

**AGENDA FOR THE REGULAR MEETING OF COUNCIL  
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS  
ON MONDAY, September 28, 2015  
COMMENCING AT 7:30 PM**

**PUBLIC HEARING**

**CALL TO ORDER**

**1.0 Call to Order:**

**2.0 Public Hearing: - NIL**

**3.0 Delegations - NIL**

**4.0 Adoption of Agenda**

4.1

**5.0 Adoption of Previous Minutes**

5.1 Regular Council Meeting Minutes – September 14, 2015

**6.0 Unfinished Business - NIL**

**7.0 Financial Statements**

7.1 Cash Statement – Ending August 31, 2015

7.2 Year-to-Date Statement – Ending August 31, 2015

**8.0 Correspondence and Information Items**

8.1

**9.0 Committee and Administrative Reports**

9.1

**10.0 Bylaws - NIL**

**11.0 New Business**

11.1 Re-allocation of Funds

11.2 Expansion of Cold Storage at Public Works Yard

11.3 FortisAlberta Franchise Fee

11.4 Commemorative Plaques for 2016 VulCon

**12.0 Notice of Motion**

**13.0 Management Reports - NIL**

**14.0 In-Camera**

14.1

**15.0 Adjournment**

# Town of Vulcan

Request for Decision (RFD)

## Adoption of Previous Minutes Regular Council Meeting September 14, 2015

Meeting:	Regular Council
Meeting Date:	<b>September 28, 2015</b>
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, September 14, 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, September 14, 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, September 14, 2015**

<b>PRESENT:</b>	Mayor	- Tom Grant
	Councillor	- Georgia-Lee DeBolt
	Councillor	- John Seaman
	Councillor	- Rick Howard
	Councillor	- Paul Taylor
	Councillor	- Sue Dow
	Councillor	- John Seaman
	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**

**2.1 Bylaw No. 1447-15 Amendment to Land Use Bylaw No. 1437-15**

No written or verbal comments were received, but Mayor Grant allowed a further 5 minutes in case a late submission was received.

Public Hearing - Closed at 7:05 p.m.

**3.0 Delegations**

**3.1 Dan Thomson – Off Leash Area for Dogs**

Dan Thomson addressed Council regarding an off leash area for dogs. He gave Council a list of five areas within the Town limits that he thought might be suitable for this use.

**4.0 Adoption of Agenda**

**Motion No.: 15.297**

11.9 Organizational Meeting – Set a Date

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

**CARRIED UNANIMOUSLY**

Initials

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## **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, August 24, 2015 were presented to Council.

**Motion No.: 15.298**

Moved by Councillor Paul Taylor THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, August 24, 2015 be approved and read by each member of Council as presented.

**CARRIED UNANIMOUSLY**

## **6.1 Unfinished Business**

### **6.1 Solar Park Update**

Kyle Greene, Project Manager gave Nancy Neufeld, Development Officer an update on the progression of the Solar Park Project.

**Motion No.: 15.299**

Moved by Councillor Lorna Armstrong THAT Council receives this as information.

**CARRIED UNANIMOUSLY**

## **7.0 Financial Reports - NIL**

## **8.0 Correspondence and Information Items**

8.1 Attached is the list of Correspondence and Information for the period ending September 14, 2015.

**Motion No.: 15.300**

Moved by Councillor Rick Howard THAT the Correspondence and Information for the period ending September 14, 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.: 15.301**

Moved by Councillor Lorna Armstrong THAT the minutes and/or verbal reports of Town represented Boards/Committees at the September 14, 2015 Town Council Meeting be received for information.

- Vulcan RCMP Provincial Detachment Statistical Comparison – January – August 2011 – 2015
- Mayors & Reeves of Southwest Alberta – Minutes – May 1, 2015
- Vulcan Brand Innovation Team – Minutes – July 7, 2015
- Municipal Planning Commission – Agenda – Minutes – August 18, 2015
- Vulcan Golf and Country Club Executive Meeting – Minutes – August 20, 2015

### Verbal Reports:

- Councillor John Seaman
  - Twin Valley Regional Water Services Commission
  - Vulcan and District Recreation Committee
- Councillor Sue Dow
  - Vulcan Brand Innovation Team
- Councillor Paul Taylor
  - Vulcan Business Development Society
- Councillor Georgia-Lee DeBolt
  - Vulcan Business Development Society
  - Twin Valley Regional Water Services Commission
- Councillor Lorna Armstrong
  - Vulcan Business Development Society
- Mayor Tom Grant
  - Vulcan District Waste Commission
  - Southern Alberta Energy from Waste Association
  - Vulcan Regional Healthcare Representative – Doctor Retention
  - Mayors and Reeves of Southwest Alberta

**CARRIED UNANIMOUSLY**

## 10.0 Bylaws

### 10.1 Bylaw No.1447-15 – Amendment to Land Use Bylaw No. 1437-15

At the August 10, 2015 Regular Council Meeting Council gave Bylaw No. 1447-15 first reading.

A development permit application was submitted for an automotive repair shop defined in Land Use Bylaw No. 1437-15 at 113 – 1 Street North which is zoned C'1 "Retail Commercial". "Automotive Repair Shop" is not listed as either a "Permitted Use" or a "Discretionary Use" for this district.

#### **Motion No.: 15.302**

Moved by Councillor Sue Dow THAT Bylaw No. 1447-15 be given second reading.

**CARRIED UNANIMOUSLY**

#### **Motion No.: 15.303**

Moved by Councillor Georgia-Lee DeBolt THAT Bylaw No. 1447-15 be given third and final reading.

**CARRIED UNANIMOUSLY**

## 11.0 New Business

### 11.1 Amendment to FCSS 2015 Agreement

Alberta Government is requesting an amendment to the current 2015 Funding Agreement.

The Minister of Children and Youth Services is amending the committed provincial contribution to the municipality to \$178,389.00. The total amount of funding for the program will be \$222,986.25 amending the required municipal contribution to \$44,597.25. All participating municipalities contribute based on population towards this program.

The Town's 2015 contribution was \$10,965.00 and will increase to \$11,787.50 as per the proposed FCSS Funding Increase Amendment. The Municipal portion of this increase has been waived for this year but should be included in the budget for 2016.

#### **Motion No.: 15.304**

Moved by Councillor Lorna Armstrong THAT Council approves the amendment to the 2015 Family and Community Support Services Funding Agreement.

**CARRIED UNANIMOUSLY**

## 11.2 Town of Vulcan Letterhead

The current supply of the Town of Vulcan letterhead is nearly depleted.

Attached are two examples, one is the current letterhead the Town is using and a new version using the logo provided by the Branding Report. The new logo has been approved by CBS.

The cost for the letterhead will be 10 cents per sheet regardless of which design is chosen.

### **Motion No.: 15.305**

Moved by Councillor John Seaman THAT Council approves the use of the new version of town letterhead.

**CARRIED UNANIMOUSLY**

## 11.3 Sale of Vehicles within Town Limits

Administration was asked to bring forward the sale of vehicles within Town limits.

Administration provided a verbal report regarding this concern.

### **Motion No.: 15.306**

Moved by Councillor Rick Howard THAT Council receive this as information.

**CARRIED UNANIMOUSLY**

## 11.4 Allocation of Funds for Capital Works Project

Council approved the 2015 capital works project at the August 24, 2015 Regular Council Meeting. BSEI has been given direction to award the tender and prepare construction contracts. Council must now allocate funding to this project.

The approved local improvement plans provides for \$154,800.00 to be allocated from Municipal Sustainability Initiative (MSI) funding. The remaining \$100,000.00 is to be provided by borrowing or capital reserve funding.

### **Motion No.: 15.307**

Moved by Councillor Sue Dow THAT the local improvement portion of the 2015 Capital Works Project (\$100,000.00) be funded by the Streets Capital Reserve.

**CARRIED UNANIMOUSLY**



### 11.5 FCSS Lease Agreement

The FCSS has started to schedule renovation work on the old fire hall. Currently there is no lease agreement between the Town of Vulcan and FCSS for the use of the old fire hall.

Administration asked for Council's input on the specifics of this agreement.

#### **Motion No.: 15.308**

Moved by Councillor John Seaman THAT Council directs Administration to prepare two different options for lease on the Old Fire Hall.

- 1) Nominal rent with full recovery of utilities and building upkeep
- 2) All-inclusive rental

**CARRIED UNANIMOUSLY**

### 11.6 Wheelchair Accessible Sidewalk

Council has received public requests to have all sidewalks within the Town of Vulcan wheelchair accessible.

In an effort to increase the number and frequency in which ramps can be installed council is asked to consider increasing the operating budget for sidewalk repairs. By designating a set amount of funding specifically for this purpose it would ensure that minimum number of ramps could be installed every year.

The maximum cost to replace a large rounded corner including curb and gutter is estimated at \$2,000.00. The cost to replace a single flag of sidewalk on a corner would be considerably less, approximately \$500.00.

#### **Motion No.: 15.309**

Moved by Councillor John Seaman THAT Council directs administration to include \$3,000.00 in the annual operational budget for the purpose of constructing wheelchair accessible ramps within the existing sidewalk system. **CARRIED UNANIMOUSLY**

### 11.7 Community L.E.D. Sign

The Vulcan and District Recreation Committee and the Solar Park Project are working in conjunction to get a community sign in Vulcan.

The placement of the sign will be on the corner of 2<sup>nd</sup> Street South and 1<sup>st</sup> Avenue South. The placement of the sign will be in the new Solar Park. The sign will be an “L” shape with one sign facing 2<sup>nd</sup> Street South and one facing along 1<sup>st</sup> Avenue South to get maximum exposure.

The cost of the sign will be \$25,000.00 with the Vulcan and District Recreation Committee contributing \$15,000.00 and the Solar Park Project committing \$10,000.00.

**Motion No.: 15.310**

Moved by Councillor John Seaman THAT Council approves the placement of a Community L.E.D. sign in the Solar Park.

**CARRIED UNANIMOUSLY**

**11.8 Upgrades to the Skateboard Park**

The Vulcan and District Recreation Committee have moved forward with the updates to the Vulcan Kinsmen Skateboard Park.

Construction will begin immediately and completion by the end of November weather permitting is hopeful.

The project will use the same space as what is already there with a small addition to the berm closest to 1<sup>st</sup> Avenue North as per the attached diagrams.

The funds for this project are secure and are listed below.

Skateboard Park reserve	\$30,000.00
Community Initiatives Program	\$40,000.00
Vulcan County Recreation Reserve	\$20,000.00

**Motion No.: 15.311**

Moved by Councillor Sue Dow THAT Council approves the upgrades to the Vulcan Kinsmen Skate Board Park based on the Vulcan and District Recreation Committee's recommendation.

**CARRIED UNANIMOUSLY**

## **11.9 Organizational Meeting – Set a Date**

**Motion No.: 15.312**

Moved by Councillor Lorna Armstrong THAT the Organizational Meeting be held on September 28, 2015 previous to the Regular Council Meeting at 7:00 pm.

**CARRIED UNANIMOUSLY**

## **12.0 Notice of Motion - NIL**

## **13.0 Management Reports**

### **13.1 Management Reports**

Management is to produce a report each month.

Attached are the following reports:

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

**Motion No.: 15.313**

Moved by Councillor Rick Howard THAT this Council receives for information the management reports for the period ending September 10, 2015.

**CARRIED UNANIMOUSLY**

## **14.0 In-Camera - NIL**

## 15.0 Adjournment

The meeting was adjourned by Councillor Georgia-Lee DeBolt at 9:25 p.m.

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Tom Grant  
Mayor

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Kim Fath  
Chief Administrative Officer



# Town of Vulcan

Request for Decision (RFD)

## Cash Statement – Ending August 31, 2015

Meeting:	Regular Council
Meeting Date:	<b>September 28, 2015</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending August 31, 2015.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the Cash Statement for the period ending August 31, 2015 be received for information.

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

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

  
CAO

TOWN OF VULCAN

Town of Vulcan  
Cash Statement  
8/31/2015

	<u>Debit</u>	<u>Credit</u>	<u>YTD</u>
<b>Cash</b>			
Bank - General Account	21,017,928.30	(20,981,204.75)	36,723.55
<b>Investments</b>			
Notice On Demand Acct General	2,101,956.39	(800,000.00)	1,301,956.39
Notice on Demand Acct FGTF	209,238.85	0.00	209,238.85
Notice on Demand Acct MSI Capital	1,538,967.87	(1,233,578.70)	305,389.17
Notice on Demand Acct Vulcan Innovation	15,254.51	0.00	15,254.51
Notice On Demand Acct BMTG	166,369.78	0.00	166,369.78
Term Deposit - Age Care Facility	209,357.28	(150,001.81)	59,355.47
Term Deposit - Mix Reserve	5,028.54	0.00	5,028.54
Term Deposit - Healy Reserve	15,193.87	0.00	15,193.87
Term Deposit - Alberta Energy Grant	895,067.10	(732,013.78)	163,053.32
Term Deposit - Shearer Reserve	1,620.63	0.00	1,620.63
Term Deposit - Androsoff Reserve	5,229.78	0.00	5,229.78
Term Deposit - Flags	20,000.00	0.00	20,000.00
	<u>5,183,284.60</u>	<u>(2,915,594.29)</u>	<u>2,267,690.31</u>
Mayor			
CAO			



# Town of Vulcan

Request for Decision (RFD)

## Year-to-Date Statement – August 31, 2015

Meeting:	Regular Council
Meeting Date:	<b>September 28, 2015</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement as of August 31, 2015.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

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

N/A

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT the Year-to-Date Statement as of August 31, 2015 be received as information.

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

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

  
CAO

## TOWN OF VULCAN

For the Eight Months Ending August 31, 2015

	YTD	BUDGET	VARIANCE
<b>General Taxes &amp; Fees</b>			
Revenue	(\$2,562,812.68)	(\$2,555,391.28)	\$7,421.40
Expenses	32,451.00	36,000.00	3,549.00
<b>School Taxes</b>			
Revenue	(566,212.68)	(566,500.00)	(287.32)
Expenses	283,106.71	283,250.00	143.29
<b>Legislative</b>			
Revenue			
Expenses	56,396.03	53,850.00	(2,546.03)
<b>General Administration</b>			
Revenue	(23,415.18)	(22,150.00)	1,265.18
Expenses	470,456.16	503,658.72	33,202.56
<b>Fire Fighting</b>			
Revenue			
Expenses	56,571.62	72,533.02	15,961.40
<b>Emergency Services</b>			
Revenue			
Expenses	1,227.73	5,000.00	3,772.27
<b>Bylaw</b>			
Revenue	(8,242.50)	(6,500.00)	1,742.50
Expenses	76,434.86	77,366.72	931.86
<b>Common Services</b>			
Revenue			
Expenses	184,629.75	190,196.47	5,566.72
<b>Roads &amp; Streets</b>			
Revenue	(21,651.55)	(10,846.14)	10,805.41
Expenses	321,638.41	317,246.96	(4,391.45)
<b>Airport</b>			
Revenue			
Expenses	8,000.00	8,000.00	
<b>Water Treatment</b>			
Revenue	(160,000.00)	(160,000.00)	
Expenses	83,415.14	123,024.86	39,609.72
<b>Storm</b>			
Revenue			
Expenses	2,480.91	19,000.55	16,519.64



## TOWN OF VULCAN

For the Eight Months Ending August 31, 2015

	YTD	BUDGET	VARIANCE
<b>FCSS</b>			
Revenue	(153,583.00)	(124,457.25)	29,125.75
Expenses	161,717.33	132,681.00	(29,036.33)
<b>Cemetery</b>			
Revenue	(8,547.38)	(4,000.00)	4,547.38
Expenses	13,386.57	15,006.64	1,620.07
<b>Planning Development &amp; Safety</b>			
Revenue	(12,931.56)	(2,400.00)	10,531.56
Expenses	69,428.93	68,238.56	(1,190.37)
<b>Subdivision</b>			
Revenue	(168,220.00)	(7,400.00)	160,820.00
Expenses	214,587.30	26,180.09	(188,407.21)
<b>Economic Development</b>			
Revenue			
Expenses	83,832.00	83,832.00	
<b>Recreation</b>			
Revenue	(146,535.93)	(122,265.43)	24,270.50
Expenses	139,920.35	145,387.87	5,467.52
<b>Golf Course Loan</b>			
Revenue			
Expenses	57,120.00	56,576.00	(544.00)
<b>Parks</b>			
Revenue	(74,049.04)	(29,189.00)	44,860.04
Expenses	143,776.97	79,518.23	(64,258.74)
<b>Swimming Pool</b>			
Revenue	(118,127.54)	(120,550.00)	(2,422.46)
Expenses	155,735.30	181,914.56	26,179.26
<b>Arena</b>			
Revenue	(104,913.60)	(98,895.00)	6,018.60
Expenses	130,095.69	133,166.72	3,071.03
<b>Culture</b>			
Revenue	(40,525.81)	(2,800.00)	37,725.81
Expenses	126,442.55	122,185.02	(4,257.53)
<b>Tourist Center</b>			
Revenue	(9,600.00)	(9,600.00)	
Expenses	101,942.01	104,894.88	2,952.87

## TOWN OF VULCAN

For the Eight Months Ending August 31, 2015

	<u>YTD</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Water</b>			
Revenue	(413,052.98)	(389,580.64)	23,472.34
Expenses	419,186.13	384,709.26	(34,476.87)
<b>Sewer</b>			
Revenue	(112,120.94)	(110,400.00)	1,720.94
Expenses	160,979.51	167,938.78	6,959.27
<b>Garbage</b>			
Revenue	(225,630.73)	(250,183.00)	(24,552.27)
Expenses	330,773.04	342,603.32	11,830.28
<b>TOTAL REVENUE</b>	<b>(4,930,173.10)</b>	<b>(4,593,107.74)</b>	<b>337,065.36</b>
<b>TOTAL EXPENSES</b>	<b>3,885,732.00</b>	<b>3,733,960.23</b>	<b>(151,771.77)</b>

# Town of Vulcan

Request for Decision (RFD)

## Correspondence and Information

Meeting: Regular Council  
Meeting Date: **September 28, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending September 28, 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 September 28, 2015 be received for information.

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

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

  
CAO

**Report on Miscellaneous Correspondence 8.1 (2) - September 28, 2015**

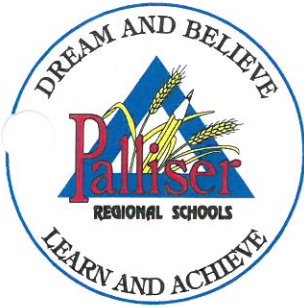
**A. Palliser Regional Schools**

Thank you letter from Board of Trustees

**B. Minister of Job Skills, Training and Labour**

Discussion Guide on the Subject of Essential Services Legislation





# Palliser Regional Schools

## Palliser Centre

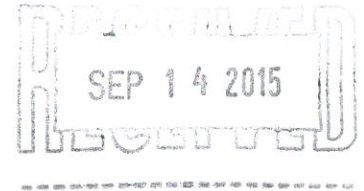
#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 [www.pallisersd.ab.ca](http://www.pallisersd.ab.ca)

September 8, 2015

Town Council  
c/o Mayor Tom Grant  
Town of Vulcan  
321 2 Street South, Box 360  
Vulcan, AB T0L 2B0



Dear Mayor Grant:

Trustee Robert Strauss and I want to thank you and council for making time for a presentation on Palliser Regional Schools at your meeting of Aug 24, 2015. The Board of Trustees feels strongly that by working collaboratively, we can ensure a strong school and strong community. The two go hand in hand.

As per our discussion, Palliser would be interested in providing resources about the schools in Vulcan for use on your website and other recruitment resources. Please contact Palliser Communications Officer Dawn Sugimoto by email at [dawn.sugimoto@pallisersd.ab.ca](mailto:dawn.sugimoto@pallisersd.ab.ca) or by phone toll-free at 1-877-667-1234 to discuss how we can help recruit new families and businesses by promoting the strength of County Central High School and Vulcan Prairieview Elementary. These are both excellent schools supporting student learning.

We look forward to hearing from you.

Sincerely,

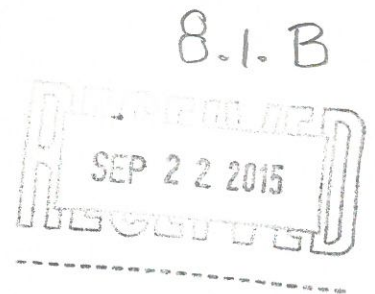
Colleen Deitz, Chair  
Palliser Regional Schools  
Board of Trustees

Cc: Trustee Robert Strauss  
Superintendent Kevin Gietz



ALBERTA  
JOBS, SKILLS, TRAINING AND LABOUR

*Office of the Minister  
MLA, Edmonton - Riverview*



AR64274

September 16, 2015

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

Dear Mr. Fath:

The Government of Alberta is considering the introduction of essential services legislation for public sector collective bargaining dispute resolution.

Government will be consulting directly with many different public sector employers and unions to gain their insights as part of its overall plans to modernize Alberta's labour relations legislation.

You can view a Discussion Guide on the subject of essential services legislation at <http://work.alberta.ca/labour/essential-services-consultation.html> and provide your comments online or via email to [essentialservices@gov.ab.ca](mailto:essentialservices@gov.ab.ca).

Sincerely,

Lori Sigurdson  
Minister of Innovation and Advanced Education  
Minister of Jobs, Skills, Training and Labour



# Town of Vulcan

Request for Decision (RFD)

## Committee and Administrative Reports

Meeting: Regular Council  
 Meeting Date: **September 28, 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.

- Oldman River Regional Services Commission Executive Committee Meeting – Minutes – July 9, 2015
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – September 4, 2015
- Vulcan Business Development Society – Agenda – Minutes – September 9, 2015
- Vulcan Golf and Country Club – Minutes – September 15, 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 September 28, 2015 Town Council Meeting be received for information.

- Oldman River Regional Services Commission Executive Committee Meeting – Minutes – July 9, 2015
- Mayors & Reeves of Southwest Alberta – Agenda – Minutes – September 4, 2015
- Vulcan Business Development Society – Agenda – Minutes – September 9, 2015
- Vulcan Golf and Country Club – Minutes – September 15, 2015

Initials show support -Reviewed by:

Director:

CAO



## OLDMAN RIVER REGIONAL SERVICES COMMISSION

### MINUTES - 4 (2015)

### EXECUTIVE COMMITTEE MEETING

Thursday, July 9, 2015 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

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#### EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*  
Henry Van Hierden - *Vice-Chair*  
Don Anderberg  
Jim Bester

Bill Chapman (absent)  
David Hawco  
Tom Rose (absent)

#### STAFF:

Mike Burla – *Senior Planner*  
Jaime Thomas – *GIS Analyst*

Barb Johnson – *Executive Secretary*

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#### AGENDA:

1. Approval of Agenda – July 9, 2015.....
2. Approval of Minutes – May 14, 2015..... (attachment)
3. Business Arising from the Minutes
4. New Business
  - (a) GIS Request (Jaime Thomas).....
  - (b) 2015 Appeals – SDAB Services..... (attachment)
  - (c) Vacation Accrual.....
  - (d) Staff Perspective (Mike Burla).....
  - (e) Fee For Service Update ..... (attachment)
5. Accounts
  - (a) Office Accounts – May 2016 ..... (attachment)
  - (b) Financial Statements –
    - (i) January 1 - April 30, 2015 ..... (attachment)
    - (ii) January 1 - May 31, 2015 ..... (attachment)
6. Executive Report.....
7. Adjournment.....



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

**1. APPROVAL OF AGENDA**

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: David Hawco

THAT the Executive Committee approve the minutes of May 14, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) GIS Request (Jaime Thomas)**

- At the last meeting, the Executive Committee declined the request to provide GIS services for Ghost Lake and Waiparous Summer Village as they are outside our service area.
- Jaime Thomas explained the situation from the ORRSC GIS staff perspective. Ghost Lake and Waiparous Summer Village have a combined population of 145 and have no other option for GIS as they are too small to garner interest from private industry or the Calgary Regional Partnership. Adding these two municipalities would not take away from existing membership or increase our costs (no additional hardware, software, licensing or personnel). The initial build (\$5000) would take one employee a maximum of 4 days with maintenance (\$1000) estimated at 1.25 days per year.
- Committee members expressed concern that if we provide GIS service to these two communities, the floodgates are going to open with others wanting the service also – where does it end or when do you make an exception? The Executive has the responsibility of the overall organization to think about. ORRSC's mandate is planning and we also provide GIS services. We are running a non-profit model and the private sector may complain if we infringe on their business. More importantly, we will need to get approval from the Minister of Municipal Affairs before taking on additional municipalities.

Moved by: Jim Bester

THAT ORRSC staff make an inquiry to the Department of Municipal Affairs regarding ORRSC providing GIS services to additional municipalities not listed in the Oldman River Regional Services Commission Regulation as amended April 10, 2014.

**CARRIED**

**(b) 2015 Appeals – SDAB Services**

- Historic Subdivision and Development Appeal Hearing activity since 2008 is shown on the table in the agenda package, the highest year being 2012 with a total of 19 appeals. ORRSC has received 20 appeals in the first six months of 2015, and with a 30-day window to hold an appeal, staff often have to drop what they're doing to accommodate these. Jim Bester suggested we investigate the costs of these appeals, types of disputes, why there are so many, and communicate this to our member municipalities.

Moved by: David Hawco

THAT the Executive Committee receive the Historic Appeal Hearings table, as information.

**CARRIED**

**(c) Vacation Accrual**

- The Director prepared a Vacation Accrual Worksheet showing Days Accrued for all employees as of March 31, 2015. There was some confusion on how to interpret the figures presented; therefore, the Committee would like the table reworked and brought back to the next meeting.

Moved by: Jim Bester

THAT the Director provide an updated, recalculated Vacation Accrual Worksheet based on a 12-month period which includes, but is not limited to, the total amount of vacation and overtime projected to December 31, 2015.

**CARRIED**

**(d) Staff Perspective (Mike Burla)**

- Mike Burla explained that a workshop was held in 1994 before the disestablishment of regional planning commissions to determine the future of the organization. At that time, the following four goals were identified:
  1. Obtain a functional building
  2. Increase planning staff
  3. Improve staff wages
  4. Establish long-term funding
- With the implementation of the Finance Committee Recommendations, these four goals have been accomplished. It is suggested that a 5-10 year business plan is needed to determine the direction of the organization into the future. Committee consensus is that a retreat conducted by a facilitator is needed to address service levels, staffing levels, succession plan, provincial funding, and various other important issues.

Moved by: Don Anderberg

THAT administration come back with at least two options concerning long-term organizational planning and possible facilitated retreat with staff and Executive Committee.

AND THAT these steps be initiated toward the preparation of a 5-10 year business plan for the organization.

**CARRIED**

**(e) Fee For Service Update**

- Fee For Service as of June 26/15 was reviewed. The Rural IDP Project is approximately 2/3 complete, so the second payment will be billed out soon. Representatives from the M.D. of Willow Creek plan to approach the three rural municipalities not included in the project (Lethbridge County, M.D. of Pincher Creek and M.D. of Taber) to encourage them to apply for another Rural IDP grant.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service updated June 26/15, as information.

**CARRIED**

## 5. ACCOUNTS

### (a) Office Accounts – May 2015

5150	Staff Mileage .....	M. Burla .....	\$ 370.00
5150	Staff Mileage .....	S. Johnson .....	34.00
5151	Vehicle Gas & Maintenance .....	S. Johnson .....	54.98
5320	General Office Supplies .....	S. Johnson .....	145.10
5536	Rural IMDP Grant .....	S. Johnson .....	20.18
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	468.79
4140	Approval Fees .....	Michael Herweyer .....	150.00
5265	Utilities .....	City of Lethbridge .....	673.94
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5320	General Office Supplies .....	Madison Ave Business Services .....	27.88
5285	Building Maintenance .....	Westburne .....	39.51
5285	Building Maintenance .....	Garrison Draper .....	250.00
5310	Telephone .....	Shaw .....	309.65
5310	Telephone .....	Bell Mobility .....	641.10
5310	Telephone .....	Yellow Pages .....	29.04
5320	General Office Supplies .....	Desjardin Card Services .....	50.91
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	268.56
5570	Equipment Repairs & Maintenance .....	Desjardin Card Services .....	188.12
5320	General Office Supplies .....	Petty Cash (photopaper) .....	27.96
5520	Meetings .....	Petty Cash (green tea) .....	75.78
5536	Rural IMDP Grant .....	Petty Cash (Blakie Community Hall) .....	100.00
5330	Dues & Subscriptions .....	Vauxhall Advance .....	22.00
5330	Dues & Subscriptions .....	Claresholm Local Press .....	35.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding (April) ...	22.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	574.78
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	1,278.00
5470	Computer Software .....	Pacific Alliance Technologies .....	5,250.00
5500	Subdivision Notification .....	Lethbridge Herald .....	274.56
5536	Rural IMDP Grant .....	Carseland Community Centre .....	50.00
5580	Equipment & Furniture Rental .....	Xerox Canada .....	2,389.58
1160	GST Receivable .....	GST Receivable .....	627.31
<b>TOTAL</b>			<b><u>\$14,895.73</u></b>

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of May 2015 (\$14,895.73) as presented.

**CARRIED**

### (b) Financial Statements –

(i) January 1 - April 30, 2015

(ii) January 1 - May 31, 2015

- Committee members felt that funds should be transferred to the Operating and Capital Reserve Funds now while the cash is available rather than waiting until the end of the year.

Moved by: Don Anderberg

THAT \$25,000 be allocated to both the Operating Reserve Fund and Capital Reserve Fund.

CARRIED

Moved by: Henry Van Hierden

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - April 30, 2015

January 1 - May 31, 2015

CARRIED

6. EXECUTIVE REPORT

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

7. ADJOURNMENT

- The Executive Committee will not meet in August.

Moved by: David Hawco

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:55 p.m. until **Thursday, September 10, 2015 at 7:00 p.m.**

CARRIED

/bj

CHAIR:







# Mayors & Reeves of Southwest Alberta

## AGENDA

FRIDAY, September 4, 2015 - 1:00 PM  
Culver City Room, Lethbridge City Hall  
910 – Fourth Avenue South, Lethbridge

Chairman – Mayor George Bohne

*Please silence all  
electronic devices  
– thanks!*

**1.0 WELCOME AND INTRODUCTIONS**

**2.0 ADDITIONS TO / APPROVAL OF THE AGENDA**

**3.0 ADOPTION OF THE MAY 1, 2015 MINUTES**

**4.0 BUSINESS ITEMS ARISING FROM THE MINUTES**

**5.0 REPORTS**

- 5.1 MP Reports – n/a
- 5.2 MLA Reports
- 5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter (*attachment*)
- 5.4 SouthGrow - Mayor Maggie Kronen
- 5.5 AUMA – Mayor Kim Craig
- 5.6 AAMD&C – Bob Jones
- 5.7 Associate Dean's Advisory Council – Mayor Tom Butler
- 5.8 Oldman Watershed Council – Reeve Brian Brewin/Mayor Blair Painter (*attachment*)
- 5.9 Highway #3 Association – Deputy Mayor Bill Chapman

**6.0 BUSINESS**

- 6.1 Full Cost Accounting for water and waste water and associated infrastructure  
– Mayor Rick Everett
- 6.2 Priorities Collaboration – Mayor George Bohne  
(*collect issues from each community to identify common issues; form a committee to review and identify common issues; form a committee of SE and SW Mayors & Reeves to recommend a collective approach to bring this information to the government.*)
- 6.3 Update on Waterton tourism, visitation and community broadband  
– Chair Brian (Barney) Reeves
- 6.4 Fibre Optic Update – Mayor Rene Gendre

**7.0 UPCOMING MEETINGS**

Friday, October 2, 1 pm - Culver City Room, Lethbridge City Hall

**8.0 ADJOURNMENT**

If you have any community information that you would like to have distributed to the M & R group, please send it to me via email [mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca) and I will send it out.



# Mayors & Reeves of Southwest Alberta

## MINUTES

FRIDAY, September 4, 2015 - 1:00 PM  
Culver City Room, Lethbridge City Hall

### PRESENT:

Mayor George Bohne	Town of Raymond	Mayor Ed Weistra	Village of Barons
Mayor Gordon Reynolds	Town of Bow Island	Mayor Kym Nichols	Village of Carmangay
Mayor Kim Craig	Town of Coaldale	Mayor Cliff Ayrey	Village of Longview
Mayor Dennis Cassie	Town of Coalhurst	Mayor Don McDowell	Village of Nobleford
Mayor Blair Painter	Crowsnest Pass Mun.	Mayor Ben Nilsson	Village of Stirling
Mayor Rene Gendre	Town of Fort Macleod	Reeve Larry Spilak	MD of Foothills
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Brian Hammond	MD of Pincher Creek
Mayor David Hawco	Town of Milk River	Dep. Reeve Harry Streeter	MD of Ranchland
Mayor Rick Everett	Town of Nanton	Reeve Brian Brewin	MD of Taber
Mayor Don Anderberg	Town of Pincher Creek	Reeve Neil Wilson	MD of Willow Creek
Mayor Henk De Vlieger	Town of Taber	Reeve Lorne Hickey	Lethbridge County
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Reeve Henry Doeve	Lethbridge County
Mayor Thomas Grant	Town of Vulcan	Reeve Derrick Annable	Vulcan County
Chair Brian (Barney) Reeves	ID 04 Waterton Lakes NP	Reeve Ross Ford	Warner County
Bev Bellamy	Administrative Assistant	Reeve Molly Douglass	M & R of SE AB
		Mayor Chris Spearman	City of Lethbridge

### Guests:

John Barlow, MP	Macleod	Drew Barnes, MLA	Cypress - Medicine Hat
Wanda Sommerfeldt	John Barlow's Assistant	Jim Turner, Councillor	City of Medicine Hat
Pat Stier, MLA	Livingstone-Macleod	Dep. Mayor Bill Chapman,	Chairman, Highway #3
Grant Hunter, MLA	Cardston-Taber-Warner	Town of Coaldale	Committee
Dave Schneider, MLA	Little Bow		

#### 1.0 WELCOME AND INTRODUCTIONS

Mayor George Bohne called the meeting to order at 1:00 pm and everyone introduced themselves. Regrets from Minister Shannon Phillips who was unable to attend.

#### 2.0 ADOPTION OF THE AGENDA

Moved by Mayor David Hawco to adopt the agenda. **Carried.**

#### 3.0 ADOPTION OF THE APRIL 10 MEETING MINUTES

Moved by Reeve Fred Lacey to adopt the May 1, 2015 minutes. **Carried.**

#### 4.0 BUSINESS ITEMS ARISING FROM MINUTES - none

#### 5.0 REPORTS

##### 5.1 MP Reports

##### John Barlow, Macleod

- Met with the riding re the Canada 150 Grants that were announced earlier this summer but were delayed. Thanks to the MLA's for getting them announced.
- Talked to all Mayors re the new Building Canada Fund and the issues they had with accessing the funds. This will not be dealt with until after the election, which means that there will be no building season over the summer.

- Question on the grants that were funded through the Building Canada Fund, how they determined a priority list for funding and what communities were funded through the Small Communities Fund (SCF). The priority list is sent by the Federal Government to the province, the province decides based on a point system and then sends it back. The list of funded projects is on the Municipal Affairs website:  
[http://www.municipalaffairs.alberta.ca/documents/LGS/SCF\\_Approved\\_Projects\\_-\\_For\\_Website.pdf](http://www.municipalaffairs.alberta.ca/documents/LGS/SCF_Approved_Projects_-_For_Website.pdf)
- Discussion on the SCF and the size for this being under 100,000 which works fine in Ontario but not in rural Alberta.

## 5.2 MLA Reports

### **Pat Stier, MLA – Livingstone – Macleod**

- Is the Municipal Affairs critic, inquired about the Municipal Sustainability Initiative (MSI) funding in the June session, but still have no definite answers on it. Will monitor and get information out on this as they learn about any changes.
- The budget will be released October 26 but no dates have been set to date on when the house sits.
- Will ask questions regarding municipal concerns during the budget estimate sessions.
- Discussion on linear assessments - not sure what they will be – this is a huge topic and they will monitor it.

### **Grant Hunter, MLA – Cardston-Taber-Warner**

- Has been in the office for four months and is getting around to most of the municipalities, towns and villages.
- No information on MSI funding; the interim supply bill had no line items on what the money was being spent on. After the M & R sent a letter that showed consolidated concern on this, then they began to see some movement on this.
- Job skills training and labour recently saw the worst downturn and job losses; asking the government to hold back on increasing the minimum wage to \$15 and other approaches that will push businesses out of province. Need to get back to a design that helps build Alberta.

### **Dave Schneider, MLA – Little Bow**

- Prasad Panda, Wildrose Party, was elected in Calgary Foothills in the recent by-election.
- Concerned re the infrastructure for bridges, etc., don't know what will happen with this until the budget.
- Community Facility Enhancement Program (CFEP) and Community Initiatives Program (CIP) grants have been changed. MLA's can send a letter of support and after that they have no further influence. There is an 800 number for rural and urban grants to give you contact information for a specific person for the grants in that area.

### **Drew Barnes, MLA – Medicine Hat – Cypress**

- Has a large constituency with both rural and urban concerns.
- The new government is more willing to discuss ideas and he is grateful for that.
- There are 5 different parties in the house, and all five parties are represented in the City of Calgary. Good to bring needs, ideas and values to the government.
- Fiscal concerns with the drop in oil and gas royalties and threats to economy. Watch to see how government balances this.

- David Dodge, former Bank of Canada governor, has been hired to suggest how to best deal with significant infrastructure pressures faced by the government. All municipal members need to make sure they make their needs known to the provincial government.

Following the MLA reports, questions were directed to all of the MLA's.

#### **Farm Labour Laws – Reeve Brian Brewin**

Grant Hunter will meet with Minister Sigurdson on September 8 to discuss the issue of Farm Labour Laws and the impact it will have on the agriculture communities. He met with Oneil Carlier, Minister of Agriculture and Forestry and the province is moving 100% forward with it. Alberta has no rules for farm labour laws and they need to get on board. Farmers generally would like to see something in place, but do not want it to be a bureaucratic nightmare. Need to make sure this approach is balanced and that it includes consultation.

#### **Property Taxes for Senior Citizens Residences – Mayor Chris Spearman**

Concern was raised that the senior citizens residences in the City of Lethbridge do not pay property taxes, and this was a hit to the budget in the amount of \$900,000. People move to Lethbridge to retire and they benefit from all the services provided to them such as roads and fire service. This is another way of downloading to the municipalities and the costs get diverted to other taxpayers. Senior citizen residences should be required to pay property taxes like all multi-residence facilities.

#### **Funding for Aboriginal Groups – Mayor Chris Spearman**

The Aboriginal Council in Lethbridge, which was funded fully by the federal government, lost its funding as it was reallocated to the provincial government who then used it to fund Aboriginal Friendship groups. There are many more of these friendship groups to allocate funding to, but the funding dollars stayed the same. The Aboriginal Council provided another source of employment to adults but when it lost its funding from this source, its doors closed.

The provincial funding has stopped for the 5<sup>th</sup> on 5<sup>th</sup> Training Centre which was a \$300,000 funding loss. This affects the 30% of clients who are aboriginal and creates socio-economic problems for aboriginal youth. The supports are no longer there for the lower end of the social economic scale and this has resulted in social issues in downtown Lethbridge.

#### **5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter**

- Accelerate South50 Conference dates at the bottom of the ABSW Bulletin should be Wednesday, November 18-19, 2015.
- Full report was circulated with the September meeting package.

#### **5.4 SouthGrow – Mayor Margaret Plumtree provided an update**

- Continuing to work on broadband; next meeting will be held next week.

#### **5.5 AUMA – Mayor Kim Craig**

- Urban cities convention is in Calgary November 23-25; many MLA's should be in attendance. Keynote speaker is Alvin Law. Resolution sessions will be held on November 23 and will have an additional one if needed. Local communities have sent in resolutions; only 11 of the resolutions are of a provincial nature. Bylaw amendments will be brought forward; they are reviewed every 5 years.
- John McGowan is resigning as at December 31; a job search is underway to replace him.
- Website is getting reworked with new tools.
- Capital Finance Authority looking at changing policies on amortization schedules on loans.



- Discussed if it would be profitable for the Chairman of the Capital Finance Authority to address the M & R. Mayor Bohne will work with Mayor Craig to determine a format and questions to be asked.
- 

**5.6 AAMD&C** – Reeve Fred Lacey provided an update

- South Zone meeting will be on September 18.

**5.7 Associate Dean's Advisory Council** - Mayor David Hawco

- No meetings have been held since he was appointed.

**5.8 Oldman Watershed Council** – Mayor Brian Brewin

- Report distributed with agenda.
- OWC is hosting a Lunch & Learn on Wednesday, September 30 to give an update on two projects: the engaging recreationists project and the film project. Visit the new website [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca) for more information and to register.

**5.9 Highway #3 Association** – Deputy Mayor Bill Chapman

- New members have joined the committee from Alberta Motor Transport Association as well as the Lethbridge Chamber of Commerce; also looking at integration with British Columbia as well.
- Felt there was a need to start meeting with Transportation Minister Brian Mason and to coordinate with the Town of Coalhurst the opening of the new access to Highway #3.
- Mayor Blair Painter is spearheading the grant application for impact analysis.
- Need to have a mutual understanding and united message as an association.

## 6.0 BUSINESS

**6.1 Full Cost Accounting for Water and Waste Water and Associated Infrastructure**

– Mayor Rick Everett

- Mayor Everett outlined the process that Nanton has experienced with their water services. The current cost of utilities has been covered through taxes and residents are not aware of what the actual cost is to provide these services.
- He asked for input from anyone else who has done this analysis to see if their results are comparable. It was suggested that Mayor Everett talk to the CAO of Magrath as they have had gone to full funding, monthly billing and they have been able to determine the cost per cubic meter.
- Copy of PowerPoint presentation will be distributed later this month.

**6.2 Priorities Collaboration** – Mayor George Bohne

- The Mayors and Reeves are asked to submit their issues, concerns and what they need more information on to Bev or Mayor Bohne so that a committee can be formed to review and identify common issues. This committee will be formed of SE and SW Mayors & Reeves to recommend a collective approach to bring this information to the government. This will enable the Associations to make the most productive use of the resources and time of Ministers and others who come and visit. The Mayors and Reeves Associations do have an impact.

**6.3 Update on Waterton Tourism, Visitation and Community Broadband**

– Chairman Barney Steeves

- Tourism/visitation for Waterton is up 38%, with a significant increase from California.

- The Saturday of the Heritage Day weekend had a one-day highest ever of approximately 8,000 – 10,000 visitors. Canada Parks needs to increase the number of day-use areas as well as explore alternate forms of transportation into the town site and the area around it. Policing becomes an issue when there are this many people in the park at one time. Wardens are not authorized to provide any policing service.
- Telus came in July and the broadband is now up and operating. Waterton is the second community in Alberta to have a community-based owned and operated broadband service. Businesses lost some business because of the late start.

#### **6.4 Fibre Optic Update – Mayor Rene Gendre**

- Mayor Rene Gendre gave an update on fibre optics and what has been accomplished to date, complete report attached to these minutes.
- Suggested that Commissioner Linda Vennard, CRTC, could be asked to speak to the M & R about their role and how communities can make a difference.
- In order to get maximum benefit and focus energies, this fibre optic organizational structure will most likely need to be formalized. This is being pursued, and they would like input from those interested as well as the M & R organization as to how to best meet the needs of the communities.

#### **7.0 Next Meeting Date**

**Friday, October 2, 1 pm - Culver City Room, Lethbridge City Hall**

**Presentation:** Dennis Hatt, Community Foundation of Lethbridge and Southwestern Alberta

#### **8.0 ADJOURNMENT:** Moved by Mayor David Hawco to adjourn meeting. **Carried.**

<b>ACTION ITEMS FROM SEPTEMBER 4, 2015 MEETING</b>	<b>PERSON RESPONSIBLE</b>
Submit community issues to Bev ( <a href="mailto:mayorsandreeves@shaw.ca">mayorsandreeves@shaw.ca</a> ) or Mayor Bohne ( <a href="mailto:bohne@raymond.ca">bohne@raymond.ca</a> ) to be compiled in order to identify common issues and to bring this information to the government.	Mayors & Reeves
Presentation by the Chairman of the Capital Finance Authority, AUMA	Mayor Bohne and Mayor Craig will work together to determine format and questions to be asked

## **Vulcan Business Development Society Agenda**

Wednesday September 9, 2015

VBDS Board Room 7:00 p.m.

1. **Call to order**
2. **Adoption of Agenda**
3. **Minutes August 11, 2015– as circulated**
4. **Financial Reports**  
Attached
5. **Correspondence**
  - a) Letter from Vulcan County – Town of Vulcan: Joint Budget Meeting October 1, 2015
6. **Miscellaneous Correspondence**
7. **Unfinished Business**
  - a) CARILED – update
  - b) Facebook page request and Town of Vulcan response.
    - a. Action?
8. **New Business**
  - a. Three year funding agreement – discussion
  - b. VBDS Board member Development: Refresher
9. **Reports**
  - a. Grant Writer Report – Liza Dawber
  - b. Manager, Business Development – Marilyn MacArthur
  - c. Member Reports
10. **Adjournment:** \_\_\_\_\_
11. **Next Meeting – Wednesday October 13th, 2015 at the VBDS Building 7:00 p.m.**

## **Vulcan Business Development Society Minutes**

Thursday September 9th, 2015

VBDS Board Room

**Members present:** Chair Paul Taylor, Vice-Chair Jason Schneider, Michael Monner, Barry Monner, Coltan Povey, Sheila Smidt, Lorna Armstrong, Matt Crane, Georgia-Lee DeBolt

**Staff:** Marilyn MacArthur Manager Business Development, Liza Dawber Grants Specialist, Ashlee Beck Administrative Assistant.

**Regrets:** Craig Stokes, Roy Lucas

Call to order 7:00 pm

### **1. Adoption of Agenda**

#### **-Additions to New Business**

- i. Digital Futures Symposium
- ii. VBIT / vTV

Motion to adopt the September Agenda as amended – L.Armstrong /Carried

### **2. Minutes August, 2015 – as circulated**

M.Monner – Change wording in report – Meeting to met.

Motion to adopt August minutes as amended – C.Povey /Carried

### **3. Financial Reports**

Attached

Motion to adopt financials as presented: B.Monner /Carried

### **4. Correspondence**

- i. Letter from Vulcan County – Town of Vulcan: Joint budget meeting Oct.1/15

Motion to accept correspondence as presented – G/DeBolt /Carried

### **5. Miscellaneous Correspondence**

### **6. Unfinished Business**

- i. CARILED update – Received training schedule. Leaving for Jamaica September 20-28, 2015.

- ii. Facebook page request and Town of Vulcan response. Create an event and business directory strategy to be more efficient.

Motion to accept Unfinished Business as presented & as information.

### **7. New Business**

- i. Three Year Funding Agreements

- Joint meeting taking place on Oct.1/15 to discuss budget and society direction.

- ii. VBDS Board member Development refresher

-Session to take place after new council elected to discuss roles, expectations, bylaws, feedback, and engagement.

- iii. Digital Futures Symposium – Invitation for board members to attend conference in Olds, AB Oct. 14-16/15. Further information to be sent out via email.
- iv. VBIT / vTV – Launch party to take place Sept. 26/15 on Centre Street. Have requested a channel and content from VBDS.

## **8. Reports**

### **a. Grant Writer Report – Liza Dawber**

Attached

- i. Lots of new clients with grant submissions. Lots of applications to be sent in. New provincial Government has put a hold on all funding until budget is announced.

### **b. EDO Report**

Attached

- i. Working with tourism on new signage, Kiosk to arrive soon, EV charger has arrived; waiting on installation.

### **c. Member Reports**

- i. Michael: Sending out ads for Milo IB School.
- ii. Coltan: Houses have sold, inquiries on residential property.
- iii. Georgia-Lee: Town is working on budget, solar park is coming along great, R&G Plumbing BBQ to take place.
- iv. Sheila: Care Centre has been put on hold with AHS, Five new families have moved into Carmangay, Halloween Party to take place.
- v. Barry: Queen Celebration took place, discussing how to sell residential lots in Milo.
- vi. Paul: Houses being built.
- vii. Lorna: Nothing to report.
- viii. Matt: Continued work on infrastructure, RCMP office still isn't open.
- ix. Jason: Nothing to report.

Motion to adopt reports as discussed S. Smidt /Carried

## **9. Adjournment: 8:30 L.Armstrong /Carried**

## **10. Next Meeting – Wednesday October 14, 2015 at the VBDS Building at 7pm**

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Chair Paul Taylor

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Vice-Chair Jason Schneider



VULCAN GOLF AND COUNTRY CLUB

EXECUTIVE MEETING MINUTES

SEPTEMBER 15, 2015

PRESENT: Dave Lanktree, Don McPherson, Wendy Williams, Ken Creed, Roberta Meehan, Sue Dow, Peter Beckner, Nick Zubach, Georgia-Lee Debolt, Mike Fenske, Duke Webber.

REGRETS: Ron Fernley

MEETING CALLED TO ORDER, 6:55

ADDITIONS TO THE AGENDA: None

MINUTES OF THE LAST MEETING,

- Moved by Wendy Williams that the minutes be adopted as circulated. Seconded by Roberta Meehan. Carried

BUSINESS ARISING FROM THE MINUTES:

- Jim Nobert was asked his opinion replacing the air-conditioner. As it is working fine for now, we will address it when it becomes necessary.
- Discussion on the evaluation of the Club-house, and our insurance.
- Dave Lanktree brought in an amended page of the by-laws to include voting privileges for the Town Representatives. There will be a Notice of Motion to be voted on at the next annual meeting.

FINANCIAL REPORT:

- Don McPherson presented the financial report including a break-down the year-to-date of the revenues, as per attached.
- Motion to accept the Financial Report, made by Don McPherson. Seconded by Peter Beckner. Carried.

GROUNDS REPORT:

- As per attached.
- The tree plot on the west side of hole 8 will be converted into a natural area.
- It was suggested that the Rental Property be assigned to a category of its own in the financial report to better reflect the cost and income. Some work is up-coming on the property.
- Motion by Ken Creed, seconded by Peter Beckner to accept the Grounds Report. Carried.

HOUSE COMMITTEE REPORT:

- as per attached.
- The R.C.M.P. Tournament went very well with the donation to Victims Services receiving approximately \$6,000.00.
- It was suggested that an e-mail go out to the members if a tournament is cancelled, thereby allowing them access to the Golf Course.
- Motion to accept the House Report made by Nick Zubach, seconded by Don McPherson. Carried.
- Driving Range revenue was discussed as well as the need for a net at the south end of the range

CORRESPONDENCE: None

OLD BUSINESS

- The roles and responsibilities of the house and grounds committees will be brought back by the committees for the next meeting.
- The 2015 Rate Sheet will be circulated to the Board by e-mail reflecting up-grades.

- Motion to approve the Rate Sheet by Don McPherson, seconded by Nick Zubach. Carried.

#### NEW BUSINESS

- a policy on Life Member Accolades was brought forward by the house committee for discussion. It will be reviewed by the board members and feed-back will be brought back to the next board meeting.
- the House Committee presented an ad for the annual tender of the kitchen lease. It was discussed and it will be fine tuned and linked to the web page of the Golf Course.
- It was noted that the Dress Code for the Club is posted at the door of the Golf Course.

#### IN CAMERA:

- Peter Beckner moved that the meeting go into In Camera. Seconded by Don McPherson. Carried.
- Discussion followed. Roberta Meehan moved and Nick Zubach seconded that the meeting come out of In Camera. Carried.
- Nick Zubach moved and Ken Creed seconded that Don McPherson will follow up action as discussed In Camera. Carried.

#### NEXT MEETING DATE:

- October 15, 2015

#### AJOURNMENT:

- Nick Zubach moved adjournment of the meeting. Carried.

# Town of Vulcan

Request for Decision (RFD)

## Re-allocation of Funds

Meeting: Regular Council  
Meeting Date: **September 28, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

For the past two years the Town of Vulcan has participated in the Calgary Home and Garden Show to bring awareness to the public about the Town as a place to live and do business.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

At the 2015 show a rate card with contact information on the back was handed out and did not result in any feedback. Less than 1% of the total number of attendees to the show entered into the draw for the round of golf.

A suggestion was brought forward that the funds allocated to the Home & Garden show are used towards the improvement of the Town of Vulcan float. The volunteers who have attended the parades reported that the crowd response towards the float have been outstanding.

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

The budget for the Home & Garden Show is \$7,000.00/year.

### 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:** September 22, 2015

**RE:** Calgary Home & Garden Show/Promotion

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The 2016 Calgary Home & Garden Show runs February 25-28 and in order to participate the booth must be booked.

For the past two years \$11,644.48 (budget of \$7,000/year) has been spent on the Calgary Home & Garden Show which provides three days/year to bring awareness to the public regarding the Town of Vulcan, i.e. tourism, a place to live, a place to do business.

Key products & services of the Calgary Home & Garden Show are identified on their website as:

- Gardening and Landscaping
- Decorating & Design
- Remodeling & Renovating
- Home Accessories
- 

This is what the home show is geared towards and what people are coming to see.

At the 2015 show the rate card that was handed out did not result in any feedback, i.e. there was contact information on the card for obtaining more information on Vulcan. Less than 1% of the total number of attendees to the show entered into the draw for the round of golf and this would reflect on the number of people that took the time to stop at the booth.

Are the dollars that are currently being spent on the Calgary Home & Garden Show showing results and do we continue utilizing the Home & Garden Show as an avenue for promoting the Town? Should other groups, i.e. Tourism, VBDS, Chamber of Commerce, Developers, and Realtors be asked to contribute and/or participate?

# Town of Vulcan

Request for Decision (RFD)

## Expansion of Cold Storage at Public Works Yard

Meeting: Regular Council  
Meeting Date: **September 28, 2015**  
Originated By: Kim Fath

### BACKGROUND / PROPOSAL:

With the development of the Old Fire hall moving forward Council has been asked for assistance in securing alternative storage for the equipment formerly stored in this facility.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

Attached is a cost estimate to expand the existing cold storage shed at the public works yard.

The funds for this expansion could be allocated from the Contingency Reserve.

### RECOMMENDED ACTION:

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

Initials show support -Reviewed by:

Director:

CAO





## **ADMINISTRATOR'S REPORT**

**TO: TOWN COUNCIL**  
**FROM: Kim Fath, CAO**  
**DATE: September 21st, 2015**

### **Background**

With the development of the Old Fire hall moving forward council has been asked for assistance in securing alternative storage for the equipment formerly stored in this facility.


### **Discussion**

The Community float has found a temporary home in a hangar at the old airport. The rent on this space is \$75.00 per month. The space at the new fire hall where the Community peace officers vehicle was being stored is no longer available. She is currently parking outside the building in the parking lot. Public works has brought forward an option for expanding the storage at the public works yard to accommodate the Community Float, the Peace officer vehicle, and the public works equipment that was stored at the old fire hall.

Attached is a cost estimate to expand the existing cold storage shed at the public works yard to double the current footprint. The proposal is to mirror the current layout going south and to move the doors to the newly proposed South wall. This expansion would allow everything to be store indoors until more suitable and permanent arrangements can be secured.

The funds for this expansion could be allocated from the Contingency Reserve.

Respectfully Submitted,

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

D&M Construction

Box 404

Champion, AB T0L 0R0

## Estimate

Date	Estimate #
31/08/2015	107

Name / Address
Vulcan Public Works

Project

Description	Total
Expand previous cold storage shed. New addition to mirror existing side (64'x30'). Remove all overhead doors and re-install in new south wall. Trusses to be 2ft O.C all posts 8ft O.C. All strapping to be 2ft O.C 2x4. Complete new expansion with matching steel and all appropriate trims.	
Construction Supplies	18,750.00
Labour	12,000.00
Engineered Blueprints	2,100.00
GST on sales	1,642.50
Reserve on ownership; 1761538 Alberta Ltd operating as D&M Construction Ltd. Will remain the rightful owner of all goods sold to the buyer as long as the purchase price has not been paid in full	
<b>Total</b>	
\$34,492.50	
Thanks	Phone # 403-485-1089 / 403-485-5811

GST/HST No.

844762831



# Town of Vulcan

Request for Decision (RFD)

## FortisAlberta Franchise Fee

Meeting:	Regular Council
Meeting Date:	September 28, 2015
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Each year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either increase, decrease or keep their franchise fee the same.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Town of Vulcan is currently at the Franchise fee cap which is 20%.

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council approves Administration's recommendation to keep the FortisAlberta franchise fee percentage at its current level of 20%.

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

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

  
CAO



## **ADMINISTRATOR'S REPORT**

**TO: TOWN COUNCIL**  
**FROM: Kim Fath, CAO**  
**DATE: September 21st, 2015**

### **Background**

Each year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either increase, decrease or keep their franchise fee the same.

### **Discussion**

The Town of Vulcan is currently at the Franchise fee cap which is 20%.

The 2015 franchise fee is estimated to total \$243,000.00. If the Town is to maintain its current level of 20% the 2016 franchise fee is estimated to total \$258,000.00. The increase will be approximately \$14,000.00.

Administration recommends keeping the FortisAlberta franchise fee percentage at its current level of 20%.

Respectfully Submitted,

Kim Fath  
Chief Administrative Officer



Good Afternoon,

Each year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either **increase, decrease or keep their franchise fee the same.**

As per Article 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase **must not go over your current Franchise fee cap (see calculator for Franchise Fee & Cap percentage).** This was determined by your council during the negotiations of the FortisAlberta franchise agreement.

**The following timelines are important in order to ensure your Franchise Fee changes become effective January 1, 2016:**

1. Prior to **November 1<sup>st</sup> 2015** your Council should review and approve the proposed 2016 franchise fee percentage.
2. If your **Council is proposing an increase or a decrease, a resulting impact to the customer's annual billings is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks. (Please use the sample advertisement that is attached).**
3. If increasing your franchise fee the fee **must not** go over your current **Franchise Fee Cap.**
4. By **November 1<sup>st</sup>, 2015**, a (clear) copy of the advertisements, the date(s) and place of publication, is to be **faxed to Kayla Law: 1-780-464-8398 or e-mailed to [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com).**
5. If Council decides to keep its current franchise fee, please fax or email their decision to Kayla Law  
Fax - 1-780-464-8398 or  
e-mail to [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com)

**Any late, inaccurate or incomplete responses will be subject to late AUC approval and could cause your new franchise fee to not be effective until April 1, 2016.**

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

Thank you.

**Kayla Law | Stakeholder Relations Advisor**

**FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816  
| Cell: 780-554-4888 | Fax: 780-464-8398**





# Town of Vulcan

Request for Decision (RFD)

## Commemorative Plaques for 2016 VulCon

Meeting:	Regular Council
Meeting Date:	<b>September 28, 2015</b>
Originated By:	Kim Fath

### BACKGROUND / PROPOSAL:

Vulcan Tourism is requesting permission to install two plaques at the 2016 VulCon.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

These two plaques would be unveiled at two ceremonies held during VulCon and the public can attend free of charge. One plaque would be attached to the Spock Bust podium at Bell Park and the second plaque would be attached to the rock at the Tourism Centre.

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

### RECOMMENDED ACTION:

Moved by Councillor \_\_\_\_\_ THAT Council supports Vulcan Tourism's efforts for the placement of the commemorative plaques for the 2016 VulCon.

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

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

  
\_\_\_\_\_  
CAO