

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, JANUARY 23, 2017**

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

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

2.0 Public Hearings - NIL

Ross Zuehlke Certificate of Appreciation

Mayor Tom Grant thanked Ross Zuehlke for his dedication to the community for his 18 years of service as a Member-at-Large on the Municipal Planning Commission. A Certificate of Appreciation was presented to Ross on behalf of the Town of Vulcan and Council.

3.0 Delegations

3.1 Axia – David Skabar, Director Residential Services

David Skabar, Director Residential Services with Axia attended the meeting and gave Council an overview of the Impact of Fibre Study commissioned by Axia.

4.0 Adoption of Agenda

Motion No.: 17.020

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

CARRIED UNANIMOUSLY

Initials

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, January 9, 2017 were presented to Council.

Motion No.: 17.021

Moved by Councillor Sue Dow THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 9, 2017 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

5.2 Committee of the Whole Meeting Minutes

The Minutes of the Committee of the Whole Meeting of Council held at the Town of Vulcan Council Chamber on Monday, January 9, 2017 were presented to Council.

Motion No.: 17.022

Moved by Councillor Paul Taylor THAT the Minutes of the Committee of the Whole Meeting, held in the Town of Vulcan Council Chamber on Monday, January 9, 2017 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

6.0 Unfinished Business

6.1 Street Closure Request Amendment

The Vulcan Lions Club approached the Vulcan Recreation Department asking if they could join with the Recreation Department's Canada Day Celebrations on July 1, 2017 to host a fund raising event for the new pool build and that Centre Street in front of the pool be closed from 7:00 a.m. to 8:00 p.m.

The Vulcan Lions Club is now requesting that the street closure be extended from July 1, 2017 to a four day closure from June 30, 2017 to July 3, 2017 on Centre Street in front of the pool.

Ron Markert from the Vulcan Lions Club attended the meeting and addressed Council responding to a letter forwarded to Council by the Vulcan Lions Club.





Motion No.: 17.023

Moved by Councillor John Seaman THAT Council approves the Vulcan Lions Club street closure request from June 30 – July 2, 2017 and that Administration works out the logistics of the street closure with the Vulcan Lions Club and the Recreation Director.

CARRIED UNANIMOUSLY

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending January 23, 2017 was presented to Council to be received for information.

Motion No.: 17.024

Moved by Councillor John Seaman THAT the Correspondence and Information Items for the period ending January 23, 2017 be received for information.

CARRIED UNANIMOUSLY

Motion No.: 17.025

Moved by Lorna Armstrong THAT the Town of Vulcan proclaims February 13, 2017 as Oil and Gas Awareness Day and that it be posted on the Town of Vulcan's website.

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.: 17.026

Moved by Councillor Paul Taylor THAT the minutes and/or verbal reports of Town represented Boards/Committees at the January 23, 2017 Town Council Meeting be received for information.

Verbal Reports:

- Councillor Paul Taylor

Initials

- Vulcan Library Board
- Vulcan Golf and Country Club

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Amend Policy E-04 – Dog Licensing Procedure and Fees

Administration is reviewing current policies and is requesting that Council amend Policy F-39 – Dog Fees and Policy F-40 – Dog Licensing Procedure by creating E-04 – Dog Licensing Procedure and Fees to formalize a process for the issuing of dog licenses and the collection of related fees.

Motion No.: 17.027

Moved by Councillor Paul Taylor THAT Council adopts Policy E-04 Dog Licensing Procedure and Fees as amended.

CARRIED UNANIMOUSLY

Motion No.: 17.028

Moved by Councillor Rick Howard THAT Administration looks into cat licensing and brings it back to Council for further discussion.

CARRIED UNANIMOUSLY

10.2. Amend Policy F-01 – Purchasing and Tendering

Administration is reviewing current policies and is requesting that Council amend Policy F-20 – Tendering and Purchasing Policy by creating Policy F-01 – Purchasing and Tendering to ensure the fair, timely and economical purchasing and tendering of Town supplies and services.

Motion No.: 17.029

Moved by Councillor Rick Howard THAT Council adopts Policy F-01 – Purchasing and Tendering as amended.

CARRIED UNANIMOUSLY

Initials

10.3 Amend Policy F-03 – Signing Authority

Administration is reviewing current policies and is requesting Council amend Policy F-38 – Signing Authority by creating Policy F-03 Signing Authority to formally identify the individuals with signing authority for the Town.

Motion No.: 17.030

Moved by Councillor Paul Taylor THAT Council adopts Policy F-03 – Signing Authority as amended.
CARRIED UNANIMOUSLY

10.4 Amend Policy F-04 – Payment of Accounts

Administration is requesting that Council amend Policy F-04 – Payment of Accounts that formalizes a process for establishing the responsibilities, controls, authorizations and procedures for the accurate and timely payment of invoices processed by Accounts Payable.

Motion No.: 17.031

Moved by Councillor Lorna Armstrong THAT Council adopts Policy F-04 – Payment of Accounts as amended.
CARRIED UNANIMOUSLY

10.5 Amend Policy F-05 – One Time Grants to Organizations

Administration is reviewing current policies and is requesting that Council amend Policy F-45 – One Time Organizations by creating Policy F-05 – One Time Grants to Organizations with amendments to the body of the policy.

Motion No.: 17.032

Moved by Councillor Sue Dow THAT Council adopts Policy F-05 – One Time Grants to Organizations as amended.
CARRIED UNANIMOUSLY

10.6 Amend Policy F-07 – N.S.F. Fee

Administration is amending Policy F-07 – N.S.F. Fee with the change in reference to payment and is requesting that Council approves the amendments brought forward by Administration.

Motion No.: 17.033

Moved by Councillor Rick Howard THAT Council adopts Policy F-07 – N.S.F. Fee as amended.

CARRIED UNANIMOUSLY

10.7 Amend Policy F-08 – Capital Cost Definition

Administration is requesting that Council amend Policy F-25 – Capital Cost Definition by creating Policy F-08 – Capital Cost Definition with the addition of the definition for Capital Costs.

Motion No.: 17.034

Moved by Councillor Lorna Armstrong THAT Council adopts Policy F-08 – Capital Cost Definition as amended.

CARRIED UNANIMOUSLY

10.8 Amend Policy F-09 – Tangible Capital Assets

Administration is reviewing current policies and is asking Council to amend Policy F-43 – Tangible Capital Assets by creating Policy F-09 – Tangible Capital Assets with the amendments made to the format of the policy.

Motion No.: 17.035

Moved by Councillor Sue Dow THAT Council adopts Policy F-09 – Tangible Capital Assets as amended.

CARRIED UNANIMOUSLY

10.9 Bylaw No. 1459-17 – Road Closure


The Town is requesting the closure of roads described in Bylaw No. 1459-17.

Prior to second and third reading a road closure bylaw needs to be advertised, a public hearing held and approved by the Minister of Infrastructure and Transportation.

Council was asked to give first reading to this bylaw and set a public hearing date.

Motion No.: 17.036

Moved by Councillor Rick Howard THAT Bylaw No. 1459-17 be given first reading, and

Initials


THAT the public hearing date for this bylaw be set for February 27, 2017.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 STARS Foundation Donation Request

On January 9, 2017, Glenda Farnden, the Municipal Relations Liaison with the STARS Foundation made a presentation to Town Council giving an overview of the STARS equipment and financial position.

As part of the presentation Glenda requested that Council consider a \$2.00 per capita donation to the STARS Foundation to ensure the sustainability of these emergency services. The level of support has been adopted by several other municipalities previously.

The cost to the Town of Vulcan to contribute at the suggested level would equal \$3,672.00.

Council could contribute to the STARS Foundation with a one-time grant to an organization through Policy F-45 or could consider contributing annually by adding the STARS Foundation to Policy F-26 Recurring Grants to Organizations.

Motion No.: 17.037

Moved by Councillor Rick Howard THAT STARS Foundation be added to Policy F-06 Recurring Grants to Organizations with a commitment of \$2.00 per capita and,

THAT Policy F-06 – Recurring Grants to Organizations be adopted as presented.

CARRIED UNANIMOUSLY

11.2 Vulcan & District Recreation Committee Member-at-Large Town Representative

The Vulcan and District Recreation Committee has an opening for a Member-at-Large position for the Town of Vulcan. The Recreation Director has received a request from Murray Hartung to join the Committee for a one year term.

The Committee reviewed his request and are requesting Council to appoint Murray Hartung to the vacant Member-at-Large position.

Motion No.: 17.038

Moved by Councillor Sue Dow THAT Council approves the Vulcan & District Recreation Committees recommendation to appoint Murray Hartung to the committee for a one year term. **CARRIED UNANIMOUSLY**

11.3 Request for Joint Council Meeting

The Vulcan County Council is requesting a joint meeting with the Vulcan Town Council on January 30, 2017 to discuss a fire services agreement.

Motion No.: 17.039

Moved by Councillor Rick Howard THAT Council directs Administration to arrange a joint Council meeting between the Vulcan County Council and the Town Council on January 30, 2017 at 2:30 p.m. to be held at the Vulcan County Office. **CARRIED UNANIMOUSLY**

11.4 Twin Valley Regional Water Commission 2017 Budget Changes

The Twin Valley Regional Water Commission requisitions funds from its members for the annual operations and debt repayment of its assets. Since the formation of the Commission this funding formula has been established as part the member approved Business Plan that was put in place in 2011. The Water Commission has provided the attached letter outlining changes they have approved as part of their 2017 budget process.

On January 4, 2017 Administration received a copy of the Water Commissions budget, which was approved by the board on November 29, 2016. In reviewing this document there were two significant changes in the water commission budget that were not brought forward to Town Council for discussion or input.

The first change was a rate increase for water from \$1.71 to \$1.75 per cubic meter, this amounts to a \$16,000.00 increase to the Town budget and is needed for commission operations.

The second change is with the debt repayment percentages. The commission has changed the Town rate from 72.5% to 80.1%, this amounts to an additional \$5,973.12 to the existing loans. When added to the newest loan taken by the commission, it has increased the Town's contribution to a total of \$13,606.21 that was not included in the Town's budget.

Councillor John Seaman requested that this discussion be moved in-camera for the purpose of a legal matter for further discussion.

- 12.0 Notice of Motion – NIL
- 13.0 Management Reports - NIL
- 14.0 In-Camera

Motion No.: 17.040

Moved by Councillor John Seaman THAT Council move in-camera at 9:18 p.m.

CARRIED UNANIMOUSLY

Mayor Tom Grant granted a 3 minute recess.

Motion No.: 17.041

Moved by Councillor John Seaman THAT Council move out-of-camera at 10:18 p.m.

CARRIED UNANIMOUSLY

Motion No.: 17.042

Moved by Councillor Sue Dow THAT Administration draft a letter requesting a delegation from the Water Commission attend a Council meeting to further explain the correspondence submitted January 5, 2017.

CARRIED UNANIMOUSLY

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 10:19 p.m.



Tom Grant
Mayor



Kim Fath
Chief Administrative Officer