

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, March 27, 2017
COMMENCING AT 7:00 PM**

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearing - NIL

3.0 Delegations - NIL

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – March 13, 2017

6.0 Unfinished Business

6.1 Amend Policy A-03 – Internal and External Committee Appointments

7.0 Financial Statements

7.1 Cash Statement Ending February 28, 2017

7.2 Year to Date Summary Ending February 28, 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 A-19 – Retention and Disposal of Municipal Documents
- 10.2 Amend Policy A-21 – Information Technology Data
- 10.3 Amend Policy A-20 – Organizational Chart
- 10.4 Rescind Policy A-6 – Rental Agreement Forms
- 10.5 Amend Policy A-09 – Distribution of Vulcan Ears
- 10.6 Amend Policy A-06 – Freeman of the Town

11.0 New Business

- 11.1 Spock Days Parade Route
- 11.2 Heritage Advisory Board Committee Member-at-Large Appointment
- 11.3 Vulcan County Health and Wellness Foundation Signage Request

12.0 Notice of Motion

13.0 Management Reports - NIL

14.0 In-Camera

- 14.1 Land – FOIP 18.(1).(d).

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting March 13, 2017

Meeting: Regular Council
Meeting Date: March 27, 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, March 13, 2017 were presented to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

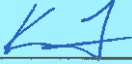
N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, March 13, 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, MARCH 13th, 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.: 17.090

Moved by Councillor Paul Taylor THAT the agenda governing this meeting be adopted as presented.
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, February 27, 2017 were presented to Council.

Motion No.: 17.091

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, February 27, 2017 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

6.0 Unfinished Business

6.1 Local Improvement Plan – 200 Block of 4th Street South

At the February 13, 2017 Regular Council Meeting Council approved the local improvement plan for the 200 block of 4th Street South, and directed Administration to notify the affected property owners.

Administration sent out the notification letters to the property owners on February 14th. Included in this package was a form indicating whether the property owners are in favour or opposed to the local improvement plan. The deadline to return these forms to the Town Office is March 15th at 4:30 p.m., including the information that if no response is received by this date the Town will proceed based on insufficient petition. In order to successfully petition against the Local Improvement it is required to have 4 of the 6 Property owners opposed to the plan as per the MGA. Administration would like to start the tender process as soon as we are certain that No petition opposing this work is received.

Motion No.: 17.092

Moved by Councillor Rick Howard THAT Council directs Administration to begin the tender process for construction of the 200 block of 4th Street South as per the approved Local Improvement Plan, directly following confirmation on March 16th, 2017, that less than 4 of the affected property owners have submitted written opposition to proceed with this Local Improvement project.

CARRIED UNANIMOUSLY

6.2 Town of Vulcan New Website

Administration is currently finalizing the changes to the new Town of Vulcan website.

Council provided input to Administration concerning what contact information is necessary to be displayed on the Meet Your Councillors page on the new website.

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending March 13, 2017 was presented to Council to be received for information.

Motion No.: 17.093

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending March 13, 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.

Motion No.: 17.094

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the March 13, 2017 Town Council Meeting be received for information.

Verbal Reports:

- Councillor Sue Dow
 - Vulcan Brand Innovation Team
- Councillor Paul Taylor
 - Vulcan Business Development Society
- Councillor Georgia-Lee DeBolt
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
 - Vulcan & District Recreation Board
- Councillor Lorna Armstrong
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
- Councillor Rick Howard
 - Oldman River Regional Services Commission
- Mayor Tom Grant
 - Mayors and Reeves

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Adopt Policy F-10 – Professional Services RFP/Tender

Administration is requesting that Council adopts Policy F-10 – Professional Services RFP/Tender to formalize a procedure for preparing the documents required in order to obtain Professional Services through a Request for Proposal (RFP) or Tender Process.

Motion No.: 17.095

Moved by Councillor John Seaman THAT Council adopts Policy F-10 – Professional Services RFP/Tender as presented. **CARRIED UNANIMOUSLY**

10.2. Rescind Policy F-21 – Format for Audit Tender

Administration is requesting that Council rescinds Policy F-21 – Format for Audit Tender.

Motion No.: 17.096

Moved by Councillor Paul Taylor THAT Council rescinds Policy F-21 – Format for Audit Tender as presented. **CARRIED UNANIMOUSLY**

10.3 Rescind Policy F-22 – Format for Assessment Tender

Administration is requesting that Council rescinds Policy F-22 – Format for Assessment Tender.

Motion No.: 17.097

Moved by Councillor Lorna Armstrong THAT Council rescinds Policy F-22 – Format for Assessment Tender as presented. **CARRIED UNANIMOUSLY**

10.4 Rescind Policy F-23 – Format for Engineering Tender

Administration is requesting that Council rescinds Policy F-23 – Format for Engineering Tender.

Motion No.: 17.098

Moved by Councillor Sue Dow THAT Council rescinds Policy F-23 – Format for Engineering Tender as presented.
CARRIED UNANIMOUSLY

10.5 Amend Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities

Administration is reviewing current policies and is requesting that Council amends Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities to maintain consistent voting methods for all Committees and Authorities of the Town.

Motion No.: 17.099

Moved by Councillor Paul Taylor THAT Council adopts Policy A-14 – Voting Requirements for Town of Vulcan Committees and Authorities as amended.
CARRIED UNANIMOUSLY

10.6 Amend Policy A-15 – Fire Chief Honorarium

Administration is reviewing current policies and is requesting that Council amends Policy A-15 – Fire Chief Honorarium to recognize the extra duties of the fire chief in the form of a monthly honorarium.

Motion No.: 17.100

Moved by Councillor Lorna Armstrong THAT Council adopts Policy A-15 - Fire Chief Honorarium as amended.
CARRIED UNANIMOUSLY

10.7 Amend Policy A-03 – Internal and External Committee Appointments

Administration is reviewing current policies and requested Council to review Policy A-03 – Internal and External Committee Appointments.

Council provided input to Administration for the expansion of Policy A-03 to define the length of term a Councillor may sit on a committee and the appointment of Councillors as alternates.

11.0 New Business

11.1 Professional Services Agreement

The agreement with Superior Safety Codes for safety code permit review and inspection services has expired.

The Town's current agreement with Superior has been in place since 2012. Superior has expressed interest in continuing to provide this service to the Town of Vulcan and has provided an updated agreement for a three year period ending December 31, 2019.

Motion No.: 17.101

Moved by Councillor Paul Taylor THAT Council approves the renewal of the Professional Services Agreement with Superior Safety Codes for an additional (3) year term as per section 12.1(b) of the Purchasing and Tendering Policy F-01.

CARRIED UNANIMOUSLY

11.2 Calgary Home and Garden Show

Council members attended the Calgary Home and Garden Show from March 2-5, 2017 to promote the Town of Vulcan.

Administration is looking for feedback from Council as to whether they feel that this promotion of the Town was a success. We would also like to have recommendations for the future if Council would like to continue with this program

Motion No.: 17.102

Moved by Councillor Paul Taylor THAT Council approves the Town of Vulcan's participation in the 2018 Calgary Home and Garden Show.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports

13.1 Management Reports

Management is to produce a report each month.

Attached are the following reports:

- Chief Administrative Officer – Kim Fath
- Development Officer – Nancy Neufeld
- Public Works – Stew Birch
- Recreation Committee – Bonnie Ellis
- Community Peace Officer – Justin Vallee
- Fire Chief – Aaron Grant

Motion No.: 17.103

Moved by Councillor Georgia-Lee DeBolt THAT this Council receives for information the management reports for the period ending March 13, 2017. **CARRIED UNANIMOUSLY**

14.0 In-Camera

Motion No.: 17.104

Moved by Councillor Rick Howard THAT Council move in-camera at 8:29 p.m.

CARRIED UNANIMOUSLY

Mayor Tom Grant granted a three minute recess.

The meeting reconvened at 8:32p.m.

Motion No.: 17.105

Moved by Councillor Georgia-Lee DeBolt THAT Council move out-of-camera at 9:33 p.m.

CARRIED UNANIMOUSLY

Motion No.: 17.106

Moved by Councillor Lorna Armstrong THAT Council directs Administration to re-negotiate for the rate and term of the proposed land lease agreement.

CARRIED

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 9:35 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-03 – Internal and External Committee Appointments

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the March 13, 2017 Regular Council Meeting Administration requested that Council review Policy A-03 – Internal and External Committee Appointments and provide Administration with input to allow Administration to amend Policy A-03.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy A-03 – Internal and External Committee Appointments for Council's approval.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-03 – Internal and External Committee Appointments as amended.

Initials show support -Reviewed by: _____

Director: _____


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-03			Internal and External Committee Appointments
Approval	D/M/Y	Resolution #	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the appointment of Councillors to Internal and External Committee, Commissions, Boards and other bodies on which Town Council is entitled to representation.

1. Policy

1.1 Committee Appointments:

- (a) All appointments of Town Council members to act on Committees, Commissions, Boards and other bodies on which Town Council is entitled to representation, shall be made yearly at the Town of Vulcan Organizational Meeting.
- (b) Appointments to Committees, Commissions, Boards, and Town Council's representatives on other bodies desiring the same, shall be nominated either by the Mayor, or members of council, and are then voted upon collectively. Except where more nominations have been received than the number required by the committee, it shall then be voted upon individually.

1.2 Appointment Terms – In an effort to provide continuity and the retention of experience at a committee level, it is recommended that all appointments should be for a minimum two (2) year term. All committee appointments will be reviewed annually at the Town of Vulcan Organizational Meeting.

1.3 Alternate Appointments – In an effort to ensure that quorum is met at the meetings of Committees, Commissions, Boards and other bodies on which Town Council is entitled to representation, and when allowed by the bylaws governing that body, Town Council will annually appoint an alternate member of council who will attend a meeting if the usual appointed council member is unavailable.

2. List of Required Appointments

2.1 Attached and forming part of this policy is a list of the required appointments to Committees, Commissions, Boards, and other bodies desiring Town Council representatives.

- END OF POLICY-

TOWN OF VULCAN

Policy Manual

List of Required Appointments

Internal and External Committees	Number of Councillors	Alt	Term
Committee of the Whole	Mayor and Councillors		4 yrs.
Assessment Review Board	1 Councillor		4 yrs.
Joint Subdivision and Development Appeal Board	1 Councillor		4 yrs.
Municipal Planning Commission (MPC)	2 Councillors		2 yrs.
Vulcan and District Recreation Committee	1 Councillor		2 yrs.
Canadian Badlands Ltd.	1 Councillor		2 yrs.
Community Futures Highwood	1 Councillor		2 yrs.
Family and Community Support Services Board (FCSS)	1 Councillor		2 yrs.
Foothills Regional Emergency Management Commission (FRESC)	1 Councillor		2 yrs.
Joint Use Policy and Advisory Board	1 Councillor		2 yrs.
Mayors and Reeves	Mayor		4 yrs.
Oldman River Regional Services Commission (ORRSC)	1 Councillor		2 yrs.
SouthGrow Regional Initiative	1 Councillor		2 yrs.
Southern Alberta Energy from Waste Association (SAEWA)	1 Councillor		2 yrs.
The Marquis Foundation	1 Councillor		2 yrs.
Twin Valley Regional Water Services Commission (TVRWSC)	2 Councillors		2 yrs.
Vulcan and District Tourism Society	2 Councillors		2 yrs.
Vulcan Area Public Petroleum Association	1 Councillor		2 yrs.
Vulcan Brand Innovation Team (VBIT)	1 Councillor		2 yrs.
Vulcan Business Development Society (VBDS)	3 Councillors		2 yrs.
Vulcan District Chamber of Commerce	1 Councillor		2 yrs.
Vulcan District Waste Commission	1 Councillor		2 yrs.
Vulcan Golf and Country Club	1 Councillor		2 yrs.
Vulcan Library Board	1 Councillor	No	2 yrs.
Vulcan Region Healthcare Grant Committee	1 Councillor		2 yrs.
Vulcan Town & County Airport Committee	2 Councillors		2 yrs.
Vulcan Health & Wellness Foundation	1 Councillor		2 yrs.

Town of Vulcan

Request for Decision (RFD)

Cash Statement – Ending February 28, 2017

Meeting: Regular Council
Meeting Date: **March 27, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending February 28, 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 February 28, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Town of Vulcan
Cash Statement
2/28/2017

	<u>Debit</u>	<u>Credit</u>	<u>YTD</u>
Cash			
Bank - General Account	25,775,118.96	(25,585,322.13)	189,796.83
Investments			
Notice On Demand Acct General	3,683,860.33	(2,811,187.94)	872,672.39
Notice on Demand Acct FGTF	212,929.83	(212,557.32)	372.51
Notice on Demand Acct MSI Capital	790,966.10	(549,230.37)	241,735.73
Notice on Demand Acct Vulcan Innovation	15,601.33	0.00	15,601.33
Notice On Demand Acct BMTG	169,003.56	(168,397.11)	606.45
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>5,835,634.97</u>	<u>(4,656,546.32)</u>	<u>1,179,088.65</u>

Mayor

CAO

Town of Vulcan

Request for Decision (RFD)

Year-to-Date Statement – Ending February 28, 2017

Meeting:	Regular Council
Meeting Date:	March 27, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement for the period ending February 28, 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 February 28, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

For the Two Months Ending February 28, 2017

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE	ANNUAL BUDGET
General Taxes & Fees					
Revenue	(\$99,138.02)	(\$42,315.25)	(\$3,101,072.00)		(\$3,001,933.98)
Expenses			34,000.00		34,000.00
School Taxes					
Revenue			(550,000.00)		(550,000.00)
Expenses			550,000.00		550,000.00
Legislative					
Revenue					
Expenses	1,350.61	751.48	119,845.00		118,494.39
General Administration					
Revenue	(24,544.71)	(25,893.64)	(28,450.00)		(3,905.29)
Expenses	295,189.30	248,648.84	847,739.52		552,550.22
Fire Fighting					
Revenue					
Expenses	11,707.33	4,096.06	153,623.00		141,915.67
Emergency Services					
Revenue					
Expenses	1,044.83	1,044.83	11,000.00		9,955.17
Bylaw					
Revenue	(10,113.50)	(8,736.50)	(32,000.00)		(21,886.50)
Expenses	22,266.82	11,367.11	116,740.00		94,473.18
Common Services					
Revenue					
Expenses	48,765.01	27,381.90	315,600.76		266,835.75
Roads & Streets					
Revenue			(3,907.93)		(3,907.93)
Expenses	61,822.51	40,039.01	540,432.14		478,609.63
Airport					
Revenue					
Expenses	8,000.00	8,000.00	8,000.00		
Water Treatment					
Revenue	(40,000.00)	(20,000.00)	(240,000.00)		(200,000.00)
Expenses	11,554.16	6,516.56	190,066.78		178,512.62
Storm					
Revenue					

Expenses	366.56	130.27	6,310.55	5,943.99
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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	(2,905.00)	(2,090.00)	(8,000.00)	(5,095.00)
Expenses	457.19	457.19	22,479.00	22,021.81

Planning Development & Safety

Revenue	(1,031.57)	(724.57)	(7,200.00)	(6,168.43)
Expenses	24,941.09	19,873.03	112,184.00	87,242.91

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	(5,646.18)	(3,064.28)	(129,116.00)	(123,469.82)
Expenses	31,325.84	16,876.37	219,032.00	187,706.16

Golf Course Loan

Revenue				
Expenses	14,688.00	8,160.00	84,864.00	70,176.00

Parks

Revenue			(75,925.00)	(75,925.00)
Expenses	10,707.63	4,725.96	134,900.00	124,192.37

Swimming Pool

Revenue			(124,407.50)	(124,407.50)
Expenses	6,138.58	5,069.82	203,515.00	197,376.42

Arena

Revenue	(8,574.10)	(187.50)	(117,920.00)	(109,345.90)
Expenses	48,786.78	35,980.02	195,840.00	147,053.22

Culture

Revenue	(2,400.00)	(1,200.00)	(14,400.00)	(12,000.00)
Expenses	118,420.04	2.94	140,748.32	22,328.28

Tourist Center

Revenue	(2,400.00)	(1,200.00)	(14,400.00)	(12,000.00)
Expenses	89,400.92	88,063.27	113,194.57	23,793.65

Water

Revenue	(75,715.78)	(1,009.20)	(733,356.64)	(657,640.86)
Expenses	78,330.93	45,252.91	798,633.28	720,302.35

Sewer

Revenue	(31,014.23)	(35.33)	(205,990.00)	(174,975.77)
Expenses	19,330.50	5,985.26	358,822.09	339,491.59

Garbage

Revenue	(59,075.36)	(97.55)	(435,921.00)	(376,845.64)
Expenses	16,176.08	8,102.33	414,453.08	398,277.00

TOTAL REVENUE	(426,071.45)	(170,066.82)	(6,031,399.07)	(5,605,327.62)
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TOTAL EXPENSES	1,074,088.71	666,670.66	6,031,394.18	4,957,305.47
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Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **March 27, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending March 27, 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 March 27, 2017 be received for information.

Initials show support -Reviewed by:

Director:


CAO

Report on Miscellaneous Correspondence 8.1 (2) - March 27, 2017

A. Alberta Municipal Affairs – Office of the Minister

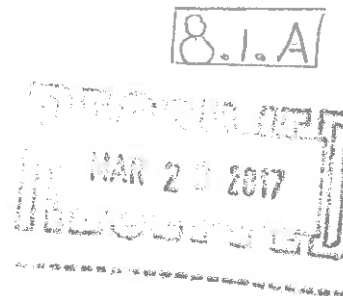
Community Partnership Program – Vulcan County Intermunicipal Development Plans project approval

B. Alberta Municipal Affairs – Office of the Minister

Community Partnership Program – Town of Olds Intermunicipal Collaboration 2017 Orthophotography project approval



*Office of the Minister
MLA, Leduc-Beaumont*



AR88776

March 14, 2017

Reeve Jason Schneider
Vulcan County
PO Box 180
Vulcan AB T0L 2B0

Dear Reeve Schneider,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Vulcan County has been approved for a grant of \$172,500 under the Intermunicipal Collaboration component in support of your Intermunicipal Development Plans project.

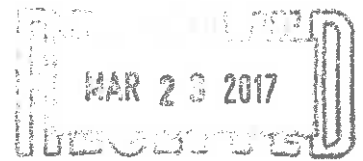
The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

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*Office of the Minister
MLA, Leduc-Beaumont*



AR88776

March 14, 2017

Her Worship Judy Dahl
Mayor, Town of Olds
4512 - 46 Street
Olds AB T4H 1R5

Dear Mayor Dahl,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of your 2017 Orthophotography project.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

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Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
 Meeting Date: March 27, 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 Regional Food Bank Society – Minutes – January 26, 2017
- Family and Community Support Services – Minutes – February 23, 2017
- Vulcan Library Board Annual General Meeting – Minutes – March 15, 2017
- Vulcan Library Board Trustees Meeting – Minutes – March 15, 2017
- Municipal Planning Commission – Appointment of Chairpersons – March 22, 2017
- Municipal Planning Commission – Minutes – March 22, 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 March 27, 2017 Town Council Meeting be received for information.

- Vulcan Regional Food Bank Society – Minutes – January 26, 2017
- Family and Community Support Services – Minutes – February 23, 2017
- Vulcan Library Board Annual General Meeting – Minutes – March 15, 2017
- Vulcan Library Board Trustees Meeting – Minutes – March 15, 2017
- Municipal Planning Commission – Appointment of Chairpersons – March 22, 2017
- Municipal Planning Commission – Minutes – March 22, 2017

Initials show support -Reviewed by: _____

Director: _____

 CAO

Minutes of the Vulcan Regional Food Bank Society
January 26, 2017

Present: Carrol Thomson, Betty Whitney, Lorna Armstrong, Sheila Smidt, Danette Smith

Absent with Regrets: Michael Monner, Lynda Joyce

Absent: Colton Povey, Brad Koch

Delegations/Guests: None

Secretary: Danette Smith

Call to Order: 7:58 p.m.

Additions/Changes to the Agenda: New Business-Will. Lorna Armstrong made a motion to approve the Agenda as amended. Carried 26/01/17/01

Minutes: Betty Whitney was absent with regrets from the September, 2016 meeting. Sheila Smidt made a motion to approve the Minutes of the September 22, 2016 meeting as amended. Carried 26/01/17/02

Financial Reports: Danette Smith made a motion to approve the Financial Reports as presented. Carried 26/01/17/03

Mail Summary: none

Brenda's, Tammy's and Carrol's Report: Sheila Smidt made a motion to approve the report as presented. Carried 26/01/17/04

ARDN Report: Lorna Armstrong made a motion to approve the report as presented. Carried 26/01/17/05

Old Business:

1 Building Update: While going over the bank statements, Carrol found some more funds available to the Food Bank Building fund. When entering the amount paid to the electrician, the program automatically entered the original amount paid, not the balance owing. This resulted in there being an amount of \$5533.12 available to her for the Food Bank Building fund. The amounts outstanding for services rendered are \$18,100.00, with Barry's estimate of \$6000 included. The County will be giving \$10,000.00, there is \$8900.00 in the Food Bank account, and the Ag Society is donating \$2500.00.

New Business:

1 Will: Carrol will consult with North & Company regarding the will of Charles (Chuck) Nichols that leaves items to the Food Bank.

Next meeting will be the AGM, March 23, 2017 at 7:00 p.m.

Meeting Adjourned at 7:20 p.m.

Chair _____

Director _____

DRAFT

**Minutes of the Vulcan and Region FCSS Board Meeting
February 23, 2017**

Present: Carrol Thomson, Betty Whitney, Michael Monner, Colton Povey, Lorna Armstrong, Sheila Smidt, Danette Smith

Absent with Regrets: Lynda Joyce

Absent: Brad Koch

Delegations/Guests: none

Secretary: Danette Smith

Call to Order: 7:03 p.m.

1 Additions/Changes to the Agenda: Old Business- 7.3 Family Staff.

2 Approval of the Agenda: Sheila Smidt made a motion to approve the Agenda as amended. Carried 23/02/17/01

3 Minutes: The word "be" is missing from a sentence from Partner Updates, Betty Whitney. Lorna Armstrong made a motion to approve the Minutes of the January 26, 2017 meeting as amended. Carried 23/02/17/02

4 Financial Reports: Michael Monner made a motion to approve the Financial Reports as amended. Carried 23/02/17/03

5 Mail Summary: Accepted as information.

6 Staff Reports:

6.1 Director's Report: Colton Povey made a motion to approve the Director's Report as presented. Carried 23/02/17/04

6.2 Youth Worker Report: Danette Smith made a motion to approve the Youth Worker Report as presented. Carried 23/02/17/05

6.3 Senior Support Leader Report: Michael Monner made a motion to approve the Senior Support Leader Report as presented. Carried 23/02/17/06

6.4 Community Services: Sheila Smidt made a motion to approve the Community Services Report as presented carried 23/02/17/07

7 Old Business:

7.1 In-Camera: Sheila Smidt took the meeting in-camera at 7:30 p.m. – Legal. Lorna took the meeting out of camera at 7:35 p.m.

7.2 Building: Barry brought in his final bill, estimate was \$6000.00 but final amount came in over \$8300.00.

7.3 Family Staff: There has been two applications for the cooking teaching position.

8 New Business: none

9 Committee Reports: none

10 Partner Updates:

County- there will be a different policy for future funding allocated to various groups; it will be done on a quarterly basis now. If more funds are needed, the Chief Financial Officer will disburse funds as needed. This creates continuity of cash throughout the year. County is going into final budget in March. There is some discussion at Council about how they can help the Marquis Foundation. The Village of Milo has the new bank Alberta Treasury Branch in town.

Town- Town is updating policies and bylaws for upcoming new Town Council. The Committee for the new pool is working on a plan for the future.

Carmangay- planning for St. Patrick's Day parade. There will be lunch at the Senior's Centre and children's afters at the Library. Applying for a grant for the floor for the Library.

Champion- infrastructure audit just finished, took six months. There is a ten year capital plan based on the infrastructure audit. Champion, according to the numbers, is sitting fairly decent; just planning for what can be done in the future.

Members at Large- Betty Whitney: there is a Yoga studio opened up by the Registries office.

Michael Monner made a motion to adjourn the meeting at 8:08 p.m.

Next meeting will be March 23, 2017

Chair _____

Director _____

DRAFT

Town of Vulcan Library Board
Annual General Meeting
Minutes for March 15, 2017

Call to Order: 7:00 pm

Present: Elizabeth Hammond, Vicki Hutton, Louise Schmidt, Maureen Howard
Sara Hutchinson, Penny Rushfeldt, Lori Deavitt, Connie Clement, Paul Taylor

Absent: Michaela Kiemele

Guest: Jen Forhmzway

1. Approval of the Agenda

2. Approval of Minutes

Paul read the minutes from the previous AGM of January 20, 2016. Louise moved the minutes as presented – carried.

3. Treasurer's Report - attached

Liz moved the Treasure's report; carried.

4. Library Manager's Report

Stats for May through August were presented, attached.
Library Manager's report as attached.

5. Election of Executive

Liz opened the floor for nominations for Chairperson.

Paul nominated Liz. No further nominations. Liz accepted.

Louise nominated Vicki Hutton for Vice-Chair, seconded by Maureen. No further nominations. Vicki accepted.

Vicki nominated Maureen for Treasurer, Liz seconded. Maureen accepted.

Sara nominated Paul for Secretary. Paul accepted.

6. Next AGM

March 2018 – exact date to be determined.

7. Adjournment

The meeting was adjourned at 7:10 P.M. By Liz,

Chairperson

Date

Secretary

Date

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for March 15, 2017

Call to Order: 7:10 pm

Present: Liz Hammond, Louise Schmidt, Vicki Hutton, Penny Rushfeldt, Lori Deavitt,
Connie Clement, Maureen Howard, Sara Hutchinson, Paul Taylor

Absent: Michaela Kiemele

1. **Delegation:** Jen Forhmzway spoke of a collaborative program to bring Lyndon Penner to speak on container gardening. Seniors and Communities in Bloom would be the other partners of the collaboration. Connie has agreed to handle advertising. Timing about Mother's Day for about an hour and half with a half an hour question and answer period.
2. **Approval of Agenda**
Liz approved the agenda.
2. **Approval of Minutes**
Maureen moved the Minutes as presented; carried.
3. **Treasurer's Report**
Maureen presented the Treasurers report – see attached.
4. **Committee Reports**
Library Manager's Report
Connie gave her report – see attached.
Brenda Burns is continuing Compass for Caregivers. Concern was expressed of charging for Library membership, the feeling being that nobody should be held back due to financial circumstances. Fines should be considered. It should be noted that Sara has been doing a great deal of volunteering. Thank you. The Meet and Greet with our neighbours went well. Friends of the Library will, tentatively, be giving \$5000 for books. May 27th we will have a geneology session.
Potential get together with FCSS in June.
5. **Correspondence**
Kim Fath will be checking into the subject of alternate voting privileges.
We have received an approval letter from the Town appointing Lori Deavitt as a Board member.
TAME Express Lighting was discussed
6. **New Business**
Louise made a motion that we collaborate with Communities in Bloom and the Seniors in hosting container gardening presentation. Maureen amended the motion to include funding up to \$500. Lori seconded. Carried.

7. Business Arising from the Minutes

Concern was expressed about the concept of a Library cat. The idea was dropped.

8. Policies and By-Laws

Plan of Service needs to be updated.

The executive will meet on March 20th at 7 P.M. to go over the policies and procedures.

9. Next Meeting

April 19, 2016 at 7 P.M.

10. Adjournment

The meeting was adjourned at 8:30 by Liz.

Chairperson

Date

Secretary

Date

MEMO

TO: Kim Fath CAO
Town of Vulcan Council
FROM: Nancy Neufeld
Development Officer
DATE: March 22, 2017
RE: Municipal Planning Commission

This is to advise that at the March 21, 2017 meeting of the Municipal Planning Commission John Seaman was reappointed Chairman and Ron Fernley was appointed Vice Chairman.

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, March 21, 2017
COMMENCING AT 2:00 P.M.**

PRESENT: Chairman John Seaman, and members Sue Dow, Lyle Magnuson, Ron Fernley, Shirley Zuehlke

ABSENT: Randy Wolfe

STAFF: Nancy Neufeld, Development Officer,

OTHERS:

CALL TO ORDER:

Chairman John Seaman called the meeting to order at 2:00 p.m.

1.0 ELECTION OF OFFICERS

Chairman John Seaman turned the meeting over to Development Officer Nancy Neufeld to conduct the election of Chairman and Vice-Chairman of the Municipal Planning Commission for the Town of Vulcan.

Nancy Neufeld assumed the Chair

- First call for the position of Chairman of the Municipal Planning Commission
- Member John Seaman was nominated by member Ron Fernley
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Chairman

Member John Seaman indicated his acceptance

Member John Seaman was declared elected Chairman of the Town of Vulcan Municipal Planning Commission.

The Development Officer called for nominations for the position of Vice Chairman for the first time

- Member Ron Fernley was nominated by Shirley Zuehlke
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Vice Chairman

Member Ron Fernley indicated his acceptance.

The nominations were then declared closed.

The Development Officer turned the chair over to Chairman John Seaman.

2.0 DELEGATION – NIL

3.0 ADDITIONS TO AGENDA

Motion: 17.01

Moved by Member Lyle Magnuson that the agenda as presented be approved.

CARRIED

4.0 MINUTES

4.1 Minutes of the December 20, 2016 meeting of the MPC were presented for adoption.

Motion: 17.02

Moved by Member Ron Fernley that the Minutes of the Town of Vulcan Municipal Planning Commission of December 20, 2016 be approved as read by each member of the Commission. **CARRIED**

5.0 MISCELLANEOUS CORRESPONDENCE – NIL

6.0 SUBDIVISION & DEVELOPMENT REQUESTS - NIL

7.0 UNFINISHED BUSINESS – NIL

8.0 NEW BUSINESS – NIL

9.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

Motion: 17.03

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

10.0 LAND USE BY LAW REVIEW

Schedule 7 Signage was reviewed.

10.9 QUESTION PERIOD

11.0 IN-CAMERA

Motion: 17.04

Moved by Shirley Zuehlke that the meeting move in-camera at 2:45 p.m.

Motion: 17.05

Moved by Sue Dow that the meeting move out of camera at 3:35 p.m.

12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held April 18, 2017.

13.0 ADJOURNMENT

The meeting was adjourned by Sue Dow at 3:36 p.m.

CHAIRMAN

SECRETARY

Town of Vulcan

Request for Decision (RFD)

Amend A-19 – Retention and Disposal of Municipal Documents

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-19 – Retention and Disposal of Municipal Documents to formalize a process for the retention and disposal of municipal documents in accordance with the Records Retention Bylaw No. 1242.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-19-Retention and Disposal of Municipal Documents for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-19 – Retention and Disposal of Municipal Documents as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-19			Retention and Disposal of Municipal Documents
Approval	D/M/Y	Resolution #	
Approved	26/07/1999	19.204-207	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the retention and disposal of municipal documents in accordance with the Records Retention Bylaw #1242.

1. Purpose

- 1.1** To set the criteria for retention or destruction of records in the control of the municipality.

2. Archives

- 2.1** Once per year a list of records ready for transfer to the local or provincial archives is to be submitted to Council.
- 2.2** Records for transfer to local or provincial archives must be approved by Council.
- 2.3** A statement of disposition should be presented to council and permanently filed in the office records.

3. Destruction

- 3.1** Once per year a list of records ready for destruction is to be submitted to Council.
- 3.2** All destruction of records requires the approval of Council.
- 3.3** Records approved for destruction shall be shredded in the presents of a witness and by a Town employee or approved contractor.
- 3.4** The person destroying the records shall provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the records destroyed and also the names of the persons who witnessed the destruction.
- 3.5** This statement of disposition should be presented to council and permanently filed in the office records.

TOWN OF VULCAN

Policy Manual

4. Retention Schedule

- 4.1** The retention schedule of municipal documents shall correspond with the most current Municipal Affairs publication of Retention and Scheduling of Municipal Records and forms part of this policy. This document can be located electronically at:
http://www.municipalaffairs.alberta.ca/documents/ms/Retention_and_Scheduling_2014.pdf

- END OF POLICY-

TOWN OF VULCAN

TITLE: Retention and Disposal of Municipal Documents.

POLICY NUMBER: A-19

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING:** July 26, 1999

MOTION NUMBER: 99.204 to 99.207

BY-LAW NUMBER: 1242

Purpose

To set the criteria for retention or destruction of records in the control of the Municipality.

Retention Categories

1. Administrative Value

- Records that assist in the performance of current or future activities
- Short-term retention (inquiries for information)

2. Legal Value

- Long-term retention value
- Documents that are required by legislation, by-laws, land transactions

PART OF MUNICIPAL
AFFAIRS DOCUMENT

3. Fiscal Value

- Long-term retention value

4. Research/Historical Value

- Major milestones of the community transferred to archives

Destruction Criteria

- ☐ Once per year make a list of records ready for destruction to submit to Council
- ☐ Destruction of records requires the approval of Council.
- ☐ Records approved for destruction must be shredded by a Town employee
- ☐ Records for transfer to archives must be approved by Council.
- ☐ A disposal schedule is attached as "Schedule A".

Records and the Freedom of Information and Protection of Privacy Act

A municipality cannot destroy records to evade a request for information under the FOIP Act.

INCLUDED IN MUNICIPAL
AFFAIRS DOCUMENT

A fee structure for copies of routinely available information is set by bylaw. The release of other information under a FOIP request must not exceed the maximum amount stipulated in the regulation (Alta.Reg. 200/95).

Under the FOIP Act, individuals can request, and have a right to, access any record in the custody or under the control of a municipality. This right does not extend to information expected from disclosure, (i.e. the Act allows municipalities to withhold certain information). If the information can reasonably be severed (removed or blanked out), then a requester has a right of access to the remainder of the record.

"Schedule A"

A Guide To The Disposition And Scheduling of Inactive Municipal Records

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P" (permanent retention) or expressed by a figure in years, i.e. 5 (five years), or other specific comments such as "until superceded" or "upon replacement", etc.

<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Duplicate Invoices	7
	Receivable Ledger Cards	7
	Receivable Paid Invoices	7

<i>Administration</i>	Reports (not part of Minutes)	7
<i>Advertising</i>	- General	2
	- as per legislation, or	7
<i>Agendas</i>	Agendas - part of minutes	p
<i>Agreements</i>	General	20
	- Boulevard Parking (after repealed)	2
	- Development	p
	- Downtown Revitalization	p
	- Major Legal	p
	- Minor	20
	- Neighborhood Improvement Program	p
	- Site Plan Approval	p
	- Rental and Service	7
<i>Animal Control</i>	Working Documents	3
<i>Annexations</i>	All Correspondence	p
<i>Annual Reports</i>		p
	Local Boards	7
<i>Applications</i>	- Condominium (after approval)	2
	- Sidewalk	2
	- Site Plan Approval	2
	- Subdivision (after final approval)	3
	- Zoning Amendment	7
	- Part-Time Employees (after end of employment)	1
<u>Subject</u>	<u>Description</u>	<u>Period in Years</u>
<i>Appointments</i>	Other than those in minutes	3
<i>Approvals</i>	Condominium	p
<i>Architect Drawings</i>	Buildings, Park Sites, etc.	p
<i>Assessment</i>	- Rolls	p
	- Court of Revision (minutes)	p
	- Court of Revision work file	5
	- Appeals	7
	- Court of Revision Records	7
	- Duplicate Roll	7
	- Review Court Records	7
<i>Assessment Appeal</i>	Board File	5
<i>Assets</i>	- Permanent Files	p
	- Records of Surplus	7
	- Temporary Files	7

9 MORE PAGES
→

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-21 – Information Technology Data

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-21 – Information Technology Data by updating necessary information in the body of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-21 – Information Technology Data for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-21 – Information Technology Data as amended.

Initials show support -Reviewed by: _____

Director: _____


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-21			Information Technology Data
Approval	D/M/Y	Resolution #	
Adopted	26/11/2007	07.413	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for securing the electronic data collected and stored by the Town.

1. Policy

- 1.1** The computing and processing of administrative and financial information is a critical and integral part of the Town's overall operation. The information needs to be saved in a secure manner.
- 1.2** The Town runs seven (7) servers, for Great Plains Diamond programs and for Data. Each staff member has a folder on the Data server for their documents. Each staff member understands that if information is saved to their C drive, it is not backed up nightly.
- 1.3** In order to insure proper safeguard of the Town's IT information the following steps are to be taken:
 - (a)** A nightly tape backup is run on the servers. There is a tape for each day of the working week Monday to Friday, including a Thursday 1, Thursday 2, Thursday 3, Thursday 4 and Thursday 5. A complete weekly backup is saved from week to week.
 - (b)** The backup is programmed to start at 9:00 pm each night. The server emails the Finance computer and the Front Desk Clerk computer advising of a successful or not successful backup. The Finance computer and the Front Desk Clerk computer also have a "Backup" shortcut on their desktop that is checked each morning for the date and time of the last backup.
 - (c)** Trinus Technologies is on contract to perform server checks twice each month. They will advise of attempted security breaches, program updates and verify all logs. They will email a report after each check.
 - (d)** The nightly backup tapes are stored in the vault.
- 1.4** Trinus Technologies will provide a monthly copy of a Server Maintenance Report via email to the Town.

- END OF POLICY-

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

Information Technology Data

POLICY NUMBER

A-21

SUPERCEDES POLICY NO:

Adopted	Resolution No.	November 26, 2007
	07.413	

STATEMENT:

ADMINISTRATIVE
OPERATIONS

The computing and processing of financial information is a critical and integral part of the Town's overall operation. The information needs to be saved in a secure manner.

The Town runs ⁷two servers, one for Great Plains Diamond programs and one for Data. Each staff member has a folder on the Data server for their documents. Each staff member understands that if information is saved to their C drive, it is not backed up nightly.

In order to insure proper safeguard of the Town's IT information the following steps are to be taken:

1. A nightly tape backup is run on the servers. There is a tape for each day of the week Monday to ~~Thursday~~ ^{Wednesday} and a Friday 1, ~~Friday~~ ^{Thursday} 2, Friday 3, ~~Friday~~ ^{Friday} 4 and Friday 5. A complete weekly backup is saved from week to week.
2. The backup is programmed to start at 9:00 pm each night. The server emails the Finance computer and the ~~Secretary~~ ^{Front Desk Clerk} computer advising of a successful or not successful backup. The Finance computer and the ~~Secretary~~ ^{Front Desk Clerk} computer also have a "Backup" shortcut on their desktop that is checked each morning for the date and time of the last backup.
3. Trinus Technologies is on contract to perform server checks twice each month. They will advise of attempted security breeches, program updates and verify all logs. They will email a report after each check.
4. The nightly backup tapes are stored in the vault.

Attached is a copy of a Server Maintenance Report from Trinus Technologies.

MONTHLY
BY EMAIL

~ END OF POLICY ~

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-20 – Organizational Chart

Meeting:	Regular Council
Meeting Date:	March 27, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-20 – Organizational Chart by revising the body of Policy A-20.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-20 – Organizational Chart for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-20 – Organizational Chart as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-20			Organizational Chart
Approval	D/M/Y	Resolution #	
Amended	10/12/2007	07.433	
Amended	26/01/2015	15.021	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to ensure that the lines of communication and authority are understood by all staff members.

1. Policy

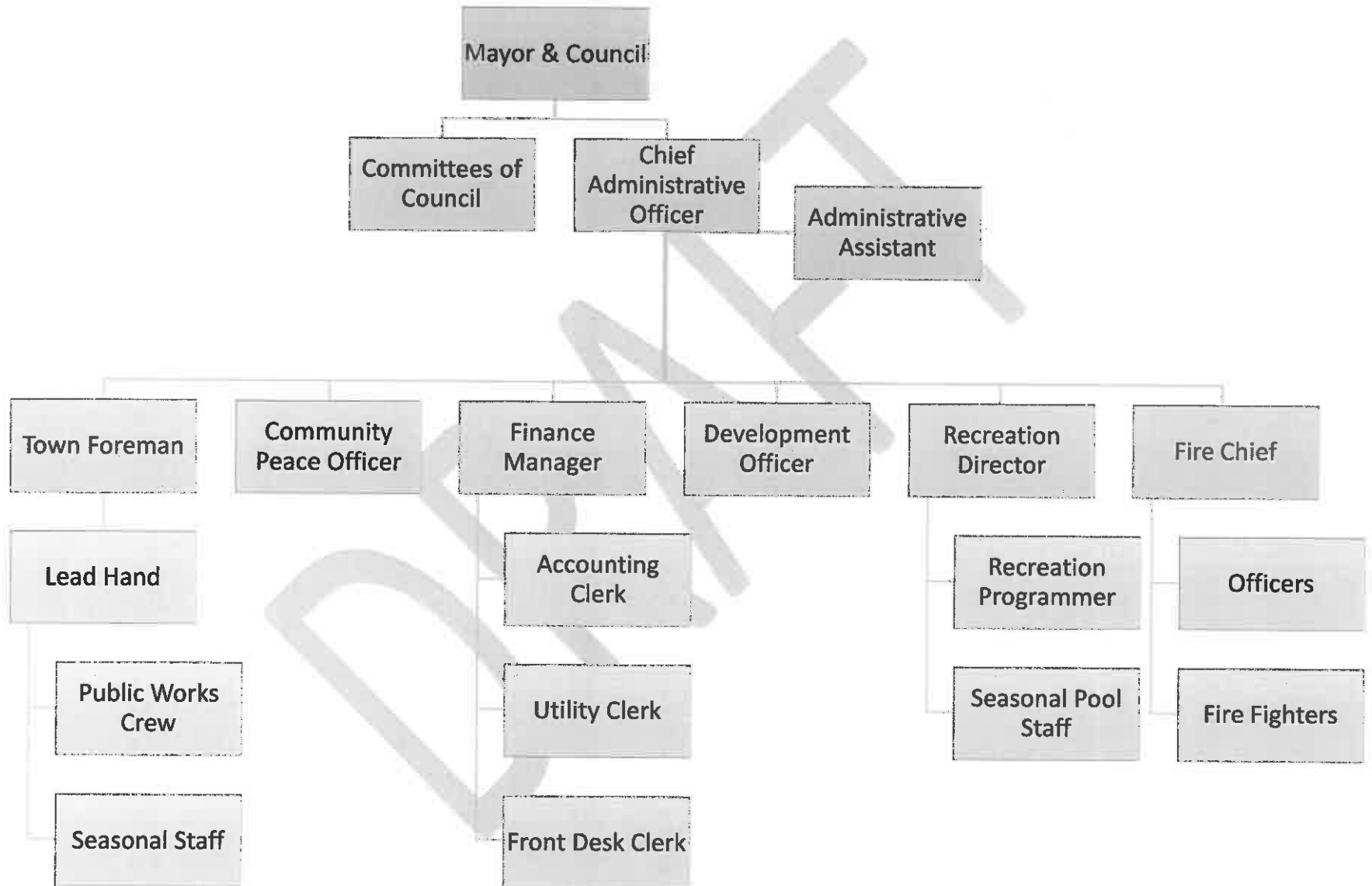
- 1.1 The different functions and line of authority are represented on the attached flow chart.

- END OF POLICY -

TOWN OF VULCAN

Policy Manual

Town of Vulcan Organizational Chart



Amended 2015

Town of Vulcan

Request for Decision (RFD)

Rescind Policy A-6 – Rental Agreement Forms

Meeting:	Regular Council
Meeting Date:	March 27, 2017
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council rescind Policy A-6 – Rental Agreement Forms.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Policy A-6 – Rental Agreement Forms for Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescind Policy A-6 – Rental Agreement Forms as requested.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

RECINA

TITLE: Rental Agreement Forms

POLICY NUMBER: A-6

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

**SUPERSEDES
POLICY NUMBER:**

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT:

1. TOWN EQUIPMENT

When Town equipment is rented, a Rental Agreement shall be completed between the Town and the Lessee, in accordance with Appendix "A" hereto attached.

GST shall be charged on all rentals.

2. RECREATION FACILITIES

When a Town recreation facility is rented, an "Application for Use of Recreation Facilities" shall be completed by the user, in accordance with Appendix "B" hereto attached.

*COVERED IN OTHER
POLICIES*

RENTAL AGREEMENT

between

TOWN OF VULCAN

AND

 "Lessee"

 Address

 City Province Phone _____

The Lessor hereby leases to the Lessee the following equipment:

[illegible]

Location To Be Used _____

Equipment Mileage - _____ - Deposit Received \$ _____

Truck Mileage - _____ Receipt No. _____

Invoice No. _____

Visible damage to equipment on return _____

Date Delivered-	Time-
Date Returned-	Time-

Missing parts or equipment on return _____

Dated at _____, this _____ day of _____

_____ , 19 _____

The parties hereto state that they are aware of and accept the terms and conditions as set forth on this and the reverse side of this Rental Agreement.

T O W N O F V U L C A N

Lessor: _____
 Per: _____

Lessee: _____
 Par: _____

TOWN OF VULCAN

Appendix "B"

Box 360 Vulcan, Alberta

APPLICATION FOR USE OF RECREATION FACILITIES

Name of organization _____

Address _____

Facilities to be used _____

Date(s) _____

Time _____ .m. to _____ .m.

Purpose _____

Rent \$ _____

PLEASE NOTE THAT EACH GROUP USING THE TOWN
RECREATION FACILITIES IS RESPONSIBLE FOR ANY
CLEAN UP OR WORK REQUIRED AFTER EACH USE.

Date _____, 198_ _____
on behalf of the organization

APPROVED on behalf of the Town of Vulcan

Date _____, 198_ _____
on behalf of the Town of Vulcan

AGREEMENT RE USE OF TOWN RECREATION FACILITIES

_____ of _____
(Organization) (Address)

in consideration of the use of the facilities as approved above, hereby agrees as follows: The said organization/persons shall be solely responsible for any injuries to persons and damages to property occurring during the use of the premises and hereby indemnifies the Town of Vulcan against all damages or expenses incurred by reason of any sort whether accidental or otherwise, and against all or any claims arising therefrom. Supervision may be called for if necessary and shall be the responsibility of the said organization/persons.

Date _____, 198_ _____

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-09 - Distribution of Vulcan Ears

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is requesting that Council amends Policy A-09 – Distribution of Vulcan Ears due to the re-numbering of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-09 – Distribution of Ears for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-09 – Distribution of Vulcan Ears as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-09			Distribution of Vulcan Ears
Approval	D/M/Y	Resolution #	
Amended	26/09/16	16.269	
From A-22			
To: A-09			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the distribution of Vulcan Ears to various functions, groups and individuals.

1. Policy

- 1.1** The Municipal Administrator is authorized to provide a maximum of Ten (10) sets of Vulcan Ears to a single function or group, at no charge, and at the administrator's discretion. If additional ears are required, they shall be provided at the rate established in the Town of Vulcan Fee Bylaw:
- 1.2** Economic Development functions requesting more than Ten (10) sets of Vulcan Ears, shall be provided additional ears at the wholesale purchase price paid by the Town of Vulcan.
- 1.3** The Municipal Administrator is authorized to provide a single set of Vulcan Ears to an individual visitor at no charge. Individuals requesting more than one set of Vulcan Ears for souvenirs shall be charged the rate established in the Town of Vulcan Fee Bylaw
- 1.4** Council members and the Municipal Administrator will each be provided with Five (5) sets of Vulcan Ears for the AUMA Convention, as well as up to Five (5) sets of Vulcan Ears for other conventions if required.

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Amend Policy A-06 – Freeman of the Town

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Administration is reviewing current policies and is requesting that Council amend Policy A-06 – Freeman of the Town with changes to the body and the re-numbering of the policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of amended Policy A-06 – Freeman of the Town for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy A-06 – Freeman of the Town as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-06			Freeman of the Town
Approval	D/M/Y	Resolution #	
Adopted	22/12/2012	12.397	
From: A-23		To: A-06	
Amended			

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for designating a person as Freeman of the Town.

1. Policy

- 1.1** The honour of Freeman is the highest honour a Town can bestow on an individual. The title of Freeman shows the Town's recognition of selfless acts and deeds performed as well as our appreciation and thanks for the tireless commitment to the community by this honoured person.
- 1.2** The purpose of naming a person Freeman and bestowing the honour of Freedom of the Town is to recognize an individual who has created tremendous pride, given exemplary service to, or made an outstanding contribution to the Town of Vulcan. This honour is restricted to very exceptional cases, and requires Council to reserve the honour for only those particular cases of exceedingly high merit
- 1.3** While Freeman's names are included in Town social events, the title carries no privilege; it is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the Town by that person. Freeman are also looked upon as "elders" of the community and called upon for advice by council.
- 1.4 Criteria for Selection include:**
 - (a) Selfless service to the community;
 - (b) Outstanding achievements in a number of areas within the arts, business, humanities, politics, community service, sports, environment or professional endeavours;
 - (c) Nomination requests are accepted but not solicited from the public;
 - (d) Nomination of an ex-Council member are not considered for a minimum of one year after that member's term has ended;
 - (e) The honour cannot be bestowed posthumously.

TOWN OF VULCAN

Policy Manual

1.5 Procedure for nomination:

- (a) Nomination accompanied with a biography of the candidate, is submitted to Council
- (b) Council review the nomination and may request more information or further investigation
- (c) The decision of Council to confer the "Freeman of the Town" honorary title must be unanimous
- (d) A plaque and certificate is presented to the candidate at a public event determined by Council in conjunction with the candidate.

1.6 List of Designated Freeman of the Town:

Name	Date	Meeting	Resolution #
John David Mitchell	November 27, 2012	Special Council Meeting	12.17

- END OF POLICY-

TOWN OF VULCAN

POLICY MANUAL

TITLE OF POLICY

FREEMAN OF THE TOWN

POLICY NUMBER

~~A-23~~ → A-06

SUPERCEDES POLICY NO:

Amended	Resolution No.	Date
	12.397	October 22, 2012

1. STATEMENT:

- 1.1 The honour of Freeman is the highest honour a ^{Town} city can bestow on an individual. The title of Freeman shows the Town's recognition of selfless acts and deeds performed as well as our appreciation and thanks for the tireless commitment to the community by this honoured person.
- 1.2 The purpose of naming a person Freeman and bestowing the honour of Freedom of the Town is to recognize an individual who has created tremendous pride, given exemplary service to, or made an outstanding contribution to the Town of Vulcan. This honour is restricted to very exceptional cases, and requires Council to reserve the honour for only those particular cases of exceedingly high merit.
- 1.3 While Freeman's names are included in town social events, the title carries no privilege; it is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the Town by that person. Freeman are also looked upon as "elders" of the community and called upon for advice by council.
- 1.4 Criteria for Selection include:
 - A Selfless service to the community;
 - B Outstanding achievements in a number of areas within the arts, business, humanities, politics, community service, sports, environment or professional endeavours;
 - C Nomination requests are accepted but not solicited from the public;
 - D Nomination of an ex-Council member are not considered for a minimum of one year after that member's term has ended;
 - E The honour cannot be bestowed posthumously.

1.5 Procedure for nomination:

- A Nomination accompanied with a biography of the candidate, is submitted to Council
- B Council review the nomination and may request more information or further investigation
- C The decision of Council to confer the "Freeman of the Town" honorary title must be unanimous
- D A plaque and certificate is presented to the candidate at a public event determined by Council in conjunction with the candidate.

ADD LIST

~ END OF POLICY ~

Town of Vulcan

Request for Decision (RFD)

Spock Days Parade Route Request

Meeting: Regular Council
Meeting Date: **March 27, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

A request has been brought forward to modify the Spock Days parade route to accommodate the residents of the Peter Dawson Lodge.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The parade route in the past years has followed 6th Avenue South and turned onto Centre Street. A request has been made to stay on 6th Avenue South and continue through and turn onto 1st Street North for one block to 5th Avenue North and turn there to go back to Centre Street.

The concern with this is that the streets are narrower and with vehicles parking on the street there would not be room for passage. Keath Brooks has talked with all the residents along 1st Avenue North and they have signed a sheet indicating they are willing to move their vehicles for the parade.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:


CAO

March 23, 2017

Town of Vulcan
Box 360
Vulcan, AB T0L 2B0

Dear Mayor and Council,

The existing Spock Days Committee is requesting that the parade route be modified to accommodate the Peter Dawson Lodge residents so that they can watch the parade in front of the lodge.

The parade route in the past years has followed 6th Avenue South and turned onto Centre Street. Instead of turning on Centre Street the parade would cross Centre Street to 1st Street North, turn for one block to 5th Avenue North and turn to go back to Centre Street.

We look forward to your response.

Yours truly,

Keath Brooks

LEP Lynn Kilg
Vern Mackenzie

Krista Savarie

Phyllis Fox

RICHARD LAMBERT

John Seamon

115-6 AVE N

1st N 528

1st N 526

524 1st St N

510 1st St. N.

429 1st St. N



Town of Vulcan

Request for Decision (RFD)

Heritage Advisory Board Committee Member-at-Large Appointment

Meeting: Regular Council
Meeting Date: March 27, 2017
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

When required Council appoints a Member-at-Large to the Heritage Advisory Board Committee (HAB) as per the Town of Vulcan Bylaw No. 1438-15.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Paul Taylor is currently appointed to this position on the HAB. His term on this committee will end on April 30, 2017. Paul has expressed interest in remaining on this committee for another term. In accordance with the attached section of the bylaw Council can appoint for a 2-4 year term, and members can be re-appointed.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the reappointment of Paul Taylor to the Heritage Advisory Board Committee for a 2 year term ending April 30, 2019 in accordance to Town of Vulcan Bylaw No. 1438-15.

Initials show support -Reviewed by: _____

Director: _____


CAO



ADMINISTRATION REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 22th, 2017

Background

When required Council appoints a Member at large to the Heritage Advisory Board Committee (HAB) as per the Town of Vulcan Bylaw# 1438-15.

Discussion

Paul Taylor currently is appointed to this position on the HAB. His term on this committee will end on April 30th 2017. Paul has expressed interest in remaining on this committee for another term. In accordance with the attached section of the bylaw council can appoint for a 2-4 year term, and members can be re-appointed.

Consideration

Council is asked to consider re-appointing Paul Taylor to the Heritage advisory Board Committee for a 2 year term ending April 30 2019 in accordance to Town of Vulcan Bylaw #1438-15.

A handwritten signature in blue ink, appearing to be 'KF', written over a horizontal line.

Kim Fath
Chief Administrative Officer

MEMBERSHIP

The membership of the HAB shall be as follows:

- one representative each from Town of Vulcan, Village of Champion (voting)
- up to seven representatives from Vulcan County from each of the seven districts (voting)
- one member from the Vulcan & District Historical Society (voting)
- one Staff liaison from Vulcan Business Development Society (non-voting)

APPOINTMENT AND TERM

Members shall be appointed by the various Councils for a 2 to 4-year term, staggered to avoid the entire committee being replaced at once.

The various Councils may, at any time, remove any member of the HAB and any member of the HAB may resign at any time upon sending written notice to the Chair of the HAB.

HAB members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the HAB.

HAB members may stand for re-appointment at the conclusion of their term.

Members of the HAB shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of the HAB.

The HAB may appoint sub-Committees to deal with any special matters coming within the scope and jurisdiction of the HAB

CHAIR

The HAB shall elect a Chair at its first meeting each year. In the absence of the Chair, the HAB may elect an Acting Chair from those members present at an individual meeting.

MEETING PROCEDURES

- The Chair shall call meetings of the HAB on a regular basis.
- Unless otherwise authorized by the HAB, all meetings will be held in open session and in a location accessible to the public.
- Unless otherwise authorized by the HAB, the public shall only address the HAB when they are a scheduled delegation on the HAB meeting agenda.
- A majority of the HAB shall represent a quorum (three (3) members are required for quorum).
- The order of business is to be sent out in an agenda package electronically to HAB members in advance of the meeting date. A copy of the agenda will be

Town of Vulcan

Request for Decision (RFD)

Vulcan County Health & Wellness Foundation Signage Request

Meeting: Regular Council
Meeting Date: **March 27, 2017**
Originated By: Nancy Neufeld

BACKGROUND / PROPOSAL:

The Vulcan County Health & Wellness is requesting permission to erect signage at the corner of 110 – 1st Avenue South (VBDS Building).

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The proposed placement of the sign will encroach onto municipal property. Indication has been that the bottom of the sign will be 3 feet from ground level. This type of sign is defined as a "Freestanding Sign" in the Land Use Bylaw.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the request of Vulcan County Health & Wellness to place a sign on the corner of 110 – 1st Avenue South at the VBDS building.

Initials show support -Reviewed by:

Director:


CAO

MEMO

TO: Kim Fath CAO; Town of Vulcan Council
 FROM: Nancy Neufeld, Development Officer
 DATE: March 23, 2017
 RE: Request for Signage – Vulcan County Health & Wellness

Attached is a request from Vulcan County Health & Wellness requesting permission to erect signage at the corner of 110-1st Avenue South (VBDS Building) as the proposed placement of the sign will encroach onto municipal property. Indication has been made the bottom of the sign will be 3 feet from ground level. This type of sign is defined as a "Freestanding Sign" in the Land Use Bylaw.

Schedule 7 Section 8 Freestanding Signs

- 8.1 In all commercial and industrial districts, freestanding signs shall be erected so that:
- (a) No part of the sign, excluding that portion which is used for support and which is free of advertising, shall be less than 3.0m (10 ft) nor more than 9.1m (30ft) above ground or sidewalk grade;
 - (b) No part of the sign shall project beyond the property line;
 - (c) The area of the sign shall not exceed the ratio of 0.1m² (1 sq ft) for each linear 0.3m (1ft) of business frontage to a maximum of 8.4 m² (90 sq ft) with the area of the sign being computed exclusive of the pylon or support provided that it is free of advertising
 - (d) There shall not be more than one freestanding sign for each business frontage.

Council is asked to consider allowing the placement of this sign as indicated in the request. The Peace Officer has been consulted regarding the placement of this sign and in both our opinion the placement of sign will not negatively affect vision at this intersection for motorists.





March 22, 2017.

Town of Vulcan Council
Town of Vulcan
Vulcan, AB
T0L 2B0

Dear Town of Vulcan Council,

The Foundation would like to say ***Thank You*** to all of you for supporting our Vulcan Community Health Centre expansion project. With the cooperation and collaboration of the Foundation, AHS, Town of Vulcan and Vulcan County the project has had great success to date and we will see the shovel in the ground soon!

The Foundation has been working with AHS to get a few signs up within the Town of Vulcan. The signs at the hospital are up but we would like to put one downtown at the VBDS Building in the boulevard. We have permission from the County already but the boulevard is half on the County side and half on the Town side. The two sided sign (4 feet X 6 feet) will have to be 20 feet back from the stop sign, so that leaves us with just the back two feet to work with. The sign will likely go right in the middle which means it will be on both the County and Town property.

I have attached a drawing that shows exactly where it is going to go.

If you have any questions just let me know and thank you for your consideration on this matter.

Sincerely

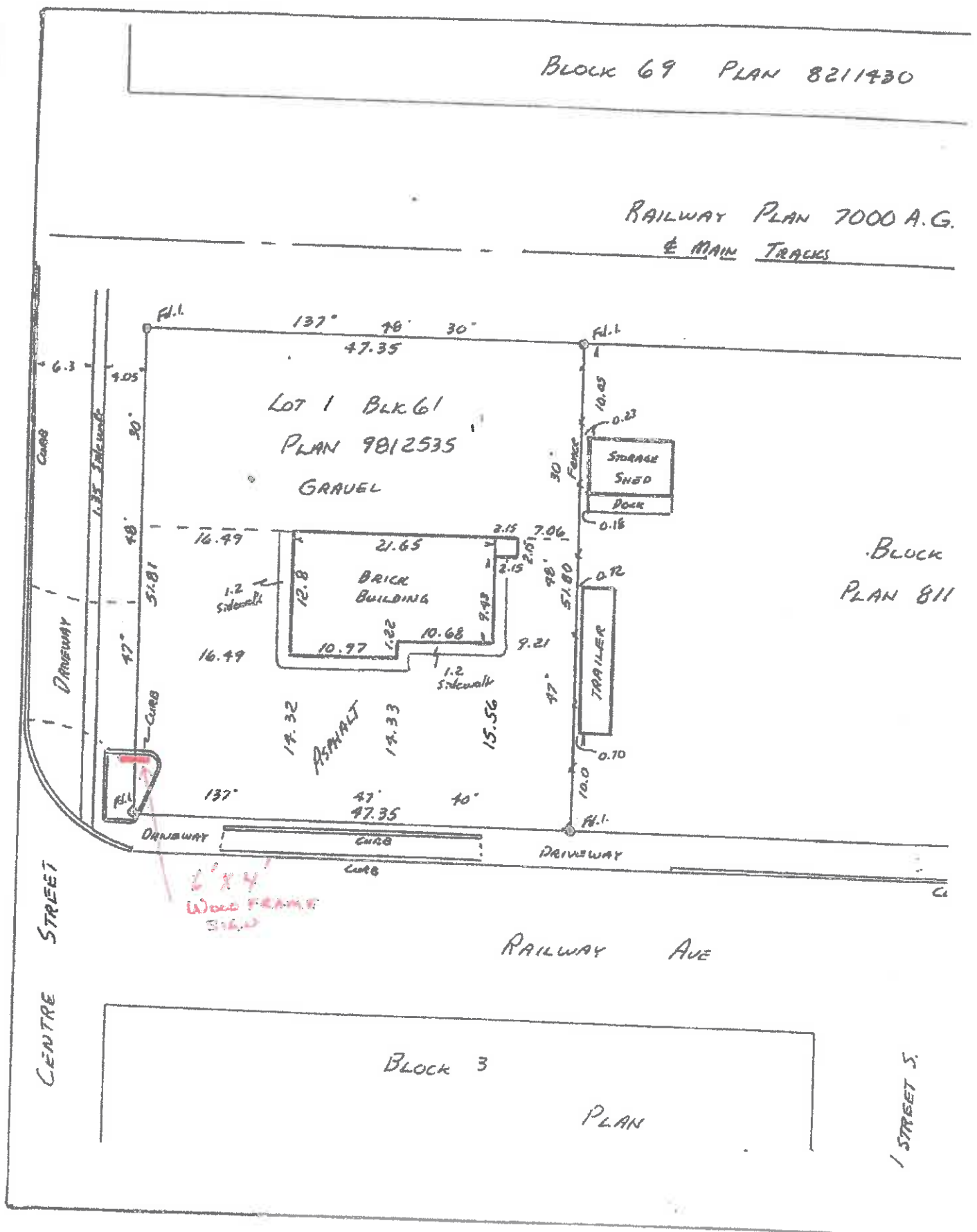
A handwritten signature in cursive script, appearing to read "Deb Hartung". The signature is written in dark ink and is positioned above the printed name and title.

Deb Hartung
Operations Manager, Vulcan County Health and Wellness Foundation
110, 1st Ave S, P.O. Box 28, Vulcan, AB, T0L 2B0 - 403-485-3147

BLOCK 69 PLAN 8211430

RAILWAY PLAN 7000 A.G.
4 MAIN TRACKS

Block
PLAN 811



Town of Vulcan

Request for Decision (RFD)

Land

Meeting: Regular Council
Meeting Date: **March 27, 2017**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

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