

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, FEBRUARY 8, 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 Amanda Stapleton – Safety and Emergency Management

4.0 Adoption of Agenda

4.1

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – January 25, 2016

5.2 Committee of the Whole Meeting Minutes – February 3, 2016

6.0 Unfinished Business

6.1 ACP Application Rescind Motion No. 16.023

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1 Miscellaneous Correspondence for the period ending February 8, 2016

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

10.1 Bylaw No. 1451-16 Amendment to Bylaw No. 1428-14

11.0 New Business

11.1 ACP Application – Regional Emergency Management Project

11.2 Kyle Greene – Crowd Funding Program

11.3 Policy F-20 Tendering and Purchasing Policy

11.4 Whispering Greens Storm Water Pond

12.0 Notice of Motion

13.0 Management Reports

13.1 Management Reports

14.0 In-Camera

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting January 25, 2016

Meeting:	Regular Council
Meeting Date:	February 8, 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, January 25, 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, January 25, 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, JANUARY 25, 2016**

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

3.1 Amanda Stapleton, Safety and Emergency Management Coordinator

Amanda was unable to attend the meeting and will be attending the February 8, 2016 Regular Council Meeting.

4.0 Adoption of Agenda

Motion No.: 16.015

Moved by Councillor Rick Howard 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, January 11, 2016 were presented to Council.

Motion No.: 16.016

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 11, 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 - NIL

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.: 16.017

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the January 25, 2016 Town Council Meeting be received for information.

Verbal Reports:

- Councillor John Seaman
 - Municipal Planning Commission
- Councillor Sue Dow
 - Municipal Planning Commission
 - Vulcan & District Tourism Society
 - Twin Valley Regional Water Services Commission
- Councillor Paul Taylor
 - Twin Valley Regional Water Services Commission
 - Vulcan Business Development Society
 - Vulcan Library Board
- Councillor Georgia-Lee DeBolt
 - Vulcan & District Tourism Society
 - Vulcan Business Development Society
- Councillor Rick Howard
 - Vulcan Brand Innovation Team

- Mayor Tom Grant
 - Doctor Retention
 - Vulcan Business Development Society
 - Southern Alberta Energy from Waste Association

CARRIED UNANIMOUSLY

10.0 Bylaws

10.1 Bylaw No. 1450-16 Municipal Borrowing Bylaw

The Borrowing Bylaw is adopted annually.

It was suggested that the limit amount of \$413,500.00 be maintained.

Motion No.: 16.018

Moved by Councillor Rick Howard THAT Bylaw No. 1450-16 be given first reading.

CARRIED UNANIMOUSLY

Motion No.: 16.019

Moved by Councillor Paul Taylor THAT Bylaw No. 1450-16 be given second reading.

CARRIED UNANIMOUSLY

Motion No.: 16.020

Moved by Councillor Lorna Anderson THAT Bylaw No. 1450-16 be introduced for third and final reading.

CARRIED UNANIMOUSLY

Motion No.: 16.021

Moved by Councillor Sue Dow THAT Bylaw No. 1450-16 be given third and final reading.

CARRIED UNANIMOUSLY

10.2 Bylaw No. 1451-16 Amendment to Bylaw No. 1428-14

At the January 11, 2016 Regular Council Meeting Council authorized Administration to prepare an amendment to Bylaw No. 1428-14 Council Procedure bylaw.

Motion No.: 16.022

Moved by Councillor Rick Howard THAT Bylaw No. 1451-16 be given first reading.

CARRIED UNANIMOUSLY

11.0 New Business

11.1 ACP Application Regional Emergency Management Implementation Project

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

The Village of Lomond is hosting an application to develop the Regional Emergency Management Implementation project under the Regional Collaboration component of the Regional Collaboration program.

Motion No.: 16.023

Moved by Councillor Lorna Armstrong Council approves the following motion.

Be it resolved that we authorize the Village of Lomond to participate in an application for the Regional Emergency Management Implementation project, submitted by the Village of Lomond under the Intermunicipal Collaboration component of the Alberta Community Partnership, further,

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED UNANIMOUSLY

11.2 ACP Application Regional Urban Intermunicipal Development Plans Project

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

Vulcan County is hosting an application to participate in an application for the Regional Urban Intermunicipal Development Plans project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership program.

Motion No.: 16.024

Moved by Councillor John Seaman THAT Council approves the following motion.

Be it resolved that we authorize Vulcan County to participate in an application for the Regional Urban Intermunicipal Development Plans project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership, further

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED UNANIMOUSLY

11.3 ACP Application Inter-Professional Healthcare Training Project

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

The Town of Vulcan is hosting an application to participate in an application for the Inter-Professional Healthcare Training Project submitted by the Town of Vulcan under the Municipal Collaboration component of the Alberta Community Partnership program.

Motion No.: 16.025

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the following motion.

Be it resolved that we authorize the Town of Vulcan to participate in an application for the Inter-Professional Healthcare Training Project, submitted by the Town of Vulcan under the Intermunicipal Collaboration component of the Alberta Community Partnership, further

That the Town of Vulcan, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED UNANIMOUSLY

11.4 2016 Capital Budget Request

Public Works has requested permission to tender for the purchase of a pickup for the Public Works Department to replace the 2004 F150.

The estimated cost of the replacement pickup is \$33,000.00.

The funds for this Capital Purchase could be drawn from the Common Services Capital Reserve.

Motion No.: 16.026

Moved by Councillor Paul Taylor THAT Council direct Administration to tender the purchase of a 2016 half ton 4 X 4 pickup in accordance to the Town Purchasing Policy F-20. Funding of this purchase to be drawn from the Common Services Capital Reserve not to exceed \$35,000.00.

CARRIED UNANIMOUSLY

11.5 Seniors Housing Letter of Intent

Westcastle Land Developments has requested an extension of the Letter of Intent signed on August, 20, 2015 for another 120 days.

Motion No.: 16.027

Moved by Councillor Sue Dow THAT Council direct Administration to extend the Westcastle Land Developments Letter of Intent for another 120 days.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Councillor Paul Taylor at 8:10 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Committee of the Whole Meeting February 3, 2016

Meeting: Regular Council
Meeting Date: February 8, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Committee of the Whole Meeting of Council, held in the Town of Vulcan Council Chamber on Wednesday, February 3, 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 Committee of the Whole Meeting, held in the Town of Vulcan Council Chamber on Wednesday, February 3, 2016 be approved and read by each member of Council.

Initials show support -Reviewed by: _____

Director: _____


CAO

**MINUTES FOR THE COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON WEDNESDAY, FEBRUARY 3, 2016
STARTING AT 9:00 A.M.**

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

Call to Order: Mayor Tom Grant called the meeting to order at 9:02 a.m.

1.0 Approval of Agenda

Motion No.: 16.001

Moved by Councillor Lorna Armstrong THAT the agenda governing this meeting be adopted as presented. **CARRIED UNANIMOUSLY**

2.0 In-Camera

Motion No.: 16.002

Moved by Councillor John Seaman THAT Council move in-camera at 9:03 am. **CARRIED UNANIMOUSLY**

Motion No.: 16.003

Moved by Councillor Georgia-Lee DeBolt THAT Council move out-of-camera at 12:25 p.m. **CARRIED UNANIMOUSLY**



Motion No.: 16.004

Moved by Councillor Sue Dow THAT the Whispering Greens Storm Water Pond study be brought forward at the next Regular Council Meeting on February 8, 2016. **CARRIED UNANIMOUSLY**

3.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 12:30 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer



Town of Vulcan

Request for Decision (RFD)

ACP Application Rescind Motion No. 16.023

Meeting: Regular Council
Meeting Date: February 8, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the January 25, 2016 Regular Council Meeting Council passed Motion No. 16.023 authorizing the Village of Lomond to participate in an application for the Regional Emergency Management Implementation project, submitted by the Village of Lomond under the Intermunicipal Collaboration component of the Alberta Partnership.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Correspondence was received from Liza Dawber, Grant Writer after Council passed Motion #16.023 to change the host from the Village of Lomond to Vulcan County as part of this application will cover the shared position of Safety and Emergency Management Coordinator (as the 'in-kind' contribution). With this position being a pilot project the costs incurred for her salary can be our shared contribution, improving our chances of success.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council rescind Motion No. 16.023.

Initials show support -Reviewed by: _____

Director: _____


CAO

11.0 New Business

11.1 ACP Application Regional Emergency Management Implementation Project

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

The Village of Lomond is hosting an application to develop the Regional Emergency Management Implementation project under the Regional Collaboration component of the Regional Collaboration program.

Motion No.: 16.023

Moved by Councillor Lorna Armstrong Council approves the following motion.

Be it resolved that we authorize the Village of Lomond to participate in an application for the Regional Emergency Management Implementation project, submitted by the Village of Lomond under the Intermunicipal Collaboration component of the Alberta Community Partnership, further,

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED UNANIMOUSLY

11.2 ACP Application Regional Urban Intermunicipal Development Plans Project

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

Vulcan County is hosting an application to participate in an application for the Regional Urban Intermunicipal Development Plans project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership program.

Motion No.: 16.024

Moved by Councillor John Seaman THAT Council approves the following motion.

Be it resolved that we authorize Vulcan County to participate in an application for the Regional Urban Intermunicipal Development Plans project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership, further



Town of **Vulcan**

6.1



January 26, 2016

At the January 25, 2016 meeting of Vulcan Town Council the following motion was passed.

MOTION No. **MOVED BY COUNCILLOR _____ that Council approves the following motion.**

Be it resolved that we authorize the Village of Lomond to participate in an application for the Regional Emergency Management Implementation project, submitted by the Village of Lomond under the Intermunicipal Collaboration component of the Alberta Community Partnership, further

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

**Mayor
Tom Grant**

Date

CARRIED UNANIMOUSLY

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting:	Regular Council
Meeting Date:	February 8, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending February 8, 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 February 8, 2016 be received for information.

Initials show support -Reviewed by: _____

Director: _____


CAO

Report on Miscellaneous Correspondence 8.1 (2) - February 8, 2016

A. Vulcan Municipal Library

Resignation of Board Member Wendy Ramer

B. Village of Milo

Town of Vulcan – ACP Application for Inter-Municipal Development Plan project

C. Village of Milo

Vulcan County – ACP Application for Inter-Municipal Development Plan project

D. SouthGrow Regional Initiative

January 2016 Bulletin

RECEIVED
JAN 22 2016

8.1.A

January 20th, 2016

Mayor Tom Grant and Town of Vulcan Council
321 2nd St S.
Vulcan, AB T0L 2B0

Dear Mayor Grant and Council:

This is to inform you of my resignation from the Vulcan Library Board effective January 27th, 2016.

I have very much enjoyed working on the board for the past two years but with upcoming life changes I am resigning. I am grateful for having had the opportunity to work alongside all the members of the library board. It has been a great pleasure and I am thankful for the experience it has given me.

Sincerely,

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke, identifying Wendy Ramer.

Wendy Ramer
Secretary, Vulcan Library Board

8.1.B



February 2, 2016

Mayor & Council,
Town of Vulcan
PO Box 360
Vulcan, AB
T0L 2B0

Re: ACP application for Regional Inter-municipal Development Plan project

Dear Mayor & Council,

Please see the attached letter that we have sent to Vulcan County regarding our interest in an Inter-municipal Development Plan project. At our last meeting, Village Council decided that a letter of explanation should be sent to other municipalities in Vulcan County regarding the Village of Milo's position on a regional inter-municipal development plan project.

While we can appreciate that one measure of any collaborative venture is the number of participants, this is not a criteria that we think will greatly impact upon the success of an application for funding the negotiation of inter-municipal development plans between urban and rural jurisdictions—nor should it be. These plans can be complex documents covering a wide range of interests. Given the differences between urban and rural municipalities, the complexity of such plans stems directly from the unique development opportunities of each urban municipality and the history of their relationship with the surrounding rural municipality. The manner by which such plans are negotiated will also be unique.

The Village of Milo is invested in managing its relationship with Vulcan County so that we can best realize the development potential of our community for present and future generations. We wish Vulcan County and the Town of Vulcan well given the unique nature of your relationship, the importance of which should never be underestimated.

Sincerely,


Rafael Zed
Mayor

RZ/cnn

Enclosure (1)
cc. Liza Dawber, Vulcan Business Development Society



February 2, 2016

Reeve & Council,
Vulcan County
PO Box 180
Vulcan, AB
T0L 2B0

FILE COPY

Re: ACP application for Inter-municipal Development Plan project

Dear Reeve & Council,

Given the settlement agreement arrived at between our municipalities approximately one year ago, my council and I believe that we should re-apply for funding under the Alberta Community Partnership (ACP) program to work on an Inter-municipal Development Plan with Vulcan County. After careful consideration of more recent events in 2015, and given the history of formal dispute resolution between our municipalities over distinctive and immediate development considerations, this project does not warrant a regional funding application. We believe that such an application is not in the best interest of the Village of Milo and Vulcan County.

An application is being finalized outlining the project parameters that my council prefers, parameters that will effectively lead to a collaborative relationship with Vulcan County. This application will be forwarded to your administration one day prior to submission and will be submitted to the province by the application deadline of February 5th, 2016. As per the guidelines of the ACP program, your council has until February 29th, 2016, to review these parameters and confirm with Municipal Affairs your participation in the funding application that we will sponsor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rafael Zea'.

Rafael Zea
Mayor

RZ/cnn



Bulletin – January 2016

Investment Attraction

Now that the Final report is finished from Rainmaker Global, a few finishing touches will be made to the document and the manager will be sharing the main part of the report with each member along with an individual evaluation piece which will include a look at the websites of each. The manager is planning a tour of the members' offices to speak with staff regarding the report and to get an evaluation of the process. More is planned in the coming months and we will advise the members as details are scheduled.

Broadband

We have had one meeting with the AUMA Small Communities Committee which included a presentation by Alberta Economic Development and Trade. As this was the first meeting of the group that discussed Broadband, we trust that more will be forthcoming in the next weeks and months. The next meeting is scheduled for mid-February and is to include a presentation from representatives of Service Alberta, the department responsible for the SuperNet.

South Alberta Alternative Energy Partnership - SAAEP

Trevor Lewington from Economic Development Lethbridge and Pete Lovering from SouthGrow are to attend a meeting in early February with some wind energy producers and government people from Quebec who have expressed some interest in the renewable energy field in Alberta. Plans are underway to have a conference on June 8 on Renewable Energy so please save the date if you have an interest.

Successful Seminar

We hosted, along with Community Futures Lethbridge and Lethbridge Chamber of Commerce, a seminar on Selling to Government recently at the Sandman Inn. Over 35 people were present from services businesses and non profit agencies. Due to the good response, we plan on another one next year.

Other news

Please mark your calendars for June 1, which is the final day for the Chinook Entrepreneur Challenge. If you have people in your area that are interested in starting or expanding a business, I would encourage you to speak with them and have them go to www.chinookchallenge.com for more information. The training is top notch.

A meeting has been arranged by the Lethbridge Chamber of Commerce with MP Kent Hehr, Minister of Veterans Affairs for Canada. This is to take place over lunch at the Coast Hotel in Lethbridge on February 9. He will be speaking and doing a pre-budget consultation with those present. More information at <http://lethbridgechamber.chambermaster.com/events/details/federal-pre-budget-consultation-with-kent-hehr-minister-of-veterans-affairs-5057>

Planning for next year is taking place. The SouthGrow Management Board devoted their January meeting to Strategic Planning. If there is a topic of interest you would like the board to consider, please contact the SouthGrow office at 403-394-0615 or e-mail pete.lovering@southgrow.com.

We welcome the Village of Barnwell as new members to the SouthGrow Alliance.

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
 Meeting Date: **February 8, 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.

- Town of Vulcan Library Board Meeting – Minutes – October 21, 2015
- Vulcan Regional Foodbank Society Meeting – Minutes – November 19, 2015
- Vulcan and District Chamber of Commerce Meeting – Minutes – December 2, 2015
- Town of Vulcan Library Board Meeting – Minutes – January 20, 2016
- Foothills Regional Emergency Services Commission – Agenda – Minutes – January 27 2016

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 February 8, 2016 Town Council Meeting be received for information.

- Town of Vulcan Library Board Meeting – Minutes – October 21, 2015
- Vulcan Regional Foodbank Society Meeting – Minutes – November 19, 2015
- Vulcan and District Chamber of Commerce Meeting – Minutes – December 2, 2015
- Town of Vulcan Library Board Meeting – Minutes – January 20, 2016
- Foothills Regional Emergency Services Commission – Agenda – Minutes – January 27 2016

Initials show support -Reviewed by:

Director:

CAO

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for October 21st, 2015

Call to Order: 7:00 pm

Present: Connie Clement, Jen Forhmzway, Elizabeth Hammond, Maureen Howard, Vicki Hutton,
Barb McKay, Wendy Ramer, Paul Taylor
Absent: Louise Schmidt
Guest: Jayde Barr

1. Approval of the Agenda.

Agenda was accepted as presented with the addition of the Pat Crosby Award.

2. Approval of the Minutes.

Minutes were approved as presented.

3. Treasurer's Report.

- Our last 25% from the government has come through, \$4,162.00.
- Friends of the Library gave us a cheque for \$2,000 towards books.

Motion to approve the report was moved by Paul and seconded by Vicki

4. Committee Reports.

Human Relations – Jen and Vicki met with Connie to go over her 3 month end of probation review.

5. Correspondence.

- No correspondence.

6. Business Arising from the Minutes.

Library Manager's Report – New system with the Dvd's is going well

- Little Free Libraries only need children's books now.
- Friends of the Library donated a water cooler as well as \$2,000 towards books with permission to use some of that money towards audiobooks.
- We have received two different quotes on power surge protection. Connie will request one more quote on a larger UPS system and information on time frame of protection before a decision is made.
- Meghan from Chinook Arch is coming to our library again to do a session on E-readers.
- Free pictures with Santa has been provided by Floors First to the library on December 15th.

7. New Business.

Ideas for Children's Corner – We will return to this discussion when Louise is in attendance.

Student Board Member – We have asked Jayde Barr, a grade 12 CCHS student, to be our student board member.

Little Free Libraries - A motion was made to spend \$120.00 on registration charges for our four Little Free Library structures. Moved by Paul, seconded by Maureen and all were in favour.

Pat Crosby Award – Eager Young Reader Award. Connie will talk with Dorothy to decide on a recipient for the award this year. One name suggested was Andrew Bergen. We will present the award on November 14th at 1:00 p.m.

Christmas Party – December 16th, 5:00 p.m. at the Legion. We will invite all board members, staff, volunteers and Friends of the Library members.

8. Policies and Bylaws.

We will cover the Policies at our next scheduled meeting.

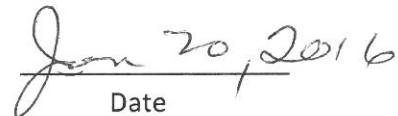
9. Next Meeting.

November 18th at 7:00 p.m. (This will not be a regular held meeting.) We will focus solely on the update of the Policies.


Adjournment. Meeting was adjourned at 7:41 p.m. Motion to adjourn was moved by Vicki.



Chair



Date



Secretary



Date

**MINUTES OF THE VULCAN REGIONAL FOOD BANK SOCIETY MEETING
NOVEMBER 19, 2015**

PRESENT: CARROL THOMSON, MICHAEL MONNER, LORNA ARMSTRONG, SHEILA SMIDT, COLTON POVEY,
DANETTE SMITH

ABSENT WITH REGRETS: BETTY WHITNEY, LYNDIA JOYCE

ABSENT: BRAD KOCH

DELEGATIONS/GUESTS: NONE

SECRETARY: DANETTE SMITH

CALL TO ORDER: 7:40 P.M.

ADDITIONS/CHANGES TO THE AGENDA: NONE. MICHAEL MONNER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. CARRIED 19/11/2015/01

MINUTES: COLTON POVEY MADE A MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 24, 2015 MEETING AS PRESENTED. CARRIED 19/11/2015/02

FINANCIAL REPORTS: DANETTE SMITH MADE A MOTION TO APPROVE THE FINANCIAL REPORTS AS PRESENTED. CARRIED 19/11/2015/03

MAIL SUMMARY:

1 ALBERTA FOOD BANKS: LORNA ARMSTRONG MADE A MOTION TO APPROVE FOR INFORMATION

BRENDA AND CARROL'S REPORTS: MICHAEL MONNER MADE A MOTION TO APPROVE BRENDA AND CARROL'S REPORTS AS PRESENTED. CARRIED 19/11/2015/04

WENDY'S REPORT: WENDY LOOKED INTO CROWDFUNDING AND WHAT FEES, COSTS, ETC. ARE ASSOCIATED WITH THEM. THE BOARD UPON DISCUSSION DECIDED TO HAVE A PAYPAL ACCOUNT ASSOCIATED WITH OUR WEBSITE. DANETTE SMITH MADE A MOTION TO APPROVE HAVING PAYPAL ACCOUNT ON THE FOOD BANK WEBSITE. CARRIED 19/11/2015/05

OLD BUSINESS:

1 BUILDING UPDATE: WINDOWS, DOORS ARE THERE TO BE INSTALLED. GRANT FOR KITCHEN MUST BE SPENT BY NEXT MONTH; CARROL WILL CALL FOR EXTENSION FOR THE GRANT. NO IDEA HOW MUCH CEMENT WILL COST, AS THE FLOOR IS VERY UNEVEN. WAITING ON THAT COST.

NEW BUSINESS:

1 LEASE AGREEMENT: COUNCIL THINKS THAT AMENDED LEASE IS GOOD; IT IS NOW UP TO US TO DECIDE. CARROL WILL CLARIFY WITH THE TOWN WHAT OPERATING COSTS WILL BE THE RESPONSIBILITY OF THE FOOD BANK AND WHICH ARE THE LANDLORD'S (TOWN'S) RESPONSIBILITY. CARROL WILL ALSO CLARIFY GARBAGE COSTS. JANITORIAL COSTS WILL BE SHARED WITH THE LIBRARY. CARROL WILL CLARIFY POINTS AND LEASE CAN BE SIGNED IF SHE IS OKAY WITH EVERYTHING. MOTION TO APPROVE SIGNING LEASE CARRIED 19/11/2016/06

NEXT MEETING IS JANUARY 28, 2016 AT 7 P.M.

MICHAEL MONNER MADE A MOTION TO ADJOURN THE MEETING AT 8:25 P.M. CARRIED 19/11/2015/07

CHAIR _____

DIRECTOR _____

Vulcan and District Chamber of Commerce

December 2, 2015 GM

Minutes

1. Call to Order: 18:30
2. Approved Agenda – Dwayne Hill – Minutes – Amend #10 “figh” to fight. Minutes Approved with Amendment by Sandy Fulton.
3. Motion to add Dwayne Hill to signing authority by Pat Wisener. Motion to accept by Sarah Vaudry. Seconded by Danyel Fath. Carried.
4. Motion by Danyel Fath to implement a Global Payments Credit Card. Treasurer would hold onto the CC. CC should have the ability to collect points. Motion to accept by Sandy Fulton. Seconded by Mason Dodds. Note: Every meeting the Treasure will bring CC statement for review. Carried.
5. Treasury Report: Danyel Fath. Motion to accept by Dwayne Hill.
6. Membership Report: Sarah Vaudry. 77 Members for 2015. 3 for 2016. Motion to accept by Vera-Lynn Beal.
7. Marketing and Communication Report: Charntelle and Jason: Charntelle resigned at the prior Executive meeting. Charntelle has agreed to continue working on the Website until someone else is trained to pursue this responsibility. Moton to proceed – Sarah Vaudry.
8. Tourism Report: Vera-Lynn Beal. Vera-Lynn sits on the Tourism Board and as such she was a representative on behalf of the tourism board. Shannon can no longer represent the Tourism Board at Chamber meetings as she is a paid employee. Sue can attend. However, Vera-Lynn was nominated to attend. Tourism requests a report back from Chamber. I.e. Tony can present at Tourism Meeting what the Chamber is up to etc. Chamber can be added to Tourism Agenda. Motion to accept Sandy Fulton. Seconded Sarah Vaudry.
9. Additions: A.) Chamber requires an Invoice from Big Sky for the Ears to You Awards Event. B.) We still require payment from Community Futures and Market Street for the sponsorship of awards for the Ears to You Awards Event. C.) Sarah Vaudry requested \$50 towards Babysitting downstairs of the Vulcan Lodge Hall on Dec. 12 when the Holiday Train Comes for craft supplies. Dwayne motioned to provide \$100. Motion approved by Sandra Scott and seconded by Charntelle Koch. D.) Michael Gabriel of North and Company, Vulcan to continue work of Chamber Bylaws at no cost to Chamber. Motion carried. E.) No Chamber mgt in January.
10. Adjourned: 19:50 by Lyle Magnuson

Town of Vulcan Library Board

Board of Trustees Meeting

Minutes for January 20th, 2016

Call to Order: 7:04 pm

Present: Connie Clement, Jen Forhmzway, Elizabeth Hammond, Maureen Howard, Vicki Hutton,
Wendy Ramer, Louise Schmidt, Paul Taylor

Absent: Jayde Barr

1. Approval of the Agenda.

Agenda was accepted as presented.

2. Approval of the Minutes.

Minutes were approved as presented.

3. Treasurer's Report.

- Nothing significant to report.
- Statement came yesterday so books will be ready to go in by end of the month or first week of February.

4. Committee Reports.

Human Relations – Vicki read to the Board her suggested changes to the Policy Package. This included changes that should be made to the Manager Evaluation and Personal Policies. Vicki will be typing up agreed changes and the board Chair will present those to Kim Fath at the Town office.

Renovation Liaison – Jen gave Louise the job as our new liaison person with FCSS and others during the renovations at the library.

- Jen and Paul, dealing with a time crunch, also hired a project manager, Don Fox, for the renovations.

A motion to approve Louise as the new liaison was made by Vicki, seconded by Jen and all were in favour.

- Louise showed the board the new renovation floor plan and handed out a written report. She took the Board on a walk through of the building explaining all the coming changes and plans.
- Louise plans to meet with the Friends of the Library to go over the new plans and updates with them.

5. Correspondence.

- No correspondence.

6. Business Arising from the Minutes.

Library Manager Report

- Gingerbread house competition went well. Nineteen entries in total with \$15.00 gift cards as prizes.
The library had purchased five gingerbread kits and all were used.
- Still purchasing DVD series and books for our branch.
- A column was written in the Advocate about the library.
- Still working on putting the Hold Shelf together.
- Library scanner has stopped working and will need to be fixed.
- Looking into having the newspapers (Sun, Lethbridge Harold) delivered to the library each morning.
- Library needs to get some new wooden puzzles and educational toys for children.

Elections

Chair – Elizabeth Hammond

Vice Chair – Vicki Hutton

Treasurer – Maureen Howard

Secretary – Paul Taylor pending confirmation with Jayde Barr. This elected position confirmation will be carried over to the next meeting.

7. New Business.

Renovation Liaison Report – See Committee Reports.

8. Policies and Bylaws.

See HR Report.

9. Next Meeting.

February 17th at 7:00 p.m.

Adjournment. Meeting was adjourned at 8:40 p.m. Motion to adjourn was moved by Maureen.

Chair

Date

Secretary

Date

FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION
BOARD MEETING

Wednesday, January 27, 2016

7:15 p.m. Okotoks Fire Hall – 132 Milligan Dr. Okotoks

AGENDA

1.0 CALL TO ORDER

2.0 AGENDA

3.0 MINUTES OF MEETING – November 25, 2015

4.0 FINANCIAL REPORT

4.1 Preliminary Year End Report

4.2 Appointment of the Auditor

5.0 OLD BUSINESS

5.1 AHS Mapping

5.2 EMS Dispatch/Minister of Health

5.3 911 Center Potential Location

5.4 Meeting Dates and Frequency

5.5

6.0 NEW BUSINESS

6.1 Draft FRESC Logo

6.2 Executive Director Goals and Objectives

6.3 Organizational Structure

6.4

7.0 EXECUTIVE DIRECTOR REPORT

7.0 NEXT MEETING

8.0 IN CAMERA SESSION - Personnel

9.0 ADJOURNMENT

**FOOTHILLS REGIONAL EMERGENCY SERVICES COMMISSION
BOARD MEETING**

Wednesday, November 25, 2015

7:00 p.m. Okotoks Fire Hall, 132 Milligan Dr., Okotoks

Attendance: Suzanne Oel, Dr. Ed Sands, Jamie Tiessen, Cliff Ayrey, Jakob Hensel,
Jason Schneider, Gerald Pfeil, Judy Thomson, Bruce Masterman, Brenda
Fenwick

Absent: John Seaman

1.0 The meeting was called to order at 7:05 by Suzanne Oel, Chairperson.

1.1 Organizational Elections

Brenda Fenwick assumed the position of chairperson to conduct the
annual elections of Chairman and Vice Chairman.

Chairman:

Nominations for the position of Chairman were asked from the floor.

MOTION: by Ed Sands to nominate Suzanne Oel for the position of
Chairman.

Suzanne Oel accepted the nomination.

CARRIED

MOTION: by Jamie Tiessen to close nominations for the position of
Chairman

CARRIED

Suzanne Oel Chairman by acclamation

Vice Chairman:

Nominations for the position of Vice Chairman were asked from the floor.

MOTION: by Gerald Pfeil to nominate Jamie Tiessen for the position
of Vice Chairman.

Jamie Tiessen accepted the nomination

CARRIED

MOTION: by Jakob Hensel to close nominations for Vice Chairman.

CARRIED

Jamie Tiessen Vice Chairman by acclamation

MOTION: by Jacob Hensel that signing authority remain as: bank
signing Authority for FRESC will be Ed Sands, Cliff
Ayrey, Brenda Fenwick and Michael Luchia.

CARRIED

Suzanne Oel assumed the position of Chairperson.

2.0 **AGENDA**

MOTION: by Jakob Hensel to adopt the Agenda with the addition of
6.4 – Meeting with the Health Minister

CARRIED

3.0 **MINUTES OF PREVIOUS MEETING – September 30, 2015**

MOTION: by Judy Thomson to adopt the Minutes of September 30,
2015 as presented.

CARRIED

4.0 **FINANCIAL REPORT**

Brenda Fenwick presented the YTD financial report to October 31, 2015. All budget line items are consistent with budget projections. As expected FRESC will be in a surplus position at year end due to the 911 Grant funding designation to a Capital Reserve.

The current bank account has a significant balance and Brenda Fenwick recommended that some of these funds be moved to a no risk cashable GIC until such time as the funds are required for Capital upgrades.

MOTION: by Jakob Hensel to move \$400,000 to a cashable interest bearing GIC or a similar investment.

CARRIED

5.0 **OLD BUSINESS**

5.1 **Business Strategy Update**

Regional First Alert System

The Regional SOP has been completed and circulated. Assist to develop processes with municipalities is ongoing. Public information pamphlets have been designed and are currently at the printers. We (FRESC) will be printing 5,000 for distribution across the region. A full public launch is being planned for early spring 2016. Working on the final stages of an agreement to provide this service to the M.D. of Willow Creek.

First Responder Radio Communications System

Working with two vendors (Harris and Zetron) to obtain budgetary quotes for the required console change.

Expand Peace Officer and Work Alone Monitoring

We have expanded the complaint line/dispatch into the M.D. of Willow Creek and the Town of Nanton. Currently facilitating an equipment trial for the M.D. of Foothills work alone program.

Advertise and Market FRESC Services/Establish Brand

Meet with a marketing consultant from High River – Sandra Wiebe, Routes. Working on a public information brochure/pamphlet – 911 Guide for the Rural resident. We have begun preliminary work on a revised logo. We will also have them develop a “Marketing” type information sheet to provide to prospective new customers.

5.2 Mapping Update

Letters of Release have been obtained by all municipalities except 3 – Tsuu Tina, Lake Louise and Granum.

MOTION: by Jakob Hensel to proceed with the request to AHS with the releases obtained to date.

CARRIED

6.0 NEW BUSINESS

6.1 FRESC 911 Center Location/Space

Brenda provided an update on the meeting with AHS concerning the center’s existing space and the estimated costs to have AHS renovate and upgrade. These costs are exorbitant and unrealistic.

MOTION: by Cliff Ayrey to go in Camera.

CARRIED.

MOTION: by Cliff Ayrey to go out of Camera

CARRIED.

MOTION: by Cliff Ayrey that the Commission for a task force/committee to investigate feasible locations for the FRESC 911 center within the FRESC service area.

CARRIED

6.2 Capital Budget

Brenda Fenwick presented a draft Capital budget to outline the required capital expenditures. This Capital budget will be funding through the 911 Grant funding that has been allocated as Capital Reserve in 2015 and 2016.

MOTION: by Jakob Hensel to approve the draft Capital Budget – 2016 as presented.

CARRIED

6.3 Voice Recorder Replacement

Brenda Fenwick reviewed the information brief provided for the replacement of the recording equipment necessary for the operations of the 911 center.

MOTION: by Jamie Tiessen to approve the purchase of the Digital Call Recording System project with a budgetary cost of \$90,000.00.

CARRIED.

6.4 Update of a Meeting with the Health Minister

Suzanne Oel provided an update of her meeting with the Minister of Health at the recent AAMDC. She once again made the request to the government to consider decentralizing EMS Dispatch and returning this previous service area to the FRESC 911 Center. The new Health Minister was open and listened to the concerns. Suzanne would like to follow up with the background information and to provide municipal letters of support to this new government.

MOTION: by Dr. Sands to send out a request for letters of support from the partner and contract municipalities for the return of EMS dispatch. These letters will then be sent as part of the information package to the Minister of Health.

CARRIED.

7.0

NEXT MEETING – A discussion was held concerning the changing of the regular meeting day – the Chair asked for any day other than Wednesday. Brenda will send out an email to all members inquiring if the 2nd Tuesday of each month would be acceptable.

8.0

EXECUTIVE DIRECTOR REPORT

Brenda Fenwick reviewed her report for November 2015.

MOTION: by Bruce Masterman to accept the Executive Director's report as information.

CARRIED

9.0

MOTION: by Jacob Hensel to adjourned the meeting at 8:40

CARRIED.

Town of Vulcan

Request for Decision (RFD)

Bylaw No. 1451-16 Amendment to Bylaw No. 1428-14

Meeting: Regular Council
Meeting Date: February 8, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the January 25, 2016 Regular Council Meeting Council gave first reading to Bylaw No. 1451-16 and authorized Administration to make amendments as discussed by Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of the amended Bylaw No. 1451-16.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Bylaw No. 1451-16 be given second reading.

Moved by Councillor _____ THAT Bylaw No. 1451-16 be given third and final reading.

Initials show support -Reviewed by: _____

Director: _____


CAO

TOWN OF VULCAN

BYLAW NO. 1451-16

A Bylaw of the Town of Vulcan, in the Province of Alberta, to amend The Procedure Bylaw No. 1428-14.

WHEREAS there has been consideration by the Council of the Town of Vulcan to amend Section 11 of Procedure Bylaw No. 1428-14 to better facilitate the orderly conduct of its business:

THEREFORE under the authority and subject to the provisions of Section 145(a) and (b) inclusive of the Municipal Government Act, being Chapter M-26 2000 and amendments thereto, deal with meeting of Council, this bylaw, by virtue of the Municipal Government Act, provides for the regulation of the proceedings of Council and the Committees thereof, the Council duly assembled does hereby enact the following:

1. That Section 11 of The Procedure Bylaw No. 1428-14 be amended by adding the following:
 - (3) The Mayor, as ex-officio, may attend the Meeting of any Committee, Board, Commission, or Organization on which Town Council is entitled to representation, but shall not be required to do so. When in attendance at any such Meeting, he shall have all the rights of a Member of the Committee, Board, Commission, or Organization. Notwithstanding when voting on an issue the Town shall not exceed the representation identified in the Committee, Board, Commission, or Organization's bylaws or terms of reference.
2. That Section 43 bullet (5) of The Procedure Bylaw No. 1428-14 be amended by adding the following:

Notwithstanding when voting on an issue the Town shall not exceed the representation identified in the Committee's bylaws or terms of reference.
3. Bylaw No. 1428-14, being the Procedure Bylaw, is hereby amended.
4. This Bylaw comes into effect upon third and final reading hereof.

READ a first time this 25th day of January, A.D., 2016.

Tom Grant, Mayor

Kim Fath, CAO

READ a second time this 8th day of February, A.D., 2016.

Tom Grant, Mayor

Kim Fath, CAO

READ a third time, and finally passed this 8th day of February 2016

Tom Grant, Mayor

Kim Fath, CAO

Town of Vulcan

Request for Decision (RFD)

ACP Application Regional Emergency Management Implementation Project

Meeting: Regular Council
 Meeting Date: **February 8, 2016**
 Originated By: Kim Fath

BACKGROUND / PROPOSAL:

A meeting was held on January 11, 2016 with the CAO's in attendance to discuss eligible projects for the Alberta Community Partnership program.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Vulcan County is hosting an application for the Regional Emergency Management Project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership.

Part of this application will cover the shared position of Safety and Emergency Management Coordinator (as the 'in-kind' contribution). With this position being a pilot project the costs incurred for her salary can be our shared contribution, improving our chances of success.

The grant will cover a Regional Disaster Services Plan, and a disaster trailer with equipment such as cots, blankets and water treatment equipment that can be moved around our area as needed in the event of a disaster.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the following motion.

Be it resolved that we authorize Vulcan County to participate in an application for the Regional Emergency Management project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership, further

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Initials show support -Reviewed by:

Director:

CAO



Town of Vulcan



February 9, 2016

At the February 8, 2016 meeting of Vulcan Town Council the following motion was passed.

MOTION No. **MOVED BY COUNCILLOR _____** that Council approves the following motion.

_____ **Be it resolved that we authorize Vulcan County to participate in an application for the Regional Emergency Management project, submitted by Vulcan County under the Intermunicipal Collaboration component of the Alberta Community Partnership, further**

That the Town of Vulcan, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

**Mayor
Tom Grant**

Date

CARRIED UNANIMOUSLY

Town of Vulcan

Request for Decision (RFD)

Kyle Greene – Crowd Funding Program

Meeting: Regular Council
Meeting Date: February 8, 2016
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Solar Park Committee met on January 29, 2016 and discussed the progress of the Solar Park.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The generation of additional funding was discussed to provide added components to the park as the grant funding that had been applied for was not received. This means that some items such as sod, irrigation, additional landscaping may have to be reduced in the budget.

Kyle Greene would like to host a Crowd Funding Program with the possibility of raising \$30,000.00 to go towards irrigation, sod and other upgrades coordinated by Kyle.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council authorizes the Solar Park project manager Kyle Greene to initiate a Crowd Funding Program for the purpose of raising funds of \$30,000.00 to contribute to further enhancements for the solar park.

Initials show support -Reviewed by: _____

Director: _____


CAO

Town of Vulcan

Request for Decision (RFD)

Policy F-20 Tendering and Purchasing Policy

Meeting:	Regular Council
Meeting Date:	February 8, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Administration has reviewed Policy F-20 Tendering and Purchasing as per the discussion by Council at the January 25, 2016 Regular Council Meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is an amended copy of Policy F-20 Tendering and Purchasing for Council's consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves Policy F-20 Tendering and Purchasing.

Initials show support -Reviewed by: _____

Director: _____

CAO _____

<u>TOWN OF VULCAN</u>		
POLICY MANUAL		
<u>TITLE OF POLICY</u> TENDERING AND PURCHASING POLICY	<u>POLICY NUMBER</u> F-20	
	SUPERCEDES POLICY NO:	
	<u>DATE</u>	<u>RESOLUTION NO</u>
	Adopted	
	Amended	Feb 28/00 00.39
	Amended	Jan 24/05 05.15
	Amended	Apr 11/05 05.121
	Amended	March 22/10 10.116
	Amended	

STATEMENT: Council has approved this policy to ensure the fair, timely and economical purchasing and tendering of Town supplies and services.

1. Definitions

- 1.1** **Bidder** means a person, group of persons, corporation, or agency that submits a bid for the supply of goods and/or services to the Town.
- 1.2** **Local Supplier** means a business having a current Town of Vulcan business license, or a business located within the Town that is exempted from the requirement of having a business license.

2. Responsibilities

- 2.1** Municipal Administrator to:
- 2.1.1** provide forms and procedures to support the implementation of this policy.
- 2.1.2** hold a public opening of all tenders
- 2.1.3** be the sole signature required on documents for purchases approved by resolution of Council.
- 2.1.4** award the tender and approve purchases in conjunction with the Finance Manager and the appropriate Department Head.

2.2 Appropriate Department Head and Finance Manager to:

2.2.1 ensure that all tendering and purchasing complies with this policy

3. Location of Source

3.1 Where other factors are equal, the source of goods or services shall be:

- | | |
|-----------------|---|
| 1 st | Town of Vulcan |
| 2 nd | County of Vulcan and locations within 50 km of the Town |
| 3 rd | Alberta |
| 4 th | Canada |
| 5 th | United States |
| 6 th | Global |

4. Purchasing – Operation (Goods & Services)

4.1 Refer to Item 3.1 above for preference source of purchasing.

4.2 Authority to purchase shall be set as follows;

4.2.1 Up to \$250, any permanent Town employee

4.2.2 \$250 to \$5,000 Appropriate Department Head

4.2.3 Up to \$10,000, Municipal Administrator

4.2.4 \$10,001 and up, by Council resolution where not provided for in the Annual Budget.

4.3 All appropriate invoices shall be forwarded to the Finance Manager.

4.4 All invoices referred to in 4.3 shall be approved by the appropriate department head. This approval should be indicated by initials on the invoice.

- 4.5 In an emergency situation, defined by the Municipal Administrator or the Director of **Emergency Management**, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Municipal Administrator or the Director of **Emergency Management**. During the emergency, spending in excess of \$50,000 is to be approved by the Mayor or the Deputy-Mayor or, in absence of both, any Councillor and Municipal Administrator or Director of **Emergency Management** without the need to tender.
- 4.6 Except for an emergency situation, all suppliers shall have a current Town business license, or be exempted from the requirement to have a Town business license.
- 4.7 All purchases must be based on price, and quality of services of goods.

5. Tendering – Capital Expenses

- 5.1 Unless otherwise directed by Council, acquisition of Goods and Services of capital nature shall follow the tendering process, requested from not less than the number of sources listed below.
- 5.1.1 Up to \$5,000, no quotations are required provided that a local supplier is used. If a local supplier is not available, three quotations shall be obtained by phone, if the order is over \$2,500.
- 5.1.2 \$5,001 to \$10,000, three written quotations shall be obtained.
- 5.1.3 \$10,001 to \$20,000, three quotations by sealed tender shall be obtained.
- 5.1.4 \$20,001 and up, quotations by sealed Public Tender shall be obtained.
- 5.2 Where tenders are received that do not comply with Section **5.1**, the tenders received will be accepted provided that:
- 5.2.1 tenders have been requested from all local suppliers of the goods or services requested.
- 5.2.2 tenders received are believed to reflect a fair market price based on the conditions of the request for tenders; and
- 5.2.3 the successful bidder is capable of providing the goods or services as per the conditions of the request for tender.

- 5.3 Where the nature of the services requested do not provide the competition necessary for the tendering process, Council may, by resolution, provide for special tendering and award processes. Examples of this are certain legal, architectural, and engineering services.

6. Request for Tender Process

- 6.1 Sealed tenders shall be processed in the following manner:
- 6.1.1 Sealed tenders to be received in a sealed envelope by 9:30 a.m. on a designated Wednesday.
 - 6.1.2 The sealed tender will be considered invalid if opened prior to the public opening, if received by fax, or if the contents are disclosed to any member of Town staff prior to the public opening.
 - 6.1.3 Sealed tenders shall be opened by the Municipal Administrator and the Finance Manager, or a member of Town staff for the department the tender is applicable to.
 - 6.1.4 The opening shall be opened to the public and held at the Town Office at 10:00 a.m. on the same day that the sealed tenders were to be received.
 - 6.1.5 Each bid shall be time and date stamped, and initialled as each sealed tender is opened. A summary sheet shall be immediately prepared and shall be signed by the Administrator and staff members.
- 6.2 Sealed tenders shall be processed as determined and specified by the appointed Town Engineer when received at their engineering office.
- 6.3 Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.
- 6.4 Seasonal work or work provided through unit pricing shall be tendered based on the total funds to be spent during the award period of the tender.
- 6.5 Award of hourly billed services shall be based on requesting service from the lowest bid accepted. If that bidder is not available in the time specified in tender conditions, then the service shall be requested from the second lowest bid, then the third lowest bid, etc.

- 6.6 All requests for a sealed tender shall be advertised unless it is determined by the Municipal Administrator that invitational tenders will be beneficial the community. This may occur when there are a number of local companies providing a service and the Town does not wish the work to be awarded outside of the community, or where the work is of a specialized nature.

7. Information to Bidder

- 7.1 Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the Town, and shall include a statement that the terms of this policy shall apply to each bid.
- 7.2 If additional information is developed during the request for sealed tender period due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- 7.3 Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- 7.4 Information received from any bidder shall not be revealed to other bidders until the tender deadline has passed.
- 7.5 Any member of the public may, within 7 years of the tender closing date, inspect the tender request and all tenders received.

8. Security and Bonding

- 8.1 If a bid deposit is required, a certified cheque payable to the Town of Vulcan in the amount specified in the tender request, shall be submitted with the tender.
- 8.2 A bid deposit will be forfeited to the Town if the successful bidder fails to accept the award of tender within 30 days.
- 8.3 If a Performance Bond is required, the successful bidder shall submit the bond to the Town following the award of tender, within the time specified. The Performance Bond shall be retained by the Town until the terms of the tender are complete. The Performance Bond will be forfeited to the Town if the successful bidder fails to comply with the terms and conditions of the award.

- 8.4 When required by the terms of the award of tender, an insurance certificate evidencing required insurance coverage, and if required naming the Town as an additional insured, shall be submitted within the time specified.

9. Local Supplier Preference

- 9.1 Local supplier preference shall not be applicable to any purchase of goods or services where the purchase is wholly or partially funded by the Federal or Provincial government, or where any other funding agency provides conditions on the award of tenders.
- 9.2 Local suppliers shall be given a 5% advantage over non-local bids when bids are compared on price.

10. Analysis of Tenders

- 10.1 The following factors, presented without any priority, shall be used to evaluate all bids received.
- 10.1.1 Price, based on the same FOB location, same currency, and with discounts applied.
- 10.1.2 Record of a bidder's previous performance on quality, service and delivery.
- 10.1.3 Ability of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
- 10.1.4 Standardization of goods to reduce inventory and future costs.
- 10.1.5 Bulk Purchasing, through larger quantities, cumulative quantities or bulk packaging.
- 10.1.6 Life Cycle Costs of goods or services.
- 10.2 Use of products that contain recycled material, are recyclable or reusable, is encouraged.
- 10.3 The Town reserves the right to reject any and all tenders for any cause, or reject all tenders without cause.

11. Contingency Allowances

- 11.1 Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications approved by Council.
- 11.2 Contingency allowances and unspent project funds may only be applied to changes in project specifications approved by resolution of Council.

12. Term of Services to Be Tendered

12.1 Professional Services

Professional services, when tendered, will be for a duration of **three years**. After the duration of the three-year agreement, Administration will have the following options available.

- A) Tender the services for another three-year term.
- B) Renew the agreement for another three-year period.
- C) **Renew the agreement annually from year to year.**

12.2 Other Services

Other services may be tendered for a **one year** period. After the duration of the agreement, Administration will have the following options available.

- A) **Tender the services for another one-year term.**
- B) **Renew the agreement annually from year to year.**

NOTE: List of professional and other services forms Schedule "A" of this policy.

13. End of Policy

Schedule "A"

<u>Professional Services</u>	<u>Year Term</u>
Assessment	3
Auditors	3
Banking	3
Engineering	3
Legal	3
<u>Other Services</u>	
Janitorial	1

Town of Vulcan

Request for Decision (RFD)

Whispering Greens Storm Water Pond

Meeting:	Regular Council
Meeting Date:	February 8, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

At the February 3, 2016 Committee of the Whole Meeting Council moved that the Whispering Greens Storm Water Pond Study be brought forward at the February 8, 2016 Regular Council Meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

BSEI was asked by the Town to review the existing Storm Pond 5 and provide comments on the future of the pond with regards to storm pond discharge considerations.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council directs Administration to approve BSEI's proposal to study the Whispering Greens Storm Pond at a cost not to exceed \$9,936.00 and the funds for this study to be drawn from the Contingency Reserve.

Initials show support -Reviewed by:

Director:

CAO

File: V094-068

October 27, 2015

EMAIL/MAIL
kfath@townofvulcan.ca

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

Attention: **Kim Fath**
Chief Administrative Officer

RE: **Whispering Greens Phase 5 and 6**
Storm Pond 5

The Town of Vulcan has asked BSEI to review the existing Storm Pond 5 and provide comments on the future of the pond, with regards to storm pond discharge considerations.

Introduction

We have reviewed our files and the drawings provided to us relative to Storm Pond 5 design. The drawings we have on file include two designs from Jubilee Engineering Consultants Ltd. from January and November 2008, as well as a revised drawing from 2011 that included a storm layout design for Phases 5 and 6. The initial design drawings indicate 2 ponds: one being a dry pond and the other a wet pond. The others show a variation of designs that include wet ponds only.

Storm Pond 5 began construction in 2009 as a borrow excavation for the surrounding phases of the Whispering Greens subdivision. The engineered drawings for the current pond were produced by Jubilee Engineering Consultants Ltd. and were signed on December 15, 2011, which included current storm layout drawings for Phases 5 and 6.

Storm Pond Review

The storm pond is necessary for the management of the storm water in Phases 3 to 6, and potentially some of the golf course to the south of Whispering Greens Avenue.

The first step for reviewing the storm pond would be to survey the pond to determine the current capacity. The next step in the investigation would include determining the areas that are collecting into the storm pond and establishing drainage areas. The current pond capacity could then be compared to the storm water volume required for the catchment area. This would give an indication if the storm pond design can handle the volume of water in the catchment area.

If the pond has been oversized, there may be an opportunity to reduce the size of the pond or change the design. Some potential design changes that would be assessed would be whether the pond functions best as a wet pond or dry pond or whether a forebay is required. A review of the

existing infrastructure needs to be completed to determine if there is additional volume contributing to the catchment area.

Storm Pond Discharge Alignment

The first storm pond discharge alignment design layout to be reviewed was provided by Jubilee Engineering. This plans for storm water to flow North by pipeline to an existing pond adjacent to the South side of Elizabeth Street. It then follows the South ditch line to a storm pond West of the raw water reservoirs and finally across Highway 534 into an unnamed drainage channel.

The second storm water design layout to be considered flowed to the new storm pond constructed at the old sewage lagoon site. In our opinion, this option would not be feasible. A hydraulic assessment would need to be completed on the existing storm pipe on Elizabeth Street and possible upgrades may be the result if it cannot handle the additional flow.

Recommendations


After review, BSEI recommends the Town of Vulcan proceed with an investigation to determine the storm pond capacities, final design and discharge layout. The investigation would need to include the following:

- Review Storm Pond 5 capacity and establish drainage boundaries as per the existing as-built contours (*Phases 3 to 6 and golf course*);
- Determine if the existing storm infrastructure was built as per Jubilee Engineering design;
- Review Storm Water Management Report for the area and provide updated comments;
- Provide preliminary design drawings for potential revised storm pond design;
- Preliminary construction cost estimates;
- Confirm the required design hydraulic discharge flow into the existing ditch along Elizabeth Street; and
- Review Alberta Environment and Parks application submission and approval for the storm pond design and construction.

The estimated budget for the scope of services outlined above is \$9,936, exclusive of GST. For a detailed breakdown of the budget, please refer to the attached Scope of Services and Fee Budget.

If you have any questions with regards the assessment completed by BSEI, please feel free to contact the undersigned.

Yours truly,



Joel D. Hall, C.E.T.
Project Technologist

JDH/kda

Enclosures: *as noted*

SCOPE OF SERVICES AND FEE BUDGET

Description	Total Fee Budget
<ul style="list-style-type: none"> Review Storm Pond 5 capacity & establish drainage boundaries, as per the existing as-built contours. (Phases 3 to 6 and golf course) 	\$ 2,200
<ul style="list-style-type: none"> Confirm existing storm infrastructure for Phases 5 & 6. 	\$ 500
<ul style="list-style-type: none"> Review Storm Water Management Report & provide comment. 	\$ 2,500
<ul style="list-style-type: none"> Confirm the required design hydraulic discharge flow into the existing ditch along Elizabeth Street. 	\$ 1,500
<ul style="list-style-type: none"> Review Alberta Environment and Parks application submission and approval for the storm pond design and construction. 	\$ 500
<ul style="list-style-type: none"> Provide preliminary design drawings for revised storm pond design. (If necessary) 	\$ 1,000
<ul style="list-style-type: none"> Provide preliminary construction cost estimates. 	\$ 1,000
Sub-Total Municipal Engineering Fee Budget	\$ 9,200
Disbursements at 8%	\$ 736
Total Municipal Engineering Fee Budget	\$ 9,936

Notes:

- Inclusive of disbursements @ 8% (includes plan & document reproduction & office supplies).
- Exclusive of GST and Travel.
- Exclusive of levies, fees and other third party charges.
- Should the scope of services or concept plan change from that used for this budget or from the 'final' concept plan, the project team reserves the right to amend the proposal to reflect the additional work required (hourly at current rates) from the scope of services described herein.
- Fees to be invoiced monthly for progress of the consultant work with payment terms of net 30 days.
- Please note that this proposal does not include any Provincial or Federal Government approvals.
- Any services required that are in addition to the scope of services noted herein are to be agreed to at the current hourly rates and approved by the Client.
- Distribution of fee budget may vary on the stages noted.

BSEI HOURLY RATES

Category	Rate
Engineer / Professional Licensee VI	\$171
Engineer / Professional Licensee V	\$164
Engineer / Professional Licensee IV	\$156
Engineer / Professional Licensee III	\$149
Engineer / Professional Licensee II	\$142
Engineer / Professional Licensee I	\$135
Engineer in Training II	\$122
Engineer in Training I	\$106
Technologist / Technician VII	\$164
Technologist / Technician VI	\$156
Technologist / Technician V	\$149
Technologist / Technician IV	\$142
Technologist / Technician III	\$135
Technologist / Technician II	\$122
Technologist / Technician	\$114
Technologist in Training	\$101
Summer Students	\$95
Administration	\$81
Survey Crew	\$161
Flow Data Logger	\$260 / week
Mileage @ \$0.55 / km	
Disbursements are charged at 8% of Labour Costs	
<i>NOTE: This rate schedule is subject to annual adjustments</i>	

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting:	Regular Council
Meeting Date:	February 8, 2016
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Management is to produce a report each month.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the following reports:

- (A) Chief Administrative Officer – Kim Fath
- (B) Development Officer – Nancy Neufeld
- (C) Public Foreman – Stew Birch
- (D) Director of Recreation and Community Services – Bonnie Ellis
- (E) Fire Chief – Aaron Grant

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending February 8, 2016.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: February 3, 2016

Alberta Community Partnership Grants (ACP)

On January 11th the CAO's and the Grant writer met to discuss possible ideas for the upcoming ACP grant deadline of February 5th. The proposals have been presented to the respective councils and supporting motions have been completed. One change has been made, The Vulcan County will host the Regional Emergency Management Program grant instead of Lomond. This change was made because the County is facilitating this program. Amendments to the supporting motions will be made at the upcoming council meetings.

Fire Department

On Jan 13th I met with Aaron Grant and discussed the proposal for a new fire truck. We are waiting on a response from the Vulcan County, and will work on developing a proposal based on the results of that conversation. We also discussed ICS 200 training for Council. Aaron will be able to provide this training for council directly. He will look into possible dates to provide this training and make arrangements with us.

Regional Emergency Management

On January 20th I met with Amanda Stapleton the new Emergency and Safety Coordinator. I provided her with copies of our emergency management plan and all the supporting documents. She will review the plan and prepare to take on the role of DEM for the Town. After this transition Amanda will also be working with us to update the Town's Safety program.

ADMINISTRATOR'S REPORT

VBDS Website Updates

On January 11th I met with Ashley Beck who provided an overview of the website development that has been taken on by VBDS. They have been awarded a grant that will fund the development of new websites for all of the municipalities within the County. Madhav and Murray from the County IT department also attended this meeting. We discussed how this project will work with the current agreements put in place for website maintenance with the Town and County. VBDS will develop new websites with the input of the County IT department, and when the development is complete the new designs will be taken to the individual councils for approval.

Solar Park

On January 29th the Solar park committee met to discuss the progress of the solar park, the official opening, and generation of additional funding to provide additional components to the park. The committee has proposed sponsorship of the elevators, to be coordinated by Kyle Green. The sponsorship of benches and picnic tables through the recreation department under policy PR-1, and would also like to host a Crowd Funding Page with the possibility of raising \$30,000 to go towards irrigation, sod and other upgrades also coordinated by Kyle.


Meetings of Interest

VBDS – ACP and Website – January 11th.
Fire Department – Fire Truck and ICS 200 – January 13th.
VBDS – Budget and Grant Writer – January 14th.
County – Linier Line Tax – January 18th.
County – Regional Emergency Management – January 20th.
Solar Park – Kyle Greene Update and Committee Meeting – January 27th and 29th.

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of December 14th, 2015 to January 25th, 2016.

Respectfully Submitted,



Kim Fath
Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
157	Vulcan & District Historical Society Archives Relocation	RC	14-Dec-15	387	Send C of R to Nancy and Teresa; Send thank you letter to Society	KR/KF	17-Dec-15
158	Bylaw No. 1439-15 Road Closure	RC	14-Dec-15	392	Send Public Notice to Advcate to advertising public hearing Send Bylaw Package for Minister to sign	KR/NN	16-Dec-15
159	Bylaw No. 1449-15 Borrowing Bylaw	RC	14-Dec-15	393	Sign Bylaw; Sign agreements and give copies to County and Foundation	KR/KF	25-Jan-16
160	Family New Year's Party	RC	14-Dec-15	395	Copy of Resolution to Recreation Director and Public Works approving request	KR/KF	17-Dec-15
161	Vulcan Municipal Library Board	RC	14-Dec-15	396	Copy of Resolution and letter to Library Board approving request to proceed with expansion cc: Nancy Neufeld, Development Officer	KR/KF	17-Dec-15
162	2016 Operational Budget	RC	14-Dec-15	397	Copy of Resolution to Finance Manager approving 2016 Operational Budget	KR/KF	17-Dec-15
163	2016 FCSS Funding Agreement	RC	14-Dec-15	398	Copy of Resolution; Submit Funding Agreement to Alberta Human Services	KR/KF	17-Dec-15
164	Office Closure	RC	14-Dec-15	400	Send Copy of Resolution to staff Print Notices to put on doors	KR	17-Dec-15 17-Dec-15
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose							
#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
1	ACE Grant Reserve Request	RC	11-Jan-16	16.006	Send Copy of Resolution to Recreation Director approving recommendation for \$10,000.00 to be drawn from the ACE grant reserve for the purchase of an outdoor cinema	KR/KF	
2	Vulcan Fire Department Capital Purchase Request	RC	11-Jan-16	16.007	Forward information to Vulcan County recommendation from Fire Chief to Vulcan County Council	KR/KF	12-Jan-16
3	Temporary Appointment to VBDS	RC	11-Jan-16	16.008	Forward letter to VBDS appointing Mayor Tom Grant to attend upcoming meeting as a temporary representative cc Kim Fath CAO	KR/KF	12-Jan-16
4	Amend Bylaw No. 1428-14	RC	11-Jan-16	16.009	Direct Administration to amend Bylaw No. 1428-14 Add to January 25, 2016 Agenda	KF	19-Jan-16
5	Whispering Greens Development Phase 3A&B Phase 4	RC	11-Jan-16	16.013/014	Send letter to 1134110 Alberta Ltd (Henry DeKort) and W. Vaile Engineering & Design Ltd.	KR/KF	13-Jan-16
6	Bylaw No. 1450-16 Borrowing Bylaw	RC	25-Jan-16	16.018-021	Sign Bylaw and send to ATB	KR/KF	27-Jan-16
7	Bylaw No. 1451-16 Amendment to Bylaw No. 1428-14	RC	25-Jan-16	16.022	Make necessary amendments to Bylaw No. 1428-14 Attach amended Bylaw 1451-16 to February 8, 2016 agenda	KF KR	26-Jan-16
8	ACP Application Regional Emergency Management Implementation Project	RC	25-Jan-16	16.023	Send copy of signed approved Resolution to Liza Dawber Sent by Email as requested for two motions Third will be done at February 8 RC meeting	KF/KR	26-Jan-16
9	ACP Application Regional Urban Intermunicipal Development Plans Project	RC	25-Jan-16	16.024	Send copy of signed approved Resolution to Liza Dawber	KR/KF	26-Jan-16
10	ACP Application Inter-Professional Healthcare Training Project	RC	25-Jan-16	16.025	Send copy of signed approved Resolution to Liza Dawber	KR/KF	26-Jan-16
11	2016 Capital Budget Request	RC	25-Jan-16	16.026	Advertise copy of tender in Vulcan Advocate Send copy of resolution to Public Works Foreman	KR/KF	26-Jan-16
12	Seniors Housing Letter of Intent	RC	25-Jan-16	16.027	Send notification to Westcastle that the extension of 120 days to Letter of Intent was approved Copy of Resolution to Development Officer	NN KR	26-Jan-16
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose							

MEMO

TO: Town Council
FROM: Nancy Neufeld, Development Officer
DATE: February 3, 2016

****See attached report re building permits issued, development permits issued, occupancies granted & new business licenses issued in January, 2016.**

Seniors Housing

Nurvera has scheduled a second open house for February 22nd at the Lodge Hall at 2:00 p.m. To quote Mr. Salgado – “Our emphasis would be to make sure people understand our hope and intention is to move this project to the design and approval stages, then funding. I have my group on board as well as some outside equity investors/partners. ATB is waiting and open to fund, but I need to prove the viability of this project and need to have a list of committed, potential buyers”. Letters are going out to the current deposit holders regarding the upcoming meeting.

Solar Park

Decorative panels have been installed. Kim and myself met with Kyle Green as well as the committee. Deadlines have been implemented in order to accommodate the grand opening during SPOCK Days. Kyle is actively pursuing sponsorship of the elevator structures & Recreation Department is pursuing sponsorship of benches and picnic tables. This funding will be applied to further the aesthetics of the park, i.e. landscaping.

Whispering Greens 3A & 3B – Fairways

Developers have indicated that they are working on the plan for the drainage on Fairways. I am working with BSEI re revisions to the Development Permits.

Affordable Housing

FCSS is planning to form a committee to look at the possibility of affordable housing geared towards low income individuals/families as part of their Viable Initiative. I have met with both Brenda Burns and Wendy Theodore to go over zoning, permitted uses, discretionary uses, etc.

Calgary Home & Garden Show

Volunteer list is being finalized.

Subdivision Report – As of February 1, 2016

Subdivision 2015-0-203 – Town of Vulcan

To create a 2.28 acre (0.92 ha) lot, from a title of 4.56 acres (1.85ha) for residential use.
Plan 0411321, Block 1, Lot 7

- Application to ORRSC – Dec 14/15
- Notice to Application from ORRSC- Dec 16/15
- MPC – January 19/16
- ORRSC Approval on Condition – January 20/16
- ORRSC Final Approval – Pending
- Final Documentation from Land Titles – Pending

BUILDING PERMITS ISSUED JANUARY 2016 - NIL**DEVELOPMENT PERMITS ISSUED/APPLIED JANUARY 2016**

DATE	PERMIT #	NAME	DEVELOPMENT DESCRIPTION	ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	Post Until	Approval
Jan 8/16	D16.01	Melina Vallee	Home Occupation II	R-1	506-4th Street South	Pending MPC Feb 16/16			Pending
Jan 19/16	D16.02	Olga Christenson	Home Occupation I	R-1	331 Centre Street	Jan 22/16	N/A	Feb 5/16	Yes
Jan 25/16	D16.03	Andrea Leavitt	Home Occupation I	R-1	208 Willow Road	Feb 2/16	N/A	Feb 16/16	Yes
Feb 2/16	D16.04	Ashlee Beck	Home Occupation 1	I-1	120-3rd St N	Feb 4/16	N/A	Feb 18/16	Yes

OCCUPANCY PERMITS ISSUED JANUARY 2016 - NIL**NEW BUSINESS LICENSES ISSUED JANUARY, 2016**

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
Jan 18/16	946	Whiteside Construction	Home Renovations	
Jan 19/16	947	Olga's Home Services	Cleaning, Painting, Odd Jobs	331 Centre Street
Jan 25/16	948	Betty Whitney Therapeutic Therapy	Therapeutic/Occupational Therapy	221 Centre Street

**Town of Vulcan
Public Works
Month End Report**

Month of: January 2016

Facilities:

- Arena side has been operating with very little trouble
- Curling rink operating with very little trouble
- Have been working on outside lights at tourist center we have been able to get all but one set working properly. still working on the last set
- Cold storage construction approx. 70% complete
- CLM distribution is starting work on the upgrade to the salt system at the pool. I have sent a letter to the recreation board in regards to the hot tub upgrade needed before we can operate this season
- Working on Virginia Mitchell shower building (painting, tiling)
- Working on repairing and painting picnic tables

Streets:

- Did monthly checks on street lights
- There still is some sidewalk work that has to be completed on 1st south from the McNally contract
- Snow removal from streets and walk ways
- With the warmer weather in January busy flat blading streets and clearing areas of concern with water run off
- Presently getting quotes for paving of the four water break patches and path way for the solar park
- Korthuis tree care was in town the week of January 20th work was done on 57 trees 7 removals and 50 pruned. Cost off \$11,000.00 which works out to \$192.98 per tree

Water & Sewer:

- No issues

Water Plant (contracted)

- Had a couple of repair issues that are being addressed
- Village of Carmangay had three water brakes two which they were unable to isolate the flow to that area and had to shut down the water supply to the village. With having to do this a boil water and emergence alert was put in place at no time the water they receive from Vulcan was a concern.

Parks:

- The art work panels arrived early January and we are working with contractors on the installation hopefully will be completed early February
- Signage at Dog Park has been received and placed at the park. Will be opening the park the week of February 8th and to my understanding official opening during Spock days

Cemetery:

- Four openings and closings

Equipment

- TJ Thurber started work the old loader he is having trouble locating a new head for the motor.
- Tender packages have been dropped off with Dodge/GMC/Ford in Claresholm and Dodge / Chev in High River
-

Personnel:

- As of January 28th Bill Middleton is no longer employed by the town of Vulcan. Staff members are covering the shifts until a suitable replacement can be found.
- Kent Broere has started his training for landscape applicators license and will be attending Olds collage for a week in March then writing his exam after he completes the training
- Rob Davidson will be attending the Banff water and waste water seminar this March

Other:

-

Stewart Birch Town Foreman

February 2016

TOWN OF VULCAN RECREATION REPORT

Prepared By Bonnie Ellis Director of Recreation

MOVIE PROGRAMMING: Jan 15. Attendance to the movie was low. Next movie Feb 1st.

POOL: Meeting with youth at VPE and CCHS

GRANT: applied for 2 STEP and 3 Canada Summer Jobs, Participation Grant (received \$250 to put on a Skateboard "camp")

COMMUNITY SIGN: still in the works but completion date is first week in June. Getting new quote with the screw piling.

OUTDOOR MOVIE SCREEN: We have purchased an outdoor movie system. The cost was going to be 13,999 but I talked to them about the dismal exchange rate and they brought it down to \$9939.29 US allowing us to stay within our \$17,000 Cnd with shipping and import tax.

SPRING AND SUMMER LEISURE GUIDE: This year we have created a magazine to put out the Vulcan and District Area for all the programming and events happening in Vulcan. Plans are to have it out in March. It is a 40 page publication with us selling ad space to cover the cost of printing and mailing. We hope to have a Fall/ Winter guide out in the fall

STAFF DEVELOPMENT: Badlands RFP Conference in Drumbheller, I will be attending the Badlands Conference in April some of the areas of discussion are arena programming, manage to leader, documentation for public pools, learning from pool incidences, getting the most out of sports fields. In August I will take Parks and Sports Field Certification.

PROGRAMMING: Couples dancing was cancelled as there was not enough interest. Line dancing has 17 people enrolled. In door walking has 9 people would come out regularly to walk in the crc. Adult Floor hockey number are very low this program is in jeopardy of being cancelled. Youth night numbers have risen in the past couple of months to on average 25 youth attending.

EVENTS/PROGRAMS: Ongoing programs, Roving gym, floor hockey, youth night, Recreation hockey, adult floor hockey, line dancing, and basketball are all doing well with good attendance.

SARA: Summer Games will be held in Lethbridge in 2016. I have stepped down as chair of the SARA

Meetings attended: SARA, Health Prevention, Early childhood coalition. Spock days.

Leisure guide	Send out early March	
Valentine's Dinner and Dancing	February 13th	\$40 per person
Line Dancing Program	Tuesday Jan and feb 23	\$25 per person
In door Walking Program at CRC	Varying days Jan - Mar	Free
Movie Night	Jan	Not well attended
Movie Night	Feb 1	
Family Day – Fun Day	Feb 15	Fire pit and Fun and Games for the event. Teaming up with the Coalition and FCSS



Vulcan Fire Department Office of the Fire Chief

Feb 1, 2016

Management Report

To the end of January 2016, Vulcan Fire Department has responded to the following:

Call Type	2015		2016	
	Town	Rural	Town	Rural
Fire Response				1
Grassland				
Rescue		1		1
Hazmat				
Gas Leaks				
MVC		1		2
Mutual Aid				
Medical Assist	2	1	4	1
First Response	1		2	
Service Call				
False Alarm	1		1	1
Total Calls	4	3	7	6

First Response = No Ems from Vulcan

Total Calls to the end of January 2016–13

Total Calls to the end of January 2015- 7

General Operations

- As bought up to council in previous reports our Engine 183 is in need of replacement and I have brought to council that I believe we should purchase an aerial apparatus. I also have been informed that it has gone to County council for discussion on a joint purchase. After we have replaced Engine 183 either through a joint venture or just through the Town we need to start planning for replacement of Engine 181 in 2025. I will discuss with our CAO Kim Fath a capital plan to ensure that council is aware as far in advance as possible of the Vulcan Fire Department capital needs.

Membership/Recruitment

- Our membership is now at 17 members and 2 junior members. We have one person looking into joining right now. We are still actively recruiting members for the Fire Dept.



Vulcan Fire Department Office of the Fire Chief

Training

- CPR recertification was held in December for most members; others in the spring.
- We will be putting on an ICS 100 and ICS 200 this winter 2016.
- There is a ICS 400 course which myself and 2 other members are looking into taking in DeWinton.
- Ice rescue course will be held in the Spring of 2016
- We will have 4 members starting the NFPA 1001, level 1 program (Basic Fire Fighter Standard) in January; Also 5 members took their NFPA 472 Operations (Hazardous Material Operations) in January.
- We are training 4 members from Station 18, 9 total in county to teach first aid and CPR, as well as enhanced medical training to be able bring members (if they choose to) up to a minimum level of FMR(First Medical Responder) Feb 9-12, 2015. With this training we will also be able to offer training to any Town or County employee at a reduced cost.

Fire Prevention/Public Relations

- Capt. Taylor Anderson has been working on social media plans; Vulcan Fire Department Facebook page is up and running. This will allow us to use social media to assist in Fire Prevention and Recruitment.

Respectfully,

Aaron Grant,

Fire Chief, EMT-A

Vulcan Fire Department

(403)485-1855

vfd1801@gmail.com