

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, JULY 13, 2015  
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 Swimming Pool Review – Bonnie Ellis and Russel Tanner

**4.0 Adoption of Agenda**

4.1

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – June 22, 2015

**6.0 Unfinished Business**

6.1 Marlene and Alvin Larchite – Reimbursement Request

6.2 Local Improvement Plans

**7.0 Financial Statements - NIL**

**8.0 Correspondence and Information Items**

8.1

**9.0 Committee and Administrative Reports**

9.1

## **10.0 Bylaws**

- 10.1 Bylaw No. 1441-15 – Local Improvement Plan Curb, Gutter and Pavement Improvements  
1 Street South
- 10.2 Bylaw No. 1442-15 – Local Improvement Plan Alley and Storm Drainage Improvements  
3<sup>rd</sup> Avenue North

## **11.0 New Business**

- 11.1 Vulcan & District Historical Society – Maintenance Request of 221 – 1 Street North
- 11.2 Encroachment Agreement – 331 Centre Street
- 11.3 Memorandum of Understanding
- 11.4 Seniors Housing

## **12.0 Notice of Motion**

## **13.0 Management Reports**

- 13.1 Management Reports

## **14.0 In-Camera**

- 14.1 Pecuniary Interest Discussion
- 14.2 Sale of Land

## **15.0 Adjournment**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting June 22, 2015

Meeting:	Regular Council
Meeting Date:	July 13, 2015
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached are Minutes of the Regular Meeting of Town Council, held in the Town of Vulcan Council Chamber on Monday, June 22, 2015.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

After reviewing these Minutes Council is asked to approve the same with or without changes.

### 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 Chambers on Monday, June 22, 2015 be approved as circulated 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, JUNE 22, 2015**

**PRESENT:**

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

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

**2.0 Public Hearings - NIL**

**3.0 Delegations**

**3.1 Marlene and Alvin Lacharite**

Marlene and Alvin Lacharite were in attendance to discuss a conversation held with Alcide Cloutier, former CAO about trimming the trees on the boulevard at 331 Cottonwood Drive.

**4.0 Adoption of Agenda**

**Motion No.: 15.196**

11.5 Land Development Incentive Policy Show Homes

Moved by Councillor Rick Howard 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 8, 2015 were presented to Council.

*June 22<sup>nd</sup>, 2015*

*Regular Council Meeting*

*Page 1*

Initials

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**Motion No.: 15.197**

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, June 8, 2015 be approved and read by each member of Council as presented.

**CARRIED UNANIMOUSLY**

**6.0 Unfinished Business**

**6.1 vTV Request for Equity Share**

vTV gave a presentation at the June 8<sup>th</sup> Regular Council Meeting and made a request to Council to purchase half an equity share for \$5,000.00.

Administration has become aware of a possible issue with the motion to purchase an equity share in an incorporated company.

**Motion No.: 15.198**

Moved by Councillor John Seaman THAT Motion No. 15.191 passed at the June 8, 2015 Regular Council Meeting be rescinded.

**CARRIED UNANIMOUSLY**

**Motion No.: 15.199**

Moved by Councillor Paul Taylor THAT the Town seek ministerial approval to purchase ½ of an equity share in vTV. The Funds will be allocated from the Contingency Reserve.

**CARRIED UNANIMOUSLY**

**7.0 Financial Reports**

**7.1 Year-to-Date Statement May 31, 2015**

**Motion No.: 15.200**

Moved by Councillor Sue Dow THAT the Year-to-Date Statement as of May 31, 2015 be received as information.

**CARRIED UNANIMOUSLY**

## **7.2 Cash Statement – Ending May 31, 2015**

### **Motion No.: 15.201**

Moved by Councillor Georgia-Lee DeBolt THAT the Cash Statement for the period ending May 31, 2015 be received for information.

**CARRIED UNANIMOUSLY**

## **8.0 Correspondence and Information Items**

- 8.1 The Correspondence and Information Items for the period ending June 22, 2015 was presented to Council to be received for information.

### **Motion No.: 15.202**

Moved by Councillor Sue Dow THAT Administration forward the letter from the Picture Butte Jamboree Parade Days on August 15, 2015 to Kaeth Brooks who looks after the Trek float.

**CARRIED UNANIMOUSLY**

### **Motion No.: 15.203**

Moved by Councillor Lorna Armstrong THAT the Correspondence and Information Items for the period ending June 22, 2015 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.: 15.204**

Moved by Councillor Lorna Armstrong THAT Administration forward a letter to the Vulcan Golf and Country Club that the Town Representatives on their Executive be granted voting privileges as long as the expansion loan is outstanding.

**CARRIED UNANIMOUSLY**

### **Motion No.: 15.205**

Moved by Councillor Paul Taylor THAT the minutes and/or verbal reports of Town represented Boards/Committees at the June 22, 2015 Town Council Meeting be received for information.

- Vulcan Business and Development Society – Agenda – Minutes – June 11, 2015
- Mayors and Reeves of Southeast & Southwest Alberta – Agenda – Minutes – June 12, 2015

- Councillor John Seaman
  - Municipal Planning Commission
- Councillor Sue Dow
  - Vulcan Business Development Society
  - Vulcan Brand Innovation Team
- Councillor Paul Taylor
  - Municipal Planning Commission
  - Vulcan Business Development Society
- Councillor Georgia-Lee DeBolt
  - Vulcan Golf and Country Club
- Mayor Tom Grant
  - Vulcan Area Public Petroleum Association

**CARRIED UNANIMOUSLY**

## 10.0 Bylaws - NIL

## 11.0 New Business

### 11.1 SAEWA Collaborative Governance Framework

Brownlee LLP has been retained by the Southern Alberta Energy from Waste Association to prepare a report on the optimum Regional Governance Model that best suits the needs of SAEWA and its members.

The governance recommendations have been made to the members of SAEWA, the SAEWA board would like a commitment from the parties who are prepared to participate in the next step, which is the implementation of the project.

#### **Motion No.: 15.206**

Moved by Councillor John Seaman THAT Council directs Administration to enter into the Memorandum of Understanding and Interim Agreement. **CARRIED UNANIMOUSLY**

## **11.2 Regional Collaboration Program Time Extension**

A request was made for a time extension for the Regional Collaboration Program from July 1, 2015 to November 1, 2015 to give adequate time to complete the Regional Recreation Facility Study.

**Motion No.: 15.207**

Moved by Councillor Sue Dow THAT this Council directs Administration to enter into the 2013/14 Amending Conditional Grant Agreement. **CARRIED UNANIMOUSLY**

## **11.3 AUMA Annual Conference September 23-25, 2015**

The Alberta Urban Municipalities Association's Annual Conference is being held on September 23 – 25, 2015 in Calgary.

**Motion No.: 15.208**

Moved by Councillor Paul Taylor THAT eight rooms be booked for the 2015 AUMA Conference to be held on September 23-25, 2015. **CARRIED UNANIMOUSLY**

## **11.4 Appointment of Town of Vulcan Representative to Community Futures Highwood AGM**

The Community Futures Highwood is requesting that the Town of Vulcan appoint a designated person to vote on the Town's behalf on any motions made at their Annual General Meeting on July 11, 2015.

**Motion No.: 15.209**

Moved by Councillor Lorna Armstrong THAT Council appoint Councillor Rick Howard as the Town of Vulcan's eligible shareholder voter for the Community Futures Highwood Annual General Meeting. **CARRIED UNANIMOUSLY**

## **11.5 Draft Policy No. PL-1 Land Development Incentive Policy Show Homes**

**Motion No.: 15.210**

Moved by Councillor Paul Taylor THAT Council approves the recommendations by the Development Officer to approve Policy No. PL-1 Land Development Incentive Policy Show Homes. **CARRIED UNANIMOUSLY**



12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera

**Motion No.: 15.211**

Moved by Councillor Rick Howard THAT Council move in-camera at 8:15 p.m.

**CARRIED UNANIMOUSLY**

Mayor Grant called for a three minute recess.

The meeting reconvened at 8:18 p.m.

**Motion No.: 15.212**

Moved by Councillor Rick Howard THAT Council move out-of-camera at 8:55 p.m.

**CARRIED UNANIMOUSLY**

15.0 Adjournment

The meeting was adjourned by Councillor John Seaman at 9:00 p.m.

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Tom Grant  
Mayor

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Kim Fath  
Chief Administrative Officer

Initials

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# Town of Vulcan

Request for Decision (RFD)

## Reimbursement Request

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Marlene and Alvin Larchite attended the June 22, 2015 Regular Council Meeting to address Council regarding a conversation held with Alcide Cloutier, former CAO about the trimming of trees on the boulevard at 331 Cottonwood Drive.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Larchite's have presented the Town with an invoice in the amount of \$400.00 that they paid on June 15, 2013 to have the trees trimmed and are asking to be reimbursed.

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

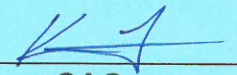
### RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



Karl Buote  
 K + m Tree Care  
 Vulcan A.B.  
 403-423-1007

OUR NUMBER NOTRE COMMANDE	054204
DATE	June 15/2013
CUSTOMER'S ORDER COMMANDE DU CLIENT	

SOLD TO VENDU À	Marlene Lacharite
ADDRESS ADRESSE	P.O. Box 223 Vulcan A.B. 403-485-3054

SHIP TO ENVOYER À	
ADDRESS ADRESSE	

INVOICE / FACTURE

TAX REG. NO. NO. ENRG. TAX.	SALESPERSON VENDEUR
--------------------------------	------------------------

IOU	TERMS CONDITIONS	VIA MODE
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QUANTITY QUANTITÉ	DESCRIPTION	PRICE PRIX	AMOUNT MONTANT
	Tree Trimming		400.00
	Boule Van D		
	Duplicate Receipt		
		GST TPS PST TVP	
		TOTAL TOTALE	400.00

601



# Town of Vulcan

Request for Decision (RFD)

## Local Improvement Plans

Meeting: Regular Council  
Meeting Date: **July 13, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

At the May 25, 2015 Regular Council Meeting Council approved Local Improvement Plans:

- 1<sup>st</sup> Street South for curb, gutter and pavement improvements
- 3<sup>rd</sup> Avenue North for sidewalk, curb, gutter and pavement
- 3<sup>rd</sup> Avenue North surface improvements, alley and storm drainage

A package was sent out to residents affected by these local improvements and asked to return a form indicating their approval or their opposition.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

3<sup>rd</sup> Avenue North residents are in agreement with the improvement but would like Council to consider removing the sidewalk from this project.

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

### RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



## Local Improvement Plan Approvals

### 1st Street South Street and Curb Construction

Civic	Approval	Opposed	Notes
714 1st St S	Returned		
715 1st St S		Returned	Cost
713 1st St S	Returned		
711 1st St S	Returned		

### 3rd Avenue North Street and Sidewalk Construction

Civic	Approval	Opposed	Notes
418 3rd Ave N	E mail Late		No Sidewalk
414 3rd Ave N	Returned		No Sidewalk
410 3rd Ave N	Returned		No Sidewalk
406 3rd Ave N	Returned		No Sidewalk
402 3rd Ave N	E mail Late		No Sidewalk

### 3rd Avenue North Back Alley Construction

Civic	Approval	Opposed	Notes
418 3rd Ave N	E mail Late		
414 3rd Ave N	Returned		
410 3rd Ave N	Returned		
218 3rd St N	E mail Late		
214 3rd St N	E mail Late		
212 3rd St N		Returned	Feels no benefit/ Not opposed to Partial development
421 2nd Ave N	No response		

# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending July 13, 2015.

### 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 13, 2015 be received for information.

Initials show support -Reviewed by:

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

  
\_\_\_\_\_  
CAO

**Report on Miscellaneous Correspondence 8.1 (2) - July 13, 2015**

**A. Vulcan Municipal Library Board**

Harvey Bergen, Chairman Resignation Letter

**B. Town of Slave Lake**

Request for Sponsorship 2015 Alberta Development Officers Association  
Conference

## VULCAN MUNICIPAL LIBRARY BOARD

June 29, 2015

Mayor Tom Grant, CAO Kim Fath & Town Council

I would like to tender my resignation to the Vulcan Municipal Library Board effective June 30<sup>th</sup> 2015. It follows that my position as Chairman of the Library Board becomes vacant. At a meeting yesterday, Jen Forhmzway who was the Vice Chairman has advanced to the position of Chairman of the Library Board.

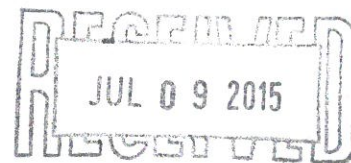
I would like to reiterate my statements made to Kim that this Board is one of the finest I have ever worked with. I see no reason that it will not continue to make the town proud of our Library and the activities therein.

Thank you for the help, cooperation and support you as a council have offered in the past and look forward to the same in the future.

Sincerely,

Harvey Bergen  
Chairman  
Vulcan Municipal Library Board





June 30, 2015

Mr. Kim Fath, Chief Administrative Officer  
Town of Vulcan  
PO Box 360  
Vulcan, AB T0L 2B0

Dear Mr. Fath

**Re: Request for Sponsorship  
2015 Alberta Development Officers Association Conference  
September 28-30, 2015**

We are sending you this letter to invite you to become a sponsor of the 2015 Alberta Development Officers Association Conference. The Town of Slave Lake, Municipal District of Lesser Slave River and Big Lakes County are co-hosting this year's conference in the Town of Slave Lake September 28-30, 2015.

The ADOA is comprised of a membership of approximately 350 Development Officers from both rural and urban municipalities in Alberta. We also have members from the private sector and others including municipal planners, independent planners, surveyors and engineers. The ADOA membership meets once a year at the annual conference for an opportunity to learn about current issues and trends and to network with our peers.

There are many sponsorship opportunities and we have attached a detailed sponsorship sheet for your consideration.

Please feel free to contact Laurie Skrynyk or Vanessa Asselin (Town of Slave Lake) @ 780-849-8000, Pat Olansky or Amanda Backs (Big Lakes County) @ 780-523-5955, or Jill Tapp (M.D. of Lesser Slave River) @ 780-849-4888 for more information.

Yours truly

Pat Olansky  
ADOA Conference Committee

Enc.



Alberta Development Officers Association

PO Box 164

Sangudo, AB T0E 2A0

**2015 ADOA CONFERENCE**  
**September 28<sup>th</sup> to September 30<sup>th</sup>, 2015**  
**Slave Lake, AB**

**\*\* Co-Hosted by The Town of Slave Lake, Big Lakes County & Municipal District of Lesser Slave River No. 124.**

**SPONSORSHIP CATEGORIES**

- ☐ Recognition for one or part of the five coffee breaks (\$750.00 per break)
- ☐ Recognition for one or part of the two breakfasts. (\$1,500.00 per breakfast)
- ☐ Recognition for one or part of the two lunches. (\$2,400.00 per lunch)
- ☐ Recognition for the opening reception / meet and greet. (\$1,500.00)
- ☐ Recognition for non-specific contribution. (see chart below)

**SPONSORSHIP CONTRIBUTION RECOGNITION:**

<i>DIAMOND SPONSOR:</i>	<i>\$5,000 +</i>
<i>PLATINUM SPONSOR:</i>	<i>\$2,500 +</i>
<i>GOLD SPONSOR:</i>	<i>\$1,500 to \$2,499</i>
<i>SILVER SPONSOR:</i>	<i>\$1,000 to \$1499</i>
<i>BRONZE SPONSOR:</i>	<i>\$300 to \$999</i>

Please make your cheque payable to "The Alberta Development Officers Association" and forward your contribution with this form to:

**Alberta Development Officers Association**  
**Attn: Diane Burtnick**  
**PO Box 164**  
**Sangudo, AB T0E 2A0**

**CONTACT INFORMATION:**

NAME: \_\_\_\_\_

COMPANY or MUNICIPALITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- CELL#: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-

EMAIL: \_\_\_\_\_



# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

The minutes and/or verbal presentations to be presented on the various boards and committees in which Town Council has an interest.

- Vulcan Library Board – Minutes – May 20, 2015
- Municipal Planning Commission – Agenda – Minutes – June 16, 2015
- Vulcan Library Board – Minutes – June 28, 2015

### 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 13, 2015 Town Council Meeting be received for information.

- Vulcan Library Board – Minutes – May 20, 2015
- Municipal Planning Commission – Agenda – Minutes – June 16, 2015
- Vulcan Library Board – Minutes – June 28, 2015

Initials show support -Reviewed by:

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

  
\_\_\_\_\_  
CAO

**Town of Vulcan Library Board**  
Board of Trustees Meeting  
Minutes for June 28, 2015

**Call to Order: 2:54 pm**

Present: Harvey Bergen, Jen Forhmzway, Maureen Howard, Ruth-Anne Klassen,  
Vicki Hutton, Paul Taylor

Absent: Kim Armstrong, Elizabeth Hammond, Barb McKay, Wendy Ramer,  
Louise Schmidt

**1. Approval of the Agenda**

Agenda was approved as presented.

**2. Approval of Minutes**

Minutes were approved as presented.

**3. Treasurer's Report**

Nothing significant to report.

**4. Library Manager's Report**

Partnership with Vulcan Prairieview Elementary School with 114 memberships given to students. Also a digital resource presentation was given to Grades 3 to 6 students. Library visits were arranged for K-5s.

Teen summer reading programme, in partnership with Rainbow Literacy was arranged for Wednesdays from July 15 to August 19.

An Apple desktop computer for given to the library by the Town. The request for the Compute stick was approved b Friends of the Library and the order has been placed. Summer staff hired.

Concern has been expressed by Chinook Arch in terms of UPS.

Motion was approved to proceed with requirements.

**5. Committee Reports**

Public Relations

Little Free Library programme – Jen and Paul meeting with Kim Daniells on June 29<sup>th</sup>. There is good communications with FCSS and Paul has talked to the FCSS project manager.

Human Relations

On going labour issue has been resolved and letters have been sent out to concerned parties.

Chinook Arch

Next meeting is not until August 26<sup>th</sup>. Robin Hephher will be replacing Maggie MacDonald as CEO.

Library Expansion

Awaiting word from the Provincial Government.



### Rainbow Literacy

The Provincial Government has mandated the amalgamation of Rainbow Literacy and Adult Learning by September of 2016 in an effort to reduce duplication of services.

The Shaw Golf Classic will contribute \$50 for every \$100 raised so if you are looking for a charity, here is a way to increase the donation.

### **6. Correspondence**

Correspondence was reviewed and received for information.

### **7. Business Arising from the Minutes**

None.

### **8. New Business**

Jen will contact the Advocate with respect to a public service informational on a day in the life of a library manager and all the things the library does for people.

New bylaws are completed but the schedules that go along with them need to be completed over the next few months. We will block off a portion of each meeting to review and revise the policies as required.

The new Plan of Service is complete and will be printed (100) and distributed as required, including to the provincial government.

### **9. Election of New Chairperson**

There being no other nominations, Jen Forhmzway was named chairperson. Harvey Bergen was thanked for his time as chairperson and will no longer be a member of the board.

### **10. Next Meeting**

### **11. Adjournment**

The meeting was adjourned at 3:31 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acting Secretary

\_\_\_\_\_  
Date

**MUNICIPAL PLANNING COMMISSION**

*Town of Vulcan Council Chambers*

Tuesday, June 16, 2015 – 2:00 P.M.

**A G E N D A**

**CALL TO ORDER**

**1.0 DELEGATIONS/OPEN SESSION FOR PUBLIC**

**2.0 ADDITIONS TO AGENDA - NIL**

**3.0 MINUTES**

**3.1 Municipal Planning Commission Meeting Minutes of May 19, 2015**

**4.0 MISC CORRESPONDENCE - NIL**

**5.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS**

**5.1 D15.18 – Request for Variance – 414 Centre Street – Lot 4 Block 30 Plan 5163CC**

**6.0 UNFINISHED BUSINESS - NIL**

**7.0 NEW BUSINESS**

**7.1 Peace Officer**

**8.0 DEVELOPMENT OFFICER'S REPORT**

**9.0 QUESTION PERIOD**

**10.0 IN-CAMERA**

**11.0 NEXT MEETING – July 21, 2015**

**12.0 ADJOURNMENT**

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION  
MEETING HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON TUESDAY JUNE 16, 2015  
COMMENCING AT 2:00 P.M.**

A meeting of the Municipal Planning Commission, of the Town of Vulcan in the Province of Alberta, was held in the Town Office on June 16, 2015 commencing at 2:02 p.m.

<b>PRESENT:</b>	Chairman	- John Seaman
	Vice Chairman	- Ross Zuehlke
	Member	- Ron Fernley
	Member	- Paul Taylor
	Member	- Lyle Magnuson
	Member	- Randy Wolfe
	Development Officer	- Nancy Neufeld
	Peace Officer	- Loreli Hornby

**ABSENT:**

**CALL TO ORDER:** Chairman John Seaman called the meeting to order at 2:02 p.m.

**1.0 DELEGATION - NIL**

**2.0 ADDITIONS TO THE AGENDA – NIL**

**Motion: 15.30**

Moved by Member Paul Taylor that the agenda as presented by approved.

**CARRIED**

**3.0 MINUTES**

**3.1 Minutes of the May 19, 2015 meeting of the MPC.**

**Motion: 15.31**

Moved by Member Ron Fernley that the Minutes of the Town of Vulcan Municipal Planning Commission May 19, 2015 be approved as circulated and read by each member of the Commission.

**CARRIED**

**4.0 MISCELLANEOUS CORRESPONDENCE - NIL**

**5.0 SUBDIVISION, DEVELOPMENT APPLICATIONS & WAIVER REQUESTS**

**5.1 D15.18 – R-1 – Request for Waiver  
414 Centre Street – Lot 4 Block 30 Plan 5163CC**

**Motion: 15.32**

Moved by Ross Zuehlke that the Municipal Planning Commission approve Development Permit D15.18 as follows:

- ☐ No development authorized by the issue of this permit shall commence:
  - Prior to validation date as indicated, or
  - If an appeal is made, until the appeal is decided upon
- ☐ Must comply with all Federal and Provincial Statutes and Regulations
- ☐ Must comply with Town of Vulcan Land Use By-Law 1437-15.
- ☐ Variance granted for area of entrance landing from 3.7sq m to 7.7sq m.
- ☐ Decking to be skirted
- ☐ Applicable safety codes permits to be obtained.

**CARRIED**

**6.0 UNFINISHED BUSINESS - NIL**

**7.0 NEW BUSINESS**

**7.1 Peace Officer**

Peace Officer Loreli Hornby was in attendance to provide the committee with an overview of her position in regards to enforcement of bylaws and traffic safety.

**8.0 DEVELOPMENT OFFICER'S REPORT**

The Commission was provided with the Development Officer's Report.

Committee members requested that an additional item be added to the regular agenda "Land Use Bylaw Review".

**Motion: 15.33:**

Moved by member Ron Fernley that the Municipal Planning Commission receive the Development Officer's report for information.

**CARRIED**

**9.0 QUESTION PERIOD**

**9.0 IN-CAMERA - NIL**

**10.0 DATE OF NEXT MPC MEETING – July 21, 2015**

**11.0 ADJOURNMENT**

The meeting adjourned at 3:16 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



## **Town of Vulcan Library Board**

### **Board of Trustees Meeting**

Minutes for May 20, 2015

#### **Call to Order: 7:00 pm**

Present: Kim Armstrong, Harvey Bergen, Jen Forhmzway, Elizabeth Hammond,  
Maureen Howard, Ruth Anne Klassen, Barb McKay, Wendy Ramer, Louise Schmidt,  
Paul Taylor  
Absent: Vicki Hutton

#### **1. Approval of the Agenda.**

Agenda was approved as presented.

#### **2. Approval of the Minutes.**

Minutes were approved as presented.

#### **3. Treasurer's Report.**

- Nothing significant to report.
- Harvey and Maureen will be making sure we are doing ok after the money we have recently spent.
- GIC has rolled over

#### **4. Library Manager's Report.**

- Manager's training with Chinook Arch is almost completed.
- Free career counselling program through McBride Career Group has started. A few people have already booked for this service.
- The summer reading challenge has started.
- Kim will be offering bookable 30 minute e-reader/tablet sessions.
- Kim presented the board with an overview of what she learned at the Jasper Conference.
- A motion was made by Barb for Kim to order a subscription of Microsoft Office for a year. Paul seconded the motion and all were in favour.
- Motion to amend the e-mail vote to a limit of one copy of resume and to ratify the e-mail vote was made by Barb and seconded by Maureen. All were in favour.

#### **5. Committee Reports.**

- Public Relations – Little Free Libraries: Project is going slow. Once we went from only our library to covering the county things slowed right down.
- FCSS: They are willing to look at any possibilities we have to partner together.

Roxanne have talked and are already working on a project together.

Human Relations – The ongoing labour issue been officially resolved. A message will be displayed on the website for one month maximum to let the public know this as well.

Chinook Arch – No meeting has been held and Vicki was absent from our meeting.

Grants – Black Spring Ridge has their community involvement grant information meeting coming up in June. The deadline for this grant is in August. Barb will take this on.

Library Expansion – Had an e-mail from Mary Scott looking for our budget information. This is a good sign that we are getting somewhere on the Grant.

Rainbow Literacy – No update as Vicki was absent from the meeting.

**6. Correspondence.**

- No correspondence.

**7. Business Arising from the Minutes.**

Visit to the Hutterite Colonies – Little Bow has said they will be unable to help us financially but will give us a letter of support. Paul and Harvey will try some of the other colonies in the area.

**8. New Business.**

Emergency Preparedness Workshop – Kim and Harvey attended the workshop. It was very detailed. They were given a template to go through and Kim has begun to fill it in.

**9. Policies and Bylaws.**

Rewrite –Maureen retyped the bylaws, as per the template she was provided from the town, and again they have been sent back for revision.

Plan of Service – There were only 9 responses from the survey. 1 in person and 8 via e-mail.

**10. Next Meeting.**

Sunday, June 21, 2015 at 2:00 p.m. and the meeting will be held at Harvey's farm.

**Adjournment.** Meeting was adjourned at 7:45 p.m. Motion to adjourn was moved by Wendy.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Town of Vulcan

Request for Decision (RFD)

## Bylaw No. 1441-15 Local Improvement – 1<sup>st</sup> Street South

Meeting: Regular Council  
Meeting Date: **July 13, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

This bylaw authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 1<sup>st</sup> Street South Pavement local improvement project.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Bylaw No. 1441-15.

Council is asked to adopt this bylaw.

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1441-15 be given first reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1441-15 be given second reading.


Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1441-15 be introduced for third reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1441-15 be given third and final reading.

Initials show support -Reviewed by:

Director:

CAO



**BY-LAW NO. 1441-15**  
**OF THE TOWN OF VULCAN**

(hereinafter referred to as “the Municipality”)

**IN THE PROVINCE OF ALBERTA**

**This by-law authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 1<sup>ST</sup> Street South Pavement local improvement project.**

**WHEREAS:**

The Council of the Municipality has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the 1st Street South Pavement local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to 1st Street South Pavement local improvement project has been filed with the Municipality’s Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of units of frontage assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is estimated to be \$17,600.00 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	\$0
Benefiting Owners	\$17,600.00
Total Cost	\$17,600.00

The local improvement tax will be collected for Fifteen (15) years and the total amount levied annually against the benefiting owners is \$1324.70.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the 1st Street South Pavement local improvement project the sum of SEVENTEEN THOUSAND SIX HUNDRED DOLLARS (\$17,600.00) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the by-law shall be applied only to the local improvement project specified by this by-law.
3. This by-law comes into force on the date it is passed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

\_\_\_\_\_  
(MAYOR)

\_\_\_\_\_  
(CHIEF ADMINISTRATIVE OFFICER)

SEAL



## **Schedule A to By-law No. 1441-15**

### Annual Levy for the 1st Street South Pavement Local Improvement Project

1. Properties to be assessed:

- 711 1<sup>st</sup> Street South - Roll # 037005 – Frontage 13.93 Meters
- 713 1<sup>st</sup> Street South – Roll # 037006 – Frontage 20.10 Meters
- 714 1<sup>st</sup> Street South – Roll # 037301 – Frontage 16.24 Meters
- 715 1<sup>st</sup> Street South – Roll # 036501 – Frontage 16.24 Meters

2. Total Frontage	66.51 Meters
3. Total Levy	\$ 17,600.00
4. Total Levy per Front Meter	\$ 264.62
5. Annual Unit Rate per Front Meter Payable for a Period of Fifteen (15) years at 2.00%	\$ 2.28
6. Total Yearly Assessment against all properties to be assessed	\$ 1324.70

**Schedule B to By-law No. 1441-15**

Annual Levy for the 1st Street South Pavement Local Improvement Project

1. Properties to be assessed:

	Lump Sum Payment	Payment Per Year
• 711 1 <sup>st</sup> Street South Roll # 037005	\$3,686.18	\$277.25
• 713 1 <sup>st</sup> Street South – Roll # 037006	\$5,318.90	\$400.34
• 714 1 <sup>st</sup> Street South – Roll # 037301	\$4,297.46	\$323.46
• 715 1 <sup>st</sup> Street South – Roll # 036501	\$4,297.46	\$323.46

# Town of Vulcan

Request for Decision (RFD)

## Bylaw No. 1442-15 Local Improvement - 3<sup>rd</sup> Street North

Meeting: Regular Council  
 Meeting Date: **July 13, 2015**  
 Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

This bylaw authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 3<sup>rd</sup> Street North Lane construction local improvement project.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a copy of Bylaw No. 1442-15.

Council is asked to adopt this bylaw.

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1442-15 be given first reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1442-15 be given second reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1442-15 be introduced for third reading.

Moved by Councillor \_\_\_\_\_ THAT Bylaw No. 1442-15 be given third and final reading.

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

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

  
CAO



**BY-LAW NO. 1442-15**  
**OF THE TOWN OF VULCAN**

(hereinafter referred to as “the Municipality”)

**IN THE PROVINCE OF ALBERTA**

**This by-law authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the 3<sup>rd</sup> Street North Lane construction local improvement project.**

**WHEREAS:**

The Council of the Municipality has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the 3<sup>rd</sup> Street North Lane construction local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to 3<sup>rd</sup> Street North Lane construction local improvement project has been filed with the Municipality’s Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of units of frontage assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is estimated to be \$76,125.00 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	\$0
Benefiting Owners	\$76,125.00
Total Cost	\$76,125.00

The local improvement tax will be collected for Twenty Five (25) years and the total amount levied annually against the benefiting owners is \$4329.40.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the 3<sup>rd</sup> Street North Lane construction local improvement project the sum of SEVENTY SIX THOUSAND ONE HUNDRED TWENTY FIVE DOLLARS (\$76,125.00) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the by-law shall be applied only to the local improvement project specified by this by-law.
3. This by-law comes into force on the date it is passed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF JULY, 2015.

\_\_\_\_\_  
(MAYOR)

\_\_\_\_\_  
(CHIEF ADMINISTRATIVE OFFICER)

SEAL

## **Schedule A to By-law No. 1442-15**

### Annual Levy for the 3<sup>rd</sup> Street North Lane Construction Local Improvement Project

1. Properties to be assessed:

- 418 3<sup>rd</sup> Ave North - Roll # 063901 – Frontage 15.26 Meters
- 414 3<sup>rd</sup> Ave North – Roll # 063902 – Frontage 15.24 Meters
- 410 3<sup>rd</sup> Ave North – Roll # 063903 – Frontage 10.67 Meters
- 218 3<sup>rd</sup> Street North – Roll # 064000 – Frontage 15.24 Meters
- 214 3<sup>rd</sup> Street North – Roll # 064100 – Frontage 15.24 Meters
- 212 3<sup>rd</sup> Street North – Roll # 064200 – Frontage 19.81 Meters
- Public P1 – Roll # 064300 – Frontage 82.68 Meters
- 421 2<sup>nd</sup> Ave North – Roll # 003000 – Frontage 12.19 Meters

- |  |               |
|--|---------------|
| 2. Total Frontage  | 186.33 Meters |
| 3. Total Levy  | \$ 76,125.00  |
| 4. Total Levy per Front Meter  | \$ 408.55     |
| 5. Annual Unit Rate per Front Meter Payable<br>for a Period of Twenty Five (25) years at 2.92% | \$ 6.89       |
| 6. Total Yearly Assessment against all properties<br>to be assessed                            | \$ 4329.40    |

## **Schedule B to By-law No. 1442-15**

### Annual Levy for the 3<sup>rd</sup> Street North Lane Construction Local Improvement Project

1. Properties to be assessed:

	Lump Sum Payment	Payment Per Year
• 418 3 <sup>rd</sup> Ave North - Roll # 063901	\$6,234.26	\$345.57
• 414 3 <sup>rd</sup> Ave North - Roll # 063902	\$6,226.29	\$354.10
• 410 3 <sup>rd</sup> Ave North - Roll # 063903	\$4,359.22	\$247.92
• 218 3 <sup>rd</sup> Street North - Roll # 064000	\$6,226.29	\$354.10
• 214 3 <sup>rd</sup> Street North - Roll # 064100	\$6,226.29	\$354.10
• 212 3 <sup>rd</sup> Street North - Roll # 064200	\$8,093.36	\$767.15
• Public P1 - Roll # 064300	\$33,778.86	\$1921.08
• 421 2 <sup>nd</sup> Ave North - Roll # 003000	\$4,980.22	\$283.24



# Town of Vulcan

Request for Decision (RFD)

## Vulcan & District Historical Society Maintenance Request for 221 – 1 Street North

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

In the past year the public works department maintained 221 – 1 Street North as requested by the Vulcan & District Historical Society. The maintenance included mowing of the lot as well as snow removal from the sidewalk in the winter.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

They are requesting that this arrangement continue and also ask if a dandelion abatement treatment is available as well.

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

### RECOMMENDED ACTION:

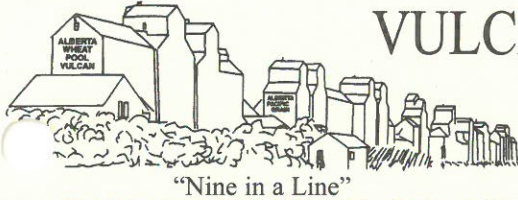
Moved by Councillor \_\_\_\_\_ THAT Council approves that this arrangement with the Vulcan & District Historical Society be continued by the public works department.

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

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

  
CAO

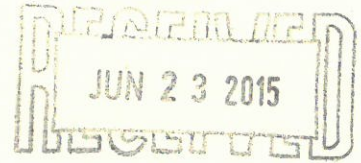




# VULCAN AND DISTRICT HISTORICAL SOCIETY ARCHIVES AND MUSEUM

Archives: Box 104 • 303 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168  
Museum: Box 104 • 232 Centre Street • Vulcan, AB T0L 2B0 • Phone/Fax: (403) 485-2168

11.1



To: Mr. Kim Fath, CAO, Town of Vulcan

Tuesday June 23, 2015

From: Vulcan and District Historical Society  
Box 104, Vulcan, AB, T0L 2B0

**RE: Maintenance of Bateman Lot**

Kim,

The town mowed the Bateman lot for us last summer on an ongoing basis and removed snow from the sidewalk fronting the lot last winter.

We are requesting that this arrangement continue. We also request a dandelion abatement treatment on the Bateman lot, if that is feasible.

At present there are still some construction materials on the south end of the lot, but these are to be removed by the construction company. Hopefully this will be before too much more time passes.

We appreciate any and all help in this regard.

Sincerely,

Richard Lambert, President  
Vulcan and District Historical Society



# Town of Vulcan

Request for Decision (RFD)

## Encroachment Agreement 331 Centre Street

Meeting: Regular Council  
Meeting Date: **July 13, 2015**  
Originated By: Nancy Neufeld

### BACKGROUND / PROPOSAL:

A request to permit encroachments onto Town property (URW), located on the property of 331 Centre Street was received.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The grantee will insure that the encroachments are not enlarged, added to, rebuilt or structurally altered except as may be necessary to render them non-encroaching.

Council is asked to approve the encroachment agreement.

Attached are:

- Encroachment Agreement
- Affidavit of Execution
- Real Property Report

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT this Council approves encroachments on Town's property, of the property described as follows:

331 Centre Street  
Lots 17-19  
Blk 11  
Plan 4030 AM

As shown on a Real Property Report, dated May 1, 2015, prepared by Brown Okamura & Associates Ltd.

Initials show support -Reviewed by:

Director:

CAO

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BETWEEN:

**TOWN OF VULCAN**

OF P.O. Box 360, 321 – 2<sup>nd</sup> Street South  
Vulcan, Alberta T0L 2B0  
(the "Grantor")

**CATHRINE GRANT**

Of P.O. Box 682, Vulcan, AB T0L 2B0  
(the "Grantee")

**ENCROACHMENT AGREEMENT**

1. The Grantee is the registered owner in fee simple of the following legally described lands:  
  
Plan 4030AM  
Block 11  
Lots 17 to 19  
(the "Dominant Tenement")
2. The Grantor controls and administers the municipal property adjoining the Dominant Tenement on the west side as identified in the Real Property Report attached as Schedule "A". (which property shall be called the "Servient Tenement").
3. The fence of the Dominant Tenement encroaches upon the lands of the Servient Tenement.

IN CONSIDERATION of the payment of \$1.00 from the Grantee to the Grantor, the receipt of which is acknowledged, the parties agree as follows:

1. The Preamble of this Encroachment Agreement set out above as numbers 1 to 3 shall form and be included as part of the terms and conditions herein contained.
2. The Grantor grants to the Grantee an easement over, into the across the Servient Tenement, for access to or improvement to the Dominant Tenement.
3. The encroachment is identified as an existing encroachment and it is the encroachment as identified that shall be permitted to remain in its current location, with the license and permission of the Grantor.



4. Provided further;
  - a. The encroaching fence shall not be enlarged, structurally altered, added on to, rebuilt or extended beyond the bounds of its current use except as follows:
    - i. to make the structure a conforming building according to the Land Use Bylaw of the Town of Vulcan; or
    - ii. For routine maintenance of the fence.
  - b. The non-conformity may not be transferred to any other portion of the building; and
  - c. If the non-conforming fence is damaged or destroyed to the extent of more than 75% of the value of the fence, the fence is not to be repaired or rebuilt except in accordance with the Town of Vulcan Land Use Bylaw.
5. The Grantor grants to the Grantee the right to enter upon the Servient Tenement for the purpose of repairing or maintaining the Grantee's premises, which right shall include any construction that may reasonably be required to maintain the existing fence and its use and enjoyment by the Grantee.
6. The Grantee covenants and agrees that should the encroaching fence either be removed or destroyed, the Grantee agrees that the encroaching fence will not be reconstructed or repaired to the extent that it will cause the encroachment to continue. Further, once the said encroaching fence is destroyed and removed, the benefits conferred hereunder will automatically terminate and this agreement shall come to an end.
7. The Grantee agrees to indemnify and hold harmless the Grantor in full against any claims or damages that may arise out of any act or omission of the Grantee sustained by the Grantor for any reason or for any privilege afforded to the Grantee in the performance of this agreement.
8. It is agreed by the parties that they may respectively file a Caveat with this agreement attached against the lands to protect the interests granted under this agreement.
9. The Grantee agrees that should the Grantor or any other Provincial or Municipal authority undertake to replot the area encompassing the encroachment and identified in Schedule "A", the Grantee consents to the said replot occurring upon the terms and conditions as shall be stipulated by the Grantor. Further, she will undertake to perform any and all conditions, including the execution of any required documentation, as may be required by the said Municipal or Provincial authority.
10. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, transferees and assigns.

11. The easement and encroachment herein are declared to be appurtenant to and for the benefit of the Dominant Tenement as herein described. Further, all rights, conditions and privileges granted and contained herein shall run with both the Dominant and Servient Tenements.

IN WITNESS WHEREOF the parties have set their hands and seals in the Town of Vulcan, in the Province of Alberta, the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

Grantee:

  
Witness

  
CATHRINE GRANT

Grantor:  
TOWN OF VULCAN

Per: \_\_\_\_\_


Per: \_\_\_\_\_

#### DOWER ACT


I, Cathrine Grant, of Vulcan, Alberta MAKE OATH AND SAY:

1. I am the grantee named in the within instrument.
2. I am not married.

SWORN BEFORE ME AT THE Town of Vulcan, )  
in the Province of Alberta, this 26th day of )  
June, 2015. )

  
A Commissioner for Oaths in and for the Province of Alberta

  
CATHRINE GRANT

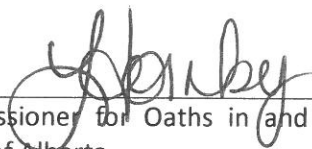
  
Barrister & Solicitor

# AFFIDAVIT OF EXECUTION

I, Karen L. Currie of the Town of Vulcan in the Province of Alberta make oath and say:

1. I was personally present and did see **CATHRINE GRANT** who, on the basis of the identification provided to me, I believe to be the person named in the within instrument, duly sign the instrument;
2. The instrument was signed at the Town of Vulcan in the Province of Alberta and I am the subscribing witness thereto;
3. I believe the person whose signature I witness is at least eighteen (18) years of age.

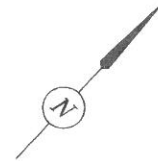
SWORN BEFORE ME AT THE Town of Vulcan, )  
in the Province of Alberta, this 26 day of )  
June, 2015. )

  
A Commissioner for Oaths in and for the  
Province of Alberta

LORELI HORNBY  
A Commissioner for Oaths  
In and for Alberta  
My Commission Expires January 4, 2017

  
Karen L. Currie

**SCHEDULE "A"**



## Date: May 1/15



# Town of Vulcan

Request for Decision (RFD)

## Memorandum of Understanding

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

The Recreation Committee would like the Council to be aware of an agreement they are entering into with Vulcan County regarding the unused portion of the Vulcan and District reserve funds.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council accept this for information.

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

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

  
CAO

**Memorandum of Understanding**

Between

Vulcan and District Recreation Committee

Hereinafter called:

"The Committee"

And

Vulcan County

Hereinafter called:

"The County"

The Committee and the County have agreed that the unused portion of the Vulcan and District Recreation reserve is to be held by Vulcan County.

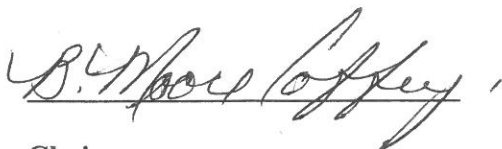
The Committee and the County do hereby agree the monies held in reserve prior to 2015 will be used for recreation purposed within the Vulcan and District area and the use will be agreed upon by both parties.

The Committee and the County also agree that the monies will not be accessed without prior knowledge of both the Committee and County.

Signed in Vulcan, Alberta this 3<sup>rd</sup> day of July 2015,

**VULCAN AND DISTRICT  
RECREATION COMMITTEE**

**VULCAN COUNTY**



**Chair**

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**Reeve**



**Recreation Director**

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**Chief Administrative Officer**



# Town of Vulcan

Request for Decision (RFD)

## Seniors Housing

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Westcastle Developments met with Council and the Seniors Committee regarding the development of a Seniors Housing Complex in Vulcan.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council agree to the conditions presented by Westcastle Developments and direct Administration and the Committee to assist Westcastle Developments in their market research in regards to the proposed seniors housing development.

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

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

  
CAO

Westcastle Developments and  
1777922 Alberta Ltd.  
2832 – 4<sup>th</sup> Ave., NW  
Calgary, Alberta.  
May 25<sup>th</sup> 2015

Town of Vulcan  
Attention: Nancy Neufeld  
Development Officer,  
Kim Fath  
Chief Administrative Officer  
321-2<sup>nd</sup> Street South Box 360  
Vulcan, Alberta. T0L-2B0  
Ph;403-485-2417 , Fax: 403-485-2914

### **Proposal of Interest of Senior Supportive Living Lands**

As per your request at our discussion last week, please find this proposal and letter of interest for lands available by the Town Of Vulcan for a senior independant living and senior supportive living building. We appreciate this opportunity to bid on this site and to propose our plan and concept to yourself, council and the community.

A brief summary on ourselves and my company, Westcastle Holding Ltd. follows. I am a multi-faceted builder and land developer. Presently, in cooperation with 1777922 Alberta Ltd. and a consortium of professional buiness leaders, we are building a new 24 suite senior supportive living building in the inner city of Calgary Alberta. This is the first of potentially three proposed sites that we intend to build out over the next five years. Our focus and buiness plan is to develp, build and operate smaller to mid-sized buildings of 24-60 units each. Our proposed plan is to provide a variety of products and services from independant and supportive living facilites , and eventually limited assited living products and service facilities for capable seniors.

Currently, our project at 1312-25<sup>th</sup> Street SE Calgary, now at the lock up stage of construction, is a 24 suite mid-level accomodation to support capable seniors who may benefit from some simple day-to-day daily assistance and services. The current project would see the accomodation in operation, tentatively, by late the fall of 2015. The services would include:

- Weekly suite cleaning
- Linen services (sheets & towels)
- Optional personal laundry services
- Two or more meals per day provided in common area
- 24 hour security
- Building and grounds maintenance



- Co-ordination of social activities
- Mini bus for transport to malls, churches, fitness centres/pools, etc.  
(Please see attached detailed outline of services.)

Our market focus will be on independent seniors desiring basic daily assistance, but are not in need of frequent or full-time medical supervision. Outside medical staff would have regular access to the facility, though this care would be independent of our services. It would be the responsibility of the resident and their family/caregiver to arrange outside medical care.

The facility is located in Alberta Park at 1312 25<sup>th</sup> Street SE, Calgary, Alberta. On completion the total square footage will be approximately 14,000 sq. ft. There will be a garden plot and a green space with both an internal and backyard courtyard. Unit sizes will vary from main floor single occupancy units of 210 to 340 sq.ft., second floor studio suites of approximately 280 to 465 sq. ft.. The third floor will feature larger studio and one-bedroom units for single or double occupancy, with options for additional living space. These units will range from 280 to 500 sq. ft. with a view of downtown Calgary and mountain views.

We recently purchased the adjoining property and will be rezoning the property for a independent living building of 15 units, roughly one bedroom, as well as 1 bedroom plus den type units of 600-700 square feet per unit in size. These tenants will have optional services as provided next-door if requested, for an added cost.

The building is owned by 1777922 Alberta Limited and will be called the Riverford:  
The principals owners are:

- Phil Salgado, Builder and Developer – President (20% Stakeholder)
- Colin Wiebe, Dentist - Secretary Treasurer (20% Stakeholder)
- Mathew Van Camp, Oil Service Contractor – Director (20% Stakeholder)
- Les Eidus, MD Pathologist – Director (20% Stakeholder)
- Dan Schleppe, Commercial Electrical contractor, (20% Stakeholder)

Phil Salgado is president and CEO of Westcastle Holdings Ltd. and the president, project manager of this development and future projects held by 1777922 Alberta Ltd..

The funding source of this operation is through ATB Financial and shareholder's cash and equity/investment. The proposed contract Director of Operations for the building and operation is Karilynn Turner, Co-founder and Director of Care for Careco Innovative Health. A new separate operating company jointly owned called Nuvera Community Living Inc. was recently registered and established within which Careco Innovative Health will have a stakeholder share in. Our web site will be launched shortly. The facility (The Riverford) will operate under this new operation company Nuvera. Rental income and leases will flow directly through and into this new company Nuvera. The Director of operations will manage all of the day-to-day tenant relationships.

Karilynn and her experienced staff have a combined experience of over 30 years in directing and providing health services to elderly and multi-disabled adults. Karilynn has worked with Alberta Health Services for over 20 years. She worked in Acute Care, Long-Term Care, Adult Day Support and Supportive Living. In the last three years with Supportive Living, she supported eight facilities as a Case Manager including the opening of three new facilities in Walden and Okotoks.

### **Detailed Outline of Services to be Provided**

Facility/unit cleaning – Cleaning of the common areas and private units will be completed by a staff that works directly for the facility. The common areas will be cleaned on a daily basis. As part of the resident's lease agreement, their private units will be cleaned on a weekly basis at no extra charge.

Laundry services - Staff working directly for the facility will provide laundry services for the residence. Bed linens will be changed once per week (including - as needed basis). Bed linens and towels will be laundered on a weekly basis at no extra charge. The facility will provide laundry facilities on each floor for personal laundering for residence use or the option to have a laundry service provided by the staff at an additional cost to the resident.

Building and Grounds Maintenance – The maintenance of the grounds and building will be contracted out under the direction of the Director of Operations.

Social Activities – Social activities will be planned and provided by a Social Activities Coordinator that will work directly for the facility.

Mini bus for transportation – As part of the Social Activities Coordinator's responsibilities, they will arrange for outings to the grocery store, mall, etc. and drive the seniors in a mini bus, on a set weekly schedule to different quadrants of the city.

The monitoring of the safety and security of residences - The safety and security for the building will be addressed by having 24-hour camera surveillance. The front entrance will consist of a vestibule where a code will have to be entered by visitors in order to gain access to the interior of the building. Residents will have keys, fobs or swipe cards for entrance. There will also be a call system with central monitoring in place for the residents safety, should the resident fall or require emergency assistance. This will either be wired directly into the suites with a button on the wall and a pendant, which residents can choose to wear around their necks, or contracted via Lifeline. There will be staff on-site 12 – 16 hours per day to oversee the operations of the building and services.

## **Proposal for the Vulcan Lands**

It is our thought that a similar type of building and operation (supportive living), similar to our current building an operation in Calgary be proposed and built on the Vulcan site. Our proposal would see the project built in a 2-Phase development. The Phase One of the development would build between 36-40 units for supportive living in one three-storey building. The unit sizes would vary with a variety of studio size units and one bedroom suite units for independent seniors. The building is designed for capable seniors who require some day-to-day assistance in daily living services. The size of units will vary from 400 to 480 sq. ft. studio suite units to 500-600 sq. ft. one bedroom size units. All units would have small kitchenettes of 6-8 feet in length. This variety will provide different price points for potential tenants and clients-residences.

The proposed building would be a three-story main structure with elevators. It would be attached to an adjoining building or wing that will house the kitchen, dining, social and areas. The upper floor of the attached wing would include a library, gym or exercise room and perhaps some offices for staff and services such as foot care or a hairdresser. One option is possibly a part-time dentistry service since one of our partners and shareholder owns and operates some dentistry sites already in Alberta.

It is proposed that a cul-del-sac residential area of duplexed units will be designed into the site plan for approximately 20-24 units (10-12 duplexes). These units would be attached one floor 2 bedrooms, 2 bathroom units of about 1000-1200 square feet in size per unit. These units will be fee simple owned, under strata of the lands. Our intention would be to sell these units to independent seniors who want to downsize their homes, and who would prefer to own instead of rent. The strata would maintain the grounds and lands. These owners will have optional access to services provided in the supportive living building, such as house cleaning, laundry services, food and dining options. We would propose to build the first two units of the first attached duplex for sales and marketing purpose during Phase One of construction of the supportive living building.

It is our thought that a future proposed second building in Phase Two, could be built and attached to the connecting-wing building. Phase Two would house a three-story independent living building of 30-36 units of 1 bedroom and 1 bedroom plus den /flex room type units for capable seniors. These units would be approximately 600-780 square feet in size with full 12 to 15 foot length of kitchens, and laundry. This new Phase Two attached wing-building portion will connect the kitchen facilities opposite side of the Phase One built building. The kitchen and dining building would be built initially in Phase One to support the added future tenants in Phase Two. Some thought of design and concept planning and phasing will be required to facilitate this concept for future growth.

It is our thought and hope, as the market demands and commits to the added service and facility, Phase Two could proceed when there is a future need in the community for added units.

It is our hope that with in 3 years time of completion of Phase One and the start of operations, the Phase Two portion of this proposal could start construction if the market supports it. This 2nd Phase facility will also allow transition into added supportive living services if required, with out the residence relocating to another location or possibly another town-community.

Our proposed offer would be to commit to Phase One of these proposals with certified funds of \$500.00 as a conditional deposit, paid to the Town of Vulcan in trust. A second deposit will be provided to the Town of Vulcan once all conditions are met and agreed upon, of a further \$4500.00, which would bind the two parties to a committed deal and sale of the lands. Title would then transfer hands to our new holding company, which will hold and operate the future facilities.

The 6 conditions of the deposit and our agreement would be as follows;

The 1st condition being;

That a minimum residence commitment of 75% of total capacity proposed be committed to occupy the units prior to starting the Phase One portion of the project (i.e. requiring 27 to 30 committed tenants before we commit to Phase One construction). We would require that the current Senior Committee and Organization assist us in achieving this goal. We will provide the design and marketing information and will host several community events and information sessions over the next 6 months. The first proposed date would be for late August 2015. TBA

All earnest monies deposits of the committed tenants will then be held in our solicitor's trust account, with our solicitor's under takings, once 75% committed tenants are met.

The 2nd condition being;

That all cost for a Phase 1 Environmental, Geotechnical reports and Stability Engineering be equally paid for by both parties during the condition stage.

The 3rd condition being;

It would be required that all services capable and within the required capacity to meet our servicing needs, be with in 100' (or 30 meters) of the site and lands.

IE; 3 phase power, 6" to 8" inch water lines, both sanitation and storm sewers.



The 4th condition being;

That construction will start within one year of all Development Permits, Building permits and all applicable approvals being granted. Also inclusively, one year from our solicitor acceptance of the 75% committed tenant deposits. (So to clarify, we would have one year to start construction upon receiving all permits, approvals both town, municipal, and provincial approvals. Also, from the required 75% commitment and deposits to our solicitor's trust account.)

Lawyer under taking will be provided to safe guard the clients deposits.

The 5th condition being;

A 5-year property/municipal and business tax exemption for investment and operation capital recovery on the building, property, and operations.

The 6th condition being;

The signing a binding sale agreement once conditions are met and a non-compete 120-day agreement on the proposed agreement presented.

#### **Summary;**

The town of Vulcan will see in Phase One, a 3-story senior supportive living building which will require an estimated capital investment of approximately \$6,500,000, based on a 40,000-44,000 square foot building of 36-40 units. Also proposed at the start of Phase One are 12 senior duplexes (24 units in total) that would be built and sold via a fee simple ownership on strata lands, starting with one duplex and continued on until sold out. This adds another additional commitment of approximately \$2,000,00.

As market demand increases with the future growth of Vulcan, we too would grow with the community by adding a second 3-story building in Phase Two with approximately the same commitment value of the Phase One building. Market conditions and demand at that time will drive the level of service proposed for the Phase Two portion of the development.

Once terms and conditions are agreed upon, I would like to come down to meet again and propose our vision and conceptual plan of the site, lands and building within 30 days.

Thank you for your time and continued support in review of this proposal.

Sincerely,

Phil Salgado,  
President

Per: Westcastle Land Development Ltd., and 1777922 Alberta Ltd.

# Town of Vulcan

Request for Decision (RFD)

## Management Reports

Meeting: Regular Council  
Meeting Date: **July 13, 2015**  
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) Community Peace Officer – Loreli Hornby
- (F) Fire Chief – Aaron Grant

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT this Council receives for information the management reports for the period ending July 13, 2015.

Initials show support -Reviewed by:

Director:

CAO





## **ADMINISTRATOR'S REPORT**

**TO: TOWN COUNCIL**

**FROM: Kim Fath, CAO**

**DATE: July 9th, 2015**

### **Seniors Housing**

On June 24<sup>th</sup> the Town council and seniors committee met with a developer to discuss the proposed housing project. This meeting provided direction for both the developer and administration to work on bringing forward a proposal for council's consideration.

### **Local Improvement Plans**

We have received feedback on the proposed local improvement projects. I have been working at preparing the local improvement bylaws. We have had a number of comments feedback council eliminate the sidewalk from the scope of work on 3<sup>rd</sup> Avenue North.

### **Solar Park**

Kyle Green has provided an update on solar park progress. The materials have been ordered and construction on the park will begin shortly. Additional funding is being applied for to enhance the project further.

### **Health Care Funding**

County and Town council met again of June 29<sup>th</sup> to discuss funding options for the hospital expansion. I have contacted Municipal Affairs and have discussed the Towns ability to borrow funds to be granted to another organization. They have verbally confirmed that this would be possible. I will follow up with confirmation in writing.

## **ADMINISTRATOR'S REPORT**

### **Water Intake Approval**

We have received renewal forms for the river intake for the water system. This approval expired in 2008. Because this intake was in the Town of Vulcan's name when it expired we are required to renew it. I have started the renewal process and when it is complete, we will work with the Water Commission to transfer this approval to them. The cost to renew for 25 years is \$100.00.

### **Council Tablets**

Dwayne Dallmann has returned the tablets from Dell. Trinus assisted in setting up the Outlook items before they were returned to the councillors. I have not received any feedback to date.

### **Meetings of Interest**

Library – Bylaw Review – June 23rd.  
Seniors Committee– Developer Meeting - June 24th.  
Vulcan County – Acting Fire Chief – June 29th.  
Joint Council Meeting – Healthcare Funding – June 29th.  
Solar Park – Goose Creek – June 8th.  
Vulcan East Water Co-op – Alberta Environment Concerns – June 8th

## **MANAGEMENT ACTIVITIES REPORT**

Attached is the management activities report for the period of May, 11th to June 22nd, 2015.

  
\_\_\_\_\_  
Kim Fath  
Chief Administrative Officer



## Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
57	Highwood Community Futures Member At Large Appointment	RC	11-May-15	15.140	Send copy of appointment to John Lockhart cc: Gordon McPherson	KR	14-May-15
58	2014 Audited Financial Statements	RC	11-May-15	15.141	Send copy of resolution approving audited financial statement to Janice	KR	14-May-15
59	2015 Capital Reserves	RC	11-May-15	15.142	Send copy of resolution approving request to allocate a portion of 2014 accumulated surplus to Janice	KR	19-May-15
60	2015 Operations Budget	RC	11-May-15	15.143	Send copy of resolution approving 2015 Operations Budget to Janice	KR	14-May-15
61	2015 Capital Budget	RC	11-May-15	15.144	Send copy of resolution approving Capital Budget to Janice	KR	14-May-15
62	Kirkcaldy Hall Club Request	RC	11-May-15	15.145	Send letter of support to Kirkcaldy Hall Club supporting request for water line hook up cc all other parties	KR	19-May-15
63	Bylaw No. 1440-15 Taxation Rates Levy	RC	11-May-15	15.148	Give signed copy of bylaw to Janice and file original sealed copy of bylaw	KR	19-May-15
64	Spock Days Sponsorship Package	RC	11-May-15	15.152	Send letter to Spock Days Committee approving Commander Level Sponsorship for \$700.00 cc Janice to write cheque to pay for sponsorship	KR	14-May-15
65	National Health & Fitness Day	RC	05.11.15	15.153	Send letter to MP John Barlow with copy of resolution supporting National Health & Fitness Day	KR	14-May-15
66	Spock Days June 13 Street Closures	RC	25-May-15	15.162	Send letter of approval to Spock Days Committee Place ad in Advocate for 2 weeks June 3 and June 10 cc Stew Birch Public Works Foreman	KR/KF	28-May-15
67	Vulcan County BBQ Street Closure	RC	25-May-15	15.163	Send letter of Approval to Vulcan County to hold BBQ Place ad in Advocate for 2 weeks June 3 & June 10 cc Stew Birch Public Works Foreman	KR/KF	28-May-15
68	Vulcan Spock Days Laser Tag	RC	25-May-15	15.164	Send letter of approval to Lori Gair to hold laser tag in Memorial Park cc Stew Birch Public Works Foreman	KR/KF	28-May-15
69	Standards and guidelines for Conservation of Historic Places	RC	25-May-15	15.165	Send letter of approval that Council adopted the Standards & Guidelines for the Conservation of Historic Places cc Nancy Neufeld	KR/KF	28-May-15
70	FCSS Request to Amend Quorum Requirement	RC	25-May-15	15.166	Make amendment to FCSS agreement four members to make a quorum Send letter to all members regarding amendment	KR/KF	2-Jun-15
71	Town Hall Meeting	RC	25-May-15	15.167	Ask Lodge Hall is available on June 15 and reserve Place notice of town hall meeting in Vulcan Advocate	KR/KF	28-May-15
72	Chief Administrative Officer Evaluation	RC	25-May-15	15.168	Create Evaluation Questionnaire to have Councillors, staff and public fill out	KF/TG	9-Jun-15
73	Policy PL-12 Business Incentive Forgiveness of Taxes	RC	25-May-15	15.169	Send letter notifying the forgiveness of 100% of municipal tax for Roll #084300 cc Teresa Smith	KR/KF	29-May-15
74	Policy PL-12 Business Incentive Forgiveness of Taxes	RC	25-May-15	15.170	Send letter notifying the forgiveness of 50% of municipal tax Roll #022700 cc Teresa Smith	KR/KF	29-May-15
75	Policy PL-12 Business Incentive Forgiveness of Taxes	RC	25-May-15	15.171	Send letter notifying the forgiveness of 15% (60% of 3 months) of municipal tax Roll #019200 cc Teresa Smith	KR/KF	29-May-15
76	Local Tax Improvement 1 Street South	RC	25-May-15	15.174	Send letter to residents on 1st Street South local improvement plan based on 100% recovery over 15 years	KR/KF	29-May-15
77	Local Tax Improvement 3 Avenue North	RC	25-May-15	15.175	Send letter to residents on local improvement plan for paving based on 50% recovery over 25 years	KR/KF	29-May-15
78	Local Tax Improvement 3rd Avenue North	RC	25-May-15	15.176	Send letter to residents confirm agreement with local improvement plans. If so approves improvement for alley 100% recovery over 25 yrs; if not local improvement plan for alley based on 100% recovery over 15 yrs	KR/KF	29-May-15
79	BSEI cost estimates on 2 Street South	RC	25-May-15	15.177	Contact BSEI to resubmit cost estimates on 2 Street South	KR/KF	
BY: KF/Kim Fath NN/Nancy Neufeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose LH/Loreli Hornby							



# Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
80	Vulcan County Cruisers	RC	8-Jun-15	15.182	Send letter approving street closure to County Cruisers; send at to Advocate to place in July 8 & 15 edition Send letter to Rodeo Association notifying approval for use of arena	KR/KF	11-Jun-15 9-Jun-15
81	Bylaw No. 1262 - Schedule A Amendment	RC	8-Jun-15	15.183	Send letter to Vulcan East Water Co-op advising of rate increase	KR/KF	11-Jun-15
82	VBIT - Decorative Crosswalk Request	RC	8-Jun-15	15.184	Send letter to Colleen Carey approving the painting of decorative crosswalks cc: Stew Birch	KR.KF	11-Jun-15
83	Fireworks Bylaw	RC	8-Jun-15	15.185	Send Councils recommendations to Development Officer	KR.KF	11-Jun-15
84	Request for Solar Lights on Town Tree	RC	8-Jun-15	15.186	Send letter to Chamtelle approving use of solar lights in tree cc: Stew Birch, Public Works and Nancy Neufeld Development Officer	KR/KF	11-Jun-15
85	Kin Kids Soap Box Derby	RC	8-Jun-15	15.187	Send letter approving street closure for Kin Kids Soap Box Derby cc: Stew Birch Public Works	KR/KF	11-Jun-15
86	Life Med Pharmacy Request for Handicapped Parking Stall	RC	8-Jun-15	15.188	Send letter to Med Life Pharmacy approving marked handicapped stall cc: Stew Birch about installation of handicapped stall and deletion of handicapped stall at Bell Tower	KR/KF	11-Jun-15
87	Application for Canada's 150 Infrastructure Grant	RC	8-Jun-15	15.189	Send letter to Bonnie Ellis approving request to apply for grant	KR/KF	11-Jun-15
88	Proposal of Social Media for Vulcan Fire Department	RC	8-Jun-15	15.190	Send letter to Fire Department approving request to develop a facebook page	KR/KF	11-Jun-15
89	vTV Television Network Request	RC	8-Jun-15	15.191	Send letter to vTV approving purchase of 1/2 share contingent on the County purchasing other half cc: Janice about funds coming from Contingency Reserve; Letter to Vulcan County about purchase of 1/2 share	KR/KF	11-Jun-15
90	Solar Park	RC	8-Jun-15	15.195	Send letter to County to form agreement to use power from solar park for the Nine in a Line Building	KR/KF	10-Jun-15
91	Marlene & Alvin Lacharite - Reimbursement Request	RC	22-Jun-15		Add request for Reimbursement for the trimming of trees on boulevard to July 13 agenda	KR	23-Jun-15
92	vTV Equity Share Purchase	RC	22-Jun-15	15.199	Send letter seeking ministerial approval to purchase a 1/2 equity share in vTV	KR/KF	
93	Picture Butte Parade Invitation	RC	22-Jun-15	15.202	Forward letter to Kaeth Brooks about Invitation to attend Picture Butte Jamboree Parade	KR/KF	25-Jun-15
94	Vulcan Golf Course Town of Vulcan Representatives Voting Privilege	RC	22-Jun-15	15.204	Send letter to Vulcan Course Requesting voting privileges for Town of Vulcan Committee representatives	KR/KF	9-Jun-15
95	SAEWA Collaborative Governance Framework	RC	22-Jun-15	15.206	Send signed copy of agreement back to Brownlee	KR/KF	25-Jun-15
96	Regional Collaboration Program Time Extension	RC	22-Jun-15	15.207	Send signed copy of ageement back to Alberta Municipal Affairs cc: Bonnie Ellis	KR/KF	25-Jun-15
97	AUMA Annual Conference Room Bookings	RC	22-Jun-15	15.208	Book rooms for Council and CAO for AUMA Conference Annual Meeting September 23-25/15	KR	29-Jun-15
98	Community Futures Highwood Appointment of Town Representative	RC	22-Jun-15	15.209	Send letter designating Rick Howard to vote at the Community Futures Highwood AGM	KR/KF	25-Jun-15
99	Policy PL-1 Land Development Incentive Policy Show Homes	RC	22-Jun-15	15.210	Notify Development Office Policy PL-1 was passed by Council	KR	29-Jun-15
BY: KF/Kim Fath NN/Nancy Neufeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose LH/Loreli Hornby							

# MEMO

**TO: Town Council**  
**FROM: Nancy Neufeld, Development Officer**  
**DATE: July 1, 2015**

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**\*\*See attached report re building permits issued, development permits issued, occupancies granted & new business licenses issued in June, 2015.**

## Whispering Greens Phase 3

BSEI is reviewing CCC's for Phase 3.

## Fairways

Construction has begun on two show homes. As indicated previously, Henry Dekoort has requested a meeting with Council. I am waiting for a call back from Henry to set this up.

## Proposed Road Closure – Vulcan Seed Cleaning Plant

BOA has completed the survey plan and are awaiting a legal description. Once this has been received, road closure will be brought to Council. The Seed Cleaning Plant has recently provided a letter indicating their offer for the land.

## Fireworks Bylaw

Proposed Bylaw has been provided to Aaron Grant and Loreli Hornsby for comments/feedback.

## 312 & 310 Whispering Way – Expired Building Permit

Met with Whispering Creek Condo Association Executive regarding unfinished project at 312 & 310 Whispering Way. A meeting is being set up with the Condo Association, myself and the owner to discuss the development. The intent is to have the owner agree to terms, i.e. removing the foundation, prior to the Town or Condo Association pursuing legal action. There is also a safety concern that needs to be addressed by the owner.

## Solar Park

Working with Kyle Greene and Kim re Solar Park. Screw pilings are scheduled to be put in next week. Indication from Kyle that elevator structures will also start going in next week. Proposal is that the community sign that recreation has been working on be put in the Solar Park in the southwest corner with visibility from the grocery store, post office and 1<sup>st</sup> Avenue being taken into consideration.

Kyle has suggested Spock Days 2016 for grand opening as park will be in more of a "complete condition", i.e. grass, pathway completion.

BUILDING PERMITS ISSUED JUNE 2015 - NIL

DEVELOPMENT PERMITS ISSUED/APPLIED FOR JUNE 2015

DATE	PERMIT #	OWNERS/APPLICANT NAME	JOB DESCRIPTION	ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #	Post Until
June 2/15	D15.19	Darrell Ellis	Home Occ 1	R-1	207 Birch Road	June 3/15	N/A	June 17/15
July 2/15	D15.20	Marjorie Weber	Request for Variance	R-1	417 Centre Street	Pending MPC July 21/15		Aug 12/15
June 26/15	D15.21	Dean Dixon	Moved In Previously Occupied Bldg	R-1	325-1 Street North	Pending MPC July 21/15		Aug 12/15
July 2/15	D15.22	Chad White	Request for Variance	R-2	335 Cottonwood Dr	Pending MPC July 21/15		Aug 12/15

OCCUPANCY PERMITS ISSUED JUNE 2015 - NIL

NEW BUSINESS LICENSES ISSUED JUNE 2015

DATE	LICE #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
June 10/15	919	Flowers N Fancies	Floral/Gift	121 Centre Street
June 30/15	920	Just Energy L.P.	Energy Provider	





**Created By:**  
**Bryan Czernick**

# **Town of Vulcan**

## **Public Works**

### **Month End Report**

**Month of:** June 2015

#### **Facilities:**

- Painting and maintenance is being done in the Arena on rainy days
- Arena compressor has been rebuilt by Startec. Rebuild cost \$2400.00 above quoted cost due to having to replace valve rings due to extreme wear.
- Swimming pool is losing approximately 9000 gallons a day some due to evaporation and public use. There is still loss to a leak or several leaks with this amount of fresh water being added daily the chemical costs are running higher than expected.
- The hot tub was out of service due to main controller that adds chlorine and keeps it balanced failed and had to be replaced with a new one at a cost of \$3084.00 .With the new standards for pools and spas the existing filter and pump for the hot tub does not supply enough turn over and the capacity in the filter is not enough to meet standards they have giving us until next year to upgrade at this time still looking into cost.
- I have been in contact with Dallas Clark about air conditioning and heating for library. Dallas is working on what would be the best option and will get me pricing.

#### **Streets:**

- Did monthly checks on street lights
- Korthuis tree care was in town June 24<sup>th</sup> and along with public works staff planted 20 trees at a cost of \$6300.00.
- Pothole patching was done in June
- Removed and replaced 143 feet of sidewalk and two pads for benches.
- Painted two cross walks with star trek emblem at the intersection to the legion and furniture villa. Installed new LED light with space ship body on first metal light standard on Sinclair road.
- Started painting curbs and cross walks around town
- Started trimming low hanging branches on the boulevards and hedge trimming in parks
- Working with Zircon graphics to replace the two town maps.

**Water & Sewer:**

- Working with BSEI on repair of flow meter at lagoons.
- Rot rooted and camera one sewer service

**Water Plant (contracted)**

- Had several issues with plant and regional line in June ( communication issues with Carmangay (SCADA) / leak in vault for regional line/ failed distribution pump)

**Parks:**

- Public works finished repairs and painting of bleachers at VMP and rodeo grounds
- Public works assisted the tin man committee setting up
- Public works worked on preparations for Spock days the week of June 8<sup>th</sup> and June 15<sup>th</sup>
- Dandelion spraying and total kill has been completed.
- Zircon graphics was in on June 24<sup>th</sup> and replacement of star trek sign by space ship.
- Mowing and weed whipping is being continually done

**Cemetery:**

- Two openings and closing in the month of June

**Equipment**

-

**Personnel:**

- Summer students are working out good seem to have a good bunch

**Other:**

**Stewart Birch Town Foreman**



## **Department of Recreation Director's Report** July 2015

<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Information</b></i>
Recreation Strategic Plan	ongoing	RC Strategies completed the final draft of the recreation study.
150 Grant	ongoing	Applied to Canada 150 to help pay for the extension of the walking path into the solar park area.
Spock Days	Completed	The spock days event overall went well. The committee is looking for ways to make this event connect more with the Vulcan aspect of our community since there is no Trek connection now.
Walking path and park	Completed	2 new benches were added to the recreation one on the loop of the walking path the other is in Memorial park
Summer Youth Programming	ongoing	We have 39 athletes signed up for summer games in Claresholm
Adult	June – Aug	Drop in basketball and Volleyball ( at Pool) The volleyball is slow to start but hoping to get more people as summer progresses.
Pool	July	We will have more than enough lifeguards come July. 2 course are going to be held wsi and bronze course. We are looking into date for a awsi. I have made contact with Cheryl who next year will run a NL if we have enough people from our pool
Recreation Pool Study	Ongoing	I have contacted Russ Tanner from Brooks he has come down and reviewed our pool talking with myself and Rob. He will be presenting his finding at this meeting and then to Council
Minor Ball	Completed	Minor ball has had a successful year. We had almost 40 kids and 6 volunteers this year. With 2 tournaments within the Vulcan county.
Videos		The recreation office/Town has received all the videos from the Video store. We are going to be holding movie nights this summer at the CRC.
Lindsay Maternity leave	ongoing	Channing is filling the recreation while Lindsay is away.



# PEACE OFFICER PROGRAM

## Managers Report – June 2015

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- From June 1 – June 30, 2015 Thirty-nine (39) files were created. Of those files, seven (7) were parking, three (3) were animal control, seventeen (17) were bylaws regarding properties and six (6) were other types of files. Six (6) provincial tickets were written, four (4) were Traffic tickets, one (1) was Gaming and Liquor and one (1) was bylaw.
- Continue post on Facebook
- Yard/alley checks still underway, notices being issued
- Attending Chamber of Commerce meeting, Land Use meeting and Whispering Creek Condominium Council meeting to discuss my role, what I do regarding bylaws and to address any questions or concerns.
- Attending Bike Rodeo with Southern Alberta Road Safety Society with invite from two surrounding community Peace Officers
- On patrol through Spock Days
- Met with Kelly from Vulcan County a couple times to discuss weeds and identifying them, will be working together with eliminating noxious weeds within the Town
- Met with Stew regarding playground signs, truck route signs and yellow painting on boulevards

### Plans for July

- Away till July 13<sup>th</sup>
- Letter's to Whispering Creek lots regarding weeds
- Monthly column
- Plan targeted education campaigns and post to Facebook page – carried forward
- Continue Yard/alley checks, issue notices/make calls/send letters
- Review bylaws/legislation scooters and golf carts
- Work Show n Shine and Vul-CON weekend



## Vulcan Fire Department Office of the Fire Chief

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July 8, 2015

### Management Report

To the end of June 2015, Vulcan Fire Department has responded to the following:

Call Type	2014		2015	
	Town	Rural	Town	Rural
Fire Response	1	3		1
Grassland		1		2
Rescue				1
Hazmat				
Gas Leaks				
MVC	1	14	1	7
Mutual Aid		7		3
Medical Assist	15	6	20	5
First Response	11		8	1
Service Call				
False Alarm	2	1	5	
Total Calls	30	32	34	20

First Response = No Ems from Vulcan

Total Calls to the end of May 2015– 54

- Total Calls to the end of May 2014- 62

### General Operations

- We have members on call during the long weekends continuing until September long weekend. Our Engine 18-3 (old town truck) has passed its usable ULC rating. I will be approaching council in the next few months with my thoughts on a replacement vehicle and potential costs.
- The Vulcan County has posted for the Director of Protective Services which closes July 24<sup>th</sup>, 2015. Stuart Larson is the acting Director of Protective Services until position is filled.



## **Vulcan Fire Department Office of the Fire Chief**

### **Membership/Recruitment**

- Our membership is now at 17 members and 2 junior members. We are actively recruiting members for the Fire Dept.

### **Training**

- We have a very busy and aggressive training program planned for this year.
- We have trained for approx. 840 hours as a department so far this year. This is a large commitment for our members. These hours do not include the hours that staff be in on officer or instructor training which was approx. 1300 hours most was done by correspondence.
- NFPA 1001 Level 1 that being held in Lomond was completed in June with 1 of our members passing. The other being taking this course will be testing with Nanton Fire in the fall. 9 members that have been working on their NFPA 1001 Level 2 have finished the theory portion of course and will do practical and testing in August before harvest.
- Beginning of July we have 6 members taking NPFA 1002(Fire Apparatus Driver/Operator)
- Other classes that we are looking at having members become instructors are WHMIS/TDG and flagman train the trainer.
- The County has had the indoor and outdoor props installed at our training grounds here in Vulcan. Hope is to have a ribbon cutting inviting all of the counsels and Fire Departments in county to join in the opening of our new facility.

### **Fire Prevention/Public Relations**

- Capt. Taylor Anderson has been working on social media plans which have been approved by the Town and are waiting for County approval. 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



# Town of Vulcan

Request for Decision (RFD)

## Pecuniary Interest Discussion

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



# Town of Vulcan

Request for Decision (RFD)

## Sale of Land

Meeting: Regular Council  
Meeting Date: July 13, 2015  
Originated By: Nancy Neufeld

### BACKGROUND / PROPOSAL:

The Vulcan Seed Cleaning Plant is offering to purchase the road allowance property on the south side of Plan 821-1430 Block 70 for the amount of \$1.00.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

### RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO



## MEMO

**TO: Kim Fath, CAO**  
**Council**  
**FROM: Nancy Neufeld, Development Officer**  
**DATE: July 6, 2015**  
**RE: Seed Cleaning Plant – Road Closure**

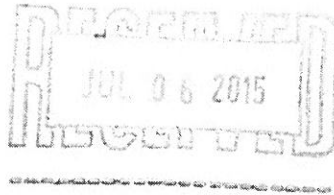
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Attached is letter from Vulcan Seed Cleaning Plant with their "offer" for purchase for road allowance.

I have heard back from Brown Okamura that the survey that is needed to start the road closure process is done and we will be receiving documentation shortly. The Seed Cleaning Ass'n has agreed in writing to pay costs involved which will amount of \$2,950.00 BOA Professional Fees plus approximately \$400.00 Land Title Fees.



Taking into consideration that the Seed Cleaning Plant has been maintaining this property and paying the costs involved in the road closure, recommendation is to accept the offer of \$1.00 from the Vulcan Seed Cleaning Association.



July 2 2015.

Town of Vulcan

Attention: Nancy.

Re: Government Road Allowance Closure.

Upon The Vulcan Seed Cleaning Ass'n Ltd having a board meeting I was given direction on the matter of offer to purchase the said road allowance property which is the south side of Plan 821-1430 Block 70 , the amount of \$1.00. The board felt that if the Vulcan Seed Cleaning Ass'n Ltd was incurring the costs of surveys and land titles so as to complete the transaction successfully of amounts previously discussed, than an offer of \$1.00 would be reasonable. I hope this meets with the Town of Vulcan's approval and the transaction can be completed.

Respectfully yours:  
Manager of Vulcan  
Seed Cleaning Ass'n  
Ltd.

Herb Harder.