



October 28, 2025

Organizational Items

Oaths of Office

As per section 156 of the MGA, a Councillor, a Chief Elected Official (Mayor) and/or a deputy/acting Chief Elected Official may not carry out any power, duty, or function until that person has taken their official oath prescribed by the *Oaths of Office Act*. Mayor Robert Snow, Councillor Paul Conlon, Councillor Sherry Martin, Councillor Kellen Snelgrove, Councillor Justin Clark, Councillor Bruce MacDuff, and Councillor Kevin Martin subscribed to their Oaths of Office.

Appointment of Deputy Mayor

As per section 152 of the MGA, a Council must appoint one or more Councillors as Deputy Chief Elected Official (Deputy Mayor). Accordingly, Council for the Town of Vermilion appointed Deputy Mayor Kevin Martin for a one-year period beginning October 2025 through to October 2026.

Establishment of Meeting Dates & Times

As per section 193 of the MGA, a Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled Council meetings on specified dates, times and places. Notice of regularly scheduled Council meetings need not be given. Council for the Town of Vermilion approved the 2026 Council and Committee meeting schedule as amended. Regular Council Meetings are scheduled to start at 7:00pm rather than 6:00pm beginning in January of 2026.

Council Committee Meeting Appointments

Council for the Town of Vermilion accepted the 2025-2026 Committee Listing as information and directed Administration to bring the 2025-2026 Committee Appointments to the November 18, 2025 Regular Council Meeting for approval.

Signing Authority

Council for the Town of Vermilion granted signing authority to the Mayor (Robert Snow) and Deputy Mayor (Kevin Martin) effective October 28, 2025 for the duration of their elected term of office.

New Business

Recognition from Members of Council Policy No. 25-22

Council for the Town of Vermilion approved the Recognition from Members of Council Policy No. 25-22 as presented. Administration identified a policy gap for recognition from Members of Council. This new policy will provide criteria for recognition of citizens, organizations, and events in a fair and consistent manner.

Council Attendance at Professional Development & Events Policy No. 25-18

Council for the Town of Vermilion approved the Council Attendance at Professional Development & Events Policy No. 25-18 as presented. As part of Administration's ongoing review of existing policies, it was identified that there was a need for a Council Professional Development Policy. This new policy will formalize the opportunity for Members of Council to attend professional development offerings.

Council Remuneration Policy Review

Council for the Town of Vermilion received the report on the Elected Officials Remuneration Policy as information, and directed Administration to bring the Council Remuneration Policy to the November 18, 2025 Regular Council Meeting for decision, pending approval of the budget. Should the budget approval be delayed, the Council Remuneration Policy will be brought forward on a different date.

Late Tax Payment Penalty Cancellation Policy No. 25-23

Council for the Town of Vermilion approved the Late Tax Payment Penalty Cancellation Policy No. 25-23 as presented. The Late Tax Payment Penalty Cancellation Policy was created to establish the process by which Council may waive late tax payment penalties provided that requests are submitted within the allotted timeframe. As per the Municipal Government Act, Council may cancel, reduce, refund or defer property tax if it is equitable to do so.

These Highlights of Council are an informative summary only, as official minutes of the meeting will be approved at the next regular meeting of council.