# AGENDA FOR THE REGULAR MEETING OF COUNCIL
# TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
# ON MONDAY, JUNE 26, 2017
# COMMENCING AT 7:00 PM

**1.0 Call to Order:**

**2.0 Public Hearing – NIL**

**3.0 Delegations**

2.1 Aaron Grant, Fire Chief – Recognition for Exemplary Service for 20 years of fire service

**4.0 Adoption of Agenda**

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – June 12, 2017

**6.0 Unfinished Business**

6.1 Policy PL-12 – Commercial Development Incentive and Business Resource Policy

**7.0 Financial Statements**

7.1 Cash Statement – Ending May 31, 2017

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

**8.0 Correspondence and Information Items**

8.1 Correspondence and Information Items

**9.0 Committee and Administrative Reports**

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

## 10.0 Bylaws/Policies

10.1 Amend Policy A-23 – Town Canvassing

10.2 Amend Policy A-24 – Special Occasion Certificates

10.3 Amend Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance

10.4 Amend Policy PL-14 – Utility Line Assignments

10.5 Amend Policy PL-15 – Encroaching Driveways

10.6 Amend Policy PL-16 – Farming of Road Allowances

10.7 Rescind Policy C-9 – Vulcan Tourism Electronic Sign

## 11.0 New Business

11.1 Town of High River Resolution Proposal

## 12.0 Notice of Motion

## 13.0 Management Reports - NIL

## 14.0 In-Camera - NIL

## 15.0 Adjournment

**ITEM 5.1**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting June 12, 2017

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 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, June 12, 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, June 12, 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, JUNE 12th, 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. 1461-17 Amend Land Use Bylaw No. 1437-15**

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**

- 11.10 Community Futures Highwood Shareholder Vote
- 11.11 Parade Float

**Motion No.: 17.214**

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



Initials

## 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, May 22, 2017 were presented to Council.
**Motion No.: 17.215**

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, May 22, 2017 be approved and read by each member of Council as presented.

**CARRIED UNANIMOUSLY**

## 6.0 Unfinished Business - NIL

## 7.0 Financial Reports - NIL

## 8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending June 12, 2017 were presented to Council to be received for information.

**Motion No.: 17.216**

Moved by Councillor Sue Dow THAT Council approves the request by Councillor Rick Howard to let his name stand to sit on the SouthGrow Initiative Executive.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.217**

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending June 12, 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.



Initials

**Motion No.: 17.218**

Moved by Councillor Rick Howard THAT the minutes and/or verbal reports of Town represented Boards/Committees at the June 12, 2017 Town Council Meeting be received for information.

- Oldman River Regional Services Commission Executive Meeting – Minutes – April 13, 2017
- Family & Community Support Services Meeting - Minutes – April 27, 2017
- Vulcan Golf & Country Club Meeting – Minutes – May 9, 2017
- Vulcan Library Board Meeting – Minutes – May 17, 2017
- Vulcan Business Development Society Meeting – Minutes – May 18, 2017
- Vulcan Recreation Committee Meeting – Minutes – June 1, 2017
- Mayors & Reeves of SE and SW Alberta Meeting – Minutes – June 2, 2017
- Vulcan & District Tourism Society Meeting – Agenda – Minutes – June 6, 2017

Verbal Reports:

- Councillor John Seaman
  - Joint Use Policy and Advisory Board
- Councillor Sue Dow
  - Health and Wellness Foundation
- Councillor Paul Taylor
  - Twin Valley Regional Water Services Commission
- Councillor Georgia-Lee DeBolt
  - Vulcan & District Tourism Society
  - Vulcan Business Development Society
- Councillor Lorna Armstrong
  - Family & Community Support Services
  - Vulcan & District Tourism Society
- Councillor Rick Howard
  - Marquis Foundation
  - Oldman River Regional Services Commission
- Mayor Tom Grant
  - Mayors and Reeves

**CARRIED UNANIMOUSLY**



Initials

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## Bylaws/Policies

### 10.1 Bylaw No. 1461-17 – Amend Land Use Bylaw No. 1437-15

At the May 8, 2017 Regular Council Meeting Council gave first reading to Bylaw No. 1461-17 Amendment to Bylaw No. 1437-15.

**Motion No.: 17.219**

Moved by Councillor John Seaman THAT Bylaw No. 1461-17 be given second reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.220**

Moved by Councillor Sue Dow THAT Bylaw No. 1461-17 be given third and final reading.
**CARRIED UNANIMOUSLY**

### 10.2. Bylaw No. 1462-17 – Municipal Borrowing Bylaw

The Borrowing Bylaw is adopted annually.

It was suggested that the limit amount of $413,500.00 be maintained.

**Motion No.: 17.221**

Moved by Councillor John Seaman THAT Bylaw No. 1462-17 be given first reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.222**

Moved by Councillor Rick Howard THAT Bylaw No. 1462-17 be given second reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.223**

Moved by Councillor Paul Taylor THAT Bylaw No. 1462-17 be introduced for third and final reading. **CARRIED UNANIMOUSLY**

**Motion No.: 17.224**

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1462-17 be given third and final reading. **CARRIED UNANIMOUSLY**



Initials

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## 10.3 Bylaw No. 1463-17 – Designation of Vulcan Advocate Building as Municipal Heritage Resource

1868165 AB Ltd. owner of "The Vulcan Advocate Building" at 211 Centre Street, has applied for designation of the property as a Municipal Heritage Resource.

At the November 1, 2016 meeting of the Vulcan County Heritage Advisory Committee, the application was reviewed and recommendation was made for this application to be brought forward to Council for approval of the designation in the form of a Bylaw.

**Motion No.: 17.225**

Moved by Councillor Paul Taylor THAT Bylaw No. 1463-17 be given first reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.226**

Moved by Councillor Georgia-Lee DeBolt THAT Bylaw No. 1463-17 be given second reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.227**

Moved by Councillor Rick Howard THAT Bylaw No. 1463-17 be introduced for third and final reading.
**CARRIED UNANIMOUSLY**

**Motion No.: 17.228**

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1463-17 be given third and final reading.
**CARRIED UNANIMOUSLY**

## 10.4 Amend Policy E-02 – Fire Pit Requirements

Administration is reviewing current policies and is requesting that Council amend Policy E-02 – Fire Pit Requirements defining the regulations provided in the Community Standards Bylaw.

**Motion No.: 17.229**

Moved by Councillor Sue Dow THAT Council adopts Policy E-02 – Fire Pit Requirements as amended.
**CARRIED UNANIMOUSLY**



Initials

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## 10.5 Amend Policy PL-05 – Development and Safety Code Permits

Administration is reviewing current policies and is requesting that Council amend Policy PL-05 - Development and Safety Code Permits in regards to when a Development or Safety permit is required.

**Motion No.: 17.230**

Moved by Councillor Paul Taylor THAT Council adopts Policy PL-05 – Development and Safety Code Permits as amended. **CARRIED UNANIMOUSLY**

## 10.6 Adopt Policy PL-13 – Development Agreements

Administration is requesting that Council adopt Policy PL-13 – Development Agreements to define the regulations in the Land Use Bylaw in regards to Development Agreements.

**Motion No.: 17.231**

Moved by Councillor John Seaman THAT Council adopts Policy PL-13 – Development Agreements as presented. **CARRIED UNANIMOUSLY**

## 10.7 Amend Policy PL-12 – Commercial Development Incentive & Business Resource Policy

Administration had brought forward a more comprehensive draft commercial development incentive policy to Council at the last Regular Council Meeting and asked Council to provide their feedback. This amended policy would eliminate the need for Policy PL-12 – Business Welcome Policy and PL-12-2 – Business Welcome Policy and PL-12-2 – Business Incentive Policy.

**Motion No.: 17.232**

Moved by Councillor Rick Howard THAT Policy PL-12 – Commercial Development Incentive & Business Resource Policy be presented at the Public Meeting on June 19th for public feedback and then brought back to the June 26, 2017 Regular Council Meeting.
**CARRIED UNANIMOUSLY**



Initials

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### 10.8 Amend Policy PL-06 – Quality Management Plan (QMP)

Administration is reviewing current policies and is requesting that Council amend Policy PL-06 – Quality Management Plan (QMP) by formalizing the process for reviewing and updating the Quality Management Plan (QMP).

**Motion No.: 17.233**

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy PL-06 – Quality Management Plan (QMP) as amended. **CARRIED UNANIMOUSLY**

### 10.9 Amend Policy PL-10 – Occupancy Permit Deposit

Administration is reviewing current policies and is requesting that Council amend Policy PL-10 – Occupancy Permit Deposit with changes to the format and wording of the policy.

**Motion No.: 17.234**

Moved by Councillor John Seaman THAT Council adopts Policy PL-10 – Occupancy Permit Deposit as amended. **CARRIED UNANIMOUSLY**

## 11.0 New Business

### 11.1 Vulcan Recreation Committee Pool Fundraiser Request

The Vulcan Recreation Committee would like to partner with the Town to provide auction item's for the upcoming pool fundraiser on July 1st.

The Recreation Director provided a written proposal for Council, which includes offering Two (2) "Sneak a Peek" Pool Party packages on the day before the pool opens to the general public. The estimated cost for offering this package would be $900.00 for supplies plus the cost of staffing for the event. The Recreation Committee would like to share the cost of supplies as described in the request.

**Motion No.: 17.235**

Moved by Councillor Sue Dow THAT Council approves the Vulcan Recreation Committee's partnership request in order to provide two (2) "Sneak a Peek" Pool Party Packages for auction at the July 1st Lions Club Pool Fundraising event, and that $600.00 be included in the operation budget for the year that the pool is scheduled to open to cover the Town portion of the party supply costs. **CARRIED UNANIMOUSLY**



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## 11.2 Vulcan Golf & Country Club Donation Request

The Town of Vulcan Golf and Country Club has put forward a request for a $5,000.00 donation from the Town of Vulcan, for the purpose of replacing shingles on the Clubhouse.

In the letter provided by the Golf Club it estimates the cost of this project to be $10,000.00. A request for funding has been sent to both the Town and County for a $5,000.00 contribution from each municipality. The Golf Club has also indicated that they will be applying for a matching grant to assist in the completion of this project.

**Motion No.: 17.236**

Moved by Councillor Rick Howard THAT Council declines the Vulcan Golf & Country Club's request for a $5,000.00 donation but fully supports their application for a matching grant through the Alberta Lottery Foundations Community Initiative program.

**CARRIED**

## 11.3 Palliser Trustee Election October 16, 2017

Palliser Regional School Division No. 26 is currently making plans for the upcoming school trustee election in conjunction with the civic election on Monday, October 16, 2017.

Joanne Silijak, Retuning Officer for Palliser Regional School Division is requesting that the Town enter into an agreement with Palliser School Division to conduct a joint election.

**Motion No.: 17.237**

Moved by Councillor John Seaman THAT the Town of Vulcan enters into an agreement with Palliser Regional School Division No. 26 to hold a joint election on October 16, 2017.

**CARRIED UNAMIMOUSLY**

## 11.4 Still Standing Advance Screening on August 28, 2017

CBC has contacted the Town and would like to work together in planning a community event for the advance screening of the Still Standing episode that was filmed here in Vulcan.

CBC would like to present the episode to the community on the evening before it airs on CBC as part of their regular schedule. The Town would like to hold this event on Monday, August 28, 2017 at the Cultural Recreation Center. There is a Regular Council meeting scheduled for this day. To allow Council to attend this community event the meeting could be postponed and the business added to the next scheduled Regular Council meeting. If any emergent issues should arise, a Special Meeting of Council could be called if necessary.



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**Motion No.: 17.238**

Moved by Councillor Georgia-Lee DeBolt THAT Council approves postponing the business scheduled for discussion at the Regular Council meeting of August 28, 2017 and that it be added to the business scheduled for the Regular Council meeting of September 11, 2017.

**CARRIED UNANIMOUSLY**

## 11.5 Appointment of Returning Officer

A Returning Officer needs to be appointed for the pending 2017 Municipal Election.

**Motion No.: 17.239**

Moved by Councillor John Seaman THAT Kim Fath be appointed Returning Officer for the 2017 Municipal Election. **CARRIED UNANIMOUSLY**

## 11.6 2017 Municipal Election Advance Vote

A Municipal Election will be held on October 16, 2017.

Under Section 73 of the Local Authorities Election Act, Council may, by resolution, provide for holding an advance vote.

**Motion No.: 17.240**

Moved by Councillor Rick Howard THAT this Council authorizes an advance vote in the course of the 2017 Municipal Election;

THAT the date and time of the Advance Vote be set by the Returning Officer.

**CARRIED UNANIMOUSLY**

## 11.7 Vulcan and District Tourism Society Requests

The Vulcan and District Tourism Society has forwarded two requests for Council's consideration.

Their first request is permission for a street closure for their annual Vul-Con costume parade on Saturday, July 22, 2017 starting at 10:00 a.m. The parade route will start at the star ship on 2nd Street South, turning onto 1st Avenue South and then proceeding to Centre Street and will end at the Lodge Hall.



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The second request is a proposal to name the green space on Service Road where the Starship is located as "Klingon Way".

**Motion No.: 17.241**

Moved by Councillor John Seaman THAT Council approves the street closure for their annual Vul-Con costume parade on July 22, 2017 starting at 10:00 a.m.

Parade Route:
Starts at the Starship on 2nd Street South, turning onto 1st Avenue South and then proceeding to Centre Street and will end at Lodge Hall. **CARRIED UNANIMOUSLY**

**Motion No.: 17.242**

Moved by Councillor Georgia-Lee DeBolt THAT Council approves Vulcan & District Tourism's Society request to name the green space on Service Road where the Starship is located as "Klingon Way". **CARRIED UNANIMOUSLY**

## 11.8 Vulcan Business Development Society (VBDS) Promotional Video

VBDS is working to complete the promotional videos that were grant funded as a component of the Connected Communities Project.

Individual videos have been made for every participating municipality. These videos will be added to each website upon approval.

**Motion No.: 17.243**

Moved by Councillor Paul Taylor THAT Council approves the placement of the video created by VBDS, as a component of the Connected Communities Program, on the Town of Vulcan's website. **CARRIED UNANIMOUSLY**

## 11.9 Street Light Pole Replacement

As per the 2017 Capital Budget Council approved the replacement of the Street Lights on Main Street from the railway tracks to Highway 23. This project was expected to be completed using a combination of capital reserves and grant funding.

Public Works has put together a proposal to complete this work. They have received quotes from various suppliers for materials and installation services, and have provided the



Initials

attached cost breakdowns for two different options of pole. Either option will have the LED fixture and the Starship engines attached.

**Motion No.: 17.244**

Moved by Councillor John Seaman THAT Council approves the Public Works proposal for the installation of new decorative LED street light standards on main street from the railway tracks east to Highway 23, with funding not to exceed $110,000.00 to be drawn 67% from the basic Municipal Transportation Grant and 33% from the Street Light Capital Reserve.
**CARRIED UNANIMOUSLY**

## 11.10 Community Futures Highwood Shareholder Vote

The Community Futures Highwood requested that the Town of Vulcan appoint a designated Council representative to vote on the Town's behalf on any motions made at their Annual General Meeting on July 8, 2017.

**Motion No.: 17.245**

Moved by Councillor Georgia-Lee DeBolt THAT Council appoint Councillor Rick Howard as the Town of Vulcan's eligible shareholder voter for the Community Futures Highwood Annual General Meeting. **CARRIED UNANIMOUSLY**

## 11.11 Parade Float

Following the recent Spock Days Parade Council discussed the changes the float committee has made to the Town of Vulcan float.

**Motion No.: 17.246**

Moved by Councillor Lorna Armstrong THAT Council directs Administration to meet with the float committee to discuss the concerns brought forward regarding the new float and to direct the committee to postpone attendance at future parades until such time as the float can be fully restored to show quality. **CARRIED UNANIMOUSLY**

## 12.0 Notice of Motion - NIL



Initials

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## 13.0 Management Reports

13.1 Management Reports

Management is to produce a report each month.
Attached are the following reports:

- Chief Administrative Officer – Kim Fath
- Development Officer – Nancy Neufeld
- Public Works – Stew Birch
- Recreation Committee – Bonnie Ellis
- Community Peace Officer – Justin Vallee
- Fire Chief – Aaron Grant

**Motion No.: 17.247**

Moved by Councillor Paul Taylor THAT this Council receives for information the management reports for the period ending June 12, 2017. **CARRIED UNANIMOUSLY**

## 14.0 In-Camera - NIL

## 15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 9:15 p.m.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer



Initials

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**ITEM 6.1**

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PL-12 – Commercial Development Incentive and Business Resource Policy

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

At the June 12, 2017 Regular Council Meeting Council directed Administration that Policy PL-12 – Commercial Development Incentive and Business Resource Policy be presented at the June 19th Public meeting for public feedback and then brought back to the June 26, 2017 Regular Council Meeting for further consideration.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a copy of draft Policy PL-12 – Commercial Development Incentive and Business Resource Policy for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council rescinds Policy PL-12 – Business Welcome Policy as presented.

Moved by Councillor _____ THAT Council rescinds Policy PL-12-2 – Business Incentive Policy as presented.

Moved by Councillor _____ THAT Council adopts Policy PL-12 – Commercial Development Incentive and Business Resource Policy as amended.

**Initials show support** -Reviewed by: _____ _____

**Director:** **CAO**

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **PL-12** | | | **Commercial Development Incentive & Business Resource Policy** |
| Approval | D/M/Y | Resolution # | |
| **Adopted** | **25/08/2014** | **14.280** | |
| **From: PL-12-2** | | **To: PL-12** | |
| **Amended** | | | |

**STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for the administration of the Commercial Development Incentive program and to provide new businesses with the required information necessary to encourage success.**

1. **Purpose**

   **1.1** To stimulate commercial expansion and new commercial development within the Town of Vulcan.

   **1.2** Increase the long term commercial assessment within the Town of Vulcan.

   **1.3** Job creation.

2. **Definitions**

   For the purpose of this policy:

   "**Commercial**" shall mean a property located within an area that is currently zoned or is about to be zoned as C1 – Retail Commercial, C2 - Highway Commercial, I1 – Industrial, or AP - Airport.

   "**Improvements**" shall mean any building or structure that is assessable for the purposes of property taxation.

3. **New Business Welcome Package**

   **3.1** Administration will create and maintain a New Business Welcome Package containing information about the Town of Vulcan and the resources available throughout our community. The Town will strive to keep the information provided in this document as current as possible.

   **3.2** All new businesses requiring a Town of Vulcan business licence will be provide an electronic copy of the most current New Business Welcome Package from the Development Officer upon receiving a business license application.

   **3.3** Administration will ensure that the most current New Business Welcome Package is published and available for download on the Town of Vulcan website.

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## 4. Commercial Development Incentives

Each commercial property may only qualify for one of the following incentives:

### 4.1 New Business Construction *(Option #1)*

The Town will provide a three year tax incentive for new business construction. The incentive offered is as follows:

First Year: 50% municipal tax exemption
Second Year: 75% municipal tax exemption
Third Year: 100% municipal tax exemption

*The first year is the year in which construction of the new business is commenced.*
*The business owner must own the land being developed.*
*Tax exemption does not include school or lodge tax, which must be collected.*

### 4.2. New Business Established in an Existing Building *(Option #2)*

The Town will provide a three year tax incentive for the new business owner. The incentive offered is as follows:

First Year: 25% municipal tax exemption
Second Year: 25% municipal tax exemption
Third Year: 50% municipal tax exemption

*The business owner must own the land being developed.*
*Tax exemption does not include school or lodge tax, which must be collected.*

### 4.3 Business Expansion Incentive (*Option #3*)

The Town will provide a three year tax incentive for new construction, approved by the Town, of an existing business which increases the physical space of the commercial improvements, provided that the increase in gross assessment is greater than $25,000.00. The incentive includes addition to an existing commercial building or the replacement of an existing commercial building, where the business in the building will remain the same. The incentive offered is as follows:

First to Third Year Inclusive: 25% municipal tax exemption

*The first year is the year following completion of construction.*
*The business owner must own the land being developed.*
*Tax exemption does not include school or lodge tax, which must be collected.*

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**4.4 Business Renovation Incentive** (*Option #4*)

Any owner of commercial property may apply for a business renovation incentive. The Town will provide a rebate to a business completing a minimum of $5,000.00 in renovations of their commercial improvements. The rebate will be based on the cost of the renovations calculated at a rate of 10% of the costs to a maximum rebate of $1,000.00. A written explanation and pictures of the renovations must be submitted with copies of paid invoices as application for the renovation rebate.

*The rebate will be applied against the municipal tax levy in the year following the completion of the renovations.*
*If the application of the rebate results in a credit on the property tax account, the credit will remain on the tax account of the property and is non-refundable.*
*A business may apply for a business renovation incentive once every five years.*

**4.5 New Business Established in a Rental/Leased Space** (*Option #5*)

The Town will provide a $500 grant to a new business that is established in a rental/leased space. The grant may only be received once and must be put toward business expenses (e.g. rent, inventory, advertising etc.)

*Only businesses located in commercial areas (C1, C2, I1, or AP) are eligible for this grant.*

## 5. Conditions of Commercial Development Incentives

**5.1** Commercial development incentives granted shall be conditional to that business being in active operation.

**5.2** If at any time the taxes, utilities, or business licence fees are in arrears on the affected property, all incentives will be withdrawn and full taxes become payable for the property.

**5.3** Each application for a tax concession or grant will be considered by Council, and may be rejected. Council's decision shall be considered final. Council reserves the right to approve each incentive package individually and customize conditions to any specific project.

**5.4** Each commercial property receiving an incentive is required to submit an annual report to the Development Officer confirming that the terms of the incentive are being met.

**5.5** Concession applications must be received within one year from the date of title transfer or issuing of the development permit, for incentive option #1 or #2.

**5.6** Concession applications must be received within six months following completion of construction for incentive option #3 or #4.

**5.7** Grant applications must be received within in six months of the businesses opening for incentive option #5.

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**5.8** Applications for tax concessions or grants shall originate with the property owner, and shall be sent to the Town, in writing. Only one application shall be considered in a calendar year (January 1 - December 31).

**5.9** Applications for tax concessions or grants must be made using the form provided as Schedule "A" of this policy

**5.10** Local Improvement Frontage tax is not eligible for any concession whatsoever.

**5.11** Each grant or tax concession granted will be in the form of a resolution of Council. The tax exemptions for Option 1, 2 and 3 are defined as per the Municipal Government Act RSA 2000 Chapter M-26 Section 347 (1) (b)

**5.12** No tax concessions will be granted where an existing business is moved from one location to another within the Town unless the total business area increases; in which case, incentive option #3 may apply.

**- END OF POLICY-**

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# TOWN OF VULCAN
# COMMERCIAL DEVELOPMENT INCENTIVE APPLICATION

| Applicant Information | | | |
|---|---|---|---|
| **Applicant Name:** | | **Business Name:** | |
| **Phone:** | | **Business Address:** | |
| **E-mail:** | | **Tax Roll Number:** | |

| Pick 1 Option | Option Number | Required Information | Date of issue or completion | Confirmation Notes |
|---|---|---|---|---|
| | New Business Construction | Development Permit Issued | | |
| | New Business in an Existing Building | Possession Date | | |
| | Business Expansion | Construction Completion | | |
| | Business Renovation | Construction Completion | | |
| | New Business Established in a Rental/Lease Space | Business Licence Issued | | |

| Detailed Description For Expansion or Renovation |
|---|
| |

| Additional Conditions |
|---|
| |

By signing this form, you confirm that you have read and understand the terms and conditions established within Policy LP-12.

**Applicant Signature** **Date**

**Development Officer Signature** **Date**

# TOWN OF VULCAN

POLICY MANUAL

| TITLE OF POLICY | POLICY NUMBER |
|---|---|
| **BUSINESS WELCOME POLICY** | PL-12 |
| | SUPERCEDES POLICY NO: |

RECIND

ADDED TO NEW PL-12 POLICY

| Amended | Resolution No. | Date |
|---|---|---|
| | 12.473 | December 10, 2012 |
| | | |
| | | |

1. **STATEMENT:**

All businesses need to feel involved and needed in the community as soon as possible. The Chamber of Commerce and the Town of Vulcan through the Vulcan Development Committee are partnering to welcome businesses to the community. This package should concentrate on the Town but realizing some business owners may reside elsewhere so County information may need to be included.

**Process**

1. All businesses need a business licence. As soon as the Town is aware of a new business licence being issued the Development Officer will be notified
2. The General Clerk will notify the Development Committee Chairman
3. The Development Committee Chairman will form a welcoming committee consisting of two of the four following people: Town of Vulcan Councillor, Development Committee member, Chamber of Commerce President, and/or the Development Officer.
4. The goal is to meet with the business owner within a week of being issued his business licence. He will be welcomed to Town in person and handed his welcome package.

**Welcome Package**

The welcome package will contain a USB Flash Drive and a hard copy binder with all of the data included below.

1. Town Services

4 MORE PAGES OF THINGS TO BE INCLUDED IN THE PACKAGE

# TOWN OF VULCAN

POLICY MANUAL

| TITLE OF POLICY | POLICY NUMBER |
|---|---|
| Business Incentive Policy | PL 12-2 |
| * RECIND * | SUPERCEDES POLICY NO: |
| CREATE NEW PL-12 POLICY | |

| | 14.280 | August 25/14 |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**STATEMENT**

To encourage growth of existing and new business within the Town of Vulcan.

**PROCEDURE**

If Council considers it equitable to do so, upon annual adoption of the Tax Bylaw, Council may cancel all or a portion of the municipal property taxes as per Schedule "A or B" for businesses as described below:

1. Any **New** business occupying property located within the Town of Vulcan designated R-3, C-1, C-2, C-3, C-4, RY, I-1, I-2, AP, & A.

2. Any **Existing** business expanding its operations to a property located within the Town of Vulcan designated R-3, C-1, C-2, C-3, C-4, RY, I-1, I-2, AP & A.

Only the property owner may request said business tax incentive in writing on behalfof, and ***for the benefit*** of the new or existing business.

A property owner may in writing request a partial refund of property taxes based on the percentage of space a new business occupies on the existing property within the Town of Vulcan designated R3, C-1, C-2, C-3, C-4, RY, I-1, I-2 & A.

This policy only applies to Municipal Taxes. Any tax, as a result of a requisition, cannot be forgiven.

All requests should be received on or before the adoption of the upcoming year's operation budget.

## Schedule A
(Business occupying an Existing Building)

| | |
|---|---|
| Option 1 | 1 year 100% cancellation of approved property tax amount |
| Option 2 | Year 1 – 50% cancellation of approved property tax amount<br>Year 2 – 30% cancellation of approved property tax amount<br>Year 3 – 20% cancellation of approved property tax amount |
| Option 3 | 1 year percentage cancellation of approved property tax based on the percentage of space occupied by the new business on the existing property |

## Schedule B
(Business constructing a New Building)

| | |
|---|---|
| Option 1 | 1 year 100% cancellation of approved property tax amount |
| Option 2 | Year 1 – 80% cancellation of approved property tax amount<br>Year 2 – 60% cancellation of approved property tax amount<br>Year 3 – 40% cancellation of approved property tax amount<br>Year 4 – 20% cancellation of approved property tax amount |

**- END OF POLICY-**

**ITEM 7.1**

# Town of Vulcan

Request for Decision (RFD)

## Cash Statement – Ending May 31, 2017

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Attached is the Cash Statement for the period ending May 31, 2017.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

For Council's information.

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT the Cash Statement for the period ending May 31, 2017 be received for information.

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

TOWN OF VULCAN

Town of Vulcan
Cash Statement
5/31/2017

| | Debit | Credit | YTD |
|---|---|---|---|
| **Cash** | | | |
| Bank - General Account | 15,047,887.56 | (15,074,865.28) | (26,977.72) |
| **Investments** | | | |
| Notice On Demand Acct General | 2,986,584.66 | (2,311,187.94) | 675,396.72 |
| Notice on Demand Acct FGTF | 212,931.19 | (212,557.32) | 373.87 |
| Notice on Demand Acct MSI Capital | 484,201.74 | (241,581.44) | 242,620.30 |
| Notice on Demand Acct Vulcan Innovation | 15,660.40 | 0.00 | 15,660.40 |
| Notice On Demand Acct BMTG | 169,005.78 | (168,397.11) | 608.67 |
| Term Deposit - Mix Reserve | 5,175.57 | 0.00 | 5,175.57 |
| Term Deposit - Healy Reserve | 15,638.10 | 0.00 | 15,638.10 |
| Term Deposit - Alberta Energy Grant | 0.00 | 0.00 | 0.00 |
| Term Deposit - Shearer Reserve | 1,668.01 | 0.00 | 1,668.01 |
| Term Deposit - Androsoff Reserve | 5,382.69 | 0.00 | 5,382.69 |
| Term Deposit - Flags | 40,235.87 | (20,000.00) | 20,235.87 |
| | 3,936,484.01 | (2,953,723.81) | 982,760.20 |

Mayor _____

CAO _____

**ITEM 7.2**

# Town of Vulcan

Request for Decision (RFD)

## Year-to-Date Statement – Ending May 31, 2017

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

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

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

For Council's information.

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

N/A

**RECOMMENDED ACTION:**

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

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

TOWN OF VULCAN

For the Five Months EndingMay 31, 2017

| | YTD | CURRENT MONTH | ANNUAL BUDGET | VARIANCE ANNUAL BUDGET |
|---|---|---|---|---|
| **General Taxes & Fees** | | | | |
| Revenue | ($2,787,406.91) | ($42,315.25) | ($3,052,126.00) | ($264,719.09) |
| Expenses | 31,544.00 | | 34,000.00 | 2,456.00 |
| **School Taxes** | | | | |
| Revenue | (561,079.26) | | (561,142.11) | (62.85) |
| Expenses | 136,805.06 | | 561,142.11 | 424,337.05 |
| **Legislative** | | | | |
| Revenue | | | | |
| Expenses | 26,693.35 | 751.48 | 119,845.00 | 93,151.65 |
| **General Administration** | | | | |
| Revenue | (29,741.91) | (25,893.64) | (28,450.00) | 1,291.91 |
| Expenses | 569,541.93 | 248,648.84 | 859,239.52 | 289,697.59 |
| **Fire Fighting** | | | | |
| Revenue | | | | |
| Expenses | 87,811.81 | 4,096.06 | 203,623.00 | 115,811.19 |
| **Emergency Services** | | | | |
| Revenue | | | | |
| Expenses | 1,044.83 | 1,044.83 | 11,000.00 | 9,955.17 |
| **Bylaw** | | | | |
| Revenue | (12,748.50) | (8,736.50) | (32,000.00) | (19,251.50) |
| Expenses | 46,265.63 | 11,367.11 | 116,740.00 | 70,474.37 |
| **Common Services** | | | | |
| Revenue | | | | |
| Expenses | 190,837.34 | 27,381.90 | 315,600.76 | 124,763.42 |
| **Roads & Streets** | | | | |
| Revenue | (3,907.93) | | (3,907.93) | |
| Expenses | 241,752.15 | 40,039.01 | 480,432.14 | 238,679.99 |
| **Airport** | | | | |
| Revenue | | | | |
| Expenses | 8,000.00 | 8,000.00 | 8,000.00 | |
| **Water Treatment** | | | | |
| Revenue | (100,000.00) | (20,000.00) | (240,000.00) | (140,000.00) |
| Expenses | 55,601.28 | 6,516.56 | 190,066.78 | 134,465.50 |

| | | | | |
|---|---|---|---|---|
| **Storm** | | | | |
| Revenue | | | | |
| Expenses | 2,287.06 | 130.27 | 6,310.55 | 4,023.49 |
| **FCSS** | | | | |
| Revenue | (109,752.00) | (60,713.00) | (199,133.00) | (89,381.00) |
| Expenses | 116,603.25 | (8,654.50) | 212,291.00 | 95,687.75 |
| **Cemetery** | | | | |
| Revenue | (4,900.00) | (2,090.00) | (8,000.00) | (3,100.00) |
| Expenses | 9,303.91 | 457.19 | 22,479.00 | 13,175.09 |
| **Planning Development & Safety** | | | | |
| Revenue | (5,884.02) | (724.57) | (7,200.00) | (1,315.98) |
| Expenses | 44,956.53 | 19,873.03 | 112,184.00 | 67,227.47 |
| **Subdivision** | | | | |
| Revenue | (8,400.00) | (2,800.00) | (10,200.00) | (1,800.00) |
| Expenses | 20,780.09 | | 20,780.09 | |
| **Economic Development** | | | | |
| Revenue | | | | |
| Expenses | 101,300.00 | 88,800.00 | 106,300.00 | 5,000.00 |
| **Recreation** | | | | |
| Revenue | (25,341.20) | (3,064.28) | (129,116.00) | (103,774.80) |
| Expenses | 70,254.33 | 16,876.37 | 219,032.00 | 148,777.67 |
| **Golf Course Loan** | | | | |
| Revenue | | | | |
| Expenses | 35,904.00 | 8,160.00 | 84,864.00 | 48,960.00 |
| **Parks** | | | | |
| Revenue | (6,605.27) | | (75,925.00) | (69,319.73) |
| Expenses | 53,089.94 | 4,725.96 | 134,900.00 | 81,810.06 |
| **Swimming Pool** | | | | |
| Revenue | (9,513.64) | | (124,407.50) | (114,893.86) |
| Expenses | 54,190.44 | 5,069.82 | 203,515.00 | 149,324.56 |
| **Arena** | | | | |
| Revenue | (24,287.70) | (187.50) | (117,920.00) | (93,632.30) |
| Expenses | 75,142.47 | 35,980.02 | 195,840.00 | 120,697.53 |
| **Culture** | | | | |
| Revenue | (6,000.00) | (1,200.00) | (14,400.00) | (8,400.00) |
| Expenses | 120,770.00 | 2.94 | 140,748.32 | 19,978.32 |

| | | | | |
|---|---|---|---|---|
| **Tourist Center** | | | | |
| Revenue | (6,000.00) | (1,200.00) | (14,400.00) | (8,400.00) |
| Expenses | 92,441.66 | 88,063.27 | 113,194.57 | 20,752.91 |
| **Water** | | | | |
| Revenue | (167,611.79) | (1,009.20) | (733,356.64) | (565,744.85) |
| Expenses | 229,075.14 | 45,252.91 | 773,633.28 | 544,558.14 |
| **Sewer** | | | | |
| Revenue | (65,251.72) | (35.33) | (205,990.00) | (140,738.28) |
| Expenses | 125,381.47 | 5,985.26 | 333,022.09 | 207,640.62 |
| **Garbage** | | | | |
| Revenue | (120,909.18) | (97.55) | (435,921.00) | (315,011.82) |
| Expenses | 43,619.31 | 8,102.33 | 414,453.08 | 370,833.77 |
| **TOTAL REVENUE** | **(4,055,341.03)** | **(170,066.82)** | **(5,993,595.18)** | **(1,938,254.15)** |
| **TOTAL EXPENSES** | **2,590,996.98** | **666,670.66** | **5,993,236.29** | **3,402,239.31** |

**ITEM 8.1**

# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Attached is the list of Correspondence and Information for the period ending June 26, 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 June 26, 2017 be received for information.

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

**Report on Miscellaneous Correspondence 8.1 (2) - June 26, 2017**

A. **Town of Claresholm**
Claresholm & District Fair Days Parade Invitation

8.1.A

Claresholm

*Now you're living...*
*Now you're home*

June 8, 2017

RECEIVED
JUN 15 2017

Claresholm & District Fair Days
claresholmevents@gmail.com

Dear Sir or Madam:

The Claresholm Fair Days Parade is an annual event made an enjoyable spectacle by the continued ingenuity of our local participants. Organizations, businesses and individuals don their thinking caps and create new and cherished ways to entertain the throngs of people lining the parade route. We extend this humble invitation for you to consider participating on Saturday, August 12th.

As is customary, Fair Days will follow the thematic lead of our beloved Bench Show, and we will be celebrating Canada's 150th, or sesquicentennial, this year. We encourage you to consider incorporating this theme in to your parade float concept as we celebrate the history of our cherished nation.

The floats will line up across from the Claresholm Fire Hall on 43rd Ave West after 9am (see enclosed regulations). The parade will start at 11:00am sharp, and we encourage your arrival by 10:00am to be included in the judging of the entries. Dignitaries are required to provide their own transportation in the parade and provide all the appropriate signage as necessary.

There will be a hospitality room and washroom facilities available in the Fire Hall. We welcome you to partake in the snacks, beverages and conversations available therein both prior to and following the parade.

We would appreciate a confirmation via e-mail at claresholmevents@gmail.com any time prior to July 31. You may also direct any questions that you may have to the same e-mail address. Please note that 'confirmation' is not required for participation in the parade, and you are certainly welcome to arrive without notice to bring your unique character to the event.

Sincerely,

Lauren Billey
Special Events Coordinator
Town of Claresholm

**ITEM 9.1**

# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 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 – Special Meeting – Minutes – June 3, 2017
- Vulcan Area Public & Petroleum Association Meeting – Minutes – June 19, 2017
- Municipal Planning Commission Meeting – Minutes – June 20, 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 June 26, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club – Special Meeting – Minutes – June 3, 2017
- Vulcan Area Public & Petroleum Association Meeting – Minutes – June 19, 2017
- Municipal Planning Commission Meeting – Minutes – June 20, 2017

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

**VULCAN GOLF AND COUNTRY CLUB**

**SPECIAL MEETING – JUNE 3, 2017**

Special Meeting called by Don McPherson – Club President

ATTENANCE – Don McPherson
Morgan Magnuson
Paul Mansfield
Chad Munro
Wayne Shearer
Stacey Wheeler

Don McPherson called the meeting to order.

2:00 PM - Moved in-Camera
2:25 PM - Moved out-of-Camera

Give Fay Wagner $100.00. Refund for cart path rental.
Don McPherson motioned. Paul Mansfield second. **Carried**

Water Pump is in need of repair. It is fourteen years old.
New roof is needed on the clubhouse. All to be discussed on the June 20, 2017 meeting

Wayne Shearer motioned to adjourn.
Stacey Wheeler – second

Adjourned 3:00 PM

Vulcan Area Public & Petroleum Association
AGENDA
June 19, 2017 at 1:00 pm
Meeting Room, Tri Services Building

A. Introductions

B. Review Agenda
- Additions or Deletions

C. Approval of Minutes
- March 13, 2017

D. Financial Report
- Chequebook Register
- Administrator's Invoices

E. Membership Update
- 2017 Paid Members

F. Stakeholder Updates
- Industry
- Government
- Community

G. Reports/Action Items
- Advertising Campaign
  - Vulcan County Sponsorship
- Synergy Alberta Update
  - Conference Calls

H. New Business
- Centrica Energy Bursary Donation ↔ 1 2000.00
- 2016 Bursary Recipient Photo Op

I. Correspondence

J. Synergy Alberta Website and Email Account (information only)
- www.vappa.synergyalberta.ca (webpage)
- vappa@synergyalberta.ca (email account)

K. 2017 Future Meeting Dates — Oct 2/2017

# Vulcan Area Public & Petroleum Association
March 13, 2017

DRAFT MINUTES

**Attendees:**

Kelly Nelson - Chair/Landowner
Rob Patrick - Zargon Oil & Gas
Jennifer Lough - AER
Linda Cloutier - Administrator
Allan Goosney - Crescent Point
Patrick Dale - CNRL
Richard Tracy – Journey Energy
Shaun Lennon - Centrica Energy
Michael Monner - Vulcan County
Gord Gorzitza – Little Rock Resources

**A. Introductions**

- Chair Kelly Nelson welcomed everyone and introductions were made.

**B. Review Agenda**

- Kelly requested two items be added to the Agenda under New Business:
  - CPP/EI Ruling for Linda Cloutier
  - Vulcan County's Oil & Gas/Landowner Meeting

**C. Approval of Minutes**

- **Moved/Seconded** by Patrick/Rob. **APPROVED** as presented.

**D. Financial Report**

- **Chequebook Register**
  - March 11, 2017 bank balance is $30,942.17. **Moved/Seconded** by Michael/Allan. **APPROVED** as presented.
- **Administrator's Invoices**
  - Included in package.
- **2016 Financial Report**
  - Linda provided a final reconciliation for 2016. We ran a deficit of $4,797.77 which is about $2600.00 less than anticipated due to Crescent Point paying their $1500.00 membership fee and $1000.00 less spent in Office and General Supplies.

**E. Membership Update**

- **2016 Paid Members**
  - At the end of 2016 nine (9) members had paid their membership fees for a total of $9,250.00.

**F. Stakeholder Updates**

- **Industry**
  - Patrick advised CNRL is revisiting wells in the area and are still looking for new acquisitions. Richard reported Journey drilled one new well last fall and may drill one more. Rob from Zargon advised they are maintaining status quo. Shaun reported Centrica is still up for sale. Allan advised they may be shutting in 15-25 wells and no new drilling. Gord reported Little Rock is focusing on optimizing their properties.
- **Government**
  - Michael thanked the oil and gas companies who do pay their taxes; however, some companies have not. Not only does this result in a loss of revenue but the County still has to pay the education tax which is about $700,000.00. They rely heavily on the oil and gas sector for their revenue but last year only one new well was drilled. Unfortunately this results in the rest of the taxpayers picking up the cost of the loss. They are looking at ways to address alternative energy sources (wind and solar). Despite not receiving funding from the provincial government for bridge replacement the County is still proceeding with work in this area with a large part being done in-house at a substantially lower cost.
  - Jen reported that on February 14, 2017 the AER ordered the suspension of all wells, facilities and pipelines held by Lexin Resources Ltd. The AER has taken this step to ensure that sites licensed to Lexin will not deteriorate and pose a further risk to public safety or the environment. The AER has directed the Orphan Well Association and working interest participants to shut in operations, secure the sites, and provide for their care and custody until the AER determines the next steps. The licensee of record, Lexin Resources Ltd., continues to be responsible for emergency response. That said, the AER has directed that working interest participants and the OWA provide emergency response support. The Mazeppa gas plant remains suspended. On February 14, 2017, the AER issued an environmental protection order against Lexin and LR Processing Ltd. requiring those companies to address outstanding environmental concerns at the Mazeppa gas plant. The Court of Queen's Bench has upheld and extended a previous interim court order preventing any person from removing equipment from Lexin Resources Ltd. sites licenced by the AER without AER approval or court order. The AER requests members of the public to report any information related to the removal of equipment from Lexin sites over the past six months to the AER's 24-hour emergency and complaint line at 1-800-222-6514. The AER has hired security for a number of sites to watch for vandalism, theft, and any potential operational issues and report concerns to the AER's 24-hour emergency and complaint response line. The sites are orphaned for suspension only; the AER is taking steps to ensure that

sites are not prematurely abandoned. The AER will consider licence transfers to responsible parties that meet AER transfer criteria. Parties interested in acquiring Lexin sites should submit queries to LiabilityManagement@aer.ca. Issues or concerns regarding these sites can be directed to the AER 24-hour emergency and complaint line at 1-800-222-6514.

- **Community**
  - No updates were provided by community members.

**G. Reports/Action Items**

- **Advertising Campaign**
  - Advertising to date was circulated for review.
  - Members were advised by Kelly that we did not renew our advertising contract with the Vulcan Advocate for financial reasons. We will advertise on an "as needed" basis.
  - Michael reported that the County takes out a half-page ad every week and we could request to have any advertising we need be included in their ad by contacting Lansey Middleton, their Executive Assistant.
  - **MOVED/SECONDED** by Allan/Rob that Linda continue to advertise the Bursary program either through a newspaper ad or Vulcan County's weekly ad. **APPROVED.**
- **Synergy Alberta Updates**
  - Conference Calls
    - Linda advised she is no longer able to participate in the conference calls and inquired whether any other member would be interested in taking part.
    - Kelly advised she would and in her absence Jen would participate in the calls. Linda will provide Synergy Alberta with Kelly's contact information so she will receive a conference call reminder.
- **Bursary Program Recipients**
  - Chett Deitz – Animal Science Technology; Coleman Kettenbach – Environmental Science & Sustainability; Kurt Nelson – Neuroscience (surgeon); Mackenzie Perley – Bachelor in Nursing; Nadine Bertschy – Bachelor of Science (family doctor); Sean Lacoursiere – Neuroscience (medical doctor).
  - **MOVED/SECONDED** by Gord/Richard that Linda submit another application to Centrica for bursary funding under their Community Investment program. **APPROVED**.

**H. New Business**

- **2017 Draft Budget**
  - **Moved/Seconded** by Allan/Shaun to accept the 2017 Draft Budget and forward a copy of it to Synergy Alberta as per our membership requirements. **APPROVED**.
- **CPP/EI Ruling for Linda**
  - Kelly reported that, for the period January 1 to December 31, 2015 which is the period that is under review, Linda was considered by CRA to be self-employed and her services to VAPPA were not insurable or pensionable.
- **Vulcan County's Oil & Gas/Landowner Meeting**
  - Kelly advised the members that Vulcan County's above noted meeting was being held that night from 7:00 to 9:00 pm.

**I. Correspondence**

- **Vulcan County October 24, 2016 Letter**
  - On October 19, 2106 Michael Monner was re-appointed to VAPPA for a one year term.
- **Thank You Card**
  - A card of appreciation was sent to VAPPA by Mackenzie Perley for being awarded a bursary in 2016.

**J. Synergy Alberta Website and Email Account (information only)**

- www.vappa.synergyalberta.ca (website).
- vappa@synergyalberta.ca (email account).

**K. 2017 Future Meeting Date**

- Monday, June 19, 2017 at 1:00 pm at Tri-Services Building.
- **MOVED** by Michael that the meeting be adjourned. **APPROVED.**

| Number | Date | Description of Transaction | C | Debit (-) | Credit (+) | Balance |
|---|---|---|---|---|---|---|
| | Mar 11/17 | Brought Forward | | $357.50 | | $30,942.17 |
| | Mar 22/17 | Journey Energy Direct Deposit | | | $1,000.00 | $31,942.17 |
| | Mar 30/17 | Bank Charges | | $9.55 | | $31,932.62 |
| | Apr 7/17 | Clearview Resources ($250), Marquee Energy ($500), CNRL ($2000) | | | $2,750.00 | $34,682.62 |
| | Apr 21/17 | BlackPearl Resources ($250), Ridgeback Resources ($2000), Tamarack Acquisition ($250) | | | $2,500.00 | $37,182.62 |
| | Apr 30/17 | Bank Charges | | $9.80 | | $37,172.82 |
| | May 1/17 | Vermilion Energy Direct Deposit | | | $250.00 | $37,422.82 |
| | May 4/17 | Crescent Point Direct Deposit | | | $1,500.00 | $38,922.82 |
| | May 26/17 | Sphere Energy ($750), Long Term Asset Mgmt ($500) | | | $1,250.00 | $40,172.82 |
| | May 31/17 | Bank Charges | | $10.20 | | $40,162.62 |
| | June 18/17 | Linda Cloutier March Inv. #223 ($687.50), April Inv. #224 ($275.00), May Inv. #224 ($110.00) | | $1,072.50 | | $39,090.12 |
| | | | | | | |
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| | | | | | | |

Linda Cloutier
Administrator

Pd. June 18/17
Chq. # 380

# INVOICE

INVOICE #223
DATE: MARCH 31, 2017

**TO:**

Vulcan Area Public & Petroleum Association

**FOR:**

March Hours

| DATE | DESCRIPTION | HOURS | RATE | AMOUNT |
|---|---|---|---|---|
| Mar 1-12/17 | Emails re: Synergy Alberta request (NEB review), meeting reminder, Vulcan County Oil & Gas/Landowner information night, active well information from AER, update Chequebook Register, reconcile bank statements, A/P, revise February/16 meeting minutes, prepare Agenda and meeting package | 2.5 | $55.00 | $137.50 |
| Mar 13-31/17 | VAPPA meeting and clean-up, emails and phone calls re: invoices, prepare Centrica Community Investment application, prepare 2017 membership list and update, draft minutes, Synergy Alberta emails | 10 | $55.00 | $550.00 |
| | Total | 12.5 | $55.00 | $687.50 |

Linda Cloutier
Administrator

Pd. June 18/17
Chq # 380

# INVOICE

INVOICE #224
DATE: APRIL 30, 2017

**TO:**

Vulcan Area Public & Petroleum Association

**FOR:**

April Hours

| DATE | DESCRIPTION | HOURS | RATE | AMOUNT |
|---|---|---|---|---|
| Apr 1-30/17 | Emails & phone calls re: invoices, re-invoicing, bank deposit, receipts, Synergy Alberta and company updates | 5 | $55.00 | $275.00 |
| | Total | 5 | $55.00 | $275.00 |

Linda Cloutier
Administrator

Pd June 18/17
Chq # 380

# INVOICE

INVOICE #225
DATE: MAY 31, 2017

**TO:**

Vulcan Area Public & Petroleum Association

**FOR:**

May Hours

| DATE | DESCRIPTION | HOURS | RATE | AMOUNT |
|---|---|---|---|---|
| May 1-31/17 | Emails & phone calls re: invoices, company updates, bank deposit, receipts | 2 | $55.00 | $110.00 |
| | Total | 5 | $55.00 | $110.00 |

# 2017 PAID MEMBERS

| NEW | COMPANY NAME | FEE PAID | COMMENTS |
|---|---|---|---|
| | BlackPearl Resources Inc. | $250.00 | |
| | Canadian Natural Resources Limited | $2,000.00 | |
| | Clearview Resources Ltd. | $250.00 | |
| | Crescent Point Energy Corp. | $1,500.00 | |
| | Long Term Asset Management Inc. | $500.00 | |
| | Marquee Energy ltd. | $500.00 | |
| Yes | Ridgeback Resources Inc. | $2,000.00 | Purchased from Lightstream Resources Ltd. |
| | Sphere Energy Corp. | $750.00 | |
| Yes | Tamarack Acquisition Corp. | $250.00 | |
| | Vermilion Energy Inc. | $250.00 | |
| | | | |
| | TOTAL | $8,250.00 | |

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING**
**HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS**
**ON TUESDAY, JUNE 20, 2017**
**COMMENCING AT 2:00 P.M.**

**PRESENT:** Chairman John Seaman, Vice-Chairman Ron Fernley and Members, Lyle Magnuson, Shirley Zuehlke, Paul Taylor

**ABSENT:** Members Randy Wolfe, Sue Dow

**STAFF:** Nancy Neufeld, Development Officer
Ian MacDougall, ORRSC Planner

**OTHERS:** Sean Dinsmore, Kim Fath

**CALL TO ORDER:**

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

**1.0 DELEGATION – NIL**

**2.0 ADDITIONS TO AGENDA - NIL**

**Motion: 17.20**

Moved by Member Lyle Magnuson that the agenda be approved. ***CARRIED***

**3.0 MINUTES**

3.1 Minutes of the May 16, 2017 meeting of the MPC were presented for adoption.

**Motion: 17.21**

Moved by Member Ron Fernley that the Minutes of the Town of Vulcan Municipal Planning Commission of May 16, 2017 be approved as read by each member of the Commission. ***CARRIED***

**4.0 MISCELLANEOUS CORREPOSDENCE – NIL**

**5.0 SUBDIVISION & DEVELOPMENT REQUESTS**

5.1 Notice of Subdivision of Land – File No. 2017-0-88
Lots 2 & 3 Block 20 Plan 8076JK

DRAFT

Ian MacDougall provided information on the proposed subdivision. Applicant Kim Fath was in attendance to answer any questions.

***Decision Required***

**MOTION: 17:22**

Moved by Member Lyle Magnuson that the Municipal Planning Commission approve the resolution as presented for Residential Subdivision of Lots 2&3 Block 20 Plan 8076JK with removal of condition 2 requirement for a Development Permit. ***CARRIED***

5.2 Development Permit Application D17.18
Lot 1 Block 35 Plan 2126GF
203 & 205 – 5th Avenue North
Request for Variance – Accessory Structure (Deck)

***Decision Required***

**MOTION: 17:23**

Moved by Member Shirley Zuehlke that Development Permit D17.18 be approved with the recommended Development Permit Conditions, Option 1 as presented. ***CARRIED***

5.3 Development Permit Application D17.21
Lot 5 Block 43 Plan 7711749
340 Sinclair Road
Change of Use Bulk Fuel & Chemical Storage to Transportation Depot – Discretionary Use

Applicant Sean Dinsmore was in attendance to answer questions regarding the development.

***Decision Required***

**MOTION: 17:24**

Moved by Member Paul Taylor that Development Permit D17.21 be approved with the recommended Development Permit Conditions, Option 1 as presented. ***CARRIED***

## 6.0 UNFINISHED BUSINESS – NIL

DRAFT

## 7.0 NEW BUSINESS – NIL

### 7.1 Policy PL-9 Amendment

The Development Officer provided the Commission with recommended changes to Policy PL-9 Certificate of Compliance/Certificates Regarding Compliance.

**MOTION: 17:25**

Moved by Member Ron Fernley that the MPC recommend to Council amending PL-09 as proposed. ***CARRIED***

## 8.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

**Motion: 17.26**

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

## 9.0 LAND USE BY LAW REVIEW - NIL

## 10.0 QUESTION PERIOD - NIL

## 11.0 IN-CAMERA

## 12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held July 18, 2017 2017

## 13.0 ADJOURNMENT

The meeting was adjourned by Lyle Magnuson at 2:25 p.m.

DRAFT

_____

CHAIRMAN

_____

SECRETARY

**ITEM 10.1**

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy A-23 – Town Canvassing

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Administration is reviewing current policies and is requesting that Council amend Policy A-23 – Town Canvassing with changes to the format and the placement of the policy.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a draft copy of Policy A-23 – Town Canvassing for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy A-23 – Town Canvassing as amended.

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **A-23** | | | **Town Canvassing** |
| Approval | D/M/Y | Resolution # | |
| **From: C-2** | | **To: A-23** | |
| **Amended** | | | |

**STATEMENT:**

**The Town of Vulcan requires a policy to allow various charitable and service organizations to canvass the Town in order to raise funds for various needs.**

1. **Canvassing**

   **1.1** The Municipal Administrator shall approve, at their discretion, the canvassing of various charitable and service organizations in order to raise funds for specific needs. This will include such organizations as the Canadian Diabetes Association, Heart & Stroke Foundation, MS Society, etc.

   **1.2** The request must state the dates the organization will be in Town conducting their door-to-door canvassing.

   **1.3** If a request from an organization is questionable, the Administrator will bring the request to Council for its consideration.

2. **Surveys**

   **2.1** Any requests to survey the Town door-to-door must be approved by Council.

3. **Sales**

   **3.1** Any door-to-door sales must require the appropriate business license.

**- END OF POLICY-**

DRAFT

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE:** Town Canvassing<br><br>**ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:** | **POLICY NUMBER:** C-2 |
| | **SUPERSEDES POLICY NUMBER:** |
| | **SUPERSEDED BY POLICY NUMBER:** |

**STATEMENT:**

~~Purpose~~:To allow various charitable and service organizations to canvass the town to raise funds for various needs.

1. CANVASSING

The Municipal Administrator shall approve, at his discretion, the canvassing of various

1.1 charitable and service organizations to raise funds for specific needs. This will include such organizations as the Canadian Diabetes Association, Heart Fund, MS Society, etc.

1.2 The request must state the dates the organization will be in town conducting their door-to-door canvassing.

1.3 If a request from an organization to canvass the Town is questionable, the Administrator will bring the request to Council for its consideration.

SURVEY

2 Any requests to survey the town door-to-door must be approved by Council.

SALES

3 Any door-to-door sales must require an appropriate business license.

**ITEM 10.2**

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy A-24 – Special Occasion Certificates

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Administration is reviewing current policies and is requesting that Council amend Policy A-24 – Special Occasion Certificates with changes to the format and the placement of the policy.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a draft copy of Policy A-24 – Special Occasion Certificates for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy A-24 – Special Occasion Certificates as amended.

| | | |
|---|---|---|
| **Initials show support** -Reviewed by: | _____ | _____ |
| | **Director:** | **CAO** |

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **A-24** | | | **Special Occasion Certificates** |
| Approval | D/M/Y | Resolution # | |
| **Adopted** | **14/07/2003** | | |
| **From: C-8** | | **To: A-24** | |
| **Amended** | | | |

## STATEMENT:

**The Town of Vulcan requires a policy to set the criteria upon which Certificates for Special Occasions will be issued.**

DRAFT

1. **Policy**

**1.1** The Municipal Administrator is authorized to provide a certificate for special occasions.

**1.2** The certificate must be requested.

**1.3** Upon request, a certificate will be issued for the following occasions:

**(a)** Anniversary – 25th or greater
**(b)** Birthday – 65th or greater
**(c)** Special certificates for other occasions will be issued at the discretion of the Administrator.

**1.4** The following information is to be supplied by the person making the request:

**(a)** Name as it is to appear on the certificate.
**(b)** Date of the occasion.
**(c)** Date certificate is to be picked up at the Town of Vulcan office.

**- END OF POLICY-**

# TOWN OF VULCAN

| | |
|---|---|
| **TITLE:** Special Occasion Certificates | **POLICY NUMBER:** ~~C-8~~ A-24 |
| **ADOPTED BY:** Town of Vulcan Council<br>**DATE ADOPTED:** JULY 14, 2003 | **SUPERSEDES POLICY NUMBER:** |
| **AMENDED:** | **SUPERSEDED BY POLICY NUMBER:** |

~~**PURPOSE**~~ STATEMENT: **The purpose of this policy is to set the criteria upon which Certificates for Special Occasions will be issued.**

~~**CRITERIA**~~ POLICY: 1.1 ADMINISTRATION IS AUTHORIZED TO PROVIDE

1.2. **The certificate must be requested.**

1.3. **Upon request, a certificate will be issued for the following occasions:**

a. **Anniversary - 25th or greater**

b. **Birthday - 65th or greater**

c. **Special certificates for other occasions will be issued at the discretion of the Administrator**

1.4. **The following information is to be supplied by the person making the request:**

a **Name as it is to appear on the certificate.**

b **Date of the occasion.**

c **Date certificate is to be picked up at the Town of Vulcan office.**

**ITEM 10.3**

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Nancy Neufeld |

**BACKGROUND / PROPOSAL:**

Policy PL-09 Certificate of Compliance/Certificates Regarding Compliance was brought before the Municipal Planning Commission meeting of June 20, 2017 to review proposed amendments.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

A motion was made to recommend that Council accept the proposed amendments to Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance as presented.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy PL-09 – Certificate of Compliance/Certificates Regarding Compliance as amended.

| | | |
|---|---|---|
| **Initials show support** -Reviewed by: | _____ | _____ |
| | **Director:** | **CAO** |

10.3

# MEMO

**TO:** **Town of Vulcan Council**

**FROM:** **Nancy Neufeld, Development Officer**

**DATE:** **June 22, 2015**

---

Proposed amendments to Policy PL-9 were brought before the Municipal Planning Commission meeting of June 20, 2017.

Motion was made to recommend to Council to accept the proposed amendments to Policy PL-09 as presented.

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **PL-09** | | | **Certificate of Compliance/Certificates Regarding Compliance** |
| Approval | D/M/Y | Resolution # | |
| **Amended** | **24/01/2005** | **05.15** | |
| **Amended** | **26/11/2007** | **07.412** | |
| **Amended** | **10/12/2012** | **12.047** | |
| **Amended** | **14/04/2014** | **14.106** | |
| **Amended** | | | |

**STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for issuing Certificates of Compliance/Certificates Regarding Compliance**

## 1. Policy

Certificates of Compliance/Certificates Regarding Compliance will be issued if they meet the following conditions:

**1.1** A fee as established in the Rates and Fees Bylaw has been paid.

**1.2** All safety codes final inspections have been received and complied with if the request is for a new development or improvement.

**1.3** An occupancy permit has been issued if the development permit was issued after December 1, 2007.

**1.4** The Development Officer is hereby authorized to issue Certificates of Compliance and Certificates Respecting Compliance.

**1.5** All requests for certification of compliance must be accompanied by a minimum of (2) Real Property Reports (RPR's) prepared by an Alberta Land Surveyor or identifying the location of the improvements on the property including, but not limited to, buildings, decks, fences, additions and sheds. The Town shall retain one copy for its files.

**1.6** An RPR must be current. If any additions, changes or alterations (i.e. decks, additions, accessory buildings, moveable and permanent sheds) have been made to the property, a new RPR is required.

DRAFT

**1.7** If an RPR is older than 3 (three) months, it must be accompanied by an affidavit, executed within 30 days of submission for compliance signed by the vendor stating that no additions or structures or changes to the property have occurred since the date of the survey.

**1.8** All measurements shown on a RPR are deemed to be accurate within a tolerance of 0.1m (10cm or 3.94 inches).

**1.9** The Town will accept legible quality RPR's signed and dated by a registered Alberta Land Surveyor (ALS).

**1.10** The compliance review shall pertain to the compliance of the use and setback requirements of principle and accessory buildings with the current Land Use By-law.

**1.11** In the event of non-compliant building locations, the property owner/applicant may make application for a variance through the development application process.

**1.12** In the event any building or structure shown on the RPR encroach onto lands that are either under the direction, control and management of the Town, and the Town has authorized entering into an encroachment agreement with the property owner or encroaching onto a neighbouring property, the execution of the Encroachment Agreement must occur prior to the issuance of a Certificate Respecting Compliance.

**1.13** In the event any building or structure shown on the RPR encroaches onto neighbouring land not under the direction, control and management of the Town, an Encroachment Agreement must occur prior to the issuance of a Certificate Respecting Compliance.

**1.14** The position of the Town shall be based solely on the information contained in the survey document supplied and referred to in the Certificates of Compliance/Certificate Respecting Compliance. The Town will advise that it has not in any way verified, checked or reviewed any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided.

**1.15** The certificates that can be issued in respect to compliance request are attached hereto as Schedules A, B & C. Additional phrases may be added, as circumstances require.

**- END OF POLICY-**

DRAFT

# TOWN OF VULCAN
# CERTIFICATE OF COMPLIANCE

FORM "A"
CERTIFICATE OF COMPLIANCE

LEGAL PROPERTY DESCRIPTION: LOT _____ BLOCK _____ PLAN _____
CIVIC ADDRESS: _____

A. Subject to the qualifications stated below, it is hereby certified:

1. Based on the Real Property Report dated _____, the land use is in compliance with the _____ classification of Bylaw No. 1437-15, the Land Use Bylaw.

2. The location of the buildings within the property is in conformity with the provisions of the Town of Vulcan Land Use By-Law 1437-15.

B. This Certificate is subject to the following qualifications:

1. The Town is relying entirely on the survey certificate dated _____ (copy attached) and supplied by or on behalf of the applicant with respect to the location of buildings within the property and the Town makes no representations as to the actual location of the buildings.

2. The Town has not conducted an inspection of the property.

3. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law of fact set forth in Part A of this Certificate which arises from the information supplied by or on behalf of the applicant.

4. This certificate of compliance relates only to the requirements of the Town of Vulcan Land Use Bylaw, and does not relate to requirements of any federal, provincial or other municipal legislation nor to the terms or condition of any easement, covenant, building scheme, agreement or other document affect the building(s) or land.

DATED at the Town of Vulcan, this _____ day of _____, 20_____.

_____
DEVELOPMENT OFFICER
TOWN OF VULCAN

# TOWN OF VULCAN
# CERTIFICATE RESPECTING COMPLIANCE

FORM "B"
CERTIFICATE RESPECTING COMPLIANCE
NONCONFORMING BUILDING

A. LEGAL PROPERTY DESCRIPTION: LOT _____ BLOCK _____ PLAN _____
CIVIC ADDRESS: _____

Subject to the qualifications stated below, it is hereby certified:

1. That the property is located within a _____district under the provisions of the Town of Vulcan Land Use By-Law 1437-15.

2. The permitted and discretionary uses for the district include:

3. The location of the buildings within the property may not be in conformity with the present provisions of the Town of Vulcan Land Use Bylaw 1437-15 given:

   (insert aspects of non-compliance)

   However, the location of the buildings within the property can be continued indefinitely because:

   - It appears to be a non-conforming building which may be contained under the provisions of Section 643 of the Municipal Government Act; or
   - It appears that when the building was originally constructed it did not require a development permit and such building has continuously been maintained since it was originally undertaken.

B. The Certificate Respecting Compliance is subject to the following qualifications:

   1. The Town is relying entirely on the survey certificate dated _____ (copy attached) supplied by or on behalf of the applicant in respect to the location of buildings within the property and the Town makes no representation as to the actual location of the buildings.

   2. The Town has not conducted an inspection of the property.

   3. The right to continue any nonconforming building will terminate in accordance with the terms and provisions of the Municipal Government Act, Section 643.

   4. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact set forth in Part A or this Certificate which arises from the information supplied by or on behalf of the applicant.

   5. This Certificate relates only to the requirements of the Town of Vulcan Land Use Bylaw 1437-15 and does not relate to the requirements of any federal, provincial or other municipal legislation nor to the terms or condition of any easement, covenant, building scheme, agreement or other document affecting the building(s) or land.

DATED at the Town of Vulcan, this _____ day of _____, 20_____.

_____
DEVELOPMENT OFFICER
TOWN OF VULCAN

# TOWN OF VULCAN
# CERTIFICATE RESPECTING COMPLIANCE

FORM "C"
CERTIFICATE RESPECTING COMPLIANCE
BREACH SITUATION

C. LEGAL PROPERTY DESCRIPTION: LOT _____ BLOCK _____ PLAN _____
CIVIC ADDRESS: _____

A. Subject to the qualifications stated below, it is hereby certified:

1. Based on the Real Property Report dated _____, the land use is in compliance with the _____ classification of Bylaw No. 1437-15, the Land Use Bylaw.

2. The location of the buildings within the property is not in conformity with the provisions of the Town of Vulcan Land Use Bylaw 1437-15 given:

- (insert aspects of non-compliance)

B. This Certificate Respecting Compliance is subject to the following qualifications:

1. The Town is relying entirely on the survey certificate dated _____ (copy attached) supplied by or on behalf of the applicant with respect to the location of the buildings within the property and the Town makes no representations as to the actual location of the buildings.

2. The Town has not conducted an inspection of the property.

3. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law of fact set forth in Part A of this Certificate which arises from the information supplied by or on behalf of the client.

4. This Certificate relates only to the requirements of the Town of Vulcan Land Use By-Law 1437-15, and does not relate to the requirements of any federal, provincial or other municipal legislation nor to the terms or conditions of any easement, covenant, building scheme, agreement or other document affecting the building(s) or land.

DATED at the Town of Vulcan, this _____ day of _____, 20_____.

_____
DEVELOPMENT OFFICER
TOWN OF VULCAN

ITEM 10.4

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PL-14 – Utility Line Assignments

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Council is reviewing current policies and is requesting that Council amends Policy PL-14 – Utility Line Assignments with changes in the wording and format of the policy.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a draft copy of Policy PL-14 – Utility Line Assignments for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy PL-14 – Utility Line Assignments as amended.

**Initials show support** -Reviewed by: _____ _____

**Director:** **CAO**

10.4

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **PL-14** | | | **Utility Line Assignments** |
| Approval | D/M/Y | Resolution # | |
| **From: PU-01** | | **To: PL-14** | |
| **Amended** | | | |
| | | | |

**STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for Utility Line Assignments governing the location of utility lines (sewer, water, gas, power, telephone, internet, etc.) within the Town.**

1. **Purpose**

**1.1** Applications are required for any surface disturbances to streets, lanes or UR/W. Application for "Shallow Utility Line Assignment" to be submitted to the Town of Vulcan Development Officer.

There is no fee for the application, which forms part of this policy as Schedule "A".

**1.2** Utility Line Assignments for new subdivisions are as per Subdivision Development Agreement.

**1.3** All utilities to be installed as per Town of Vulcan Engineering & Construction Standards. At the Towns discretion a formal access agreement may be required.

**1.4** Installation not to commence prior to approval from Development Officer.

**- END OF POLICY-**

DRAFT

# SHALLOW UTILITY LINE ASSIGNMENT
APPLICATION FORM

321-2ND Street South – Box 360 – Vulcan, Alberta T0L 2B0 – Phone 403-485-2417 – Fax 403-485-2914 - E-mail: admin@townofvulcan.ca – Website: townofvulcan.ca

Applicant Name: _____ Company: _____
(if applicable)

Mailing Address: _____

Phone #: _____ Fax #: _____ E-mail: _____

**Shallow Utility Line Assignment Required For:**
(Complete below or attach letter of description)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Signature of Applicant Date

Approval is valid for **ONE YEAR** from the date of the approval letter.

The personal information on this application is collected under the authority of the Municipal Government Act, the Freedom of Information and Protection Privacy Act (FOIP). It will be used to communicate with the applicant during the review and site inspection processes. The applicant's name and nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at admin@townofvulcan.ca or 403-485-2417.

Town of Vulcan ALBERTA

## SHALLOW UTILITY LINE ASSIGNMENT

REQUIREMENT CHECK LIST

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

☐All drawings are to be submitted incorporating the Town of Vulcan's infrastructure to identify potential conflicts in projects. The drawings are to be presented in the following format:

- Existing storm mails, sanitary mains, catch basins & leads and watermains are to be shown in the drawings
  - Solid lines for storm mails
  - Dashed and solid lines for sanitary
  - Dashed lines for water

A block profile is to be provided showing elevations of existing infrastructure and the proposed line assignment.

All drawings are clearly show the location of work including all surface features, road names, all separation distances from existing services and utilities from the proposed works.

Drawings are to be submitted in hard copy: minimum 11"x17".

**If this information is not clearly provided the application will not be accepted.**

☐Where applicable, all necessary Alberta Transportation and Alberta Environment approvals are to be attached to the application.

☐A Traffic Management Plan is to be provided when working within roadways or when vehicular or pedestrian traffic will be affected.

**ONCE APPROVAL IS GRANTED**

☐A preconstruction site meeting, prior to construction commencement, may be required to identify any additional concerns and ensure all requirements have been met.

☐Upon completion of work, the utility is to notify the Town. The Town of Vulcan reserves the right to conduct an inspection to assess rehabilitation works.

☐Locates for all shallow and deep utilities must be provided when working in or around existing roadway.

☐All residences or businesses that may be affected by construction are to be notified in writing preferably seven (7) but at minimum two (2) days prior to construction commencement.

☐All cuts or excavations into existing roadways must be paved with hot mix asphalt. Timeframe for installation of pavement to be confirmed.

☐Sections of concrete sidewalk, curb and gutter that are removed must be replaced to a standard acceptable to the Town of Vulcan. Timeline for replacement to be confirmed.

☐All cuts or excavations into roadways require adequate compaction of backfill material and reinstatement of pavement structure. Testing results may be requested for approval.

☐Any settlements, deficiencies, or substandard work directly related to construction that occurs within two years of completion are to be repaired by the applicant to the satisfaction of the Town of Vulcan.

☐All aspects of the site must be rehabilitated to its original state to the satisfaction of the Town.

☐The Town of Vulcan reserves the right to delay or stop construction.

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE:** Utility Line Assignments<br><br>**ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:** | **POLICY NUMBER:** ~~PU-1~~<br>PL - 14 |
| | **SUPERSEDES POLICY NUMBER:** |
| | **SUPERSEDED BY POLICY NUMBER:** |

**STATEMENT:**

The Utility Line Assignments governing the location of utility lines (sewer, water, gas, power, etc.) within the Town of Vulcan shall be in accordance with Schedule "A" (pages 1-7 inclusive) attached hereto. Schedule "A" can be converted "as needed" to metric.

STANDARDS FROM 1976

- ~~A~~ Subdivisions - as per Development Agreement.

MAY REQUIRE A FORMAL ACCESS AGREEMENT

ATTACH SCHEDULE "A" APPLICATION FORM

+ 7 PAGES OF OLD 76 STANDARDS

ITEM 10.5

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PL-15 – Encroaching Driveways

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Council is reviewing current policies and is requesting that Council amends Policy PL-15 – Encroaching Driveways with changes in the wording and format of the policy.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a draft copy of Policy PL-15 – Encroaching Driveways for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy PL-15 – Encroaching Driveways as amended.

**Initials show support** -Reviewed by: _____ **Director:** _____ **CAO**

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **PL-15** | | | **Encroaching Driveways** |
| Approval | D/M/Y | Resolution # | |
| **From: PU-4** | | **To: PL-15** | |
| | | | |

**STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process to address requests for private driveway construction that will encroach on Town property.**

1. **Policy**

**1.1** Policy PL-02 allows for driveways and sidewalks to be constructed on the boulevard without the need for an encroachment agreement.

**1.2** Property owners who require private driveways into their property shall be responsible for all costs associated with its construction, including rebuilding the Town sidewalk and an acceptable curb and gutter (as approved by the Development Officer).

**- END OF POLICY-**

DRAFT

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE:** Driveways<br><br>**ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:** | **POLICY NUMBER:** PU-4 |
| | **SUPERSEDES POLICY NUMBER:** |
| | **SUPERSEDED BY POLICY NUMBER:** |

**STATEMENT:**

Property owners who require private driveways into their property shall be responsible for all costs associated with its construction, including rebuilding the Town sidewalk and an acceptable curb and gutter (as approved by the ~~Town Foreman~~ Development Officer).

PL-02 ALLOWS DRIVEWAY ENCROACHMENTS

**ITEM 10.6**

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy PL-16 – Farming of Road Allowances

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Council is reviewing current policies and is requesting that Council amends Policy PL-16 – Farming of Road Allowances with changes in the wording and format of the policy.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Attached is a draft copy of Policy PL-16 – Farming of Road Allowances for Council's consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council adopts Policy PL-16 – Farming of Road Allowances as amended.

**Initials show support** -Reviewed by: _____ _____

**Director:** **CAO**

# TOWN OF VULCAN

Policy Manual

| POLICY NUMBER | | | TITLE OF POLICY |
|---|---|---|---|
| **PL-16** | | | **Farming of Road Allowances** |
| Approval | D/M/Y | Resolution # | |
| **Adopted** | **28/08/2000** | **00.175** | |
| **From: PU-19** | | **To: PL-15** | |
| **Amended** | | | |

**STATEMENT:**

**Whereas road allowances are owned by the Provincial Government but are administered by the Town of Vulcan, a policy is required to manage road allowances within the boundaries of the Town of Vulcan.**

## 1. Policy

**1.1** All landowners within the Town of Vulcan may farm adjoining road allowances to the toe of the shoulder of the road. Any damage to crop, fence or any other things located on the said road allowance is strictly the responsibility of the adjacent land owner.

**1.2** The said road allowances may be developed for any purpose at any time of the year and such development is the responsibility of the Town of Vulcan.

**1.3** Free access must be maintained to all surveyed road allowances within the Town of Vulcan.

**1.4** All privileges for the farming the road allowance is at the discretion of the Town of Vulcan and may be suspended without notice.

**- END OF POLICY-**

DRAFT

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE: Farming of Road Allowances**<br><br>**ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING: August 28, 2000**<br><br>**Resolution No. 00.175** | **POLICY NUMBER:** ~~PU-19~~<br><br>PL-16<br><br>**SUPERSEDES POLICY NUMBER:**<br><br>**SUPERSEDED BY POLICY NUMBER:** |

**STATEMENT:**

**To manage the rural road allowances within the boundaries of the Town of Vulcan.**

## A. ~~USED~~ ROAD ALLOWANCE

1.1. All landowners within the Town of Vulcan may farm adjoining road allowances to the toe of the shoulder of the road. (1.2 The said road allowances may be developed for any purpose at any time of the year and such development is the responsibility of the Town of Vulcan.) Any damage to crop, fence or any other things located on the said road allowance is strictly the responsibility of the adjacent landowner.

1.3. Free access must be maintained to all surveyed road allowances within the Town of Vulcan.

3. All utilities placed on Town of Vulcan road allowances shall be at a distance of .60 metres (2 feet) within the Town ~~property or utility~~ right's of way at the discretion of the Town of Vulcan or its approved authority.

4. All such placements ~~may be appealed to~~ the Town of Vulcan and may be suspended at any time without notice.

## B. UNUSED ROAD ALLOWANCES ? NOT NEEDED

1. All landowners within the Town of Vulcan may farm all unused road allowances within the said Town adjoining their land. All such farming will be allowed as long as there is no dispute with any other adjoining landowner over the same piece of road allowance. All disputes will be heard by Town Council and their decision will be final.

2. Free access must be maintained to all surveyed road allowances within the Town of Vulcan.

3. All utilities placed within the Town of Vulcan road allowance shall be placed at .60 metres (2 feet) within Town Property or at the discretion of the Town of Vulcan and/or its approved representative.

4. All such placements may be appealed to Town Council within thirty (30) days of notification of placement of said utility. All decisions of the said Council are final.

1. ~~5~~ All privileges for the farming of the unused road allowance is at the discretion the Town of Vulcan and may be suspended without notice.

6. All costs for further movement of the said utility from the normal placement of said utility will be at the responsibility of the appealing party and the Town of Vulcan.

**ITEM 10.7**

# Town of Vulcan

Request for Decision (RFD)

## Rescind Policy C-9 – Vulcan Tourism Electronic Sign

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Now that the Vulcan & District Tourism has become a society the Town no longer requires Policy C-9 – Vulcan Tourism Electronic Sign to manage the community sign. Administration is requesting that Council rescind Policy C-9 – Vulcan Tourism Electronic sign. A copy of the rescinded policy will be forwarded to the Vulcan & District Tourism Society.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

A copy of Policy C-9 – Vulcan Tourism Electronic Sign is attached for Council's information.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council rescinds Policy C-9 – Vulcan Tourism Electronic Sign as requested.

**Initials show support** -Reviewed by: _____ _____

**Director:** **CAO**

10.7

# TOWN OF VULCAN

POLICY MANUAL

RECIND

| TITLE OF POLICY | POLICY NUMBER |
|---|---|
| VULCAN TOURISM ELECTRONIC SIGN | C-9 |
| | SUPERCEDES POLICY NO: |

| | Date | Resolution |
|---|---|---|
| Adopted | October 10/06 | 06.325 |
| Amended | | |
| Amended | | |
| Amended | | |

**STATEMENT:** The Vulcan Tourism Electronic Community Sign in partnership with Vulcan Elks, Vulcan Kinsmen, Vulcan County and Vulcan Business Development Society.

**Purpose:** To relay messages of upcoming community events within Vulcan County.

**Who is eligible to utilize sign?**

- Not for profit organizations ie: Community Service Groups, Elks, Kinsmen, Kinettes, Lions, Oilmen
- Schools within County
- County Towns and Villages within County
- Sport Groups
- Chamber of Commerce

**What kind of events can be posted?**

- Community events
- Fundraisers
- Volunteer opportunities
- Church hosted events (special events only)
- Municipal Public Meeting
- Town Anniversaries

**What can not be posted?**

- Birthdays
- Thank You's
- Birth Announcements
- Funerals
- Baby Showers
- Bridal Showers or Weddings
- Private Parties/Private Functions

**How long can you post your events?**

-At Tourism Coordinator's discretion

**End of Policy**

**ITEM 11.1**

# Town of Vulcan

Request for Decision (RFD)

## Town of High River Resolution Proposal

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **June 26, 2017** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

The Town of High River's Council is planning to put forward a resolution at this year's AUMA conference in November urging the province to integrate the Emergency Social Services into Alberta Emergency Management Agency and are requesting the Town of Vulcan's support for this resolution.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT the Town of Vulcan supports the Town of High River's proposed resolution in regards to Emergency Social Services and the Alberta Emergency Management Agency and it's submission to the Alberta Urban Municipalities Association.

| | | |
|---|---|---|
| **Initials show support** -Reviewed by: | _____ | _____ |
| | **Director:** | **CAO** |

Dear Mayor and Council,

High River's Council is planning to put forward a resolution at this year's AUMA conference in November to urge the province to integrate ESS into AEMA, rather than keeping it in a separate ministry with separate resources and a separate chain of command. Our Council has asked me to gauge the level of regional support we would have for this initiative.

If you are willing to support this recommendation, can you please:

1. Send me a written response from your municipality indicating your support.
2. Commit to briefing your Council on this issue prior to the AUMA conference in November.

Attached is the draft resolution. I am open to suggestions if you think something is missing or needs to be clarified.

Thanks for your consideration and hopefully your support!

Carly Benson MA DEM, CEM
Director of Emergency Management
Town of High River
309B Macleod Trail SW
High River, AB
T1V 1Z5

**DRAFT RESOLUTION: INTEGRATE EMERGENCY SOCIAL SERVICES INTO EMERGENCY MANAGEMENT AT PROVINCIAL LEVEL**

**WHEREAS the Minister of Municipal Affairs is designated as the Minister responsible for the Emergency Management Act as per the *Emergency Management Act*, Revised Statues of Alberta 2000, Chapter E-6.8, Section 1(h);**

**WHEREAS a Director of Emergency Management is appointed by the local authority to prepare and coordinate emergency plans, act as the director of emergency operations on behalf of the emergency management agency, and coordinate all emergency services and other resources used in an emergency [Section 11.2(2)];**

**WHEREAS the provision of Emergency Social Services, defined within the Provincial Emergency Social Services Framework as "the supports that meet the basic essential needs of individuals, households, and communities affected by emergencies", is an integral part of any emergency response because it involves the care of the people affected and cannot be carved out and handled as separate from the overall response;**

**WHEREAS the Emergency Social Services is housed in the Ministry of Community Support Services, where it is recreating the structure of support to local authorities that is currently available through the Alberta Emergency Management Agency, duplicating efforts and creating confusion for local authorities in how best to communicate with the province on planning, training, and responding to emergencies;**

**WHEREAS the Alberta Emergency Response Plan defines the Provincial Operations Centre as the entity responsible for the coordination of provincial supports to the local authority during an emergency to ensure a common understanding and prioritization of all requests for assistance, as well as to provide a single coordination point for local authorities to access all provincial ministries;**

**WHEREAS during the 2013 Southern Alberta Floods and the 2016 Regional Municipality of Wood Buffalo Wildfire, the disconnection of emergency social services into a separate provincial coordination centre (the Provincial Emergency Social Services Emergency Coordination Centre) created communication challenges, confusion around roles and responsibilities, duplication of effort, and introduced a higher administrative burden on the local authority to provide daily updates to two separate provincial coordination centres that were not effectively sharing information,**

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association urge the Province of Alberta to consolidate Emergency Social Services and Emergency Management into a single government ministry to eliminate duplication and enhance coordination of provincial support to local authorities.**