

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, NOVEMBER 9, 2015
COMMENCING AT 7:00 PM**

PUBLIC HEARING

CALL TO ORDER

1.0 Call to Order:

2.0 Public Hearing:

3.0 Delegations:

3.1 Brad Tucker, Executive Director – Canadian Badlands

4.0 Adoption of Agenda

4.1

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – October 26, 2015

6.0 Unfinished Business

6.1

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1

9.0 Committee and Administrative Reports

9.1

10.0 Bylaws

10.1 Bylaw No. 1449-15 Borrowing

11.0 New Business

11.1 PR-01 – Memorial and Bench Tree Policy

11.2 AUMA 2016 Convention

11.3 Food Bank Building Lease Agreement

12.0 Notice of Motion

13.0 Management Report

13.1

14.0 In-Camera

14.1

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting October 26, 2015

Meeting:	Regular Council
Meeting Date:	November 9, 2015
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, October 26, 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, October 26, 2015 be approved as circulated and read by each member of Council.

Initials show support -Reviewed by: _____

Director: _____


CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, OCTOBER 26, 2015**

PRESENT:

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

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

2.0 Public Hearings - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

Motion No.: 15.345

14.1 Committee Appointment Amendment

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

CARRIED UNANIMOUSLY

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, October 13, 2015 were presented to Council.

Initials

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Motion No.: 15.346

Moved by Councillor Sue Dow THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, October 13, 2015 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business - NIL

7.0 Financial Reports

7.1 Cash Statement – Ending September 30, 2015

Motion No.: 15.347

Moved by Councillor Georgia-Lee DeBolt THAT the Cash Statement for the period ending September 30, 2015 be received as information. **CARRIED UNANIMOUSLY**

7.2 Year-to-Date Statement – September 30, 2015

Motion No.: 15.348

Moved by Councillor Lorna Armstrong THAT the Year-to-Date Statement as of September 30, 2015 be received as information. **CARRIED UNANIMOUSLY**

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.: 15.349

Moved by Councillor Paul Taylor THAT Council supports the Rowan House request to proclaim November, Family Violence Prevention Month. **CARRIED UNANIMOUSLY**

Motion No.: 15.350

Moved by Councillor John Seaman THAT Administration invite Frank Smart, Chief Superintendent, newly appointed District Officer for Southern Alberta RCMP to meet with Council at an upcoming Regular Council Meeting. **CARRIED UNANIMOUSLY**

Motion No.: 15.351

Moved by Councillor Lorna Armstrong THAT the Correspondence and Information Items for the period ending October 26, 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.: 15.352

Moved by Councillor Paul Taylor THAT the minutes and/or verbal reports of Town represented Boards/Committees at the October 26, 2015 Town Council Meeting be received for information.

- Oldman River Regional Services Commission – Executive Committee Meeting – September 10, 2015
- Vulcan Municipal Library Board – Agenda – Minutes – September 16, 2015
- Family and Community Support Services – Minutes – September 24, 2015
- Mayors & Reeves of Southwest Alberta – Minutes – October 2, 2015
- Vulcan Golf and Country Club Executive Meeting – Minutes – October 15, 2015
- Municipal Planning Commission – Agenda – Minutes – October 20, 2015
- Councillor John Seaman
 - Municipal Planning Commission
- Councillor Sue Dow
 - Municipal Planning Commission
 - Twin Valley Regional Water Services Commission
 - Vulcan Brand Innovation Team
 - Vulcan Golf & Country Club
 - Vulcan Business Development Society
- Councillor Paul Taylor
 - Vulcan Business Development Society
 - Vulcan Library Board

- Councillor Rick Howard
 - Community Futures Highwood
- Councillor Lorna Armstrong
 - Vulcan Business Development Society
 - Family and Community Support Services
- Mayor Tom Grant
 - Doctor Retention
 - Vulcan Area Public Petroleum Association
 - Southern Alberta Energy from Waste Association

CARRIED UNANIMOUSLY

10.0 Bylaws - NIL

11.0 New Business

11.1 Vulcan Business Development Society Agreement

The Vulcan Business Development Society's Agreement was in need of renewal.

The Vulcan Business Development Society was requesting a 3% increase per year over a three year period.

Motion No.: 15.353

Moved by Councillor Rick Howard THAT Council approves the Vulcan Business Development Society Agreement for a one year period pending the approval of Vulcan County.

CARRIED

11.2 Encroachment Agreement – 1001 Whispering Greens Court

A request to permit encroachments onto Town property (URW), located on the property of 1001 Whispering Greens Court was received.

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 was asked to approve the agreement.

Attached were:

- Encroachment Agreement
- Affidavit of Execution
- Real Property Report

Motion No.: 15.354

Moved by Councillor John Seaman THAT this Council approves encroachments on Town's property, of the property described as follows:

1001 Whispering Greens Court
Lot 1
Blk 4
Plan 0410420

As shown on a Real Property Report, dated May 8, 2015, prepared by Brown Okamura & Associates Ltd.
CARRIED UNANIMOUSLY

11.3 Update Municipal Development Plan

The Municipal Planning Commission is recommending that Council approve an update to the current Municipal Development Plan versus a complete review and revised document.

Upon Council's approval the Municipal Planning Commission will approach ORRSC for a scope of work.

ORRSC indicated that an update to the current document would cost approximately \$5,000.00 versus the process of a complete review and production of a new Municipal Development Plan which would cost approximately \$20,000.00.

Motion No.: 15.355

Moved by Councillor Sue Dow THAT Council approves an update to the current Municipal Development Plan with adequate funding to be provided in the 2016 Operational Budget.

CARRIED UNANIMOUSLY

11.4 FCSS Food Bank Renovation

The FCSS is requesting Council's permission to use the same pattern and color of cedar wood that is on the outside of the Vulcan Library building.

Initials

Motion No.: 15.356

Moved by Councillor Lorna Armstrong THAT Council approves the request to use the same cedar wood that is on the outside of the Vulcan Library building.

CARRIED UNANIMOUSLY

11.5 Vulcan Library Board Appointment

The Municipal Library Board is requesting Council to appoint Jayde Barr to the Vulcan Municipal Library Board to replace Ruth-Anne Klassen who has moved on to college.

Jayde is a grade 12 student at County Central High School and was part of the team that ran the Summer Reading Program. She would be a full member except that due to her age currently, she cannot participate in any motion that requires consideration of finances.

The appointment would commence October 26, 2015 and ends when Jayde graduates grade 12 on June 30, 2016.

Motion No.: 15.357

Moved by Councillor Paul Taylor THAT Council approves the appointment of Jayde Barr as a member of the Vulcan Municipal Library Board for a term commencing on October 26, 2015 and ending June 30, 2016.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports – NIL

14.0 In-Camera

Motion No.: 15.358

Moved by Councillor Rick Howard that Council move-in-camera at 8:02 pm.

Mayor Tom Grant called for a 3 minute recess.

The meeting reconvened at 8:05 pm.

Motion No.: 15.359

Moved by Councillor Lorna Armstrong THAT Council move out-of-camera at 8:20 pm.

14.1 Committee Appointment Amendment

Motion No.: 15.360

Moved by Councillor Paul Taylor THAT Council approve the amendment to the Council Committee Appointments.
CARRIED UNANIMOUSLY

15.0 Adjournment

The meeting was adjourned by Councillor Georgia-Lee DeBolt at 8:25 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **November 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending November 9, 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 9, 2015 be received as information.

Initials show support -Reviewed by:

Director:

CAO

Report on Miscellaneous Correspondence 8.1 (2) - November 9, 2015

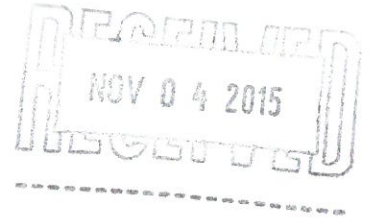
A. Letter of Resignation – Barb McKay

Letter of Resignation from the Vulcan Library Board

B. Vulcan & District Historical Society Archives and Museum

Notification of relocation from 303 Centre Street

8.1.A



November 4, 2015

Tom Grant
Mayor
Box 360
Vulcan AB
T0L 2B0

Dear Tom,

Subject: Resignation from Vulcan Municipal Library Board effective immediately

This letter will serve as notice of my resignation from the Board of the Vulcan Municipal Library. During the past year, I have appreciated the opportunity to serve on this Board. However, increasingly of late, I feel unable to contribute to its operation in a meaningful and positive way.

Thank you.

Respectfully yours,

Barb McKay



VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

Archives: Box 104 • 303 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168
Museum: Box 104 • 232 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168

8.1.B
Nov. 4, 2015

Town of Vulcan
Vulcan, AB

As mentioned in my conversation with Nancy Neufeld, the Vulcan and District Historical Society would like to inform you that the Vulcan and District Archives will be vacating its present location in your building on Centre Street to move into the expansion at the Vulcan & District Museum. We will be moving when the space is available. The time of this move is not certain at this time.

We have appreciated the use of this space for the past few years and thank the Town of Vulcan for permitting us to use the space.

Thank you.

Richard Lambert

President, Vulcan and District Historical Society

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **November 9, 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.

- 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 22, 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 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 22, 2015

Initials show support -Reviewed by:

Director:

CAO

**MINUTES of the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD MEETING
Meeting at the Roma Italian Restaurant – 27 MCRAE STREET
Thursday, June 4th, 2015.... 6:00pm**

- PRESENT:** Ron Chase, Chair (MD Foothills Council)
Ken Black, IRC Chair (MD Foothills Community)
Al Gillis, Vice Chair IRC (High River Community)
Jim Deacon (Black Diamond Council)
Dragan Brankovich (High River Council)
Neil Wilson (MD Willow Creek)
Don McRae (MD Willow Creek Community)
Jakob Hensel (Nanton Council)
Doug Shepherd (Nanton Community)
Amber Chapman (Okotoks Community)
John Waring (Turner Valley Alternate)
Paul Taylor (Vulcan Alternate)
Gord McPherson (Vulcan Community)
Jason Thornhill (Vulcan County Community)
- STAFF:** John Lockhart
Verna Leman
- REGRETS:** Glen Gateman (Vulcan County Council)
Rick Howard (Vulcan Council)
Kelly Tuck (Turner Valley Council)
Ray Watrin (Okotoks Council)
Jamie Tiessen (Kananaskis Council)
George Nielsen, IRC Treasurer (Black Diamond Community)
-

Dinner 6:00pm

Meeting:

- A. Chairperson to call meeting to order & Introduce any new Board Members and guests**
Ron opened the meeting at 6:26 pm and welcomed 3 new Board members and performed introductions around the room

- B. Additions to Agenda: add H3**

Moved by Jim Deacon, and seconded by Jakob Hensel, that the amended Agenda of the CFH Board of Director's for the meeting Thursday, June 4th, 2015 be adopted as amended with the addition of item H3, Staffing.

CARRIED

- C. Minutes**

- C1. Previous Minutes**

Moved by Al Gillis, and seconded by Ken Black, that the minutes of the CFH Board of Directors meeting held Thursday, March 26th, 2015, be adopted as circulated.

CARRIED

**MINUTES of the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD MEETING
Meeting at the Roma Italian Restaurant – 27 MCRAE STREET
Thursday, June 4th, 2015.... 6:00pm**

C2. Business Arising out of the Minutes...

- Following a question, GM John Lockhart provided an update on the "Continuity Projecting indicating that the Canadian Red Cross was no longer a partner in the project and that CFH was pursuing a potential partnership with The Rotary Foundation... as well as current partner The High River Chamber of Commerce.

D. Financial Report

- D1. Moved by Dragan Brankovich, and seconded by Jakob Hensel, that the Balance Sheet, Income Statement and Cash Flow Reports representing CFH's Operations for the period ending April 30, 2015, be accepted as information**

CARRIED

E. Old Business

E1. 2015 AGM

- Host will be the M.D. Foothills and it will be on Saturday, July 11, 2015 at Crystal Ridge Golf Course in Okotoks... golfing at 2:00pm (9 holes). Reception at 5:45... Shareholder meeting with Corporate Auditors at 6:30... call to dinner table at 7:00pm... dinner at 7:20pm after welcome, introductions and the blessing.

E2. Board/IRC Member Appointment to the South Region 2 Loan Appeal Committee

- IRC Vice Chair Al Gillis has been appointed to represent CFH for 1 year on this committee

E3. Corporate Audit update

- GM John advised that the independent Corporate Auditors, Catalyst, performed their audit on the CFH books for 2014 15 from May 19 to May 22 in-house and are proceeding with the rest of the audit from their Calgary offices... no concerns have been raised by Catalyst

Moved by Don McRae, and seconded by Gord McPherson to accept items E1 to E3 for information

CARRIED

F. Reports

F1. 2014 15 Annual Performance Report...

Moved by Dragan Brankovich and seconded by Jim Deacon, that the Annual Performance Report be accept as presented and officially sent to WED.

CARRIED

- F2. Verbal reports by those in attendance at the Meeting on May 22, 2015 with WED Minister of State, Michelle Rempel, and Member of Parliament John Barlow**

**MINUTES of the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD MEETING
Meeting at the Roma Italian Restaurant – 27 MCRAE STREET
Thursday, June 4th, 2015.... 6:00pm**

- F3. CFH sponsored Business Expo in High River... GM John provided a verbal report on the value of the expo and the fantastic turnout of agencies to assist the business community of High River

Moved by Neil Wilson and seconded by Al Gillis, that items F2 and F3 be accepted for information.

CARRIED

G. Board Member Reports (2 minute reports from each Board Member)

Moved by Amber Chapman, and seconded by Jakob Hensel that the Board Member Community Reports be accepted as information

CARRIED

H. New Business

- H1 2015 Annual CFNA Symposium... Sept 30 to October 3 in Jasper, AB... Attendees

Moved by Don McRae, and seconded by Al Gillis, that the staff GM be authorized to budget \$9,000 for board members to attend the annual symposium

CARRIED

H2. Board Training

Moved by Jakob Hensel, and seconded by Neil Wilson, that staff budget for and plan a Saturday in September for the delivery of 2 CF Leadership Institute Board Training sessions

CARRIED

H3. Staffing

- Staff GM reported that at the IRC meeting, held earlier this evening, the IRC made a motion to support the request from Staff GM John, that he be authorized to hire a part time Business Analyst using the guidelines provided by WED Minister Rempel along with her approval of our 2015 16 Operational Plan and budget wherein we can transfer up to \$50,000 from Loan interest to supplement General Operations as long as the money is for Business Development growth targets and is fully supported by a CFH Board of Director motion.

Moved by Jim Deacon, and seconded by Ken Black, that the staff Gm be authorized to transfer funds from loan interest to general operations to support the hiring of a 22 hour per week Business analyst at the annual salary level of \$29,332 plus employer deductions for CCP, EI, etc. and for coverage under the CFH Benefit program. The hire to begin June 15th, 2015.

CARRIED

**MINUTES of the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD MEETING
Meeting at the Roma Italian Restaurant – 27 MCRAE STREET
Thursday, June 4th, 2015.... 6:00pm**

I. General Discussion

- I1. Next Board Meeting...
 - AGM... Saturday, July 11, 2015
 - Board Meeting... Thursday, October 22nd, 2015
- I2. The Board members thanked Chair Ron Chase for buying all Board Members and Staff a new CFH Golf/Polo Shirt
 - Chair Ron expressed his hope that everyone will wear them at the AGM
- I3. GM John reported that long serving board former member board member and former chair of the IRC dropped into the office to advice that his wife, Mikey Curle was in the Baker centre with lung cancer... she will soon be moving to the High River Cancer Centre for future treatments
- I. **Moved by Neil Wilson, that the meeting be adjourned at 8:40pm**

CARRIED

Chair, Ron Chase

Vice-Chair, Neil Wilson



**MINUTES for the
BOARD OF DIRECTORS of the
COMMUNITY FUTURES HIGHWOOD
ANNUAL GENERAL MEETING**

Saturday, July 11, 2015... Crystal Ridge Golf Course, Okotoks

- PRESENT:**
- Shareholder, Town of Black Diamond
 - Jim Deacon, Town Councillor... eligible to vote
 - George Nielson, IRC Treasurer
 - Shareholder, Town of High River
 - Dragan Brankovich, Town Councillor... eligible to vote
 - Al Gillis, Vice Chair IRC
 - Shareholder, M. D. of Foothills
 - Ron Chase, MD Councillor, Board Chair... eligible to vote
 - Shareholder, M.D. of Willow Creek
 - Don McRae
 - Shareholder, Town of Nanton
 - Jakob Hensel, Town Councillor... eligible to vote
 - Doug Shepherd
 - Shareholder, Town of Okotoks
 - Tanya Thorn, (Board Alternate), Town Councillor... eligible to vote
 - Amber Chapman
 - Shareholder, Town of Vulcan
 - Rick Howard, Town Councillor... eligible to vote
 - Gord McPherson
- STAFF:** John Lockhart
- GUESTS:** Carma Ainsworth, CA, Catalyst Auditor
Leanne Murdoch, Catalyst Auditor
- REGRETS:** Glen Gateman, Vulcan County, Councillor... eligible to vote
Neil Wilson, MD Councillor, Board Vice Chair... eligible to vote
Ken Black, IRC Chair, MD Foothills
Kelly Tuck Town of Turner Valley, Mayor... eligible to vote
Ray Watrin, Town of Okotoks, Councillor
Jamie Tiessen, Kananaskis Improvement District, Councillor... eligible to vote
Jason Thornhill, Vulcan County

1. **Chair, Ron Chase**, called meeting to order... 6:30pm

Moved by Jakob Hensel and seconded by Dragan Brankovich, that the agenda be accepted as presented

CARRIED



**MINUTES for the
BOARD OF DIRECTORS of the
COMMUNITY FUTURES HIGHWOOD
ANNUAL GENERAL MEETING**

2. Reserves

- After discussions with Randy Nattress, Nattress Kuntz Chartered Accountants, and our 2015 Corporate Auditors, Catalyst, it has been recommended that to coordinate how we address annual shortfalls in our adjusted financials it would be more appropriate to have one rather than two designated reserve funds, thereby providing the board more flexibility in managing these funds.

Moved By Rick Howard and seconded by George Nielsen, that the CF Highwood Board authorize Randy Nattress of Nattress Kuntz, CA, to make the necessary entries to amalgamate our two reserve designations of capital costs and operating costs into one reserve account of Operating costs.

CARRIED

- 3. Corporate Auditor's Report – by CATALYST representative Carma Ainsworth**
- Only 1 vote per Shareholder Municipality

Moved by Jakob Hensel and seconded by Jim Deacon, that the Corporate Auditor's Report for the 'CFH' Operating Year April 1st, 2014 to March 31st, 2015 be accepted as presented and submitted to WED

CARRIED 6 - 0

- 4. General Discussion Items... Regrets passed along from Randy Nattress for his not being able to attend**
- 5. Moved by Tanya Thorn to adjourn at 6:45pm**

CARRIED

Chair, Ron Chase

Board Member, Jakob Hensel

VULCAN AND DISTRICT CHAMBER OF COMMERCE
6:30 PM, MONDAY, SEPTEMBER 14, 2015
VULCAN LODGE HALL

AGENDA

- 6:30 pm – 1. Call to order
- 6:32 pm – 2. Approval of Agenda
- 6:35 pm – 3. Adoption of Minutes
- 6:40 pm - 4. Presentation – Colleen Carey on 1st Annual Vulcan Scarecrow Festival
- 6:50 pm – 4. Treasurer's Report – Danyel Fath
- 6:55 pm – 5. Membership Report – Sarah Vaudry
- 7:00 pm – 6. Tourism Report – Shannon Clarke/Karen Currie
- 7:05 pm – 7. Review of golf tournament
- 7:15 pm - 8. Upcoming events
 - Ears to You Small Business Awards Dinner is scheduled for Friday, October 23rd at the Vulcan Legion
 - Christmas train and Old Country Christmas event
- 7:20 pm – 9. Old Business
- 7:30 pm – Next meeting – Monday, October 5, 2015 @ 6:30 pm
- 7:35 pm - Adjournment

Vulcan and District Chamber of Commerce

September 14th General Meeting

Vulcan Lodge Hall

1. Call to Order: 18:31 by Lyle Magnuson
2. Additions to Agenda:
 - a) Change to #8 to include the Political Forum
 - b) VtV Presentation: Christy Olson
 - c) Art Society Presentation
 - d) Agenda approved as amended by Sandra Fulton
3. Presentation: 1st Annual Scarecrow Festival-Colleen Carey. September 25th is the judging
4. Treasurer's Report-Danyel Fath. Motion to accept by Tony Scott
5. Membership Report-Sarah Vaudry. Membership now sitting at 77 members paid. Motion to accept Pat Wisener.
6. Tourism Report-No report
7. Review of Golf Tournament. Confusion over whether non-businesses could participate leading cause of low turn-out. Sponsorship was much more successful than registration. Decision on whether to attempt it again next year tabled.
8. New Business
 - a) October 8th Political Forum. 6 candidates invited, 2 confirmed. Call for volunteers to set up.
 - b) Ears to You Awards October 23rd. Guest Speaker donated by VBDS. Michael Inaba is quoting on plaques. Initial menu received from Prairie Perfections. Survey Monkey (nominations) now available. Sandra Fulton to bring hard copies of the nominations around to businesses.
 - c) Christmas Train-plan to lineup sales event with Christmas Train, date to be revealed in October.
 - d) VtV launch even September 26th with a live music event and beer garden. Canvass for volunteers to assist with event.
 - e) Art Society is looking for businesses to participate in a revolving art show, each business would display art in store. Chamber will post to website. Motion to distribute VtV request for banner ads put forth by Tony Scott, seconded by Sarah Vaudry.
9. Adjourned 19:43 by Lyle Magnuson

**AGENDA for the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD
Meeting at the CF Highwood Offices, Okotoks**

THURSDAY, OCTOBER 22, 2015, AT 6:00PM

"John's cell 403.818.2693"

6:00pm... Dinner

MEETING AGENDA:

A. Chairperson to call meeting to order

B. Additions to the agenda:

Move: That the Agenda of the CFH Board of Director's for the meeting Thursday, October 22, 2015, be adopted.

C1 Previous Minutes of CFH Board Meetings

Move: That the minutes of the CFH Board of Director's meeting, held Thursday, June 4, 2015, be adopted.

Move: That the minutes of the CFH Board of Director's meeting, held Saturday, July 11, 2015, be adopted.

C2 Old Business or Business Arising out of the Last Minutes

Any Items from the past minutes requiring further information

C3. Board Motions made by email

- I. Moved by Al Gillis and seconded by Neil Wilson that Community Futures Highwood enter into a partnership with the Town of Okotoks to renovate the front area (reception area) of our office space by removing the existing front counter and constructing a new private office and new reception space. The total cost will be in the range of \$10,000 to \$11,000 dollars including GST. The outcome would be a 50/50 cost sharing with the town of Okotoks and a 50/50 shared revenue program with the town.**

**CARRIED... E-Vote 11 yes... 0 no
Plus Chair Ron and Board Member Amber (for 13)**

C4. Board Management and Finance Review Committee Motions made by email

- I. Moved by Jamie Tiessen and seconded by Ken Black that the CFH General Manager attend the MLA Wayne Anderson Golf Tournament.**

Email and Phone vote.... 4 yes / 1 no / 1 not responded... CARRIED

Move: That the approved Motions C3 & C4 be accepted.

**AGENDA for the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD
Meeting at the CF Highwood Offices, Okotoks**

D. FINANCIALS

D1 Review the Organization's Financials to September 30, 2015

Move: That the Balance Sheet, Income Statement and Cash Flow Reports representing CFH's Operations for the period ending September 30, 2015, be accepted for information

Move: That the semi-annual financials (September 30, 2015), as prepared by Nattress Kuntz Chartered Accountants, be signed and forwarded to WED.

E. REPORTS

E1 Operation Plan semi-annual Review

Move: That the Operation Plan Review as at September 30, 2015 be accepted for information

E2. **2016 Alberta CF Symposium** – Verbal feedback... Attendees – Chair Ron Chase; Board Members Jason Thornhill; Dragan Brankovich; Don McRae; Doug Shepherd... GM John Lockhart

Move: That Item E2 be accepted for information

F. NEW BUSINESS

F1. Staff Changes... GM hired a P/T Admin Assistant

F2. **Host for 2015 – 2016 AGM...** THIS IS OUR 30th ANNIVERSARY YEAR... The last rotation of 10 community AGM has been completed and we begin again... Can we have a shareholder community step up at the November 26th Board Meeting so planning can begin. Do we want to create a small committee and plan anything out?

Move: That Items F1 & F2 be accepted for information

G. GENERAL DISCUSSION

G1. **CFH Xmas office hours/days**

Move: That CF Highwood close for the Holidays from Tuesday December 23rd at 4:30pm until 8:30am Monday, January 4, 2016... closed 4 business days + 2 weekends + 3 Stat days

G2. **2015 proposed meeting schedule**

G3. **Next Scheduled Board Meeting Agenda – Nov 22, 2015**

- Election of Officers
- Board Members bring Municipal input from their communities re CFH 2016 Operational Plan input
 - What are your Community Economic priorities
 - What CFH support services might your community need

Move: That Items G2 & G3 be accepted for information

J. Move to adjourn

**AGENDA for the
BOARD OF DIRECTORS of
COMMUNITY FUTURES HIGHWOOD
Meeting at the CF Highwood Offices, Okotoks**

Hosting 2016 annual CFH AGM

1. Identify Venue no later than April 30th 2016
2. Make first contact with venue to determine availability for Saturday, July 9th
 - a. alternately Saturday the 16th
 - b. Need the following
 - i. 6:00pm to 7:15pm... Area for open bar reception
 - ii. 6:20pm... Small meeting space for Corporate Auditor to report to Board members
 - iii. 7:15... sit down dinner area for 35 up to 60 people... buffet or served
 1. will need it private for auditor reports, chair reports
3. Hand off arrangements and contact names to CFH Staff to negotiate times, space, prices, etc.
4. Is there a golf venue in the area that may allow for a fun golf game on the day hours... noon to 5:45pm?... approximately 5 tee times starting at noon
5. Shareholder responsible for:
 - a. \$500.00 toward the event... CFH Staff will invoice
 - b. Host Municipal Administration to provide CFH staff with a list of potential attendees from host shareholder region
 - c. Attendees would/could include
 - i. All council and spouses
 - ii. Senior Admin & spouses
 - iii. Other community leadership such as Chamber presidents; EDC chairs; media; any business organization reps; and in the case of MDs/County's, any village or hamlet leadership and spouses
 - iv. Any political leadership of the shareholder region... MLA / MP / etc. and spouses
6. Staff will ensure timely mail out of invites
 - a. Over and above the Shareholder recommended invites would be invites to:
 - i. All other MPs and MLAs in the CFH region and spouses
 - ii. Western Economic Diversification representatives and spouses
 - iii. Community Futures Alberta Association representatives and spouses
 - iv. Community Futures Highwood service providers... banker; insurance; accounting; legal; and spouses
 - v. All other Shareholder Council's representatives and spouses
 - vi. Shareholder region CFH Business Clients

Town of Vulcan

Request for Decision (RFD)

Borrowing Bylaw No. 1449-15

Meeting:	Regular Council
Meeting Date:	November 9, 2015
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

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.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Bylaw No. 1449-15.

Council is asked to give first reading to Bylaw No. 1449-15.

COSTS / SOURCE OF FUNDING (if applicable):

The Town of Vulcan will borrow the sum of \$953,776.00 for a period not to exceed 25 years.

RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:



CAO

**BY-LAW NO. 1449-15
OF THE TOWN OF VULCAN**

(hereinafter referred to as "the Municipality")

IN THE PROVINCE OF ALBERTA

This by-law authorizes the 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.

WHEREAS:

The Council of the Town of Vulcan has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Vulcan Hospital Expansion project in conjunction with the Vulcan County Health and Wellness Foundation and the Vulcan County.

Project plans have been prepared and the total cost of the project is estimated to be \$4,500,000 and the Town of Vulcan estimates the following contributions will be applied to the project:

Contribution from the Vulcan County Health and Wellness Foundation	\$1,500,000
Contribution from the Vulcan County	2,046,224
Town of Vulcan Debenture(s)	<u>953,776</u>
Total Cost	\$4,500,000

In order to complete the project it will be necessary for the Town of Vulcan to borrow the sum of \$953,776, for a period not to exceed 25 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 25 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2014 is \$2,927,888 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of funding the Town of Vulcan's contribution towards the Vulcan Hospital Expansion project the sum of NINE HUNDRED AND FIFTY THREE THOUSAND SEVEN HUNDRED AND SEVENTY SIX DOLLARS (\$953,776) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of NINE HUNDRED AND FIFTY THREE THOUSAND SEVEN HUNDRED AND SEVENTY SIX DOLLARS (\$953,776) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debentures on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Vulcan Hospital Expansion project.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY FIVE (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

This Bylaw shall take effect on the date of the third and final reading.

Received first reading this Ninth day of November, 2015

Tom Grant, Mayor

Kim Fath, CAO

Received second reading this ____ day of _____, ____

Tom Grant, Mayor

Kim Fath, CAO

Received third reading and finally passed this ____ day of _____, ____

Tom Grant, Mayor

Kim Fath, CAO

Initials: ____

Bylaw No.1449-15

Town of Vulcan

Request for Decision (RFD)

Policy PR-01 Memorial Bench and Tree Donations

Meeting:	Regular Council
Meeting Date:	November 9, 2015
Originated By:	Bonnie Ellis

BACKGROUND / PROPOSAL:

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.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft policy referred to as the Memorial Bench and Tree Policy created in consultation with the Recreation, Maintenance and Community Development departments.

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.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



MEMO

To: Mayor and Vulcan Town Council

From: Bonnie Ellis – Director of Recreation

Re: Memorial Bench and Tree Donations

Date: October 14, 2015

Dear Mayor and Council,

The Town of Vulcan has received requests over the years for people to donate a bench in memory of a loved one. These requests have in the past been received by the town without having a plan in place that would maximize the benefit of these donations to our park and community.

A policy for the Town to refer to entitled “Memorial Bench and Tree” has been put together in consultation with the Recreation, Maintenance and Community Development departments.

This plan should help maximize these donations to beautify our community while filling a need in those who would like to honour the memory of relatives or friends or recognize a birthday, wedding, anniversary, retirement or other special event.

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
Director of Recreation and Community Services
Town of Vulcan

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

Memorial Bench and Trees

POLICY NUMBER

PR-1

SUPERCEDES POLICY NO:

STATEMENT:

In recognition of Council's wishes to support those who would like to sponsor Benches and Trees in honour the memory of a relative or friend, recognize a birthday, wedding, anniversary, retirement or other special event.

All donations must be made out to the Town of Vulcan in advance of placing orders for the benches and plaques. More than one person may donate to a bench. Individual tax receipts can be issued for donations of \$25 or more, to the donor whose name appears on the cheque or credit card. Cash donations may also be tax receipted when accompanied by the donor's name and address.

The Town will install a recognition plaque on each donated bench. Since plaques are not permitted for trees or other living landscape elements, you or your designee will receive a letter indicating that the tree has been planted. In addition, if the tree honors someone or is a memorial, we will send a letter to the person being honored or to the family along with a certificate indicating that a tree was planted in their honor. Due to cost and vandalism, we regret that we cannot place a plaque on site by the tree. A list of all donations will be created on the Town of Vulcan website under Tree Memorials.

Request Forms refer to

Bench - Appendix A.

Tree - Appendix B.

PROCEDURE:

BENCHES

You may choose to donate for the placement of a new bench or adopt an existing bench at any park/playground or green space with bench availability. A bench may only be installed in a park/playground or green space where the Town Foreman has identified a need. Some park/playgrounds and green spaces use different bench styles in keeping with their functions and landscaping. The Town Foreman or Director of Recreation will work with the donator to select an appropriate bench type and location in a park/playground or green space. The Town Foreman and staff will install the donor recognition plaque on the backrest. Bench options are renewable after a 10 year period has expired.

BENCH PLAQUES

Bench recognition plaques will typically be up to 4" x 6" with 1/2" lettering. Wording is subject to approval by the Town of Vulcan.

TREES

You may choose any park/playground or green space with planting availability for tree donation. The Town foreman and Director of Recreation will work with you to select the species and location for planting. Your tree will be approximately 1-1/2" – 2 1/2" in diameter and 6'-8' tall depending on species.

DONATIONS/COST:

TREES

Donations will be accepted throughout the year. However, to assure successful rooting, trees will be planted only during spring and fall.

The cost of a tree donation is \$1,000. This includes planting and regular watering during the first season of growth. If a larger tree is preferred and acceptable to the Town Foreman, the cost may be higher.

You may also choose to adopt an existing tree whose location or appearance is meaningful to the honouree. The cost for a tree adoption is \$500.

Within a period of three years following the donation, the Town of Vulcan will replace the tree if staff determines that it has died or has been severely damaged.

BENCH

Donations will be accepted throughout the year. However, benches will be installed only when staff time permits.

The cost of a new bench donation is \$2,000 for 10 years or \$5,000 for perpetuity (100yrs). This includes the plaque, installation of bench, ongoing maintenance.

If a non-standard bench style is preferred and acceptable to the Town Foreman and Director of Recreation, the cost may be higher.

The cost for adoption of an existing bench is \$500 for 10 years, and is pending availability.

Within a period of ten years following the donation of a new steel bench, the Town of Vulcan will repair or replace the bench if it is severely damaged.

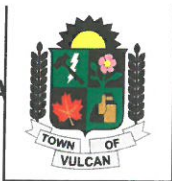
GENERAL INFORMATION

Full funding for the donation must be received in advance of any work being completed.

Donated benches and trees are the property of the Town of Vulcan and are maintained at the same level as other park benches and trees.

The Town of Vulcan retains the right to relocate a donated bench and replant or replace a donated tree in a new location. Staff will attempt to contact the donor to select the new location, but the Town Foreman will make the final decision.

- END OF POLICY-



Memorial Bench Form

Date: _____

Donor's Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email Address: _____

Donation will be accepted throughout the year. However, benches will be installed during the year purchased as weather and staff time permits.

Location Preference (Specific Park/Playground or Green Space):

OR adopt an existing bench whose location or appearance is meaningful to the honouree.

Location Preference (Specific Park/Playground or Green Space):

Recognition plaques will typically be up to 4" x 6" with ½" lettering. Wording is subject to approval by the Town of Vulcan.

Please show what you would like the final plaque to say: (please specify below, please print)

___ In Recognition of

___ In Memory of

___ Other

Cost: **New Bench \$2000** (10Yrs)/ **\$5000** (100Yrs) includes installation and plaque

Existing Bench \$500

Checks should be made payable to Town of Vulcan;

Drop a check off at the Town of Vulcan Office 321 2nd Street South OR

Mail this form and check to:

Town of Vulcan
Attn: Memorial Program
Box 360
Vulcan Alberta T0L 2B0

For more information or questions, please contact the Recreation Office at 403-485-2554 or bellis@townofvulcan.ca

Full funding for the donation must be received in advance



Memorial Tree Form

Date: _____

Donor's Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email Address: _____

Donation will be accepted throughout the year. However, to assure successful rooting, trees will be planted only during the spring and fall.

Please indicate the type of tree you are requesting: (tree approximately. 1 ½" – 2 ½" diameter and 6'-8' tall)

Tree type Preference: ___ Shade ___ Flowering ___ Evergreen

Location Preference (Specific Park): _____

OR adopt an existing tree whose location or appearance is meaningful to the honouree.

Location Preference (Specific Park or Green Space): _____

☐ Memorial Certificate will be provided to the donor as a permanent record of this special tree's significance and location. The Town of Vulcan will maintain a permanent record of the Memorial Certificate.

Please use the form below to show what you would like the final document to say: (please specify below, please print)

___ In Recognition of ___ In Memory of ___ Other

Cost: **New Tree \$ 1000** includes regular watering for first season of growth

Existing Tree \$500

Checks should be made payable to Town of Vulcan;

Drop a check off at the Town of Vulcan Office 321 2nd Street South OR

Mail this form and check to:

Town of Vulcan
Attn: Memorial Program
Box 360
Vulcan Alberta T0L 2B0

☐ For more information or questions, please contact the Recreation Office at 403-485-2554 or bellis@townofvulcan.ca

*Full funding for the donation must be received in advance

Town of Vulcan

Request for Decision (RFD)

2016 AUMA Convention

Meeting:	Regular Council
Meeting Date:	November 9, 2015
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

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.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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?

Attached is a list of the hotel information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Administration reserves hotel accommodations for Council and the CAO to attend the 2016 AUMA Convention in Edmonton.

Initials show support -Reviewed by:

Director:


CAO

2016 AUMA Convention Hotel Information

1. Courtyard by Marriot Edmonton Downtown
One Thorton Court @ 99 Jasper Avenue
2. The Fairmont Hotel MacDonald
10065 – 100 Street NW
3. The Westin Edmonton
10135 – 100 Street NW
4. Coast Edmonton Plaza Hotel
10155 – 105 Street
5. Delta Edmonton Centre Suite
10222 – 102 Street NW
6. Sutton Place Hotel
10235 – 101 Street

Google Maps Courtyard Edmonton Downtown



Town of Vulcan

Request for Decision (RFD)

Food Bank Building Lease Agreement

Meeting: Regular Council
Meeting Date: November 9, 2015
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

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.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of a lease agreement between the Town of Vulcan and the Vulcan Regional Food Bank Society for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:


CAO

THIS LEASE dated this _____ day of _____, 2015.

BETWEEN:

TOWN OF VULCAN
 ("the Landlord")
 OF THE FIRST PART

AND

VULCAN REGIONAL FOOD BANK SOCIETY
 (the "Tenant")
 OF THE SECOND PART

IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord and the mutual benefits and obligations set forth in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties to this Lease (the "Parties") agree as follows:

Definitions

- a) When used in this Lease, the following expressions will have the meanings indicated:
 - a. "Building" means the Lands together with all buildings, improvements, equipment, fixtures, property and facilities from time to time thereon, as from time to time altered, expanded or reduced by the landlord in its sole discretion;
 - b. "Lands" means the land legally described as Lots 27 to 32 Block 11 Plan 4030AM.
 - c. "Permitted Use" means the use of the building and shall meet the Permitted Use criteria of the Town of Vulcan Land Use Bylaw.
 - d. "Premises" means the portion of the building of approximately 6473 square feet as defined in "Schedule A" (including exterior).

Leased Premises

1. The Landlord agrees to rent the Premises.
2. The Tenant shall be allowed to sub-rent or sub-lease portions of the Premises identified as "C & D" in Schedule "A" to Vulcan & District Regional Family & Community Support Services, with such sub-rentals or sub-leases conforming to the Permitted Use of the Premises.
3. Parking to be accommodated along 3rd Avenue North and on public parking lot at 211-1st Street North.

Term

1. The term of the lease is of a long term tenancy continuing on a year-to-year basis until the Landlord or Tenant terminates the tenancy.
2. Upon 1 year written notice, the Landlord may terminate the tenancy under this Lease if the Tenant has defaulted in any payment of any portion of the rent when due.
3. Upon 1 year written notice the Landlord may terminate the tenancy under the Lease if the Tenant fails to observe, perform and keep each and every of the covenants, agreements, stipulations, obligations, conditions and other provisions of the Lease to be observed, performed and kept by the Tenant and the Tenant persists in such default beyond the 1 year written notice.
4. Upon 1 year written notice, the Tenant may terminate the tenancy under this Lease without cause or reason.
5. Notwithstanding, the term of this lease commences on the date at which occupancy is granted by the Town.

Rent

1. Subject to the provisions of this Lease, the Tenant will pay a base rent of \$1200.00 per month, payable monthly, for the Premises. This base rent will remain unchanged for 3 years (2016, 2017 & 2018.) after which it will be reviewed on an annual basis.
2. The Tenant will pay the Base Rent on or before the first (1st) of each and every month of the term of this Lease to the Landlord.
3. The Landlord and Tenant shall meet in October of each year to review the Annual Rent payable for the subsequent year.

Operating Cost

1. All operating costs for the lands and the premises are the responsibility of the Landlord.

Use and Occupation

1. The Tenant will use and occupy the Premises only for the Permitted Use and for no other purpose whatsoever.
2. The Tenant covenants that the Tenant will carry on and conduct its business from time to time carried on upon the Premises in such manner as to comply with all statutes, bylaws, rules and regulations of any federal, provincial, municipal or other competent authority and will not do anything on or in the Premises in contravention of them.

Quiet Enjoyment

1. The Landlord covenants that on paying the Rent and performing the covenants contained in this Lease, the Tenant will peacefully and quietly have, hold, and enjoy the Premises for the agreed term.

Tenant Improvements

1. The Tenant will obtain written permission from the Landlord before doing any of the following:
 - a) Painting, wallpapering, redecorating or in any way significantly altering the appearance of the Premises;
 - b) Removing or adding walls, or performing structural alterations
 - c) Changing the amount of heat or power normally used on the Premises as well as installing additional electrical wiring or heating units.
 - d) Placing or exposing or allowing to be placed or exposed on the outside of the premises any placard, notice or sign for advertising or any other purposes.
2. The Tenant agrees to pay for any renovations associated with the activity of the Tenant.

Utilities and Other Costs

1. The Landlord is responsible for direct payment of the following utilities; electricity, natural gas, water and sewer.
2. The Landlord is responsible for all interior and exterior building maintenance costs of the premises.
3. The Tenant is responsible for direct payment of the following utilities; telephone, internet and cable.
4. The Tenant will pay the janitorial expenses related to sections C&D as identified in Schedule "A".
5. The Tenant will negotiate separate agreement for the janitorial expenses/services with section B as identified in Schedule "A" regarding shared washrooms.
6. At no cost to the Tenant, the Town agrees to maintain the exterior grounds.

Insurance

1. The Tenant covenant to provide the Landlord upon request a Certificate of Public Liability Insurance Coverage in respect to the Premises in an amount not less than ONE MILLION DOLLARS (\$1,000,000,000) to be reviewed annually.
2. The contents and the equipment may be insured by the Town and charged to the Tenant.

Governing Law

1. It is the intention of the Parties to this Lease that the tenancy created by this Lease and the performance under this Lease, and all suits and special proceedings under this Lease, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Province of Alberta, without regard to the jurisdiction in which any action of special proceeding may be instituted.

Severability

1. If there is a conflict between any provision of this Lease and the applicable legislation of the Province of Alberta (the "Act"), the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Lease.

Care and Use of Premises

1. The Tenant will promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Premises.
2. The Tenant will not make (or allow to be made) any noise or nuisance which, in the reasonable opinion of the Landlord, disturbs the comfort and convenience of other tenants.
3. The Tenant will not engage in any illegal trade or activity in or about the Premises.
4. The Landlord and Tenant will comply with standards of health on or about the Premises.

Hazardous Materials

1. The Tenant will not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire on the Premises or that might be considered hazardous by any responsible insurance company.

General Provisions

1. Upon mutual agreement between the parties, the terms and conditions of this agreement can be renegotiated.

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this _____ day of _____, 2015.

TOWN OF VULCAN (Landlord)

Per: _____ (Seal)
Tom Grant, Mayor

Per: _____ (Seal)
Kim Fath, Chief Administrative Officer

Witnesses

Per: _____

Per: _____

VULCAN REGIONAL FOODBANK SOCIETY (Tenant)

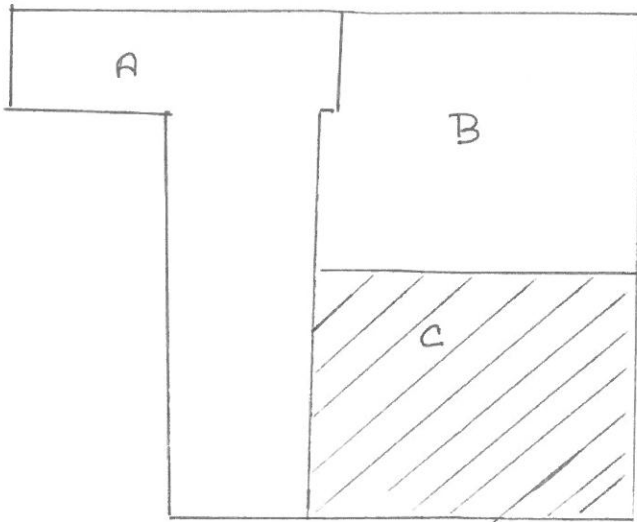
Per: _____ (Seal)

Per: _____

Per: _____ (Seal)

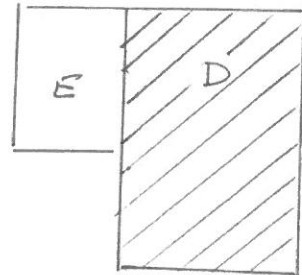
Per: _____

SCHEDULE "A"



MAIN FLOOR

 Indicates
Premises



BASEMENT

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: November 9, 2015
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 – Loreli Hornby

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: November 5, 2015

2015 Capital Works Project

McNally has completed the majority of the work awarded. There are some minor deficiencies that are being looked at and BSEI is working with McNally to get them cleaned up as soon as possible.

VBDS

On October 19th I met with Marilyn, Paul, Jason, and Leo. We discussed the funding agreement and the proposed budget. Some clarification was made on a few line items, and changes are going to be made to the proposed budget for VBDS.

Food Bank Lease Agreement

We have been working at putting together the lease agreement for the foodbank. The drafts have been created and I met with Carol from FCSS on November 4th to discuss any issues or concerns. Some minor changes have been suggested and I have incorporated them into the agreement. The agreements are still draft and need to be reviewed and approved by both council and the FCSS board.

ADMINISTRATOR'S REPORT

Seniors Housing

On October 30th Phil from Westcastle Developments provided a copy of the Geological testing that was conducted on the proposed senior housing site. The results are as expected and they are very happy with the results. He has indicated that they will be moving forward with creating concept designs and planning an open house in the near future.

Health Care Funding

I have prepared the borrowing bylaw that address the funding for the hospital expansion. I have also been working with the County to prepare the advertising for the bylaw so both ads are consistent. We are hoping that both bylaws can be given their readings, and advertised close to the same time, to show that this a cooperative effort.

Meetings of Interest

VBDS – Funding agreement – October 19th.
Airport Committee – Regular Meeting – October 27th.
Municipal Affairs – Tax Recovery Workshop – October 28th.
Communication Meeting – October 29th.
FCSS – Carol Thompson– November 4th.

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of July 13th to October 26th, 2015.

Respectfully Submitted,



Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
125	Bylaw No. 1447-15 Amendment to LUB No. 1437-15	RC	14-Sep-15	302 303	Send Copy of Resolution to Nancy Neufeld and ORRSC	KR	17-Sep-15
126	Allocation of Funds for Capital Works Project	RC	14-Sep-15	307	Send Copy of Resolution to Janice McCallum-Campbell, Finance	KR	16-Sep-15
127	Wheel Chair Accessible Sidewalk	RC	14-Sep-15	309	Send Copy of Resolution to Stew Birch, Public Works and Janice McCallum-Campbell, Finance	KR	16-Sep-15
128	Community L.E.D. Sign	RC	14-Sep-15	310	Send Copy of Resolution to Bonnie Ellis, Recreation Director, Stew Birch, Public Works	KR	16-Sep-15
129	Upgrades to the Skateboard Park	RC	14-Sep-15	311	Send Copy of Resolution to Bonnie Ellis, Recreation Director, Stew Birch, Public Works, Janice McCallum-Campbell, Finance	KR	16-Sep-15
130	Appointment of Committees/Board Members	ORG	28-Sep-15	01	Notify Committees and Boards of changes in appointments	KR/KF	16-Oct-15
131	Inclusion of Palliser in Emergency Management Committee	RC	28-Sep-15	318	Send letter to Palliser and Joint Use Committee including Palliser in Emergency Management Committee	KR/KF	1-Oct-15
132	2016 Calgary Home & Garden Show	RC	28-Sep-15	321	Notify Nancy Council approved the attendance of the 2016 Calgary Home & Garden Show	KR	2-Sep-15
133	New Resident Survey	RC	28-Sep-15	322	Administration create a New Resident Survey	KR/KF	
134	Allocation of Funds - Town Float	RC	28-Sep-15	323	Notify Janice that \$5,000.00 be allocated to the Town Float and a line item be created in 2016 budget	KR/KF	2-Sep-15
135	Expansion of Cold Storage Public Works Yard	RC	28-Sep-15	324	Notify Public Works Council approved expansion of the existing storage shed at public works yard	KR/KF	2-Sep-15
136	FortisAlberta Franchise Fee	RC	28-Sep-15	325	Notify Janice that the funds for cold storage expansion be allocated from Contingency Reserve	KR/KF	9-Oct-15
137	Commemorative Plaques for 2016 VulCon	RC	28-Sep-15	326	Send letter to FortisAlberta to keep franchise fee at 20%	KR/KF	9-Oct-15
138	Encroachment Agreement 327 Allen Cres Cottwood Drive	RC	28-Sep-15	327	Letter to Vulcan Tourism supporting their efforts for the placement of commemorative plaques	KR/KF	9-Oct-15
					Notify Nancy Council approved signing of the Encroachment Agreement for 327 Allen Cres Cottonwood Drive	KR/KF	2-Sep-15
BY: KF/Kim Fath NN/Nancy Neufeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose LH/Loreli Hornby							
#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
139	FCSS Lease Agreement	RC	13-Oct-15	331	Contact FCSS for input into Option A All inclusive rental agreement	KF	5-Nov-15
140	Bylaw No. 1448-15 Municipal Development Authority	RC	13-Oct-15	334 337	Sign Bylaw and give copy to Development Officer, ORRSC	KR	15-Oct-15
141	Off Leash Dog Park	RC	13-Oct-15	338	Notify Public Works of approval for Off Leash Dog Park and Finance Officer that \$3,000 be added to the 2016 Operating Budget	KR	16-Oct-15
142	Rowan House Proclamation	RC	26-Oct-15	349	Send letter to Rowan House supporting proclamation for November Family Violence Prevention Month	KR	28-Oct-15
143	RCMP New Appointment District Officer for Southern Alberta	RC	26-Oct-15	350	Send invitation to Frank Smart to attend a Regular Council Meeting to meet Council	KR	28-Oct-15
144	Municipal Development Plan	RC	26-Oct-15	355	Update the Current Municipal Development Plan	KR/KF	
145	FCSS Food Bank Renovation	RC	26-Oct-15	356	Send letter of approval to use Cedar wood siding on the outside of the Library Building	KR	28-Oct-15
146	Vulcan Library Board Appointment	RC	26-Oct-15	357	Send letter to Library approving appointment of Jayde Barr to Vulcan Library Board	KR	28-Oct-15

Management Activity Report

[illegible]

MEMO

TO: Town Council
FROM: Nancy Neufeld, Development Officer
DATE: November 1, 2015

****See attached report re building permits issued, development permits issued, occupancies granted & new business licenses issued in October 2015.**

Seniors Housing

Phase one of environmental report has been provided. The Geo Tech Report, site plan and rendering will be provided to the Town shortly. An Operation's Manager has been retained by the developer.

310-312 Whispering Way

Upon consultation with our building inspector, the owner has been asked to provide a current engineering report on the basement. There is an engineering report on file dated 2013. I have had contact with a developer who is working with the owner. The developer indicated that his engineering department is currently evaluating the site and is considering finishing the project but has yet not made a commitment to do so.

Municipal Development Plan

Working with Gavin/ORRSC in getting the process started re update on MDP.

Solar Park

Indication from Goose Creek that Fortis has reviewed the site re installation of the pole. Further progress of the installation of panels, etc. is dependent upon the installation of the pole.

BUILDING PERMITS ISSUED OCTOBER 2015

DATE	PERMIT #	DEV PERMIT #	OWNER	CONTRACTOR	JOB DESC	JOB VALUE	CIVIC ADDRESS
Sept 29/15	TVC B 0022 15MU	N/A	Recycling & Recovery	Owner	Renovation	C- \$4,000.00	107-2nd St S
Oct 1/15	TVC B 0023 15MU	N/A	Tim Brown	Jeffery Bell	Renovation	R- \$6500.00	405 Cottonwood Dr
Oct 6/15	TVC B 0024 15MU	N/A	Michael Hameluk	D&M Construction	Deck	R- \$1800.00	718 Whispering Greens Ave
Oct 7/15	TVC B 0025 15MU	D15.29	McCanns Property Ltd.	McCanns Property Ltd	Moved in Pre-Occupied Home	R- \$100,000	118/120-2 St S
Oct 13/15	TVC B 0026 15MU	D15.29	McCanns Property Ltd.	McCanns Property Ltd.	Moved in Garage	R- \$5,4000.00	118/112 2 St S
Oct 15/15	TVC B 0027 15MU	N/A	Lisa Wyle	Owner	Basement Reno	R-\$10,000	402 Meadowlark Way

DEVELOPMENT PERMITS ISSUED/APPLIED OCTOBER 2015

DATE	PERMIT #	OWNERS/APPLICANT NAME	JOB DESCRIPTION	ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	Post Until	Approval
Sept 25/15	D15.37	Terry Titus (Port City Construction)	Home Occupation II	R-1	521-2 St N	MPC Oct 20/15	15.58	Nov 12/15	Denied
Oct 5/15	D15.38	Ruth Dann	Request for Waiver	R-1	521-3 St S	Oct 20/15	15.59	Nov 12/15	Approved
Oct 5/15	D15.39	Nester	Request for Waiver	R-1	1001 Whispering Gr Crt	MPC Oct 20/15	15.60	Nov 12/15	Approved
Oct 9/15	D15.40	Pam Sheane	Home Occupation II	R-1	415-2 St S	Pending Nov 24/15			

OCCUPANCY PERMITS ISSUED OCTOBER 2015

Oct 8/15	1001 Whispering Greens Court	Nester/Weswood Homes
Oct 21/15	115-2 St S	Vulcan Custom Services
Oct 21/15	1107 Whispering Greens Bay	Mather/Weswood Homes

NEW BUSINESS LICENSES ISSUED SEPTEMBER 2015

DATE	LICE #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
Oct 23/15	936	Rhodes Plbg & Gas	Plbg & Gas Contractor	N/A

Town of Vulcan

Public Works

Month End Report

Month of: October 2015

Facilities:

- Startech was in on October 13th and did plant startup for the curling rink side. They had to install a new oil pump on the compressor
- Arena side has been operating with very little trouble
- Dallas Clark started work on the library furnace and air conditioning October 27th his plan is to only have the heat off in library for a short time on October 31st
- Have been working on outside lights at tourist center we have been able to get all but one set working properly. still working on the last set
- We are waiting on engineer approval on the cold storage building expansion before we can proceed on this project

Streets:

- Did monthly checks on street lights
- Street sweeping has been done may have to do one more round
- McNally contracting will be in October 1st to start on 1st south and 3rd ave north. Paving was completed on October 16th There still is some sidewalk work that has to be completed on 1st south
- Fall cleanup was conducted from Oct 13th to the 16th with a final check done on Oct 19th

Water & Sewer:

- The flow meter at the lagoons has been replaced it worked for about three hours then the new display failed it has been taken back and waiting to hear back from BSEI or CDM mechanical on the time line for this to be repaired and installed
- Fire hydrants have been pump out and checked for winter

- I have contacted Shawne construction about the replacement of the fire hydrant on 1st ave north by pioneer due to its location they are going to be doing the work at the start of November
- On Sunday October 4th I received a call about a water break in the 400 block of Center Street. Once I had checked it out I made the decision that repairs could wait until Monday morning. Shawne construction started to dig at 9:30 am once we exposed the pipe we found it stress cracked and small piece broke out on top of piping (possible due to water hammer from previous water break valves being opened and shut and fire department flowing working on the structure fire) necessary repairs were done and water back on at 2:00 pm and back filling was done and completed Tuesday morning
- - Shawne has been in and reseed the old lagoon site

Water Plant (contracted)

- Had a couple of repair issues that are being addressed
- The water commission has hired a new manager starting November 1st
- There is a leak on the water line coming from Twin valley dam that will be repaired early November

Parks:

- October 26th construction of the new skate park began
- Blowing out of irrigation has been completed
- Mowing and mulching in parks has been completed
- At the solar park we have built most of the path way and will not take much to complete when construction of the solar is done. We also have been rough land capping the park in the spring hopefully after paving the path way is done we will top up with top soil and seed to grass.
- Work on the dog park has been ongoing in October the fence is being worked on to close up gaps and holes in it. The public gate has been installed but will remained locked until signage has been decided on and in place. I am looking in to building the bag dispensers and have talked to a local business that we may be able to purchase the bags though instead of having to purchase them out of town.
- Public works has installed the little library books at the Arena/ pool and centennial park

Cemetery:

- Had five grave opening and closing

Equipment

- No major equipment issues that have not been already reported

Personnel:

Other:

Stewart Birch Town Foreman

Department of Recreation Director's Report

October 2015

<i>Item</i>	<i>Status</i>	<i>Information</i>
Fall Fair and Bench Show	completed	The event was very well received by the committee. Many service groups and volunteers stepped forward to make it happen. Everything seemed to go pretty smoothly. I would say probably just under 400 people attended. We had 230 entries into the bench show and paid out \$902 in prize money.
Arena Opened	Ongoing	The arena opened one week early this year. There are no Midget team in Vulcan they have gone to Lomond. Lomond will play some games here throughout the season.
Exercise park	Completed	The final sign has gone up at the exercise park. Thanks to the Kinette for the commitment to our community.
ARPA	Ongoing	Bonnie will be attending the ARPA conference in Lake Louise in October.
SARA	Ongoing	The final meeting for the 2015 Summer Games will take place in Waterton
Community programming	Ongoing	Fall programming is underway. Drop in programming for youth and adults.
Recreation Hockey	Ongoing	Registration are still coming in. Coach will be Sue Scheemkle assistant coaches will the high school students.
Snow Flake Festival	Ongoing	Planning for the snowflake festival in underway. It will be held the first Saturday in Dec. We are working in conjunction with tourism.
New Years Family Night	Ongoing	Planning stages right now. Looking for volunteers
Skatebaord Park	Ongoing	Underway. Meeting with students then moving forward with building.
Pool survey	Ongoing	There is a pool survey that is on our website and facebook page. Please take time to complete it.

PEACE OFFICER PROGRAM

Managers Report – September/October 2015

- From September 1 to September 30, 2015 eight (8) files were created. Of those files, one (1) was animal control, two (2) were bylaws regarding properties, one (1) was bylaw, two (2) were complaints and two (2) were parking. Twenty-four (24) provincial tickets were written.
- From October 1 to October 31, 2015 twelve (12) files were created. Of those files, two (2) were bylaws regarding properties, three (3) were bylaw, two (2) were complaints and five (5) were parking. Thirty-seven (37) provincial tickets were written.
- Working with the High School and Outreach to have more involvement with the students. Attended a couple VTRA (violence, threat, risk assessment) meetings
- Attend P.A.R.T.Y. Program with Gr. 9 students
- Hard focus on School and Playground zones for back to school
- Continue Online Courses for Emergency Management Certificate
- Working with the Elementary School Patrol Team to enhance safety with the patrols
- Submitted Monthly column
- Attended VTV/Coulee launch day
- Attended Fall Fair
- Started first of 3 shots for rabies
- Out on Halloween – gave out treats to 120 kids, could have given at least 20-30 more.

Plans for November

- Monthly column
- Work on files from summer to insure all are in Report Exec, all info and pictures have been entered and completed and everything in office is filed
- Attend Level 1 Threat and Risk Assessment Training November 9th/10th
- Attend AACPO Executive Meeting November 4th

Jan	\$1,901.00
Feb	\$6,923.00
Mar	\$2,910.00
Apr	\$7,517.00
May	\$2,437.00
Jun	\$951.00
Jul	\$1,132.00
Aug	\$233.00
Sep	\$3,742.00
Oct	\$6,507.00
Nov	
Dec	
Total	\$34,253.00