AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, NOVEMBER 13, 2017
COMMENCING AT 7:00 PM

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearing – NIL

3.0 Delegations

3.1 Robert Shearer – 110 – 116 – 3 Avenue North – Utility Bill

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – October 23, 2017

5.2 Organizational Council Meeting Minutes – October 23, 2017

6.0 Unfinished Business

6.1 Community Group Storage

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1 Correspondence and Information Items

9.0 Committee and Administrative Reports

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

10.0 Bylaws/Policies

10.1 Bylaw No. 1465-17 – Local Improvement Tax

10.2 Bylaw No. 1466-17 – Local Improvement Tax

11.0 New Business

11.1 Vulcan Food Bank – CPR Holiday Train

11.2 Councillor Orientation Training

11.3 Fire Services Committee Appointments

11.4 Councillor Photographs

11.5 Alberta Local Authorities Reciprocal Insurance Exchange

11.6 Act 4 Health Cancer Prevention Request

11.7 Vulcan & District Tourism Society

11.8 Vulcan Business Development Society

12.0 Notice of Motion

13.0 Management Reports

13.1 Management Reports – November 13, 2017

14.0 In-Camera

14.1 Canadian Union of Public Employees Local 37 Negotiations

15.0 Adjournment

ITEM 5.1

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting October 23, 2017

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

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, October 23, 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, October 23, 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, OCTOBER 23rd, 2017

PRESENT:	Mayor	- Tom Grant
	Councillor	- Lorna Armstrong
	Councillor	- Georgia Lee DeBolt
	Councillor	- Lyle Magnuson
	Councillor	- Michelle Roddy
	Councillor	- Paul Taylor
	Councillor	- Laura Thomas
	Chief Administrative Officer	- Kim Fath
	Recording Secretary	- Karen Rose

1.0 Call to Order: Mayor Tom Grant called the meeting to order at 8:29 p.m.

2.0 Public Hearings - NIL

3.0 Delegations – NIL

4.0 Adoption of Agenda

Motion No.: 17.376

- 14.1 Fire Agreement Committee

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

A discussion was held and it was suggested that Council move the In-Camera portion of the meeting ahead in the agenda to immediately address the Fire Services Agreement.

Fire Services Agreement – FOIPPA Part 1 Division 2 Section 23(1)(a)

As this discussion is for the purpose of addressing the Fire Services Agreement, Council my wish to close this portion of the meeting to the public under the Freedom of Information and Protection of Privacy Act, Part 1 Division 2 Section 23(1)(a).

Initials

DRAFT

Motion No.: 17.377

Moved by Councillor Georgia-Lee DeBolt THAT Council moves in-camera at 8:31 p.m. for the purpose of discussing the proposed Fire Services Agreement.

CARRIED UNANIMOUSLY

Motion No.: 17.378

Moved by Councillor Lyle Magnuson THAT Council moves out-of-camera at 8:58 p.m.

Motion No.: 17.379

Moved by Councillor Lorna Armstrong THAT 11.3 – Fire Committee Agreement be added to the agenda under New Business. **CARRIED UNANIMOUSLY**

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Tuesday, October 10, 2017 were presented to Council.

Motion No.: 17.380

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Tuesday, October 10, 2017 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

5.2 Special Council Meeting Minutes

The Minutes of the Special Meeting of Council, held in the Town of Vulcan Council Chamber on Tuesday, October 17, 2017 were presented to Council.

Motion No.: 17.381

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Special Council Meeting, held in the Town of Vulcan Council Chambers on Tuesday, October 17, 2017 be approved and read by each member of Council. **CARRIED UNANIMOUSLY**

5.3 Committee of the Whole Meeting Minutes

The Minutes of the Committee of the Whole Meeting, held in the Town of Vulcan Council Chamber on Monday, October 2, 2017 were presented to Council.

Initials

DRAFT

Motion No.: 17. 382

Moved by Councillor Paul Taylor THAT the Minutes of the Committee of the Whole Meeting, held in the Town of Vulcan Council Chamber on Monday, October 2, 2017 be approved and read by each member of Council. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business

6.1 Current Ongoing Business

Administration gave a verbal presentation to Council outlining the significant uncompleted projects that the Town is currently working on.

Motion No.: 17.383

Moved by Councillor Lyle Magnuson THAT this update be received as information. **CARRIED UNANIMOUSLY**

7.0 Financial Reports

7.1 Cash Statement – Ending September 30, 2017

Motion No.: 17.384

Moved by Councillor Paul Taylor THAT the Cash Statement for the period ending September 30, 2017 be received as information. **CARRIED UNANIMOUSLY**

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

Motion No.: 17.385

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

8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending October 23, 2017 was presented to Council to be received for information.

Initials

DRAFT

Motion No.: 17.386

Moved by Councillor Lorna Armstrong THAT Council approves the attendance of any Councillor wishing to attend A Smorgasbord of Stories being held on November 9, 2017 at the Lodge Hall. **CARRIED UNANIMOUSLY**

Motion No.: 17.387

Moved by Councillor Laura Thomas THAT the Correspondence and Information Items for the period ending October 23, 2017 be received for information.

CARRIED UNANIMOUSLY

9.0 Committee and Administrative Reports

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

Motion No.: 17.388

Moved by Councillor Georgia-Lee DeBolt THAT the minutes and/or verbal reports of Town represented Boards/Committees at the October 23, 2017 Town Council Meeting be received for information.

Verbal Reports:

- Councillor Paul Taylor
  - Vulcan Library Board

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies - NIL

11.0 New Business

11.1 Southern Alberta Energy from Waste Association Community Foundation Grant Application Request

A request was received from the Southern Alberta Energy from Waste Association (SAEWA) requesting that the Town of Vulcan provide a letter of management support to their application for a H.S. Varley Fund for Rural Life Grant through the Community Foundation Lethbridge and Southwestern Alberta.

Initials

DRAFT

SAEWA is requesting $26,000.00 from the Varley fund grant to complete the life cycle analysis portion of the Transportation and Site Study.

The Varley funding terms may require a Municipality to manage the grant on behalf of the Association.

Motion No.: 17.389

Moved by Councillor Lorna Armstrong THAT Council directs Administration to provide the Southern Alberta Energy for Waste Association with a letter of management support to accompany the application for the H.S. Varley Fund for Rural Life, and if successful approve that the Town of Vulcan manage the grant on behalf of the association.

CARRIED UNANIMOUSLY

11.2 2017 Alberta Urban Municipalities Association Convention

The 2017 Alberta Urban Municipalities Association Convention is being held in Calgary at the Calgary Convention Centre on November 22-24, 2017.

Motion No.: 17.390

Moved by Councillor Lyle Magnuson THAT Council approves the attendance of the Councillors and Mayor wishing to attend the AUMA convention and that all related expenses be paid by the Town. **CARRIED UNANIMOUSLY**

11.3 Fire Committee Agreement

Motion No.: 17.391

Moved by Councillor Paul Taylor THAT Council approves the Town of Vulcan enter into an agreement with Vulcan County to establish a Fire Services Committee for the purpose of operating the Vulcan District Fire Department, and directs Administration and Mayor to execute the agreement as presented. **CARRIED UNANIMOUSLY**

Motion No.: 17.392

Moved by Councillor Georgia-Lee DeBolt THAT Council appoints Doug Headrick as the interim Fire Chief for the Town of Vulcan, and directs Administration to send a letter of appreciation to Aaron Grant for his services as Fire chief and dedication to the Vulcan Fire Department. **CARRIED UNANIMOUSLY**

Initials

DRAFT

12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera

14.1 Fire Committee Agreement - FOIPPA Part 1 Division 2 Section 23(1)(a)

This discussion was moved to prior in the agenda.

15.0 Adjournment

The meeting was adjourned by Councillor Michelle Roddy at 9:45 p.m.

DRAFT

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Initials

ITEM 5.2

Town of Vulcan

Request for Decision (RFD)

Adoption of Minutes of the Organizational Council Meeting October 23, 2017

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

BACKGROUND / PROPOSAL:

The Minutes of the Organizational Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, October 23, 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 Organizational Council Meeting, held in the Town of Vulcan Council Chamber on Monday, October 23, 2017 be approved and read by each member of Council.

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

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS ON MONDAY, OCTOBER 23, 2017 COMMENCING AT 7:00 P.M.

PRESENT:	Mayor	- Tom Grant
	Councillor	- Lorna Armstrong
	Councillor	- Lyle Magnuson
	Councillor	- Michelle Roddy
	Councillor	- Laura Thomas
	Councillor	- Georgia-Lee DeBolt
	Councillor	- Paul Taylor
	Municipal Administrator	- Kim Fath
	Recording Secretary	- Karen Rose

A presentation was made to outgoing Councillors Sue Dow and John Seaman thanking them for their years of service given to the Town of Vulcan and community.

Constable Gregory Hendry was in attendance to officially swear in the newly elected Council officials.

CALL TO ORDER: Mayor Tom Grant called the meeting to order at 7:10 p.m.

1.0 Appointment of Committee/Board Members

A list of the Town represented Boards and current appointments was presented for Council to review.

Motion No.: 17.01

Moved by Councillor Lyle Magnuson THAT the Vulcan Regional Victims Service Society request be approved to appoint one member of Council to sit on the Society's board.

CARRIED UNANIMOUSLY

Motion No.: 17.02

Moved by Councillor Georgia-Lee DeBolt THAT the Committee changes as per the updated list be adopted for the period of October 2017 to October 2018.

CARRIED UNANIMOUSLY

2.0 Regular Council Meeting Dates

Policy A-18 - Regular Council Meeting Dates/Times specifies the dates and times that the Regular Council Meetings are held.

Motion No.: 17.03

Moved by Councillor Paul Taylor THAT in accordance with policy No.A-18, the Regular Council Meeting schedule for the period from November 2017 to October 2018 be approved as presented. **CARRIED UNANIMOUSLY**

3.0 Confirmation of Signing Authority

Policy F-03 - Signing Authority designates the signing authority for the Town of Vulcan.

Motion No.: 17.04

Moved by Councillor Lyle Magnuson THAT the signing authority for the Town of Vulcan shall be as per Policy No. F-03:

Mayor	- Tom Grant
Councillor	- Lyle Magnuson
Councillor	- Lorna Armstrong
Councillor	- Michelle Roddy
Councillor	- Paul Taylor
Councillor	- Laura Thomas
Councillor	- Georgia-Lee DeBolt
CAO	- Kim Fath
Financial Officer	- Janice McCallum-Campbell

CARRIED UNANIMOUSLY

4.0 Deputy Mayor Appointment

Policy A-16 - Deputy Mayor Schedule sets the period of Deputy Mayor's Appointment.

Motion No.: 17.05

Moved by Councillor Lorna Armstrong THAT Policy A-16 - Deputy Mayor Schedule be received as information.

Councillor Paul Taylor	October 23, 2017 – June 30, 2018
Councillor Georgia-Lee DeBolt	July 1, 2018 – February 28, 2019
Councillor Lyle Magnuson	March 1, 2019 – October 31, 2019
Councillor Laura Thomas	November 1, 2019 – June 30, 2020
Councillor Michelle Roddy	July 1, 2020 – February 28, 2021
Councillor Lorna Armstrong	March 1, 2021 – October 25, 2021

CARRIED UNANIMOUSLY

6.0 Adjournment

The meeting is adjourned by Councillor Paul Taylor at 8:29 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

DRAFT

ITEM 6.1

Town of Vulcan

Request for Decision (RFD)

Community Group Storage Area

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

BACKGROUND / PROPOSAL:

On July 24, 2017 Council approved the development of a Community Group Storage area and allocated #10,000.00 for the fencing and preparation of the site. The original proposed site was denied by the MPC and on September 11, 2017 Council made motion to move forward with proposing a new location north of the public works yard. This location has been approved by the MPC.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The attached Administrator's report includes the cost for fencing and landscaping for the original site. Because of the change of location an additional 270 feet of fence is required. The quote for fencing and landscaping for the new site is attached for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

Public Works will require an additional $7,000.00 for the development of the Community Group Storage area.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves an additional $7,000.00 of funding to be drawn from the Contingency Reserve, for the purpose of creating a Community Group Storage Facility.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **October 31st, 2017**

Background

On July 24th, 2017 Council approved the development of a Community Group Storage area and allocated $10,000.00 for the fencing and preparation of the site. The original proposed site was denied by the MPC and on September 11th, 2017 Council made motion to move forward with proposing a new location north of the public works yard. This location has been approved by the MPC.

Discussion

The first proposal brought to council included an approximate cost of $8000.00 for fencing and an additional $2000.00 for landscaping. Because of the change in location an additional 270 feet of fencing is required. The new quote for fencing is approximately $14,500.00 and $2500.00 is estimated for landscaping. Public Works will require an additional $7,000.00 for the development of this site.

Consideration

Council is asked to consider approving an additional $7,000.00 of funding to be drawn from the Contingency Reserve, for the purpose of creating a Community Group Storage Facility.

Kim Fath
Chief Administrative Officer

SUPERIOR FENCING LTD.
Site 1 Box 74 RR6
Calgary, Alberta T2M 4L5
Tel: 403-285-5601 Fax: 403-293-1207
Email: superiorfencing@shaw.ca
TAX Reg No: R103028353

QUOTE

Town of Vulcan
321 2nd Street South
Box 360
Vulcan, Alberta T0L 2B0

Quotation	QT1454
Date	26/01/2017
Attn:	Stew Birch
Cust Ref.	Chain Link
Term	30 Days

Description	Amount
Supply & Install:	
390' - 2'' x 9ga. x 6' high galvanized chain link fence	
c/w	
1 - 30' wide double swing gate c/w 10'' wheel welded into gate frames	
2 - 3 1/2'' OD sch. 40 gate posts	
3 - 2 7/8'' OD corner posts	
2 - tie-ins to existing posts	
1 7/8'' OD line posts	
1 5/8'' OD top rail	
#9ga. bottom wire	$7,460.00

	Sub Total	$7,460.00
Quote based on frost free conditions	GST	$373.00
	Total	**$7,833.00**

SUPERIOR FENCING LTD.
Site 1 Box 74 RR6
Calgary, Alberta T2M 4L5
Tel: 403-285-5601 Fax: 403-293-1207
Email: superiorfencing@shaw.ca
TAX Reg No: R103028353

QUOTE

Town of Vulcan
321 2nd Street South
Box 360
Vulcan, Alberta T0L 2B0

Quotation	QT1631
Date	08/09/2017
Attn:	Stew Birch
Cust Ref.	Chain Link
Term	30 Days

Description	Amount
Supply & Install:	
202m (662') - 2" x 9ga. x 6' high galvanized chain link fence	
c/w 2 - 30' wide double swing gate c/w 10" wheel welded into gate frames	
4 - 3 1/2" OD sch. 40 gate posts 4 - 2 7/8" OD corner posts 1 7/8" OD line posts 1 5/8" OD top rail #9ga. bottom wire	$13,750.00

	Sub Total	$13,750.00
Quote based on frost free conditions	GST	$687.50
		$0.00
	Total	**$14,437.50**

ITEM 8.1

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

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

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending November 13, 2017.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending November 13, 2017 be received for information.

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

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

A. **Sustainability Resources – Rural Prosperity Initiative**
   Accelerating Innovation – Okotoks and Region Innovation Forum

B. **SouthGrow Regional Initiative**
   Bulletin – October 2017

RURAL PROSPERITY INITIATIVE

ACCELERATING INNOVATION

SUSTAINABILITY RESOURCES

Okotoks and Region Innovation Forum

8.1.A

Foothills Centennial Center, Okotoks - November 30, 2017 | 8:30am - 5:00pm

Topics include:

- Water Reuse
- Green Infrastructure
- Transportation & Municipal Energy
- Sustainable Urban Development

Speakers include:

- Municipal Passive House Experience in Valleyview
- Panel Featuring Experts from:
  - Flechas Architecture
  - Integral Group
  - Scott Builders
- Liliana Bozic (Urban Systems) -Integrated Stormwater Management Planning
- Kerry Ross (Green T Designs) - Green Roofs and Low Impact Developments
- Dan Cloutier (Nexus Power) - Sprung Ark Aquaponics
- and more...!

Exhibitors include:

- Eco-Smart Energy Solutions/Biovator
- Canada Green Building Council
- South Grow Regional Initiative
- HenDen Earth Stabilization
- EQUS
- ECO Canada
- and more...!

Okotoks

Click Here to Register

For more information click here to email jennifer@sustainabilityresources.ca

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www.sustainabilityresources.ca

8.1.B

SouthGrow
Regional Initiative

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

Congratulations to all the candidates that were successful in being elected to councils throughout the region. To all those that decided to step away from Municipal council, or ran for re-election, we thank you for your past service. For those that decided to run but did not secure a council seat, we thank you for your commitment to your community.

Information for Members
With the election done, organizational meetings are either over or in process. We look forward to updating our records so that we can include our monthly report and notices for upcoming meetings. With the election over, our Management Board finds that it is short 2 Village representatives until the next AGM in June 2018. If you have an interest or know of someone that might be interested in a monthly meeting, please contact Chair Greg Robinson at robinson@raymond.ca

Doug Griffiths seminar – 13 Ways to Kill your Community
Don't forget to register for this engaging seminar at 7pm Wednesday November 8 in Milk River. Contact cao@milkriver.ca I have left some posters to pick up at Mayors and Reeves meeting.

South Alberta Alternative Energy Partnership (SAAEP)
- There is still interest in renewable energy, energy from waste, and recycling in the region We have had a few meetings with a few firms Remember to check out our website, www.saaep.ca for a good resource of information on renewables.
- We have received notice that the next steps are proceeding on the **Electric Vehicle recharging stations** and expect some responses from funding programs shortly.

Broadband
We received a letter from the Honourable Stephanie McLean, Minister of Service Alberta to our submission of the SouthGrow Broadband report. She appreciated the report and has shared with her department staff. They will be looking for further input into the SuperNet contract over the coming months.

Investment Attraction, Retention and Expansion
The firm of Outlook Market Research and Killick Leadership Group has completed their initial consultations with our members and they are doing some further research and preparing individual reports to our members in November. We hope to have a day set aside for later in January or February to discuss this report with our members and to introduce and inform about SouthGrow.

Chinese Business to Business
At least two of the firms that we met in China are interested in establishing networks to sell **steel railroad track components** and a **small line of farm equipment**. Also, a manufacturer of **agricultural drones** is looking for contacts as well. If you know of someone interested in any of these lines, please contact our office for information.

On Farm Energy Reduction Extension program
Growing Forward 2 is coming to a close on Mar 31, 2018 but our work on this program continues. Vern Steinborn has been working his way through meetings from north of Red Deer to the US border. Should you wish to learn more about this program, please call him at 403-894-0050 to set up a meeting.

Agriculture
There has been at least one interesting development over the past few weeks which was the announcement that a project in which we have participated has been shortlisted to 9 to qualify for Supercluster funding. We hope this is a good omen and that our members will be able to participate in value-added opportunities that this funding would create. Call me is you want details.

Retirement
I have announced my retirement and the SouthGrow Management Board is on the hunt for a new manager. Contact our chair, Greg Robinson, for more details at robinson@raymond.ca

Pete Lovering, Manager 403-394-0615

ITEM 9.1

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

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

BACKGROUND / PROPOSAL:

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

- Family & Community Support Services Meeting – Minutes – September 28, 2017
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – October 6, 2017
- Vulcan Library Board Meeting – Minutes – October 18, 2017
- Municipal Planning Commission Meeting – Agenda – Minutes – October 24, 2017
- Twin Valley Regional Water Services Commission – Minutes – October 30, 2017
- Vulcan & District Tourism Society Meeting – Minutes – November 7, 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 November 13, 2017 Town Council Meeting be received for information.

- Family & Community Support Services Meeting – Minutes – September 28, 2017
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – October 6, 2017
- Vulcan Library Board Meeting – Minutes – October 18, 2017
- Municipal Planning Commission Meeting – Agenda – Minutes – October 24, 2017
- Twin Valley Regional Water Services Commission – Minutes – October 30, 2017
- Vulcan & District Tourism Society Meeting – Minutes – November 7, 2017

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

Minutes of the Vulcan and Region FCSS Board Meeting
September 28, 2017

. resent: Carrol Thomson, Betty Whitney, Michael Monner, Sheila Smidt, Lorna Armstrong, Lynda Joyce, Danette Smith
Absent with Regrets: none
Absent: Colton Povey, Brad Koch
Delegations/Guests: none
Secretary: Danette Smith
Call to Order: 7:00 p.m.

1 Additions/Changes to the Agenda: New Business 8.1- Lethbridge College. 8.2 AGM Voting Delegate.
2 Approval of the Agenda: Lynda Joyce made a motion to approve the Agenda as amended. Carried 28/09/17/01
3 Minutes: Michael Monner made a motion to approve the Minutes of the June 22, 2017 meeting as presented. Carried 28/09/17/02
4 Financial Reports: Carrol will change method of showing staff wages on financial reports.
5 Mail Summary:
5.1 Rainbow Literacy: $1500.00 for Youth Mentorship Program; paid last portion of funds for Building Blocks Program
- 2 Thank you from Library Board.
5.3 Thank you from Suicide Prevention: Tattered Teddies
5.4 Thank you from Danette: for flowers after surgery.
5.5 FCSSAA News: information letter in packet.
5.6 SIPE Executive Summary: Rowan House- plan for in-home houses for people leaving the shelter.
6.0 Staff Reports:
6.1 Director's Report: Danette Smith made a motion to approve the Director's Report as presented. Carried 28/09/17/03
6.2 Youth Worker Report: Lorna Armstrong made a motion to approve the Youth Worker Report as presented. Carried 28/09/17/04
6.3 Senior/Home Support Leader Report: Lynda Joyce made a motion to approve the Senior Support Leader Report as presented. Carried 28/09/17/05
6.4 Community Services/Viable Report: Michael Monner made a motion to approve the Community Services Report as presented. Carried 28/09/17/06
7.0 Old Business:
7.1 Library Door: Carrol sent Nancy an e-mail asking about an update on needed work. Simon Leung said he could do a double-key lock or a coded lock on the adjoining door between the library and FCSS. The coded door would cost about $1000. As Carrol and Simon were talking, Carrol had the realization that if there is a fire in the kitchen, anyone in the conference room would be trapped, as the emergency exit is through the kitchen. Carrol has suggested that there should be a fire door from the conference room into the Food Bank. Carrol will do some research on costs. Panic hardware will go on some doors: door from outside to downstairs

(Youth Centre). The town will look after this. A glass door going outside may not be feasible from the Youth Centre.

8.0 New Business:

8.1 Lethbridge College: Carrol is on the Advisory Committee; her question is: are we willing to be a campus for the college. Board agrees that would fine.

8.2 AGM Voting Delegate: Danette Smith made a motion to appoint Carrol as our voting delegate. Carried 28/09/17/07

9.0 Committee Reports: none

10 Partner Updates:

Town- the Health Foundation Gala is on October 14, 2017; it will feature "Dueling Pianos". The Pool Committee is moving ahead. The Town election is coming up.

Members at Large- Lynda Joyce: The Vulcan Legion is double booked; the Hospital Auxiliary Christmas Bazaar will be November 24th, at the Lodge. The Kinettes Bazaar is on November 26th.

County- County elections upcoming. Four new people on the County council. For all elected officials there will be lots of extra meetings for orientations. Participation with event in Milo was good.

Carmangay- the Fire Department did a food drive for their barbeque; it was quite successful for donations and cash. The Curling Club is fundraising successfully. The outside of the Quonset has been taken off. The Harvest Dinner and Fundraiser to raise funds is October 21, 2017. A community centre would be a benefit to the town.

The FCSS Board would like to thank Lorna Armstrong for her years of service to the board.

Lynda Joyce made a motion to adjourn the meeting at 8:00 p.m. Carried 28/09/17/07

Next meeting is October 26, 2017 at 7:00 p.m.

Chair_____

Director_____

DRAFT

Mayors & Reeves of Southwest Alberta

AGENDA

FRIDAY, October 6, 2017 - 1:00 PM
Culver City Room, Lethbridge City Hall
910 – Fourth Avenue South, Lethbridge

Chairman – Reeve Lorne Hickey

1.0 WELCOME AND INTRODUCTIONS 1:00

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

3.0 ADDITIONS TO/APPROVAL OF THE MINUTES

4.0 BUSINESS ITEMS ARISING FROM THE MINUTES

5.0 MP and MLA UPDATES
- 5.1 MP Reports
- 5.2 MLA Reports

6.0 PRESENTATIONS
AHS South Zone 2017-20 Operational Plan: Priorities and Actions –
Katherine Chubbs, Chief Zone Officer, South Zone
Dr. Jack Regehr, Medical Director, South Zone

7.0 REPORTS
- 7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter
- 7.2 SouthGrow - Mayor Margaret Plumtree
- 7.3 AAMD&C – Randy Taylor
- 7.4 AUMA- Mayor Barry Morishita/Tanya Thorn
- 7.5 Oldman Watershed Council – Reeve Brian Brewin/Mayor Blair Painter
- 7.6 Highway #3 Association – Councillor Bill Chapman

8.0 BUSINESS
- 8.1 Follow up – Mayor Tom Butler

9.0 NEXT MEETING
Friday, November 3, 2017 at 1:00 – Culver City Room, Lethbridge City Hall

10.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group, please send it to me at MayorsandReevesSW@gmail.com to be distributed.

Mayors & Reeves of Southwest Alberta

MINUTES

Friday, October 6, 2017
Culver City Room, Lethbridge City Hall
910 – Fourth Avenue South, Lethbridge

PRESENT:

Reeve Lorne Hickey, Chair	Lethbridge County
Mayor Tom Butler, Vice Chair	Village of Coutts
Mayor Gordon Reynolds	Town of Bow Island
Deputy Mayor Bill Peavoy	Town of Cardston
Mayor Rene Gendre	Town of Fort Macleod
Mayor David Hawco	Town of Milk River
Mayor Margaret Plumtree	Town of Vauxhall
Mayor Ben Goetz	Village of Glenwood
Councilor Cliff Ayrey	Village of Longview
Mayor Don McDowell	Village of Nobleford
Deputy Mayor Colette Glynn	Village of Warner
Reeve Jim Bester	County of Cardston
Reeve Jason Schneider	County of Vulcan
Reeve Ross Ford	County of Warner
Reeve Larry Spilak	MD of Foothills
Reeve Brian Hammond	MD of Pincher Creek
Deputy Reeve Dwight Tolton	MD of Taber
Rep for Racheal Harder, MP	Lethbridge

Guests:

Dave Schneider, MLA	Little Bow
Bill Chapman	Highway #3 Association

1.0 WELCOME AND INTRODUCTIONS

Reeve Lorne Hickey called the meeting to order at 1:05.
Welcome to Gloria Roth, and Councilor Richard Oster, Cypress County.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

Moved by Mayor David Hawco – **Carried**

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Moved by Reeve Ross Ford - **Carried**

4.0 BUSINESS ITEMS ARISING FROM MINUTES

5.0 REPORTS

5.1 MP Reports

Representative for Racheal Harder

- Discussed the proposed small business tax, has heard many concerns from doctors, farmers and small business owners regarding this matter.
- Discussed the cancellation of the Eastern Pipeline.

5.2 MLA Reports

Grant Hunter

- Discussed the legalization and taxation of marijuana.

Dave Schneider

- One-time town hall meeting October 24, 2017 to be held in Champion town hall.
- Asks that all rural crime be reported.

6.0 PRESENTATION – AHS South Zone 2017-20 Operational Plan: Priorities and Actions –

Katherine Chubbs, Chief Zone Officer, South Zone
Dr. Jack Regehr, Medical Director, South Zone

- Focus on system integration and coordination.
- Changed the model of care, focusing on addictions and mental health.
- Discussed improving patient and family experience, as well as patient and public health.

7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- No report.

7.2 SouthGrow – Mayor Margaret Plumtree

- Updating website to be more user friendly.
- Discussed CAO training on how to use tool kits properly.

7.3 AAMD&C – Randy Taylor

- Convention November 15-17, 2017.

7.4 AUMA – Cliff Ayrey

- Encouraged group to continue moving forward in a united voice representing the Southwest.

7.5 Oldman Watershed Council – Mayor Blair Painter

- Water Charter closing ceremony to be held November 17 from 10-2 at Lethbridge City Hall.
- Continue to bring awareness of proper camping techniques.

7.6 Highway #3 Association- Bill Chapman

- Received a letter from Premier Rachel Notley recognizing the associations work.
- Ministry of Transportation has received the study put out by Highway 3.
- Gloria Roth has sent out candidate packages to all municipalities in membership to mostly give awareness of our roles in the Highway 3 Association.

8.0 BUSINESS

8.1 Follow Up – Mayor Tom Butler, Mayor Gordon Reynolds

- Mayor Gordon Reynolds has been updated at the meeting for the Mayors and Reeves of Southeast Alberta, regarding integra- air's contract in Medicine Hat. The new company is moving ahead with a new facility in Medicine Hat.

9.0 NEXT MEETING DATES

Friday, November 10, 2017 – Culver City Room – Lethbridge City Hall

10.0 ADJOURNMENT:

Moved by Mayor David Hawco to adjourn meeting at 2:18. **Carried**

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

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for October 18, 2017

Call to Order: 7:02 pm

Present: Liz Hammond, Louise Schmidt, Connie Clement, Maureen Howard, Sara Hutchinson, Vicki Hutton, Paul Taylor, Penny Rushfeldt

1. **Approval of Agenda**

The doors, rainbow literacy position, workshop notes (library board basics), snack program, and County Library report were added to the agenda. Maureen moved the agenda as amended; carried.

2. **Approval of Minutes**

Louise moved the minutes be approved as presented. Carried.

4. **Committee Reports**

Library Manager's Report

See attached.

Slowing down book sale. Free pumpkins were coming for pumpkin carving (pay a food item to carve a pumpkin) on the 27th of October. May get a big roll of plastic for floor (maybe for all sorts of crafts not just the carving). Not yet contacted Tom Grant in regards to vacu flo. Remembrance Day items ordered. Will be closed on Remembrance Day, Saturday person will be paid. Will not be closed on Monday and Friday of that week. Connie is setting up an account with Chinook Arch that she can take money out of when she is ordering books. FoL meeting was that night, they were sent a small report and thank you for their donations. Connie received email from Bev Knutson about the escape room (see attached). Talking about some fundraising ideas with FoL. Logo is in Lethbridge, should have something to show us by next week. Time for Rhymes has been running since the beginning of October. FCSS wants to use the Carrie Graham room from 6:45 to 8:15 for session on four Tuesdays. Trek station wanted us to be part of their scavenger hunt on halloween, we are not open so Connie will be doing it from her house. Connie wants to order more bookmarks, Penny made a motion that we order 250 bookmarks and wait to get more with our logo on them, Maureen seconded; motion carried. We need to pay attention to where people live before we sign them up for a membership, we need to be giving memberships to Vulcan County exclusively.

Treasurer's Report

Got provincial grant, hoping for more. The Vulcan AG society has given us a cheque for Connie's snack program, will make that a seperate account to prove to them that we are spending the money well. See attached report.

County Library Report

The board will be asking for more money from the county due to minimum wage increase ($21,000 per library). Apparently the county allots $4,000 for conference expenses. Plan of Service needs to be submitted to the County Board. The next county meeting will be at the vulcan Library on November 29 at 6pm.

Board Basics Workshop
Very good workshop, very educational.

5. **Correspondence**
Liz received letter from the Minister of Municipal Affairs about the Minister's Awards for Excellence in Public Library Service. They are looking for nominations. See attached.
There are many things that set us apart from other libraries. Going to table a discussion on those awards for January and get a few members to make our submission.
We were invited to attend 'A Smorgasbord of Stories' which is a presentation about some interesting members of our community (including some samples) on November 9, 2017,

6. **Business Arising from the Minutes**
Policy of Procedure Progress needs to be read by members of the board to double check for errors. Talking about getting lock for our connecting door. Paul received email from Stew Birch and everything for our doors should be in around mid-November (possibly later for the exit devices and actual aluminium doors)- see attached.

7. **New Business**
Sara was nominated from position of secretary, she agreed to do it for a month on a 'trail run' and take it up at the next meeting.
Vicki is resigning her position as the boards representative on the Rainbow Literacy board. We will take this to the county library board and suggest the job become a county library board responsibility.
Vicki made a motion that the Vulcan AG societies donation be put into a separate budget line for the snack program, the decision was unanimous.

8. **Next Meeting**
Next meeting to be on November 15, 2017 at 7 pm . At Carrie Graham room.

9. **Adjournment**
The meeting was adjourned at 8:27 pm.

DRAFT

_____

Chairperson Date

DRAFT

_____

Secretary Date

MUNICIPAL PLANNING COMMISSION

Town of Vulcan Council Chambers

Tuesday, October 24, 2017, 2017 2:00 p.m.

A G E N D A

CALL TO ORDER

1.0 DELEGATIONS/OPEN SESSION FOR PUBLIC - NIL

2.0 ADDITIONS TO AGENDA – NIL

3.0 MEMBER-AT-LARGE POSITION

4.0 MINUTES

4.1 Municipal Planning Commission Meeting Minutes of October 2, 2017

5.0 MISC CORRESPONDENCE - NIL

6.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS

6.1 D17.37 – P-1 – Discretionary Use – Medical/Health Facility Expansion – 610 Elizabeth Street

6.2 D17.38– R-1 – Discretionary Use – Home Occupation II (Personal Training Services) 319 Centre Street – Lot 23-24 Block 1 Plan 4030AM

7.0 UNFINISHED BUSINESS

7.1 208-2nd Avenue North

8.0 NEW BUSINESS

9.0 DEVELOPMENT OFFICER'S REPORT

10.0 LAND USE BY-LAW REVIEW –

11.0 QUESTION PERIOD

12.0 IN-CAMERA

13.0 NEXT MEETING – November 21, 2017

14.0 ADJOURNMENT

MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, OCTOBER 24, 2017
COMMENCING AT 2:00 P.M.

PRESENT: Vice-Chairman Ron Fernley and members, Lyle Magnuson, Shirley Zuehlke, Randy Wolfe, Paul Taylor

STAFF: Nancy Neufeld, Development Officer

CALL TO ORDER:

Vice-Chairman Ron Fernley called the meeting to order at 2:00.

1.0 DELEGATION NIL

2.0 ADDITIONS TO AGENDA

Motion: 17.48

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

3.0 MEMBER AT-LARGE-POSITION

At the organizational meeting held October 23, 2017of the Vulcan Town Council, Councillors Lyle Magnuson and Paul Taylor were appointed to the MPC. As a result, a member-at-large position is available. John Seaman has requested that he remain on MPC as a member-at-large, completing Lyle Magnuson's member-at-large term.

Motion: 17.49

Moved by Paul Taylor that recommendation be made to Council that John Seaman be appointed as a member-at-large on the Municipal Planning Commission with the term ending December, 2019. ***CARRIED***

Motion: 17.50

Moved by Randy Wolfe that upon Council's approval of John Seaman as a member-at-large, that he remain as Chairman for the 2017 MPC term. ***CARRIED***

DRAFT

4.0 MINUTES

4.1 Minutes of the October 2, 2017 meeting of the MPC were presented for adoption.

Motion: 17.51

Moved by Member Shirley Zuehlke that the Minutes of the Town of Vulcan Municipal Planning Commission of October 2, 2017 be approved. ***CARRIED***

5.0 MISCELLANEOUS CORREPOSDENCE – NIL

6.0 SUBDIVISION & DEVELOPMENT REQUESTS

6.1 Development Permit D17.37
Lot 1 Block 58 Plan 81110306
610 Elizabeth Street
P-1 Discretionary Use – Medical/Health Facility Expansion

Decision Required

MOTION: 17.52

Moved by Member Randy Wolfe that Development Permit D 17.37 be approved as per Option 1 as provided. ***CARRIED***

6.2 Development Permit Application 17.38
Lot 23-24 Block 1 Plan 4030AM
319 Centre Street
R-1 Discretionary Use – Home Occupation II (Personal Training Services)

Decision Required

MOTION: 17.53

Moved by Member Lyle Magnuson that Development Permit 17.38 be approved with the recommended Development Permit Conditions, Option 1 as presented. ***CARRIED***

7.0 UNFINISHED BUSINESS

7.1 **208-2nd Street North**

Copy of correspondence dated October 11, 2017 provided for information.

DRAFT

8.0 **NEW BUSINESS – NIL**

9.0 **DEVELOPMENT OFFICER'S REPORT**

The Commission was provided with the Development Officer's Report

Motion: 17.54

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

10.0 **LAND USE BY LAW REVIEW**

10.0 **QUESTION PERIOD**

11.0 **IN-CAMERA**

12.0 **DATE OF NEXT MEETING**

Next meeting of the MPC to be held November 21, 2017.

13.0 **ADJOURNMENT**

The meeting was adjourned by Lyle Magnuson at 2:45 p.m.

DRAFT

_____

CHAIRMAN

DRAFT

_____

SECRETARY

Twin Valley Regional Water Commission

MINUTES REGULAR MEETING	OCTOBER 30, 2017	6:00PM	COMMISSION BOARD ROOM

FACILITATOR	Chairperson, Paul Taylor
NOTE TAKER	Manager, Cathy Dallmann
ATTENDEES	Paul Taylor, Jamie Smith, Aaron Matlock, Stacey Hovde, Peggy Hovde, Ryan Smith, Laurie Lyckman, Georgia-Lee DeBolt, Cathy Dallmann
ABSENT	

Items

1. Meeting called to order at 6:21pm by Paul Taylor
2. Aaron Matlock motioned to approve the agenda as amended
    a. Carried
3. Jamie Smith motioned to approve September 26, 2017 Minutes
    a. Carried
4. Peggy Hovde motioned to approve October 30, 2017 minutes from Regular Election Minutes
    a. Carried
5. Reports
    a. Laurie Lyckman motioned to approve Operator's Report
        i. Carried
    b. Aaron Matlock motioned to approve Manager's Report
        i. Carried
            1. Manager to organize a plant tour for Board Members
    c. Aaron Matlock motioned to approve Financials
        i. Carried
6. New Business
    a. Operator's Contract
        i. Laurie Lyckman motioned for Administration to amend Article 3, Term 3.01, of the Operator's Contract to reflect the following change prior to signing the Agreement:
            This Agreement shall be effective upon execution by both Parties and shall continue to be effective until it is terminated by either Party, in accordance with Article 11 of this Agreement".
            1. Carried
        ii. Stacey Hovde motioned to have Administration explore the option of including the Members' Waterworks Systems in the Operator's Contract
            1. Carried
    b. Policy 17-1; Manager's Payment Approval
        i. Discussion surrounding what would be entailed in having a single signature for all cheques
            1. Bylaw #2 to be amended?
            2. Auditor approval?
            3. GL and Bank Reconciliations submitted on a monthly basis to Chair and Vice Chair for approval?
        ii. Stacey Hovde motioned to table this policy until Administration has done further inquiries
            1. Carried
    c. Town Percentage Allocation Request
        i. Laurie Lyckman motioned for Administration to amend the Strategic Plan percentage allocations as presented for further approval by Commission Board Members:

Town	77.6%
Champion	9.8%
Carmangay	7.8%
County	4.9%

1. Carried

d. Cheque signing

i. Peggy Hovde motioned to have Manager sign cheque #1550-1556 as signing authority has not been finalized for new Chair and Vice Chair

1. Carried

7. Next meeting date

a. None scheduled – Manager to schedule meeting as required

8. Meeting adjourned at 7:38pm by Georgia-Lee DeBolt

Minutes accepted by:

DRAFT

_____
Paul Taylor, Chairperson
Twin Valley Regional Water Commission

_____
Dated

DRAFT

_____
Cathy Dallmann, Manager
Twin Valley Regional Water Commission

_____
Dated

Paul Taylor, Chairperson	Jamie Smith, Vice Chair
Stacey Hovde, Village of Carmangay	Laurie Lyckman, Vulcan County
Aaron Matlock, Village of Champion	Ryan Smith, Vulcan County
Georgia-Lee DeBolt, Town of Vulcan	Peggy Hovde, Village of Carmangay

Vulcan & District Tourism Society Minutes – November 7, 2017
Vulcan County Chambers

In Attendance

Jason Schneider Chair (Vulcan County), Georgia-Lee Debolt Vice Chair (Town of Vulcan), Gloria Huot (Member at Large – Town of Vulcan), Grace Klitmoller (Member at Large – County at Large), Chantele Debolt (Administrative Assistant) & Deb Boutland (Tourism Staff)

1. Call to Order: 7:07 pm by Jason Schneider

2. Additions and adoption of the Agenda: Jason motioned for the addition of 8A: Long Term Funding and 8B: Legal Update be added to the agenda. Georgia-Lee motioned for the addition of 4B: Appointment of Executives be added to the agenda. Carried.

3. Adoption of the Minutes:

- Grace moved October 3 monthly meeting. Carried.

4. Introduction of New Board members

No new board members present at this meeting.

4B. Gloria motioned for new executive positions as followed:
Georgia-Lee – Chair
Jason Schneider – Vice Chair
Laurie Lyckman – Treasurer
Laura Thomas - Secretary
Carried.

5. Financial Update

- **Cancel First Data Account:** Direct chairman to cancel First Data account at their discretion. Chantele is to look into Credit Union for a system. Grace Moved. Carried
- **2018 Budget – Canada Summer Jobs – VBDS Website Grant Reviewed information: Chantele is to address Jason Thornhill about prior advertisement commitments with Vulcan Tourism.** Georgia-Lee motioned to accept as information. Carried.
- **Tech Soup Application:** Gloria motion to purchase New Version of Quick books spending up to 100$. Carried.
- **Back room sliding doors:** Grace motioned to have the back room sliding doors fixed for up to 300$. Carried.
- **Building Rental:** Georgia-Lee motioned to place hourly rate to back room building rental at 50$/Hour during Hours of Operation. Carried.

6. Chamber Update: No Chamber member to do update.

7. Tourism Update:

- **WHMIS Update – Rubie's Costumes – Axia Volunteer – Roots 2 Stem – Vul-Con Committee – Sun Country – Halloween Update:** Gloria motioned for Tourism update to be accepted as information. Carried.
- **Children's Family Festival Lethbridge:** Reconsider in the New Year.

- **Champion Christmas Market/Snowflake Festival:** In need of staff to either volunteer at the Snowflake Festival or in the Trek Center and Chantele will go to the Snowflake Festival. Board members will discuss who can volunteer for Tourism. Coverage is guaranteed.

Motion to move in-camera @ 8:23pm – Grace – Carried

Motion to move out of in-camera @ 8:58 – Georgia-Lee – Carried

8A: Long Term Funding: Georgia-Lee made a motion that, pending Town of Vulcan Council approval, that administration of the Vulcan and District Tourism Society be managed by the Town of Vulcan effective January 1st, 2018.

8B: Legal Update: Grace motioned for update on legal update to be accepted as information. Carried.

9. Next Meeting: December 5, 2017 @ 7:00pm located at the Vulcan County Chambers.

10. Adjournment: 8:58pm

ITEM 10.1

Town of Vulcan

Request for Decision (RFD)

Bylaw No. 1465-17
Local Improvement – 100 Block of 2nd Street South

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

BACKGROUND / PROPOSAL:

This bylaw authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 100 block of 2nd Street South pavement and utility infrastructure local improvement project.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Bylaw No. 1465-17.

Council is asked to adopt this bylaw.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Bylaw No. 1465-17 be given first reading.

Moved by Councillor _____ THAT Bylaw No. 1465-17 be given second reading.

Moved by Councillor _____ THAT Bylaw No. 1465-17 be introduced for third reading.

Moved by Councillor _____ THAT Bylaw No. 1465-17 be given third and final reading.

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

BY-LAW NO. 1465-17
OF THE TOWN OF VULCAN

(hereinafter referred to as "the Municipality")

IN THE PROVINCE OF ALBERTA

This by-law authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 100 block of 2nd Street South pavement and utility infrastructure local improvement project.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the 100 block of 2nd Street South pavement and utility infrastructure local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to the 100 block of 2nd Street South pavement and utility infrastructure local improvement project has been filed with the Municipality's Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of units of frontage assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is calculated to be $454,257.33 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	75%	$340,693.00
Benefiting Owners	25%	$113,564.33
Total Cost		$454,257.33

The local improvement tax will be collected for Twenty Five (25) years and the total amount levied annually against the benefiting owners is $6,698.48.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

That for the purpose of completing the 100 block of 2nd Street South pavement and utility infrastructure local improvement project the sum of ONE HUNDRED THIRTEEN THOUSAND ONE FIVE HUNDRED AND SIXTY FOUR DOLLARS AND THIRTY THREE CENTS ($113,564.33) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.

The net amount levied under the by-law shall be applied only to the local improvement project specified by this by-law.

This by-law comes into force on the date it is passed.

Read a first time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Read a second time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Unanimous consent received to hold third and final reading.

Read a third and final time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Schedule A to By-law No. 1465-17

Annual Levy for the 100 block of 2nd Street South Pavement and Utility Infrastructure Local Improvement Project

1. Properties to be assessed:

Address	Roll Number	Frontage	
213-221 1st Avenue South	014300	(FLK)17.53	Meters
121 1st Street South	014901	91.44	Meters
304 2nd Avenue South	052500	(FLK)15.28	Meters
Municipal Lot	053200	11.58	Meters
121 2nd Street South	053300	12.80	Meters
115 2nd Street South	053000	22.86	Meters
111 2nd Street South	052900	22.86	Meters
107 2nd Street South	052600	25.91	Meters

2. Total Frontage 220.26 Meters

3. Total Levy $ 113,564.33

4. Total Levy per Front Meter $ 515.59

5. Annual Unit Rate per Front Meter Payable for a Period of Twenty Five (25) years at 3.289% $ 9.79

6. Total Yearly Assessment against all properties to be assessed $ 6698.48

Schedule B to By-law No. 1465-17

Annual Levy for the 100 block of 2nd Street South Pavement and Utility Infrastructure Local Improvement Project

1. Properties to be assessed:

Address	Roll Number	Lump Sum Payment	Annual Payment
213-221 1st Avenue South	014300	$9,038.33	$533.12
121 1st Street South	014901	$47,145.75	$2,780.85
304 2nd Avenue South	052500	$7,878.25	$464.69
Municipal Lot	053200	$5,970.56	$352.17
121 2nd Street South	053300	$6,599.58	$389.27
115 2nd Street South	053000	$11,786.44	$695.21
111 2nd Street South	052900	$11,786.44	$695.21
107 2nd Street South	052600	$13,358.99	$787.97

ITEM 10.2

Town of Vulcan

Request for Decision (RFD)

Bylaw No. 1466-17
Local Improvement – 200 Block of 2nd Street South

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

BACKGROUND / PROPOSAL:

This bylaw authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 200 block of 2nd Street South pavement and utility infrastructure local improvement project.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Bylaw No. 1466-17.

Council is asked to adopt this bylaw.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Bylaw No. 1466-17 be given first reading.

Moved by Councillor _____ THAT Bylaw No. 1466-17 be given second reading.

Moved by Councillor _____ THAT Bylaw No. 1466-17 be introduced for third reading.

Moved by Councillor _____ THAT Bylaw No. 1466-17 be given third and final reading.

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

BY-LAW NO. 1466-17
OF THE TOWN OF VULCAN

(hereinafter referred to as "the Municipality")

IN THE PROVINCE OF ALBERTA

This by-law authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 200 block of 2nd Street South pavement and utility infrastructure local improvement project.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the 200 block of 2nd Street South pavement and utility infrastructure local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to the 200 block of 2nd Street South pavement and utility infrastructure local improvement project has been filed with the Municipality's Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of units of frontage assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is calculated to be $442,192.46 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	75%	$331,644.34
Benefiting Owners	25%	$110,548.12
Total Cost		$442,192.46

The local improvement tax will be collected for Twenty Five (25) years and the total amount levied annually against the benefiting owners is $6,520.56.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

That for the purpose of completing the 200 block of 2nd Street South pavement and utility infrastructure local improvement project the sum of ONE HUNDRED TEN THOUSAND FIVE HUNDRED FOURY EIGHT DOLLARS AND TWELVE CENTS ($110,548.12) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.

The net amount levied under the by-law shall be applied only to the local improvement project specified by this by-law.

This by-law comes into force on the date it is passed.

Read a first time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Read a second time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Unanimous consent received to hold third and final reading.

Read a third and final time this 13th day of November, 2017.

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Schedule A to By-law No. 1466-17

Annual Levy for the 200 block of 2nd Street South Pavement and Utility Infrastructure Local Improvement Project

1. Properties to be assessed:

Address	Roll Number	Frontage	
201 2nd Street South	039900	30.48	Meters
209 2nd Street South	039800	15.24	Meters
215 2nd Street South	039700	15.24	Meters
217 2nd Street South	039600	15.24	Meters
219 2nd Street South	039500	15.24	Meters
223 2nd Street South	039400	20.12	Meters
204 3rd Avenue South	039300	10.36	Meters
202 2nd Street South	015300	22.86	Meters
208 2nd Street South	015400	22.86	Meters
216 2nd Street South	015500	22.86	Meters
220 2nd Street South	015600	11.43	Meters
222 2nd Street South	015700	11.43	Meters
226 2nd Street South	015800	15.24	Meters
230 2nd Street South	015900	15.24	Meters

2. Total Frontage 243.84 Meters

3. Total Levy $ 110,548.12

4. Total Levy per Front Meter $ 453.36

5. Annual Unit Rate per Front Meter Payable for a Period of Twenty Five (25) years at 3.289% $ 8.61

6. Total Yearly Assessment against all properties to be assessed $ 6520.56

Schedule B to By-law No. 1466-17

Annual Levy for the 200 block of 2nd Street South Pavement and Utility Infrastructure Local Improvement Project

1. Properties to be assessed:

Address	Roll Number	Lump Sum Payment	Annual Payment
201 2nd Street South	039900	$13,818.51	$815.07
209 2nd Street South	039800	$6,909.26	$407.53
215 2nd Street South	039700	$6,909.26	$407.53
217 2nd Street South	039600	$6,909.26	$407.53
219 2nd Street South	039500	$6,909.26	$407.53
223 2nd Street South	039400	$9,121.67	$538.03
204 3rd Avenue South	039300	$4,696.84	$277.04
202 2nd Street South	015300	$10,363.89	$611.30
208 2nd Street South	015400	$10,363.89	$611.30
216 2nd Street South	015500	$10,363.89	$611.30
220 2nd Street South	015600	$5,181.94	$305.65
222 2nd Street South	015700	$5,181.94	$305.65
226 2nd Street South	015800	$6,909.26	$407.53
230 2nd Street South	015900	$6,909.26	$407.53

ITEM 11.1

Town of Vulcan

Request for Decision (RFD)

Vulcan Food Bank - CPR Holiday Train

Meeting:	Regular Council
Meeting Date:	**November13, 2017**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Canadian Pacific Railway has announced that the Holiday Train will be in Vulcan on Sunday, December 10, 2017 arriving at 2:45 p.m. with the event running from 3:00 p.m. to 3:30 p.m.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration has provided an Administration Report for Council outlining the Food Bank's request.

COSTS / SOURCE OF FUNDING (if applicable):

Donation of $2,000.00 for the Food Bank to be drawn from the Administration Grants portion of the 2017 Operation budget.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves a donation of $2,000.00 for the Vulcan Food Bank to be drawn from the Administration Grants portion of the 2017 Operation budget, and agree to participate in the CP Holiday Train visit to Vulcan.

Moved by Councillor _____ THAT Council approves a temporary road closure for the CP Holiday Train event of 2nd Street South from Service Road to 1st Avenue.

Moved by Councillor _____ THAT Council approves that the Public Works department and the Vulcan Fire Department assist the preparations for the CP Holiday Train event in cooperation with the Vulcan Regional Foodbank Society.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 1st, 2017**

Background

The Canadian Pacific Railway has announced that the Holiday Train will be in Vulcan on Sunday December 10th, 2017 arriving at 2:45 p.m. with the event running from 3:00 to 3:30 p.m.

Discussion

The Canadian Pacific Holiday Train Program is a fundraising event for Food Banks. The Vulcan Regional Foodbank Society will be coordinating this event. The Mayor and Council are invited to attend, and are requested to authorize a temporary road closure of 2nd Street South from service road to 1st Avenue.

The Food Bank is also asking for assistance from Public Works and the Fire Department for this event. I have confirmed with both that they are willing to assist with council's approval.

As in previous years the Food Bank would also welcome a donation of $2,000.00 from the Town.

Attached is information submitted by the Vulcan Regional Foodbank Society.

Consideration

Council is asked to consider approving a donation of $2,000.00 for the Vulcan Food Bank to be drawn from the Administration Grants portion of the 2017 Operation budget, and agree to participate in the CP Holiday Train visit to Vulcan and;

THAT a temporary road closure for the CP Holiday Train event of 2nd Street South from Service Road to 1st Avenue be authorized and;

THAT council approves the Public Works department and the Vulcan Fire department assist the preparations for the CP Holiday Train event in cooperation with The Vulcan Regional Foodbank Society.

Kim Fath
Chief Administrative Officer

VULCAN REGIONAL FOOD BANK SOCIETY

"Helping Vulcan County Residents Bridge the Gap From Poverty to Self-Sufficiency"

105B - 3 Avenue South
Box 594, Vulcan, AB T0L 2B0
403-485-2106, Ext. 103; Fax: (403) 485-6043
Website: www.vulcanandregionfcss.com
Email: fcsscsc@telus.net

October 31, 2017

RECEIVED
NOV - 1 2017

Mayor and Council
Town of Vulcan
321 – 2 Street South
Vulcan, AB. T0L 2B0

To Whom It May Concern,

RE: The CPR Holiday Train 2017

The CPR Holiday Train is coming to Vulcan on December 10th, 2017 at 2:45 pm at 1st Avenue & 2nd Street at the CPR crossing.

As in previous years the Town of Vulcan and the Vulcan Regional Food Bank Society have joined together to make this event a memorable and safe one for all of the community to enjoy. We are asking the Town of Vulcan to help with the following services.

We need to have garbage containers, fire pits provided with supervision, and snow removal if necessary, barricades for traffic and parking areas and safe crossings on the tracks. If I missed anything that you have provided in the previous visits please add to our list.

We are still in the planning stages and verifying community participation. We are hoping to get Santa to visit and his elves, maybe donkey rides and a hot dog stand.

Thank-you for your kind consideration of this great community event. Please contact myself Tammy Wallace at the Vulcan Regional Food Bank at 403- 485-2192 ext. 101 or at brendae@telus.net to let us know what you can provide for us.

Sincerely,

Tammy Wallace

Tammy Wallace (assistant For Brenda English)
Vulcan Regional Food Bank

.../2

ITEM 11.2

Town of Vulcan

Request for Decision (RFD)

Elected Officials Education Program

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

BACKGROUND / PROPOSAL:

Under the Municipal Government Act municipalities must offer orientation training within 90 days after each Councillor takes the oath of office.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Elected Officials Education Program offers a 2 day course that will provide everything needed to meet the MGA requirements. The closest location to Vulcan is in Lethbridge on January 8-9, 2018. CAO's are encouraged to attend with the Councillors.

COSTS / SOURCE OF FUNDING (if applicable):

The cost for this course is $200.00 per person.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the expenses as per Policy A-12 for all councillors to attend the Munis 101: The Essentials of Municipal Governance course being offered by the Elected Officials Education Program, at a location of their choosing with preference being given to Lethbridge on January 8-9, 2018.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **October 31st, 2017**

Background

One of the new requirements under the Municipal Government Act is that municipalities Must offer orientation training within 90 days after each Councillor takes the oath of office.

Discussion

The Elected Officials Education Program (EOEP) offers a 2 day course that will provide everything that we need to meet the MGA requirements. The Course is being held in various locations around the province. The closest location to Vulcan would be in Lethbridge on January 8-9, 2018. The cost for this course is $200.00 per person. CAO's are encouraged to attend with the Councillors

Consideration

Council is asked to consider approving the expenses as per Policy A-12 for all councillors to attend the Munis 101: The Essentials of Municipal Governance course being offered by the Elected Officials Education Program, at a location of their choosing with preference being given to Lethbridge on January 8-9, 2018.

Kim Fath
Chief Administrative Officer

Upcoming Courses:

Oct 30 - 31, 2017	Camrose
Nov 2 - 3, 2017	Grande Prairie
Nov 4 - 5, 2017	Lacombe
Nov 27 - 28, 2017	Vermilion
Nov 30 - Dec 1, 2017	Drumheller
Dec 2 - 3, 2017	Medicine Hat
Dec 4 - 5, 2017	Cochrane
Dec 7 - 8, 2017	Westlock
Dec 11 - 12, 2017	Manning
Dec 14 - 15, 2017	Lac La Biche
Jan 6 - 7, 2018	Peace River
Jan 8 - 9, 2018	Lethbridge

Dates and locations are subject to change

For more information, contact Leanne Anderson
at 780-989-7431 • landerson@auma.ca • visit EOEP.ca

eoep
elected officials education program

EOEP is a jointly owned subsidiary of

aamdc
trade • jubilee

AUMA

Munis 101:
The Essentials of Municipal Governance

September 2017 - January 2018

Did you know that the MGA will require municipal elected officials to be offered training within 90 days after the 2017 election?

The EOEP is your go-to place for meeting this mandatory requirement for elected official training!

eoep
elected officials education program

EOEP is a jointly owned subsidiary of

aamdc
trade • jubilee

AUMA

EOEP's Munis 101: *The Essentials of Municipal Governance*

Our new two day course, **Munis 101: *The Essentials of Municipal Governance***, will provide you with everything you need to meet MGA requirements.

CAOs are encouraged to attend with their councillors.

- ☑ **Developed in partnership with Municipal Affairs and meets legislative requirements**
- ☑ **Offered within 90 days after municipal election**
- ☑ **Qualified facilitators**
- ☑ **Interactive modules**
- ☑ **Regionally delivered**
- ☑ **Opportunity for elected officials to build relationships**
- ☑ **A one-time discounted price of $200 per person is available for everyone who takes the course within the 90-day timeframe.**

Course Outline: A Sneak Peek

***Module 1:* Understanding the Basics of Municipal Governance and Legislation in Alberta**

- Role of municipalities
- Municipal organization

***Module 2:* Municipal Leadership**

- Roles and responsibilities of elected officials
- Roles and responsibilities of CAO and administration
- Council's decision-making processes
- Public participation and citizen engagement

***Module 3:* Municipal Finance**

- Municipal funding
- Budgeting and financial administration

***Module 4:* Planning and Development**

- How municipalities plan and grow
- Key municipal plans and policies

***Module 5:* Collaboration**

- Legislative requirements
- Intermunicipal collaboration
- Collaboration with school boards, business community, and non-profits

EOEP will offer additional courses to expand elected officials knowledge on key municipal topics.

***Municipal Government Act* Amendments – Legislative Checklist**

The following tables capture all of the changes to the *Municipal Government Act* (*MGA*), as well as when new requirements under the Act need to be completed. For more information, or to access tools and templates, please go to the Municipal Affairs website section for Municipal Administrators (CAOs) (http://www.municipalaffairs.alberta.ca/1912).

Subject Matter	Description of the Change	When Does This Come Into Force/When is it Due By
Orientation Training	Municipalities **must** offer orientation training within 90 days after each councillor takes the oath of office. The training must address key topics outlined in the act. **What Does A Municipality Need to Do** Ensure that orientation training is offered to all councillors following a municipal election within 90 days of the councillors taking the oath of office. • The municipality may use internal and/or external resources to deliver the training. Each municipality may include additional topics in its curriculum to reflect local circumstances as it considers appropriate.	Came into force July 1, 2017. Training must be offered within 90 days after councillor takes the oath of office.
Public Participation Policy	Municipalities **must** adopt a public participation policy as per the requirements in the Public Participation Policy Regulation. **What Does A Municipality Need to Do** Each municipality must ensure that any existing or newly created public participation policy meets the new requirements: • the policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders; • make the policy available for public inspection, which may include posting it on the municipality's website; and • review the policy at least once every four (4) years.	The related sections of legislation and the regulation came into force on October 26, 2017. The policy must be in place by July 23, 2018 (270 days (9 months) from it coming into force).
Code of Conduct for Elected Officials	Municipalities **must** establish a code of conduct bylaw as per the Code of Conduct for Elected Officials Regulation that governs the conduct of councillors and is applied to all councillors equally. **What Does A Municipality Need to Do** Ensure the municipality's existing/newly established code of conduct bylaws meet the minimum standards established by the Code of Conduct for Elected Officials Regulation; which includes addressing the following items: • representing the municipality; • communicating on behalf of the municipality;	The related sections of legislation and the regulation came into force on October 26, 2017. The Code of Conduct must be in place by July 23, 2018 (270

ITEM 11.3

Town of Vulcan

Request for Decision (RFD)

Fire Services Committee Agreement

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

BACKGROUND / PROPOSAL:

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

On October 23 Council made motion to enter into an agreement with the Vulcan County to form a Fire Services Committee. The terms of this agreement were for each municipality to appoint one elected official and 2 members at large.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council appoint Stewart Birch and Dwayne Hill as the members at large, and Paul Taylor as the elected official, to the Vulcan Fire Services Committee.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 1st, 2017**

Background

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

Discussion

On October 23rd Council made motion to enter into an agreement with the Vulcan County to form a Fire Services Committee. The Terms of this agreement were for each municipality to appoint one elected official and 2 members at large.

Council has been presented with the names of individuals that would like to participate on this committee.

Paul Taylor: is an elected official currently sitting on the fire Agreement Committee.
Dwayne Hill; a former member of the Vulcan fire department and the chief for 8 years from 1999 to 2007.
Stewart Birch: was also a former member of the Vulcan fire department and the chief for 5 years from 2007 to 2012.

Consideration

Council is asked to consider appointing Stewart Birch and Dwayne Hill as the members at large, and Paul Taylor as the elected official, to the Vulcan Fire Services Committee.

Kim Fath
Chief Administrative Officer

ITEM 11.4

Town of Vulcan

Request for Decision (RFD)

Council Photographs

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

BACKGROUND / PROPOSAL:

Administration has contacted Glacier Valley Photography about the new Council photographs that are taken with each new Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Glacier Valley Photography were the only company approached about this project as they are the only photography business who holds a current business license for the Town of Vulcan.

COSTS / SOURCE OF FUNDING (if applicable):

$942.00 to be drawn from the 2017 Legislative budget

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the quote from Glacier Valley Photography for the new Council photographs with the funds to be taken from the 2017 Legislative budget, and directs Administration to make arrangements with Glacier Valley Photography to take the new Council's photographs..

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

GLACIER VALLEY PHOTOGRAPHY INC.
Box 570
232 Willow Rd.
Vulcan AB T0L 2B0
(403)485-4566
gvphotoart@mac.com
glaciervallelyphotography.com

ADDRESS
Town Of Vulcan
Box 421
Vulcan AB T0L 2B0

SHIP TO
Town Of Vulcan
Box 421
Vulcan AB T0L 2B0

ESTIMATE 1010

DATE 08-11-2017

ACTIVITY	QTY	RATE	AMOUNT
10000 Creation Session (9 Subjects)	1	200.00	200.00
20000:202416 24x16 Mounted Image	1	325.00	325.00
50000:52000 Digital Management (1/2 Hr Min) To Post Processing 9 Images To Utilizing Digial Oval Matt and Placement To Adding Text	2.50	75.00	187.50
60000:60010 Providing High and Low Res Digital Images of all subjects	1	50.00	50.00
40000 Framing Services -Sub Contract	1	180.00	180.00

Although there have been cost increases in the Photography environment this quote is the same as the the last production of this project.

TOTAL **$942.50**

Accepted By

Accepted Date

ITEM 11.5

Town of Vulcan

Request for Decision (RFD)

Alberta Local Authorities Reciprocal Insurance Exchange

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

BACKGROUND / PROPOSAL:

The Town of Vulcan was a subscriber of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE) when they stopped issuing insurance policies of December 31, 2002.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

ALARIE has completed all final payment of claims, and the Alberta Court of Queen's Bench has issued an order confirming the subscribers eligible for the distribution of assets. The Town of Vulcan is included in this order.

COSTS / SOURCE OF FUNDING (if applicable):

The Town of Vulcan has received a payment of $29,092.45 representing our assets in ALARIE.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council directs Administration to deposit the funds received from the dissolution of the Alberta Local Authorities Reciprocal Insurance Exchange to the Contingency Reserve.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 6th, 2017**

Background

The Town of Vulcan was a subscriber of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE) when they stopped issuing insurance policies on December 31st, 2002.

Discussion

ALARIE has completed all final payment of claims, and the Alberta Court of Queen's Bench has issued an order confirming the subscribers eligible for the distribution of assets. The Town of Vulcan is included in this order. The Town has received a payment of $29,092.45 representing our assets in ALARIE. The Insurance Exchange is now in the final steps of being dissolved.

Consideration

Council is asked to consider directing administration to deposit the funds received from the dissolution of the Alberta Local Authorities Reciprocal Insurance Exchange to the Contingency Reserve.

Kim Fath
Chief Administrative Officer

ALARIE *Alberta Local Authorities Reciprocal Insurance Exchange*

2510 SPARROW DRIVE • NISKU, ALBERTA • T9E 8N5 • TELEPHONE (780) 955-3639 • Facsimile (780) 955-3615

October 27, 2017

NOV - 3 2017

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

Dear Kim Fath, Chief Administrative Officer,

Re: Dissolution of ALARIE and Distribution of Remaining Assets

As you are aware, ALARIE was an insurance reciprocal established in 1990 to assist municipal entities in obtaining comprehensive general liability insurance. It operated until December 31, 2002, when it ceased issuing insurance policies. There were several hundred open claims at that time, and many more reported over the next couple of years for incidents that occurred prior to December 31, 2002. Liability claims often take a number of years to resolve, and full dissolution of ALARIE could not take place until all known claims were closed and remaining assets distributed to eligible subscribers.

The final claim was closed in December of 2015. ALARIE did have significant assets remaining, so management chose to have a full forensic audit performed. Following the audit, application was made to Alberta Court of Queen's Bench in spring 2017 for an Order confirming which subscribers were eligible to participate in distribution of the assets remaining after payment of all liabilities, and what their individual share would be. The decision of the Court was released on September 15, 2017. More information regarding the court application and decision can be found at www.ogilvielaw.com/alarie.

ALARIE's assets have been converted to cash and we are pleased to attach our cheque representing your share of the assets.

As ALARIE now has no assets or liabilities, the formal dissolution process is in its final steps. If you have questions, please feel free to contact me directly.

Yours truly,

29,092.45

Alan Wood, FCIP
ALARIE Manager
Cell Phone: 780-257-0570
Email: wood.alan@shaw.ca

ITEM 11.6

Town of Vulcan

Request for Decision (RFD)

Act 4 Health Cancer Prevention Request

Meeting:	Regular Council
Meeting Date:	**November 13, 2017**
Originated By:	Bonnie Ellis

BACKGROUND / PROPOSAL:

The Act 4 Health Cancer Prevention Coalition is an active group of community members that are looking at was to support a cancer prevention project supported by the Alberta Cancer Prevention Legacy Fund.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

One of their initiatives is to have bike racks installed around the Town. The placement of bike racks is hoped to promote more physical activity for all ages. The report from the Recreation Director outlines the Coalitions request.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the installation of bike racks at Memorial Park, Birch Park, VMMP Soccer Field, VMMP Ball Diamonds and the Library to be coordinated by the Public Works and Recreation Department and funded by the Acts 4 Health Cancer Prevention Coalition.

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

MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Director of Recreation

Re: Installation of Bike Racks

Date: November 3, 2017

Dear Council,

The Act 4 Health cancer prevention coalition is an active group of community members that is looking at ways to support a cancer prevention project supported by the Alberta Cancer Prevention Legacy Fund. This group is looking for ways to get the community more active, more often in a healthy way to improve the quality of life of all residents through cancer prevention.

One of their initiatives is to have bike racks installed around town. The placement of bike racks is hoped to promote more physical activity for all ages. The racks are in groupings from 1, 3 and 4. The coalition is requesting the use of town and private space to install these bike racks.

Pros:

Safe spots to put a bike/Bikes can be locked to prevent theft
The possibility of having more people out and about downtown and in parks
Healthier community
Bikes not lying on sidewalks
Little maintenance required

Cons:

Possible damage to racks from vandalism
Maintenance, grass cutting/snow shoveling
Take up too much sidewalks for people entering businesses

The Recreation, Maintenance and Development Departments recommend the placement of bike racks on a cement base at the below locations and receive them as per our donation policy F-02

- Memorial and Birch Park 1 set of 3 each
- VMMP Soccer field 1 set of 3
- VMMP Ball Diamond 1 set of 3
- FCSS/Library 1 set of 3

The request for a set of racks at the Lodge Hall would see minimal use as it is not in front of an active business, also placing one set there for library patrons would see little use due to the fact that the location is too far from the front door of the library. A better location might be the side street by FCSS to allow both library and FCSS patrons to use the racks.

As to the private property locations, Nancy Neufeld the Development Officer, has propose that a simple agreement be drafted covering the placement, maintenance responsibilities and insurance for the racks such as the empty lot downtown, school and post office.

Council is asked to consider approving the installing of four bike racks at the above sites to be coordinated by the public works and recreation departments and funded by the Acts4Health Cancer Prevention Coalition.

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

Respectfully Submitted,

Bonnie Ellis

Bonnie Ellis
Director of Recreation
Town of Vulcan

ACT 4 Health
CANCER PREVENTION

October 20, 2017.

Town of Vulcan Council
Vulcan, AB T0L 2B0

Dear Town Council;

The Act 4 Health cancer prevention coalition is an active group of community members that came together in February, 2016 as part of a community cancer prevention project supported by the Alberta Cancer Prevention Legacy Fund. Seventeen communities and three Metis settlements in Alberta received a grant and the support of a community facilitator to create communities that prevent cancer and other chronic diseases. In the last year and a half, we brought together different sectors of the community to complete an assessment of the cancer preventing environment in Vulcan, reviewed the results of that assessment, created an action plan and developed ACT 4 Health. ACT 4 Health is grounded on 4 pillars of cancer prevention: healthy eating, active living, limiting UV exposure and community connections. ACT 4 Health believes that a healthy and connected community is vital to preventing alcohol, tobacco and other substance addictions, and that community connections are essential for community resiliency.

hrough this project, the coalition has identified the need for more bicycle racks to promote cycling. We believe encouraging everyone, children, youth and adults, to roam the town on their bicycles supports physical activity, promotes local shopping and stimulates community connection. We can create a bike friendly community by providing enough bike racks in enough locations to ensure everyone has a safe place to park their bike.

The committee looked at all the sites in Vulcan that bike racks could go and have come up with a list of proposed locations:

Centre Street empty lot by Wolfe's Hardware	Kinsmen Park
Lodge Hall	Ball Diamonds
Post Office	Soccer Fields
CCHS	Subdivision Park

The Act 4 Health Cancer Prevention Committee is presenting this project to the Town of Vulcan's Planning and Development Department to ensure that we are meeting all bylaws and regulations. We are asking the town to assist in the installation of these bike racks around town.

If you have any further questions, please contact Deb Hartung (403-485-0557) or Suzie Mitchell (403-485-7135). You can drop the letter off at the VBDS building, or mail it to P.O. Box 626, Vulcan, AB T0L 2B0.

Thank you

Deb Hartung

Deb Hartung, on behalf of Act for Health Cancer Prevention Coalition

ITEM 11.7

Town of Vulcan

Request for Decision (RFD)

Vulcan & District Tourism Society

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

BACKGROUND / PROPOSAL:

Over the last several months the Town and County have discussed different funding options in an effort to sustain the ongoing operations of the Vulcan and District Tourism Society.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

On November 7th, 2017 the Vulcan and District Tourism Society board of directors met and made a motion in regards to the future operations of the Society.

Attached is the Administration Report for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT moves to approve, the Town of Vulcan provide administrative management of the Vulcan and District Tourism Society effective January 1, 2018, and directs administration to provide council with a proposal for the ongoing management of the Society,
and THAT the Town of Vulcan 2018 funding allocation for the Vulcan and District Tourism Society be held by the Town for the purpose of managing the Society operations.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 10th, 2017**

Background

Over the last several months the Town and County have discussed different funding options in an effort to sustain the ongoing operations of the Vulcan and District Tourism Society.

Discussion

On November 7th 2017 the Vulcan and District Tourism Society board of directors met and made the following motion in regards to the future operations of the Society;

8A: Long Term Funding: *Georgia-Lee made a motion that, pending Town of Vulcan Council approval, that administration of the Vulcan and District Tourism Society be managed by the Town of Vulcan effective January 1st, 2018.*

Administration for the Town has discussed this proposal and have indicated that the management of the Society could be administered by the current staff with the restructuring of a few positions. We would like to put together a proposal for this, with the Societies input, that could be brought back to Town council for consideration.

Consideration

Council is asked to consider approving, the Town of Vulcan provide administrative management of the Vulcan and District Tourism Society effective January 1, 2018, and directs administration to provide council with a proposal for the ongoing management of the Society, and
THAT the Town of Vulcan 2018 funding allocation for the Vulcan and District Tourism Society be held by the Town for the purpose of managing the Society operations.

Kim Fath
Chief Administrative Officer

ITEM 11.8

Town of Vulcan

Request for Decision (RFD)

Vulcan Business Development Society

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

BACKGROUND / PROPOSAL:

Over the last several months the Town and County has discussed different options in an effort to sustain the congoing operations of the Vulcan Business Development Society.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

On October 25th, 2017 the Vulcan County at their regular council meeting made motion to provide 0 funding in 2018 to the Vulcan Business Development Society.

Attached is the Administration Report for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council recommends to the Vulcan Business Development Society to approach the Vulcan County to provide administrative management of this Society effective January 1, 2018, and pending County Approval, that the Town of Vulcan 2018 funding allocation for the Vulcan Business Development Society be held by the Town until such time as it may be requested for the management of the Society operations.

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

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 10th, 2017**

Background

Over the last several months the Town and County have discussed different funding options in an effort to sustain the ongoing operations of the Vulcan Business Development Society.

Discussion

On October 25th 2017 the Vulcan County at their regular council meeting made motion to provide zero funding in 2018 to the Vulcan Business Development Society.

The VBDS has indicated that they would like clarification as to the future of the Town of Vulcan's funding for the Society.

Based on recent discussions and the Counties decision on funding, Town Council could recommend to the Society that they approach the Vulcan County to provide administrative management of the Society staring at the beginning of 2018.

Consideration

Council is asked to consider recommending the Vulcan Business Development Society approach the Vulcan County to provide administrative management of this Society effective January 1, 2018, and pending Vulcan County approval, that the Town of Vulcan 2018 funding allocation for the Vulcan Business Development Society be held by the Town until such time as it may be requested for the management of the Society operations.

Kim Fath
Chief Administrative Officer

ITEM 13.1

Town of Vulcan

Request for Decision (RFD)

Management Reports

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

BACKGROUND / PROPOSAL:

Management is to produce a report each month.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the following reports:

(A) Chief Administrative Officer – Kim Fath

(B) Development Officer – Nancy Neufeld

(C) Public Foreman – Stew Birch

(D) Recreation Director – Bonnie Ellis

(E) Community Peace Officer – Justin Vallee

(F) Deputy Fire Chief – Doug Headrick

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

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

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

Town of Vulcan ALBERTA

ADMINISTRATOR'S REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **November 10th, 2017**

CUPE 37

I have worked on putting together the information discussed by council in regards to the Union negotiations. We have calculated the financial impacts of the different amendments proposed for the Collective agreement. I will be bringing forward a few different options for council discussion and will propose a counter offer to the Union with council support.

Twin Valley Regional Water Commission

On October 10th Council meet with members of the water commission to discuss the changes that were made to the Strategic Plan. Council expressed concerns with the projected water usage rate that was used to calculate the debt repayment schedule. Council made motion to request that the projection be lowered to 310,000 cubic meters. At the October 30th Water Commission meeting this was discussed and approved. Cathy and I are also working at making the amendments to the operational agreement so that it can be approved before the New Year.

Election/ Organizational Meeting

On October 16th we successfully conducted the municipal election. The Town staff were able to handle running the election internally and it went very smoothly. By doing this ourselves we were able to keep the costs to a minimum. We were completed the count and everyone was home by 11:00 p.m. The extra hours put in by the staff will be compensated by a day off in lieu. The organizational meeting and swearing in of the councillors was held on October 23rd. I was able to have the new computers set up and ready for this meeting.

Industrial Land Use Strategy

On November 6th a conference call was held with the contractor to discuss the phase 2-3 report. VBDS, the County and the Town administrations were asked for our feedback. There were a few issues that we would like addressed but overall the project is moving forward well.

Joint Council Meeting

On November 9th the Town and County councils met to discuss jointly funded programs. The proposed budgets for Recreation, Tourism, VBDS and the Airport were discussed.

ADMINISTRATOR'S REPORT CONTINUED

Fire Agreement Committee

On October 12th the fire agreement committee met to discuss a proposal to unify the Town and County Departments with a new fire services committee. On October 17th council met in a special meeting to discuss the proposed agreement for this fire services committee. At the regular council meeting on October 23rd Council approved signing this agreement. On October 24th the members of the fire agreement committee met with the members of the Vulcan fire department to discuss the plan moving forward. Town council has put 3 names forward as the first members of this new fire services committee and we are currently waiting to hear who the county has appointed. Things seem to be moving forward in a positive manner.

Meetings of Interest

Water Commission – Strategic Plan - October 10th
Fortis – Annual Update – October 12th
Fire Committee/Department – Agreement – October 13, 17, 23, and 24th
Certification Advisory Committee – Edmonton – October 25, 26th
Chamber of Commerce Contractor – Main Street Revitalization Discussion – November 2nd
Industrial land Use Strategy – Report review – November 6th
Joint Council – Vulcan County – November 9th
Communication Meeting – Champion – November 9th

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of September 11th, 2017 to October 23rd, 2017.

Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
134	Community Group Storage Compound	RC	11-Sep-17	17.325	Send Copy of Resolution to Development Officer and Public Works Foreman & Recreation Dept	KF/KR	14-Sep-17
135	Pool Upgrade Committee Discussion	RC	11-Sep-17	17.326	Administration to coordinate meeting to discuss the pool project	KF/KR	27-Sep-17
136	EDF - Enterprise Solar Project	RC	11-Sep-17	17.327	Request ORRS to prepare amending documents to amend Bylaw 1358-08 & 1437-15 to accommodate Commercial Solar development on Prairie Vista Estates Copy of Resolution to Development Officer	KF/KR	4-Oct-17
137	EDF - Enterprise Solar Project	RC	11-Sep-17	17.328	Administration to consult EDF to prepare final drft of lease agreement for Priairie Vista Estates Copy of Resolution to Development Officer	KF/KR	
138	Letter of Appreciation to Eric McKay	RC	11-Sep-17	17.329	Send letter of appreciation to Eric McKay for his work at the Lodge Hall	KF/KR	4-Oct-17
139	Rural Prosperity Initiative	RC	11-Sep-17	17.330	Invite Sustainability Resources Ltd. to attend a Council meeting as a Delegation	KF/KR	11-Sep-17
140	Policy Adjustments	RC	11-Sep-17	17.333 17.335	Administration to update Policy Binder	KF/KR	14-Sep-17
141	Campground Services Inquiry	RC	11-Sep-17	17.334	Administration to look into fire pits and rate changes for Virginia Mtchell Campground and bring back to Council	KF/KR	
142	Residential Parking signage on 4 Street South	RC	11-Sep-17	17.336	Public Works to remove signage Copy of Resolution to Peace Officer and Public Works Foreman	KF/KR	14-Sep-17
143	Encroachment Agreement - 404 Meadowlark Way	RC	11-Sep-17	17.337	Signing of Encroachment Agreements and return to Development Officer	KF/KR	14-Sep-17
144	Vulcan Cemetery Projects	RC	11-Sep-17	17.338	Approval given to move forward with the 2 projects Send Copy of Resolution to Public Works	KF/KR	09.14.17
145	Arena Boiler Replacement	RC	11-Sep-17	17.339	Send Copy of Resolution to Public Works Foreman and Finance Manager	KF/KR	14-Sep-17
146	Fire Apparatus Purchase Proposal	RC	11-Sep-17	17.340	CAO met with Fire Chief Aaron Grant	KF/KR	12-Sep-17
147	Vulcan Kinsmen Club Request	RC	11-Sep-17	17.341	Notify Kinsmen Club of Council's decision, send Copy of Resolution to Public Works Foreman	KF/KR	14-Sep-17
148	Traffic Enforcment on Elizabeth Street	RC	11-Sep-17	17.342	Administration to look into alternative speed enforcement methods Hwy 534 Prairie View Elementary School Copy of Resolution Community Peace Officer	KF/KR	5-Oct-17
149	Vulcan Golf Course Community Foundation Grant Application Request	RC	25-Sep-17	17.354	Send letter approving Golf Course's request to partner with Town for grant application Community Foundation cc: Finance Officer	KF/KR	27-Sep-17
150	Committee of the Whole Meeting	RC	25-Sep-17	17.355	Arrange Committee of the Whole Meeting for October 2, 2017 at 7:00pm in Council Chambers	KF/KR	2-Oct-17
151	Proposed Amendment to Rogers Communcations Site Agreement	RC	25-Sep-17	17.357	Administration to reply to Md7 regarding proposed changes to Rogers site agreement	KF/KR	3-Oct-17
152	Canadian Union of Public Employees Local 37	RC	25-Sep-17	17.358	Council directs the CAO to negotiate on behalf of Council the terms for the collective agreement with CUPE	KF/KR	

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

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
153	Traffic Enforcement on Elizabeth Street	RC	10-Oct-17	17.361	Send Copy of Resolution to Peace Officer and Finance Manager	KF/KR	12-Oct-17
154	Community Futures Highwood Meeting	RC	10-Oct-17	17.363	Send Copy of Resolution to Council Rick Howard approving attendance of meeting	KF/KR	12-Jan-17
155	24 Hour Hockey Fundraiser Proposal	RC	10-Oct-17	17.365-366	Send Copy of Resolution to Recreation Department & Public Works approving the 24 hour fundraising proposal and letter to Lowell and Chris approving event	KF/KR	17-Oct-17
157	Tax Recovery Sales	RC	10-Oct-17	17.157	Send Copy of Resolution to Tax Clerk approving public auction sale on November 29, 2017	KF/KR	12-Oct-17
158	Request for Use of Riding Arena at VMMP	RC	10-Oct-17	17.368	Send Copy of Resolution to Recreation Department and Public Works Department Send letter denying request to Cody DeBolt	KF/KR	17-Oct-17
159	Operations of Agreememt for Town and TVRWSC	RC	10-Oct-17	17.370	Send letter to TVRWC requesting change to the Operation Agreement	KF/KR	13-Oct-17
160	Appointment of Committee/Board Members	Org	23-Oct-17	17.01-02	Send letters of Committee appointments to affected boards and committees	KF/KR	27-Oct-17
161	Confirmation of Signing Authority	Org	23-Oct-17	17.04	Send copy of signed Organizational meeting minutes to Finance Officer cc Finance Officer	KF/KR	
162	SAEWA Community Foundation Grant Application Request	RC	23-Oct-17	17.389	Send Letter of Management support to SAEWA for grant application	KF/KR	27-Oct-17
163	Fire Committee Agreement	RC	23-Oct-17	17.391	Council directs Administration to enter into agreement with County to establish Fire Services Committee	KF/KR	2-Nov-17
164	Fire Committee Agreement	RC	23-Oct-17	17.392	Send letter of appreciation to Aaron Grant for his services and dedicationa as Fire Chief	KF/KR	8-Nov-17

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

MEMO

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

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

MPC Meeting – October 24, 2017
Draft Minutes are contained in Council Agenda Package. Member-At-Large positions have been advertised with a deadline of November 20th for submission. Next meeting is November 21, 2017

402 Centre Street
Indication from contractor that a demolition permit will be applied for shortly.

Industrial Lots
Have had two inquiries regarding the sale of industrial lots. Information has been supplied.

Seniors Facility
Kim and myself met with a prospective developer. Was advised that should he wish to pursue the development that he provide a proposal for Council's consideration.

Safety Code Permit Fees
Researching permit fees, i.e. comparison with other municipalities. The fee were last reviewed in 2013.

BUILDING PERMITS ISSUED OCTOBER 2017

DATE	PERMIT #	DEV PERMIT #	OWNER'S NAME	CONTRACTOR	Job Description	JOB VALUE
Oct 4/17	TVB B 0028 17MU	D17.35	K A Eleveld	Remuda Building	Accessory Structure (Hangar)	AP-$65,000

DEVELOPMENT PERMITS ISSUED OCTOBER 2017

DATE	PERMIT #	NAME	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	POST UNTIL
Oct 5/17	D17.37	McKay Hlavacek Architects Ltd.	Discretionary Use	Medical/Health Facility	P-1	610 Elizabeth Street	MPC Oct 24/17	D17.52	Nov 14/17
Oct 5/17	D17.38	Michelle Montoya	Discretionary Use	Home Occupation II	R-1	319 Centre Street	MPC Oct 24/17	D17.53	Nov 14/17
Oct 13/17	D17.39	Jordy McLean	Discretionary Use	Home Occupation II	R-1	412-3rd Street South	Pending MPC Nov 21/17		
Oct 18/17	D17.40	Dave Lanktree	Permitted Use	Home Occupation I	R-1	204 Willow Road	Oct 24/17	N/A	Nov 7/17
Oct 20/17	D17.41	Linda Brunner	Permitted Use	Demolition SFD/Garage	R-1	320-1st St N	Oct 24/17	N/A	Nov 7/17
Oct 31/17	D17.42	Robert Vaile	Discretionary Use	Mini Storage (Shipping Container & RV)	I-1	137 Jamison Road	Pending MPC Nov 21/17		

NEW BUSINESS LICENSES ISSUED OCTOBER 2017

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
Oct 20/17	1025	2063672 AB Inc. o/a Vulcan Country Inn	Motel/Lounge	116 Centre Street East
Oct 20/17	1026	Lanktree Consulting Services Ltd.	Oilfield Consulting	204 Willow Road

Town of Vulcan
Public Works
Month End Report

Month of: October 2017

Facilities:

- Myself and Bonnie Ellis have applied for funding for replacing the sodium lights above the ice surface in the arena with LED which will brighten up the area and operate at a more efficient rate
- October 17th the arena and curling rink compressors went down called Startech in and was determined it was a wiring issue had Ross Ditta in to basically hot wire the compressors to get them running at 12:30 am. Oct 18th startech returned with their electrician and found a wiring issue from when plant was redone by gateway tying two separate temp censors to one controller causing the issue when one failed and would not reset shut down both systems this has been rewired and should operate correctly for now on

Streets:

- Street lights for the east side of the tracks on Center Street were expected to Ship the week of September 19th which they did not .Talking to EECOL they have received a letter from the manufacturer of the light standards that they are still in the process of building the standards and are blaming a sub-contractor for the delay and arrival date now is November 30th .October 11th the bases for the lights arrived and are expecting to place them as close to existing poles the last week of October start of November before the frost .
- Korthious tree care was in town October 27th we had to remove four popular trees with the winds and condition of the trees we felt best to remove them before they caused property damage.
- Street lights tested and repairs done
- Started street sweeping was completed in October and machine has been winterized
- Snow removal after the storm the start of October
- Pubic works cut the sidewalk and installed a drainage pipe at 120 Center Street

Water & Sewer:

- Tested all alarms at lift stations and water plant.

- In October worked on water meters. With the number of meters having to be replaced and not receiving the warranty replacement meters back in a timely matter I contacted the company about this issue and the lost revenue to the Town of Vulcan they supplied us with some meter bases at no charge
- Public works cleared out build up on all storm water outfalls

Water Plant (contracted)

- Minor repair and maintenance in water plant
- Public works will be assisting Hagen electric in November with removing the pump at Twin Valley dam and sending it for a rebuild
- Public works will be working on installing a new chemical system in the water plant come winter
- Assisted Vulcan County with some issues they have with the Kirkcalady water line that was installed this summer but no residents are hooked up yet
- Public works will start removing equipment and wiring from old water treatment plant starting in November

Parks:

- Mulching leafs in parks and ditches around town has been completed
- Closed campgrounds October 5th due to temperatures and VMMP was drifted in after the storm and was not worth clearing when we were due to close October 10th anyways and did not affect any users at the time

Cemetery:

- Two opening and closing
- Map sign of the cemetery has been placed public works is going to remove the bench from in front of the sign and will place a new bench in a different location this spring

Equipment

- General equipment maintenance on equipment

Personnel:

- All good

Other:

- Public works did fall cleanup the week of October 9th

Stewart Birch Town Foreman

November 2, 2017 TOWN OF VULCAN RECREATION REPORT

Prepared By Bonnie Ellis Recreation Director

ew Pool Build:

A grant for funding the new pool was received in the amount of $125,000.00. The lions' will be making an announcement as to who it is from. The Lions' sold tickets at the Jr High Volleyball tournament and sold 96 tickets, they also sold tickets at the mall in Lethbridge for 2 weekends and so about 100 in total. They will look into doing it again before Christmas. They has approached Jason Thornhill to sell tickets at the Polar express Train.

Programming:

Classes are running well with the exception of Adult Drama club, we will try again in the spring.

Next movie is November 17 – Nut Job 2 at the crc 6:30pm

Weekly Activities:

We have added a "Remind" to all our weekly programs. This app allows people who are interested in any activity to get the latest news regard cancellation, changes etc.

Arena

We are having a Halloween community event for the public. Things are going good. We almost has an ice failure earlier in October with power problems but the maintenance workers worked at night to save the ice.

Stew and I have applied for a grant to replace the lights in the arena. These lights would be l.e.d. and would give the ice less shadowing. We are still waiting to hear from them.

The stairs leading to the basement have been well worn and Stew is looking at replacing them.

Minor Hockey and Skate Club are working with the Town Rec Office to get a quote on a better sound system for the arena. Both clubs have agreed to spend up to $5000 for the upgrades. I am in the process of getting quotes on their wish list of items.

Summer Games 2018 and 2019

On October 11 and 12 I toured southern alberta communities to review their bid package. We awarded the Town and MD of Taber for the 2018 games and we will be returning to the Town and MD of Pincher Creek for the 50th Anniversary **of The Southern Alberta Summer Games in 2019. We also have received bids for 2020 and interest in 2021. The games are alive and well.**

Info:

The recreation department has been asked by Chris Gauthier and Lowell Krystalowich to help with a fundraiser for the Vulcan Pool. They would like to run a 24 Hockey Fundraiser. The town has authorized me to work with them to make this event happen.

Away from Office:

November 6-7 SARA Meeting Lethbridge November 14 – Dentist November 9, 10, 20 - Holidays

PEACE OFFICER PROGRAM
Managers' Report – October 2017

- ❑ From October 1st to October 31st ; Twenty-Three (23) files were created.
  - Sixteen (16) Traffic Stops
    - ➢ Eight (8) Offence Notices
    - ➢ Eight (8) Warnings
  - Four (4) Animal Control Calls

- ❑ Maintaining regular patrols and Stationary LIDAR on Elizabeth Street at the crossing sometimes coordinating with RCMP for joint operations. These were high visibility operations, intending to educate and change the behavior. With a visible presence, there was a much more compliant attitude.
- ❑ Conducted a joint operation with RCMP to assist in a Check-stop
- ❑ Reviewing the Business License Bylaw. Working with Development Officer on a new draft.
- ❑ Working on a joint operation with Cst. Pearce (RCMP) in building a Positive Ticket program to bring to the community.
- ❑ Working with Recreation Dept. on development of a Bike Rodeo Event to be held in the New Year.

Plans for November

- ❑ Increased presence and continued focus on traffic enforcement. This will continue until we see a significant decrease in offences.
  - Areas for Concern include:
    - ➢ Centre Street Pool Block
    - ➢ Centre Street Downtown; 4-way stops and illegal U-Turns, crossing the Centre Line
    - ➢ 1st Avenue, primarily South. Excessive Speed and high pedestrian count.
    - ➢ Elizabeth Street, West entrance to town.
    - ➢ Elizabeth Street, Playground Zone and crosswalk.
- ❑ Work on securing sponsorship and final design for Positive Ticket Program.
- ❑ Constable Pearce and I are exploring the idea of a contest for the Positive Ticket logo design. We are approaching the Administration of the Elementary School with this idea.
- ❑ Work on securing involvement from the different agencies for Bike Rodeo.
- ❑ Finish the draft for a potential revised Business License Bylaw.
- ❑ Regular patrols for un-shovelled sidewalks.

Town of Vulcan

Statistics from: 10/1/2017 12:00:00AM to 10/31/2017 11:59:00PM

Count of Reports Completed

File/ Complaint Report	7	30.4%
Ticket/ Warnings	16	69.6%
Total:	23	100.0%

Comparison of Citations and Warnings

Statistics from: 10/1/2017 12:00:00AM to 10/31/2017 11:59:00PM

Citations vs Warnings

Station 27 Fire Department
Office of the Fire Chief

November 7, 2017

Management Report

To the end of October 2017, Station 27 Fire Department has responded to the following:

Call Type	2016	2017
Fire Response	1	2
Grassland		9
Rescue		
Hazmat		
Gas Leaks	1	
MVC	3	5
Mutual Aid	1	
Medical Assist		4
First Response	04	
Service Call		
False Alarm	0	1
Total Calls	10	21

First Response = No Ems from Vulcan

Total Calls to the end of October 2016 -

Total Calls to the end of October 2017-

The total call report is for Town and County.

General Operations

- All apparatus and members have been issued with the new AFRRCS Radios. We have completed testing and all seems to be working great. Communications are crystal clear and we have responded to a few calls already, communications have never been better. We are also signing up all members to the Who's responding app so that they will also get the pages to their phones. This is similar to the Iam Responding. However all departments in the County will now be on this app.
- I have finished interviewing for the officer positions, the officers whom were selected are as follows; Peter Wyatt DC, Clayton Rutberg ADC, Todd Adams Capt, Taylor Anderson Capt, Mike Fodor Capt, Kevin Hansen Capt.

- We are scheduling CEVO training in order to bring the members up to standard with the new policy for driving fire apparatus.
- Rocky Mountain Phoenix will be sizing members whom gear is expiring.
- Priorities moving forward will be the transferring of equipment and entering said equipment into FP2.

Membership/Recruitment

- Our membership is now at 25 members. With 3 Junior members

Training

- A 1001 level one firefighter course is currently being ran with 8 of our members participating in it.
- CEVO and First aid training will be ongoing
- The 2018 Training plan is complete.

Fire Prevention/Public Relations

- Station 27 has a facebook page which is updated daily
- Station 27 hosted kindergarten students practicing the EDITH drills in the prevention trailer.

Respectfully,

Douglas Headrick,
Fire Chief,
Vulcan Fire Department
(403)485-1855
dfc@vulcancounty.ab.ca