

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, AUGUST 12, 2025 AT 6:00 P.M.**

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Robert Pulyk
Chief Administrative Officer Shannon Harrower
Director of Infrastructure and Planning Services Robert Dauphinee
Director of Corporate Services Marilyn Lavoie
Manager of Economic Development Mary Lee Prior
Executive Assistant Shannon Kennedy

REGRETS

Councillor Paul Conlon
Director of Community Services Michael van der Torre

1. CALL TO ORDER

Deputy Mayor Joshua Rayment called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Robert Snow "That the Agenda be approved as presented."
CARRIED

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – July 15, 2025

Moved by Councillor Robert Pulyk "That the Minutes of the Regular Meeting of Council of July 15, 2025, be approved as presented." **CARRIED**
MOVED#25/08/106

4. NEW BUSINESS

4.1. Recognized Leave Policy 25-09 Amendment

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion approve the Recognized Leave Policy No. 25-09 as presented" **CARRIED**
MOVED# 25/08/107

4.2 Public Participation Policy 25-15

Moved by Councillor Robert Pulyk "That Council for the Town of Vermilion approve the Public Participation Policy No. 25-15 as presented" **CARRIED**
MOVED# 25/08/108

4.3 Privacy Policy 25-16

Moved by Councillor Robert Snow "That Council for the Town of Vermilion approve the Privacy Policy No. 25-16 as presented" **CARRIED**
MOVED# 25/08/109

4.4 Economic Development Bylaw 4-2025

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion give first reading to the Economic Development Bylaw No. 4-2025, being a bylaw for the purpose of creating an Economic Development Advisory Committee whom will provide recommendations to Council on all matters of economic development within the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/110

Moved by Councillor Robert Snow "That Council for the Town of Vermilion give second reading to the Economic Development Bylaw No. 4-2025, being a bylaw for the purpose of creating an Economic Development Advisory Committee whom will provide recommendations to Council on all matters of economic development within the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/111

Moved by Councillor Robert Pulyk "That Council for the Town of Vermilion introduce for third reading the Economic Development Bylaw No. 4-2025, being a bylaw for the purpose of creating an Economic Development Advisory Committee whom will provide recommendations to Council on all matters of economic development within the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/112

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion give third and final reading to the Economic Development Bylaw No. 4-2025, being a bylaw for the purpose of creating an Economic Development Advisory Committee whom will provide recommendations to Council on all matters of economic development within the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED # 25/08/113

4.5 Procedural Bylaw 5-2025

Moved by Councillor Robert Snow "That Council for the Town of Vermilion give first reading to the Procedural Bylaw No. 5-2025, being a bylaw for the purpose of governing and regulating the proceedings of the Council of the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/114

Moved by Councillor Robert Pulyk "That Council for the Town of Vermilion give second reading to the Procedural Bylaw No. 5-2025, being a bylaw for the purpose of governing and regulating the proceedings of the Council of the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/115

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion introduce for third reading the Procedural Bylaw No. 5-2025, being a bylaw for the purpose of governing and regulating the proceedings of the Council of the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/116

Moved by Councillor Robert Snow "That Council for the Town of Vermilion give third and final reading to the Procedural Bylaw No. 5-2025, being a bylaw for the purpose of governing and regulating the proceedings of the Council of the Town of Vermilion in the Province of Alberta." **CARRIED**

MOVED# 25/08/117

4.6

Bylaw 6-2025 Assessment Review Board (tabled)

4.7

Vermilion Fire Department Double Detached Garage Installation

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion receive the briefing note on the Vermilion Fire Department double detached garage installation as information" **CARRIED**

MOVED# 25/08/118

4.8

Appointment of Auditors

Moved by Councillor Robert Snow "That Council for the Town of Vermilion approve the appointment of Metrix Group LLP as the Town of Vermilion's Auditor for the year ending December 31, 2025 for the approximate cost of \$45,675 (including GST) with the option to extend for the 2026 and 2027 fiscal years pending Council satisfaction." **CARRIED**

MOVED# 25/08/119

4.9

Year of the Co-Operative

Moved by Councillor Robert Snow "That the Council for the Town of Vermilion proclaim the week of October 12-18, 2025 as "Co-op week" in celebration of the "International Year of the Co-operative" in the Town of Vermilion." **CARRIED**

MOVED# 25/08/120

4.10

Junction 41 & 16 Sign

Moved by Councillor Robert Snow "That Council for the Town of Vermilion receive the report on the site conditions of the sign located at Junction 41 & 16 as information."

CARRIED

MOVED# 25/08/121

5. **MANAGEMENT REPORTS**

5.1 Management for the Town of Vermilion presented their reports.

Accepted as Information.

6. **FINANCIAL**

6.1 Accounts Payable for the period of July 11 – August 12, 2025

Accepted as information.

7. **COUNCIL ROUND TABLE**

7.1 Council for the Town of Vermilion presented their reports.

Accepted as Information.

8. **CORRESPONDENCE**

8.1 Letter to the Minister of Forestry and Parks

8.2 Secondary Appeal of 1791352 Alberta Ltd. Tax Penalties

Moved by Councillor Robert Snow "That Council for the Town of Vermilion approve the secondary request to waive the 2021 tax penalties levied against 1791352 Alberta Ltd."

CARRIED

MOVED# 25/08/122

9. **CLOSED SESSION**

Pursuant to Part 1, Section 30(1) of the Access to Information Act
Disclosure harmful to the economic and other interests of a public body

Moved by Councillor Kevin Martin "That Council for the Town of Vermilion move into Closed Session at 7:52 p.m." **CARRIED.**

MOTION# 25/08/123

Director of Infrastructure and Planning Services Robert Dauphinee, Manager of Economic Development Mary Lee Prior, and Executive Assistant Shannon Kennedy left the meeting at 7:52 p.m.

Moved by Councillor Robert Pulyk "That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 8:13 p.m." **CARRIED.**
MOTION# 25/08/124

Moved by Councillor Robert Snow "That Council for the Town of Vermilion send a letter to 2396698 Alberta Ltd. in response to their request for a two year tax deferral." **CARRIED**
MOTION# 25/08/125

8. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 8:14 p.m.

READ AND CONFIRMED ON THIS 2nd DAY OF September 2025 A.D.



Chief Administrative Officer



Deputy Mayor