

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, JULY 9, 2018  
COMMENCING AT 7:00 PM**

**PUBLIC HEARING - NIL**

**CALL TO ORDER -**

**1.0 Call to Order:**

**2.0 Adoption of Agenda**

2.1 Additions to Agenda

**3.0 Adoption of Previous Minutes**

3.1 Regular Council Meeting Minutes – June 25, 2018

**4.0 Correspondence and Information Items**

4.1 Alberta Recreation & Parks Association – Professional Development Workshop

4.2 Alberta Culture & Tourism – Stars of Alberta Volunteer Awards

4.3 Canadian Badlands – Social Media Ambassadors Network

4.4 14<sup>th</sup> Annual Alberta Fire Training Conference – Sponsorship Request

**5.0 New and Unfinished Business**

5.1 Vulcan & District Historical Society Approval Request

5.2 Chief Administrative Officer Holiday Request

5.3 August 27, 2018 Regular Council Meeting

5.4 Local Improvement Plan – Jamison Road

5.5 Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA)

**6.0 Committee Reports**

6.1 Foothills Regional Emergency Services Commission – Minutes – April 24, 2018

**7.0 Councillor Reports**

7.1 Councillor Taylor

7.2 Councillor DeBolt

7.3 Councillor Magnuson

7.4 Councillor Thomas

7.5 Councillor Roddy

7.6 Lorna Armstrong

7.7 Mayor Grant

## **8.0 Administrative Reports**

- 8.1 Action List
- 8.2 CAO Report
- 8.3 Development Officer Report
- 8.4 Public Works Report
- 8.5 Community Services Report
- 8.6 Fire Services Report

## **9.0 Adjournment**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting June 25, 2018

Meeting:	Regular Council
Meeting Date:	<b>July 9, 2018</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, June 25, 2018 were presented to Council.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 25, 2018 be approved and read by each member of Council.

Initials show support -Reviewed by:

Director:

  
CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER  
ON MONDAY, JUNE 25<sup>th</sup>, 2018**

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

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

**2.0 Adoption of Agenda**

**Motion No.: 18.211**

Moved by Councillor Lyle Magnuson THAT the agenda governing this meeting be adopted as presented. **CARRIED UNANIMOUSLY**

**3.0 Adoption of Previous Minutes**

**3.1 Regular Council Meeting Minutes**

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, June 11, 2018 were presented to Council.

**Motion No.: 18.212**

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 11, 2018 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**



#### **4.0 Correspondence and Information**

- 4.1 TransCanada – Pipeline Safety Information
- 4.2 Property for Lease – 108 – 3 Street North
- 4.3 Response to SuperNet Service

**Motion No.: 18.213**

Moved by Councillor Georgia-Lee DeBolt THAT the Correspondence and Information for the period ending June 25, 2018 be received as information. **CARRIED UNANIMOUSLY**

#### **5.0 Financial Reports**

##### **5.1 Cash Statement - Ending May 31, 2018**

**Motion No.: 18.214**

Moved by Councillor Paul Taylor THAT the Cash Statement for the period ending May 31, 2018 be received as information. **CARRIED UNANIMOUSLY**

##### **5.2 Year-to-Date Statement – Ending May 31, 2018**

**Motion No.: 18.215**

Moved by Councillor Lorna Armstrong THAT the Year-to-Date Statement for the period ending May 31, 2018 be received as information. **CARRIED UNANIMOUSLY**

#### **6.0 New and Unfinished Business**

##### **6.1 Whispering Creek Condominium Request**

The Whispering Creek Condominium Corporation forwarded a request to Council that the Public Works crew perform the annual crack sealing and patching of the Whispering Creek Condominium's roadways.

**Motion No.: 18.216**

Moved by Councillor Georgia-Lee DeBolt THAT Council denies the Whispering Creek Condominium Association's request for Public Works to complete the asphalt crack sealing of their roadways and directs Administration to forward a letter explaining Council's decision. **CARRIED UNANIMOUSLY**

## 6.2 2018 Infrastructure Project

At the February 12, 2018 Regular Council meeting Town Council approved local improvement plans for the underground utility and surface improvements of 3<sup>rd</sup> Street South from 4<sup>th</sup> Avenue to 6<sup>th</sup> Avenue.

The 2018 Capital budget provided a proposal for how this project would be funded, however when reviewing the final approvals it was identified that Council did not specifically identify how the costs for this local improvement would be allocated.

### **Motion No.: 18.217**

Moved by Councillor Lorna Armstrong THAT Council approves the funding for the 2018 infrastructure project of underground utility and surface improvements of 3<sup>rd</sup> Street South from 4<sup>th</sup> Avenue to 6<sup>th</sup> Avenue at a cost not to exceed \$1,277,961.00 with \$319,490.00 drawn from the Water, Sewer, and Streets Capital Reserve, and the remaining \$958,471.00 drawn from Municipal Sustainability Initiative (MSI) funding.

**CARRIED UNANIMOUSLY**

## 6.3 Local Improvement Plan – Jamison Road

At the June 11<sup>th</sup>, 2018 Regular Council meeting, Town Council directed administration to prepare a local improvement plan for the curb, gutter and gravel road construction of Jamison Road.

### **Motion No.: 18.218**

Moved by Councillor Lyle Magnuson THAT Council approves the local improvement plan for the curb, gutter and gravel road construction of Jamison Road, with a construction cost not to exceed \$740,607.00 with \$185,152.00 drawn from contingency reserve, and the remaining \$555,455.00 to be drawn from Municipal Sustainability Initiative (MSI) funding, and directs administration to contact the benefitting property owners to gauge their support for this project moving forward, and to bring the results back to Town Council for consideration.

**CARRIED UNANIMOUSLY**

## 6.4 Offer to Purchase Community Peace Officer Equipment

Justin Vallee accepted a position of Community Peace Officer for Vulcan County. Administration from Vulcan County contacted the Town and expressed interest in purchasing the custom fit items of his uniform.

**Motion No.: 18.219**

Moved by Councillor Paul Taylor THAT Council approves selling the Community Peace Officers uniforms, jacket and ballistic vest to the Vulcan County for a sum of \$1,788.00.

**CARRIED UNANIMOUSLY**

**7.0 Committee and Administrative Reports**

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

**Motion No.: 18.220**

Moved by Councillor Laura Thomas THAT the minutes from the various boards and committees in whom the Town Council has interest be filed for information.

**CARRIED UNANIMOUSLY**

**8.0 Councillor Reports**

Council provided verbal presentations of the meetings and their recent official activities.

**8.1 Councillor Taylor**

- Attended Town Hall Meeting
- Attended Vulcan Golf and Country Club meetings; provided an activity update

**8.2 Councillor DeBolt**

- Attended Town Hall Meeting

**8.3 Councillor Magnuson**

- Attended Town Hall Meeting

**8.4 Councillor Thomas**

- Attended Town Hall Meeting
- Vulcan Library Board and Vulcan Brand Innovation Team meetings postponed
- Attended Art Nights at Vulcan Library, good attendance

**8.5 Councillor Roddy**

- Attended Town Hall Meeting
- Vulcan Regional Victim Services Society; provided an activity update
- CCR to Elder Abuse; provided an activity update

**8.6 Councillor Armstrong**

- Attended Town Hall Meeting

- Marquis Foundation; provided an activity update
- Vulcan Health & Wellness Foundation; provided an activity update
- SouthGrow Regional Initiative; provided an activity update

**8.7 Mayor Grant**

- Attended Town Hall Meeting
- Southern Alberta Energy from Waste Association; provided an activity update

**Motion No.: 18.221**

Moved by Councillor Paul Taylor THAT the verbal reports given by Council at the June 25, 2018 Regular Council Meeting be received as information.

**CARRIED UNANIMOUSLY**

**9.0 Administrative Reports**

**9.1 Action List**

**9.2 CAO Report**

**Motion No.: 18.222**

Moved by Councillor Laura Thomas THAT this Council receives the Administrative Reports for information for the period ending June 25, 2018.

**CARRIED UNANIMOUSLY**

**10.0 Adjournment**

The meeting was adjourned by Councillor Michelle Roddy at 7:53 p.m.

---

Tom Grant  
Mayor

---

Kim Fath  
Chief Administrative Officer

# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

The list of Correspondence and Information for the period ending July 9, 2018 is attached for Council's review.

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

- 4.1 Alberta Recreation & Parks Association – Professional Development Workshop
- 4.2 Alberta Culture & Tourism – Stars of Alberta Volunteer Awards
- 4.3 Canadian Badlands – Social Media Ambassadors Network
- 4.4 14<sup>th</sup> Annual Alberta Fire Training Conference - Sponsorship Request

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

N/A

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the Correspondence and Information for the period ending July 9, 2018 be received for information.

Initials show support -Reviewed by: \_\_\_\_\_

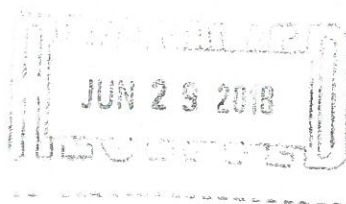
Director: \_\_\_\_\_

  
\_\_\_\_\_  
CAO



June 22, 2018

Mayor Grant & Councillors  
Town of Vulcan  
PO Box 360  
Vulcan Alberta, T0L 2B0



Dear Mayor Grant & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Kruschke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

1) **In your community**

Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

2) **At events**

Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

3) **Online**

You can learn at your own pace through two online course options. Greg will be available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) to arrange for this governance course for your council.

Yours sincerely,



William Wells  
Chief Executive Officer

Enclosures (2)

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6  
ph: 780-415-1745 • fax: 780-451-7915 • [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) • [www.arpaonline.ca](http://www.arpaonline.ca)

# Recreation and Parks for Elected Officials Workshop

## Fee Schedule

	ARPA Member	Non- Member	Conditions
	\$3,400.00	\$4,000.00	Up to 10 Participants.
<b><u>In Your Community</u></b>			
	\$270.00	\$340.00	Per additional participant (up to a maximum of 20 people per workshop).
<b>ARPA Conference Session</b>	\$269.00	\$339.00	Minimum of 10 participants required to run the workshop.
<b><u>Online Course</u></b>	Access to learning resources between April 1 <sup>st</sup> and March 30 <sup>th</sup> each year.		
<i>With support</i>	\$199.00	\$250.00	Email access to instructor
<i>Without support</i>	\$99.00	\$135.00	No access to instructor

All prices are subject to 5% GST



11759 Groat Road  
Edmonton, AB T5M 3K6  
Ph. 780-415-1745  
Fax 780-451-7915





### Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.



RECEIVED  
JUL 03 2018



*Office of the Minister  
MLA, Calgary-Cross*

June 28, 2018

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

Dear Mayor Grant:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at [www.alberta.ca/stars-awards](http://www.alberta.ca/stars-awards). The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda  
Minister

cc: Honourable Shaye Anderson  
Minister of Municipal Affairs

**FOR IMMEDIATE RELEASE****Press release****Canadian Badlands on the Hunt for Local Social Media Ambassadors***Canadian Badlands Tourism #CBTAmbassador Networks Returns for Second Year*

CALGARY (June 29, 2018) — Following the success of the Tourism Champions program in 2017 (which was selected as a provincial finalist in the prestigious Travel Alberta Industry Awards), Canadian Badlands Tourism (CBT) is continuing to develop a regional network of local tourism ambassadors.

CBT is searching for local social media users and influencers who are mainly active and skilled in posting on Instagram. The ambassadors will show off their pride for their region, and share stories on their social media channels by attending and promoting local events, attractions and experiences throughout the summer.

Does your Instagram feed showcase the best of the Canadian Badlands? Does it reveal the authentic stories of this region and its people? If so, you could join our team of Tourism Ambassadors. In return for posting weekly about the Canadian Badlands on Instagram, influencers will learn how to share experiences in personable ways, and will become part of an engaged community built around unique Canadian Badlands experiences.

What's in it for you? Selected Ambassadors will:

Get to experience the best of the Badlands region by visiting local events, venues, and attractions in exchange for sharing these experiences with their followers on social media. Become part of a social media community and be able to draw on this network for months as they grow their platform.

Learn how to develop their own personal brand and build their social media traffic from global travel bloggers Peter Heck of @HeckticTravels and Jody Robbins of Travels with Baggage.

How to be chosen:

Simply send your IG handle and a brief description of yourself and why you love the Badlands to [jodyarobbins@gmail.com](mailto:jodyarobbins@gmail.com). We'd also love to know what you think makes your community special and the untold stories you think tourists should know about. Submit your information by Friday, July 9, 2018.

Participants must be over 18 years of age as of July 9, 2018.

Participants must live within one of the 66 the Canadian Badlands Tourism region communities. [Click here](#) for a listing of all communities.

**About Canadian Badlands Tourism**

Canadian Badlands Tourism (CBT) is a not-for-profit Alberta Corporation providing a new and innovative approach to creating an integrated, destination-based tourism industry in South-Eastern Alberta. CBT is the largest co-operative regional partnership of municipal governments in Alberta. The shareholders are 66 municipal governments, who recognizing the power of co-operative efforts to develop and implement strategic regional tourism development plans.

For further details contact:  
Jody Robbins  
Tourism Ambassador Co-ordinator  
E: [jodyarobbins@gmail.com](mailto:jodyarobbins@gmail.com)  
T: 403.401.2018

Pete Heck  
Director - Hecktic Media Inc.  
E: [peter@heckticmedia.com](mailto:peter@heckticmedia.com)  
T: 929.249.1730



May 30, 2018

To: Municipal Chief Administrative Officer

Re: 14<sup>th</sup> Annual Alberta Fire Training Conference

For the past 13 years, the Alberta Fire Training Conference Committee (Formerly the Southern Alberta Fire Training Conference Committee) have held an annual conference well attended by officers and firefighters alike from across our southern Alberta region. Sessions and field training are pertinent to our regional firefighters and provide them with additional knowledge and expertise to use while in their own communities.

The 2018 conference theme is, **Leading Tomorrow's Fire Service**. This year, we are fortunate to have confirmed Dr. David Griffin to be the Keynote speaker. Dr. Griffin was the pump operator for the first engine to respond to the disastrous 2007 Sofa Super Store fire that claimed the lives of nine of his fellow firefighters. He relates how this experience has changed education and training on a national level, as well as the personal and professional changes it brought for him.

The conference runs Wednesday Oct. 17<sup>th</sup> – Saturday Oct. 20<sup>th</sup>, 2018. The Hands on Training session held at the Lethbridge Fire Tower from 1800-2200 (theory) on Wednesday, and 0800hrs – 1600hrs on Thursday where participants will be trained in flashover simulations. Friday Dr. Griffin will be conducting his session, In Honor of the Charleston 9: A Study of Change Following Tragedy, and will conduct a different session on Saturday. There will be a tradeshow running Friday and Saturday, with around 40 vendors. Also on Saturday, we will have multiple mini sessions covering topics such as: New Standards on Food Trucks, Battery Fires, and Drones. The conference will conclude with the Banquet, and silent auction Saturday evening.

Proceeds from the silent auction will be donated to Sheepdog Lodge Canada, which provides a retreat for combat veterans and first responders to help deal with the emotional and mental stress of the job. They provide a host from the same type of service so that you can utilize peer supports, **while reconnecting with your family without having to worry about the day to day at the cabin**. It's a great opportunity for members to recharge and focus on their own mental health and wellness.

As you can see, a huge amount of resources are required to put on this fire conference, from hundreds of hours donated by regional partners to financial support from municipalities and industry alike. We are asking for your support in the form of a monetary donation to the Southern Alberta Fire Department Conference. Recognition for your contribution will be categorized as follows:

1 alarm: 100.00\$ - 300.99\$ identifies you as a sponsor in the conference program, as well as being featured on the power point.





2 alarm: 301.00\$ - 600.99\$ identifies you as a sponsor in the conference program, featured in medium font on the power point, and promotional literature (if provided) included in delegates' welcome bags.

3 alarm: 601.00\$ - 999.99\$ identifies you as a sponsor in the conference program, featured in medium font on the power point, link/logo for your company on our website, promotional literature (if provided) included in delegates' welcome bag, be announced as a sponsor at coffee breaks.

4 alarm: 1000.00\$ - 2000.99\$ identifies you as a sponsor in the conference program, featured in large font on the power point, link/logo for your company on our website, promotional literature (if provided) in delegate's welcome bag, and be announced as a sponsor at coffee breaks.

5 alarm: 2001.00\$ - and up identifies you as a sponsor in the conference program, featured in extra-large font on the power point, link/logo for your company on our website, sponsorship recognition at the lunch/banquet and of Guest Speaker, have promotional literature (if provided) included in delegate's welcome bag, and have their banner displayed at the lunch/banquet (if a banner is provided).

Regardless of the amount you choose to donate, your organization will be seen by delegates and vendors alike. Your support helps ensure that costs will remain low for participants, while still offering high quality speakers and training to your first responders. Any donation big or small would be greatly appreciated.

To learn more about Sheepdog Lodge Canada please visit:

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

To learn more about the Alberta Fire Training Conference please visit:

[www.abfiretraining.org](http://www.abfiretraining.org)

To make a donation, or for further information please contact:

Jenn McMaster

Secretary

Alberta Fire Training Conference Committee

403-485-3115

[Jennifer.mcmaster@vulcancounty.ab.ca](mailto:Jennifer.mcmaster@vulcancounty.ab.ca)

Respectfully,

Cody McNalley

President

Alberta Fire Training Conference Committee

# Town of Vulcan

Request for Decision (RFD)

## Vulcan & District Historical Society Approval Request

Meeting: Regular Council  
 Meeting Date: **July 9, 2018**  
 Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

The Vulcan & District Historical Society are requesting approval from the Town of Vulcan to replace the roof and siding on the former Alberta Government Telephone (AGT) building now owned by the Town of Vulcan.

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

As this building is registered as a Municipal heritage building and is listed on the provincial heritage resource registry, administration felt that it would be beneficial to investigate the effects of the proposed changes.

Attached are the Chief Administrative Officer's and the Development Officer's reports for Councils consideration.

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

### **RECOMMENDED ACTION:**

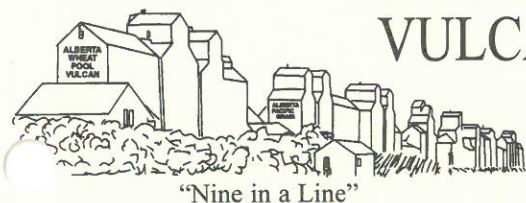
Moved by Councillor \_\_\_\_\_ THAT Council denies the Vulcan and District Historical Societies request until such time as Administration, the Society, and Alberta Culture & Tourism Historic Resources Management Branch can meet to determine how these improvements will be completed in a way that maintains the heritage value of the building, and that upon agreement by all parties the Development Officer is authorized to grant approval to proceed with the proposed repairs.

Initials show support -Reviewed by: \_\_\_\_\_

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

\_\_\_\_\_  
 CAO





# VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

Archives: Box 104 • 303 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168

Museum: Box 104 • 232 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168

5.1

June 28, 2018

To the Members of the Vulcan Town Council,

We would like to thank you for your assistance in helping us keep up the appearance of the museum storage building lot. It is much appreciated.

We would also like to inform you of some exterior renovation work we plan to do on the original museum building.

The roofing on the former telephone building portion needs to be replaced. We plan to have cedar roofing installed, to match the current roofing on the schoolhouse portion. In addition, the siding has some rotted areas and needs frequent maintenance. We will replace the siding on the entire older portion of the building, including the telephone building, schoolhouse and connecting lobby with a concrete board siding with the same board width and color as the current siding. This will require less maintenance and maintain the current appearance. This siding is also what was used on the new addition. As you are the owners of the telephone portion, please let us know if these plans for that building are acceptable to you.

The renovations are estimated to cost \$35,595. The historical society will be paying for them, our financial investment in keeping our past for our future.

The museum is open every day of the week, Sunday to Friday from 1 to 5 p.m. and Saturday from 10 a.m. to 5 p.m. from now until the end of September. Come on in and have a look around. If you have time, we also have a need for more volunteer hosts who enjoy chatting with visitors. The archives is open from 1 to 5 p.m. every Wednesday year-round and other times whenever a volunteer is working there.

Richard Lambert  
President, Vulcan and District Historical Society



## **ADMINISTRATION REPORT**

**TO: TOWN COUNCIL**

**FROM: Kim Fath, CAO**

**DATE: July 5<sup>th</sup>, 2018**

### **Background**

In Correspondence received July 3, 2019 the Vulcan and District Historical Society have request approval from Town Council to replace the roof and siding on the former Alberta Government Telephone (AGT) building now owned by the Town of Vulcan.

### **Discussion**

As this Building is registered as a Municipal heritage building and is listed on the provincial heritage resource registry, administration felt that it would be beneficial to investigate the effects of the proposed changes. The Development officer has provided the attached report for Council.

### **Consideration**

Council is asked to consider denying the Vulcan and District Historical Societies request until such time as Administration, the Society, and Alberta Culture & Tourism Historic Resources Management Branch can meet to determine how these improvements will be completed in a way that maintains the heritage value of the building, and that upon agreement by all parties the Development Officer is authorized to grant approval to proceed with the proposed repairs.

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



# MEMO

**FROM:** Nancy Neufeld/Development Officer  
**DATE:** July 5, 2018  
**RE:** Vulcan & District Historical Society  
Correspondence June 28, 2018

---

In regards to the request by the Historical Society proposed changes to the roofing and siding of the "AGT Building". This building is a designated Municipal Historic Resource as per Bylaw 1352-07 and our responsibility as a municipality is to preserve as much as possible the heritage values/character defining elements of the building. The roof and siding are both listed as character defining elements in the "Statement of Significance" which supports this building being designated as a historical resource.

The preservation of historical resources is under the guidance of a document entitled "Standard & Guidelines for the Conservation of Historic Places in Canada". Upon consultation with Fraser Shaw, Conservation Advisor, Alberta Culture & Tourism, Historic Resources Management Branch in regards to the changes to the roof and siding he indicated the following:

- 1) Installation of cedar roofing would be in line with the "Standards & Guidelines" and could possibly be eligible for grant funding.
- 2) The replacement of the wood siding with hardboard siding does **not** comply with the "Standards & Guidelines".

Mr. Fraser indicated that he would be willing to come to Vulcan to inspect the building and consult with the Town/Historical Society in regards to the proposed changes and how they could be achieved in a way that would maintain the heritage value of the building.

# Town of Vulcan

Request for Decision (RFD)

## Chief Administrative Officer Holidays

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

The Chief Administrative Officer is requesting Council's approval to take holidays from July 30<sup>th</sup> – August 7<sup>th</sup>, 2018 and August 21<sup>st</sup> – September 5<sup>th</sup>, 2018.

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

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

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council approves the Chief Administrative Officer's request for holidays from July 30<sup>th</sup> – August 7<sup>th</sup>, 2018 and August 21<sup>st</sup> – September 5<sup>th</sup>, 2018.

Initials show support -Reviewed by: \_\_\_\_\_

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

  
CAO

# Town of Vulcan

Request for Decision (RFD)

## August 27, 2018 Regular Council Meeting

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

Council may wish to postpone or cancel the scheduled August 27, 2018 Regular Council Meeting.

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

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

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council cancels the August 27, 2018 Regular Council Meeting unless an emergency arises.

Initials show support -Reviewed by: \_\_\_\_\_

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

  
\_\_\_\_\_  
CAO

# Town of Vulcan

Request for Decision (RFD)

## Local Improvement Plan – Jamison Road

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

At the June 25, 2018 Regular Council meeting Town Council approved a local improvement plan for the curb, gutter and gravel road construction of Jamison Road, and directed administration to contact the affected property owners to gauge support for this project.

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

The Development Officer and I met with every property owner affected by this proposal. All of the owners were in favor of moving forward with the development of Jamison road. Two owners indicated that they would like the underground infrastructure included in this plan. One stated that this would be the only way they would be in favour.

Attached is the Chief Administrator Officer's report and the estimate for development including the underground utilities.

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

### **RECOMMENDED ACTION:**

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

Initials show support -Reviewed by: \_\_\_\_\_

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

  
CAO





## **ADMINISTRATION REPORT**

**TO: TOWN COUNCIL**

**FROM: Kim Fath, CAO**

**DATE: July 5<sup>th</sup>, 2018**

### **Background**

At the June 25<sup>th</sup>, 2018 Regular Council meeting Town Council approved a local improvement plan for the curb, gutter and gravel road construction of Jamison Road, and directed administration to contact the affected property owners to gauge support for this project.

### **Discussion**

The Development Officer and I met with every property owner affected by this proposal. All of the owners were in favor of moving forward with the development of Jamison road. Two owners indicated that they would like the underground infrastructure included in this plan. One of which stated that this is the only way that they would be in favor.

Based on this feedback, CIMA+ was asked to provide budgetary costs for this additional work. Attached is the estimate for development including underground utilities. At double the cost of the approved plan it significantly effects the Councils ability to move forward with this project. There is not currently enough funding in our reserves or available grant funding to take on this additional infrastructure.

### **Consideration**

Council is asked to consider holding a discussion on the merits of the Town borrowing funding to complete the additional improvements for this project and to direct administration to prepare a new local improvement plan, or whether to move forward with this project as originally proposed.

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

# Town of Vulcan

## North Industrial Development - Jamison Road

### SUMMARY

ITEM	STREET LOCATION	ESTIMATED COST OF CONSTRUCTION
A	Underground Utilities - Wastewater	\$227,556
B	Underground Utilities - Stormwater	\$153,669
C	Underground Utilities - Water	\$307,079
D	Surface Improvements	\$655,404

### TOTAL COST OF CONSTRUCTION

**\$1,343,708**

**Note: The above costs are exclusive of GST**

### ENGINEERING

Engineering - (9%)	120,934
Quality Control - (4%)	53,748

### TOTAL COST OF CONSTRUCTION, INCLUDING ENGINEERING

**\$1,518,390**

# Town of Vulcan

Request for Decision (RFD)

## Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA)

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

In 2016 a committee was created to revise the 2007 Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA). The amendments to this agreement were distributed to the member municipalities in June of 2017.

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

Attached is the Administrator's report and a letter from Luke Palmer on behalf of the SAEMRSA Leaders Group explaining their request for Council's information.

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

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council directs Administration to submit a letter of support for the changes to the Southern Alberta Emergency Management Resource Sharing Agreement and request that the Town of Vulcan be included as a signatory to this agreement in accordance to Council resolution 07.143.

Initials show support -Reviewed by: \_\_\_\_\_

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

  
CAO





## **ADMINISTRATION REPORT**

**TO: TOWN COUNCIL**

**FROM: Kim Fath, CAO**

**DATE: July 6<sup>th</sup>, 2018**

### **Background**

In 2016 a committee was created to revise the 2007 Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA). The amendments to this agreement were distributed to the member municipalities in June of 2017.


### **Discussion**

On June 29<sup>th</sup> 2018, I was contacted by Luke Palmer on behalf of the SAEMRSA Leaders Group, attached is a copy of the correspondence explaining the request. In looking through our files it appears that we did not receive the original letter. Luke has provided a copy of the original letter and it has been attached as well. We have also attached the full agreement to the council login section of our website for full review.

The Town of Vulcan originally made motion to enter into this agreement on May 14, 2007. If council would like to continue with participation in this agreement we are required to send a letter of support for the amendments.

### **Consideration**

Council is asked to consider directing administration to submit a letter of support for the changes to the Southern Alberta Emergency Management Resource Sharing Agreement and request that the Town of Vulcan be included as a signatory to this agreement in accordance to council resolution 07.143.

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



## Kim Fath

---

**From:** Luke Palmer <Luke.Palmer@lethbridge.ca>  
**Sent:** June-29-18 2:12 PM  
**To:** Kim Fath  
**Subject:** Resource Sharing Agreement Signatories

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

### **RE: Resource Sharing Agreement Signatory Management**

Dear Mr. Fath,

July 5 of this year will mark the one year point of regional community leaders receiving letters for consideration to become parties to the new Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA). Over the course of this year, we have seen a great deal of support and continual improvements centered on this document.

With the positives, there have also been negatives. The process for receiving signatories has been flawed. Despite a change in early January providing the opportunity to email council resolutions to improve the process, some letters implying sign-on remain unaccounted for. I and the SAEMRSA Leadership Group apologize for this and can certainly understand the frustration associated with this error.

The resource sharing agreement represents a vital component towards regional collaboration when we as a region, or as individual communities are faced with an event. It is our hope that we are able to maintain the importance of committing your partnership towards this effort and ensure preparedness within the region.

Today we have a total of fifteen signatories accounted for, which are noted as an enclosure. In receiving this letter, we ask that you resubmit your letter of support as you are unfortunately one of the unaccounted for communities. If you represent a community who has yet to formalize a letter of support, we would also urge you to consider doing so, as an event can impact us at any time.

To improve our processes we are now suggesting direct submission to mitigate any potential errors. Please submit any letters of support to myself at [luke.palmer@lethbridge.ca](mailto:luke.palmer@lethbridge.ca). Should you have any further questions or concerns please submit those via email as well, or by phone at 403-320-4129.

Thank you for your continued patience with this process. We hope to work with all of you in building a strong and resilient partnership.

On behalf of the SAEMRSA Leadership Group,



Luke Palmer  
Emergency Preparedness Manager  
City of Lethbridge

Enclosure

---

**Current List of Signatories:**

- City of Lethbridge
- City of Medicine Hat
- County of Forty Mile No. 8
- Lethbridge County
- M.D of Ranchlands No. 66
- Town of Cardston
- Town of Claresholm
- Town of Coaldale
- Town of Coalhurst
- Town of Milk River
- Town of Nanton
- Town of Pincher Creek
- Town of Stavelly
- Town of Taber
- Village of Longview

*Signatories as of June 28, 2018\**

## SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

---

Kim Fath,  
CAO, Town of Vulcan  
321, 2nd Street S.  
Vulcan, Alberta  
T0L 2B0

July 3, 2017

### **RE: UPDATED VERSION OF THE 2007 AGREEMENT ON AREA RESOURCE SHARING**

Dear Mr. Fath,

Please find attached a copy of the Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA) for your consideration. This is a revised version of the 2007 Agreement on Area Resource Sharing which your municipality may be a signatory. You may be aware that this revised version was recently presented at the South West and South East Mayors and Reeves meetings in Lethbridge and Medicine Hat. This letter is intended to provide you with the background on how the updates came about, the purpose of the Agreement, to provide you with an opportunity to comment and make suggestions and ultimately have your municipality become a signatory.

The updated version was reviewed by the City of Lethbridge Legal Department following the presentations to the Mayors and Reeves. Some formatting and improved wording of a few definitions are the only amendments.

#### **Background:**

In 2007 the City of Lethbridge acted upon the opportunity to develop a single mutual aid agreement that could replace the multitude of individual, municipal to municipal mutual aid agreements that existed between communities in Southern Alberta. This was a successful endeavour that resulted in the implementation of the single Agreement on Area Resource Sharing with thirty five municipal signatories.

In 2016 it was recognized that the 2007 Agreement had become somewhat outdated in its terminology and scope and was absent of a few key items, namely; the ability to delegate authority, request resources in a standardized manner and identify what type of incident would trigger the use of the Agreement. At that point a call-out was sent by the Alberta Fire Chiefs Association, Director of the Southern District to all AFCA Southern Alberta (Region 7) Fire Chiefs seeking municipal representation on a new leadership group that would begin a review of the Agreement on Area Resource Sharing. The call was answered by Fire Chiefs and Emergency Managers alike from the City of Medicine Hat, Pincher Cr., Willow Cr., Town of Taber, Vulcan County, Coalhurst, City of Lethbridge and Lethbridge County. The result is the attached Agreement along with a request that your municipality consider the document as an appropriate, effective and timely evolution to our ability to activate mutual aid in Southern Alberta going forward.

**Purpose:**

The SAEMRSA was developed using the same principle as the 2007 Agreement on Area Resource Sharing: to facilitate efficient emergency mutual aid in Southern Alberta through one agreement. This updated version is not intended to replace the original 2007 version but as an alternative, it provides for a more comprehensive tool to facilitate mutual aid with a focus specifically on Type 3, 2, or 1 Incidents (Incidents of greater scope and severity.). The foundation of the Agreement is based upon the applied principles of emergency management best practices and a regionalized, integrated management system, which includes a viable and sustainable solution to the overwhelming need for resources during incidents of larger scale through a resource sharing agreement. The agreement is written in a manner to allow resource sharing as part of an emergency response and for any of the other three Pillars of Emergency Management; Preparedness, Mitigation and Recovery.

**Comments and Suggestions**

Should you have any comments or suggestions regarding the Agreement please direct them to the Lethbridge County Emergency Services Coordinator, #100 905 4th Avenue South, Lethbridge Alberta, T1J 4E4 or email to [dbeaton@lethcounty.ca](mailto:dbeaton@lethcounty.ca). All submissions will be compiled for review by the SAEMRSA Leadership Group. If you would like to submit a comment or suggestion we ask that you do so before September 1, 2017. On an ongoing basis the Leadership Group will be meeting in order to ensure that the Agreement remains current. Municipalities are welcome to add representation to the Leadership Group at any time. The City of Lethbridge has agreed to continue administering the master copy of the Agreement. If the Agreement is approved by your municipality, a letter or council resolution along with the resolution number, confirming your approval, addressed to: City Clerk, City of Lethbridge 910 4<sup>th</sup> Avenue South, Lethbridge Alberta, T1J 0P6 will be required in order to add your municipality's name being added to Appendix 'D', Parties to this Agreement.

Southern Alberta Emergency Management Resource Sharing Agreement Leadership Group:

- Richard Hildebrand, Chief of Fire and EMS, City of Lethbridge
- Dale Danylchuk, Emergency Preparedness Manager, City of Lethbridge
- Dana Terry, Deputy Chief Support Services, City of Lethbridge
- Dave Cox, Chief of Emergency Services, Pincher Creek Emergency Services Commission
- Steve Munshaw, Fire Chief, Town of Taber
- Travis Coleman, Emergency Services Manager / Fire Chief, M.D. of Willow Creek
- Stuart Larson, Director of Protective Services, Vulcan County
- Mat Conte, Fire Chief, Town of Coalhurst
- Ron Robinson, Retired Fire Chief and Director of Emergency Management, City of Medicine Hat
- Darryl Beaton, Emergency Services Coordinator / Director of Emergency Management, Lethbridge County

On behalf of the SAEMRSA Leadership Group,



Darryl Beaton

# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting: Regular Council  
Meeting Date: July 9, 2018  
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.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

- Foothills Regional Emergency Services Commission – Minutes – April 24, 2018

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the July 9, 2018 Town Council Meeting be received for information.

- Foothills Regional Emergency Services Commission – Minutes – April 24, 2018

Initials show support -Reviewed by:

Director:

  
CAO

**FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION  
BOARD MEETING**

**Wednesday, April 24, 2018**

**7:15 p.m. FRESC Center, 98 Woodhaven Dr. Okotoks**

Attendance: Jamie Tiessen, Vice Chairman  
Brenda Fenwick, Executive Director  
Board Members: Jason Schneider, Dr. Ed Sands, Jonathan Gordon, Paul Taylor, Darryl Lalonde  
Absent: Suzanne Oel, John Dozeman, Bruce Masterman

**1.0** The meeting was called to order at 7:11 by Jamie Tiessen, Vice Chairman.

**2.0** **AGENDA**

**MOTION:** by Dr. Ed Sands to adopt the Agenda as presented  
**CARRIED**

**3.0** **MINUTES OF PREVIOUS MEETING – January 24, 2018**

**MOTION:** by Jason Schneider to adopt the Minutes of January 24, 2018 as presented.  
**CARRIED**

**4.0** **FINANCIAL REPORT**

**4.1** **2017 Financial Statements**

Brenda Fenwick reviewed the 2018 Financial Statement prepared by Sease and Partners. The Commission is in a good financial position. A discussion was held regarding designating funds to a restricted reserve.

**MOTION:** by Paul Taylor to designate \$435,000 of the surplus to a restricted capital reserve account to support future capital expenditures.  
**CARRIED**

**MOTION:** by Jonathan Gordon to accept the 2018 Financial Statements as presented.  
**CARRIED**

**4.2** **Year to Date Financial Report**

Brenda Fenwick presented the year to date financial report.

**MOTION:** by Jason Schneider to accept the Year to Date Financial report as information.  
**CARRIED**

**5.0        OLD BUSINESS**

**5.1        CAD to CAD EMS Dispatch Update**

**MOTION:**    by Dr. Ed Sands to move the meeting in camera at 7:40 pm.  
**CARRIED**

**MOTION:**    by Darryl Lalonde to move the meeting out of camera at  
8:10 pm.  
**CARRIED**

**6.0        NEW BUSINESS**

**6.1        Alberta E911 Advisory Association Meeting Update**

Brenda Fenwick presented a report from the Spring AEAA meeting. Information was provided concerning the pending approval of the Provincial 911 Standards and the requirements for compliance and readiness for NextGen 911.

**MOTION:**    by Dr. Ed Sands to accept the report from the Alberta E911 Advisory Association meeting as information.  
**CARRIED.**

**6.2        Canmore Fire**

**MOTION:**    by Paul Taylor to move the meeting in camera at 8:20 pm.  
**CARRIED**

**MOTION:**    by Paul Taylor to move the meeting out of camera at 8:35 pm.  
**CARRIED**

**MOTION:**    by Jason Schneider to authorize the Executive Director to respond to the RFP for Canmore Fire Rescue 911 and Fire Dispatch services when released. The Board authorizes the Executive Director to negotiate a dispatch rate as discussed in camera.  
**CARRIED**

7.0 **EXECUTIVE DIRECTOR REPORT**

The Executive Director's written report was provided for information.

**MOTION:** by Dr. Ed Sands to accept the report as information.

**CARRIED.**

8.0 **IN CAMERA SESSION**

In camera sessions during 5.1 and 6.2

9.0 **NEXT MEETING** – June 27, 2018 at 7:15 p.m..

10.0 **MOTION:** by Dr. Ed Sands to adjourn the meeting at 8:46

**CARRIED**



# Town of Vulcan

Request for Decision (RFD)

## Councillor Reports

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

Council's verbal presentations to be presented on the various boards and committees in which Town Council has an interest.

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

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

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the verbal reports given by Council at the July 9, 2018 Regular Council Meeting be received as information.

Initials show support -Reviewed by: \_\_\_\_\_

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

  
\_\_\_\_\_  
CAO

# Town of Vulcan

Request for Decision (RFD)

## Administrative Reports

Meeting: Regular Council  
Meeting Date: **July 9, 2018**  
Originated By: Kim Fath

### **BACKGROUND / PROPOSAL:**

Management is to produce a report each month.

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

Attached are the following reports:

- 8.1 Action List
- 8.2 CAO Report
- 8.3 Development Officer Report
- 8.4 Public Works Report
- 8.5 Community Services Report
- 8.6 Fire Services Report

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

N/A

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT this Council receives for information the Administrative reports for the period ending July 9, 2018.

Initials show support -Reviewed by: \_\_\_\_\_

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

  
CAO

# MEMO

**TO: Council**

**FROM: Nancy Neufeld, Development Officer**

**DATE: Report for June, 2018**

---

**Intermunicipal Development Plan (IDP)** –ORRSC has compiled a brief survey which is available for public input via Town website until mid-August.

Along with Kim, met with landowners in regards to local improvement proposal for Industrial/Jamison Road.

Working with ORRSC re possible amendments to Land Use Bylaw in regards to anticipated legalization of cannabis.

**MPC Meeting** – Regularly scheduled June & July MPC meetings cancelled. Next scheduled meeting is August 14<sup>th</sup>.

## **BUILDING PERMITS ISSUED JUNE 2018**

DATE	PERMIT #	DEV PERMIT #	DESCRIPTION	JOB VALUE	CIVIC ADDRESS	LOT	BLOCK	PLAN
June 15/18	TVC B 0013 18 MU	D18.10	Accessory Building	I-\$15,000	919-2 Avenue N	1	1	5402JK
June 28/18	TVC B 0014 18 MU	D18.16	Accessory Building	R-\$21,500	417-3 St S	14	25	1117FG

## **DEVELOPMENT PERMITS ISSUED JUNE 2018**

DATE	PERMIT #	DEVELOPMENT DESCRIPTION		ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	POST UNTIL
June 26/18	D18.16	Permitted	Accessory Bldg (Garage)	R-1	417-3rd St S	June 26/18	N/A	July 10/18

## **NEW BUSINESS LICENSES ISSUED JUNE 2018 - NIL**

## CAO'S REPORT

**SUBMITTED TO:** Town Council  
**SUBMITTED BY:** Kim Fath  
**FOR THE DATES:** June 22<sup>nd</sup> through July 6<sup>th</sup>, 2018

### Administrative Business Summary

- Prepared CAO and Activities Report
- Prepared and reviewed agenda
- Met with Aaron Janzen with Alberta Environment to discuss local blue/green algae meeting.
- Contacted Whispering Greens Condo Association in regards to a parking issue they submitted.
- Attended council meeting
- Council meeting follow up (*minutes review, action items, letters*)
- Worked with CIMA+ to resolve work delays. Approved a 15 day extension. (*3<sup>rd</sup> ST. S Project*)
- Met with Community Services Manager and Public works to review and amend Pool RFD.
- Met with all owners affected by the local improvement plan for Jamison Road.
- Attended the sod turning ceremony at the hospital.
- Met with Fire Committee members and Vulcan County to address fire chief concerns
- Reviewed CPO applications and arranged interviews.
- Met with a commercial property owner who would like no taxation based on lack of renters. (*I explained assessment and taxation but this request may still come back to council.*)
- Followed up on request from SAEMRSA Leadership Group (*Southern Alberta Emergency Management Resource Sharing Agreement Vulcan needs letter of support*)
- Created RFD's for next council meeting
- Met with Mayor to sign documents and discuss agenda items

### Staff


- CPO recruitment closed on June 29<sup>th</sup> we received 13 applications
- We arranged for 3 interviews for July 18<sup>th</sup> and 1 declined due to accepting another position.

### Formal Meetings of Interest

- I Compass Minute Training – Town Office– June 26<sup>th</sup>.

### Additional information

- I re-applied for a position on the Alberta Environment and Parks Water and Wastewater Operators Certification Advisory Committee. This would be for an additional 3 year term.



Respectfully submitted by Kim Fath  
Chief Administrative Officer



# Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council April 25, 2016	16.140	Moved by Councillor Paul Taylor THAT Council approves Anderson's request to use the lagoon waste water effluent for the purpose of irrigation and that Administration drafts an agreement to facilitate this matter.	Kim Fath	Pending Anderson purchase of irrigation equipment.	
Regular Council September 26, 2016	16.277	Moved by Councillor Georgia-Lee DeBolt THAT Council directed Administration to research this matter and bring the information back to Council for further consideration.	Kim Fath Stew Birch	Contact golf course and evaluate the success of their program. More than a year of data required.	
Regular Council April 9, 2018	18.113	Moved by Councillor Georgia-Lee DeBolt THAT Council approves the closure of the following roads on July 21, 2018 from 6:00 a.m. to 4:00 p.m. for the Vulcan County Cruisers Car Club Show and Shine as well as permission to use the rodeo grounds for a demolition derby on July 21-22, 2108. Closure of Centre Street from 1 <sup>st</sup> Ave to 3 <sup>rd</sup> Ave and 2 <sup>nd</sup> Ave from 1 <sup>st</sup> Street North to 1 <sup>st</sup> Street South from 6:00 a.m. to 4:00 p.m.	Karen Rose Stew Birch	Send letter of approval and CofR to Vulcan County Cruisers Send Copy of Resolution and Request for Service to Public Works Supply barricades and assist County Cruisers if necessary	April 11, 2018
Regular Council April 9, 2018	18.116	Moved by Councillor Georgia-Lee DeBolt THAT Council approves the purchase of 26 LED light fixtures and shorting caps as per the quotation from EECOL Electric for \$11,094.20, as well as the construction of 26 model space ship engines not to exceed \$3,000.00 with the funds to be drawn from the Street Light Replacement reserve and directs Administration to have Public Works coordinate the replacement of the remaining High Pressure Sodium fixtures in the Industrial subdivision and Arena parking lot.	Karen Rose Stew Birch	Send notice of approval to Public Works approving purchase of LED lights and space ship engines Send Copy of Resolution to Janice McCallum-Campbell Purchase of LED lights, shorting caps, 26 model space ship engines and installation of lighting	April 11, 2018
Regular Council May 14, 2018	18.164	Moved by Councillor Lyle Magnuson THAT Council approves the construction and paving of a walking path along 1 <sup>st</sup> Avenue North from Centre Street to 3 <sup>rd</sup> Street North at a cost not to exceed \$35,000.00 with no more than \$20,000.00 drawn from the Streets Capital Reserve and \$15,000.00 in donation from the Vulcan Kinette Club.	Karen Rose Stew Birch	Send Copy of Resolution to Community Services Manager; Stew Birch; Janice McCallum-Campbell approving Walking Path Completion of construction and paving of walking path	May 15, 2018 June 13, 2018



# Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council May 28, 2018	18.186	Moved by Councillor Georgia-Lee DeBolt THAT Council directs Administration to coordinate an informal public engagement event for July 12th from 12:00 noon – 4:00 p.m. and July 13th from 9:00 a.m. to 1:00 p.m. at The Great Full Cup.	Kim Fath Karen Rose	Confirm times with Grateful Cup Post information on website Coordinate with Councillor Roddy on details	
Regular Council June 11, 2018	18.196	Moved by Councillor Paul Taylor THAT Administration forward thank you letters for the invitation to take part in the community's parades and to request that they send an invitation for their 2019 parade.	Karen Rose	Send letter to Coalhurst and Picture Butte parade committees declining invitation but to send 2019 invitation to attend	June 14, 2018
Regular Council June 11, 2018	18.198	Moved by Councillor Lorna Armstrong THAT Council approves the Startec proposal to replace the Arena Condenser and install a glycol cooling system at a cost of \$78,636.20 to be drawn from the Arena Capital reserve; And THAT a \$20,000.00 donation from the Vulcan Curling Club be applied directly to this project, as well as, a contribution of \$29,318.00 as per the 2015 Recreation Agreement, be requested and pending Vulcan County Council approval.	Karen Rose	Send Copy of Resolution the Community Services manager, Public Works Foreman and Finance Manager Email Request for funding to Vulcan County	June 13, 2018
Regular Council June 11, 2018	18.199	Moved by Councillor Georgia-Lee DeBolt THAT Council approves the request to waive the fees for Public Swim on July 28th from 10:00 a.m. to 1:00 p.m. and; THAT Council approves the participation of any Councillors wishing to take part in the Vul-Con parade and the Vulcan Cosplay contest dressed in their star trek uniform.	Karen Rose	Send Copy of Resolution to Community Services Manager	June 13, 2018
Regular Council June 11, 2018	18.200	Moved by Councillor Lorna Armstrong THAT Council approves the Development Officer's request to place signage at Location A pending approval from Alberta Transportation.	Karen Rose Nancy Neufeld	Send Copy of Resolution to Development Officer Receive approval from Alberta Transportation for sign placement	June 13, 2018



# Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council June 11, 2018	18.201	Moved by Councillor Paul Taylor THAT Council approves the Vulcan and District Historical Societies request for the Town public works department to install a metered seasonal irrigation service, provide assistance with landscaping of the grassed area, and the continued ongoing mowing and snow removal maintenance for 221 – 1 Street North, and that this work be scheduled at the discretion of the Public Works Foreman.	Karen Rose Stew Birch	Send Letter to Society approving request Send Copy of Resolution to Public Works Install metered seasonal irrigation service and provide assistance with landscaping of grassed area	June 14, 2018
Regular Council June 11, 2018	18.202	Moved by Councillor Lyle Magnuson THAT Council approves the Vulcan Pool Committees recommendation and directs Administration to prepare and issue requests for proposal for a new pool basin including mechanical components as well as separate documents for a new pool house, for the purpose of accurately providing budgetary cost estimates and identifying eligible construction contractors for the proposed Vulcan pool upgrades.	Karen Rose Bonnie Ellis	Send Copy of Resolution to Community Services Manager Prepare and issue requests for proposals for the pool basin and separate proposal for a new pool house	June 13, 2018
Regular Council June 11, 2018	18.203	Moved by Councillor Paul Taylor THAT Council approves the road closure of Centre Street on Thursday, June 21, 2018 for CP Rail to work on the Centre Street railway crossing.	Karen Rose	Send Copy of Resolution to Public Works Foreman and put notice of closure on website	June 14, 2018
Regular Council June 11, 2018	18.209	Moved by Councillor Lyle Magnuson THAT Council directs Administration to further negotiate on the offer to purchase Lots 2, 3 and 7 of Block 72 Plan 8610505 and directs Administration to prepare a Local Improvement Plan for curb, gutter and gravel road construction of Jamison Road.	Karen Rose Nancy Neufeld Kim Fath	Send Copy of Resolution to Development Officer Contact purchaser for further negotiations on the offer to purchase Prepare Local Improvement Plan for curb, gutter and gravel road construction on Jamison Road	June 13, 2018 June 20, 2018
Regular Council June 11, 2018	18.210	Moved by Councillor Paul Taylor THAT Council directs Administration to begin the recruitment process for a Community Peace Officer.	Karen Rose	Placement of employment ad to Vulcan Advocate, the Town website and the Alberta Association of Community Peace Officers website	June 13, 2018



# Town of Vulcan Action List



Meeting/Date	Motion #	Resolution	Assigned To	Action Status	Completion Date
Regular Council June 25, 2018	18.216	Moved by Councillor Georgia-Lee DeBolt THAT Council denied Whispering Creeks request to contract the asphalt crack sealing at Whispering Creek Condominium and directs Administration to forward a letter explaining Council's decision.	Karen Rose	Send letter to Whispering Creek Condominium explaining Council's decision Send Copy of Resolution to Public Works	June 28, 2018
Regular Council June 25, 2018	18.217	Moved by Councillor Lorna Armstrong THAT Council approves the funding for the 2018 infrastructure project of underground utility and surface improvements of 3rd Street South from 4th Avenue to 6th Avenue at a cost not to exceed \$1,277,961.00 with \$319,490.00 drawn from the Water, Sewer, and Streets Capital Reserve, and the remaining \$958,471.00 drawn from Municipal Sustainability Initiative (MSI) funding.	Karen Rose	Send Copy of Resolution to Finance Manager	June 27, 2018
Regular Council June 25, 2018	18.218	Moved by Councillor Lyle Magnuson THAT Council approves the local improvement plan for the curb, gutter and gravel road construction of Jamison Road, with a construction cost not to exceed \$740,607.00 with \$185,152.00 drawn from contingency reserve, and the remaining \$555,455.00 to be drawn from Municipal Sustainability Initiative (MSI) funding, and directs administration to contact the benefitting property owners to gauge their support for this project moving forward, and to bring the results back to Town Council for consideration.	Karen Rose  Kim Fath, Nancy Neufeld	Send Copy of Resolution to Public Works Foreman Add to upcoming agenda for Council to review Contact property owners directly and bring back results to Council	June 29, 2018
Regular Council June 25, 2018	18.219	Moved by Councillor Paul Taylor THAT Council approves selling the Community Peace Officers uniforms, jacket and ballistic vest to the Vulcan County for a sum of \$1,788.00.	Karen Rose	Send Copy of Resolution to Nels Petersen Vulcan County	June 27 2018

# **Town of Vulcan**

## **Public Works**

### **Month End Report**

**Month of:** June 2018

#### **Facilities:**

- We have applied back for the funding for the arena lights now the job has been completed
- Sent in samples of the insulation from the pool and old water treatment plant for asbestos testing. Both samples came back negative for asbestos I am looking into why the sample taking earlier this year from old water treatment plant by an independent company came back positive
- The new condenser for the arena/curling club has been ordered there is a six to eight week delivery on the condenser should be able to have it installed for startup but will be close
- Gio doors still working on doors of the Library
- The pool water loss is holding at 12,000 gallons per day we have been investigating to find any leaks but are not able to find any the only way at this time is to remove the deck and expose all pipping with the new pool in the works it is my feeling that this would not be feasible at this time
- There is not a set date of when the work in the library is going to take place to deal with the flood issues
- Working on repairs and painting in the arena on rainy days

#### **Streets:**

- We are behind on Pothole patching but will be completed by mid-July
- Sidewalk replacement will start in July and continue until freeze up
- Street lights tested. The street light from the tracks to Esso were not working for four nights due to the contactor failed and had to order a new one at a cost of \$1600.00 once we received the part Rhodes electric installed it. At the time of report there is still three lights not working when the contactor failed it blew the fuses in some poles we replaced them with what we had on hand and had to order more once we receive them all lights will be working
- The replacement of the old light fixtures in the industrial and arena parking lot. We have the lights and space ship attachments ready will try to install them in July between curb and crosswalk painting and sidewalk replacement
- Mowing and weed whipping in ditches

- We have received the diaphragm pump and material we will be doing asphalt crack sealing in August
- In July will be replacing a damaged light standard at the legion with a new base and standard which has been purchased and is delivered. The company that placed the new light standards earlier this year is going to do the work at no charge to basically thank the town for the help provided when he installed the new poles
- 3<sup>rd</sup> street project the sidewalk on the north side of the 400 block had to be removed due to original survey was wrong. At the time of the report the sidewalk has been redone and the first lift of asphalt has been placed the final lift was put off until the end of August due to a couple of soft spots in the base (from rain the weekend before) with doing this they should tighten up but if not any flaws can be repaired before final lift on the contractors expense. There is still the walkways to the residents to be completed and landscaping
- 17 trees have been replanted in June and ten old popular trees have been removed with more to come. Stump grinding will be done when Korthious and public works schedules match up
- Public works trimmed trees and bushes along walking path and around town
- Painted street sign posts around town
- Weed spraying will be completed the start of July
- The extension of the walking path has been completed

#### **Water & Sewer:**

- Tested all alarms at lift stations and water plant
- The hydrant at NAPA has been repaired by public works and has already had a good work out with the recycling depo fire
- There was two residential sewer backups but once cleared both causes of the backups are on owners side of the service line

#### **Water Plant (contracted)**

- Minor repair and maintenance in water plant

#### **Parks:**

- Mowing and weed whipping
- Minor repairs



**Cemetery:**

- One opening and closing
- The archway at the entrance of the cemetery for the historical society  
Has been placed by Kevin Rose and public work

**Equipment**

- The new gravel truck arrived on June 14th
- The old Hino gravel truck has been sold at public auction for \$6,750.00

**Personnel:****Other:**

- Public works assisted with the Tin man /Spock days and Canada day events

**Stewart Birch Town Foreman**

Prepared By Bonnie Ellis Community Services Manager

## COMMUNITY SERVICES

Extension of the walking path is complete along 1<sup>st</sup> St North thanks to the contribution of the Kinette club.

Weekly meeting are held with Tourism, Recreation and Community Services Manager to sync our programs and to build the team.

RFP is complete for the pool building, I am working on one for the pool service building (pool house) also on grants.

I will be attending the Southern Alberta Summer Games as Co-Chair in Taber July 4-5. Channing will be attending July 4-7

### **Bi Annual County Recreation Meeting:**

The County Rec Boards Meet on June 27 and most rec boards were present along with a few county councillors

Discussed at the meeting

- Letters of support for the new pool. All rec boards were in agreement to send a letter
- It was discussed that we need to get more residence using the pools in the county, talked about maybe different promos and advertising
- Recreation Guide was discussed and each region is going to try harder to get the regions information advertised.
  - o Adding a county map in the front
  - o Discussed what was included under the rec banner for discounted rates
  - o That we need more information about the events
  - o How I could help them in formatting the information
  - o Each board is going to send some pictures to use in the guide.
- Talked a little about maybe working together on some joint events.
- I offered the other Boards use of the Movie screen and some want to try at least one movie and discussed licensing
- I made a presentation on the summer games and all agreed to help promote the games when information becomes available
- The rec boards agree to continue to have 2 meeting a year and to be held in Vulcan
- Possibility of having "Porchfest" throughout the county

## RECREATION

### Programming

Spock Days was a success for the community. The new activities were well attended. The ball was down from the previous year with 14 teams in attendance. The Soap Box Derby, Taste of Vulcan and Teck Town were all held downtown to keep the crowds down there. And the family fun fair was at the arena and the Cab as was the CRC. Over all community participation was up.

Porchfest: was a great success, one band didn't show but Channing was able to arrange the music so no one missed it. There was about 150 people throughout the event and the movie had 25 people. We had discussed the possibility of this being a county wide event with the other recreation board in the county.

Pickle ball has moved the arena with 2 courts set up.

Slo Pitch Adult has 9 teams and runs on Thursday nights throughout the county.

Tumbling Teddy program has changed to our outside program "teddy Bear Picnic" we had beach day, obstacle course day and sensory day which were all well attended. We look forward to doing this program next season.

Soccer and Baseball have wound up for the season. We will be having a meeting for baseball next month to see where we can improve the organization.

Canada Day had about 250 attend during the event. We had bouncers, games, swimming, and a movie for the families. BBQ hamburgers and ended the evening with a movie. We will make some changes to the event next year by changing the times so it flows better.

Winter Leisure Guide working on it now.

Summer Camps and swim lesson - Registration is going well. 45 people have registered for camps so far.

### **Last Week of Summer**

The last week of summer there is no swim lesson so we have planned events for each of the morning in conjunction with FCSS and early Childhood coalition. Nerf Wars, Playpoolooza, Egg cellent Competition, Water Balloon Challenge, Cardboard Boat Race, Bubble Party

### **Summer Games**

SASG 2018 We have 40 registration. 1 baseball team. 3 beach volleyball teams, Tennis, Badminton, Photo, Trapshooting, Running, Cycling, Golf

### **Pool**

These number do not reflect school use. Spencer Schneider is creating a great team environment for the pool staff. The facility is clean and a welcoming place.

	Family Pass	Youth Pass	Child Pass	Senior Pass	Adult Pass	Total
(June 11 <sup>th</sup> – June 30)	14	1	0	1	2	18

Week	Early Bird	Senior Swim/ Parents & Tots	Lane Swim	Public Swim	Aquafit	Family Swim	Total
(June 11 <sup>th</sup> – June 30)	80	5	49	715	16	NA	865

## TOURISM

Discovery to our CBS License, Grant has received a contract and has gone through it to and made some changes and sent it back to them. We will be going over it in the next tourism meeting.

Brooklyn, Bonnie and Grant attended the Training Session in Lethbridge on June 26<sup>th</sup>.

Ben Heide has been down to the trek station and has gone through the electronic. He backed up files from old computers and is continuing to work with us to get our electronics working including our security camera system.

Organizing of the facility from pamphlets to memorabilia is underway with summer staff assisting in this job. We have also dug into the storage pod and have found items that need to be included in the organizing and recording of items.

Dayna Dickenson attended our in service to provide some training to staff on greeting customers, and also social media.

At this meeting Kim Fath attended also in my place as I was called away on a family emergency to talk about cash outs and the importance of balancing the till at the end of the day.

An exploratory meeting was held on June 27<sup>th</sup> to talk about adding something that honors the Klingons in Vulcan. In attendance were Bonnie Ellis, Grant Shaw, Pat Wisener, Carmen Pelletier, Paul Carreau, Vaughn Macphail and we spoke with Gary McKinnon at his workshop.

## Vul-Con

Wally Sholdice was commissioned to create a Parade staff (cane) for the Vul-Con Parade the winner of this year's Cos Play will be the Parade Marshall for the following year and carry the staff. The staff will have the winners name engraved on it and the staff will reside in the tourism station for the remainder of the year along with a picture of the winner.

Grant has talked with Keven Skory to see about running a skins ball tournament (which Keven would run in its entirety) to the Saturday and have the players invited to the cabaret in the evening.

Recreation will be participating in Vul-Con by hosting Nerf War. This is hoped to bring out more community members.

Unfortunately Natalie Niznik had to cancel as a guest; we have booked Jennifer Gatti at the same cost.

Green Screen room is just about operational it will be ready for Vul-Con. Brooklyn and Brodynne have been working on the computer and software to get the system running. The software that is used to manipulate photos taken on the green screen could use an upgrade. We are purchasing the upgraded software. The old photo printer was broken and so we have purchased an Epson Surecolour P600 to replace it. I have included a copy of the invoice. We are filling out forms to get a \$250 manufacturers rebate.



On loan to the tourism centre is a statue of Spock. The owners have offered it for purchase. This will be discussed at our next tourism meeting.

We received a donation of Star Trek VHS tapes from Lee Mingo from Okotoks AB

### **Visitor Report**

May Visitor Report 972

June Visitor Report 1345

Submitted Bonnie Ellis Community Services Manager



## Station 27 Fire Department Office of the Fire Chief

---

July 5, 2018,  
Management Report

For the Month of June 2018, Station 27 Fire Department has responded to the following:

Call Type	Town	Rural
Carbon Monoxide	1	
Fire Response	1	1
Grassland		
Rescue		
Hazmat	1	
Gas Leaks		
MVC		
Mutual Aid		1
Medical Assist	2	
First Response	3	
Service Call		
False Alarm	1	
Total Calls (month)	9	2

First Response = No Ems from Vulcan

66 Total Calls to the end of June 2018

The call report is for Town and County.

### General Operations

- Engine 271 is now in the Vulcan County Public Works shop undergoing repairs.
- Station 27 is expecting our bush buggy apparatus to be delivered late July, early August.
- Vulcan Fire had an excellent response time for the structure fire on June 30<sup>th</sup> at the recycling depot. ENG 272 was first on scene in about 9 mins from the initial dispatch and had water flowing in just over a minute after arrival.



## Station 27 Fire Department Office of the Fire Chief

### Membership/Recruitment

- Vulcan Fire currently has 17 members on the roster.
- Vulcan Fire has had 1 member resign and 2 new members join.
- Vulcan fire is accepting applications for membership.

### Training

- A 1001 level one firefighter course is currently being ran with 8 of our members participating in it. Completion scheduled for July.
- Station 27 has had a joint practice with some of Carmangay's members, Deputy Chief Headrick ran this practice and utilized the live fire training props in the tower.
- Regular Tuesday practices have been well attended.

### Fire Prevention/Public Relations

- Station 27 has a facebook page which is updated after every call or special event.
- Vulcan fire has had a very busy June, our tents have been used for multiple events around town and one in Champion. They have taken a beating from the wind and need to be repaired before they can be used again.
- Vulcan Fire was present for the Spock Days parade (I'm sure you heard us!)
- Stn 27 was present to assist with the soap box derby.
- Vulcan fire provided medical first response standby service to the Little Buckers mini rodeo.
- Vulcan fire provided a fire truck for standby during the fireworks.
- Vulcan County Council toured the fire station and burn tower.

Respectfully,

Peter Wyatt,

District 27 Fire Chief,

Vulcan Fire Department

[peter.wyatt@vulcancounty.ab.ca](mailto:peter.wyatt@vulcancounty.ab.ca)