AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, APRIL 23, 2018
COMMENCING AT 7:00 PM

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearings

3.0 Delegations - NIL

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – April 9, 2018

6.0 Unfinished Business - NIL

7.0 Financial Statements

7.1 Cash Statement – Ending March 31, 2018

7.2 Year-to-Date Statement – Ending March 31, 2018

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. 1473-18 – Council Code of Conduct

10.2 Policy A-15 – Public Participation

11.0 New Business

11.1 Credit Card Limit

11.2 Pop-Up Patio Proposal – Great Full Cup

11.3 Encroachment Agreement – 140 Aspen Way

11.4 Spock Days Sponsorship Request

11.5 Spock Days Requests

11.6 Community Futures Highwood Board Member-at-Large Appointment

11.7 Lease Agreement Extension

12.0 Notice of Motion

13.0 Management Reports - NIL

14.0 In-Camera - NIL

15.0 Adjournment

ITEM 5.1

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting April 9, 2018

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, April 9, 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, April 9, 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, APRIL 9th, 2018

PRESENT:	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 Public Hearings - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

Motion No.: 18.104

Moved by Councillor Georgia-Lee DeBolt THAT the agenda governing this meeting be adopted as presented. **CARRIED UNANIMOUSLY**

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, March 26, 2018 were presented to Council.

DRAFT

Initials

Motion No.: 18.105

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, March 26, 2018 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business

6.1 Amendment to Joint Operation Agreement for Fire Protection Services

The draft Joint Operation Agreement for Fire Protection Services between the Vulcan County and Town of Vulcan was reviewed by the Vulcan County Council at their April 4, 2018 Regular Council Meeting.

Motion No.: 18.106

Moved by Councillor Lorna Armstrong THAT Council accepts the amended agreement and directs the Mayor and Administration to execute the agreement.

CARRIED UNANIMOUSLY

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending April 9, 2018 was presented to Council to be received for information.

Motion No.: 18.107

Moved by Councillor Georgia-Lee DeBolt THAT the flags at the Administration building be lowered to half-mast on April 28, 2018 in honour of National Day of Mourning in remembrance of workers who were killed, injured or disabled at work.

CARRIED UNANIMOUSLY

Motion No.: 18.108

Moved by Councillor Lorna Armstrong THAT Council proclaims the week of May 20-26, 2018 as National Public Works Week and that the proclamation be posted on the Town's website and bulletin board. **CARRIED UNANIMOUSLY**

Initials

DRAFT

Motion No.: 18.109

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending April 9, 2018 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.: 18.110

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

- Mayors & Reeves of Southwest Alberta Meeting Agenda – Minutes – March 2, 2018
- Canadian Badlands General Annual Meeting – Minutes – March 16, 2018
- Vulcan & District Tourism Society – Minutes – April 3, 2018

Verbal Reports:

- Councillor Georgia-Lee DeBolt
  - Vulcan & District Tourism Society
- Councillor Laura Thomas
  - Vulcan & District Tourism Society
- Mayor Tom Grant
  - Mayors and Reeves
  - Southern Alberta Waste for Association

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Rescind Policy A-15 – Fire Chief Honorarium

At the March 26, 2018 Regular Council Meeting, Council adopted Bylaw No. 1471-18 authorizing the Town of Vulcan to enter into a joint Fire Protection Services agreement with the Vulcan County.

Initials

Motion No.: 18.111

Moved by Councillor Lorna Armstrong THAT Council rescinds Policy A-15 – Fire Chief Honorarium as presented. **CARRIED UNANIMOUSLY**

11.0 New Business

11.1 Shearer Agencies – Commercial Development Incentive Application

Shearer Agencies submitted an application to the Development Officer pertaining to Policy PL-12 – Commercial Development Incentive & Business Resource in regards to improvements made to the building at 120 Centre Street Lot 12, Block 2, Plan 7000AG.

Motion No.: 18.112

Moved by Councillor Paul Taylor that Council approves the application submitted by Shearer Agencies for the maximum rebate of $1,000.00 to be applied against his municipal tax levy in the year following the completion of the renovations.

CARRIED UNANIMOUSLY

11.2 Vulcan County Cruisers Show' n Shine and Demolition Derby Street Closure – July 21-22, 2018

The Vulcan County Cruisers Car Club is requesting a street closure for the club's Annual Show and Shine on July 21, 2018 as well as permission to use the rodeo grounds for a demolition derby on July 21-22, 2018.

- Closure of Centre Street from 1st Ave to 3rd Ave and 2nd Ave from 1st Street North to 1st Street South from 6:00 a.m. to 4:00 p.m.
- Permission to use the Rodeo Grounds for a demolition derby

Motion No.: 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.

Initials

- Closure of Centre Street from 1st Ave to 3rd Ave and 2nd Ave from 1st Street North to 1st Street South from 6:00 a.m. to 4:00 p.m.

CARRIED UNANIMOUSLY

11.3 Street Repair – Asphalt Sealing

Public Works has investigated a crack filling program in an effort to extend the useful life of the asphalt surfaces within the Town. The Town Foreman feels that continuing with this program will be of benefit to the Town, and suggested the purchase of the proper equipment for this work.

Motion No.: 18.114

Moved by Councillor Paul Taylor THAT Council approves the purchase of a portable diaphragm pump from W.R. Meadows for $5,301.00 with $4,075.06 being drawn from the reserve account 4-00-32-763-10 and the remaining funds from the Street Repair and Maintenance section of the 2018 operational budget. **CARRIED UNANIMOUSLY**

11.4 2018 Capital Infrastructure Project

CIMA+ received nine tenders for the 3 Street South Local Improvement project. There was significant difference between the tenders submitted to CIMA+.

Motion No.: 18.115

Moved by Councillor Lyle Magnuson THAT Council accepts the tender from 1307695 Alberta Ltd. o/a 640 Earthworks in the amount of $842,152.52 (including GST and 10% contingency) for the 2018 Capital Work project on 3rd Street South, and directs Administration to ask CIMA+ to issue a "Notice of Award" and also prepare and issue the necessary contract documents. **CARRIED UNANIMOUSLY**

11.5 Street Light Replacement

During the discussions at the Strategic Planning session Council discussed the benefits of changing the remaining High Pressure Sodium lights in the Industrial subdivision and the Arena parking lot to energy efficient LED fixtures.

Initials

Motion No.: 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.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports

13.1 Management Reports

Motion No.: 18.117

Moved by Councillor Laura Thomas THAT this Council receives for information the management reports for the period ending April 9, 2018. **CARRIED UNANIMOUSLY**

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Michelle Roddy at 8:14 p.m.

DRAFT

_____
Tom Grant
Mayor

_____
Kim Fath
Chief Administrative Officer

Initials

ITEM 7.1

Town of Vulcan

Request for Decision (RFD)

Cash Statement – Ending March 31, 2018

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending March 31, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Cash Statement for the period ending March 31, 2018 be received for information.

Initials show support -Reviewed by: _____ _____

Director: **CAO**

TOWN OF VULCAN

Town of Vulcan
Cash Statement
3/31/2018

	Debit	Credit	YTD
Cash			
Bank - General Account	23,184,318.56	(23,097,662.01)	86,656.55
Investments			
Notice On Demand Acct General	4,208,028.71	(2,911,187.94)	1,296,840.77
Notice on Demand Acct FGTF	212,936.41	(212,557.32)	379.09
Notice on Demand Acct MSI Capital	487,584.20	(241,581.44)	246,002.76
Notice on Demand Acct Vulcan Innovation	15,873.50	(3,922.79)	11,950.71
Notice On Demand Acct BMTG	169,014.26	(168,397.11)	617.15
Term Deposit - Mix Reserve	5,256.31	0.00	5,256.31
Term Deposit - Healy Reserve	15,882.05	0.00	15,882.05
Term Deposit - Shearer Reserve	1,694.03	0.00	1,694.03
Term Deposit - Androsoff Reserve	5,466.66	0.00	5,466.66
Term Deposit - Flags	60,235.87	(40,235.87)	20,000.00
	5,181,972.00	(3,577,882.47)	1,604,089.53

Mayor

CAO

ITEM 7.2

Town of Vulcan

Request for Decision (RFD)

Year-to-Date Statement – Ending March 31, 2018

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement for the period ending March 31, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Year-to-Date Statement for the period ending March 31, 2018 be received for information.

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

TOWN OF VULCAN

For the Three Months EndingMarch 31, 2018

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE ANNUAL BUDGET
General Taxes & Fees				
Revenue	($152,416.21)	($52,811.33)	($3,051,320.00)	($2,898,903.79)
Expenses			34,000.00	34,000.00
School Taxes				
Revenue			(562,000.00)	(562,000.00)
Expenses	140,285.53	140,285.53	562,000.00	421,714.47
Legislative				
Revenue				
Expenses	27,592.92	25,232.64	121,370.00	93,777.08
General Administration				
Revenue	(26,755.52)	52.74	(52,700.00)	(25,944.48)
Expenses	170,909.08	47,217.88	827,475.14	656,566.06
Fire Fighting				
Revenue				
Expenses	19,780.20	105.57	202,623.00	182,842.80
Emergency Services				
Revenue				
Expenses			5,500.00	5,500.00
Bylaw				
Revenue	(9,737.00)	(1,203.00)	(32,500.00)	(22,763.00)
Expenses	27,449.64	8,875.60	119,108.00	91,658.36
Common Services				
Revenue				
Expenses	71,308.94	15,699.21	328,300.00	256,991.06
Roads & Streets				
Revenue			(13,775.18)	(13,775.18)
Expenses	102,995.51	49,055.77	539,707.44	436,711.93
Airport				
Revenue				
Expenses	8,000.00		8,000.00	
Water Treatment				
Revenue	(60,000.00)	(20,000.00)	(240,000.00)	(180,000.00)
Expenses	45,801.37	6,261.63	199,091.80	153,290.43

Storm				
Revenue				
Expenses	2,317.37	2,053.98	6,580.54	4,263.17
FCSS				
Revenue	(60,713.00)		(199,133.00)	(138,420.00)
Expenses	64,518.00	2,175.00	212,291.00	147,773.00
Cemetery				
Revenue	(825.00)		(8,000.00)	(7,175.00)
Expenses	421.76	0.75	20,965.00	20,543.24
Planning Development & Safety				
Revenue	(1,502.12)	(485.20)	(8,800.00)	(7,297.88)
Expenses	31,813.25	6,555.51	104,315.00	72,501.75
Subdivision				
Revenue	(2,800.00)		(10,200.00)	(7,400.00)
Expenses			20,780.09	20,780.09
Economic Development				
Revenue				
Expenses			75,000.00	75,000.00
Recreation				
Revenue	(3,001.07)	(283.00)	(133,529.50)	(130,528.43)
Expenses	63,546.55	37,864.41	225,558.53	162,011.98
Golf Course Loan				
Revenue				
Expenses	21,216.00	6,528.00	84,864.00	63,648.00
Parks				
Revenue	(133.33)		(65,200.00)	(65,066.67)
Expenses	7,432.56	1,558.73	110,700.00	103,267.44
Swimming Pool				
Revenue			(126,375.00)	(126,375.00)
Expenses	6,481.05	804.86	207,450.00	200,968.95
Arena				
Revenue	(26,912.28)	(2,257.14)	(116,870.00)	(89,957.72)
Expenses	68,036.57	17,271.71	193,740.00	125,703.43
Culture				
Revenue	(3,600.00)	(1,200.00)	(14,400.00)	(10,800.00)
Expenses	121,032.81	1,056.21	141,472.60	20,439.79

Tourist Center				
Revenue			(120,000.00)	(120,000.00)
Expenses	42,507.81	20,227.29	324,175.00	281,667.19
Water				
Revenue	(99,602.69)	(1,137.27)	(730,097.81)	(630,495.12)
Expenses	101,935.92	11,963.68	788,633.08	686,697.16
Sewer				
Revenue	(35,543.14)	(61.10)	(207,489.81)	(171,946.67)
Expenses	17,420.51	7,710.17	342,166.88	324,746.37
Garbage				
Revenue	(65,197.14)	(160.15)	(426,020.00)	(360,822.86)
Expenses	16,688.04	8,344.29	422,925.00	406,236.96
TOTAL REVENUE	**(548,738.50)**	**(79,545.45)**	**(6,118,410.30)**	**(5,569,671.80)**
TOTAL EXPENSES	**1,179,491.39**	**416,848.42**	**6,228,792.10**	**5,049,300.71**

ITEM 8.1

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending April 23, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending April 23, 2018 be received for information.

Initials show support -Reviewed by: _____ _____

Director: **CAO**

Report on Miscellaneous Correspondence 8.1 (2) - April 23, 2018

A. **Alberta Historical Resources Foundation**
Nominations for the 2018 Heritage Awards

B. **Alberta Chautauqua**
Invitation to attend Great Chautauqua Revival June 15-16, 2018

C. **Alberta Seniors and Housing Office of Minister**
Minister's Seniors Service Awards

D. **Vulcan County Health & Wellness Foundation**
Mother's Day Walk/Run Saturday, May 12, 2018

8.1.A

Working with Albertans to preserve and interpret our heritage

March 15, 2018

RECEIVED
APR - 9 2018

Dear Sir/Madam:

Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S HERITAGE AWARDS 2018

The Alberta Historical Resources Foundation, the principal heritage support agency of the Government of Alberta, is now accepting nominations to the 2018 Heritage Awards. Help us honour and celebrate the contributions of Albertans to the promotion and preservation of Alberta's heritage.

Submitting a nomination is a great opportunity to recognize individuals and organizations who have demonstrated excellence and commitment in preserving and promoting appreciation of our province's rich heritage.

The Foundation is accepting nominations until July 15, 2018.

Awards will be presented in the **Heritage Conservation**, **Heritage Awareness** and **Outstanding Achievement** categories. In addition, the Foundation is introducing the **Indigenous Heritage** and **Youth Heritage Awards** this year. Awards will be presented during an awards ceremony on October 12.

Enclosed is a copy of the guidelines and nomination form. These are also available at www.alberta.ca/heritage-awards.aspx. If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or carina.naranjilla@gov.ab.ca.

Thank you.

Sincerely,

Maki Motapanyane

Dr. J. Maki Motapanyane
Chair
Alberta Historical Resources Foundation

8820 – 112th Street, Edmonton, Alberta T6G 2P8 Tel: (780) 431-2305 Fax: (780) 427-5598

HERITAGE AWARDS 2018 *Alberta Historical Resources Foundation*

The Alberta Historical Resources Foundation is soliciting nominations for **Heritage Awards 2018**. These awards honor and celebrate the contributions of Albertans (individuals, organizations) to the protection, preservation and promotion of Alberta's heritage.

The **Heritage Conservation Award** recognizes projects that demonstrate excellence in:

- the conservation of Provincial or Municipal Historic Resources; or
- the identification, protection and management of historic places; or
- the protection and management of palaeontological and archaeological resources.

The **Heritage Awareness Award** recognizes research, publications or public engagement projects that have deepened our understanding and promoted greater awareness of Alberta's heritage.

The **Outstanding Achievement Award** recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history.

The **Indigenous Heritage Award** recognizes projects that demonstrate excellence in identifying, protecting and promoting Alberta's rich Indigenous heritage through research, publication, and/or collaboration or public engagement with Indigenous individuals or communities.

The **Youth Heritage Award** recognizes the volunteer contributions of students to the preservation and presentation of Alberta's heritage, at any point in the course of their studies between elementary and high school.

Nominations will be accepted between
March 15 and July 15, 2018

Submit nominations to:

Heritage Awards
Alberta Historical Resources Foundation
8820-112 Street
Edmonton AB T6G 2P8

Guidelines and nomination forms are available at:
www.alberta.ca/heritage-awards.aspx.

For more information, contact Program Coordinator at **780-431-2305**.

ALBERTA HISTORICAL RESOURCES FOUNDATION

Alberta

8.1.B

CHAUTAUQUA

EXPERIENCE COUNTRY CULTURE

RECEIVED
APR 11 2019

Town of Vulcan
321 - 2 Street South
Vulcan, AB
T0L 2B0

Attention: Mayor & Council

Alberta Chautauqua communities are pleased to extend this invitation for you to experience our Great Chautauqua Revival. Inspired by the Chautauqua travelling roadshows of the late 1800's, this event will take place June 15 and 16 in the southern Alberta communities of Cardston and Magrath. Based on the four pillars of Education, Cultural Arts, Recreation and Religion (Spiritual Exploration), the Chautauqua was a much-anticipated event where people gathered to learn from experts of the day, engage in lively conversation, enjoy musical acts and performances, discover new friendships and make lasting memories.

Building on our inaugural event in 2016, this year's event will have a historically accurate theatrical production written specifically for the Chautauqua. Moreover, Cardston and Magrath are offering their own variety of entertaining and informative speakers, artists, entertainers, interactive activities and delicious cultural food offerings that will allow visitors to experience the feeling on an old-time Chautauqua while discovering the history and welcoming character of our communities.

Please join us with your family and friends for an enriching Chautauqua experience. You are invited to visit our Facebook event page at Alberta Chautauqua or our website at https://albertachq.ca for more information, including the dates, times and updates regarding scheduling of events. We look forward to seeing you at Chautauqua!

Yours sincerely,

Sandra Nelson

Sandra Nelson, Chair
Chautauqua Committee

8.1.C

ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Edmonton-Riverview

RECEIVED
APR 12 2018
AR 44927

April 6, 2018

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors in Alberta each year. To date the awards program has honoured 136 recipients.

Attached is a poster and nomination booklet for the 2018 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help us promote the awards by displaying the poster and spreading the word. The deadline for nominations is April 23, 2018.

Nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry website http://www.seniors-housing.alberta.ca for more information or email seniorsinformation@gov.ab.ca to request a nomination package.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson

Lori Sigurdson
Minister of Seniors and Housing

Attachment

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411
9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

Printed on recycled paper

8.1.D

Vulcan COUNTY
Health & Wellness Foundation

April 18, 2018

Dear CAO and Town Council,

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

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

We will be gathering at the arena after the walk/run and there will be draws for prizes.

Last year's successful event brought in around $5,000.00 with great weather. The Foundation will provide more awareness as to the Health Care Expansion project and the Foundation's priority of health wellness and prevention.

Yours truly,

Deb Hartung

Deb Hartung, Operation Manager

ITEM 9.1

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting:	Regular Council
Meeting Date:	**April 23, 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:

- Vulcan Fire Services Committee – Minutes – March 20, 2018
- Municipal Planning Commission – Minutes – April 17, 2018
- Vulcan Golf and Country Club – Minutes – April 19, 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 April 23, 2018 Town Council Meeting be received for information.

- Vulcan Fire Services Committee – Minutes – March 20, 2018
- Municipal Planning Commission – Minutes – April 17, 2018
- Vulcan Golf and Country Club - Minutes – April 19, 2018

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

Vulcan Fire Services Committee

Minutes of March 20th, 2018

In attendance: Stuart Larson, Peter Wyatt, Stewart Birch, Paul Taylor, Gord Nelson, Dwayne Hill, Josh Umschied, Shane Cockwill

Absent: None

Call to order @ 1900

Adoption of minutes moved by Dwayne Hill

Additions to the agenda: None

Old Business:

- Service agreement: Town and County to sign final service agreement. Once complete, funding models will be in place and transfer of assets will occur
- Staffing levels: Member cap of twenty to be considered a "soft cap". Look at creating a reserve list of membership to keep people active. Members who are not in good standing, or taking a leave of absence so turn over all equipment issued by the Department so it can be issued to others.

New Business:

- A PO has been issued for both the new Engine, as well as the first brush truck. The Department shall gauge the effectiveness of the first brush truck and determine if a second is need in the 2018 fiscal year, or will be differed to 2019.
- Motion was made by Dwayne Hill to retain Engine 27-3 as a training truck dependent on reliability and cost to maintain. All in favor.
- Engine 27-2 to transfer out of Station 27's budget and transferred to general fire if being retained as a spare apparatus.
- Department to collect data on usage of Engine 27-4 to see if it needs to be replaced with a similar apparatus in the future.
- Reaffirmed that the County will be financing the second brush truck at %100
- Discussion held on level of redundancy in apparatus. Are two complete sets of extrication tools and first aid equipment required. All current equipment held by the Department shall be held and not reallocated to other Districts.
- A new executive has been created to manage the Membership Account as well as Engine 29.
- Recruitment and retention tabled until next meeting.

Next meeting was not set at conclusion.

Meeting adjourned @ 2100

MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, APRIL 17, 2018
COMMENCING AT 2:00 P.M.

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

ABSENT: Sue Dow

STAFF: Nancy Neufeld, Development Officer

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

1.0 DELEGATION - NIL

2.0 ADDITIONS TO AGENDA- NIL

3.0 MINUTES

3.1 Minutes of the February 20, 2018 meeting of the MPC were presented for adoption.

Motion: 18.06

Moved by Member Lyle Magnuson that the Minutes of the Town of Vulcan Municipal Planning Commission of February 20, 2018 be approved as read by each member of the Commission. ***CARRIED***

4.0 MISCELLANEOUS CORREPOSDENCE

4.1 108-3rd Street North – UFA

Motion: 18.07

Moved by Member Shirley Zuehlke that Miscellaneous Correspondence be accepted for information. ***CARRIED***

5.0 SUBDIVISION & DEVELOPMENT REQUESTS

5.1 D18.08 – C-1 – Discretionary Use (Mixed Use)
Medical Health Facility (Discretionary) Retail (Permitted)
105 Sinclair Road – Block 69 Plan 821 1430

Motion: 18.08

DRAFT

Moved by Member Ron Fernley that the Municipal Planning Commission approve Development Permit Application D18.08 with conditions. ***CARRIED***

6.0 UNFINISHED BUSINESS – NIL

7.0 NEW BUSINESS

7.1 Proposed Land Use Bylaw Amendment

The Royal Canadian Legion put forth a proposal for a land use bylaw amendment to add "Campground" as a discretionary use under C-1 Retail/Commercial.

After discussion, it was put forth that rather than an amendment to the LUB that would allow for campgrounds to be discretionary use under C-1, that the Legion be approached to withdraw the bylaw amendment application and apply for a development permit for an "accessory use". It has been indicated by the Legion that the proposed camping accommodation is not for public use, but rather for member/guest use only.

MOTION: 18.09

Moved by Ron Fernley that administration meet with the applicant to pursue alternative application regarding "accessory use" at 240 Sinclair Road. ***CARRIED***

7.2 Pop-Up Patio Proposal

The Great Full Cup put forth a proposal for a "Pop-up Patio" in a parking stall directly in front of 133 Centre Street. Before proceeding with the proposal to Council, the Commission was asked for their recommendation.

MOTION: 18.10

Moved by Shirley Zuehlke that the MPC recommend to Council to move forward with the proposed pop-up patio proposed at 133 Centre Street. ***CARRIED***

8.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

Motion: 18.11

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

9.0 LAND USE BY LAW REVIEW - NIL

10.0 IN-CAMERA - NIL

DRAFT

12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held May 15, 2018.

13.0 ADJOURNMENT

The meeting was adjourned by Shirley Zuehlke at 2:40 p.m.

_____

CHAIRMAN

_____

SECRETARY

DRAFT

VULCAN GOLF AND COUNTRY CLUB

EXECUTIVE MEETING MINUTES:

- April 19, 2017

MEETING CALLED TO ORDER:

- Called to order at 7:05

PRESENT:

- Barry Gore, David Lyon, Paul Mansfield, Jeff Mix, Judy Sanderson, Wayne Shearer, Stacey Wheeler, Tyler Wolfe, Ross Zuehlke, Gordon Brayton, Duke Webber, Paul Taylor.

ABSENT:

-

ADDITIONS TO THE AGENDA:

-

MINUTES OF THE AGM (April 12, 2017):

- No Errors or omissions. Motion to adopt minutes of AGM Meeting made by Stacey.

MINUTES OF THE LAST MEETING (March 21, 2017):

- Amendment: Quote for the roofing was done; Stacey was going to get an updated quote to determine if the price had changed.
- **Motion** to accept minutes as amended by Ross.

DIRECTOR OF GOLF REPORT:

- Gordon Brayton presented Director of Golf Report
- Still quite a few membership to come in compared to last year. Revenue is down significantly, but due in large part to the lower memberships sold. Likely due to the weather.
- Peggy and Raymond are on board. Optimistic things will work out. Issues with the banking situation with Peggy having access to accounts.
- AGLC info needs to be updated in order to sell pull tabs.
- Banking info needs to be updated. Bookkeeper doesn't know what accounts are paid online and currently doesn't have access to the online accounts. Treasurer will work with bookkeeper to get sorted.
- Need to get Casino account info, etc. from past Treasurer.
- Need to get copy of contract for the Bookkeeper from Treasurer.
- Accountant bill has gone up $5000. Stacey will meet and inquire why.
- Would like the ladies league to support the pro-shop for their wind up with gift certificates instead of cash. (Men are half cash, half gift certificates)
- New committees suggested: Junior, Policy, Government Grants/Water Bill, Rules and Handicap
- Request for money for staging area for carts and to expand the paving of the path between the clubhouse and the cart sheds.
- **Motion** to accept report by Paul Mansfield.

GROUNDS REPORT:

- Duke Webber presented the Grounds Report

- Cost of new cart path grader was $1603.86, which included shipping. New sand trap rake also delivered; now waiting on two rough mowers
- All pumps are in place to handle snowmelt; Stu from town on standby if it gets bad. Feel it's under control
- Working with Raymond to get the kitchen ready
- Discussion of fertilizer use, how much, what kinds. Possibility of getting donated fertilizer going forward.
- **Motion** to accept report by Barry.

HOUSE COMMITTEE REPORT:

- Presented by Stacey Wheeler.
- Did not receive grants for the roof repair last year. UFA quote of ~$20 000 from last year has been reduced to $19 307.83 for a metal roof. Dave Fodor will do the labour in exchange for a 5-year membership.
- **Motion** to grant Stacey permission to purchase roofing from UFA for no more than $19 500 and to get Dave Fodor to do the labour in exchange for 5 years (non-refundable) Full Membership (not including RCGA, trail fees, GST, etc.) by Jeff. Seconded by Judy. Carried.
- Stacey received free plates and approached Market Street for more plates. Waiting on price. Board has granted approval for accruing plates as needed.
- Raymond has requested a standup Fridge for the kitchen. Board will consider after the roofing project is complete.
- Stacey will have meeting with Diane re: price increase
- Stacey and Paul M. will go to the next town meeting in investigate options for reducing water costs.
- Stacey will look into replacing Grease Drip Tray with Duke's assistance.
- **Motion** to accept House Report by David.

CORRESPONDENCES

- Letter from Minota Webster requesting a refund for her 2018 membership due to a significant injury that will prevent her from golfing this year.
- **Motion** by Wayne to offer a full refund for Minota Webster. Seconded by Stacey. Carried.

OLD BUSINESS:

- Grease Drip Tray
  - Discussed in House Report
- Clubhouse Roof
  - Motion to replace roofing passed in House Report.

NEW BUSINESS:

- Board Positions
  - Discussion of the relevant board positions.
  - Treasurer: David Lyon
  - Secretary: Tyler Wolfe
  - VP: Barry Gore
  - President: Wayne Shearer
  - Move to accept positions by Judy. Seconded by Tyler. Carried.

- Signing Authority
    - Signing authority given to: David Lyon, Tyler Wolfe, Wayne Shearer, Judy Sanderson, and Gordon Brayton.
- Staging Area
    - **Motion** to get a quote for the repaving of the Staging area and path widening by Barry. Seconded by David. Carried.

NEXT MEETING DATE:

- May 15 at 8:00 PM in the Clubhouse.

ADJOURNMENT:

- **Motion** to adjourn made by Paul.
- Meeting adjourned at 8:36pm.

ITEM 10.1

Town of Vulcan

Request for Decision (RFD)

Bylaw No. 1473-18 – Council Code of Conduct

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Municipal Government Act requires that the Town of Vulcan establish a Code of Conduct for Members of Council within 270 days from the date section 16 of the Municipal Government Amendment Act, 2015 come into force on July 23, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration has reviewed several Council Code of Conduct bylaws drafted by other communities and also referred to the guidance document provided by Alberta Urban Municipalities Association to assist municipalities in the development of a Council Code of Conduct bylaw.

Attached is a draft copy of Bylaw No. 1473-18 Council Code of Conduct for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Bylaw No. 1473-18 – Council Code of Conduct be adopted as presented.

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

10.1

TOWN OF VULCAN

BYLAW NO. 1473-18

A BYLAW OF THE TOWN OF VULCAN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act,* a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act,* a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Vulcan;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Vulcan in the Province of Alberta, duly assembled, enacts as follows:

1. <u>Short Title</u>

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. <u>Definitions</u>

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
(c) "CAO" means the chief administrative officer of the Municipality, or their delegate;
(d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
(f) "Member" means a member of Council and includes a Councillor or the Mayor and includes members of council committees or other bodies established by Council who are not Councillors or the Mayor;
(g) "Municipality" means the municipal corporation of the Town of Vulcan.

DRAFT

3. Purpose and Application

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
(b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
(c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
(d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4. No Member shall make a statement when they know that statement is false.

5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

DRAFT

7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.6. Members must not:

(a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
(b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
(c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.4. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

(a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not

DRAFT

otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.5. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

(a) the security of the property of the Municipality;
(b) a proposed or pending acquisition or disposition of land or other property;
(c) a tender that has or will be issued but has not been awarded;
(d) contract negotiations;
(e) employment and labour relations;
(f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
(g) law enforcement matters;
(h) litigation or potential litigation, including matters before administrative tribunals; and
(i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

DRAFT

12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

12.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Remuneration and Expenses

14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed one hundred dollars ($100.00).

15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

16. Election Campaigns

16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

DRAFT

(a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
(b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

18.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

(a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
(b) All complaints shall be addressed to the Investigator;
(c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
(d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
(e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
(f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
(g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
(h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
(i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

19. Compliance and Enforcement

19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

19.3. No Member shall:

(a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

(a) a letter of reprimand addressed to the Member;
(b) requesting the Member to issue a letter of apology;
(c) publication of a letter of reprimand or request for apology and the Member's response;
(d) a requirement to attend training;
(e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
(f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
(g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
(h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
(i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

20. Review

20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a first time this XXth day of XXXX, A.D., 2018.

_____
Tom Grant, Mayor

_____
Kim Fath, CAO

READ a second time this XXth day of XXXX, A.D., 2018.

_____
Tom Grant, Mayor

_____
Kim Fath, CAO

READ a third time, and finally passed this XXth day of XXXX 2018

_____
Tom Grant, Mayor

_____
Kim Fath, CAO

DRAFT

(no amdt)

ALBERTA REGULATION 200/2017

Municipal Government Act

CODE OF CONDUCT FOR ELECTED OFFICIALS REGULATION

Table of Contents

1 Code of conduct contents
2 Complaints
3 Bylaws
4 Establishing code of conduct
5 Sanctions for breaching code of conduct
6 Requirement to fulfil duties
7 Review of code of conduct
8 Coming into force

Code of conduct contents

1 The code of conduct each council is required to establish governing the conduct of its councillors pursuant to section 146.1 of the Act must be consistent with the Act and any regulations made under the Act and, at a minimum, include the following topics:

SECTION 4 (a) representing the municipality;

5 (b) communicating on behalf of the municipality;

6 (c) respecting the decision-making process;

7 (d) adherence to policies, procedures and bylaws;

8 (e) respectful interactions with councillors, staff, the public and others;

9 (f) confidential information;

10 (g) conflicts of interest;

11 (h) improper use of influence;

12 (i) use of municipal assets and services;

13 (j) orientation and other training attendance.

Section 17-18

Complaints

2 A code of conduct must establish a complaint system including

(a) who may make a complaint alleging a breach of the code of conduct,

(b) the method by which a complaint may be made,

(c) the process to be used to determine the validity of a complaint, and

(d) the process to be used to determine how sanctions are imposed if a complaint is determined to be valid.

Bylaws

3 If any matter required to be included in a code of conduct is addressed in a separate bylaw, the contents of that bylaw shall be incorporated by reference into the code of conduct.

Establishing code of conduct

4(1) When establishing a code of conduct, council shall consider sections 3 and 153 of the Act.

(2) A council must establish a code of conduct within 270 days from the date section 16 of the *Municipal Government Amendment Act, 2015* comes into force. JULY 23, 2018

Sanctions for breaching code of conduct

Section 19

5 If a councillor has failed to adhere to the code of conduct, sanctions may be imposed including any of the following:

(a) a letter of reprimand addressed to the councillor;

(b) requesting the councillor to issue a letter of apology;

(c) publication of a letter of reprimand or request for apology and the councillor's response;

(d) a requirement to attend training;

(e) suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;

(f) suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;

(g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

(h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;

(i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Requirement to fulfil duties

6 A code of conduct or any sanctions imposed under a code of conduct must not prevent a councillor from fulfilling the legislated duties of a councillor.

Review of code of conduct

SECTION 20

7 Each council must review and update its code of conduct and any related bylaws that have been incorporated by reference into the code of conduct in accordance with section 3, at least once every 4 years starting from the date when the code of conduct is passed.

Coming into force

8 This Regulation comes into force on the coming into force of section 16 of the *Municipal Government Amendment Act, 2015*.

ITEM 10.2

Town of Vulcan

Request for Decision (RFD)

Adopt Policy A-15 – Public Participation

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Municipal Government Act requires that the Town of Vulcan establish a Public Participation policy within 270 days after section 216.1 of the Act comes into force on the date of July 23, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy A-15 – Public Participation for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Policy A-15 – Public Participation be adopted as presented.

Initials show support -Reviewed by: _____ _____

Director: **CAO**

TOWN OF VULCAN

Policy Manual

10.2

POLICY NUMBER			TITLE OF POLICY
A-15			**Public Participation**
Approval	D/M/Y	Resolution #	
Adopted			

STATEMENT:

Council and Administration recognize that quality public participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of public participation undertaken. The Town of Vulcan is committed to public participation activities that are founded on the following principles:

Shared Responsibility and Commitment: Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.

Transparent and Accountable: The Town communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence based information. It shares the outcomes of public participation, including how the information was used in the decision making process and makes decisions in the best interest of the community as a whole.

Inclusive and Accessible: The Town endeavours to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.

Appropriate and Responsive: Public participation activities need to be appropriate to the stated goals and reflective of the varied preferences and needs of community members for receiving and sharing information.

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

1. **Definitions**

   1.1 **Community** refers to the Town, residents, businesses, schools, religious institutions and all other institutions and agencies that make up the Town of Vulcan.

   1.2 **Non Statutory Requirement** means a rule based on customs, precedents or court decisions.

   1.3 **Public Participation** means processes through which the Town provides opportunities for the community to have input into decision making through public meetings, public hearings, open houses, workshops, surveys, polling, Ad-hoc committees and other forms of engagement.

DRAFT

1.4 **Stakeholder** means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

1.5 **Statutory Requirement** means a requirement written into a law passed by the provincial or federal government.

1.6 **Town** means the municipal corporation of the Town of Vulcan.

2. Responsibilities

2.1 Town Council shall:

- **(a)** Consider public input obtained through public participation activities as part of their decision making process.
- **(b)** Promote public participation activities and provide, where appropriate, Council member representation.
- **(c)** Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation.
- **(d)** Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services.

2.2 Administration shall:

- **(a)** Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
- **(b)** Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
- **(c)** Make recommendations to Council on appropriate resources required for public participation, when Council directs public input on a specific issue or item.

3. Engagement

3.1 The Town shall comply with all Provincial and Federal statutory requirements for public participation.

3.2 The Town shall offer public participation opportunities when:

- **(a)** Identifying Council priorities
- **(b)** Formulating recommendations to Council regarding the proposed business plans and budgets
- **(c)** Reviewing existing programs, services and associated service levels
- **(d)** Establish new programs, services and service level or otherwise deemed necessary by Town Council.

DRAFT

3.3 The Town shall organize at least one public participation activity annually, in order to present the budget, as well as to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.

3.4 The Town will arrange for the public access to the public participation policy. This public access will be done through the Town of Vulcan website or made available at the Town office.

3.5 The Town shall evaluate and learn from the feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.

4. Policy Review

4.1 The policy shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current.

- END OF POLICY-

DRAFT

(no amdt)

ALBERTA REGULATION 193/2017

Municipal Government Act

PUBLIC PARTICIPATION POLICY REGULATION

Table of Contents

1 Definition
2 Public participation policy requirements
3 Participation policy must be made public
4 Review of public participation policy
5 Transitional
6 Coming into force

Definition

1 In this Regulation, "Act" means the *Municipal Government Act*.

Public participation policy requirements

2 A municipality's public participation policy must identify

SECTION 2.1-2.2

(a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and

SECTION 3.1 - 3.3

(b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Participation policy must be made public

SECTION 3.4

3 A municipality must make its public participation policy available for public inspection, and may post it on the municipality's website.

Review of public participation policy

SECTION 4

4 A municipality must review its public participation policy at least once every 4 years.

Transitional

5 A municipality must establish its public participation policy within 270 days after section 216.1 of the Act comes into force.

JULY 23, 2018

ITEM 11.1

Town of Vulcan

Request for Decision (RFD)

Credit Card Limit

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Bonnie Ellis

BACKGROUND / PROPOSAL:

The Recreation Department was given a credit card with a limit of $3,000.00 to purchase products and services for running programs and events. This has worked very well and has met recreation's needs so far. However, with the Tourism now under the Town the Community Services Manager is requesting that the credit card limit be raised to $6,000.00 to accommodate the charges incurred by the Tourism and Recreation departments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves an increase to the limit of the MasterCard bearing the names of Bonnie Ellis and the Town of Vulcan from $3,000.00 to $6,000.00.

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

MEMO

To: Town of Vulcan Council

From: Bonnie Ellis, Community Services Manager

Re: Credit Card Limit

Date: April 9, 2018

Dear Council,

The Recreation Department was given a credit card to purchase products and services for running programs and events. This has worked very well and has met recreation needs thus far.

Now that tourism is under the town again, it is our responsibility to pay for merchandise and other event expenses as needed. I have notice that my $3000 limit is not keeping up with the purchasing that is needed from the two departments.

With a limit of $3000 we are unable to make multiply purchases for either department when needed. Last month we had to pay for our booth at ComiCon and then put our merchandise order on the following month. Then wait again until the card cleared to put on the additional charges for ComiCon. Recreation has been waiting to add charges for Canada Day and other event charges when the card's limit is clear.

Going forward I am requesting that my credit card limit be raised to $6000 to accommodate the additional and higher charges incurred by tourism and recreation departments.

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
Director of Recreation

ITEM 11.2

Town of Vulcan

Request for Decision (RFD)

Pop-Up Patio Proposal – Great Full Cup

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Nancy Neufeld

BACKGROUND / PROPOSAL:

The Great Full Cup has presented a proposal to the Development Officer for a Pop-Up patio in front of the coffee shop.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The proposal was brought before the Municipal Planning Commission meeting of April 17, 2018 and the MPC was in favor of the proposal and their recommendation to Council was that approval be granted.

Attached is a memo from the Development Officer outlining her discussion with the Great Full Cup owners for Council's information as well as comments from Public Works regarding this matter.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by: _____ _____

Director: **CAO**

The Great Full Cup

133 Center Street
Vulcan AB, T0L2B0
403-485-0050

April 5, 2018

To Whom it May Concern,

I am writing this letter to you in regards to the proposal of a pop up patio in front of my coffee shop, The Great Full Cup. Pop up patios are a patio that is temporarily placed in a designated spot. I am asking that we be given permission to place a pop up patio in two of the parking stalls that are in front of the coffee shop, located next to the boulevard where the bench is currently located, allowing locals, tourists and visitors a place to sit so that they can take in the surroundings of our downtown core, giving Vulcan a unique look and ambiance to visitor and locals alike.

I feel that this will benefit the community in ways such as bringing people downtown so that they can enjoy the outdoors while taking in the local business's that are downtown, providing more opportunity to support our locals. I feel that the more foot traffic that we bring to the core the more traffic we get in our local business's. These patio's are a success in may rural and urban centers and are enjoyed by many people and bring with them many benefits, it would be great if Vulcan could capitalize on it. Not to mention more seating for the coffee shop during the busy season, and the busy lunch hour, a huge bonus both as business owner and as patrons who are fighting to find a seat.

My plan and the layout would be as such; I would have a temporary rope fence put up so in the event that the patio had to be moved, for an example to allow emergency services to access the entrance it could be moved. The fence is put in place so that there is a barricade between parking and the street keeping patrons safe that are using the patio area. I would have patio tables with umbrellas put in the fenced area allowing customers to enjoy being outside in our warmer weather and taking in all that our downtown core has to offer.

If the Council sees the benefit in this project of what a great addition it would be to our community there are a couple other things that I would like to pass by you;

I would like to ask if there is a spot to store the tables, chairs, umbrella's and fence so that we can keep these for the winter out of the elements within the town storage facilities, storage room at the coffee is non existent for such items to stay out of the elements.

Second I was wondering if the town would like to sponsor one of the tables? The town would pay for the purchase of the table, chairs and the umbrella which we will then have The Town of Vulcan logo advertised on the table somewhere. We are hoping the advertising will be able to go on the umbrella. We are working with Mike Inaba right now to see if vinyl letters will adhere to the umbrella material. I am looking for 4 table total's and will be seeking others that might want to sponsor a table as well, however the town in not subjected to only sponsoring 1 table if you see fit to sponsor more than one.

I thank you for taking the time to consider my proposal and I hope that we are able to work together on this project.

Sincerely,
G-Nel Nelson

* Note Parking stall is 10' wide - drawing indicates 19'.

MEMO

TO: **Kim Fath, CAO, Vulcan Town Council**

FROM: **Nancy Neufeld/Development Officer**

DATE: **April 19, 2018**

RE: **Proposal – Pop-Up Patio – Great Full Cup**
133 Centre Street

Upon receipt of the proposal from the Great Full Cup owners, I sat down with G-Nel and went over the proposal. This particular location presents some concerns.

The following items were discussed/requested:

- Drainage, i.e. drainage cannot be obstructed in any way
- Safety, i.e. curb/tripping hazard, proximity to traffic lane
- Potential for vandalism if fixtures are not brought in at night
- Insurance/Liability
- Parking, i.e. elimination of parking space
- Corner visibility
- Letters of support from downtown businesses
- Code requirements from Alberta Health
- Code requirements for fire
- Layout drawing
- Operation of patio from May long weekend until Thanksgiving
- Indication that "fence" would consist of moveable posts with 2 rows of rope
- Patio would be on the asphalt surface, i.e. no platform

Attached are comments/concerns from Public Works.

G-Nel has since changed the original proposal from 2 parking stalls to one and that picnic tables with umbrellas be used rather than patio sets.

The proposal was brought before the Municipal Planning Commission meeting of April 17th and the MPC is in favour of the proposal and that the recommendation to Council is that approval be granted.

If this particular pop-up patio is approved, I would make the following recommendations to Council:

- That this proposal be considered a "pilot project", i.e. grant on a temporary basis for this one patio. If the project is deemed a success, then a formal policy be drawn up regarding pop-up patios.

- That a buffer be set between outer edge of patio and travel lane

- That an agreement be entered to with Great-Full Cup to cover requirements, responsibilities and liability. The following be included, but not limited to:
    - The applicant would be responsible for maintaining the appearance of the "leased" lands and any furniture or fixtures. The applicant shall ensure that no litter, garbage or objectionable material accumulates on or around the lands
    - The Town of Vulcan shall maintain the right to enter the "leased" lands in order to carry out repairs or maintenance to municipal infrastructure. The Town shall provide verbal notice 24 hours prior to entering the lands, except in the case of emergencies. The applicant shall be responsible for restoring any fixtures following the completion of any repairs or maintenance.
    - The Town retains the right to terminate the agreement with 14 days notice
    - The construction and maintenance of the patio shall wholly be at the expense of the Applicant. The Town of Vulcan will not be required to pay for any work or supply any equipment required to make public lands more suitable to the pop-up patio
    - Clause regarding insurance & liability
    - Hours of operation to be clarified

Attached herein is a sheet providing examples of pop-up patios. Note "fencing" of patios versus a moveable type of enclosure.

Other locations have been considered by myself:

<u>On the "bubble" versus parking stall</u>.
In my opinion this presents more of a visibility issue than the parking stall.
Pedestrian walkways must be kept clear and this then limits the space available.

<u>In the parking stall on 2nd Avenue next to Bell Park</u>.
2nd Avenue can become a little "tight" with angle parked vehicles on the opposite side jutting out into the traffic lane.
There would be more traffic flow involved with this site running parallel to the pop-up cafe.
Not as convenient for café staff
Limited parking to accommodate businesses along 2nd Avenue South.

133 Centre Street – Pop-up patio proposal

Nancy Neufeld

From: Stew Birch
Sent: Friday, April 13, 2018 11:56 AM
To: Nancy Neufeld
Cc: Kim Fath
Subject: Patio Concerns

Nancy

In regards to the proposed use of the parking area in front of 133 center street for a patio area . As town foreman I understand what it is they are trying to achieve by hoping to attract more business to the uptown area but my concerns are

- Parking is already congested in this area at peak hours of the day
- Visibility at the intersection of center street and 2nd ave south is a concern now with the bushes / benches and street light adding a patio area will restrict visibility even more
- Drainage from 2nd ave south and the 200 block of main street runs right though the parking area proposed

It is my recommendation not to give approval for this project due to the area proposed

Stew Birch
Town Foreman
Town of Vulcan
Phone: 403-485-2877
Fax: 403-485-2200
birch@townofvulcan.ca

Nancy Neufeld

om: The Great Full Cup <thegreatfullcup@gmail.com>
Sent: Tuesday, April 10, 2018 3:24 PM
To: Nancy Neufeld
Subject: Fwd: Pop Up Patio

Sandra Added to her letter of support so please attach this one to our file.

Thank you!
---------- Forwarded message ----------
From: **Sarini** <sarinifj@gmail.com>
Date: Tue, Apr 10, 2018 at 3:20 PM
Subject: Pop Up Patio
To: "The Great Full Cup (via Google Docs)" <thegreatfullcup@gmail.com>

Dear G-Nel and Lyle,

Thank you so much for stopping in last week to discuss your idea of a pop up patio for the summer months. I love both the enthusiasm, and forward thinking of your idea! It is out of the box ideas that these that help create positive customer experiences for our community, as well at the tourists that visit our town during the summer months. I think that the benefit of blocking off the two parking stalls far outweigh losing them, as it is an opportunity to bring people to our downtown core, and encourage them to stay and visit the surrounding businesses. Dale and I fully support this venture, and are happy to help however we can.

Best regards,
Sandra Locken G.J./J.B.M.

--

Sarini Fine Jewellery
106 Second Avenue
Vulcan AB T0L 2B0
403.485.6616
www.sarini.ca

Thank you and have a fantastic day,

16 April 2018

To whom it may concern,

I am writing this letter in support of the proposition by The Great Full Cup to block off a parking spot in front of their business in order to create outdoor seating. While reducing parking spaces is a bit of a concern, I believe that in this case, the positives outweigh the loss of the space. This has the potential to bring more people into our downtown business area and expose them to what our town has to offer. Any increase in foot traffic is positive, in my opinion. As a business owner in close proximity to The Great Full Cup, this proposition has my support.

Sincerely,

Tyler Wolfe

Owner, Wolfe's Hardware Ltd.

ITEM 11.3

Town of Vulcan

Request for Decision (RFD)

Encroachment Agreement – 140 Aspen Way

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Nancy Neufeld

BACKGROUND / PROPOSAL:

A compliance certificate has been requested for 140 Aspen Way. The Real Property Report dated March 14, 2018 indicates an encroachment of the lower deck into the Utility Right of Way by 0.70m. As per Policy "PL-02 – Encroachment Policy", encroachments over .05m into easements are to be brought forth to Council for approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The grantee will insure that the encroachments are not enlarged, added to, rebuilt or structurally altered except as may be necessary to render them non-encroaching.

Council is asked to approve a standard Encroachment Agreement (URW Amending Agreement).

Attached are:

- Development Officer's Report
- Real Property Report

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council directs Administration to execute an encroachment agreement as prepared by Fee Simple Law for the .70m encroachment of a deck onto Utility Right of Way 777-071-546 at;

140 Aspen Way
Lot 16 Block 50 Plan 7710842

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

MEMO

TO: **Kim Fath, CAO/Vulcan Town Council**

FROM: **Nancy Neufeld/Development Officer**

DATE: **April 20, 2018**

RE: **Request for Compliance 140 Aspen Way**
Lot 16 Block 50 Plan 771 0842

RE; CERTIFICATE OF COMPLIANCE REQUEST 140 ASPEN WAY – Lot 16 Block 50 Plan 771 0842

A compliance certificate has been requested for 140 Aspen Way.

The Real Property Report dated March 14, 2018 indicates the following encroachments:

Encroachment #1 – Lower deck encroaches into URW by 0.70m. As per Policy "PL-02 Encroachment Policy", encroachments over .05m into easements are to be brought forth to Council for approval.

Council is asked to consider approval of a standard Encroachment Agreement (URW Amending Agreement) as being provided by Fee Simple Law.

An additional two encroachments have been identified. Encroachment agreements are not required as per the following:

Encroachment #2 – Brick retaining wall encroaches into Municipal Property (Aspen Way). – An encroachment agreement is not being requested as this portion of the retaining wall is being deemed to be a non-permanent surface improvement within the boulevard area as per *PL-02 Encroachment Policy – Encroachments not requiring an encroachment agreement Item #4.*

Encroachment #3 – Encroachment of the retaining wall onto the URW is not identified on the RPR. An encroachment agreement is not being requested as the landscaping does not prevent or hinder the exercise of the Town of any of the rights granted in the easement agreement for URW, Registration #771 071 545.

Alberta Land Surveyor's Real Property Report

LEGEND

- Reference Bearing Assumed from Registered Plan 771 0842
- Legal survey monuments are shown thus: found ..... ● Fd. I
- Fd. No Mk. indicates Found No Mark
- Buildings and eaves are shown thus .....
- Brick is shown thus .....
- Concrete is shown thus .....
- Property boundaries are shown thus .....
- Fence lines are shown thus .....
- UR/W boundaries are shown thus .....
- Dimensions are in metres and decimals thereof.
- Distances are to the existing exterior cladding of the buildings at the time of the survey, unless otherwise shown.
- Eaves are dimensioned from building edge to outside fascia edge, excluding eavestroughing.
- Fences are dimensioned to the centreline of the fenceline.
- Fences which appear to define property lines are within 0.20 metres of property line, unless otherwise noted
- UR/W indicates Utility Right of Way
- Ht= indicates Height
- L= indicates Length of Arc
- R= indicates Radius of Arc
- A/C indicates Air Conditioning Unit
- O/H indicates Overhang
- E.C. indicates End of Curve

The extent of the Title for the Subject Property is affected by;

Particulars	Registration Number
1) UR/W – 3.66m Strip	771 071 545
2) UR/W – 3.048m Strip	771 071 546
3) Restrictive Covenant	771 071 547

- No representations are made as to encumbrances that may exist against the title of this property.

This Plan is Page 2 of a Real Property Report and is ineffective if it is detached from Page 1 and 3. Page 2 of 3

SCALE: 1:250

File No. 187500RPR

Drawn by: SRP

MARTIN GEOMATIC CONSULTANTS LTD.
ALBERTA LAND SURVEYORS
255 – 31st Street North
Lethbridge, Alberta
T1H 3Z4
Phone: 329–0050 Fax: 329–6594
E–mail: geomart@mgcl.ca ©2018

Alberta Land Surveyor's Real Property Report

CERTIFICATION

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of the date of this Report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements, and rights-of-way, affecting the extent of the title to the property.

2. The Improvements are entirely within the boundaries of the Property, **with the exception of: Encroachment #2 – Brick Retaining Wall encroaches into Municipal Property (Aspen Way) as shown on page 2 of 3.**

3. No visible encroachments exist on the property from any improvements situated on an adjoining property, **unless otherwise shown.**

4. No visible encroachments exist on registered easements or rights of way affecting the extent of property, **with the exception of:**
   Encroachment #1 – Lower Deck encroaches into registered easement #771 071 546, as shown on page 2 of 3.

PURPOSE

This Report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a submittal to the municipality for a compliance certificate. Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements, and utility rights of-way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report.

The attached plan should not be used to establish boundaries because of the risk of misinterpretation or measurement error by the user.

The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated at Lethbridge, Alberta
this **14th** day of **March**, 2018

ALBERTA LAND SURVEYORS' ASSOCIATION
PERMIT NUMBER
P 181
MARTIN GEOMATIC CONSULTANTS LTD.

Bruce A. Barnett

Bruce A. Barnett, A.L.S.
(copyright reserved)

This document is not valid unless it bears an original signature (in blue ink) and a Martin Geomatic Consultants Ltd. permit stamp (in red ink).

MARTIN GEOMATIC CONSULTANTS LTD.
ALBERTA LAND SURVEYORS
255 – 31st Street North
Lethbridge, Alberta
Phone: 329-0050 Fax: 329-6594
E-mail: geomart@mgcl.ca

File No. 187500RPR

ITEM 11.4

Town of Vulcan

Request for Decision (RFD)

Spock Days Sponsorship Requests

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Vulcan Spock Days Association is asking for support through the Sponsorship Package for this year's Spock Days on June 8-10, 2018.

As well as the sponsorship package, the Spock Days Association is also requesting that the cost of the postage for the mail out that was done by the Town office staff for the Association be forgiven and instead included as part of the Town of Vulcan's sponsorship package. The cost of postage for the mail out was $235.00.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is correspondence outlining the different Spock Day Sponsorship packages being offered to support this community event. In 2017 Council approved the "Commander Level Sponsorship" in the amount of $675.00.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by: _____ _____

Director: **CAO**

11.4

MAR 20 2018

Thank you for your interest in **Vulcan Spock Days 2018**! We are once again looking forward to our partnership with the community and are excited to present this years' event.

The 26th annual Vulcan Spock Days is **currently seeking sponsors** and in the attached package you will find out how you can become a part of Spock Days here in Vulcan, Alberta, Canada, Planet Earth.

Our event not only reaches Vulcan County but has been recognized nationally and internationally- next intergalactically! Spock Days has made an impression- and you can too.

Spock Days is attended by people from all over Southern Alberta. Baseball teams from across Western Canada to participate in our 26th annual **Spock Days Slo-Pitch Tournament** and our parade, headlined by the U.S.S. Vulcan, receives international media attention.

This years event is set to also include a Family Fun Fair, Cabaret, Taste of Vulcan, the Lions Pancake Breakfast, the Kinsmen Soap Box Derby, a 9-hole Golf Tournament, our Spock Days Fireworks display and much more!

Our local advertising is seen in Vulcan and County and across the foothills. Social media and online platforms allow us to reach people across Alberta and beyond.

In exchange for your financial support or volunteered time, Spock Days has a number of sponsorship and advertising opportunities available to help you make an impression on existing and potential customers.

We hope to provide you with a platform to thank your clients, spread your vision or simply get involved in our great community event and look forward to working together for Vulcan Spock Days 2018.

Recently there was news about strange messages from space… maybe someone wanted to check the date for Spock Days:

It is **June 8-10, 2018** by the way!

Spock Days is not possible without the support of our community and business partners like you and we would like to say thank you for your previous and future sponsorship commitments!

Spock Days Association

June 8-10, 2018

www.spockdays.com

SPOCK DAYS

TM & © 2014 CBS Studios Inc. All Rights Reserved.

SPONSORSHIP PACKAGES	Ensign	Lieutenant	Capitan	Admiral	Fireworks
	$200	$400	$950	$1500	$2500
Your logo on full colour Spock Days Posters (distributed through Vulcan County and surrounding communities)	ENGAGE	ENGAGE	ENGAGE	ENGAGE	ENGAGE
1 web advertisement (you provide) to appear on WWW.SPOCKDAYS.COM for a period of 1 year	ENGAGE	ENGAGE	ENGAGE	ENGAGE	ENGAGE
Your logo and a link to your website/Facebook on the "Sponsors" page of WWW.SPOCKDAYS.COM	ENGAGE	ENGAGE	ENGAGE	ENGAGE	ENGAGE
Your branding feature in the Spock Days Slo-Pitch Tournament Program (distributed to all players in our tournament- page size)	1/4 PAGE	1/4 PAGE	1/2 PAGE	FULL PAGE	FULL PAGE
1 Banner showcasing your brand along the baseball diamond outfield		ENGAGE			ENGAGE
The opportunity to host a 10x10 tent or booth to showcase your products or services during the Slo-Pitch Tournament			ENGAGE	ENGAGE	ENGAGE
Baseball Diamond Naming Rights (listed on Slo-Pitch Tournament schedules, maps, program etc)			ENGAGE		
Your logo link to your website under the "Our Sponsor" section of WWW.SPOCKDAYS.COM home page				ENGAGE	
Event Naming Rights (Beer Gardens, ~~Family Fun Fair~~, Taste of Vulcan, Tech Town, Cabaret)				ENGAGE	
Dedicated Event Page (as per naming rights) on WWW.SPOCKDAYS.COM with your branding				ENGAGE	ENGAGE
EXCLUSIVE Presenter of the Spock Days Fireworks (FIREWORKS presented by <YOUR COMPANY> to appear on Spock Days advertising)					ENGAGE
Naming Rights to the "Captain's Blog" on WWW.SPOCKDAYS.COM					ENGAGE

June 8-10, 2018

www.spockdays.com

ITEM 11.5

Town of Vulcan

Request for Decision (RFD)

Spock Day Requests

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Bonnie Ellis

BACKGROUND / PROPOSAL:

Administration has received several requests from the Spock Days Committee concerning events being held during Spock Days on June 8-10, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the written requests from the Spock Days Association.

- Road Closures for the parade, Taste of Vulcan, Soapbox Derby, Tech Town
- Permission for use of the grounds by the Virginia Mitchell Park for annual beer gardens at slow pitch tournament
- Permission for use of the Lewis Ware Building for the Mini Buckers and the waiver of fees
- Permission for use of the Arena for the Family Fun Fair and the waiver of fees

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the street closures for the parade, Taste of Vulcan, Soapbox Derby and Tech Town on June 9, 2018 as described in the Request for Services.

Moved by Councillor _____ THAT Council approves the use of the grounds by the Virginia Mitchell Ball Diamonds for the beer gardens on June 8-10, 2018. The Chairperson must ensure that there is property security in attendance and a cleanup plan is in place for this event.

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

Moved by Councillor _____ THAT Council approves the use of the Lewis Ware building for the Mini Buckers event and that the rental fee for the use of the building be waived.

Moved by Councillor _____ THAT Council approves the use of the Arena for the Family Fun Fair and that the rental fee for the use of the Arena be waived.

Moved by Councillor _____ THAT Council approves the assistance of Public Works as described in the Request for Services.

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

Town of Vulcan
Request for Service
Public Works

Date of Event: June 8, 9, and 10, 2018

Event: **Spock Days**

Service For: **Road Closure, Other Requests**

Contact Name & Number:	Lori Gair – Taste of Vulcan	403-485-0601
	Cori Mackay – Family Fun Fair	403-983-2872
	Lisa Wylie – Beer Gardens & Cabaret	403-471-6674
	Ray Shaw – Tech Town	403-485-6688
	Keath Brooks – Parade	403-601-1652
	Channing Schneider – Slopitch	403-485-0360
	Chantelle DeBolt – Mini Buckers	403-652-0083
	David Lyon – Soap Box Derby	403-485-0037

Road Closure Requests – All for Saturday, June 9, 2018

Parade -
From Arena to Prairieview Elementary School and turn onto 6th Avenue South and then from 6th Avenue South to Centre Street to 1st Street Avenue South to 2nd Street South to 2nd Avenue South to Elizabeth Street to the Arena. (Same as last year's route)

Taste of Vulcan – Road Closure from 9:00 a.m. to 3:30 p.m. for Food Vendors
2nd Ave from Centre Street to 1st Street North (Between Credit Union and Hotel)
Pop-up Patios – Closure of 2 parking spots in front of the 1-2 restaurants (TBD) for picnic tables

Soap Box Derby – Road Closure from 9am – 3:30 pm for races
1st Street N from 2nd Ave to1st Ave (Between Fountain Tire, including the intersection and Quarks Consignment)

Tech Town – Road Closure from 9:00 am to 3:30 pm for Tech Days
3rd Ave from Centre Street to 1st St. South (Between the Lodge Hall and Library)

Public Works Assistance – Anytime during the week prior to Spock Days

- Deliver 10 picnic tables to the gravel lot beside Home Hardware for Taste of Town
- Deliver 4 picnic tables to the Arena for the Family Fun Fair, as well as 4 folding tables and chairs
- Leave 6 picnic tables at pavilion for Mini-Buckers
- Bring the carnival games and anything else labelled "Spock Days" from the arena storage upstairs down to the ice area

Your work makes our job as volunteers way more manageable, so thank you, thank you for all your help!

Approved: **Date:**

TOWN OF VULCAN

Mini Map

Welcome to Vulcan!

For more information on Vulcan contact:

Vulcan Tourism & Trek Station
115 Centre Street E • Box 1161 • Vulcan, AB T0L 2B0
Office (403) 485-2994 • Fax (403) 485-2878
www.townofvulcan.ca • info@vulcantourism.com

LEGEND

- Senior Drop in Centre
- Library
- Fire Dept
- Town Office
- County Office
- Post Office
- R.C.M.P.
- Starship
- Vulcan Tourism & Trek Station
- Hospital
- Museum
- Lodge Hall
- Pool & Water Park
- Skateboard Park
- Airport

ACCOMMODATION

1. Vulcan Country Inn
2. Wheatland Motel
3. Vulcan Municipal Campground (partial services & dumping station)
4. Vulcan Hotel
5. Virginia Mitchell Memorial Park Campground (full services & dumping stn)
6. Your Treehouse Bed & Breakfast
7. Vulcan Auto R.V. Park

RESTAURANTS

8. A & W
9. Subway
10. Enterprise Restaurant
11. Legion Restaurant
12. Vulcan Country Inn
13. New Club Cafe
14. Vulcan Bakery
15. Royal Cafe
16. Scrapbook Cafe
17. Cinnastop Coffee Shop
18. Vulcan Hotel Restaurant
19. Last Chance Restaurant

GROCERY STORES

20. Market Street Foods

PARKS

22. Kinsmen Park
23. Playground & Picnic area
24. Memorial Park

SCHOOLS

25. Prairie View Elementary School
26. County Central High School

OTHER IMPORTANT SITES

27. Royal Canadian Legion
28. Peter Dawson Lodge
29. Extendicare Nursing Home
30. Cultural Recreation Centre
31. Curling Rink & Lounge
32. Ice Arena & Restaurant
33. Vulcan Golf & Country Club & Restaurant
34. Laundromat
35. Rodeo Grounds
36. Soccer Field/Ball Diamond
37. Town Shop
38. Waste Transfer
39. Cemetary

GOLDHAWK PRINTING & GRAPHICS - 07/2006

The Town of Vulcan

A growing community hosting a variety of outstanding events

Call us for more information 403-485-2417, admin@townofvulcan.ca

February 28, 2018

Town of Vulcan

Fax #403-485-2914

Attention: Bonnie Ellis

Channing Schneider

RE: Spock Days 2018 Requests & work order

Good Morning:

I would like to request permission to use the Virginia Mitchell Park & CRC Recreation Centre for our Annual Spock Days June 8, 9th & 10, 2018.

For the CRC, the Cabaret will be June 9, 2018. We have the Chevelles playing and require to book the facility for June 8th & 9th for Set up and then June 10th for cleanup. The Spock Days committee will be totally responsible for cleanup and any damages that may occur. I will need the capacity Load (amount of people) allowed in the CRC facility as well. (if there is a diagram of the CRC, which I could send to the AGLC, I would appreciate it)

The Virginia Mitchell Park is for our Baseball tournament & Annual Beer Gardens. The dates required to book the park would be June 8, 9 & 10th.

Lastly, the requirements for the work order is:

15 picnic tables at the Virginia Mitchell Beer Gardens

The Two bars & Propane Heaters from the Pavillion moved to the Beer Tents

Recycling & Garbage cans – (beer Tent area 5 of each)

The Cattle Gates for set up & Trouble lights (if possible for the inside of Beer Tent)

I require a letter from the Town of Vulcan approving the use of the facilities with the occupancy load.

Thank you in advance for your support!

Lisa Wylie

Event coordinator/Spock Days

04/18/2018 12:34PM 4034856376 LIFEMED PHARM PAGE 01/01

MAR 20 2018

Spock Days Taste of Vulcan 2018

The Spock Days Association is always looking to provide engaging activities for our community and visitors. This year we plan on hosting an event called "Taste of Vulcan" during Spock Days on Saturday, June 9, 2018. The idea behind this street event is to get people to eat, drink and shop their way around Vulcan, sampling food and beverages provided for sale by restaurants and local vendors in downtown Vulcan while visiting our great retailers as well. As it is just a "Taste" we are looking for small samples of a signature food or beverage. It is a good opportunity to promote businesses and get people interested in coming back again at another time.

Spock Days volunteers will be selling tickets worth $1 each at booths around downtown from 10:00am until 3:00pm. Vendors that participate can have tables or carts on the street and sell samples worth 1 to 5 tickets. Once the event is over, Spock Days will reimburse vendors for the cost of the tickets minus 10% for organizational costs. We plan to promote the event on Spock Days advertising, our website, provincial travel and food promotion venues and television.

Businesses that have a shop between 1st Ave and 3rd Ave Centre Street can set up outside their storefront. For those businesses coming from farther away we will try to secure empty lots, sidewalks or street space. We have access to only a few tents in the event of bad weather, so businesses are encouraged to bring their own if possible.

Many of the same activities as past years will be happening during Spock Days such as the Pancake Breakfast, Parade, Ball Tournament, Family Fun Fair and Cabaret. New to Spock Days this year is the Kinsmen Soap Box Derby, a Spock Days Golf Tournament on Sunday and a Tech Town Display. The Parade brings many families to town who may be looking to eat during or after the parade and then our hope with a Taste of Vulcan is to encourage the adult crowd to stay downtown to enjoy food, drinks, music and shopping.

This is our first year trying an event like this so it will be a learning experience but hopefully we can build on it, promote our community, businesses and provide a fun event for locals and visitors!

If you would like to participate in a Taste of Vulcan, contact Lori Gair at loricockwill@hotmail.com or call 403-485-0601 or go to www.spockdays.com for a registration form.

If you would like information on a sponsorship package to promote your business via Spock Days advertisements, to ball and golf tournament participants and on our website, contact Cori Bowhay at coribowhay@icloud.com or call 403-689-8605.

ITEM 11.6

Town of Vulcan

Request for Decision (RFD)

Community Futures Highwood Board Member-at-Large Appointment

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Gordon McPherson has submitted his letter of resignation stating that he can no longer represent the Town of Vulcan as a member at large on the Community Futures Highwood board.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Mr. McPherson has represented Vulcan as a member-at-large on the Community Futures board for a period of 9 years 10 months and represented Vulcan on our Board over 2 different time periods of representation.

Council may fill this position by direct appointment or by selection after advertisement.

The Community Futures Highwood Board meets 5 times per year in Okotoks, and the meetings are in the evening. The term for this appointment is a three year term.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council directs Administration to place an advertisement for this position for a two week period and the responses to the ad be brought forward to Council at the Regular Council meeting on May 14, 2018 and that Administration send a letter of appreciation to Mr. McPherson for his years of service.

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

11.6

TELUS Webmail Webmail help Contact us dmc

Mail Address book Calendar Tasks Preferences Resignation of Resignation of

Send Close Save Draft Options

To: "Town of Vulcan" <Town of Vulcan>

Cc: "Community Futures Highwood" <Community Futures Highwood>

Subject: Resignation of Gordon McPherson, Member at large

Attach

April 19, 2019

Please accept this letter as notice of my resignation as Member At Large for Community Futures Highwood effective April 30, 2018.

I have enjoyed the last three years, but now feel I have done enough. I wish you all continued success.

Gordon McPherson

APR 19 2019

ITEM 11.7

Town of Vulcan

Request for Decision (RFD)

Town of Vulcan, Vulcan Curling Club, Vulcan & District Agricultural Society Lease Agreement Extension

Meeting:	Regular Council
Meeting Date:	**April 23, 2018**
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

On May 23rd, 1978 the Town of Vulcan entered into a 40 year agreement with the Vulcan and District Agricultural Society and the Vulcan Curling Club for the lease of the land that the curling rink currently occupies.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This lease agreement will reach the end of its term on May 23, 2018. Administration has drafted a lease agreement extension for an additional 40 years, taking it through to May 23, 2058.

Attached are copies of the draft Lease Agreement and the Original Lease Agreement for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the Lease Agreement with the Vulcan Curling Club and the Vulcan and District Agricultural Society for an additional 40 year term, and to direct the Mayor and the CAO to execute this document.

Initials show support -Reviewed by: _____ _____

Director: **CAO**

Town of Vulcan ALBERTA

WHEAT COUNTRY VULCAN

ADMINISTRATION REPORT

TO: **TOWN COUNCIL**

FROM: **Kim Fath, CAO**

DATE: **April 19th, 2018**

Background

On May 23rd, 1978 the Town of Vulcan entered into a 40 year agreement with the Vulcan and District Agricultural Society and the Vulcan Curling Club for the lease of the land that the curling rink currently occupies.

Discussion

This lease agreement will reach the end of its term on May 23, 2018. Administration has drafted a lease agreement extension for an additional 40 years, taking it through to May 23, 2058. This extension honors all of the other terms and conditions of the Original Agreement.

Attached are copies of the draft Lease Agreement Extension and the Original Lease Agreement.

Consideration

Council is asked to consider approving the Lease Extension Agreement with the Vulcan Curling Club and the Vulcan and District Agricultural Society for an additional 40 year term, and to direct the Mayor and CAO to execute this document.

Kim Fath
Chief Administrative Officer

LEASE

AGREEMENT EXTENSION

This **LEASE EXTENSION AGREEMENT** ("Extension") is dated as of the 23rd day of May, 2018 (the "Effective Date"), by and between the Town of Vulcan and Vulcan Curling Club and Vulcan and District Agricultural Society,(collectively, the "Parties").

WHEREAS the Parties entered into a Lease Agreement on May 23rd, 1978 (the "Original Agreement").

WHEREAS the Parties hereby agree to extend the term of the Original Agreement in accordance with the terms of the Original Agreement as well as the terms provided herein.

In consideration of the mutual covenants contained herein, each of Town of Vulcan, Vulcan Curling Club and Vulcan and District Agricultural Society mutually covenant and agree as follows:

- The Original Agreement, which is attached hereto as part of this Extension, will end on May 23, 2018.
- The Parties agree to extend the Original Agreement for an additional **Forty (40) Year** period, which will begin immediately upon the expiration of the original time period and will end on May 23, 2058.
- This Extension binds and benefits the Parties. This document, including the attached Original Agreement is the entire agreement between the Parties.

All other terms and conditions of the Original Agreement remain unchanged.

IN WITNESS OR SEALED WHEREOF the parties have hereto duly executed this agreement in duplicate in Vulcan Alberta on the specified date for each party.

TOWN OF VULCAN

MAYOR _____

CAO _____ **DATE:**_____

VULCAN & DISTRICT AGRICULTURAL SOCIETY

PRESIDENT _____

SECRETARY _____ **DATE:**_____

VULCAN CURLING CLUB

PRESIDENT _____

SECRETARY _____ **DATE:**_____

L E A S E

THIS INDENTURE MADE in DUPLICATE this 23rd day of May A.D. 1978.

BETWEEN:

THE TOWN OF VULCAN in the Province of Alberta, a Municipal Corporation;

PARTY OF THE FIRST PART
Hereinafter called the LESSOR

- and -

VULCAN CURLING CLUB and
VULCAN AND DISTRICT AGRICULTURAL SOCIETY, Bodies Corporate, under the Provisions of the Societies Act, of the Province of Alberta;

PARTY OF THE SECOND PART
Hereinafter called the LESSEES

WHEREAS the LESSOR is owner of the following described lands, that is to say:

Blocks Two (2) and Three (3)
Plan Vulcan 3515 J.K.
Hereinafter referred to as THE SAID LANDS.

AND WHEREAS the LESSOR has declared THE SAID LANDS to be Public Land for recreational, cultural and social use for the residents of the Town of Vulcan and District.

AND WHEREAS the LESSOR has created lasting improvements upon THE SAID LANDS, namely the Vulcan and District Arena.

AND WHEREAS the LESSEES have undertaken to create additional lasting improvements upon THE SAID LANDS, namely a Curling Rink, to provide recreational and social facilities for its members and for the residents of the Town of Vulcan and District.

AND WHEREAS the said additional lasting improvements will include a concession area and meeting room and common entranceway which will be adjoining the said Vulcan and District Arena.

AND WHEREAS the LESSOR hereby agrees to provide assistance through the Neighbourhood Improvement Program to construct the said additional lasting Improvement.

NOW, THEREFORE, THIS INDENTURE WITNESSETH THAT in consideration of the rents, mutual convenants, conditions and stipulations hereinafter reserved and contained, the LESSOR doth demise and lease unto the LESSEES all of THE SAID LANDS which are shown outlined in red on a sketch plan of THE SAID LANDS which is attached to and forms part of this lease (the said portion outlined in red being hereinafter referred to as THE DEMISED LANDS) on which demised lands the said additional lasting improvements are or will be situated all on the following terms and conditions, namely:

1. The term of the said Lease shall be for Forty (40) years from the date of the execution of these presents.

2. The LESSEES covenant and agree to pay the clear annual rent of One ($1.00) Dollar per year to the LESSOR.

3. The LESSEES covenant and agree that they will maintain the additional lasting improvements upon THE DEMISED LANDS, so as to provide recreational, cultural and social facilities for the use of the residents of the Town of Vulcan and District.

4. The LESSEES shall be at liberty to charge such reasonable admission fees as may from time to time be set down by regulations of the Vulcan Curling Club in order to defray the costs of creating, operating and maintaining the said facilities.

5. The LESSEES shall submit from time to time for the review of the LESSOR a schedule of user fees which they will be charging for the use of the said facilities, and the LESSEES shall satisfy the LESSOR that such user fees are related to the costs of creating, operating and maintaining the said facilities.

6. Other than the concession area, the LESSEES shall be at liberty to sub-lease only to such other Societies incorporated under the provisions of the Societies Act of the Province of Alberta, provided, however, that the

terms, conditions and provisions of this indenture shall be incorporated into any such sub-lease.

7. The LESSEES and each of them hereby undertake that in the event that both Lessee Societies are wound-up or dissolved, the Lessee Society last to be wound-up or dissolved shall surrender to the LESSOR this lease and shall transfer and deliver to the LESSOR ownership of the said additional lasting improvements upon THE DEMISED LANDS.

8. The LESSEES shall remain the owners of all the said additional lasting improvements made upon THE SAID LANDS and shall be entitled to a lien for the value of all such improvements, whether made by the LESSEES or by a Sub-Lessee.

9. The LESSEES covenant and agree that they will not discriminate or unreasonably withhold access from the said facilities to any group or individual resident in the Town of Vulcan and District.

10. The LESSEES shall indemnify and save harmless the LESSOR from and against all claims, demands, damages, actions, suits and judgements arising out of the use of the said facilities.

11. The LESSEES covenant and agree that they will obtain and maintain Replacement Cost building and contents insurance, with 90% co-insurance, and public liability insurance in an amount not less than One Million ($1,000,000.00) Dollars and will submit proof of such insurance to the LESSOR.

12. This indenture shall be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the PARTIES hereto have affixed their names and Corporate Seals by their proper officers in that behalf, the day and year first above written.

THE TOWN OF VULCAN

Mayor

Municipal Administrator

VULCAN CURLING CLUB

President

Secretary

VULCAN AND DISTRICT AGRICULTURAL SOCIETY

President

Secretary