

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, March 13, 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 – February 27, 2017

6.0 Unfinished Business

6.1 Local Improvement Plan 200 Block of 4th Street South

6.2 Town of Vulcan new website

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 Adopt Policy F-10 – Professional Services RFP/Tender
- 10.2 Rescind Policy F-21 – Format for Audit Tender
- 10.3 Rescind Policy F-22 – Format for Assessment Tender
- 10.4 Rescind Policy F-23 – Format for Engineering Tender
- 10.5 Amend Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities
- 10.6 Amend Policy A-15 – Fire Chief Honorarium
- 10.7 Amend Policy A-03 – Internal and External Committee Appointments

11.0 New Business

- 11.1 Professional Services Agreement
- 11.2 Calgary Home and Garden Show

12.0 Notice of Motion

13.0 Management Reports

- 13.1 Management Reports – March 13, 2017

14.0 In-Camera

- 14.1 Land – FOIP 18.1.c

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting February 27, 2017

Meeting: Regular Council
Meeting Date: **March 13, 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, February 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, February 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, FEBRARY 27th, 2017**

PRESENT:	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 -

2.1 Bylaw No. 1459-17 Road Closure

No written or verbal comments were received, but Mayor Grant allowed a further 5 minutes in case a late submission was received.

Public Hearing - Closed at 7:05 p.m.

3.0 Delegations - NIL

4.0 Adoption of Agenda

Motion No.: 17.073

Moved by Councillor Paul Taylor THAT the agenda governing this meeting be adopted as amended.

CARRIED UNANIMOUSLY

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, February 13, 2017 were presented to Council.

Motion No.: 17.074

Moved by Councillor John Seaman THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, February 13, 2017 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

5.2 Committee of the Whole Meeting Minutes

The Minutes of the Committee of the Whole Meeting of Council, held in the Town of Vulcan Council Chamber on Thursday, February 16, 2017 were presented to Council.

Motion No.: 17.075

Moved by Councillor Rick Howard THAT the Minutes of the Committee of the Whole Meeting, held in the Town of Vulcan Council Chamber on Thursday, February 16, 2017 be approved and read by each member of Council as amended. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business - NIL

7.0 Financial Reports

7.1 Cash Statement – Ending January 31, 2017

Motion No.: 17.076

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending January 31, 2017 be received as information. **CARRIED UNANIMOUSLY**

7.2 Year-to-Date Summary – Ending January 31, 2017

Motion No.: 17.077

Moved by Councillor Sue Dow THAT the Year-to-Date Summary for the period ending January 31, 2017 be received as information. **CARRIED UNANIMOUSLY**

8.0 Correspondence and Information Items

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

Motion No.: 17.078

Moved by Councillor Georgia-Lee DeBolt THAT Administration prepare a submission for the 16th Annual Minister's Awards for Municipal Excellence for the creation of the Solar Park.

CARRIED UNANIMOUSLY

Motion No.: 17.079

Moved by Councillor Paul Taylor THAT the information received from the Alberta office of Communities in Bloom be forwarded to the local Communities in Bloom group for their information.

CARRIED UNANIMOUSLY

Motion No.: 17.080

Moved by Councillor Rick Howard THAT the Correspondence and Information Items for the period ending February 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.: 17.081

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

Verbal Reports:

- Councillor Sue Dow
 - Vulcan Business Development Society
 - Municipal Development Plan

- Councillor Paul Taylor
 - Vulcan Golf & Country Club
 - Vulcan Library Board
- Councillor Georgia-Lee DeBolt
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
- Councillor Lorna Armstrong
 - Family and Community Support Services
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
- Councillor Rick Howard
 - Municipal Development Plan
- Mayor Tom Grant
 - Southern Alberta Waste for Energy Association

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Amendment to Policy E-03 – Cat Trap Deposit

At the February 13, 2017 Regular Council Meeting Council directed Administration to amend Policy F-03 – Cat Trap Deposit Policy to formalize a process for the trapping of at large cats in a humane manner and bring it back for Council's consideration.

Motion No.: 17.082

Moved by Councillor Paul Taylor THAT Council adopts Policy E-03 Cat Trapping Policy as amended.

CARRIED UNANIMOUSLY

10.2. Amend Policy A-13 – Proclamations Policy

Administration is reviewing current policies and is requesting that Council amend Policy A-13 – Proclamations to formalize a process for addressing the various types of proclamations received by the Town for the Mayor and Council to proclaim.

Motion No.: 17.083

Moved by Councillor Lorna Armstrong THAT Council adopts Policy A-13 – Proclamations as amended.
CARRIED UNANIMOUSLY

10.3 Amend Policy A-16 – Deputy Mayor Schedule

Administration is reviewing current policies and is requesting that Council amend Policy A-16 – Deputy Mayor Schedule. The format of the policy was amended with the removal of past adoptions and resolutions.

Motion No.: 17.084

Moved by Councillor Rick Howard THAT Council adopts Policy A-16 – Deputy Mayor Schedule as amended.
CARRIED UNANIMOUSLY

10.4 Adopt Policy A-18 – Regular Council Meeting Schedule

Administration is reviewing current policies and is requesting that Council amend Policy A-18 – Regular Council Meeting Schedule. The format of the policy has been updated to match existing policies.

Motion No.: 17.085

Moved by Councillor Sue Dow THAT Council adopts Policy A-18 – Regular Council Meeting Schedule as amended.
CARRIED UNANIMOUSLY

11.0 New Business

11.1 Safe Roads Initiative

The Community Peace Officer (CPO) has been approached by Vulcan County to participate in a “Safe Roads” Initiative. The initiatives aim is to supply a form with all the pertinent information on it that residents can come in and fill out for the purpose of reporting a traffic offence.

The CPO receives reports of driving offences on a weekly basis and has noticed that the driving habits of residents change drastically when they know he is in the office or off duty.

To limit or eliminate any occurrences of abuse every statement will be reviewed and confirmed by the CPO before issuing any fines.

Motion No.: 17.086

Moved by Councillor Paul Taylor THAT Council approves the CPO's request to take part in the "Safe Roads" Initiative program. **CARRIED UNANIMOUSLY**

11.2 Vulcan Library Board Appointment

The Vulcan Municipal Library Board is requesting Council appoint Lori Deavitt to the Vulcan Municipal Library Board to replace Jean Ann Steiner who has resigned from the board.

The appointment would be for a three year term commencing on February 27, 2017 and ending on February 27, 2020.

Motion No.: 17.087

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the appointment of Lori Deavitt as a member of the Vulcan Municipal Library Board for a term commencing on February 27, 2017 and ending on February 27, 2020. **CARRIED UNANIMOUSLY**

11.3 Furniture Villa Parking Request

Furniture Villa requested permission to park a trailer on the road for the purposes of advertising a sales event.

This pup trailer will be wrapped with advertising for a week long sales event and will be located on Sinclair Road across the street from the front entrance of Furniture Villa. They are requesting permission to park the trailer on this portion of street from April 26th to May 3rd 2017.

Motion No.: 17.088

Moved by Councillor Rick Howard THAT Council approves Furniture Villa's request to park an un-attached pup trailer on the west side of Sinclair Road from April 26th, to May 3rd, 2017 for the purpose of advertising their sales event. **CARRIED UNANIMOUSLY**

11.4 Town of Vulcan Website

The updates for the new Town of Vulcan's website are ready and Administration is requesting Council's approval to move forward with publishing the new website.

Motion No.: 17.089

Moved by Councillor Rick Howard THAT Council gives Administration approval to go ahead with the updates and publish the new Town of Vulcan website when ready for publication.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Lorna Armstrong at 8:16 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Local Improvement Plan 200 Block of 4th Street South

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

At the February 13, 2017 Regular Council Meeting Council approved the local improvement plan for the 200 block of 4th Street South, and directed Administration to notify the affected property owners.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration sent out the notification letters to the property owners on February 14th. Included in this package was a form indicating whether the property owners are in favor or opposed to the local improvement plan. The deadline to return these forms to the Town Office at 4:30 p.m., including the information that if no response is received by this date the Town will proceed based on insufficient petition. In order to successfully petition against the Local Improvement it is required to have 4 of the 6 Property owners opposed to the plan as per the MGA. Administration would like to start the tender process as soon as we are certain that No petition opposing this work is received.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council direct Administration to begin the tender process for construction on the 200 block of 4th Street South as per the approved Local Improvement Plan, directly following confirmation on March 16th, 2017, that less than 4 of the affected property owners have submitted written opposition to proceed with this Local Improvement project.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 9th, 2017

Background

At the Regular meeting of Council on February 13th Council approved a local improvement plan for the 200 block of 4th Street South, and directed Administration to notify the affected property owners.

Discussion

Administration sent out the notification letters to the property owners on February 14th. Included in this package was a form indicating whether the property owners are in favor or opposed to the local improvement plan. The deadline to return these forms to the Town Office is March 15th at 4:30 p.m., including the information that if no response is received by this date the Town will proceed based on insufficient petition. In order to successfully petition against the Local Improvement it is required to have 4 of the 6 Property owners opposed the plan as per the MGA. Administration would like to start the tender process as soon as we are certain that No petition opposing this work will be received.

Consideration

Council is asked to consider directing administration to begin the tender process for construction on the 200 block of 4th Street South as per the approved Local Improvement Plan, directly following confirmation on March 16th, 2017, that less than 4 of the affected property owners have submitted written opposition to proceeding with this Local Improvement project.



Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Town of Vulcan New Website

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is currently finalizing the changes to the new Town of Vulcan website.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The contact information on the current website includes an email address for the mayor and councillors. We have looked at several other municipal website and the amount of contact information is very inconsistent. Some sites only include an email, some include the Town office number, yet others included home numbers or cell phones. Administration is looking for direction from Council as to the level of contact information to be included on the website.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council

Initials show support -Reviewed by:

Director:


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 9th, 2017

Background

We are currently finalizing the changes to the new Town of Vulcan website.

Discussion

The contact information on the current website only includes an email address for the mayor and councillors. We have looked at several other municipal websites and the amount of contact information is very inconsistent. Some sites only include an email, some include the Town office number, yet others included home numbers or cell phones. What level of contact would council like included in our new website?

Consideration

Council is asked to discuss the councillors contact information that will be provided on the website and to provide administration with direction on what will be included.



Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **March 13, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending March 13, 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 March 13, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

Report on Miscellaneous Correspondence 8.1 (2) - March 13, 2017

A. SouthGrow Regional Initiative

Bulletin – February 2017

B. STARS Foundation

Letter of Appreciation for Support



Bulletin - February 2017 from pete.lovering@southgrow.com

South Alberta Alternative Energy Partnership (SAAEP)

Solar Optix is continuing to make contacts in the Renewable Energy field and we have a meeting with them shortly to discuss website changes and other matters. They made a presentation to the Alberta SouthWest board meeting and SouthGrow had 4 board members present as well. Stay tuned for more information.

Electric Vehicle Charging Stations

No word as yet whether our application for funding has been approved by the federal government NRCan program. In the meantime, the City of Calgary is looking into the cost of units using their purchasing power. We hope to move forward as soon as funding is approved.

Broadband

Most of our members will have been contacted by our consulting team who has set up meetings with most CAOs. As this project moves forward, we hope that the information that we receive will help us to develop a strategy for the region that will address the needs of all of our members. In this region, we have 8 urban communities connected to fibre optics so promotion will be a big part of the picture. Our farms and rural households/businesses still are underserved and the strategy will also have to address those needs and the needs of those urban communities that are still hoping for better access. I believe that the change in basic needs from 5mb down and 1mb up to 25 down and 5 up will go a long way to convincing governments to ensure better access to all.

Investment Attraction

Still no word on funding for this project. We have enquiries out and hope to hear very soon.

Chinese Business to Business

We have just returned from a successful mission to China making presentations in 3 cities. Due to the twinning relationship with Anyang, the delegation was very well received. Many potential business contacts were made and the job of follow-up begins. We will be sorry to see Heather McIntosh-Rivera leave Economic Development Lethbridge as she has been invaluable to the effort. She will be missed. There appeared to be a lot of interest in the renewable energy field and one of the businesses in the delegation, Starfield from Magrath, has been very successful in setting up partners for their venture. Starfield has been actively pursuing partnerships in the Chinese market for some time but I like to think that this delegation has helped them in their quest. We are making a presentation on our trip to Taber Town Council in late March and would be interested if other members wanted to hear about the trip. Just let me know.

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

This was a good night that was relatively well attended by many. We saw lots of our member municipalities attend and thank you for the support. We hope that Mr. Griffiths words of wisdom had some nuggets for each of you to take home.

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.

Recognition Event

March 30th is quickly approaching and no nominations have come forward. Nominations are to be received by **FEBRUARY 28** in order to be eligible for this year's event. Please consider nominating a deserving business or organization. If you require an extension to get entries in to us, please, please, give me a call.

8.1.B

February 27, 2017

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



Dear Mr. Fath,

You provide hope to every patient we treat. Whether that's inside the helicopter, at a remote location or by the side of the road, our crews provide world-class critical care. Your gift of \$3,672.00 will enable STARS to provide that hope to people living, working and travelling throughout Western Canada.

For more than 30 years, STARS has carried out more than 33,000 missions. Today, as the demand for STARS services increases, donors like you make it possible for STARS to be there for the next patient.

Casey is one of those patients.

Casey, one of our many Very Important Patients, was not only severely injured in a terrible crash near his rural home, he was far from a major hospital and needed urgent care in order to survive. Fortunately, his paramedics knew Casey needed a quick flight to hospital and called for STARS.

It is because of your steadfast support that we were able to pick Casey up and provide advanced medical care inside the helicopter. It is because of you that Casey can be together with his family and friends.

I can assure you that he and STARS' many other patients are grateful for your support.

We are, too.

Sincerely,



Andrea Robertson
President and CEO
STARS and STARS Foundation
/tn

P.S. If you would like to learn more about STARS and the people we've helped, please visit stars.ca, contact us at donations@stars.ca or 1-855-516-4848.

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **March 13, 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.

ORRSC Executive Committee Meeting – Agenda – Minutes – January 12, 2017
Mayors & Reeves of Southwest Alberta – Agenda – Minutes – March 3, 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 February 27, 2017 Town Council Meeting be received for information.

- ORRSC Executive Committee Meeting – Agenda – Minutes – January 12, 2017
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – March 3, 2017

Initials show support -Reviewed by:

Director:

CAO



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2017)

EXECUTIVE COMMITTEE MEETING

Thursday, January 12, 2017 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Henry Van Hierden - *Vice-Chair*
Don Anderberg (absent)
Jim Bester

Bill Chapman (absent)
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper – *Director*

AGENDA:

1. **Approval of Agenda** – January 12, 2017
 2. **Approval of Minutes** – November 10, 2016.....(attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) Municipal Affairs and MGA Implementation(attachment)
 - (b) Municipal Affairs Correspondence re Meeting(attachment)
 - (c) Subdivision Activity to Year End, 2016.....(attachment)
 - (d) Fee For Service Update(attachment)
 - (e) Vacation Leave Accrual..... (handout)
 - (f) Municipal Borrowing Bylaw – ATB Financial.....
 - (g) New Planning Staff.....
 5. **Accounts**
 - (a) Office Accounts –
 - (i) October 2016(attachment)
 - (ii) November 2016(attachment)
 - (b) Financial Statements –
 - (i) January 1 - October 31, 2016.....(attachment)
 - (ii) January 1 - November 30, 2016.....(attachment)
 6. **Director's Report**.....
 7. **Executive Report**.....
-

8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:03 P.M.

1. APPROVAL OF AGENDA

Moved by: Tom Rose

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Barry Johnson

THAT the Executive Committee approve the minutes of November 10, 2016, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Municipal Affairs and MGA Implementation

- An e-mail from Craig Teal of Parkland Community Planning Services to Municipal Affairs regarding assistance with the MGA implementation was attached to the agenda for information.

(b) Municipal Affairs Correspondence re: Meeting

- Administration was directed to contact Foothills–Little Bow Association (January 20 meeting) and Southwest Mayors and Reeves (February 3 meeting) to make a presentation regarding municipal support for the request for long term, yearly provincial funding based on funding discrepancies between the Capital Region Board, the Calgary Regional Partnership and other Alberta municipalities.

Moved by: Henry Van Hierden

THAT the Executive Committee direct Administration to seek support from Foothills-Little Bow Association and Southwest Mayors and Reeves for long-term, yearly provincial funding.

CARRIED

(c) Subdivision Activity to Year End, 2016

- As of the end of December 2016, 184 subdivision applications have been processed totaling \$312,650 in revenue. Target for the year is \$305,000.

Moved by: Jim Bester

THAT the Executive Committee accept Subdivision Activity - 2016 report, as information.

CARRIED

(d) Fee For Service Update

- An updated Fee For Service report was presented and reviewed.

Moved by: Barry Johnson

THAT the Executive Committee accept the updated Fee For Service report, as information.

CARRIED

(e) Vacation Accrual as of November 30, 2016

- Vacation accrual amounts were discussed and the Executive re-affirmed the need to manage the liability.

Moved by: Henry Van Hierden

THAT the Executive Committee accept the Vacation Accrual - November 2016 report, as information.

CARRIED

(f) Municipal Borrowing Bylaw – ATB Financial

- In order to maintain a \$500,000 revolving line of credit for ORRSC, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. The line of credit currently has a \$0 balance and was last used in 2013.

Moved by: Tom Rose

THAT the Executive Committee authorize the Chair and Director to endorse the 2017 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial.

CARRIED

(g) New Planning Staff

- New planners Ian MacDougall and Cameron Mills were introduced along with their planning responsibilities.

5. ACCOUNTS

(a) Office Accounts –

(i) October 2016

5150	Staff Mileage	S. Johnson (Aug. - Oct.)	\$ 92.50
5320	General Office Supplies	S. Johnson (Aug. - Oct.)	86.33
5530	Coffee & Supplies	S. Johnson (Aug. - Oct.)	56.15
5590	Equipment & Furniture Purchases	S. Johnson (Aug. - Oct.)	234.79
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Garrison Draper	400.00
5285	Building Maintenance	Wild Rose Horticultural	160.00
5285	Building Maintenance	Infinity Property Care	980.00
5285	Building Maintenance	Weing's Sprinklers	100.00
5310	Telephone	Bell Mobility	659.80
5310	Telephone	Shaw Business	494.65
5320	General Office Supplies	Desjardin Card Services	238.93
5320	General Office Supplies	Desjardin Card Services	346.29

5380	Printing & Printing Supplies	Desjardin Card Services	101.00
5330	Dues & Subscriptions	Vulcan Advocate	68.00
5330	Dues & Subscriptions	Temple City Star	52.00
5330	Dues & Subscriptions	Macleod Gazette	50.00
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance	288.00
5460	Public Relations	Mladen Kristic	100.00
5460	Public Relations	Lethbridge Herald	184.80
5500	Subdivision Notification	Lethbridge Herald	909.48
5570	Equipment Repairs & Maintenance	Xerox Canada	720.12
5570	Equipment Repairs & Maintenance	Xerox Canada	557.04
1160	GST Receivable	GST Receivable	738.83
		TOTAL	<u>\$10,155.71</u>

(ii) November 2016

5150	Staff Mileage	S. Johnson	\$ 54.50
5151	Vehicle Gas & Maintenance	S. Johnson	121.96
5160	Staff Field Expense	S. Johnson	14.70
5320	General Office Supplies	S. Johnson	49.98
5530	Coffee & Supplies	S. Johnson	43.94
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.99
5285	Building Maintenance	Kost Fire Equipment	204.00
5310	Telephone	Shaw Business	494.65
5310	Telephone	Bell Mobility	635.20
5320	General Office Supplies	Desjardin Card Services	257.89
5380	Printing & Printing Supplies	Desjardin Card Services	535.02
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5430	Aerial Photos & Maps	M.D. of Pincher Creek	95.23
5440	Land Titles Office	Minister of Finance	164.00
5460	Public Relations	Costco	353.16
5470	Computer Software	Worktech	5,250.00
5480	Recruitment & Relocation	AUMA	900.00
5500	Subdivision Notification	Lethbridge Herald	458.64
5532	Assessment Review Board	H. Van Hierden	320.00
5532	Assessment Review Board	D. Gillespie	420.00
5532	Assessment Review Board	H. Caldwell	380.00
5570	Equipment Repairs & Maintenance	Xerox Canada	1,132.64
5590	Equipment Repairs & Purchases	Reiter Computer	348.00
1160	GST Receivable	GST Receivable	537.35
		TOTAL	<u>\$13,282.85</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of October (\$10,155.71), and November (\$13,282.85) 2016, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - October 31, 2016**
- (ii) January 1 - November 30, 2016**

Moved by: Henry Van Hierden

THAT the Executive Committee approve the following unaudited financial statements:

January 1 - October 31, 2016
January 1 - November 30, 2016

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Tom Rose

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:45 p.m. until Thursday, February 9, 2017 at 7:00 p.m.

CARRIED

/bj

CHAIR: _____





Mayors & Reeves of Southwest Alberta

MINUTES

Friday, March 3, 2017
Culver City Room, Lethbridge City Hall
910 – Fourth Avenue South, Lethbridge

PRESENT:

Mayor Tom Butler, Vice Chair	Village of Coutts	Mayor Jane Jensen	Village of Barnwell
Mayor Maggie Kronen	Town of Cardston	Mayor Ed Weistra	Village of Barons
Mayor Kim Craig	Town of Coaldale	Mayor Ben Goetz	Village of Glenwood
Mayor Dennis Cassie	Town of Coalhurst		
Mayor Rene Gendre	Town of Fort Macleod	Dep. Reeve Henry Doeve	Lethbridge County
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Molly Douglass	County of Newell
Councillor Brian Oliver	Town of Magrath	Reeve Jason Schneider	County of Vulcan
Mayor Rick Everett	Town of Nanton	Dep. Reeve Phil Jensen	County of Warner
Mayor Don Anderberg	Town of Pincher Creek		
Mayor George Bohne	Town of Raymond		
Mayor Henk De Vleiger	Town of Taber	Mayor Barry Morishita	City of Brooks
Mayor Margaret Plumtree	Town of Vauxhall	Mayor Chris Spearman	City of Lethbridge
Mayor Thomas Grant	Town of Vulcan		
Chair Brian (Barney) Reeves	I.D. 04 Waterton Lakes National Park	Reeve Brian Hammond	MD of PincherCreek
		Reeve Brian Brewin	MD of Taber

Guests:

Representative for Maria Fitzpatrick, MLA	Lethbridge East	Rachael Harder, MP	Lethbridge
Pat Stier, MLA	Livingstone-Macleod	Dave Schneider, MLA	Little Bow
		Bill Chapman, Chairman	Highway #3 Association

1.0 WELCOME AND INTRODUCTIONS

Mayor Tom Butler called the meeting to order at 1:00.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

Moved by Mayor George Bohne – Carried

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Moved by Reeve Brian Brewin - Carried

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 REPORTS

5.1 MP Reports

Rachael Harder

- Discussed Provincial Carbon Tax and the letters of concern that have been received.
- Hoping to see more infrastructure dollars in the new Budget.
- Discussed US and Canada relations – NAFTA reopening will have a significant impact on Southern Alberta, hosting roundtable discussions with businesses that will be most affected

5.2 MLA Reports

Pat Stier

- Provincial Government will be holding Town Hall meetings regarding Castle Park.
- Discussed the MGA.
- Actively monitoring the Building Canada Fund.
- Asks that any concerns be emailed to either office.

Dave Schneider

- Discussed pipelines.
- 2017 Budget will be announced March 16.
- Discussed the plan to cut school fees.

6.0 PRESENTATION

EMS dispatch concerns for Southern Alberta Communities served by Foothills Regional Emergency Services Commission (FRESC)- Mayor Larry Spilak / Suzanne Oel (FRESC Chair)

- Trying to reinstate Foothills 911 service center.
- Would serve 26 municipalities, with 20 years experience.
- Reinstatement makes sense and will save lives.
- Fire and EMS being dispatched from the same call center saves a significant amount of time.
- Asking for letter of support regarding reinstatement of Foothills 911 service center. – **Motion** made by Chris Spearman, **Carried**

7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Barney Reeves

- Discussed the Digital Future Symposium to be held in Cochrane in March.

7.2 SouthGrow – Mayor Maggie Kronen

- March 30, 2017 a recognition event will be held, encourages people to apply.

7.3 AAMD&C – Reeve Brian Brewin

- Spring Convention will be held the week of March 20.

7.4 AUMA – Mayor Barry Morishita

- Discussed the up coming Mayors Cuacus.
- Looking redefine Rural.

7.5 Oldman Watershed Council – Shannon Frank / Anna Garland

- Reminder to sign the Water Charter.
- Water Charter signing media event to be held at 12pm in Lethbridge City Hall on April 7, 2017.

7.6 Highway #3 Association- Bill Chapman

- University of Lethbridge should have study completed by the end of March, 2017.
- Encourages everyone to visit Highway 3 Facebook page as well as their new website.

8.0 BUSINESS

8.1 Regional Transportation - Mayor Chris Spearman

- Discussed ride sharing.
- Would like to know of existing ride sharing operations.
- Mayor Don Anderberg – Picher Creek is currently involved in a pilot program.
- Decision made to see the results of the Pincher Creek pilot program before proceeding.

8.2 Ambulance Services- Inter-Facility Transfers – Mayor Chris Spearman

- Discussed the burden of inter-facility transfers.
- Requests a letter to be sent regarding the status of non-ambulatory inter-facility transfers. **Moved** by Mayor Chris Spearman – **Carried**

8.3 Follow Up Item to be added to every Agenda

- **Motion** made by Mayor Tom Butler to send a follow up letter regarding the Low German Mennonite Congregated Sites- **Moved** by Reeve Brian Brewin - **Carried**

9.0 NEXT MEETING DATES

Friday, April 7, 2017 – Culver City Room

10.0 ADJOURNMENT:

Moved by Mayor Jane Jensen to adjourn meeting at 3:00. **Carried**

Please send any community information for distribution to M & R at MayorsandReevesSW@gmail.com

Town of Vulcan

Request for Decision (RFD)

Adopt Policy F-10 – Professional Services RFP/Tender

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council adopts Policy F-10 – Professional Services RFP/Tender to formalize a procedure for preparing the documents required in order to obtain Professional Services through a Request for Proposal (RFP) or Tender Process.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy F-10 – Professional Services RFP//Tender for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy F-10 Professional Services (RFP/Tender as presented.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

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10.1

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
F-10			Professional Services RFP/Tender
Approval	D/M/Y	Resolution #	
Adopted			

STATEMENT:

The Town of Vulcan requires a policy to formalize a procedure for preparing the documents required in order to obtain Professional Services through a Request for Proposal (RFP) or Tender Process.

1. Policy

- 1.1 As per Policy F-01 the Town may be required to tender Professional Services from time to time.
- 1.2 Upon approval by Town Council, the successful firm will be required to enter into a formal agreement with the Town of Vulcan
- 1.3 The Town of Vulcan reserves the right to accept or reject any or all proposals submitted, and to request additional information from proposers.

2. Procedure Required Information

- 2.1 Identify the firm Name and Address.

2.2 Details of Firm:

- (a) Whether the firm is local, national, or international.
- (b) Outline the firm's business activities and areas of proficiency.
- (c) Identify if the firm is familiar with the Federal and Provincial Statutes and/or governing regulations.
- (d) Identify if the firm is familiar with regulations governing grant availability.

2.3 Details of Staff and Rates:

- (a) Names of partners.
- (b) Contact person.
- (c) Designation of Hourly Rate:
 - i. Partners
 - ii. Managers
 - iii. Supervisors
 - iv. Support Staff
- (d) Identify the partner, manager, or supervisors who may work on the site.

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- (e) Resumes for each partner, manager, and supervisor who may be assigned to the Town should be included as an appendix.
 - (f) Identify the support staff.
- 2.4** Identify the firm's anticipated approach to providing the service to the Town of Vulcan.
- (a) Timing, dates, and length of attendance (if applicable).
 - (b) Outline the expertise in the service area, including the number and classifications of personnel skilled in these areas.
- 2.5** Request Background and Reference information on services recently undertaken by the firm for the following categories:
- (a) Local Municipal Government.
 - (b) Similar sized entities.
 - (c) Major projects or professional accomplishments.
- 2.6** The Term for engagement of services as per Policy F-01 is Three (3) years. Identify and estimate the total fees and disbursements anticipated on an annual basis for the term of the agreement.
- 2.7** Any other Supplementary Information that may be provided that will assist in identifying a suitable firm.

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Rescind Policy F-21 – Format for Audit Tender

Meeting: Regular Council
Meeting Date: **March 13, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council rescind Policy F-21 – Format for Audit Tender.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Policy F-21 – Format for Audit Tender for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescinds Policy F-21 – Format for Audit Tender as presented.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN																									
<i>REC'D → F-10</i>																									
TITLE: Format for Audit Tender ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:	POLICY NUMBER: F-21 SUPERSEDES POLICY NUMBER: SUPERSEDED BY POLICY NUMBER:																								
STATEMENT: <u>1.FIRM NAME AND ADDRESS</u> <u>2.DETAILS OF STAFF AND RATES</u> A.Names of partners B.Contact person C.State whether the firm is local, national or international. D.Provide an approximate breakdown of your firm's activities between auditing, accounting, taxation, management services, etc. <u>3.DETAILS OF STAFF AND RATES</u> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">A.Audit Staff</th> <th style="text-align: left; border-bottom: 1px solid black;">State Prof.</th> <th style="text-align: left; border-bottom: 1px solid black;">Standard</th> </tr> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Designation</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Hourly Rate</u></th> </tr> <tr> <td colspan="3">Partners</td> </tr> <tr> <td colspan="3">Managers</td> </tr> <tr> <td colspan="3">Supervisors</td> </tr> <tr> <td colspan="3">Audit Seniors</td> </tr> <tr> <td colspan="3">Students</td> </tr> <tr> <td colspan="3">Other</td> </tr> </table> B.Identify the partner, manager and supervisors who will work on the audit. Résumés for each partner, manager and supervisor to be assigned to the audit should be included as an appendix. Also indicate who your back-up staff will be. 4. Will your firm be able to meet all the requirements and deadlines of Section 68 through 77 of the Municipal Government Act? (copy attached)		A.Audit Staff	State Prof.	Standard	<u>Number</u>	<u>Designation</u>	<u>Hourly Rate</u>	Partners			Managers			Supervisors			Audit Seniors			Students			Other		
A.Audit Staff	State Prof.	Standard																							
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Partners																									
Managers																									
Supervisors																									
Audit Seniors																									
Students																									
Other																									

5.A. Please provide details of any "in house" courses or training relating to internal control, computer auditing, etc. that your firm undertakes which would be available to the Town of Vulcan staff.

B. List your firm's technical literature (G.S.T. updates, financial reporting updates, etc.) applicable to municipalities which would be available to the Town of Vulcan staff.

6.A. Outline your firm's anticipated approach to the audit of the Town of Vulcan.

B. What would be the estimated timing (dates and length) of your audit attendance?

C. Outline your expertise in the area of information systems processing or computer auditing, including the numbers and classifications of personnel skilled in these areas.

7. Please provide the name of the audit services your firm has recently undertaken under the following categories:

A. Local government audits (including the size in dollar terms of their operating and capital budgets).

B. Similar entity audits.

C. Major audit assignments.

8. Based on your understanding of the Town's requirements, please provide an estimate of your total fee and disbursements for performing the audit based on:

A. One year fee

B. Two year fee

C. Three year fee

9. For supplementary information, please see "Schedule A" of this policy.

SCHEDULE "A"

Town of Vulcan

Request for Decision (RFD)

Rescind Policy F-22 – Format for Assessment Tender

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council rescind Policy F-22 – Format for Assessment Tender.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Policy – F22 – Format for Assessment Tender for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescinds Policy F-22 – Format for Assessment Tender as presented.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

RECIND → F-10

TITLE: Format for Assessment Tender

POLICY NUMBER: F-22

ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:SUPERSEDES
POLICY NUMBER:SUPERSEDED BY
POLICY NUMBER:

STATEMENT:

1. FIRM NAME AND ADDRESS2. DETAILS OF STAFF AND RATES

A. Names of partners

B. Contact person

3. DETAILS OF STAFF AND RATESA. Assessment Staff State Prof. Standard
Number Designation Hourly RatePartners
Managers
Supervisors
Assessment Seniors
Students
Other

B. Identify the partner, manager and supervisors who will work on the assessment.
 Résumés for each partner, manager and supervisor to be assigned
 to the assessment should be included as an appendix. Also
 indicate who your back-up staff will be.

4. Will your firm be able to meet all the requirements and deadlines of Part 9 of the
 Municipal Government Act effective January 1, 1995?

5.A.Outline your firm's anticipated approach to the assessment of the Town of Vulcan.

B.What would be the estimated timing (dates and length) of your assessment attendance?

C.Outline your expertise in the area of information systems processing or computer assessment, including the numbers and classifications of personnel skilled in these areas.

6.Please provide the name of the assessment services your firm has recently undertaken.

A.Local Government assessments

B.Private companies assessments

7.Based on your understanding of the Town's requirements, please provide an estimate of your total fee and disbursements for performing the assessment based on:

A.One year fee

B.Two year fee

C.Three year fee

8.For supplementary information, please see "Schedule A" of this policy.

Town of Vulcan

Request for Decision (RFD)

Rescind Policy F-23 – Format for Engineering Tender

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council rescind Policy F-23 – Format for Engineering Tender.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Policy – F23 – Format for Engineering Tender for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescinds Policy F-23 – Format for Engineering Tender as presented.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

RECIND → F-10

TITLE: Format for Engineering Tender

POLICY NUMBER: F-23

ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:SUPERSEDES
POLICY NUMBER:SUPERSEDED BY
POLICY NUMBER:

STATEMENT:

1.FIRM NAME AND ADDRESS**2.DETAILS OF STAFF AND RATES**

A.Names of partners

B.Contact person

C.State whether the firm is local, national or international.

D.Provide an approximate breakdown of your firm's activities between engineering structures, i.e. streets, roads, sidewalks, water, sanitary sewer, and storm sewer, structural, and management services.

3.DETAILS OF STAFF AND RATES

A.Engineering	State Prof.Standard
Staff	<u>NumberDesignationHourly Rate</u>

Partners

Managers

Supervisors

Engineering Seniors

Students

Other

B.Identify the partner, manager and/or supervisors who may work on the site. Résumés for each partner, manager and supervisor who may be assigned to the Town should be included as an appendix. Also indicate who your back-up staff will be.

4. Is your firm familiar with the various Federal and Provincial Statutes and/or regulations governing grant availability?

5. Please provide the name of the engineering services your firm has recently undertaken under the following categories:

A. Local government engineering

B. Similar entity engineering

C. Major engineering assignments

6. The Town is considering engaging engineering services for a three-year period. Based on your understanding of the Town's requirements, will your rates provided in Item 3 remain the same for the three-year duration?

7. For supplementary information, please see "Schedule A" of this policy.

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities

Meeting: Regular Council
Meeting Date: **March 13, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities to maintain consistent voting methods for all Committees and Authorities of the Town.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities 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>
A-14			Voting Requirements for Town of Vulcan Committees and Authorities
Approval	D/M/Y	Resolution #	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for maintaining consistent voting methods for all Committees and Authorities of the Town.

1. Definition

1.1 Pecuniary Interest means as defined in the Municipal Government Act Section 170

2. Policy

2.1 For the purposes of voting at a meeting the requirements of the Municipal Government Act (MGA) shall apply to all committees or authorities of the Town of Vulcan.

2.2 A Town appointed member of a committee or authority attending a respective meeting must vote on a matter put to a vote at that meeting unless that member is required or permitted to abstain from voting under the Municipal Government Act or any other enactment (MGA section 183,184).

2.3 When a committee or authority member has a pecuniary interest in a matter before the committee or authority, the member must:

- (a)** Disclose the general nature of the pecuniary interest prior to any discussion on the matter.
- (b)** Abstain from voting on any question relating to the matter.
- (c)** Abstain from any discussion of the matter
- (d)** Leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

2.4 Exemptions to this policy exist under the MGA Section 170(3), as it would apply to those members of Town of Vulcan committees and authorities.

- END OF POLICY-

TOWN OF VULCAN

AMEND

TITLE: Voting Requirements for Town of
Vulcan Committees &
Authorities

POLICY NUMBER: A-14

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

**SUPERSEDES
POLICY NUMBER:**

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT:

In order to maintain consistant voting methods for all committees and Authorities of the Town of Vulcan, the requirements of the Municipal Government Act shall apply:

2.1

2.2

A committee member or authority member attending a committee or authority meeting must vote on a matter put to a vote at the meeting unless the committee or authority member is required or permitted to abstain from voting under the Municipal Government Act or any other enactment. (MGA 183, 184)

2.3

When a committee or authority member has a pecuniary interest in a matter before the committee or authority, the member must:

A

disclose the general nature of the pecuniary interest prior to any discussion of the matter;

B

abstain from voting on any question relating to the matter;

C

abstain from any discussion of the matter;

D

leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

1.1

*DO
DEFINITION*

Def. PECUNIARY - (MGA 170) the matter could monetarily affect the member or any employer of the member. The member knows or should know that the matter could monetarily affect the councillor's family.

2.4

Exemptions to this policy exist under MGA 170(3) as it would apply to members of Town of Vulcan committees and authorities.

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-15 – Fire Chief Honorarium

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-15 – Fire Chief Honorarium to recognize the extra duties of the fire chief in the form of a monthly honorarium.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-15 – Fire Chief Honorarium for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-15 – Fire Chief Honorarium as amended.

Initials show support -Reviewed by:

Director:


CAO

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10.6

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-15			Fire Chief Honorarium
Approval	D/M/Y	Resolution #	
Adopted	26/02/1996	96.103	
Amended	26/01/2015	15.020	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for recognizing the extra duties of the fire chief in the form of a monthly honorarium.

1. Policy

1.1 The Town will pay an honorarium of \$400.00 per month to the Fire Chief in recognition of the extra duties performed. Those duties will be restricted to such duties that are associated with the responsibilities of the position of Fire Chief, which would not normally be performed by any other member of the Fire Department.

1.2 Those duties would be:

Discussions with the public or council which would not normally require time commitments or extra work. (Phone calls, correspondence, etc.)

Duties which would not normally be performed by any other member of the fire department but not restricted to the following:

- (a) Training scheduling & re-certification
- (b) Inter-agency co-ordination (ambulance, rescue fire) excluding meetings
- (c) Maintaining fire codes, building codes
- (d) Ensuring maintenance of equipment (excluding actual work performed on equipment or buildings)
- (e) Other duties deemed appropriate by the Fire Chief and Council

1.3 The Fire Chief will maintain a log of those duties performed as associated with the position of Fire Chief for which the honorarium is paid.

1.4 Safety Codes inspections and duties are not part of the Fire Chief's responsibility.

- END OF POLICY-

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POLICY MANUAL

AMEND

TITLE OF POLICY

POLICY NUMBER

A-15

Fire Chief Honorarium

SUPERCEDES POLICY NO:

Adopted	Motion No 96.103	February 26, 1996
Amended	Motion No. 15.020	January 26, 2015

STATEMENT:

NEW STATEMENT

- 1.1. The Town will pay an honorarium of \$400.00 per month to the Fire Chief in recognition of the extra duties performed

Those duties will be restricted to such duties that are associated with the responsibilities of the position of Fire Chief, which would not normally be performed by any other member of the Fire Department.

- 1.2. Those duties would be:

- Discussions with the public or council which would not normally require time commitments or extra work. (Phone calls, correspondence, etc.)
- Duties which would not normally be performed by any other member of the fire department but not restricted to the following:
 - A ☒ Training scheduling & re-certification
 - B ☒ Inter-agency co-ordination (ambulance, rescue fire) excluding meetings
 - C ☒ Maintaining fire codes, building codes
 - D ☒ Ensuring maintenance of equipment (excluding actual work performed on equipment or buildings)
 - E ☒ Other duties deemed appropriate by the Fire Chief and Council

- 1.3. The Fire Chief will maintain a log of those duties performed as associated with the position of Fire Chief for which the honorarium is paid.

- 1.4 (Safety Codes inspections and duties are not part of the Fire Chief's responsibility)

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-03 Internal and External Committee Appointments

Meeting: Regular Council
Meeting Date: **March 13, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and Administration is requesting Council to review Policy A-03 – Internal and External Committee Appointments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration is requesting Council's input on the expansion of policy A-03 to define the length of term a Councillor may sit on a committee and the appointment of Councillors as alternates.

Attached is a draft copy of Policy A-03 – Internal and External Committee Appointments for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Policy Manual

10.7

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-03			Internal and External Committee Appointments
Approval	D/M/Y	Resolution #	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the appointment of Internal and External Committee Appointments.

1. Policy

1.1 Committee Appointments – Mayor and Councillors

All appointments of Town Council members to act on Committees, Commissions, Boards and other bodies on which Town Council is entitled to representation, shall be made yearly at the Town of Vulcan Organizational Meeting.

a) Committee of the Whole

Mayor and Councillors

b) Assessment Review Board

– 1 Councillor

c) Joint Subdivision and Development Appeal Board

– 1 Councillor

d) Municipal Planning Commission (MPC)

– 2 Councillors

e) Vulcan and District Recreation Committee

– 1 Councillor

f) Canadian Badlands Ltd.

– 1 Councillor

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g) Community Futures Highwood

– 1 Councillor

h) Family and Community Support Services Board (FCSS)

– 1 Councillor

i) Foothills Regional Emergency Management Commission (FRESC)

– 1 Councillor

j) Joint Use Policy and Advisory Board

– 1 Councillor

k) Mayors and Reeves

– 1 Councillor

l) Oldman River Regional Services Commission (ORRSC)

– 1 Councillor

m) SouthGrow Regional Initiative

– 1 Councillor

n) Southern Alberta Energy from Waste Association (SAEWA)

– 1 Councillor

o) The Marquis Foundation

– 1 Councillor

p) Twin Valley Regional Water Services Commission (TVRWSC)

– 2 Councillors

q) Vulcan and District Tourism Society

– 2 Councillors

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- r) **Vulcan Area Public Petroleum Association**
 - 1 Councillor
- s) **Vulcan Brand Innovation Team (VBIT)**
 - 1 Councillor
- t) **Vulcan Business Development Society (VBDS)**
 - 3 Councillors
- u) **Vulcan District Chamber of Commerce**
 - 1 Councillor
- v) **Vulcan District Waste Commission**
 - 1 Councillor
- w) **Vulcan Golf and Country Club**
 - 1 Councillor
- x) **Vulcan Library Board**
 - 1 Councillor
- y) **Vulcan Region Healthcare Grant Committee**
 - 1 Councillor
- z) **Vulcan Town & County Airport Committee**
 - 2 Councillors
- aa) **Vulcan Health & Wellness Foundation**
 - 1 Councillor

- END OF POLICY-

TOWN OF VULCAN

10.7

Amend

TITLE: Appointment of Councillors
to
External Boards & Committees

POLICY NUMBER: A-3**SUPERSEDES
POLICY NUMBER:**

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

**SUPERSEDED BY
POLICY NUMBER:****STATEMENT:**

Appointments shall be for terms as follows:

BOARD APPOINTMENTS**A) Oldman River Regional Services Commision (O.R.R.S.C)**

1 Councillor for 1 Year at Organizational Meeting

B) Vulcan Rural Fire Protection

1 Councillor for 1 Year at Organizational Meeting

C) Emergency Medical Services

1 Councillor for 1 Year at Organizational Meeting

D) Marquis Foundation

1 Councillor for 1 Year at Organizational Meeting

E) Vulcan & District Recreation Board

1 Councillor for 1 Year at Organizational Meeting

F) Vulcan and District Chamber of Commerce

1 Councillor for 1 Year at Organizational Meeting

G) Vulcan Library Board

1 Councillor for 1 Year at Organizational Meeting

- H) **Vulcan Town and County Airport Commission**
2 Councillors for 1 Year at Organizational Meeting
- I) **Inter-Agency Committee**
1 Councillor for 1 Year at Organizational Meeting
- J) **Joint Use Policy & Advisory Board**
1 Councillor for 1 Year at Organizational Meeting
- K) **Family and Community Support Services**
1 Councillor for 1 Year at Organizational Meeting
- L) **Vulcan Business Development Council**
3 Councillors for 1 Year at Organizational Meeting
- M) **Vulcan District Waste Commission**
1 Councillor for 1 Year at Organizational Meeting
- N) **Little Bow Project – Ad Hoc**
1 Councillor for 1 Year at Organizational Meeting
- O) **Harvest Community Foundation Nominating Committee**
1 Councillor for 1 Year at Organizational Meeting
- P) **Highwood Business Development Corporation**
1 Councillor for 1 Year at Organizational Meeting
- Q) **Subdivision & Development Authority**
2 Councillors for 3 Years at Organizational Meeting

- R) **Joint Subdivision & Development Appeal Board**
1 Councillor for 3 Years at Organizational Meeting
- S) **Assessment Review Board**
3 Councillors for 3 Years at Organizational Meeting
- T) **Tourism Management Committee**
3 Councillors for 1 Year at Organizational Meeting
- U) **Vulcan and District Historical Society**
1 Councillor for 1 Year at Organizational Meeting
- V) **Vulcan Regional Victim Services Society**
1 Councillor for 1 Year at Organizational Meeting
- W) **Oil & Gas Public Consultation Committee**
1 Councillor for 1 Year at Organizational Meeting
- X) **Vulcan County Adult Learning Council**
1 Councillor for 1 Year at Organizational Meeting
- Z) **Communities in Bloom**
1 Councillor for 1 Year at Organizational Meeting
- AA) **Swimming Pool Operating Committee – Ad Hoc**
1 Councillor for 1 Year at Organizational Meeting

Town of Vulcan

Request for Decision (RFD)

Professional Services Agreement

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The agreement with Superior Safety Codes for safety code permit review and inspection services has expired.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Town's current agreement with Superior has been in place since 2012. Superior has expressed interest in continuing to provide this service to the Town of Vulcan and has provided an updated agreement for a three year period ending December 31, 2019.

The draft agreement for the Safety Codes Service Agreement is available for Council to view in the Council Log in site.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the renewal of the Professional Services Agreement with Superior Safety Codes for an additional (3) year term as per section 12.1(b) of the Purchasing and Tendering Policy F-01.

Initials show support -Reviewed by:

Director:


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 9th, 2017

Background

The Agreement with Superior Safety Codes for safety code permit review and inspection services has expired.

Discussion

Our current agreement with Superior has been in place since 2012. Superior has expressed interest in continuing to provide this service to the Town of Vulcan and has provided an updated agreement for a three year period ending December 31, 2019. The terms of this agreement have not changed. Policy F-01 allows for the following options for renewal:

- 12.1 Professional services, when tendered, will be for a duration of three years. After the duration of the three-year agreement, Administration will have the following options available.*
- (a) Tender the services for another three-year term.*
 - (b) Renew the agreement for another three-year period.*
 - (c) Renew the agreement annually from year to year.*

Consideration

Council is asked to consider approving the execution of a renewal of the Professional Services Agreement with Superior Safety Codes for an additional three (3) year term as per section 12.1 (b) of the Purchasing and Tendering Policy F-01.

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

Kim Fath
Chief Administrative Officer

MEMO

TO: Kim Fath CAO
Town of Vulcan Council
FROM: Nancy Neufeld
Development Officer
DATE: March 7, 2017
RE: Renewal of Safety Codes Services Agreement/Superior Safety
Codes Inc.

Superior Safety Codes has been providing Safety Code permit review and inspection services to the Town since 2012.

Council is asked to approve renewal of the agreement for a period of three years, ending December 31, 2019. The terms remain the same as in the original agreement.

Town of Vulcan

Request for Decision (RFD)

Calgary Home and Garden Show

Meeting: Regular Council
Meeting Date: **March 13, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Council members attended the Calgary Home and Garden Show from March 2-5, 2017 to promote the Town of Vulcan.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration is looking for feedback from Council as to whether they feel that this promotion of the Town was a success. We would also like to have recommendations for the future if Council would like to continue with this program. We have already been asked to book our space for next year from the organizers.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 9th, 2017

Background

Council attended the Calgary Home and Garden Show from March 2-5, 2017 to promote the Town of Vulcan

Discussion

Administration is looking for feedback from council as to whether they feel that this promotion of the Town was a success. We would also like to have recommendations for the future if council would like to continue with this program. We have already been asked to book our space for next year from the event organizers.

Consideration

Council is asked to discuss the success of the promotion of the Town through the Calgary Home and Garden Show, and to provide administration with direction regarding this program.

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

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: **March 13, 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
- (F) Fire Chief – Aaron Grant

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending March 13, 2017.

Initials show support -Reviewed by:

Director:


CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 8th, 2017

Website Development

We continue to work with the County IT department on developing the website. The web hosting for the new site will be done by Bubble-Up, the company that currently hosts the Town's website. We were able to reduce the rate for their service by partnering with the County. The new website has been transferred to Bubble-Up and is currently in test mode. We are scheduled to have the new website up and operational on March 13th.

Fire Department

On February 17th the fire committee met to discuss the contents of the proposed fire agreement. Administration was directed to individually interview the fire chiefs to collect any input on the proposed fire agreement. These interviews took place on February 27th. The Committee met again on March 8th.

Vulcan Airport

We have leased another 2 lots at the airport and the construction of a multi-plane hangar on these lots is expected to start in the spring. The committee is planning on holding their spring meeting on March 24th.

Municipal Excellence Award Submission

I have prepared and supplied the Town of Vulcan's submission for a Municipal excellence award to Municipal Affairs. As the Town can only submit the same program in one category, the Solar Park Development was submitted under the Small Municipality discipline. The innovation category is open to populations less than 500,000 and Small Municipalities is open to populations less than 3,000.

ADMINISTRATOR'S REPORT CONTINUED

Local Improvement Plans

We have sent out the letters to all of the effected property owners for this years proposed Local Improvements. To date we have received only 2 responses to the letter. The deadline to return any concerns is March 15th at 4:30 p.m.

CIMA+ (BSEI) has prepared the tender documents for this project and we are hoping to open the tender as soon as possible, following the March 15th deadline.

Meetings of Interest

Edmonton – Certification Advisory Committee – February 15th

Town – Municipal Development Plan Committee – February 16th

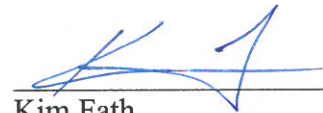
Town – Committee of the Whole – Water Commission – February 16th

Vulcan County – Fire Committee Meeting – February 17th, 27th, and March 8th

Vulcan County – VBDS RFP review – March 7th

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of January 9th, 2017 to February 27th, 2017.



Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
1	STARS Delegation - Glenda Farnden	RC	9-Jan-17	n/a	Add to January 23, 2017 Regular Council Meeting Agenda as New Business	KR	10-Jan-17
2	Banff Canada Day Parade Invitation	RC	9-Jan-17	17.005	Forward Parade Registration information to Float Committee for completion	KF/KR	19-Dec-16
3	Bylaw No. 1458-17 Amendment to LUB No. 1437-15	RC	9-Jan-17	17.009	Send Public Hearing Notice to Advocate for Jan 18 & 25 Add to February 13, 2017 Regular Council Meeting Agenda	KR	11-Jan-17
4	Policy Rescinding and Amendments	RC	9-Jan-17	17.010-013	Administration to update Policy Binder showing the amended and rescinded policies	KF/KR	12-Jan-17
5	Vulcan County Cruisers Car Club Request	RC	9-Jan-17	17.014	Send letter to County Cruisers denying their request to reserve Virginia Mitchell Campground	KF/KR	12-Jan-17
6	Street Closure Request July 1st, 2017	RC	9-Jan-17	17.015	Send CofR to Recreation Department approving request for a street closure in front of pool July 1, 2017	KF/KR	11-Jan-17
7	Certificate of Appreciation for Ross Zuehlke	RC	9-Jan-17	17.016	Invite Ross Zuehlke to Jan 23/17 Regular Council Mtg and present Certificate of Appreciation	KF/KR WC	23-Jan-17
8	Vulcan & District Recreation Committee Member-at-Large Town Representative	RC	9-Jan-17	17.017	Send CofR to Recreation Department approving recommendation to appoint Joy Basnett to Recreation Committee for a one year term	KF/KR	11-Jan-17
9	2017 Infrastructure	RC	9-Jan-17	17.018	Administration to prepare a local improvement plan and tender documents for 200 blk of 4th Street South	KF/KR	8-Feb-17
10	Street Closure Request Amendment	RC	23-Jan-17	17.023	Send Copy of Resolution to Bonnie and Stew, Administration to discuss street closure and set up with meeting with Lions Club and Recreation		
11	Proclamation for Oil and Gas Awareness Day	RC	23-Jan-17	17.025	Proclaim February 13 as Oil & Gas Awareness Day and put place on Town's website	KF/KR	25-Jan-17
12	Cat Licensing	RC	23-Jan-17	17.028	Administration to collect information on Cat Licensing to be presented to council	KF	9-Feb-17
13	Policy Amendments	RC	23-Jan-17	17.027-035	Administration to update Policy Binder showing the amended policies	KF/KR	27-Jan-17
14	Bylaw No. 1459-17 Road Closure	RC	23-Jan-17	17.036	Send Copy of Resolution to Nancy, send public hearing notice to Vulcan Advocate, Add public hearing to February 27 agenda	KF/KR	27-Jan-17
15	STARS Foundation Donation Request	RC	23-Jan-17	17.037	Send Copy of Resolution and letter of commitment to STARS and update Policy F-06 Recurring Grants to Organizations	KF/KR	25-Jan-17
16	Vulcan & District Recreation Committee Member at Large Town Representative	RC	23-Jan-17	17.038	Send Copy of Resolution and letter of approval to Recreation Office and Murray Hartung	KF/KR	25-Jan-17
17	Request for Joint Council Meeting	RC	23-Jan-17	17.039	Contact Vulcan County to approve meeting on January 30th at 2:30 pm at Vulcan County Office	KF	24-Jan-17
18	Twin Valley Regional Water Commission 2017 budget	RC	23-Jan-17	17.41	Administration to draft letter requesting delegation from Water Commission attend Vulcan Town Council meeting to explain correspondence submitted January 5/17	KF	23-Jan-17
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/Janice McCallum/Campbell KR/Karen Rose JV/Justin Vallee							

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
19	Canadian Badlands Conference	RC	13-Feb-17	17.045	Register Lorna, Sue and Georgia-Lee for Conference and lodgings	KR	14-Feb-17
20	Cat Licensing	RC	13-Feb-17	17.046	Administration develop Cat Licensing Policy and take back to Council for consideration	KF/KR	27-Feb-17
21	Solar Friendly Municipalities Workshop	RC	13-Feb-17	17.047	Register Councillors Taylor and Howard to attend workshop	KR	16-Feb-17
22	ORRSC Letter of Support Request	RC	13-Feb-17	17.048	Send supplied letter of support to Minister Anderson for funding request through ACP	KF/KR	16-Feb-17
23	Bylaw No. 1458-17 Amendment to LUB No. 1437-15	RC	13-Feb-17	17.051-052	Copy of Resolution for Nancy and send signed copy of bylaw to Gavin at ORRSC	KF/KR	16-Feb-17
24	Policy Amendments, Adoptions and Rescinding	RC	13-Feb-17	17.053-059	Administration to Update Policy Binder with changes	KF/KR	17-Feb-17
25	Calgary Stampede Parade Invitation	RC	13-Feb-17	17.060	Copy of Resolution - Direct Parade Float Committee to accept invite to apply for Calgary Stampede Parade	KF/KR	17-Feb-17
26	Airport Commission Community Airport Program Grant Host	RC	13-Feb-17	17.061	Send Liza CoR approval for Town of Vulcan to host grant under CAP for the STIP on behalf of Flying Club and A	KF/KR	02.17.17
26	Committee of the Whole Meeting	RC	13-Feb-17	17.062	Council approved Committee of the Whole meeting for February 16, 2017	KF/KR	16-Feb-17
27	Amend Schedule A Bylaw #1457-16 2017 Rates & Fees	RC	13-Feb-17	17.064	Copy of Resolution to Jance and Nancy - Update Schedule "A" with new rates	KF/KR	16-Feb-17
28	Fire Protection Services Agreement	RC	13-Feb-17	17.065	Approval of joint ad-hoc committee. Draft agreement with 2 council members and CAO's	KF/KR	17-Feb-17
29	Parade Float Committee Report	RC	13-Feb-17	17.066	Administration to assist hosting an invitational meeting to persons relating to float renovation	KF/KR	
30	Appointment of Director of Emergency Management	RC	13-Feb-17	17.067	Copy of Resolution appointing Kim Fath CAO as DEM and Stew Birch as Deputy DEM Send to Vulcan County	KF/KR	21-Feb-17
31	Local Improvement Tax - 4th Street South	RC	13-Feb-17	17.069	Send correspondence to affected residents for their response Copy of Resolution for File	KF/KR	14-Feb-17
32	Vulcan Lions Club Request	RC	13-Feb-17	17.070	Send letter of approval for Administrative staff to process and mail letters on behalf of Lions Club	KF/KR	17-Feb-17
33	Recreation Sub Committee Funding Request Agreement	RC	13-Feb-17	17.071	Approach Vulcan County to discuss and possible drafting of funding agreement for shared capital costs for Vulcan Lions pool upgrades Received Letter of denial from the County	KF/KR	20-Feb-17
34	Debt Repayment Discussion with TVRWSC	COW	02.16.17	17.04	Administration draft letter to send to TVRWSC explaining Town's objection to debt repayment increases	KF/KR	21-Feb-17
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 JVI/Justin Vallee							

KJ

MEMO

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

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

Home & Garden Show

Prepared for Home & Garden Show booth.

MPC Meeting

There were no development permits received to go before the MPC, therefore February meeting was cancelled.

Storm Pond 5 – Whispering Willows

BSEI is completing their report.

310/312 Whispering Way

Foundation has been removed.

Municipal Development Plan

Gavin Scott and Ian MacDougall attended MDP Committee meeting on February 16th. Document now has South Saskatchewan Regional Plan implemented. Next meeting is scheduled for May as all census data should be available from the federal government to incorporate into this document. Indication to ORRSC is that this document be completed by August, 2017.

Airport

Indication that a second hangar will be built this year.

Holidays

I will be on holidays from April 5th to April 24th. As any development permits that would have to go before the Municipal Planning Commission for the regularly scheduled April 18th meeting would have to be on my desk by March 29th in order to meet advertising deadlines, I will prepare the agenda before leaving on holidays and the meeting will proceed.

BUILDING PERMITS ISSUED FEBRUARY 2017

DATE	PERMIT #	OWNER'S NAME	CONTRACTOR	JOB DESCRIPTI ON	JOB VALUE	CIVIC ADDRESS	LOT	BLK	PLAN
Feb 12/17	TVC B 0003 17MU	Todd Lemieux	Remuda Building	Airport Hangar	A-\$39,730		Lot 10 Vulcan Airport		

DEVELOPMENT PERMITS ISSUED FEBRUARY 2017 – N/A

NAME	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	Post Until	Approval
Kevin Wright	Permitted	Home Occupation 1	R-1	410 Centre St	Feb 23/17	N/A	March 9/17	Yes

NEW BUSINESS LICENSES ISSUED FEBRUARY, 2017 – N/A

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

Month of: February 2017

Facilities:

- The furnace at the tourist center will be scheduled for replacement next spring
- Worked on insulating and closing in one bay of the cold storage building for peace officer vehicle and dog kennels has been completed
- Kost fire was in to do fire extinguisher inspection and recertify in town facilities
- Arranged for Can-west to come down a repair elevator in lodge hall

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

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 and found three alarms not working in lift stations at 1st street north/Wheat land motel and elevator road due to system with TELUS being outdated . I have new ones ordered to update these systems for a cost of \$7,265.00 and should be installed the first week of March. We have been checking these lift stations twice a day for power and level until alarm systems are back up and running
- Have adjusted the coin shed for bulk water to approx. 65 gallons for one dollar
- The new meter reader is in and working correctly
- Did two water shut offs

Water Plant (contracted)

- Minor repair and maintenance in water plant
- Did annual maintenance to filters
- The reservoir fill line blocked up with build up from the sodium hydroxide feed line we had to take piping apart to clear blockage and are operating normally now. Looking into solutions to eliminate this issue from happening again
- We had an issue in Champion the heat had gone out in their old WTP and froze and broke a sight glass on the Regional line fill valve causing the valve to open and run at full capacity overflowing their reservoirs we shut in the line to the valve and ordered new part and had them running normal the next day.

Parks:

- Working on repairing any damage and painting VMP shower building
- Built garbage cans for solar park will put them out this spring when we can pour a cement pads for them to sit on

Cemetery:

-

Equipment

- General equipment maintenance on equipment

Personnel:

- Rob Davidson took one week off in February

Other:

- Shawne was in the week of February 22nd and removed and back filled the basement in whispering creek

Stewart Birch Town Foreman

March 2, 2017

TOWN OF VULCAN RECREATION REPORT

Prepared By Bonnie Ellis Director of Recreation

MOVIE PROGRAMMING: Moana the February movie was a hit. We have 77 people in attendance. We also showed Ratchet and Clank and 40 people in attendance. We also had our first rental of the sound system. The money generated by the rentals will go back into an account to keep for improvements on the system.

POOL COMMITTEE: the pool committee has seen the 3d video of the people concept. We are working with the Lion's club to begin the fundraising process. The July 1st celebration will also be a fundraising event that will last all day long.

COMMUNITY SIGN: we have had several requests for groups wanting to use the community sign. We have set up a form for people to complete to ensure that we get the right wording, message. This will be fillable on line with the new town web page.

Spring Summer LEISURE GUIDE: The spring and summer guide will be sent to the printer on Friday. We are a bit behind in getting it to them because it was hard getting everyone's information on time so we could set up the magazine. Hoping for distribution the week of the 20th of March. We have included other communities in the issue with Champion putting in their swim schedule.

PROGRAMMING: Wonderful success in our walking program sometimes we have 3 generations walking with us. We have between 12-20 people out walking. This program will end at the end of March and Pickleball will start. All other programs are going well. The majority of our programs will end March 30 with other program taking their place. We are also working soccer and baseball season setup.

ARENA: getting ready for our closing day March 31st End of the Season party.

Events: Family day event we had about 40 people in attendance, since we didn't have any snow for sledding we got kites and bubbles along with the hot dog roast. Barb Moore and Early Literacy once again helped out with the young children and provided an educational component to the event.

Grants: Volunteer Canada grant.

Education: Project Management Course at Lethbridge College at going very well. Passed the first 2 components of the course.

PEACE OFFICER PROGRAM

Managers Report – February 2017

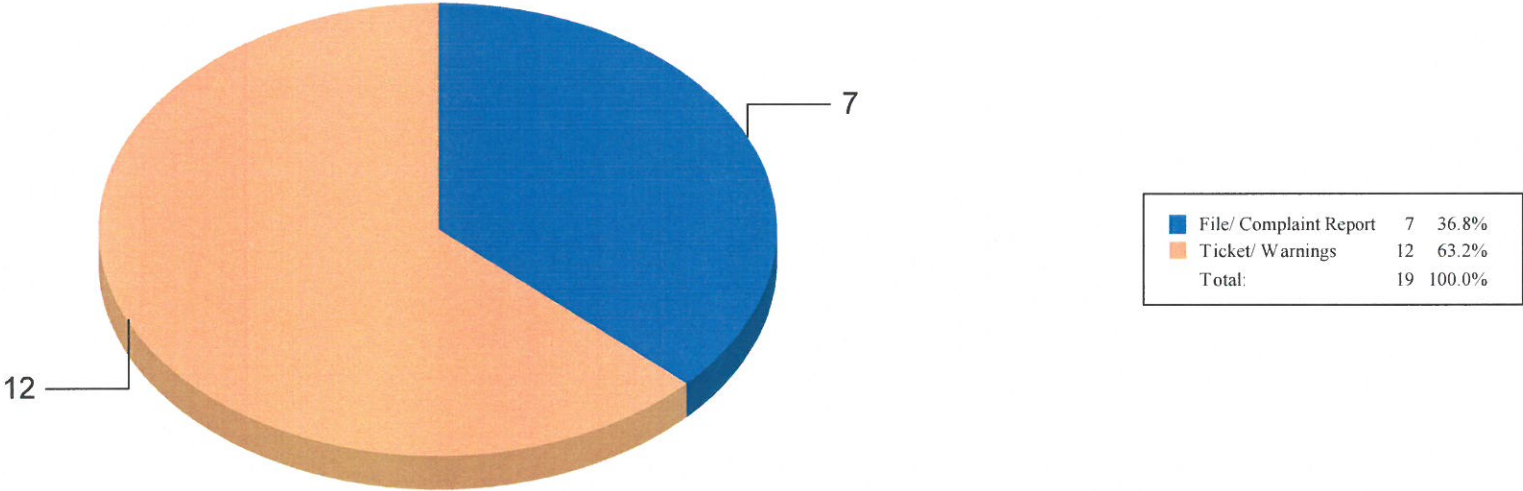
- From February 1st to February 28th, 2017, Nineteen (19) files were created. Of those files, five (5) were traffic stops, two (2) offence notices were written for speeding in playground zones. The remaining 7 were Bylaw offences with the majority being animal control incidents.
- I will continue to show an increased presence on Elizabeth Street until I see a decline in the speeding occurring there.
- Pre-emptively calling all non-paid business and dog license holders reminding them to come in and pay their renewal to avoid late charges.
- Issued two (2) Remedial orders, one for an unsightly premises and the other for un-cleared sidewalks on a property unoccupied and the owner living out of town.
- Regular patrols for un-cleared sidewalks, handed out seven (7) 24 hour warning tags. 100% compliance.
- 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.: 12pm to 1pm and 3:30pm
- Continue to offer my assistance to HcW re: cat spay/neuter
- Continue to negotiate pricing on Cat Traps and on smaller collapsible cages for housing cats, in preparation for upcoming “Cat Trapping Bylaw”.

Plans for March

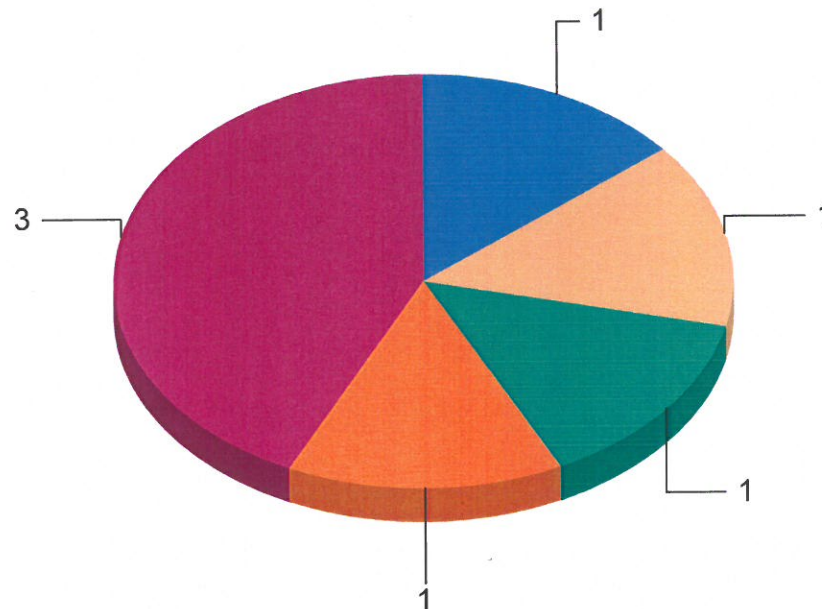
- Continued patrols for un-cleared sidewalks.
- Hosting a car seat info clinic, providing safety and use information for new parents or anyone interested.
- Continue to work with the County on “Second Chance” program.
- Continue offering my assistance to HcW for their spay/neuter program
- Purchase the traps for use Re:Cat trap bylaw
- Clearing up any outstanding (unpaid) business and dog licenses.

Statistics from: 2/1/2017 12:00:00AM to 2/28/2017 11:59:00PM

Count of Reports Completed



Count of Incident Types



BYLAWS : ANIMAL : RUNNING AT LARGE	1	14.3%
BYLAWS : COMMUNITY STANDARDS	1	14.3%
BYLAWS : COMMUNITY STANDARDS : SNOW REMOVAL	1	14.3%
PROVINCIAL : TSA VIOLATION	1	14.3%
BYLAWS : TRAFFIC : PARKING	3	42.9%
Total:	7	100.0%

BYLAWS : ANIMAL : RUNNING AT LARGE

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
File/ Complaint Report VULCAN	20170302-16	BYLAWS : ANIMAL : RUNNING AT LARGE	JUSTIN VALLEE	2017/02/02 0900

Specific Location

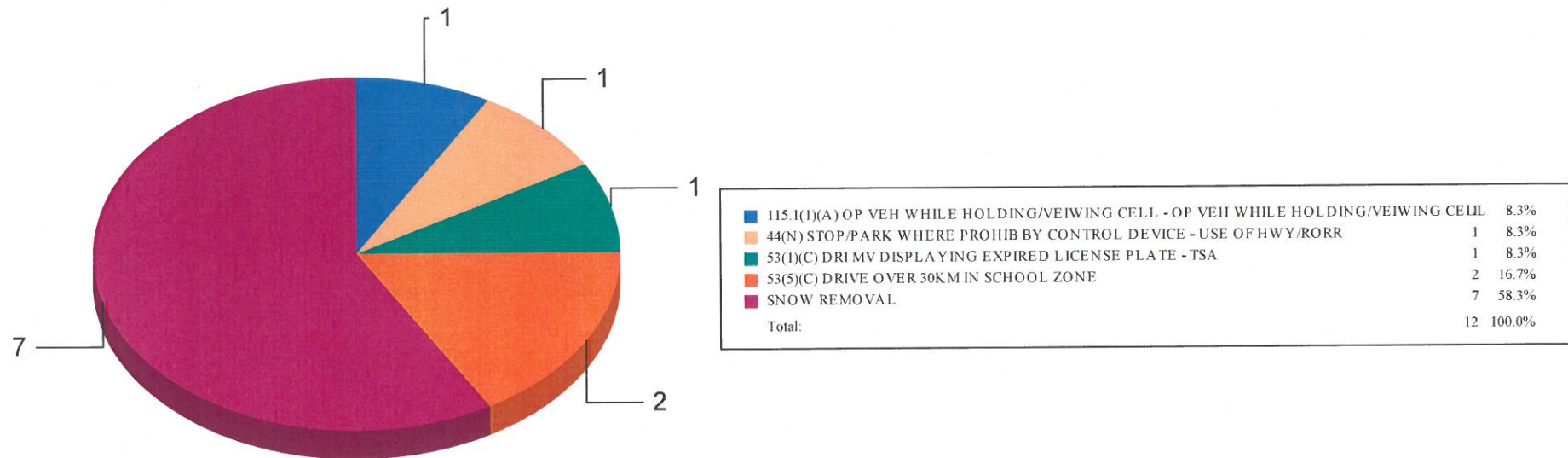
231 5 AVE NORTH VULCAN AB T0L2B0 CANADA

Report Synopsis : Dog running at large

14.29% # of Reports: 1 File/ Complaint Report BYLAWS : ANIMAL : RUNNING AT LARGE

BYLAWS : COMMUNITY STANDARDS

Count of Incident Types



115.1(1)(A) OP VEH WHILE HOLDING/VEIWING CELL - OP VEH WHILE HOLDING/VEIWING CELL

<u>Location</u>	<u>Case Number</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
Ticket/ Warnings VULCAN	102214	115.1(1)(A) OP VEH WHILE HOLDING/VEIWING CELL - OP VEH WHILE HOLDING/VEIWING CELL	JUSTIN VALLEE	2017/02/16 1140

Specific Location

2 STREET SOUTH VULCAN AB T0L2B0 CANADA

8.33% # of Reports: 1 Ticket/ Warnings 115.1(1)(A) OP VEH WHILE HOLDING/VEIWING CELL - OP VEH WHILE HOLDING/VEIWING CELL

44(N) STOP/PARK WHERE PROHIB BY CONTROL DEVICE - USE OF HWY/RORR



Vulcan Fire Department Office of the Fire Chief

March 9, 2017

Management Report

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

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

First Response = No Ems from Vulcan

Total Calls to the end of February 2016 -20

Total Calls to the end of February 2017-25

General Operations

- The mobile data terminal in our rescue unit is now live and running. The system is working and we have been able to utilize it as intended, Mapping is still not available, but it is being worked on by FRESC and Bell. We will continue to trial to see if this is a benefit to our service.
- The County is changing all the radios for all the Fire Departments to AFRRCS radios in the near future. This will make some changes to how we will operate, but will be minimal.



Vulcan Fire Department Office of the Fire Chief

Membership/Recruitment

- Our membership is now at 19 members. We are still actively recruiting members for the Fire Dept.

Training

- We are working on recertifying members in CPR and First Aid.
- We now have the following medical trained staff:
 - o 1-EMT-P(Advanced Care Paramedic)
 - o 5-EMT-A (Primary Care Paramedic)
 - o 2-EMR (Emergency Medical Responder)
- We are now able to give Naxolone as first responders for an Opioid Overdose as per a Ministerial Orders. We will be starting training for it shortly.
- All members have now completed their ICS 100.
- Ice rescue course was held in February 2017 with 2 members attending.
- All, but 1 new member have completed their NFPA 1001, level 1 program (Basic Fire Fighter Standard). He is taking it in Carmangay at this time.
- A car seat technician class is being held in March with a couple of our members attending.
- 3 members are attending the 1051- Wildland Firefighter in Arrowwood in March.
- In 2017 training plans include NFPA 1051(Wildland Firefighter), Water Rescue, H2S alive, First Aid, CPR, and Targeted Responder (more advanced airway, Oxygen Therapy etc.)

Fire Prevention/Public Relations

- Ayden Grant has been working on social media plans; Vulcan Fire Department Facebook page is up and running. This will allow us to use social media to assist in Fire Prevention and Recruitment.

Respectfully,

Aaron Grant,

Fire Chief, EMT-A

Vulcan Fire Department

(403)485-1855

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Town of Vulcan

Request for Decision (RFD)

Land – FOIP 18.1.c

Meeting:	Regular Council
Meeting Date:	March 13, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:


CAO