

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, AUGUST 14, 2017
COMMENCING AT 7:00 PM**

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearing – NIL

3.0 Delegations

3.1 Employee Service Recognition

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – July 24, 2017

6.0 Unfinished Business

6.1 2017 Election Open House

7.0 Financial Statements

7.1 Cash Statement – Ending July 31, 2017

7.2 Year-to-Date Statement – Ending July 31, 2017

8.0 Correspondence and Information Items

8.1 Correspondence and Information Items

9.0 Committee and Administrative Reports

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

10.0 Bylaws/Policies

- 10.1 Amend Policy C-06 – Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables
- 10.2 Amend Policy PU-01 – Sidewalk Inspection and Maintenance
- 10.3 Amend Policy PU-03 – Snow Removal and Fencing
- 10.4 Rescind Policy PU-11 – Snow Fence
- 10.5 Amend Policy PU-04 – Cotton Tree Removal
- 10.6 Bylaw No. 1464-17 – Municipal Development Plan Amendment

11.0 New Business

- 11.1 Solar Park Kiosk
- 11.2 Ad-Hoc Pool Build Committee
- 11.3 1st Avenue South Rehabilitation Work

12.0 Notice of Motion

13.0 Management Reports

- 13.1 Management Reports – August 14, 2017

14.0 In-Camera

- 14.1 Legal – FOIPPA Part 1 Division 2 Section 23(1)b

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting July 24, 2017

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, July 24, 2017 were presented to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, July 24, 2017 be approved and read by each member of Council.

Initials show support -Reviewed by:

Director:



CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, JULY 24th, 2017**

PRESENT:

Mayor	- Tom Grant
Councillor	- Lorna Armstrong
Councillor	- Rick Howard
Councillor	- Sue Dow
Councillor	- Paul Taylor
Chief Administrative Officer	- Kim Fath
Recording Secretary	- Karen Rose

ABSENT:

Councillor	- Georgia-Lee DeBolt
Councillor	- John Seaman

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

2.0 Public Hearings - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

➤ 11.4 Development Officer Appointment

Motion No.: 17.284

Moved by Councillor Paul Taylor 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, July 10, 2017 were presented to Council.

Motion No.: 17.285

Moved by Councillor Sue Dow THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, July 10, 2017 be approved and read by each member of Council as amended. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business

6.1 Amend Policy C-04 – Facility Banners and Advertising Signage

At the July 10, 2017 Regular Council Meeting Council directed Administration to review Line 3.6 Advertising of Liquor, Tobacco, or Adult Content in Policy C-04 – Facility Banners and Advertising Signage and bring back to Council for further consideration.

Motion No.: 17.286

Moved by Councillor Lorna Armstrong THAT Council adopts Policy C-04 – Facility Banners and Advertising Signage as amended. **CARRIED UNANIMOUSLY**

7.0 Financial Reports

7.1 Cash Statement – Ending June 30, 2017

Motion No.: 17.287

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending June 30, 2017 be received as information. **CARRIED UNANIMOUSLY**

7.2 Year-to-Date Summary – Ending June 30, 2017

Motion No.: 17.288

Moved by Councillor Paul Taylor THAT the Year-to-Date Summary for the period ending June 30, 2017 be received as information. **CARRIED UNANIMOUSLY**

8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending July 24, 2017 was presented to Council to be received for information.

Motion No.: 17.289

Moved by Councillor Sue Dow THAT the Correspondence and Information Items for the period ending July 24, 2017 be received for information and that Administration forward 8.1.A to the Recreation Department and 8.1.E to the Fire Department.

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.: 17.290

Moved by Councillor Lorna Armstrong THAT the minutes and/or verbal reports of Town represented Boards/Committees at the July 24, 2017 Town Council Meeting be received for information.

- Canadian Badlands Board Meeting – Minutes – May 4, 2017

Verbal Reports:

- Councillor Sue Dow
 - Vulcan Business Development Society
 - Municipal Planning Commission
 - Vulcan Golf and Country Club
- Councillor Paul Taylor
 - Vulcan Golf and Country Club
- Councillor Lorna Armstrong
 - Vulcan Business Development Society
 - Vulcan and District Tourism Society

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Amend Policy C-08 – Donated Trees and Benches

Administration is reviewing current policies and requested that Council amend Policy C-08 – Donated Trees and Benches with changes made to the format and wording of the policy.

Motion No.: 17.291

Moved by Councillor Paul Taylor THAT Council adopts Policy C-08 – Donated Trees and Benches as amended. **CARRIED UNANIMOUSLY**

10.2 Amend Policy C-09 – Off Leash Dog Area

Administration is reviewing current policies and requested that Council amend Policy C-09 – Off Leash Dog Area with changes made to the format and wording of the policy.

Motion No.: 17.292

Moved by Councillor Rick Howard THAT Council adopts Policy C-09 – Off Leash Dog Area as amended. **CARRIED UNANIMOUSLY**

10.3 Amend Policy C-10 – Ball Diamond Maintenance

Council is reviewing current policies and requested that Council amend Policy –C-10 – Ball Diamond Maintenance with changes to the format and the wording of the policy.

Motion No.: 17.293

Moved by Councillor Sue Dow THAT Council adopts Policy C-10 – Ball Diamond Maintenance as amended. **CARRIED UNANIMOUSLY**

10.4 Rescind Policy C-6 – Banners/Advertising on Town Property

Administration requested that Council rescind Policy C-6 – Banners/Advertising on Town property.

Motion No.: 17.294

Moved by Councillor Paul Taylor THAT Council rescinds Policy C-6 – Banners/Advertising on Town property as requested. **CARRIED UNANIMOUSLY**

10.5 Rescind Policy PU-6 – Kinsmen Playgrounds and Parks

Administration requested that Council rescind Policy PU-6 – Kinsmen Playgrounds and Parks.

Motion No.: 17.295

Moved by Councillor Lorna Armstrong THAT Council rescinds Policy PU-6 – Kinsmen Playgrounds and Parks as requested.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 Community Group Storage Compound

Over the past several years many of the service groups in Vulcan have expressed interest in a community group storage compound which could be located somewhere within the Town of Vulcan. Most recently Council identified the vacant lot on 4th Street North as a possible location for this facility.

Motion No.: 17.296

Moved by Councillor Paul Taylor THAT Council approves the development of Lot 9, Blk 41 on 4th Street North to create a Community Group Storage Facility, and that the funding for this project to be drawn from the Contingency Reserve not to exceed \$10,000.00.

CARRIED UNANIMOUSLY

11.2 Vulcan Town and County Fire Protection

Over the last several months the Town and County have been working at developing an operational agreement for fire protection in the Vulcan district.

The Fire Agreement Committee met to discuss changing the proposed organizational chart for the agreement. The proposed amendments were taken back to the respective Council's for their input.

Motion No.: 17.297

Moved by Councillor Paul Taylor THAT Council receives this as information.

CARRIED UNANIMOUSLY

11.3 Chief Administrative Officer Holidays

The Chief Administrative Officer is requesting Council's approval to take holidays from July 31st – August 8th, 2017 and August 21st – September 5th, 2017.

Motion No.: 17.298

Moved by Councillor Lorna Armstrong THAT Council approves the Chief Administrative Officer's request to take holidays from July 31st – August 8th, 2017 and August 21st – September 5th, 2017.

CARRIED UNANIMOUSLY

11.4 Development Officer Appointment

Motion No.: 17.299

Moved by Councillor Rick Howard THAT Council appoint Nancy Neufeld, Development Officer, a designated officer of the Town of Vulcan in accordance with the Municipal Government Act Section 210(1).

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 Rick Howard at 8:04 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

2017 Election Open House

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the April 24, 2017 Regular Council Meeting Council made motion that Administration arranges for an open house on September 6, 2017 at the Town Office for those persons interested in running in the 2017 Municipal Election.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration is requesting Council's input as to what arrangements they would like Administration to make for the open house.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:


CAO

Town of Vulcan

Request for Decision (RFD)

Cash Statement – Ending July 31, 2017

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending August 14, 2017.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Cash Statement for the period ending August 14, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Town of Vulcan
Cash Statement
7/31/2017

	Debit	Credit	YTD
Cash			
Bank - General Account	18,156,856.86	(18,274,861.30)	(118,004.44)
Investments			
Notice On Demand Acct General	4,190,170.66	(2,311,187.94)	1,878,982.72
Notice on Demand Acct FGTF	212,932.10	(212,557.32)	374.78
Notice on Demand Acct MSI Capital	484,790.03	(241,581.44)	243,208.59
Notice on Demand Acct Vulcan Innovation	15,699.69	0.00	15,699.69
Notice On Demand Acct BMTG	169,007.26	(168,397.11)	610.15
Term Deposit - Mix Reserve	5,175.57	0.00	5,175.57
Term Deposit - Healy Reserve	15,638.10	0.00	15,638.10
Term Deposit - Alberta Energy Grant	0.00	0.00	0.00
Term Deposit - Shearer Reserve	1,668.01	0.00	1,668.01
Term Deposit - Androsoff Reserve	5,382.69	0.00	5,382.69
Term Deposit - Flags	40,235.87	(20,000.00)	20,235.87
	<u>5,140,699.98</u>	<u>(2,953,723.81)</u>	<u>2,186,976.17</u>
Mayor			
CAO			

Town of Vulcan

Request for Decision (RFD)

Year-to-Date Statement – Ending July 31, 2017

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement for the period ending July 31, 2017.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Year-to-Date Statement for the period ending July 31, 2017 be received for information.

Initials show support -Reviewed by:

Director:



CAO

TOWN OF VULCAN

For the Seven Months Ending July 31, 2017

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE ANNUAL BUDGET
General Taxes & Fees				
Revenue	(\$2,867,662.48)	(\$40,422.98)	(\$3,052,126.00)	(\$184,463.52)
Expenses	31,544.00		34,000.00	2,456.00
School Taxes				
Revenue	(560,507.81)	403.08	(561,142.11)	(634.30)
Expenses	273,610.13		561,142.11	287,531.98
Legislative				
Revenue				
Expenses	43,642.13	5,487.83	119,845.00	76,202.87
General Administration				
Revenue	(36,971.96)	(775.38)	(28,450.00)	8,521.96
Expenses	762,244.62	89,325.99	859,239.52	96,994.90
Fire Fighting				
Revenue				
Expenses	120,544.54	18,551.33	203,623.00	83,078.46
Emergency Services				
Revenue				
Expenses	1,044.83		11,000.00	9,955.17
Bylaw				
Revenue	(14,877.65)	(516.00)	(32,000.00)	(17,122.35)
Expenses	63,227.94	8,150.38	116,740.00	53,512.06
Common Services				
Revenue				
Expenses	213,251.85	10,990.58	315,600.76	102,348.91
Roads & Streets				
Revenue	(30,907.93)	(27,000.00)	(3,907.93)	27,000.00
Expenses	350,598.50	53,686.99	480,432.14	129,833.64
Airport				
Revenue				
Expenses	42,438.35	34,438.35	8,000.00	(34,438.35)
Water Treatment				
Revenue	(140,000.00)	(20,000.00)	(240,000.00)	(100,000.00)
Expenses	78,611.73	6,359.05	190,066.78	111,455.05

Storm

Revenue				
Expenses	2,678.64	391.58	6,310.55	3,631.91

FCSS

Revenue	(158,791.00)	(49,039.00)	(199,133.00)	(40,342.00)
Expenses	168,688.50	52,085.25	212,291.00	43,602.50

Cemetery

Revenue	(5,050.00)	(150.00)	(8,000.00)	(2,950.00)
Expenses	12,643.90	1,310.93	22,479.00	9,835.10

Planning Development & Safety

Revenue	(7,717.02)	(338.00)	(7,200.00)	517.02
Expenses	58,956.28	5,620.89	112,184.00	53,227.72

Subdivision

Revenue	(10,200.00)	(1,800.00)	(10,200.00)	
Expenses	20,780.09		20,780.09	

Economic Development

Revenue				
Expenses	101,300.00		106,300.00	5,000.00

Recreation

Revenue	(120,090.31)	(2,779.65)	(129,116.00)	(9,025.69)
Expenses	107,848.66	18,566.73	219,032.00	111,183.34

Golf Course Loan

Revenue				
Expenses	50,592.00	8,160.00	84,864.00	34,272.00

Parks

Revenue	(72,498.73)	(5,262.67)	(75,925.00)	(3,426.27)
Expenses	93,543.17	18,060.36	134,900.00	41,356.83

Swimming Pool

Revenue	(111,472.90)	(12,623.99)	(124,407.50)	(12,934.60)
Expenses	128,822.25	44,999.37	203,515.00	74,692.75

Arena

Revenue	(102,207.70)		(117,920.00)	(15,712.30)
Expenses	87,106.21	3,107.43	195,840.00	108,733.79

Culture

Revenue	(8,400.00)	(1,200.00)	(14,400.00)	(6,000.00)
Expenses	129,428.56	1,097.63	140,748.32	11,319.76

Tourist Center

Revenue	(8,400.00)	(1,200.00)	(14,400.00)	(6,000.00)
Expenses	94,049.95	785.50	113,194.57	19,144.62

Water

Revenue	(298,815.24)	(37,295.46)	(733,356.64)	(434,541.40)
Expenses	396,616.25	99,177.48	773,633.28	377,017.03

Sewer

Revenue	(99,909.03)	(50.70)	(205,990.00)	(106,080.97)
Expenses	210,079.95	5,732.58	333,022.09	122,942.14

Garbage

Revenue	(243,656.55)	(126.75)	(435,921.00)	(192,264.45)
Expenses	365,588.83	8,086.73	414,453.08	48,864.25

TOTAL REVENUE	(4,898,136.31)	(200,177.50)	(5,993,595.18)	(1,095,458.87)
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TOTAL EXPENSES	4,009,481.86	494,172.96	5,993,236.29	1,983,754.43
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Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending August 14, 2017.

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 August 14, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

Report on Miscellaneous Correspondence 8.1 (2) - August 4, 2017

A. Alberta Environment and Parks

Inspection of Twin Valley Regional Waterworks System Approval #1271 July 18, 2017 (A copy of the report is available on the Council Login site under Councillor Information)

B. Alberta Municipal Affairs

Municipal Sustainability Initiative – Approval of Operating Spending Plan submitted by the Town of Vulcan

C. Alberta Government – Alberta Seniors and Housing

Thank you for participating in Annual Apartment Vacancy and Rental Cost Survey for 2016

D. ATCO Gas

ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

E. Alberta Municipal Affairs

Approval for eligible projects submitted under the Municipal Sustainability Initiative capital program

July 24, 2017

Mr. Kim Fath, CAO
Town on Vulcan
PO Box 360
Vulcan AB
T0L 2B0

Dear Mr. Fath:

RE: Inspection of Twin Valley Regional Waterworks System Approval # 1271 July 18, 2017

On July 18, 2017 Alberta Environment and Parks conducted an inspection of the Twin Valley Regional Waterworks System and the 2016 annual report. I would like to thank Mr. Birch for his assistance during the inspection.

The purpose of the inspection was to assess compliance with the terms and conditions of the waterworks system's approval/registration, related legislation, and to identify any additional potential risks. Attached is a copy of the Inspection Report. A list of follow-up items requiring your attention is summarized below.

Non Compliance

Approval 1271-02-01 Clause 4.1.2 the approval holder shall maintain a system Operations Program that shall include at a minimum, all of the information in Schedule 1 of this approval. This clause came into effect in 2012 and although the Operations Program was present it either did not contain all the information in Schedule 1 or Mr. Birch was not able to find it when requested to do so. As compiling a complete Operations Program takes time Mr. Birch requested 3 months to complete an operations program which was granted.

Approval 1271-02-01 Clause 5.1.1 The approval holder shall monitor the waterworks system in accordance with:

- (a) Schedule 2 ; and
- (b) Schedule 3

Schedule 3 requires Total Trihalomethane samples to be taken every 3 months. This was not done in 2016, there were no samples taken in the last quarter. The previous sample was taken Sept 7, 2016 and the following Jan 2017. Mr. Birch indicated the absence of samples during this period was due to changing from one lab to another.

Unfortunately failing to take this sample was not reported as per **Clause 6.1.1** resulting in the failing score on the inspection report.

Issues

An inspection of the bulk/truck fill showed the fill hose was long enough to allow contamination from contact with the ground and the interior of any users tank that have allowed their tanks to become contaminated with pesticide etc. This needs to be changed so this cannot occur. The fill needs to have an air gap or back flow preventer in place. Mr. Birch will be sending me information on the power activated valve that is currently in place to see if it is considered to be a backflow prevention device. .

Alberta Environment and Parks requires a completed and updated electronic copy of the operations program by **October 31, 2017**

The Approval Holder is required to take all actions necessary to immediately resolve any non-compliance issues. Please provide documentation on how, and when, the above items were, or will be, addressed by **August 31, 2017.**

Respectfully



Mel Koehler
Environmental Protection Officer
Alberta Environment and Parks
Lethbridge Provincial Building
Tel 403 382 4246
Cell 403 635 1343



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR90497

July 18, 2017

His Worship Thomas Grant
Mayor, Town of Vulcan
PO Box 360
Vulcan AB T0L 2B0

Dear Mayor Grant,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

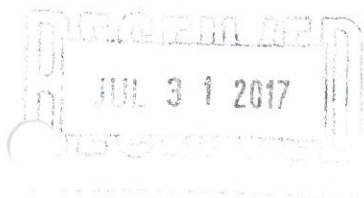
I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2017 operating allocation and any estimated 2016 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Kim Fath, Chief Administrative Officer, Town of Vulcan



Office of the Executive Director
Stakeholder Relations & Housing Strategies
Housing Division
3rd Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton, Alberta T5J 5E6
Telephone: 780-427-1751
Dean.Lussier@gov.ab.ca

July 21, 2017

Kim Fath
Chief Administrative Officer
PO Box 360
Vulcan AB T0L 2B0

Dear Kim Fath:

On behalf of Alberta Seniors and Housing, I would like to thank you and the town office staff for your participation in the annual Apartment Vacancy and Rental Cost Survey (AVS) for 2016. Your contribution to this initiative ensures the AVS is an accurate reflection of pertinent rental information in 66 communities across rural Alberta.

I am pleased to provide you with a link to download your online copy of the *2016 Apartment Vacancy and Rental Cost Report*: <http://www.seniors.alberta.ca/housing/1740.html>

Hard copies of the 2016 AVS Report can be ordered from the Queen's Printer Bookstore at a cost of \$29.95 plus GST.

Queen's Printer Bookstore
Park Plaza Building
5th Floor, 10611 – 98 Avenue
Edmonton, Alberta T5K 2P7

Telephone: 780 427-4952
Fax: 780 452-0668
E-mail: qp@gov.ab.ca
Internet: www.qp.alberta.ca

For more details on the 2016 AVS Report, please contact Ryan Roth, Data and Reporting Analyst, Housing Strategies, by e-mail at ryan.roth@gov.ab.ca or by telephone at 780-644-2610. To call toll-free in Alberta, call 310-0000 followed by the area code and telephone number.

Again, thank you for your contribution to this year's report.

Sincerely,

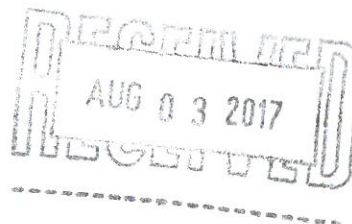
Dean Lussier, Executive Director
Housing Strategies and Program Support
Housing Division, Seniors and Housing



8.1.D

July 31, 2017

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



Attention: Mr. Kim Fath
Chief Administrative Officer

Re: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Dear Sir:

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2018; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2018, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Vulcan a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Vulcan this percentage is 35.00%.

In 2016, our Delivery Tariff revenue in the Town of Vulcan was \$536,563. Our forecast Delivery Tariff revenue for 2018 is \$574,901. Therefore, based on the current franchise fee percentage, the forecast 2018 franchise fee revenue would be \$201,215.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (403) 380-5401.

Sincerely,

Shane Ellis,
Senior Manager, Lethbridge Region



ALBERTA
MUNICIPAL AFFAIRS

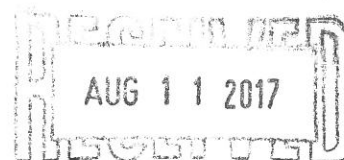
*Office of the Minister
MLA, Leduc-Beaumont*

8.1.E

AR90477F

July 28, 2017

His Worship Thomas Grant
Mayor, Town of Vulcan
PO Box 360
Vulcan Alberta T0L 2B0



Dear Mayor Grant,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-9280	4 Street Water and Wastewater Line Replacement	\$523,934
CAP-9288	Street Light Replacements	\$ 73,000

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Kim Fath, Chief Administrative Officer, Town of Vulcan

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
 Meeting Date: **August 14, 2017**
 Originated By: Kim Fath

BACKGROUND / PROPOSAL:

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

- Vulcan Library Board Meeting – Minutes – June 21, 2017
- Vulcan & District Tourism Society Board Mtg – Agenda – Minutes – July 11, 2017
- Municipal Planning Commission Meeting – Minutes – July 18, 2017
- Vulcan Recreation Committee Meeting – Minutes – August 3, 2017
- Vulcan & District Tourism Society Board Mtg – Agenda – Minutes – August 1, 2017
- Community Futures Highwood – Annual Performance Report and 2016-17 Financial Statements (Copies are available in the Town office for viewing)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the August 14, 2017 Town Council Meeting be received for information.

- Vulcan Library Board Meeting – Minutes – June 21, 2017
- Vulcan & District Tourism Society Board Mtg – Agenda – Minutes – July 11, 2017
- Municipal Planning Commission Meeting – Minutes – July 18, 2017
- Vulcan Recreation Committee Meeting – Minutes – August 3, 2017
- Vulcan & District Tourism Society Board Mtg – Agenda – Minutes – August 1, 2017
- Community Futures Highwood – Annual Performance Report and 2016-17 Financial Statements (Copies are available in the Town office for viewing)

Initials show support -Reviewed by:

Director:

CAO

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for June 21, 2017

Call to Order: 7:00 pm

Present: Liz Hammond, Louise Schmidt, Vicki Hutton, Penny Rushfeldt,
Connie Clement, Maureen Howard, Michaela Kiemele

Absent: Sara Hutchinson, Lori Deavitt, Paul Taylor

1. Approval of Agenda

Liz approved the agenda.

2. Approval of Minutes

Louise moved the Minutes as presented; carried.

3. Committee Reports

Library Manager's Report

Connie gave a letter to the Ag Society about a possible fruit program. Good for kids and adults. Gave a short report to Friends of the Library. Dorothy now the Friends secretary. Signage came but it was wrong. Needed to be pre-drilled. Ron Forhmzway asked for space for playing chess. Evenings for a possible club? Language lab still waiting on D-Link cable. New computer on circulation desk is in place. Security hard drive had issues; problem is resolved. The parade went well. Twenty five people of all ages came for rock painting. May do it again for adults. Louise volunteered future rocks. Connie will keep a binder of projects going forward. June 28th e-reader session with Jane. Genealogy went well. McBride will be doing employment workshops in the early fall.

Treasurer's Report

Nothing significant to report at this time – see attached.

4. Correspondence

Nil

5. Business Arising from the Minutes

Policies and procedures – Vicki will talk to Darlene tomorrow.

Panic hardware – back to square one with original company. Paul looking for additional quote.

Insurance questions have been dealt with.

Grand Opening – staff and volunteers are lined up. Book sale on the go, donations rather than priced. Amnesty on fines for first week in July. Draw for new membership, penny draw, etc. Dixie cups, Canada Day stuff, Canada Day stuff, Canada Day stuff. And free membership. Book sale, gift card raffle proceeds to go to pool fund.

6. New Business

www.albertapreventscancer.ca is a site worth looking at.

Library Logo – needs to be replaced as it is less than noticeable. Tabled for the summer.

Vicki will talk to Darlene about Policy and Bylaws for Kerby Bfring.

Reminder of FCSS Supper meeting June 22nd.

Little Free Library for Petro is just about ready for inside usage. Sponsored by Vulcan Municipal Library, with mention of Early Childhood Coalition.

Maureen proposed that the Library Manager be given a spread sheet covering promotions, programme expenses, and courses, etc. Vicki moved that the Library Manager be given an annual budget spread sheet for programmes and promotions. Seconded by Penny. Carried.

Black Spring Ridge Community Project Funding – logo, banner and signage suggested – Connie to consult with Paul.

7. Next Meeting

September 20, at 7 P.M.

8. Adjournment

The meeting was adjourned at 8:40 by Liz.

Chairperson

Date

Secretary

Date

Vulcan & District Tourism Society Board Meeting
Tuesday July 11, 2017
Vulcan County Chambers 7:00 pm

1. Call to Order
2. Additions and Adoption of the Agenda
3. Adoption of the Minutes
4. Financial Update (Budget Review)
5. Tourism Update
6. Chamber Update
7. Next Meeting
8. Adjournment

Vulcan & District Tourism Society Minutes – Tuesday July 11, 2017
Vulcan County Chambers

In attendance: Georgia-Lee Debolt Vice Chair (Town of Vulcan), Lorna Armstrong (Town of Vulcan), Gloria Hout (Member at Large – Town of Vulcan), Michael Monner Secretary (County of Vulcan), Grace Klitmoller (Member at Large – County at Large), Shannon Clarke (Tourism Administrator) & Chantele Debolt (Administrative Assistant). Missing Jason Thornhill (Chamber).

Call to Order – 7:00 pm - Jason Schneider

Additions and adoption of the Agenda – Jason Schneider motioned to add 7.5 Legal to the agenda. Motioned by Grace Klitmoller. Carried unanimously.

Adoption of the Minutes - Correct the spelling of Gloria Hout's name. Motioned by Grace Klitmoller. Carried unanimously.

Financial Update – Michael Monner motioned to give our bookkeeper Bev Johnsen notice of termination as the board felt she wasn't fulfilling her duties. Grace seconded. Shannon and the executive will look for tenders on new bookkeepers to bring to the next board meeting. Michael motioned to accept financials as information. Carried unanimously.

Tourism Update – Chantele and Shannon have been attending some of our local county events and getting Tourism seen out and about. Chantele was present with the tent for the Saturday of Spock Days in the t handing out programs, brochures, information as well as selling tourism merchandise. They were both present for the Canada day celebration and the pool fundraiser handing out programs, town & provincial maps and greeted visitors. Shannon attend the Canadian Coaster car rally that had one of their stops in Lomond. Shannon greeted and visited people there from all over Canada. Provided Alberta maps. Took pictures to post on social media. Dropped off brochures to the store in Lomond and offered to drop more off in the future. Shannon will be helping the Kinsmen soap box racers and providing information to visitors at the Show & Shine. Preparations for Vul-Con on in full swing and going very well.

Lorna Armstrong moved to accept as information. Carried unanimously.

Chamber Update – No Chamber update at this time.

Next meeting – August 1, 2017 @ Vulcan County Chambers 7:00 pm

Legal – Georgia Lee DeBolt made a motion to go in camera @ 8:05 pm. Georgia Lee DeBolt made a motion to come out of camera @ 8:45 pm. Michael Monner moved to accept legal update for information.

Adjournment – 8:46 pm

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, JULY 18, 2017
COMMENCING AT 2:00 P.M.**

PRESENT: Chairman John Seaman, Vice-Chairman Ron Fernley and Members, Lyle Magnuson, Shirley Zuehlke, Randy Wolfe & Sue Dow

ABSENT: NIL

STAFF: Nancy Neufeld, Development Officer

OTHERS: Ken Jackson (Applicant), Dale Lerohl (Applicant), Unidentified observer

CALL TO ORDER:

Chairman John Seaman called the meeting to order at 2:04 p.m.

1.0 DELEGATION – NIL

Attendees to the meeting were asked if they wished to address the MPC as a delegate.

2.0 ADDITIONS TO AGENDA - NIL

Motion: 17.27

Moved by Member Shirley Zuehlke that the agenda be approved. **CARRIED**

3.0 MINUTES

3.1 Minutes of the June 20, 2017 meeting of the MPC were presented for adoption.

Motion: 17.28

Moved by Member Lyle Magnuson that the Minutes of the Town of Vulcan Municipal Planning Commission June 20, 2017 be approved as read by each member of the Commission. **CARRIED**

4.0 MISCELLANEOUS CORRESPONDENCE

4.1 Subdivision Decision 2017-0-88

Motion: 17.29

Moved by Member Shirley Zuehlke that the Miscellaneous Correspondence be accepted for information. **CARRIED**

Member Sue Dow entered the meeting at 2:10 p.m.

5.0 SUBDIVISION & DEVELOPMENT REQUESTS

- 5.1 Ken Jackson – Development of 208-2nd Avenue North
Lot NW 44' of 19-22 Block 1 Plan 7000AG – Commercial C-1

Mr. Jackson was in attendance to introduce himself to the Commission members and inquire as to what was required of him in regards to development of the property at 208-2nd Avenue North. This property is zoned C-1 for which there is not a current development permit for both the use of the property and the building which was recently moved on.

The history and file were reviewed with Mr. Jackson and the Commission members. Mr. Jackson was directed to work with the Development Officer on providing a Development Permit Application for the current use of the property.

Decision Required

MOTION: 17:30

Moved by Member Randy Wolfe that a development permit application is to be brought forth to the Municipal Planning Commission for consideration at the meeting of the MPC to be held September 19, 2017 for the property at 208-2nd Avenue North. **CARRIED**

Mr. Jackson left the meeting at 2:35 p.m.

- 5.2 Development Permit Application 17.23
Lot 8 Block 45 Plan 8610505
207-2 Street NE
I-1 - Discretionary Use – Shipping Containers

Decision Required

MOTION: 17:31

Moved by Member Sue Dow that Development Permit D17.23 be approved with the recommended Development Permit Conditions, Option 1 as presented. **CARRIED**

- 5.3 Development Permit Application D17.25
Lot 15 Block 43 Plan 8111335
410 Sinclair Road

I-1 – Discretionary Use – Shipping Containers

Dale Lerohl was in attendance. Mr. Lerohl indicated to the Commission that it is his intention to paint the containers the same colour as the building.

Decision Required

MOTION: 17:32

Moved by Member Lyle Magnuson that Development Permit D17.25 be approved with the recommended Development Permit Conditions, Option 1 with the addition of the requirement that the containers are to be painted by May 31, 2018. **CARRIED**

Mr. Lerohl left the meeting at 2:50 p.m.

6.0 UNFINISHED BUSINESS – NIL

7.0 NEW BUSINESS – NIL

8.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

Motion: 17.33

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

9.0 LAND USE BY LAW REVIEW

9.1 Enforcement – Administration – Section 44 Page 19

Procedures regarding enforcement of non-compliance to Land Use Bylaw 1437-15 were reviewed.

Motion: 17.34

Moved by Member Ron Fernley that the Commission go "In Camera" at 2:58 p.m. **CARRIED**

Motion: 17.35

Moved by Member John Seaman that the Commission be brought "Out of Camera" at 3:10 p.m. **CARRIED**

10.0 QUESTION PERIOD – NIL

12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held August 15, 2017

Members Sue Dow and Shirley Zuehlke will be away for August meeting.

13.0 ADJOURNMENT

The meeting was adjourned by Lyle Magnuson at 3:14 p.m.

CHAIRMAN

SECRETARY

DRAFT

VULCAN RECREATION COMMITTEE
Minutes– Aug 3rd, 2017 –12:00 PM
Town of Vulcan Council Chambers

1. Call to Order: Attendance:

Town Council Rep	- Georgia-Lee DeBolt
County Council Rep	- Jason Schneider
Town Member at Large	- Joy Basnett
Town Member at Large	- Barb Moore-Coffey
Town Member at Large	-
County Member at Large	-Dave Munro
County Member at Large	-
County Member at Large	-
Recreation Department/Sec	- Bonnie Ellis
Palliser Rep	-

2. Delegation:

3. Additions to the Agenda: none

4. Approval of the Agenda: ***Motion by Joy Basnett ,All in Favour***

5. Minutes of Last Meeting: ***Motion by Georgia Lee DeBolt, All in Favour***

6. Recreation Department Report: ***Motion by Dave Munro; All in Favour***

7. Budget: ***Accepted for information purposes***

8. Old Business:

- a) Pool fundraiser: overall including expense the Lions raised\$117 722. The Sneak a Peek packages that the town and recreation committee. The 40 person one when for \$4,200.00 purchased by Josh Umscheid and the 15 people one went for \$3,000.00 purchased by lions Club
- b) We need to refer back to the 2015 Regional Recreation Strategic Plan manual and the Pathways to Wellbeing booklet to help us in our future planning.
- c) Request for portable washroom on town property was requested by the soccer association to have a toilet on the outside of the fence for soccer use. The town recommended that it be placed on the school property. The town has denied their request and referred the soccer club to the Palliser schools.

Bonnie recreation/culture programming ideas for the 2018 budget year. Discussion: PorchFest – music artist play from the porches around town. Barb thought it would be a good idea to start up a music event in the summer in town. Bonnie and Barb will work on these. Also Barb thought about doing more senior programs and more arts programming for kids.

- e) I have sent a letter to the county requesting the use of the recreation reserve for the engineering of the pool.
- f) Review of the Grants. Motion Joy Basnett motions, that after reviewing the 4 County Grant applications that they be approved by the committee and sent over to the County for consideration, All in favour.

9. New Business:

- a. Russ Tanner has come to the office to help with completing the RFP for the new pool
- b. Vulcan County Grants: committee is to review the request and forward these on to the county with a rating of top priority down.
- c. Lifesaving society pool conference Sept 12-13 I will be attending.
- d. The town received a cheque for \$700 from the Tinman group for the use of the pool. I did email Barb Wade why the amount has changed as we have been getting \$1000 for the use of the pool also we had provided our Bylaw Officer to direct traffic when the firefighters were not able to this year. They have given the firefighters a donation for doing this in the past how come the town did not receive something for providing the same service. Just wondering about the difference.
- e.

Committee Reports:

Tinman: (/Bonnie) – no

Joint Use (Joanne) – no report

Spock Days (Bonnie) –no mtg over the summer

KidSport (Dave/Bonnie) –no meeting

CCHS Sport Council (Joy)- Funding for the sports next year was discussed, also the elections were discussed also.

Culture and Active Living (Barb/)- none

County Council (Jason)- County busy with construction in many different places. New CFO Nic Faie from Strathmore.

Town of Vulcan (Georgia - Lee)- New run way lights at the airport. They were paid by the Lions and government grants.

Palliser (Robert) none

Next Meeting:

Sept 7th 2017 @ 12 noon in Council Chambers at the Town office.

9. ADJOURNMENT: *Motion by Georgia Lee DeBolt ...Meeting adjourned at 1:30 PM.*

Vulcan & District Tourism Society Board Meeting
Tuesday August 1, 2017
Vulcan County Chambers 7:00 pm

1. Call to Order
2. Additions and Adoption of the Agenda
3. Adoption of the Minutes
4. Financial Update (Budget Review)
5. Tourism/Vul-Con Update
6. Chamber Update
7. Next Meeting
8. Adjournment

Vulcan & District Tourism Society Minutes – Tuesday August 1, 2017
Vulcan County Chambers

In attendance: Jason Schneider Chair (County of Vulcan), Georgia-Lee Debolt Vice Chair (Town of Vulcan), Lorna Armstrong (Town of Vulcan), Gloria Huot (Member at Large – Town of Vulcan), Michael Monner Secretary (County of Vulcan), Jason Thornhill (Chamber), Shannon Clarke (Tourism Administrator), Missing Grace Klitmoller (Member at Large – County at Large) & Chantele Debolt (Administrative Assistant).

Call to Order – 7:00 pm - Jason Schneider

Additions and adoption of the Agenda – Lorna Armstrong motioned for the addition of 7.5 Legal be added to the agenda. Carried unanimously.

Adoption of the Minutes – Gloria Huot moved to adopt the minutes as is. Carried unanimously.

Financial Update – Lorna Armstrong to have Mark Vucurevich from Munton & Co submit our annual returns to the CRA. Carried unanimously. Financials moved to accept as information with corrections by Lorna Armstrong. Carried unanimously.

Tourism/Vul-Con Update – Discussion was had about how much to pay the town but was decided we needed an audit first to see how much money the society would need to get through the end of the year. Jason Schneider & Georgia-Lee are planning to have a discussion with Kim Fath town of Vulcan administrator. Businesses hours will change back to 9 am to 5 pm daily as of September 4th and winter hours 9 am – 5 pm Tuesday – Saturday as of October 9. Tourism is hosting our first annual Bike Run through the county August 12. Shannon is volunteering at the Carmangay fireman's supper August 4. Edmonton Expo is September 22 – 24. AVIP fall conference is September 25 – 27. Rooms and meals are provided to us. The society has only have the cost of mileage. The board felt that Vul-Con 2017 went well even though we didn't make a profit, but there is always room for improvement. Shannon and Chantele will have a meeting next month with Vul-Con committee to discuss pros and con's early next week. Michael Monner made a motion to send out Q & A's to our vendors this year to see how we can improve for next year. Carried unanimously. Georgia-Lee moves to accept update as information. Carried unanimously.

Chamber Update – Jason Thornhill mentioned a new app that will be useful for business during town events and that the chamber doesn't meet in the summer months and regular meetings will continue come September.

Next Meeting – September 5 AGM followed by our regular meeting.

Legal - In camera by Jason Thornhill @ 8:25 pm. Out of camera @ 10:04 pm by Georgia-Lee DeBolt. Accept legal update as information by Lorna Armstrong.

Adjournment - @ 10:05 pm



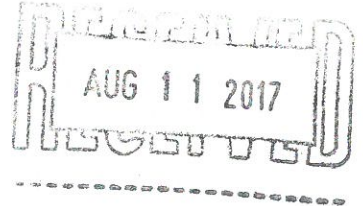
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August 2, 2017



Mayor and Council Town of Vulcan,

Please find enclosed the following documents:

- 2016-2017 Community Futures Highwood Annual Performance Report
- Catalyst Management and Post Audit Letters
- 2016-2017 Community Futures Highwood Financial Statements

These documents were presented and approved by the Board Members and Representatives in attendance at the July 8, 2017 Annual General Meeting after presentations by the Independent Corporate Audit Firm of Catalyst LLP.

If you have any questions or wish to have Community Futures Highwood appear before council we would be pleased to accommodate.

Sincerely,

A handwritten signature in black ink, appearing to read "Davis Edels".

Davis Edels
Acting Board Chair
Community Futures Highwood

Town of Vulcan

Request for Decision (RFD)

Amend Policy C-06 – Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy C-06 – Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables with changes to the format, wording and the policy number.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy C-06 – Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy C-06 – Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables as amended.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-06			Lewis/Ware Spock Pavilion (VMMP Shed) and Picnic Tables
Approval	D/M/Y	Resolution #	
Amended	23/02/2009	09.74	
From: PU-14		To: C-06	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Lewis Ware Spock Pavilion (VMMP Shed) and rental of picnic tables. The regulations and guidelines are intended to serve as a guide for the use of the Lewis Ware Spock Pavilion and to provide the users of the facility safe, efficient, and entertaining use with a friendly disposition.

1. Policy

- 1.1** These guidelines and regulations shall not be considered all-inclusive and may require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict

2. Administration

- 2.1** The administration of the Lewis Ware Spock Pavilion shall be the responsibility of the Town's CAO working in co-operation with the Town Foreman and the Recreation Director.
- 2.2** The Council may make revisions of this policy on the written recommendation of one or more of its users, at the suggestion of Council, or on the recommendation of the Town Foreman or Recreation Director through the Town's CAO.

3. Maintenance

- 3.1** The routine maintenance of the pavilion and tables will be the responsibility of the Town, and will be performed by the Public Works Department.
- 3.2** Any major repairs or renovations, not including the current budget approved by Town Council, shall be reviewed and evaluated by the Town's CAO, Town Foreman, and Recreation Director with appropriated recommendations to the Town Council.

TOWN OF VULCAN

Policy Manual

4. Discipline

- 4.1 Anyone found on the premises with liquor in his/her possession without proper authorization will be asked to leave. Law Enforcement Officers may be called upon if necessary.
- 4.2 Smoking will not be allowed in the pavilion building.
- 4.3 No profane or obscene language will be tolerated on the Lewis Ware Spock Pavilion premises.
- 4.4 Vandalism shall be severely dealt with. All areas of the Lewis Ware Spock Pavilion premises are to be used with respect by everyone, and user-group staff are expected to enforce this policy. Names of offenders are to be reported immediately to the Recreation Director, Town Foreman or Town's CAO, who will determine what course of action to take.
- 4.5 Actions in the Lewis Ware Spock Pavilion that are deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.
- 4.6 A fine as established in the Town Rates and Fees Bylaw, plus cost of damage will be charged to an individual or group responsible for damage and the whole group may also be suspended from the facility for a period of time determined by the Recreation Director, Town Foreman and the Town's CAO.

5. Fees

- 5.1 Council will review pavilion and table rental fees annually, and will revise them where necessary on the recommendation of the Vulcan and District Recreation Committee and Recreation Director.
- 5.2 Council will include the pavilion and table rental fees in the current Town of Vulcan Rates and Fees Bylaw.
- 5.3 When and if available, the picnic tables are free for use by anyone renting the pavilion.

6. Bookings

The booking of the Lewis Ware Spock Pavilion and Tables shall be the responsibility of the Recreation Director.

- 6.1 All booking applications must be made at the office of the Recreation Director located at the Town Office.
- 6.2 Keys or Passcodes for the facility can be picked up prior to the event from the Recreation Office.

TOWN OF VULCAN

Policy Manual

6.3 Cancellations:

- (a) When the Lewis Ware Spock Pavilion is booked and the user cancels, prior notification of cancellation is required within five working days, to permit re-scheduling the use of the Lewis Ware Spock Pavilion.
- (b) If prior notification of cancellation has not been received by the Recreation Director five working days prior to the time booked, the user shall be charged for one-half of the time booked. There shall be no charge for the time cancelled, if the cancelled time period is re-scheduled for use.
- (c) If prior notification of cancellation is received by the Recreation Director five working days or more prior to the time booked, there shall be no charge for the time cancelled.
- (d) Notification of cancellation should be given in writing.

6.4 All bookings shall be arranged as per Policy C-02 the Facilities Rental Policy.

7. Rental Agreement

7.1 A standard Rental Agreement has been provided as part of Policy C-02 the Facilities Rental Policy.

8. Tables

8.1 The use of the picnic tables shall be restricted to locations within the boundaries of the Vulcan Recreational District.

8.2 The renters shall be responsible for the transportation of the picnic tables away from and returning to the Lewis Ware Spock Pavilion.

9. Conclusion

9.1 This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Lewis Ware Spock Pavilion for the patrons.

9.2 Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

- END OF POLICY-

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

Lewis Ware Spock Pavilion and Picnic Tables

POLICY NUMBER

PU-14 TO C-06

SUPERCEDES POLICY NO:

Adopted	Resolution No.	
Amended	Resolution No. N/A	July 28, 2003
Amended	Resolution No. 09.74	February 23, 2009

STATEMENT:

1. ~~Introduction~~

This policy has been prepared so as to set out, as clearly as possible, the guidelines and regulations which shall govern the operation of the Lewis Ware Spock Pavilion and picnic tables. These guidelines and regulations shall not be considered all inclusive and may

require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict. The regulations and guidelines are intended to serve as

a guide for the Lewis Ware Spock Pavilion contractor and to provide the users of the facility safe, efficient, and entertaining use with a friendly disposition.

2. ~~Objective~~

~~To provide users with maximum quality services with an optimum of safety at necessary cost.~~

3. ~~Administration~~

- 2.1 The administration of the Lewis Ware Spock Pavilion shall be the responsibility of the Municipal Administrator working in co-operation with the Town Foreman and the Recreation Director.

~~Revisions to this policy shall be made by a majority vote of the Town Council. No action shall be taken on the revision of any item of this policy manual except on the written request of the person or group involved.~~

- 2.2 The Council may make revisions of this policy on the recommendation of one or more of its members, at the suggestion of Council, or on the recommendation of the Town Foreman or Recreation Director through the ~~Municipal Administrator~~ ^{CAO}.

*
TO →
9.2
Should a situation arise which is not covered by this policy, wherein some individual or group has met with injustice, it is the responsibility of the party concerned to present written recommendations to the Council via the Municipal Administrator in order to eliminate the re-occurrence of such situations by the adoption of a corrective regulation into this policy.

3. Maintenance

3.1 RESPONSIBILITY OF TOWN / PUBLIC WORKS

- 3.2 Any major repairs or renovations, not including the current budget approved by Town Council, shall be reviewed and evaluated by the Municipal Administrator and the Town Foreman, with appropriated recommendations to the Town Council.

4. Discipline

4.1 LIQUOR

4.2 SMOKING

- 4.3. No profane or obscene language will be tolerated on the Lewis Ware Spock Pavilion premises.

- 4.4.B. Vandalism shall be severely dealt with. All facilities of the Lewis Ware Spock Pavilion premises are to be used with respect by everyone and user-group staff are expected to enforce this policy. Names of offenders are to be reported immediately to the Town Foreman or Municipal Administrator, who will determine what course of action to take.

- 4.5.E. Actions in the Lewis Ware Spock Pavilion that are deemed objectionable to the other patrons or employees will not be tolerated. Offenders will be asked to leave.

- * MAKE SAME AS ARENA \$
4.6 D. Those guilty of damage are liable for that damage. In addition, a fine of fifty dollars (\$50) will be charged to an individual or group for damage and the whole group may also be suspended from the Lewis Ware Spock Pavilion for a length of time determined by the Town Council. The Town Council has the discretionary power to charge a group or individual with a fine. Appeals on this decision may be made in writing to the Town Council, who will give the matter a hearing.

6. Bookings

The booking of any and all Lewis Ware Spock Pavilion facilities shall be the responsibility of the Recreation Director.

- 6.1.A. All booking applications must be made at the office of the Recreation Director located at the Town Office.

- 6.2.B. ^{PASSCODES}
Keys from the facility can be picked up prior to the event from the Recreation Office.

6.3c. Cancellations

- (A) When the Lewis Ware Spock Pavilion is booked and the user cancels, prior notification of cancellation is required within five working days, to permit re-scheduling the use of the Lewis Ware Spock Pavilion during cancelled time period.

(B)

If prior notification of cancellation has been received by the Recreation Director five working days prior to the time booked, the user shall be charged for one-half of the time booked. There shall be no charge for the time cancelled, if the cancelled time period is re-scheduled for use.

- (C) If prior notification of cancellation is received by the Recreation Director five working days or more prior to the time booked, there shall be no charge for the time cancelled.

(D)

Notification of cancellation should be given in writing.

6.4 BOOKING AS PER POLICY

5. Lewis Ware Spock Pavilion User Fee

5.1 REVIEW BY REC COMMITTEE

The Lewis Ware Spock Pavilion is to be rented out for use at \$50 per day for a maximum of 5 days and with a \$200 refundable deposit.

5.2 FEE BY LAW

5.3 When and if available, the picnic tables are free for use by anyone renting the facility.

8. Lewis Ware Spock Pavilion User Fee Schedule

The Lewis Ware Spock Pavilion schedule for the following year shall be reviewed at the first Council meeting in January of each year unless the fee schedule is approved for more than one year at a time.

9. Conclusion

9.1 This policy has been formulated to enhance efficient and effective use, operation, and maintenance of the Lewis Ware Spock Pavilion for the patrons.

9.2 The policies have been established as guidelines and any questionable areas can be forwarded to the Council of the Town of Vulcan for consideration.

FROM ADMIN

~ END OF POLICY ~

7. RENTAL AGREEMENT AS PER POLICY

8. TABLES

8.1 USE WITHIN DISTRICT

8.2 RENTALS MUST MOVE

Town of Vulcan

Request for Decision (RFD)

Amend Policy PU-01 – Sidewalk Inspection and Maintenance

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PU-01 – Sidewalk Inspection and Maintenance with changes made to the wording and the policy number.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PU-01 Sidewalk Inspection and Maintenance for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy PU-01 – Sidewalk Inspection and Maintenance as amended.

Initials show support -Reviewed by:

Director:



CAO

TOWN OF VULCAN

Policy Manual

10.2

POLICY NUMBER			TITLE OF POLICY
PU-01			Sidewalk Inspection and Maintenance
Approval	D/M/Y	Resolution #	
Approved	08/09/1997		
From: PU-15		To: PU-01	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for ensuring the ongoing inspections and continued upkeep of all public sidewalks within the Town.

1. Purpose

- 1.1 To provide a mechanism for inspection and identification of sidewalks for the orderly and timely repair and replacement of sidewalks within the financial capabilities of the municipality.
- 1.2 To reduce misstep and trip and fall accidents on sidewalks by early and systematic identification and repair of hazards.
- 1.3 To provide evidence to show that the Town of Vulcan took reasonable steps to ensure the safety of all users of municipal sidewalks.
- 1.4 To reduce and prevent, where possible, financial losses to the Town of Vulcan from litigation as a result of unsafe sidewalks.

2. Procedure

- 2.1 An inspection schedule will be prepared by the Town Foreman for the annual inspection of all sidewalks identifying **Category** of damage and **Priority** for repair. A record will be kept of the inspection and the persons conducting the inspection.
- 2.2 A report will be provided to administration on the condition of the sidewalks and recommendations for repair or replacement. The recommendations will be considered with the annual budget requests. **Emergency repairs will be dealt with when identified.**
- 2.3 A log book with maps of all sidewalks will be maintained and updated annually.
- 2.4 A record of all repairs or replacements will be kept which will show:
 - (a) date and nature of the repair;
 - (b) description of the location;
 - (c) when and how the problem was identified;
 - (d) cause of the problem.

TOWN OF VULCAN

Policy Manual

2.5 Complaints received about the condition of sidewalks will be recorded and referred to Public Works for action. The date, time, name of the caller, and nature of the complaint will be recorded. Public Works will respond and advise administration as to the disposition of the complaint.

2.6 All corner slabs that are replaced will be wheelchair accessible.

2.7 Walkways and sidewalks will be inspected annually.

2.8 **Priority:**

- (a) **High** dangerous, immediate or needs to be done in this year
- (b) **Medium** to be submitted for repair/replacement in the annual budget request.
- (c) **Low** to be reviewed for repair/replacement in the next inspection.

2.9 **Category:**

- (a) **Faulting** Faulting is the difference in elevation at the joint.
- (b) **Shatter** 25% of the slab is broken into pieces.
- (c) **Scaling** Shallow breakdown of the surface of the concrete slab.
- (d) **Spalling** Breakdown of the slab edges and joint.
- (e) **Lateral Cracking** One or more cracks completely through slab.

- END OF POLICY-

TOWN OF VULCAN

TITLE: Sidewalk Inspection and Maintenance

POLICY NUMBER: ~~PU-15~~ *PU-01*

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:** September 8, 1997

**SUPERSEDES
POLICY NUMBER:**

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT: *NEW STATEMENT*

- 1.* **Purpose:**
- 1.1.* To provide a mechanism for inspection and identification of sidewalks for the orderly and timely repair and replacement of sidewalks within the financial capabilities of the municipality.
 - 1.2.* To reduce misstep and trip and fall accidents on sidewalks by early and systematic identification and repair of hazards.
 - 1.3.* To provide evidence to show that the Town of Vulcan took reasonable steps to ensure the safety of all users of municipal sidewalks.
 - 1.4.* To reduce and prevent, where possible, financial losses to the Town of Vulcan from litigation as a result of unsafe sidewalks.

- 2* **Procedure:**
- 2.1.* An inspection schedule will be prepared by the Town Foreman for the annual inspection of all sidewalks. A record will be kept of the inspection and the persons conducting the inspection. *IDENTIFY CATEGORY & PRIORITY*
 - 2.2.* A report will be provided to administration on the condition of the sidewalks and recommendations for repair or replacement. The recommendations will be considered with the annual budget requests. Emergency repairs will be dealt with when identified. *ITAL*
 - 2.3.* A log book with maps of all sidewalks will be maintained

and updated annually.

Page 2 of 2

2. 4. A record of all repairs or replacements will be kept which will show:
- A) date and nature of the repair;
 - B) description of the location;
 - C) when and how the problem was identified;
 - D) cause of the problem.
2. 5. Complaints received about the condition of sidewalks will be recorded and referred to Public Works for action. The date, time, name of the caller, and nature of the complaint will be recorded. Public Works will respond and advise administration as to the disposition of the complaint.
2. 6. All corner slabs that are replaced will be wheelchair accessible.
2. 7. Walkways and sidewalks will be inspected annually.

2.8 **Priority:** High - dangerous, immediate or needs to be done in this year.

Medium - to be submitted for repair/replacement in the annual budget request.

Low - to be reviewed for repair/replacement in the next inspection.

2.9 **Category:**

1) Faulting	Faulting is the difference in elevation at the joint.
2) Shatter	25% of the slab is broken into pieces.
3) Scaling	Shallow breakdown of the surface of the concrete slab.
4) Spalling	Breakdown of the slab edges and joint.
5) Lateral Cracking	One or more cracks completely <i>THROUGH SLAB</i>

Town of Vulcan

Request for Decision (RFD)

Amend Policy PU-03 – Snow Removal and Fencing

Meeting: Regular Council
Meeting Date: August 14, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PU-03 – Snow Removal and Fencing with changes to the format, wording and policy number.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PU-03 – Snow Removal and Fencing for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy PU-03 – Snow Removal and Fencing as amended.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

10.3

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PU-03			Snow Removal and Fencing
Approval	D/M/Y	Resolution #	
Amended	27/11/2000	00.247	
Amended	13/01/2003	03.09	
Amended	14/12/2009	09.484	
Amended	22/08/2011	11.333	
From: PU-9		To: PU-03	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the timely and efficient removal of accumulated snow from roadways, sidewalks and pathways, and for the placement of snow fencing in an effort to reduce accumulation in these areas.

1. Purpose

- 1.1 The highest priority for snow removal within the Town shall be to ensure continued access to the residents for the service vehicles that provide an essential service. (Fire, Police, Ambulance.)

2. Policy

- 2.1 Under the direction and discretion of the Town Foreman, snow removal shall begin when there is sufficient snow accumulation.
- 2.2 At the discretion of the Town Foreman, the attached Schedule "A" and forming part of this policy shall serve as a guidance for the snow removal order of priorities
- 2.3 The snow removal policy shall be made available on the Town of Vulcan website. On or before the end of October of each year a notice of this policy shall be advertised as a bulletin on the Town website
- 2.4 The Town of Vulcan shall not be responsible for blocked driveways or vehicles due to the grading of streets during snow removal.
- 2.5 When necessary a NOTAM will be placed on the airport until the runway is cleared.
- 2.6 The Town will not install snow fences at the request of residents
- 2.7 Snow fencing on Town property will be installed by Town employees only.

- END OF POLICY-

TOWN OF VULCAN

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Town Of Vulcan Snow Removal Priority Schedule "A"

Street Clearing Priority

All snow removal shall be conducted under the guidance of the Public Works Foreman and under their discretion may change the order of priority to accommodate an immediate need for service in another area.

- 1) Centre Street
- 2) From Centre Street down 1st Avenue South (Truck Route).
- 3) From Centre Street down 6th Avenue South.
- 4) Clear path on arteries leading to Centre Street, starting on the South end to Centre Street then the North end to Centre Street.
- 5) Clear sidewalks:
 - (a) Pool and 1st Street North lift station.
 - (b) Historical Society and Library.
 - (c) Mini Park and 1st Street North & South parking lots.
 - (d) Tourist Centre.
 - (e) Town Office.
 - (f) Memorial Park.
 - (g) All other sidewalks in front of Town owned properties, walkways & pathways.
- 6) Clear and stockpile the business section.
- 7) Clean airport.
- 8) Seniors Centre, Tourist Centre, and Town Office parking lots.
- 9) All remaining streets and alleys will be done as time and budget allow.

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

Snow Removal Policy

POLICY NUMBER

~~PU-9~~ TO PU-03

SUPERCEDES POLICY NO:

	Date	Resolution No.
Amended	November 27, 2000	00.247
Amended	January 13, 2003	03.09
Amended	December 14, 2009	09.484
Amended	August 22, 2011	11.333

NEW STATEMENT

STATEMENT:

1.1 PURPOSE → ACCESS FOR EMERGENCY SERVICES

2 POLICY

2.1) Snow removal shall begin when there is sufficient snow ^{*ACCUMULATION*} to remove at the ~~direction~~ ^{*UNDER*} direction and discretion of the Town Foreman.

2.2) Schedule "A" (attached) shall serve as a guidance for the snow removal order of priorities ^{*at the discretion of the Town Foreman*}

2.3) The snow removal policy shall be advertised ^{*ON WEBSITE*} twice in the local paper before the end of October of each year and shall be posted on the Town Office ^{*ON OR*} bulletin board. *WEBSITE AS A NOTICE*

2.4) The Town of Vulcan shall not be responsible for blocked driveways or vehicles due to the grading of streets during snow removal.

2.5) When necessary a NOTAM will be placed on the airport until the runway is cleared.

2.6 SNOW FENCE

2.7 INSTALLED BY TOWN

} FROM PU-11

SCHEDULE "A"
(Guidance at the discretion of the Town Foreman)

- 1) Centre Street
- 2) From Centre Street down 1st Avenue South (Truck Route).
- 3) From Centre Street down 6th Avenue South.
- 4) Clear path on arteries leading to Centre Street, starting on the South end to Centre St^{reet}, then the North end to Centre Street.
- 5) Clear sidewalks ~~according to schedule "B"~~. *ADD SCHEDULE 3 AS ABC BULLETS*
- 6) Clear and stockpile the business section.
- 7) Clean airport.
- 8) Seniors Centre, Tourist Centre, and Town Office parking lots.
- 9) All remaining streets and alleys will be done as time and budget allow.

SCHEDULE "B"
(Guidance at the discretion of the Town Foreman)

- 1) Pool and 1st Street North lift station.
- 2) Historical Society and Library.
- 3) Mini Park and 1st Street North & South parking lots.
- 4) Tourist Centre.
- 5) Town Office.
- 6) Memorial Park.
- 7) All other sidewalks in front of Town owned properties, walkways & pathways.

PUT UNDER CLEAN SIDEWALKS - SCHEDULE "A"

Town of Vulcan

Request for Decision (RFD)

Rescind Policy PU-11 – Snow Fence

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council rescind Policy PU-11 – Snow Fence as it has been included in Policy PU-03 – Snow Removal and Fencing.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Policy PU-11 – Snow Fence for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescinds Policy PU-11 – Snow Fence as requested.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN	
TITLE: Snow Fence ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:	POLICY NUMBER: PU-11 <i>RECINO</i>
	SUPERSEDES POLICY NUMBER:
	SUPERSEDED BY POLICY NUMBER:
STATEMENT: The Town of Vulcan will not install snow fences at the request of residents. Snow fences on Town property will be installed by Town employees only. <i>ADDED TO POLICY PU-03</i>	

Town of Vulcan

Request for Decision (RFD)

Amend Policy PU-04 – Cotton Tree Removal

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PU-04 – Cotton Tree Removal with changes to the format and the policy number.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PU-04 – Cotton Tree Removal for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy PU-04 – Cotton Tree Removal as amended.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

10.5

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PU-04			Cotton Tree Removal
Approval	D/M/Y	Resolution #	
From: PU-13		To:PU-04	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the removal of cotton producing trees within the Town.

1. Policy

- 1.1 The Town of Vulcan will cut down to ground level and remove “cotton” producing cottonwood trees on the property of the owner under the following conditions:
 - (a) At the request of and/or approval of the property owner, and upon completion of a Release Agreement.
 - (b) Providing the Town is able to safely access the trees with its equipment
- 1.2 The property owner shall not be charged for this work.
- 1.3 In the event the Town is unable to access the trees to be removed with its own equipment the owner will be required to contract a professional tree cutter at their own expense.

2. Release Agreement

- 2.1 A standard Release Agreement shall make up Schedule “A” and will form part of this policy.

- END OF POLICY-

Release Agreement

Agreement for Removal of Cotton Producing Trees on Private Property

Name of Resident Owner: _____

Address of Property: _____

Telephone: _____ Fax/Email: _____

Number of Trees: _____

TERMS AND CONDITIONS

1. **The Town** agrees to cut to ground level and remove certain trees on the property of the resident Owner, Hereinafter referred to as the "Said Work".
2. **The Town** will not charge the Resident Owner for the said work.
3. **The Resident Owner** agrees to save the Town harmless from any and all liability arising from the performance of the said work by the Town.
4. In the event that the Town is unable to safely access the trees with its own equipment, **this agreement will be voided.**

I hereby acknowledge that I have read this agreement and understand the terms and conditions stated therein.

Resident Owner: _____

Date: _____

Town of Vulcan: _____

Date: _____

TOWN OF VULCAN

TITLE: "Cotton" Trees

POLICY NUMBER: PU-13

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:**

**SUPERSEDES
POLICY NUMBER:**

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT:

The Town of Vulcan will cut down to ground level and remove "cotton" producing cottonwood trees on the property of the owner under the following conditions:

A) At the request of and/or approval of the property owner, and upon completion of a Release Agreement, in accordance with Appendix "A" attached hereto; and

B) Providing the Town is able to ^{SAFELY} access the trees with its equipment.

The property owner shall not be charged for this work.

In the event the Town is unable to access the trees to be removed with its own equipment the owner will be required to contract a professional tree cutter at his/her own expense.

TOWN OF VULCAN

RELEASE AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of _____ A.D.200 .
BETWEEN:

**The Town of Vulcan
Municipal Corporation**

hereinafter referred
to as the "Town".

A N D

Name: _____

Address: _____

hereinafter referred to
as the "Resident Owner".

WITNESSETH THAT:

1. The Town agrees to cut down to ground level, and remove certain trees on the property of the Resident Owner, hereinafter referred to as the "Said Work".
2. The Town will not charge the Resident Owner for the said work.
3. The Resident Owner agrees to save the Town harmless from any and all liability arising from the performance of the said work by the Town.
4. In the event the Town is unable to access the trees with its own equipment, this agreement will be voided.

IN WITNESS WHEREOF the Town has by its proper officers affixed its name and corporate seal and the Resident Owner has hereunto set his hand and seal the day and year first above written.

TOWN OF VULCAN

Municipal Administrator

Mayor

Signed, Sealed and Delivered

Town of Vulcan

Request for Decision (RFD)

Bylaw No. 1464-17 – Municipal Development Plan Amendment

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Nancy Neufeld

BACKGROUND / PROPOSAL:

A Committee was formed to update and review the Municipal Development Plan for the Town of Vulcan. The committee has completed the review of the Municipal Development Plan under the guidance from our ORRSC planners.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Bylaw No. 1464-17 – Municipal Development Plan Amendment for Council's consideration.

Council is asked to give first reading to Bylaw No. 1464-17 – Municipal Development Plan Amendment and set a public hearing date on this bylaw.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Bylaw No. 1464-17 Municipal Development Plan be given first reading.

Initials show support -Reviewed by:

Director:

CAO

MEMO

TO: Town of Vulcan Council

FROM: Nancy Neufeld, Development Officer

DATE: August 9, 2017

RE Municipal Development Plan

A committee comprising of Sue Dow, Rick Howard, Ron Fernley, Roy Elmer, Kim Fath and myself have completed the update and review of the Municipal Development Plan for the Town of Vulcan under guidance from our ORRSC planners.

The Municipal Development Plan which is currently in place was passed in 2000 (Bylaw 00-1259). The amended Municipal Development Plan (proposed Bylaw 17-1464) which is being brought forth for Council's consideration has been updated with current census information, updated statistical information and brought into compliance with the South Saskatchewan Regional Plan as per provincial government requirement. The "focus and intent" of the original document (By-Law 00-1259) remains.

As this bylaw is an amendment, an Open House is not a requirement for this statutory plan. Committee members were consulted regarding an Open House and the consensus was not to proceed with an Open House.

Council is asked to consider first reading with the required advertised public hearing to be scheduled for the September 25th Council meeting prior to 2nd and 3rd reading. Gavin Scott from ORRSC will be in attendance for the public hearing.

BYLAW NO. 1464-17

**OF THE TOWN OF VULCAN
IN THE PROVINCE OF ALBERTA**

A Bylaw of the Town of Vulcan, in the Province of Alberta, for the purpose of amending the Municipal Development Plan No. 00-1259.

- WHEREAS** The Town of Vulcan being aware of changes in provincial legislation including the requirement for compliance with the South Saskatchewan Regional Plan and amendments to the Municipal Government Act;
- WHEREAS** The Town of Vulcan has adopted new plans and policies pertinent to the Municipal Development Plan;
- WHEREAS** The purpose of the proposed amendment is to accommodate a general update to data, text and maps within the Municipal Development Plan in regard to the various changes both locally and provincially.

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

1. This bylaw shall be cited as “Municipal Development Plan Amendment No. 1464-17”.
2. Amendment to Municipal Development Plan No. 00-1259 as per “Schedule A” attached.
3. This bylaw shall come into force and effect upon third and final passing thereof.
4. That Bylaw No.1464-17 be consolidated to Bylaw No. 00-1259.

READ this FIRST time this 14th day of August of 2017.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials _____

READ for a SECOND time this 25th day of September of 2017.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

READ for a THIRD time this 25th day of September of 2017.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials _____



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

PROPOSED BYLAW NO. 1464-17

**To be held at 7:00 p.m., September 25, 2017
Town of Vulcan Council Chambers
321 2nd Street South**

PURSUANT to sections 230, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Vulcan in the Province of Alberta hereby gives notice of its intention to adopt Bylaw No. 1464-17, being an amendment to Municipal Development Plan Bylaw No. 00-1259 for the municipality.

THE PURPOSE of the proposed Bylaw No. 1464-17, is to amend the Municipal Development Plan Bylaw No.00-1259 for the purpose of providing guidelines and direction for future growth within the municipality.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the Proposed Bylaw No. 1464-17 will be held in the Town of Vulcan Council Chambers at 7:00 p.m., September 25, 2017.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should, in writing, notify the Chief Administrative Officer of their intention prior to 4:30 p.m. on September 22, 2017.

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

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

DATED at the Town of Vulcan in the Province of Alberta this 16th day of August, 2017.

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

Town of Vulcan

Request for Decision (RFD)

Solar Park Kiosk

Meeting:	Regular Council
Meeting Date:	August 14, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

On July 31, 2017 the Town received the final invoice from Crafting Bytes for the kiosk in the Solar Park.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The total cost for this entire project came to \$33,895.72. EDF Energies donated \$30,000.00 towards the development of this Kiosk, which has left the Town with \$3,895.72 to be allocated.

Council has funds held in a Capital Reserve for the Vulcan Innovation Project that has been discussed for possible use in the solar park. There is currently a balance of \$15,563.00 in this reserve.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the allocation of \$3,895.72 to be drawn from the Administration – Vulcan Innovation Project – Capital Reserve for the purpose of applying it to the expenses for the information kiosk at the Vulcan Solar Park.

Initials show support -Reviewed by:

Director:



CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: August 8th, 2017

Background

On July 31st, 2017 the Town received the final invoice from Crafting Bytes for the kiosk in the Solar Park.

Discussion

The total cost for this entire project came to \$33,895.72. EDF Energies donated \$30,000.00 towards the development of this Kiosk, which has left the Town with \$3895.72 to be allocated.

We originally anticipated including any incidental costs in the operations budget under solar park maintenance. However there were some unexpected expenses such as a change in the exchange rate from the original quote, plus shipping and broker charges to bring the unit across the border. As we only budgeted \$3500.00 for this, and we have already incurred \$850.00 in expenses, this total will put us over in this portion of the budget.

Council has funds held in a Capital Reserve for the Vulcan Innovation Project that have been discussed for possible use in the solar park. There is currently a balance \$15,563.00 in this reserve. Administration would like council's approval to use these funds to cover the final costs for the information kiosk in the solar park.

Consideration

Council is asked to consider approving an allocation of \$3895.72 to be drawn from the Administration - Vulcan Innovation Project - Capital Reserve for the purpose of applying it to the expenses for the information kiosk at the Vulcan Solar Park.



Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Ad-Hoc Pool Build Committee

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Bonnie Ellis

BACKGROUND / PROPOSAL:

A Pool Committee was created to develop a concept for the new pool design with public sessions held to gather ideas and concepts from the community.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A request has been brought forward to create an Ad-Hoc Committee to continue with the development of the new pool project.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the appointment of an Ad-Hoc Committee to continue with the development of the new pool project and that the committee would consist of One Town Council member, One Community Member, One Recreation Member and the appropriate Town staff members.

Moved by Councillor _____ THAT Council approves the pool design team committee to move forward with a request for quotation for the proposed pool project.

Initials show support -Reviewed by:

Director:

CAO



MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Director of Recreation

Re: Pool Build Design Team

Date: August 11, 2017

Dear Council,

The Pool Committee has worked to create, from the results of public sessions, the concept for the new pool design. The Recreation Department would like to thank them for their service in bringing to fruition the ideas and concepts from the community for the new pool design.

At this time I would like to request Councils approval to create an Ad-Hoc committee to continue with the development of this project. This team would provide input for the operational and mechanical components of the design. They will also be tasked with recommending the selection a Design/Build firm that is suitably qualified and experienced to assist in the design and construction of the proposed New Pool Build and Addition to Pool House.

This committee should consist of the following:

One Town Council

One Community Member at Large

One Recreation Committee Member

Town Staff (CAO, Recreation Director, Public Works Foreman, Development Officer.)

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

Respectfully Submitted,

Bonnie Ellis 
Town of Vulcan Director of Recreation



MEMO

To: Town of Vulcan Council
From: Bonnie Ellis, Director of Recreation
Re: Ad-HOC Pool Build Committee
Date: August 11, 2017

Dear Council,

If approved by council the first item of business would be to have the AD-HOC committee identify qualified firms to submit budgetary quotes for the proposed work on the pool and pool house design.

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
Director of Recreation and Community Services
Town of Vulcan

Town of Vulcan

Request for Decision (RFD)

1st Avenue South Rehabilitation

Meeting: Regular Council
Meeting Date: **August 14, 2017**
Originated By: Stew Birch

BACKGROUND / PROPOSAL:

1st Avenue South from Elizabeth Street to the Town of Vulcan boundaries has deteriorated rapidly and the maintenance costs continue to climb.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Public Works has been discussing with the Vulcan County a strategy to rehabilitate this stretch of road. The County has indicated that they would be willing to refurbish the surface of this road at their actual costs. They are anticipating the cost not to exceed \$60,000.00 for this repair.

COSTS / SOURCE OF FUNDING (if applicable):

\$60,000.00 could be drawn from the Contingency Reserve

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:

CAO

Memo

To: Town Council

From: Stew Birch

cc: Kim Fath

Date: August 11, 2017

Re: 1st avenue south rehabilitation work

This memo is in regards to the section of first avenue south from highway 534 heading South. This section of road is approximately one mile stretch of oil sealed that is in very poor condition in which every season the cost and amount of patch material and man power is increasing. In 2016 we placed 8 ton \$2,500.0 of patch material and \$4000.00 in man hours. In 2017 so far and will be adding more we have placed 11 ton \$3,432.00 and \$4800.00 in man hours even with this being done we are not fixing the problem. It is my recommendation that we look at relaying this stretch of road working with Vulcan County we can have this stretch of road relayed by the County at the cost to the Town not to exceed \$60,000.00 .

Kim Fath

From: Stew Birch
Sent: August-11-17 3:22 PM
To: Kim Fath
Subject: Fwd: Hospital Road

This Mikes letter

Stew Birch
Town of Vulcan

----- Original message -----

From: Mike Kiemele <hd8@vulcancounty.ab.ca>
Date: 08-11-2017 3:20 PM (GMT-07:00)
To: Stew Birch <sbirch@townofvulcan.ca>
Cc: Nels Petersen <cao@vulcancounty.ab.ca>
Subject: Hospital Road

Stew

This is a cost estimate to repair the old hospital road. After meeting with the MD of Foothills and studying their program we have come up with a figure of \$60,000 per mile. This figure may vary slightly depending on the availability of the recommended gravel (we are currently checking to see if we have the same standards in house) and the oil product. What I would like to do is make this a project where we worked together joining our two workforces as needed. As this would be a learning situation for us I am not interested in revenue I would prefer this to be a cost recovery situation. I hope this a favorable solution to repairing this road.

Thanks

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

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: **August 14, 2017**
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) Recreation Director – Bonnie Ellis
- (E) Community Peace Officer – Justin Vallee
- (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 August 14, 2017.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: August 10th, 2017

Fire Department

On July 10th the committee met to discuss the fire agreement, the committee took the information back to each respective council for input. On July 14th Nels Peterson called to inform me that the County Council had motioned to proceed with the regionalization of the rural portion of station 18 on their own. This was announced through a joint media release that day. The County has created their own department (Station 27) working from the same hall as Station 18. On July 18th I met with the members of Station 18 to discuss the situation. The members indicated that they were not happy with the decision but would still be responding to calls for station 18. I will continue to work with members to finalize the SOG's and to move forward with purchasing a new fire apparatus for the Town.

402 Center Street

We have received correspondence that the application for the demolition has been scheduled for court. On July 17th I met with North and Company to discuss if any claim against the estate should be made at this time. It was recommended that the application proceed as presented. The Court date has been postponed 2 times.

Solar Park Kiosk

Brad and Greg from Crafting Bytes arrived in Vulcan on July 20th and helped public works with the installation of the Kiosk. They finished up some final touches to the programming of the software once the unit was on site. The unveiling was held on July 22 and was very well attended.

EDF Solar Park

EDF hosted a public open house to bring forward the proposed solar project for the Prairie Vista Estates. It was well attended with over 40 people signing the registration form. There was overall positive feedback for the project with many questions being asked. EDF will be putting together a report based on the feedback provided to them from the residents. Once completed this information will be shared with the Town, and we can discuss how this project will move forward.

ADMINISTRATOR'S REPORT CONTINUED

Airport Lighting

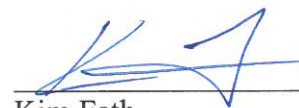
On August 10th I met with a member of the Flying Club and the chair of the Airport Committee to discuss the new runway lighting at the airport. The Lights have been installed and are now operational. The Flying Club will be submitting the final invoices for this project to be processed which will allow us to satisfy the terms of the grant.

Meetings of Interest

South Grow – Vulcan - July 12th
North and Company – Vulcan – July 17th
Fire Department – SOG's – July 18th
Rural Fire Co-op – Agreement – July 19th
Vul-con – Diner and Unveilings – July 22nd
EDF Solar Project – Open House – July 25th
Henry Dekort – Solar Project/Fairways Development – July 28th
Vacation – July 31st - August 4th
Airport – Runway Lighting – August 10th

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of June 12th, 2017 to July 24th, 2017.



Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
95	Bylaw No. 1461-17 Amend LUB 1437-15	RC	12-Jun-17	17.291-220	Sign Bylaw and put in binder; send Copy of Resolution to Development Officer	KF/KR	14-Jun-17
96	Bylaw No. 1462-17 Municipal Borrowing Bylaw	RC	12-Jun-17	17.221-224	Send signed bylaw to ORRSC Sign Bylaw and put in binder; give Copy to Finance Dept; Copy of Resolution to Finance Dept	KR/KR	14-Jun-17
97	Bulaw No. 1463-17 Designation of Vulcan Advocate Bldg as Municipal Heritage Resource	RC	12-Jun-17	17.225-228	Sign Bylaw and put in binder and give copies to Development Officer Copy of Resolution to Development Off.	KF/KR	29-Jun-17
98	Policy Amendments	RC	12-Jun-17	17.229-231	Administration to Update Policy Binder	KF/KR	16-Jun-17
99	Amend Policy PL-12 - Commercial Development Incentive and Business Resource	RC	12-Jun-17	17.232	Policy to be brought forward at June 19 Public Meeting and brought back to June 26 Council Meeting	KF/KR	15-Jun-17
100	Policy Amendments	RC	12-Jun-17	17.233-234	Administration to Update Policy Binder	KF/KR	16-Jun-17
101	Vulcan Recreation Committee Pool Fundraiser Request	RC	12-Jun-17	17.235	Send approval of request to Recreation Office Copy of Resolution to Finance Dept	KF/KR	23-Jun-17
102	Vulcan Golf & Country Club Donation Request	RC	12-Jun-17	17.236	Notify Golf Club of denial of request and support for a grant application; Copy of Resolution	KF/KR	29-Jun-17
103	Palliser Trustee Election October 16/17	RC	12-Jun-17	17.237	Sign contracts and return one to Palliser Copy of Resolution	KF/KR	14-Jun-17
104	Still Standing Advance Screening on August 28, 2017	RC	12-Jun-17	17.238	Cancel August 28, 2017 Council Meeting	KF/KR	12-Jun-17
105	Vulcan & Distric Tourism Society Street Closure Request	RC	12-Jun-17	17.241	Send approval for Street Closure for VulCon Parade; notify Vulcan Advocate; Copy of Resolution Public Work	KF/KR	23-Jun-17
106	VBDS Promotional Video	RC	12-Jun-17	17.242	Send approval for Naming of Green Space on Sevice Road to Klingon Way Copy of Resolution Public Works	KF/KR	26-Jul-17
107	Street Light Pole Replacement	RC	12-Jun-17	17.243	Notify VBDS of Councils approval Place Video on Town's website	KF/KR	14-Jun-17
108	Community Futures Highwood Shareholder Vote	RC	12-Jun-17	17.244	Send approval to Public Works dept for installation of new LED street lights Copy of Resolution Copy of Resolution to Finance Dept	KF/KR	14-Jun-17
109	Parade Float	RC	12-Jun-17	17.245	Notify CFH of appointment of Councillor Howard Copy of Resolution cc Councillor Rick Howard	KF/KR	14-Jun-17
110	Policy Amendments	RC	26-Jun-17	17.246	Set up meeting with Float Committee to discuss new float	KF/KR	26-Jun-17
111	Policy Amendments	RC	26-Jun-17	17.250-252	Administration to update Policy Binder	KF/KR	26-Jun-17
112	Rescind Policy Cp9 - Vulcan Tourism Electronic Sign	RC	26-Jun-17	17.257-262	Administration to update Policy Binder	KF/KR	26-Jun-17
113	Town of High River Resolution Proposal	RC	26-Jun-17	17.263	Update Policy Binder and send CoFR to Vulcan Tourism Society	KF/KR	29-Jun-17
114	Policy Admendments	RC	26-Jun-17	17.264	Send reply for approval of resolution to Town of High River Copy of Resolution	KF/KR	29-Jun-17
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/Janice McCallum/Campbell KR/Karen Rose JV/Justin Vallee							
#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
114	Policy Admendments	RC	10-Jul-17	17.269-272	Administration to Update Policy Binder	KF/KR	14-Jul-17
115	Amend Policy C-04 - Facility Banners & Advertising Signage	RC	10-Jul-17	17.273	Amend Line 3.6 in policy and bring back to next Council Meeting		24-Jul-17
116	Amend Policy C-07 - Swimming Pool	RC	10-Jul-17	17.274	Amend Line 7.2 to read normal school operting and normal school closing time		14-Jul-17
117	Vulcan Golf Course Request to Rent Two Campsites At Virginia Mitchell Park	RC	10-Jul-17	17.275	Administration to update Policy Binder	KF/KR	13-Jul-17
118	Inter-Municipal Development Plan Ad-Hock Committee	RC	10-Jul-17	17.276	Send letter approving the rental of two stalls at VMMP for a two month period Copy of Resolution to Public Works, Finance	KF/KR	13-Jul-17
119	Twin Valley Regional Water Services Commission Business Plan	RC	10-Jul-17	17.277	Send letter to ORRSC approving Ad-Hoc Committee Copy of Resolution to Development Officer, Ian MacDougall ORRSC, John Seaman	KF/KR	12-Jul-17
120	Donation of Old Skateboard Park Equipment	RC	10-Jul-17	17.278	Send letter advising TVRWSC that Council does not support business plan as amended Copy of Resolution	KF/KR	13-Jul-17
121	Amend Policy C-04 - Facility Banners & Advertising Signage	RC	24-Jul-17	17.279	Send letter to Recreation Dept approving request to donate old skateboard equipment to Village of Lomond Copy of Resolution Recreation Department, Public Works	KF/KR	25-Jul-17
122	Correspondence and Information Items	RC	24-Jul-17	17.286	Administration to update Policy Binder	KF/KR	25-Jul-17
123	Policy Adjustments	RC	24-Jul-17	17.289	Forward Correspondence 8.1.A to Recreation Dept and 8.1.E to Vulcan Fire Chief Gave Copy of letter to Rec Dept and email copy of letter to Fire Chief	KF/KR	25-Jul-17
124	Community Group Storage Compound	RC	24-Jul-17	17.291-295	Administration to update Policy Binder	KF/KR	25-Jul-17
125	Development Officer Appointment	RC	24-Jul-17	17.296	Send Copy of Resolution to Finance Manager, Development Officer, Public Works Foreman	KF/KR	25-Jul-17
				17.299	Send Copy of Resolution to Development Officer	KF/KR	25-Jul-17

MEMO

TO: Council
FROM: Nancy Neufeld, Development Officer
DATE: Report for July, 2017

****See attached report re building permits issued, development permits issued & new business licenses issued for July, 2017.**

MPC meeting July 18, 2017

Draft minutes are contained in the Council agenda package. Next meeting was scheduled for August 15th, but has been moved to September 22, 2017.

New Business Owners

119 Centre Street – Transfer of ownership has delayed for a short period of time, however, has now been completed.

208-2nd Avenue North

The owner attended the MPC meeting. Direction has been given to the owner to provide a development permit regarding the current use of the property for the MPC meeting to be held in September.

Vulcan Golf Course

A development permit application has been received for a "3 hole golf course" to accommodate junior golfers. The proposed development is to be placed on the north side of 534 south of the driving range.

VBDS/Industrial Land Strategy Project

Town of Vulcan statistical information (building/development) provided to VBDS.

Attended EDF open house.

Subdivision 2017-0-088 (Fath) has now been finalized and approved.

BUILDING PERMITS ISSUED JULY 2017

DATE	PERMIT #	DEV PERMIT	OWNER'S NAME	CONTRACTOR	JOB DESCRIPTION	JOB VALUE	CIVIC ADDRESS	LOT	BLOCK	PLAN
July 14/17	TVB B 0022 17MU	D17.26	Joseph DiTata	Owner	Demolition Accessory Building (Garage)	R-\$4760	513-1st Street South	13&14	R	9833GF
July 27/17	TVC B 0023 17MU	N/A	Brenda Langridge	Thompson Construction	Ramp	R-\$1,000.00	315 Cottonwood Drive	10	53	7710842

DEVELOPMENT PERMITS ISSUED JULY 2017

DATE	PERMIT #	NAME	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	POST UNTIL
July 7/17	D17.26	Joseph DiTata	Permitted	Demolition Accessory Bldg	R-1	513-1 St S	July 14, 2017	N/A	July 29/17
July 25/17	D17.27	Town of Vulcan	Discretionary	Shipping Containers - Discretionary Use - Community Storage Facility for non-profit groups	P-1	215-4th Street North	Pending MPC Aug 22/17		
July 26/17	D17.28	Travis Bruneau	Permitted	Home Occupation I	R-1	136 Aspen Way	July 26/17	N/A	August 9/17
July 28/17	D17.29	Vulcan Golf & Country Club	Discretionary	Club & Fraternal Organization (Development of 3 hole golf course)	P-1	114-10th Avenue South	Pending MPC Aug 22/17		
August 2/17	D17.30	R.A. West Int Inc	Discretionary	Shipping Containers	C-2	285 Service Rd NW	Pending MPC Aug 22/17		

NEW BUSINESS LICENSES ISSUED JULY, 2017

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
July 25/17	1017	Century 21 Foothills South	Real Estate	136 Aspen Way
July 26/17	1018	E&M Plumbing (1988) Ltd.	Plumbing & Heating	

Town of Vulcan

Public Works

Month End Report

Month of: July 2017

Facilities:

- The furnaces at the tourist center I have held Dallas off on doing them with the hot weather that we have been getting I did not want to shut down the air conditioning to the building. With an early harvest we are looking at doing them in September
- The pool has been operating with only minor repair and adjustments needed. Water loss for June approx. 8700 gallons a day with the hotter weather loss will increase
- Working in arena painting and minor repairs

Streets:

- Street lights for the east side of the tracks on Center Street have been ordered will probable looking the end of August for delivery
- Public works has reseeded the berm by the parking lot beside the dog park the original seed turns out was old stock and did not germinate P&H supplied the new seed at no cost
- Contacted Fortis again about placing the light pole back on the two hundred block of 2nd street
- Have been in contact with McNally and CIMA about the sod on second street south. With discussions back and forth it was decided to try seeding into the sod to try get a better catch of grass growing. Public works has reseed the area and will continue to water the area in which we have been doing trying to save what grass is growing in the heat that we are getting . If the reseed is unsuccessful with the talks with McNally they do not have to warranty the sod (when the sod was placed it was made clear to CIMA that there would be no warranty) But they would be willing to look at a cost share with the town to fix the issue possible they buy the sod and the town places the sod
- Painting curbs and cross walks was completed in July for show and shine
- 398 feet of sidewalk was replaced in July
- Public works has been continually watering the seeded areas and new trees (from past three years) with the lack of rain and steady heat the trees are showing stress and hopefully with steady watering we can save them. Watering all areas takes on average 4 hours a day with the grass not growing it keeps the summer students busy

- The wind storm on July 23rd we had a town tree cause damage to a vehicle at 220 willow road in which there will be an insurance claim for damages to the vehicle the tree that caused the damage has been removed

Water & Sewer:

- Tested all alarms at lift stations and water plant.
- July 8th we had McGill's into flush a blocked main on the 400 block of 3rd street south three houses were effected but do not expect any insurance claims
- Public works did one sewer service repair on memorial ave
- Mowed old sewer lagoon area trying to control weeds and are looking at reseed this fall in areas to try to get grass established there is interest in haying the area if we can get a decent catch on the grass

Water Plant (contracted)

- Minor repair and maintenance in water plant
- Alberta environment was here on July 18th to do annual inspection for 2016. Overall score was 88% but even with this percentage they still gave a fail due to a THM sample being 17 days late due to switching labs. The sample was not missed and the sample was well under the limits for THM at no time was there a risk to the quality and safety of the drinking water I received the fail due to not phoning in a contravention for the sample being late. Also with this inspector like past inspectors they have picked out what section of the standard operation guidelines that they want done and I will have it done in the time line that they have set and next year there will be a different inspector who will interpret the guidelines his or her way and will want something else

Parks:

- Mowing and weed whipping when needed
- With the hot weather even with watering the grass is stressed in the parks and weeds are showing up again but do not want to spray again to control the weeds and cause more damage to the grass. At the solar park we have scentless camimeal showing up it is a hard weed to control we have sprayed it but we are still getting regrowth we have gone as far as hand picking it (58 garbage bags full) and are continually spot spraying to try to control it
- The new flag pole has arrived and we will get it placed as soon as possible
- Painted bleaches at rodeo grounds

- Poured cement pad and ran wiring for Kiosk at solar park and helped place it when it arrived
- Unfortunately the Klingon street sign did not get here before the Vulcon weekend we received on July 31st and will place as soon as possible
- Have contacted the company to build the fence for the storage compound they estimate mid-July to do the work

Cemetery: no funeral requests

Equipment

- General equipment maintenance on equipment

Personnel:

- Grant Shaw attended his level one pool course in Olds July 5th and 6th
- Dave and Grant will be attending the level one arena course the end of September

Other:

- Public works assisted with setup for Canada day / show and shine/ Vulcon

Stewart Birch Town Foreman

Prepared By Bonnie Ellis Recreation Director

Pool Fundraising:

The Canada was a huge success over \$100 000 was raised for the new pool through live and silent auctions along with beef on a bun sales. Many thanks to Ron Market, Donna and Wayne Erickson and Josh Umscheid along with all the Lion's Members for making this fundraising event possible. Thanks for the Vulcan Recreation Committee for stepping up and helping out. It was a busy day but so worth it. I will talk with the Lions club and see if we can partner next year but just not as big of an event. See attachments

Programming:

July 17-20 Drama Camp. The group created their own play which they called The Jill's and their annoying brother Jack. 12 kids participated in the camp which ended with a play presented to their families. About 30 people attend the play. T shirts were given to each participant

July 1st The Recreation committee helped out with the programming that day by helping with the carnival games and manning the booth for recreation. Everything went smoothly. We had over 100 children take part in the parade on Canada Day. The foam fun was a hit with the kids. Unfortunately the rain showers came only an hour after we set up the bouncy castles so we had to take them down. In the evening we had fireworks and a movie with about 170 people there for the start of the movie.

August 28th we will be hosting a community viewing of Still Standing at the CRC.

Aug 31st Last day at the pool – Foam party 1-3

Summer camp registration is at 65 with registrations still coming in for the 2 remaining camps at the end of Aug.

Adult Slo Pitch is having their finals Aug 1 and 3 we have 6 teams from town and county in the league.

Weekly Activities: floor hockey and golfing have about 8-10 people consistently and the fishing probably about 4 people each week.

Sept 23rd Vulcan Fall Fair, switching it up a bit. We will have our breakfast hosted by the Lions Club but I will have live music there while people are eating. We will also have our frame games set up in the small gym along with a princes and pirate tea (extra cost). I am also purchasing the use of a bounce to go along with our hay jump and pumpkin paint to set up outside. We will have farmers market with table costing \$25 each. And then the bench show which I have talked to the schools they will have entries in this year and hopefully it will bring people over the event.

Pool

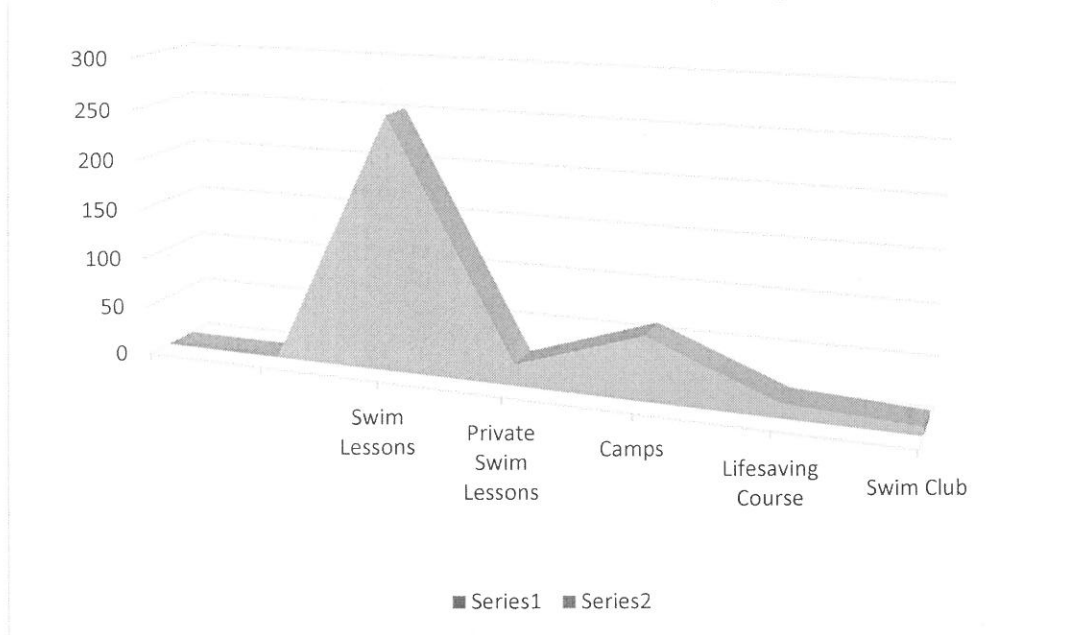
We have held 3 in services for the lifeguards which focused on spinal board recoveries, and proper lifeguarding standards, best practises. Eight apprentices have started as of July 2nd.

10 people signed up for the Bronze Medallion and Cross program, we are hosting another course Aug 8-11.

3 people for a new program for us Bronze Star.

254 regular lessons spots have been purchased.

Summer Activity Aug 1st, 2017



Fall/Winter Guide: we are gathering the ads for this addition of the guide. Most ads have been pre purchased. We are hoping to have more villages/hamlets participating in here with ads of their events. Recreation districts committees have a discount of ½ price to purchase an ad. Deadline is Aug 10th and we hope to have the books out by Sept 1.

Movies

I have renewed our licensing agreement with Criterion Pictures (\$500) and ACF films (\$2200) for the year. ACF is for pre-release movies and regular dvd movies and Criterion is for DVD release movies. Our next movie is Aug 4th outside Dr. Strange and then it will Guardian of the Galaxy 2 on the 9th of Aug indoors and then Pirates of the Caribbean on the 31st of Aug.

Info:

Vulcan Prevents Cancer has purchased 6 signs for us to use if we advertise for them the cost was appox. \$2000 for the signs.

Vul-Con and Show and Shine were well attended with the weather cooperating.

Meetings

Grants – Vulcan Prevents Cancer, Lions pool meeting,

Other

Courses- last of the Project Manager Course final paper due Oct 4th. 2017

Holidays Channing July 29- Aug 7th

Bonnie Aug 21 – Aug 25 Sept 1st – 8th

PEACE OFFICER PROGRAM

Managers' Report – July 2017

- ☐ From July 1st to July 31st; Forty-six (46) files were created.
 - Thirty (30) Traffic Stops
 - Twelve (12) Offence Notices Totalling \$1679.00 in fines
 - Eighteen (18) Warnings
 - Three (3) Animal Control Calls
 - Two (2) Unsightly Premises
 - One (1) Remedial Order was served
 - Three (3) Event Files were created
 - Canada Day Celebration
 - Show and Shine
 - VulCon Parade
- ☐ Have begun ramping up enforcement even more in the playground zone at the pool block on Centre Street. I have found warnings to no longer be efficient in stymying the speeding by traffic in that area. It has been observed that the number of vehicles exceeding the speed limit in this area is only impacted by my visible presence in the area. The average speed when exceeding the speed limit is 45 km/h.
- ☐ Working with the County's Director of Agricultural Services to identify and clear up pockets of noxious weeds in town.
- ☐ Working on a joint operation with Cst. Pearce (RCMP) in building a Positive Ticket program to bring to the community.
- ☐ Working with Recreation Dept. on development of a Bike Rodeo Event to be held in the New Year.

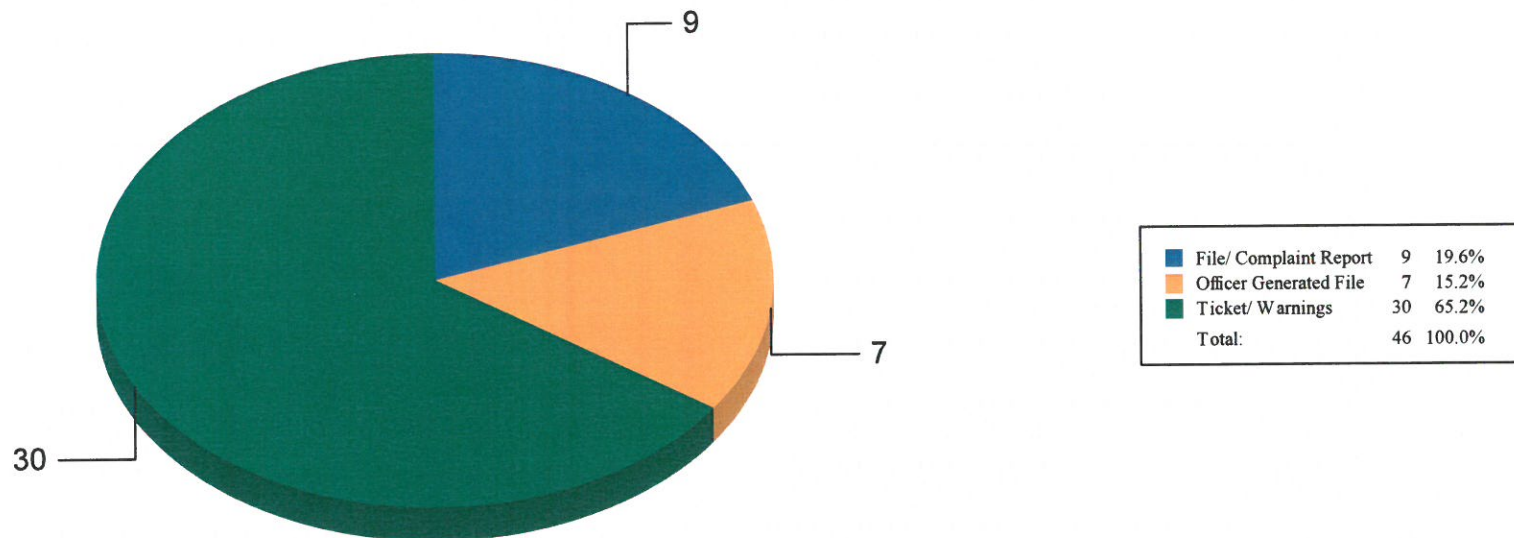
Plans for August

- ☐ Increased presence and renewed focus on traffic enforcement.
 - Areas for Concern include:
 - Centre Street Pool Block
 - Centre Street Downtown 4-way stops and illegal U-Turns
 - 1st Avenue, primarily South. Excessive Speed and high pedestrian count.
 - Elizabeth Street, West entrance to town.
 - Elizabeth Street, Playground Zone and crosswalk.
- ☐ Work on securing sponsorship and final design for Positive Ticket Program.
- ☐ Work on securing involvement from the different agencies for Bike Rodeo.
- ☐ Will be working for the Sid Hartung Rodeo Event.

Town of Vulcan

MONTHLY STATISTICS Statistics from: 7/1/2017 12:00:00AM to 7/31/2017 11:59:00PM

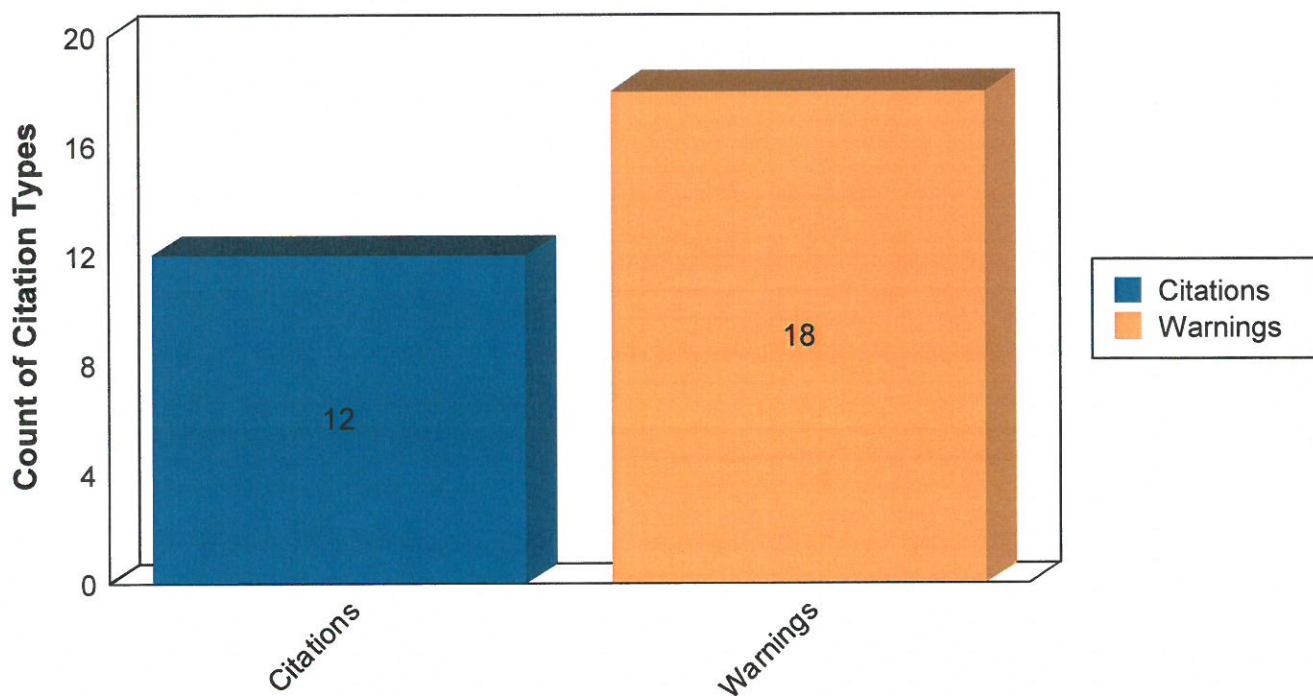
Count of Reports Completed



Comparison of Citations and Warnings

Statistics from: 7/1/2017 12:00:00AM to 7/31/2017 11:59:00PM

Citations vs Warnings





Vulcan Fire Department Office of the Fire Chief

August 10, 2017

Management Report

To the end of July 2017, Vulcan Fire Department has responded to the following:

Call Type	2016		2017	
	Town	Rural	Town	Rural
Fire Response	1	5	1	6
Grassland	1	3		2
Rescue		3		
Hazmat				
Gas Leaks			1	1
MVC		13	3	12
Mutual Aid		10		11
Medical Assist	22	8	27	5
First Response	8	2	12	2
Service Call	3		2	1
False Alarm	11	3	3	4
Total Calls	46	47	49	44

First Response = No Ems from Vulcan

Total Calls to the end of July 2016 -93

Total Calls to the end of July 2017-93

The Call information will be changing format in the after this month as I will no longer be tracking Rural call volume as of July 16, 17

General Operations

- The County is changing all the radios for all the Fire Departments to AFRRCS radios in the near future. This will make mutual aid very difficult when this happens. The County Fire trucks will have our frequency in their radios, but will not be able to monitor their frequency and ours at the same time. Their hand held radios will not have our frequency so we will not be able to communicate fire fighter to fire fighter. We will have to look into new radios soon as we had planned to use AFRRCS with the County and ours will be coming to end of life expectancy in the near future.
- There have been issues with the division of Vulcan Fire Department already and I foresee further issues as we continue forward. Equipment and personal are the big



Vulcan Fire Department Office of the Fire Chief

issues right now. Equipment for the past 60 years was purchased with the community as a whole in mind, not Town and County. There is equipment that is needed by both jurisdictions, but is one or another truck. Hopefully we can get this sorted out for the benefit of communities. Personnel are going to be stretched thin for those who are on both departments.

- At this time we have canceled having on call staff for long weekends as we have to re-evaluate budget for this as it was split between Town and County. Also having staff from both departments being on call would make logistics of who goes to what call when and how a nightmare at this time.
- Due to the County splitting with the Town we are now reevaluating the Fire Apparatus that we were looking at as a joint purchase and will bring information to the Council and CAO of the Town as soon as we have a renewed plan.

Membership/Recruitment

- Our membership is now at 17 members. We have currently 11 members that are Town only and 6 members that are currently working for both. We are still actively recruiting members for the Fire Dept.

Training

- We are working on recertifying members in CPR and First Aid.
- We now have the following medical trained staff:
 - o 1-EMT-P (Advanced Care Paramedic)
 - o 5-EMT-A (Primary Care Paramedic)
 - o 2-EMR (Emergency Medical Responder)
- We have all, but 5 members trained to give Naloxone if required.
- All, but 3 new members have now completed their ICS 100.
- All of our current members have completed their NFPA 1001, level 1 program (Basic Fire Fighter Standard).
- 3 of our new members will need their NFPA 1001, level 1
- In 2017 training plans are being adjusted due to recent changes, but hopefully will include NFPA 1051, H2S alive, First Aid, CPR, and Targeted Responder (more advanced airway, Oxygen Therapy etc.)



Vulcan Fire Department Office of the Fire Chief

Fire Prevention/Public Relations

- Ayden Grant has been working on social media plans; Vulcan Fire Department Facebook page is up and running. This will allow us to use social media to assist in Fire Prevention and Recruitment.
- The Vulcan Fire Dept. assisted with Show 'n Shine Demo Derby, suppling medical and fire stand by, and Kinsmen Soap Box Derby, suppling medical stand by. (Our membership purchased a car to use at this event).
- Upcoming events that we are involved in are Sid Hartung Memorial Rodeo; we will be putting on the pancake breakfast on the Sunday starting @ 8am.

Respectfully,

Aaron Grant,

Fire Chief, EMT-A

Vulcan Fire Department

(403)485-1855

vfd1801@gmail.com