

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, NOVEMBER 23, 2015  
COMMENCING AT 7:00 PM**

**PUBLIC HEARING**

**CALL TO ORDER**

**1.0 Call to Order:**

**2.0 Public Hearing:**

**3.0 Delegations: - NIL**

**4.0 Adoption of Agenda**

4.1

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – November 9, 2015

**6.0 Unfinished Business**

6.1

**7.0 Financial Statements**

7.1 Cash Statement Ending October 31, 2015

7.2 Year-to-Date Summary Ending October 31, 2015

**8.0 Correspondence and Information Items**

8.1

**9.0 Committee and Administrative Reports**

9.1



**10.0 Bylaws - NIL**

**11.0 New Business**

11.1 Encroachment Agreement – 506 – 4 Street South

11.2 Welcome Survey

11.3 Off Lease Dog Park Policy

11.4 Committee of the Whole – Budget Meeting – November 30, 2015

**12.0 Notice of Motion**

**13.0 Management Report - NIL**

**14.0 In-Camera**

14.1 Staffing

**15.0 Adjournment**



# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting November 9, 2015

Meeting:	Regular Council
Meeting Date:	<b>November 23, 2015</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached are Minutes of the Regular Meeting of Town Council, held in the Town of Vulcan Council Chamber on Monday, November 9, 2015.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

After reviewing these Minutes Council is asked to approve the same with or without changes.

### 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 Chambers on Monday, November 9, 2015 be approved as circulated and read by each member of Council.

Initials show support -Reviewed by:

Director:

CAO



**3MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER  
ON MONDAY, NOVEMBER 9, 2015**

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

**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 Brad Tucker, Executive Director – Canadian Badlands**

Brad Tucker, Executive Director from Canadian Badlands and Devan Daniels, Tourism Coordinator were in attendance and gave a presentation to Council. The Canadian Badlands has 64 municipal shareholders throughout Alberta. Brad went on to explain what they are doing to encourage visitors to view the Canadian Badlands region as a tourism destination by working with the government and municipalities within the region.

**4.0 Adoption of Agenda**

**Motion No.: 15.361**

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

Initials

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## **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, October 26, 2015 were presented to Council.

#### **Motion No.: 15.362**

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, October 26, 2015 be approved and read by each member of Council as presented.

**CARRIED UNANIMOUSLY**

## **6.0 Unfinished Business - NIL**

## **7.0 Financial Reports - NIL**

## **8.0 Correspondence and Information Items**

- 8.1 The Correspondence and Information Items for the period ending October 26, 2015 was presented to Council to be received for information.

#### **Motion No.: 15.363**

Moved by Councillor Sue Dow THAT the Correspondence and Information Items for the period ending November 9, 2015 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.: 15.364**

Moved by Councillor Paul Taylor THAT the minutes and/or verbal reports of Town represented Boards/Committees at the November 9, 2015 Town Council Meeting be received for information.



- Community Futures Highwood – Board of Directors Meeting – Minutes – June 4, 2015
  - Community Futures Highwood – Annual General Meeting – Minutes – July 11, 2015
  - Vulcan & District Chamber of Commerce – General Meeting – Agenda – Minutes – September 14, 2015
  - Community Futures Highwood – Board of Directors – Agenda – Minutes – October 26, 2015
- 
- Councillor Sue Dow
    - Vulcan & District Tourism Society
  - Councillor Georgia-Lee DeBolt
    - Vulcan Town and County Airport Commission
    - Vulcan & District Tourism Society
  - Councillor Rick Howard
    - The Marquis Foundation
  - Mayor Tom Grant
    - Vulcan District Waste Commission
    - Mayors and Reeves

**CARRIED UNANIMOUSLY**

## **10.0 Bylaws**

### **10.1 Borrowing Bylaw No. 1449-15**

Bylaw No. 1449-15 authorizes Council of the Town of Vulcan to incur indebtedness by the issuance of debentures in the amount of \$953,776.00 for the purpose of funding the town of Vulcan's contribution towards the Vulcan Hospital Expansion project.

#### **Motion No.: 15.365**

Moved by Councillor Rick Howard THAT Bylaw No. 1449-15 be given first reading.

**CARRIED UNANIMOUSLY**



## **11.0 New Business**

### **11.1 Policy PR-01 Memorial Bench and Tree Donations**

In the past the Town of Vulcan has received requests from people to donate a bench in the memory of a loved one. These requests have been received by the Town without having a plan in place to maximize the benefit of these donations.

The plan should help maximize these donations to beautify our community while filling a need in those who would like to honor the memory of relatives or friends and to recognize other special events.

#### **Motion No.: 15.366**

Moved by Councillor Georgia-Lee DeBolt THAT Council approves Policy No. PR-01 Memorial Bench and Tree.

**CARRIED UNANIMOUSLY**

### **11.2 2016 AUMA Convention**

The Alberta Urban Municipalities Association has published the dates for the 2016 AUMA Convention. It is being held October 5-7, 2016 in Edmonton at the Shaw Conference Centre.

It is now possible to place hotel reservations for the upcoming 2016 convention. Does Council have a preference regarding the choice of accommodations for the 2016 convention?

#### **Motion No.: 15.367**

Moved by Councillor Rick Howard THAT Administration reserves hotel accommodations at the Westin Edmonton Hotel for Council and the CAO to attend the 2016 AUMA Convention in Edmonton.

**CARRIED UNANIMOUSLY**

### **11.3 Food Bank Building Lease Agreement**

A lease agreement between the Town of Vulcan and the Vulcan Regional Food Bank Society for premises in the Old Fire Hall building is required.



A draft copy of the lease agreement between the Town of Vulcan and the Vulcan Regional Food Bank Society was presented for Council's consideration.

**Motion No.: 15.368**

Moved by Councillor Paul Taylor THAT Council approves the lease agreement as amended and that Administration present the lease agreement to the Food Bank for their consideration.

**CARRIED UNANIMOUSLY**

**12.0 Notice of Motion - NIL**

**13.0 Management Reports**

**13.1 Management Reports**

Management is to produce a report each month.

Attached are the following reports:

- Chief Administrative Officer – Kim Fath
- Development Officer – Nancy Neufeld
- Public Works – Stew Birch
- Recreation Committee – Bonnie Ellis
- Community Peace Officer – Loreli Hornby

**Motion No.: 15.369**

Moved by Councillor Sue Dow THAT this Council receives for information the management reports for the period ending November 9, 2015.

**CARRIED UNANIMOUSLY**



**14.0 In-Camera – NIL**

**15.0 Adjournment**

The meeting was adjourned by Councillor Paul Taylor at 8:37 p.m.

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Tom Grant  
Mayor

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Kim Fath  
Chief Administrative Officer



# Town of Vulcan

Request for Decision (RFD)

## Cash Statement – Ending October 31, 2015

Meeting: Regular Council  
Meeting Date: **November 23, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending October 31, 2015.

### 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 October 31, 2015 be received for information.

Initials show support -Reviewed by:

Director:

  
CAO



TOWN OF VULCAN

Town of Vulcan  
Cash Statement  
10/31/2015

	<u>Debit</u>	<u>Credit</u>	<u>YTD</u>
<b>Cash</b>			
Bank - General Account	22,401,925.92	(22,405,066.17)	(3,140.25)
<b>Investments</b>			
Notice On Demand Acct General	2,105,473.64	(800,000.00)	1,305,473.64
Notice on Demand Acct FGTF	209,756.84	0.00	209,756.84
Notice on Demand Acct MSI Capital	1,807,644.72	(1,233,578.70)	574,066.02
Notice on Demand Acct Vulcan Innovation	15,293.03	0.00	15,293.03
Notice On Demand Acct BMTG	166,780.29	0.00	166,780.29
Term Deposit - Age Care Facility	209,367.10	(152,001.81)	57,365.29
Term Deposit - Mix Reserve	5,028.54	0.00	5,028.54
Term Deposit - Healy Reserve	15,193.87	0.00	15,193.87
Term Deposit - Alberta Energy Grant	895,125.97	(732,013.78)	163,112.19
Term Deposit - Shearer Reserve	1,620.63	0.00	1,620.63
Term Deposit - Androsoff Reserve	5,229.78	0.00	5,229.78
Term Deposit - Flags	20,000.00	0.00	20,000.00
	<u>5,456,514.41</u>	<u>(2,917,594.29)</u>	<u>2,538,920.12</u>
Mayor	_____		
CAO	_____		



# Town of Vulcan

Request for Decision (RFD)

## Year-to-Date Statement – October 31, 2015

Meeting:	Regular Council
Meeting Date:	<b>November 23, 2015</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement as of October 31, 2015.

### 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 as of October 31, 2015 be received as information.

Initials show support -Reviewed by:

Director:

  
CAO



## TOWN OF VULCAN

For the Ten Months Ending October 31, 2015

	YTD	BUDGET	VARIANCE
<b>General Taxes &amp; Fees</b>			
Revenue	(\$2,637,267.90)	(\$2,555,391.28)	\$81,876.62
Expenses	32,451.00	36,000.00	3,549.00
<b>School Taxes</b>			
Revenue	(566,212.68)	(566,500.00)	(287.32)
Expenses	404,353.36	283,250.00	(121,103.36)
<b>Legislative</b>			
Revenue			
Expenses	81,164.33	53,850.00	(27,314.33)
<b>General Administration</b>			
Revenue	(76,219.49)	(22,150.00)	54,069.49
Expenses	604,806.39	503,658.72	(101,147.67)
<b>Fire Fighting</b>			
Revenue			
Expenses	69,499.97	72,533.02	3,033.05
<b>Emergency Services</b>			
Revenue			
Expenses	1,227.73	5,000.00	3,772.27
<b>Bylaw</b>			
Revenue	(8,320.00)	(6,500.00)	1,820.00
Expenses	95,033.93	77,366.72	(17,667.21)
<b>Common Services</b>			
Revenue	(17,193.00)		17,193.00
Expenses	244,742.39	190,196.47	(54,545.92)
<b>Roads &amp; Streets</b>			
Revenue	(21,651.55)	(10,846.14)	10,805.41
Expenses	365,189.28	315,580.32	(49,608.96)
<b>Airport</b>			
Revenue			
Expenses	8,000.00	8,000.00	
<b>Water Treatment</b>			
Revenue	(200,000.00)	(160,000.00)	40,000.00
Expenses	93,468.90	123,024.86	29,555.96
<b>Storm</b>			
Revenue	(55,520.48)		55,520.48
Expenses	58,001.39	19,000.55	(39,000.84)



TOWN OF VULCAN

For the Ten Months Ending October 31, 2015

	YTD	BUDGET	VARIANCE
<b>FCSS</b>			
Revenue	(209,690.00)	(124,457.25)	85,232.75
Expenses	220,760.90	132,681.00	(88,079.90)
<b>Cemetery</b>			
Revenue	(10,832.38)	(4,000.00)	6,832.38
Expenses	14,544.09	15,006.64	462.55
<b>Planning Development &amp; Safety</b>			
Revenue	(15,185.36)	(2,400.00)	12,785.36
Expenses	88,969.03	68,238.56	(20,730.47)
<b>Subdivision</b>			
Revenue	(168,220.00)	(7,400.00)	160,820.00
Expenses	214,587.31	26,180.09	(188,407.22)
<b>Economic Development</b>			
Revenue			
Expenses	83,832.00	83,832.00	
<b>Recreation</b>			
Revenue	(181,578.93)	(122,265.43)	59,313.50
Expenses	192,225.70	145,387.87	(46,837.83)
<b>Golf Course Loan</b>			
Revenue			
Expenses	70,176.00	56,576.00	(13,600.00)
<b>Parks</b>			
Revenue	(77,516.96)	(29,189.00)	48,327.96
Expenses	167,285.38	79,518.23	(87,767.15)
<b>Swimming Pool</b>			
Revenue	(123,892.18)	(120,550.00)	3,342.18
Expenses	163,410.71	182,731.28	19,320.57
<b>Arena</b>			
Revenue	(104,969.70)	(98,895.00)	6,074.70
Expenses	155,938.83	133,166.72	(22,772.11)
<b>Culture</b>			
Revenue	(41,225.81)	(2,800.00)	38,425.81
Expenses	126,868.69	122,185.02	(4,683.67)
<b>Tourist Center</b>			
Revenue	(12,000.00)	(9,600.00)	2,400.00
Expenses	105,013.63	104,894.88	(118.75)



## TOWN OF VULCAN

For the Ten Months Ending October 31, 2015

	<u>YTD</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Water</b>			
Revenue	(568,622.76)	(389,580.64)	179,042.12
Expenses	576,795.86	385,509.26	(191,286.60)
<b>Sewer</b>			
Revenue	(140,601.42)	(110,400.00)	30,201.42
Expenses	170,487.90	167,938.78	(2,549.12)
<b>Garbage</b>			
Revenue	(351,325.54)	(250,183.00)	101,142.54
Expenses	355,532.40	342,603.32	(12,929.08)
<b>TOTAL REVENUE</b>	<b>(5,588,046.14)</b>	<b>(4,593,107.74)</b>	<b>994,938.40</b>
<b>TOTAL EXPENSES</b>	<b>4,764,367.10</b>	<b>3,733,910.31</b>	<b>(1,030,456.79)</b>



# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting:	Regular Council
Meeting Date:	November 23, 2015
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending November 23, 2015.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the Correspondence and Information for the period ending November 23, 2015 be received as information.

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

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

  
CAO



**Report on Miscellaneous Correspondence 8.1 (2) - November 23, 2015**

**A. Vulcan County**

Vulcan & District Recreation Board Appointment

**B. Vulcan Lions Club**

Support to the Town's Flags program

**C. Dallmann Computers and Genesis Data Services**

Customer Parking on Main Street





8.1A

P.O. BOX 180  
VULCAN, ALBERTA  
T0L 2B0

TELEPHONE: 1-403-485-2241  
TOLL FREE: 1-877-485-2299  
FAX: 1-403-485-2920  
[www.vulcancounty.ab.ca](http://www.vulcancounty.ab.ca)

October 26, 2015

Vulcan Recreation Board  
Box 360  
Vulcan AB T0L 2B0

Dear Bonnie Ellis,

**Re: Vulcan & District Recreation Board Appointment**

At our October 21<sup>st</sup> Organizational Meeting, Vulcan County Council re-appointed Councillor Schneider to the Vulcan & District Recreation Board for a two year term. His contact information is:

Jason Schneider  
Email: [Jason.Schneider@vulcan.ca](mailto:Jason.Schneider@vulcan.ca)  
Phone: 403-485-1803

Also note, Joanne Kettenbach was also re-appointed by Vulcan County Council to stand as a Member-at-Large on the Board for a two year term.

For any questions please contact our office at 403-485-3102.

Respectfully,

A handwritten signature in cursive script that reads "Rod Ruark".

Rod Ruark, Reeve

cc: Vulcan County Council

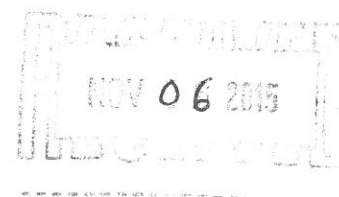


8.1.B



November 05, 2015

Mr. Tom Grant, Mayor  
Town of Vulcan  
Box 360,  
Vulcan AB  
T0L 2B0



Dear Mr. Mayor

**Subject: Support to the Town's flags program**

At a last year meeting the Lions Club of Vulcan adopted a resolution by which our Club would contribute a maximum of one thousand dollars (\$1,000.00) per year toward the Town's flags replacement program.

To that effect, please find attached our cheque no. 0362 in the above mentioned amount, for the year 2015 contribution.

It is understood that in the eventuality the interest earned on the current flags reserve would cover all or some of the expenses our Club's contribution would vary accordingly.

We hope our contribution will help replacing the flags in a timely fashion.

Thank you for all your efforts to maintain and improve Vulcan quality of life.

Best regards

A handwritten signature in cursive script, which appears to read "Alcide", is written over a horizontal line.

Alcide Cloutier, Treasurer



Dallmann Computers & Genesis Data Services  
Box 813, 215 Centre Street  
Vulcan, AB T0L 2B0  
403-485-0629  
[john.van@telus.net](mailto:john.van@telus.net)  
[dwayne@dallmanncomputers.com](mailto:dwayne@dallmanncomputers.com)

November 18, 2015

**Town Council of Vulcan**

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

**RE: CUSTOMER PARKING ON MAIN STREET**

Dear Sir/Madam:

We wish to appeal to Council to adopt a new parking strategy on Main Street, Vulcan, between 1<sup>st</sup> Ave and 3<sup>rd</sup> Ave. We are suggesting that a 2 hour parking limit be imposed on all parking stalls on Centre Street. This would prevent business owners/employees from parking on main street, taking up valuable stalls that should be reserved for customers.

We have noticed a marked increase of vehicles being parked for 8 hours at a time in front of our and other's stores, preventing our own customers from parking there, while they do business with us for 10 minutes at a time. Given that our customer base is from the older generation, and that especially during the cold winter months walking on our sidewalks becomes all the more treacherous, we feel it imperative that we ask business owners (including ourselves) and their employees to park in adjacent town owned lots, and leave Centre Street parking for customers that do business with us.

We suggest that signage be placed at intervals for 2 blocks on Centre Street, stating that a 2 hour parking limit is in effect. That said, we also do realize this type of program has a cost involved. So, If you consider our proposal to have merit, and can supply us with a cost estimate, we are certainly willing to volunteer our time and effort to approach other businesses in the affected area to see if there is an appetite for a cost sharing effort to cover the cost of the initiative.

We look forward to hearing from you.

Respectfully Submitted



Dwayne Dallmann



John & Ann VanSpankeren



# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting: Regular Council  
 Meeting Date: **November 23, 2015**  
 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.

- Foothills Regional Emergency Services Commission Board Meeting – Minutes – September 30, 2015
- Vulcan Municipal Library Board Meeting – Minutes – October 21, 2015
- Oldman River Regional Services Commission Executive Committee Meeting – Minutes – October 8, 2015
- Mayors and Reeves of Southwest Alberta Meeting – Agenda – Minutes – November 6, 2015

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the November 23, 2015 Town Council Meeting be received for information.

- Foothills Regional Emergency Services Commission Board Meeting – Minutes – September 30, 2015
- Vulcan Municipal Library Board Meeting – Minutes – October 21, 2015
- Oldman River Regional Services Commission Executive Committee Meeting – Minutes – October 8, 2015
- Mayors and Reeves of Southwest Alberta Meeting – Agenda – Minutes – November 6, 2015

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

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

  
 CAO



**FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION**  
**BOARD MEETING**

**Wednesday, September 30, 2015**  
**7:00 p.m. Okotoks Fire Hall – 132 Milligan Dr. Okotoks**

Attendance: Suzanne Oel, Tom Gant, Gerald Pfeil, Dr. Ed Sands, Jason Schneider,  
Judy Thomson, Cliff Ayrey, Jamie Tiessen, , Jakob Hensel, Brenda  
Fenwick

Absent: Bruce Masterman

**1.0** The meeting was called to order at 7:06 by Suzanne Oel, chairperson.

**2.0 MOTION:** by Gerald Pfeil to adopt the Agenda with the following additions:

5.2 Mapping Update

6.4 Annual Management Plan/Performance Review

**CARRIED.**

**3.0 MINUTES OF MEETING – June 24, 2015**

**MOTION:** by Jakob Hensel to adopt the Minutes of June 24, 2015 as  
presented.

**CARRIED.**

**4.0 FINANCIAL REPORT**

**4.1 Year to date Financial Statement**

Brenda Fenwick presented the year to date Financial Report to August 31, 2015. Early projections to year end is indicating a small revenue surplus of \$36,000 because of higher 911 wireless grant funding. All expense accounts are well within budget estimates.

**MOTION:** by Cliff Ayrey to accept the Financial Report as  
information.

**5.0 OLD BUSINESS**

**5.1 Business Strategy Updates**

Brenda Fenwick presented a report on the status of the 4 Business Strategies.



- The Regional Alert System has been live since July 15, 2015. All records from the M.D. of Foothills transferred to the new site with no loss to data. Comm Alert provided excellent customer service to the M.D. of Foothills by providing assistance and a 1 800 number to help residents.

The group created a new name and logo “Safe Communities Alert Network” and staff from the Town of Okotoks Communications department have volunteered their expertise to developing public information in the form of a brochure and posters.

The Regional SOP is complete and FRESC is working directly with the municipalities that want FRESC to manage this program on their behalf. The M.D. of Willow Creek is interested in joining this program

- The AFRRCS group provided an update at the recent AEAA meeting. It is anticipated that AFRRCS will be fully operational across the province by June 2016. Three of our municipal fire departments are indicating that they will now be transitioning to the AFRRCS system along with one contract department. It is FRESC’s recommendation that the interested partner municipalities approach this as a Regional project with FRESC to ensure a coordinated approach in equipment, functionality, process and funding.
- The Peace Officer complaint line program is being expanded into the Town of Nanton and the M.D. of Willow Creek. Meetings continue with outside organizations interested in Peace Officer monitoring by the FRESC organization
- No developments on the Advertising and Marketing of FRESC services.

**MOTION:** by Ed Sands to accept the Business Strategy update as information.

**CARRIED**



**5.2     Mapping Update**

A letter was received from Graham Vanderwater stating that AHS is agreeable to sharing the requested map data providing FRESC can obtain letters of release from each municipality. Brenda is working on getting these letters.

**6.0     NEW BUSINESS**

**6.1     911 Provincial Standards**

The 911 Provincial Standards are complete and have been approved in principle by the Alberta E911 Advisory Association. These standards will now be forwarded to the Minister for endorsement. Once the Minister has approved the Standards all PSAPS will have one year to comply. The largest challenge for FRESC will be facility requirements and equipment ie: backup center, redundant 911 lines, etc. Brenda will be working to develop a plan and budget for the required enhancements.

**MOTION:**     by Jamie Tiessen to accept the report as information.

**CARRIED.**

**6.2     Current State Assessment Report - Recommendations**

Brenda presented the recommendations from the Current State Assessment conducted by Bruce Day, consultant. Mr. Day conducted a thorough review of the Center infrastructure and provided prioritized recommendations. Brenda will use this information to develop a capital budget and plan in conjunction with the requirements from the 911 Standards.

**MOTION:**     by Jakob Hensel to accept the Current State Assessment Report and recommendations as information.

**CARRIED.**



**6.3     Draft #1 2016 Budget**

Brenda Fenwick presented and reviewed the proposed 2016 budget. This budget provides for a 2% increase to the per capita rate for contract municipalities and 0 % increase for partner municipalities. Brenda will further develop a detailed Capital budget for approval by the Board.

**MOTION:**    by Tom Grant to approve the 2016 Budget as presented.

**CARRIED.**

**7.0     EXECUTIVE DIRECTOR REPORT** – circulated for information.

**8.0     NEXT MEETING – October 28, 2015**

**9.0     IN CAMERA SESSION** (standing item as needed)

**10.0    MOTION:**    by Judy Thomson to adjourn the meeting at 8:50 p.m.



## **Town of Vulcan Library Board**

### **Board of Trustees Meeting**

Minutes for October 21<sup>st</sup>, 2015

#### **Call to Order: 7:00 pm**

Present: Connie Clement, Jen Forhmzway, Elizabeth Hammond, Maureen Howard, Vicki Hutton,  
Barb McKay, Wendy Ramer, Paul Taylor

Absent: Louise Schmidt

Guest: Jayde Barr

#### **1. Approval of the Agenda.**

Agenda was accepted as presented with the addition of the Pat Crosby Award.

#### **2. Approval of the Minutes.**

Minutes were approved as presented.

#### **3. Treasurer's Report.**

- Our last 25% from the government has come through, \$4,162.00.
- Friends of the Library gave us a cheque for \$2,000 towards books.

Motion to approve the report was moved by Paul and seconded by Vicki

#### **4. Committee Reports.**

Human Relations – Jen and Vicki met with Connie to go over her 3 month end of probation review.

#### **5. Correspondence.**

- No correspondence.

#### **6. Business Arising from the Minutes.**

Library Manager's Report – New system with the Dvd's is going well

- Little Free Libraries only need children's books now.
- Friends of the Library donated a water cooler as well as \$2,000 towards books with permission to use some of that money towards audiobooks.
- We have received two different quotes on power surge protection. Connie will request one more quote on a larger UPS system and information on time frame of protection before a decision is made.
- Meghan from Chinook Arch is coming to our library again to do a session on E-readers.
- Free pictures with Santa has been provided by Floors First to the library on December 15th.



**7. New Business.**

Ideas for Children's Corner – We will return to this discussion when Louise is in attendance.

Student Board Member – We have asked Jayde Barr, a grade 12 CCHS student, to be our student board member.

Little Free Libraries - A motion was made to spend \$120.00 on registration charges for our four Little Free Library structures. Moved by Paul, seconded by Maureen and all were in favour.

Pat Crosby Award – Eager Young Reader Award. Connie will talk with Dorothy to decide on a recipient for the award this year. One name suggested was Andrew Bergen. We will present the award on November 14<sup>th</sup> at 1:00 p.m.

Christmas Party – December 16<sup>th</sup>, 5:00 p.m. at the Legion. We will invite all board members, staff, volunteers and Friends of the Library members.

**8. Policies and Bylaws.**

We will cover the Policies at our next scheduled meeting.

**9. Next Meeting.**

November 18<sup>th</sup> at 7:00 p.m. (This will not be a regular held meeting.) We will focus solely on the update of the Policies.

**Adjournment.** Meeting was adjourned at 7:41 p.m. Motion to adjourn was moved by Vicki.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date





**MINUTES - 6 (2015)**  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday, October 8, 2015 at 7:00 p.m.**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

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**EXECUTIVE COMMITTEE:**

Gordon Wolstenholme - *Chair*  
Henry Van Hierden - *Vice-Chair*  
Don Anderberg (absent)  
Jim Bester

Bill Chapman  
David Hawco  
Tom Rose

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

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**AGENDA:**

1. **Approval of Agenda** – October 8, 2015 .....
  2. **Approval of Minutes** – September 10, 2015..... (attachment)
  3. **Business Arising from the Minutes**
    - (a) Adjustment for Budget Shortfall on Financial Statements .....
  4. **New Business**
    - (a) Proposed 2016 Budget..... (handout)
    - (b) Organizational Retreat..... (handout)
    - (c) Provincial Funding Request ..... (attachment)
    - (d) South Saskatchewan Regional Plan Update ..... (handout)
    - (e) Fee For Service Update ..... (handout)
  5. **Accounts**
    - (a) Office Accounts – August 2015..... (attachment)
    - (b) Financial Statements – January 1 - August 31, 2015 ..... (attachment)
  6. **Director's Report**.....
  7. **Executive Report**.....
  8. **Adjournment** .....
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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: David Hawco**

THAT the Executive Committee approve the minutes of September 10, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**(a) Adjustment for Budget Shortfall on Financial Statements**

- At the September 10, 2015 meeting, the Executive requested that the line item "Adjustment for Budget Shortfall" be added to the financial statements. The bookkeeper asked if this the same as "Allocation to Operating Reserve" which was used in previous years. If so, we haven't needed this line item since we now have the ability to adjust the fees annually.

**4. NEW BUSINESS**

**(a) Proposed 2016 Budget**

- The Director presented a preliminary budget which was used as a basis for discussion. Proposed Membership Fees are \$846,000 which is a 1.53% increase overall (also applied this increase to the cap). Calculations were based on 2015 equalized assessment, so if 2016 figures become available they will be incorporated. GIS fees reflect a 5% increase over last year and the Committee agreed this increase should apply to the cap as well. A revised draft of the proposed budget will be brought to the November meeting for approval before presenting it to the Board of Directors in December.
- The Town of Redcliff has approached ORRSC regarding potential membership, but were advised our doors are basically closed for now until after our organizational retreat. The Village of Duchess has also inquired about membership again. Both Duchess and Rosemary have received membership proposals in the past; the addition of these two villages would complete membership of all urban centres in the County of Newell.

**Moved by: Bill Chapman**

THAT the Executive Committee approve pursuing the Village of Duchess as a member of ORRSC if they desire.

**CARRIED**

**Moved by: Tom Rose**

THAT the Executive Committee accept the Proposed 2016 Budget, as information.

**CARRIED**



**(b) Organizational Retreat**

- Due to short timelines, the proposed organizational retreat will be held in January 2016 and the expense can be included in next year's budget. A retreat proposal submitted by a facilitator from the University of Lethbridge was reviewed, but Committee members requested that the Director continue to investigate other facilitators with more strategic planning and municipal experience (possibly Municipal Affairs or Administrative Justice).

**(c) Provincial Funding Request**

- Following the AUMA Conference, delegates from five regional planning agencies in the province (representing 142 municipalities):
  - Parkland Community Planning Services (PCPS)
  - Mackenzie Municipal Services Agency (MMSA)
  - Oldman River Regional Services Commission (ORRSC)
  - Palliser Regional Municipal Services (PRMS)
  - West Central Planning Agency (WCPA)

met with the Deputy Minister of Municipal Affairs to lobby for annual operating funds under the Alberta Community Partnership program, in a manner similar to the Capital Region Board and the Calgary Regional Partnership. Chair Gordon Wolstenholme and Director Lenze Kuiper represented ORRSC at the meeting.

- Regional planning organizations within the province (except for the Capital Region Board and the Calgary Regional Partnership) currently do not receive any annual financial assistance, other than occasional grants (under the ACP Program) for specific projects, including the Land Use Planning Intern component. All of the regional groups struggle financially. Budgets have been cut to the bare bones and providing the basic essentials required of a planning agency has proven very difficult and in some cases impossible.
- Currently both the Capital Region Board and the Calgary Regional Partnership receive \$3,000,000 on an annual basis as an operating grant. These two organizations provide similar services to an extent and not unlike PCPS, MMSA, ORRSC, PRMS and WCPA, would struggle financially without the yearly assistance of the province under the ACP program. This is critical to the future sustainability of the regional planning organizations and this is the most cost effective manner to deliver regional planning services for communities outside of the larger urban centres.
- The five regional planning organizations are asking for annual operating funds in the amount of \$1,000,000 each, reallocating funds under the existing ACP program. This change would result in the treatment of all regional groups equally.
- Executive Committee members suggested the issue also be brought to the attention of the Mayors and Reeves.

**Moved by: Henry Van Hierden**

THAT the Executive Committee accept the Provincial Funding Request, as information.

**CARRIED**

**(d) South Saskatchewan Regional Plan Update**

- Director Lenze Kuiper participated in a Regional Plan Update webinar from AUMA presented by the Land Use Secretariat. When a regional plan is adopted, municipalities must review their regulatory instruments, determine what changes are required (if any), make the necessary changes, and file a statutory compliance declaration with the Land Use Secretariat. The statutory compliance declaration declares that the regulatory instrument



review is complete, the regulatory instruments are aligned with the regional plan, and that the municipality is in compliance with the regional plan.

- The South Saskatchewan Regional Plan came into effect September 1, 2014 and our municipalities have until September 1, 2019 to declare their compliance with the Regional Plan. The Land Use Secretariat will not be auditing municipal decisions for compliance with the regional plans. The only way these decisions will come to the attention of the Secretariat is through the complaint process.
- The Regional Plans don't seem to be a priority of this new provincial government, so we will monitor how the Lower Athabasca Regional Plan is complied with before putting too much work into it.

Moved by: David Hawco

THAT the Executive Committee accept the South Saskatchewan Regional Plan Update, as information. **CARRIED**

#### (e) Fee For Service Update

Moved by: Jim Bester

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

### 5. ACCOUNTS

#### (a) Office Accounts – August 2015

5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	\$ 343.58
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Neudorf Plumbing .....	125.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	432.75
5310	Telephone .....	Telus .....	149.77
5310	Telephone .....	Shaw Business .....	309.65
5310	Telephone .....	Bell Mobility .....	669.90
5310	Telephone .....	Yellow Pages .....	29.04
5320	General Office Supplies .....	Desjardin Card Services .....	123.06
5320	General Office Supplies .....	Desjardin Card Services .....	258.41
5320	General Office Supplies .....	Desjardin Card Services .....	167.80
5330	Dues & Subscriptions .....	Taber Times .....	46.00
5350	Postage & Petty Cash .....	Postage by Phone .....	1,500.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	90.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5440	Land Titles Office .....	Government of Alberta .....	272.00
5500	Subdivision Notification .....	Lethbridge Herald .....	514.80
5500	Subdivision Notification .....	Lethbridge Herald .....	695.76
5536	Rural IMDP Grant .....	Dave's Drive In .....	112.93
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	338.80
5580	Equipment & Furniture Rental .....	Xerox Canada .....	2,389.58
1160	GST Receivable .....	GST Receivable .....	426.61
<b>TOTAL</b>			<b><u>\$9,442.44</u></b>



Moved by: David Hawco

THAT the Executive Committee approve the Office Accounts of August 2015 (\$9,442.44), as presented. **CARRIED**

**(b) Financial Statements – January 1 - August 31, 2015**

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Moved by: David Hawco

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - August 31, 2015, as presented. **CARRIED**

**6. DIRECTOR'S Report**

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

**7. EXECUTIVE REPORT**

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

**8. ADJOURNMENT**

Moved by: David Hawco

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:10 p.m. until **Thursday, November 12, 2015 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:







# Mayors & Reeves of Southwest Alberta

## AGENDA

FRIDAY, November 6, 2015 - 1:00 PM  
Culver City Room, Lethbridge City Hall  
910 – Fourth Avenue South, Lethbridge

Chairman – Mayor George Bohne

### 1.0 WELCOME AND INTRODUCTIONS

### 2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

### 3.0 ADOPTION OF THE October 2, 2015 *revised* MINUTES

### 4.0 BUSINESS ITEMS ARISING FROM THE MINUTES

### 5.0 MP and MLA UPDATES

5.1 MP Reports

5.2 MLA Reports

### 6.0 PRESENTATION: Anna Garleff, Communications Specialist and Shannon Frank, Executive Director Oldman Watershed Council

### 7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

7.2 SouthGrow - Mayor Maggie Kronen

7.3 AUMA – Mayor Kim Craig

7.4 AAMD&C – Bob Jones

7.5 Associate Dean's Advisory Council – Mayor David Hawco

7.6 Oldman Watershed Council – (*report is OWC presentation*)

7.7 Highway #3 Association – Deputy Mayor Bill Chapman

### 8.0 BUSINESS

8.1 Election of M & R Chair and Vice Chair – Mayor George Bohne

8.2 Letters of Invitation to attend M & R meetings – Mayor George Bohne

- Dr. Linda Vennard, CRTC – confirmed for Friday, January 8

- Minister Deron Bilous, Minister of Municipal Affairs

- Minister Sarah Hoffman, Minister of Health and Minister of Seniors

- Premier Rachel Notley, Province of Alberta

- Minister Danielle Larivee, Minister of Municipal Affairs and Service Alberta

Letter to Minister Shannon Phillips, Alberta Environment and Parks regarding the  
consultation time period for the Castle Wildland and Provincial Parks

8.3 Proposed Medical First Response Service Agreement - Reeve Neil Wilson (*attachment*)

8.4 Fibre Optics Resolution – Mayor Rene Gendre/Reeve Brian Brewin (*attachment*)

8.5 Regional Issues – Mayor George Bohne (*attachment*)

### 9.0 UPCOMING MEETINGS

Friday, December 4, 1 pm - Culver City Room, Lethbridge City Hall

Friday, June 3 – Taber Joint Meeting – conflict with FCM in Winnipeg June 3-5, 2016?

### 10.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group,  
please send it to me via email [mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca) and I will send it out.

*Please silence all  
electronic devices  
– thanks!*





# Mayors & Reeves of Southwest Alberta

## MINUTES

FRIDAY, November 6, 2015 - 1:00 PM  
Culver City Room, Lethbridge City Hall

### PRESENT:

Mayor George Bohne	Town of Raymond	Mayor Ed Weistra	Village of Barons
Mayor Gordon Reynolds	Town of Bow Island	Mayor Tom Butler	Village of Coutts
Mayor Maggie Kronen	Town of Cardston	Mayor Jordon Koch	Village of Glenwood
Mayor Rene Gendre	Town of Fort Macleod	Mayor Don McDowell	Village of Nobleford
Dep. Mayor Brent Feyter	Town of Fort Macleod	Mayor Ben Nilsson	Village of Stirling
Mayor Leonard Lampman	Town of Granum	Mayor Tyler Lindsay	Village of Warner
Dep. Mayor Brenda Beck	Town of Magrath	Reeve Fred Lacey	Cardston County
Mayor David Hawco	Town of Milk River	Reeve Lorne Hickey	Lethbridge County
Mayor Wendy Jones	Town of Picture Butte	Dep. Reeve Roy Lucas	Vulcan County
Mayor Don Anderberg	Town of Pincher Creek	Reeve Ross Ford	Warner County
Mayor Gentry Hall	Town of Stavely	Reeve Molly Douglass	Newell County/ M&R of SE AB
Mayor Henk De Vlieger	Town of Taber	Reeve Larry Spilak	MD of Foothills
Mayor Margaret Plumtree	Town of Vauxhall	Reeve Brian Hammond	MD of Pincher Creek
Mayor Thomas Grant	Town of Vulcan	Reeve Harry Street	MD of Ranchland
Chair Barney Reeves	ID 04 Waterton Lakes NP	Reeve Brian Brewin	MD of Taber
Mayor Chris Spearman	City of Lethbridge	Reeve Neil Wilson	MD of Willow Creek
Councillor Jim Turner	City of Medicine Hat		
Reeve Molly Douglass	M & R of SE AB	Bev Bellamy	Administrative Assistant

### Guests:

Maria Fitzpatrick, MLA	Lethbridge East	Bob Jones, Zone Rep	AAMD&C
Grant Hunter, MLA	Cardston-Taber-Warner	Bill Chapman, Chair	Highway #3 Association
Pat Stier, MLA	Livingstone-Macleod	Shannon Frank, Executive Director	
		Anna Garleff, Communications Specialist	
		- Oldman Watershed Council	
Dave Schneider, MLA	Little Bow		

#### 1.0 WELCOME AND INTRODUCTIONS

Mayor George Bohne called the meeting to order at 1:00 pm and welcomed new attendees Deputy Reeve Roy Lucas, Vulcan County and Mayor Leonard Lampin, Town of Granum.

#### 2.0 ADOPTION OF THE AGENDA

Moved by Mayor David Hawco to adopt the agenda with one addition: Highway #3 Concerns – Reeve Brian Hammond. **Carried.**

#### 3.0 ADOPTION OF THE OCTOBER 2 MEETING MINUTES

Moved by Mayor Ed Weistra to adopt the October 2, 2015 minutes. **Carried.**

#### 4.0 BUSINESS ITEMS ARISING FROM MINUTES

MLA Maria Fitzpatrick stated that although Deron Bilous is no longer Minister of Municipal Affairs, he would still like to attend a M & R meeting, and Minister Danielle Larivee also indicated she is interested in attending.



## **5.0 REPORTS**

### **5.1 MP Reports - none**

### **5.2 MLA Reports**

#### **Maria Fitzpatrick, MLA – Lethbridge East**

- Brought greetings from Premier Notley and caucus.
- First budget is designed to support jobs and families and protect core public services like education and AHS. It will support jobs and economy through increased infrastructure; new emphasis on economic development and is a responsible plan to eliminate deficit without reckless cuts.
- Municipalities are well supported in this budget – providing nearly 10 billion dollars over the next 5 years for roads, wastewaters and transit investments.
- The modernization of MGA will give municipalities the tools needed to grow, thrive and effectively govern. Minister Larivee will get feedback on the MGA when she tours southern Alberta; it will be tabled in legislature until the spring.
- Government recognizes the importance of linear assessment and Minister Larivee will speak more about it at the AAMD&C convention.
- MLA Fitzpatrick looks forward to continue to build the relationship with southern Alberta.
- Question raised by Mayor Kronen on the priority list for health projects that have received funding - where can she find the list of projects funded and the rationale for keeping/dropping projects. MLA Fitzpatrick said that this can be found on Minister Sarah Hoffman's portfolio.

#### **Grant Hunter, MLA – Cardston-Taber-Warner**

- Government is going into debt for 47 billion dollars in the budget that just came out to support capital projects that are needed in the province. As the official opposition, they support these measures.
- Asking for a sunshine list of who will get what and when; a list of proposed projects is on some of the ministry websites.
- A line item for \$4.4 billion listed as other/infrastructure is unclear as to what it's going towards. As they find out more details, they will let us know.
- Discussing with government the shortage in funding for infrastructure projects. When a large amount of infrastructure funds is used on major project, such as a hospital, it is hard to find money for other projects.
- New jobs creation incentive program was rolled out in March. It was \$22.25 million for that program for this fiscal year, but can't access it until 2017.
- Over 70,000 jobs were lost from Alberta since the beginning of the year and this program will not allow those people to access it to return to the jobs they lost, they have to be net new jobs, which doesn't help people who have lost jobs. If a company has laid them off, then they cannot hire them back under this program, although another company can hire them and access the grant, but not the one that laid them off. This money is not available until 2017 to ensure that it is a net new job and to allow for EI access. Government intentions are good – and they applaud them for it – but also need to understand what the program can do. Non-profits, charities and associations can apply for it, not government organizations, but if you have applied for other grants, you are not eligible to apply for this one.



#### **Pat Stier, MLA – Livingstone-Macleod**

- Minister Mason is aware of the issues of Highway #3 and MLA Stier thinks we will be able to move forward on it.
- Opposition is working on the budget estimates and asking questions about MSI, linear assessment and items that are part of the MGA review.
- Brought up rural ambulance again on behalf of the M & R, stated the difficulties we have been having with it and what they are doing about it.

#### **Dave Schneider, MLA – Little Bow**

- Has the infrastructure portfolio – includes hospitals, government buildings and schools; upgrade for Nobleford School modernization will move forward.
- Transportation funds in budget for ongoing provincial highway maintenance and preservation and a total of \$270 million to municipalities for several programs; no news to date on the rural bridge program.
- Mayor Spearman stated that there is a shortage of skilled labour and the need for the government to do a labour market analysis so they will know what it will take as an industry to complete projects and if there is adequate people with the skills to finish them.
- Mayor Grant raised concerns about the linear tax and that it is a concern to both urban and rural municipalities. Urban and rural communities have a good working relationship and it needs to continue.
- The funding was doubled for orphaned/abandoned wells.
- Question was raised by Reeve Hammond regarding the disaster program fallout and how this program is operating, as the MD of Pincher Creek has been waiting for a response on their claims submitted from two years before. Minister Fitzpatrick will look into this and will bring back a response.

#### **6.0 Presentation: Shannon Frank, Executive Director and Anna Garleff, Communications Specialist - Oldman Watershed Council Film Project**

- The film project trailer was shown and distributed on flash drives; theme of the film project is we are all downstream and working with your neighbour. Approximately 100 people in and around the watershed have been interviewed for it.
- Will build a catalogue library that footage can be pulled from for the next 10 years.
- Once project is completed, the OWC will need your help to get it out there in your community libraries, schools, etc. There will be 1 central film with several spin-off shorter clips on specific topics.
- If anyone would like to donate to the film, contact Anna at the OWC – [anna@oldmanwatershed.ca](mailto:anna@oldmanwatershed.ca). There is still opportunity to contribute through the Friends category.
- Mayor Spearman requested that a clip of the last two minutes of the film (the visuals without voices) be sent to him so that it can be posted on the City of Lethbridge website.

#### **7.0 Reports**

##### **7.1 Alberta Southwest Regional Alliance Report**

– Chair Barney Reeves, ID 04 Waterton Lakes

- The REDA's are now part of the Entrepreneurship & Regional Development Branch of the Government of Alberta, which has a new Executive Director, Tom Mansfield. This will improve the funding, activities and support of REDA's.



- A tourism workshop was held in Nanton with 46 people from southern Alberta in attendance. Travel Alberta also attended and is taking more interest in the rural landscape.
- Working with fibre optics and also attended the Digital Futures conference in Olds.

## **7.2 SouthGrow – Mayor Maggie Kronen**

- The Investment Attraction project will use Rainmaker Global Business Development in Calgary to assist with the next step. Communities in SouthGrow will be contacted to get it going. This company will also develop the investment strategy and bring the MNP report closer to life.
- Resolution to AUMA by the Town of Raymond to work with AUMA and province to develop a strategy on the future of broadband was presented and passed with 87% support.
- SouthGrow October monthly report will be emailed with these minutes.

## **7.3 AUMA – Mayor Kim Craig – no report**

## **7.4 AAMD&C – Councillor Bob Jones, Zone Rep**

- AAMD&C Convention is November 16-19 at the Shaw Centre in Edmonton. A meet and greet time will be held for MLA's; be sure to take time to talk to them.
- Met with Minister Brian Mason, Minister of Infrastructure, found he is willing to listen to ideas.
- Had discussions about linear assessment.

## **7.5 Associate Dean's Advisory Council - Mayor David Hawco**

- Attended the first meeting last month since his appointment. A grant is available for financially disabled students to assist them with their pursuit of a medical degree. This is beneficial for students who have the ability/drive but not the funds.
- Next meeting will be held in the spring.

## **7.6 Oldman Watershed Council – covered by presentation**

## **7.7 Highway #3 Association – Deputy Mayor Bill Chapman**

- At the October meeting, a request was made by Mayor Blair Painter to the M & R to ask them to provide a letter of support for the funding of an Executive Director position. A sub-committee has been formed to develop a job description for this position.
- Also asking associations and councils to consider contributing to membership in the Highway #3 Association as up to this point, membership has been free.
- Association is also exploring projects to work on together with communities; for example – charging stations for electric vehicles.

# **8.0 BUSINESS**

## **8.1 Election for Chair and Vice Chair – Mayor Tom Butler**

The positions of Chair and Vice Chair for the Mayors & Reeves of Southwest Alberta are a one-year term position and are determined each November.

Mayor Tom Butler opened the floor for nominations for the position of Chair.

Moved by Mayor David Hawco to nominate Mayor George Bohne for the position of Chair.



Moved by Reeve Ross Ford to nominate Reeve Lorne Hickey for the position of Chair.

Call for nomination for Chair – three times. Moved by Mayor David Hawco that nominations cease.

Mayor Bohne withdrew his name for nomination; Reeve Lorne Hickey accepted the position of Chair.

Mayor Tom Butler opened the floor for nominations for the position of Vice-Chair.

Moved by Reeve Brian Brewin to nominate Mayor Tom Butler for the position of Vice-Chair. Mayor Wendy Jones was nominated and declined the nomination.

Call for nomination for Vice-Chair – three times. Moved by Mayor David Hawco that nominations cease.

Mayor Tom Butler accepted the position of Vice-Chair.

#### **8.2 Letters of Invitation to attend M & R meetings – Mayor George Bohne**

- Letters were sent on behalf of the M & R to several Ministers, the Premier and Dr. Linda Vennard, CRTC with an invitation to attend a future meeting.
- Minister Sarah Hoffman, Minister of Health, responded that she is unable to attend but requested that the M & R send their three topics of major concern and she would write up an answer.
- Discussed issues that pertain to health concerns and Mayor Grant stated that several communities in M & R are in the Calgary Health Region and topics also need to include this perspective.

#### **8.3 Proposed Medical First Response Service Agreement – Reeve Neil Wilson**

- A copy of the letter (sent with agenda) received by the MD of Willow Creek from Alberta Health Services stated that their proposed Medical First Response Service Agreement was not needed. The MD of Willow Creek proposed this initiative to enhance EMS services and to work with AHS to help each other and mediate challenges in medical service responses.
- MD of Willow Creek is willing to continue to work with the AHS and will bring back a report on this issue.

#### **8.4 Highway #3 Concerns – Reeve Brian Hammond**

- A draft letter was sent by the Highway #3 Association to several councils, boards and agencies and Reeve Hammond felt that clarification is needed from this committee on exactly what it is they want.
- A reference was made to the Alberta Transportation Master Plan in the letter and clarification is needed as to what the Highway #3 Association understands with regard to what is happening with the master plan. Is it still in effect; if changed what are the changes and is there some way to confirm the existing changes.
- Is the Highway #3 Association a separate association, an ad hoc committee of the M & R or independent?
- If the Association is independent from the Mayors & Reeves, then it is not the role of the M & R to give input on the formation of it and the hiring of the Executive Director.
- The Highway #3 Association will clarify what they want from the M & R and bring it back in the form of a letter for discussion.
- Dep. Mayor Bill Chapman stated that he would send a copy of the Highway #3 Association minutes to Bev to be circulated to the M & R.



**8.5 Fibre Optics Resolution – Mayor Rene Gendre/Reeve Brian Brewin**

- A copy of a proposed resolution regarding fibre optics was circulated with the agenda, asking M & R and several other organizations for their support to approach the government to provide low cost internet for this region.
- AUMA has a similar resolution towards this same goal and it was suggested that we should work together with them on it.
- Resolution needs to be reworded for clarity so that communities can take it to their councils for further discussion. Several communities have already decided the direction they will go for fibre optics.
- If you have suggestions for changes in the wording, contact Reeve Brian Brewin [bbrewin@mdtaber.ab.ca](mailto:bbrewin@mdtaber.ab.ca)

**8.6 Regional Issues – Mayor George Bohne**

- Mayor Bohne compiled a list of community issues based on the input received to date from M & R communities.
- One major regional issue is AHS. This is a good opportunity to establish a committee of 4-5 people to propose a common solution and to ensure we are on the same wavelength, so we can offer a solution for the entire area.
- If you are willing to be on this committee to determine a common approach to various concerns re the AHS, send an email to Bev [mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca) to let her know.

**9.0 Next Meeting Date**

**Friday, December 4, 1 pm - Culver City Room, Lethbridge City Hall**

**10.0 ADJOURNMENT:** Moved by Mayor Tom Butler to adjourn meeting at 3:10 pm. **Carried.**

<b>ACTION ITEMS FROM NOVEMBER 6, 2015 MEETING</b>	<b>PERSON RESPONSIBLE</b>
Prepare a draft letter to clarify what Highway #3 Association is asking from the M & R	Dep. Mayor Bill Chapman
Send copy of Highway #3 Association minutes to Bev to be circulated	Dep. Mayor Bill Chapman
Fibre Optics Resolution – provide comments on wording to Reeve Brewin	Mayors and Reeves
Regional Issues Committee – Health Services. 4-5 people needed to form committee; contact Bev to submit your name for this committee	Mayors and Reeves

Please send any community information for distribution to M & R to Bev at [mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca)



# Town of Vulcan

Request for Decision (RFD)

## Encroachment Agreement – 637 Centre Street

Meeting: Regular Council  
Meeting Date: **November 23, 2015**  
Originated By: Nancy Neufeld

### BACKGROUND / PROPOSAL:

A request to permit encroachments onto Town property (URW), located on the property of 637 Centre Street was received.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

Council is asked to approve the encroachment agreement.

Attached are:

- Encroachment Agreement
- Affidavit of Execution
- Real Property Report

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT this Council approves encroachments on Town's property described as follows:

637 Centre Street  
Lot Portion of Lot 11 which lies to the North East of the South Westerly 50 feet  
Blk 16  
Plan 9834GF

As shown on a Real Property Report, dated September 23, 2015, prepared by Brown Okamura & Associates Ltd

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

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

  
CAO



THIS AGREEMENT made the \_\_\_\_ day of December, 2015.

BETWEEN:

**The Town of Vulcan**  
of Box 360, Vulcan, AB T0L 2B0

(hereinafter called the "Grantor")

OF THE FIRST PART

- and -

**Some Enterprises Ltd.**  
of Box 939, Vulcan, AB T0L 2B0

(hereinafter called the "Grantee")

OF THE SECOND PART

WHEREAS:

- a) The Grantor is the registered owner of those lands and premises legally described as:

**Municipal Laneway adjacent to the South East of  
637 Centre Street, Vulcan, Alberta  
-and -**

**Centre Street which is adjacent to the North West of  
637 Centre Street, Vulcan, Alberta**

(hereinafter called the "Servient Tenement")

- b) The Grantee is the registered owner or is entitled to become the registered owner of those lands and premises legally described as:

**PLAN 9834GF  
BLOCK 16  
THAT PORTION OF LOT 11 WHICH LIES TO THE NORTH  
EAST OF THE SOUTH  
WESTERLY 50 FEET  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME**

(hereinafter called the "Dominant Tenement")



c) The attached Schedule "A" being a Real Property Report indicates fence encroachments from the Dominant Tenement on to the Servient Tenement;

d) NOW THEREFORE in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Grantee to the Grantor, receipt of which is hereby acknowledged, the parties hereto covenant and agree together as follows:

1. The Grantee will at all times hereafter indemnify the Grantor against all actions, claims and demands that may be lawfully brought or made against the Grantor by reason of anything done by the Grantee or any person claiming through or under the Grantee in exercise or purported exercise of the right or privilege hereby granted.
2. The permission granted herein shall fully and completely terminate upon the demolition or complete destruction of the improvements situate on the Dominant Tenement whether by fire or any other cause or casualty whatsoever.
3. The Grantee shall not erect any further improvements on the Servient Tenement of the Grantor and is ineligible to acquire any prescriptive title to the Servient Tenement as a result of this agreement
4. The permission for the encroachment as granted herein shall be for the benefit of the Grantee and subsequent owners of the Dominant Tenement and shall be binding upon the Grantor and subsequent owners of the Servient Tenement and the parties hereto covenant and agree that this Agreement and the covenants contained herein are and shall be covenants running with the lands and shall be binding upon their respective heirs, executors, administrators, successors and assigns of the parties hereto.

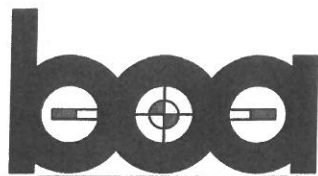
IN WITNESS WHEREOF, the parties hereto have affixed their signatures as required all effective the day, month and year first above written.

**THE TOWN OF VULCAN**

\_\_\_\_\_  
per:

\_\_\_\_\_  
Per: Elizabeth Somerville





brown okamura & associates ltd.

STREET ADDRESS: 514 STAFFORD DRIVE NORTH, LETHBRIDGE, ALBERTA, T1H 2B2  
MAILING ADDRESS: P.O. BOX 655, LETHBRIDGE, ALBERTA, T1J 3Z4

TELEPHONE: (403) 329-4688  
FAX: (403) 320-9144

## ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

To: North & Company LLP  
Box 1413  
Vulcan, Alberta  
T0L 2B0

Re: Plan 9834GF, Block 16, That portion of Lot 11 which lies North East of the South Westerly 15.24 metres.  
637 Centre Street, Vulcan, Alberta ("the Property")

Date of Survey: September 22, 2015

Date of Title Search: August 24, 2015

### CERTIFICATION:

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

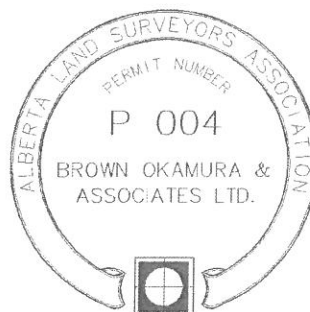
1. the Plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice and registered easements and rights-of-way affecting the extent of the title to the Property.
2. the improvements are entirely within the boundaries of the Property; **except for fence encroachments into Centre Street and lane, as shown.**
3. no visible encroachments exist on the Property from any improvements situated on an adjoining property.
4. no visible encroachments exist on registered easements or rights-of-way affecting the extent of Property.

**PURPOSE:** This Report and attached plan have been prepared for the benefit of the Property owner, subsequent owners, and any of their agents for the purpose of (a land conveyance, support of a subdivision application, a mortgage application, a submittal to the Municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the Property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish property boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this Property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated at Lethbridge, Alberta  
September 23, 2015 File No. 368-85

D. J. Amantea, ALS  
(copyright reserved)

This document is not valid unless it bears an original  
signature and a permit stamp (in blue ink)







## Alberta Land Surveyor's Real Property Report

### NOTE:

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

### PROPERTY DESCRIPTION

PLAN 9834GF

BLOCK 16

THAT PORTION OF LOT 11 WHICH LIES TO THE NORTH  
EAST OF THE SOUTH WESTERLY 15.24 METRES

— Property is subject to:  
No Registrations.

### LEGEND

Property boundaries shown thus —————

Distances from property boundaries  
are shown to ..... siding/plywood

Eaves dimensioned to the line of the fascia.

Statutory Iron Posts shown thus.... ● found

Fences are within 0.20 metres  
of property line shown thus..... X  
unless otherwise dimensioned.

D. J. Amantea, Alberta Land Surveyor, 2015

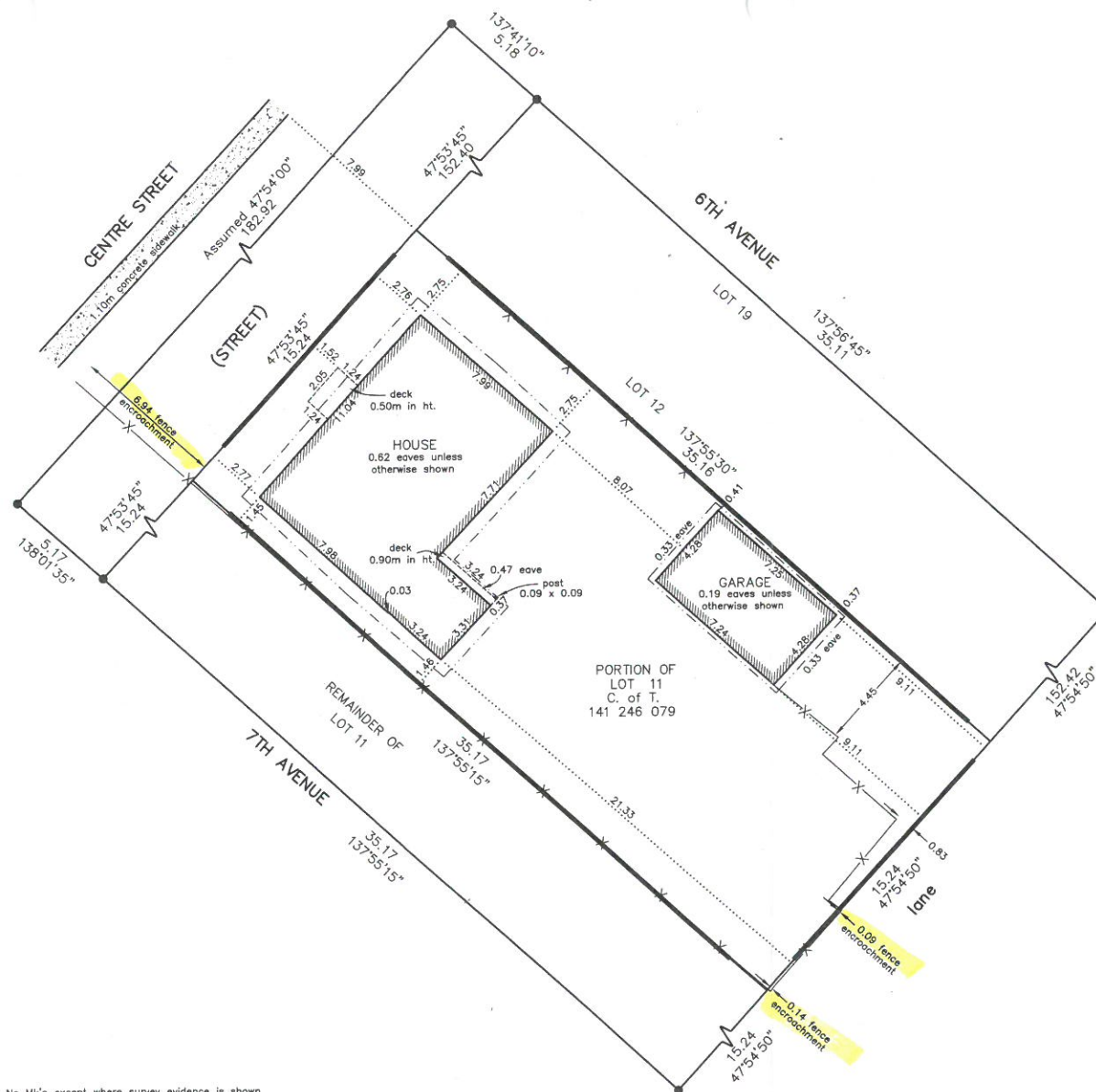


brown okamura & associates ltd.

P.O. BOX 655 — 514 Stafford Drive N., Lethbridge, Alberta T1J 3Z4

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Scale:	1:200	(metric)
File:	368-85	Ref. file:
Drawn:	cs	
Date:	September 23, 2015	



NOTE: Fd. No Mk's except where survey evidence is shown



# Town of Vulcan

Request for Decision (RFD)

## New Resident Survey

Meeting: Regular Council  
Meeting Date: **November 23, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

At the September 28<sup>th</sup>, 2015 Regular Council Meeting Council directed Administration to create a survey to be given out to new residents requesting information about why they chose to move to Vulcan.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of the New Resident Survey for Council's consideration.

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council approves the New Resident Survey and that it be distributed by the Vulcan Lionettes, Real Estate agencies and the Town's New Resident package.

Initials show support -Reviewed by:

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

  
\_\_\_\_\_  
CAO



# New Resident Survey

Welcome to Vulcan! Please take a few minutes to complete this survey regarding your recent relocation to Vulcan.

1. Where did you relocate from?

2. How many family members, including yourself, relocated to Vulcan?

3. Please choose the appropriate age groups for you and your family members

- ☐ 0-4 years
- ☐ 5-9 years
- ☐ 10-14 years
- ☐ 15-19 years
- ☐ 20-29 years
- ☐ 30-39 years
- ☐ 40-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70-79 years
- ☐ 80+ years

4. Do you rent or own?

- ☐ Rent
- ☐ Own

5. How did you hear about Vulcan?

- ☐ Friend
- ☐ Family Member
- ☐ Employer
- ☐ Job Posting
- ☐ Internet
- ☐ Drove through area
- ☐ Promotional Material
- ☐ News Story

Other (Please specify)

6. Prior to moving to Vulcan, did you see any promotional material for the area? If so, please indicate the source.

- ☐ I didn't see any promotional materials
- ☐ Internet/Website
- ☐ Newspaper
- ☐ TV/Radio
- ☐ Magazine
- ☐ Travel Brochure

Other (Please specify)

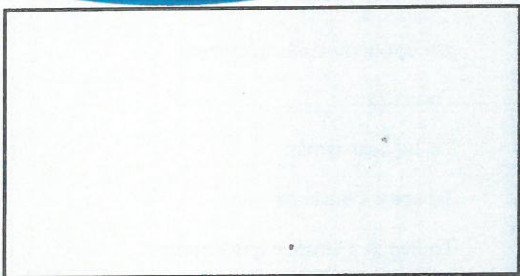
7. Why did you decide to move to Vulcan? Please select up to four reasons.

- ☐ Job opportunity/Employment
- ☐ To retire
- ☐ To be near family
- ☐ To start a business
- ☐ To live in a smaller community
- ☐ Housing prices/availability
- ☐ Proximity to Calgary
- ☐ Proximity to Lethbridge
- ☐ Recreation facilities and programs
- ☐ Elementary/High School facilities
- ☐ Daycare
- ☐ Preschool Programs
- ☐ Child/Youth Programs
- ☐ Social Programs
- ☐ Senior Services/Programs
- ☐ Places of Worship
- ☐ Library Services
- ☐ Healthcare Services
- ☐ Retail Services

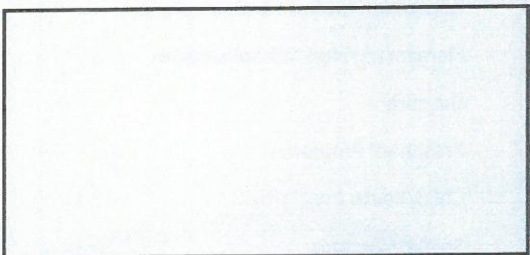
Other (Please specify)



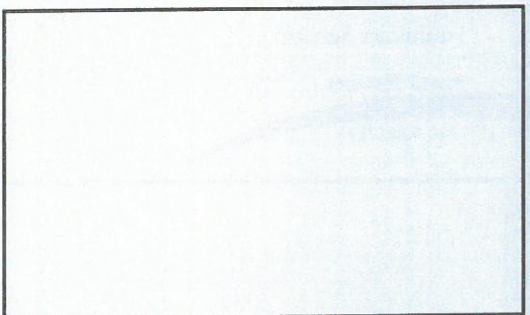
8. If you came for a job opportunity or to start a business,  
Please identify the type of job or business below.



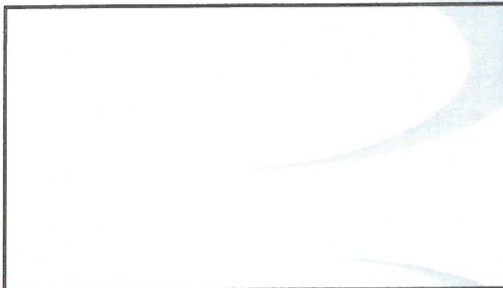
9. What would you recommend to make Vulcan a better  
place to live and work?



10. What retail or business services would you like to see  
in Vulcan?



11. Please provide any other comments regarding  
your relocation to Vulcan.



Thank you for taking the time to fill this survey  
out. We value your input into our community  
and hope that you enjoy your experience living  
here in the Town of Vulcan. One survey per  
household would be appreciated

Please return this survey in the enclosed pre  
paid postage envelope.

Town of Vulcan  
Box 360  
Vulcan AB T0L 2B0

Phone: 403 485-2417  
Fax: 403 485-2914  
Website: [www.townofvulcan.ca](http://www.townofvulcan.ca)  
E-mail: [admin@townofvulcan.ca](mailto:admin@townofvulcan.ca)



Tel: 403 485-2417  
Website: [www.townofvulcan.ca](http://www.townofvulcan.ca)



# Town of Vulcan

Request for Decision (RFD)

## Off Leash Dog Park Policy

Meeting:	Regular Council
Meeting Date:	<b>November 23, 2015</b>
Originated By:	Bonnie Ellis

### BACKGROUND / PROPOSAL:

The Town of Vulcan has received requests over the years for an off leash dog area in town. The Town has obtained fenced land for the use of this project located on the corner of 1<sup>st</sup> Avenue and 2<sup>nd</sup> Street South.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Recommendations and a policy for this project have been put together with input from the Town CPO-Loreli Hornby, Community Development Office-Nancy Neufeld, Town Maintenance Foreman-Stew Birch and Recreation Director-Bonnie Ellis.

Attached is a list of recommendations, Policy for PR-02 and the Dog Park Ambassador Program for Council's consideration.

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

### RECOMMENDED ACTION:

Moved by Councillor

THAT

Initials show support -Reviewed by:

Director:

CAO





## MEMO

**To: Mayor and Vulcan Town Council**

**From: Bonnie Ellis – Director of Recreation**

**Re: Vulcan Bark Park**

**Date: October 26, 2015**

Dear Mayor and Council,

The Town of Vulcan has received requests over the years for an off leash dog area in town. Through the work of the CAO, fenced land has been obtain for use of this project located on the corner of 1<sup>st</sup> Avenue and 2<sup>nd</sup> Street South.

Recommendations and a policy for this project has been put together with input from the Town CPO, Loreli Hornby; Community Development Office-Nancy Neufeld; Town Maintenance Forman-Stew Birch and Recreation Director-Bonnie Ellis.

### **Our recommendation:**

- 1. Have an inner fence and an outer gate where the patrons and their animals can:**
  - Safely bring their animal from the vehicle to the park
  - Keep dogs from escaping from the park and running on the road or parking area while leashing or unleashing
  - Provide an area where the animals can calm down before entering the park
- 2. To dispose of feces properly the Town needs to provide on an ongoing bases**
  - poop bags
  - waste cans
  - weekly emptying of waste cans
- 3. Provide a policy for reference of acceptable behaviour of patrons and animals at the park, our recommendation has been attached.**
  - A sign with all the rules and regulation should be posted on the fence along with a number of signs to remind patrons to keep the park clean and healthy for their animals
- 4. Create an community Ambassador program**
  - This would be modeled after the Cities of Calgary and Saskatoon programs where the users become the monitoring body in the park for the community to aid in the upkeep and adherence to the user policy.

These recommendation and the policy should aid in a great working relationship between the users of the park and the Town.

I trust that this is satisfactory, 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



## **TOWN OF VULCAN**

### **POLICY MANUAL**

#### **TITLE OF POLICY**

#### **Off-Leash Dog Areas**

#### **POLICY NUMBER**

**PR-2**

#### **SUPERCEDES POLICY NO:**


#### **STATEMENT:**

The Town of Vulcan recognizes the benefits of a designated off-leash dog area that provides a safe area for owners to exercise and socialize their dogs. The Town also recognizes the requirement for responsible pet ownership within the designated off leash dog area. This policy pertains to all permanent off-leash dog areas designated by Town council.

This policy is in addition to the Animal By-Law 1368-08.

#### **PROCEDURE:**

##### **AMBASSADOR GROUP**

The Town through the Recreation department, will establish and oversee an off-leash area Ambassador group.

The Ambassador group shall be defined as a user group comprised of up to five (5) Town of Vulcan residents who will provide input to Town staff regarding the implementation and use of off-leash dog areas.

##### **RULES AND REGULATIONS**

The intent of the rules and regulations are to provide clear guidelines for the off-leash dog area users. Rules and regulations do not include off-leash areas etiquette which shall be developed in collaboration with the Ambassador program and promoted with the users of off-leash areas. Rules and regulations signage with hours of operations and emergency contact numbers shall be posted at the entrance of the off-leash area.



### Off Leash Dog Area Rules and Regulations

1. Anyone entering the Vulcan Bark Park does so at their own risk. The Town of Vulcan is not responsible for the safety of person and /or dogs while in the Park, and shall not be liable to anyone for any injuries or damages suffered by any person or dog while in the Vulcan Bark Park.
2. All parking lots are on-leash, including the parking lot for designated off-leash area
3. Dogs must be kept on-leash until inside the double gated area
4. All dogs shall wear a visible dog license
5. Dogs are the "only" animals permitted in the Vulcan Bark Park
6. Handlers must scoop the poop and fill any holes dug by dogs under their control (doggy bags and receptacles on-site)
7. Dogs must be under the control and in view of their handler at all times
8. No children under the age of 14 are allowed in the park unless accompanied by an adult and the adult is the dog handler
9. Handlers must have possession of the dog leash at all times, said leash shall be no more than two meters in length
10. To protect all dogs, please do not bring aggressive dogs to the park. Handlers must remove any dog displaying aggressive tendencies.
11. Handlers are limited to a maximum of three dogs
12. Female dogs in heat are prohibited
13. No glass containers permitted
14. No entrapment items such as but not limited to bikes and strollers in the fenced area
15. Handlers are responsible for any injuries caused by the dog(s) under their control
16. Other than dog treats, no food is permitted the park
17. No puppies under five months are allowed in the park
18. Dog owners shall not allow their dog(s) to become a nuisance to other people or animals in an off-leash area. Activities that constitutes a nuisance include, but are not limited to, the following:
  - Allowing a dog(s) to run at a distance from the owner where the dog(s) cannot respond to voice or sign commands;
  - Dog(s) doing any act that injures a person or another animal;
  - Dog(s) chasing or otherwise threatening a person or another animal
  - Dog(s) biting;
  - Excessive barking, howling or otherwise disturbing any person or other animal;
  - Dog(s) causing damage to property
19. Dog owners must obey the orders of a designated Town representative, By-Law Officer, and/or Ambassador
20. The dog park will be closed when maintenance is being done at the discretion of Public Works Foreman.
21. Fines for offences are outlined in schedule A of the Animal Control Bylaw #1368-08



## **IMPROVEMENT OF OFF-LEASH AREAS**

Town staff, designated by Council, and the Ambassador group will meet four (4) times per year to review needs and requirements for off-leash areas. This review may include but not be limited to consideration of amenities, maintenance, operations and awareness.

The Ambassador group will establish park etiquette guidelines which will be posted in the off-leash dog area. Ambassador group members will provide suggestions for new initiatives and improvements to off-leash dog areas. Ambassador group members will also be involved with awareness and promotion initiatives.

Ambassador group members may choose to undertake fundraising initiatives for the off-leash area. Funds raised can be reinvested in off-leash area as recommended by the Ambassador group and approved by the Town. No amenities shall be added to an off-leash area without the prior consent of the Town.

## **ASSESSMENT OF OFF-LEASH AREAS**

Town staff, as designated by Council, shall evaluate the performance of the off-leash dog areas once per year. In the evaluation process, staff will review comments received from off-leash park users and the general public and will also consider the following:

- A) public health concerns;
- B) number and severity of complaints;
- C) risk management issues;
- D) impact on land and surroundings;
- E) Non-compliance with municipal by-laws.

Where one or more indicators have been identified as areas of concern which could have an impact on public safety or quality of life, staff and the Ambassador group will determine if further actions are required to eliminate the concerns or if the off-leash area should be removed. Where site removal is preferred, a recommendation shall be submitted to the Town Council.

Off-leash area closures are at the discretion of council.

**- END OF POLICY -**



# DOG PARK AMBASSADOR PROGRAM



**Are you passionate about dogs?**

**Do you regularly visit off leash areas?**

**Do you like to connect with other users of these off leash areas?**

Sign up to volunteer for the off leash area that you visit and enjoy with your dog. Help keep these areas safe, user friendly and fun by becoming a Dogs Off-Leash Ambassador!

What are an Ambassador's goals?

- Create a positive culture of community at your off leash area
- Open lines of communication to promptly address actual or perceived problems
- Help monitor interactions between dogs, and between dogs and people
- Encourage users to practice responsible dog ownership principles

What does an Ambassador do?

- No hourly commitment – volunteer as often as you like
- Orientation and safety training included
- Monitor sanitation by coaching others to pick up after their dogs
- Support and coordinate occasional clean ups of site
- Post appropriate notices



**For more information: 403-4185-2554 or  
[bellis@townofvulcan.ca](mailto:bellis@townofvulcan.ca)**



# DOG PARK AMBASSADOR PROGRAM

## **Objectives:**

1. These groups will provide formal channels to engage the citizens of Vulcan.
2. Provide an effective vehicle to solicit insight on necessary changes and opportunities for improvement.
3. Provide a sense of ownership for the park and the activities that take place within.
4. Improving Animal Control awareness both at the park and in the surrounding neighbourhood.
5. Foster responsible pet ownership and to encourage bylaw compliance.

## **Town's Role:**

The Town is committed to provide support to the Dog Park Ambassadors in the form of:

- Facilitate two review meetings per year for the Dog Park Ambassador Program.
- Facilitating communication as needed within the Towns' Departments in regards to future and current needs of the Dog Park
- Assisting with the creation and distribution of marketing and education materials.
- Work with the Dog Park Ambassador's to create a development plan for the success of the program.

## **Dog Park Ambassadors Role:**

The Dog Park Ambassadors are responsible for formalizing a plan for the ongoing education of participants and any additional maintenance above the minimum provided by the Town.

The goal of the program is to have the Ambassadors take on a sense of ownership of the Dog Park, and as community members are dedicated to protect the privilege of its use. Subject to Town review and approval, the Ambassadors are encouraged to seek new and creative ways of improving and promoting the Dog Park. It is expected that the Dog Park Ambassadors will send a representative to all Dog Park Ambassador Review Meetings hosted by the Town, and are actively promoting the success of the program through their own planning and development.



# Town of Vulcan

Request for Decision (RFD)

## Committee of the Whole – Budget Meeting November 30, 2015

Meeting: Regular Council  
Meeting Date: **November 23, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

A date to hold a Committee of the Whole Meeting to review the 2016 Budget needs to be approved by Council.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration is recommending November 30, 2015 at 7:00 pm.

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

### RECOMMENDED ACTION:

Moved by Councillor                      THAT Council approves a Committee Meeting of  
the Whole meeting to be held on Monday, November 30, 2015 at 7:00 pm.

Initials show support -Reviewed by:

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

  
\_\_\_\_\_  
CAO



# Town of Vulcan

Request for Decision (RFD)

## Staffing

Meeting: Regular Council  
Meeting Date: **November 23, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

Initials show support -Reviewed by:

Director:

  
CAO