# AGENDA FOR THE REGULAR MEETING OF COUNCIL
# TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
# ON MONDAY, AUGUST 22, 2016
# COMMENCING AT 7:00 PM

**PUBLIC HEARING - NIL**

**CALL TO ORDER -**

**1.0 Call to Order:**

**2.0 Public Hearing NIL**

**3.0 Delegations - NIL**

**4.0 Adoption of Agenda**

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – July 25, 2016

**6.0 Unfinished Business**

**7.0 Financial Statements**

7.1 Cash Statement ending July 31, 2016

7.2 Year-to-Date Summary ending July 31, 2016

**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 - NIL**

**11.0 New Business**

11.1 Tax Recovery Sale

11.2 Repurchase of vTV Equity Share

11.3 New Pool Design

11.4 Joint Purchase of Fire Apparatus with Vulcan County

11.5 Rescind Policy A-2 and Policy C-5

**12.0 Notice of Motion**

**13.0 Management Reports**

13.1 Management Reports

**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 July 25, 2016

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, July 25, 2016 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, July 25, 2016 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, JULY 25, 2016

| | | |
|---|---|---|
| **PRESENT:** | Mayor | - Tom Grant |
| | Councillor | - Rick Howard |
| | Councillor | - John Seaman |
| | Councillor | - Lorna Armstrong |
| | Councillor | - Sue Dow |
| | Councillor | - Paul Taylor |
| | Chief Administrative Officer | - Kim Fath |
| | Recording Secretary | - Karen Rose |
| **ABSENT:** | Councillor | - Georgia-Lee DeBolt |

**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**

**3.1 Vulcan Riding Club**

The Vulcan Riding Club was unable to attend the Council meeting.

**4.0 Adoption of Agenda**

- 6.3 August 8, 2016 Regular Council Meeting Cancellation
- 8.1.B Connie Knight's Letter

**Motion No.: 16.224**

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



Initials

## 5.0 Adoption of Previous Minutes

### 5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, July 11, 2016 were presented to Council.

**Motion No.: 16.225**

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, July 11, 2016 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

## 6.0 Unfinished Business

### 6.1 F-35 Policy Payment of Accounts

At the June 27, 2016 Regular Council Meeting Council directed Administration to amend Policy F-35 Payment of Accounts to allow for payment of accounts through Electronic Funds Transfer.

**Motion No.: 16.226**

Moved by Councillor Paul Taylor THAT Council approves the amended Policy F-35 Payment of Accounts as presented. **CARRIED UNANIMOUSLY**

### 6.2 F-2 Policy Donations and Tax Receipts

At the June 27, 2016 Regular Council Meeting a request was brought forward to develop a policy for gifts and donations to the Town from service groups and residents within the community. Council directed Administration to develop a policy and bring it back for Council's consideration. After discussion Council asked that bullet 11.1 b) be amended to read "Appraisal or Evaluation by an independent certified agency."

**Motion No.: 16.227**

Moved by Councillor Sue Dow THAT Council approved Policy F-2 Donation and Tax Receipt as amended. **CARRIED UNANIMOUSLY**



Initials

### 6.3 August 8, 2016 Regular Council Meeting Cancellation

At the July 11, 2016 Regular Council Meeting Council passed motion 16.220 to the cancel the August 8, 2016 Regular Council Meeting pending discussion at the July 25, 2016 Council Meeting.

Council discussed this matter once again and there will be no Regular Council Meeting held on August 8, 2016.

## 7.0 Financial Reports

### 7.1 Cash Statement – Ending June 30, 2016

**Motion No.: 16.228**

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending June 30, 2016 be received as information. **CARRIED UNANIMOUSLY**

### 7.2 Year-to-Date Summary – Ending June 30, 2016

**Motion No.: 16.229**

Moved by Councillor John Seaman THAT the Year-to-Date Summary for the period ending June 30, 2016 be received as amended. **CARRIED UNANIMOUSLY**

## 8.0 Correspondence and Information Items

8.1 The Correspondence and Information Items for the period ending July 25, 2016 were presented to Council to be received for information.

**Motion No.: 16.230**

Moved by Councillor Rick Howard THAT Administration respond to Connie Knight's letter on behalf of Council, explaining that Council understands your concern and plans to address this issue by having administration direct the Town's Community Peace Officer to increase enforcement of the speed limit and traffic bylaw issues in this area.

**CARRIED UNANIMOUSLY**



Initials

DRAFT

**Motion No.: 16.231**

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending July 25, 2016 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.: 16.232**

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the July 25, 2016 Town Council Meeting be received for information.

Verbal Reports:

- Councillor Paul Taylor
  - Joint Meeting VBDS and Vulcan Tourism Society
- Councillor Sue Dow
  - Municipal Planning Commission
  - Vulcan Golf and Country Club
  - Joint Meeting VBDS and Vulcan Tourism Society
- Councillor John Seaman
  - Municipal Planning Commission
- Councillor Lorna Armstrong
  - Joint Meeting VBDS and Vulcan Tourism Society
- Mayor Tom Grant
  - Vulcan District Waste Commission
  - Southern Alberta Energy from Waste Association

**CARRIED UNANIMOUSLY**

## 10.0 Bylaws - NIL



Initials

## 11.0 New Business

### 11.1 Vulcan Tourism – Member-at-Large Representative

Vera-Lynn Beal has submitted a letter of resignation as a Town of Vulcan Member-at-Large to the Vulcan & District Tourism Society.

The Vulcan & District Tourism Society made motion to accept her letter of resignation at their July 12, 2016 meeting.

**Motion No.: 16.233**

Moved by Councillor Lorna Armstrong THAT Council accepts Vera-Lynn Beal's resignation as the Vulcan Member-at-Large on the Vulcan & District Tourism Society, and

THAT Administration send a letter thanking Vera-Lynn for her time and energy she dedicated to the Vulcan & District Tourism Society. **CARRIED UNANIMOUSLY**

**Motion No.: 16.234**

Moved by Councillor Paul Taylor THAT Administration advertise the vacancy of the Town of Vulcan Member-at-Large position on the Vulcan and District Tourism Society.

**CARRIED UNANIMOUSLY**

### 11.2 Chinook Arch Library Board Appointment

The Chinook Arch Library Board requires a representative from the Vulcan Library Board to be appointed to the Chinook Arch Library Board.

Vicki Hutton was the Vulcan Library's representative to the Chinook Arch Library Board. She has stepped down from this position due to time restraints.

A recommendation has been received from the Vulcan Library Board to appoint Liz Hammond as the Vulcan Library Board's representative to the Chinook Arch Library Board.

**Motion No.: 16.235**

Moved by Councillor John Seaman THAT Council approves the appointment of Liz Hammond as the Vulcan Library Board representative to the Chinook Arch Library Board.

**CARRIED UNANIMOUSLY**



Initials

## 12.0 Notice of Motion - NIL

## 13.0 Management Reports – NIL

## 14.0 In-Camera - NIL

## 15.0 Adjournment

The meeting was adjourned by Councillor Paul Taylor at 7:55 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 July 31, 2016

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Attached is the Cash Statement for the period ending July 31, 2016.

**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 July 31, 2016 be received for information.

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

7.1

TOWN OF VULCAN

Town of Vulcan
Cash Statement
7/31/2016

| | Debit | Credit | YTD |
|---|---|---|---|
| **Cash** | | | |
| Bank - General Account | 20,393,764.41 | (20,313,904.71) | 79,859.70 |
| **Investments** | | | |
| Notice On Demand Acct General | 3,669,779.61 | (1,707,886.54) | 1,961,893.07 |
| Notice on Demand Acct FGTF | 212,051.10 | 0.00 | 212,051.10 |
| Notice on Demand Acct MSI Capital | 787,088.33 | (319,678.74) | 467,409.59 |
| Notice on Demand Acct Vulcan Innovation | 15,466.09 | 0.00 | 15,466.09 |
| Notice On Demand Acct BMTG | 168,604.49 | 0.00 | 168,604.49 |
| Term Deposit - Age Care Facility | 67,393.44 | (60,000.00) | 7,393.44 |
| Term Deposit - Mix Reserve | 5,114.03 | 0.00 | 5,114.03 |
| Term Deposit - Healy Reserve | 15,452.17 | 0.00 | 15,452.17 |
| Term Deposit - Alberta Energy Grant | 895,173.58 | (895,173.58) | 0.00 |
| Term Deposit - Shearer Reserve | 1,648.18 | 0.00 | 1,648.18 |
| Term Deposit - Androsoff Reserve | 5,318.69 | 0.00 | 5,318.69 |
| Term Deposit - Flags | 20,000.00 | 0.00 | 20,000.00 |
| | 5,863,089.71 | (2,982,738.86) | 2,880,350.85 |

Mayor _____

CAO _____

**ITEM 7.2**

# Town of Vulcan

Request for Decision (RFD)

## Year-to-Date – Ending July 31, 2016

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Attached is the Year-to-Date Statement for the period ending July 31, 2016.

**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 July 31, 2016 be received for information.

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

TOWN OF VULCAN

For the Seven Months EndingJuly 31, 2016

| | YTD | CURRENT MONTH | ANNUAL BUDGET | VARIANCE ANNUAL BUDGET |
|---|---|---|---|---|
| **General Taxes & Fees** | | | | |
| Revenue | ($2,706,736.08) | ($41,399.62) | ($2,885,875.65) | ($179,139.57) |
| Expenses | 27,695.00 | | 32,451.00 | 4,756.00 |
| **School Taxes** | | | | |
| Revenue | (519,634.87) | | (512,925.00) | 6,709.87 |
| Expenses | 273,610.13 | | 540,000.00 | 266,389.87 |
| **Legislative** | | | | |
| Revenue | | | | |
| Expenses | 53,031.89 | 3,212.03 | 127,900.00 | 74,868.11 |
| **General Administration** | | | | |
| Revenue | (25,985.58) | (1,475.66) | (25,110.00) | 875.58 |
| Expenses | 820,563.98 | 47,660.39 | 747,168.00 | (73,395.98) |
| **Fire Fighting** | | | | |
| Revenue | | | | |
| Expenses | 57,872.62 | 17,001.81 | 134,323.00 | 76,450.38 |
| **Emergency Services** | | | | |
| Revenue | | | | |
| Expenses | 1,044.83 | | 11,000.00 | 9,955.17 |
| **Bylaw** | | | | |
| Revenue | (17,327.50) | (1,378.00) | (33,000.00) | (15,672.50) |
| Expenses | 19,635.29 | 2,540.36 | 122,391.30 | 102,756.01 |
| **Common Services** | | | | |
| Revenue | (189,350.07) | | | 189,350.07 |
| Expenses | 333,402.32 | 20,800.88 | 222,112.12 | (111,290.20) |
| **Roads & Streets** | | | | |
| Revenue | (46,564.29) | | (10,137.80) | 36,426.49 |
| Expenses | 207,066.08 | 30,226.47 | 389,595.42 | 182,529.34 |
| **Airport** | | | | |
| Revenue | | | | |
| Expenses | 8,000.00 | | 8,000.00 | |
| **Water Treatment** | | | | |
| Revenue | (140,000.00) | (20,000.00) | (240,000.00) | (100,000.00) |
| Expenses | 85,586.68 | 16,500.00 | 190,539.75 | 104,953.07 |

## Storm

| | | | | |
|---|---|---|---|---|
| Revenue | | | | |
| Expenses | 2,554.90 | 772.62 | 21,130.48 | 18,575.58 |

## FCSS

| | | | | |
|---|---|---|---|---|
| Revenue | (158,790.00) | (49,039.00) | (178,389.00) | (19,599.00) |
| Expenses | 165,434.71 | 52,085.23 | 191,076.50 | 25,641.79 |

## Cemetery

| | | | | |
|---|---|---|---|---|
| Revenue | (7,050.00) | (275.00) | (8,000.00) | (950.00) |
| Expenses | 8,599.12 | 1,455.03 | 23,749.96 | 15,150.84 |

## Planning Development & Safety

| | | | | |
|---|---|---|---|---|
| Revenue | (6,984.45) | (2,449.63) | (4,800.00) | 2,184.45 |
| Expenses | 66,333.31 | 4,095.44 | 119,608.00 | 53,274.69 |

## Subdivision

| | | | | |
|---|---|---|---|---|
| Revenue | (13,400.00) | | (10,200.00) | 3,200.00 |
| Expenses | 20,780.09 | | 20,780.09 | |

## Economic Development

| | | | | |
|---|---|---|---|---|
| Revenue | | | | |
| Expenses | 95,038.00 | | 95,938.00 | 900.00 |

## Recreation

| | | | | |
|---|---|---|---|---|
| Revenue | (137,812.43) | (2,556.00) | (124,455.00) | 13,357.43 |
| Expenses | 137,341.50 | 14,504.63 | 203,311.00 | 65,969.50 |

## Golf Course Loan

| | | | | |
|---|---|---|---|---|
| Revenue | | | | |
| Expenses | 48,960.00 | 6,528.00 | 84,864.00 | 35,904.00 |

## Parks

| | | | | |
|---|---|---|---|---|
| Revenue | (54,763.02) | (5,564.22) | (62,723.00) | (7,959.98) |
| Expenses | 95,065.40 | 10,161.27 | 106,785.00 | 11,719.60 |

## Swimming Pool

| | | | | |
|---|---|---|---|---|
| Revenue | (119,145.93) | (14,433.34) | (129,539.00) | (10,393.07) |
| Expenses | 328,526.44 | 43,463.12 | 409,930.00 | 81,403.56 |

## Arena

| | | | | |
|---|---|---|---|---|
| Revenue | (104,032.18) | | (120,394.00) | (16,361.82) |
| Expenses | 94,749.48 | 7,723.88 | 210,788.00 | 116,038.52 |

## Culture

| | | | | |
|---|---|---|---|---|
| Revenue | (5,800.00) | (1,200.00) | (14,400.00) | (8,600.00) |
| Expenses | 124,269.31 | 173.98 | 133,406.40 | 9,137.09 |

| | | | | |
|---|---|---|---|---|
| **Tourist Center** | | | | |
| Revenue | (8,400.00) | (1,200.00) | (14,400.00) | (6,000.00) |
| Expenses | 103,149.33 | 1,717.72 | 115,026.57 | 11,877.24 |
| **Water** | | | | |
| Revenue | (287,973.67) | (17,817.04) | (780,000.00) | (492,026.33) |
| Expenses | 428,011.09 | 158,976.46 | 771,053.80 | 343,042.71 |
| **Sewer** | | | | |
| Revenue | (84,130.29) | (13.22) | (168,870.00) | (84,739.71) |
| Expenses | 164,927.32 | 4,254.30 | 282,822.06 | 117,894.74 |
| **Garbage** | | | | |
| Revenue | (169,334.34) | (36.92) | (380,112.00) | (210,777.66) |
| Expenses | 337,861.29 | 8,298.42 | 387,580.00 | 49,718.71 |
| **TOTAL REVENUE** | **(4,803,214.70)** | **(158,837.65)** | **(5,703,330.45)** | **(900,115.75)** |
| **TOTAL EXPENSES** | **4,111,514.95** | **452,152.04** | **5,703,330.45** | **1,591,815.50** |

**ITEM 8.1**

# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Attached is the list of Correspondence and Information for the period ending August 22, 2016.

**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 August 22, 2016 be received for information.

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

**Report on Miscellaneous Correspondence 8.1 (2) - August 22, 2016**

A. **Community Futures Highwood**
30th Annual General Meeting Shareholders Information

B. **Parachute**
National Teen Driver Safety Week October 16-22, 2016

C. **Chinook Arch Regional Library System**
Chinook Arch Library Board Report, Vol 15 No.2 August 2016

D. **Oldman Water Shed Council**
Creation of Series of Short Videos for presentation purposes and placement of link on website (2015-2016 Annual Report available in Town office for viewing)

E. **Southern Alberta Children Advocacy Center**
Invitation to Sheldon Kennedy documentary "Swift Current"

8.1.A

Community Futures Highwood

14 McRae Street, Box 1599
Okotoks, AB T1S 1B5

T 403 995 4151
F 403 995 3760

E info@cfhighwood.net
W cfhighwood.net

Foothills Business Incubator
Short Term Business Office Leasing

July 20, 2016

RECEIVED
JUL 25 2016

Re: Community Futures Highwood 30th Annual General Meeting

Dear Mr. Grant,

Community Futures Highwood (CFH) celebrated its 30th anniversary as a Business and Community Development Service entity, funded by the Government of Canada, on Saturday, July 9th. This year's AGM was hosted by the Town of High River, the original leaders of bringing this program to the Foothills in 1986.

Enclosed are the documents passed out at the gathering of 66 community leaders who were able to attend this year's AGM to receive the Corporate Auditors report and a report by both the CFH Chair and the CFH Loan Committee Chair. We were pleased to see that 9 of the 10 Shareholder Municipalities were well represented including various community leaders form the region.

We hope you will find the enclosed contents informative. Should you wish us to meet and discuss them with you we would be pleased to do so. Please do not hesitate to contact the sender and I would be pleased to arrange a mutually available time to meet with you.

Thank you,

John Lockhart
On behalf of Chair Neil Wilson

Community Futures Highwood

# OUR SHAREHOLDERS...

## *TOWNS OF:*

BLACK DIAMOND

HIGH RIVER

NANTON

OKOTOKS

TURNER VALLEY

VULCAN

## *MUNICIPAL DISTRICTS OF:*

FOOTHILLS

WILLOW CREEK

## *COUNTY OF:*

VULCAN

## *IMPROVEMENT DISTRICT OF:*

KANANASKIS

***As at March 31, 2016... the Community Futures Program returned to the tax payers of Canada, depending upon where in Canada you are located, over $11 for every dollar it received from the federal government... at CFH... $11.61***

*Based upon a job tax rate of 21% and a conservative hourly wage of $15 annualized = a return of $7.99 in new tax recovery*

*Based upon a Corporate tax rate of 15% annualized on new capital investment = a return of $3.62 in new tax recovery*

Community Futures Highwood

## Our Vision

**Community Futures Highwood is 'about' Growing Sustainable Communities**

## Our Mission

**Community Futures Highwood provides Programs and Business Services that contribute to 'Sustainable Communities'**

Growing communities one idea at a time.

Community Futures Highwood

# STRATEGIC PRIORITIES

| Key Areas of Emphasis | GOAL | What CFH needs to do or achieve in the next 3 years (potential strategies) |
|---|---|---|
| **Financial / Business Services** | Increase Community Futures Highwood' s (CFH) Loan Portfolio to stimulate business diversity and entrepreneurship in our communities<br><br>CFH has successfully developed partnerships throughout all its member communities | Lend to capacity<br>Annually, increase loan accounts numbers outstanding - net<br>14 Loan Client referrals each year, from the CFH Board<br>Work with municipalities to grow business capacity and diversity<br>Work with CFNA Board to source additional loan dollars and loan fund models<br>Strong risk management practices to protect assets<br>Provide advisory services and training to support a sustainable healthy business community<br>Increase and strengthen referral sources… especially from the regional banking community |
| **Economic Development** | Provide shareholder communities and their community organizations with supportive economic development programs<br><br>CFH will successfully develop partnerships throughout all its member communities | Support individual community economic development projects<br>Promote municipal partnerships on major projects<br><br>Be recognized as a facilitator and contributor … provide advice and guidance, as appropriate, to regional programs<br>Utilize CED and project development opportunities to promote business services |
| **Promotion** | Implement a timely, effective and ongoing promotion designed to create awareness and understanding of CFH services<br>Communities are fully aware of the CFH services and programs | Maximize partnered relationships with bankers for business programs, training and loan activities<br>Utilize client testimonials in marketing programs<br>Promote targeted services to existing SMEs<br>Collaborate and partner with the regions Chambers of Commerce, EDCs/EDOs, and business organizations.<br>Municipal Offices – displays, awareness, education, presentations---promoting CF visibility<br>Work with schools to educate kids on entrepreneurship<br>Keep all levels of Government and their representatives updated on outcomes and success stories |
| **Human Resources** | Ensure CFH is appropriately staffed, and with annual budgets for on-going training for all staff and board members<br>CFH will provide its shareholder communities with strong information to assist in appointing committed board members | Source, train and retain qualified staff<br>Reward personal initiatives by staff<br>Maintain an annual budget for board and staff development<br>Maintain a strong Board orientation and skill development program<br>Work with shareholders to fill vacancies on board<br>Develop succession plan for General Manager's position |
| **Viability** | Ensure the long term financial viability of the organization<br><br>Seek enhanced and additional funding sources for CFH operations | Expand partnership with the Town of Okotoks through the Foothills Business Incubator<br>Increase and diversify facilities to provide more options for users<br>Explore additional Federal Government and potential Provincial Government service contracts<br>Maximize CFNA and Pan West best practices and support services and programs<br>Assess member communities user pay optional services<br>Maximize client fees for out of pocket unbudgeted costs |

Community Futures

Growing communities one idea at a time.

# COMMUNITY FUTURES PROGRAM

# WESTERN ECONOMIC DIVERSIFICATION CANADA PERFORMANCE REPORT

## ROUND FOUR (2006 - 2011)

### RELEASED FEBRUARY 2015

**THE REPORT EVALUATES COMMUNITY FUTURES (CF) LOAN CLIENT SUCCESS BY COMPARING SEVERAL INDICATORS OF BUSINESS SUCCESS WITH THOSE RESULTS FROM COMPARABLE FIRMS**

**COMPARISONS WERE MADE BETWEEN COMMUNITY FUTURES LOAN CLIENTS AND NON-CF COMPARABLE BUSINESSES FOR THE PERIOD 2006 TO 2011.**

- **IN THE CATEGORY OF "EMPLOYMENT GROWTH"... CF ASSISTED BUSINESSES INCREASED THEIR NUMBER OF EMPLOYEES BY 8.55% ANNUALLY COMPARED TO A 2.65% GROWTH RATE IN NON- CF ASSISTED BUSINESSES.**

- FOR SALES GROWTH… CF ASSISTED BUSINESSES EXHIBITED A 13.97% COMPOUNDED ANNUAL SALES GROWTH RATE COMPARED TO A 5.42% GROWTH RATE FOR NON- CF ASSISTED BUSINESSES…

- ADDITONALLY… COMMUNITY FUTURES 'LOAN CLIENTS' WERE ABLE TO WITHSTAND INITIAL SHOCKS TO ECONOMIC ACTIVITY BETTER THAN THOSE OF BUSINESSES WITHOUT CF ASSISTANCE… AND… THEIR SALES GROWTH TENDS TO OUT-PERFORM SALES GROWTH FOR COMPARABLE BUSINESSES

- IN THE AREA OF BUSINESS LONGEVITY… CF ASSISTED BUSINESSES EXHIBITED STRONGER BUSINESS LONGEVITY THAN THOSE BUSINESSES IN THE COMPARABLE GROUP, ESPECIALLY IN THE LONG RUN.

- THE REPORT'S "EXECUTIVE SUMMARY" ENDED WITH THIS QUOTE:

    - "OVERALL, THE DATA DEMONSTRATES THAT THE COMMUNITY FUTURES 'LENDING ACIVITY' IS MAKING A DIFFERENCE"

Community Futures Highwood

# April 1993 – March 2016 (23 Years)

**(Stats for the 7 years prior to 1993 unavailable)**

## Results

| CATEGORY | Results 23 years | Avg. Annually | Result 2015-16 |
|---|---|---|---|
| **General Operations** | | | |
| | | | |
| # Volunteer Board Members | 436 | 19 | 18 |
| # Board Member Volunteer Hours | 20,467 | 890 | 784 |
| # Clients worked with | 7,722 | 336 | 3854 |
| # Additional Clients provided Basic Information Services | 12,507 | 544 | 456 |
| Total $ Economic Impact into the Region (Total of Items** below) | $152,168,301 | $6,616,013 | $7,062,900 |
| Total # Jobs Created through CF Services (Total of Items ^^ below) | 7,412 | 322 | 371 |
| **Community Economic Development** | | | |
| | | | |
| Government of Canada & other "Community Economic Development" Initiative Funds Sourced, Managed and Leveraged into the Community** | $45,553,715 | $1,980,596 | $217,569 |
| CED Projects Started/Delivered – Leadership; Planning; Partnered, etc. | 1,822 | 79 | 89 |
| **Business Development** | | | |
| | | | |
| # Business Loans Advanced | 655 | 28 | 16 |
| $ Value of all Loans Advanced** | $22,071,279 | $959,621 | $941,587 |
| $ Average Value per Loan | $33,697 | | $58,849 |
| $ Leveraged by clients or others on top of CF Loan** | $46,052,464 | $2,002,281 | $1,868,961 |
| $ Leveraged Value per loan | $70,309 | | $116,810 |
| $ Leverage per $ Loaned out | $2.1 – to - $1 | | $1.9 - to - $1 |
| # Jobs Created through Lending Services^^ | 3,873 | 168 | 87 |
| # Businesses Assisted in Start-up or Expansion... non-Loans clients | 1,367 | 59 | 72 |
| $ Leveraged by non-loan Business Clients opening a business** | $38,392,843 | $1,669,254 | $4,034,783 |
| # Business Clients attending CFH Training Workshops | 4,433 | 193 | 382 |
| # Jobs Created by non-loan Business clients^^ | 3,540 | 143 | 284 |
| # Business Advisory Services Provided | 5,197 | 226 | 427 |
| Loan Write-Off data... total... and as a % of Portfolio | $1,096,471 | 1.98% | 2.53% |

Community Futures Highwood

# LOAN PORTFOLIO 2015 -16
# INDUSTRY MIX

| | | |
|---|---|---|
| Retail | **26.47%** | 18 |
| Service | **14.71%** | 10 |
| Hospitality | **11.76%** | 8 |
| Construction | **10.29%** | 7 |
| Manufacturing | **5.88%** | 4 |
| Oil/Gas | **5.88%** | 4 |
| Professional Services | **5.88%** | 4 |
| Auto/Auto Body | **4.41%** | 3 |
| Health/Wellness | **4.41%** | 3 |
| Technology | **4.41%** | 3 |
| Agriculture/Ranching | **1.47%** | 1 |
| Arts/Culture | **1.47%** | 1 |
| Real Estate - Land Development | **1.47%** | 1 |
| Transportation | **1.47%** | 1 |
| Tourism | **0.00%** | 0 |
| | 100.00% | 68 |

Community Futures Highwood

# LOAN PORTFOLIO 2015 - 16
# SHAREHOLDER DISTRIBUTION

## Geographic Distribution of Loans by Municipality

### Shareholder % Share vs # Loans

| | | |
|---|---|---|
| Okotoks | **33.82%** | 23 |
| High River | **25.00%** | 17 |
| MD Foothills | **16.18%** | 11 |
| Vulcan | **7.35%** | 5 |
| Black Diamond | **7.35%** | 5 |
| Other | **5.88%** | 4 |
| Nanton | **1.47%** | 1 |
| Turner Valley | **1.47%** | 1 |
| Vulcan County | **1.47%** | 1 |
| MD Willow Creek | **0.00%** | 0 |
| Kananaskis I D | **0.00%** | 0 |
| | 100.00% | 68 |

Community Futures Highwood

# LOAN PORTFOLIO 2015 - 16
# SHAREHOLDER DISTRIBUTION

## Geographic Distribution % of Loans VS % of Municipal Population

**Population 88,545**

**Shareholder % Population vs % loans**

| | | |
|---|---|---|
| Okotoks | 32.52% | 33.82% |
| MD Foothills | 28.11% | 16.18% |
| High River | 17.35% | 25.00% |
| MD Willow Creek | 6.12% | 0.00% |
| Vulcan County | 4.73% | 1.47% |
| Black Diamond | 3.18% | 7.35% |
| Turner Valley | 2.90% | 1.47% |
| Nanton | 2.55% | 1.47% |
| Vulcan | 2.24% | 7.35% |
| Kananaskis Improvement District | 0.30% | 0.00% |
| Other | 0.00% | 5.88% |
| | 100.00% | 68 |

Community Futures Highwood

# BOARD MEMBER & STAFF TENURE

(As at May 2016)

| Name | Represents | Date On Bd. (# Yrs Previous Service) | Total # Years of Service YTD | Term Expiry Date (Nov 30th) |
|---|---|---|---|---|
| **Davis Edels (at large)** ***Bd. Vice Chair*** | M.D. Foothills | Nov 2015 (19-0) | **19 yrs – 6 mos** | 2018 |
| **Al Gillis (at large)** ***IRC Chair*** | High River | Nov 2010 (3/0) | **8 yrs – 6 mos** | 2016 |
| **Gordon McPherson (at large)** ***IRC Vice*** | Vulcan | May 2015 (6/11) | **7 yrs – 11 mos** | 2018 |
| **Neil Wilson (Council)** ***Bd. Chair*** | M.D. Willow Creek | July 2008 | **7 yrs – 10 mos** | 2016 |
| **Rick Howard (Council)** | Vulcan | Nov 2013 (3/0) | **5 yrs – 6 mos** | 2016 |
| **Evan Berger (at large)** | M.D. Willow Creek | Apr 2016 (2/11) | **3 yrs – 0 mos** | 2019 |
| **Ray Watrin (Council)** | Okotoks | Nov 2013 | **2 yrs – 6 mos** | 2016 |
| **Jim Deacon (Council)** | Black Diamond | Nov 2013 | **2 yrs – 6 mos** | 2017 |
| **Kelly Tuck Council)** | Turner Valley | Nov 2013 | **2 yrs – 6 mos** | 2016 |
| **Glen Gateman (Council)** | Vulcan County | Nov 2013 | **2 yrs – 6 mos** | 2017 |
| **Jakob Hansel (Council)** | Nanton | Nov 2013 | **2 yrs – 6 mos** | 2016 |
| **Dragan Brankovich (Council)** | High River | Nov 2013 | **2 yrs – 6 mos** | 2016 |
| **Amber Chapmen (at large)** ***Bd. Secretary*** | Okotoks | Nov 2014 | **1 yrs – 6 mos** | 2016 |
| **Jason Thornhill (at large)** | Vulcan County | Mar 2015 | **1 yrs – 2 mos** | 2018 |
| **Douglas Shepherd (at large)** ***IRC Treas.*** | Nanton | May 2015 | **1 yrs – 0 mos** | 2018 |
| **Alan Noble (at large)** | Black Diamond | Apr 2016 | **0 yrs – 1 mos** | 2019 |
| **Delilah Miller (Council)** | M.D. Foothills | Apr 2016 | **0 yrs – 1 mos** | 2017 |
| **(Council) TBA** | Kananaskis I.D. | | **0 yrs – 0 mos** | |
| **(at large) TBA** | Turner Valley | | **0 yrs – 0 mos** | |

**71.1 man years of CF board volunteer service experience = 3.37 average years per board member**

**STAFF**

| | | |
|---|---|---|
| **John Lockhart** | General Manager | **June 1993 (22 / 11)** |
| **Cory Kunz** | Office Administrator | **May 2016 (0 / 0 )** |
| **Ursula Sherwood** | Business Analyst (Prev. p/t BA 0 / 9) | **May 2016 (0 / 9)** |
| **Megan Watts** | Business Analyst (P/T) (Prev. Admin 7 / 4) | **May 2016 (7 / 4)** |
| **Millie Charlton** | Administrative Assistant (P/T) | **April 2016 (0 / 1)** |

8.1.B

Parachute

PREVENTING INJURIES. SAVING LIVES.

RECEIVED
JUL 27 2016

321 - 2nd Street South Box 360
Vulcan, AB T0L 2B0

*Re: Canada's National Teen Driver Safety Week*

Dear Mayor,

On behalf of Parachute, Canada's leader in injury prevention, I am writing you today to draw your attention to **Canada's National Teen Driver Safety Week taking place October 16-22, 2016**. This year, National Teen Driver Safety Week (NTDSW) will focus on distracted driving as well as drug impaired driving, challenges we all face right across Canada.

Teen driver safety is important. While young people only make up 12% of the licensed drivers, they account for approximately one fifth of all road-related injuries and fatalities. In Canada motor vehicle collisions lead to over 14,000 hospitalizations and 161,000 emergency room visits annually. In addition to the human cost, the financial cost is over $2.1 billion per year. We know that over 90% of these injuries, deaths and cost could be prevented. With these alarming statistics in mind, I think you would agree, now is the time to prevent injuries and let Canadians live long lives to the fullest.

This is the fourth year Parachute is leading National Teen Driver Safety Week in Canada. **Last year NTDSW witnessed an impressive amount of interest and support with 524 community events, and support from eight provinces and over 35 municipalities. Now, more than ever, we hope you will join the growing number of Canadians who are supporting National Teen Driver Safety Week. Your leadership can help save lives.**

**We are asking you to introduce the attached proclamation to officially recognize National Teen Driver Safety Week, and lend your support to NTDSW via social and traditional media between Oct 16-22.**

Please let me know if you will introduce a proclamation, and help raise awareness of National Teen Driver Safety Week. Thank you in advance for your leadership in helping Parachute, and all Canadians, take a stand on Teen Driver Safety.

Sincerely,

Louise Logan, BA JD
President & CEO, Parachute

TEMPLATE

## NATIONAL TEEN DRIVER SAFETY WEEK

**WHEREAS,** driving is an important and exciting right of passage for youth. It is also one of the riskiest activities for young people to engage in;

**WHEREAS**, teen driver safety is a significant issue in Canada. Young drivers are over represented in all road-related injuries and fatalities.

**WHEREAS**, National Teen Driver Safety Week is a week dedicated to raising awareness and seeking solutions to preventable teen deaths on the road across Canada. Everyone has a role to play in creating change amongst their peers, in classrooms and in their communities;

**THEREFORE**, I/We, _____, _____of _____, do hereby proclaim **the third full week in October as National Teen Driver Safety Week**.

## SEMAINE NATIONALE SUR LA SÉCURITÉ DES CONDUCTEURS ADOLESCENTS

**ATTENDU QUE** apprendre à conduire est un rite de passage important et excitant pour les jeunes, mais que c'est également une des activités les plus risquées pour les jeunes ;

**ATTENDU QUE** la sécurité des conducteurs adolescents est un problème majeur au Canada et que les jeunes conducteurs sont surreprésentés parmi les victimes de blessures et les décès qui résultent d'accidents de la route ;

**ATTENDU QUE** la Semaine nationale sur la sécurité des conducteurs adolescents est une semaine dédiée à sensibiliser le public et à trouver des solutions pour éviter les décès d'adolescents sur les routes de l'ensemble du Canada et que nous jouons tous un rôle dans la mise en œuvre du changement parmi nos pairs, dans les salles de classe tout comme dans nos communautés ;

Je/Nous, _____, _____de _____, déclare/déclarons en conséquence, par la présente, **la troisième semaine d'octobre la Semaine nationale sur la sécurité des conducteurs adolescents.**

8.1.C

# BOARD REPORT

VOL. 15 NO. 2 AUGUST 2016

Chinook Arch Regional Library System

CHINOOK ARCH LIBRARY BOARD MEETING, AUGUST 4, 2016

## Library Card Sign Up Month Returns to the Chinook Arch Region

Chinook Arch is joining forces with member libraries and the American Library Association to bring the annual Library Card Sign-Up Month to southern Alberta. In 2015, the event was a huge success, with 3,600 people registering or renewing their library card during the month. This year, we've set our sights on 4,000 new memberships or renewals!

To help promote this event, Chinook Arch has developed three exciting new library card themes, featuring artwork by Elizabeth Porter, Grant Spotted Bull, and our own Lauren Jessop.

If you have let your membership lapse, or if you have never had a library membership, now's the time to rediscover what your library has to offer! From bestsellers to how-to books, to ebooks, to downloadable audiobooks, streaming video, and digital magazines and newspapers, your library has it all! Visit your local library to find the heart and soul of your community!

## Friends of Chinook Arch Casino September 17 –18!

The Friends of Chinook Arch Library Society will be hosting a casino in Lethbridge in September. Proceeds from the casino support programs and collections offered by the Chinook Arch Regional Library System. These programs and collections benefit all libraries in the Region. For more information, please call 403-380-1500 or email arch@chinookarch.ca.

## Extending System Services to First Nations

The Government of Alberta recently announced new funding to extend public library services to populations residing on First Nations and Metis settlements. The program is designed to start breaking down the barriers encountered by First Nations residents when attempting to access public library services in Alberta. With this new funding, local libraries are expected to provide full local and regional library services to residents of First Nations and Metis settlements. Chinook Arch will be working with First Nations and local library boards and libraries through the fall to implement this exciting initiative.

***Chinook Arch Quick Facts 2016:***

| | |
|---|---|
| *Population served:* | *198,750* |
| *Library Service Points:* | *35* |
| *Municipalities:* | *39* |
| *School Authority:* | *1* |

*Board Chair: Howard Paulsen, Stavely*
*CEO: Robin Hepher (rhepher@chinookarch.ca)*

VOLUME 15, NO. 2

# CHINOOK ARCH BOARD MEETING, AUGUST 4, 2016

| Board Members Present: | |
|---|---|
| Arrowwood | Janet Cockwill |
| Town of Cardston | David Edmonds |
| Carmangay | Sheila Smidt |
| Crowsnest Pass | Doreen Glavin |
| Lethbridge County | John Willms |
| Lomond | Doug Logan |
| Magrath | DeVar Dahl |
| Milk River | Donald Cody |
| Milo | Christopher Northcott |
| Nanton | Gordon Given |
| Picture Butte | Teresa Feist |
| Pincher Creek MD | Quentin Stevick |
| Raymond | Dustin Ralph |
| Stavely | Howard Paulsen (Chair) |
| Town of Taber | Laura Ross-Giroux |
| MD of Taber | Ben Elfring |
| Town of Vulcan | Liz Hammond |
| Vulcan County | Marie Logan |
| Village of Warner | Colette Glynn |
| County of Warner | Phillip Jensen |
| LPL Resource Centre | Bob Cooney |
| **Regrets:** | |
| Barnwell | Marg McCulloch |
| Barons | Ron Gorzitza |
| Cardston County | Lloyd Kearl |
| Claresholm | Kathy Davies |
| Fort Macleod | Michael Dyck |
| Glenwood | Barb Michel |
| Stirling | Jonathan Bikman |
| Willow Creek MD | Earl Hemmaway |
| Ministerial Appointment | Vic Mensch |
| **Absent:** | |
| Champion | Trevor Wagenvoort |
| Coaldale | Roger Hohm |
| Coalhurst | Heather Caldwell |
| Coutts | Shelley Fleming |
| Granum | Ken Mason |
| Hill Spring | Jim Rowley |
| City of Lethbridge | Gail Berkner |
| Pincher Creek | Lorne Jackson |
| Vauxhall | Christie Sorensen |
| Kainai Board of Education | Linda Weasel Head |

## MEETING HIGHLIGHTS

### Presentation by Songer Architecture

Elizabeth Songer of Songer Architecture Inc., the Lethbridge firm that was selected to develop a functional program for the Chinook Arch Headquarters, presented the initial findings that emerged from consultations with Chinook Arch staff during Phase 1 of the project. Preliminary findings suggest that the current HQ facility is large enough to meet our needs going forward. Ms. Songer shared several diagrams outlining the relationships between the various service areas at Chinook Arch, and the flow of work and materials through the building.

During Phase 2, work will begin on a concept designed to address the needs identified during Phase 1. This concept will be presented to the Board at its meeting on December 1, 2016.

### Policy Reviews

The following policies were revised and approved:

- Accounting
- Expenses
- Performance Management
- Organizational Meeting

In addition, the Board rescinded the Probationary Period policy, which did not reflect Alberta labour legislation and was not legally enforceable. In its place, the Board approved a new policy called the "New Employee Orientation Policy," which emphasizes the employer's role in ensuring new hires are properly equipped to find success in their jobs at Chinook Arch.

All Chinook Arch Board policies can be viewed on the website at http://www.chinookarch.ca/content/library-board-policies

### Staff-Board BBQ

All Chinook Arch Library Board trustees are invited to join their colleagues for a BBQ! Come and meet the staff, and get to know your fellow trustees at this fun, casual event. The BBQ is Thursday, August 18, from 12:00—2:00pm. RSVP by calling 403-380-1500, or by emailing arch@chinookarch.ca. Looking forward to seeing you there!

**Contact Us:**
Chinook Arch Regional Library System
2902 7th Ave. N
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca

RECEIVED
AUG 10 2016

8.1.D

319-6th Street South
Lethbridge, AB T1J 2C7
Phone: (403) 330-1759
shannon@oldmanwatershed.ca
www.oldmanwatershed.ca

## FILM PROJECT UPDATE

Dear Mayor and Council,

I hope this finds you well, happy and enjoying the tail end of summer. How fast it has flown by!

**I'm writing to you to say THANK YOU!** - for all you do to champion sound watershed management practices. To help you do this more easily, we have been working hard to create a series of short videos about various watershed topics that you can use at your meetings and presentations.

**We've enclosed 2 complimentary flash drives** with the videos completed thus far - already loaded and ready to go. Let me tell you a bit more about them:

1) If you attended our AGM in June, you will have seen the new **"Introducing the OWC"** video - a "grunge"-themed video that superimposes images of industrial land use over landscape photography. It is geared for the demographic we are trying to reach most* – the 20 to 35 year old males who are using motorized recreational vehicles in our headwaters. The response from them has been very supportive, and the video is getting circulated by them on social media.

** Headwaters protection is Goal 3 of our Integrated Watershed Management Plan. Water Quality is #4 and will be rolled out next year!)*

2) We also completed a video featuring the **Minister of Environment & Parks, Shannon Phillips**. The target demographic for this video is elected officials and other groups who are looking for information about OWC's role as one of the province's 11 Watershed Planning and Advisory Councils. The video shows that the GoA strongly supports WPACs as an important partner.

3) One of the three videos that is part of the Collaborative Partnership we have with the City of Lethbridge is also complete and ready for use. It deals with **the Science of Urban Watershed Management and Health**. A kids' video and a general public video are in post-production.

***The OWC is asking you to show support for the OWC and watershed management by <u>placing the link to a video of your choice on your websites and social media pages</u>.***
***We would be delighted to provide supplementary presentations to any group wishing to expand on the ideas in the video and make the link between what they are doing- – and watershed decisions – clearer and more front-of-mind.***

Once the videos have been downloaded, please keep those flash drives moving!
Gift them on to another person or organization that you think would make a great watershed ambassador.
More videos will follow so that you will have a variety of watershed topics and tools at your disposal.

Never forget - we are all downstream! Thank you; please call me if you have any questions.

Shannon Frank, Executive Director

8.1.E

August 17, 2016

Town of Vulcan Council;

**RE: Invitation to Sheldon Kennedy documentary "Swift Current"**

Sheldon Kennedy is a former NHL hockey player who came forward with a story of abuse. The work that Kennedy has done as an advocate is well known and well documented. His story is now featured in a documentary titled "Swift Current" Kennedy continues to work as a child advocate and was key to the partnership of the Sheldon Kennedy Child Advocacy Center in Calgary. This center has done amazing work in the lives of our communities youth.

In 2016 the Alberta Government provided funding so that centers in Lethbridge and Medicine Hat could follow in the work that the Sheldon Kennedy Advocacy Center is doing in Calgary. We are a group dedicated to our children. The advocacy center is a partnership with Alberta ministries of Education, Justice and Solicitor General, Health and Human Services seeking ways to assist those affected by child abuse.
The Southern Alberta Advocacy Center is modeled after the Sheldon Kennedy center in Calgary and its reach is all of the Southern Alberta Communities. I invite you to participate in the morning viewing of "Swift Current" This documentary showcases the story of Kennedy and two other young Canadians who have a similar story of abuse.

- September 13th, 9:00 am -noon – attendance at the Lethbridge Yates showing of the "Swift Current" Documentary hosted by the Southern Alberta Children Advocacy Center in partnership with the Sheldon Kennedy Child Advocacy Center

Event location – Yates Theater, 1002 4 Avenue South, Lethbridge, Alberta

Thank you for your RSVP at the highlighted link:

Your communities are affected by the trauma of child sexual abuse. These advocacy centers will be a benefit to our children and make our communities stronger. The work that the advocacy center is doing in the lives of our children, impacts each of us whether it be business owners, community leaders, parents or concerned individuals. I take this opportunity to ask you to consider the invitation and the opportunity to see what happens when we all draw together.

Help us start the conversation and draw attention to our communities needs in this area.

Dave Slomp Coordinator

Southern Alberta Children Advocacy Center

403 360 1718

SWIFT
CURRENT
Save the date: September 13, 2016
Hosted by: The Southern Alberta Children Advocacy Center Planning Committee
Yates Theatre
1002 4th Avenue South, Lethbridge, Alberta
9 AM to 12 NOON
Sheldon Kennedy is a former National Hockey League player who was a victim of abuse during his dream to pursue a career in the NHL. Sheldon will be talking about his documentary "Swift Current" and will be available for discussion about the launch of the new advocacy centers being developed for Southern Alberta.
For more information contact: dave.slomp@sacac.ca or 403.360.1718
Help us turn trauma into triumph and support our most valuable community members, our children.

**ITEM 9.1**

# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| 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.

- Municipal Planning Commission – Agenda – Minutes – July 19, 2016
- Oldman River Regional Services Commission – Agenda – Minutes – May 12, 2016
- Vulcan Business Development Society – Minutes – August 10, 2016

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

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

N/A

**RECOMMENDED ACTION:**

- Municipal Planning commission – Agenda – Minutes – July 19, 2016
- Oldman River Regional Services Commission – Agenda – Minutes – May 12, 2016
- Vulcan Business Development Society – Minutes – August 10, 2016

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the August 22, 2016 Town Council Meeting be received for information.

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

***MUNICIPAL PLANNING COMMISSION***

*Town of Vulcan Council Chambers*

Tuesday, July 19, 2016 - 2:00 p.m.

**A G E N D A**

**CALL TO ORDER**

**1.0 DELEGATIONS/OPEN SESSION FOR PUBLIC**

**2.0 ADDITIONS TO AGENDA - NIL**

**3.0 MINUTES**

**3.1 Municipal Planning Commission Meeting Minutes of June 21, 2016**

**4.0 MISC CORRESPONDENCE - NIL**

**5.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS**

**5.1 D16.27 – C-1 – Discretionary Use – Shipping Container (Temporary) – Lot 6 Blk 43 Plan 7711749 - 240 Sinclair Road**

**5.2 D16.28 –C-1-Discretionary Use – Public & Institutional (Storage Bldg) – Lot 20, 21 & Ptn 22 Block 7 Plan 7000AG – 221-1st Street North**

**6.0 UNFINISHED BUSINESS**

**6.1 Introduction Justin Vallee – Town of Vulcan Peace Officer**

**7.0 NEW BUSINESS - NIL**

**8.0 DEVELOPMENT OFFICER'S REPORT**

**9.0 LAND USE BY-LAW REVIEW**

**10.0 QUESTION PERIOD**

**11.0 IN-CAMERA**

**12.0 NEXT MEETING – August 16, 2016**

**13.0 ADJOURNMENT**

MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, JULY 19, 2016
COMMENCING AT 2:00 P.M.

**PRESENT:** Chairman John Seaman and Members, Sue Dow, Lyle Magnuson, Ron Fernley

**ABSENT:** Member Randy Wolfe, Vice-Chairman Ross Zuehlke

**STAFF:** Nancy Neufeld, Development Officer, Kim Fath, CAO; Justin Vallee, Peace Officer

**OTHERS:** Robert Shearer, Walter McNiven

**CALL TO ORDER:**

Chairman John Seaman called the meeting to order at 2:01 p.m.

**1.0 DELEGATION**

1.1 Robert Shearer was in attendance to address Item 5.2. Mr. Shearer had two concerns regarding the development:

- The placement of the building, i.e. if the building was too close to the rear yard that it would create a blind corner. The site plan indicates that the building has a 7.99 meter setback from the rear property line and therefore would not create a hazard regarding lane traffic.
- Mr. Shearer indicated his concern that the proposed development would not generate commercial traffic.

Mr. Shearer exited the meeting at 2:10.

**2.0 ADDITIONS TO AGENDA**

**Motion: 16.40:**
Moved by Member Lyle Magnuson that the Agenda as presented be approved.
***CARRIED***

**3.0 MINUTES**

3.1 Minutes of the June 21, 2016 meeting of the MPC were presented for adoption.

**Motion: 16.41:**

Moved by Member Ron Fernley that the Minutes of the Town of Vulcan Municipal Planning Commission of June 21, 2016 be approved as read by each member of the Commission. ***CARRIED***

**4.0 MISCELLANEOUS CORREPOSDENCE – NIL**

## 5.0 SUBDIVISION & DEVELOPMENT REQUESTS

5.1 Development Permit Application D16.27.
Lot 6 Block 43 Plan 7711749
Civic Address – 240 Sinclair Road

***Discretionary Use – Shipping Container, Temporary***
***Decision Required***

**MOTION: 16:42:**

Moved by Member Ron Fernley that Development Permit 16.27 be approved with the recommended Development Permit Conditions, Option 1 with the addition of the condition that the shipping container does not block access to the building. ***CARRIED***

5.1 Development Permit Application D16.28
Lot 20, 21 & Ptn 22 Block 7 Plan 7000AG
Civic Address – 231-1st Street North

***Discretionary Use – Public & Institutional***
***Decision Required***

**MOTION: 16:43:**

Moved by Member Sue Dow that Development Permit 16.28 be approved with the recommended Development Permit Conditions, Option 1 as presented. ***CARRIED***

DRAFT

## 6.0 UNFINISHED BUSINESS – NIL

6.1 Introduction Justin Vallee – Town of Vulcan Peace Officer

Peace Officer Justin Vallee was in attendance and provided an overview of his training to date and his approach regarding bylaw enforcement.

## 7.0 NEW BUSINESS – NIL

## 8.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

**Motion: 16.44:**

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

## 9.0 LAND USE BY LAW REVIEW - NIL

**10.9 QUESTION PERIOD**

**11.0 IN-CAMERA**

**12.0 DATE OF NEXT MEETING**

Next meeting of the MPC to be held August 16, 2016

**13.0 ADJOURNMENT**

The meeting was adjourned at 3:20 p.m.

_____

**CHAIRMAN**

_____

**SECRETARY**

DRAFT

OLDMAN RIVER REGIONAL SERVICES COMMISSION

**MINUTES - 4 (2016)**

# EXECUTIVE COMMITTEE MEETING

**Thursday, May 12, 2016 at 7:00 p.m.**

**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

---

**EXECUTIVE COMMITTEE:**

Gordon Wolstenholme - *Chair*
Henry Van Hierden - *Vice-Chair*
Don Anderberg
Jim Bester
Bill Chapman
Tom Rose
Barry Johnson

**STAFF:**

Lenze Kuiper – *Director*
Barb Johnson – *Executive Secretary*

---

**AGENDA:**

1. **Approval of Agenda** – May 12, 2016 .....
2. **Approval of Minutes** – April 14, 2016 .....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
   (a) ORRSC Strategic Planning Workshop Update .....(handout)
   (b) Photocopier Replacement .....
   (c) Building Deficiencies .....
   (d) Vacant Planning Position .....
   (e) CPA Conference Report .....
   (f) ORRSC Barbeque and Annual General Meeting – June 2, 2016 .....
   (g) Summer Executive Meeting Date .....
5. **Accounts**
   (a) Office Accounts – April 2016 .....(attachment)
   (b) Financial Statements –
      (i) January 1 - January31, 2016 .....(attachment)
      (ii) January 1 - February 29, 2016 .....(attachment)
      (iii) January 1 - March 31, 2016 .....(attachment)
      (iv) January 1 - April 30, 2016 .....(handout)
6. **Director's Report** .....
7. **Executive Report** .....

## 8. Adjournment .....

---

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:58 P.M.

## 1. APPROVAL OF AGENDA

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as amended:

Add: 5(b)(iv) Financial Statements – January 1 - April 30, 2016 **CARRIED**

## 2. APPROVAL OF MINUTES

- 5(d), first paragraph – change "subdivision" to "subdivisions";
- 5(e) resolution – change caveat removal fee "$200" to "$100".

**Moved by: Barry Johnson**

THAT the Executive Committee approve the minutes of April 14, 2016, as amended. **CARRIED**

## 3. BUSINESS ARISING FROM THE MINUTES

- None.

## 4. NEW BUSINESS

### (a) ORRSC Strategic Planning Workshop Update

- A summary of questionnaire responses received from 16 municipalities was handed out and reviewed. These results will be the basis for discussion at the upcoming Strategic Planning Workshop between the Executive and Staff scheduled for Thursday, June 9, 2016 at 4:30 p.m.

### (b) Photocopier Replacement

- Our 5-year photocopier lease has ended and we have resigned with Xerox on a new WorkCentre 7970i Color Multifunction Printer for 66 months which is expected to be delivered by the end of May. The cost per copy for color and black & white was the same on the previous printer, but color copies on the new printer will be more. Therefore, we will try to cut back on color copies where possible, and our per copy charge will have to be reviewed.

### (c) Building Deficiencies

- Trimming of bushes and trees around the office building has been contracted and will be completed this spring. Other building maintenance issues that will have to be addressed in the next few years include leakage through the wall on the east side of the building, and asphalt repair on both front and rear parking lots.

### (d) Vacant Planning Position

- ORRSC has had a vacant planning position since January 2016. At that time, the job was advertised; three were interviewed but a suitable candidate with at least five years experience was not found. Existing planners are currently covering the four municipalities until the position is filled. To avoid getting a repeat of the same applicants, the Director plans to wait until September to re-advertise the position.

### (e) CPA Conference Report

- Gordon Wolstenholme and Jim Bester reported on the CPA Conference in Red Deer which they attended on behalf of the ORRSC Executive. Conference topics included: drones, self-driving cars, MGA review, decrease in small businesses due to online purchasing, 3-year and 5-year plans, municipal collaboration, etc.

### (f) ORRSC Barbeque and Annual General Meeting – June 2, 2016

- Murray Chev Olds is providing use of their barbeque in exchange for a $250 donation to a charity of our choice (to be determined). Jason O'Connor, Axia Community Relations will be speaking on "Delivering the Ultimate Internet to Alberta, One Town at a Time" at the Annual General Meeting following the barbeque.

### (g) Summer Executive Meeting Date

- The Executive Committee decided to meet only once during the summer on August 11; the July 14 meeting will be cancelled.

## 6. ACCOUNTS

### (a) Office Accounts – April 2016

| | | | |
|---|---|---|---|
| 5150 | Staff Mileage | S. Harty (Nov. - Apr.) | $ 86.00 |
| 5151 | Vehicle Gas & Maintenance | Imperial Oil | 249.22 |
| 5230 | Member Conf & Out of Area | CPAA | 475.00 |
| | G. Wolstenholme - "CPAA - May 2-4/16" - Registration Fee | | |
| 5230 | Member Conf & Out of Area | CPAA | 475.00 |
| | J. Bester - "CPAA - May 2-4/16" - Registration Fee | | |
| 5280 | Janitorial Services | Madison Ave Business Services | 475.00 |
| 5285 | Building Maintenance | Don's Pesticide Service | 525.00 |
| 5310 | Telephone | Shaw Business | 491.65 |
| 5310 | Telephone | Bell Mobility | 605.20 |
| 5320 | General Office Supplies | Desjardin Card Services | 69.86 |
| 5380 | Printing & Printing Supplies | Desjardin Card Services | 539.52 |
| 5390 | Graphic & Drafting Supplies | Desjardin Card Services | 253.08 |
| 5330 | Dues & Subscriptions | Government of Alberta | 50.00 |
| 5330 | Dues & Subscriptions | Westwind Weekly | 35.00 |
| 5380 | Printing & Printing Supplies | Lethbridge Mobile Shredding | 22.00 |
| 5390 | Graphic & Drafting Supplies | Continental Imaging Products | 476.65 |
| 5420 | Accounting & Audit Fees | KPMG | 4,100.00 |
| 5440 | Land Titles Office | Minister of Finance | 122.00 |
| 5470 | Computer Software | Whipcord Ltd. | 8,401.65 |

| | | | |
|---|---|---|---|
| 5490 | Consultants | Spencer Croil | 2,539.92 |
| 5510 | Insurance | AMSC Insurance Services | 331.31 |
| 1160 | GST Receivable | GST Receivable | 859.88 |
| | | **TOTAL** | **$21,182.94** |

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of April 2016 ($21,182.94), as presented. **CARRIED**

**(b) Financial Statements –**

**(i) January 1 - January 31, 2016**
**(ii) January 1 - February 29, 2016**
**(iii) January 1 - March 31, 2016**
**(iv) January 1 - April 30, 2016**

- A sample format for the Comparative Income Statement January 1 - January 31, 2016 was handed out showing frequency of revenues/expenses and whether or not the amounts are on target. The Director suggested, rather than reformatting all future statements this way, that Committee members keep this sample as a reference for future questions regarding the statement.

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the following financial statements, as presented:

January 1 - January 31, 2016
January 1 - February 29, 2016
January 1 - March 31, 2016
January 1 - April 30, 2016 **CARRIED**

## 7. DIRECTOR'S REPORT

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

## 8. EXECUTIVE REPORT

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

## 9. ADJOURNMENT

**Moved by: Bill Chapman**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, June 9, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____

Vulcan Business Development Society
VBDS

# Vulcan Business Development Society Minutes

Wednesday August 10, 2016
VBDS Office 7:00 p.m.

1. **Call to order 7:04 p.m.**
   Attendees: Chair Paul Taylor, Vice-Chair Jason Schneider, Georgia-Lee Debolt, Sheila Smidt, Barry Monner, Lorna Armstrong, Matt Crane
   Staff: Liza Dawber, Ashlee Beck
   Regrets: Craig Stokes, Derrick Annable, Coltan Povey
2. **Adoption of Agenda**
   With the following additions:
   a. One-day social media conference for A.Beck
   b. Rescind consent agenda motion from June 8 meeting.
   ***Moved by L. Armstrong that the agenda of the August 10 meeting be adopted as amended. Carried.***
   **Consent Agenda**
   *Minutes June 8 regular board meeting as circulated*
   *No minutes for July, no quorum*
   *Minutes July 28 special board meeting as circulated*
   *Staff Reports*
   *a. Grant Writer Report – Liza Dawber (attached)*
   *b. Manager, Business Development – Marilyn MacArthur*
   *c. Connected Communities report – Ashlee Beck*
   *Miscellaneous Correspondence*
3. **Vote to approve consent agenda**
   ***Motion to approve the consent agenda as presented- S.Smidt. Carried.***
4. **Financial Reports**
   **a.** Receiving payments from MDC Productions, notice for end of August.
   ***Motion to approve financials as presented- L.Armstrong. Carried.***
5. **Correspondence**
   **a.** Village of Carmangay, membership
   i. Dropping membership for financial reasons.
   ii. Milo, Arrowwood, & Lomond unhappy with lack of communication regarding M.MacArthur's dismissal
   ***Motion to move in-camera- S.Smidt. Carried. 7:25***
   ***Motion to move out of camera- B.Monner. Carried. 8:01***
6. **Unfinished Business**
   ***a.*** Electric Vehicle Parking Sign – MDC Productions
   i. Should be completed in 2 weeks' time.
7. **New Business**
   a. Insurance- claim adjuster decline, premiums paid by county. Next steps?
   i. Jubilee has been contacted to take a second look at our claim
   ii. Claim will be honored.
   iii. Proof of loss and receipts have been sent to Jubilee.

iv. Waiting on response.

b. Community Input- set up meetings with Villages and in Vulcan. Budget/locations?
   i. Hold until Joint Administrator is hired.

c. Strategic Plan – 2017-2019
   i. Hold until Joint Administrator has been hired.

d. Joint Administrator hiring committee with Tourism
   i. Ad to be placed in Advocate, Regional, Social Media including job description.
   ii. Kim Fath and Tara Linklater to create ad for distribution.
   iii. Board members to receive a copy before distributed.

e. Repayment for legal opinion- Shared with Tourism.
   i. Tony Scott fronted the money for a legal opinion on VBDS/Tourism restructure.
   ii. Repayment of $440.75 has been sent by check August 10.

f. Removal of signing authority
   ***Motion to remove M.MacArthur from ATB signing authority and restate that P.Taylor, J.Schneider, and L.Armstrong have signing authority- B.Monner. Carried.***

g. One Day Social Media Conference "Next Best Thing" cost approval.
   ***Motion to approve conference costs- J.Schneider. Carried.***

h. Removal of Consent Agenda
   ***Motion to rescind consent agenda motion from June 8 meeting- L.Armstrong. Carried.***

6. **Member Reports**
   a. Georgia-Lee Debolt, Town of Vulcan: Parade season, 2nd St S getting new infrastructure.
   b. Barry Monner, Village of Milo: 85th Anniversary coming up, Aug.19 by-election.
   c. Lorna Armstrong, Town of Vulcan: Aug.23 Garden Tea in Carmangay for FCSS, Food Bank is in new building.
   d. Sheila Smidt, Village of Carmangay: Four blocks of infrastructure went well, Cecil resigned from council; by-election to come, Aug.18 Wild Pink Yonder.
   e. Jason Schneider, Vulcan County: CAO let go, R.Ruark Reeve resigned, Nels Petersen; Interim CAO doing great, everyone has stepped up, busy time for Public Works.
   f. Paul Taylor, Town of Vulcan: Library almost complete.
   g. Matt Crane, Village of Arrowwood: Letter to Scotiabank for Arrowwood to obtain bank building, ATB Agency possibility, Aug.19 Wild Pink Yonder.
7. **Adjournment: Meeting adjourned at 8:45 pm- J.Schneider.**
8. **Next Meeting - Wednesday September 14, 2016 at the VBDS Building 7:00 p.m.**

**Chair Paul Taylor** **Vice-Chair Jason Schneider**

**ITEM 11.1**

# Town of Vulcan

Request for Decision (RFD)

## Tax Recovery Sale

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Some properties might be offered for sale at a public auction, for non-payment of taxes.

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

Council is asked, as per section 419 of the Municipal Government Act, to set a reserve bid and condition of sale. Council is also asked to set a date for the potential public auction.

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT, if needed, the public auction sale for non-payment of taxes of land be held on October 17, 2016;

THAT the reserve bid be set at not less than the market value of these properties as determined by a professional appraiser prior to the auction taking place as per Policy F14.

THAT the condition of sale be cash or certified cheque.

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

**ITEM 11.2**

# Town of Vulcan

Request for Decision (RFD)

## Repurchase of vTV Equity Share

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

At the Regular Council Meeting on June 22, 2015 Council made motion to seek ministerial approval to purchase half an equity share of vTV for $5,000.00 and received ministerial approval on October 26, 2015.

vTV Network Television is now asking to repurchase the half an equity share that was purchased by the Town of Vulcan.

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

The vTV Network will be undergoing some changes in the near future. There will be two separate networks, one being a Community Network that will focus its efforts on Vulcan and Vulcan County. The second network would focus on the paid programming that has no local connection to Vulcan or the County.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council direct Administration to sign an agreement between the Town of Vulcan and vTV Television Networks for the repurchase of the Town's vTV shares in the amount of $5,000.00.

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

VBIT
Vulcan Brand Innovation Team

August 11, 2016

When the idea of an online community-based broadcast network was introduced to the Vulcan Brand Innovation Team (VBIT) in 2014, it was the first of its kind, anywhere.

Today, vTV Television Network has a solid foundation, with a dedicated group of volunteers producing video and a small number of paid employees overseeing operations. Acceptance, and therefore viewership is growing; but analytics show that vTV appeals to two distinctly different demographics; rural and urban.

To leverage what we've experienced over the past two years, the vTV Network will undergo changes in the coming weeks and months.

The goal is to give the Community of Vulcan it's own network, without the distraction of programming that has little or nothing to do with our community. The Community Network can then focus its efforts on informing, educating and entertaining its target audience, Vulcan and Vulcan County.

This will give even greater access to local contributors, advertisers and sponsors. Community organizations, villages, and the schools can manage their content, their channel or their advertising.

During the balance of this summer you'll see subtle changes, and on or about September 1st, the name will change and all technical and logistical changes should be complete. Your relationship with the platform should not change, but if you have questions and wish to speak with someone about our new direction, or would like to contribute to programming please contact us.

Colleen Carey: colleen_carey@cooperators.ca 403.485.0678

Ray Shaw: ray@allsciencenofiction.com 403.485.7536

# SHARE REPURCHASE AGREEMENT

**THIS SHARE REPURCHASE AGREEMENT**, dated the 31st day of August, 2016 (the "**Agreement**") between:

**The Town of Vulcan**, a corporation incorporated under the laws of the Province of Alberta (the "**Seller**"); and

**VTV TELEVISION NETWORK INC.**, a corporation incorporated under the laws of the Province of Alberta (the "**Corporation**")

**WHEREAS** the Seller is the owner of one half Class C Voting Common share (the "**Shares**") of the Corporation which represents all of the outstanding shares of the Corporation issued to the Seller; and

**WHEREAS** the Seller desires to sell the Shares to the Corporation and the Corporation desires to repurchase the Shares from the Seller.

**IN CONSIDERATION OF** and as a condition of the parties entering into this Agreement, the parties to this Agreement hereby agree as follows:

**Purchase Price**

1. The Seller agrees to sell, and the Corporation agrees to repurchase, all the rights, title, interest, and property of the Seller in the Shares for an aggregate purchase price of five thousand Canadian dollars ($5,000.00) (The "**Purchase Price**").
2. Each of the Seller and the Corporation agree that delivery of the Purchase Price represents full, fair market value consideration for the purchase of the Shares.

**Closing**

3. The closing of the purchase and sale of the Shares (the "**Closing**") will take place on August 31, 2016 at the offices of the Corporation or such other place as the Seller and Corporation mutually agree. At Closing, the Corporation shall deliver the full Purchase Price to the Seller and the Seller shall deliver to the Corporation a duly executed transfer of the Shares.

**Seller's Representations and Warranties**

4. The Seller warrants and represents to the Corporation as follows:
    a. The Seller is the owner in clear title of the Shares and the Shares are free of any lien, encumbrance, security interests, charges, mortgages, pledges or adverse claim or other restriction that would prevent the transfer of clear title to the Corporation;
    b. The Seller is not bound by any agreement or any instrument that would prevent any transactions connected with this Agreement;

c. There is no legal action or suit pending against any party, to the knowledge of the Seller, that would materially affect this Agreement;
d. Following Closing of this Agreement, the Seller will no longer have any right, title or interest in the Shares.

**Representations and Warranties of the Corporation**

5. The Corporation warrants and represents to the Seller as follows:
   a. The Corporation is not bound by any agreement that would prevent any transactions connected with this Agreement;
   b. There is no legal action or suit pending against any party, to the knowledge of the Corporation, that would materially affect this Agreement;
   c. The terms of this Agreement comply with the incorporation documents and bylaws of the Corporation.

**Costs**

6. All parties agree to pay their own costs in connection with this Agreement.

**Dividends**

7. Any dividends earned by the Shares and payable before Closing will belong to the Seller. The Seller will have no right to any dividends earned by the Share and payable after the Closing.

**Mutual Releases**

8. By this Agreement, the Seller and the Corporation each agree to release the other from all other obligations between the parties and to forego all current and future actions against the other party.

**Termination**

9. If this Agreement is not carried out by the Closing Date through no fault of either party, then all obligations under this Agreement shall cease with no liability to either party.

**Governing Law**

10. The laws of the Province of Alberta shall govern this Agreement.

**Counterpart**

11. This Agreement may be executed in counterpart.

**Entire Agreement**

12. This Agreement contains the entire agreement between the parties.

**Inurement**

13. This Agreement and the terms and conditions therein shall inure and be binding upon the Seller, the Corporation, their respective successors, assigns, executors, administrators, beneficiaries and representatives.

IN WITNESS WHEREOF, the Seller and the Corporation have duly affixed their signatures under hand and seal this 31st day of August, 2016.

| | |
|---|---|
| _____ | _____ |
| **Witness:** | **Kim Fath, representative of the Town of Vulcan** |
| | **VTV TELEVISION NETWORK INC.** |
| _____ | _____ |
| **Witness:** | **Sandra Scott, President** |

RESOLUTION OF THE SHAREHOLDERS OF **VTV TELEVISION NETWORK INC.** (the "**Corporation**") PASSED EFFECTIVE JULY 6, 2016 PURSUANT TO SECTION 117 OF THE ALBERTA *BUSINESS CORPORATIONS ACT*

**WHEREAS:**

1. The resignation of Brett McConkey as Director of the Corporaiton has been submitted effective July 6, 2016; and

2. The resignation of Ian Kerr as Director of the Corporation has been submitted effective July 6, 2016; and

3. The resignation of Colleen Carey as Director of the Corporation has been submitted effective July 6, 2016.; and

4. Sandra Scott has consented to act as Director of the Corporation effective as of the date hereof.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The resignations of Brett McConkey, Ian Kerr and Colleen Carey are hereby accepted.

2. Sandra Scott is appointed director of the Corporation, such appointment to be effective as at the date hereof and that notice has been given to the Corporate Registrar.

3. The number of directors for the present time is confirmed to be one (1).

4. Any director or officer of the Corporation is hereby authorized by and on behalf of the Corporation to execute and deliver all instruments in writing and to do all acts as such officer or director considers necessary or advisable in connection with or for the purpose of giving effect to the foregoing resolutions.

5. This resolution may be executed in counterpart.

**[remainder of page intentionally left blank]**

**THE UNDERSIGNED**, being the all the voting Shareholders of the Corporation do hereby adopt, approve and consent to the foregoing resolutions as evidenced by the signature hereto.

**VULCAN BRAND INNOVATION SOCIETY**

**Per:**_____
Sandra Scott, Representative

**WORLDPLAY COMMUNICATION INC.**

**Per:**_____
Brett McConkey, Representative

**TOWN OF VULCAN**

**Per:**_____
Kim Fath, Representative

**MOCHAR INTERNATIONAL MANAGEMENT LTD.**

**Per:**_____
Terry Mochar

_____
**COLLEEN CAREY**

_____
**SUSAN DOW**

_____
**IAN KERR**

_____
**DANIEL SCOTT**

_____
**SANDRA SCOTT**

_____
**RAY SHAW**

_____
**LAURIE UMSCHEID**

**ITEM 11.3**

# Town of Vulcan

Request for Decision (RFD)

## New Pool Design

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Bonnie Ellis |

**BACKGROUND / PROPOSAL:**

The Vulcan Pool Committee is planning the design of a new pool on the existing pool block. The committee is looking at the addition of new features to make the pool a destination spot for our community. One suggestion was an Endless Pool where you can swim or exercise again a smooth current in a hot tub size pool. This pool would be inside a building for single use only during the out of season time of the regular pool.

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

The Committee is asking Council for their consideration regarding the addition of an endless pool to the new design. The Committee has discussed the pros and cons but were unable to come to a clear choice for or against and felt that since the risk lies entirely on the Town of Vulcan, they would like the Town to come to a decision as to whether to have it or not.

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

The cost for the endless pool would be $35,000.00 - $45,000.00. It would require it's own building so this cost would also have to be considered as well as year round maintenance.

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council

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

**Director:** **CAO**

# MEMO

**To: Vulcan Town Council**

**From: Bonnie Ellis – Director of Recreation**
**Re: Design for the Vulcan Pool**
**Date: August 15th, 2016**

---

Dear Council,

The Vulcan Pool Committee has been meeting to plan the design of the new pool on the existing pool block. The committee has looked at the addition of new features to make our pool a destination spot for our community. One of the suggested features is an "Endless Pool".

An "Endless Pool" is where you can swim or exercise against a smooth current in a hot tub size pool (sizes vary). This pool would be inside a building for single use only during the "out of season" time of the regular pool.

Before we move on to the engineered drawing we would like to have council's guidance on whether to include this feature in the design. A discussion with the pool committee on this was had and the pros and cons were discussed at length. The committee did not come to a clear choice for or against and felt that since the risk lies entirely on the Town of Vulcan, they would like the Town to come to a decision as to whether to have it or not.

I have talked to our insurance provider and the health inspector along with Stew Birch and have gone over the pros and cons with them and the committee. I have included this list of pros and cons for council to review and come up with a decision.

Pros
Use of facility year round
Open to everyone
No travel for those who want swim all year
No lifeguard required
Operational cost same as hot tub
Easy of operation

Variety of sizes available
Water test like regular pool
Could be retrofitted with 2 drains to meet Pool Standards
Cost 35k-45k

Cons
Humidity in building
Does not meet Alberta Pool Standards and would need to retrofitted
Turnover rate and filter would need to be upgraded
No anti entrapment devices
Only has one drain
No supervision
Risk Management does not advocate
Maintenance would have to do water test throughout the year
Cost of maintenance year round
Cost 35k-45K only
Cost of building $$$$?
Ensuring patrons don't swim alone
Do not know the abilities, ages or health of users

I trust that this is satisfactory and look forward to your response as to if the town would be willing to accept the liability and addition cost associated with this piece of equipment, however: should you have any further questions, please feel free to contact this office at your earliest convenience.

Respectfully Submitted,

Bonnie Ellis
Town of Vulcan Director of Recreation

**ITEM 11.4**

# Town of Vulcan

Request for Decision (RFD)

## Joint Purchase of Fire Apparatus with Vulcan County

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

In the 2016 capital budget Council allocated $500,000.00 toward the purchase of a new fire truck for the Town of Vulcan. The Fire Chief has brought forward a joint purchase with the Vulcan County for Council's consideration.

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

The Town and County have discussed the possibility of jointly purchasing a fire apparatus. The proposed joint purchase would minimize the cost to both municipalities. The Fire Chiefs have investigated the cost of purchasing an apparatus that would fill the needs of both the Town and the County.

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

The estimated budgetary cost of this proposed apparatus is $900,000.00 - $950,000.00. This is outside the amount allocated in the Capital budget.

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council approves the Fire Chief's request to explore a joint apparatus purchase with Vulcan County and to direct Administration to prepare tender documents and a funding agreement for this proposed purpose.

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

# ADMINISTRATOR'S REPORT

**TO:** **TOWN COUNCIL**

**FROM:** **Kim Fath, CAO**

**DATE:** **August 16th, 2016**

## Background

In the 2016 capital budget Council allocated $500,000.00 toward the purchase of a new fire truck for the Town of Vulcan. The Fire Chief has brought forward a joint purchase with the Vulcan County for council's consideration.

## Discussion

The Town and County have discussed the possibility of jointly purchasing a fire apparatus. The proposed joint purchase would minimize the cost to both municipalities. The Fire chiefs have investigated the cost of purchasing an apparatus that would fill the needs of both the Town and the County. The estimated budgetary cost of this proposed apparatus is $900,000.00-950,000.00. This is outside the amount allocated in the Capital budget. The Fire chief has provided a brief report outlining the proposed apparatus purchase. I have also include the RFD presented to County Council along with the resulting motion.

## Consideration

Council is asked to approve the Fire Chief's request to explore a joint apparatus purchase with the Vulcan County, and to direct administration to prepare tender documents and a funding agreement for this proposed purchase.

Respectfully Submitted

Kim Fath
Chief Administrative Officer

# Vulcan Fire Department
## Office of the Fire Chief

July 18, 2016

The Town of Vulcan needs to purchase a new fire apparatus to replace Engine 183. This has already been approved by the Town of Vulcan Council in the 2016 capital budget. The Director of Protective Services for Vulcan County and myself have had the discussion about replacing Engine 183 with a Town fire apparatus that could be used for all structure fires, medical calls and rescue calls within Town of Vulcan limits and within Vulcan County. This truck would be purchased by the Town of Vulcan, designed with the needs of fulfilling the ULC requirements for a fire apparatus, rescue capability and medical responses. The membership the Vulcan Fire Department would design this apparatus for our current and future needs. This truck would be under the operational discretion of the Town of Vulcan Fire Chief, as is the case with all apparatus and equipment in station 18, either owned by the Town of Vulcan or Vulcan County. We would still have Engine 181 which would be able to respond to calls in Town if the new apparatus was on a call outside of the Town, or on another call within the Town of Vulcan. This proposal was taken to Vulcan County Council on July 13th, 2016 by the Director of Protective Services, Stuart Larson. On Thursday July 14, 2016, Stuart Larson informed me that Vulcan County Council had approved this joint purchase as presented above, and dependent on the availability of the Rural Fire Co-op reserve funding. The apparatus would be used approximately 50% of the time for Town calls and 50% of the time for County calls based on the past few years of call volume. We would replace Engine 183 and Rescue 18 with this new apparatus. The Vulcan County has committed to provide a portion of the funding for the purchase of this new apparatus. I would like to request that the Town Council approve a call for tenders for the purpose of purchasing a joint use apparatus with Vulcan County. This apparatus will be a Town owned asset with funding provided jointly by the Town of Vulcan and Vulcan County.

Respectfully,

Aaron Grant,
Fire Chief, EMT-A
Vulcan Fire Department
Cell: (403)485-1855
vfd1801@gmail.com

# Request for Decision

**REGULAR MEETING OF COUNCIL –July 13, 2016**

## Joint Purchase of Apparatus with Town of Vulcan

**Recommended Action:** That Council approve staff to start exploring the option of a joint purchase with the Town of Vulcan to replace apparatus.

**Proposal & Background**

The Town & County have held discussions in regards to joint purchase of an apparatus in order to minimize costs to both communities and find efficiencies in the replacement process while moving forward. In discussions with the Town Chief, it was determined that the Town needs to replace their second line engine as it is well past its service life. By looking at a joint purchase and moving this apparatus as a rescue engine, we would be able to retire the Town engine as well as the County response and rescue trucks. Three apparatus would be replaced with one and the existing assets could be either disposed of as cost recovery, or reassigned within the County to replace vehicles that are well past their useful service lives. It is recommended that staff work in conjunction with the Town to research best value for both parties and come up with a funding formula that is agreeable to both municipalities.

**Financial/Policy Consideration**

To be determined

**Implementation/Communication**

Staff to complete and return findings to council

**FOIP Consideration**

N/A

| | |
|---|---|
| **Respectfully Submitted by:** | **Stuart Larson**<br>**Director of Protective Services** |
| **CAO Signature & Comments** | |

**Attachment(s):**

Letter to Twin Valley Regional Water Commission

MTN 2016-07-13 MOVED BY COUNCILLOR SCHNEIDER that Council write a letter to the Twin Valley Regional Water Commission (TVRWC) requesting them to allow Vulcan County to develop a Trickle Feed System for the Kirkcaldy water distribution plan, despite their stipulation that any system pulling off the line have a reservoir in place; and that the Director of Operations offer to attend a TVRWC meeting to answer any questions.

CARRIED UNANIMOUSLY.

Director of Protective Services Report

MTN 2016-07-14 MOVED BY DEPUTY REEVE LUCAS that the Director of Protective Services report be accepted for information.

CARRIED UNANIMOUSLY.

Joint Purchase of Apparatus with Town of Vulcan

MTN 2016-07-15 MOVED BY COUNCILLOR ANNABLE that Council approve staff to start exploring the option of a joint purchase with the Town of Vulcan to replace apparatus.

CARRIED UNANIMOUSLY.

Fire District Rezoning

MTN 2016-07-16 MOVED BY COUNCILLOR GATEMAN that Council have staff and District Chiefs explore the option of changing District boundaries.

CARRIED UNANIMOUSLY.

Director of Corporate Services Report

MTN 2016-07-17 MOVED BY COUNCILLOR MONNER that the Director of Corporate Services report be accepted for information.

CARRIED UNANIMOUSLY.

Financial Reports

MTN 2016-07-18 MOVED BY COUNCILLOR SCHNEIDER that Council accept the Financial Reports for information.

CARRIED UNANIMOUSLY.

**ITEM 11.5**

# Town of Vulcan

Request for Decision (RFD)

## Rescind Policy A-2 and C-5

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Administration has identified policies that are outdated or no longer relevant.

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

In reviewing these policies Administration is requesting that Council rescind Policy A-2 No Smoking During Council Meetings and C-5 Tourism Management Committee Goals and Objectives.

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

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT Council rescinds Policy A-2 No Smoking During Council Meetings and C-5 Tourism Management Committee Goals and Objectives.

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

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE:** No Smoking During Council Meetings | **POLICY NUMBER:** A-2 |
| **ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING:** | **SUPERSEDES POLICY NUMBER:** |
| | **SUPERSEDED BY POLICY NUMBER:** |

**STATEMENT:**

Smoking shall not be permitted at or during Council meetings.

**TOWN OF VULCAN**

| | |
|---|---|
| **TITLE: Tourism Management Committee Goals & Objectives**<br><br>**ADOPTED BY COUNCIL AT A REGULAR/SPECIAL COUNCIL MEETING: February 23, 1998**<br><br>**AMENDED: At the June 18, 2002 Tourism Management Committee Meeting.** | **POLICY NUMBER: C-5**<br><br>**SUPERSEDES POLICY NUMBER:**<br><br>**SUPERSEDED BY POLICY NUMBER:** |

**PURPOSE:** The Tourism and Trek Station will be the focal point for the community for tourist information and assistance, as well as a place to promote tourism activities for the Town and communities within the County of Vulcan. The Tourism and Trek Station will compliment and assist in the promotion of the Town of Vulcan, by both its benefits for the establishment of new businesses and as a place to live. The Centre will be able to provide support through information, space, and resources to the groups and individuals who wish to start new tourism projects as well as maintaining established tourist activities.

The Centre will support and encourage economic development through projects and activities, which will enhance the Town and other communities of the region through the Vulcan Business Development Council.

The Centre will support and encourage groups interested in promoting the themes of the Town, science and technology, as well as the Town's historical agricultural theme.

**GOALS:**

- Provide information and assistance to tourists visiting the region.
- Provide a centre which is easily identified with the Science and Technology and Star Trek theme as a tourist attraction, but also be identifiable as a tourist centre.
- Promote an active partnership between:
  - Town of Vulcan
  - Vulcan County
  - Vulcan and District Chamber of Commerce
  - Communities within the County of Vulcan.
- Promote the Town of Vulcan and surrounding district.
- Provide a centre for cultural and community events.

## GOVERNANCE

The operation and programming for the Centre will be governed by a committee struck by the Council of the Town of Vulcan, to be known as the Tourism Management Committee. The Committee will be comprised of members who have a special interest in economic development, tourism, and the Star Trek theme.

## MEMBERSHIP OF THE COMMITTEE

| | | |
|---|---|---|
| 3 members | - | Town of Vulcan Council |
| 1 member | - | Vulcan County Council |
| 1 member | - | Chamber of Commerce |
| 1 member | - | "At large" from the Town of Vulcan |
| 1 member | - | "At large" from the Vulcan County |

A maximum of three Town of Vulcan Councillors will be on the Committee at any one time.
A maximum of one County of Vulcan Councillors will be on the Committee at any one time.

## COMMITTEE DUTIES AND RESPONSIBILITIES

The Committee will meet a minimum of twice yearly to review the activities and financial operations of the Centre. The Committee will elect an executive from its membership annually, which will consist of a Chairman and Vice-Chairman. The Committee will meet as often as deemed necessary to ensure the mandate of the Committee is met.

The Committee will develop programs and activities for the Centre which will fit with the theme of the Centre. An annual budget will be prepared by the Committee and submitted to Town Council for review and approval. The budget will be comprised of two main components: an operational budget for the Centre, and a programs/activities budget which will be prepared with the assistance of the Administrator of the Centre. The Committee will oversee and be responsible for the day-to-day activities of the Centre. The Administrator for the Town of Vulcan will act as the Administrator for the Centre and will provide administrative support to the Committee and its members. The Administrator will ensure that the functional, financial and operational decisions of the Committee are implemented.

The Chairman of the Committee will meet with Town Council each September to report on the activities of the Centre or, if deemed necessary, more frequently by Town Council or at the request of the Chairman of the Committee.

Policies and procedures for the operation of the Centre will be developed by the Committee and submitted to Council for approval.

The Vulcan and District Economic Development Committee has provided $25,000 to the Town of Vulcan in recognition of the use of the offices in the Centre for a period of five years.

Financial and functional programming decisions for the Centre require the approval of the Town of Vulcan. The Committee will submit an annual budget by November 30 to Council for consideration and approval.

The Administrator for the Town will implement financial, functional and operational decisions of the Committee. Furnishings will be the responsibility of the Committee. Maintenance and repairs will be the responsibility of the Town of Vulcan.

**PLAN OF ACTION**

The Town of Vulcan will provide a Tourism Centre through the use of Town of Vulcan funding for the purposes described. The ownership of the Centre will remain with the Town, as will the maintenance and facility operational costs (sewer, water, power, gas). The staffing of the facility will be provided by the Economic Development Committee for a period of five years and, in conjunction with the Chamber of Commerce, summer student placement at the Centre will be arranged.

Use of the facility will be at the discretion of the Tourism Management Committee and the Tourism Co-ordinator. This will allow for co-ordination of use and will accommodate space for Town of Vulcan and the Chamber of Commerce. Policies and procedures for the operation and use of the Centre (fee schedules, hours of operation, etc.) will be developed by the Tourism Management Committee and submitted to Town Council for final approval.

**TOPICS FOR COMMITTEE CONSIDERATION**

- use of the Centre for retail businesses;
- rental of space for meetings or retail displays;
- vending machines;
- allocation of pods for meetings, static displays, offices, meeting space;
- furnishing of Centre;
- preparation of operating policies and procedures prior to opening of the Centre;

**ITEM 13.1**

# Town of Vulcan

Request for Decision (RFD)

## Management Reports

| | |
|---|---|
| Meeting: | Regular Council |
| Meeting Date: | **August 22, 2016** |
| Originated By: | Kim Fath |

**BACKGROUND / PROPOSAL:**

Management is to produce a report each month.

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

Attached are the following reports:

(A) Chief Administrative Officer – Kim Fath

(B) Development Officer – Nancy Neufeld

(C) Public Foreman – Stew Birch

(D) Director of Recreation and Community Services – Bonnie Ellis

(E) Community Peace Officer – Justin Vallee

(F) Fire Chief – Aaron Grant

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending August 22, 2016.

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

# ADMINISTRATOR'S REPORT

**TO:** **TOWN COUNCIL**

**FROM:** **Kim Fath, CAO**

**DATE:** **August 17, 2016**

## EDF Solar Update

I have been keeping in regular contact with David Warner. He has indicated that the amendments have been discussed with their legal team and they are working at amending the agreement to reflect the changes discussed with council. David indicated that he hopes to have things ready to bring back to council shortly.

## VBDS Website Development

The County IT team met with the Town staff to discuss content for the new design of the website. Madhav spent half a day in the Town office working with the staff, to identify what information will be included and how the pages can be laid out. They are now working with MDC to make the final design changes which will then allow us to start populating the new site.

## 2nd Street South Local Improvement

McNally moved equipment into Town on August 8th and started to prepare for the upcoming street program. Construction has started and they are anticipating a month to completion. They will be working with the water system first to limit the amount of water outages. They will be supplying water to the effected residents through temporary services. McNally has had good contact with the residents and have provided ample notice of all the disturbances in service.

## Fee's Bylaw

I have been working with the department heads to review all the active policies and bylaws in order to develop a fees bylaw that includes any and all fees that are referenced in any active Town document. This process has identified the need to amend many of these documents and I will be bringing these amendments forward on an ongoing basis for council review.



KF

## AMSC/AUMA

On July 14th Janice, Teresa, and I met with a representative from AMSC about the Benefit, Insurance, Purchasing, and Utility services that AMSC provides. The Town currently only participates in the Utility service. We have asked for quotes to compare with the rates that we currently pay for similar services from the AAMDC and Equitable Life.

## Vulcan East Water Co-op

I meet again with the Water Co-op on July 20th. They discussed the result of the chlorine testing and asked several questions about the possibility of becoming a distribution system. We also discussed the requirements for a certified operator for this system. They decided to write a letter to Alberta Environment requesting their consideration on possibly registering their system as a distribution system, but only to the curb-stop of each user.

## Municipal Affairs MGA Review- Lethbridge

On July 18th I attended the MGA review that was hosted by Municipal Affairs in the Lethbridge Lodge. This session was well attended and I had a chance to talk with Ryan Vogt our assessor and Gavin Scott the Town planner. The information presented was very similar to that discussed at the MGA review hosted by the AUMA.

## Meetings of Interest

AMSC Service Review – July 14th.
MGA review – Lethbridge – July 15th.
Show and Shine – July 16th.
MPC meeting – July 19th.
Vulcan East Water Co-op – Vulcan – July 20th
Website Review – Town Office – July 27th.
Vacation – August 8th-12th.

## MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of April 11th, 2016 to July 25th, 2016.

Respectfully Submitted,

Kim Fath
Chief Administrative Officer

# Management Activity Report

| # | Subject | Meeting | Date | Motion No. | Action | By | Completion Date |
|---|---|---|---|---|---|---|---|
| 35 | Letter of Support to Town of Fox Creek | RC | 11-Apr-16 | 16.104 | Send letter to Town of Fox Creek in support of their Bylaw No. 736-2014 | KR/KF | 15-Apr-16 |
| 36 | Resignation of Jen Forhmzway from Library Board | RC | 11-Apr-16 | 16.105 | Send thank you letter to Jen Forhmzway for time spent on Library Board | KR/KF | 13-Apr-16 |
| 37 | Vulcan Tinman Street Closure | RC | 11-Apr-16 | 16.112 | Send letter of approval for street closures and for assistance from Public works cc Stew, Bonnie<br>Send Advocate copy of ad for street closure for Tinman event | KR/KF | 13-Apr-16<br>13-Apr-16 |
| 38 | Policy PU-10 Use of Town Vehicles | RC | 11-Apr-16 | 16.113 | Rescind Policy | KR | 13-Apr-16 |
| 39 | Global Fire Donation of fire Equipment | RC | 11-Apr-16 | 16.115 | Send Copy of Resolution to Fire Department from Council in support of their donation to Global Fire | KR/KF | 13-Apr-16 |
| 40 | Offer to Purchase - Parcel B Plan 1453GS | RC | 11-Apr-16 | 16.119 | Send letter to Hillier Manufacturing approving offer of purchase Parcel B Plan 1453GS<br>Give Copy of Resolution to Teresa | KR/KF | 13-Apr-16 |
| 41 | Allocation of Funds for Sale of Parcel B, Plan 1453GS | RC | 11-Apr-16 | 16.120 | Give Copy of Resolution to Janice and Stew | KR/KF | 13-Apr-16 |
| 42 | Kinsmen Annual Soapbox Derby | RC | 25-Apr-16 | 16.123 | Send Copy of Resolution to Recreation Director supporting the Town's purchase of a gravity racer<br>cc Janice McCallum-Campbell | KR/KF | 29-Apr-16 |
| 43 | CARILEL Study Group Dinner | RC | 25-Apr-16 | 16.126 | Send Invitation from VBDS to Council to attend CARILEL dinner on June 9th | KR/KF | 28-Apr-16 |
| 44 | Mr. Bill Smith Letter to Mayor and Councillors | RC | 25-Apr-16 | 16.127 | Send a letter acknowledging the letter sent by Mr. Smith for underground utility and surface improvements | KR/KF | 10-May-16 |
| 45 | Bylaw No. 1442-15-A Amendment to Bylaw No. 1442-15 Local Improvement Plan | RC | 25-Apr-16 | 130-133 | Have bylaw signed<br>Copy of Resolution cc Teresa Smith | KR/KF | 29-Apr-16 |
| 46 | Bylaw No. 1443-15-A Amendment to Bylaw No. 1443-15 Local Improvement Plan | RC | 25-Apr-16 | 134-137 | Have bylaw signed<br>Copy of Resolution cc Teresa Smith | KR/KF | 29-Apr-16 |
| 47 | Bylaw No. 1454-16 Amendment to Land Use Bylaw | RC | 25-Apr-16 | 16.138 | Send copy of ad to Advocate and add Bylaw to the May 24th Regular Council Meeting agenda | KR/KF | 28-Apr-16 |
| 48 | Request to Use Lagoon Waste Water for Irrigation | RC | 25-Apr-16 | 16.140 | Administration to draft agreement between Town and Anderson's and take back to Council for approval<br>Send letter to Andersons approving request | KR/KF | 29-Apr-16 |
| 49 | Request to Name Green Space as Marian Fisher Memorial Park | RC | 25-Apr-16 | 16.142 | Send letter to Communities in Bloom approving the request to name green area as Marian Fisher Memorial Park | KR/KF | 29-Apr-16 |
| 50 | Appointment of Safety & Mergency Manager Coordinator | RC | 25-Apr-16 | 16.143 | Send letter to Emergency Management about confirmation of appointment | KR/KF | 6-May-16 |
| 51 | VBDS Funding Agreement | RC | 25-Apr-16 | 16.144 | Send letter to VBDS approving one year funding agreement<br>cc Janice McCallum-Campbell | KR/KF | 29-Apr-16 |
| 52 | Spock Day Request | RC | 25-Apr-16 | 16.145 | Send letters of approval to Spock Days Committee members<br>Send road closure notice to Advocate for Spock Days | KR/KF | 29-Apr-16<br>6-May-16 |
| 53 | Vulcan Library Board Appointment | RC | 25-Apr-16 | 16.146 | Send Copy of Resolution and letter to Library Board<br>cc Chinook Arch and Jean Ann Steiner | KR/KF | 2-May-16 |
| 54 | Committee of the Whole Meeting | RC | 25-Apr-16 | 16.147 | Book council chambers for COW meeting on May 2 at 7:00 pm | KR/KF | 27-Apr-16 |
| | **BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose** | | | | | | |
| # | Subject | Meeting | Date | Motion No. | Action | By | Completion Date |
| 55 | Local Improvement Plan 100 Block 2nd Street South | RC | 9-May-16 | 16.151 | Contact BSEI to start the tendering process | KF | 10-May-16 |
| 56 | Local Improvement Plan 200 Block | RC | 9-May-16 | 16.152 | Contact BSEI to start the tendering process | KF | 10-May-16 |
| 57 | 2016 Operational Budget | RC | 9-May-16 | 16.154 | Send copy of resolution to Janice, Finance Manager | KR | 11-May-16 |
| 58 | 2016 Capital Budget | RC | 9-May-16 | 16.155 | Send copy of resolution to Janice, Finance Manager | KR | 11-May-16 |
| 59 | 2016 Operating Reserves | RC | 9-May-16 | 16.157 | Send copy of resolution to Janice, Finance Manager | KR | 11-May-16 |
| 60 | 2016 Capital Reserves | RC | 9-May-16 | 16.158 | Send copy of resolution to Janice, Finance Manager | KR | 11-May-16 |
| 61 | 25 Capital Replacement Plan | RC | 9-May-16 | 16.159 | Send copy of resolution to Stew Birch, Public Works Foreman | KR | 9-May-16 |

KF

# Management Activity Report

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 62 | Bylaw No. 1455-16 Taxation Rates Levy 2016 | RC | 9-May-16 | 16.162-165 | Send copy of resolution to Janice, Finance Manager and Teresa, Tax Clerk<br>Send copy of signed and sealed Bylaw to Janice and Teresa | KR | 11-May-16<br>12-May-16 |
| 63 | Encroachment Agreement - 314 Centre Street | RC | 9-May-16 | 16. | Sign agreements and give to Development Officer | KR | 12-May-16 |
| 64 | 2nd Annual Kin Kids Soap Box Derby Street Closure Request | RC | 9-May-16 | 16.167 | Send copy of Resolution to Matt Orr<br>Send copy of Resolution and Service Request to Stew, Public Works Foreman | KR | 12-May-16 |
| 65 | Business Tax Incentive Applications | RC | 9-May-16 | 16.168 | File letters of request in land files | KR | 12-May-16 |
| 66 | Purchase of Equipment | RC | 9-May-16 | 16.169 | Send Copy of Resolution to Stew Birch, Public Works Foreman | KR. | 12-May-16 |
| 67 | Bylaw Officer Appointment | RC | 9-May-16 | 16.170 | Send Copy of Resolution to Justin Vallee | KR | 12-May-16 |
| 68 | Bylaw No. 1454-16 Amendment to LUB No. 1437-15 | RC | 5/24/2016 | 16.180-181 | Send Copy of Resolution to Nancy Neufeld, Development Officer, sign bylaw and file | KR | 26-May-16 |
| 69 | Vulcan Municipal Library Board Re-appointment | RC | 5/24/2016 | 16.182 | Send letter to Library Board approving the re-appointment of Maureen Howard<br>cc: Maureen Howard | KR | 26-May-16 |
| 70 | Appointment of Town Representative to Community Futures Highwood AGM | RC | 5/24/2016 | 16.183 | Send letter to Community Futures Highwood confirming appointment of Councillor Howard asTown rep at AGM | KR | 26-May-15 |
| 71 | LETR Bike Ride Law Enforcement Ride for Special Olympics | RC | 5/24/2016 | 16.184 | Send COR to Stew Birch, Town Foreman about the LETR Bike Ride | KR | 26-May-16 |
| 72 | Municipal Govermment Act Public Consultation Sessions | RC | 5/24/2016 | 16.185 | Register CAO, Mayor and Councillors who wish to attendthe Public Consultations | KR | 25-May-16 |
| **BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose** | | | | | | | |
| # | Subject | Meeting | Date | Motion No. | Action | By | Completion Date |
| 73 | Champion 105th Anniversary Parade Invitation | RC | 6/13/2016 | | Send copy of invitation to Councillors and Keth Brooks | KR | 14-Jun-16 |
| 74 | 2016 Capital Works - Award Recommendation | RC | 6/13/2016 | 16.191 | Administration direct BSEI to prepare the Notice of Award and Contract Documents | KR/KF | 15-Jun-16 |
| 75 | Vulcan County Cruisers - Street Closure July 16, 2016 | RC | 6/13/2016 | 16.192 | Send letter of approval to County Cruisers for road closure<br>Send Notice of Service to Stew Birch, Public Works, Send Road Closure notice to Advocate | KR/KF | 15-Jun-16 |
| 76 | Vulcan East Water Co-op Meeting Request | RC | 6/13/2016 | 16.194 | Notify Water Co-op that Mayor Grant and CAO Kim Fath will attend | KR/KF | 15-Jun-16 |
| 77 | Offer to Purchase USS Vulcan Parade Float | RC | 6/27/2016 | 16.204 | Send letter to Wayne Pederson approving purchase of float<br>Copy of Resolution to Janice, Stew | KR/KF | 29-Jun-16 |
| 78 | Gift and Donation Policy | RC | 6/27/2016 | n/a | Draft Policy for Gift and Donation policy and take back to Council for approval | KR/KF | 26-Jul-16 |
| 79 | Payment of Accounts | RC | 6/27/2016 | 16.205<br>16.206 | Send CofR to Janice approving temporary payment of accounts through EFT in case of postal strike<br>Draft Policy for EFT payments of accounts | KR/KF<br>JMC/KF | 28-Jun-16<br>26-Jul-16 |
| 80 | 402 Centre Street | RC | 6/27/2016 | 16.207 | Administration draft letter to RCMP inquiring about time frame for reclamation at 402 Centre St. | KR/KF | 29-Jun-16 |
| **BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose** | | | | | | | |
| # | Subject | Meeting | Date | Motion No. | Action | By | Completion Date |
| 81 | CPO Contragulations Letter | RC | 7/11/2016 | 16.21 | Adminstration draft letter of congratulations from Council for CPO Justin Vallee | KR/KF | 18-Jul-16 |
| 82 | Bylaw No. 1456-16 Loiselle Residence Designation | RC | 7/11/2016 | 16.213-216 | Complete Voluntary Municipal Heritage Designation Compensation Waiver | NN | 17-Aug-16 |
| 83 | Heritage Maintenance Agreement | RC | 7/11/2016 | 16.217 | Execute agreement between the Town of Vulcan and Joan and Dave Sarsons | NN/KF | 17-Aug-16 |
| 84 | Arena - Wall Play Boards | RC | 7/11/2016 | 16.218 | Send Copy of Resolution to Recreation and Public Works approving the installation of Wall Play Boards | KR/KF | 13-Jul-16 |
| 85 | Redevelopment of Town of Vulcan Website | RC | 7/11/2016 | 16.219 | Talk with VBDS and Madhav about suggested changes to website desgn | KR/KF | 27-Jul-16 |
| 86 | Summer Council Meeting | RC | 7/11/2016 | 16.220. | Add to July 25th Regular Council Meeting Agenda under Unfinished Business | KR | 12-Jul-16 |
| 87 | Letter from Connie Knight | RC | 7/25/2016 | 16.230. | Administration send letter of explanation to Connie Knight<br>Direct Peace Officer to focus on the speed in this area | KR/KF | 26-Jul-16 |
| 88 | Vulcan Tourism Vulcan Member at Large Representative | RC | 7/25/2016 | 16.233 | Send a thank you letter to Vera Lynn Beal | KR/KF | 26-Jul-16 |
| 89 | Vulcan Tourism Vulcan Member at Large Representative | RC | 7/25/2016 | 16.234 | Advertise in Vulcan Advocate the vacant position | KR/KF | 26-Jul-16 |
| 90 | Chinook Arch Library Board Appointment | RC | 7/25/2016 | 16.235 | Send Copy of Resolution and letter to Chinook Arch Library Board approving appiontment<br>cc: Vulcan Library Board and Liz Hammond | | 27-Jul-16 |
| **BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose** | | | | | | | |

# MEMO

**TO:** Town Council
**FROM:** Nancy Neufeld, Development Officer
**DATE:** Report for July, 2016

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****See attached report re building permits issued, development permits issued, occupancies granted & new business licenses issued in July 2016.**

Solar Park
Deliverables remain outstanding as reported in July. Installation of Recreation's community sign is scheduled for Wednesday, August 10th.

Fairways – Phase 4A
All waterlines in Fairways have been pressure tested and have passed inspection. BSEI working on overland drainage report in response to submission made by the Developer's.

310/312 Whispering Way – Expired Building Permit
An "Order to Remedy Unsightly Property" was served to the owner by registered mail on August 3, 2017. As per the MGA the owner can request Council to review the order by providing written notice within 7 days of receiving the order. The order pertains to the removal of the unfinished foundation and site reclamation to be completed no later than October 1, 2016. If the owner does not abide by this, the matter would then go to the Courts for a decision.

Whispering Willows
As there are multiple owners in Whispering Willows and no development permit in place, it is difficult to proceed with development. The owners are looking at possibly getting together and selling all the properties with the outcome being that all lots would be sold to one developer. This would be advantageous in moving forward with development of this area. BSEI is presently working on a report for Storm Pond 5.

Residential Development
A set of plans were brought in regarding the building of a single family dwelling. A development permit has not been applied for to date.

MPC meeting July 19th

## BUILDING PERMITS ISSUED JULY 2016

| DATE | PERMIT # | DEV PERMIT # | OWNER'S NAME | CONTRACTOR | JOB DESCRIPTION | JOB VALUE | CIVIC ADDRESS |
|---|---|---|---|---|---|---|---|
| July 13/16 | TVC B 0010 16MU | D16.26 | D & J McKay | Country Rose Homes Ltd. | Single Family Dwelling | R-$570968 | 1418-10th Ave S |
| July 13/16 | TVC B 0011 16MU | D16.14 | Hillier Mfg Inc. | Owner | Industrial Bldg | I-$250,000 | 904-2nd Avenue North |
| July 27/16 | TVC B 0000 16MU | N/A | Palliser Regional Schools | Coleman Electric Ltd. | Upgrade Fire Alarm | P-$49,956 | 504-4th Avenue S |

## DEVELOPMENT PERMITS ISSUED JULY 2016

| DATE | PERMIT # | NAME | DEVELOPMENT DESCRIPTION | ZONE | CIVIC ADDRESS | APPROVED | MPC MOTION # | POST UNTIL | APPROVAL |
|---|---|---|---|---|---|---|---|---|---|
| June 30/16 | D16.27 | Royal Canadian Legion | Shipping Container, Temp | C-1 | 240 Sinclair Rd | July 19/16 | 16.42 | Aug 10/16 | Yes |
| June 30/16 | D16.28 | Vulcan & District Historical Soc | Public Institutional/Storage Facility | C-1 | 221-1 Street North | July 19/16 | 16.43 | Aug 10/16 | Yes |
| July 7/16 | D16.29 | Wolfe's Hardware Ltd. | Signage | C-1 | 126 Centre Street | July 7/16 | N/A | July 21/16 | Yes |
| July 25/16 | D16.30 | David Nieman | Accessory Building | R-3 | 1017-1 Avenue N | Pending MPC Aug 16/16 | | Sept 7/16 | |
| July 26/16 | D16.31 | Andrea Hansen | Animal Care Service, small | C-1 | 221 Centre St | Pending MPC Aug 16/16 | | Sept 7/16 | |

## NEW BUSINESS LICENSES ISSUED JULY 2016

| DATE | LIC # | COMPANY NAME | TYPE OF BUSINESS | VULCAN CIVIC ADDRESS |
|---|---|---|---|---|
| July 4/16 | 974 | J. McNiven Electric | Electrician | |
| July 13/16 | 975 | Country Rose Homes | New Home Construction | |
| July 13/16 | 976 | Namaste Acupuncture | Acupuncture/TCN | 105-2nd Ave S |
| July 20/16 | 977 | Axia | Fibre Optic Internet Sales | |
| July 22/16 | 978 | Ridge Electrical Services | Electrical Services | |
| July 29/16 | 979 | Over The Top Electrical Contractors Ltd. | Electrical Contractor | |
| July 27/16 | 980 | Coleman Electric | Electrical Contractor | |
| July 25/16 | 981 | Porthos Pet Supplies Ltd | Pet Supply Outlet | 221 Centre Street |

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

**Month of:** July 2016

**Facilities:**

- Ross Ditta has been looking into the top row of lights on the tourist center the main control board is not operating and we cannot find replacement parts due to age of system. Currently looking into other options
- The furnaces at the tourist center may need to be replaced at a cost of approx. $10,000 I am currently getting second opinion on this
- Salt usage at the pool has increased this month due to amount of rain and keeping the pool salt level where it needs to be
- Painting and doing repairs in the Arena on rainy days

**Streets:**

- Did monthly checks on street lights
- The sidewalk work 1st south has been completed
- 180 feet of sidewalk replacement has been done in July
- Working on grading allies
- Public works have been doing some trimming along sidewalks and low hanging branches along the streets
- Painting curbs and crosswalks has been completed except for on 2nd street south from 1st ave to 3rd ave when construction has been completed if not painted by contractor public works will be able to do it.

**Water & Sewer:**

- Worked with developer of Fairways drive the main line has passed pressure test and Bac-t test will be opening this system from the top of Whispering Drive and will loop to the east end of Whispering greens ave
- I have been in contact with UFA farm store about controlling the water runoff from their yard using the existing flood gate with this and the work we have done on the east side of 2nd ave north has been able to handle the flow of water from the storms with no negative effect to the business along the water way .I am still working with UFA about reseeding the ditch along their property in which they have killed all vegetation causing an increased flow rate and major silt build up going to the storm water system.

- McNally contracting will be in the start of August to do the work on 2nd street south
- Public works will be starting to replace problem sewer service lines in August there is four high priority lines to be done if time and weather permits will look at doing more

**Water Plant (contracted)**

- Had a couple of repair issues that are being addressed
- The Bulk chemical system has been installed by public works and is in operation. With this being done it reduces coagulant costs from a $1.78 kg to $1.25 with this and the freight savings will save approx. $30,000.00 per year

**Parks:**

- At the solar park waiting for the community event sign to be installed
- Mowing and weed whipping continually

**Cemetery:**

- no opening and closing

**Equipment**

-

**Personnel:**

-

**Other:**

- Assisted with Vulcon and show and shine set up and cleanup

**Stewart Birch Town Foreman**

# July 2016 TOWN OF VULCAN RECREATION REPORT

Prepared By Bonnie Ellis Director of Recreation

**MOVIE PROGRAMMING:** We have had good success with our indoor movies but for our outdoor movies the weather lately have been an issue with the rain at night.

**POOL COMMITTEE:** we have reviewed a pool design and have made a few adjustments to be able to send it to the engineers. A discussion on including an endless pool resulting in the committee requesting the council review the pros and cons and decide if the liability or advantages are better for the town to take on.

**COMMUNITY SIGN:** installation is scheduled for mid-August.

**Fall and Winter LEISURE GUIDE:** we are getting ready to send out guide to print. It has been received by the community for advertising very well.

**Pool:** the pool is progressing well this year. The staff have been working well together and the cleanliness of the pool have improved significantly. I am finishing up the grants for the pool staff which will help the bottom line. We had great success with our apprentice program with 9 youth taking advantage of this program. All nine are scheduled to finish out the year with us. Thanks to Sami for redoing the program and making it our own. Grace Coffey is creating some badge images that we will give out to the youth for each year they complete. This is to hopefully keep them engaged in swimming until they are old enough to get their lifeguarding.

**PROGRAMMING:** Summer Programs have been very successful this year. We have had up to 22 kids and as low as 7 for the different programs depending on the weather. Adult Slo Pitch finished up the year with a win for Champion. Canada Day was very successful with our outdoor movie, we have 160 people there for the movie and about 260 people for the overall event.

**Summer Games:** We have 58 participants and 14 medals for our community. Next year it will be in Brooks

**Meeting:** Pool staff meeting, Health and Cancer awareness meeting,

**Staff Education:** I have also won a bursary for getting my Canadian Parks and Recreation Certification beginning this fall. I will be attending the following conferences: **ARPA Conference and Alberta Pool Conference Jasper, and SARA in Cypress Hills.**

# PEACE OFFICER PROGRAM Managers Report – July 2016

- From July 11th to July 31st, 2016 Twenty-three (23) files were created. Of those files, 12 were traffic stops, 6 of which were warnings. 10 were Bylaw complaints and 1 was an animal control call.
- Cleared up outstanding Business Licences on Centre Street
- Clearing up Outstanding Dog Licences in Town
- Updated Bylaw notices
- Attended Meeting with "Heaven can Wait" animal shelter in High River to hear suggestions for help with stray cat population
- Took over "Patrol Division" Facebook page, began communicating with the public through there
- Sworn in as Peace Officer and setup radio communications and MOVES access
- Worked "Show and Shine/Demo Derby" weekend – no issues arose
- Made the Playground zone by the pool a priority for patrols, followed council's direction for a "Zero-Tolerance" speed policy in playground zones

## Plans for August

- Continued focus in Playground zones for patrol, will continue "Zero-Tolerance" policy for speeding infractions in those zones
- Begin to promote awareness to school zones starting up again as we close in on Sept. Using the Facebook page and the advocate
- Plan my shifts to display a presence for Rec Department's Movie nights
- Work Sid Hartung Rodeo weekend
- Introduce myself to school administration and work with them to prepare for the upcoming school year
- As I get caught up on outstanding complaints, plan to focus more on patrolling for bylaw infractions

# Vulcan Fire Department
## Office of the Fire Chief

Aug 4, 2016

Management Report

To the end of July 2016, Vulcan Fire Department has responded to the following:

| Call Type | 2015 | | 2016 | |
|---|---|---|---|---|
| | Town | Rural | Town | Rural |
| Fire Response | | 4 | 1 | 5 |
| Grassland | | 2 | 1 | 3 |
| Rescue | | 3 | | 3 |
| Hazmat | | | | |
| Gas Leaks | | | | |
| MVC | | 8 | | 13 |
| Mutual Aid | | 6 | | 10 |
| Medical Assist | 24 | 4 | 19 | 8 |
| First Response | 6 | 1 | 8 | 2 |
| Service Call | 1 | | 3 | |
| False Alarm | 7 | | 11 | 3 |
| Total Calls | 38 | 28 | 46 | 47 |

First Response = No Ems from Vulcan

Total Calls to the end of July 2016–93

Total Calls to the end of July 2015- 66

General Operations

- As bought up to council in previous reports our Engine 183 is in need of replacement and I have brought to council that I still believe we should purchase an aerial apparatus. I have had discussions with Stuart Larson, Director of Protective Services from Vulcan County to look into bringing to both councils a proposal for a joint use fire apparatus. This apparatus would respond to all structure fires, medical calls, and motor vehicle collisions with in town limits and in Vulcan Fire's district. This proposal is to be brought to County Council on Aug 17, 2016 with budget numbers. If they are approve the motion, and Town Council are interested in a joint use and joint purchase apparatus we can move forward with replacing Engine 183 with a rescue engine. If either party is not interested then we can proceed with our own purchase of a fire engine.

# Vulcan Fire Department
## Office of the Fire Chief

Membership/Recruitment

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

Training

- CPR and First Aid recertification has been held in this spring for those who required it. We still have five members that need to be recertified
- All members have now completed their ICS 100.
- We will be putting on an ICS 200 this summer 2016.
- Ice rescue course will be held in November or December due to weather.
- All, but 1 new member have completed their NFPA 1001, level 1 program (Basic Fire Fighter Standard).
- We have 5 members starting their NFPA 1001, level 2 program (Professional Fire Fighter Standard) in September 7th.
- All of our officers with be taking NFPA 1021, level 1 (Fire and Emergency Services Company Officer) starting September 1st.
- All, but 3 members have completed their Air Brake endorsement course.

Fire Prevention/Public Relations

- Capt. Taylor Anderson has been working on social media plans; Vulcan Fire Department Facebook page is up and running. This will allow us to use social media to assist in Fire Prevention and Recruitment.
- We helped out at the Show & Shine Demolition Derby as we have since the inception of this event in Vulcan. As well as assisting in the Kinsman Soap Box Derby
- August 21st the Vulcan Fire Department will be hosting a Pancake Breakfast at the Sid Hartung Memorial Rodeo.

Respectfully,

Aaron Grant,
Fire Chief, EMT-A
Vulcan Fire Department
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