

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, JULY 25, 2016
COMMENCING AT 7:00 PM**

PUBLIC HEARING

CALL TO ORDER

1.0 Call to Order:

2.0 Public Hearing NIL

3.0 Delegations

3.1 Vulcan Riding Club

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – July 11, 2016

6.0 Unfinished Business

6.1 Policy F-35 – Payment of Accounts

6.2 Policy F-2 – Donation and Tax Receipt

7.0 Financial Statements

7.1 Cash Statement ending June 30, 2016

7.2 Year-to-Date Summary ending June 30, 2016

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 - NIL

11.0 New Business

- 11.1 Vulcan Tourism – Vulcan Member-at-Large Representative
- 11.2 Chinook Arch Library Board Appointment

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 July 11, 2016

Meeting: Regular Council
Meeting Date: July 25, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, July 11, 2016 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, July 11, 2016 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, JULY 11, 2016**

PRESENT:

Mayor	- Tom Grant
Councillor	- Georgia-Lee DeBolt
Councillor	- John Seaman
Councillor	- Lorna Armstrong
Councillor	- Rick Howard
Councillor	- Paul Taylor
Councillor	- Sue Dow
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.: 16.208

11.3 Summer Council Meetings

14.1 Staffing (FOIP)

Moved by Councillor Sue Dow 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, June 27, 2016 were presented to Council.

July 11th, 2016

Regular Council Meeting

Page 1

Initials

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Motion No.: 16.209

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 27, 2016 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business - NIL

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending July 11, 2016 were presented to Council to be received for information.

Motion No.: 16.210

Moved by Councillor Lorna Armstrong THAT Administration draft a letter of congratulations from Council to CPO Justin Vallee for the completion of his training. **CARRIED UNANIMOUSLY**

Motion No.: 16.211

Moved by Councillor Rick Howard THAT the Correspondence and Information Items for the period ending July 11, 2016 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.: 16.212

Moved by Councillor Lorna Armstrong THAT the minutes and/or verbal reports of Town represented Boards/Committees at the July 11, 2016 Town Council Meeting be received for information.

Verbal Reports:

Initials

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- Councillor Rick Howard
 - The Marquis Foundation
 - Community Futures Highwood
- CARRIED UNANIMOUSLY**

10.0 Bylaws

10.1 Bylaw No. 1456-16 Loiselle Residence Designation

Joan and David Sarsons, owners of the “Loiselle Residence” at 229 – 1st Street South, have applied for designation of this property as a municipal historical resource.

At the April 21, 2016 meeting of the Vulcan County Heritage Advisory Committee, the property was discussed and recommendation was made for this application to be brought forward to Council for approval of the designation in the form of a Bylaw.

Motion No.: 16.213

Moved by Councillor Paul Taylor THAT Bylaw No. 1456-16 be given first reading.

CARRIED UNANIMOUSLY

Motion No.: 16.214

Moved by Councillor John Seaman THAT Bylaw No. 1456-16 be given second reading.

CARRIED UNANIMOUSLY

Motion No.: 16.215

Moved by Councillor Georgia-Lee DeBolt THAT Bylaw No. 1456-15 be introduced for third and final reading.

CARRIED UNANIMOUSLY

Motion No.: 16.216

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1456-16 be given third and final reading.

CARRIED UNANIMOUSLY

Motion No.: 16.217

Moved by Councillor Rick Howard THAT Administration executes the Heritage Maintenance Agreement for 229 – 1st Street South between Joan and Dave Sarsons and the Town of Vulcan.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 Arena – Wall Play Boards

The Vulcan Early Childhood Coalition has approached the Town of Vulcan to discuss the possibility of having two Wall Play Boards installed in the mezzanine area of the arena.

This request was put forth to both public works and the recreation department for feedback, as they will be directly affected by the installation of these devices.

Motion No.: 16.218

Moved by Councillor Paul Taylor THAT Council approves the Early Childhood Coalition's request to install a maximum of two Wall Play Boards in the mezzanine viewing area of the Vulcan Arena.

CARRIED UNANIMOUSLY

11.2 Redevelopment of Town of Vulcan Website

Administration has been working with VBDS and the Vulcan County to redevelop the Town of Vulcan Website. This was made possible through grant funding that VBDS received as part of the Connected Communities Project.

MDC Productions has created a test website that incorporates the feedback received to date. The staff from the Town and the IT department from the County have provided the majority of feedback to this point. We have now come to the point where we are seeking Council approval for the new design.

Motion No.: 16.219

Moved by Councillor Sue Dow THAT Council approves the new design of the Town of Vulcan website.

CARRIED UNANIMOUSLY

11.3 Summer Council Meeting

Motion No.: 16.220

Moved by Councillor John Seaman THAT Council cancel the August 8, 2016 Regular Council Meeting pending discussion at the July 25, 2016 Council Meeting.

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
- Fire Chief – Aaron Grant

Motion No.: 16.221

Moved by Councillor Georgia-Lee DeBolt THAT this Council receives for information the management reports for the period ending July 11, 2016. **CARRIED UNANIMOUSLY**

14.0 In-Camera

The following item was discussed In Camera as designated under the Freedom of Information and Protection of Privacy Act Part 1, Division 2, 16(11) (i).

14.1 FOIP Staffing

Motion No.: 16.222

Moved by Councillor Rick Howard THAT Council move in-camera at 7:42 p.m.

CARRIED UNANIMOUSLY

Mayor Tom Grant granted a 3 minute recess.

Motion No.: 16.223

Moved by Councillor Lorna Armstrong THAT Council move out-of-Camera at 8:25 p.m.
CARRIED UNANIMOUSLY

15.0 Adjournment

The meeting was adjourned by Councillor Georgia-Lee DeBolt at 8:26 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

F-35 Policy Payment of Accounts

Meeting: Regular Council
Meeting Date: July 25, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the June 27, 2016 Regular Council Meeting Council directed Administration to amend Policy F-35 Payment of Accounts to allow for payment of accounts through Electronic Funds Transfer.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is the original Policy F-35 Payment of Accounts and the amended draft of Policy F-35 Payment of Accounts for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor THAT Council approves the amended Policy F-35
Payment of Accounts as presented.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

POLICY MANUAL

<u>TITLE OF POLICY</u> Payment of Accounts Policy <div style="font-size: 2em; color: red; font-weight: bold; margin-top: 20px;">DRAFT</div>	<u>POLICY NUMBER</u> F-35 <u>SUPERCEDES POLICY NO:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><u>Date</u></td> <td style="width: 33%; text-align: center;"><u>Resolution #</u></td> </tr> <tr> <td style="text-align: center;">Adopted</td> <td style="text-align: center;">October 26/98</td> <td style="text-align: center;">98.293</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		<u>Date</u>	<u>Resolution #</u>	Adopted	October 26/98	98.293									
	<u>Date</u>	<u>Resolution #</u>														
Adopted	October 26/98	98.293														

STATEMENT: **The purpose of this policy is to establish the responsibilities, controls, authorizations and procedures for the accurate and timely payment of invoices processed by Accounts Payable.**

1. Definitions

- 1.1 **"EFT"** means Electronic Funds Transfer.

2. Policy

- 2.1 Only invoices that are properly approved in accordance with the Town's Purchasing Policy F-20, will be processed for payment.
- 2.2 Cheques are not to be issued to "Cash".
- 2.3 Payments will be made in accordance with the payment terms established with the vendor.

3. Responsibilities

- 3.1 All employees / departments submitting an invoice for processing must ensure that invoices are provided to the Accounts Payable Clerk in a timely manner to meet the payment terms and internal processing deadlines.
- 3.2 The Accounts Payable Clerk is responsible for reviewing the invoices entered, to ensure that payments are processed in accordance with these policies.

3. Responsibilities Continued

- 3.3 The Accounts Payable Clerk is responsible to process payments in a timely manner, print cheques and process EFT transfers, and control the blank cheque stock.

4. Segregation of Duties

- 4.1 Segregation of duties separates roles and responsibilities to ensure that an individual cannot process a transaction from initiation through to payment without the involvement of others and thereby segregation of duties reduces the risk of fraud or error to an acceptable level.
- 4.2 Segregation is achieved as the Accounts Payable Clerk does not approve any invoices. Cheques and EFT registers are to be signed in accordance with the Signing Authority Policy F-38.

5. Procedures

- 5.1 Invoices are received by the Accounts Payable Clerk, date stamped and forwarded to the appropriate department for processing. Invoices shall be returned to accounts payable, approved and coded, within 5 business days of receiving the invoice.
- 5.2 The Accounts Payable Clerk processes cheques and EFT payments on or as close to the 5th and 20th day of each month as possible, these are signed / approved by authorized signatories and mailed / processed on or before the Friday of that week. All invoices to be included on the cheque run must be in to the Accounts Payable Clerk by 10:00am on the 3rd or 18th day of each month.
- 5.3 Cheques are printed on the printer located in the Accounts Payable Clerk's office. Cheque stock is blank, with the cheque portion being the bottom third of the page.
- 5.4 The Accounts Payable Clerk prints the cheque and the EFT registers noting the number of cheques and initials the report. The cheques, EFT register, and supporting documentation are provided to the signing officers who will review the listing prior to approval of the EFT for release. Signing officers will sign the EFT listing to indicate approval.
- 5.5 Cheques payable to a signing officer shall not be signed by that signing officer.
- 5.6 Councillors shall not sign cheques payable to an entity with which they have a pecuniary interest as defined by the Municipal Government Act.

6. Approvals Required

- 6.1 At the department level, each invoice is verified by the person who placed the initial order.
- 6.2 The Director of the Department, or designate, shall approve the invoice and is ultimately responsible to ensure that invoices are appropriate, accurate and charged to the correct budget line.
- 6.3 Payment should not be made from anything but an original invoice or statement in order to prevent duplicate payments.
- 6.4 Invoices and expense claims must be coded with the correct General Ledger code.

7. Forms of Payment

The Town will make payment through one of the following forms of Payment

- 7.1 **Electronic Funds Transfer:** The use of EFT as a form of payment shall be the preferred method for the Town of Vulcan. There are many advantages to the use of EFT which include reduced fraud risk, lowered processing costs, less paper use, and prompt receipt of payment by vendors.
- 7.2 **Online Payments:** The use of online bill payments may be used at the discretion of the CAO and Finance Manager. Any online bill payment must be approved by two authorized signatories. Online payment may be used for the remittance of government taxes (such as Source deductions, LAPP, and other government remittances). The use of EFTs will be preferred to online bill payments.
- 7.3 **Cheques:** The use of cheques as a form of payment shall be used if EFT or online payments are not available. Any cheque payment must be approved by two authorized signatories. The use of EFTs will be preferred to cheque payments.
- 7.4 **Credit Card:** The Town credit card may be used by employees if the operational need can be substantiated based on need and convenience. The CAO or the Finance Manager will issue approval for use of the card if there is an operational need. The original receipt and invoice shall be coded by the department and provided to the Accounts Payable clerk. It shall be clearly marked "MASTERCARD". These invoices will be matched to the monthly statement by the Accounts Payable clerk. The Point of Sale receipt does not constitute an invoice. Any purchases with the credit card shall be supported by an itemized invoice. If an itemized invoice is not available the expense must be approved by the CAO or the Finance Manager.

7. Forms of Payment Continued

- 7.5 Petty Cash:** Petty Cash funds are intended to be used for small, incidental purchases. Petty Cash is not to be used to pay for personal expenses or normal operating expenses within the Town.

- END OF POLICY-

TOWN OF VULCAN

TITLE: Payment of Accounts

POLICY NUMBER: F-35

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL
MEETING: October 26, 1998**

MOTION NUMBER: 98.293

BY-LAW NUMBER:

STATEMENT:

The Municipal Administrator shall be authorized to pay utility accounts, pre-authorized expenditures, deposit refunds, operating costs, and to purchase and pay for general operating materials, supplies, and equipment, not to exceed \$1,000 unless included in the annual budget estimates.

Town of Vulcan

Request for Decision (RFD)

Policy F-2 – Donation and Tax Receipt Policy

Meeting:	Regular Council
Meeting Date:	July 25, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

At the June 27, 2016 Regular Council Meeting a request was brought forward to develop a policy for gifts and donations to the Town from service groups and residents within the community. Council directed Administration to develop a policy and bring it back for Council's consideration.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a draft copy of Policy F-2 – Donation and Tax Receipt for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor
Receipt as presented.

THAT Council approves Policy F-2 Donation and Tax

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

POLICY MANUAL

<u>TITLE OF POLICY</u> Donation and Tax Receipt Policy <div style="font-size: 2em; color: red; font-weight: bold; margin-top: 20px;">DRAFT</div>	<u>POLICY NUMBER</u> F-2 <u>SUPERCEDES POLICY NO:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;"><u>Date</u></th> <th style="width: 25%; text-align: center;"><u>Resolution #</u></th> </tr> <tr> <td style="text-align: center;">Adopted</td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> </table>		<u>Date</u>	<u>Resolution #</u>	Adopted											
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Adopted																

STATEMENT: The Town is periodically approached by private citizens, businesses or other organizations that desire to donate cash or other items of value for public purposes. The Town may accept donations and issue "official income tax receipts" as prescribed by the Canada Revenue Agency. It is necessary to establish a policy for handling donations to ensure that the Town appropriately accounts for the donation and adheres to the guidelines as set out in the Canadian Income Tax Act.

PURPOSE: The purpose of this policy is to provide a corporate policy for receiving donations and issuing income tax receipts. This policy applies where an income tax receipt is requested for a donation. This policy will clarify when and how receipts for income tax purposes will be issued.

1. Definitions

The following definitions shall apply within this policy:

- 1.1 Council** - means the Council for the Corporation of the Town of Vulcan;
- 1.2 Donation** - is a voluntary transfer of real or personal property from a donor who freely disposes of his or her property to a donee who received the property given. The transaction shall not result directly or indirectly in a right, privilege, material benefit or advantage to the donor or to the person designated by the donor;

1. Definitions Continued

- 1.3 **Donor** - means a person or organization that provides a donation to the Corporation of the Town of Vulcan;
- 1.4 **Fair Market Value** - is the price an item would bring on an open and free market between a willing buyer and willing seller who are operating independently of each other;
- 1.5 **Gift** - see donation, these terms are interchangeable;
- 1.6 **Gift-in-kind** - is a non-monetary donation;
- 1.7 **Manager** - means a person holding a management position within a department and includes the Chief Administrative Officer, Finance Manager, Public Works Foreman, and Recreation Director.
- 1.8 **Relative** - is defined as a parent, sibling, child, grandparent, uncle, aunt and parent-in-law;
- 1.9 **Town** - The Corporation of the Town of Vulcan.

2. Policy

- 2.1 This policy applies to all Town departments, boards, committees and other organizations falling within the financial reporting requirements of the Town of Vulcan. All donations will be in keeping with the Town of Vulcan's strategic goals and will not in any way negatively impact the Town's public image.
- 2.2 The Town of Vulcan reserves the right to reject any gift or donation in whole or in part.

3. General Rules

- 3.1 No individual or organization shall solicit funds in the name of or on behalf of the Town without the approval of the CAO or Council unless they are doing so on behalf of an "Official Town Event"
- 3.2 The Canada Revenue Agency (CRA) defines a donation / gift as "a voluntary transfer of property owned by a donor to a donee, in return for which no benefit accrues to the donor".

3. General Rules Continued

- 3.3 To have a valid donation / gift, there must be an intention to give, a delivery and an acceptance. Because there must be an acceptance by the donee, a donation is not completed until it is accepted.
- 3.4 The transfer is made without the expectation of return.
- 3.5 No benefit of any kind may be provided to the donor or anyone designated by the donor, except where the benefit is of nominal value. The benefit is considered "nominal value" where its fair market value does not exceed the lesser of \$50 or 10% of the amount of donation.

4. Qualifying Donations

Donations that qualify for an official tax receipt generally include:

- 4.1 Cash;
- 4.2 Capital, real or depreciable property;
- 4.3 Personal-use property, or items such as art, furniture, equipment, materials of historical interest;
- 4.4 Donations made under a will.

5. Non-Qualifying Donations

The following are items that are not considered to be qualifying donations:

- 5.1 Contributions of skills or time or donations of a service through volunteer service.
- 5.2 When a donor requests that the donee pay for a portion of the donation no tax receipt will be issued.
- 5.3 Donations that have a direct benefit to the donor or any relative of the donor will not receive a tax receipt.

5. Non-Qualifying Donations Continued

- 5.4** Donations made in exchange for consideration of a right, privilege, material benefit or advantage such as promotions or advertising for the donor's purpose do not qualify for income tax credits under the ITA and no receipts can be issued.
- 5.5** The CRA regulations on donations where the donor's company name, logo, slogan or address/phone number is listed in promotional material would not qualify.

6. Issuance of Receipts

- 6.1** Upon the confirmation that the donation is in compliance with this policy the CAO or Finance Manager shall issue an "official tax receipt for income tax purposes".
- 6.2** All requests for tax receipts must be accompanied by appropriate donor and donation information.
- 6.3** Income tax receipts shall be issued for donations of \$25.00 or more, unless specifically requested by the donor and approved by the CAO or Finance Manager.
- 6.4** The CRA ultimately determines the value of the donation which is permitted for tax deduction.

7. Accounting for Donations of Money

- 7.1** For cash donations, the receipt must be made out to the person delivering the donation. All cash donations shall be received by the Receptionist / Cashier at the Town's Municipal office.
- 7.2** All cheque donations will be required to have been cleared by the Town's financial institution prior to the issuance of a tax receipt. The receipt will be made out to the same name and address appearing on the cheque or form of payment.
- 7.3** Cheques, money orders and bank drafts should be made out to "The Town of Vulcan". No third party cheques will be accepted.

8. Accounting for Donations of Gifts-In-Kind

- 8.1** The Town of Vulcan will only issue official tax receipts for Gift-in-Kind donations where the donation provides a clear benefit to the Town of Vulcan.
- 8.2** The value placed on Gift-in-Kind items will be determined by the item's Fair Market Value.
- 8.3** Valuation of Fair Market Value should be based on an arm's length sale and purchase of similar property at or near the same date. A minimum of one appraisal is required to be completed by a qualified dealer, appraiser or other knowledgeable individual who is familiar with the market for the object or property.
- 8.4** If the item is valued at \$1,000 or less, a Town employee qualified to make the appraisal for such items may complete an appraisal of the item.
- 8.5** If the item is valued at more than \$1,000 outside appraisals are required, unless there is a ready market for the item from which a Fair Market Value can be ascertained. The average of these appraisals shall be used to determine the Fair Market Value of the item.
- 8.6** The receipt shall be in the amount of the average appraised value. The receipt shall also indicate a description of the object and the name and address of the appraiser(s), and shall be dated the day on which the Town received the Donation.

9. Accounting for Donations for Specific Purposes

- 9.1** Donations and requests for donations that are made for specific purposes will require Council approval. These requests may originate from individuals, organizations or Council directly. Long-term programs, where cash inflows and expenditures may span many years are best handled through the establishment of a Reserve Fund. These would include situations where donations are received for specific capital projects, such as recreational facilities.
- 9.2** Requests to direct donations to a specific operation or for specific capital projects, which are generally short-term in nature, are best handled by recording the revenue directly to the appropriate revenue account.

10. Acceptance of Donations and Gifts

- 10.1** The Town may elect to accept or decline any donation. If the gift is not accepted, the donor shall be advised of the reason.
- 10.2** Upon acceptance of the gift, it will be transferred to the Town and will become the property of the Town of Vulcan. The insurance, storage, ongoing maintenance, and scheduling of use will be at the discretion of the Manager of the assigned department within the Town
- 10.3** In the event the donor has indicated a specific use by the Town of their donation, such donation shall, to the extent reasonably feasible, be assigned to a project consistent with the donor's desired use.

11. Associated Costs

- 11.1** Unless otherwise agreed upon by the Town, the donor will be responsible for any of the following costs (where applicable):
 - a) Transporting the item;
 - b) Appraisal or evaluation by a certified agency;
- 11.2** Where the Town agrees to incur any of the above costs, these costs will be expenses to the receiving Department.

12. Financial Implications

- 12.1** Financial implications of accepting a donation should be a consideration in the assessment of the donation acceptance. Some of the financial costs to consider are:
 - a) Cost of project implementation;
 - b) Installation and timeline of the work;
 - c) Restoration;
 - d) Booking and scheduling related expenses;
 - e) Insurance, licencing, and fees;
 - f) Ongoing storage, maintenance, and related expenses.

13. Policy Review

13.1 This policy shall be reviewed when there is a significant change in the Canadian Income Tax Act or regulations to that Act.

13.2 Council shall review this policy as required

- END OF POLICY-

Town of Vulcan

Request for Decision (RFD)

Cash Statement – Ending June 30, 2016

Meeting:	Regular Council
Meeting Date:	July 25, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending July 25, 2016.

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 July 25, 2016 be received for information.

Initials show support -Reviewed by:

Director:

CAO

TOWN OF VULCAN

Town of Vulcan
Cash Statement
6/30/2016

	<u>Debit</u>	<u>Credit</u>	<u>YTD</u>
Cash			
Bank - General Account	19,425,248.11	(19,254,960.91)	170,287.20
Investments			
Notice On Demand Acct General	3,667,120.54	(1,707,886.54)	1,959,234.00
Notice on Demand Acct FGTF	211,790.28	0.00	211,790.28
Notice on Demand Acct MSI Capital	786,513.42	(319,678.74)	466,834.68
Notice on Demand Acct Vulcan Innovation	15,446.41	0.00	15,446.41
Notice On Demand Acct BMTG	168,397.11	0.00	168,397.11
Term Deposit - Age Care Facility	67,392.81	(60,000.00)	7,392.81
Term Deposit - Mix Reserve	5,114.03	0.00	5,114.03
Term Deposit - Healy Reserve	15,452.17	0.00	15,452.17
Term Deposit - Alberta Energy Grant	895,173.58	(895,173.58)	0.00
Term Deposit - Shearer Reserve	1,648.18	0.00	1,648.18
Term Deposit - Androsoff Reserve	5,318.69	0.00	5,318.69
Term Deposit - Flags	20,000.00	0.00	20,000.00
	<u>5,859,367.22</u>	<u>(2,982,738.86)</u>	<u>2,876,628.36</u>

Mayor

CAO

Town of Vulcan

Request for Decision (RFD)

Year-to-Date – Ending June 30, 2016

Meeting: Regular Council
Meeting Date: July 25, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement for the period ending June 30, 2016.

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 June 30, 2016 be received for information.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

For the Six Months Ending June 30, 2016

	YTD	CURRENT MONTH	ANNUAL BUDGET	VARIANCE ANNUAL BUDGET
General Taxes & Fees				
Revenue	(\$2,665,336.46)	(\$32,949.46)	(\$2,885,875.65)	(\$220,539.19)
Expenses	27,695.00		32,451.00	4,756.00
School Taxes				
Revenue	(519,634.87)	581.14	(512,925.00)	6,709.87
Expenses	273,610.13	138,825.68	540,000.00	266,389.87
Legislative				
Revenue				
Expenses	49,819.86	18,359.35	127,900.00	78,080.14
General Administration				
Revenue	(24,509.92)	(666.34)	(25,110.00)	(600.08)
Expenses	772,903.59	72,523.04	747,168.00	(25,735.59)
Fire Fighting				
Revenue				
Expenses	40,870.81	14,718.83	134,323.00	93,452.19
Emergency Services				
Revenue				
Expenses	1,044.83		11,000.00	9,955.17
Bylaw				
Revenue	(15,949.50)	(990.50)	(33,000.00)	(17,050.50)
Expenses	17,094.93	1,045.66	122,391.30	105,296.37
Common Services				
Revenue	(189,350.07)	(183,084.07)		189,350.07
Expenses	312,601.44	203,353.18	222,112.12	(90,489.32)
Roads & Streets				
Revenue	(46,564.29)	(9,108.99)	(10,137.80)	36,426.49
Expenses	176,839.61	26,796.43	389,595.42	212,755.81
Airport				
Revenue				
Expenses	8,000.00		8,000.00	

Water Treatment

Revenue	(120,000.00)	(20,000.00)	(240,000.00)	(120,000.00)
Expenses	69,086.68	7,824.15	190,539.75	121,453.07

Storm

Revenue				
Expenses	1,782.28	270.02	21,130.48	19,348.20

FCSS

Revenue	(109,751.00)		(178,389.00)	(68,638.00)
Expenses	113,349.48		191,076.50	77,727.02

Cemetery

Revenue	(6,775.00)	(3,180.00)	(8,000.00)	(1,225.00)
Expenses	7,144.09	3,012.68	23,749.96	16,605.87

Planning Development & Safety

Revenue	(4,534.82)	18,705.00	(4,800.00)	(265.18)
Expenses	62,237.87	(4,709.54)	119,608.00	57,370.13

Subdivision

Revenue	(13,400.00)		(10,200.00)	3,200.00
Expenses	20,780.09		20,780.09	

Economic Development

Revenue				
Expenses	95,038.00		95,938.00	900.00

Recreation

Revenue	(135,256.43)	(6,367.05)	(124,455.00)	10,801.43
Expenses	122,836.87	16,532.98	203,311.00	80,474.13

Golf Course Loan

Revenue				
Expenses	42,432.00	6,528.00	84,864.00	42,432.00

Parks

Revenue	(49,198.80)	(4,081.50)	(62,723.00)	(13,524.20)
Expenses	84,904.13	17,172.43	106,785.00	21,880.87

Swimming Pool

Revenue	(104,712.59)	(11,732.59)	(129,539.00)	(24,826.41)
Expenses	285,063.32	29,352.82	409,930.00	124,866.68

Arena

Revenue	(104,032.18)		(120,394.00)	(16,361.82)
Expenses	87,025.60	2,515.27	210,788.00	123,762.40

Culture

Revenue	(4,600.00)	(350.00)	(14,400.00)	(9,800.00)
Expenses	124,095.33	7,676.50	133,406.40	9,311.07

Tourist Center

Revenue	(7,200.00)	(1,200.00)	(14,400.00)	(7,200.00)
Expenses	101,431.61	5,953.40	115,026.57	13,594.96

Water

Revenue	(270,156.63)	(102,969.78)	(780,000.00)	(509,843.37)
Expenses	269,034.63	77,149.27	771,053.80	502,019.17

Sewer

Revenue	(84,117.07)	(28,380.23)	(168,870.00)	(84,752.93)
Expenses	160,673.02	95,177.70	282,822.06	122,149.04

Garbage

Revenue	(169,297.42)	(57,402.44)	(380,112.00)	(210,814.58)
Expenses	329,562.87	287,010.73	387,580.00	58,017.13

TOTAL REVENUE

(4,644,377.05)	(443,176.81)	(5,703,330.45)	(1,058,953.40)
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TOTAL EXPENSES

3,659,362.91	1,027,088.58	5,703,330.45	2,043,967.54
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Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: July 25, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending July 25, 2016.

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 July 25, 2016 be received for information.

Initials show support -Reviewed by:

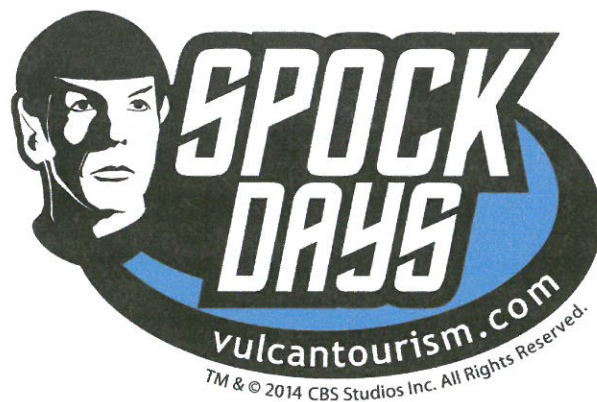
Director:

CAO

Report on Miscellaneous Correspondence 8.1 (2) - July 25, 2016

A. Spock Days Association Committee

Thank you for Supporting Spock Days 2016



**THANK YOU FOR YOUR GENEROUS SUPPORT AND FOR
HELPING TO MAKE SPOCK DAYS 2016 A SUCCESS.**

Without the funding from your organization and/or the time and assistance of countless volunteers, community events such as this would never take place.

Thank you again

Spock Days Association Committee

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **July 25, 2016**
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.

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 July 25, 2016 Town Council Meeting be received for information.

Initials show support -Reviewed by:

Director:


CAO

Town of Vulcan

Request for Decision (RFD)

Vulcan Tourism – Member-at-Large Resignation

Meeting: Regular Council
Meeting Date: **July 25, 2016**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Vera-Lynn Beal has submitted a letter of resignation as a Town of Vulcan Member-at-Large to the Vulcan & District Tourism Society.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Vulcan & District Tourism Society made motion to accept her letter of resignation at their July 12, 2016 meeting.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor THAT Council accepts Vera-Lynn Beal's resignation as the Vulcan Member-at-Large on the Vulcan & District Tourism Society, and

THAT Administration send a letter thanking Vera-Lynn for her time and energy she dedicated to the Vulcan & District Tourism Society.

Moved by Councillor THAT Administration advertise the vacancy of the Town of Vulcan Member-at-Large position on the Vulcan and District Tourism Society.

Initials show support -Reviewed by:

Director:


CAO

Kim Fath

From: Jason Schneider <Jason.Schneider@vulcan.ca>
Sent: July-12-16 11:05 PM
To: Kim Fath
Subject: Tourism Resignation - Vera-Lynn

Hi Kim,

Vera-Lynn Beal has resigned her position on the Tourism board as the Vulcan member at large.

We have made a motion to accept her resignation tonight (July 12th) at our Tourism Meeting and would like to have this item added to the next town agenda.

In addition we would ask that the Town begin the advertisement process to find a new member at large.

Thanks
Jason

From: Vera-Lynn Beal [dragonflyveralynn@gmail.com]
Sent: Monday, July 11, 2016 9:23 PM
To: Jason Schneider
Subject:

This is to inform you and the board that I am resigning from the tourism board effectively Immediately . After last nights meeting ,and careful consideration , I feel it's very hard for me to continue on . I have learned a lot and have enjoyed being part of it for the last three years . My passion for Vulcan and the county is still deep in my heart and soul . Thank you for allowing me the opportunity to learn and grow . I will miss you all and positive thoughts are with you all during the upcoming changes that need to take place .
Vera-Lynn Beal

Disclaimer: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure.

Town of Vulcan

Request for Decision (RFD)

Chinook Arch Library Board Appointment

Meeting: Regular Council
Meeting Date: **July 25, 2016**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Chinook Arch Library Board requires a representative from the Vulcan Library Board to be appointed to the Chinook Arch Library Board.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Vicki Hutton was the Vulcan Library's representative to the Chinook Arch Library Board. She has stepped down from this position due to time restraints.

A recommendation has been received from the Vulcan Library Board to appoint Liz Hammond as the Vulcan Library Board's representative to the Chinook Arch Library Board.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the appointment of Liz Hammond as the Vulcan Library Board representative to the Chinook Arch Library Board.

Initials show support -Reviewed by:

Director:

CAO

July 20, 2016

Town of Vulcan
Box 360
Vulcan, AB T0L 2B0

Dear Kim,

RE: Request for Appointment to Chinook Arch Library Board

At the June Library Board meeting it was decided to appoint Liz Hammond as the Vulcan Library representative for Chinook Arch Library Region.

Vicki Hutton held this position in the past. The first meeting I will be attending is on August 4/16 at 5:30 pm. I would appreciate if you could send a letter to the Chinook Arch Board to make this appointment official.

With thanks
Liz Hammond