

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, MARCH 9th, 2015
COMMENCING AT 7:00 PM**

PUBLIC HEARING

CALL TO ORDER

1.0 Call to Order:

2.0 Public Hearing:

3.0 Delegations - Scott Forbes – High River Rotary Club

4.0 Adoption of Agenda

4.1

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – February 23, 2015

5.2 Special Council Meeting Minutes – March 4, 2015

5.3 Special Council Meeting Minutes – March 5, 2015

6.0 Unfinished Business - NIL

7.0 Financial Statements - NIL

8.0 Correspondence and Information Items

8.1

9.0 Committee and Administrative Reports

9.1

10.0 Bylaws

11.0 New Business

11.1 Encroachment Agreement – 220 – 2 Street South

11.2 Foothills Country Visitors Guide 2015 Advertising

12.0 Notice of Motion

13.0 Management Reports

13.1 Management Reports

14.0 In-Camera

14.1 Twin Valley Regional Water Services Commission Operational Contract

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting February 23, 2015

Meeting: Regular Council
Meeting Date: **March 9, 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, February 23, 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, February 23, 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, FEBRUARY 23, 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 – Sergeant Darcy Forsen, Vulcan Royal Canadian Mounted Police

Sergeant Darcy Forsen presented to Council the Mayor's Report which is comprised of detachment statistics and answered questions that Council brought up. He also asked about setting up quarterly meetings between the Town and RCMP.

4.0 Adoption of Agenda

Motion No.: 15.047

Moved by Councillor Paul Taylor THAT the agenda governing this meeting be adopted as presented.

CARRIED UNANIMOUSLY

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, February 9, 2015 were presented to Council.

Motion No.: 15.048

Moved by Councillor John Seaman THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, February 9, 2015 be approved and read by each member of Council as presented. **CARRIED UNANIMOUSLY**

6.0 Unfinished Business - NIL

7.0 Financial Reports

7.1 Cash Statement – December 31, 2014

Motion No.: 15.049

Moved by Councillor Lorna Armstrong THAT the Cash Statement for the period ending December 31, 2014 be received for information. **CARRIED UNANIMOUSLY**

7.2 Cash Statement – January 31, 2015

Motion No.: 15.050

Moved by Councillor Georgia-Lee DeBolt THAT the Cash Statement for the period ending January 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 February 23, 2015 was presented to Council to be received for information.

Motion No.: 15.051

Moved by Councillor Paul Taylor THAT the Correspondence and Information Items for the period ending February 23, 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.: 15.052

Moved by Councillor Sue Dow THAT the minutes and/or verbal reports of Town represented Boards/Committees at the February 23, 2015 Town Council Meeting be received for information.

- ORRSC Annual Organizational Board of Directors Meeting – Minutes – December 4, 2014
- Vulcan Business Development Society (VBDS) – Agenda – Minutes – December 10, 2014
- VBDS – Agenda – Minutes – January 14, 2015
- Town of Vulcan Library Board – Agenda – Minutes – January 21, 2015
- Rural Health Services – Review – January 28, 2015
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – February 6, 2015
- VBDS – Agenda – Minutes – February 11, 2015
- Twin Valley Regional Water Commission – Minutes – February 12, 2015

Verbal Reports:

- Councillor John Seaman
 - Twin Valley Regional Water Services Commission
- Councillor Sue Dow
 - Vulcan Business Development Society
 - Vulcan Brand Innovation Team
- Councillor Paul Taylor
 - Vulcan Business Development Society
- Councillor Lorna Armstrong
 - Vulcan Business Development Society
- Councillor Georgia-Lee DeBolt
 - Twin Valley Regional Water Services Commission
- Mayor Tom Grant
 - Southern Alberta Energy Waste Association

CARRIED UNANIMOUSLY

11.0 New Business

11.1 Vulcan & District Recreation Committee – Committee Appointment

The Vulcan & District Recreation Committee has a vacant opening as Cecilia Heemskerk (Vaile) has fulfilled her term on the Vulcan Recreation Committee.

The Committee's recommendation to Council was to appoint Taylor Anderson for a two year term.

Motion No.: 15.053

Moved by Councillor John Seaman THAT Council approves the Vulcan & District Recreation Committee's recommendation to appoint Taylor Anderson to the committee for a two year term.

CARRIED UNANIMOUSLY

11.2 Vulcan Brand Innovation Team Flyer Mail Out Request

The Vulcan Brand Innovation Team is requesting that the Town distribute their newsletter with the monthly utility bill at no charge to the Vulcan Brand Innovation Team.

They plan on putting out three newsletters in 2015. The newsletter fits into a standard #10 envelope and weighs 13 grams.

We anticipate a cost increase in postage and in labour as we currently include our own newsletter and water bill in the mail out.

Motion No.: 15.054

Moved by Councillor Lorna Armstrong THAT Administration approves one mail out for VBIT and then report back to Council with any added costs involved.

CARRIED

11.3 Vulcan Library Board Representative Appointment Renewal

The Vulcan Municipal Library Board is requesting Council to reappoint Vicki Hutton to the Vulcan Municipal Library Board.

This appointment will be for a term of two years retroactive from January 1, 2015 to December 31, 2016.

Motion No.: 15.055

Moved by Councillor Paul Taylor THAT Council approves the reappointment of Vicki Hutton as a member of the Vulcan Municipal Library Board for a term of two years retroactive from January 1, 2015 and ending December 31, 2016.

CARRIED UNANIMOUSLY

11.4 Public Works – Mower Purchase

Stew Birch, Town Foreman is requesting funds to purchase a replacement deck mower from Cervus Equipment.

The cost would be \$17,193.00 and the funding would come from the public works operational reserve. As of March 1, 2015 there will be a price update and is expected to increase the price of the mower due to the change in the dollar.

Motion No.: 15.056

Moved by Councillor Rick Howard THAT Council approves the purchase of a deck mower for \$17,193.00 drawn from the public works operational reserve.

CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports - NIL

14.0 In-Camera

Motion No.: 15.057

Moved by Councillor John Seaman THAT Council move in-camera at 8:30 p.m.

CARRIED UNANIMOUSLY

Mayor Grant called for a three minute recess.

The meeting reconvened at 8:33 p.m.

Initials

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Motion No.: 15.058

Moved by Councillor Paul Taylor THAT Council move out-of-camera at 9:55 p.m.

CARRIED UNANIMOUSLY

14.1 401 Elizabeth Street

A conditional offer has been submitted for 401 Elizabeth Street.

Motion No.: 15.059

Moved by Councillor Sue Dow THAT Council accepts the presented offer and removes the Town's conditions.

CARRIED UNANIMOUSLY

14.2 Salary Grids

Administration gathered information and re-established salary grids.

Motion No.: 15.060

Moved by Councillor Lorna Armstrong THAT Council directs Administration to establish salary grids for municipal employees.

CARRIED UNANIMOUSLY

14.3 Policy F-44 Remuneration Town's Members at Large on Committees

Motion No.: 15.061

Moved by Councillor Georgia-Lee DeBolt THAT Policy F-44 be rescinded and that Administration draft a new policy for Remuneration Town's Members at Large on Committees and submit to Council.

CARRIED

14.4 Recreation Agreement

Motion No.: 15.062

Moved by Councillor Rick Howard THAT Administration amends the Recreation Agreement with the County to better reflect the roles and responsibilities of the committee.

CARRIED UNANIMOUSLY

15.0 Adjournment

The meeting was adjourned by Councillor Rick Howard at 10:00 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials

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Town of Vulcan

Request for Decision (RFD)

Adoption of Minutes Special Council Meeting March 4, 2015

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached are Minutes of the Special Council Meeting of Town Council, held at the Best Western Plus, Lethbridge on Wednesday, March 4, 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 Special Council Meeting, held at the Best Western Plus, Lethbridge on Wednesday, March 4, 2015 be approved as circulated and read by each member of Council.

Initials show support -Reviewed by:

Director:

CAO

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD AT BEST WESTERN PLUS, LETHBRIDGE
ON WEDNESDAY, MARCH 4, 2015
COMMENCING AT 9:30 A.M.**

PRESENT: Mayor	- Tom Grant
Councillor	- John Seaman
Councillor	- Paul Taylor
Councillor	- Rick Howard
Councillor	- Georgia-Lee DeBolt
Councillor	- Sue Dow
Councillor	- Lorna Armstrong
Chief Administrative Officer	- Kim Fath
Finance Manager	- Janice McCallum-Campbell
Development Officer	- Nancy Neufeld
Town Foreman	- Stew Birch
Director of Recreation and Community Services	- Bonnie Ellis

1.0 Call to Order: Mayor Tom Grant called the meeting to order at 9:30 a.m.

2.0 Additions to the Agenda

Motion No.: 15.001-SP

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

3.0 In-Camera

Motion No.: 15.002-SP

Moved by Councillor John Seaman THAT Council move in-camera with department staff present at 9:32 a.m. **CARRIED UNANIMOUSLY**

Department staff exited meeting at 4:15 p.m.

Motion No.: 15.003-SP

Moved by Councillor Lorna Armstrong THAT Council move out-of-camera at 5:25 p.m. **CARRIED UNANIMOUSLY**

4.0 Adjournment

The meeting was adjourned by Councillor Sue Dow at 5:30 p.m. and will re-assemble on March 5, 2015.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Adoption of Minutes Special Council Meeting March 5, 2015

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached are Minutes of the Special Council Meeting of Town Council, held at the Best Western Plus, Lethbridge on Thursday, March 5, 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 Special Council Meeting, held at the Best Western Plus, Lethbridge on Thursday, March 5, 2015 be approved as circulated and read by each member of Council.

Initials show support -Reviewed by:

Director:


CAO

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD AT BEST WESTERN PLUS, LETHBRIDGE
ON WEDNESDAY, MARCH 5, 2015
COMMENCING AT 9:00 A.M.**

PRESENT:	Mayor	- Tom Grant
	Councillor	- John Seaman
	Councillor	- Paul Taylor
	Councillor	- Rick Howard
	Councillor	- Georgia-Lee DeBolt
	Councillor	- Sue Dow
	Councillor	- Lorna Armstrong
	Chief Administrative Officer	- Kim Fath
	ORRSC	- Gavin Scott
	BSEI	- Ray Bouillet
	BSEI	- Joel Hall

1.0 Call to Order: Mayor Tom Grant called the meeting to order at 8:58 a.m.

2.0 Additions to the Agenda

Motion No.: 15.004-SP

Moved by Councillor Sue Dow THAT the agenda governing this meeting be adopted as presented.

CARRIED UNANIMOUSLY

3.0 In-Camera

Motion No.: 15.005-SP

Moved by Councillor Lorna Armstrong THAT Council move in-camera with Gavin Scott, Oldman River Regional Services Commission present at 9:00 a.m.

CARRIED UNANIMOUSLY

Gavin Scott, ORRSC exited and Ray Bouillet and Joel Hall from BSEI entered at 10:30 a.m.

Ray Bouillet and Joel Hall from BSEI exited at 12:30 p.m.

Motion No.: 15.006-SP

Moved by Councillor Rick Howard THAT Council move out-of-camera at 5:21 p.m.
CARRIED UNANIMOUSLY

Motion No.: 15.007-SP

Moved by Councillor Paul Taylor THAT Administration to prepare an action item's list based on priorities identified by Council during this meeting.
CARRIED UNANIMOUSLY

4.0 Adjournment

The meeting was adjourned by Councillor Georgia-Lee DeBolt at 5:30 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending March 9, 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 March 9, 2015 be received for information.

Initials show support -Reviewed by: _____

Director: _____


CAO

Report on Miscellaneous Correspondence 8.1 (2) - March 9, 2015

- A. Alberta Environment and Sustainable Resource Development**
Development of Biodiversity Management Framework for the South Saskatchewan Plan workshops
- B. Alberta International and Intergovernmental Relations**
New West Partnership Trade Agreement (NWPTA) new formal complaint process for public procurements
- C. Alberta Municipal Affairs – Minister Diana McQueen**
Small Communities Fund (SCF) is now accepting applications for projects
- D. Family and Community Support Services**
Get-A-Way Youth Centre 2015 Fund Raiser
- E. Communities in Bloom**
Invitation to participate in a program to showcase, involve and benefit your community
- F. Oldman River Regional Services Commission**
Vulcan County and Municipal District of Willow Creek No. 26 Intermunicipal Development Plan (Draft)



February 23, 2015

Dear Stakeholder:

In 2014, the Alberta government approved the South Saskatchewan Regional Plan to guide future resource management decisions in the region, while considering social and economic impacts of development in southern Alberta. Alberta Environment and Sustainable Resource Development (ESRD) is committed to engaging Albertans, communities, and stakeholders to implement the regional plan and its various elements.

We are developing the Biodiversity Management Framework for the South Saskatchewan plan. To help move forward with communities and stakeholders in this work, we invite your organization to attend one of four stakeholder workshops that will provide an overview of the biodiversity management framework, and specifically seek input and understanding on:

- Indicators selected to represent key aspects of biodiversity in the region;
- The approach to developing thresholds for indicators that will support management; and
- The monitoring and management response approach for the biodiversity management framework.

To help your organization prepare in advance of the workshop, a pre-workshop information package and agenda will be sent out by March 6, 2015. Following the workshops, ESRD will begin drafting the biodiversity management framework, with the intent of bringing that draft to stakeholders for further discussion later this year.

Workshop sessions will be hosted by staff from ESRD and will be held in the following locations and venues:

March 17 (9:00 am-3:00 pm) **Pincher Creek** Community Hall, 287 Canyon Drive, Pincher Creek
March 18 (8:30 am-2:30 pm) **Lethbridge** Lodge Hotel, 320 Scenic Drive, Lethbridge
March 19 (8:30 am-2:30 pm) **Medicine Hat** Legion, 702 - 2nd Street SE, Medicine Hat
March 24 (9:00 am-3:00 pm) **Calgary** Croatian Cultural Centre, 3010-12 Street NE, Calgary

Participation at these sessions is optional and space is limited. Therefore, we request that you identify up to two representatives from your organization and the preferred meeting location. To register, **please RSVP to SSR.BMF@Stantec.com by March 11, 2015**. Should you require additional information on the proposed sessions, please contact Jasmine Janes, Biodiversity Planner at Jasmine.Janes@gov.ab.ca or 780-643-1283.

Sincerely,

Scott Milligan
Executive Director, Land-use Framework Regional Planning Branch
Alberta Environment and Sustainable Resource Development

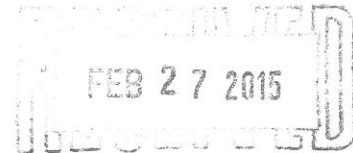


Deputy Minister

13th Floor, Commerce Place
10155 - 102 Street NW
Edmonton, Alberta T5J 4G8
Canada
Telephone 780-415-0900
Fax 780-415-6144
www.international.alberta.ca

February 23, 2015

His Worship Thomas Grant
Mayor
Town of Vulcan
PO Box 360
Vulcan, Alberta
T0L 2B0



Dear Mr. Mayor:

On behalf of the Ministry of International and Intergovernmental Relations (IIR), I am writing to inform you of a new formal complaint process for public procurements which will be introduced into the *New West Partnership Trade Agreement* (NWPTA).

Signed in 2010 by Alberta, British Columbia and Saskatchewan, the NWPTA created a single economic market that now encompasses a combined population of almost nine million people and has a Gross Domestic Product of more than \$651 billion annually. The NWPTA reduced barriers to trade and streamlined government regulations across the three provinces in order to increase competitiveness, economic growth and stability within the region.

A key element of the NWPTA is government procurement. The NWPTA requires municipal organizations to conduct their procurements in an open, transparent and non-discriminatory manner. This helps ensure a fair and level playing field for Alberta suppliers seeking opportunities outside of the province and a competitive market for public sector procurement within Alberta. It is clear that Alberta's municipal organizations take these obligations seriously and are endeavouring to comply with the Agreement.

The three New West Partnership governments have taken another step to reduce interprovincial trade barriers by creating a timely, straightforward and impartial process for resolving complaints related to government procurement. The process will apply to all provincial entities covered by the NWPTA (i.e., ministries, government agencies, Crown corporations, municipalities, publicly funded academic organizations, school boards and health authorities).

.../2

The new procurement complaint process, or "bid protest mechanism", will support the resolution of a supplier's complaint that a specific public procurement was not conducted in a fair, open and transparent manner, as required by the NWPTA. The process deals with complaints about specific procurements in a streamlined and impartial manner. It engages the supplier, the procuring entity and, if necessary, an independent arbiter. The process will result in a definitive decision if there is a supplier's complaint.

The procurement complaint process comes into effect on July 1, 2015. This will provide the time necessary for your organization to become familiar with the mechanism and make any adjustments to your processes wherever warranted. IIR officials will be available to answer any questions you may have.

You may recall that we sent you *Guidelines to the Procurement Obligations of Domestic and International Trade Agreements* a year ago. These guidelines were developed jointly by the three New West Partnership provinces as a tool to assist municipal organizations to align their procurement practices with the obligations of the trade agreements, including the NWPTA. This document continues to be a good resource to help minimize the potential for supplier complaints.

Details on the new NWPTA complaint process, the "bid protest mechanism", can be found at www.newwestpartnershiptrade.ca under the "Dispute Resolution" tab. For further questions regarding this process or the trade agreements in general, please contact Ms. Lorraine Andras, Director of Domestic Trade Policy, IIR. Ms. Andras can be reached at 780-644-1130 or by email at lorraine.andras@gov.ab.ca.

Best regards,



Gitane De Silva
Deputy Minister

cc: Brad Pickering
Deputy Minister, Alberta Municipal Affairs

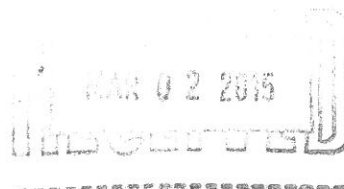


Office of the Minister

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AR77260

February 26, 2015

His Worship Thomas Grant
Mayor
Town of Vulcan
PO Box 360
Vulcan AB T0L 2B0



Dear Mayor Grant,

I am pleased to announce that the federal Small Communities Fund (SCF), which supports small communities with populations under 100,000 in completing locally significant projects that promote economic growth, job creation and productivity, is now accepting applications.

The SCF will provide \$94 million from the Government of Canada to municipalities in Alberta over the life of the program, which will be matched by the Government of Alberta. Municipalities will be required to provide matching funds for projects. Further details on the program, including guidelines and application forms, are now available on the Municipal Affairs website at www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm.

Based on the limited amount of funding available, there will be a single call for applications for the full amount of funding available under the SCF. Projects will be evaluated based on established ranking criteria, which are available on the website. Project applications must be submitted to Municipal Affairs by April 2, 2015.

I appreciate the support of the Government of Canada for Alberta's municipalities, and I look forward to partnering with Canada and your municipality to encourage strong, healthy, and vibrant communities.

Sincerely,

Diana McQueen
Minister

cc: Ian Donovan, MLA, Little Bow
Kim Fath, Chief Administrative Officer, Town of Vulcan

March 3, 2015

The Get-A-Way Youth Centre is proud to announce our first major fundraiser of 2015!!

We are once again offering a variety of bedding plants, rose bushes, and hanging baskets to brighten up your spring and summer days! Attached to this letter is an order form for your convenience. Please feel free to make more copies if needed!

We rely heavily on donations and fundraisers to maintain activities and canteen items that the youth of our County have access to when they attend the Youth Centre. This is an awesome fundraiser for the Youth Centre that we are very excited about as it not only allows us to continue on with what we are doing for our youth, but to also give back to our community.

For more information or for more order forms, please contact the Vulcan FCSS at 403.485.2192. Order forms are also available at the Youth Centre during hours it is open. PLEASE have these returned to the FCSS Office BY March 19 at 3:00pm. No late orders will be accepted. Please make cheques payable to the Get-A-Way Youth Centre. Pick up for the plants will be on May 12 at the Vulcan FCSS Office between 9 am and 3 pm. You will receive a reminder phone call about your order the week before. Thank you for your continued support of a local program and the youth of our County!

Sincerely,

Roxanne Lambert

Youth and Community Coordinator

Get-A-Way Youth Centre 2015 Fundraiser

No orders will be accepted after March 19 at 3:00pm

Sold To: _____

Phone #: _____

Sold By: _____

Order Amount: \$ _____

Cash: _____

Cheque: _____

Dracaena (Spikes) \$6.00 ea.

#of pots

Geranium-4 inch pot \$5.50 ea.

#of pots

_____ Zonal Geranium-Pink
 _____ Zonal Geranium-Red
 _____ Zonal Geranium-Salmon
 _____ Zonal Geranium-Violet
 _____ Zonal Geranium-White

Geranium-6 inch pot \$8.60 ea.

#of pots

_____ Zonal Geranium-Tangerine
 _____ Zonal Geranium-Pink
 _____ Zonal Geranium-Red
 _____ Zonal Geranium-Violet

Begonia-6 inch pot \$10.00 ea.

#of pots

_____ Non Stop Deep Rose
 _____ Non Stop Orange
 _____ Non Stop Red
 _____ Non Stop Yellow

**10 inch Strawberry Hanging
 Basket \$22.00**

of baskets

10 inch Flowering Hanging Basket

of baskets \$24.00 ea.

_____ Sun
 _____ Shade

Please see next page....

Martha Washingtons-6 inch pot \$10.00 ea

#of pots

_____ Assorted Colours

12 inch Supertunia Hanging Basket

of pots \$26.00 ea.

_____ Assorted Colours

Tomato 300 (2.8 litre) pot

of pots \$8.50 ea.

_____ Bush Beef Steak 62 day, 8 oz. (227g)

_____ Early Girl Bush 63d, 6.5-7.5 oz. (184-213g)

_____ Patio 70 day, 4 oz. (113g)

_____ Bush Champion 65 day, 9-12 oz. (255-340g)

_____ Celebrity 72 day, 8oz. (226g)

_____ Tumbling Tom Red 75 day 1 oz. (28g)

15 inch Herb Planter

of pots \$31.00 ea.

_____ Mixed

12 inch Mixed Hanging Baskets

of baskets \$26.00 ea.

_____ Sun

_____ Shade

Roses-1000 (8.83 litre) pot \$34.00 ea.

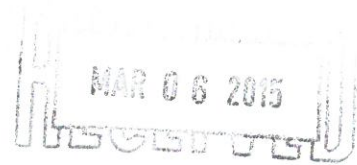
These will be in full bloom, or close to full bloom, full rose bushes

Of pots

_____ Mixed Varieties

8-1-E

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries

Social benefits

- Increased civic pride and community involvement
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with provincial, national and international communities
- Improved quality of life

Environmental stewardship through the enhancement of green spaces

- Mitigation of heat islands
- Reducing soil erosion
- Improving air quality
- Responsible use of water

Please find enclosed registration information for the participation of your community

Communities in Bloom is made possible by the support of sponsors and partners

Alberta Recreation & Parks Association

National Sponsors

Scotts ♦ Home Hardware ♦ CN

National Capital Commission

Beauti-Tone ♦ Ball Horticultural Company ♦ Natura

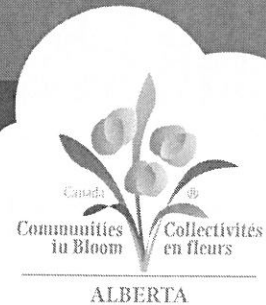
Miracle-Gro ♦ Scotts EcoSense ♦ RoundUp ♦ Turf Builder

Municipal World ♦ Nutrients for Life ♦ Teck

Canadian Nursery Landscape Association ♦ VIA Rail Canada

Communities in Bloom

2015 Registration Form



Communities in Bloom Alberta is now accepting registrations for the 2015 Provincial program. Please submit the application form before March 31, 2015.

Communities may participate in one of two categories:

Competitive:

- Communities are grouped according to population size and evaluated by trained volunteer judges using a standard evaluation form.
- The winning community in each population category is determined by the highest score.

Friends (Non-Competitive):

- The Friends category is a way for communities to participate without the pressure of competition. Communities are not grouped according to population size and no winner is declared in the Friends category.
- Communities can choose to participate with or without an evaluation.
- Communities who choose to participate without an evaluation are required to be evaluated at least once every three years.

Please visit our website at www.cib.arpaonline.ca for more information about participation categories.

The benefits of participating in the program are:

- Being part of a provincial and national program,
- Receiving information and evaluation feedback to improve your community,
- Opportunities to improve your community's quality of life,
- Increase in civic pride and community involvement, and
- Receiving an invitation to attend the provincial and national award ceremonies.

Communities should be prepared for evaluations to take place between mid-July and mid-August.

Communities being evaluated must provide lodging for one night for two judges (billeting is acceptable).



Communities in Bloom Alberta
c/o Alberta Recreation and Parks Association
11759 Groat Road, Edmonton, AB, T5M 3K6

Ph: 587-520-6287
Fax: 780-451-7915
ksnethun@arpaonline.ca

www.cib.arpaonline.ca

2015 Registration Form

Deadline is March 31, 2015

Municipality (please print):

Mayor:

Population:

Primary CiB Contact:

Position/Title:

Address:

Province:

Postal Code:

Phone Number:

Fax:

Email:

Alternate CiB Contact:

Position/Title:

Address:

Province:

Postal Code:

Phone Number:

Fax:

Email:

Please indicate how your community will participate:

- ☐ Competitive (by assigned population category)
- ☐ Non-Competitive
 - ☐ Friends (evaluated)
 - ☐ Friends (non-evaluated)

Registration Fee:

Registration fees are due with the registration form. Fees are based on population categories:

- ☐ pop. 1- 5,000 (\$225.00)
- ☐ pop. 5,001 – 20,000 (\$400.00)
- ☐ pop. 20,001 – 50,000 (\$450.00)
- ☐ pop. 50,000 + (\$500.00)

Please make cheques payable to: ARPA, 11759 Groat Road, Edmonton, Alberta, T5M 3K6

***Please note:** As part of the CiB Alberta program, we will be sending you relevant program information throughout the year via email from news@arpaonline.ca. You may unsubscribe at any time.



Communities in Bloom Alberta
c/o Alberta Recreation and Parks Association
11759 Groat Road, Edmonton, AB, T5M 3K6

Ph: 587-520-6287
Fax: 780-451-7915
ksnethun@arpaonline.ca

www.cib.arpaonline.ca

8.1.F



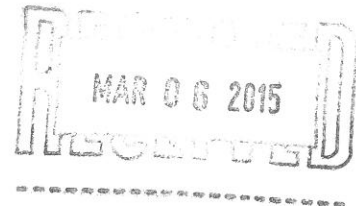
3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-877-329-1387
Fax: (403) 327-6847
E-mail: admin@orrrsc.com
Website: www.orrrsc.com

March 4, 2015

File: 50F-2

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



**RE: Vulcan County and the Municipal District of Willow Creek No. 26
Intermunicipal Development Plan (Draft)**

The Council of Vulcan County and the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby give notice of their intention to consider adopting an Intermunicipal Development Plan (IDP). The IDP is intended to foster ongoing cooperation and coordination between the two municipalities and establish a framework for subdivision and development application referral requirements within the agreed-to planning area. It also provides a means to address conflict resolution between the two municipalities, and provide a forum for discussing planning matters of joint planning interest within the planning area. **The complete draft IMDP document can be downloaded for viewing at www.orrrsc.com listed under Current Projects on the main page.**

As per the Municipal Government Act, Vulcan County and the Municipal District of Willow Creek No. 26 are required to hold public hearings prior to consideration of second readings of the proposed bylaws. The public hearings are scheduled to be held:

<p>Vulcan County 10:30 a.m. – April 1, 2015 Vulcan County Council Chambers 102 Centre Street, Vulcan, AB Box 180, Vulcan, AB T0L 2B0</p>	<p>MD of Willow Creek No. 26 11:00 a.m. – April 8, 2015 MD of Willow Creek No. 26 Council Chambers 273129 Highway 520 West Box 550, Claresholm, AB T0L 0T0</p>
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Any written comments that you may wish to make with respect to the draft Intermunicipal Development Plan may be forwarded to Vulcan County prior to March 26, 2015 and to the Municipal District of Willow Creek prior to April 2, 2015 and those comments will be presented at the public hearings.

If you have any concerns or questions regarding the draft Intermunicipal Development Plan, please contact Cam Klassen or Diane Horvath at 403-329-1344 (or toll free at 1-877-329-1387) or by e-mail at camklassen@orrrsc.com or dianehorvath@orrrsc.com.

Diane Horvath
Planner

cc Cynthia Vizzutti, Municipal District of Willow Creek CAO
Leo Ludwig, Vulcan County CAO

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **March 9, 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.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

- Oldman River Regional Services Commission – Executive Committee Meeting – Agenda – Minutes – November 13, 2014
- Vulcan and District Chamber of Commerce – Agenda – Minutes – February 2, 2015
- Town of Vulcan Library Board – Agenda – Minutes – February 17, 2015
- Twin Valley Regional Water Commission – Agenda – Minutes – February 24, 2015

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the March 9, 2015 Town Council Meeting be received for information.

- Oldman River Regional Services Commission – Executive Committee Meeting – Agenda – Minutes – November 13, 2014
- Vulcan and District Chamber of Commerce – Agenda – Minutes – February 2, 2015
- Town of Vulcan Library Board - Agenda – Minutes – February 17, 2015
- Twin Valley Regional Water Commission – Agenda – Minutes – February 24, 2015

Initials show support -Reviewed by:

Director:

CAO



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 7 (2014)

EXECUTIVE COMMITTEE MEETING

Thursday, November 13, 2014 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Henry Van Hierden - *Vice-Chair*
Anne Marie Philipsen (absent)
Don Anderberg

Jim Bester
Dave Edmonds
Bill Martens

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – November 13, 2014
 2. **Approval of Minutes** – October 9, 2014.....(attachment)
 3. **Business Arising from the Minutes**
 - (a) Response to Questions from Last Meeting
 4. **New Business**
 - (a) Proposed 2015 Budget.....(attachment)
 - (b) Accounting/Audit Services.....(attachment)
 - (c) Fee For Service 2014 Update (handout)
 - (d) Office Lease Request – SouthGrow.....(attachment)
 - (e) Staffing (handout)
 5. **Accounts**
 - (a) Office Accounts – September 2014.....(attachment)
 - (b) Financial Statements – January 1 - September 30, 2014.....(attachment)
 6. **Director's Report**
 7. **Executive Report**
 8. **Adjournment**
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Bill Martens

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Dave Edmonds

THAT the Executive Committee approve the minutes of October 9, 2014, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Response to Questions from Last Meeting

- If grant money is not spent in one year, do we set up a reserve fund for the following year to draw out funds for expenses? – It is set up in the Income Statement under “Grant Revenue”.
- Where does the Deferred Income come from? – Revenue billed in the previous year.
- Why doesn't the Accrued Vacation Leave change from month to month and what is the current total? – The Bookkeeper can't change the number on the balance sheet as it is updated at year end by the auditors. However, she can calculate the current total by summarizing timesheet figures (\$133,000 as of September 30, 2014). This is a mix of overtime and vacation.

Moved by: Jim Bester

THAT the financial figures that are presented to the Executive Committee are actual and true up-to-period figures;

AND THAT a policy be made that financial statements show actual period ending dollars.

CARRIED

4. NEW BUSINESS

(a) Proposed 2015 Budget

- Revisions discussed at the last Executive Committee meeting have been incorporated into the Proposed 2014 Budget. Highlights include:

REVENUE:

- Membership Fees – \$875,000 (.01 mil increase)
- GIS Member Fees – \$484,585 (5% increase)
- Fee for Service (member) – \$300,000 (plans, appeal secretary and development officer services, etc.)
- Subdivision Approval Fees – \$310,000 (\$10,000 increase)
- Total Revenue – \$1,984,585

EXPENSES:

- Permanent Employees – \$1,380,000 (includes 2.5% salary adjustment)
- Temporary Employees – \$40,000 (subdivision technician training and Rural IMPD Project)
- Transfer to Operating Reserve – \$25,000 (new)
- Transfer to Capital Reserve – \$25,000 (new)
- Net Income – \$18,785
- The Committee also requested that two new revenue line items (Operating Reserve and Capital Reserve) be established to ensure funds are collected for this purpose.

Moved by: Henry Van Hierden

THAT the Proposed 2014 Budget be amended by reducing Membership Fees by \$50,000 and establishing two new revenue items: Operating Reserve (\$25,000) and Capital Reserve (\$25,000);

AND THAT the Executive Committee approve the Proposed 2014 Budget as amended, and refer it to the Board of Directors for ratification at their meeting on December 4, 2014.

CARRIED

(b) Accounting/Audit Services

- KPMG submitted a proposal to provide audit and business advisory services to ORRSC for the next three years as follows:

2014 – \$8,935 + GST

2015 & 2016 – same fee adjusted only for changes to the Consumer Price Index, assuming no significant change to the scope of the Commission's activities

Moved by: Don Anderberg

THAT ORRSC extend the accounting/audit services contract with KPMG LLP for three years, (2014 - 2016), as quoted.

CARRIED

(c) Fee For Service 2014 Update

- The Director is checking with planners to see which projects can be invoiced before the end of the year.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service 2014 Update, as information.

CARRIED

(d) Office Lease Request – SouthGrow

- ORRSC has been approached by the manager of SouthGrow regarding the lease of office space for one person. SouthGrow is a non-profit economic development agency that works with some of our member municipalities. The Director proposes we offer the use of approximately 96 sq. ft. of office space including desk and occasional use of our small boardroom for \$530/month.

Moved by: Bill Martens

THAT the Executive Committee authorize the Director to offer SouthGrow a lease for office space including desk and use of our small boardroom for \$530/month. **CARRIED**

(e) Staffing

- ORRSC currently has 17 employees (4 Administration, 8 Planning, 5 GIS). A chart showing planners areas of responsibility was viewed as well as salary range comparisons for similar positions in several Alberta municipalities.

5. ACCOUNTS

(a) Office Accounts – September 2014

5150	Staff Mileage	B. Brunner	\$ 87.50
5150	Staff Mileage	M. Burla	344.00
5151	Vehicle Gas & Maintenance	Imperial Oil	204.94
5170	Staff Conference & Area	AR Mountain Getaway	295.24
	S. Croil & R. Dyck - "APPI Conference" - Oct 5-7/14 - Condo Rental		
5285	Building Maintenance	Costco	15.98
5520	Meetings	Costco	29.38
5310	Telephone	Telus	522.08
5580	Equipment & Furniture Rental	Telus	152.25
5310	Telephone	Bell Mobility	625.20
5330	Dues & Subscriptions	Macleod Gazette	40.00
5440	Land Titles Office	Minister of Finance	382.00
5470	Computer Software	Pacific Alliance Technologies	1,500.00
5500	Subdivision Notification	Lethbridge Herald	156.00
5531	GIS Grant	Blackbridge Networks	402.75
5536	Rural IMDP Grant	Perry A. Stein Consulting	1,191.38
5536	Rural IMDP Grant	Perry A. Stein Consulting	1,209.98
5570	Equipment Repairs & Maintenance	Xerox Canada	873.99
5580	Equipment & Furniture Rental	Xerox Canada	838.74
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
1160	GST Receivable	GST Receivable	406.52
TOTAL			<u>\$9,575.06</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of September 2014 (\$9,575.06), as presented. **CARRIED**

(b) Financial Statements – January 1 - September 30, 2014

Moved by: Bill Martens

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - September 30, 2014, as presented. **CARRIED**

6. **DIRECTOR'S REPORT**

- The Director gave a verbal report on his activities since the last Executive Committee meeting.

7. **EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

8. **ADJOURNMENT**

Moved by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until Thursday, **January 15, 2015** at 7:00 p.m. **CARRIED**

/bj

CHAIR: _____

North Watkinson

VULCAN AND DISTRICT CHAMBER OF COMMERCE
6:30 PM, MONDAY, FEBRUARY 2, 2015
VULCAN LEGION HALL

AGENDA

- 6:30 pm – 1. Call to order
- 6:35 pm – 2. Additions to Agenda – Adoption
- 6:40 pm – 3. Adoption of Minutes
- 6:45 pm – 4. Treasurer's Report
- 6:50 pm – 5. Membership Report
- 6:55 pm – 6. Tourism Report
- 7:00 pm – 7. Old business – website
 - bylaws
- 7:15 pm – 8. New business
- 7:30 pm – Next meeting – Monday, March 2, 2015
- 7:35 pm - Adjournment

ACC AGM is May 21 to 23 in Medicine Hat

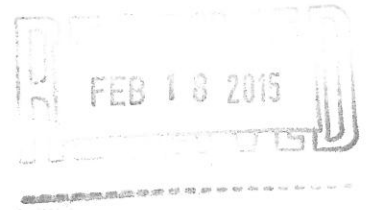
Vulcan and District Chamber of Commerce

Feb 2nd, 2015 General Meeting Minutes

Vulcan Lodge Hall

1. Call to Order: 18:34 by Lyle Magnuson
2. Additions to Agenda:
 - a. Discussion of Sandwich-board signs on sidewalks/abutments
 - b. Presentation by Justin and Sherry of ATB
 - c. Questionnaire and survey by Wendy from FCSS
3. Motion to pass agenda as amended by Karen Currie
4. ATB presentation on special offer of Merchant terminal and credit facilities to Chamber members.
5. Treasurer's report: Danyel Fath. Motion to accept by Charntelle Koch
6. Membership report: Sarah Vaudry. Correction to previous minutes changing active membership roll from 97 to 66. Motion to accept by Tony Scott
7. Tourism Report: Devan Daniels. Confirming celebrity guest for Vul-Con 2015. Motion to accept by Sandra Fulton.
8. Website and Marketing report: Lyle Magnuson and Charntelle Koch. Creating temporary placeholder website while an attempt is made to access and assume control of the old website. Request is made for submission of company bios to website.
9. Bylaws: Karen Currie. Bylaws currently being drafted. Vote on new bylaws to take place at March special meeting.
10. New Business: Pat Wisener brought forth the possibility of uniform sandwich-board signs to show downtown Vulcan establishments as being "open for business". Deferred to chamber membership for further discussion and also to investigate possible town by-law infractions this would cause.
11. Next meeting: March 2nd, Vulcan Lodge Hall.
12. Adjourned 19:37 by Tammi Chase.

AGENDA
TOWN OF VULCAN LIBRARY BOARD
February 17, 2015



Call to Order- 7 pm

Present:

Harvey Bergen___, Jen Forhmzway___, Maureen Howard___, Wendy Ramer___,
Vicki Hutton___, Paul Taylor___, Kim Armstrong___, Barb McKay___, Liz
Hammond___, Ruth-Anne Klassen___.

1. Approval of Agenda
2. Approval of Minutes
3. Treasurer's Report
4. Library Mgr.'s Report
5. Reports
 - Committee
 - Public Relations
 - Little Free Library boxes from the school
 - Afghan raffle
 - Geneaology workshop
 - FCSS partnership
 - Human Relations
 - replacement of Librarian.
 - Chinook Arch
 - Other
 - Grants
 - Library Expansion
 - Sources of funds
 - Funds required
 - Rainbow Literacy – Vicki
6. Correspondence
7. Business Arising from the Minutes
 - Visit to Hutterites
 - Rec movie night
8. New Business
 - READ Award
 - Minister's Award for Excellence
 - Annual Report

8. Policies and bylaws
 - Bylaw rewrite – 1st, 2nd and 3rd reading
 - Plan of Service
 - *Objective
 - *Needs Assessment
9. Next Meeting

Adjournment

Town of Vulcan Library Board
Board of Trustees Meeting
Minutes for February 17, 2015

Call to Order: 6:57pm

Present: Kim Armstrong, Harvey Bergen, Jen Forhmzway, Elizabeth Hammond,
Maureen Howard, Ruth Anne Klassen, Barb McKay, Wendy Ramer, 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. Everything is slowed down this time of year.
- Waiting for cheque from Town and once received Harvey, Maureen or Wendy will be able to go to the bank and see about the two new GIC's.
- Maureen is in the process of getting the books ready to go in for the review.

4. Library Manager's Report.

- Due to manager resigning there is no official report this meeting.
- Jen and Harvey put together a schedule for Dorothy and Jen to take over the responsibilities of the library Manager. Until a new manager is found Dorothy has agreed to take on the main role of Librarian. She does not, however, want this role long term. Jen will attend all meetings to represent as librarian for the time being.
- The library is in need of a new printer. Liz has offered a laser printer and will bring it in to see if it can work for what the library needs.
- Jen has requested temporary leave from her board position while she is in a paid position helping out at the library. Paul made a motion to accept her request. Maureen seconded that motion and all were in favour.

5. Committee Reports.

Public Relations – Little Free Library: the prototype box will hopefully be finished by the end of this next week.

- Afghan Raffle: has been put on hold temporarily.
- Genealogy workshop: there are currently 17 people signed up. Half have already paid the fee. Jen is expecting to have quite a few late sign ups. The caterer has been booked and both

genealogy presenters are very excited for this event. The food and facility costs have been completely covered for us and we already have enough people signed up to cover a \$100.00 honorarium to each genealogy presenter.

- FCSS partnership: Jen is keeping close tabs and trying to partner with FCSS on any possible opportunities that come up. If we are going to be neighbours we need to have a good friendship.
- County Library Board: looks like they will be giving us approximately \$13,000.00.

Human Relations – Harvey and Vicki will be taking care of the interviews for the new Library Manager. They will follow along with the job description in the Board book.

- We will be putting a two week job posting in the paper with a competition closure of March 17th, 2015. Someone will contact CARLS and Marigold Library to see if they have a special job posting site we can advertise with.
- Paul made a motion to pay for a two week ad in the paper. Jen seconded the motion and all were in favour.

Chinook Arch – Next meeting is held in April.

Grants – Paul has talked to the financial institutions.

Library Expansion – Will discuss next meeting.

Rainbow Literacy – Will discuss next meeting as Vicki is absent.

6. Correspondence.

- No correspondence.

7. Business Arising from the Minutes.

Visit to the Hutterite Colonies – Harvey has been away and unable to make visits at this time.

Rec Movie Night – Will discuss next meeting.

8. New Business.

READ Award and Ministers Award – Was covered in the previous meeting.

Annual Report – Cheryl finished the annual report and it just has to be submitted. The annual report was approved for forwarding.

Lethbridge Convention – Held March 19th. Jen, Liz, and Barb will be attending.

9. Policies and Bylaws.

Rewrite – Still working on the rewrite.

Plan of Service – Harvey and Maureen will go and individually talk to businessmen. Maureen has had some people tell her they would be happy to do the survey by e-mail. Kim will take Harvey and Maureen's plan of service questions and make an online survey that people will be able to take. We will possibly advertise the survey on the Facebook sight as well.

10. Pay Raises.

The assigned raises to the following workers were made.

Dorothy up to \$15.00/hour.

Cheryl up to a 3% increase.

Paul made a motion to accept these raises. Barb seconded the motion and all were in favour.

11. Next Meeting.

Date to be determined at a later date.

Adjournment. Meeting was adjourned at 7:40 p.m. Motion to adjourn was moved by Wendy. All were in favour.

Chair

Secretary

Date

Date



Agenda
February 24, 2015
9:00am
Water Treatment Plant
Vulcan

1. Call to order
2. Adoption of Agenda
3. Adoption of Minutes
4. Additions to Agenda
5. Reports
 - a. Chairperson
 - b. Operations Report
 - c. Financial
 - d. Manager's Report
6. New Business
 - a. Debenture repayment plan
 - b. Business plan
 - c. Town contract
 - d. Middleton dispute
 - e.
7. in camera
8. Motions
9. Next Meeting Date: **March 17, 2015**, 9:00am, water plant
10. Adjournment



Meeting Minutes
February 24, 2015

In Attendance: John Seaman
Derrick Annable
Georgia Lee DeBolt
Cecil Sabourin
Aaron Matlock
Harold Lewis

Absent: Kym Nicholls
Jamie Smith
Murray McLean

1. Meeting called to order by John Seaman at 9:05am
2. Additions to agenda. Kim Fath, Vulcan CAO present as delegate.
3. Adoption of agenda by Derrick Annable. Motion carried.
4. Adoption of minutes from previous meeting by Aaron Matlock. Motion carried.
5. Reports:
 - a. Chairperson – NIL
 - b. Operations – NIL
 - c. Financials – as circulated
 - d. Manager's – coding invoices, gathering info regarding contract operations pricing, met with Chairperson for cheque signing.
 - e. Georgia Lee DeBolt moved all reports be adopted as given. Motion carried.
6. New Business
 - a. Debenture Repayment Plan: after lengthy discussion with auditor Ian Woodman, it was moved by Aaron Matlock that the board accept the full payment plan with County participating in debenture repayment. Motion carried.
 - b. Business Plan: NIL
 - c. Town Contract: regarding the operations contract between the Twin Valley commission and the town, it was requested by the board that the town be asked firstly, if the contract price is negotiable, and secondly if the contract term could be for a one year term instead of three.
 - d. Middleton Dispute: it was moved by Derrick Annable to cease any future discussion on this matter by the board. Motion carried.
 - e. Delegation: Kim Fath was present to discuss the viability of the Town of Vulcan tapping in to the commission's water line that is within the Town boundaries. Kim Fath is to

present the board with a MOU (Memo of Understanding). Manager to talk to Environment re: the legalities of the town tapping into the water line.

7. In Camera: NIL
8. New Motions: NIL
9. Next meeting March 17, 2015 at the Water Plant at 9:00am
10. Meeting Adjourned

Town of Vulcan

Request for Decision (RFD)

Encroachment Agreement 220 – 2 Street South

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Nancy Neufeld

BACKGROUND / PROPOSAL:

A request to permit encroachments onto Town property (URW), located on the property of 220 – 2 Street South 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:

220 – 2 Street South
Lots 10 and the East half of Lot 11
Blk 5
Plan 7000AG

As shown on a Real Property Report, dated November 24, 2014, prepared by Martin Geomatic Consultants Ltd.

Initials show support -Reviewed by:

Director:



CAO

This Agreement made this 18 day of FEBRUARY, 2015.

BETWEEN:

TOWN OF VULCAN

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

RUTH L. FOWNES

Of P.O. Box 295, 220 – 2nd Street South
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 7000AG
Block 5
Lot 10 and the East Half of Lot 11
(the "Dominant Tenement")
2. The Grantor controls and administers the municipal laneway as identified in the Real Property Report attached as Schedule "A". (which laneway shall be called the "Servient Tenement").
3. The dwelling structure or other buildings of the Dominant Tenement encroach 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 structure 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 building.
 - b. The non-conformity may not be transferred to any other portion of the building; and
 - c. If the non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building 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 buildings and its use and enjoyment by the Grantee.
6. The Grantee covenants and agrees that should the encroaching building either be removed or destroyed, the Grantee agrees that the encroaching building will not be reconstructed or repaired to the extent that it will cause the encroachment to continue. Further, once the said encroaching building 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

Ruth L. Fownes
RUTH L. FOWNES

Grantor:
TOWN OF VULCAN

Per: _____

Per: _____

DOWER ACT

I, Ruth L. Fownes, 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,~~ ^{City of Calgary})
in the Province of Alberta, this 18 day of)
FEBRUARY, 2015.)

A NOTARY PUBLIC in and for the Province of
Alberta

SAJAN J. ALEXANDER
Barrister, Solicitor & Notary Public
Unit 206, 7 Westwinds Cres. N.E.
Calgary, AB T3J 5H2
Ph: 403-590-9090 Fax: 403-590-6464

Ruth L. Fownes.
RUTH L. FOWNES

AFFIDAVIT OF EXECUTION

I, SAJAN J. ALEXANDER ^{City of Calgary} of the ~~Town of Vulcan~~ in the Province of Alberta make oath and say:

1. I was personally present and did see **RUTH L. FOWNES** 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 ^{City of Calgary} ~~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 ^{City of Calgary} ~~Town of Vulcan~~,)
in the Province of Alberta, this 18 day of)
February, 2015.)

Sidhu
A NOTARY PUBLIC in and for the Province of Alberta

JAGJIT K. SIDHU
A Commissioner for Oaths in and
for the Province of Alberta
My Commission Expires: October 8, 2016

Witness *Sajan J. Alexander*

SAJAN J. ALEXANDER
Barrister, Solicitor & Notary Public
Unit 206, 7 Westwinds Cres. N.E.
Calgary, AB T3J 5H2
Ph: 403-590-9090 Fax: 403-590-6616

Alberta Land Surveyor's Real Property Report

CERTIFICATION

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of the date of this Report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D Section 7.6 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements, and rights-of-way, affecting the extent of the title to the property;
2. The Improvements are entirely within the boundaries of the Property, with the exception of Encroachment #1 - Garage Eaves encroach into municipal property (Lane) as shown on page 2 of 3
3. No visible encroachments exist on the property from any improvements situated on an adjoining property, unless otherwise shown.
4. No visible encroachments exist on registered easements or rights of way affecting the extent of property, unless otherwise shown.


PURPOSE

This Report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a submittal to the municipality for a compliance certificate. Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable registered easements, utility rights of way, and other legal interests affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report.

The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user.

The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated at Lethbridge, Alberta
this 24th day of November, 2014


Bruce A. Barnett, A.L.S.
(copyright reserved)

This document is not valid unless it bears an original signature (in blue ink) and a Martin Geomatic Consultants Ltd. permit stamp (in red ink).



MARTIN GEOMATIC CONSULTANTS LTD.

ALBERTA LAND SURVEYORS
255 - 31st Street North
Lethbridge, Alberta

Phone: 329-0050 Fax: 329-6594
E-mail: geomart@mgl.ca

Page 3 of 3

File No. 145595RPR

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

DESCRIPTION OF PROPERTY

Lots 10 and the East half of Lot 11
Block 5
Plan 7000 AG
C. of T. 931 048 666

MUNICIPAL ADDRESS

220 - 2nd Street South
Vulcan, Alberta

Date of Survey: November 3rd, 2014

Date of Title Search: October 31st, 2014

MARTIN GEOMATIC CONSULTANTS LTD.

ALBERTA LAND SURVEYORS
255 - 31st Street North
Lethbridge, Alberta

Phone: 329-0050 Fax: 329-6594
E-mail: geomart@mgl.ca

Page 1 of 3

File No. 145595RPR

SCHEDULE "A"

Town of Vulcan

Request for Decision (RFD)

Foothills Country Visitors Guide 2015 Advertising

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Vulcan Advocate is asking if the Town of Vulcan would like to place an ad in the 2015 Foothills Country Visitors Guide.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In the past editions the Town of Vulcan has placed a full page ad.

COSTS / SOURCE OF FUNDING (if applicable):

The cost of the ad is \$995.00 plus GST.

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council instruct Administration to run a full page ad for \$995.00 plus GST in the 2015 Foothills Country Visitors Guide.

Initials show support -Reviewed by: _____

Director: _____


CAO

Town of Vulcan

Request for Decision (RFD)

Management Reports

Meeting: Regular Council
Meeting Date: **March 9, 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) Fire Chief – Aaron Grant

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT this Council receives for information the management reports for the period ending March 9, 2015.

Initials show support -Reviewed by:

Director:

CAO



ADMINISTRATOR'S REPORT

TO: TOWN COUNCIL

FROM: Kim Fath, CAO

DATE: March 6th, 2015

Council Tours of Facilities

I had the opportunity to take each member of council, along with the public works foreman on a tour of the Town facilities. This was an excellent exercise and a provided a valuable introduction to the council planning session.

VBDS Funding Agreement

The current VBDS funding agreement is in place until 2016. The position of Grant Writer will be covered with a memorandum of understanding between the Town, County and VBDS until the agreement is rewritten next year. I have worked with the County administration to get this document prepared.

401 Elizabeth Street

An offer has been made on this property. The conditions are to be lifted Friday March 6th. When the conditions are met this will be a confirmed sale.

Airport Signing Authority

I have worked with the airport committee to get the signing authority for the committee changed. This was completed February 11th. The new signing authority persons are Myself, Norm Kristjansson, and Rod Ruark.

ADMINISTRATOR'S REPORT

Home and Garden Show

The Calgary Home and Garden show was attended by the majority of council, staff members and a few members of the community. There was good traffic through the booth and many condolences on the passing of Mr. Nimoy.

Solar Park

Kyle Greene has updated the staff on the progress with the solar park. There has been a significant delay to the design by the college. Kyle has indicated that as soon as the design is ready that the committee will be brought up to speed with the schedule and planning.

Council Planning Session

Organized the Council planning Session on March 4th and 5th in Lethbridge. This 2 day meeting met council with staff, planners, and engineers to discuss upcoming projects for the Town. I feel that this meeting was a success and gave a clear indication of the goals of council. This has provided the staff with many ideas to move these projects forward.

Meetings of Interest

CAC – Alberta Environment Certification Advisory Committee - February 5th.
County – Recreation Funding – February 12th.
Land Use Bylaw Open House – February 25th.
Home and Garden Show – March 1st.
Council Planning Session – March 4-5th.

MANAGEMENT ACTIVITIES REPORT

Attached is the management activities report for the period of January, 12th to February, 23rd 2015.



Kim Fath

Chief Administrative Officer

Management Activity Report

#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
1	Star Trek Wedding Request	RC	12-Jan-15	15.005	Create a Certificate of Recognition for the star trek themed wedding taking place January 17th	KF	16-Jan-15
2	Patrol Division Facebook page	RC	12-Jan-15	15.006	Peace officer approved to create Patrol Division facebook page and link to existing own website	LH	29-Jan-15
3	Kinsmen "Man Van" parking request	RC	12-Jan-15	15.007	Send letter to Kinsmen that their request has been approved	KF/KR	13-Jan-15
4	Council Planning Session	RC	12-Jan-15	15.008	Start organizing planning session. Bring back to council for approval	KF/KR	26-Jan-15
5	Vulcan Library Framed Bylaw	RC	26-Jan-15	15.017	Send thank you letter to Library for framed copy of original bylaw	KR/KF	29-Jan-15
6	VulCon 2015 - Vulcan Tourism	RC	26-Jan-15	15.018	Send letter to Recreation Director approving her recommendation	KR/KF	29-Jan-15
7	Request to host 2016/2017 SASG	RC	26-Jan-15	15.022	Send letter to Recreation Director that no action be taken 2016-2016 but a bid be put together for 2018-2019	KR/KF	29-Jan-15
8	Volunteer Appreciation Week 2015	RC	26-Jan-15	15.024	Send letter to Recreation director approving letter of support	KR/KF	29-Jan-15
9	Temporary Signage Alberta Treasury Branch	RC	26-Jan-15	15.025	Send letter to Development Officer approving Option 1 & extension of placement of sign	KR/KF	27-Jan-15
10	Land Use Bylaw Open House	RC	26-Jan-15	15.026	Organize Open House for February 25th	KF/NN	30-Jan-15
11	Policy for Recurring letters of support	RC	26-Jan-15		CAO to develop policy for recurring events that require letter of support	KF	2-Feb-15
12	Alberta's Promise	RC	26-Jan-15	15.027	Send letter asking to partner with Alberta's Promise	KR/KF	29-Jan-15
BY: KF/Kim Fath NN/Nancy Nuefeld SB/Stew Birch BE/Bonnie Ellis JMcC/ Janice McCallum/Campbell KR/Karen Rose LH/Loreli Hornby							
#	Subject	Meeting	Date	Motion No.	Action	By	Completion Date
13	Spock Days 2015 - Use of Arena Request	RC	9-Feb-15	15.033	Send letter to Recreation Director approving recommendation to allow use of arena for cabaret.	KR/KF	13-Feb-15
14	Vulcan & District Recreation Board Committee Appointment	RC	23-Feb-15	15.053	Send letter to Recreation Director approving recommendation to appoint Taylor Anderson for 2 year term	KR/KF	26-Feb-15
15	Vulcan Brand Innovation Team Mail Out Request	RC	23-Feb-15	15.054	Send resolution to VBIT approving one mail out and report back to council after with findings	KR/KF	24-Feb-15
16	Vulcan Library Board Representative Request	RC	23-Feb-15	15.055	Send letter to Library approving recommendation to reappoint Vicki Hutton for a two year term	KR/KF	26-Feb-15
17	Public Works - Mower Purchase	RC	23-Feb-15	15.056	Send copy of letter to Vicki Hutton and Chinook Arch	KR/KF	26-Feb-15
18	401 Elizabeth Street	RC	23-Feb-15	15.059	Send approval to purchase Deck Mower to Public Works Foreman	KR/KF	26-Feb-15
19	Policy F-44 Remuneration	RC	23-Feb-15	15.061	Send acceptance of offer and removal of town's conditions to Lyle Magnuson	KR/KF	24-Feb-15
20	Recreation Agreement	RC	23-Feb-15	15.062	Draft new policy and submit back to Council for approval	KR/KF	
					Amend Recreation Policy with the County	KF	

MEMO

TO: Town Council

FROM: Nancy Neufeld, Development Officer

DATE: March 2015

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

Land Use Bylaw

Open house for the public was held February 25th. Very little feedback has been received to date. There are a couple of minor changes that will be brought forth at the MPC meeting on March 17th. The plan is to have new Land Use Bylaw brought to Council for first reading on March 23rd.

Calgary Home & Garden Show

Thank you to all who volunteered. Donna Mae Humber from Calgary won the door prize. Update/improvement to the material/display is an area to be looked at if this project is to continue.

Solar Park

The design process by Lethbridge College has taken longer than anticipated. Kyle will be meeting with the committee this week or early next week to report on progress of the project. July is the deadline for installation and completion. Kyle has developed a website for the project at www.vulcansolarpark.com.

Whispering Greens/Willow Development

No progress to date.

Development Permit D15.01 – 413 Service Rd SW

We are in the process of compiling a development agreement that will go to Council for servicing. At this point the developer is awaiting a report from his engineers.

MPC MEETING

There was not a MPC meeting in February. The next schedule meeting is March 17th.

BUILDING PERMITS ISSUED FEBRUARY 2015 - NIL**DEVELOPMENT PERMITS ISSUED/APPLIED FOR FEBRUARY 2015**

DATE	PERMIT #	OWNERS/APPLICANT NAME	JOB DESCRIPTION	ZONE	CIVIC ADDRESS	APPROVED	MPC MOTION #
Feb 4/15	D15.03	Darlene Kugler	Home Occ I	R-1	326-4 St S	Feb 5/15	N/A
Feb 26/15	D15.04	Vern MacKenzie	Home Occ II	R-1	528-1st St N	Pending MPC March 17/15	
Feb 26/15	D15.05	Vulcan Custom Services	Addition/Change of Use	C-2	115-2nd St S	Pending MPC March 17/15	
Feb 27/15	D15.06	John Holland/Alisa Currie	Home Occ 11	R-1	613- St S	Pending MPC March 17/15	

OCCUPANCY PERMITS ISSUED FEBRUARY 2015 - NIL**NEW BUSINESS LICENSES ISSUED FEBRUARY 2015**

DATE	LIC #	COMPANY NAME	TYPE OF BUSINESS	VULCAN CIVIC ADDRESS
FEB 2/15	898	Antlerhill Plbg & Heating	Plumbing & Gas	N/A
FEB 4/15	899	Darlene's Gifts & Baskets	Home OCC 1	326-4 th St South
FEB 13/15	900	691257 0/A Goldhawk Printing & Graphics	Printing & Graphics	103-2 Ave S
FEB 17/15	901	Caelo Coffee House	Coffee/Lunch	216 Centre Street

Subdivision Report – As of March 1, 2015

Subdivision 2012-0-156 – 1600083 AB Ltd.

- Application to ORRSC – Aug 14/12
- Notice to Application from ORRSC – Aug 20/12
- MPC Motion 12.27 Resolution – Oct 16/12
- ORRSC Approval on Condition – Oct 14/12
- ORRS Final Approval – Pending/Expired

Subdivision 2014-0-122 – Town of Vulcan

To dedicate a road connecting Cedar Drive to 7th Ave S which creates two lots being 1.58 acres (0.64 ha) and 0.20 acres (0.8 ha) respectively.

- Application to ORRSC – June 30/14
- Notice to Application from ORRSC- Sept 11/14
- MPC – Oct 21/14
- ORRSC Approval on Condition – Oct 22/14
- ORRS Final Approval – December 19/14
- Final Documentation from Land Titles – Jan 28/15

****SUBDIVISION COMPLETE**

Subdivision 2014-0-124 – 686659 Alberta Ltd/Canalta Real Estate Services Ltd.

To create three (3) lots 1.02 acres (0.41ha), 2.18 acres (0.88 ha) and 1.04 acres (0.42 ha) respectively for commercial use.

Application to ORRSC – Sept 4/14

- Notice to Application from ORRSC- Sept 4/14
- MPC – Oct 21/14
- ORRSC Approval on Condition – Oct 22/14
- ORRS Final Approval – February 11/15
- Final Documentation from Land Titles – March 5/15

****SUBDIVISION COMPLETE**

Town of Vulcan

Public Works

Month End Report

Month of: February 2015

Facilities:

- Arena and curling rink compressor systems operated correctly with very few problems.
- Startech will be in to do end of season shut down on April 2nd at this time they will be raising the pressure sensors to their proper height.
- Conducted more leak investigation on swimming pool lines have found a possible leak area will have to cut deck to expose the piping as soon as weather permits.
- Staff did painting and repairs in the pool building

Streets:

- Snow and ice removal on streets and sidewalks.
- Public works did pothole patching
- Did repairs to street lights

Water & Sewer:

- Working with BSEI on repair of flow meter at lagoons.

Water Plant (contracted)

- Water treatment plant operations for the month of February went without any major concerns.

Parks:

- No issues

Cemetery:

- Two grave openings in February

Equipment

- Public works staff removed deck off the 1994 ford and installed it on the 2007 ford truck
- Have placed the order for the replacement mower expected delivery date is mid-April

Personnel:

- Stew Birch will be attending the water and waste water conference in Banff from March 9th to March 13th.

Other:

Stewart Birch Town Foreman

Department of Recreation Director's Report

March 2015

	<i>Item</i>	<i>Status</i>	<i>Information</i>
1	Recreation Strategic Plan	ongoing	Received draft copy of the report for review purposes.
2	Family Day	Feb	We had a bon fire, tobogganing and lots of fun. Rainbow literacy had games and crafts inside. We had about 50 people the weather played a role in not having as many people out as last year (75).
3	Skateboard Park	March	I will be contacting the school to arrange meeting with youth to further develop the overall skateboard park.
4	Spock Days	March	We have obtained the liquor license for the event. Registration forms updated and the budget ready for next meeting.
5	Floor hockey Program	Completed	This program has been a great success. We have had between 18 – 22 children out to this event each week. Unfortunately we are unable to continue this program as we don't have any space open at the crc or the vpe.
6	Roving Gym Program	Ongoing	We continue this program. As the weather is not the best we have had low number but hope to get more interest as the weather improves.
7	Grants	Ongoing	We have received a grant for the volunteer appreciate dinner .
8			
10	Joint Use committee	feb	A meeting for Feb is set, I have asked that the policy review the booking procedure along with the use of the calendar by the schools.
11	Concert Series	Jan	T-Buckley as a great event. We had 45 people attending this event. Liquor license was secured for the rest of the season.



Vulcan Fire Department Office of the Fire Chief

March 4, 2015

Management Report

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

Call Type	2014		2015	
	Town	Rural	Town	Rural
Fire Response				
Grassland				
Rescue				1
Hazmat				
Gas Leaks				
MVC				2
Mutual Aid				
Medical Assist			4	2
First Response			1	
Service Call				
False Alarm			1	
Total Calls	0	0	6	5

First Response = No Ems from Vulcan

Total Calls for the year so far– 11

-I will update the year to date comparison with the last year next month. Unfortunately I did not have time to gather the correct information needed. Attached is an explanation sheet of Incident Response Codes/Definitions.

General Operations

- Our new breathing air compressor for has been installed and seems to be working well.

Membership/Recruitment

- Our membership is still at 16 members and 2 junior members. We are actively recruiting members for the Fire Dept.



Vulcan Fire Department Office of the Fire Chief

Training

- We have a very busy and aggressive training program planned for this year.
- We now have all members certified with first-aid and cpr to HCP. We have 7 members that are trained to perform as an EMR or higher right now. 1 of these members is taking their EMT certification right now which will assist us in providing better Medical First Response care when required.
- In January, two of our new members started their NFPA 1001 Level 1 and 9 members that have started their NFPA 1001 Level 2.
- 2 of our new members have started our basic fire training course which any new member must complete as a minimum to be able to respond on fire calls. This course gives members enough knowledge and skills to meet OH&S competency requirements.
- All of our Officers have started the FOTP 250 correspondence course, which is the first level of the Fire Officer Training Program, NFPA 1021. Exam to be held on March 21, 2015.
- One member is taking 1041 Level 2 on March 6, 7, 8, 2015 in Taber, which is an instructor level course allowing evaluations to be completed in house at a lower cost.
- On February 7th 2015 we hosted 20 students (9 from Vulcan) in Vulcan to take NFPA 472 Awareness, and all students passed. NFPA 472 Operations is the next level and we will be hosting it the last weekend of April and first weekend of May.
- We now have a member who is trained to certify our members in Ice Rescue.
- My hope is by the end of the 2015 is to have all existing members to have their NFPA 1001 Level 1 & 2, also their NFPA 472 Operations (Basic Hazmat) and Basic Pump.
- Also all Officers to complete their NFPA 1021 Level 1 and Advance Pump.
- All members to have completed ICS 100, 200, BEM (Basic Emergency Management) and the S-100G which is a grassland Wildfire Operations course.
- Other classes that we are looking at having members become instructors are WHMIS/TDG and flagman train the trainer.
- The County will be putting live fire props into the Training Tower hopefully the spring of 2015 that will help us with our training.

Fire Prevention/Public Relations

- Members of our Department assisted with the Town's Family Day Celebration with the fire pit, and hot dog roasting.



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

Respectfully,
Aaron Grant,
Fire Chief, EMT-A
Vulcan Fire Department
(403)485-1855
vfd1801@gmail.com

Incident Response Codes/Definitions

Fire Response:	All incidents where fire is the primary function, except grass/wildland. (Structures/Vehicles) Where the incident is a motor vehicle collision involving fire standby for rescue, place under "Motor Vehicle Rescue".
Grass/Wildland:	All outdoor fires except vehicles.
Rescue:	Any calls for rescue services, including water, technical, avalanche, etc. except motor vehicle collisions.
Motor Vehicle Rescue:	All incidents requiring fire department standby or rescue service for motor vehicle collisions.
Medical Assist:	Incidents where fire apparatus is dispatched to assist ambulance crews, whether EMS is provided by department or not.
Ambulance:	Only applies if the department provides ambulance services as a part of its direct mandate. Does not apply in the ambulance is a separate division of the municipality or is provided by an outside agency.
HazMat:	Covers dedicated responses to hazardous materials, spills, releases and CBRN incidents.
Gas Leaks:	Applies to natural gas, H ₂ S, propane and other such leaks or releases.
Service Call:	Miscellaneous assistance calls such as CO detectors, alarm malfunctions (not false alarms) from the public.
False Alarm:	Any emergency call resulting in a response as a result of erroneous information either accidentally or intentionally called in or as a result of an alarm system activation/failure.
Other:	Any call not captured in the previous headings.
Mutual Aid:	Applies to responses for aid to other municipal jurisdictions.
Note:	These codes are designated by the province, with the exception of Mutual Aid, we added that locally.

Town of Vulcan

Request for Decision (RFD)

Twin Valley Regional Water Services Commission Operational Contract

Meeting: Regular Council
Meeting Date: **March 9, 2015**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Twin Valley Regional Water Services Commission Operation Contract expires April 2015.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by:

Director:

CAO