

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, FEBRUARY 9, 2015
COMMENCING AT 7:00 PM**

PUBLIC HEARING

CALL TO ORDER

1.0 Call to Order:

2.0 Public Hearing:

3.0 Delegations:

- 3.1 Emergency Medical Services Presentation
 - Nicholas Thain - Executive Director, Clinical Operations, Calgary Zone
 - Don Allan – Director, Suburban/Rural Clinical Operations, Calgary Zone

4.0 Adoption of Agenda

4.1

5.0 Adoption of Previous Minutes

- 5.1 Regular Council Meeting Minutes – January 26, 2015

6.0 Unfinished Business - NIL

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1

9.0 Committee and Administrative Reports

9.1

10.0 Bylaws - NIL

11.0 New Business

- 11.1 Encroachment Agreement – 206 – 2 Street North
- 11.2 Spock Days 2015 Use of Arena Request
- 11.3 Rescind Policy PU-3 – Boulevard Trees Allen Subdivision
- 11.4 Rescind Policy PU-7 – Raw Water Availability
- 11.5 Rescind Policy PU-8 – Raw Water Supply Line
- 11.6 Adoption of Policy A-4 - Letter of Support Policy
- 11.7 Doctor Retention Reserves
- 11.8 Senior Housing Committee
- 11.9 CPO Operational Reserve
- 11.10 Computer Hardware Upgrade
- 11.11 Recreation Department Computers

12.0 Notice of Motion

13.0 Management Reports

- 13.1 Management Reports

14.0 In-Camera

- 14.1 Real Estate

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting January 26, 2015

Meeting:	Regular Council
Meeting Date:	February 9, 2015
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached are Minutes of the Regular Meeting of Town Council, held in the Town of Vulcan Council Chamber on Monday, January 26, 2015.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

After reviewing these Minutes Council is asked to approve the same with or without changes.

COSTS / SOURCE OF FUNDING (if applicable):

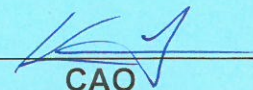
N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chambers on Monday, January 26, 2015 be approved as circulated and read by each member of Council.

Initials show support -Reviewed by: _____

Director: _____


CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, JANUARY 26, 2015**

PRESENT:	Mayor	- Tom Grant
	Councillor	- Georgia-Lee DeBolt
	Councillor	- John Seaman
	Councillor	- Rick Howard
	Councillor	- Sue Dow
	Councillor	- Lorna Armstrong
	Councillor	- Paul Taylor
	Chief Administrative Officer	- Kim Fath
	Recording Secretary	- Karen Rose

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

2.0 Public Hearings – NIL

3.0 Delegations – Nathan Cross – Alberta’s Promise Initiative

Nathan Cross, Manager, Strategic Partnerships and Community Engagement for Alberta’s Promise was in attendance and gave a brief presentation of how their initiatives could benefit our community.

Alberta’s Promise was started in 2003. It is a provincial organization that helps pair business and community partners to community needs and resources to enhance the wellbeing of children in Alberta.

4.0 Adoption of Agenda

Motion No.: 15.012

11.8 – Temporary Signage Alberta Treasury Branch
11.9 – Land Use Bylaw Open House Proposal
11.10 – Alberta’s Promise

Moved by Councillor John Seaman THAT the agenda governing this meeting be adopted as amended.

CARRIED UNANIMOUSLY

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, January 12, 2015 were presented to Council.

Motion No.: 15.013

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 12, 2015 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business

6.1 Council Planning Session

Motion No.: 15.014

Moved by Councillor John Seaman THAT Council approves the Council Planning Session be held on March 4 and 5, 2015. **CARRIED UNANIMOUSLY**

6.2 CAO Settlement Agreement

North and Company has provided a draft settlement agreement.

Included in the 2014 Operational Budget.

Motion No.: 15.015

Moved by Councillor Rick Howard THAT the Mayor executes the settlement agreement as provided by North and Company. **CARRIED UNANIMOUSLY**

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending January 26, 2015 was presented to Council to be received for information.

Motion No.: 15.016

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending January 26, 2015 be received for information.

CARRIED UNANIMOUSLY

9.0 Committee and Administrative Reports

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

Motion No.: 15.017

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the January 26, 2015 Town Council Meeting be received for information.

- Twin Valley Regional Water Commission – Agenda – Minutes – November 25, 2014
- Vulcan Library Board Meeting – Agenda - Minutes – November 26, 2015

Verbal Reports:

- Councillor John Seaman
 - Vulcan District Waste Commission
- Councillor Sue Dow
 - Vulcan Business Development Society
 - Vulcan and District Tourism Society
 - Vulcan Brand Innovation Team
- Councillor Paul Taylor
 - Vulcan Library Board
- Councillor Lorna Armstrong
 - Vulcan Town and County Airport Committee
 - Family and Community Support Services

- Councillor Georgia-Lee DeBolt
 - Vulcan Town and County Airport Committee
- Mayor Tom Grant
 - Vulcan Regional Healthcare Representative

CARRIED UNANIMOUSLY

10.0 Bylaws - NIL

11.0 New Business

11.1 VulCon 2015 – Vulcan Tourism

Devan Daniels from Vulcan Tourism discussed with the Director of Recreation to continue the partnership between the town of Vulcan and Vulcan Tourism for the “new” VulCon event.

In the past the partnership between the Town of Vulcan and Tourism for Spock Days was to cover the fees associated with the facilities that the Town owns or has a partnership with. Devan is requesting this same partnership for the VulCon events.

Motion No.: 15.018

Moved by Councillor John Seaman THAT Council approves the Recreation Directors recommendation to cover the cost for the use of Town and Joint Use facilities.

CARRIED UNANIMOUSLY

11.2 Rescind Policy A-4 Deputy-Mayor’s Schedule

Policy A-4 Deputy-Mayor’s Schedule is duplicated by Policy A-16 Deputy-Mayor’s Schedule.

Motion No.: 15.019

Moved by Councillor Lorna Armstrong THAT Council rescind Policy A-4 Deputy-Mayor’s Schedule.

CARRIED UNANIMOUSLY

11.3 Amend Policy A-15 Fire Chief Honorarium

Chief Administrative Officer Kim Fath is making recommendation to Council to amend Policy A-15 Fire Chief Honorarium.

Motion No.: 15.020

Moved by Councillor Paul Taylor THAT Council approves the recommendation by Administration to amend Policy A-15. **CARRIED UNANIMOUSLY**

11.4 Amend Policy A-20 Organizational Chart

Chief Administrative Officer Kim Fath is making recommendation to Council to amend Policy A-20 Organizational Chart.

Motion No.: 15.021

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the recommendation by Administration to amend Policy A-20. **CARRIED UNANIMOUSLY**

11.5 Request to Host 2016 or 2017 Southern Alberta Summer Games

A letter was received from the Southern Alberta Recreation Association to place a bid to host the 2016 or 2017 Southern Alberta Summer Games.

The Southern Alberta Recreation Association indicated that they have two communities who have shown serious interest in putting a bid in for the 2016, 2017 summer games.

Motion No.: 15.022

Moved by Councillor John Seaman THAT Council accept the recommendation of the Director of Recreation and Community Services that no action be taken at this time,

AND that the Director of Recreation look seriously into placing a bid for the 2018 or 2019 Alberta Summer Games for the Town of Vulcan. **CARRIED UNANIMOUSLY**

11.6 Canadian Badlands Tourism and Development Conference and AGM

The Canadian Badlands Tourism and Development Conference and AGM is being held on March 25-27, 2015 in Strathmore, Alberta and Councillor Armstrong has indicated she would like to attend.

Motion No.: 15.023

Moved by Councillor Paul Taylor THAT Council gives two Councillors approval to attend the Canadian Badlands Tourism and Development Conference and AGM and that the associated costs are paid by the Town. **CARRIED UNANIMOUSLY**

11.7 Volunteer Appreciation Week 2015

The Town of Vulcan Recreation office is working on conjunction with Vulcan County Volunteer Appreciation Committee and other community minded organizations to host a County Wide Volunteer Appreciation Dinner.

They asked for the Town's support in this event and are requesting a signed letter of support.

Motion No.: 15.024

Moved by Councillor Sue Dow THAT Council direct Administration to prepare a letter of support as requested. **CARRIED UNANIMOUSLY**

11.8 Temporary Signage Alberta Treasury Branch

A request has been received from Alberta Treasury Branch for a temporary freestanding portable sign to be placed in front of their building.

Two locations for the placement of the temporary sign have been proposed by ATB. The sign is 5' x 8' in size.

Freestanding portable signs are allowed on a temporary basis if removed in 14 days. ATB is asking for an extension to have the sign to be in place from February 2, 2015 to March 2, 2015.

Motion No.: 15.025

Moved by Councillor Rick Howard THAT Council accept the recommendation of the Development Officer to allow the ATB to place a portable sign according to proposal #1 and extend the allowed time from 14 to 30 days. **CARRIED UNANIMOUSLY**

11.9 Land Use Bylaw Open House Proposal

The Development Officer would like to hold an Open House for the public to review the proposed Land Use Bylaw.

Motion No.: 15.026

Moved by Councillor John Seaman THAT Council accepts the recommendation of the Development Officer and directs Administration to organize an Open House on Wednesday, February 25, 2015 for the proposed Land Use Bylaw. **CARRIED UNANIMOUSLY**

11.10 Alberta's Promise

Motion No.: 15.027

Moved by Councillor Paul Taylor THAT the Town of Vulcan partner with Alberta's Promise. **CARRIED UNANIMOUSLY**

12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Paul Taylor at 8:22 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials

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Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending February 9, 2015.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A


RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending February 9, 2015 be received for information.

Initials show support -Reviewed by:

Director:

CAO



Report on Miscellaneous Correspondence 8.1 (2) - February 9, 2015

A. Vulcan & County Health Care Workers Retention and Recruitment Committee

Response to request for Funding

B. Alberta Urban Municipalities Association

Sharing of Municipal GIS data with Public Safety Agencies

C. Alberta Association of Municipal Districts and Counties

Letter of support to FRESC asking Alberta Health Services access to GIS data compiled by AHS

D. Mayors and Reeves of Southwest Alberta

Letter of support for Private Members Bill, Bill C644

E. SouthGrow Regional Initiative

1st Annual Economic Summit – March 5, 2015

F. Rowan House Emergency Shelter

2015 Hope & Healing Gala Invitation – April 25, 2015

Vulcan and County Health Care Workers Retention and Recruitment Committee

County of Vulcan
Vulcan, AB.

Town of Vulcan
Vulcan, AB

Attn: Vulcan County Reeve and Councilors/Vulcan Mayor and Councilors

At our regular meeting on January 14, 2015 members of the Physician's Recruitment and Retention Committee (the R and R Committee) realized we have not had a response to our request for funding.

The members of the R and R committee collectively invested hundreds of hours working with representatives of Alberta Culture to develop a strategic plan. The plan outlines 4 strategies that we believe will be successful in attracting and retaining doctors as well as other health professionals to our community. Our plan also includes a budget which assigned a cost associated with achieving each of those strategies. This strategic plan, along with a formal funding request letter was submitted to both councils on September 29, 2014.

The members of the R and R Committee are aware that there are only so many dollars available for physician recruitment and retention. We know that dollars from the Physician's Recruitment tax have been funneled to the clinic to reduce the physician's overhead expenses and that Vulcan County has provided startup funding for the Vulcan County Health and Wellness Foundation. We fully support both initiatives. However, it is our belief that if we are to be successful in our attraction and retention efforts for the next 30 years, we need a multi-faceted approach. These are the ideas and goals that have been addressed in our strategic plan.

We hope that you will take the time to review our Strategic Plan and let us know what level of support we might expect. As you are probably aware, the amount of financial support we gain will have a significant impact on our ability to proceed as planned. Therefore, we are requesting a formal response to our Request for Funding by our meeting on 10 March 2015.

Sincerely,



Dave Clark, Chairperson
Vulcan and County Health Care Workers Retention and Recruitment Committee

WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

8.1.B

December 12, 2014

Ms. Vickie Kaminski
President and CEO
Alberta Health Services
10101 Southport Road SW
Calgary, AB T2W 3N2

Dear Ms. Kaminski:

The sharing of geographic information system (GIS) data is key to ensuring public safety through enabling first responders to receive accurate information on the location of an emergency situation.

On behalf of Alberta's urban municipalities, our Association was pleased to endorse the sharing of municipal GIS data with public safety agencies subject to the data only being used for emergency response purposes. In turn, AUMA appreciates that AHS is working on a solution to enable GIS data sharing with municipalities and medical first responders. We would appreciate an update on progress to date and next steps.

AUMA welcomes the opportunity to participate on an advisory panel organized by AHS and Alberta Health which is developing a provincial model for medical first response.

Yours truly,



John McGowan, CMA, ICD.D
AUMA CEO

cc: Ms. Suzanne Oel, Chairperson, Foothills Regional Emergency Services Commission



Partners in Advocacy & Business

8.1.C

December 5, 2014

The Honourable Stephen Mandel
Minister of Health
208 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister Mandel,

In the fall of 2014, the Alberta Association of Municipal Districts and Counties was contacted by the Foothills Regional Emergency Services Commission (FRESC) regarding their ability to use GIS mapping data acquired by Alberta Health Services (AHS) for their provision of emergency services.

FRESC provides emergency service dispatch to 26 rural and urban municipalities in Southern Alberta. As a collection of municipalities, they must collect, compile and integrate GIS mapping data from each of the 26 member municipalities to ensure they can accurately dispatch emergency services to the location of an emergency. This is both costly and time consuming.

It is understood that AHS has compiled and regularly updates GIS data for AHS emergency response. The FRESC has requested access to this data since it would reduce the duplication of work and expense already completed by AHS and paid for by the Alberta taxpayers. In consultation with other emergency service providers, the AAMDC has found that this sentiment is shared among emergency service providers.

The AAMDC supports FRESC and other emergency service providers in their request for access to this data as it will reduce both costs and allow these organizations to focus on their primary objectives – keeping our communities safe.

The AAMDC appreciates your attention the matter and if you have any concerns or questions, please do not hesitate to contact me at akemmere@aamdc.com or 403.507.3345.

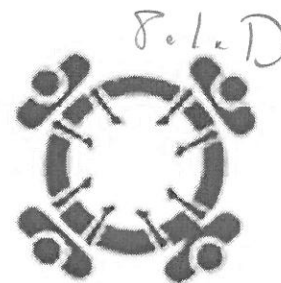
Sincerely,

Al Kemmere

President

Cc/ Suzanne Oel, Chairperson, Foothills Regional Emergency Service Commission

Mayors & Reeves of Southwest Alberta



January 17, 2015

Jim Hillyer, MP
255 – Eighth Street South
Lethbridge, AB T1J 4Y1

RE: Bill C644

Dear Mr. Hillyer:

Further to the discussion at the Mayors & Reeves Southwest Alberta meeting held on January 9, 2015, we support your private member's bill, Bill C644, and commend you on working to close the gap in our judicial system regarding problems with parolee violations.

We understand the difficulties encountered in getting a private member's bill passed in our democratic system; however, we do want you to continue with your efforts and we look forward to you being successful during the current sitting of the House of Commons. If an election occurs prior to your success we would anticipate that you would continue to promote this bill in the following House sittings by re-introducing the legislation.

On behalf of the Mayors and Reeves, thank you for bringing Bill C644 forward to protect the public. We appreciate your commitment to the well-being of safe and caring communities.

Yours truly,

Mayor George Bohne, Chair
Mayors and Reeves of Southwest Alberta



1ST ANNUAL ECONOMIC SUMMIT



Lieutenant-General Andrew Leslie

March 5, 2015

9:30 a.m. – 4:30 p.m.

In partnership with **Community Futures Lethbridge**, join us for lunch with Lieutenant-General Andrew Leslie as he speaks about leadership

Join us throughout the day for conversation, input and collaboration in Round Table discussions on Renewable Energy, Broadband Internet, Food Processing and Production, and New Business Opportunities for our region. Come out and be a part of the collaboration of moving Southern Alberta into the future.

Included will be a short seminar on Effective Meetings presented by Alberta Community Development and Tourism

COST FOR THE ENTIRE DAY INCLUDING LUNCH AND SPEAKER \$95.00 (NO GST).

PHONE 403-394-0615 TO REGISTER OR E-MAIL PETE.LOVERING@SOUTHGROW.COM

PLEASE BOOK EARLY TO AVOID DISAPPOINTMENT AS SEATING IS LIMITED

If you cannot attend the full day, join us at 12:00 noon for lunch and speaker at a cost of \$35.00, space permitting



January 26th, 2015

Dear Mayor Grant and members of council,

Rowan House has been supporting families within southern Alberta communities for 15 years.

From our early years in a tiny facility near Black Diamond, to our move to a state of the art, secure facility more centrally located in High River, we have housed hundreds of women and children leaving abusive situations. We have been through the Flood of 2013 and have grown from 6 beds and 2 bedrooms to a fully functioning 24 bed, 7 bedroom facility for women and their children needing housing, education and support as they proceed on their own journey to a life free of domestic violence.

We provide education, prevention and early intervention work in the community with the vision of ending family violence. We count on your support to be successful.

Our annual Hope and Healing Gala will be held on Saturday, April 25th at Lynnwood Ranch in Aldersyde.

We hope you'll consider joining us for another great evening as we raise the much needed funds for the Rowan House Emergency Shelter and the essential programs and services we provide.

Help us celebrate our 15th year in Southern Alberta making a difference in the lives of women and children in our community.

In gratitude,

The 2015 Hope & Healing Gala Committee

Tickets are \$200 each

or

\$1,400 for a Table of 8

They can be purchased online at www.rowanhouse.ca or by mail.

Rowan House Society

Box 5121, High River, Alberta, T1V 1M3

Crisis Line: 403 652-3311 Toll Free: 1-855-652-3311 Admin: 403 652-3316

www.rowanhouse.ca

Charitable Registration #99010170700001

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
 Meeting Date: **February 9, 2015**
 Originated By: Kim Fath

BACKGROUND / PROPOSAL:

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

- Foothills Regional Emergency Services Commission – Agenda – Minutes – November 26, 2014
- Vulcan and District Chamber of Commerce Meeting – Agenda – Minutes – January 5, 2015
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – January 9, 2015
- Municipal Planning Commission – Agenda - Minutes – January 20, 2015
- Vulcan Town & County Airport Committee Meeting – Agenda – Minutes – January 26, 2015

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the February 9, 2015 Town Council Meeting be received for information.

- Foothills Regional Emergency Services Commission – Agenda – Minutes – November 26, 2014
- Vulcan and District Chamber of Commerce Meeting – Agenda – Minutes – January 5, 2015
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – January 9, 2015
- Vulcan Town & County Airport Committee Meeting – Agenda – Minutes – January 26, 2015

Initials show support -Reviewed by: _____

Director: _____

CAO

FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION
BOARD MEETING

Wednesday, November 26, 2014

7:00 p.m. Okotoks Fire Hall – 132 Milligan Dr. Okotoks

AGENDA

1.0 CALL TO ORDER

1.1 Organizational – Elections
Chairman
Vice Chairman

1.2 Signing Authority

2.0 AGENDA

3.0 MINUTES OF MEETING – October 22, 2013

4.0 FINANCIAL REPORT

5.0 OLD BUSINESS

5.1 Regional Emergency Alert System Update

5.2 AFRRCS Update

5.3 Peace Officer Monitoring Update

5.4

6.0 NEW BUSINESS

6.1 FRESC Operational Resource Requirements

6.2

6.3

6.4

6.5

7.0 NEXT MEETING

8.0 EXECUTIVE DIRECTOR REPORT

9.0 IN CAMERA SESSION

10.0 ADJOURNMENT

**FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION
BOARD MEETING**

Wednesday, November 26, 2014

7:00 p.m. Okotoks Fire Hall, 132 Milligan Dr., Okotoks

Attendance: Suzanne Oel, Dr. Ed Sands, Jamie Tiessen, Cliff Ayrey, Tom Grant,
Jakob Hensel, Jason Schneider, Gerald Pfeil, Brenda Fenwick

Absent: Bruce Masterman, Judy Thomson

1.0 The meeting was called to order at 7:02 by Suzanne Oel, Chairperson.

1.1 Organizational Elections

Brenda Fenwick assumed the position of chairperson to conduct the annual elections of Chairman and Vice Chairman.

Chairman:

Nominations for the position of Chairman were asked from the floor.

MOTION: by Ed Sands to nominate Suzanne Oel for the position of
Chairman.

Suzanne Oel accepted the nomination.

CARRIED

MOTION: by Cliff Ayrey to close nominations for the position of
Chairman

CARRIED

Suzanne Oel Chairman by acclamation

Vice Chairman:

Nominations for the position of Vice Chairman were asked from the floor.

MOTION: by Suzanne Oel to nominate Jamie Tiessen for the position
of Vice Chairman.

Jamie Tiessen accepted the nomination

CARRIED

MOTION: by Cliff Ayrey to close nominations for Vice Chairman.

CARRIED

Jamie Tiessen Vice Chairman by acclamation

MOTION: by Jacob Hensel that signing authority remain as: bank
signing Authority for FRESC will be Ed Sands, Cliff
Ayrey, Brenda Fenwick and Michael Luchia.

CARRIED

Suzanne Oel assumed the position of Chairperson.

2.0 **AGENDA**

MOTION: by Jakob Hensel to adopt the Agenda with the addition of 5.4 – Mapping Correspondence AUMA and 5.5 – Meeting with the Minister

CARRIED

3.0 **MINUTES OF PREVIOUS MEETING – October 22, 2014**

MOTION: by Jamie Tiessen to adopt the Minutes of October 22, 2014 as presented.

CARRIED

4.0 **FINANCIAL REPORT**

Brenda Fenwick presented the YTD financial report to November 30, 2014. It is expected that FRESC will receive the 2nd 911 grant funding payment in early December bringing the total for 2014 to approximately \$196,940. The first grant payment has been reported to AEMA and it was easily expensed as salaries. The grant funding is the result of an expected surplus of approximately 90,000. All other line items are consistent with budget projections.

MOTION: by Jason Schneider to accept the Financial Report as information.

CARRIED

5.0 **OLD BUSINESS**

5.1 **Regional Emergency Alert System Update**

A letter was drafted and sent to all partner and contract municipalities – please see attached. Response was very favorable with all partner municipalities indicating interest. A framework for this project is being developed and a meeting will be held in early January to present a draft framework and to provide an opportunity of municipalities to provide input. Municipalities will be responsible to provide their own specific protocols for FRESC to implement the activation of this warning system in their municipalities. Strathcona County has the same system operating on a regional basis out of their 911 Dispatch Center, we will contact them to learn from their processes.

Next Steps:

- Host meeting with interested municipalities.
- Contact Strathcona County

5.2 AFRRCS Update

Harris is currently the only vendor with an approved dispatch console for the AFRRCS system. Continue with plan to engage Critical Communications for an overall system review. Harris will be sending out a system engineer to review our existing system. Canmore Fire will not be moving to AFRRCS as early as expected – probably not until early 2016. Investigate regional grant opportunities.

5.3 Peace Officer and Work Alone Monitoring

Working with the Towns of Okotoks and Nanton for work on the enhanced complaint taking/dispatch project. Final stages of negotiating a small letter of understanding for the County of Newell CPO to do a 90 day trial on our monitoring program. We continue to receive interest from other municipalities regarding this service.

5.4 AUMA Correspondence – Mapping Request

Cliff Ayrey provided correspondence from the AUMA meeting regarding the FRESC request for support for AHS to share the GIS data they have compiled through provincial funding. AUMA will be sending a letter to AHS regarding the sharing of GIS data. Brenda will circulate this correspondence via email to all Board members.

5.5 Meeting with the Minister of Health

Suzanne Oel reported the disappointing outcome of her meeting with the Health Minister. Suzanne reported that provided a summary of what issues FRESC has experienced over the past 5 years with EMS dispatch and made the request that FRESC be considered as a satellite center like Lethbridge, Red Deer and Wood Buffalo. Minister Mandell's response was that "we have come to far now to change the plan" they are continuing with the move to the AHS EMS dispatch center. Darren Sandbeck was in attendance with the Minister for this meeting.

6.0 NEW BUSINESS

6.1 FRESC Operational Resource Requirements

Suzanne Oel requested a document be prepared that outlines key roles within the organization and the functions of each role. This would serve as a guide for the Commission in the event that the Executive Director was unable to fulfill their role. Brenda will work on this.

7.0 NEXT MEETING - The next meeting will be held on January 28, 2015 at 7:00 p.m. at the Okotoks Fire Hall.

8.0 EXECUTIVE DIRECTOR REPORT

Brenda Fenwick reviewed her report for November, 2014.

MOTION: by Jacob Hensel to accept the Executive Director's report as information.

CARRIED

9.0 In Camera – Personnel Discussions

MOTION: by Ed Sands to go in camera

CARRIED

MOTION: by Jason Scheider to go out of camera.

CARRIED

10.0 **MOTION:** by Jacob Hensel to adjourned the meeting at 9:42

CARRIED.

VULCAN AND DISTRICT CHAMBER OF COMMERCE
6:30 PM, MONDAY, JANUARY 5, 2015
VULCAN LODGE HALL

AGENDA

- 6:30 pm – 1. Call to order
6:35 pm – 2. Guest speaker – Sun Life rep – Chamber Insurance
7:00 pm – 3. Additions to Agenda – Adoption
7:05 pm – 4. Adoption of Minutes
7:10 pm – 5. Treasurer's Report
7:15 pm – 6. Membership Report
7:20 pm – 7. Tourism Report
7:30 pm – 8. New business
- Chamber kiosk at entrance to town – interest?
 - County Bike Tour? working with tourism?
 - Website
 - ACC AGM in Medicine Hat May 21 to 23
- 7:40 pm – Next meeting – Monday, February 2, 2015 @ 6:30 pm
7:45 pm - Adjournment

Vulcan and District Chamber of Commerce

January 5, 2015

Vulcan Lodge Hall

1. Call to order: 6:30 pm
2. Guest Speaker : Leo Durand Sun Life rep Chamber Insurance For more information please go to [www.chamber plan.ca](http://www.chamberplan.ca)
3. Additions to the agenda: Pat Wisener motioned to add information package. See 8.5. Rick Howard accepts this motion.
4. Adoption of the minutes: Karen Currie adopts minutes as is.
5. Treasures Report by Danyel Fath:

Vulcan & District Chamber of Commerce

Treasurer's Report

January 5, 2015

Account Balance at last report (Dec 1, 2014) \$ 8,459.85

Deposits	223.87 Chamber Insurance
	57.75 Gift Wrapping Station
	1,000.00 Reimbursement from Town of Vulcan
	0.36 Account Interest

TOTAL \$1,281.98

Cheques	\$ 685.98 AAMDC- Jubilee Insurance Renewal
	75.00 Vulcan Lodge Hall – Nov 3 Meeting

TOTAL \$760.98

Cheques or Deposits still to clear the account

\$ NIL

Account Balance after chq clears \$8,980.85

NOTES:

Payments Due:

- Vulcan Lodge Hall Society \$75.00 for Meeting on Monday Jan 5, 2015

Term Deposit \$5,006.23 \$1.50% matures June 20, 2015 held at Chinook Financial

Common Shares \$917.81.

Motion to accept by Shannon Clarke.

6. Membership Report: Janice Jackson has agreed to help Sarah Vandry with memberships. Our current membership is at ninety-seven but should be over one hundred by the end of January. There are still thirty membership fees that have not been collected as of yet. Memberships will

be recorded on a quick books program as well as a spread sheet. Motion is accepted by Janice Jackson.

7. Tourism Report by Shannon Clarke: Tourism will have the Vul-Con celebrity guest's contracts signed by the end of this month.
8. New Business: **Chamber Kiosk** at the entrance to town. Business owners seemed to show an interest in having signage at the entrance to town. Chambers will research this for costs, what is available to us, locations and what entails a motion to town council. Blue high way signage was discussed and will ask what our surrounding communities (High River, Nanton & Okotoks) have done in the past. Do we have a large enough community to support this as costs are high?
County Bike Tour: Possibility of bringing more people through our wonderful county. A suggestion was made in cooperation with KidSport to have bike tours in our towns separately and taking advantage of their walking paths and supporting local business.
Website: VBDS owns the domain name and will help the Chamber gain access so that it can be updated and rebuilt.
ACC AGM: Chamber would like the temporary foreign worker policies brought up.

8.5 Information Package: Was brought in and shared with Chamber regarding municipal airports and the relevance to Chamber and Tourism.

Jason Thornhill moves to adjourn at 8:05 pm

Next meeting Monday, February 2, 2015 6:30 pm @ Vulcan Lodge Hall



Mayors & Reeves of Southwest Alberta

AGENDA

FRIDAY, January 9, 2015 - 1:00 PM
Culver City Room, Lethbridge City Hall

Chairman – Mayor George Bohne

*Please silence all
electronic devices
– thanks!*

1.0 WELCOME AND INTRODUCTIONS

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADOPTION OF THE updated December 5, 2014 MINUTES

4.0 BUSINESS ITEMS ARISING FROM THE MINUTES

- Chinook Arch Library Budget Increases – response received from Minister McQueen (*doc attached*)

5.0 PRESENTATION – Lethbridge College

- Dr. Paula Burns, President and Michel Béchard, Executive Director of Public Relations and Communications

6.0 REPORTS

- 6.1 MP Reports
- 6.2 MLA Reports
- 6.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter
- 6.4 SouthGrow - Mayor Maggie Kronen
- 6.5 AUMA – Mayor Kim Craig
- 6.6 AAMD&C – Bob Jones
- 6.7 Associate Dean's Advisory Council – Mayor Tom Butler
- 6.8 Oldman Watershed Council – Reeve Brian Brewin/Mayor Blair Painter
- 6.9 Highway #3 Association – Mayor Rene Gendre

7.0 BUSINESS

- 7.1 Waste Water Treatment Plant Operator classifications and the need to review this for small towns and villages – Mayor Rick Everett
- 7.2 Resolution on the Alberta SuperNet – Reeve Brian Brewin (*doc attached*)
- 7.3 Question arising from the memo (*attached*) to Gary Bikman re Medical First Responders: what a registered MFR is with protocols and how does it affect our various arrangements with AHS in delivering ambulance services - Reeve Neil Wilson
- 7.4 Mayor Chris Spearman
 - Letter to Stephen Mandel suggesting solutions to rural physician issue
 - Recycling - What is everyone currently doing? What can we do together?
 - Input into provincial budget - Should we send a letter to the Premier?

8.0 UPCOMING MEETINGS

Friday, February 6, 1:00 pm at the **OLDMAN RIVER REGIONAL SERVICES COMMISSION**,

3105 – 16th Avenue North *Please advise those attending your event to use the north parking lot and entrance.*

Access to the Conference Room through the ORRSC office will NOT be permitted. Map will be sent in February package

Friday, March 6, 1 pm – Culver City Room, Lethbridge City Hall

Friday, April 10, (NOTE – 2nd Friday of the month) 1 pm - Culver City Room, Lethbridge City Hall

Friday, May 1, 1 pm – Culver City Room, Lethbridge City Hall

June meeting – in Taber – date to be determined

9.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group, please send it to me via email mayorsandreeves@shaw.ca and I will send it out.



Mayors & Reeves of Southwest Alberta

MINUTES

FRIDAY, January 9, 2015 - 1:00 PM
Culver City Room, Lethbridge City Hall

PRESENT:

Mayor George Bohne, Chair	Town of Raymond	Mayor Eric Jensen	Village of Barnwell
Mayor Gordon Reynolds	Town of Bow Island	Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Tom Butler	Village of Coutts
Mayor Kim Craig	Town of Coaldale	Mayor Don McDowell	Village of Nobleford
Mayor Dennis Cassie	Town of Coalhurst	Mayor Tyler Lindsay	Village of Warner
Mayor Rene Gendre	Town of Fort Macleod	Reeve Brian Hammond	MD of Pincher Creek
Dep. Mayor Brenda Beck	Town of Magrath	Dep. Reeve Dwight Tolton	MD of Taber
Mayor David Hawco	Town of Milk River	Reeve Neil Wilson	MD of Willow Creek
Mayor Rick Everett	Town of Nanton	Reeve Fred Lacey	Cardston County
		Reeve Molly Douglas	County of Newell/ M & R of SE Alberta
Mayor Don Anderberg	Town of Pincher Creek		County of Warner
Mayor Gentry Hall	Town of Stavely	Dep. Reeve Phil Jensen	City of Lethbridge
Mayor Henk De Vlieger	Town of Taber	Mayor Chris Spearman	Recording Secretary
Mayor Margaret Plumtree	Town of Vauxhall	Bev Bellamy	
Chair Brian (Barney) Steeves	ID 04 Waterton Lakes N.P.		

Guests:

Jim Hillyer, MP	Lethbridge	Lethbridge College
Pat Stier, MLA	Livingstone-Macleod	- Dr. Paula Burns, President
Donovan, MLA	Little Bow	- Michel B��chard, Ex. Dir. of Public Relations and Communications
Bridget Pastoor, MLA	Lethbridge East	AUMA Director, Villages South & Village of Longview
Bob Jones, Zone Rep	AAMD&C Rep	- Mayor Cliff Ayrey

1.0 WELCOME AND INTRODUCTIONS

Chairman Bohne called the meeting to order at 1:00 pm and welcomed newcomers.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor David Hawco to adopt the agenda with the addition of 7.1a – Building Canada Fund.

Carried.

3.0 Adoption of the December 5, 2014 minutes

Moved by Mayor David Hawco to adopt the December 5, 2014 minutes. **Carried.**

4.0 BUSINESS ITEMS ARISING FROM MINUTES

A letter of response was received from Minister McQueen regarding the Chinook Arch Library Budget increases and was emailed with the January agenda.

5.0 PRESENTATION

Dr. Paula Burns, President and Michel B  chard, Executive Director of Public Relations and Communications

Dr. Burns presented on the economic impact of Lethbridge College (LC) in this region as well as its vision and plans for the future.

1. LC Impact

- The total economic impact of LC on Lethbridge and area is \$427.7 million, which includes the impact from the college operation, student spending and student productivity. It also offers

support for local jobs, a sustained, skilled workforce, an increase in the students' lifetime income that expands Alberta's economic base and improves the quality of life.

- Student enrollment is approximately 4,000 full-time equivalent, 2000 part-time equivalent and 1,000 continuing education apprenticeships.

2. Strategic Plan

- LC is tied to industry and regional needs and is all about programming, applied research, continuing education and opportunities that benefit both the needs of employers and students.
- Four major strategies were chosen – academic transformation, collaborative partnerships, resource innovation and people development.
- LC can't always depend on government funding and are looking at how to partner closer with industry and what this funding model would look like. They will get input and feedback from across the region by hosting community roundtables.
- The Collaborative Centres of Excellence (CCE) were started in December in order for LC to work with the known strengths and economics in the region to provide academic programming as well as professional development, continuing education and business development and training.
- The first CCE developed is in agriculture and this is a huge opportunity in this region.

3. The Possibilities are Endless Campaign

- Lethbridge College is embarking on an ambitious campaign to raise \$103 million to support five innovative and essential college initiatives.
- Major funding for the agriculture program came together from major donations by local families this year.
- The capital campaign "The Possibilities are Endless" will wrap up at the end of 2015 and the campaign is presently at 80% of the funding. The community phase of this campaign will be rolled out in the next few months.

4. Trades and Technologies Renewal and Innovation Project (TTRIP)

- Broke ground in 2014 and will be ready for students in September 2015.
- A live webcam is on this page of the LC website to view the construction (<http://www.lethbridgecollege.ca/the-possibilities-are-endless>)

The Lethbridge College magazine "Wider Horizons" was distributed at the meeting.

6.0 Reports

6.1 MP Reports

Jim Hillyer, Lethbridge

- Infrastructure Canada has two components in its program, the national infrastructure component where municipalities submit their requests directly to the federal department and the provincial infrastructure, where the province receives the applications and submits them to the federal government; applications should be submitted by the province by the end of January. Alberta has received over \$9 million under the Building Canada Fund and 10% is for communities under 100,000 people.
- One year ago the Supreme Court overturned the prostitution laws because the current laws were unconstitutional. Parliament passed the Protection of Communities and Exploitation Act making the purchase of sex illegal; pimps and purchasers are now criminalized.

- Jim Hillyer introduced a private member's bill (Bill C-644) that will make parole violation a criminal offense. It has gone through first reading, and with the election scheduled for October, it might not get through three readings and votes before the election.

Moved by Mayor Ed Weistra that the Mayors and Reeves of Southwest Alberta provide a letter of support to Jim Hillyer regarding Bill C-644. **Carried.**

Moved by Reeve Brian Hammond that the Mayors and Reeves of Southwest Alberta write a letter to convey their frustration that the province has not yet reached an agreement with the Feds on the Building Canada Fund and send it to Premier Jim Prentice, Robin Campbell, Diana McQueen, Manmeet Bhullar, Wayne Drysdale, Jim Hillyer, John Barlow and all of the MLA's who attend this meeting. **Carried.**

6.2 MLA Reports

Pat Stier, MLA, Livingstone-Macleod

- Receiving calls on fatalities because of wildlife hits, Castle area squatters, flood claims, less obtrusive solutions to power lines and Star Creek logging.
- With the change in provincial structure, he is taking on more roles and looks after infrastructure.
- Edmonton Journal had a five-day report on the potential of closing rural hospitals; will send information to you if you're interested.
- Transportation issues coming up in the past few weeks are the ring road in Calgary as well as rural roads in the Foothills MD.

Bridget Pastoor, MLA, Lethbridge East

- Going forward need to be prepared for unrest; budget will be meager. Everything is at a standstill until budget is complete, there will be major cuts, waiting to see what they are. Might be an early election.
- Hearing about the logging at Star Creek, located in the Castle area.

Ian Donovan, Little Bow

- Met with the MD of Foothills, had conversation about ring road and how to work together to find solutions on it. MD is under duress as the MD's plans for traffic flows and tie-ins don't always correspond with the ring road plan.
- Welcomes letters to office on wastewater and waterline challenges that communities are facing, work together to solve problems.
- Dry dam issue and flood diversion from High River affects the rivers here.
- Economic challenges with the price of oil dropping; need to maximize dollars - health care being one area.
- Question was asked re New Home Warranty Program as it is negatively affecting young couples who cannot afford to build a home because of it. It is a critical issue in many small communities and also affects the small builders. Big developers can absorb these costs but small builders are not able to. Need to remove the mandatory component of this program.

6.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

Report will be sent with the minutes.

6.4 SouthGrow – Mayor Maggie Kronen

- Partnering with Alberta Southwest on broadband and sent a letter to Ministers Khan and Olson regarding the state of broadband internet availability to SouthGrow members.
- Asked to meet with Ministers Khan and Olson on January 22 and extended the invitation to Alberta Southwest Chairman Lloyd Kearl to attend with Pete Lovering and Greg Robinson to discuss these concerns.

6.5 AUMA – Mayor Kim Craig and Mayor Cliff Ayrey, AUMA Director Villages South

- Executive will meet with Alberta caucus and MP's on January 21 in Vancouver.
- Mayors' caucus will be held in March in Edmonton; pick the sessions you would like to attend.
- Cliff Ayrey sits on the Sustainability and Environment Committee. Dealing with the issue of brownfields, where pipelines are abandoned by a previous owner, and the current owner faces large economic loss on these brownfields and communities also lose taxes on this property.
- Village of Longview also has concerns re the New Home Warranty Program. This is an ongoing issue and he will bring it forward to AUMA.
- Will continue to work with AAMD&C to build relationships and work on regional issues together.

6.6 AAMD&C – Bob Jones

- Waiting to see who will be appointed as Ministers to know who they will work with and also waiting for the budget.
- Have also had letters and phone calls over the years regarding the Building Canada Fund and trying to help areas get the funding for communities under 10,000.

6.7 Associate Dean's Advisory Council - Mayor Tom Butler

- Next meeting will be held in February. Final interviews to choose the students for the 150 available seats in the Residency Program will be held in February.

6.8 Oldman Watershed Council – report distributed at meeting

6.9 Highway #3 Association – Mayor Rene Gendre

- Next meeting will be in February. Will pull information together that was received from MD's and municipalities; this afternoon will also meet with individuals from Piikani First Nations.
- Reviewing mining and gravel in Fort Macleod to facilitate the ring road and determine who gets the benefit of the gravel.

7.0 BUSINESS

7.1 Waste Water Treatment Plant Operator Classifications – Mayor Rick Everett

- Discussed the need to review the classifications needed for plant operators in small towns and villages as it's difficult to find operators at the appropriate class level to work in small communities.
- Discussed the possibility of hiring Level 3 operators and sharing them among small communities to be able to cost share the salary for this level.
- Need to meet with Alberta Environment to start looking at these issues and how to make it work for small communities when they need a treatment plant.
- Reeve Wilson mentioned that funding is available for this from Western Diversification through the Community Futures Program and this can be discussed with their regional Community Futures' Manager.

Building Canada Fund – discussed earlier in meeting

7.2 Resolution on the Alberta Supernet – (Reeve Brian Brewin)

Reeve Brewin was not in attendance; document was circulated with agenda.

7.3 Medical First Responders – Reeve Neil Wilson

- Reeve Wilson had a question arising from a memo circulated previously by MLA Bikman regarding Medical First Responders. Reeve Wilson stated that more clarity is needed on the third bullet regarding EMS availability and whether the Medical First Responder program will still be available when the contract runs out in June. Mayor Bohne said that Sean Chilton had stated that it will always be there and not taken away and that the terms of the contract will be honored. This is a good question to ask at Minister Mandel's visit.

7.4 Agenda Items – Mayor Chris Spearman

- a. Letter to Minister Stephen Mandel suggesting solutions to rural physician issue
 - Discussion on sending a letter regarding this.

Moved by Mayor Chris Spearman that a letter be written to Minister Mandel on behalf of the Mayors and Reeves to suggest solutions to deal with the shortage of rural physicians based on the information we have learned. **Carried.**

Mayor Dave Hawco and Mayor Tom Butler agreed to write the letter and Mayor Chris Spearman will provide input where needed. The draft letter will be sent to Bev to be circulated to the Mayors and Reeves before the final copy is sent to Minister Mandel.

- b. Recycling

- Mayor Spearman asked what communities are doing regarding recycling and what can be done together as the City of Lethbridge is exploring options in this area.
- He stated that 47% of residential garbage is food waste and commercial and industrial institutions make up 75% of garbage in the landfill.
- General consensus was that the smaller communities are watching to see what the City of Lethbridge will decide before they proceed.

- c. Letter to Provincial Government re budget

Mayor Spearman asked if Mayors & Reeves should provide input to the province regarding the upcoming budget; it was decided by consensus to leave this to individual municipalities.

8.0 Next Meeting Date - February 6, 1 pm – note change of venue – held at the Oldman River Regional Services Commission, 3105 – 16 Avenue North – enter by the north parking lot entrance, not through the main office entrance.

Friday, March 6, 1 pm – Culver City Room, Lethbridge City Hall

Friday, April 10, 1 pm – Culver City Room, Lethbridge City Hall

Friday, May 1, 1 pm – Culver City Room, Lethbridge City Hall

FRIDAY, JUNE 12 – TABER – Joint M & R meeting with Southeast group – Mayor De Vlieger will book a facility in Taber

Please send questions now to Mayor Bohne so that we have them ready when Minister Stephen Mandel and Minister Diana McQueen confirm their visit.

9.0 ADJOURNMENT: Motion by Mayor David Hawco to adjourn meeting.

If you have any community information that you would like to have distributed to the M & R group, please send it to Bev via email mayorsandreeves@shaw.ca and I will send it out.

ACTION ITEMS:	PERSON RESPONSIBLE
Letter of support to MP Jim Hillyer re Bill C644	Mayor Weistra
Letter re Building Canada Fund to Premier, Ministers, MP's & MLA's	Mayor Bohne
Letter to Minister Stephen Mandel suggesting solutions to rural physician issue	Mayor Hawco, Mayor Butler, Mayor Spearman
Questions sent to Mayor Bohne to prepare for visit by Minister Mandel and Minister McQueen	All Mayors and Reeves

MUNICIPAL PLANNING COMMISSION

Town of Vulcan Council Chambers

Tuesday, January 20, 2015 – 2:00 P.M.

A G E N D A

CALL TO ORDER

1.0 DELEGATIONS/OPEN SESSION FOR PUBLIC

2.0 ADDITIONS TO AGENDA – NIL

3.0 MINUTES

3.1 Municipal Planning Commission Meeting Minutes of December 16, 2014

4.0 MISC CORRESPONDENCE – NIL

5.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS

**5.1 D15.01 – C-3 Discretionary Use Vehicle Sales & Rental (Car/Truck
Indoor Storage) 413 Service RD SW Block 59 Plan 8110589**

5.2 Request for Extension – Development Permit D14.09

6.0 UNFINISHED BUSINESS

**6.1 D14.50 – C-3 Discretionary Use – RV Storage – 102 Service Rd SW
Lot 1 Blk 1 Plan 8911824**

6.2 Land Use Bylaw

7.0 NEW BUSINESS

8.0 DEVELOPMENT OFFICER'S REPORT

9.0 QUESTION PERIOD

10.0 IN-CAMERA

11.0 NEXT MEETING – February 17, 2015

12.0 ADJOURNMENT

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION
MEETING HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY JANUARY 20, 2015
COMMENCING AT 2:00 P.M.**

A meeting of the Municipal Planning Commission, of the Town of Vulcan in the Province of Alberta, was held in the Town Office on January 20, 2015 commencing at 2:00 p.m.

PRESENT:	Chairman	- John Seaman
	Vice-Chairman	- Ross Zuehlke
	Member	- Ron Fernley
	Member	- Randy Wolfe
	Member	- Paul Taylor
	Member	- Lyle Magnuson
	Development Officer	- Nancy Neufeld

ABSENT:

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

1.0 DELEGATION - NIL

2.0 ADDITIONS TO THE AGENDA – NIL

Motion: 15.01

Moved by Member Lyle Magnuson that the agenda as presented be approved.

CARRIED

3.0 MINUTES

3.1 Minutes of the December 16, 2014 meeting of the MPC

Motion: 15.02

Moved by Member Ross Zuehlke that the Minutes of the Town of Vulcan Municipal Planning Commission of November 18, 2014 be approved as circulated and read by each member of the Commission.

CARRIED

4.0 MISCELLANEOUS CORRESPONDENCE NIL

5.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS

5.1 D15.01– R-1 – Discretionary Use- Vehicle Sales & Rental (Car/Truck Storage) – 413 Service Rd SW – Block 59 Plan 8110589

Motion: 15.03

Moved by Lyle Magnuson that Development Permit D15.01 be approved as follows:

- ☐ Must comply with all Federal Statutes & Regulations.
- ☐ Must comply with Town of Vulcan Land Use Bylaw.
- ☐ Development Agreement in place regarding servicing prior to commencement of building.
- ☐ Parking stalls provided at a minimum of six stalls/building as described in application.
- ☐ Scaled drawing of site indicating access, parking & setbacks.
- ☐ New development permit required for second building if construction has not commenced 18 months from the date of approval.
- ☐ Buildings to be surveyed or pinned by a certified Alberta Land Surveyor prior to foundation being poured. A copy of the surveyed site plan dated and signed/stamped by surveyor to be on file with the Town prior to foundation inspection.
- ☐ Safety code permits required prior to commencement of work, i.e. building, electrical, plumbing & gas.
- ☐ Contractor/Owner is responsible for the installation of Town approved water meter 5/8"x3/4" water meter provided at Town Office.
- ☐ Safety Codes permits finalized (PSR reports issued) prior to occupancy.
- ☐ Town of Vulcan occupancy permit to be issued prior to occupancy of building
- ☐ Suitable method of landscaping which will ensure control of weed growth on site.
- ☐ Current Town Business License must be obtained every year business is in operation.

That Council consider a time frame regarding installation of services.

CARRIED

5.2 Request for Extension – Development Permit D14.09

A condition of Development Permit D14.09 was that the project be completed eight months from the date foundation was poured. Applicant has requested a two month extension.

Motion: 15.04

Moved by Ross Zuehlke that the applicant of Development Permit D14.09 be given an extension to April 1, 2015.

In Favour
Ron Fernley
Ross Zuehlke
Paul Taylor

Opposed
John Seaman

CARRIED

6.0 UNFINISHED BUSINESS

6.1 D14.50 – C-3 – Discretionary Use – RV Storage – 102 Service Road SW – Lot 1 Blk A Plan 8911824

As per MPC Meeting of December 16, 2014, further information was provided by the applicant on the application.

Motion: 15.05

Moved by Randy Wolfe that Development Permit D14.50 be approved with the condition that the RV storage area does not continue east of the entrance off of 2nd Street South.

In Favour	Opposed
Randy Wolfe	Ron Fernley
Paul Taylor	Ross Zuehlke
John Seaman	Lyle Magnuson

DEFEATED

Motion 15.06

Moved by Ross Zuehlke that Development Permit D14.50 be approved as follows:

- ☐ Must comply with all Federal Statutes & Regulations
- ☐ Must comply with Town of Vulcan Land Use Bylaw 1333-05
- ☐ Suitable method of landscaping which will ensure control of weed growth on site
- ☐ Current Town Business License must be obtained every year business in operation
- ☐ Entrance off of 2nd Street South to remain. No storage in this access.
- ☐ Screened fencing (slated) to be installed for the 200 ft perimeter fence behind open storage bays as indicated on the site plan.

CARRIED

Motion 15.07:

Moved by Lyle Magnuson that “privacy slats” be installed along the 200ft storage bay area indicated on the site plan provided.

In Favour
John Seaman
Ross Zuehlke
Ron Fernley
Lyle Magnuson
Paul Taylor

Against
Randy Wolfe

CARRIED

6.0 NEW BUSINESS - NIL

7.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report.

Motion: 15.08:

Moved by member Ron Fernley that the Municipal Planning Commission receive the Development Officer's report for information.

CARRIED

8.0 QUESTION PERIOD - NIL

9.0 IN-CAMERA - NIL

10.0 Date of next MPC – February 17, 2015.

11.0 ADJOURNMENT

The meeting adjourned at 3:17 p.m.

Chairman

Secretary

**AGENDA FOR THE VULCAN TOWN AND COUNTY AIRPORT COMMITTEE
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, JANUARY 26, 2015
COMMENCING AT 9:00 AM**

1.0 Call to Order:

2.0 Adoption of Agenda

2.1

3.0 Adoption of Previous Minutes

3.1 Regular Committee Meeting Minutes – October 24, 2014

4.0 Unfinished Business

4.1 Installation of Dogs On Leash Signs – Kim Fath

4.2 Twin Valley Regional Water Services Commission Solar Panel Farm Update – Lorna Armstrong

4.3 Volker-Stevin Line Painting – Norm Kristjansson

4.4 Cost Estimate for Graveling and Dust Abatement Programs for 2015 – County Representatives

4.5 County 2015 Work Plan Including Parking Lot Repairs Update – Glen Gateman

5.0 Financial Statements

5.1 Balance Sheet

5.2 Proposed Budget

6.0 Correspondence and Information Items

6.1 Correspondence and Information Items

7.0 Committee/Management Reports

7.1 Committee Updates

7.2 Administrative Report

8.0 New Business

8.1 Update on Airport Management

8.2 Alberta Airports Management Association

8.3 Runway Lights

9.0 In-Camera

9.1

10.0 Adjournment

**MINUTES OF THE VULCAN TOWN AND COUNTY
AIRPORT COMMITTEE MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, January 26th, 2015 AT 9:00 A.M.**

PRESENT:	Chairman	- Norm Kristjansson
	Member	- Lorna Armstrong
	Member	- Glen Gateman
	Member	- Cody Whiteside
	Member	- Rod Ruark
	Member	- Georgia-Lee DeBolt
	Secretary	- Kim Fath

ABSENT:	Member	- Clark Oberholtzer
	Member	- Eric Ingraham

CALL TO ORDER: Chair Norm Kristjansson called the meeting to order at 8:55 a.m.

1.0 DELEGATION – Nil

2.0 ADDITIONS TO THE AGENDA

8.4 Norm asked that **Three Year Planning** be added.

8.5 Georgia-Lee asked that **Storage at Airport** be added.

8.6 Norm asked that **Chairperson Resignation** be added.

Motion 15.01

MOVED by member Rod Ruark that the Agenda be adopted with additions.

CARRIED

3.0 MINUTES

3.1 Minutes of the Regular Meeting of the Committee, held in the Town of Vulcan Council Chambers on October 24th, 2014.

Motion 15.02

MOVED by member Cody Whiteside that the Minutes of the Regular Committee Meeting, held in the Town of Vulcan Council Chambers on October 24th, 2014 be approved as circulated and read by each member of the Committee.

CARRIED

4.0 UNFINISHED BUSINESSES

4.1 Installation of Dogs On Leash Signs

Kim Fath reported that he had spoken to Public Works and they have had no luck in getting the signs ordered from the normal supplier Hi Signs. Stew has contacted Alberta Traffic Supply, who have indicated that they can supply the signs needed. They are expecting the signs very shortly.

4.2 Twin Valley Regional Water Services Commission Solar Panel Farm Update

Georgia-Lee reported that the Twin Valley Regional Water Commission was still looking into the feasibility of the solar project.

4.3 Volker-Stevin Line Painting

Norm Kristjansson reported that Volker-Stevin has not provided him with a cost at this point. Norm had met with Tim Brown and provided original drawings of the work to be completed in October.

4.4 Cost Estimate for Gravelling and Dust Abatement Programs for 2015

Glen Gateman reported that the County Public Works could not provide a cost estimate for the dust abatement until February 18th, 2015.

4.5 County 2015 Work Plan Including Parking Lot Repairs Update

Glen Gateman reported that the County Public Works has provided budgetary costs for the parking lot repairs. The budget price is broken down as follows: Gravel/Geo Fiber \$15630.00, Labor \$6900.00. This is a total cost of \$22,530.00. This work has been discussed for the 2015 County work plan.

5.0 FINANCIAL REPORTS

5.1 Balance Sheet

Motion 15.03

MOVED by member Rod Ruark that the Balance Sheet ending December 31, 2015 be received as presented.

CARRIED

5.2 Proposed Budget

Motion 15.04

MOVED by member Rod Ruark that \$25,000.00 be added to the 2015 operation budget for the rehabilitation and repair of the terminal parking lot as identified in the long term maintenance plan.

CARRIED

Motion 15.05

MOVED by member Glen Gateman to receive the proposed budget for information.

CARRIED

6.0 MISCELLANEOUS CORRESPONDENCE

- 6.1 The Miscellaneous Correspondence for the period ending January 26th, 2015 was presented to the Members for information.

7.0 Committee/Management Reports

7.1 Committee Update

Kim Fath inquired on the status of committees (Long Term Planning Committee). No action was reported.

7.2 Administrative Report

Kim Fath presented an administrative report highlighting recent activity on behalf of the Airport Committee.

Motion 15.06

MOVED by Member Lorna Armstrong that the administrative report be received as presented.

CARRIED

8.0 New Business

8.1 Update on Airport Management

Kim Fath gave a brief update on the role of Secretary/Treasurer. The Town of Vulcan CAO acts a secretary to the committee, and the management of the airport is the role of the committee on behalf of the Town and County.

8.2 Alberta Airports Management Association

An invoice was presented for the 2015 membership to the AAMA. The benefits of membership of this association were discussed.

Motion 15.07

MOVED by Cody Whiteside that invoice to the Alberta Airport Management Association for the 2015 membership dues be paid.

CARRIED

8.3 Runway Lights

Kim Fath gave a brief update of information provided by the Town of Vulcan Public Works department. The committee was asked for recommendations on how to proceed.

Glen Gateman and Norm Kristjansson will provide contact information for companies that may assist in identifying the line break.

Motion 15.08

MOVED by Rod Ruark that Administration and Public Works look into the most cost effective options of repairing the runway lighting.

CARRIED

8.4 Three Year Plan

Norm Kristjansson gave an update on the past activity of the sub-committee and the list of long term projects created in 2011. Discussion followed that the list needed to be acted on, and items should be budgeted for in reserves. Discussion led to the need for a sub-committee or should this information be reviewed by the whole committee at every meeting.

Motion 15.09

MOVED by Glen Gateman that Long Term Maintenance list be added to all future agendas of the Airport Committee for review.

8.5 Storage at the Airport

Georgia-Lee DeBolt asked the Committee about policy regarding the use of hangars as storage. Discussion followed explaining no formal policy is in place. This topic has been discussed several times by the committee and no formal complaints have been brought forward. The committee feels that no action is required at this time.

8.6 Chairperson Resignation

Norm Kristjansson presented the committee with a letter of resignation from the position of Chairman and expressed an interest in remaining on the committee in a member role.

Motion 15.10

MOVED by Georgia-Lee DeBolt with regrets that the committee accept the resignation of Norm Kristjansson as the Chairman.

The Meeting was turned over to the Vice Chairman Rod Ruark.

8.0 Adjournment

The meeting adjourned at 10:30 a.m.

Norm Kristjansson, Chairman

Kim Fath, Secretary/ Treasurer

Town of Vulcan

Request for Decision (RFD)

Encroachment Agreement 206 – 2 Street North

Meeting: Regular Council
Meeting Date: **February 9, 2015**
Originated By: Nancy Neufeld

BACKGROUND / PROPOSAL:

A request to permit encroachments onto Town property (URW), located on the property of 206 – 2 Street North was received. The permit was approved by the Municipal Planning Commission.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The grantee will insure that the encroachments are not enlarged, added to, rebuilt or structurally altered except as may be necessary to render them non-encroaching.

Council is asked to approve the encroachment agreement.

Attached are:

- Encroachment Agreement
- Affidavit of Execution
- Real Property Report

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council approves encroachments on Town's property, of the property described as follows:

206 – 2 Street North
Lots 2 & 3
Blk 31
Plan 7244 DO

As shown on a Real Property Report, dated November 5, 2014, prepared by Martin Geomatic Consultants Ltd.

Initials show support -Reviewed by:

Director:

CAO



Town of Vulcan



November 19, 2014

North & Co.
PO Box 1413
VULCAN, AB T0L 2B0

Dear Michael:

Re: Request for Compliance
206-2nd Street North Lots 2&3 Blk 31 Plan 7244DO – Your File 116708.001

After review of the Real Property Report dated November 5, 2014, please be advised of the following that would be required in order to bring this property into compliance with Land Use Bylaw 1333-05.

1. Encroachment of Concrete Fence Wall into municipal property.	Encroachment Agreement approved by Town Council and registered on Title.
---	--

Copies of the Real Property Report will be held at the Town Office until receipt of your reply as to how you wish to proceed. If you have any questions, please do not hesitate to contact the writer.

Yours truly,

Nancy Neufeld
Development Officer
Town of Vulcan

/nn

Enc.

THIS AGREEMENT made the _____ day of January, 2015.

BETWEEN:

The Town of Vulcan
of Box 360, Vulcan, AB T0L 2B0

(hereinafter called the "Grantor")

OF THE FIRST PART

- and -

Linda Frey and Marvyn Frey
of 206 – 2 Street North, Vulcan, AB T0L 2B0

(hereinafter called the "Grantee")

OF THE SECOND PART

WHEREAS:

a) The Grantor is the registered owner of those lands and premises legally described as:

**Municipal Laneway adjacent to the South East of
206 – 2nd Street North, Vulcan, AB**

(hereinafter called the "Servient Tenement")

b) The Grantee is the registered owner or is entitled to become the registered owner of those lands and premises legally described as:

**PLAN 7244DO
BLOCK 31
LOT 2 & 3
EXCEPTING THEREOUT ALL MINES AND MINERALS**

(hereinafter called the "Dominant Tenement")

c) The attached Schedule "A" being a Real Property Report indicates a concrete fence wall encroachment from the Dominant Tenement that encroach on the Servient Tenement;

d) The parties have agreed to permit the concrete pad encroachment as set out in the Real Property Report as aforesaid to continue, subject to the terms and conditions hereinafter set out.

NOW THEREFORE in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Grantee to the Grantor, receipt of which is hereby acknowledged, the parties hereto covenant and agree together as follows:

1. The Grantor hereby grants to the Grantee, permission to allow the concrete pad situate on the Dominant Tenement and encroaching on the Servient Tenement to remain thereon, all as shown on the Real Property Report which is attached hereto and marked as Schedule "A".
2. The Grantee will at all times hereafter indemnify the Grantor against all actions, claims and demands that may be lawfully brought or made against the Grantor by reason of anything done by the Grantee or any person claiming through or under the Grantee in exercise or purported exercise of the right or privilege hereby granted.
3. The permission granted herein shall fully and completely terminate upon the demolition or complete destruction of the improvements situate on the dominant Tenement whether by fire or any other cause or casualty whatsoever.
4. The Grantee shall not erect any further improvements on the Servient Tenement of the Grantor and is ineligible to acquire any prescriptive title to the Servient Tenement as a result of this agreement
5. The permission for the encroachment as granted herein shall be for the benefit of the Grantee and subsequent owners of the Dominant Tenement and shall be binding upon the Grantor and subsequent owners of the Servient Tenement and the parties hereto covenant and agree that this Agreement and the covenants contained herein are and shall be covenants running with the lands and shall be binding upon their respective heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures as required all effective the day, month and year first above written.

THE TOWN OF VULCAN

per:

Witness as to Signature of
Linda Frey

Linda Frey

Witness as to Signature of
Marvyn Frey

Marvyn Frey

AFFIDAVIT OF EXECUTION

CANADA) I, _____, of the _____ of _____,
PROVINCE OF ALBERTA) in the Province of Alberta, Solicitor,
TO WIT:)

MAKE OATH AND SAY:

1. That I was personally present and did see **Linda Frey and Marvyn** who are personally known to me to be the persons named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed at the _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. That I know the said persons and each is, in my belief, of the full age of eighteen years.

SWORN BEFORE ME at Vulcan)
in the Province of Alberta, this _____)
day of January, 2015)

A COMMISSIONER FOR OATHS in and
for the Province of Alberta.

Town of Vulcan

Request for Decision (RFD)

Spock Days 2015 – Use of Arena Request

Meeting:	Regular Council
Meeting Date:	February 9, 2015
Originated By:	Bonnie Ellis

BACKGROUND / PROPOSAL:

The Spock Days Committee has requested the use of the arena to host the cabaret.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There will be liquor sold and a band performing at this event. Lisa Wylie the Chair of the Cabaret and Beer Gardens and has had experience with this event before.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the Recreation Director's recommendation to allow the Spock Days Committee use of the arena for its cabaret.

Initials show support -Reviewed by: _____

Director: _____


CAO



MEMO

To: Kim Fath CAO

From: Bonnie Ellis – Director of Recreation

Re: Spock Days 2015

Date: Jan 26, 2015

Dear Kim,

On Jan 22, 2015 the Spock Days committee requested the use of the arena to host the cabaret. This is an event where alcohol will be sold and a band will be performing. Lisa Wylie the Chair of the Cabaret and Beer Gardens has had experience with this event before.

Pros:

- This event brings many people to town.
- We continue a great partnership with Spock Days
- It promotes tourism
- She has chaired this event before

Cons:

- Cleanup may not be to the towns expectations
- Damages to facility

The recommendation from the Recreation Director is to allow this event to happen and to work with that Lisa to ensure that she has a security and a cleanup plan to follow.

I trust that this is satisfactory, however: should you have any further questions, please feel free to contact this office at your earliest convenience.

Respectfully Submitted,

Bonnie Ellis
Town of Vulcan Director of Recreation

Town of Vulcan

Request for Decision (RFD)

Rescind Policy PU-3 – Boulevard Trees Allen Subdivision

Meeting: Regular Council
Meeting Date: **February 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

When a new residence was constructed in the Allen Subdivision two trees were supplied by the Town to be planted in the boulevard adjacent to the residence.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Policy U-3 – Boulevard Trees Allen Subdivision is no longer valid as there are no empty lots left in the Allen Subdivision.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescinds Policy PU-3 – Boulevard Trees Allen Subdivision.

Initials show support -Reviewed by: _____

Director: _____


CAO

TOWN OF VULCAN	
TITLE: Boulevard Trees Allen Subdivision	POLICY NUMBER: PU-3
ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:	AMENDED: MAY 23, 2000
	SUPERSEDES POLICY NUMBER:
STATEMENT: Two trees shall be supplied by the Town to be planted in the boulevard area adjacent to each new residence constructed in the Allen Subdivision. The trees will be a variety that does not interfere with traffic or sight lines of drivers. The Town Foreman shall have the authority to choose trees of a suitable variety.	

Town of Vulcan

Request for Decision (RFD)

Rescind Policy U-7 – Raw Water Availability

Meeting:	Regular Council
Meeting Date:	February 9, 2015
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Policy PU-7 allowed water to be obtained from the Town of Vulcan's reservoirs.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescind Policy PU-7 – Raw Water Availability as the reservoirs are now owned by the Twin Valley Regional Water Services Commission.

Initials show support -Reviewed by: _____

Director: _____


CAO

TOWN OF VULCAN**TITLE:** Raw Water Availability**POLICY NUMBER:** PU-7**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:****SUPERSEDES
POLICY NUMBER:****SUPERSEDED BY
POLICY NUMBER:****STATEMENT:**

Raw water may be obtained from the Town of Vulcan's reservoirs, via the Golf Course pumping system, on the condition that suitable arrangements are made with the Golf Club.

Raw water may also be obtained from the Town of Vulcan's far west dugout (borrow pit) on the condition that suitable arrangements are made with the Town of Vulcan Public Works Shop.

Town of Vulcan

Request for Decision (RFD)

Rescind Policy PU-8 – Raw Water Supply Line

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Policy PU-8 stated that the Town will retain sole use of the raw water supply lines due to the nature of water easement agreements with landowners along the pipeline supply route.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescind Policy PU-8 – Raw Water Supply Line as the raw water supply lines are now owned by the Twin Valley Regional Water Services Commission.

Initials show support -Reviewed by: _____

Director: _____



CAO

TOWN OF VULCAN**TITLE:** Raw Water Supply Line**POLICY NUMBER:** PU-8**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:****SUPERSEDES
POLICY NUMBER:****SUPERSEDED BY
POLICY NUMBER:****STATEMENT:**

The Town will retain sole use of the raw water supply lines due to the nature of water easement agreements with landowners along the pipeline supply route, which states that the easement is granted for municipal purposes.

Town of Vulcan

Request for Decision (RFD)

Adoption of Policy P-4 – Town Letter of Support Policy

Meeting: Regular Council
Meeting Date: **February 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the January 26th Regular Council Meeting Council directed Administration to draw up a policy to respond consistently to individuals, groups or organizations that make a request for letters of support from the Town of Vulcan.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopt Policy P-4 Town Letter of Support Policy.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN
POLICY MANUAL

<u>TITLE OF POLICY</u>	<u>POLICY NUMBER</u>														
Town Letter of Support Policy	A-4														
	SUPERCEDES POLICY NO:														
	<table><tr><td><u>Adopted</u></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	<u>Adopted</u>													
<u>Adopted</u>															

Statement:

To respond consistently to individuals, groups, or organizations who make a request for letters of support from the Town of Vulcan.

Policy:

The Town of Vulcan, from time to time, receives requests from individuals, groups, or organizations seeking Town Council support for their endeavors. Those seeking a letter of support from the Town will be required to submit a request in writing outlining the use of the letter and a draft copy of the content requested. This application should provide The Town with the information necessary to consider the request. If the request falls under the following criteria and does not conflict with other Town policies or initiatives, a letter of support will likely be provided:

Criteria to be met per request:

1. The request is from a local non-profit and/or recognized community organization;
2. The project is of direct general benefit to the overall community;
3. There is no cost to the Town related to the specific request;
4. A written request has been completed and submitted to the Town Office.

Procedure:

1. A completed submission must be received at least two weeks before the due date for the granting deadline or event, to ensure that the letter can be written in time to be submitted.
2. At the discretion of the CAO, consideration and approval for the requested Letter of support will be given after confirmation that the submission fits within the best interest of the residents of the Town of Vulcan, and that the submission is not in competition with any current Town of Vulcan grant application. Any uncertain request will be forwarded to council for review and approval.
3. A letter will be provided to the applicant within one week of the request being approved by the CAO or Council.

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Doctor Retention Reserve

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

An operational reserve was set up for Doctor Retention. Any transfer from this reserve must be approved through motion of council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In 2014 the budget for Doctor Retention was set at \$25,000. Vulcan County has sent an invoice for the Towns portion of the 2014 Doctor Retention funding totaling \$38,019.85 leaving a shortfall of \$13,019.85. Administration is requesting permission to transfer \$13,019.85 from the Doctor Retention reserve.

COSTS / SOURCE OF FUNDING (if applicable):

This would leave a remaining balance of \$32,428.86 in the Doctor Retention reserve.

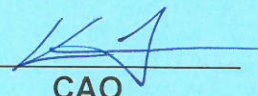
RECOMMENDED ACTION:

Moved by Councillor _____ THAT Administration be directed to transfer \$13,019.85 from the Dr. Retention reserve to the 2014 operational budget.

Initials show support -Reviewed by:

Director:

CAO



Town of Vulcan

Request for Decision (RFD)

Senior Housing Committee

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

A committee has been formed in an attempt to recruit interested companies in the possible development of seniors housing in the Town of Vulcan. Golden Life Management was approached about this project and has recently advised the committee that it is not feasible under their current business model. Council has supported this committee through membership on the committee and the funding of a temporary marketing position.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The committee feels that they would like to carry on with their search to secure a developer for seniors housing in our community until June. The committee is recommending to council that they be allowed to continue with their efforts along with the assistance of the administration staff.

COSTS / SOURCE OF FUNDING (if applicable):

The cost of wages for administration staff.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council supports the Seniors Housing Committees recommendation to continue their search for a developer, AND approves Administration staff to assist with this initiative until the end of June 2015.

Initials show support -Reviewed by:

Director:

CAO

Town of Vulcan

Request for Decision (RFD)

CPO Reserve

Meeting:	Regular Council
Meeting Date:	February 9, 2015
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

On January 27, 2014 council approved the sale of the former CPO vehicle.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

See attached memo:

This money can be placed in reserve for the purchase of equipment by the CPO as approved by council.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Administration move the \$10,000 received from the sale of the CPO vehicle from the 2014 operational budget to a CPO operational reserve.

Initials show support -Reviewed by: _____

Director: _____


CAO

February 2, 2015

To: Kim Fath, CAO

From: Janice McCallum-Campbell

In June 2012 when we were setting up our Bylaw Department, we purchased a used truck from Vulcan County for \$25,000.00. It was funded as a Capital expense from the \$100,000. Council approved for a Bylaw Department. The truck was sold in January 2014 for \$10,000. Sale of the truck was approved on January 27, 2014, however there was no approval given for a Reserve account. The new CPO (Bylaw) vehicle is a Lease, so the funds were not used to offset the cost of a new vehicle.

Town of Vulcan

Request for Decision (RFD)

Computer Hardware Upgrade

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

In order to upgrade the Great Pains 2013 accounting software, it is necessary to update the servers and workstations in the Administration Office.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

See Attached Memo:

Upgrades to the computer equipment is recommended every 3 years. The equipment was installed in the fall 2011.

COSTS / SOURCE OF FUNDING (if applicable):

The quote received for these upgrades totals \$49,211.00
There is currently \$141,000 in an Administration Operational Reserve.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the upgrades to the administration office computer hardware not to exceed \$50,000 with the funds being transferred from the Administration Operational Reserve.

Initials show support -Reviewed by: _____

Director: _____


CAO

February 2, 2015

To: Kim Fath, CAO

From: Janice McCallum- Campbell, Finance

In the 2015 Operating Budget we increased Computer expenses to include the purchase and installation of GP2013, which is the software we use for our Accounting, Taxes, Utilities, Dog License, Cemetery, Payroll, Business Licenses, Sales, Accounts Payable and Cash Receipts. It is an upgrade from GP2010 that we are currently using. GP2010 will not be updated again, it is too old. We have been using GP2010 since 2011. Since GP2010 will not be updated, I would like to install GP2013 before the end of June. In the past few years the Province of Alberta has not changed its Income Tax rates in the middle of the year, if they decide to this year, and I have not upgraded to GP2013, our Payroll calculations from July to the month we do the upgrade will not be correct.

The new GP2013 program cannot be installed on our existing hardware; the hardware we have was installed in the fall of 2011, and does not have the capacity we need to run GP2013. We have the funds budgeted in our 2015 Capital. I would like approval to order the hardware and have it installed in the next few months so we can get the software upgrade completed before June 30, 2015.

Town of Vulcan

Request for Decision (RFD)

Recreation Department Computer Upgrade

Meeting: Regular Council
Meeting Date: February 9, 2015
Originated By: Bonnie Ellis

BACKGROUND / PROPOSAL:

Both the Recreation Director and Recreation Programmer computers are in need of replacement.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

See Attached Memo:

The Recreation Department would like to update the computers in the department, and coordinate this with the updates of hardware with the administration office in an effort to be more cost effective. This upgrade will allow recreation to access the accounting software from their offices which is not currently possible with the existing hardware.

COSTS / SOURCE OF FUNDING (if applicable):

The quote received for these upgrades totals \$5,675.
There is currently sufficient funds in the Recreation Capital Reserve.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the upgrades for the Recreation Department computer hardware not to exceed \$6,000 with the funds being transferred from the Recreation Capital Reserve.

Initials show support -Reviewed by: _____

Director: _____


CAO

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: **February 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Management is to produce a report each month.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the following reports:

- (A) Chief Administrative Officer – Kim Fath
- (B) Development Officer – Nancy Neufeld
- (C) Public Foreman – Stew Birch
- (D) Director of Recreation and Community Services – Bonnie Ellis
- (E) Community Peace Officer – Loreli Hornby
- (F) Fire Chief – Aaron Grant

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending February 9, 2015.

Initials show support -Reviewed by:

Director:

CAO



MEMO

To: Kim Fath CAO

From: Bonnie Ellis – Director of Recreation

Re: New Computer for Recreation office

Date: Feb 1 , 2015

Dear Kim,

The Recreation office is requesting the purchase of 2 new computers for the Director and the Programmers office.

The programmers computer is Alcide's old computer which is very old and the Director's computer is several year old. These computers do not have the capacity for what is needed by this office.

The request is for \$6,000 for both of our computers as outlined by the attachment. I am requesting that the funds for this purchase come out of the Recreation Capital Reserve 4-71-01-763-00

Respectfully Submitted,

Bonnie Ellis
Director of Recreation
Town of Vulcan



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: February 4th, 2015

Fortis Franchise Agreement 2013-2014 Report

We have received the Fortis Franchise Agreement report. Merlin MacNaughton the Stakeholder Relations Manager with Fortis Alberta delivered the report and reviewed it with myself. The report is on file in the office for anyone interested in reviewing it.

Tourism Funding Agreement

The Vulcan Tourism funding agreement has been signed.

Perley Lands

The subdivision has been finalized and we have received all the paperwork. We have listed the lot that consists of 1 acre of land, the house and garage. The asking price of the property has been set at \$164,900.

211 Center Street Sale

The sale of the property has been completed.

ADMINISTRATOR'S REPORT

Seniors Housing

We received a letter from Golden Life indicating that Vulcan does not fill the criteria needed for their business model to be feasible. The committee met to discuss this letter and have recommended that further investigation into senior housing continue until June.

Clinic Subsidy Agreement

Vulcan County has confirmed that the agreement has been approved by all the municipalities. The Mayor and I signed on behalf of the Town on January 30th.

Industrial Subdivision

We received word from the developer who showed interest in the industrial subdivision that due to significant upfront capital needed for this project it does not look favorable for them at this point in time. They have withdrawn there interest in the available lands.

Meetings of Interest

FRESC - Early warning system.
Fortis – Reviewed 2013-2014 Franchise Agreement Report.
Airport Committee – January 26th.
Seniors Housing Committee – January 29th.

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of January, 1st to January, 26th 2015.

Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
1	Star Trek Wedding Request	RC	12-Jan-15	15.005	Create a Certificate of Recognition for the star trek themed wedding taking place January 17th	KF	16-Jan-15
2	Patrol Division Facebook page	RC	12-Jan-15	15.006	Peace officer approved to create Patrol Division facebook page and link to existing own website	LH	29-Jan-15
3	Kinsmen "Man Van" parking request	RC	12-Jan-15	15.007	Send letter to Kinsmen that their request has been approved	KF/KR	13-Jan-15
4	Council Planning Session	RC	12-Jan-15	15.008	Start organizing planning session. Bring back to council for approval	KF/KR	26-Jan-15
5	Vulcan Library Framed Bylaw	RC	26-Jan-15	15.017	Send thank you letter to Library for framed copy of original bylaw	KR/KF	29-Jan-15
6	VulCon 2015 - Vulcan Tourism	RC	26-Jan-15	15.018	Send letter to Recreation Director approving her recommendation	KR/KF	29-Jan-15
7	Request to host 2016/2017 SASG	RC	26-Jan-15	15.022	Send letter to Recreation Director that no action be taken 2016-2016 but a bid be put together for 2018-2019	KR/KF	29-Jan-15
8	Volunteer Appreciation Week 2015	RC	26-Jan-15	15.024	Send letter to Recreation director approving letter of support	KR/KF	29-Jan-15
9	Temporary Signage Alberta Treasury Branch	RC	26-Jan-15	15.025	Send letter to Development Officer approving Option 1 & extension of placement of sign	KR/KF	27-Jan-15
10	Land Use Bylaw Open House	RC	26-Jan-15	15.026	Organize Open House for February 25th	KF/NN	30-Jan-15
11	Policy for Recurring letters of support	RC	26-Jan-15		CAO to develop policy for recurring events that require letter of support	KF	2-Feb-15
12	Alberta's Promise	RC	26-Jan-15	15.027	Send letter asking to partner with Alberta's Promise	KR/KF	29-Jan-15
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose LH/Loreli Hornby							
#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
13							

MEMO

TO: Town Council

FROM: Nancy Neufeld, Development Officer

DATE: February 2015

****See attached report re building permits issued, development permits issued, occupancies granted & new business licenses issued in January, 2015.**

Land Use Bylaw

The open house for the public is set for Thursday, February 25th at 7:00p.m. at the Lodge Hall. Gavin Scott, ORRSC will be in attendance to present the draft Bylaw. We ask that MPC members be in attendance as well as Councillors

Calgary Home & Garden Show

There are still a few spots to fill for volunteers.

Solar Park

Indication from Kyle Greene that the park design will be ready for Council perusal within the next couple of weeks.

Whispering Greens/Willow Development

Air Dome Corp. has been provided with a draft development agreement.

Development Permit D15.01 – 413 Service Rd SW

A condition of this development permit is that a development agreement be in place regarding servicing. We are in the process of compiling a development agreement that will go to Council.

MPC MEETING JANUARY, 2015

Draft minutes are included in this agenda package

There will be no MPC meeting in February – Development Permit D15.02 was received after the advertising deadline and will be considered at the March meeting.

BUILDING PERMITS ISSUED JANUARY 2015

DATE	PERMIT #	DEV PERMIT #	OWNER'S NAME	CONTRACTOR	JOB DESC	JOB VALUE	CIVIC ADDRESS
Jan 5/15	TVC B0001 15MU	N/A	Rhodes, B & A	Home Owner	Basement Reno	R-1 \$15,000	120 Birch Bay
Jan 6/15	TVC B0002 15MU	D14.52	Mather, Jim	Weswood Homes Ltd.	New Residence`	R-\$350,000	1107 Whispering Green Bay
Jan 21/15	TVC B0003 15MU	N/A	Darryl McDonald	SK Builders	Commercial Reno	C- \$130,000	104 Centre Street East

DEVELOPMENT PERMITS ISSUED/APPLIED FOR JANUARY 2015

DATE	PERMIT #	OWNERS/APPLICANT NAME	JOB DESCRIPTION	ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #
Nov 20/14	D14.50	Airdome	RV Storage Facility	C-3	102 Service Rd SW	MPC Jan 20/15	15.05
Dec 23/14	D15.01	Randall Bobyk	Car/Truck Storage	C-3	413 Service Rd SW	MPC January 20/15	15.03
Jan 30/15	D15.02	Ashlee Beck	Home Occ II	R-1	216 Aspen Way	Pending MPC March 17/15	

OCCUPANCY PERMITS ISSUED JANUARY 2015 - NIL**NEW BUSINESS LICENSES ISSUED JANUARY 2015**

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS	CONTACT
Jan 15/15	896	SK Builders	Construction & Contracting		Soren Hansen
Jan 30/15	897	Sable Electrical Services Ltd.	Electrical		Allen Witthuhn

Outstanding Subdivisions (January, 2015)

Subdivision 2012-0-156 – 1600083 AB Ltd.

- Application to ORRSC – Aug 14/12
- Notice to Application from ORRSC – Aug 20/12
- MPC Motion 12.27 Resolution – Oct 16/12
- ORRSC Approval on Condition – Oct 14/12
- ORRSC Final Approval – Pending
- Expired

Subdivision 2014-0-122 – Town of Vulcan

To dedicate a road connecting Cedar Drive to 7th Ave S which creates two lots being 1.58 acres (0.64 ha) and 0.20 acres (0.8 ha) respectively.

- Application to ORRSC – June 30/14
- Notice to Application from ORRSC – Sept 11/14
- MPC October 21/14
- ORRSC Approval on Condition – Oct 22/14
- ORRSC Final Approval – December 19, 2014
- Registration of Subdivision Documents – Received-File Closed

Subdivision 2014-0-124 – 686659 Alberta Ltd/Canalta Real Estate Services Ltd.

To create three (3) lots 1.02 acre (0.41 ha), 2.18 acres (0.88 ha) and 1.04 acres (0.42 ha) respectively for commercial use.

- Application to ORRSC Sept 4/14
- Notice to Application from ORRSC – Sept 4/14
- MPC October 21, 2014
- ORRSC Approval on Condition-Oct 22/14
- ORRSC Final Approval - Pending

Town of Vulcan

Public Works

Month End Report

Month of: January 2015

Facilities:

- Had Startec in to do an acid treatment on both compressor systems due to scaling and low circulation. Public works staff will also be doing a milder acid treatment to system weekly for the four weeks after main acid treatment. Plant has been running correctly ever since treatment
- Runway lights at airport failed had to have a company in to be able to isolate the problem areas Mr. Fath has a report on the findings of the runway lighting.

Streets:

- Snow and ice removal on streets and sidewalks.
- With the warmer weather in January mainly run grader over icy areas to break it up and let Mother Nature do the rest
- Public works did pothole patching and leveling out any patches from water and sewer repairs that have not been paved
- Did repairs to street lights

Water & Sewer:

- Working with BSEI on repair of flow meter at lagoons.

Water Plant (contracted)

- Water treatment plant operations for the month of December went without any major concerns.
- In January public works did annual maintaince to the filtration system in water treatment plant

Parks:

- No issues

Cemetery:

- No grave openings in January

Personnel:

- Stew Birch on holidays from Jan 5th to Jan 22nd
- Rob Davidson on holidays from Jan 22nd to Feb 3rd

Other:

Stewart Birch Town Foreman

Department of Recreation Director's Report Feb 2015

	<i>Item</i>	<i>Status</i>	<i>Information</i>
1	Recreation Strategic Plan	ongoing	We have had an overview of the results of the community survey. We also have a discussion with RC regarding the recreation committees insight in the masterplan
2	First Annual Snowflake Festival	Dec 6th	This was an extremely well attended event. We had approx 150 people attending. We have already teamed up for next year's event
3	Skateboard Park	Jan	We have received another grant from the CFIB grant for \$40,000. This will put the fundraising at 90k and well will move forward in the spring with building along with youth involvement meetings.
4	Spock Days	Jan 22	Things are moving forward with the 2015 season. We have a full team in place to oversee the events.
5	Floor hockey Program	Ongoing	Floor hockey has been a great success with an average of 18 children getting involved. This has been a success season and we will be looking for more time next school season to get into the gym to host this again. The school is starting up the badminton after school program and therefore there is not gym space open for our program.
6	Roving Gym Program	Ongoing	We have had an increase in attendance from December (4) to Jan (8) families in attendance. This is a new program and it takes time for people to know about it. People who have attended have really enjoyed the sessions.
7	Grants	Ongoing	I have contacted Lize Dawber regarding the Volunteer committee grant. I have given her all the needed information to apply for this grant.
8.	SARA	Jan	Meeting in Claresholm to help the committees that have been set up get up and going on the right foot. They are moving along nicely but do not have their key person for running the games in place.
9	Family New Year's Party	Dec 31	Great event with everything go off as planned.
10	Joint Use committee	feb	A meeting for Feb is set, I have asked that the policy review the booking procedure along with the use of the calendar by the schools.
11	Concert Series	Jan	We had 76 people in attendance even though we did not have liquor at this event due to a technicality in the licensing. I have applied for the proper license and I am hoping we can get

	<i>Item</i>	<i>Status</i>	<i>Information</i>
12	VBIT Meeting	Jan 16	<p>it before the Feb 27 event.</p> <p>Meet with VBIT to discuss how they are moving forward with branding and their vision. They wanted to be made aware of the results of the recreation survey and masterplan.</p>
13	Family DAY	Feb 16	<p>The day is planned with a hotdog and marshmallow roast. Serval agencies are involved. FCSS, Rainbow Literacy and the Collaboration Committee.</p>

PEACE OFFICER PROGRAM

Managers Report – January, 2015

- From January 1 – January 31, 2015 thirty (30) files were created. Of those files, seven (7) were snow removal notices, seven (7) parking notices, eight (8) files open, and eight (8) bylaw complaints. Fifteen (15) provincial tickets were written, of those thirteen (13) were Traffic and two (2) were bylaw tickets written for snow removal
- Monthly column in Advocate
- Worked with Cst. Gates re: anti-bullying initiative and other educational items for the high school and elementary school
- Meet with principal of elementary school to discuss programs and dates for anti-bullying, toured school
- Working with Cst. Gates re: senior info sessions
- Patrolling town for expired plates, speeds in playground and school zones, and other traffic patrols
- Attending Traffic Stop Safety Course in Parkland County
- Took cruiser to WCI re: power outages (during course above)
- Following up with FCSS and High School for A Helping Hand
- Took plastic boards to Youth Centre to get hands made for A Helping Hand
- Started to attend the Youth Centre
- Set up Facebook page "Town of Vulcan Patrol Division" and set up link on Town website

Plans for February

- Continue to work with school and Cst. Gates re: anti-bullying initiative with High School (Feb has an anti-bully week)
- Continue with Positive Ticket initiative
- Attend AACPO Conference the first week of February
- Attend Family Day event hosted by Recreation Dept
- Monthly column
- Plan targeted education campaigns and post to Facebook page

Day	Violation	Part 2/3	Court Date	Amount
19	37(a) RROR	3	April 14/15	\$ 287.00
20	17.1(d)(i) bylaw	2	April 14/15	\$ 100.00
22	115(2)(r TSA	3	April 14/15	\$ 103.00
22	115(2)(r TSA	3	April 14/15	\$ 78.00
22	17.1(d)(i) bylaw	2	April 14/15	\$ 100.00
22	37(a) RROR	3	April 14/15	\$ 287.00
22	37(a) RROR	3	April 14/15	\$ 287.00
23	15(1)(b) RROR	3	April 14/15	\$ 172.00
27	44(d) RROR	3	April 14/15	\$ 57.00
27	167(1)(a) TSA	3	April 14/15	\$ 172.00
27	82(2)(a) VER	3	April 14/15	\$ 115.00
27	82(2)(a) VER	3	April 14/15	\$ 115.00
27	115(2)(r TSA	3	April 14/15	\$ 85.00
27	82(2)(a) VER	3	April 14/15	\$ 115.00
27	82(2)(a) VER	3	April 14/15	\$ 115.00
			Total	\$ 1,901.00

Town of Vulcan

Request for Decision (RFD)

Real Estate Offer

Meeting: Regular Council
Meeting Date:
Originated By:

BACKGROUND / PROPOSAL:

We have listed 401 Elizabeth Street.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

We have received an offer on this property.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:

CAO

