

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, April 24, 2017  
COMMENCING AT 7:00 PM**

**1.0 Call to Order:**

**2.0 Public Hearing – NIL**

**3.0 Delegations**

3.1 Joe Brophy

**4.0 Adoption of Agenda**

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – April 10, 2017

**6.0 Unfinished Business**

6.1 Spock Days Parade Route Request

6.2 Election Information Session

**7.0 Financial Statements**

7.1 Cash Statement – Ending March 31, 2017

7.2 Year-to-Date Statement – Ending March 31, 2017

**8.0 Correspondence and Information Items**

8.1 Correspondence and Information Items

**9.0 Committee and Administrative Reports**

- 9.1 Presentation of Minutes/verbal reports on various boards/committees in which Town Council has an interest

**10.0 Bylaws/Policies**

- 10.1 Amend Policy E-10 – Vandalism Reporting - Reward
- 10.2 Amend Policy A-22 - Flags

**11.0 New Business**

- 11.1 Vulcan Tinman Street Closure
- 11.2 Placement of Sign on Town Property
- 11.3 Council Remuneration
- 11.4 Committee of the Whole Meeting
- 11.5 Request to Remove Berm at Rodeo Grounds

**12.0 Notice of Motion**

**13.0 Management Reports - NIL**

**14.0 In-Camera - NIL**

**15.0 Adjournment**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting April 10, 2017

Meeting: Regular Council  
Meeting Date: April 24, 2017  
Originated By: Kim Fath

**BACKGROUND / PROPOSAL:**

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, April 10, 2017 were presented to Council.

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

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, April 10, 2017 be approved and read by each member of Council.

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

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER  
ON MONDAY, APRIL 10<sup>th</sup>, 2017**

**PRESENT:**

Mayor	- Tom Grant
Councillor	- John Seaman
Councillor	- Lorna Armstrong
Councillor	- Georgia-Lee DeBolt
Councillor	- Rick Howard
Councillor	- Sue Dow
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.: 17.128**

- 8.1.H – Martin Shields, M.P. Bow River – Invitation to Attend Round Table Discussion on the Liberal government budget.

Moved by Councillor John Seaman 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, March 27, 2017 were presented to Council.

**Motion No.: 17.129**

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, March 27, 2017 be

Initials

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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 April 10, 2017 was presented to Council to be received for information.

**Motion No.: 17.130**

Moved by Councillor Lorna Armstrong THAT Council proclaims April 28, 2017 as National Day of Mourning as requested by the Workers' Compensation Board.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.131**

Moved by Councillor Rick Howard THAT Council proclaims national Rail Safety Week, to be held from April 24 – April 30, 2017.

**CARRIED UNANIMOUSLY**

Martin Shields, M.P. Bow River riding sent an invitation to Council to attend a round table discussion on the recent Liberal government budget on April 25, 2017 at 10:00 a.m. at the Vulcan Legion. Council discussed attending the meeting and received it as information.

**Motion No.: 17.132**

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending April 10, 2017 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.

Initials

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**Motion No.: 17.133**

Moved by Councillor Rick Howard THAT the minutes and/or verbal reports of Town represented Boards/Committees at the April 10, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club – Minutes – March 21, 2017

Verbal Reports:

- Councillor John Seaman
  - Twin Valley Regional Water Services Commission
- Councillor Sue Dow
  - Vulcan Business Development Society
- Councillor Paul Taylor
  - Twin Valley Regional Water Services Commission
  - Vulcan Business Development Society
  - Vulcan Town and County Airport Commission
- Councillor Georgia-Lee DeBolt
  - Vulcan Town & County Airport Commission
  - Vulcan Business Development Society
  - Vulcan & District Tourism Society
  - Vulcan & District Recreation Committee
- Councillor Lorna Armstrong
  - Vulcan Business Development Society
  - Vulcan & District Tourism Society
- Councillor Rick Howard
  - Highwood Community Futures
- Mayor Tom Grant
  - Foothills Regional Emergency Services Commission
  - Mayors and Reeves

**CARRIED UNANIMOUSLY**

Initials

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## 10.0 Bylaws/Policies

### 10.1 Bylaw No. 1459-17 – Road Closure

At the January 23, 2017 Regular Council Meeting Council gave Bylaw No. 1459-17 – Road Closure first reading. The bylaw was then forwarded to the Minister of Transportation's office for approval.

On March 28, 2017 the Minister of Transportation approved Bylaw No. 1459-17 and returned the signed bylaw to the Town of Vulcan for second and third and final reading by Council.

**Motion No.: 17.134**

Moved by Councillor John Seaman THAT Bylaw No. 1459-17 be given second reading.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.135**

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1459-17 be given third and final reading.

**CARRIED UNANIMOUSLY**

### 10.2 Amend Policy PE-01 – Labour Negotiation

Administration is reviewing current policies and is requesting that Council amend Policy PE-01 – Labour Negotiations with changes to the layout and the wording of the policy.

**Motion No.: 17.136**

Moved by Councillor Rick Howard THAT Council rescinds Policy PE-01 – Labour Negotiation as amended.

**CARRIED UNANIMOUSLY**

### 10.3 Amend Policy PE-02 – Local Authorities Pension Plan

Administration is reviewing current policies and is requesting that Council amend Policy PE-02 – Local Authorities Pension Plan to formalize a process to establish guidelines for the administration of the Local Authorities Pension Plan (LAPP).

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**Motion No.: 17.137**

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-02 – Local Authorities Pension Plan as amended.  
**CARRIED UNANIMOUSLY**

**10.4 Amend Policy PE-03 – Code of Conduct**

Administration is reviewing current policies and is requesting that Council amend Policy PE-03 – Code of Conduct with changes to the format and the information shown in the body of the policy.

**Motion No.: 17.138**

Moved by Councillor Georgia-Lee DeBolt THAT Council adopts Policy PE-03 – Code of Conduct as amended.  
**CARRIED UNANIMOUSLY**

**10.5 Amend Policy PE-05 – Benefits Following Lay-Offs, Termination, or Resignation**

Administration is reviewing current policies and is requesting that Council amends Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation with changes to the format and information presented in the policy.

**Motion No.: 17.139**

Moved by Councillor John Seaman THAT Council adopts Policy PE-05 – Benefits Following Lay-Off, Termination, or Resignation as amended.  
**CARRIED UNANIMOUSLY**

**10.6 Amend Policy PE-06 – Staff Training and Development**

Administration is reviewing current policies and is requesting that Council amends Policy PE-06 – Staff Training and Development outlining the Town’s commitment to continuous education of its employees and support of ongoing employee training and development.

**Motion No.: 17.140**

Moved by Councillor Rick Howard THAT Council adopts Policy PE-06 – Staff Training and Development as amended.  
**CARRIED UNANIMOUSLY**

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**10.7 Amend Policy PE-07 – Employee Request for Time-Off**

Administration is reviewing current policies and requested Council to review Policy PE-07 – Employee Request for Time Off with changes to the format and information presented in the policy.

**Motion No.: 17.141**

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-07 – Employee Request for Time Off as amended. **CARRIED UNANIMOUSLY**

**10.8 Amend Policy PE-08 – Job Descriptions**

Administration is reviewing current policies and is requesting that Council amend Policy PE-08 – Job Descriptions with changes to the format and updating the job descriptions listed in the policy.

**Motion No.: 17.142**

Moved by Councillor Sue Dow THAT Council adopts Policy PE-08 – Job Descriptions as amended. **CARRIED UNANIMOUSLY**

**10.9 Amend Policy PE-10 – Annual Vacations**

Administration is reviewing current policies and is requesting that Council amend Policy PE-10 – Annual Vacations with changes to the format of the policy.

**Motion No.: 17.143**

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-10 – Annual Vacations as amended. **CARRIED UNANIMOUSLY**

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**10.10 Amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence**

Administration is reviewing current policies and is requesting that Council amend Policy PE-11 – Sick, Bereavement and Requested Leave of Absence with changes to the format and content of the policy.

**Motion No.: 17.144**

Moved by Councillor Sue Dow THAT Council adopts Policy PE-11 – Sick, Bereavement and Requested Leave of Absence as amended. **CARRIED UNANIMOUSLY**

**10.11 Amend Policy PE-12 – Grievance Procedure**

Administration is reviewing current policies and is requesting that Council amend Policy PE-12 – Grievance Procedure with changes to the format and the content of the amended policy.

**Motion No.: 17.145**

Moved by Councillor Lorna Armstrong THAT Council adopts Policy PE-12 – Grievance Procedure as amended. **CARRIED UNANIMOUSLY**

**10.12 Amend Policy PE-14 – Employee Service Recognition**

Administration is reviewing current policies and is requesting that Council amend Policy PE-14 – Employee Service Recognition with changes to the format and content of the amended policy.

**Motion No.: 17.146**

Moved by Councillor Paul Taylor THAT Council adopts Policy PE-14 – Employee Service Recognition as amended. **CARRIED UNANIMOUSLY**

Initials

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## 11.0 New Business

### 11.1 Old Water Treatment Plant

The Twin Valley Regional Water Commission is requesting that the Town of Vulcan take ownership of the old Water Treatment Plant (WTP) and its contents.

The current business plan states that when the new Water Treatment Plant (WTP) becomes operational, that portion of the site and existing WTP not required for the operation of the system will be returned to the Town where it is expected that components, including treated water storage and distribution pumping systems would be used by the town as part of the Town's distribution system. The portions of the existing WTP not required by the town would be decommissioned and reclaimed or demolished as the Town may determine.

#### **Motion No.: 17.147**

Moved by Councillor Lorna Armstrong THAT Administration contact the Water Commission to pursue negotiations for the Town to take back the old water plant and further discuss the options available for this process.

**CARRIED UNANIMOUSLY**

### 11.2 Request for Use of Town Pylons

The Vulcan County Health and Wellness Foundation are planning a Mother's Day Walk/run on Saturday, May 13, 2017 from 9:00 a.m. to 12:00 noon. They are requesting the use of two dozen pylons from the Town to mark areas along the route which begins at the arena and will circle at the 3 km mark on the walking path.

#### **Motion No.: 17.148**

Moved by Councillor Rick Howard THAT Council supports the Mother's Day Walk/Run and approves the usage of Town of Vulcan pylons for the walk/run on May 13, 2017.

**CARRIED UNANIMOUSLY**

### 11.3 2017 Capital Works – Award Recommendation

At the March 13, 2017 Regular Council Meeting, Motion No. 17.092 was made to approve administration starting the tendering process with CIMA for the proposed local improvement plans of the 400 Block of 4<sup>th</sup> Street South.

Initials

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CIMA sent out the tender documents on March 15, 2017 and closed the tender process on April 5, 2017. There were three bids received for this work. The bids ranged from \$588,251.93 to \$421,881.08. CIMA and Administration have reviewed the tenders and are putting forward a recommendation for Council.

**Motion No.: 17.149**

Moved by Councillor Rick Howard THAT Council accepts Shawnee Excavating & Trucking Ltd. tender in the amount of \$421,881.08 (including GST and \$36,526.50 for contingency) and that Administration directs CIMA to prepare Notice of Award and Contract Documents.

**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 – Justin Vallee

**Motion No.: 17.150**

Moved by Councillor Paul Taylor THAT Administration draft a Flag Policy and bring back to Council for consideration.

**CARRIED UNANIMOUSLY**

**Motion No.: 17.151**

Moved by Councillor Lorna Armstrong THAT this Council receives for information the management reports for the period ending April 10, 2017.

**CARRIED UNANIMOUSLY**

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 8:55 p.m.

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Tom Grant  
Mayor

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Kim Fath  
Chief Administrative Officer

Initials

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# Town of Vulcan

Request for Decision (RFD)

## Spock Days Parade Route Request

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

At the March 27, 2017 Regular Council Meeting Council discussed a request to modify the Spock Days parade route to accommodate residents at the Peter Dawson Lodge. Council directed Administration to collect more information and that it be brought back to Council for further consideration.

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

A petition has been provided by the residents of Peter Dawson indicating their support to change the parade route. The Spock Day Committee has also checked with John Deere due to concerns about the size of their entry and confirmed that their parade entry will be able to navigate the narrower streets.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council approves the request to change the parade route to follow 6<sup>th</sup> Avenue South and continue through to 6<sup>th</sup> Avenue North and turn onto 1<sup>st</sup> Street North for one block to 5<sup>th</sup> Avenue North and turn there to go back to Centre Street.

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

Keath Brooks, a resident within the Town of Vulcan, has approached the Town of Vulcan Council and has asked if they would consider rerouting the Parade in June 2017 so that it would come around the corner of 1st Street North and 6th Avenue North (the corner where the Peter Dawson Lodge sign sits) .Lodge Residents would be able to sit on the Lodge deck or on the sidewalk in front of the Lodge to watch the Parade instead of walking to the corner or Center Street and 6th Avenue. If this is something you would like to see happen please sign this paper and lets see if the Town Council will try this for one year.

Laura Heulton  
 Gladys Fulton  
 Art Deak  
 Phyllis Huff  
 Muriel Sokistone  
 DORIS CLEMENTS  
 Alice OLSEN  
 Gerald Sansone  
 Diana Taylor  
 Edna Shield  
 May Malmberg  
 Shirley Banta  
 Ethel Nelson  
 Ann Brenden

Ernesto Williams  
 Nora Simmons  
 Lorna Daurie  
 Lena Ansever  
 Jean Umscheid  
 Ruth Danna  
 Cathrine Grant  
 Myrtle Walker  
 Sharon O'KEEFE  
 LARRY O'KEEFE  
 E My Lockwood  
 Maria Leror  
 June Henry

APR 18 2017

# Town of Vulcan

Request for Decision (RFD)

## Election Information Session

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

At the March 27, 2017 Regular Council Meeting Administration was asked to put together information for a possible Election Information session to be hosted by Town Council prior the 2017 Municipal Election.

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

Administration has assembled 10 documents to assist with this presentation and these documents are available through the Council information log-in on the Town of Vulcan website.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council moves that Administration arranges a Council hosted open house on \_\_\_\_\_ for those interested in running in the 2017 Municipal Election.

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

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

# Town of Vulcan

Request for Decision (RFD)

## Cash Statement – Ending March 31, 2017

Meeting: Regular Council  
Meeting Date: April 24, 2017  
Originated By: Kim Fath

**BACKGROUND / PROPOSAL:**

Attached is the Cash Statement for the period ending March 31, 2017.

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

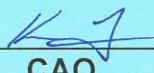
For Council's information.

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the Cash Statement for the period ending March 31, 2017 be received for information.

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

TOWN OF VULCAN

Town of Vulcan  
Cash Statement  
3/31/2017

	Debit	Credit	YTD
<b>Cash</b>			
Bank - General Account	26,411,614.95	(26,193,884.78)	217,730.17
<b>Investments</b>			
Notice On Demand Acct General	3,684,805.24	(3,011,187.94)	673,617.30
Notice on Demand Acct FGTF	212,930.29	(212,557.32)	372.97
Notice on Demand Acct MSI Capital	791,263.80	(549,230.37)	242,033.43
Notice on Demand Acct Vulcan Innovation	15,621.21	0.00	15,621.21
Notice On Demand Acct BMTG	169,004.31	(168,397.11)	607.20
Term Deposit - Mix Reserve	5,175.57	0.00	5,175.57
Term Deposit - Healy Reserve	15,638.10	0.00	15,638.10
Term Deposit - Alberta Energy Grant	895,173.58	(895,173.58)	0.00
Term Deposit - Shearer Reserve	1,668.01	0.00	1,668.01
Term Deposit - Androsoff Reserve	5,382.69	0.00	5,382.69
Term Deposit - Flags	40,235.87	(20,000.00)	20,235.87
	<u>5,836,898.67</u>	<u>(4,856,546.32)</u>	<u>980,352.35</u>

Mayor \_\_\_\_\_

CAO \_\_\_\_\_

# Town of Vulcan

Request for Decision (RFD)

## Year-to-Date Statement – Ending March 31, 2017

Meeting: Regular Council  
Meeting Date: April 24, 2017  
Originated By: Kim Fath

**BACKGROUND / PROPOSAL:**

Attached is the Year-to-Date Statement for the period ending March 31, 2017.

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

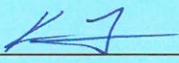
For Council's information.

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the Year-to-Date Statement for the period ending March 31, 2017 be received for information.

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

TOWN OF VULCAN

For the Three Months Ending March 31, 2017

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE	ANNUAL BUDGET
<b>General Taxes &amp; Fees</b>					
Revenue	(\$148,558.15)	(\$42,315.25)	(\$3,101,072.00)		(\$2,952,513.85)
Expenses	31,544.00		34,000.00		2,456.00
<b>School Taxes</b>					
Revenue			(550,000.00)		(550,000.00)
Expenses	136,805.06		550,000.00		413,194.94
<b>Legislative</b>					
Revenue					
Expenses	15,800.82	751.48	119,845.00		104,044.18
<b>General Administration</b>					
Revenue	(24,690.52)	(25,893.64)	(28,450.00)		(3,759.48)
Expenses	343,838.74	248,648.84	847,739.52		503,900.78
<b>Fire Fighting</b>					
Revenue					
Expenses	21,714.08	4,096.06	153,623.00		131,908.92
<b>Emergency Services</b>					
Revenue					
Expenses	1,044.83	1,044.83	11,000.00		9,955.17
<b>Bylaw</b>					
Revenue	(11,846.50)	(8,736.50)	(32,000.00)		(20,153.50)
Expenses	30,173.03	11,367.11	116,740.00		86,566.97
<b>Common Services</b>					
Revenue					
Expenses	69,733.59	27,381.90	315,600.76		245,867.17
<b>Roads &amp; Streets</b>					
Revenue			(3,907.93)		(3,907.93)
Expenses	95,069.17	40,039.01	540,432.14		445,362.97
<b>Airport</b>					
Revenue					
Expenses	8,000.00	8,000.00	8,000.00		
<b>Water Treatment</b>					
Revenue	(60,000.00)	(20,000.00)	(240,000.00)		(180,000.00)
Expenses	43,094.90	6,516.56	190,066.78		146,971.88

**Storm**

Revenue				
Expenses	1,867.72	130.27	6,310.55	4,442.83

**FCSS**

Revenue	(60,713.00)	(60,713.00)	(199,133.00)	(138,420.00)
Expenses	64,518.00	(8,654.50)	212,291.00	147,773.00

**Cemetery**

Revenue	(3,355.00)	(2,090.00)	(8,000.00)	(4,645.00)
Expenses	1,337.19	457.19	22,479.00	21,141.81

**Planning Development & Safety**

Revenue	(2,896.17)	(724.57)	(7,200.00)	(4,303.83)
Expenses	34,897.69	19,873.03	112,184.00	77,286.31

**Subdivision**

Revenue	(2,800.00)	(2,800.00)	(10,200.00)	(7,400.00)
Expenses			20,780.09	20,780.09

**Economic Development**

Revenue				
Expenses	88,800.00	88,800.00	106,300.00	17,500.00

**Recreation**

Revenue	(10,788.17)	(3,064.28)	(129,116.00)	(118,327.83)
Expenses	44,217.63	16,876.37	219,032.00	174,814.37

**Golf Course Loan**

Revenue				
Expenses	21,216.00	8,160.00	84,864.00	63,648.00

**Parks**

Revenue			(75,925.00)	(75,925.00)
Expenses	21,124.43	4,725.96	134,900.00	113,775.57

**Swimming Pool**

Revenue	(109.52)		(124,407.50)	(124,297.98)
Expenses	9,293.20	5,069.82	203,515.00	194,221.80

**Arena**

Revenue	(17,131.60)	(187.50)	(117,920.00)	(100,788.40)
Expenses	65,423.98	35,980.02	195,840.00	130,416.02

**Culture**

Revenue	(3,600.00)	(1,200.00)	(14,400.00)	(10,800.00)
Expenses	119,232.31	2.94	140,748.32	21,516.01

**Tourist Center**

Revenue	(3,600.00)	(1,200.00)	(14,400.00)	(10,800.00)
Expenses	90,477.90	88,063.27	113,194.57	22,716.67

**Water**

Revenue	(76,698.20)	(1,009.20)	(733,356.64)	(656,658.44)
Expenses	121,964.91	45,252.91	798,633.28	676,668.37

**Sewer**

Revenue	(31,032.43)	(35.33)	(205,990.00)	(174,957.57)
Expenses	26,708.89	5,985.26	358,822.09	332,113.20

**Garbage**

Revenue	(59,120.86)	(97.55)	(435,921.00)	(376,800.14)
Expenses	24,250.06	8,102.33	414,453.08	390,203.02

TOTAL REVENUE	<u>(516,940.12)</u>	<u>(170,066.82)</u>	<u>(6,031,399.07)</u>	<u>(5,514,458.95)</u>
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TOTAL EXPENSES	<u>1,532,148.13</u>	<u>666,670.66</u>	<u>6,031,394.18</u>	<u>4,499,246.05</u>
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# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

Attached is the list of Correspondence and Information for the period ending April 24, 2017.

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

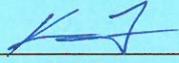
For Council's review.

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

N/A

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the Correspondence and Information for the period ending April 24, 2017 be received for information.

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

Report on Miscellaneous Correspondence 8.1 (2) - April 24, 2017

- A. **Mayors and Reeves of Southwest Alberta**  
Fixed Wing Medivac Services
  
- B. **Glen Motz, Member of Parliament Medicine Hat-Cardston-Warner**  
Southern Alberta Fixed-Wing Medivac Service
  
- C. **Partners for the Saskatchewan River Basin**  
Request for Membership Support
  
- D. **Communities in Bloom**  
Request for Mayor to attend dedication of the Marian Fisher Park

## Mayors & Reeves of Southwest Alberta

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April 7, 2017

Minister of Health, Sarah Hoffman

RE: FIXED WING MEDIVAC SERVICES

Dear Minister Hoffman;

At the April 7, 2017 meeting of the Mayors and Reeves of Southwest Alberta, comments were received about a potential change in Medivac services for our region.

We would like to express great concern over the future quality and/or diminished service for this important lifesaving service. Our region has been served by the same organization for the past 50 years. Our current service provider has planes at both Lethbridge and Medicine Hat with Hangar Facilities. If there is a change in service providers will we receive the same quality level of service as we now have? They are great supporters of our community, provide jobs in the region as well as lifesaving emergency services.

We respectfully request clarification and some dialogue on the above. We look forward to your reply.

Sincerely,

A handwritten signature in blue ink that reads "Lorne Hickey".

Lorne Hickey, Reeve, Lethbridge County

Cc Shannon Phillips, MLA, Minister of Environment/Parks, Lethbridge West

Maria Fitzpatrick, MLA, Lethbridge East

Grant Hunter, MLA, Cardston-Taber-Warner

Dave Schneider, MLA, Little Bow

Pat Stier, MLA, Livingstone-Macleod



## Glen Motz, Member of Parliament

Medicine Hat-Cardston-Warner

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April 11, 2017

Hon. Sarah Hoffman  
Minister of Health  
423 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6  
E-mail [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

### **RE: Southern Alberta Fixed-wing Medivac Service**

Dear Minister:

Recently, I became aware that Alberta Health Services is contemplating a contract change to the long-standing fixed-wing medivac service provided in Southern Alberta. For 50-years Integra Air has provided quality air ambulance service to this region, with hanger amenities in both Medicine Hat and Lethbridge, ensuring rapid response for direct emergency transfers to major medical centers.

The premium service this region has experienced and come to expect when it comes to these emergency medical air transfers would be impossible to replicate should this locally-based service be relocated in favour of a centralized provider. Response times to rural airports would become unreasonable, delaying critical medical treatment and thus putting the health of thousands of patients at risk. I understand that over 500 patients monthly are transferred from Southern Alberta by Integra's air ambulance for enhanced medical treatment.

In addition to raising concerns over diminished lifesaving service, Integra Air is a vital part of the business communities in both the Medicine Hat and Lethbridge, with significant contributions to our local economies annually. Integra Air and their employees live, raise their families, contribute to the community and pay local taxes. Other local businesses and suppliers would be negatively impacted by this move. For the general population, the loss of a vital, non-medical air transport service would also jeopardize our communities in immeasurable ways.

In-depth community discussion and open dialogue on any potential plans to alter air ambulance service for Southern Alberta must be initiated before change, in any format, is considered. Our communities deserve input on such a crucial medical service.

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#### **Constituency Office:**

Suite 306, 2810 - 13 Avenue SE  
Medicine Hat, AB T1A 3P9 [Tel: 403-528-4698](tel:403-528-4698) Fax: 403-528-4365

Thank you in advance for your attention to this important issue and look forward to your prompt response.

Sincerely,



Glen Motz  
Member of Parliament  
Medicine Hat-Cardston-Warner

- c: Rachael Harder, MP, Lethbridge
- Bob Wanner, MLA Medicine Hat
- Drew Barnes, MLA Cypress - Medicine Hat
- Grant Hunter, MLA, Cardston-Taber-Warner
- Dave Schneider, MLA, Little Bow
- Shannon Phillips, MLA, Minister of Environment/Parks, Lethbridge West
- Maria Fitzpatrick, MLA, Lethbridge East
- Mayors and Reeves SW Alberta
- Mayors and Reeves SE Alberta
- Integra Air
- Ted Clugston, Mayor, City of Medicine Hat Medicine Hat
- Darcy Geigle, Reeve, County of Cypress
- Ernie Reimer, Mayor, Town of Redcliff
- Byrne Lengyel, Reeve, County of Forty Mile
- Gordon Reynolds, Mayor, Town of Bow Island
- Ken Kultgen, Mayor, Village of Foremost
- Ross Ford, Reeve, County of Warner
- George Bohne, Mayor, Town of Raymond
- David Hawco, Mayor, Town of Milk River
- Tom Butler, Mayor, Village of Coutts
- Ben Nilsson, Mayor, Village of Stirling
- Tyler Lindsay, Mayor, Village of Warner
- CAO and Councillors, County of Cardston
- Maggie Kronen, Mayor, Town of Cardston
- Russ Barnett, Mayor, Town of Magrath

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**Constituency Office:**

Suite 306, 2810 – 13 Avenue SE

Medicine Hat, AB T1A 3P9 [Tel: 403-528-4698](tel:403-528-4698) Fax: 403-528-4365

8.1.C



Partners FOR the Saskatchewan River Basin

Managing Partner: Meewasin Valley Authority

402 Third Avenue South, Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887 or 1-800-567-8007

Facsimile: (306) 665-6117

Email: [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca)

Web Site: <http://www.saskriverbasin.ca>

Town of Vulcan  
321 - 2nd Street South, P.O. Box 360  
Vulcan, AB T0L 2B0

March 29, 2017

Partners FOR the Saskatchewan River Basin (PFSRB) would like to request your support. **Your membership and financial support is key to realizing our mission.** The progress in building awareness and knowledge of water issues, research, and solutions in the Saskatchewan River Basin (SRB) would not be possible without public support. Help us to continue doing this crucial work.

PFSRB has been promoting watershed stewardship and sustainability of the SRB since 1993. The SRB is an international watershed that includes the three Prairie Provinces and a small portion of Montana. It contains the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers. PFSRB is the only non profit, non-governmental organization with a mandate to promote watershed sustainability across the entire Saskatchewan River Basin.

Our popular educational board game, Moopher's Amazing Journey to the Sea, has been transformed into a tri-lingual version by incorporating Michif and Cree language into the game. We developed partnerships with both the Gabriel Dumont Institute and the Saskatchewan Indigenous Cultural Centre to complete this work. As always, there is no charge for receiving the game, although assistance with postage is always welcome. Please contact our office to request your copy.

The expansion of the educational Stan the Sturgeon Fish Habitat Program was completed last year with the development of three additional consensus building scenarios. This was completed with the generous support of SaskPower. All of the scenarios were translated into French and made available on our website. Information on our other programs and informational materials can be found on our website: [www.saskriverbasin.ca](http://www.saskriverbasin.ca).

Save the dates! Our annual conference will be held October 17 to 19, 2017 in Edmonton, Alberta. The theme for this year's conference is water quality and transboundary issues. As more information becomes available, it will be posted on our website and Facebook pages.

As added benefit to memberships, we are now offering a \$25.00 discount to members on conference registration fees. In addition, PFSRB is currently undergoing some changes and you can expect there to be more opportunities available to members over the coming year.

Please help us continue this important work by becoming a member. Your support is invaluable. Please find a membership form enclosed.

Sincerely,

Lis Mack  
Manager

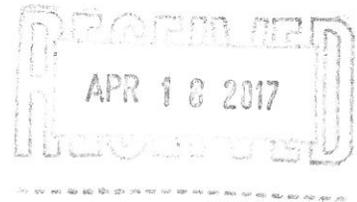
Enclosure

*Mission - to promote watershed sustainability through awareness, linkages and stewardship*

8.1.D

Communities in Bloom

April 16, 2017



Mayor & Council, Town of Vulcan  
Vulcan ,AB

Communities in Bloom is planning for the dedication of the Marian Fisher Park for June 24 at 2:00pm.

Plans are being made with consideration to include as many of her family as possible. We hope as many of council as possible will be able to attend.

We would like to have the mayor or designate participate in the event. A response to me at 403-485-2748 or Box 3, Vulcan would be appreciated as we are preparing a program.

Thankyou

Secretary for Communities in Bloom

# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting:	Regular Council
Meeting Date:	April 24, 2017
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.

- Vulcan Golf and Country Club Annual General Meeting – Minutes – April 13, 2017

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

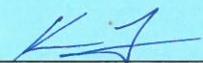
**COSTS / SOURCE OF FUNDING (if applicable):**

N/A

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the April 24, 2017 Town Council Meeting be received for information.

- Vulcan Golf and Country Club Annual General Meeting – Minutes – April 13, 2017

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

# VULCAN GOLF AND COUNTRY CLUB



MINUTES OF THE ANNUAL GENERAL MEETING OF APRIL 13, 2017

Meeting called to order by President, Don McPherson at 7:02 pm.

BOARD MEMBERS PRESENT: Don McPherson, Dave Lanktree, Roberta Meehan, Ron Fernley, Barry Wallin, Ken Creed, Morgan Magnuson; Jerad Smith, Chad Munro.

TOWN COUNCILLOR: Paul Taylor  
GROUNDS SUPERINTENDENT: Duke Webber  
DIRECTOR OF GOLF: Gordon Brayton

MINUTES of the 2016 Annual General meeting have been circulated to all members. Barb Hamilton moved to accept the 2016 minutes, seconded by Beryl Willerton. Carried

FINANCIAL REPORT: The Financial Report was presented by Diane Krystalowich. VGCC Treasurer Barry Wallin expressed concern over the 2016 deficiency of revenue over expenses. Diane stated that 2016 was an improvement over 2015 and that there are many factors affecting the year to year financials. Don McPherson stated that recent additional VGCC financial expenses such as the \$44,000 water bill, carbon tax and Alberta increases to the minimum wage had a large bearing on our bottom line.

BUSINESS ARISING FROM THE MINUTES: none

## REPORTS

PRESIDENTS REPORT: presented by Don McPherson as per attached.

DIRECTOR OF GOLF REPORT: presented by Gordon Brayton, high-lighting activities such as the Calgary Golf Show, changes to the Dusty Rhodes Junior Golf Program and the use of private golf carts, as per attached.

GROUNDS REPORT: presented by Duke Webber, indicating that the course has come through the winter in very good condition. Duke discussed projects completed over the 2016 golf season and the addition of the beautiful Gazebo now installed at the 10th Tee donated by Barb Ferguson. Report attached.

## LEAGUE REPORTS:

MEN'S LEAGUE: Wayne Shearer gave an overview of the Men's League and discussed the start times and methodology of payouts.

LADIES LEAGUE: Cathy Wallin presented the Ladies League Report for Shelly Walper and reported another successful year.

MEN'S SENIOR INTERCLUB: Ron Fernley reported another successful year for the Men's Senior Interclub.



# VULCAN GOLF AND COUNTRY CLUB

LADIES INTERCLUB REPORT : Colleen Creed presented the Ladies Interclub Report for Margo Ullly. The Ladies Interclub consists of eight golf courses with Vulcan placing second in 2016. The 2017 wind-up will be held at VGCC in August with 60 to 80 players.

JUNIOR LEAGUE: Gordon Brayton stated that changes to the Junior League had been discussed in the Director of Golf Report.

## NEW BUSINESS:

OCTOGENARIAN CATEGORY: Barry Wallin discussed the possibility of having an Octogenarian rate category for seniors over 80. Associate memberships and special evening rates were also discussed.

A Motion was made by Harvey Bergen, seconded by Beryl Willerton to instruct the board to explore an Associate Membership, Octogenarian Membership and an Evening Fee and come back to the general membership with a concrete proposal. Carried.

QUESTIONS TO THE BOARD: None.

## ELECTION OF NEW DIRECTORS:

Board members with one year remaining on the Board include: Don McPherson, Barry Wallin, Morgan Magnusson, Jerad Smith Chad Munro. Four Board positions are to be filled. Nominees are Paul Mansfield, Wayne Shearer, Stacy Wheeler, Ross Zuelke, and Tyler Wolfe. At this time one year director Jerad Smith resigned due to other commitments and time constraints. This left five board positions to be filled. Ballots were not required. New Directors are Paul Mansfield, Wayne Shearer, Stacy Wheeler, Ross Zuelke, and Tyler Wolfe.

ADJOURNMENT: Beryl Willerton moved adjournment of the meeting at 8:25 pm. Carried.

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy E-10 – Vandalism Reporting - Reward

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

Administration is reviewing current policies and is requesting that Council amend Policy E-10 – Vandalism Reporting – Reward with changes to the format and content of the policy.

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

Attached is a draft copy of Policy E-10 – Vandalism Reporting – Reward for Council’s consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy E-10 – Vandalism Reporting – Reward as amended.

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

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

**TOWN OF VULCAN**

Policy Manual

10.1

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>E-10</b>			<b>Vandalism Reporting - Reward</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>08/06/1998</b>	<b>98.162</b>	
<b>Amended</b>			

**STATEMENT:**

**The Town of Vulcan requires a policy to deter theft and vandalism occurring on Town property and encourage community participation toward reporting vandalism.**

**1. Policy**

- 1.1 In an effort to deter damage and increase community empowerment, the Chief Administrative Officer is authorized to offer a reward of up to \$1,500.00 to persons providing information which results in the successful prosecution relating to theft or vandalism occurring to Town property.
- 1.2 The reward will be offered to the first person who provides to the Town, information or evidence leading to the conviction of a person of an offence under a Local Law or other legislation.
- 1.3 The reward shall be paid within thirty (30) days after that person is convicted of the offence.
- 1.4 Only one reward can be claimed.
- 1.5 If more than one person's information or evidence is required for conviction, the reward shall be shared by these persons.
- 1.6 The provisions of the policy are to be advertised at regular intervals in the local newspaper and appropriate signs may be erected at respective locations to deter illegal activity and encourage members of the public to report such incidents.
- 1.7 The amount of the reward is to be based on the extent and costs of damage or loss incurred and the value to the Town in securing a prosecution.
- 1.8 Rewards in excess of \$1,500.00 may be offered in specific cases, subject to the approval of Council.
- 1.9 Councillors, Town employees or contractors, Members of the Police/Peace Officers, or persons convicted of being illegally involved in any activity relating the Town property are not eligible for any reward under the provisions of this policy.

**- END OF POLICY-**

**TOWN OF VULCAN**

**TITLE:** Reward - Vandalism

**POLICY NUMBER:** E-1

**ADOPTED BY COUNCIL AT A  
REGULAR/SPECIAL COUNCIL**

**SUPERSEDES  
POLICY NUMBER:** E-1 of 1995

**MEETING:** June 8, 1998  
Motion No. 98.162

**SUPERSEDED BY  
POLICY NUMBER:**

**STATEMENT:**

A \$1,500 reward will be offered for information leading to the apprehension and conviction of person(s) responsible for vandalism, theft, or damage to Town property.

# Town of Vulcan

Request for Decision (RFD)

## Amend Policy A-22 - Flags

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

The Town of Vulcan requires a policy to establish the process for ensuring proper protocol for Canadian, Provincial, Town and other flags is followed and ensure that all flags at municipal facilities and green spaces are flown and displayed in a consistent and appropriate manner.

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

Attached is a draft copy of Policy A-22 – Flags for Council’s consideration.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Council adopts Policy A-22 – Flags as presented.

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

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

# TOWN OF VULCAN

## Policy Manual

10.2

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-22</b>			<b>Flags</b>
Approval	D/M/Y	Resolution #,	
<b>Adopted</b>			

### STATEMENT:

**The Town of Vulcan requires a policy to establish the process for ensuring proper protocol for Canadian, Provincial, Town and other flags is followed, and to ensure that all flags at municipal facilities and green spaces are flown and displayed in a consistent and appropriate manner.**

#### 1. Policy

- 1.1 The Town of Vulcan through its community flag program has a substantial number of flags in various greenspaces throughout the Town. This policy applies to all properties and facilities owned and operated by the Town of Vulcan including those established as part of the community flag program.
- 1.2 All flags, including the National flag of Canada, the Union Jack, the flags of each Province and the Town of Vulcan flag are symbols of honor and pride for our citizens and should be treated with respect.
- 1.3 **Town Facility** Flags are located at:
  - (a) The Town Office
  - (b) The Vulcan Pool
  - (c) The Virginia Mitchell Campground
  - (d) Vulcan Bell Tower
- 1.4 **Community Flag Program** Flags are located at:
  - (a) East Entrance Service Road Greenspace
  - (b) West Entrance Greenspace
  - (c) Memorial Park including the Cenotaph

#### 2. Flag Maintenance and Disposal

- 2.1 Flags shall be inspected and changed as determined by public works, semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

# **TOWN OF VULCAN**

## Policy Manual

### **3. Town Flag**

- 3.1 The Town of Vulcan Flag will be flown at all Town facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or Town of Vulcan Flag may be displayed
- 3.2 The Town Flag should be flown or displayed properly and treated with dignity and respect.
- 3.3 The Town Flag shall not be used for commercial purposes by any organization.
- 3.4 The Town of Vulcan reserves the right to refuse, deny or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.

### **4. Displaying Flags**

- 4.1 Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage at their website, [www.pch.gc.ca](http://www.pch.gc.ca).
- 4.2 Where the Town of Vulcan Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left to the observer of the flags and the Town of Vulcan Flag on the right.
- 4.3 Where the Town of Vulcan Flag is flown or displayed with the Canadian Flag and Province of Alberta Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Alberta Flag to the left and the Town of Vulcan Flag to the right.
- 4.4 When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance to the manner outlined by the Department of Canadian Heritage as outlined in sections 4.2 and 4.3 of this policy.
- 4.5 When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- 4.6 In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles.
- 4.7 When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of Alberta Flag, followed by the Town of Vulcan Flag.

# **TOWN OF VULCAN**

## Policy Manual

### **5. Half-Masting**

- 5.1** Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- 5.2** To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.
- 5.3** Flags flown at Town facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
- (a)** Her Majesty the Queen and members of the Royal Family;
  - (b)** Canadian Prime Minister;
  - (c)** A present day elected area representative of the Federal or Provincial governments;
  - (d)** Past or present Mayor and Members of Council;
  - (e)** Present day employees of the Town of Vulcan;
  - (f)** As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Alberta;
  - (g)** A person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.
- 5.5** Flags flown at Town facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:
- (a)** Workers' Day of Mourning (April 28)
  - (b)** Remembrance Day (November 11)
  - (c)** As directed by Proclamation from Town Council
- 5.6** Community Flag Program Flags shall only be lowered to a half-mast position, where it is feasible to do so, upon receiving a written request from Vulcan residents, and following a motion of approval from Town Council. Consideration should only be given to extraordinary circumstances or events.

### **6. Special Occasion Flags**

- 6.1** The Town of Vulcan may fly special occasion flags to celebrate a particular date or event of significance to the Town. Council will decide which flags will be flown for special occasions by motion.
- 6.3** Flags flown by special request will take the place of the Town Flag for the duration that the request is granted, or for an appropriate period specified by Council to mark an event.

## TOWN OF VULCAN

### Policy Manual

- 6.4 Community groups or organizations shall make this request in writing, specifying the description of the flag, location(s) to be flown, the date to be raised, and time frame for which they shall remain in place.
- 6.5 If the request meets the requirements and is approved by Council by motion, administration shall proceed with the implementation of the flag raising.
- 6.6 Flags flown for special occasions, groups, or events will be flown on the flagpole reserved for the Town flag. At no time will the National or Provincial flag be replaced by a special occasion flag.
- 6.7 The Town of Vulcan reserves the right to choose which flags may or may not be flown at Town owned properties.

**- END OF POLICY-**

# Town of Vulcan

Request for Decision (RFD)

## Vulcan Tinman Street Closure

Meeting: Regular Town Council  
 Meeting Date: **April 24, 2017**  
 Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

The Vulcan Tinman Annual Triathlon will be held on Saturday June 3<sup>th</sup>, 2017 from 7:30 am to approximately 5:00 pm.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In a letter addressed to the Town, Colleen Carey, Vulcan Tinman Triathlon, Race Director is requesting that the Town approve street closures from 6:00 am to 6:00 pm as follows:

1. Centre Street, from 5<sup>th</sup> Avenue to Highway 534 (6:00 am to 6:00 pm)
2. Block surrounding the Pool (Centre Street, 1<sup>st</sup> Street N., 5<sup>th</sup> & 6<sup>th</sup> Avenue N) (6:00 am to 6:00 pm)
3. 5<sup>th</sup> Avenue North between 1<sup>st</sup> Street North and 4<sup>th</sup> Street North (11:30 am to 1:00 pm)

(See attached map)

The group is also asking for assistance from the Town Public Works Crew to provide pylons and barriers to be delivered to the pool, set up bleachers at the North side of the pool on the outside and also move bleachers inside the pool to east end of pool and deliver and set up snow fencing along both sides of Centre Street. A representative will be at the pool on Friday June 3<sup>rd</sup> all day to help direct the crew, so they can complete this work during their regular working hours. They are also requesting that the pool temperature be turned to 80 degrees for race day.

The Association is also requesting that the Town's Peace Officer with the Peace Officer's vehicle be on site to assist volunteers with traffic control at the Centre Street & Elizabeth Street (Hwy 534) intersection. They will provide 2-3 adult volunteers to assist the peace officer with road control from 7:45 am to end of race, approximately 5:30 pm.

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT this Council approve the street closures as requested by Colleen Carey for the Vulcan Tinman Triathlon being held on June 3<sup>th</sup>, 2017, as follows:

1. Centre Street, from 5<sup>th</sup> Avenue to Highway 534 (6:00 am to 6:00 pm)
2. Block surrounding the Pool (Centre Street, 1<sup>st</sup> Street N., 5<sup>th</sup> & 6<sup>th</sup> Avenue N) (6:00 am to 6:00 pm)
3. 5<sup>th</sup> Avenue North between 1<sup>st</sup> Street North and 4<sup>th</sup> Street North (11:30 am to 1:00 pm)

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

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

  
 \_\_\_\_\_  
 CAO

THAT the organizers of this event be authorized to borrow pylons, roadblocks and snow fencing from the Town;

THAT the Town Public Works employees be authorized to provide help in setting up;

THAT the Peace Officer assist with traffic control at the Centre Street and Elizabeth Street (Hwy 534) intersection;

THAT the organizer provides the Town with a proof of Liability Insurance Policy for a minimum of \$1,000,000.00 coverage, in which the Town is a named insured.

Initials show support - Reviewed by:

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

  
\_\_\_\_\_  
CAO

# Vulcan Tinman Sport Association

||.|

PO Box 360, Vulcan, AB T0L 2B0 | 403-485-0678 | [racedirector@vulcantinman.ca](mailto:racedirector@vulcantinman.ca)

**April 11, 2016**

**Dear Kim Fath, Town Administrator:**

It is that time of year again to advise the Town of Vulcan of our annual plans. Our association is preparing for the 28<sup>th</sup> Vulcan Tinman Triathlon which will take place on Saturday June 3, 2017 from 7:30am – 5:00pm (approximate times). Our race continues to be a great way to bring people to Vulcan, encourage active living and support local non-profit groups. Over the past 27 years, we have raised and contributed over \$215,000 to local projects and non-profit volunteer groups.

At this time we would like to make our usual request to the Town of Vulcan for the following road closures on June 3, 2017 from 6am – 6pm:

- ❖ Centre Street from 5<sup>th</sup> Avenue to Elizabeth Street (Hwy 534)
- ❖ Block surround the Swimming pool – 5 Avenue N, 1 Street N, 6 Avenue N

Also we would request that we have road closure for the Tinbit portion of the race from 11:30am – 1:00pm at:

- ❖ 5 Avenue N from 1<sup>st</sup> Street N to 4<sup>th</sup> Street

Please see attached map for clarification. Map is highlighted where manned flag persons will be stationed during the race to ensure that traffic can move safely and effectively to their homes and to the Golf Course. Last year we put up big signs one week prior to the race, which posted the changes to the highway speed limit due to the race with the date on it, which proved to be very effective with less traffic and more attention paid to watching speed on race day. We would like to do the same thing where we plan to close the road in town, with small temporary lawn signs on the race route to help inform people about the road closure which we would put up on Monday before the race. We also distribute flyers to all houses/residents affected by the road closures the Friday before the race to ensure that they move their vehicles to a more convenient place for them to access.

We would also request the assistance of the town crew as they are an invaluable asset to the race. We will have a person from the race at the pool site all day Friday, June 2 to provide assistance and answer questions. We would like to request their assistance in the following ways on Friday, June 2, 2017:

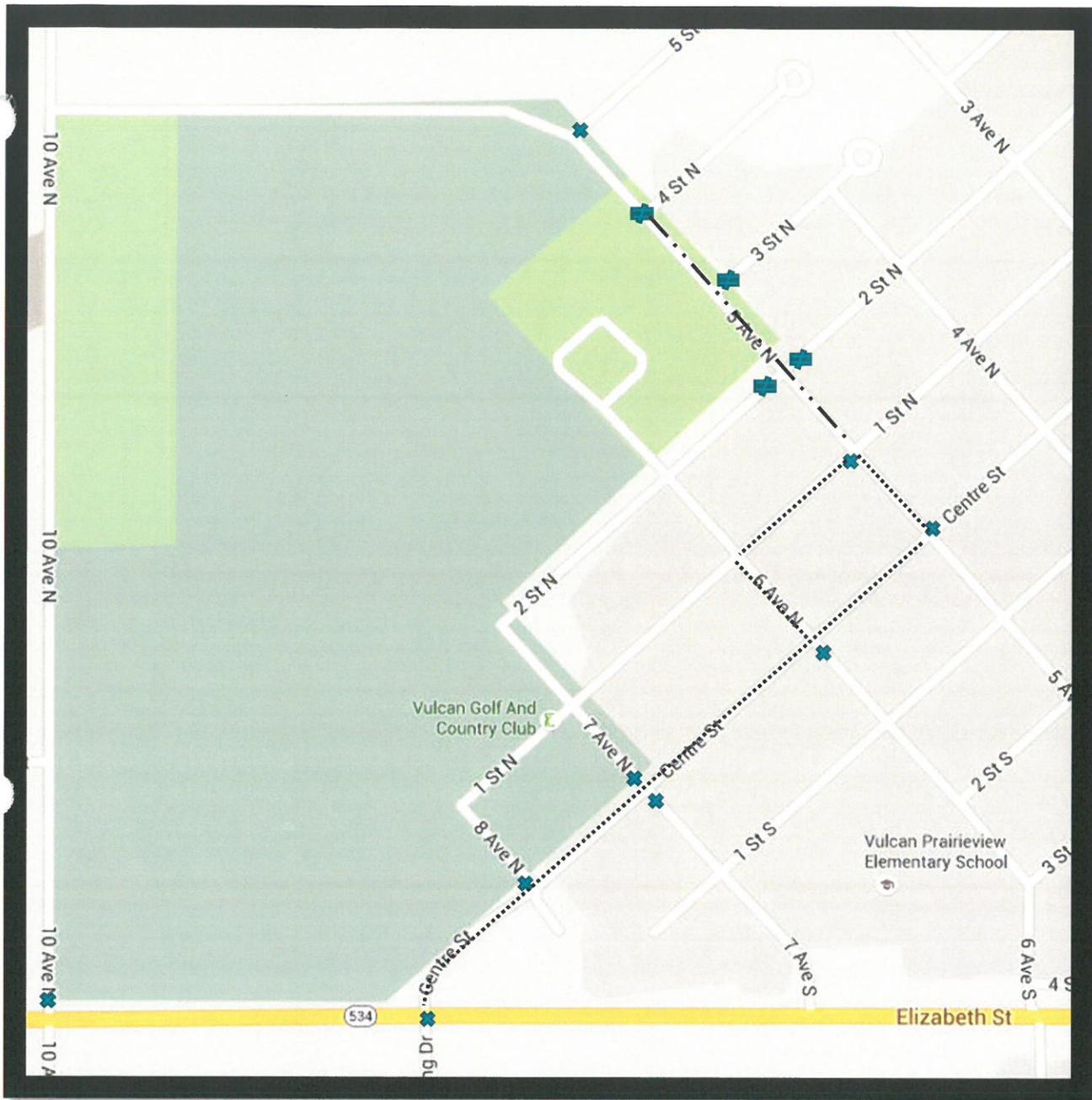
- ❖ Set up snow-fencing along both sides of Centre Street as done in the past
- ❖ Deliver metal gates from rodeo grounds and pylon & barrier trailer to pool site
- ❖ Bleachers – deliver set to north side of the pool on the outside, also move bleachers inside the pool to east end of pool.
- ❖ Have pool temperature turned to 80 degrees for race day

The Vulcan Tinman Sport Association Board, has a new request this year. We would like to ask for the Town of Vulcan's Peace Officer to be onsite with the Peace Officer's vehicle to assist volunteers with traffic control at the Centre Street & Elizabeth Street (Hwy 534) intersection. In the past, the fire department and the rescue truck have been at this corner and they have manned it with their personnel. However, if there is an emergency, that the Fire Department needs to tend to, they have to leave the site and even though we have a back-up plan, we usually have very little time to respond with a new group of volunteers with a vehicle. This is a very important intersection and we want to make sure it is properly managed in the best way possible. We feel that the Peace Officer & vehicle will be a great visual (as the rescue truck has been in the past), and also have the training to deal with traffic and the public and not have the issue of possibility having to leave during the race. We would provide 2-3 adult volunteers to assist the peace officer with road control from 7:45am to the end of race, approx. 5:30pm. We would be willing to meet with the Peace Officer prior to race day to answer any questions or concerns that he may have, as well as give out plans and schedules so he is well versed in the day's activities. As with all of our volunteers and contractors, we will make sure that he is fed and provided refreshments throughout the day as well. If you have any further questions or concerns about this request please contact myself.

Thank you to Town of Vulcan for all the support that they give to make this race possible. If you have any questions please contact myself, Colleen Carey, at [racedirector@vulcantinman.ca](mailto:racedirector@vulcantinman.ca) or by phone at 403-485-2292 (work) or 403-485-0678 (cell), (please note, I would ask that my personal cell is not given out to participants or for Tinman inquiries, my work phone can be given out, thank you!)

Sincerely,

Vulcan Tinman Sport Association



**Legend:**

**Full Day Flagged Locations:**



**Tinbit Flagged Locations:**



**Requested Street Closures for Full Race Day:**



**Requested Street Closure for Tinbit Race:**





# Town of **Vulcan**



April 21<sup>st</sup>, 2017

I have acknowledged the request by the Vulcan Tinman Sport Association Board to provide traffic control support for the triathlon this year. I have reviewed the date requested, June 3<sup>rd</sup>, 2017 and see no scheduling conflict. I can be available for the requested times of 7:45am to approx. 5:30pm on race day.



Justin Vallee  
Community Peace Officer  
Town of Vulcan

# Town of Vulcan

Request for Decision (RFD)

## Placement of Sign on Town Property

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

The owner of the Subway Sandwiches in Vulcan is opening the Drive-thru service in his restaurant. He is making a request to Council to place a Subway Drive-thru sign on Town property adjacent to Highway 23 on the old lagoon property.

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

The Town's property is located within the Vulcan County and is subject to their Land Use Bylaw regulations. Anne Erickson, Development Officer for Vulcan County has reviewed the request for the sign placement and has replied that the sign is in compliance and will not require a Development Permit.

The sign placement is also subject to Alberta Transportation's regulations and may require a permit depending on the placement of the sign.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT

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



APR 18 2017

**TRIDEV INC. O/A SUBWAY SANDWICHES VULCAN**

---

To,  
The Administrator,  
Town of Vulcan,  
Alberta – T0L 2B0.

11.2

Date : April 18<sup>th</sup> 2017.

Sub : Request for Place Sign board on Town Property

Dear Council Members,

My name is Bhargav Tripathi, Owner of Subway Sandwiches in Vulcan.  
I am planning to start Drive-Thru service in my restaurant this month.  
I am requesting to all council members if they allow me to place Subway Drive-thru advertisement on Highway 23 south bound in town property.  
A copy of my sign board and map is enclosed for your review.  
I thank you in advance for your cooperation, and I look forward to hearing from you.

Thank you

**Bhargav Tripathi**

**403 714-6220**

Size: 3' x 4'

Colour: Green - (background.)  
black or white - Letters.



**DRIVE-THRU**

**OPEN**

**8AM-10PM**

**VULCAN**



# Town of Vulcan

Request for Decision (RFD)

## Council Remuneration

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

Some of Town Council attended the Economic Development for Elected Officials course sponsored by VBDS on April 6, 2017. The out of pocket costs for this training was \$50.00 per Councillor.

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

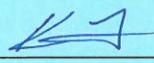
Councillor DeBolt would like to bring this forward for Councils discussion on whether this expense can be reimbursed as per Policy A-12 – Council Remuneration.

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

\$50.00 per attending Councillor from the 2017 Councillor Operating Budget.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT

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

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

**TOWN OF VULCAN**

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-12</b>			<b>Council Remuneration</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>19/04/1999</b>	<b>99.08</b>	
<b>Amended</b>	<b>10/11/2014</b>	<b>11.340</b>	
<b>From: F-16</b>		<b>To: A-12</b>	
<b>Amended</b>	<b>13/02/2017</b>	<b>17.054</b>	

**STATEMENT:**

The Town of Vulcan requires a policy to formalize the process to provide guidelines to reimburse and support members of Council that reflects the Town’s appreciation for the time commitment required and dedicated work of Council Members on behalf of all citizens.

**1. Definitions**

- 1.1 **Formal Duties** means activities that Council Members undertake in an official capacity related to their governance function as a Council Member. These duties are listed in Appendix “A” with note relative to eligibility for remuneration
- 1.2 **Honorarium** means the set monthly remuneration paid to Council Members
- 1.3 **Non-Formal Duties** means activities that Council Members undertake due to their position as a Council Member but are neither formal nor related to their governance function as a Council Member. These non-formal duties as identified in Appendix “A”, shall be included in the honorarium and not be eligible for per diem remuneration.
- 1.4 **Per Diem** means the remuneration paid to Council Members in addition to their honorarium for participation in formal duties.

**2. Policy**

- 2.1 The remuneration defined in this policy is intended to compensate elected officials for all of their duties. Wherever possible, and reasonably practical, elected officials shall arrange their schedule in advance to accommodate the work of council, and reduce or eliminate the need for additional expenses.
- 2.2 The Mayor’s honorarium and meeting per diem rates are higher to compensate for the additional responsibilities required for this position, including chairing and preparing as chair for council meetings and additional meetings with administration staff.

# **TOWN OF VULCAN**

## Policy Manual

### **3. Honorarium**

- 3.1 A monthly honorarium for the Mayor and Council shall be as established in the Town of Vulcan Fees Bylaw.
- 3.2 For all members of Council, honorariums are paid as compensation for all non-formal duties which are not eligible for per diems

### **4. Per Diem**

- 4.1 Council Members may claim a per diem for formal duties that they participate in which is in addition to their monthly honorarium
- 4.2 The rate of per diem for the Mayor and Council shall be established in the Town of Vulcan Fees Bylaw. There will be a separate rate established for the attendance at meetings, and attendance at half or full day events such as conferences, seminars, and tradeshow.
- 4.3 Council Members that participate in formal duties and are reimbursed by that committee, board, foundation, commission, or society shall not claim for those meetings through the Town of Vulcan.
- 4.4 If, as a designated member of a committee, board, foundation, commission, or society, the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member may not claim per diems for those additional activities.

### **5. Technology**

- 5.1 To assist with carrying out their duties, elected officials will be provided a laptop or similar portable device which is compatible with the Town of Vulcan computer networking system. Administration and the Town's IT security provider will work together to provide Council with a recommendation for the type of device provided.
- 5.2 Any electronic equipment provided will remain the property of the Town of Vulcan and shall be returned within three (3) days of the individual no longer being an elected official.
- 5.3 At the end of each term, Councillors will return all supplied electronic equipment to administration to be restored to the factory defaults.

# TOWN OF VULCAN

## Policy Manual

- 5.4 After restoration per Section 5.3, all returned hardware may then be distributed, in priority order as follows:
- (a) Returned to the Councillor for personal use as the hardware will be at the end of its life cycle; or
  - (b) Retained and assigned for Vulcan Town corporate needs; or
  - (c) Donated to non-profit community group/organization at the discretion of Administration

### **6. Conferences/Training**

- 6.1 All members of Council will be given the opportunity to attend the annual Alberta Urban Municipalities Association (AUMA) conference each year.
- 6.2 Expenditures at other conferences by Members of Council, that are to be reimbursed by the Town, require prior approval by Council.
- 6.3 Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual council member's expense budget.

### **7. Expenses**

- 7.1 Members of Council shall be reimbursed for travel and related expenses in accordance with Policy PE-15 Travel and Expenses
- 7.2 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in section 7.3.
- 7.3 Where the spouse/partner is invited through a conference to accompany a member of Council to a banquet/reception for which the member of Council is recognized or honoured, their tickets for these banquets/receptions may be expensed to the Town

### **8. Authority to Travel**

- 8.1 Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- 8.2 Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Vulcan.
- 8.3 Other travel for members of Council shall be approved by resolution of Council.

# **TOWN OF VULCAN**

## Policy Manual

### **9. Review of Council Honorarium**

- 9.1 No later than March 1st in the same year as a general municipal election, Council shall appoint an Ad Hoc Citizens Committee on Council Compensation consisting solely of public at large members.
- 9.2 Council shall charge the Ad Hoc Citizens Committee on Council Compensation to report within 90 days with recommendations on the policy on honorariums and benefits to be established for members of Council elected in that year's general municipal election.
- 9.3 Council shall receive the recommendations of the Ad Hoc citizens Committee on Council compensation and shall place on the council agenda a motion to implement the recommendations.
- 9.4 Council is required to attend interviews with the Citizens' Ad Hoc Committee for the review of the Town of Vulcan Council Remuneration Policy A-12.

### **10. Submission and Approval of Claims**

- 10.1 Forms for the submission and processing of claims shall be provided by the Chief Administrative Officer or designate.
- 10.2 Claims shall be submitted on a minimum quarterly basis annually.
- 10.3 Claims submitted by Councillors shall be approved by the Mayor.
- 10.4 Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 10.5 All claims shall be audited for compliance with this policy by Administration prior to payment.

**- END OF POLICY-**

# TOWN OF VULCAN

## Policy Manual

### Schedule “A”-List of Formal and Non-Formal Duties

<u>Meeting / Event</u>	<u>Duty</u>	<u>Per Diem Eligibility</u>
<b>Regular Scheduled Council Meetings</b>	Formal	Eligible
<b>Special Council Meetings</b> (Including Committee of the Whole)	Formal	Eligible
<b>Regular Scheduled Committee/Board Meetings</b> (As Primary Representative)	Formal	Eligible
<b>Special Committee/Board Meetings</b> (with Council Approval)	Formal	Eligible
<b>Special Committee/Board Meetings</b> (without Council Approval)	Non-Formal	Not Eligible
<b>Other Committees/Sub-committee Meetings</b> (Not appointed by Council)	Non-Formal	Not Eligible
<b>Meetings with Residents/Business Owners</b> (with Council Approval)	Formal	Eligible
<b>Meetings with Residents/Business Owners</b> (without Council Approval)	Non-Formal	Not Eligible
<b>Informal Meetings with Administration</b>	Non-Formal	Not Eligible
<b>Meetings with External Governments and Agencies</b> (including Government Representatives)	Formal	Eligible
<b>Council Directed Open Houses</b>	Formal	Eligible
<b>Ceremonial Functions</b> (with an invitation to present/speak on behalf of the Town)	Formal	Eligible
<b>Community Events</b> (Canada Day, Spock Days, VulCon)	Non-Formal	Not Eligible
<b>Community Social Events/Fundraisers/Grand Openings</b> (Including Golf Tournaments)	Non-Formal	Not Eligible
<b>Professional Development/Seminars</b> (with Prior Council Approval)	Formal	Eligible
<b>Other Duties</b> (with Council Approval)	Formal	Eligible

# Town of Vulcan

Request for Decision (RFD)

## Committee of the Whole Meeting

Meeting: Regular Council  
Meeting Date: **April 24, 2017**  
Originated By: Kim Fath

**BACKGROUND / PROPOSAL:**

Administration is requesting that Council call a Committee of the Whole meeting on May 1, 2017 to review the 2017 Budget and to discuss the 2017 Mill Rate.

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

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT

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

# Town of Vulcan

Request for Decision (RFD)

## Request to Remove Berm at Rodeo Grounds

Meeting:	Regular Council
Meeting Date:	April 24, 2017
Originated By:	Kim Fath

**BACKGROUND / PROPOSAL:**

The Sid Hartung Rodeo Committee is requesting the removal of the berm at the rodeo grounds.

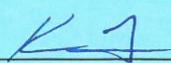
**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

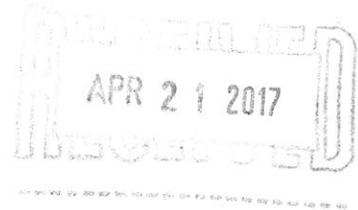
The Public Works foreman is aware of the Committee's request to remove the berm and has discussed this matter with Administration.

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

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ THAT Public Works approach the Sid Hartung Rodeo Committee to facilitate the removal of the berm at the rodeo grounds as per the terms set out in their correspondence.

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



April 20,2017

Town Council

Vulcan

c/o Kim Fath

Sid Hartung Rodeo Comm

Box 605,Vulcan

Greetings,

We the committee wish to propose the removal of the berm at the rodeo grounds. This would facilitate much needed additional parking at our rodeos & indeed at other functions thaqt are held there.

We will be responsible for all the work including removal of the dirt followed by seeding same.

We look forward to hearing your answer.

Thank you, Regards

Norma Lewis.