

**AGENDA FOR THE REGULAR MEETING OF COUNCIL
TO BE HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON MONDAY, FEBRUARY 26, 2018
COMMENCING AT 7:00 PM**

PUBLIC HEARING - NIL

CALL TO ORDER -

1.0 Call to Order:

2.0 Public Hearings

3.0 Delegations

3.1 Jaydean Boldt – New Urban Designing Group – Seniors Development Project Proposal

Council may wish to close this portion of the meeting to the public for discussion of land for Senior Housing under the Freedom of Information and Protection of Privacy Act, Part 1, Division 2 16(c)(i)

4.0 Adoption of Agenda

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes – February 12, 2018

6.0 Unfinished Business

6.1 Request for Compliance 404 Meadowlark Way

6.2 Amend Policy PL-03 – Local Improvement Policy

6.3 Amend Local Improvement Policy

7.0 Financial Statements

7.1 Cash Statement – Ending January 31, 2018

7.2 Year-to-Date Statement – Ending January 31, 2018

8.0 Correspondence and Information Items

8.1 Correspondence and Information Items

9.0 Committee and Administrative Reports

9.1 Presentation of Minutes/verbal reports on various boards/committees in which Town Council has an interest

10.0 Bylaws/Policies - NIL

11.0 New Business

11.1 Vulcan 24hr Hockey Game Fundraiser Request

11.2 Vulcan Library Board Representative Appointment

11.3 Vulcan Fire Department Capital Equipment

12.0 Notice of Motion

13.0 Management Reports - NIL

14.0 In-Camera

15.0 Adjournment

Town of Vulcan

Request for Decision (RFD)

Adoption of Previous Minutes Regular Council Meeting February 12, 2018

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, February 12, 2018 were presented to Council.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, February 12, 2018 be approved and read by each member of Council.

Initials show support -Reviewed by: _____

Director: _____


CAO

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBER
ON MONDAY, FEBRUARY 12th, 2018**

PRESENT:

Mayor	- Tom Grant
Councillor	- Georgia-Lee DeBolt
Councillor	- Lyle Magnuson
Councillor	- Laura Thomas
Councillor	- Michelle Roddy
Councillor	- Lorna Armstrong
Chief Administrative Officer	- Kim Fath
Recording Secretary	- Karen Rose

ABSENT: Councillor - Paul Taylor

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. 1469-18- Amend Prairie Vista Estates Area Structure Plan Bylaw 1358-08

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

2.2 Bylaw No. 1470-18 – Amend Land Use Bylaw 1437-15

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

The Public Hearing was closed at 7:10 p.m.

3.0 Delegations

3.1 Linda Erickson – Alberta Economic Development

Linda Erickson with Alberta Economic Development presented to Council the fundamentals of Economic Development and how it relates to the Town of Vulcan and area.

3.2 Ursala Sherwood – Community Futures Highwood

Ursala Sherwood with Community Futures Highwood outlined the many services that Community Futures provides for their members.

3.3 Bill Halley – Alberta Innovates

Bill Halley with Alberta Innovates gave a presentation to Council describing the technology development background and how their structure and network process is part of a long term plan to help businesses grow.

4.0 Adoption of Agenda

Motion No.: 18.027

Moved by Councillor Lyle Magnuson THAT the agenda governing this meeting be adopted as presented.

CARRIED UNANIMOUSLY

5.0 Adoption of Previous Minutes

5.1 Regular Council Meeting Minutes

The Minutes of the Regular Meeting of Council, held in the Town of Vulcan Council Chamber on Monday, January 22, 2018 were presented to Council.

Motion No.: 18.028

Moved by Councillor Georgia-Lee DeBolt THAT the Minutes of the Regular Council Meeting, held in the Town of Vulcan Council Chamber on Monday, January 22, 2018 be approved and read by each member of Council as presented.

CARRIED UNANIMOUSLY

6.0 Unfinished Business

6.1 Star Trek Uniforms

At the December 11, 2017 Regular Council Meeting, Council directed Administration to prepare a pricing quote and bring it back to Council for consideration.

Motion No.: 18.029

Moved by Councillor Lorna Armstrong THAT Council approves the purchase of Star Trek jackets from Katalin Berta at a cost not to exceed \$620.00 each and that the 2018 Operation budget be amended to include the cost of the jackets.

CARRIED UNANIMOUSLY

7.0 Financial Reports - NIL

8.0 Correspondence and Information Items

- 8.1 The Correspondence and Information Items for the period ending February 12, 2018 was presented to Council to be received for information.

Motion No.: 18.030

Moved by Councillor Laura Thomas THAT the Correspondence and Information Items for the period ending February 12, 2018 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.: 18.031

Moved by Councillor Lorna Armstrong THAT the minutes and/or verbal reports of Town represented Boards/Committees at the February 12, 2018 Town Council Meeting be received for information.

- Oldman River Regional Services Commission – Agenda – Minutes – November 9, 2017
- Family & Community Support Services – Minutes – November 23, 2017
- Foothills Regional Emergency Services Commission – Minutes – December 6, 2017
- Mayors & Reeves of Southwest Alberta – Minutes – January 5, 2018
- Vulcan Library Board – Minutes – January 17, 2018
- Vulcan Regional Food Bank Society – Minutes – January 25, 2018
- Vulcan & District Tourism Society – Minutes – January 30, 2018

Verbal Reports:

- Councillor Georgia-Lee DeBolt
 - Vulcan Regional Food Bank Society
 - Vulcan & District Tourism Society
 - Vulcan & District Recreation Committee

Initials

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- Councillor Laura Thomas
 - Vulcan & District Tourism Society
 - Vulcan Brand Innovation Team
- Councillor Michelle Roddy
 - Vulcan Business Development Society
 - Community Futures Highwood
- Councillor Lorna Armstrong
 - Vulcan Business Development Society
 - Marquis Foundation
 - Vulcan Health & Wellness Foundation
- Mayor Tom Grant
 - Southern Alberta Energy from Waste Association
 - Mayors and Reeves
 - Vulcan Health & Wellness Foundation
 - Vulcan Area Public Petroleum Association

CARRIED UNANIMOUSLY

10.0 Bylaws/Policies

10.1 Bylaw No. 1469-18 – Amend the Prairie Vista Estates Area Structure Plan Bylaw No. 1358-08

At the January 8, 2018 Regular Council Meeting Council gave Bylaw No. 1469-18 Amending the Prairie Vista Estates Area Structure Plan Bylaw No. 1358-08 first reading.

Council was asked to give second and final reading to Bylaw No. 1469-18 Amending the Prairie Vista Estates Area Structure Plan Bylaw No. 1358-08.

Motion No.: 18.032

Moved by Councillor Georgia-Lee DeBolt THAT Bylaw No. 1469-18 be given second reading.

CARRIED UNANIMOUSLY

Motion No.: 18.033

Moved by Councillor Lorna Armstrong THAT Bylaw No. 1470-18 be given third and final reading.

CARRIED UNANIMOUSLY

Initials

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10.2 Bylaw No. 1470-18 – Amendment to Land Use Bylaw No. 1437-15

At the January 8, 2018 Regular Council Meeting Council gave Bylaw No. 1470-18 – Amendment to Land Use Bylaw No. 1437-15 first reading.

The property is currently zoned “TA” Transitional Agriculture and the proposed land designation is “DC” Direct Control. The purpose of the proposed amendment is to accommodate commercial renewable energy.

Motion No.: 18.034

Moved by Councillor Lyle Magnuson THAT Bylaw No. 1470-18 be given second reading.
CARRIED UNANIMOUSLY

Motion No.: 18.035

Moved by Councillor Laura Thomas THAT Bylaw No. 1470-18 be given third and final reading.
CARRIED UNANIMOUSLY

11.0 New Business

11.1 Request for Compliance 404 Meadowlark Way

Council approved an encroachment agreement for 404 Meadowlark Way with Motion No. 17.337 in regards to a request for a compliance certificate. The encroachment in question is indicated as “Encroachment #1 – Deck and Deck Stairs encroach into URW (Plan 051 4314)” as shown on RPR dated June 4, 2014.

The signed agreement was submitted to Land Titles by the seller’s lawyer and the submitted document was rejected by Land Titles. As the encroachment is into a Utility Right of Way, the agreement is to be submitted via a “Utility Right of Way Amending Agreement” vs an “Encroachment Agreement”.

Motion No.: 18.036

Moved by Councillor Lorna Armstrong THAT Council directs Administration to research this matter for further clarification and bring it back to Council for consideration.

CARRIED UNANIMOUSLY

11.2 Industrial Land Use Strategy

In May 2017 VBDS contracted MDC Insight to develop an Industrial Land Use Strategy on behalf of the County and Town. This project was funded 50% through the CARES program and 50% by VBDS, Town of Vulcan and Vulcan County.

Motion No.: 18.037

Moved by Councillor Lyle Magnuson THAT Council receives the Industrial Land Use Strategy prepared by MDC Insight for information, and that the report be made publicly available on the Town of Vulcan website. **CARRIED UNANIMOUSLY**

11.3 2018 SouthGrow Economic Summit

Councillor Lorna Armstrong requested that the information received from SouthGrow Regional Initiative be brought forward for Council's consideration.

Motion No.: 18.038

Moved by Councillor Lyle Magnuson THAT Council approves the attendance of any Councillor wishing to attend the 2018 SouthGrow Economic Summit and that the expenses are covered as per Policy A-12 - Council Remuneration. **CARRIED UNANIMOUSLY**

11.4 2018 Alberta Seniors & Housing Association Convention

Councillor Lorna Armstrong requested that information received from Alberta Seniors Communities & Housing Association (ASCHA) be brought forward for Council's consideration. Attendance to the convention would be on behalf of the Marquis Foundation.

Registration would be done through the Marquis Foundation as they are a member of the ASCHA. The registration fee to attend is \$650.00 plus GST and would be paid through the Town of Vulcan and other related expenses would be covered under Policy A-12 – Council Remuneration.

Motion No.: 18.039

Moved by Councillor Lorna Armstrong THAT Council approves the attendance of Councillor Lorna Armstrong to the 2018 Alberta Seniors & Housing Association Convention on behalf of the Marquis Foundation and that all expenses be paid as per Policy A-12 – Council Remuneration. **CARRIED UNANIMOUSLY**

11.5 Amend Policy PL-03 – Local Improvement Policy

At the January 22, 2018 Regular Council Meeting Council directed Administration to prepare local improvement plans for the underground utility and surface improvements of 3rd Street South from 4th Avenue to 6th Avenue.

Motion No.: 18.040

Moved by Councillor Lorna Armstrong THAT Council directs Administration to amend Policy PL-03 – Local Improvement Policy and bring it back to Council for consideration.
CARRIED UNANIMOUSLY

11.6 Local Improvement Plan Approval

At the Regular Council Meeting on January 22, 2018 Council directed Administration to prepare local improvement plans for the underground utility and surface improvements of 3rd Street South from 4th Avenue to 6th Avenue.

Motion No.: 18.041

Moved by Councillor Georgia-Lee DeBolt THAT Council approves the Local Improvement Plan Option B for the underground utility and surface improvements proposed for 3rd Street South from 4th Avenue to 6th Avenue.
CARRIED UNANIMOUSLY

11.7 Fire Pits for Virginia Mitchell Municipal Campground

At the September 11th, 2017 Council meeting direction was given to investigate the possibility of having fire pits installed at the Virginia Mitchell Memorial Park campground. At the November 27th Council meeting policy PU-05 was amended to accommodate and regulate the use of fire pits in VMMP.

Motion No.: 18.042

Moved by Councillor Lyle Magnuson THAT Council approves the purchase of 20 fire pits from Laser-Fab with the funds to be drawn from the parks reserve not to exceed \$5,200.00, as well as approving Public Works to install 20 of these pits in the Virginia Mitchell Memorial Campground.
CARRIED UNANIMOUSLY

12.0 Notice of Motion - NIL

13.0 Management Reports

13.1 Management Reports

Motion No.: 18.043

Moved by Councillor Laura Thomas THAT this Council receives for information the management reports for the period ending February 12, 2018.

CARRIED UNANIMOUSLY

14.0 In-Camera - NIL

15.0 Adjournment

The meeting was adjourned by Michelle Roddy at 9:55 p.m.

Tom Grant
Mayor

Kim Fath
Chief Administrative Officer

Initials

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Town of Vulcan

Request for Decision (RFD)

Request for Compliance 404 Meadowlark Way

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Nancy Neufeld

BACKGROUND / PROPOSAL:

At the February 12, 2018 Regular Council Meeting a Request for Compliance at 404 Meadowlark Way was brought before Council for consideration.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council had directed Administration to research this matter for further clarification and bring back to Council for consideration.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the Utility Right of Way Amending Agreement for the property described as:

- 404 Meadowlark Way
- Condominium Plan 0414588
- Unit 27
- AND 324 undivided one ten thousandth shares in the common property excepting thereout all mines and minerals

Initials show support -Reviewed by:

Director:


CAO

MEMO

TO: Kim Fath, CAO/Vulcan Town Council
FROM: Nancy Neufeld/Development Officer
DATE: February 23, 2018
RE: Request for Compliance 404 Meadowlark Way

This is to confirm that the "Utility Right of Way Amending Agreement" as put forth to Council at the February 12th meeting does not in any way change the boundaries of the Utility Right of Way – it allows for the encroachment as indicated on the Real Property of the deck and stairs into the Utility Right of Way. Other encroachments onto this particular Right of Way would be accommodated under separate "Utility Right of Way Amending Agreement".

Attached is an excerpt from Alberta Land Titles Procedure Manual regarding Encroachment Agreements. A "Utility Right of Way Amending Agreement" is a form of an Encroachment Agreement.

A person who is the registered owner of adjoining parcels of land may register a declaration of the above. The rights, privileges, easements and covenants under the party wall agreement are deemed to run with the land. (12) In order to be registered, the agreement or declaration must comply with attestation and dower requirements. The endorsement on the titles is as follows:

"PARTY WALL AGREEMENT RE LOTS 14 AND 15".

11. **Encroachment Agreements** - Although an easement cannot grant exclusive or unrestricted use to the dominant tenement, (13) the Land Titles Act permits the registration of an encroachment agreement executed by the owner of a parcel of land (the servient tenement) to permit the encroachment of an improvement made on an adjoining parcel of land (the dominant tenement). Certificates of Title must exist for all parcels of land affected by the agreement. (14) A real property report prepared by an Alberta Land Surveyor showing the encroachment must accompany the document. It is registered against both parcels in the same manner as an easement. For example:

- a) servient tenement (LOT 14):
"ENCROACHMENT AGREEMENT FOR BENEFIT OF LOT 15"
- b) dominant tenement (LOT 15):
"ENCROACHMENT AGREEMENT OVER LOT 14"

Attestation and dower requirements must be complied with. Once the agreement is registered, it runs with the land to the same extent as if it was an easement. (15)

A caveat may be registered by a municipality pursuant to the Municipal Government Act when the encroachment is over a road (see procedure under CAV-5). Where the encroachment is over a utility right of way or easement, the existing legislated provisions of the Land Titles Act already provide for the registration of an amending agreement (or a caveat re: amending agreement) which amends the terms of the utility right of way to allow for the existence of the encroachment.

A caveat submitted by the owner of the dominant tenement may also be accepted for registration. No party information is shown.

12. **Discharge of Easements, Party Wall Agreements or Encroachment Agreements** - A discharge in the prescribed form (FORM 10.1), executed by the registered owner of the dominant tenement, is required. (16) For mutual easements such as joint driveway agreements and for party wall agreements, as both parcels are dominant tenements, the registered owners of both parcels must execute the discharge. In all cases, the original instrument must be checked to verify the dominant tenement(s). Attestation requirements must be complied with.

13. **Expiry of Easements, Party Wall Agreements or Encroachment Agreements** - An owner of land affected by an easement, a party wall agreement or an encroachment agreement may request in writing that the Registrar cancel the registration of the instrument where the interest created by the instrument has expired. The Registrar must be satisfied that the interest has expired through an express provision in the instrument. This requirement may be met by a provision which states

THIS AGREEMENT made this _____ day of _____, 2018

BETWEEN:

THE TOWN OF VULCAN
of 321 - 2 Street South, Vulcan, AB T0L 2B0 (the "Grantor")

- and -

KAREN HARDING
of Box 1682, Vulcan, AB T0L 2B0 (the "Grantee")

UTILITY RIGHT OF WAY AMENDING AGREEMENT

RECITALS:

WHEREAS the Grantee is the registered legal owner of the Lands as defined herein;

AND WHEREAS the Grantor owns or holds, controls and otherwise manages the Utility Right of Way, which Right of Way is located upon the Lands;

AND WHEREAS the Grantee has constructed a Development upon the Lands, which Development extends into or otherwise encroaches into the Right of Way, and the Parties wish to amend the original Right of Way Agreement to permit the encroachment;

NOW THEREFORE in consideration of the sum of \$1.00 now paid by the Grantee to the Grantor, (the receipt and sufficiency of which is hereby acknowledged), and in consideration of the mutual covenants and agreements set out herein, **IT IS HEREBY AGREED THAT:**

ARTICLE I - DEFINITIONS

1. The following words and phrases shall have the following meanings:

- (a) "Right of Way" means the Utility Right of Way registered against the Land as instrument number 041 484 194 and instrument 041 457 421;
- (b) "Encroachment" means the encroachment of the Development into the Right of Way as set forth in the Alberta Land Surveyor's Real Property Report attached hereto as Schedule "A";
- (c) "Development" means the development described by words or diagrams, or both, as illustrated and described as Encroachment #1 on Schedule "A" to this Agreement;
- (d) "Land" means:

CONDOMINIUM PLAN 0414588
UNIT 27
AND 324 UNDIVIDED ONE TEN THOUSANDTH SHARES IN THE
COMMON PROPERTY
EXCEPTING THEREOUT ALL MINES AND MINERALS

ARTICLE II - ENCROACHMENT TERMS

- 2.0 The original Utility Right of Way Agreement is amended as follows:
- 2.1 Notwithstanding the original terms of the Right of Way Agreement, The Grantor hereby grants to the Grantee the right, license and privilege to maintain the Development upon the Right of Way in accordance with the conditions and terms of this Amending Agreement:
- (a) the Encroachment shall be an extension of the residence of the Grantee for use only by the Grantee without further structural development or embellishment thereto.
 - (b) the Encroachment shall be in respect to the present and shall not allow or authorize any encroachment created in the future.
 - (c) This Amending Agreement shall be registered against the title to the Land.
- 2.2 The term of this Agreement shall be from the date of execution of this Agreement until the earlier of:
- (a) the building or structure associated with the Development is damaged or destroyed to the extent of seventy five percent (75%) of the value of the building or structure;
 - (b) the Grantee, or its successors in title, are in substantial breach of this Agreement and fail, after thirty (30) days written notice from the Grantor, to remedy such breach or, if the breach cannot reasonably be immediately remedied, to take such reasonable and effective steps as may be required to remedy such breach in a diligent, workmanlike and timely fashion;
 - (c) the Grantor requires the removal of the building or structure associated with the Development, in whole or part, to exercise the rights granted by the Right of Way.
- 2.3 If the Grantee does not comply with the conditions and/or terms established in Section 2.1 and 2.2 herein, the Grantor may:
- (a) remove the Encroachments;
 - (b) charge the cost of removal to the Grantee; and
- If the Grantor exercises the rights under (a) and (b), the original Utility Right of Way Agreement shall then be in full force and effect, unamended and upon its original terms.
- 2.4 The Grantor shall not be liable for any damage or expense sustained by the Grantee:
- (a) which is related to the removal of the Encroachment pursuant to Paragraph 2.3(a);
 - (b) to any portion of the Development resulting from its Encroachment into the Right of Way in the exercise by the Grantor of the rights conferred upon it by the Right of Way;

- (c) to the Development caused as a direct result of its Encroachment into the Right of Way.

2.5 The Grantor shall have a charge upon the Land for any sum that may at any time be payable to the Grantor pursuant to the terms of this Agreement and may assess such charge in a like manner as taxes.

ARTICLE III - GRANTEE'S COVENANTS

3.0 The Grantee shall:

- (a) keep the Encroachment area maintained;
- (b) not bring any claim against the Grantor for any damage or loss caused by the Grantor to the Development in the exercise by the Grantor of the rights conferred upon it by the Right of Way;
- (c) and hereby does indemnify and save harmless the Grantor against any claims, damages, debts, dues, suits, actions or causes of action which may be brought against the Grantor for damage caused or injuries incurred as a consequence of the Encroachment into the Right of Way; and
- (d) does hereby indemnify the Grantor and its licensees for any additional costs or expenses that the Grantor may incur in performing work upon or in the Right of Way, by reason of the Encroachment, and assessment of the additional costs or expenses shall be at the sole discretion of the Grantor's Engineer;

ARTICLE IV - LIMITATIONS

4.0 The rights conferred in this Agreement shall:

- (a) only apply to the first Development constructed upon the Land, and shall not extend to any subsequent development constructed upon the Land.
- (b) cease to exist upon the Development being damaged or destroyed to the extent of more than 75 percent (75%) of the value of same above its foundation;
- (c) cease to exist in the event that Grantor requires that the Encroachment be removed for valid municipal purposes.

ARTICLE V - GENERAL

5.0 The Grantor will register this Amending Agreement, as Agent for the Grantee, pursuant to the Land Titles Act, RSA 2000 C L-4, as amended, or any parallel or successor legislation, against the title of the subject land.

5.1 The Grantor will endeavour to provide written notice to the Grantee to remove the Encroachment, should removal be required, however may take whatever action is required at the Grantors sole discretion to exercise the rights granted by the Right of Way.

5.2 The Grantee will be responsible for all additional costs incurred by the Grantor as a result of the Encroachment and such charge may be added to the taxes pursuant to the Municipal Government Act.

5.3 This Agreement shall be binding upon and shall enure to the benefit of Grantee and the Municipality, their respective heirs, successors, successors-in-title, executors, administrators and assigns.

5.4 The covenants contained herein shall and are covenants running with the Land.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.

TOWN OF VULCAN

Chief Administrative Officer

TOWN OF VULCAN

Mayor

GRANTEE

Witness

KAREN HARDING

AFFIDAVIT OF EXECUTION

CANADA)
 PROVINCE OF ALBERTA)
 TO WIT:)
 I, _____
 of the _____ in the
 Province of Alberta, _____
 (Occupation)

MAKE OATH AND SAY:

1. That I was personally present and did see **Karen Harding** named in the attached instrument, who is/are personally known to me to be the person(s) named therein, duly sign and execute the same for the purpose named therein.
2. That the same was executed at the Town of Vulcan in the Province of Alberta, and that I am the subscribing witness thereto.
3. That I know the said **Karen Harding** who is/are in my belief of the full age of eighteen years.

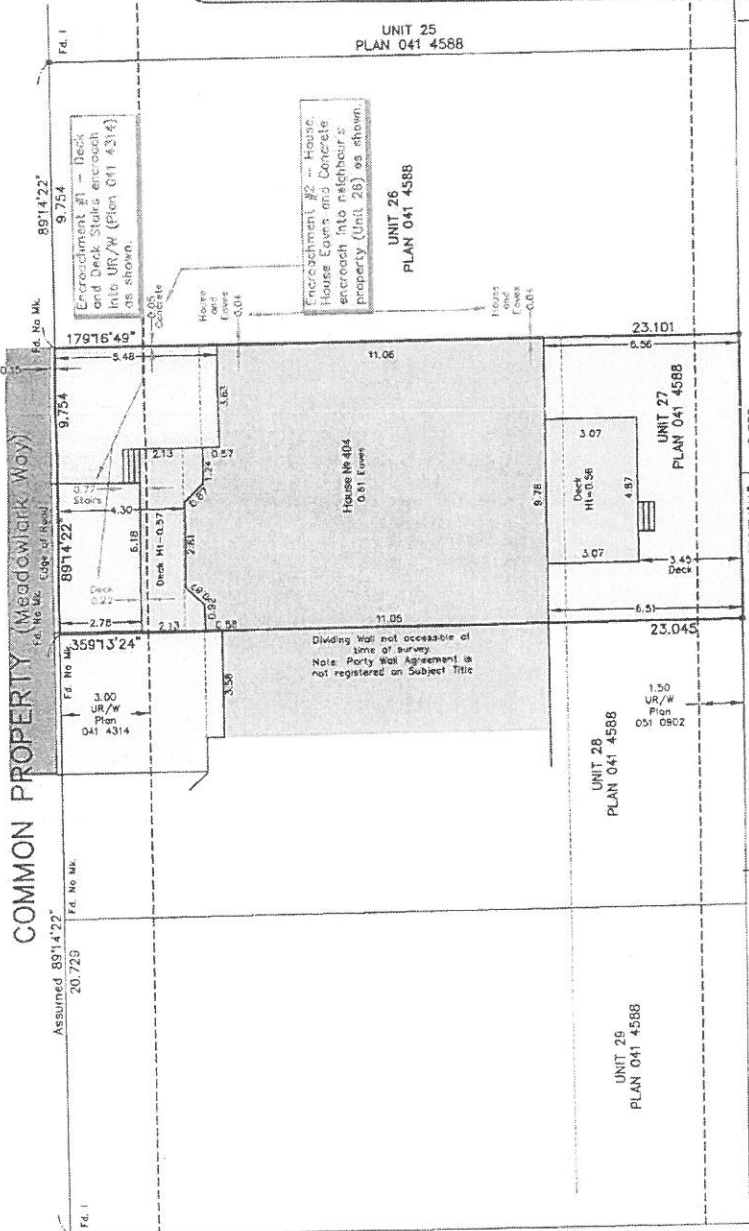
SWORN before me at the _____)
 in the Province of Alberta, this _____)
 day of _____ A.D., 2018.)

 Commissioner for Oaths in and for
 the Province of Alberta

my commission expires on _____

SCHEDULE "A"
ENCROACHMENT AREA #1

COMMON PROPERTY (Meadowlark Way)



COMMON PROPERTY

Alberta Land Surveyor's Real Property Report

LEGEND

- Reference Bearing Assumed from Registered Plan 041 4588
- Legal survey monuments are shown thus:
- Fid No. indicates Found No Mark
- Buildings and encroachments are shown thus
- Concrete is shown thus
- UR/W boundaries are shown thus
- Dimensions are in metres and decimals thereof
- Distances are to the existing exterior cladding of the buildings of the time of the survey, unless otherwise shown
- Lines are dimensioned from building edge to outside fascia
- UR/W indicates encroachment
- UR/W indicates Utility Right of Way
- H= Indicates Height

The extent of the Title for the Subject Property is affected by

- | Particulars | Registration Number |
|--|---------------------|
| 1) Easement | 921 076 147 |
| 2) Agreement Re: Overland Drainage | 021 210 373 |
| 3) UR/W - Plan 011 1244 | 021 228 623 |
| 4) Agreement Re: Restrictive Covenant | 031 081 860 |
| 5) Restrictive Covenant | 031 134 529 |
| 6) Agreement Re: Restrictive Covenant | 041 166 343 |
| 7) UR/W - FortisAlberta Inc | 041 389 705 |
| 8) UR/W - ATCO Gas and Pipelines | 041 438 833 |
| 9) UR/W - Plan 041 4314 | 041 457 421 |
| 10) Easement | 041 484 194 |
| 11) Easement | 041 484 195 |
| 12) Covenant Re: Development Agreement | 041 484 196 |
| 13) UR/W - Plan 031 0902 | 051 078 495 |
- No representations are made as to encumbrances that may exist against the title of this property

This Plan is Page 2 of a Real Property Report and is ineffective if it is attached from Page 1 and 3. Page 2 of 3

SCALE: 1:150
File No. 1453058PR
Drawn by: JML
MARTIN GEONATICS CONSULTANTS LTD.
ALBERTA LAND SURVEYORS
255 - 31st Street North
Lethbridge, Alberta
T1H 3Z4
Phone: 329-0050 Fax: 329-6594
E-mail: geonatic@mgd.ca ©2014

CAVEAT FORBIDDING REGISTRATION

TAKE NOTICE THAT the Town of Vulcan, a municipal corporation, in the Province of Alberta claims an interest in land by virtue of a utility right of way amending agreement made in writing between the Town of Vulcan and Karen Harding the registered owner(s), dated the ____ day of _____ 2018 a copy of which is attached hereto against all the land described as follows:

Condominium Plan 00414588

Unit 27

And 324 Undivided One Ten Thousandth Shares in the Common Property

Excepting thereout all mines and minerals

standing in the register in the name of Karen Harding and forbids the registration of any as transferee or owner of, or of any instrument affecting that estate or interest, unless the certificate of title is expressed to be subject to such claim.

The **TOWN OF VULCAN**, 321 - 2 Street South, Vulcan, AB T0L 2B0 1Z0, is the place at which notices and proceedings relating hereto may be serviced.

DATED this _____ day of _____, 20____, at the Town of Vulcan in the Province of Alberta.

Chief Administrative Officer

AFFIDAVIT IN SUPPORT BY AGENT

CANADA)	
)	I, _____ of
PROVINCE OF ALBERTA)	the Town of Vulcan, in the Province of Alberta
)	MAKE OATH AND SAY AS FOLLOWS:
TO WIT:)	

1. I am the agent for the above-named Caveator.
2. I believe that the said Caveator has a good and valid claim upon the said land I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

SWORN before me at the Town of Vulcan,)	
in the Province of Alberta this _____)	
day of _____ A.D. 2018)	_____
)	
)	
)	
)	
_____)	
A Commissioner in and for the Province of)	
Alberta)	

My commission expires _____

DATED:

2018

TOWN OF VULCAN
RE

Condominium Plan 00414588
Unit 27
And 324 Undivided One Ten
Thousandth Shares in the Common
Property
Excepting thereout all mines and
minerals

CAVEAT

Town of Vulcan
321 - 2 Street South
Vulcan, AB T0L 2B0
File No.

TO: GORDON & MCLEOD LLP

FROM: ALTA Production

12:13MST

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D.R.R. REJECTION NOTICE

LAND TITLES OFFICE
BOX 7575
CALGARY, AB
T2P 2R4

TO GORDON & MCLEOD LLP

VIA CALL BOX

CUSTOMER FILE NBR: CHAHLEY

RE: D.R.R. NUMBER: EOE25B2

CALL BOX: C220
ACCOUNT NUMBER: A106798
REJECTION DATE: 2017/12/13

DOCUMENT TYPE

ENCROACHMENT AGREEMENT

WHERE THE ENCROACHMENT IS OVER A UTILITY RIGHT OF WAY OR EASEMENT, THE EXISTING LEGISLATED PROVISIONS OF THE LAND TITLES ACT ALREADY PROVIDE FOR THE REGISTRATION OF AN AMENDING AGREEMENT (OR A CAVEAT RE: AMENDING AGREEMENT) WHICH AMENDS THE TERMS OF THE UTILITY RIGHT OF WAY TO ALLOW FOR THE EXISTENCE OF THE ENCROACHMENT.

ENCROACHMENT AGREEMENT

SEE GRANTOR, (SERVIENT TENEMENT OWNER).
DOWER REQUIREMENTS MUST BE COMPLIED WITH.
DISPOSITION BY AN INDIVIDUAL.

*

PACKAGE HAS BEEN RETURNED AS PER INSTRUCTIONS ON DRR
FOR ASSISTANCE PLEASE CONTACT THE SURVEYS SUPERVISOR,
MR. DWAIN MACNEILL @ 403-297-7299

** PLEASE RE-SUBMIT DOCUMENT(S) WITH THIS FORM FOR FASTER PROCESSING. **

ADR/GMCGEACH

PAGE: 1

Town of Vulcan

Request for Decision (RFD)

Amend PL-03 – Local Improvement Policy

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

At the February 12, 2018 Regular Council Meeting Council directed Administration to amend Policy PL-03 Local Improvement Policy and bring it back to Council for further consideration.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is the draft copy of Policy PL-03 – Local Improvement Policy showing the addition of 3.2 to Section 3. Implementation, and the change to the subsequent numbering in Section 3.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council adopts Policy PL-03 – Local Improvement Policy as amended.

Initials show support -Reviewed by:

Director:


CAO

TOWN OF VULCAN

Policy Manual

6.2

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PL-03			Local Improvement Policy
Approval	D/M/Y	Resolution #	
Approved	14/03/16	16.062	
Amended			

STATEMENT:

The Town of Vulcan uses Local Improvement charges to recover all or part of the cost of constructing, repairing, improving, and maintaining streets, curbs, sidewalks, water, sanitary sewer, and storm sewer infrastructure benefiting abutting property owners.

OBJECTIVE:

The objective of this policy is the application of Local Improvement charges in a fair and equitable manner, taking into consideration the debt load of the Town, the impact said charges have on its ratepayers, and the impact on benefitting properties.

1. Definitions

- 1.1 Flankage** means the longest side of a rectangle corner lot.
- 1.2 Frontage** means the shortest side of a rectangle lot.
- 1.3 Odd Shaped Lot** means a lot which the front and rear dimensions are not uniform.

2. Project Proposal

- 2.1** A Local Improvement project may be initiated by the ratepayers through petition to Council.
- 2.2** Council may propose a Local Improvement on its own initiative.

3. Implementation

- 3.1** When Local Improvement projects are initiated by an owner's petition the rate for which the Town and the benefiting owners will contribute will be determined by council while preparing the local improvement plan.
- 3.2** When a Local Improvement Plan is initiated by Town Council with the benefiting owner's portion of the funding is being drawn from existing capital reserves, and borrowing is not deemed necessary, interest will not be charged to the repayment term of

TOWN OF VULCAN

Policy Manual

that local improvement.

- 3.3 When Local Improvement projects are initiated by the Town Council the rate for contribution will be **25%** borne by the benefiting owners and **75%** borne by the municipality at large, unless Council determines it favourable to adjust this rate.

3. Implementation Continued

- 3.4 The cost of Local Improvements will be charged based on **frontage or flankage**. This provides a method to allocate the construction cost based on the number of lineal meters in the Local Improvement project. Each parcel abutting or benefitting on the Local Improvement will bear a fair, just and equitable proportion.
- 3.5 The cost of the Local Improvements will be recovered over a Twenty Five (**25**) year term, unless Council determines it equitable to shorten the duration.
- 3.6 The Town will prepare a Local Improvement Plan and accompanying Bylaws in accordance with Part 10 Division 7 of the Alberta Municipal Government Act.
- 3.7 In accordance with the current version of the MGA, if more than two thirds (**2/3**) or sixty seven percent (**67%**) of the benefitting property owners representing fifty percent (**50%**) of the assessed value of the Local Improvement area object in writing to a Local Improvement, the Town will not proceed with Local Improvement project in that year.

4. Procedures

- 4.1 Frontage, for the front or rear side of a rectangular property, will be determined by the front or rear dimension of the properties abutting the Local Improvements.
- 4.2 Flankage, for a corner lot, will be determined by calculating fifty percent (**50%**) of the side dimension of the property abutting the Local Improvements.
- 4.3 Odd shaped lot frontage will be determined by calculating the **average** of the front and rear dimensions of the property abutting the Local Improvements. Frontage for pie-shaped lots will be calculated in the same manner.
- 4.4 Frontage for exceptional parcels may also be further adjusted by Council in accordance with Section 404 of the MGA.
- 4.5 Where the Local Improvement, such as a sidewalk, is positioned on one side of a street there is a benefit to both sides of a street and therefore the cost shall be shared. The benefit on both the receiving and opposite side of the street is equal. Therefore, the standard rate to be applied per lineal meter would be equal for both the receiving and the opposite side of the street for sidewalks.

TOWN OF VULCAN

Policy Manual

5. Payment of Local Improvement Tax

- 5.1** The Local Improvement assessed value repayment may be either as one lump sum upon project completion, or over a period not to exceed twenty five (25) years, with interest on the outstanding principal amount.

- END OF POLICY-

DRAFT

Town of Vulcan

Request for Decision (RFD)

Local Improvement Plan

Meeting: Regular Council
Meeting Date: **February 26, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

At the February 12, 2018 Regular Council Meeting Council directed Administration to prepare the Local Improvement Plan for the underground utility and surface improvement of 3rd Street South from 4th Avenue to 6th Avenue.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The package was sent out to the affected residents with the legal address indicated for each resident. The legal address information for the 400 Block was described incorrectly.

Attached is an amended Local Improvement Plan for Council's consideration and Administration is requesting that Council approves the amended Local Improvement Plan.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the amendment to the Local Improvement Plan that Administration and forward the amended Local Improvement plan to the affected residents.

Initials show support -Reviewed by:

Director:


CAO

Local Improvement Plan

(LI Cost)

3rd Street South Paving and Infrastructure

25 Years

400 Block

1	Lot	Block	Plan	Civic	Frontage	LI Cost	LI Yearly
	1	26	5163cc	404 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	2	26	5163cc	408 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	3	26	5163cc	412 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	4	26	5163cc	416 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	5	26	5163cc	418 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	6	26	5163cc	420 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	7&8	26	5163cc	426 3rd St S	16.76	\$ 10,093.08	\$ 403.72
	8	26	5163cc	430 3rd St S	13.72	\$ 8,262.36	\$ 330.49
	15-16	25	1117FG	405 3rd St S	30.48	\$ 18,355.44	\$ 734.22
	14	25	1117FG	413 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	13	25	1117FG	417 3rd St S	15.24	\$ 9,177.72	\$ 367.11
	11&12	25	1117FG	421 3rd St S	19.05	\$ 11,472.15	\$ 458.89
	10&11	25	1117FG	425 3rd St S	19.05	\$ 11,472.15	\$ 458.89
	9&10	25	1117FG	429 3rd St S	22.86	\$ 13,766.58	\$ 550.66
2	Total Frontage				243.84		

Project Cost \$ 587,374.00

3 25% \$ **146,843.50**

4 Cost per meter \$ **602.21**

Cost of borrowing **3.20%**

5 Annual cost per meter for 25 years \$ **24.09**

6 Yearly assessment to all properties \$ **5,873.74**



Town of Vulcan

Request for Decision (RFD)

Cash Statement – Ending January 31, 2018

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Cash Statement for the period ending January 31, 2018.

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 January 31, 2018 be received for information.

Initials show support -Reviewed by:

Director:



CAO

TOWN OF VULCAN

Town of Vulcan
Cash Statement
1/31/2018

	Debit	Credit	YTD
Cash			
Bank - General Account	22,264,601.27	(22,004,340.45)	260,260.82
Investments			
Notice On Demand Acct General	4,203,932.40	(2,911,187.94)	1,292,744.46
Notice on Demand Acct FGTF	212,935.21	(212,557.32)	377.89
Notice on Demand Acct MSI Capital	486,810.61	(241,581.44)	245,229.17
Notice on Demand Acct Vulcan Innovation	15,834.10	0.00	15,834.10
Notice On Demand Acct BMTG	169,012.32	(168,397.11)	615.21
Term Deposit - Mix Reserve	5,256.31	0.00	5,256.31
Term Deposit - Healy Reserve	15,882.05	0.00	15,882.05
Term Deposit - Alberta Energy Grant	0.00	0.00	0.00
Term Deposit - Shearer Reserve	1,694.03	0.00	1,694.03
Term Deposit - Androsoff Reserve	5,466.66	0.00	5,466.66
Term Deposit - Flags	60,235.87	(40,000.00)	20,235.87
	<u>5,177,059.56</u>	<u>(3,573,723.81)</u>	<u>1,603,335.75</u>

Mayor

CAO

Town of Vulcan

Request for Decision (RFD)

Year-to-Date Statement – Ending January 31, 2018

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the Year-to-Date Statement for the period ending January 31, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Year-to-Date Statement for the period ending January 31, 2018 be received for information.

Initials show support -Reviewed by:

Director:



CAO

Town of Vulcan

For the One Month Ending January 31, 2018

	YTD	BUDGET	VARIANCE
General Taxes and Fees			
Revenue	(49,773.24)	(3,051,320.00)	(3,001,546.76)
Expenses	0.00	34,000.00	34,000.00
School Taxes			
Revenue	0.00	(562,000.00)	(562,000.00)
Expenses	0.00	562,000.00	562,000.00
Legislative			
Revenue	0.00	0.00	0.00
Expenses	1,880.56	117,030.00	115,149.44
General Administration			
Revenue	(26,644.23)	(52,700.00)	(26,055.77)
Expenses	81,106.89	826,855.14	745,748.25
Fire Fighting			
Revenue	0.00	0.00	0.00
Expenses	4,989.62	202,623.00	197,633.38
Emergency Services			
Revenue	0.00	0.00	0.00
Expenses	0.00	5,500.00	5,500.00
Bylaw			
Revenue	(7,502.00)	(32,500.00)	(24,998.00)
Expenses	9,919.05	119,108.00	109,188.95
Common Services			
Revenue	0.00	0.00	0.00
Expenses	35,499.21	328,300.00	292,800.79
Roads & Streets			
Revenue	0.00	(13,775.18)	(13,775.18)
Expenses	27,758.12	519,707.44	491,949.32
Airport			
Revenue	0.00	0.00	0.00
Expenses	8,000.00	8,000.00	0.00

Town of Vulcan

For the One Month Ending January 31, 2018

	YTD	BUDGET	VARIANCE
Water Treatment			
Revenue	(20,000.00)	(240,000.00)	(220,000.00)
Expenses	7,643.80	113,670.00	106,026.20
Storm			
Revenue	0.00	0.00	0.00
Expenses	263.39	6,580.54	6,317.15
FCSS			
Revenue	(60,713.00)	(199,133.00)	(138,420.00)
Expenses	62,343.00	212,291.00	149,948.00
Cemetery			
Revenue	(225.00)	(8,000.00)	(7,775.00)
Expenses	100.00	20,965.00	20,865.00
Planning Development & Safety			
Revenue	(641.92)	(8,800.00)	(8,158.08)
Expenses	10,488.17	104,315.00	93,826.83
Subdivision			
Revenue	(2,800.00)	(10,200.00)	(7,400.00)
Expenses	0.00	20,780.09	20,780.09
Economic Development			
Revenue	0.00	0.00	0.00
Expenses	0.00	75,000.00	75,000.00
Recreation			
Revenue	(1,792.47)	(133,529.50)	(131,737.03)
Expenses	12,827.31	225,558.53	212,731.22
Golf Course Loan			
Revenue			
Expenses	8,160.00	84,864.00	76,704.00
Parks			
Revenue	(235.87)	(65,200.00)	(64,964.13)
Expenses	4,620.87	110,700.00	106,079.13
Swimming Pool			
Revenue	0.00	(126,375.00)	(126,375.00)
Expenses	4,880.55	207,450.00	202,569.45

Town of Vulcan

For the One Month Ending January 31, 2018

	YTD	BUDGET	VARIANCE
Arena			
Revenue	(6,981.39)	(116,870.00)	(109,888.61)
Expenses	31,656.93	193,740.00	162,083.07
Culture			
Revenue	(1,200.00)	(14,400.00)	(13,200.00)
Expenses	928.65	141,472.60	140,543.95
Tourist Center			
Revenue	0.00	(120,000.00)	(120,000.00)
Expenses	9,137.42	324,175.00	315,037.58
Water			
Revenue	(17,352.21)	(730,097.81)	(712,745.60)
Expenses	18,779.90	788,633.08	769,853.18
Sewer			
Revenue	0.00	(207,489.81)	(207,489.81)
Expenses	5,446.38	342,166.88	336,720.50
Garbage			
Revenue	(45.00)	(426,020.00)	(425,975.00)
Expenses	0.00	422,925.00	422,925.00
TOTAL REVENUE	(195,906.33)	(6,118,410.30)	(5,922,503.97)
TOTAL EXPENSES	346,429.82	6,118,410.30	5,771,980.48

Town of Vulcan

Request for Decision (RFD)

Correspondence and Information

Meeting:	Regular Council
Meeting Date:	February 26, 2018
Originated By:	Kim Fath

BACKGROUND / PROPOSAL:

Attached is the list of Correspondence and Information for the period ending February 26, 2018.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For Council's review.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the Correspondence and Information for the period ending February 26, 2018 be received for information.

Initials show support -Reviewed by:

Director:


CAO

Report on Miscellaneous Correspondence 8.1 (2) - February 26, 2018

A. St. Aldhelm's Anglican Church

Senior Retirement Accommodation concerns

B. Family and Community Support Services

Community Action Poverty Simulation on April 6, 2018 from 1:00 pm to 4:30 pm

C. Alberta Environment and Parks

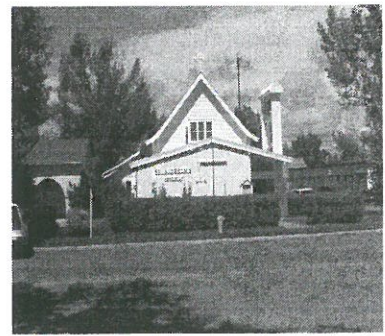
Vulcan Waterworks System – Approval Expiry Notice

8.1.A

St Aldhelm's Anglican Church
Box 539,
Vulcan AB T0L 2B0

February 9th, 2018

Mayor and Council
Town of Vulcan



I am writing on behalf of the Vulcan County Ministerial. We are concerned about the number of seniors that are being forced to leave Vulcan for other locations that can offer the type of retirement accomodation that is not presently available in Vulcan.

I do appreciate the time and effort that went in to the various presentations from potential builders that, unfortunately, came to naught. I attended each and every one of them, having a vested interest at my age.

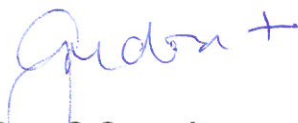
However, we feel it is essential that efforts continue to be made on behalf of the seniors who would like to live their days in Vulcan, but still enjoy an independent life style, for as long as they can, but in a convenient, safe environment.

I don't think this asking for the impossible, certainly the extremely difficult. But I also think that our seniors deserve every effort on their behalf to retain them in the community.

If we can be of any assistance in your efforts to spearhead finding a suitable, willing builder, please do not hesitate to ask.

We continue to ask God's blessings on the elected officials of Vulcan and Vulcan County charged with the care and well being of all its residents.

Yours, in Christ,


Rev. G Cranch
Vicar of VULcan

INVITATION LETTER

February 22, 2018

**Rescheduled from
Oct. 3, 2017**

Could you survive a month in poverty?

Nearly 5 million (1 in 7) Canadians live in poverty every day, of whom 1.3 million (1 in 5) are children under the age of 18. Poverty is a widespread issue across the country and the world, but vulnerable groups such as people living with disabilities, single parents, elderly individuals, youth, and racialized communities are more susceptible. The effects of poverty can be expressed in different aspects of a person's life, including food security, health, and housing. The recent economic downturn has seen unemployment rates rise and the use of emergency food pantries increase.

You are invited to the Community Action Poverty Simulation (CAPS) facilitated by United Way Lethbridge & South Western Alberta on Friday, April 6, 2018 from 1:00 to 4:30 pm at the Vulcan Cultural Recreation Centre (CRC).

It is difficult for those of us who have enough to truly understand the situations that families living in poverty experience every day – the decisions they have to make, and the fears and frustrations they feel. **That is why we are inviting you to walk a mile in the shoes of those facing poverty.**

The CAPS provides participants with the opportunity to assume the role of a low-income family member living on a limited budget. The experience is divided into four 15-minute sessions, each of which represents one week in which you must provide for your family and maintain your home. As one participant commented, *"This poverty simulation dramatically demonstrates how much time and energy many families have to give just to survive from day to day. It quickly dispels the myth that people would do fine if they would only go out and get a job!"*

Please RSVP by Tuesday, April 3, 2018 by calling Wendy at FCSS at 403-485-2106, Ext. 103, or by email to fcsscsc@telus.net. Contact me if you have any questions or need further information.

We look forward to your participation.

Sincerely,

Wendy Theodore, FCSS Community Liaison



Environment
and Parks

8.1.C
Operations
Regulatory Approvals Centre
5th Floor, South Petroleum Plaza
9915 108 Street
Edmonton, AB T5K 2G8, Canada
Telephone: (780) 427-6311
Fax: (780) 422-0154
www.environment.alberta.ca

February 16, 2018

Application No.: 008-1271

Town of Vulcan
BOX 360
VULCAN, AB T0L 2B0

Dear Sir or Madam:

RE: APPROVAL EXPIRY NOTICE

Vulcan Waterworks System – Expiry Notice

Expiry Date: September 1, 2018 **Approval No.:** 1271-02-00

Your approval will expire on the above date. Prior to this date, you must apply for and obtain a new approval in order to continue to operate your facility in accordance with the *Environmental Protection and Enhancement Act*. If this facility is no longer in operation, you still need to apply for a renewal of this approval. In this case, the renewal application is to include a reclamation plan.

In order to process the application and then issue a new approval, a completed application must be submitted within six months of the expiry date of your approval.

To assist you in submitting a complete application, please refer to the guideline document located on our website at <http://aep.alberta.ca/water/forms-applications/drinking-water-and-wastewater-facility-approvals-and-registrations-process.aspx>. Please submit your application electronically, either by cd submission or by pdf to our office at aep.epeaapplications@gov.ab.ca. Please note that the pdf or cd must not be secured in any way or password protected.

If you have any questions, please contact me at (780) 644-4419.

Yours truly,

Tanya Berube,
Applications Coordinator

cc: Jeffrey Wu - South Saskatchewan Region - Lethbridge

Town of Vulcan

Request for Decision (RFD)

Committee and Administrative Reports

Meeting: Regular Council
Meeting Date: **February 26, 2018**
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 – Agenda – Minutes – December 7, 2017
- Canadian Badlands Board Meeting – Minutes – January 26, 2018
- Vulcan Area Public & Petroleum Association – Agenda – Minutes – February 12, 2018
- Municipal Planning Commission – Minutes – March 20, 2018

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT the minutes and/or verbal reports of Town represented Boards/Committees at the February 26, 2018 Town Council Meeting be received for information.

- Oldman River Regional Services Commission – Agenda – Minutes – December 7, 2017
- Canadian Badlands Board Meeting – Minutes – January 26, 2018
- Vulcan Area Public & Petroleum Association – Agenda – Minutes – February 12, 2018
- Municipal Planning Commission – Minutes – March 20, 2018

Initials show support -Reviewed by:

Director:



CAO



MINUTES – 4 (2017)
ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING
Thursday, December 7, 2017 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn Stevenson (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Delbert Bodnarek	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers	Village of Milo
Bill Prentice - alternate	City of Brooks	Dan McLelland	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Richard Bengry	Town of Cardston	Marinus de Leeuw	Village of Nobleford
Peggy Hovde	Village of Carmangay	Henry de Kok (absent)	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Don Anderberg	Town Pincher Creek
Butch Pauls	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Heather Caldwell	Town of Coalhurst	Greg Robinson	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby	Town of Stavely
Warren Mickels (absent)	Village of Cowley	Matthew Foss	Village of Stirling
Dave Filipuzzi	Mun. Crowsnest Pass	Jennifer Crowson	M.D. of Taber
Dean Ward	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Jason Schneider	Vulcan County
Gerry Carter	Village of Glenwood	Lyle Magnuson	Town of Vulcan
Barin Beresford (absent)	Town of Granum	Don Heggie - alternate	County of Warner
Suzanne French	Village of Hill Spring	Eric Burns	Village of Warner
Morris Zeinstra	County of Lethbridge	Ian Sundquist	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Cam Klassen	Assistant Planner
Mike Burla	Senior Planner	Erin Graham	Assistant Planner
Bonnie Brunner	Senior Planner	Stacy Olsen	Assistant Planner
Diane Horvath	Senior Planner	Yeue Majok	CAD/GIS Technologist
Steve Harty	Senior Planner	Kaylee Sailer	CAD/GIS Technologist
Gavin Scott	Senior Planner	Jennifer Maxwell	Subdivision Technician
Ian MacDougall	Planner	Barb Johnson	Executive Secretary

AGENDA:

1. Approval of Agenda – December 7, 2017

2. **Approval of Minutes – September 7, 2017** (attachment)
3. **Business Arising from the Minutes**
4. **Recognition of Members and Alternate Members for 2017/2018** (attachment)
5. **Appointment of Officers and Executive Committee for 2017/2018** (attachment)
 - (a) Election of Chair
 - (b) Election of Vice-Chair
 - (c) Election of Executive Committee
 - (d) Destruction of Ballots

<p>6. GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member "Secrets of the Municipal Government Board"</p>

7. **Reports**
 - (a) Executive Committee Report..... (attachment)
 - (b) GIS Report and Newsletter (handout)
 - (c) Council Orientation/Organizational Briefing (attachment)
8. **Business**
 - (a) Proposed 2018 Budget..... (attachment)
 - (b) Subdivision Fee Increase
9. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2017..... (attachment)
10. **Adjournment – March 1, 2018**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Greg Robinson

THAT the Board of Directors approve the agenda of December 7, 2017, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of September 7, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2017/2018

- Each Board member stood and introduced themselves stating the municipality they represent. The Director also introduced all staff members in attendance.

Municipality	Member	Alternate Member
Arrowwood – Village	Kevyn Stevenson	—
Barnwell – Village	Delbert Bodnarek	Ian Matheson
Barons – Village	Ed Weistra	Michelle Tarditi
Bassano – Town	Tom Rose	Ron Wickson
Brooks – City	Norman Gerestein	Bill Prentice
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Richard Bengry	—
Carmangay – Village	Peggy Hovde	JoAnne Juce
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Doug MacPherson	Brad Schlossberger
Coaldale – Town	Butch (Henry) Pauls	—
Coalhurst – Town	Heather Caldwell	—
Coutts – Village	Tanya Smith	Marvin Bohne
Cowley - Village	Warren Mickels	Mary Kittlaus
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Gerry Carter	—
Granum – Town	Barin Beresford	Bernie Kennedy
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	—
Milk River – Town	Peggy Losey	—
Milo – Village	Louis Myers	Scott Schroeder
Nanton – Town	Dan McLelland	Victor Czop
Newell – County	Clarence Amulung	Anne Marie Philipsen
Nobleford – Village	Marinus de Leeuw	Tony Aleman
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Bev Everts	Quentin Stevick
Pincher Creek – Town	Don Anderberg	Scott Korbett
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Bryce Coppieters
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Rob Edwards
Taber – Municipal District	Jennifer Crowson	—
Vauxhall – Town	Margaret Plumptree	Marilyn Forchuk
Vulcan – County	Jason Schneider	Doug Logan
Vulcan – Town	Lyle Magnuson	Paul Taylor

Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Eric Burns	Colette Glynn
Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg

5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2017/2018

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

(a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

Gordon Wolstenholme was elected Chair by acclamation.

(b) Election of Vice-Chair

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

Jim Bester was elected Vice-Chair by acclamation.

(c) Election of Executive Committee

Advance Nominations: Don Anderberg (Town of Pincher Creek)
Doug MacPherson (Town of Claresholm)
Ian Sundquist (M.D. of Willow Creek)

Nominations from the floor:

Ed Weistra (Village of Barons) nominated Morris Zeinstra (Lethbridge County)
Richard Bengry (Town of Cardston) nominated Greg Robinson (Town of Raymond)

Don Anderberg, Doug MacPherson, Ian Sundquist, Morris Zeinstra and Greg Robinson were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 7, 2017 to December 6, 2018:

Gordon Wolstenholme – Chair
Jim Bester – Vice-Chair
Don Anderberg
Doug MacPherson
Ian Sundquist
Morris Zeinstra
Greg Robinson

(d) Destruction of Ballots – None (all elected by acclamation)

6. GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member
"Secrets of the Municipal Government Board"

Tom Golden retired as Manager of the Oldman River Regional Services Commission in 1995 and , until recently, has since served on the Municipal Government Board (MGB). The MGB replaced the Alberta Planning Board in 1995 and is a independent body that adjudicates a number of issues including: some subdivision appeals, resolving disputes regarding bylaws, tax assessment appeals, annexations between municipalities.

The main things Mr. Golden wanted everyone to know is – DON'T GO BEFORE THE MGB IF YOU DON'T HAVE TO – you might end up with a decision that you don't want. But if you DO go before the Board at some time, he outlined four observations that may help you:

1. Get Your Ducks In A Row

- You have planners for a reason, to give you sound municipal planning advice.
- If you don't take their advice, make sure it is a sound decision.
- Show you have gone through a legitimate process and how the decision fits into that.
- Having bylaws in place makes decisions consistent.
- Keep your bylaws and plans current and updated.

2. Follow The Rules

- If you ignore your planners, make sure your rules and procedures are followed.
- If the decision is appealed anyway, have someone from the MPC or Subdivision Authority come with the planner just to add a municipal face to the appeal.
- Politicians are better than lawyers to bring to an appeal.
- MGB members are human. Consequently they sometimes get confused. It is important that your information is in a concise clear form – diagrams, good maps, clear presentation, and leave the evidence with the Board so they can go back to the information.
- Present the bylaws and pertinent information. You need good information to have a good decision.

3. System Is Adversarial

- Once you come before the Board it is up to them to make the decision. Negotiations are finished at this point.
- Occasionally the Board will accept agreements between the parties as long as they are legal and following the rules.

4. Be Organized

- Be prepared and have bylaws in place.
- Present your evidence which will act as a basis for the decision.
- In your summary, highlight the most important points.

7. REPORTS

(a) Executive Committee Report(attachment)

- Chair Gordon Wolstenholme briefly reviewed the Executive Committee Report which was attached to the agenda and answered questions from the Board.

Moved by: Richard Bengry

THAT the Board of Directors receive the Executive Committee Report for the meetings of September 7 and November 9, 2017, as information. **CARRIED**

(b) GIS Report and Newsletter

- 2017 saw the successful completion of the Orthophoto Project which delivered high resolution imagery (7cm pixel) of the 42 participating municipalities, which meets specific environmental parameters and allows for a leaf free image with an unobstructed view of buildings and roadways.
- Two municipalities joined the GIS Project in 2017 – the Village of Duchess and the City of Brooks. Total membership of the GIS Project now stands at 44 with representation from a rural municipality, villages, summer villages, towns, and a city.
- A six-member advisory committee has been created to help guide the decision making processes with regards to the GIS Project. The committee will provide additional input on things such as new GIS feature development, membership, funding models, tangible capital asset reporting, delivery of training and future grant opportunities. Current members of the GIS Advisory Committee include: Ryan Leuzinger (Milk River), Tricia Willis (Penhold), Pam Search (Raymond), Blair Bullock (Claresholm), Spencer Croil (Coaldale) and Bruce Thiessen (Brooks).

Moved by: Doug MacPherson

THAT the Board of Directors receive the GIS newsletter, as information. **CARRIED**

(c) Council Orientation/Organizational Briefing(attachment)

- Because the number of new Board members is so large (26 out of 42), the Director briefly explained who ORRSC is, what we do, and the role of ORRSC Board members:
 - Attend Quarterly Board Meetings
 - Decision-making and Policy-making body
 - Some financial and oversight duties and powers are delegated to the Executive
 - Establishes Executive Committee through election
 - Approves Budget
 - Liaison between ORRSC and municipality
 - Disseminates ORRSC information to council
- The Board governs the Commission through established policies and protocol. The appointed members and the elected Executive are drawn from a diverse cross section of rural and urban municipalities with the intention to best accomplish the mandate and objectives of the Commission, first and foremost.

8. BUSINESS

(a) Proposed 2018 Budget

- Highlights of the proposed 2018 Budget are as follows:

2018 Budget Highlights

- ▶ Revenue:
 - ▶ Membership fees increase overall by 2% raising \$938,000
 - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
 - ▶ GIS fees to increase by 2% raising \$547,680
 - ▶ (\$5.66/capita & \$5.15/capita)
 - ▶ Fixed Revenues need to meet Fixed Expenses
 - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves.
 - ▶ Subdivision revenue is expected to increase by \$10,000 due to an increase in the Application Fee.

2018 Budget Highlights

- ▶ Expenses:
 - ▶ Staff Salaries subject to 2.0% cost-of-living adjustment
 - ▶ (corresponding increase to Staff Benefits)
 - ▶ Computer Hardware & Software costs continue to increase
 - ▶ All other expenses held
 - ▶ Planned replacement of a fleet vehicle in early spring

- A net income of approximately \$36,000 has been budgeted for 2018.

Moved by: **Greg Robinson**

THAT, the 2018 Budget, as recommended by the Executive Committee, be approved, as presented.

CARRIED

(b) Subdivision Fee Increase

- The budget includes a \$100 increase in the Subdivision Application Fee (from \$600 to \$700) due to extra work resulting from the recent Municipal Government Act amendments. It has been five years since the last increase to the application fee. Greg Robinson (Raymond) expressed that we need to be mindful of fee increases that may deter development in our smaller communities.

Moved by: Doug MacPherson

THAT the Subdivision Application Fee be increased from \$600 to \$700, effective January 1, 2018.

CARRIED

9. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2017**

Moved by: Ian Sundquist

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2017, as information.

CARRIED

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, March 1, 2018 at 7:00 p.m.**

CARRIED

/bj

CHAIR: _____



**BOARD MEETING MINUTES
BROOKS FIRE HALL
FRIDAY, JANUARY 26, 2018**

Minutes of the Canadian Badlands Board Meeting held on January 26, 2018, at 11:00 a.m.

CALL TO ORDER

PRESENT

Barry Morishita	President, Canadian Badlands / Mayor, City of Brooks
George Glazier	Secretary, Canadian Badlands / Councillor, County of Paintearth
Anne Marie Philipsen	Director, Canadian Badlands / Councillor, County of Newell
Doran Degenstein	Director, Canadian Badlands
Terri Kinsman	Director, Canadian Badlands / Rocking R Guest Ranch
Brian Varga	Member-at-large, Canadian Badlands / Councillor, City of Medicine Hat

REGRETS

Jeff Carlson	Treasurer, Canadian Badlands / Councillor, City of Lethbridge
Ken Kultgen	Director, Canadian Badlands / Mayor, Village of Foremost
Heather Colberg	Member-at-large, Canadian Badlands / Mayor, Town of Drumheller

OTHERS IN ATTENDANCE

Lonna Hoggan, Administrative Manager, Canadian Badlands
Diana Watson, Executive Assistant, Canadian Badlands

1. **CALL TO ORDER** – President, Barry Morishita, called the meeting to order at 11:10 a.m.

2. **CONSENT AGENDA APPROVAL**

It was suggested to move away from the Consent Agenda format and review each item separately.

B.M.18.01 Anne Marie Philipsen made a motion to approve each of the Consent Agenda items individually for January 26, 2018, and going forward each agenda will be listed separately.

CARRIED UNANIMOUSLY

2.1 Finance Report

B.M.18.02 Doran Degenstein made a motion to approve the Finance Report as presented.

CARRIED UNANIMOUSLY

2.2 CBT Activity Report

B.M.18.03 George Glazier made a motion to approve the CBT Activity Report as presented.

CARRIED UNANIMOUSLY

2.3 Marketing Committee Update

No report at this time from the Marketing Committee

2.4 Product Development Committee Update

B.M.18.04 George Glazier made a motion to approve the Product Development Report as presented.

CARRIED UNANIMOUSLY

2.5 Correspondence

IN-CAMERA – 12:20 pm

B.M.18.05 Anne Marie Philipsen made a motion to go In-Camera

CARRIED UNANIMOUSLY

OUT OF IN-CAMERA – 1:25 pm

B.M.18.06 Brian Varga made a motion to go out of In-Camera at 1:25 pm.

CARRIED UNANIMOUSLY

3. ADOPTION OF AGENDA

George Glazier suggests an amendment to be added under Item 8.1 – Discussion around allowing and choosing Board Members.

B.M.18.07 George Glazier made a motion to approve the Agenda with the suggested amendment of added discussion to 8.1 for January 26, 2018.

CARRIED UNANIMOUSLY

4. ADOPTION OF PREVIOUS MINUTES – November 30, 2017, Board Meeting

B.M.18.08 George Glazier made a motion to approve the previous Minutes as presented.

CARRIED UNANIMOUSLY

5. ADOPTION OF 2018 BUDGET

This item is deferred until a later date in March 2018.

The Board of Directors has decided to appoint Doran Degenstein as the approving authority for expenses from now until March, 2018.

B.M.18.09 George Glazier made a motion to appoint Doran Degenstein as the approving authority for expenses for the months of January, February, and March.

CARRIED UNANIMOUSLY

6. ARTICLES OF ASSOCIATION

Suggested changes to the current Articles of Association to allow the Board of Directors to adjust the amount assigned for the Shareholder Levy fees.

B.M.18.10 Brian Varga made a motion to present the suggested changes for the Articles of Association at the Annual General Meeting (AGM) for a vote by the Shareholders.

CARRIED UNANIMOUSLY

7. ONGOING BUSINESS

7.1 2018 CBT Conference

- Budget / Update / Meeting

The Conference Committee will be meeting at the Medicine Hat Lodge on February 14, 2018, at 10:00 am.

- Solicitor's interpretation of number of votes per Shareholder

... each Shareholder ("**Shareholder**") of the Company (Canadian Badlands Ltd.) is entitled to three (3) votes at each meeting of the Shareholders, provided, however, that each Shareholder must appoint three (3) representatives to be entitled to exercise its maximum number of votes.

- Committee for the Cindy Amos Tourism Champion Award

B.M.18.11 Brian Varga made a motion to have George Glazier, Doran Degenstein, and Anne Marie Philipsen to head the Committee for the Cindy Amos Tourism Champion Award.

CARRIED UNANIMOUSLY

7.2 CBT website servers

- Sell all three to the previous provider, Adile Abbadi-MacIntosh, for \$500

B.M.18.12 Doran Degenstein made a motion to ratify this decision and sell the three website servers back to the previous owner, Adile Abbadi-MacIntosh, for \$500.

CARRIED UNANIMOUSLY

7.3 Audit 2015 Update

ACTION: Doran Degenstein will speak with Trevor Gough at Ascend Financial regarding the outstanding 2015 audit invoice.

ACTION: Doran Degenstein will assist putting together the information regarding the Beiseker Train Station Project.

8. NEW BUSINESS

8.1 CBT Board Members

- Discussion on more industry members

B.M.18.13 Terri Kinsman made a motion to set up an Industry-based Sub-Committee as part of the CBT Board of Directors.

CARRIED UNANIMOUSLY

- Discussion on Board Members

Both Terri Kinsman and Brian Varga feel they can help out with delegations to municipal councils when needed.

ACTION: Barry Morishita will approach City of Lethbridge Council to appoint a different Member at Large for the CBT Board of Directors, to replace Jeff Carlson.

8.2 Projects Update

8.3 Set Board Meeting dates for 2018

The next CBT Board Meeting will be held on Friday, February 16, 2018, at 2:00 pm. This meeting will be a video conference call, to be held on Zoom. This meeting will focus on final details for the Conference in March, to finalize the 2018 Conference Budget, the Ascend Financial invoice, and the Beiseker Train Station discussion.

8.4 ACTA – Alberta Culinary Tourism Alliance

This decision deferred until March, 2018.

9. ROUND TABLE

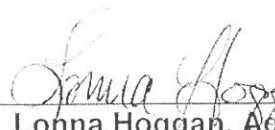
10. ADJOURNMENT

B.M.18.14 Terri Kinsman made a motion to adjourn the meeting at 3:25 p.m.

CARRIED UNANIMOUSLY



Barry Morishita, President



Lonna Hoggan, Administrative Manager

Vulcan Area Public & Petroleum Association
AGENDA
February 12, 2018 at 1:00 pm
Vulcan County Council Chambers

- A. Introductions
- B. Review Agenda
 - Additions or Deletions
- C. Approval of Minutes
 - June 19, 2017
- D. Financial Report
 - Chequebook Register
 - Administrator's Invoices
 - 2017 Financial Statement
 - 2018 Draft Budget
- E. Membership Update
 - 2017 Paid Members
 - Reminder Invoices
- F. Stakeholder Updates
 - Industry
 - Government
 - Community
- G. Reports/Action Items
 - Advertising Campaign
 - Fire Prevention Ad
 - Synergy Alberta Update
 - Conference Calls
- H. New Business
 - 2017 Bursary Recipients
- I. Correspondence
 - Town of Vulcan Council Appointment
 - Vulcan County Council Appointment
- J. Synergy Alberta Website and Email Account (information only)
 - www.vappa.synergyalberta.ca (webpage)
 - vappa@synergyalberta.ca (email account)
- K. 2018 Future Meeting Dates

Vulcan Area Public & Petroleum Association

June 19, 2017

DRAFT MINUTES

Attendees:

Kelly Nelson - Chair/Landowner
Tom Grant - Town of Vulcan
Jennifer Lough - AER

Allan Goosney - Crescent Point
Patrick Dale - CNRL
Linda Cloutier - Administrator

Brian Willison - Centrica Energy
Michael Monner - Vulcan County

A. Introductions

- Chair Kelly Nelson welcomed everyone and introductions were made.

B. Review Agenda

C. Approval of Minutes

- Moved/Seconded by Michael/Allan. **APPROVED** as presented.

D. Financial Report

- **Chequebook Register**
 - June 18, 2017 bank balance is \$39,090.12. Moved/Seconded by Patrick/Allan. **APPROVED** as presented.
- **Administrator's Invoices**
 - Included in package.

E. Membership Update

- **2017 Paid Members**
 - To date, 10 companies paid their membership fees for a total of \$8,250.00.

F. Stakeholder Updates

- **Industry**
 - Patrick advised CNRL is dealing with Lexin over 30 wells and the AER re: their obligations making sure they are safe and secure. Brian reported Centrica has been sold to MIE, a Hong Kong based company and finalization is expected to occur around September. Allan advised in order to conserve solution gas from their battery site at 5-21-15-25 W4M (historically pipelined to a Lexin facility at 2-29-15-25 W4M) they are undertaking pipeline activities to re-activate the line from 2-29-15-25 to 6-25-15-25 W4M and construct a new pipeline from 6-25-15-25 W4M to CNRL header at 4-25-15-25 W4M.
- **Government**
 - Michael stated things are quiet in the County. The \$1.1 million loss of revenue has resulted in cutting back on operations and reducing staff. This also resulted in an increase to farmland taxes while residential and industrial stayed the same.
 - Tom reported the Town of Vulcan is operating at status quo.
 - Jen reported the AER has been working to resolve the legal challenges related to the Lexin Resources Ltd. (Lexin) insolvency. As a result of these discussions, Lexin has agreed to cooperate in reducing the pond levels at the Mazeppa gas plant in order to comply with the Environmental Protection Order issued by the AER on February 15, 2017, as well as agreed to voluntarily include its related entities in the receivership process. On June 13, 2017, Grant Thornton LLP, the court-appointed receiver of Lexin obtained approval from the Court of Queen's Bench of Alberta to expand the Lexin receivership to include 0989 Resource Partnership, 1051393 BC Ltd., LR Processing Ltd., and LR Processing Partnership. *The receiver will be better able to proceed with the effective sale of Lexin-licensed assets to ensure as much of the infrastructure as possible goes to responsible energy companies and does not fall to the Orphan Well Association (OWA).* Before the AER will consider an application to resume operations, the new licensee must first address outstanding non-compliances. This process will take time and they appreciate everyone's patience as they work through this. The sales process is expected to begin this summer. For further information on the receiver's sales process, visit the Grant Thornton website. Michael J. Smith, the director of Lexin, has accepted responsibility for Lexin's non-compliances and has agreed to pay \$175,000 to the AER. Mr. Smith will also no longer have direct or indirect control of any AER licensee or approval holder. The AER's News Release contains the agreed statement of facts. This concludes the AER's investigation into Lexin's non-compliances. The Orphan Well Association and companies with interest in the sites will continue to provide care and custody of sites. To ensure the sites meet AER requirements, the OWA has inspected sites in their care that have been deemed the highest risk and continues to inspect the remaining sites. Similarly, the AER has begun inspecting priority sites that are under the care and custody of the working interest participants and anticipates inspecting about 200 sites in the next few weeks. The AER is holding community meetings to provide information and answer questions. The Surface Rights Board, Farmers' Advocate Office, and Orphan Well Association will also be in attendance. Meetings will be held in the Vulcan Lodge Hall on June 27, 2017 at 7:00 pm and the Cayley Oddfellows Hall on June 28, 2017 at 7:00 pm.
- **Community**
 - No updates were provided by community members.

G. Reports/Action Items

- **Advertising Campaign**
 - Vulcan County Sponsorship
 - Linda advised she had contacted Lansy Middleton, the County Executive Assistant and arranged to have the Bursary ad run in their ad space until the end of August 2017.
- **Synergy Alberta Updates**
 - Conference Calls
 - Kelly advised that a new Executive Director and Assistant, Rick and Ila Anderson, have been hired.
 - Judy from the AER reported that D56 is being revamped. Meetings are being convened across the province.
 - Decision was made to expand the scope of Synergy Alberta to include solar and wind which would then encompass the whole energy sector.
 - Letters have been received from Lexin and the Surface Rights re: Lexin Receivership.

H. New Business

- **Centrica Energy Bursary Donation**
 - Linda reported we have been successful in our second application to Centrica's Community Funding Program and have been awarded \$2000.00 for our Bursary Program.
- **2016 Bursary Recipient Photo Op**
 - Linda reported the photo op took place on June 16, 2017 at 5:00 pm at the Golf Course Clubhouse.

I. Correspondence

J. Synergy Alberta Website and Email Account (information only)

- www.vappa.synergyalberta.ca (website).
- vappa@synergyalberta.ca (email account).

K. 2017 Future Meeting Date

- Monday, October 2, 2017 at 1:00 pm at Tri-Services Building.
- **MOVED** by Tom the meeting adjourn. **APPROVED.**

**MINUTES OF THE TOWN OF VULCAN MUNICIPAL PLANNING COMMISSION MEETING
HELD IN THE TOWN OF VULCAN COUNCIL CHAMBERS
ON TUESDAY, MARCH 20, 2018
COMMENCING AT 2:00 P.M.**

PRESENT: Chairman John Seaman, and members Sue Dow, Lyle Magnuson, Ron Fernley, Shirley Zuehlke, Paul Taylor

ABSENT:

STAFF: Nancy Neufeld, Development Officer

OTHERS: Sharon Garlock, Chris Koskela

CALL TO ORDER:

Chairman John Seaman called the meeting to order at 2:01 p.m.

1.0 ELECTION OF OFFICERS

Chairman John Seaman turned the meeting over to Development Officer Nancy Neufeld to conduct the election of Chairman and Vice-Chairman of the Municipal Planning Commission for the Town of Vulcan.

Nancy Neufeld assumed the Chair

- First call for the position of Chairman of the Municipal Planning Commission
- Member John Seaman was nominated by Shirley Zuehlke
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Chairman

Member John Seaman indicated his acceptance

Member John Seaman was declared elected Chairman of the Town of Vulcan Municipal Planning Commission.

The Development Officer called for nominations for the position of Vice Chairman for the first time

- Member Ron Fernley was nominated by Shirley Zuehlke
- Second call for nominations
- Third call for nominations
- Nominations were closed for the position of Vice Chairman

Member Ron Fernley indicated his acceptance.

Member Ron Fernley was declared elected Vice Chairman of the Town of Vulcan Municipal Planning Commission.

The Development Officer turned the chair over to Chairman John Seaman.

2.0 DELEGATION

- 2.1** Stuart Larson, Director of Protective Services, Vulcan County provided members with an overview of the Fire QMP as administrated under a Joint Municipal Accreditation Agreement with Vulcan County, Village of Milo, Village of Lomond, Village of Champion, Village of Carmangay and the Town of Vulcan.

3.0 ADDITIONS TO AGENDA

Motion: 18.01

Moved by Member Paul Taylor that Development Permit D18.03 be presented with an amendment to the Development Permit. **CARRIED**

4.0 MINUTES

- 4.1** Minutes of the December 19, 2017 meeting of the MPC were presented for adoption.

Motion: 18.02

Moved by Member Lyle Magnuson that the Minutes of the Town of Vulcan Municipal Planning Commission of December 19, 2017 be approved as read by each member of the Commission. **CARRIED**

5.0 MISCELLANEOUS CORRESPONDENCE - NIL

6.0 SUBDIVISION & DEVELOPMENT REQUESTS

- 6.1** D18.03 – I-1 – Discretionary Use
Home Occupation II (Automotive Repair/Outside Storage)
120-3rd St N/108-3 St N – Lots 1&2 Block 1 Plan 7669HU

Mr. Koskela has requested that the Commission proceed with the Home Occupation II use of a small automotive repair shop at 120-3rd Street North. The “outside storage” component at 108-3rd Street North has been deferred until March 20, 2018 pending confirmation of lease of the property and the conditions therein and will be brought forth under a separate development permit.

Motion: 18.03

Moved by Member Paul Taylor that the Municipal Planning Commission approve Development Permit Application D18.03 with conditions.

Mr. Koskela left the meeting at 2:22 p.m.

Commission member Lyle Magnuson excused himself from the meeting at 2:24 claiming an interest in item D18.05.

- 6.2 D18.05 – C-1 – Change of Use/Discretionary Use
Restaurant/Lounge to Medical/Health Facility
118 Centre Street – Lot 14-15 Block 2 Plan 7000AG

Sharon Garlock of Eyes 360 was in attendance to answer any questions from the Commission.

Motion: 18.04

Moved by Shirley Zuehlke that the Municipal Planning Commission approve Development Permit D18.05 as per Option 1 provided with the addition of waiver of off-street parking requirements from 8 stalls to 4. **CARRIED**

Sharon Garlock left the meeting at 2:51

Commission member Lyle Magnuson reentered the meeting at 2:52.

7.0 UNFINISHED BUSINESS – NIL

8.0 NEW BUSINESS – NIL

9.0 DEVELOPMENT OFFICER'S REPORT

The Commission was provided with the Development Officer's Report

Motion: 18.05

Moved by Member Paul Taylor that the Municipal Planning Commission receive the Development Officer's Report for information. **CARRIED**

10.0 LAND USE BY LAW REVIEW

11.0 LAND USE BY LAW REVIEW

12.0 IN-CAMERA - NIL

12.0 DATE OF NEXT MEETING

Next meeting of the MPC to be held March 20, 2018.

13.0 ADJOURNMENT

The meeting was adjourned by Shirley Zuehlke at 3:10 p.m.

CHAIRMAN

SECRETARY

DRAFT

Town of Vulcan

Request for Decision (RFD)

Vulcan 24hr Hockey Game Fundraiser

Meeting: Regular Council
Meeting Date: **February 26, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

A 24hr Hockey Game fundraiser is being held in Vulcan on March 2-3, 2018 to raise money for the Vulcan Lions Club and their pool project.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The organizers of the fundraiser are inviting a Council or staff member to take part in the ceremonial puck drop with a Lions member. The ceremonies will start at 6:30 pm on Friday, March 2, 2018 and should take no longer than 10 minutes.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT

Initials show support -Reviewed by: _____

Director: _____



CAO



Vulcan 24hr hockey game fundraiser

February 20, 2018

Town of Vulcan council and staff

To whom it may concern,

As I'm sure you know, we are putting on a 24-hour hockey game and other events on March 2-3 in order to raise money for the Vulcan Lions Club and their pool project. We are looking at having an 'opening ceremonies' to kick off the event, where we'll have some introductions and announcements regarding the event, singing of O'Canada, and of course a ceremonial puck drop to start us off.

We would like to invite a council member, or perhaps a staff member, to take part in the puck drop with a Lions member to two. The ceremonies are to begin at 6:30pm Friday March 2nd and should take no longer than 10 minutes. The council member or staff would be need to be there a couple minutes before we got started to receive a run down and any instructions. The puck drop would take place on the ice, but we should have carpets for those involved to walk on.

If this is something the Town is interested in, please let us know so we can finalize everything. If no one is able to attend, that is ok too, but we'd love to see everyone Saturday evening for the wind up of the game!

Sincerely,

Chris Gauthier
403-869-5589
chrisgauthier381@gmail.com

Lowell Krystalowich
403-485-1723
lowell@krystalowichco.com

Town of Vulcan

Request for Decision (RFD)

Vulcan Library Board Representative Appointment

Meeting: Regular Council
Meeting Date: **February 26, 2018**
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

The Vulcan Library Board is requesting that Council appoint Arlene Irwin to the Vulcan Library Board to replace Vicki Hutton who has resigned from the Vulcan Library Board.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The appointment is for a 3 year term and would commence February 26, 2018 and ending on February 26, 2021.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves the appointment of Arlene Irwin as a member of the Vulcan Library Board for a term commencing on February 26, 2018 and ending on February 26, 2021.

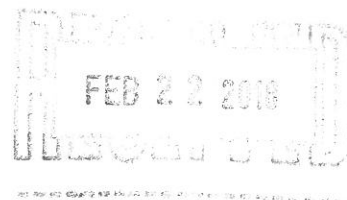
Initials show support -Reviewed by: _____

Director: _____


CAO

February 22, 2018

Kim Fath, CAO
Town of Vulcan
321 -2nd St. S.
Vulcan, AB T0L 2B0



Dear Kim,

For your information Vicki Hutton has resigned from our library board.

In her replacement Arlene Irwin has agreed to join the board.

Her address is: Box 835, Vulcan, AB. T0L 2B0
Phone number: 403-336-2586

The board members believe she will be a valuable asset to the board.

If this could be put on your next agenda we will be able to confirm it with her at our
next board meeting March 21, 2018.

Sincerely,

Liz Hammond
Library Board Chairmen

Town of Vulcan

Request for Decision (RFD)

Vulcan Fire Department Capital Equipment

Meeting: Regular Council
Meeting Date: February 26, 2018
Originated By: Kim Fath

BACKGROUND / PROPOSAL:

On November 1, 2017 the Town of Vulcan entered into an agreement with the Vulcan County to form a committee in order to provide oversight and recommendations for the Vulcan Fire Department.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This committee has brought forward the attached letter in regards to the 2018 capital purchase requirements of the Vulcan Fire Department. At this time the Town of Vulcan and the Vulcan County have yet to complete and approve a detailed fire services agreement. The Town of Vulcan has allocated reserve funds to cover their portion of the proposed purchases.

COSTS / SOURCE OF FUNDING (if applicable):

The \$284,791.50 may be drawn from the Emergency Management Capital reserve

RECOMMENDED ACTION:

Moved by Councillor _____ THAT Council approves a \$284,791.50 contribution to the Vulcan County for the purchase of capital equipment dedicated to the Vulcan Fire Department as recommended by the Vulcan & District Fire Services Committee pending the successful negotiation and approval of a fire services agreement with the Vulcan County.

Initials show support -Reviewed by: _____

Director: _____


CAO

February 23, 2018

At the February 20th meeting of the Vulcan and District Fire Committee, it was agreed that we should purchase a pumper truck and a bush buggy immediately and that we should purchase a second bush buggy in a few months.

These vehicles will replace existing vehicles and will maintain our UL rating requirements. The pumper truck will be primarily for urban usage while the bush buggies will be for fire and medical response.

The committee agreed that a 70% town and 30% county split was equitable for the pumper truck with the county to pay 100% of the bush buggy costs. That split will bring the costs to \$284,791.50 for the town and \$283,422.50 for the county.

Given that fire apparatus has a rated life span of 20 years, this will give us nine years before the next truck needs to be replaced and thirteen before the following one is replaced, which will give adequate time to rebuild emergency services reserves.

Yours truly



Paul Taylor

Vulcan and District Fire Committee