

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, April 10, 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 - NIL**

**4.0 Adoption of Agenda**

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – March 27, 2017

**6.0 Unfinished Business - NIL**

**7.0 Financial Statements - NIL**

**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 Bylaw No. 1459-17 – Road Closure

- 10.2 Amend Policy PE-01 – Labour Negotiation
- 10.3 Amend Policy PE-02 – Local Authorities Pension Plan
- 10.4 Amend Policy PE-03 – Code of Conduct
- 10.5 Amend Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation
- 10.6 Amend Policy PE-06 – Staff Training and Development
- 10.7 Amend Policy PE-07 – Employee Request for Time Off
- 10.8 Amend Policy PE-08 – Job Description
- 10.9 Amend Policy PE-10 – Annual Vacations
- 10.10 Amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence
- 10.11 Amend Policy PE-12 – Grievance Procedure
- 10.12 Amend Policy PE-14 – Employee Service Recognition

#### **11.0 New Business**

- 11.1 Old Water Treatment Plant
- 11.2 Request for Use of Town Pylons
- 11.3 2017 Capital Works – Award Recommendation

#### **12.0 Notice of Motion**

#### **13.0 Management Reports**

- 13.1 Management Reports – April 10, 2017

#### **14.0 In-Camera - NIL**

#### **15.0 Adjournment**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting March 27, 2017

Meeting:	Regular Council
Meeting Date:	April 10, 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, March 27, 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, March 27, 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, MARCH 27<sup>th</sup>, 2017**

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

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

**2.0 Public Hearings - NIL**

**3.0 Delegations - NIL**

**4.0 Adoption of Agenda**

**Motion No.: 17.107**

➤ 11.4 Council Nomination Information Session

Moved by Councillor Rick Howard 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, March 13, 2017 were presented to Council.

**Motion No.: 17.108**

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, March 13, 2017 be approved and read by each member of Council as presented **CARRIED UNANIMOUSLY**



## **6.0 Unfinished Business**

### **6.1 Amend Policy A-03 – Internal and External Committee Appointments**

At the March 13, 2017 Regular Council Meeting Administration requested that Council review Policy A-03 – Internal and External Committee Appointments and provide Administration with input to allow Administration to amend Policy A-03.

**Motion No.: 17.109**

Moved by Councillor Paul Taylor THAT Council adopts Policy A-03 – Internal and External Committee Appointments as amended.

**CARRIED UNANIMOUSLY**

## **7.0 Financial Reports**

### **7.1 Cash Statement – Ending February 28, 2017**

**Motion No.: 17.110**

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending February 28, 2017 be received as information.

**CARRIED UNANIMOUSLY**

### **7.2 Year-to-Date Summary – Ending February 28, 2017**

**Motion No.: 17.111**

Moved by Councillor Lorna Armstrong THAT the Year-to-Date Summary for the period ending February 28, 2017 be received as information.

**CARRIED UNANIMOUSLY**

## **8.0 Correspondence and Information Items**

8.1 The Correspondence and Information Items for the period ending March 27, 2017 was presented to Council to be received for information.

**Motion No.: 17.112**

Moved by Councillor Sue Dow THAT the Correspondence and Information Items for the period ending March 27, 2017 be received for information.

**CARRIED UNANIMOUSLY**

## 9.0 Committee and Administrative Reports

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

### **Motion No.: 17.113**

Moved by Councillor Paul Taylor THAT Administration meet with the Vulcan Golf Course to investigate a reservation process for the Virginia Mitchell campground.

**CARRIED UNANIMOUSLY**

### **Motion No.: 17.114**

Moved by Councillor Rick Howard THAT the minutes and/or verbal reports of Town represented Boards/Committees at the March 27, 2017 Town Council Meeting be received for information.

- Vulcan Regional Food Bank Society – Minutes – January 26, 2017
- Family and Community Support Services – Minutes – February 23, 2017
- Vulcan Library Board Annual General Meeting – Minutes – March 15, 2017
- Vulcan Library Board Trustees Meeting – Minutes – March 15, 2017
- Municipal Planning Commission – Appointment of Chairpersons – March 22, 2017
- Municipal Planning Commission – Minutes – March 22, 2017

#### Verbal Reports:

- Councillor John Seaman
  - Municipal Planning Commission
  - Vulcan Chamber of Commerce
- Councillor Sue Dow
  - Municipal Planning Commission
  - Vulcan Brand Innovation Team
  - Canadian Badlands Conference
- Councillor Paul Taylor
  - Vulcan Library Board
  - Vulcan Golf and Country Club
- Councillor Lorna Armstrong
  - Family and Community Support Services
  - Vulcan Regional Food Bank
  - Canadian Badlands Conference

- Councillor Georgia-Lee DeBolt
  - Canadian Badlands Conference
- Mayor Tom Grant
  - Doctor Retention
  - Vulcan District Waste Commission
  - Southern Alberta Energy from Waste Association

**CARRIED UNANIMOUSLY**

## **10.0 Bylaws/Policies**

### **10.1 Amend A-19 – Retention and Disposal of Municipal Documents**

Administration is reviewing current policies and is requesting that Council amend Policy A-19 – Retention and Disposal of Municipal Documents to formalize a process for the retention and disposal of municipal documents in accordance with the Records Retention Bylaw No. 1242.

**Motion No.: 17.115**

Moved by Councillor John Seaman THAT Council adopts Policy A-19 – Retention and Disposal of Municipal Documents as amended.

**CARRIED UNANIMOUSLY**

### **10.2. Amend Policy A-21 – Information Technology Data**

Administration is reviewing current policies and is requesting that Council amend Policy A-21 – Information Technology Data by updating necessary information in the body of the policy.

**Motion No.: 17.116**

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy A-21 – Information Technology Data amended.

**CARRIED UNANIMOUSLY**

### **10.3 Amend Policy A-20 – Organizational Chart**

Administration is reviewing current policies and is requesting that Council amend Policy A-20 – Organizational Chart by revising the body of Policy A-20.

**Motion No.: 17.117**

Moved by Councillor Rick Howard THAT Council adopts Policy A-20 – Organizational Chart as amended.  
**CARRIED UNANIMOUSLY**

**10.4 Rescind Policy A-6 – Rental Agreement Forms**

Administration is requesting that Council rescind Policy A-6 – Rental Agreement Forms.

**Motion No.: 17.118**

Moved by Councillor John Seaman THAT Council rescinds Policy A-6 Rental Agreement Forms as requested.  
**CARRIED UNANIMOUSLY**

**10.5 Amend Policy A-09 – Distribution of Vulcan Ears**

Administration is requesting that Council amends Policy A-09 – Distribution of Vulcan Ears due to the re-numbering of the policy.

**Motion No.: 17.119**

Moved by Councillor Sue Dow THAT Council adopts Policy A-09 – Distribution of Vulcan Ears as amended.  
**CARRIED UNANIMOUSLY**

**10.6 Amend Policy A-06 – Freeman of the Town**

Administration is reviewing current policies and is requesting that Council amend Policy A-06 – Freeman of the Town with changes to the body and the re-numbering of the policy.

**Motion No.: 17.120**

Moved by Councillor Paul Taylor THAT Council adopts Policy A-06 – Freeman of the Town as amended.  
**CARRIED UNANIMOUSLY**



## 11.0 New Business

### 11.1 Spock Days Parade Route Request

A request has been brought forward to modify the Spock Days parade route to accommodate the residents of the Peter Dawson Lodge.

The parade route in the past years has followed 6<sup>th</sup> Avenue South and turned onto Centre Street. A request has been made to stay on 6<sup>th</sup> Avenue South and continue through onto 6<sup>th</sup> Avenue North and turn onto 1<sup>st</sup> Street North for one block to 5<sup>th</sup> Avenue North and turn there to go back to Centre Street.

The concern with this is that the streets are narrower and with vehicles parking on the street there would not be room for passage. Keith Brooks has talked with all the residents along 1<sup>st</sup> Avenue North and they have signed a sheet indicating they are willing to move their vehicles for the parade.

#### **Motion No.: 17.121**

Moved by Councillor Sue Dow THAT Administration contact the Spock Days Committee and request more information and that it be brought back to the April 10, 2017 Regular Council meeting for further discussion. **CARRIED UNANIMOUSLY**

### 11.2 Heritage Advisory Board Committee Member-at-Large Appointment

When required Council appoints a Member-at-Large to the Heritage Advisory Board Committee (HAB) as per the Town of Vulcan Bylaw No. 1438-15.

Paul Taylor is currently appointed to this position on HAB. His term on this committee will end on April 30, 2017. Paul has expressed interest in remaining on this committee for another term. In accordance with the attached section of the bylaw Council can appoint for a 2-4 year term, and members can be re-appointed.

#### **Motion No.: 17.122**

Moved by Councillor Rick Howard THAT Council approves the re-appointment of Paul Taylor to the Heritage Advisory Board Committee for a 2 year term ending April 30, 2019 in accordance to Town of Vulcan Bylaw No. 1438-15. **CARRIED UNANIMOUSLY**

### 11.3 Vulcan County Health & Wellness Foundation Signage Request

The Vulcan County Health & Wellness is requesting permission to erect signage at the corner of 110 – 1<sup>st</sup> Avenue South (VBDS Building).

The proposed placement of the sign will encroach onto municipal property. Indication has been that the bottom of the sign will be 3 feet from ground level. This type of sign is defined as a “Freestanding Sign” in the Land Use Bylaw.

#### **Motion No.: 17.123**

Moved by Councillor Rick Howard THAT Council approves the request of Vulcan County Health & Wellness to place a sign on the corner of 110 – 1<sup>st</sup> Avenue South at the VBDS building.

**CARRIED UNANIMOUSLY**

### 11.4 Council Nomination Information Session

Mayor Grant is requesting Council’s input into providing pertinent information to persons interested in running for the upcoming municipal elections.

#### **Motion No.: 17.124**

Moved by Councillor Lorna Armstrong THAT Administration prepare the necessary information and bring back to the April 10, 2017 Regular Council Meeting.

**CARRIED UNANIMOUSLY**

### 12.0 Notice of Motion - NIL

### 13.0 Management Reports - NIL

### 14.0 In-Camera

#### **Motion No.: 17.125**

Moved by Councillor Rick Howard THAT Council move in-camera Under FOIP 18.(1).(c) – Land at 8:04 p.m.

**CARRIED UNANIMOUSLY**

Mayor Tom Grant granted a three minute recess.

The meeting convened at 8:07 p.m.

**Motion No.: 17.126**

Moved by Councillor Georgia-Lee DeBolt THAT Council move out-of-camera at 8:35 p.m.  
**CARRIED UNANIMOUSLY**

**Motion No.: 17.127**

Moved by Councillor Rick Howard THAT Council directs Administration to notify EDF that Council wishes to move forward with a public consultation process in regards to the lease of Prairie Vista Estates for a possible solar development. **CARRIED**

**15.0 Adjournment**

The meeting was adjourned by Councillor Lorna Armstrong at 8:36 p.m.

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Tom Grant  
Mayor

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Kim Fath  
Chief Administrative Officer



# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting: Regular Council  
Meeting Date: **April 10, 2017**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending April 10, 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 April 10, 2017 be received for information.

Initials show support -Reviewed by:

Director:

  
CAO



**Report on Miscellaneous Correspondence 8.1 (2) - April 10, 2017**

- A. Minister of Service Alberta – Hon. Stephanie McLean**  
SuperNet and the Support of Rural Broadband in the Province
- B. Alberta Municipal Affairs – Hon. Shaye Anderson**  
Response to Letter of Support for Provincial Funding under the ACP program for Oldman River Regional Services Commission
- C. Federation of Canadian Municipalities**  
Legal Defense Fund Request for Support
- D. Workers' Compensation Board**  
National Day of Mourning – April 28, 2017
- E. Canadian Pacific**  
Rail Safety Week 2017
- F. SouthGrow Regional Initiative**  
Bulletin – March 2017
- G. Alberta Emergency Management Agency**  
Municipal Emergency Plan Review



ALBERTA  
SERVICE ALBERTA

*Office of the Minister  
MLA, Calgary-Varsity*

8.1.A



AR31494

March 27, 2017

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

Dear Mayor Grant:

As Minister of Service Alberta, I appreciate the opportunity to reach out to you personally about the work my ministry is undertaking with respect to SuperNet and the support of rural broadband in the province.

Our government understands the importance of maintaining vibrant and sustainable communities, and we know that community leaders like you believe that access to government services and quality internet are some of the keys. Keys to encouraging our youth to make a home in rural Alberta, retaining local skills and talent, attracting new industry and opportunity, and helping businesses to thrive. You have reached out to us about the importance of SuperNet and broadband through the recent Alberta Urban Municipalities Association (AUMA) and Association of Alberta Municipal Districts and Counties (AAMDC) surveys, fall conventions and resolutions, direct conversations with my department, and through correspondence with my colleagues in Cabinet. I thank you for the time you have taken to reach out, we have heard your concerns, and I can share that we are actively looking at how to provide support on these important issues.

Also recently, the Canadian Radio-television and Telecommunications Commission (CRTC) announced that broadband is a basic service that should be available to all Canadians, and both the federal government and CRTC are in varying stages of releasing broadband funding programs. We have spent time with both these groups, advocating on behalf of Albertans, and we support these important decisions. To that end, my department is already working with communities and Internet Service Providers (ISPs) across Alberta who are considering submitting applications for funding.

.../2

At the same time as many of you are looking into municipal solutions or partnerships to enable better internet for your rural residents, the current SuperNet operating agreement with Axia SuperNet Ltd. is expiring on June 30, 2018. While SuperNet is not the internet, and primarily connects public sector sites in the province; it is also one of the networks used by municipalities and ISPs to bring internet into rural Alberta. We need to take action, and considering the valuable stakeholder insights shared with us, our government has been looking at options for moving forward. Those key considerations, and some important background to help you understand SuperNet and the decisions we face, can be found on the attachment I have enclosed.

Our government values open communication and recognizes that many communities are making efforts to improve broadband at home. While this process unfolds and we confirm government's direction, we want to caution municipalities on signing long-term agreements with ISPs. The landscape and arrangements could change and we want to position you for success. If you are considering a municipal partnership or agreement with an ISP, please contact our SuperNet Secretariat toll-free for guidance. They can be reached at 1-888-777-4010.

The government will be discussing our approach for the future of SuperNet and potential rural broadband supports in early 2017, and we will ensure you are aware of those decisions.

Thank you for your continued efforts on behalf of the people of Alberta.

Sincerely,



Hon. Stephanie McLean  
Minister of Service Alberta

Attachment – SuperNet Municipal Backgrounder

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

Honourable Deron Bilous, Minister of Economic Development and Trade

Honourable Shaye Anderson, Minister of Municipal Affairs

Tim Grant, Deputy Minister, Service Alberta

Stephen Bull, Assistant Deputy Minister, SuperNet Secretariat, Service Alberta



## SUPERNET: THE WAY FORWARD AND MUNICIPALITIES

*We know that community leaders and Albertans across the province believe that enabling broadband is key to ensuring vibrant and sustainable communities where businesses can thrive. We also know that many internet service providers (ISPs) in rural Alberta count on SuperNet today to deliver internet services to residents and businesses – and as we move forward – we’re working to ensure those services remain available to ISPs and municipalities alike.*

On June 30th, 2018 the current SuperNet operating agreement with Axia SuperNet Ltd. expires. In light of the challenges facing SuperNet today, and considering the insights provided by our stakeholders - including municipalities - the Government of Alberta (GoA) has been reviewing options to move forward:

- ✓ Job 1 is ensuring service continuity for our indigenous offices, municipalities, public sector schools, hospitals, libraries and government facilities;
- ✓ While the GoA is not directly responsible for the delivery of internet services to rural Alberta, we must also continue to support ISPs who use the SuperNet today to deliver internet to Albertans, particularly in our rural and remote areas;
- ✓ We must examine ways to address the growing cost of SuperNet, while working to eliminate the issues and challenges raised to us by our many stakeholders;
- ✓ We must decide what role the new model for SuperNet should play in supporting rural broadband in Alberta, and what, if any, additional approaches should be considered to advance rural internet in the province – now and into the future; and
- ✓ We need to achieve these goals within our existing budget.

## WHAT IS SUPERNET?

SuperNet is not the internet. It is a network of fibre optic cables, wireless towers, and electronics whose primary purpose is to digitally connect over 3,300 of our province’s hospitals, libraries, schools, government offices, and many municipal and indigenous offices, in 429 communities. SuperNet is also used by many independent ISPs to provide Albertans and businesses in your municipalities with access to the internet.

Like every network, SuperNet has evolved. It started 15 years ago with the GoA making an investment of \$193 million to construct and own a digital network to bring 402 rural and remote communities into the connected world. At that same time, Bell Canada (Bell) stepped up with \$102 million to enhance their existing network covering 27 urban centres within the province. The rural and urban networks became the SuperNet, and made Alberta the most connected province in the country.

In 2005, as SuperNet moved from construction into operations, the ownership arrangements and contracts for SuperNet were changed. Bell had invested more than \$300 million into completing the build of the rural network, and the GoA decided to give away ownership of that infrastructure, to Bell, in exchange for 10-years of free maintenance. Axia SuperNet Ltd. was also contracted to operate SuperNet.

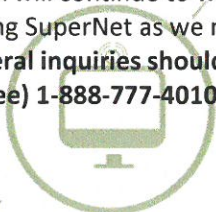
The GoA now holds rights to use Bell’s fibre and wireless infrastructure until 2045. From 2005 to 2015 maintenance of the Bell-owned infrastructure came at no cost to the GoA. As of 2015 the GoA now faces annual maintenance costs of over \$15 million and will have spent more than \$300 million, in maintenance fees alone, before having the opportunity in 2035 to purchase only the aged rural infrastructure for \$1.

As a result of the 2005 change in SuperNet ownership, increasing maintenance costs, and ongoing challenges with today’s SuperNet model, we face some difficult decisions in paving the way forward.

## WHO CAN I CONTACT WITH QUESTIONS?

The GoA will continue to work with all municipalities to ensure we maintain clear and open communication regarding SuperNet as we move forward.

**All general inquiries should be directed to the SuperNet Secretariat and Rural Broadband Line:  
(Toll-Free) 1-888-777-4010.**







ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

8.1.B

MAR 28 2017

AR88918

March 22, 2017

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

Dear Mayor Grant,

Thank you for your letter of February 14, 2017, to Premier Rachel Notley and me, supporting the request for provincial funding under the Alberta Community Partnership program for the Oldman River Regional Services Commission (ORRSC). As Minister of Municipal Affairs, I am pleased to respond on behalf of the Government of Alberta.

We have not received a formal funding request from the ORRSC, but will consider your input if an application is received. I recognize that the ORRSC benefits its surrounding communities by providing quality land-use planning services to municipalities.

Thank you, again, for writing.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Hon. Rachel Notley  
Premier of Alberta



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Town of Vulcan to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. We recommend a voluntary contribution of \$50 or more for small municipalities. Enclosed is an invoice that indicates the Town of Vulcan's proposed voluntary contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

**President  
Président**  
Clark Somerville  
Councillor  
Regional Municipality of  
Halton, ON

**First Vice-President  
Première vice-présidente**  
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Councillor  
City of Winnipeg, MB

**Second Vice-President  
Deuxième vice-présidente**  
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Municipality, NS

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Président sortant**  
Raymond Louie  
Acting Mayor  
City of Vancouver, BC

**Chief Executive Officer  
Chef de la direction**  
Brock Carlton  
Ottawa, ON

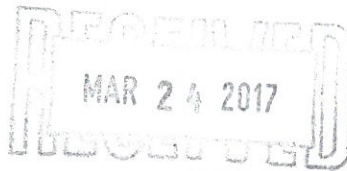
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[www.fcm.ca](http://www.fcm.ca)

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Workers'  
Compensation  
Board

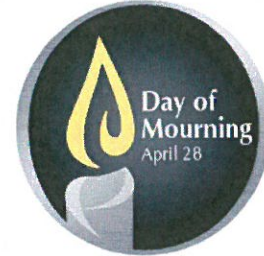
Alberta

Corporate Communications

9925 - 107 Street  
PO Box 2415  
Edmonton, Alberta T5J 2S5

Tel: (780) 498-8680  
Fax: (780) 498-7875  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

March 20, 2017



Dear Mayors, Reeves and Councillors:

**RE: April 28 - National Day of Mourning**

On April 28, we all come together to remember the workers who were killed, injured or disabled at work.

In 2016, we lost 144 women and men to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Respectfully,

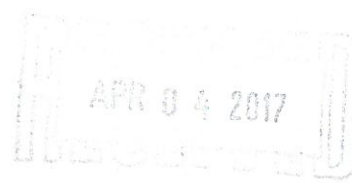
Dayna Therien  
Director of Corporate Communications  
WCB-Alberta

Encl.





Mike LoVecchio  
Director  
Government Affairs



8.1.E

General Yard Office  
1670 Lougheed Highway  
Port Coquitlam BC  
Canada V3B 5C8  
T 778 772 9636  
mike\_lovecchio@cpr.ca

April 3, 2017

Mayor Thomas Grant

Town of Vulcan

PO Box 360

Vulcan AB T0L 2B0

Via email: [tgrant@townofvulcan.ca](mailto:tgrant@townofvulcan.ca)

Dear Mayor Grant:

RE: Rail Safety Week 2017

Canadian Pacific (CP) and the Canadian Pacific Police Service (CPPS) will be educating the public during this year's Rail Safety Week about safety in and around railway property.

From April 24 through April 30, CP and CPPS will conduct rail safety blitzes in communities across our network – from Montreal to Vancouver – with participation from other police agencies and schools to educate motorists, pedestrians and the general public about the role we each play in staying safe.

"When people use railway property or tracks as walking paths, they are risking their lives," said Laird Pitz, CP's Vice President and Chief Risk Officer. "Rail safety requires vigilance 24 hours a day, seven days a week, 365 days a year. We are asking everyone to consider their own safety around railroad property. The impact of an incident can have tragic consequences for all concerned, including family, friends and community."

CP is proud to be the safest railway in North America, with the fewest reportable train accidents per million train miles among all Class 1 railroads for 11 years straight.



While we are pleased that crossing incidents declined in Canada last year, a sharp rise in trespassing incidents means we must continue to do more. Tragically, 46 pedestrians and 19 drivers lost their lives in these preventable incidents. This is in comparison to 31 pedestrian and 14 driver lives in 2015.

CP believes that one incident is too many. That is why we are working tirelessly, along with our community partners, to promote safety in and around railway property throughout Canada.

We ask that you support rail safety in your community by participating in Canada's Rail Safety Week in the following ways:

1. Declare April 24 – April 30 Rail Safety Week in council by adopting the enclosed draft resolution
2. Promote your declaration over social media by adopting the enclosed draft tweets
3. Ask your local police service to also declare Rail Safety Week over social media
4. Adopt the hashtag #LookListenLive year-round when speaking to the importance of being safe around tracks and trains.

The safety and security of residents in the communities we operate in is – and will continue to be - our number one priority. We hope you will join us in promoting rail safety in your community, during Rail Safety Week 2017 and throughout the year.

Thank you in advance for considering this request. Should your council choose to endorse the enclosed resolution, I would be grateful if you could provide me a copy. Should you have any questions, please give me a call on 778 772- 9636.

Sincerely,

Mike LoVecchio

Director Government Affairs

cc. Laird Pitz, Vice President and Chief Risk Officer

Chief Ken Marchant, CP Police Service

## **DRAFT RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK**

Whereas Public - Rail Safety Week is to be held across Canada from April 24 to April 30, 2017;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

It is hereby RESOLVED that our community proclaims national Rail Safety Week, to be held from April 24 – April 30, 2017.



## Bulletin - March 2017

from [pete.lovering@southgrow.com](mailto:pete.lovering@southgrow.com)

### South Alberta Alternative Energy Partnership (SAAEP)

Solar Optix has sent around a short survey to the member municipalities of the partnership about their needs for information and the main concerns. Work is being done connecting with industry and updating the web site. Also some suggestions are coming forward that include name change, domain change, etc. The leadership group is meeting early in April to go over several suggestions and to provide directions for the last half of the work to be done.

### Electric Vehicle Charging Stations

NRCan declined our application for funding so we are currently waiting for some concrete costs until we proceed further.

### Broadband

Kimberly and her team have met with almost all of our members to amass information about the state of broadband. They have also met with other providers and advisors to build us a plan to go forward.

### Investment Attraction

Funding has been approved and we will be discussing our next steps as a management board. Manager is considering a meeting of the CAOs/EDOs to gauge support before moving forward with a particular focus.

### Chinese Business to Business

Manager has continued to be in contact with a few businesses still interested in trade. Starfield Magrath is considering inviting an Investment Firm to come to the region to scope out additional opportunities. Still lots of work to do and we expect an influx of people from the Anyang area to this region over the next year. This will include an education focus as well as a tourism focus. Some other businesses may also come over individually upon our invite. Our chair and I will be presenting a report to the Town of Taber Council in early April and would be willing to meet with other councils upon request. Our working group was able to present at the Economic Developers Conference recently. The initiative also was an award recipient for this project which was presented by the Minister of Economic Development and Trade at the gala banquet.

### Information for Members

We would be happy to reach out to Councils and Staff of any of our members to update them on the progress we are making. Please feel free to contact me if you wish to schedule a visit or a meeting with your organization.

### 13 Ways to Kill Your Community

We have since learned that Doug will be coming to Milk River in November and this may be a good opportunity for those that were unable to attend, to go. Also very good for new councilors. More details to come.

### On Farm Energy Reduction Extension program

We have found a contractor to help deliver this program and are anxious to get started. There has been some activity lately and a training event for the contractors has been scheduled. The training will take place in early April. If you are interested in having Vern make a presentation, please contact him at [vern.steinborn@southgrow.com](mailto:vern.steinborn@southgrow.com).

### Recognition Event

March 30<sup>th</sup> event was cancelled due to a low number of applications. It will be incorporated into our AGM on **JUNE 15** for this year. Please mark your calendars.



Alberta Emergency Management Agency

8.1.G

## MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)

**Municipality:** Town of Vulcan  
**Date of Visit:** 2017 March 29  
**Activity:** Municipal Emergency Plan (MEP) review  
**Participants:** Kim Fath, Director of Emergency Management  
Garry Dzioba, Field Officer AEMA  
**Report Date:** 2017 March 30

### Report Notes:

I had the pleasure of conducting a Municipal Emergency Plan (MEP) review with you in the Town Office on March 29<sup>th</sup> 2017. I wanted to provide you with some feedback as a result of this visit.

Please see the MEP review report below. The following topics were discussed during the review: Confirmed contact information is up-to-date, AEA session and list of authorized users (currently have one user), EM agency meetings, ESS, training & exercises, grant funding, and regional considerations. We also discussed the new Community Emergency Management Program (CEMP), which included the Hazard Identification Risk Assessment (HIRA), which your town is currently using.

Thank you for taking the time to meet with me, as discussed I have also included, as attachments, a recommended agenda for E.M. Meetings along with an ECC equipment list. Please feel free to contact me if you have any questions.

Respectfully,

*Garry Dzioba*

*AEMA Emergency Management Field Officer, South Region, AB*

☎ Office: (403) 381-5222 for long distance, dial 310-0000, then enter office number including area code  
☎ After hours: 1-866-618-2362 ☎ Cell: (587) 594-4211 ☐ e-mail [garry.dzioba@gov.ab.ca](mailto:garry.dzioba@gov.ab.ca)

🌐 Web page: <http://www.aema.alberta.ca>



Question #	Questions	Recommendations
<b>1.</b>	<b>Program Management</b>	
1	Is a bylaw or resolution in effect to establish and maintain an emergency advisory committee of council to advise on the development of emergency plans and programs?	Yes (Note bylaw number 1393-11).
2	Does the emergency advisory committee of council meet at least annually to review the emergency management plans and programs?	Not at this time. (Note: yearly meeting of advisory council committee should be based on agenda, generate minutes, receive written DEM/agency report, accept report, and recommend acceptance to council.) Twice a year ***** send a copy of meeting agenda*****
3	Does the emergency management agency meet at least annually?	Not in 2016, planned for 2017 (Recommend agenda/minutes).
4	Has council appointed a director of the emergency management agency?	Yes, Kim Fath
5	Does the emergency management bylaw or resolution outline the duties of the director of the emergency management agency?	Yes. All the requirements of the act are covered off, including SOLE declaration
6	Does the emergency management agency have a budget for the emergency management program?	Yes.
7	Are all emergency advisory committee and emergency management agency meeting minutes, reports and important documents such as program reviews retained?	Yes. Currently following M.A. guidelines to documentation retention.
8	Does the director of the emergency management agency know and understand the provincial emergency management legislation (EM Act) and the provincial emergency management framework?	Yes.
<b>2.</b>	<b>Risk Assessment</b>	
1	Has the emergency management agency conducted a risk assessment? The Hazard Identification Risk Assessment (HIRA) process is recommended.	Yes CEMP. The Risk Assessment (HIRA) in CEMP recommended. And recommend sharing with agency members and/or reviewing collectively.
2	Is a risk assessment required for planning community events, such as large outdoor events or events that have the potential to overwhelm local resources?	Yes, Tin Man Triathlon is hosted here. There is a guide on the GOA / AEMA website called Planning Guide for Mass Events.
3	Is the risk assessment reviewed at least annually and after a significant event?	No, Recommended especially if you are in a Regional Agreement.
4	Are the risk assessment results included in the emergency management agency report to council?	No. Recommendation to share with council.
<b>3</b>	<b>Implementation - Mitigation</b>	
1	Do mitigation procedures include personal preparedness programs for residents? Focus change yearly / this year fire, net year storms.	No (E.g. Information in newsletter and brochures in town Office for 72 hour preparedness and other EM info for education).
2	Do the mitigation plans, strategies, and procedures establish interim and long-term actions to eliminate hazards in the community?	No, N/A (usually more applicable to the larger cities and their agencies. Large centres may have 3-5 yr. plan).
<b>4.3.</b>	<b>Response (operation)</b>	
1	Does the community emergency plan contain operational procedures?	Yes.
2	Are the operational procedures based on the all-hazards principle?	Yes.
3	Do the operational procedures include notification, activation and emergency coordination centre procedures?	Yes. Keep in mind the ability to operate past 24 hours.
4	Do the operational procedures include a summary response chart or a decision tree?	Yes.
5	Has the community established an Incident Management System to direct, control, and coordinate operations during and after an emergency? E.g. Municipality Staff trained in ICS & applying ICS?	Yes. ICS Training. Mayor GRANT has ICS 400.
6	Do operational procedures include an evacuation procedure?	Yes (Recommended to prepare an evacuation plan)
7	Do operational procedures identify a primary emergency coordination centre?	Yes, back up is the county location., Recommended back up location.



8	Do operational procedures identify alternate emergency coordination centre(s)?	Yes. . (Recommended to establish an E.M. Agreement with neighbouring community for alternate ECC location.)
9	Do operational procedures outline the equipment and resources required to operate the emergency coordination centre?	Yes. (We can send a recommended list of supplies). **** send ECC Recommended list)
10	Do the operational procedures include contingency planning for emergency coordination centre staff and equipment?	Yes. Can you go longer than 8 hours? Can operate up into multiple operational periods?
11	Do the operational procedures include a Declaration of State of Local Emergency procedures, that includes declaring the SOLE, public notification, SOLE renewal, and termination forms?	Yes. (Sole expires in 7 days, can be renewed as required every 7 days.)
12	Do operational procedures include post-event procedures?	Yes, (Recommend post operational debrief, CISM-stress debrief if event occurs).
13	Do post-event procedures include counselling procedures that outline post-event counselling to the public, responders, volunteers and staff?	Yes,
14	Do post-event procedures include a post-event debrief resulting in lessons-learned documentation?	Yes,
15	Are post-event debrief results shared with all members of the emergency management agency?	Yes,
16	Are post-event debrief results included in the emergency management agency report to council?	Yes, recommended to keep council updated.
17	Do the operational procedures include the management of donations of solicited and unsolicited goods and money?	Yes, (Eg. Ft. McMurray cash only requested, 2 warehouses of donations still being stored)
18	Do the operational procedures include volunteer management?(Not currently included in CEMP self-assessment)	Yes, Recommend guidelines be discussed (someone to register them, provide direction and supervision).
4.4.	<b>Communications and Warning</b>	
1	Does the community have an adequate number of authorized users of the Alberta Emergency Alert (AEA)?	No. Changes to AEA training, limited training opportunities as a result.
2	Do the operational procedures include emergency public information procedures? And how many PIO's trained?	Yes. PIO or IO training available through AEMA
3	Do the operational procedures include communication and interaction with the media (TV, newspapers, radio) during an event?	Yes.
4	Do the emergency public information procedures include social media messaging (Facebook, Twitter, etc.)?	No. Will follow town procedures through DEM.
5	Do operational procedures include a telecommunication plan? (E.g. backup radios, satellite phones).	Yes. AFFRACS is a consideration and available during events.
6	Do communication procedures include guidelines and forms to advise potentially impacted populations to shelter in place, evacuate, or take any other action as directed?	Yes. AEA can be utilized, or consider door to door contact. Having the AEA APP installed on phones can be an EP Week activity.
7	Have procedures been developed to disseminate public awareness and education information (e.g. 72hr Personal Preparedness, shelter in place, severe weather, etc.)	No. Use AEMA links during EP week (recommends avenues such as utilities bill, newsletter, newspaper, web site for e.g. 72 hour preparedness, severe weather, fire, etc.).
4.5.	<b>Training</b>	
1	Has the emergency management agency developed a training plan?	BEM and ICS200 minimum for municipality staff Online Training options presented.
2	Does the training plan include a list of currently available provincial and other training resources?	No, N/A. Field Officers will keep you updated on newsletters.
3	Does the training plan require the Basic Emergency Management Course for all emergency management agency members?	No. Recommend have agency members take BEM and ICS 200.
4	Have council members participated in a Municipal Elected Officials Course or an emergency management council briefing?	Yes, they will also receive EOC and ICS 100 once the election is complete.
5	Is the training plan part of the emergency management agency report to council?	Yes. Recommended to include this in reports to council.

4.6.	Recovery	
1	Do public information procedures include communication with residents and businesses during recovery?	No, N/A
2	Is the director of the emergency management agency aware of provincial recovery programs (Disaster Recovery Program and the Municipal Wildfire Assistance Program)?	Yes.
3	Do the operational procedures include an initial damage assessment process to identify municipal infrastructure, critical infrastructure, residential, small business and agricultural impact?	Yes, (GOA to develop long term recovery guidelines, support recovery, resiliency by getting back to "new" normal)
4	Does the emergency management program include a recovery strategy? (Large municipality's goal to re-establish critical services within 24 hrs and assess damage in 72 hours)	No,
5	Does the recovery strategy include measures to assess vulnerability of the community during the recovery period? If sewer/water line damage, can you provide services?	Yes, (Municipal office damaged- recovery plan to ensure town admin services not interrupted).
5.	Business Continuity	
1	Has the effect of a major disruption of community services been considered for each community department? Critical services-e.g. fire hall burns down, water services interrupted.	Currently developing a regional E.M. plan to also address sharing resources.
2	If emergency response or community services are outsourced, are critical services restored first after emergencies?	Yes, Eg. If a threat to critical infrastructure & services (water/sewer/power.) –DEM should consider activating ECC.
3	Have mitigation efforts been taken to prevent potential critical loss?	Yes, This process is under review for improvement, keeping in mind FOIP.
4	Have business continuity plans been integrated with emergency plans?	No,
5	Are the business continuity strategies based on the results of the business impact analysis?	No, (N/A as this applies to larger communities / cities)
6	Do the business continuity strategies include the identification of critical, vital, necessary and desirable community services and infrastructure?	No, N/A
7	Is the risk assessment used to identify and prioritize business continuity procedures?	No
8	Are business continuity protocols validated through regular exercises? Fire Station out of service-how quick can they respond? When can you replace? Mutual Aid?	E.g. exercise for when sewer/water/finances can't deliver critical services.
6.	Emergency Social Services (ESS)	
1	Does the community have an emergency social services plan?	Yes, through FCSS. (ESS included in E.M. plan and Staffed by Municipality, or agreement with Red Cross to provide ESS support?)
2	Are emergency social services training and exercises coordinated with the community emergency training and exercise plan?	U/K. Recommended to include with exercises eg. Tabletop.
3	Does the community have a reception centre kit with sufficient materials that are required to operate a reception centre?	Yes. Recommend. Checked and updated once a year.
4	Does the emergency social services plan include a volunteer recruitment/management plan?	Yes. As needed. Recommend.
5	Does the emergency social services plan include service agreements with vendors for services such as registration and inquiry, food, clothing, lodging and personnel services?	No. Recommend having a source list and pre-approval by AHS (recommend review/update).
6	Does the emergency social services plan include considerations for persons with functional needs?	No, Recommended, training available through AEMA.
7.	Program Evaluations, Exercises and Corrective Actions	
1	Has the emergency management agency developed an exercise plan?	No.
2	Does the exercise plan require participation by all emergency coordination centre, site and emergency social services staff, including replacement staff?	No. Have right people at exercise with the right training. Everyone understands their role and responsibilities.



<b>8.</b>	<b>Management Review</b>	
1	Is the emergency management program, including plans and procedures, reviewed at least annually?	Yes, small laps as a result of planning and progress of Regional E.M. plan. <b>Recommended.</b>
2	Are plan and procedure reviews documented in a review log?	Yes. <b>Recommendation (see CEMP for template).</b>
3	Are plan amendments documented in an amendment log?	Yes. <b>Recommendation (see CEMP for template).</b>
4	Are community emergency management bylaws and policies reviewed at least every four years?	Yes. <b>Recommend.</b>

<b>9.</b>	<b>Overall Review Comments / Concerns</b>	
	Have contact lists been reviewed and approved for accuracy at least yearly.	Yes. <b>(Note any comments or concerns from the Municipality for review or follow up.)</b>

# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting: Regular Council  
Meeting Date: April 10, 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 Golf and Country Club Meeting – Minutes - March 21, 2017

### 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 April 10, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club Meeting – Minutes - March 21, 2017

Initials show support -Reviewed by:

Director:

CAO





# VULCAN GOLF AND COUNTRY CLUB

## EXECUTIVE MEETING MINUTES

March 21st, 2017

MEETING CALLED TO ORDER: 7:03 PM

PRESENT: Don McPherson, Barry Wallin, Ken Creed, Ron Fernley, Roberta Meehan, Morgan Magnuson, Chad Munro, Paul Taylor, Jerad Smith, Duke Webber, Gordon Brayton

ABSENT: Dave Lanktree

ADDITIONS TO THE AGENDA: Add Discussion on upcoming Casino under New Business. Add Tournament Director required under New Business.

MINUTES OF THE LAST MEETING: No errors or omissions from Minutes of the last meeting  
Motion to adopt the minutes of the last meeting was made by Paul Taylor, seconded by Roberta Meehan. Carried.

DIRECTOR OF GOLF REPORT: Gordon presented the Golf Report.

Gordon reported that there are now 140 paid members registered for the 2017 season.

A discussion was held on the yearly Kinsman TV raffle. The TV raffle has not been successful over the past years. A motion was made by Jerad Smith, seconded by Barry Wallin to discontinue the TV raffle and to purchase a new 55 inch TV for the Clubhouse. Carried.

A discussion was held on the number of private golf carts currently in use at the VGCC. It was decided to monitor the number of private carts and make it an Agenda Item for the May meeting.

Other options for acquiring Club Gas and Power services was discussed. It was decided to get more information and discuss it again at a future meeting.

Gordon reported that he has sold several advertising spots on VGCC equipment and that there are still more available that he is working on.

A video of the drone flyover will be playing at the Calgary Golf Show and was available for viewing by board members.

GROUND REPORT: Duke Webber presented the grounds report. .

FINANCIAL REPORT: A verbal financial report was given by Barry Wallin. Barry reported that the draft 2016 financial statement has now been completed.

Barry reported that the water commission will not be increasing the VGCC raw water rate for the 2017 golf season.

HOUSE REPORT: Nil report.



# VULCAN GOLF AND COUNTRY CLUB

## OLD BUSINESS:

### Disposition of Casino Funds

Approximately \$24,000 still remains in the casino fund and there are several maintenance and operations projects which must be funded immediately. The casino fund must keep \$4,000 available for the upcoming casino which will leave an available balance of \$20,000. A discussion was held on the list of projects and priority was allocated for funding as follows:

Priority 1 - Swamp Cooler for the clubhouse - Cost of replacement \$7,000

Priority 2 - Greens Sweeper - Cost of replacement \$4,000

Priority 3 - Patio Maintenance - Cost of materials \$ \$4,500.

A motion was made by Ron Fernley, seconded by Roberta Meehan to allocate funds of \$16,000, not to exceed \$20,000, for the top three priority projects from the Casino Fund. Carried.

A discussion was held on the state of the clubhouse roof. It was suggested that consideration for a metal roof should be given next year if it becomes a necessity.

Review of the Executive Information Manual: Ron Fernley has completed the draft copy of the Executive Information Manual and presented it to board members. The purpose of the manual is act as a repository for information required by members of the Board of Directors and VGCC management. Thirteen copies will be made and a designated copy will be provided to all members of the board and management. The manual will be returned when directors leave the board. It is the responsibility of the Secretary to ensure that manuals are kept current.

## NEW BUSINESS

AGM. A discussion on the AGM was held. The secretary will prepare the Agenda and ensure that copies of the 2016 AGM minutes are available to the attendees when they are registering for the meeting. Morgan will look after registration. Gordon will have a white board available for election nominees and Ron Fernley will run the election. Possible candidates for the board were discussed.

Water Commission. It was discussed during the financial report that there would be no increase to the raw water rate in 2017.

VGCC/Town Campground Proposal. Ron presented information on the feasibility of a joint agreement with the town to manage the camping reservations and stay and play packages. It was decided that it was too late for this to happen in 2017. Ron Fernley will continue to investigate and gather information.

Casino. Ron discussed travel arrangements for the upcoming casino. He felt that members volunteering should have an opportunity to be reimbursed for travel expenses.

A motion was made by Barry Wallin, seconded by Paul Taylor to pay \$40 per vehicle carrying a minimum of two casino volunteers for transportation expenses to/from the casino and if necessary because of inclement weather, the cost incurred for a medium priced motel. Carried.



# VULCAN GOLF AND COUNTRY CLUB

Tournament Committee. It was decided that members of the Tournament Committee would be decided by the new Board of Directors.

NEXT MEETING DATE: AGM - April 13th 2017 at 7:00 PM at the VGCC clubhouse.

ADJOURNMENT: Meeting adjourned at 9:43 pm.



# Town of Vulcan

Request for Decision (RFD)

## Bylaw No. 1459-17 – Road Closure

Meeting: Regular Council  
Meeting Date: **April 10, 2017**  
Originated By: Nancy Neufeld

### BACKGROUND / PROPOSAL:

At the January 23, 2017 Regular Council Meeting Council gave Bylaw No. 1459-17 – Road Closure first reading. The bylaw was then forwarded to the Minister of Transportation's office for approval.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

On March 28, 2017 the Minister of Transportation approved By-Law No. 1459-17 and returned the signed bylaw to the Town of Vulcan for second and third and final reading by Council.

Attached is a copy of Bylaw No. 1459-17 for Council's information.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1459-17 be given second reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1459-17 be given third and final reading.

Initials show support -Reviewed by:

Director:

CAO



**TOWN OF VULCAN  
BYLAW NO. 1459-17**

A BYLAW OF THE **TOWN OF VULCAN** FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel.

WHEREAS, application has been made to Council to have the roadway closed,  
and

WHEREAS, the Council of the **TOWN OF VULCAN** deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of the **TOWN OF VULCAN** in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

**CORNER CUT-OFF SHOWN ON PLAN 8211430  
CONTAINING 0.001 HECTARES (0.002 ACRES) MORE  
OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

Received first reading this 23<sup>rd</sup> day of January, 2017.

  
\_\_\_\_\_  
Chief Elected Official

Seal

  
\_\_\_\_\_  
Chief Administrative Officer

Approved this 28 day of March 2017

  
\_\_\_\_\_  
Minister of Transportation

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chief Elected Official

Seal

\_\_\_\_\_  
Chief Administrative Officer

Received third reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chief Elected Official

Seal

\_\_\_\_\_  
Chief Administrative Officer

Initials \_\_\_\_\_

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-01 – Labour Negotiation

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-01 – Labour Negotiations with changes to the layout and the wording of the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-01 – Labour Negotiation for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-01 – Labour Negotiation as amended.

Initials show support -Reviewed by:

\_\_\_\_\_  
Director:

  
\_\_\_\_\_  
CAO



# **TOWN OF VULCAN**

## **Policy Manual**

10.2

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-01</b>			<b>Labour Negotiation</b>
Approval	D/M/Y	Resolution #	
<b>Amended</b>	<b>13/07/2009</b>	<b>09.295</b>	
<b>Amended</b>			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for negotiating labours terms with Town employees.**

#### **1. Policy**

- 1.1 The Chief Administrator Officer shall be appointed as the Town's negotiator with all non-union Employees as well as the Canadian Union of Public Employees (C.U.P.E.) Local 37 representing the Employees of the Public Works Department
- 1.2 Council (through the Committee of the Whole) shall establish the terms of reference for the guidance of the Chief Administrative Officer during labour negotiations.
- 1.3 No agreement shall be binding on the Town of Vulcan until such time as it is ratified by resolution of Council.

**- END OF POLICY-**



## TOWN OF VULCAN

### POLICY MANUAL

#### TITLE OF POLICY

Labour Negotiation

#### POLICY NUMBER

PE-1

SUPERCEDES POLICY NO: Previous PE-1

#### Amended

July 13, 2009

Resol. No.

09.295

#### STATEMENT:

*policy*

*1.1*

The Chief Administrator Officer shall be <sup>*APPOINTED*</sup> the Town's negotiator with the Canadian Union of Public Employees (C.U.P.E.) for the outside Employees and the non-unionised Employees. *REWORD FOR CLARITY*

*1.2*

Council (through the Committee of the Whole) shall establish the terms of reference for the guidance of the Chief Administrative Officer. *DURING NEGOTIATIONS*

*1.3*

No agreement shall be binding on the Town of Vulcan ~~unless and~~ until ratified by resolution of Council.

- END OF POLICY-

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-02 – Local Authorities Pension Plan

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-02 – Local Authorities Pension Plan to formalize a process to establish guidelines for the administration of the Local Authorities Pension Plan (LAPP).

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-02 – Local Authorities Pension Plan for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-02 – Local Authorities Pension Plan 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>
<b>PE-02</b>			<b>Local Authorities Pension Plan</b>
Approval	D/M/Y	Resolution #	
Amended			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process to establish guidelines for the administration of the Local Authorities Pension Plan (LAPP).**

***In the event that this policy conflicts with current legislation, the legislation will prevail.***

#### **1. Policy**

- 1.1** The Local Authorities Pension Plan (LAPP) is a defined benefit pension plan, which means that eligible employees will receive a pension based on their salary and years of service. The plan is financed by employee and employer contributions and by earnings on investments made by the Board of Trustees of the Local Authorities Pension Plan.

#### **2. Eligibility to Participate in the Plan**

- 2.1** Participation in the plan is mandatory for all permanent employees working an average of fifteen (15) or more hours per week.
- 2.2** Eligible employees must enroll in the plan after three (3) months of employment. Employees may buy back this probation period of three (3) months of service once enrolling in the plan. The cost and process for this will be discussed with the employee by payroll staff upon enrollment.
- 2.3** Employees who come to work for the Town directly (not more than one day break in service) from another LAPP employer, or those who have worked for the Town in any capacity prior to becoming eligible to participate in the pension plan will have this prior service taken into account towards the three (3) month probation period, and may be required to enroll immediately.
- 2.4** Employees in the following employment categories are not eligible to participate in the LAPP:
- (a) Temporary employees.
  - (b) Seasonal employees.
  - (c) Employees whose employment contracts have an end date.
  - (d) Employees who work fewer than an annual average of less than fifteen (15) hours per week.
  - (e) Employees who would begin participation in the Plan prior to fifteen (15) years of age or after the end of the year in which they reach age seventy one (71).
  - (f) Employees who receive a monthly pension from LAPP based on their previous participation in the Plan.



# **TOWN OF VULCAN**

## **Policy Manual**

- 2.5 Participation in the Plan stops after thirty five (35) years of service has been accumulated.
- 2.6 If an employee moves from an eligible to ineligible employment category, or vice versa, they must terminate from the Plan or participate respectively, as per pension guidelines.

### **3. Pensionable Service**

- 3.1 The number of hours worked in a year to equal one (1) year of pensionable service is as follows, based on employment contract size:

Number Of Weekly Hours	Number of Hours to accrue one year of pensionable service
37.5 hours/week	1950 hours
40 hours/week	2080 hours

- 3.2 A normal working year is a payroll posting year. An employee cannot accrue more than one (1) year of pensionable service in a payroll posting year.

### **4. Pension Contributions while on Leave of Absence**

- 4.1 Employees on paid leave of absence will continue contributions to the pension plan.
- 4.2 Employees on unpaid leave of absence such as personal unpaid leave of absence, maternity/paternity leave of absence, long-term disability have the option of contributing. Employees may contribute during the leave, or buy back the service upon return to work or once the year end costing has been generated.
- 4.3 Employee and employer contributions continue while an employee is in receipt of WCB payments, but not in the case of a Lifetime WCB Pensioner.
- 4.4 Employer contributions for all combined leaves are limited to a maximum of one year. In excess of one year, the employee may buy back the service by paying both the employee and the employer contributions until the maximum leave period buybacks have occurred based on LAPP policy.

### **5. Pensionable Salary**

- 5.1 Pensionable salary includes an employee's regular gross basic pay for the performance of the regular duties of employment.
- 5.2 It does not include non-regular earnings including, but not limited to, overtime pay, on-call pay, shift differential pay, weekend premium pay, acting pay, vacation pay that is paid in a lump sum, retiring allowances, or vehicle allowances.

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### **6. Administration**

- 6.1** Pension contributions are non-taxable deductions.
- 6.2** Contribution rates for employees and employers are determined by the LAPP Board of Trustees.
- 6.3** A member is not vested in the pension plan until two years of membership has been obtained, unless the member reaches age 65 before attaining two years of service, in which case they are considered immediately vested.
- 6.4** Pension plan benefits are administered through the Local Authorities Pension Plan in accordance with their policies.

**- END OF POLICY-**

**TOWN OF VULCAN**

**TITLE:** Local Authorities Pension Plan

**POLICY NUMBER:** PE-2

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

**SUPERSEDES  
POLICY NUMBER:**

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

All Town of Vulcan permanent full-time and permanent part-time employees shall be enrolled in the Local Authorities Pension Plan.



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-03 – Code of Conduct

Meeting: Regular Council  
Meeting Date: **April 10, 2017**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-03 – Code of Conduct with changes to the format and the information shown in the body of the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-03 – Code of Conduct for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-03 – Code of Conduct as amended.

Initials show support -Reviewed by:

Director:

  
CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.4

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-03-</b>			<b>Code of Conduct</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>01/04/1992</b>		
<b>Amended</b>	<b>12/10/1999</b>	<b>99.269</b>	
<b>Amended</b>			

### **STATEMENT:**

**The staff is one of a Municipalities most valuable assets. The ability of Council to employ competent motivated staff demonstrates Council's desire to operate an efficient, progressive, financially responsible organization.**

**The "Code of Conduct" is provided for guidance of the municipal staff in dealing with the public, council and visitors on a day to day basis. The code is provided as a resource for positive, proactive interaction with the public**

#### **1. Purpose**

- 1.1** This code is provided to assist employees in making decisions on standards of behavior related to their employment. The code addresses such things as employment outside of municipal service, dealing with relatives, misuse of information and personal conduct on the job. The code also addresses public statements by staff members, acceptance of gifts, among other topics.

#### **2. Outside Employment**

- 2.1** It is not the intention of Council to attempt to ban outside employment but regulate what is acceptable practice, within the rights of employees, and meets the needs of the Town.
- 2.2** Each employee that considers accepting outside employment must consider the following:
- (a) The outside employment is not acceptable if it interferes with the duties of the municipal employee. (Work schedule etc.)
  - (b) The outside employment could be seen to influence or affect the way municipal duties are carried out or where the company appears to get an advantage by having a municipal employee on staff. (issuing of permits)
  - (c) Employees should avoid outside employment which is the same or similar to his/her municipal employment where the company does business with the Town. *The perception of favored treatment by the Town is the key test in considering this policy.*
- 2.3** Employees must not use municipal property for other than municipal purposes except where allowed by Council policy.



# **TOWN OF VULCAN**

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### **3. Business Interests**

- 3.1 Employees who have an interest in a company, which does business with the Town, must advise the Administrator or Council of that interest. The interest in the business must be significant enough to assume the employee's judgement might be influenced in awarding contracts, providing permits, or other business transactions. (MGA sec. 170 pecuniary interest) Another appropriate employee must deal with decisions taken in dealing with companies that the employee has such an interest.
- 3.2 Decisions on approval of contracts, supply of services or goods in which an employee has a significant interest must be approved by Council.
- 3.3 All employees must avoid the appearance of favoritism or conflict.

### **4. Dealing with Relatives**

*Definition of Relative: Employee's immediate family, that is, spouse, common-law partner, parent, grandparent, grandchild, guardian, parent of current spouse, child or ward, brother, sister, niece, nephew, brother-in-law, sister-in-law, fiancé, or a related dependent of the employee.*

- 4.1 Awarding of contracts, approving business transactions or providing permits to an immediate relative or that relative's business is to be referred to another employee of the Town who has the proper authority or Council.
- 4.2 The employee's family or their businesses will not be prohibited from dealing with the Town but it must be at arm's length.
- 4.3 Municipal employees may not hire a member of their family to work for the Town.
- 4.4 If a member of a municipal employee's family wishes to pursue employment with the Town, their recruitment will be handled by another municipal employee.
- 4.5 Family members who work for the Town may not be in a direct reporting relationship.

### **5. Misuse of Information**

- 5.1 Municipal employees are entrusted with information and data, which is not generally available to the public. In general, sensitive or confidential information gained in the course of employment with the Town is to be treated in confidence. As such, municipal employees must handle confidential information in accordance with Alberta's Freedom of Information and Protection of Privacy Act.



# **TOWN OF VULCAN**

## **Policy Manual**

**5.2** In particular, information gained from the following sources is private and confidential:

- (a) Contents of in-camera meetings
- (b) Personnel matters including discipline and resignations.
- (c) Personnel files.
- (d) Negotiations to buy or sell municipal property
- (e) Any contract negotiations.
- (f) Information given in confidence.
- (g) Information gained in the regular performance of municipal duties. (Public works staff in private homes to clean sewers, etc.)

**5.3** Employees are not to use information gained in the course of their duties for personal gain or advantage.

### **6. Public Statements**

**6.1** Good relations with the public and media are important to the effective operation of the municipality.

**6.2** Unless otherwise delegated, the Mayor or the Administrator and/or Town Foreman, where appropriate, will speak for the Municipality.

### **7. Acceptance of Gifts**

**7.1** Employees cannot accept payment or gratuities for work that they are paid to do by the Municipality.

**7.2** Employees may not accept a gift, favor, or service related to his or her duties except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementos at public ceremonies.

**7.3** There must not be any appearance that goodwill is, or has been, purchased through gifts.

**7.4** Under normal circumstances acceptance of gifts is inappropriate.

**7.5** An employee is not to use their position to obtain special advantages when dealing with a business or other concern.

**7.6** An employee is not to purchase items for personal use in the name of the municipality in order to obtain a municipal discount.

**7.7** Employees are not to purchase materials from the municipality, which have been purchased for municipal purposes.

**7.8** Employees are not to use municipal equipment or property for their personal purposes except in accordance with Council policy.

# **TOWN OF VULCAN**

## **Policy Manual**

### **8. Safety**

- 8.1 The safety of the Community, its employees and property is paramount in the mind of the Town.
- 8.2 Everything that an employee does must be done with safety as his/her number one priority. At no time should safety be lost at the expense of time nor should productivity or the need to achieve the Town's goals supersede the need to achieve each safely.
- 8.3 All employees have the right to refuse to perform work, in accordance with the Alberta Occupational Health and Safety Act and Regulations (OH&S), where they believe that their personal safety is at risk, providing that there is sufficient reason to justify such action.
- 8.4 Where there is a dispute between the affected employee and his or her Supervisor, an officer of Alberta OH&S shall be called in for the final determination.
- 8.5 Every person employed by the Town is responsible to ensure that they utilize the Town facilities, equipment, etc., in both an operational and physically safe manner. No item is to be neglected, misused or carelessly operated in a way that will or could contribute to damage, personal injury or unsafe conditions, nor employees contribute to or participate in unsafe acts, including horseplay.
- 8.6 Town facilities, equipment, etc., may only be operated by qualified staff and/or management personnel.
- 8.7 The Town shall identify from time to time those individuals that are qualified and determine who should be trained to become qualified as it deems appropriate.

### **9. Drug and Alcohol Use**

- 9.1 The Town of Vulcan is committed to providing a drug free, healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their work.
- 9.2 While on Town premises and while conducting business-related activities off of Town premises, no employee may use, possess, distribute, or be under the influence of alcohol or illegal drugs.
- 9.3 The legal use of prescribed drugs is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner.
- 9.4 Employees found to be under the influence of alcohol or illegal drugs while on Town premises or while conducting business-related activities may result in progressive discipline up to and including dismissal.

## **TOWN OF VULCAN**

### **Policy Manual**

- 9.5** When representing the Town at social functions outside of regular working hours, the consumption of alcohol in appropriate circumstances may be acceptable, when consumed in a responsible manner.

## **10. Harassment**

- 10.1** The Alberta Provincial Human Rights Code prohibits sexual harassment in the workplace. The Code states generally that:

Every person has a right to be free from,

- (a) A sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or,
- (b) A reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person; or,
- (c) Unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victims of the harassment.

- 10.2** The Town of Vulcan recognizes the detrimental effect that any harassment or intimidation can have on employee morale and the work environment.

- 10.3** The Town is committed to providing an environment that is free from any harassment occurring from unwelcome physical or verbal conduct that belittles, threatens, disturbs, or causes personal humiliation and/or embarrassment.

- 10.4** Any employee who finds themselves being subjected to such or being taunted, tempted, or pressured are advised to contact their Supervisor, or in extreme circumstances the Chief Administrative Officer, immediately.

## **11. Consequences of Non-Compliance**

- 11.1** It is the intention of this code to ensure that no discipline or imposition of penalties is ever required

- 11.2** Any breach of this policy will be treated as misconduct.

- 11.3** The Town will take corrective action in response to any infraction or transgression of this policy. The Town of Vulcan shall confront inappropriate behaviour and substandard performance and take justified action to correct such behaviour and performance while respecting the provisions of Collective Agreements. Non-unionized staff has a right of appeal to Council for any discipline imposed by Administration.



# TOWN OF VULCAN

## Policy Manual

**11.4** Misconduct will be reviewed and may result in progressive disciplinary action being taken against the municipal employee.

**Note:** *While the progressive discipline acts as a guideline for normal circumstances, at the discretion of the Chief Administrative Officer or Supervisor and dependant on the severity and frequency of any misconduct and/or negligence, any of the steps and/or procedures may be omitted if it is deemed more immediate action is required.*

*While progressive discipline is designed to escalate the strength of the signal to the employee of inappropriate behaviour/conduct to ensure compliance, any or all steps of progressive discipline may be bypassed based on past employee performance or severity of infraction.*

**11.5** The steps in the Progressive Discipline process are as follows:

- (a) **Written Warning** - Written warnings are ordinarily given by the immediate Supervisor for poor conduct or unsatisfactory job performance. Areas where improvements are deemed necessary are defined, a plan of action is developed wherein such improvements can be realistically achieved and notice is served that failure to improve will result in additional progressive discipline. A formal meeting will be held to review the identified deficiency, outline an action plan, and indicate that failure to improve will result in additional progressive discipline. Both the Supervisor and employee must sign this document and it will become part of the employee's record.
- (b) **Suspension**- if a written warning is not successful or the situation warrants more immediate action the employee shall receive a suspension. Disciplinary suspension is the temporary removal and withholding of pay of an employee for a specified period to bring about improvement in performance or behaviour. In the meeting it is stated that failure to improve will result in additional discipline. Suspension may be with pay if an investigation into an incident is still ongoing. Once the investigation has been completed, the Supervisor may suspend the individual without pay or move to the final step of the progressive disciplinary process.
- (c) **Dismissal** - Dismissal is the final step of the progressive disciplinary process and is normally reserved for the most serious and/or persistent offenses. This is the end of the employment relationship as a result of the employee's failure to correct the identified behaviour in a significant and meaningful manner and/or the behaviour warrants dismissal. An incident of sufficient seriousness may warrant immediate dismissal. If an employee is dismissed, the Town reserves the right to dismiss forthwith without notice or payment in lieu of notice.

# **TOWN OF VULCAN**

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### **12. Gross Misconduct**

- 12.1** Only for situations constituting gross (serious) misconduct will an employee be dismissed for the first breach of discipline without prior warnings.
- 12.2** A dismissal for gross misconduct is without notice or pay in lieu of notice.
- 12.3** The following list is neither exclusive nor exhaustive and other acts may be considered an act of gross misconduct:
- (a)** Theft of Town's, another employee's or customer's property
  - (b)** Refusal to comply with a legitimate instruction given by a Supervisor
  - (c)** A physical or verbal attack on another employee or customer
  - (d)** Serious breach of Health and Safety Policy and Procedures
  - (e)** Deliberate entry of a false expense claim to obtain reimbursement of expenses not actually incurred, or any other fraudulent action against the Town of Vulcan.
  - (f)** Offensive behaviour in the presence of customers or staff
  - (g)** Sexual or racial harassment
  - (h)** Making false claims at the time of hiring

*The Municipality has the right to expect ethical conduct from all staff members as a condition of employment. In return, all employees can also expect ethical treatment from their supervisor, administration and Council as a condition of employment. Council recognizes that employees of the Municipality occupy a unique place in the community in which they are abnormally visible and open to comment and possible criticism. It is also recognized that employees have little opportunity to defend themselves in a public way but can look to Council through the Code of Conduct for guidance in avoiding being placed in a position to be criticized.*

**- END OF POLICY-**

TOWN OF VULCAN	
<b>TITLE:</b> Municipal Employee – Code of Ethics  <b>ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:</b> October 12, 1999 Resolution: 99.269	<b>POLICY NUMBER:</b> PE-3
	<b>SUPERSEDES</b> <b>POLICY NUMBER:</b> PE-3 April/92
	<b>SUPERSEDED BY</b> <b>POLICY NUMBER:</b>

**Background:**

STATEMENT

The staff of the Municipality is one of the Municipalities most valuable assets. The "good will" established by the Council with the citizens of the Town is related to the skill and deportment of the staff. The ability of Council to employ competent motivated staff demonstrates Council's desire to operate an efficient, progressive, financially responsible organization.

The "Code of Ethics" is provided for guidance of the municipal staff in dealing with the public, Council and visitors on a day to day basis. The code is provided as a resource for positive, proactive interaction with the public.

**Purpose:**

This code is provided to assist employees in making decisions on standards of behavior related to their employment. The code addresses such things as employment outside of municipal service, dealing with relatives, misuse of information and personal conduct on the job. The code also addresses public statements by staff members, acceptance of gifts, among other topics.

**Employee Standards of Conduct:**

**1. Outside Employment:**

It is not the intention of Council to attempt to ban outside employment but regulate what is acceptable practice,



within the rights of employees, and meets the needs of the Town.

2.2a) Each employee that considers accepting outside employment must consider the following:

- 4 The outside employment is not acceptable if it interferes with the duties of the municipal employee. (Work schedule etc.)
- B The outside employment could be seen to influence or affect the way municipal duties are carried out or where the company appears to get an advantage by having a municipal employee on staff. (issuing of permits)
- C Employees should avoid outside employment which is the same or similar to his/her municipal employment where the company does business with the Town. The perception of favored treatment by the town is the key test in considering this policy.

2.3- Employees must not use municipal property for other than municipal purposes except where allowed by Council policy.

3. Other Business Interests:

- 3.1 Employees who have an interest in a company, which does business with the Town, must advise the Administrator or Council of that interest. The interest in the business must be significant enough to assume the employee's judgement might be influenced in awarding contracts, providing permits, or other business transactions. (MGA sec. 170 pecuniary interest) Another appropriate employee must deal with decisions taken in dealing with companies that the employee has such an interest.
- 3.2 Decisions on approval of contracts, supply of services or goods in which an employee has a significant interest must be approved by Council.
- 3.3 All employees must avoid the appearance of favoritism or conflict.

**4. Dealing with Relatives:** ADD DEFINITION

4.1 Awarding of contracts, approving business transactions or providing permits to an immediate relative (spouse, parents, spouse's parents, children) or that relative's business is to be referred to another employee of the Town who has the proper authority or Council.

4.2 The employee's family or their businesses will not be prohibited from dealing with the Town but it must be at arms length.

4.3 - 4.5 ADD HIRING AND SUPERVISING RELATIVES

**5. Misuse of Information:**

5.1 Municipal employees are entrusted with information and data, which is not generally available to the public. In general, sensitive or confidential information gained in the course of employment with the Town is to be treated in confidence. ADD FOIP

5.2 In particular, information gained from the following sources is private and confidential:

- a) Contents of in-camera meetings
- b) Personnel matters including discipline and resignations.
- c) Personnel files.
- d) Negotiations to buy or sell municipal property
- e) Any contract negotiations.
- f) Information given in confidence.
- e) Information gained in the regular performance of municipal duties. (Public works staff in private homes to clean sewers, etc.)

5.3 Employees are not to use information gained in the course of their duties for personal gain or advantage.

- ~~Information is to be shared and provided on a need to know basis.~~

## **6. Public Statements:**

- 6-1 Good relations with the public and media are important to the effective operation of the municipality.
- 6-2 Unless otherwise delegated, the Mayor or the Administrator and/or Town Foreman, where appropriate, will speak for the Municipality.

## **7. Acceptance of Gifts:**

- 7-1 Employees can not accept payment or gratuities for work that they are paid to do by the Municipality.
- 7-2 Employees may not accept a gift, favor, or service related to his or her duties except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementos at public ceremonies.
- 7-3 There must not be any appearance that goodwill is, or has been, purchased through gifts.
- 7-4 Under normal circumstances acceptance of gifts is inappropriate.
- 7-5 An employee is not to use their position to obtain special advantages when dealing with a business or other concern.
- 7-6 An employee is not to purchase items for personal use in the name of the municipality in order to obtain a municipal discount.
- 7-7 Employees are not to purchase materials from the municipality, which have been purchased for municipal purposes.
- 7-8 Employees are not to use municipal equipment or property for their personal purposes except in accordance with Council policy.

## **7. ~~Personal Conduct:~~**

The following practices will not be acceptable behavior by any staff member:

- Drinking alcohol or taking illegal drugs or being under the influence of alcohol or illegal drugs on the job.
- Gambling during the workday.



ADD 8. SAFETY -

9. DRUG & ALCOHOL

10. HARASSMENT -

Offensive language or conduct toward the public or other employees.

Breaches of established safety procedures or standards.

Insubordination.

Failure to report to immediate supervisor when absent.

Sexual harassment constitutes a profound affront to the dignity of employees and attacks their self-respect, both as an employee and as a human being and will be dealt with by immediate suspension pending an investigation of the incident. The following is a list of examples which may be considered to be sexual harassment:

- crude language and "dirty jokes"
- gender based insults
- sexual innuendo
- nudity or sexual exposure
- propositioning
- unwelcome invitations
- taunting or threatening
- nonverbal gesturing
- invading an individual's personal space
- touching, unwanted physical contact
- display of pornographic, offensive or derogatory images
- persistent and unwelcome flirting

11 8. ~~Penalties:~~ CONSEQUENCES OF NON-COMPLIANCE

REWORD  
FOR 11.3

Breaches of this code of ethics will be dealt with as outlined in the Collective Agreement for unionized staff.

For non-unionized staff, Administration or Council will deal with breaches of this Code of Conduct whichever is appropriate.

Non-unionized staff has a right of appeal to Council for any discipline imposed by Administration.

11.1 It is the intention of this code to ensure that no discipline or imposition of penalties is ever required.

11.4 ADD PROGRESSIVE DISCIPLINE

12. ADD GROSS MISCONDUCT

The Municipality has the right to expect ethical conduct from all staff members as a condition of employment. In return, all employees can also expect ethical treatment from their supervisor, administration and Council as a condition of employment. Council recognizes that employees of the Municipality occupy a unique place in the community in which they are abnormally visible and open to comment and possible criticism. It is also recognized that employees have little opportunity to defend themselves in a public way but can look to Council through the Code of Ethics for guidance in avoiding being placed in a position to be criticized.

MAKE LAST STATEMENT →



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation with changes to the format and information presented in the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation 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>
<b>PE-05</b>			<b>Benefits Following Lay-Off, Termination, or Resignation</b>
Approval	D/M/Y	Resolution #	
Amended			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for addressing how employee benefits are administered following times of lay-off, termination, or resignation.**

#### **1. Lay-Off**

In the Event an employee is laid off temporarily or indefinitely;

- 1.1** The employee shall cease work immediately upon receiving his/her notice and shall be paid for their time in-lieu of notice
- 1.2** Sick leave accumulations shall cease immediately upon notice being served and accumulated sick days shall remain credited to the employee for one (1) year and accumulations shall resume if re-instated within one (1) year.
- 1.3** An employee who is laid off and who wishes to continue to participate in any of the benefit plans shall make prior arrangements with the Town to pay the full premiums for such benefit plans. The Town may continue these arrangements for as long as the employee has recall rights.

#### **2. Termination**

In the event that an employee is terminated for "Just Cause";

- 2.1** The employee shall cease work immediately upon receiving notice of termination.
- 2.2** Accumulation of sick leave and all other benefits shall cease immediately upon notice being served.

# **TOWN OF VULCAN**

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### **3. Resignation**

In the event that an employee resigns his/her position;

- 3.1** Arrangements with the Town can be made to continue to work the time provided on the notice, or the Town may wish the person to vacate the premises immediately.
- 3.2** If the Town allows the person to continue to work the time provided in the notice, the employee will continue to remain on the Town benefits, and if he/she is off due to illness, they shall be paid only to the last day specified in their letter of resignation.
- 3.3** If the Town wishes for the employee to vacate the premises, benefits will cease immediately and the employee will be paid for his/her time specified in the notice of resignation, or a separation package may be negotiated to allow the employee to leave sooner.

**- END OF POLICY-**

**TOWN OF VULCAN**

**TITLE:** Policy Governing Sick Benefits in  
the Event of an Employee Being  
Layed Off, Terminated, or  
Resigning

**POLICY NUMBER:** PE-5

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

**SUPERSEDES  
POLICY NUMBER:**

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

1. In the event an employee is layed off <sup>TEMPERARILY</sup> ~~for a certain period~~ or indefinitely;

A) The employee shall cease work immediately upon receiving his/her notice and shall be paid for his/her time-in-lieu-of notice.

B) Sick leave accumulations shall cease immediately upon notice being served and accumulated days shall remain credited to the employee for one year and accumulations shall resume if re-instated within one year.

C) All other benefits may be arranged with the employer as per Article 23.00 Section 23.04 of the Union Agreement. <sup>ADD ARTICLE</sup>

2. In the event an employee is terminated for "Just Cause",

A) The employee shall cease work immediately upon receiving notice of termination.

B) Accumulation of sick leave <sup>+ ALL OTHERS</sup> benefits shall cease immediately upon notice being served.

3. In the event an employee resigns his/her position, arrangements with the employer can be made to continue to work the time provided on the notice or the employer may wish the person to vacate the premises immediately.



If the employer allows the person to continue to work the time provided in the notice, the employee will continue to remain on the Town benefits and if he/she is off due to illness, he/she shall be paid only to the last day specified in his/her letter of resignation.

If the employer wishes for the employee to vacate the premises,

A) Benefits will cease immediately and the employee will be paid for his/her time specified in the notice of resignation; or

B) A separation package may be negotiated to allow the employee to leave sooner.

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-06 – Staff Training and Development

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-06 – Staff Training and Development outlining the Town's commitment to continuous education of its employees and support of ongoing employee training and development.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-06 – Staff Training and Development for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-06 – Staff Training and Development as amended.

Initials show support -Reviewed by:

Director:

  
CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.6

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-06-</b>			<b>Staff Training and Development</b>
Approval	D/M/Y	Resolution #	
Amended			

### **STATEMENT:**

**The Town of Vulcan is committed to the continuous education of its employees and supports ongoing employee training and development as an opportunity for improving the overall performance of the organization by preparing employees to meet current and future municipal needs.**

#### **1. Policy**

- 1.1** The Town of Vulcan supports training that provides employees with the skill and knowledge to perform their current jobs, and may prepare them for long term future employment opportunities with the Town. In addition, technical skill must be kept current and may be legislated by statute or required for certification standards.
- 1.2** Staff development may include formal education or courses, workshops, and educational conferences and seminars.
- 1.3** Employee Responsibilities:
  - (a)** Take the initiative in their own development by researching learning opportunities.
  - (b)** Ensure that approvals are obtained before registering for any course or development opportunity.
  - (c)** Maintain the professional and technical designations required by their position.
  - (d)** Furnish proof of successful completion of a training course (e.g. certificate, marks) to their supervisor for their employee record.
- 1.4** Town Responsibilities:
  - (a)** Provide reasonable opportunity, within available resources, for employees to enhance, develop or maintain their skill level.
  - (b)** Ensure that specific training and development activities identified as requirements for employees are met.
  - (c)** Ensure that budget planning includes requests for training and development as identified by department heads.
  - (d)** Support the employees while learning and integrating new skills into the workplace.



# **TOWN OF VULCAN**

## **Policy Manual**

### **2. General Guidelines**

- 2.1** Approved training must be relevant to the position currently occupied or to the Town as a whole.
- 2.2** Any cost related to the learning opportunity must be approved within the budget of the Town.
- 2.3** The costs of training may include fees, textbooks and other incidentals required for the program.
- 2.4** The Town will pay approved fees directly to the service provider(s) where feasible.
- 2.5** Travel and subsistence (if applicable) will be paid for each approved training session in accordance with the Travel and Expense Policy PE-15.
- 2.6** In the event an employee member does not complete or pass the training paid for by the Town, the employee must reimburse the Town for all costs incurred. The employee may apply to their department head or the CAO to forgive the repayment in extenuating circumstances.
- 2.7** The Town of Vulcan has a reasonable expectation that the employees will apply the knowledge and skills on the job, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the learned skills in their work environment.

**- END OF POLICY-**

## TOWN OF VULCAN

**TITLE:** Employee Educational Upgrading  
Union and Non-Union

**POLICY NUMBER:** PE-6

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

*COMPLETE RE-WRITE*

**SUPERSEDES  
POLICY NUMBER:**

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

Policy regulating courses to be taken by permanent employees.

A) Studies undertaken that are limited solely to Local Governments, the Town will reimburse the employee 100% of the cost of tuition following successful completion of the subject or semester. In addition, the Town will also reimburse meals, accommodations and travel costs for attendance of lectures and/or exams.

The employee will be responsible for his own course materials.

These courses will include the following:

I. Certificate in Local Government  
Administration (LGA)

II. Senior Fellowship Executive Program  
(LGA Designation)  
(CLGM Designation)

III. Any other approved by Council.

B) Studies undertaken that would benefit not only Municipal Governments but other employers in the commercial or industrial firms, the Town will reimburse 50% of the tuition cost, following successful completion of the subject or semester.

The employee would be responsible for course materials, meals, accommodations and travel costs for lectures and/or exams.

These courses will include the following:

- I. Certified Management Accounting (CMA)
- II. Certified General Accounting (CGA)
- III. Certain computer courses, eg. WordPerfect, Lotus, Database, Windows, etc.
- IV. Any other courses approved by Council.

Courses noted above will be approved by the Municipal Administrator, while those not noted above will be brought to Council for their approval before enrolment.

The Town will pay the employees their regular wages while they are attending an approved course.

Ad hoc courses with one to three days duration or more will be presented to Council for approval covering cost breakdown of the course being requested.



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-07 – Employee Request for Time Off

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-07 – Employee Request for Time Off with changes to the format and information presented in the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-07 – Employee Request for Time Off for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-07 – Employee Request for Time Off as amended.

Initials show support -Reviewed by:

Director:

CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.7

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-07-</b>			<b>Employee Request for Time Off</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>10/10/2000</b>	<b>00.199</b>	
<b>Amended</b>			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for employees to request scheduled time off from work.**

#### **1. Policy**

- 1.1** All vacation time, time off, or pre-arranged sick time such as medical appointments, must be authorized in writing by the appropriate department head.
- 1.2** Annual vacations consisting of five (5) working days or more must be booked a minimum of four (4) weeks in advance, and approved by the appropriate department head.
- 1.3** Phone calls due to an emergency or sick day must be directed to the department head or administration office only, and must be made as soon as is reasonably possible.
- 1.4** Family emergencies are excluded from this policy, however, the administration office or department head should be advised as soon as is reasonably possible.

**- END OF POLICY-**



**TOWN OF VULCAN**

**TITLE:** Employee Request For Time Off

**POLICY NUMBER:** PE-7

**ADOPTED BY COUNCIL AT A  
REGULAR/SPECIAL COUNCIL  
MEETING: OCTOBER 10, 2000**

**RESOLUTION NO.:** 00.199

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

- ( 1.) All vacation time, time off, or pre-arranged sick time such as medical appointments, must be authorized in writing ~~using the request for time off, day off, holidays or leave or absence form.~~ *DEPARTMENT HEAD*
- ( 2.) Annual vacations <sup>*MORE THAN 5 DAYS*</sup> must be booked a minimum of four weeks in advance and approved by the supervisor.
- ( 3.) Phone calls due to an emergency or sick day must be directed to the <sup>*DEPARTMENT HEAD*</sup> ~~supervisor~~ or administration office only and must be made as soon as is reasonably possible.
- ( 4.) Family emergencies are excluded from this policy, however, the administration office or ~~immediate supervisor~~ <sup>*DEPARTMENT HEAD*</sup> should be advised as soon as is reasonably possible.



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-08 – Job Descriptions

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-08 – Job Descriptions with changes to the format and updating the job descriptions listed in the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A draft copy of Policy PE-08 – Job Descriptions is attached for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-08 – Job Descriptions as amended.

Initials show support -Reviewed by:

Director:

  
CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.8

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-08</b>			<b>Job Descriptions</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>14/03/2002</b>		
<b>Amended</b>			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for providing a detailed position outline for each employee of the Town.**

#### **1. Policy**

- 1.1** The Municipal Administrator is authorized by council to develop detailed Job Descriptions for the following positions:

##### **Town Office**

- (a) Chief Administrative Officer (as per Section 207 & 208 of the MGA)
- (b) Finance Manager
- (c) Accounting Clerk
- (d) Development Officer
- (e) Community Peace Officer
- (f) Utility Clerk
- (g) Administrative Assistant
- (h) Front Desk Clerk
- (i) Recreation Director
- (j) Recreation Programmer

##### **Public Works**

- (a) Town Foremen
- (b) Lead hand
- (c) Utilities Operator
- (d) Facilities Operator
- (e) Equipment Operator I, II, and III
- (f) Laborer
- (g) Facility Laborer
- (h) Health and Safety Coordinator
- (i) Animal Control Officer

**- END OF POLICY-**



## TOWN OF VULCAN

**TITLE: Municipal Employees –  
Job Descriptions.**

**POLICY NUMBER: PE-8**

**March 14, 2002**

**RESOLUTION NO.:**

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT: To provide a detailed position outline for each employee of the Town of  
Vulcan.**

### **TOWN OFFICE**

- Chief Administrative Officer
- Municipal Accountant
- Utility Clerk
- Tax Clerk
- Secretary

*UPDATE*

### **PUBLIC WORKS**

- Foreman
- Lead Hand
- Water Treatment Plant Operator
- Equipment Operator
- Laborer

*UPDATE*

### **~~TOURISM & TREK STATION~~**

- ~~Tourism Co-ordinator~~
- ~~Tourism Assistant~~

### **~~FAMILY & COMMUNITY SUPPORT SERVICES~~**

- ~~F.C.S.S. Director~~

March 14, 2002



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-10 – Annual Vacations

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-10 – Annual Vacation with changes to the format of the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-10 – Annual Vacations for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-10 – Annual Vacations as amended.

Initials show support -Reviewed by:

Director:

  
CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.9

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-10</b>			<b>Annual Vacations</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>24/06/2002</b>	<b>02.192</b>	
Amended			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for administration of annual paid vacation for Town employees.**

#### **1. Policy**

**1.1** All permanent Employees shall be granted paid vacations of the following basis:

After One (1) years' service	Two (2) weeks with pay
After Two (2) years' service	Three (3) weeks with pay
After Five (5) years' service	Four (4) weeks with pay
After Twelve (12) years' service	Five (5) weeks with pay
After Twenty-two (22) years' service	Six (6) weeks with pay
For each Five (5) years over Twenty-two (22) years' service	One (1) additional week with pay

**1.2** All casual and seasonal Employees shall be paid holiday pay on the basis of four percent (4%) of earnings.

**1.3** Named holidays as per Policy PE-09 which fall during an Employee's vacation, shall be taken in addition to vacation either immediately prior to, or after said vacation.

**1.4** The Town will calculate vacation on a January to December year. Each employee will receive notice of vacation accrued in December of each year.

**- END OF POLICY-**



## TOWN OF VULCAN

**TITLE: ANNUAL VACATIONS**

**POLICY NUMBER: PE-10**

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

**MOTION NUMBER: 02.192**

**June 24, 2002**

**BYLAW NUMBER:**

### STATEMENT:

All permanent Employees shall be granted paid vacations on the following basis:

After one (1) year's service	two (2) weeks with pay
After two (2) year's service	three (3) weeks with pay
After five (5) year's service	four (4) weeks with pay
After <del>fourteen</del> (14) year's service	five (5) weeks with pay
After <del>twenty-five</del> (25) year's service	six (6) weeks with pay

*SAME  
AS COLLECTIVE  
AGREEMENT*

*+ 1 WEEK FOR EVERY 5 PAST*

All casual or seasonal Employees shall be paid holiday pay on the basis of four percent (4%) of earnings.

Paid holidays which fall during an Employee's vacation, shall be taken in addition to vacation either immediately prior to or after said vacation.

The Town will calculate vacation on a January to December year. Each employee will receive notice of vacation accrued in December of each year.

June 24/02



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence with changes to the format and content of the policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-10 – Sick, Bereavement and Requested Leave of Absence for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-11 – Sick, Bereavement and Requested Leave of Absence.

Initials show support -Reviewed by:

Director:

CAO

# TOWN OF VULCAN

## Policy Manual

10.10

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-11</b>			<b>Sick, Bereavement and Requested Leave of Absence</b>
Approval	D/M/Y	Resolution #	
Adopted	24/06/2002	02.192	

### STATEMENT:

**The Town of Vulcan requires a policy to formalize a process to address an employee's request for a temporary leave of absence from their position with the Town.**

#### 1. Sick Leave

- 1.1 Sick leave shall be earned by Employees on the basis of one and one-half (1-1/2) days for every month of actual work by the Employee, to a maximum of one hundred and fifty (150) days. A deduction shall be made from all accumulated sick leave for all normal working days or part thereof (exclusive of holidays) absent for sick leave. An Employee may be required to produce a certificate from a qualified medical practitioner for any illness in excess of three (3) working days, certifying that such an Employee is unable to carry out his duties due to illness. The Town will post a list of accumulated sick leave owing to each Employee in January of each year.
- 1.2 Pre-arranged dental or doctor's appointments during working hours for permanent Employees of the Town shall be considered as sick leave.
- 1.3 All Employees, as soon as possible, must notify their respective Supervisors or leave word at the Town office of their absence from work on account of sickness or injury.
- 1.4 Payment for illness that starts prior to and extends into a scheduled vacation will be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled with the approval of the Administrator.
- 1.5 ***Family Sick leave.*** The Town shall grant five (5) days off with pay per calendar year, not cumulative to attend to the medical needs of a spouse, common law-spouse, child, step-child, or parent including mother and father in-laws.



# **TOWN OF VULCAN**

## **Policy Manual**

### **2. Bereavement Leave**

- 2.1 A permanent Employee shall be granted five (5) regular scheduled consecutive work days leave without loss of salary or wages in the case of the death of a parent, step-parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, grandparent, step-brother, step-sister, aunt, uncle, foster child or ward.
- 2.2 Where the burial occurs outside the Province the Town may grant such additional time, not to exceed four (4) calendar days, as may be necessary.
- 2.3 A permanent Employee shall be granted one (1) day without loss of salary or wages to attend a funeral as a pallbearer.
- 2.4 The Town shall have unpaid leave for probationary Employees and seasonal/temporary Employees three (3) days plus two (2) days out of Province.
- 2.5 In addition to the above specified days leave with pay, additional time as reasonably necessary may be granted as leave without pay or a paid vacation with the provision that all applications for such extensions must be submitted at the time of the original request, unless extenuating circumstances justify otherwise.

### **3. Leave of Absents**

- 3.1 Leave of absence will be granted only insofar as the operation of the Town will permit, and the period of absence not to exceed three (3) months.
- 3.2 The Employee must give sufficient and reasonable notice, in writing, to the Municipal Administrator, when requesting same. Such request must be authorized by the Municipal Administrator. Such leave shall be without pay and without loss of seniority.

**- END OF POLICY -**



## TOWN OF VULCAN

**TITLE:**

**SICK LEAVE  
BEREAVEMENT LEAVE  
LEAVE OF ABSENCE**

**POLICY NUMBER: PE-11****MOTION NUMBER: 02.192**

**ADOPTED BY COUNCIL AT A  
REGULAR COUNCIL MEETING:  
June 24, 2002**

**STATEMENT:****SICK LEAVE:**

Sick leave shall be earned by Employees on the basis of one and one-half (1-1/2) days for every month of actual work by the Employee, to a maximum of one hundred and fifty (150) days. A deduction shall be made from all accumulated sick leave for all normal working days or part thereof (exclusive of holidays) absent for sick leave. An Employee may be required to produce a certificate from a qualified medical practitioner for any illness in excess of three (3) working days, certifying that such an Employee is unable to carry out his duties due to illness. The Town will post a list of accumulated sick leave owing to each Employee in January of each year.

Pre-arranged dental or doctor's appointments during working hours for permanent Employees of the Town shall be considered as sick leave.

All Employees, as soon as possible, must notify their respective Supervisors or leave word at the Town office of their absence from work on account of sickness or injury.

Payment for illness that starts prior to and extends into a scheduled vacation will be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled with the approval of the Administrator.

+ FAMILY SICK LEAVE

**BEREAVEMENT LEAVE**

A permanent Employee shall be granted <sup>FIVE</sup> four (5) regular scheduled consecutive work days leave without loss of salary or wages in the case of the death of a parent, step-parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, grandparent, step-brother, step-sister, foster child or ward. <sup>AUNT OR UNCLE</sup>

Where the burial occurs outside the Province the Town may grant such additional time, not to exceed four (4) calendar days, as may be necessary.

A permanent Employee shall be granted one (1) day without loss of salary or wages to attend a funeral as a pallbearer.



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-12 – Grievance Procedure

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-12 – Grievance Procedure with changes to the format and the content of the amended policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-12 – Grievance Procedure for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-12 – Grievance Procedure as amended.

Initials show support -Reviewed by:

Director:

CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.11

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-12</b>			<b>Grievance Procedure</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>09/01/2012</b>	<b>12.012</b>	
Amended			

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process to address how the Town will respond to grievances in regards to Personnel Policies.**

#### **1. Grievance Procedure**

- 1.1** A grievance is any difference arising between employees of the Town, concerning the interpretation, application, operation or any alleged violation of council approved personnel policies.
- 1.2** An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

##### **Step I**

All grievances must be brought to the attention of the Employee's immediate Supervisor within ten (10) working days from the date of the incident giving rise to the grievance, or from the time the Employee first became aware of, or reasonably should have become aware of such incident, failing which such grievance will not be considered.

##### **Step II**

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of the Policies which are affected, and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step I, the Employee(s) concerned, shall within ten (10) working days submit the matter in writing to the Municipal Administrator who shall render his decision in writing within five (5) working days after receipt of such notice.

##### **Step III**

Failing satisfactory settlement within five (5) working days after the dispute was submitted to the Municipal Administrator under Step II, the Employee(s) concerned, shall within ten (10) working days submit the matter in writing to Town Council who shall render their decision in writing within five (5) working days after receipt of such notice.

##### **Step IV**

Failing satisfactory settlement within five (5) working days after the dispute was submitted to the Town Council under Step III, the Employee(s) concerned, may submit the matter to the Alberta Labour Relations Board if it is felt that the Town of Vulcan is in contravention of Alberta Labour Laws.

**- END OF POLICY-**



## TOWN OF VULCAN

**TITLE:****GRIEVANCE PROCEDURE****POLICY NUMBER: PE-12****MOTION NUMBER: 12.12****ADOPTED BY COUNCIL AT A  
REGULAR COUNCIL MEETING:****January 9<sup>th</sup>, 2012****STATEMENT:***CHANGE FROM RECREATION TO ALL TOWN EMPLOYEES*

a) A grievance is a difference arising out of the interpretation, application, operation or any contravention or alleged contravention of the policy and procedures of the Vulcan and District Recreation Board.

b) An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

STEP 1: *AS PER SAME AS CUPE AGREEMENT* The Employee who believes himself/herself to be aggrieved shall attempt to settle the matter by talking directly to the person(s) who it is alleged has aggrieved him/her.

STEP 2: *SAME AS CUPE AGREEMENT* Failure to settle matter in Step 1 the aggrieved shall have two (2) days to begin Step 2. The Employee(s) who believes himself/herself to be aggrieved shall, within four (4) working days of the alleged violation of this Agreement, take up the matter with his/her immediate Supervisor and attempt to solve the grievance.

STEP 3: *TAKE TO COUNCIL* Failing satisfactory settlement within two (2) working days, after the dispute was submitted under Step 1, the Employee(s) concerned, shall within two (2) working days submit the matter in writing to the Recreation Director who shall render his/her decision in writing five (5) working days after receipt of such notice.

STEP 4: *TAKE TO ALRB* Failing satisfactory settlement within two (2) working days after the dispute was submitted under Step 1, the Employee(s) concerned, shall within two (2) working days submit the matter in writing to the Recreation Board who shall render his/her decision in writing five (5) working days after receipt of such notice.

STEP 5: *DELETE* The Recreation Board decision(s) shall be final and binding on the parties and all other interested persons, except for dismissal which has to be referred to the Town Chief Administrative Officer.



# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PE-14 – Employee Service Recognition

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy PE-14 – Employee Service Recognition with changes to the format and content of the amended policy.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy PE-14 – Employee Service Recognition for Council's consideration.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy PE-14 – Employee Service Recognition as amended.

Initials show support -Reviewed by:

Director:

CAO

# **TOWN OF VULCAN**

## **Policy Manual**

10.12

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PE-14</b>			<b>Employee Service Recognition</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>25/04/2016</b>	<b>16.139</b>	
Amended			

### **STATEMENT:**

**The Town of Vulcan recognizes that its employees are a valuable resource and will set out a program of recognition for the contributions and commitment of staff for their service to the Town. The intent of this policy is to provide guidelines to determine when awards can be given to employees from Council in appreciation for their service.**

#### **1. Eligibility**

- 1.1** Employees who are continuously employed by the Town on a full time or part time basis for at least 26 weeks per year and at least 20 hours per week are eligible for service awards. Leaves such as parental leave or disability leave approved in accordance with the Personnel Policy will not discount an employee's length of service for the purpose of this policy.

#### **2. Retirement Awards**

- 2.1** Retirement determined by LAPP rules for "Unreduced Pension" apply, with the exception that the employee must have at least 5 (five) years' service with the Town. (Employees must meet the rules of unreduced pension – age 65 or the 85 factor, to qualify for retirement award.)
- 2.2** Past service of every retiring employee to whom this policy applies will be recognized as follows:
- (a)** A retirement celebration, as deemed appropriate by the employee's immediate management supervisor will be organized by that supervisor;
  - (b)** The Town will contribute an amount established in the Rates and Fees bylaw to offset the costs associated with staging the celebration event;
  - (c)** The retiring employee will be acknowledged for their years of service, and will be presented with a plaque and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer, with a value established in the Rates and Fees Bylaw.

*Any gifts over \$500 are taxable benefits according to CRA regulations*



## **TOWN OF VULCAN**

### **Policy Manual**

- 2.3 At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.
- 2.4 Awards will be presented by the Mayor, in conjunction with the retirement celebration.

### **3. Continuous Service Awards**

- 3.1 Length of service will be recognized in five year increments beginning with the first five years of employment.
- 3.2 Employees will be acknowledged for their continuous years of service, and will be presented with a certificate of recognition and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer according to years of service and the price range established in the Rates and Fees Bylaw.

*Any gifts over \$500 are taxable benefits according to CRA regulations*

- 3.3 At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.
- 3.4 The achievement of each employee's significant employment anniversary will be recognized at a regular council meeting following the date upon which the employee achieves the significant anniversary.
- 3.5 Awards will be presented by the Mayor, and the Municipal Administrator.

**- END OF POLICY -**

## **TOWN OF VULCAN**

### **POLICY MANUAL**

#### **TITLE OF POLICY**

#### **Employee Service Recognition Policy**

#### **POLICY NUMBER**

**PE-14**

#### **SUPERCEDES POLICY NO:**

	<u>Date</u>	<u>Resolution #</u>
Adopted	April 25, 2016	16.139

**PURPOSE** The Town of Vulcan recognizes that its employees are a valuable resource and will set out a program of recognition for the contributions and commitment of staff for their service to the Town. The intent of this policy is to provide guidelines to determine when awards can be given to employees from Council in appreciation for their service.

#### **ELIGIBILITY**

Employees who are continuously employed by the Town on a full time or part time basis for at least 26 weeks per year and at least 20 hours per week are eligible for service awards. Leaves such as parental leave or disability leave approved in accordance with the Personnel Policy will not discount an employee's length of service for the purpose of this policy.

#### **RETIREMENT AWARDS**

Retirement determined by LAPP rules for "Unreduced Pension" apply, with the exception that the employee must have at least 5 (five) years' service with the Town. (Employees must meet the rules of unreduced pension – age 65 or the 85 factor, to qualify for retirement award.)

Past service of every retiring employee to whom this policy applies will be recognized as follows:

- I. A retirement celebration, as deemed appropriate by the employee's immediate management supervisor will be organized by that supervisor;
- II. The Town of Vulcan will contribute up to <sup>FEE BYLAW</sup> ~~\$250~~ to offset the costs associated with staging the celebration event;

- III. The retiring employee will be acknowledged for their years of service, and will be presented with a plaque and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer, with a value not to exceed \$30 per year of service.

*FEE BYLAW*

*Any gifts over \$500 are taxable benefits according to CRA regulations*

At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.

Awards will be presented by the Mayor, in conjunction with the retirement celebration.

### **CONTINUOUS SERVICE AWARDS**

Length of service will be recognized in five year increments beginning with the first five years of employment.

Employees will be acknowledged for their continuous years of service, and will be presented with a certificate of recognition and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer according to years of service and the following price ranges: *FEE BYLAW*

~~After 5 years of continuous service a gift priced up to \$100  
After 10 years of continuous service a gift priced up to \$200  
After 15 years of continuous service a gift priced up to \$300  
After 20 years of continuous service a gift priced up to \$400  
After 25 years of continuous service a gift priced up to \$500  
After 30 years of continuous service a gift priced up to \$600  
After 35 years of continuous service a gift priced up to \$700~~

*Any gifts over \$500 are taxable benefits according to CRA regulations*

At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.

The achievement of each employee's significant employment anniversary will be recognized at a regular council meeting following the date upon which the employee achieves the significant anniversary.

Awards will be presented by the Mayor, and the Municipal Administrator.

**- END OF POLICY -**



# Town of Vulcan

Request for Decision (RFD)

## Old Water Treatment Plant

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

The Twin Valley Regional Water Commission is requesting that the Town of Vulcan take back ownership of the old Water Treatment Plant (WTP) and its contents.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The current business plan states that when the new Water Treatment Plant (WTP) becomes operational, that portion of the site and existing WTP not required for the operation of the system will be returned to the Town where it is expected that components, including treated water storage and distribution pumping systems would be used by the town as part of the Town's distribution system. The portions of the existing WTP not required by the town would be decommissioned and reclaimed or demolished as the Town may determine.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT

Initials show support -Reviewed by:

Director:

CAO



## TWIN VALLEY REGIONAL WATER COMMISSION

BOX 1567 VULCAN, AB TOL 2B0



March 30, 2017

Town of Vulcan  
321 – 2<sup>nd</sup> Street South  
Vulcan, AB TOL 2B0

Attention: Kim Fath

**Re: Conveyance of the Old Water Treatment Plant**

Dear Kim,

At the Twin Valley Regional Water Commission's board meeting of March 29, 2017 there was a motion made to direct correspondence to the Town of Vulcan regarding the OLD Water Treatment Plant.

According to 2.5.8(b) of the existing Business Plan, it states;

*"When the new WTP becomes operational, that portion of the site and existing WTP not required for the operation of the System will be returned to the Town where it is expected that components, including treated water storage and distribution pumping systems would be used by the Town as part of the Town's distribution system. Those portions of the existing WTP not required by the Town would be decommissioned and reclaimed or demolished as the Town may determine."*

In light of the fact, that as a Regional Commission, we are bound by AR 175/2011 6(1)(2) which does not allow us to sell any of our land, buildings, equipment or inventory without Ministerial approval; we are requesting that the Town take back ownership of the old Water Treatment Plant and its contents.

We would appreciate your response in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Kym Nichols'.

Kym Nichols  
Chairperson, TVRWC



# Town of Vulcan

Request for Decision (RFD)

## Request for Use of Town Pylons

Meeting: Regular Council  
Meeting Date: **April 10, 2017**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

The Vulcan County Health and Wellness Foundation are planning a Mother's Day Walk/Run on Saturday, May 13, 2017 from 9:00 a.m. to 12:00 noon. They are requesting the use of two dozen pylons from the Town to mark areas along the route which begins at the arena and will circle at the 3km mark on the walking path.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council supports the Mother's Day Walk/Run and approves the usage of Town of Vulcan pylons for the walk/run on May 13, 2017.

Initials show support -Reviewed by:

Director:

CAO





April 4, 2017

Dear CAO and Town Council,

We are planning a Mother's Day Walk/Run on Saturday, May 13th, from 9am to noon. Participants will collect pledges for either a 6km or 12 km distance with all proceeds being returned to the Foundation.

It will begin at the arena (1 km mark) and circle at the 3km mark, therefore we do not require any road closures. However, we would appreciate use of two dozen pile-ons to mark areas along the route.

The Kinsmen Club will hold a BBQ at the conclusion, and the Early Childhood Coalition has agreed to provide some activities for the under 6 age group. There will also be some draws for prizes.

We hope that this is a successful event and will provide more awareness as to the Health Care Expansion project and the Foundation's priority of health wellness and prevention.

Yours truly,

A handwritten signature in black ink, appearing to read "Leslie Warren".

Leslie Warren, Fundraising Coordinator



110 – 1 Ave S, P.O. Box 28, Vulcan, AB T0L 2B0

403-485-3147

[www.vchwfoundation.com](http://www.vchwfoundation.com)

[vchw.foundation@gmail.com](mailto:vchw.foundation@gmail.com)

CRA registration # 831907886RR0001



# Town of Vulcan

Request for Decision (RFD)

## 2017 Capital Works – Award Recommendation

Meeting: Regular Council  
Meeting Date: April 10, 2017  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

At the March 13, 2017 Regular Council Meeting, Motion 17.092 was made to approve administration starting the tendering process with CIMA for the proposed local improvement plans of the 400 Block of 4<sup>th</sup> Street South.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

CIMA send out the tender documents on March 15, 2017 and closed the tender process on April 5, 2017. There were three bids received for this work. The bids ranged from \$558,251.93 to \$421,881.08. CIMA and Administration have reviewed the tenders and are putting forward a recommendation for Council.

### COSTS / SOURCE OF FUNDING (if applicable):

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council accepts Shawnee Excavating & Trucking Ltd. tender in the amount of \$421,881.08 (including GST and \$36,526.50 for contingency and that Administration directs CIMA to prepare the Notice of Award and Contract Documents.

Initials show support -Reviewed by:

Director:

  
CAO



April 5, 2017

Kim Fath  
Chief Administrative Officer  
Town of Vulcan  
P.O. Box 360 321 - 2nd Street S.  
Vulcan AB T0L 2B0

**Subject:** 2017 Capital Works  
Award Recommendation  
V094 | C04-00039

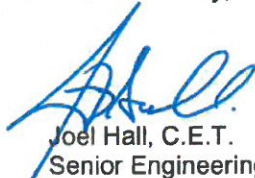
Tenders for the above noted project were opened in our office at 2:00 PM on April 5, 2017. 7 sets of plans and tender documents were taken out by contractors, and 3 tenders were received (*refer to the attached Tender Summary sheet*).

We checked the low tender submitted by Shawne Excavating & Trucking Ltd. relative to extensions, adjustments and bonding found same to be in order. We recommend acceptance of this tender in the amount of \$421,881.08 (including GST and 10% Contingency) and will issue the necessary "Notice of Award" and prepare and issue Contract Documents in the amount of \$421,881.08 including a contingency amount of \$36,526.50 and GST, following confirmation by the Town of Vulcan.

A copy of the Form of Tender submitted by Shawne Excavating & Trucking Ltd. and a summary of all submitted tenders are enclosed.

If you have any further questions, please do not hesitate to contact the undersigned.

Yours sincerely,



Joel Hall, C.E.T.  
Senior Engineering Technologist

JH/er

cc

encl. as noted.





## TENDER SUMMARY

Client Town of Vulcan  
Project 2017 Capital Works  
Engineer Joel Hall

File No. V094 | C03-00039  
Tender Closing April 5, 2017 at 2:00 PM  
Deposit \$75.00

NAME OF TENDERER	BID BOND CERTIFIED CHEQUE	CONSENT OF SURETY	ADDENDA RECEIVED	TENDER SIGNED & SEALED	TENDER AS READ	DAYS TO COMPLETE	QUALIFIED BID	ACSA COR#	COMMENTS	CORRECTIONS TO TENDER	ADJUSTED TENDER
1 A.I.C. Construction	✓	✓	✓	✓	\$558,251.92		✓	✓		0.01	558,251.93
2 McNally Contractors	✓	✓	✓	✓	\$517,081.95		✓	✓			
3 Shawne Excavating	✓	✓	✓	✓	\$421,881.08		✓	✓			
4											
5											
6											
7											
8											
9											
10											
11											
12											

NOTES: Includes contingency of [\$000000.00] OR [ \_ %] and GST.

# Town of Vulcan

Request for Decision (RFD)

## Management Reports

Meeting: Regular Council  
Meeting Date: **April 10, 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) Director of Recreation and Community Services – Bonnie Ellis
- (E) Community Peace Officer – Justin Vallee

### 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 April 10, 2017.

Initials show support -Reviewed by:

Director:

CAO





## **ADMINISTRATOR'S REPORT**

**TO:** TOWN COUNCIL

**FROM:** Kim Fath, CAO

**DATE:** April 7th, 2017

### **Spock Days Parade**

I met with Keath Brooks to discuss councils request for more information in regards to changing the parade route. Keath has decided to contact the Peter Dawson Lodge and ask the residents if they feel that the route should be changed. He has also contacted John Deere to identify if they anticipate any issues maneuvering their equipment or a tractor trailer around the corners by the pool. Keath is still waiting on a reply from both organizations and will bring the information forward as soon as he can.

### **Fire Department**

On March 8 and April 6<sup>th</sup> the Committee met to discuss the proposed fire agreement. We have been working on job descriptions and organization charts. We are making very good progress and are hoping to have the first draft of this agreement together for May 4<sup>th</sup>.

### **Vulcan Airport**

We have leased a 3<sup>rd</sup> lot this year at the airport. One hangar has been built and the other two would like to start construction as soon as possible. The Committee held its spring meeting on March 31<sup>st</sup>. A grant application has been submitted in hopes of provide funding towards the installation of the new run way lighting.

### **Council Information Meeting**

Karen and I have started to assemble information that could be pertinent to anyone thinking about running for council. We have accessed all of the information that municipal affairs has made available, and have also been trying to put together other articles that may also be of interest. We would like to bring forward this information at the April 24<sup>th</sup> council meeting. I have also discussed with the County CAO the possibility of cooperating together to put on this information session, as their councillors have expressed interest in the same idea.



## **ADMINISTRATOR'S REPORT CONTINUED**

### **Local Improvement Plans**

CIMA+ (BSEI) has prepared the tender documents for the 4<sup>th</sup> street south local improvement project. The tender was opened to the public on March 22<sup>nd</sup> with a closing date of April 5<sup>th</sup>. We received 3 tender submissions and they have been reviewed by CIMA+ and administration. A recommendation to award will be brought forward at the April 10<sup>th</sup> Council Meeting.

### **Emergency Management Plan Review**

On March 29<sup>th</sup> the Alberta Emergency Management Agency was in Vulcan to perform an inspection on our Emergency Management Plan. The interview took approximately 3 hours and they have indicated that they are pleased with the current state of our EMP. I discussed with them that we are anticipating some changes to our program and the partnership with the County, but are not sure what that looks like at this time. I will continue to work with them to address minor changes that were identified in this review.

### **Meetings of Interest**

Champion – Viability Review - March 28<sup>th</sup>  
Vulcan – AEMA EMP Review – March 29<sup>th</sup>  
VBDS – RFP Review – March 29<sup>th</sup>  
Vulcan County – Communication Meeting – March 30<sup>th</sup>  
Town – Airport Committee – Water Commission – March 31<sup>st</sup>  
Vulcan County – Fire Committee Meeting – April 6<sup>th</sup>

## **MANAGEMENT ACTIVITIES REPORT**

Attached is the management activities report for the period of February 27<sup>th</sup>, 2017 to March 27<sup>th</sup>, 2017.

  
\_\_\_\_\_  
Kim Fath  
Chief Administrative Officer

## Management Activity Report

35	Committee of the Whole Meeting Minutes	RC	27-Feb-17	17.075	Amend COW minutes for February 16, 2017 meeting	KF/KR	28-Feb-17
36	Annual Ministers Awards for Municipal Excellence	RC	27-Feb-17	17.078	Administration submit application to the AMA for the Solar Park	KF/KR	7-Mar-17
37	Communities in Bloom Alberta Office	RC	27-Feb-17	17.079	Send information received to local Communities in Blooms organization	KR	28-Feb-17
38	Policy Amendments, Adoptions and Rescinding	RC	27-Feb-17	17.082-085	Administration to update Policy Binder with changes	KF/KR	7-Mar-17
39	Safe Roads Initiative	RC	27-Feb-17	17.086	Copy of Resolution to Community Peace Officer	KF/Kr	1-Mar-17
40	Vulcan Library Board Appointment	RC	27-Feb-17	17.087	Send Copy of Resolution and letter of appointment to Library and Liri Deavitt	KF/KR	1-Mar-17
41	Furniture Villa Parking Request	RC	27-Feb-17	17.088	Send letter of Councils approval for parking request; send Copy of Resolution to Justin and Nancy	KF/KR	1-Mar-17
42	Town of Vulcan Website	RC	27-Feb-17	17.089	Notify Madhav at Vulcan County of Council's approval to publish new website when ready	KF/KR	1-Mar-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
43	Local Improvement Plan 200 Blk of 4th St South	RC	13-Mar-17	17.092	Administration to begin tender process after confirmation of approval for project	KF/KR	22-Mar-17
44	Policy Amendments, Adoptions and Rescinding	RC	13-Mar-17	17.095-100	Administration to update Policy Binder with changes	KF/KR	22-Mar-17
45	Amend Policy A-03 - Internal & Extranal Committee Appoint	RC	13-Mar-17		Take amended Policy A-03 back to March 27, 2017 Regular Council Meeting	KF/KR	27-Mar-17
46	Professional Services Agreement	RC	13-Mar-17	17.101	Send signed copy of Profesional Services Agreement with Superior Safety Codes CofR to Development Officer	KF/KR	17-Mar-17
47	Calgary Home and Garden Show	RC	13-Mar-17	17.102	Approval to particiate in the 2018 Calgary Home and Garden Show Cof R to Development Officer	KF/KR	17-Mar-17
48	Revised Lease Agreement	RC	13-Mar-17	17.106	Administration to re-negotiate for rate and term of proposed land lease C of R to Development Officer	KF/KR	17-Mar-17
49	Amend Policy A-03 Internal & External Committee Appts	RC	27-Mar-17	17.109	Administration to update Policy Binder changes	KF/KR	29-Mar-17
50	Reservation process for Virginia Mitchell Campground	RC	27-Mar-17	17.113	Administration to set up meeting Golf Course to investigate reservation process for VM Campground and bring back to Council	KF/KR	
51	Policy Amendments and Rescinding	RC	27-Mar-17	17.115-120	Administration to update Policy binder changes	KF/KR	29-Mar-17
52	Spock Days Parade Route Request	RC	27-Mar-17	17.121	Administration contact Spock Days Committee to request more information and bring back to April 10/17 Council meeting (Phoned Keath Brooks asked him for further information and to come discuss with Kim)	KF/KR	29-Mar-17
53	Hertiage Advisory Board Committee Member-at-Large Appt	RC	27-Mar-17	17.122	Confirm appointment with Hertiage Advisory Board Committee of appointment	KF/KR	29-Mar-17
54	Vulcan County Health & Wellness Signage Request	RC	27-Mar-17	17.123	Send confirmation of approval os signage placement to VCHW CofR Development Officer, Town Foreman	KR/KF	29-Mar-17
55	Council Nomination Information Session	RC	27-Mar-17	17.124	Administration prepare information for interested residents and take back to Council Council Meeting	KF/KR	
56	EDF Consultation	RC	27-Mar-17	17.127	Administration notify EDF to move forward with public consultation process for lease of Prairie Vista Estates	KF/KR	

**BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/Janice McCallum/Campbell KR/Karen Rose JV/Justin Vallee**



# MEMO

**TO: Town Council**  
**FROM: Nancy Neufeld, Development Officer**  
**DATE: Report for March, 2017**

---

**\*\*See attached report re building permits issued, development permits issued & new business licenses issued in March 2017.**

## Home & Garden Show

Town participated in the Calgary Home & Garden Show from March 2-5<sup>th</sup>.

## MPC Meeting

MPC meeting was held March 21, 2017. There were no development/subdivision requests. John Seaman was re-elected Chairman and Ron Fernley was elected Vice-Chairman. MPC members were provided information regarding plans for the Prairie Vista land plans.

Next meeting is May 18, 2017.

## Storm Pond 5 – Whispering Willows

CIMA is completing their report.

## Airport

Interest in a third hangar.

## Fairways Phase 4A

Indication from CIMA that grades are now to their satisfaction. Engineering has given final approval on the swale – the utility drainage r/w is to be registered properly against all property titles – once this is done the CCC's can be signed off for drainage.

## Arrowwood Co-op

Matt McBean contacted this office March 10, 2017 and indicated they will not be proceeding with the development at 102 Service Road SW. Indication is that they still wish to pursue coming to Vulcan.

## Town of Vulcan Website

Notice of Development Permit Applications/Decisions and MPC meeting schedule are now posted on the new website.

## Holidays

I will be on holidays from April 5<sup>th</sup> to April 24<sup>th</sup>.



### BUILDING PERMITS ISSUED MARCH 2017

DATE	PERMIT #	PERMIT #	OWNER'S NAME	CONTRACTOR	Job Description	JOB VALUE	CIVIC ADDRESS	LOT	BLK	PLAN
March 24/17	TVC B 0005 17MU	D17.04	Pristine Homes Ltd.	Pristine Homes Ltd.	Single Unit Dwelling	R-\$300,000	705 Fairways Drive	9	6	614202
March 24/17	TVC B 0006 17MU	D17.05	Holger & Hazel Bjerrisgaard	HCB Consulting Inc.	Single Unit Dwelling	R-\$375,000	1301 Whispering Drive	24	4	0411556
March 24/17	TVC B 0007 17MU	D17.07	Danyel & Kim Fath	Shawnee Construction	Demolition SFD & Accessory Bldgs	R-\$7,000	613&617-1st Street South	2&3	20	8076JK
March 24/17	TVC B 0008 17MU	D17.06	Paul Taylor	McLean Contracting	Demolition Accessory Building	R-\$1500	224-7th Ave South	8	20	6725JK
March 24/17	TVC B 0009 17MU	D17.08	Paul Taylor	McLean Contracting	Accessory Building (Garage)	R-\$20,650	224-7th Ave South	8	20	6725JK

### DEVELOPMENT PERMITS ISSUED MARCH 2017

DATE	PERMIT #	NAME	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	Post Until	Approval
March 7/17	D17.04	Pristine Homes Ltd.	Permitted	Single-unit dwelling	R-1	705 Fairways Drive	March 13/17	N/A	March 27/17	Yes
March 13/17	D17.05	Holger & Hazel Bjerrisgaard	Permitted	Single-unit dwelling	R-1	1301 Whispering Drive	March 20/17	N/A	April 3/17	
March 21/17	D17.06	Paul Taylor	Permitted	Demolition	R-1	224-7th Avenue South	March 22/17	N/A	April 4/17	
March 23/17	D17.07	Kim Fath	Permitted	Demolition	R-1	613&617-1st St S	March 23/17	N/A	April 5/17	
March 21/17	D17.08	Paul Taylor	Permitted	Accessory Building (Garage)	R-1	224-7th Avenue South	March 22/17	N/A	April 4/17	
March 27/17	D17.09	Donald Fox	Permitted (Waiver request)	Single unit dwelling	R-1	405 Centre Street	Pending MPC April 18/17		May 10/17	

### NEW BUSINESS LICENSES ISSUED MARCH, 2017

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
March 22/17	1002	Vulcan County Glass & Screen	Mobile glass repair & replacement	
March 30/17	1003	McLean Contracting	Residential Construction	

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

**Month of:** March 2017

**Facilities:**

- The furnace at the tourist center will be scheduled for replacement next spring
- Painting and doing repairs in the pool building
- Arena closed for the season March 31<sup>st</sup> and ice was pulled out on April 3<sup>rd</sup>. Star tech will be in on April 5<sup>th</sup> to do end of season and back in May to do an overhaul on the curling rinks compressor

**Streets:**

- Street light testing and repairs have been done in February
- Snow removal streets and sidewalks and sanding intersections
- With the warmer weather had to steam storm drains and clear areas for water run off
- Started street sweeping
- County started hauling in pit run and gravel for 4<sup>th</sup> street south road work. stock piling it at arena parking lot will be done hauling first week of April

**Water & Sewer:**

- Still working on having UFA farm store about controlling the water runoff from there yard using the existing flood gate and about reseeding the ditch along their property in which they have killed all vegetation causing an increased flow rate and major silt build up going to the storm water system.
- Tested all alarms at lift stations and water plant.
- Had a service line break at 521 3<sup>rd</sup> street south. Shawne sent in a machine and operator ( I was concerned about frost level for us be able to dig it ourselves ) Public works staff did the repair work
- Several water turn on with the return of snow birds

**Water Plant (contracted)**

- Minor repair and maintenance in water plant
- Champion had a leak on the line to fill there reservoir. They asked me to look at what their options were to be able to do the repair told them what I thought was there best option and the repair is done and working correctly again. Spent about an hour to do this

**Parks:**

- Working on ball diamonds at VMP. The dug outs at the south diamond that always flood when it rained we filled in and raised the roof and poured a cement floor in both dugouts. We also replaced the old chain link at the bottom on both back stops. Will be working on the Birch park diamond the start of April to have it ready for T ball and coach pitch

**Cemetery:**

- One cremation opening and closing

**Equipment**

- General equipment maintenance on equipment

**Personnel:**

- Stew Birch attended the water and waste water conference in Banff from March 13<sup>th</sup> to March 17<sup>th</sup>
- Kent Broere will be starting to take his training courses to be certified in level one water and waste water starting in April and will start to write the first of his exams the end of May

**Other:**

-

**Stewart Birch Town Foreman**



April 6, 2017

## TOWN OF VULCAN RECREATION REPORT

Prepared By Bonnie Ellis Recreation Director

**MOVIE PROGRAMMING:** "Sing" the February movie was a hit. Very well attended. In the process of renewing our license to show movies.

**POOL COMMITTEE:** The pool committee will be sending a group to the County council meeting April 18<sup>th</sup> to present the pool new build and financials. When I get back from holidays I will be working with Russ Tanner to put together a RFP. Two local builders have shown interest in the new build for the pool house.

**COMMUNITY SIGN:** new application for submitting request is up on our new Town of Vulcan web page.

**Spring Summer LEISURE GUIDE:** Mailed out 3000 copies were printed. Milo, Carmangay, Champion and Vulcan all have submissions into the guide. We will continue to work with the groups throughout the county to ensure all have an opportunity to submit ads and articles.

Season	# of Advertisers	\$ sold	#printed	\$Printing/Mail
Spring 2016	42	4,905.00	1300	2524.79
Winter 2016	54	5580.00	2500	
Spring 2017	57	6428.00	3000	4449.99
Winter 2017	22presold	1,818.00		

First edition was only mailed to town residences. Spring 2017 was mailed out to the entire county. We will be taking the income from the ad sales and purchasing a program to make it easier to create the guide and also get Channing some courses to help with the creation of the ads etc. The rest will go into programming.

**PROGRAMMING:** Soccer and Baseball AGM happened in March. During the Baseball AGM many people stepped up to fill the roles in the executive. Tracy Wouters is Chair with Ben Carnduff as vice chair. Soccer had poor attendance and Colleen Carey will hold another AGM at another time.

**ARENA:** getting ready for our closing day March 31<sup>st</sup> End of the Season party. We had a good season. Arena staff were very friendly and even made the view deck more enjoyable by adding a table and chairs and a small kids corner.

Number for usage

#### Usage 2015-2016 season

Total 1,461.92 hours of use

Minor Hockey	358.08 hours
Skate Club	279 hours
Rec Use (2 Adult,1 youth and free skate)	532.42 hours
Private Use	38.34 hours
Outside Groups	32.50 hours
School Use	123.58 hours
Town Hockey Teams	100.00 hours

#### Usage 2016-2017 season

Total 1510 hours of use

Minor Hockey	391.33 hours
Skate Club	239.26 hours
Rec Use (2 Adult,1 youth and free skate)	605.50 hours
Private Use	25.50 hours
Outside Groups	25.75 hours
School Use	100.67 hours
Town Hockey Teams	121.25 hours

The Minor Hockey is up in use 33.25 hours and Skate club is down in hours because they had smaller groups and gave minor hockey some used hours. Recreation use was up and this resulted in private use down as we had more time for families to come for parties then we had before. The recreation office will reduce the number of free skate slightly next season to see if we can get more private bookings. We will continue to court outside groups to use our leftover ice times. We did gain one adult hockey team this season. So far all teams will be back next season. We have talked with Lethbridge ringette to possibly gain more usage time with them next season. Overall it was a great season for the rink and we look forward to next year.

Other Programs: Total from Jan week 1 to 4<sup>th</sup> week in March, we are now changing over to spring programming.

Ball Hockey 101  
Roving Gym 57  
Youth Night 102  
Family Pickleball 52  
Adult Pickleball 54  
Morning Pickleball 1  
Volleyball 88  
Line Dancing 101  
Basketball – total not available but it is a very popular program  
Floor Hockey Adult – 1  
Walking – 189  
Movie – 273  
Parent –tot Skate 34

Events: Last Chance Ice March 31<sup>st</sup>. Games and family fun for everyone. Ice cream treats to make it a fun event. It will be 1-3 pm at the arena.

**Meetings Attended:**

Act4Health, Health and Wellness Fitness Challenge, Interagency, Early Childhood Literacy, Spock Days, Volunteer Appreciation Committee, Pool Committee.

Grants: Volunteer Canada grant received \$700 to go toward the volunteer supper.

Education: Project Management Course at Lethbridge College at going very well. Passed the first 3 components of the course.

I am away on holidays March 29 – April 18<sup>th</sup>



# PEACE OFFICER PROGRAM

## Managers Report – March 2017

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- From March 1st to March 31st, 2017, Thirteen (13) files were created. Of those files, four (4) were traffic stops, only one (1) of which was a warning. The remaining 9 were Bylaw offences such as outstanding dog and business licenses, neighbor complaints.
- Elizabeth Street is still a hotspot for speeding, especially in the playground zone.
- Continued to reach out to outstanding business and dog license holders. Have put a significant dent in the amount of unpaid licenses.
- Followed up on the Remedial Orders that were served last month.
- Took a training course through St. John's Ambulance for "Car Seat Technician" with members of the fire department and the county CPO. Took part in two (2) car seat clinics put on at the fire hall this month.
- Continued handing out invitations for "Second Chance" program to drivers that I feel would benefit from taking a defensive driving class.
- I continued to increase my presence near the high school at peak times for concern. i.e.: 1130am to 1230pm and 3:30pm.
- I have been forwarding on any locations of feral cat colonies I have found, to HcW and assisted them in meeting with the home owners to gain permission to trap on their property.
- Purchased three (3) cat traps to go along with our revised policy. Have lent out one of the traps to be used by HcW trappers as per their request to my department.

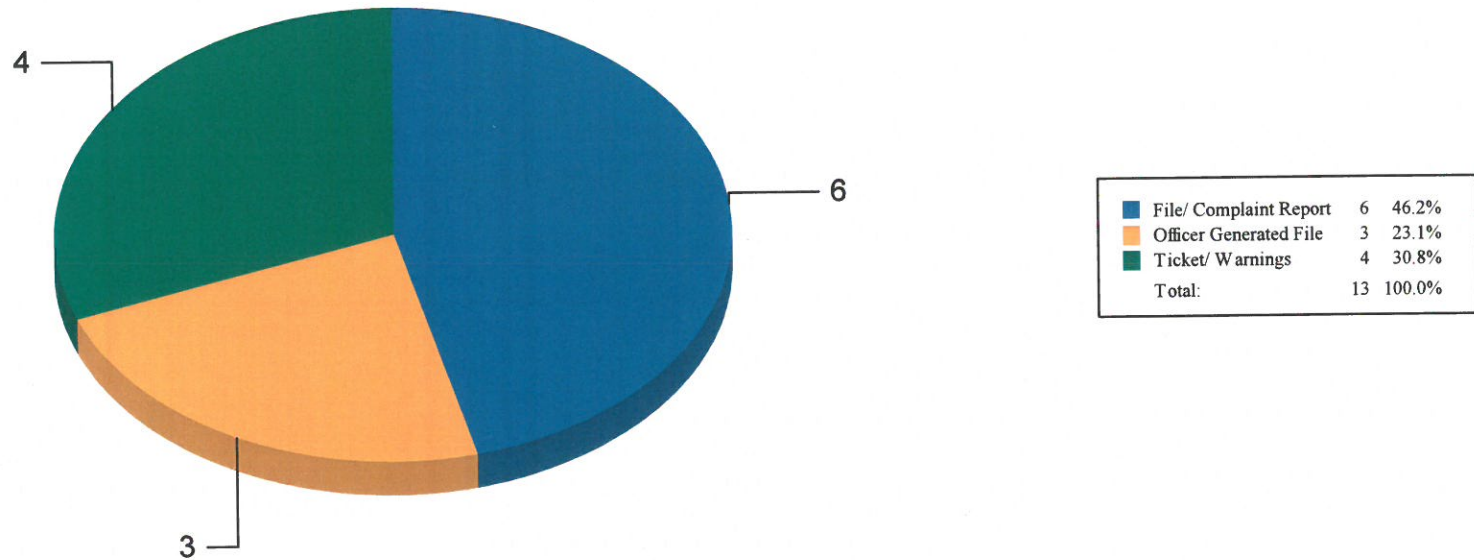
### Plans for April

- More traffic patrols
- Car Seat Check stops. (Educational) Working with fire-fighters, would like to conduct check stops at key locations such as the daycare and elementary school for the purpose of checking for expired seats and proper installation. I would begin by making these stops educational and no ticketing. Eventually moving into enforcement options after I feel we have got the word out.
- Continue to work with the County on "Second Chance" program.
- Continue offering my assistance to HcW for their spay/neuter program. Dr. Hall has reported performing at least a dozen alterations last month.

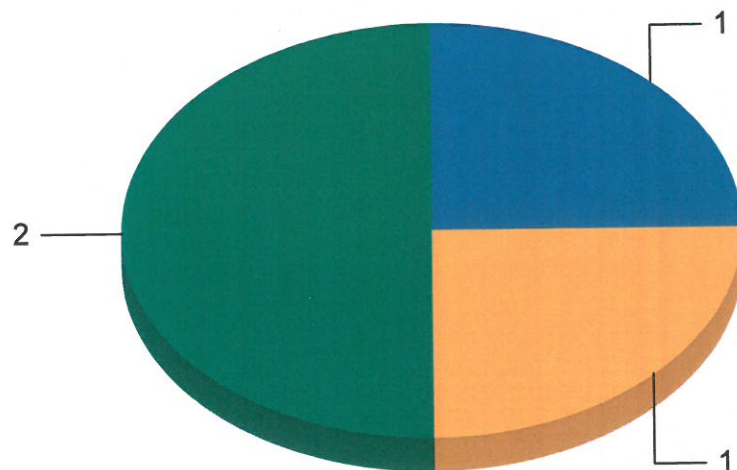
## Town of Vulcan

MONTHLY STATISTICS Statistics from: 3/1/2017 12:00:00AM to 3/31/2017 11:59:00PM

### Count of Reports Completed



# Count of Incident Types



115(2)(B) DRIVE CARELESSLY - TSA	1	25.0%
53(5)(C) DRIVE OVER 30KM IN SCHOOL ZONE	1	25.0%
115(2)(P) EXCEED MAXIMUM POSTED SPEED LIMIT - TSA2	2	50.0%
Total:	4	100.0%

## 115(2)(B) DRIVE CARELESSLY - TSA

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Ticket/ Warnings VULCAN	A19195632R	115(2)(B) DRIVE CARELESSLY - TSA	JUSTIN VALLEE	2017/03/23 1750
<u>Specific Location</u> 4 AVE SOUTH VULCAN AB T0L2B0 CANADA				

25.00% # of Reports: 1 Ticket/ Warnings 115(2)(B) DRIVE CARELESSLY - TSA

## 53(5)(C) DRIVE OVER 30KM IN SCHOOL ZONE

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
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