Application D18.19 and a portion of the Development Officer's Report be moved In-Camera.

3.0 MINUTES

3.1 Minutes of the May 15, 2018 meeting of the MPC were presented for adoption.

MOTION 18.15:

Moved by Member Ron Fernley that the Minutes of the Town of Vulcan Municipal Planning Commission of May 15, 2018 be approved as read by each member of the Commission. **CARRIED**

4.0 MISCELLANEOUS CORRESPONDENCE - NIL

5.0 SUBDIVISION & DEVELOPMENT REQUESTS

5.1 D18.18 – R-1 – Request for Waiver
Side yard setback of accessory building (shed) from 0.6m to 0.47m
204 Allen Crescent – Lot 12 Blk 47 Plan 7911085

MOTION 18.16:

Moved by Member Lyle Magnuson that the Municipal Planning Commission deny Development Permit Application D18.18. **CARRIED**

Municipal Planning Commission

August 21, 2018

6.0 UNFINISHED BUSINESS – NIL

7.0 NEW BUSINESS

7.1 Proposed Land Use Bylaw Amendment – Cannabis/Retail

ORRSC Planner Ian MacDougall provided an overview of the provincial regulations regarding the anticipated legalization of cannabis as well as the municipality's options regarding inclusion of cannabis retail in the Land Use Bylaw.

Direction was given to administration to investigate if the Out Reach School falls under the provincial definition of a school.

MOTION 18.17:

Moved by Member Paul Taylor that the MPC recommend to Council that an amendment for cannabis/retail be made to the Land Use Bylaw with the following recommendations:

- That "cannabis/retail" be designated as a "discretionary use" in C-1, C-2 & I-1 districts.
- That a 100m buffer be maintained around schools and healthcare facilities as defined by the Province.
- That once a location is occupied by a cannabis/retail operation, a new school or healthcare facility cannot be located in the 100 m buffer.
- That maximum provincial regulations regarding hours of operation be allowed.
- That buffering be considered for recreational facilities, in particular the Centre Street facility.

The Commission agreed to meet on September 4th at which time Ian will provide a draft bylaw amendment for provision to Council.

7.2 Pop-Up Patio- 133 Centre Street

Council approved the temporary pop-up patio at 133 Centre Street (Greatful Cup). The owners wish to extend the agreement until September 30, 2018.

MOTION 18.18:

Moved by Member Lyle Magnuson that the MPC recommend to Council that the existing agreement be extended to September 30, 2018 for the pop-up patio at 133 Centre Street. **CARRIED**

8.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

MOTION 18.19:

Municipal Planning Commission

August 21, 2018

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

9.0 LAND USE BY LAW REVIEW

10.0 IN-CAMERA

MOTION 18.20:

Moved by Sue Dow that the meeting be moved in camera at 3:05 p.m. **CARRIED**

MOTION 18.21:

Moved by Lyle Magnuson that the meeting be moved out of camera at 3:50 p.m. **CARRIED**

MOTION 18.22:

Moved by Ron Fernley that Development Permit D18.19 be denied as the structure is deemed unsightly. **CARRIED**

12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held September 4, 2018.

13.0 ADJOURNMENT

The meeting was adjourned by Paul Taylor at 3:52 p.m.

CHAIRMAN

SECRETARY

Municipal Planning Commission

August 21, 2018

Vulcan County Coordinated Community Response to Elder Abuse

Minutes for August 21, 2018 @ Vulcan FCSS

Present: Ruth Mueller(AHS), Trish Davidson (Rowan House), Amanda Caldwell(RN CRPCN, Vulcan Medical Clinic), Laurie Lyckmann(Vulcan County), Nicole Larson (Vulcan Victims Services) Gail Wark (Vulcan Community Health & Wellness), Lyndsay Urbani (AHS Vulcan Health Unit Social Worker), Sue MacDonald (United Church Clergy), Greg Arlett (Town of Vulcan CPO), Claire Kuchel-Klassen (Seniors Home Supports, Vulcan FCSS), Barbara Moore-Coffey (Rainbow Literacy), Ryan Smith (Vulcan County), Kelly Nash (Chinook Financial)

Regrets: Marty Hall (Peter Dawson Lodge), Nels Peterson (Vulcan County), Troy Dobson (RCMP), Bev Edwards (AHS Mental Health), Deb Hartung (Health Foundation)

I. Welcome (quick introductions)

Meeting was called to order @ 9:15 am.

Wendy Theodor spoke to group about "Nav-CARE". \$2500 grant was received for support of chronically ill clients and their caregivers to support their care in their own homes. First meeting for committee will be on September 20. Position available for Volunteer Co-ordinator and committee volunteers.

II. Video

Gillette video <https://www.facebook.com/559955347/videos/10155919869150348/> was shown, highlighting compassionate care given to a senior by family members.

III. Ongoing evaluation

Evaluation of the process will continue with members completing the green slips after each meeting. One outcome has been the implementation of extended meeting time to 1.5 hours.

IV. Develop Agency Resource List

Agency Resource List is still being developed and reviewed. Ruth thanked all who have contributed and looks forward to further contributions.

Action: Laurie Lyckmann agreed to work on contact list designed to give to identified or suspected victims and/or perpetrators as a resource and as a means to continue a conversation.

V. Awareness Raising Opportunities

The purpose of awareness Raising opportunities are two-fold. One is to promote the VCCCR and its efforts and the other is to educate the community about Elder-Abuse, its effects and how to prevent &/or respond to it.

A. "Who You Gonna Call?" (Resource fair on Sept. 7)

1) Invoice for \$10.00 was taken care of. Thank you.

2) What will we put on our table?

Action: Nicole will provide pamphlets and Lipstick cases.

Action: Ruth will bring Addressing Elder Abuse in Alberta booklets and Personal Directives Information Kits from OPG. Lindsey will attach her business card to the kits as she is able to assist with the completion of these forms.

3) Who will man the table?

Action: Trish and another Rowan House staff member will man the table. Ruth will help out as needed.

4) What can we offer that is interactive or fun?

Action: Ruth will bring computer/projector/screen to run videos on Elder Abuse and Gillette videos (looped)

B. Vulcan County Trade Show (Sept. 14)

Details are unclear. To be removed from agenda unless further details become available.

VI. Vision and Mission Statements Review

Definition: It was agreed that the words "spiritual abuse" would be added to read: *Elder abuse is a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person. This type of violence constitutes a violation of human rights and includes physical, sexual, psychological, emotional and spiritual abuse; financial and material abuse; abandonment; neglect; and serious loss of dignity and respect.*

Vision Statement: The decision was made to accept it as was proposed at last meeting to read: *The CCR committee's vision is a well-coordinated response and support network that provides a safe environment for individuals / caregivers/ service providers who are dealing with elder abuse issues.*

Mission Statement: The decision was made to change it to: "To develop and implement an ongoing community response model and support networks for elder abuse."

Purpose: The decision was made to adapt Claresholm model to read: *The purpose of the VCCCR Committee is to be the coordinated response model where we leverage the knowledge, services, and expertise of multiple agencies and individuals and provide effective and efficient approaches to addressing elder abuse.*

VII. Group Agreement

The decision was made to accept this as proposed on July 17 (with the exception of #8) to read:

Group Agreement:

1. *Respect everyone's opinions*
2. *There are no absolute right or wrong answers*

3. *Everyone has responsibility for their own participation*
4. *Everyone uses wisdom*
5. *No judgement*
6. *You can change your mind*
7. *Our individual actions and language creates an environment that supports our practices and fosters a safe atmosphere in which all members' contribution are valued*
8. *As a committee member abide by the guidelines of FOIP. (or...follow a code of conduct which includes a Collaboration Agreement and FOIP?)*
9. *Post case reflection and assessment of the system to provide learning opportunities and enhance committee development *

#8) was changed to "As a committee member, abide by guidelines of FOIP."

It was agreed that more discussion is needed to decide whether or not we should include wording such as "follow a code of conduct which includes a Collaboration Agreement and FOIP"

VIII. Define Membership, Responsibility, Meetings and TOR Review

Membership: It was decided to replace "Claresholm" with "Vulcan County" to read:
The members of the committee consist of representatives of organizations and service providers in Vulcan County that have common goals related to addressing elder abuse.

Responsibility: It was decided to change some of Claresholm's wording to read:
The VCCCR committee members will ensure these activities of the committee:

1. *Hold meetings at least once a month.*
2. *Participate in on going evaluation.*
3. *Review and revise the model on a regular basis.*
4. *Collaborate with VCCCR committee / agencies / service providers at large.*
5. *Ensure long term commitment of agencies involved.*

Action: Ruth will discuss the evaluation process with Gabrielle for ideas.

Meetings: *Third Thursday of every month from 9:15am to 10:45am.*

Terms of Reference *are to be reviewed on a 6-month basis.*

IX. Develop a logo (tabled)

X. Consider a Response Model (tabled)

XI. Grant Opportunities (Tabled)

- A. New Horizons for Seniors
- B. Others
- C. Age Friendly Community

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

XII. Evaluation and feed back

Green evaluation forms were submitted by members.

XIII. Next meeting: Tuesday, September 18, 2018 (9:15 – 10:45 am) @ FCSS Meeting Room.

XIV. Meeting was adjourned at 10:45am



VULCAN GOLF AND COUNTRY CLUB

EXECUTIVE MEETING MINUTES:

- August 23, 2018

MEETING CALLED TO ORDER:

- Called to order at 7:05 pm

PRESENT:

- Barry Gore, David Lyon, Paul Mansfield, Jeff Mix, Judy Sanderson, Wayne Shearer, Stacey Wheeler, Tyler Wolfe, Ross Zuehlke, Duke Webber, Gordon Brayton, Paul Taylor

ABSENT:

-

ADDITIONS TO THE AGENDA

- Charitable Donations Information
 - Discussed Under Hole 3 Course Update

MINUTES OF THE LAST MEETING (July 2018):

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

DIRECTOR OF GOLF REPORT:

- Gordon Brayton presented the Director of Golf Report, attached.
- Down 1.96% from last year, which is pretty good considering the late start to the season.
- Junior program has been very successful with a strong commitment
- Raised \$1795 for the Dusty and Cathy Rhodes Memorial; suggestion to spend \$795 on trees and \$1000 on Jr Course. Wayne will touch base with Bea Holgrimson.
- Suggested to raise 2019 dues by 5% or add a 2% surcharge for clubhouse sales to help offset the increase in minimum wage and other expenses. Surcharge could be promoted as a way to help improve the course and would get increased revenue from members and non-members.
- Controversy with the Ladies/Senior Club Championship. Need to update policy.
- Town wants to use the course for x-country skiing in the winter, both front and back 9. Duke has no problem with this.
- Suggestion to open the clubhouse for sales over the Christmas season to sell gifts and early bird memberships.
- **Motion** to accept report by Barry. Seconded by Paul T.

GROUNDS REPORT:

- Duke Webber presented the Grounds Report, attached.
- Outbreak of beetles on the back 9 greens. Have been deal with.
- Driving range net installed off 1st tee.
- 2008 Yamaha cart blew a motor. \$1200 parts credit offered by Oakcreek.
- **Motion** to accept the offer for \$1200 parts by Oakcreek by Ross. Seconded by Judy. Carried.
- Discussion of wet/dry spots on the front 9. Has to do with the setup of the irrigation and the inability to control individual sprinklers on the front. Duke and crew and aware and working on the situation.

VULCAN GOLF AND COUNTRY CLUB



- **Motion** to accept report by Dave. Seconded by Jeff.

TREASURER REPORT:

- Presented by David Lyon, attached.
- Revenue is up slightly from last year.
- Expenses are up slightly from last year (due in part to increased minimum wage)
- Income up from last year.
- Trail account is still a work in progress to get accurate.
- GIC will need to be addressed at the next meeting as its term has expired.
- Former bookkeeper was paid ~\$5200. Some of the work done has had to be redone and ultimately a portion of this comes down to a poor hiring decision.
- Both projects (roof and cart path) came in under budget.
- Christine has informed Wayne that things are going smoothly and will have the bookkeeping in order shortly.
- **Motion** to accept report by Stacey. Seconded by Jeff.

HOUSE COMMITTEE REPORT:

- Presented by Stacey Wheeler.
- All is well with the Kitchen.
- Hopeful for increased profits next year, with new specials, etc.
- Judy and Stacey will do inventory of the Kitchen.
- Cost of meat from fridge malfunction was \$450-\$500. Raymond has been reimbursed \$450.
- Wayne and Ron Fernley will install some eavestrough over cart shed entrance to prevent water from dripping.
- House has been re-shingled and paid for as per previous motion.
- **Motion** to accept House Report by Judy. Seconded by Paul T.

CORRESPONDENCES

- None.

OLD BUSINESS:

- 3 Hole Jr Course Update
 - Barry has looked into Charitable Organization requirements in order to get additional grants for the 3 Hole Course. This would also allow us to issue Tax Receipts to donors. There are strict regulations to follow in getting setup as a registered charity, which may make this unfeasible.
 - Discussion of the costs associated with the 3 Hole Course.
 - Overall Estimate is ~\$65 000
 - Estimate of \$2000 for fence separating the course from the water.
 - Quote of \$15 000 for cart path would include cart path throughout the course. Could be reduced by removing the cart path from the holes and could come out of Trail Fees.
 - Would need to cover the Septic Tank
 - Would need to get a Port-A-Potty with a shelter.
 - Estimated Operating Costs would be negligible.
 - Discussion of the necessity of a fence separating the course from the water. Board split on issue but can be addressed later.
 - Course would be free for kids, regardless of whether they or their parents are members or

VULCAN GOLF AND COUNTRY CLUB



- not.
- Parental Supervision will be required for younger kids.
- Discussion of forming a sub-committee with Duke, Gord, Wayne, and Jeff to oversee the construction of the course.
- Discussion of how to cover the shortfall in the event that sufficient donations do not come in. Two options: a) from the expiring GIC (rainy day fund) or b) using money from the Casino/Cart Path fund.
- Discussion of approaching the County or other corporations to get donations
- **Motion** to approve the development of the proposed 3 Hole Jr Course made by Paul M. Seconded by Judy. Carried with one abstention.
- **Motion** to setup subcommittee consisting of Gord, Duke, Jeff, and Wayne made by Dave. Seconded by Barry. Carried.
- **Motion** that any shortfall in funding is to be paid out of available funds made by Barry. Seconded by Dave. Carried.
- Policy Manual Update
 - Development of Update Policy Manual is ongoing.
 - Hope to have Manual to present to the Board for September Meeting

NEW BUSINESS:

- Ladies Championship
 - Discussed in Director of Golf Course
 - Will be addressed by Policy Committee

NEXT MEETING DATE:

- September 20 at 7:00 PM at the Clubhouse.

ADJOURNMENT:

- **Motion** to adjourn made by Paul M.
- Meeting adjourned at 8:38 pm.

Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council April 25, 2016	16.140	Moved by Councillor Paul Taylor THAT Council approves Anderson's request to use the lagoon waste water effluent for the purpose of irrigation and that Administration drafts an agreement to facilitate this matter.	Kim Fath	Pending Anderson purchase of irrigation equipment.	
Regular Council September 26, 2016	16.277	Moved by Councillor Georgia-Lee DeBolt THAT Council directed Administration to research this matter and bring the information back to Council for further consideration.	Kim Fath Stew Birch	Contact golf course and evaluate the success of their program. More than a year of data required.	
Regular Council June 11, 2018	18.202	Moved by Councillor Lyle Magnuson THAT Council approves the Vulcan Pool Committees recommendation and directs Administration to prepare and issue requests for proposal for a new pool basin including mechanical components as well as separate documents for a new pool house, for the purpose of accurately providing budgetary cost estimates.	Karen Rose Bonnie Ellis	Send Copy of Resolution to Community Services Manager Prepare and issue requests for proposals for the pool basin and separate proposal for a new pool house Report back to Council with recommendation	June 13, 2018
Regular Council August 13, 2018	18.256	Moved by Councillor Lorna Armstrong THAT Administration send correspondence thanking Merlin McNaughton for his years of service	Karen Rose	Send letter of thanks to Merlin for his years of service	August 15, 2018
Regular Council August 13, 2018	18.258	Moved by Lorna Armstrong THAT Council directs Administration to apply to Alberta Infrastructure and Transportation for permission to install community fingerboard signage on Highway 23 for the Vulcan Cemetery and the Vulcan Cultural Recreation Centre.	Nancy Neufeld	Apply to Alberta Infrastructure for permission to install signage for the Cemetery and CRC	
Regular Council August 13, 2018	18.259	Moved by Councillor DeBolt THAT Administration refer this matter to the Peace Officer to gather information and bring it back to Council for further consideration.	Greg Arlett Karen Rose	Gather information of traffic patterns along Whispering Greens Drive and bring back to Council for further consideration Send letter to Whispering Creek Assoc. Add to September 10 th Agenda	August 16, 2018

Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council August 13, 2018	18.260	Moved by Councillor Magnuson THAT, if needed, the public auction sale for non-payment of taxes of the land be held on October 15, 2018; THAT the reserved bid be set at not less than the market value of these properties as determined by a professional appraiser prior to the auction taking place as per Policy A-05; THAT the condition of sale be cash or certified cheque.	Teresa Smith	Place Ad in Gazette for Public Auction Sale	August 23, 2018
Regular Council August 13, 2018	18.261	Moved by Councillor Taylor THAT Council not proceed with the local improvement plan for the curb, gutter and gravel road construction of Jamison Road due to receiving sufficient petition from the effected owners.	Karen Rose	Send letter to affected parties outlining Council's decision	August 16, 2018
Regular Council August 13, 2018	18.263	THAT Council denies the encroachment agreement on Town property described as follows; 613 Centre Street Lot Ptn 19 Block 16 Plan 9834GF As shown on a real property report, dated May 4, 2018, prepared by Martin Geomatic Consultants Ltd. DEFETED	Nancy Neufeld Kim Fath Karen Rose	Execute Encroachment Agreement Have agreement signed by Mayor Update Encroachment Agreement Index	August 16, 2018
Regular Council August 13, 2018	18.264	THAT Council approves the amended motion for a road closure on September 22, 2018 from 9:30 a.m. - 7:30 p.m. from Centre Street at 1st Avenue North to 3rd Avenue North and 2nd Avenue North at 1st Street North and 2nd Avenue South at 1st Street South. C	Karen Rose	Send Copy of Resolution to Community Services Manager and CC: Public Works Foreman Place in Advocate for street closure on September 22, 2018(Change in Venue from Main Street to CRC	August 16, 2018



CAO'S REPORT

SUBMITTED TO: Town Council
SUBMITTED BY: Kim Fath
FOR THE DATES: August 10th through September 7th, 2018

Administrative Business Summary

- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Attended August 13th council meeting
- Met with CIBC representatives to discuss financial services.
- Provided meeting follow up information to the Advocate
- Council meeting follow up (*minutes review, action items, letters*)
- Installed updated computer monitors in administration office
- Attended Icompass training for action items module.
- Coordinated and attended AUMA President visit.
- Provided orientation for New Peace Officer
- Follow up with correspondence received while on vacation
- Met with community resident to discuss drainage concerns
- Met with AEMA and neighboring Municipalities to discuss Regional Emergency management.
- Attended a Certification Advisory Committee Meeting via Conference Call
- Created RFD's for next council meeting.
- Met with Mayor to sign documents and discuss agenda items.

Staff


- Awaiting Community Peace Officers Provincial Appointment.

Formal Meetings of Interest

- I Compass, Training – Town Office – *August 17th*.
- Regional Emergency Management – Tri Services – *September 6th*.

Additional information

- I was away from the office on vacation from August 21st – September 4th.


Respectfully submitted by Kim Fath
Chief Administrative Officer

MEMO

TO: Council

FROM: Nancy Neufeld, Development Officer

DATE: Report for August, 2018

Intermunicipal Development Plan (IDP) – September 5th meeting has been moved to the last week in September.

Historical Society/Telus Building – The Society has indicated that they will be proceeding with having the asphalt shingles replaced with Cedar shakes in keeping with the original style of building. Grant funding can be applied for to recoup a portion of the cost. The Society is meeting in September and will be discussing on how they wish to proceed in regards to painting the building. Recommendation was to have the existing paint scrapped off with a linseed oil paint applied. The Society is looking into the cost of doing this. If this process is cost prohibitive, a latex paint can be used.

116 Centre Street East – A development permit was applied for a “change in intensity of use” as a kitchen was being added to the lounge area to accommodate Vulcan County Smokehouse. Occupancy was pending finalization of building permit and fire inspection. The development permit was withdrawn by the applicant.

Pop-Up Patio 133 Centre Street – Council approved the temporary pop-up patio at 133 Centre Street. The applicants applied for an extension of the agreement until the end of September. Due to the timing and cancellation of Council meeting in August, the matter was brought to the Municipal Planning Commission for recommendation. Recommendation was to approve the extension until September 30th. There has been no indication to date that the applicants wish to proceed with an application for a pop-up patio in the future.

Vulcan County is producing a “Business & Community Profile” magazine. The Town of Vulcan and Vulcan Tourism have jointly booked ad space.

MPC Meeting – August 21st meeting.

BUILDING PERMITS ISSUED AUGUST 2018 - NIL

DEVELOPMENT PERMITS ISSUED AUGUST 2018 - NIL

NEW BUSINESS LICENSES ISSUED AUGUST 2018

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
Aug 7/18	1051	Maverick Electrical Services	Electrical Services	
Aug 10/18	1052	Coyote Construction & Renovations	Construction & Renovations	
Aug 10/18	1053	Pekisko Holdings Inc.	Sales & Service of Medical Equipment	119 Centre Street
Aug 10/18	1054	Candu Automation & Control Solutions	Electrical Contractor	
Aug 17/18	1055	Eco-Pro Services	Bulk Propane Deliveries	
Aug 27/18	1056	The Lobster Mobsters	Hawker/Peddlers of Seafood	

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

Month of: August 2018

Facilities:

- Funding for the arena lights we have been contacted and will receive the funds soon
- The new condenser for the arena/curling club has been shipped to Lethbridge at time of report working on date to get the work done
- Gio doors still working on doors of the Library
- Working on repairs and painting in the arena on rainy days
- We had to shut the Hot tub down on August 2nd to repair piping had it back in use August 4th
- Public works dismantled the float and has been moved out to Garry MacKinnon's for him to work on

Streets:

- 593 feet of Sidewalk replace in August
- The light fixture by the legion parking lot which was damaged has been replaced the company that replaced the light standards on center street removed and placed new light standard at no charge to thank the town for the help we provided on that project (Town purchased standard and base)
- Mowing and weed whipping in ditches and parks
- Public works did asphalt crack sealing in August at Airport /walking path /Arena parking lot /Town office and tourist center parking lots and several streets in town
- 3rd street project the issues from last report have been mostly completed there still is sod to be completed and some concrete concerns
- Some stump grinding was done in August there is still some more to be completed that will be done this fall
- Weed spraying was done in areas of concern
- Read on roads was in and did a test area of their product in the low area at the main entrance to town off of highway #23 (Town paid flat rate) and will return to top up area at no charge
- Due to hot weather we are continually watering all trees planted over the past four years .This takes two staff members consisting of 24 man-hours per week
- Public works graded and graveled alleys approx. 530 tone of gravel was used

Water & Sewer:

- Tested all alarms at lift stations and water plant

Water Plant (contracted)

- Minor repair and maintenance in water plant
- In August all lab and online analyzers have been serviced and recertified to meet the approval standards for Alberta Environment

Parks:

- Mowing and weed whipping
- Will be shutting down and blowing out irrigation in September
- Plan to keep campground open as long as weather permits

Cemetery:

- One opening and closing
- Mowing and weed whipping

Equipment**Personnel:**

- All summer staff are done. Cody Mclean might work into September depending on his school schedule

Other:

- Public works assisted with the Rodeo
- From the Hospital project we took the top soil for them. They found soil conditions below top soil to be a clay and top soil mix which they have also dug out and we took it also (good enough for us) I have been asked if we have clean fill they could access which we may be able to depending on if they tested it but have not heard anymore at the time of report if they want to look at it or not

Stewart Birch Town Foreman

September 2018

TOWN OF VULCAN Community Services Report

Prepared By Bonnie Ellis Community Services Manager

COMMUNITY SERVICES

Pool Project is going forward. A meeting has been set up with a Repressive from Tango Project Management. Request for quotes have gone out to builder for the service building and to pool construction companies. These will be more detailed quotes with number we will put in our grant application

Working on completing grants: 7 CSJ, 1 Tourism grant, Community Wellness grant, Pool CFEP Grant, Arena Light Grant

Working with community groups to complete their county grant requests.

Working with Juile Umshied for the Food Truck FunRaiser she has chosen a new location for the event after talking with local store owners. The Event will be moved to the CRC. I am also working with someone who would like to have a Halloween event in town.

Staff

Bonnie Away Oct 24-27 APRA Conference Jasper

Sept 13-15 holidays

Meetings attended: Minor Baseball, Vulcan Tourism, Meeting with CCHS School Principal, Vul-Con Debriefing, Vulcan Recreation

RECREATION

Programming

Adult Slo Pitch there is 9 teams from across the county this year playing Team Champion won the Championships.

Online registration for summer programming and swim lessons is open and camps and lessons are filling quickly. We have had 539 registration from March 1 to Aug 27 this would be Summer games, summer camps and swim lessons (297

Winter Recreation Guide. It will be out in mid-September.

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

Story Adventure Camp Hailey Smith is doing this camp twice in the year and it is just a drop in camp. The number for the first one averaged 5 per day, The Second Story Camp was much better with 2 the first day but averaged 8 for the week and had 13 on the last day. Will look at doing something similar next year.

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

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

Basketball Camp with Robby Findlay running it for us had 18 signed up

Summer Movies we had two movies in August:

The Avengers movie on Aug 10 the warmest day of the year could not plan it any better the temperature at the end of the movie was 24 C, we had 75 people watch the Movie. Too bad we could not predict the weather all the time.

Solo on Aug 31 we moved inside due to the cool windy day and has a good turnout of 31

Last week of summer this event was hit and miss with some events being cancelled:

Nerf Wars the under 12 group was a Huge success with 28 participating and zero in the older group

Egg and Cardboard boat Race were cancelled due to poor registration

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

Pool

The pool staff did a great job this year thanks to Spencer Schneider and his team. We have several lifeguards wishing to return next year. Here are our final numbers

Week	Early Bird	Senior Swim/ Parents & Tots	Lane Swim	Public Swim	Aquafit	Family Swim	Total
TOTAL	418	34	281	5760	170	134	6697

TOURISM

VulCon

A survey was sent out to each guest in help organize next year event. Feedback on what the liked and where we can improve

Facilities have been booked for next years. Grant is working on the date that works best for the event.

Total Visitors 2675 Counsellor 357

Sales in August have come in at approx. \$22 196. 00

Summer staff have completed their season. Brodynne will stay on to help out.

Bill Brandley came down to help us work on our green screen. We added more lights to help give the best photo we can. We will purchase some flash lighting which should help with the quality of the picture. Sales have been going very well with over \$1600 coming in from sales.

We had fake money used at the tourism center, the RCMP are looking into the matter. Grant recovered most of the money give out as change from the fake \$100.00

Fall/Winter hours at the tourism station have now changed to open Monday, Thursday thru Sunday. Grant feels that this arrangement would work well as Tuesday and Wednesday are slow days.

Staff

Grant – Oct 13 Okotoks Comicon
Oct 21-23 Banff Tourism Conference
Oct 11-12 Supervisory Training

Brooklyn - Sept 6-7 Holidays

Submitted Bonnie Ellis Community Services Manager

PEACE OFFICER PROGRAM

Managers' Report – August 2018

- ☐ August 13th new community peace officer started with the Town of Vulcan and sworn in as a Bylaw Officer at Town Council meeting. Application sent in to Solicitor General for Community Peace Officer I appointment.
- ☐ From August 13th to August 31st; Five (5) files were created.
 - One (1) Animal Control file
 - One (1) Warning for Dog Licenses. (Generated from a barking dog complaint)
- ☐ Did not have many patrol hours completed for August.
 - Bylaw Officer Arlett awaiting CPO1 Appointment .
- ☐ Investigating Two (2) Unsightly Premises
- ☐ Attended organizational meeting on Elder Abuse Initiative.
- ☐ Bylaw Officer Arlett obtained Recertification in Defensive Baton and OC Spray
 - This is a required Recertification by Solicitor General
- ☐ Digital Speed Signs
 - Have been in place at the pool throughout the entire month of August.

Plans for September

- ☐ Traffic Enforcement
 - Bylaw Officer Arlett receiving Radar/Lidar training with Calgary Police Service Sept 11th and 12th to be certified for when CPO1 appointment comes through.
 - Will work with RCMP and Sheriffs to enforce speed until then.
 - CVE has plans to perform school bus inspections with the new school year as a part of their annual school bus safety program.
 - Areas for Concern include:
 - Playground Zone around schools with children back in school.
- ☐ Digital Speed Signs
 - Deploying the signs to the playground zone around schools.
- ☐ Will be conducting One (1) Unsightly Premises Inspections



Station 27 Fire Department Office of the Fire Chief

September 4, 2018,
Management Report

For the Month of July and August 2018, Station 27 Fire Department has responded to the following:

Call Type	Town	Rural
Carbon Monoxide		
Fire Response		
Grassland		2
Rescue		
Hazmat		
Gas Leaks		
MVC	1	2
Mutual Aid		7
Medical Assist	7	2
First Response	1	
Service Call		
False Alarm	4	
Total Calls (month)	13	13

First Response = No Ems from Vulcan

92 Total Calls to the end of August 2018

The call report is for Town and County.

General Operations

- Stn 27 took delivery of our new 2019 Chev 3500 equipped with a 250 gallon skid unit equipped with a foam system and gasoline powered pump. This unit is labeled "Rapid 27".
- All of our units have passed their respective tests, all units are in service.



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

- The NFPA 1001 level 1 course has been completed, stn 27 had 3 members complete the course successfully.
- Station 27 had a tour of the water plant and a Q and A period with Stew Birch.
- Regular Tuesday practices have been well attended.

Fire Prevention/Public Relations

- Station 27 has a facebook page which is updated after every call or special event.
- Vulcan fire assisted at the Demolition derby by providing medical stand by and watering the infield.
- Vulcan Fire assisted the Sid Hartung Rodeo by watering the infield.
- Vulcan Fire put on a pancake breakfast on the Sunday of the Sid Hartung rodeo.
- Vulcan Fire is participating with the Food Truck Fund raiser scheduled for September 22.

We will be operating our dunk tank in an attempt to raise funds for our members association. We are looking for volunteers to take turns sitting on the dunk tank. Any Administrators, councilors and of course the mayor would be very welcome to take a turn!! Please contact me if you would like to volunteer!

Respectfully,

Peter Wyatt,

District 27 Fire Chief,

Vulcan Fire Department

peter.wyatt@vulcancounty.ab.ca