

**Town of Vermilion
Regular Council
Tuesday, May 20, 2025 at 6:00 P.M.**

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

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9.5. **County of Vermilion River - Minutes of April 22, 2025**

10. CLOSED SESSION

11. ADJOURNMENT

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

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Robert Pulyk
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Paul Conlon
Chief Administrative Officer Shannon Harrower
Director of Corporate Services Brian Leibel
Manager of Economic Development Mary Lee Prior
Infrastructure and Planning Administrative Assistant Madison Barrett

REGRETS

Director of Infrastructure and Planning Services Robert Dauphinee
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 with the following additions as presented.” **CARRIED.**

NEW BUSINESS:

4.7 ‘Bylaw No. 3-2025 Rates of Taxation’

4.8 ‘Access to the Public Works Yard’

4.9 ‘Economic Development Week – Request for Decision’

CLOSED SESSION:

8.1 ‘Closed Session under FOIP Section 16 & 17 – Third Party Personal Privacy and Third Part Business Interests’

3. ADOPTION OF THE PREVIOUS MINUTES

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

Moved by Councillor Rober Pulyk “That the Minutes of the Regular Meeting of Council of April 15, 2025, be approved as presented.” **CARRIED.**

4. NEW BUSINESS

4.1. Alberta First Responders Communication System Orientation (AFRRCS) Presentation

Brian Saunders and Ali Rakie from Alberta Emergency Management Agency gave a presentation on the Alberta First Responders Communication System.

Deputy Mayor Rayment thanked Mr. Saunders and Mr. Rakie for attending.

4.2. Amendment to the 2025 Council Meeting Schedule – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the 2025 Council Meeting Schedule as presented.” **CARRIED.**

MOTION#25/05/55

4.3. National Public Works Week – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion proclaim May 18 – 24, 2025 as National Public Works Week.” **CARRIED.**

MOTION#25/05/56

4.4. Signing Authority – Request for Decision

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion grant signing authority to Shannon Harrower and approve the position of Chief Administrative Officer as signing officer effective May 6, 2025.” **CARRIED.**

Motion#25/05/57

4.5. Junction Sixteen 41 Lot Sale Price – Request for Decision

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion extend the sale price of \$130,000 + GST including off-site levies for our commercial land located at Junction Sixteen 41 until December 31, 2025.” **POSTPONED.**

MOTION#25/05/58

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion receive the request to extend the sale price of commercial land located at Junction Sixteen 41 as information.” **CARRIED.**

MOTION#25/05/59

4.6. Affordable Housing Development – Request for Information

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion receive the information regarding Affordable Housing as information.” **CARRIED.**

MOTION#25/05/60

4.7. Bylaw No. 3-2025 Rates of Taxation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion give first reading to the Property Tax Bylaw No. 3-2025, being a bylaw for the purpose of authorizing the rates of taxation to be levied against the assessable property for the 2025 tax year within the Town of Vermilion in the Province of Alberta.” **CARRIED.**

MOTION#25/05/61

4.8. Access to the Public Works Yard

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion go in closed session at 7:37 p.m.” **CARRIED.**

MOTION#25/05/62

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 7:44 p.m.” **CARRIED.**

MOTION#25/05/63

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion receive the briefing note on the closure of the Publics Works Yard to the public effective May 31, 2025 as information. **CARRIED.**

MOTION#25/05/64

4.9. Economic Development Week – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion proclaim May 11 – 17, 2025 as Economic Development Week.” **CARRIED.**

MOTION#25/05/65

5. FINANCIAL

5.1. Accounts Payable for the period of April 11 – 30, 2025

Accepted as Information.

6. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

Accepted as Information.

7. CORRESPONDENCE

7.1. Vermilion & District Housing Foundation – Minutes of March 27, 2025

Accepted as Information.

8. CLOSED SESSION

8.1. Pursuant to Part 1, Division 2, Section 16 & 17 of the Freedom of Information and
Protection of Privacy Act
Third Party Personal Privacy and Third Part Business Interests

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion go in closed
session at 8:10 p.m.” **CARRIED.**
MOTION#25/05/66

*Director of Corporate Services Brian Liebel, Economic Development Officer Mary Lee Prior, and
Infrastructure and Planning Administrative Assistant Madison Barrett left the meeting at 8:10 p.m.*

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to
the Regular Meeting of Council at 9:29 p.m.” **CARRIED.**
MOTION#25/05/67

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion send a letter to
the resident of the Beckie Scott Trail in response to their request for a separate residential
mill rate subclass.” **CARRIED.**
MOTION#25/05/68

9. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 9:31 p.m.

READ AND CONFIRMED ON THIS 20th DAY OF May 2025 A.D.

Chief Administrative Officer

Deputy Mayor

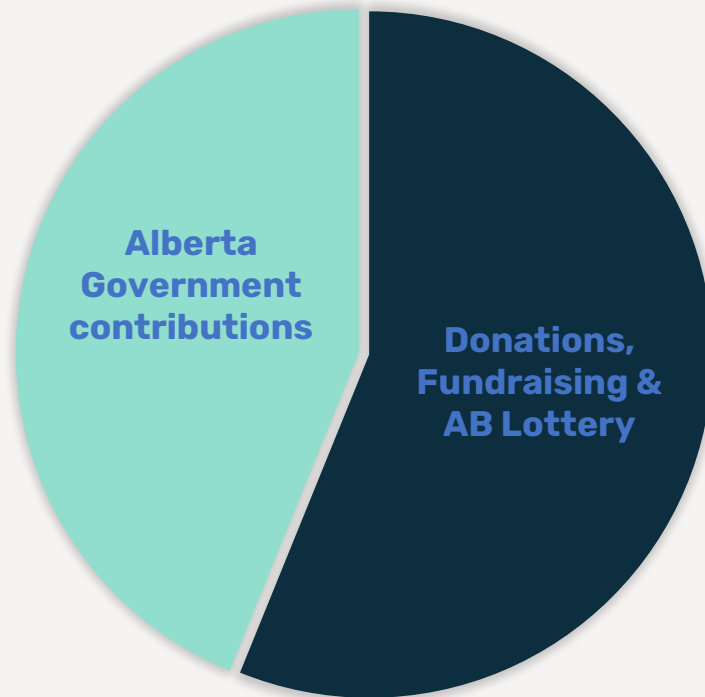


CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.



STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million
(\$11.4M per base)

Government Contribution
\$15 million

Donations, Fundraising & Lotteries are needed to cover **56%**
of direct operational costs in Alberta

ab.starslottery.ca - Net funds pay for one base in Alberta



ESSENTIAL SERVICES FOR ALL, RURAL

Newly added! 10 Rural municipalities

Newly added! 16 Urban municipalities

- 95% Alberta municipalities in partnership
- Includes Peace River Regional District, Northern B.C.
- 75% Regional Leaders **Includes County of Vermilion River*

Partnership ensures a robust health & safety network

(9) PROVINCIAL LEADERS

- Fixed Rate of Support
- Standing Motion
- Emergency Protective Service budget

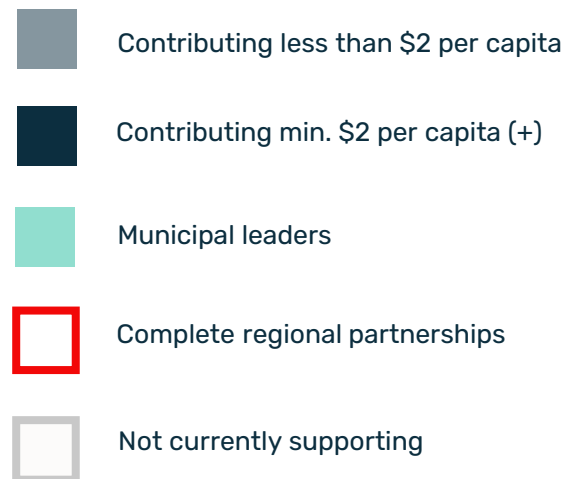
2024 Welcome Birch Hills County

REGIONAL LEADERS

Building partnerships within.
Based on minimum \$2 per capita

PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
City of Fort St. John, BC
Taylor, BC
City of Dawson Creek, BC
Pouce Coupe, BC
Chetwynd, BC
Tumbler Ridge, BC



COUNTY OF VERMILION RIVER STARTS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR DEWBERRY	1		2								1	1			1	6
NEAR FROG LAKE (within County)										1		2				3
NEAR ISLAY															1	1
NEAR KITSCOTY				1			1				1					3
NEAR LLOYDMINSTER				2	2	1		4	1		1		2	2		15
NEAR MARWAYNE				1										1		2
NEAR PARADISE VALLEY								1								1
VERMILION HOSPITAL IFTs	6	12	10	10	1	9	8	9	4	9	7	13	5	12	6	121
NEAR VERMILION SCENE		1	3	1	6	3	1	2	1		2	4		4		28
TOTAL *Avg. 12 per year / 2025 = 7 missions 83% Town of Vermilion / 17% County	7	13	15	15	9	13	10	16	6	10	12	20	7	19	8	180
LLOYDMINSTER HOSPITAL IFTs	1	4	6	13	4	11	7	17	16	35	22	21	16	10	3	186

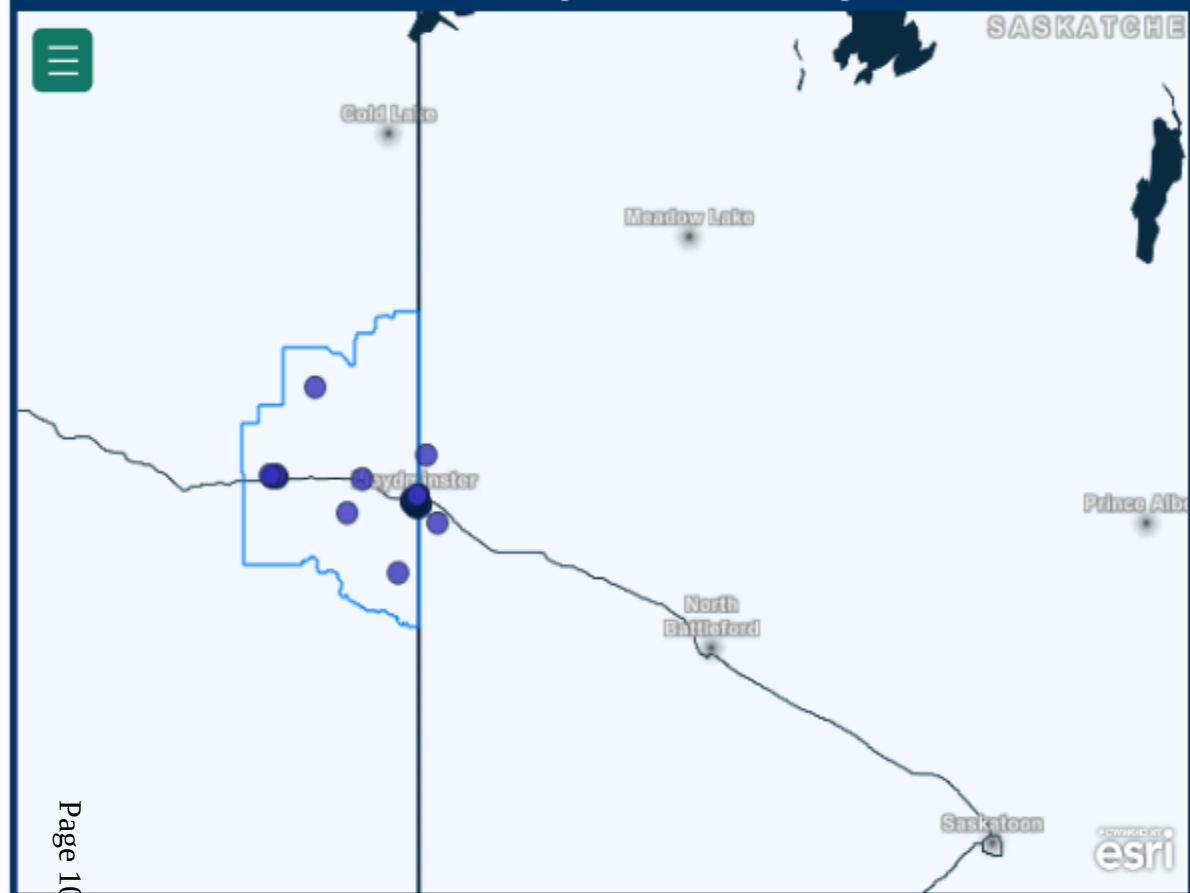


* Scene calls coded to nearest community - Actual mission location used to identify each occurrence within County of Vermilion River boundaries

Within Vermilion River County Boundaries - Patients Flown by STARS (2010-Present)

STARS

Vermilion River County Residents Flown by STARS

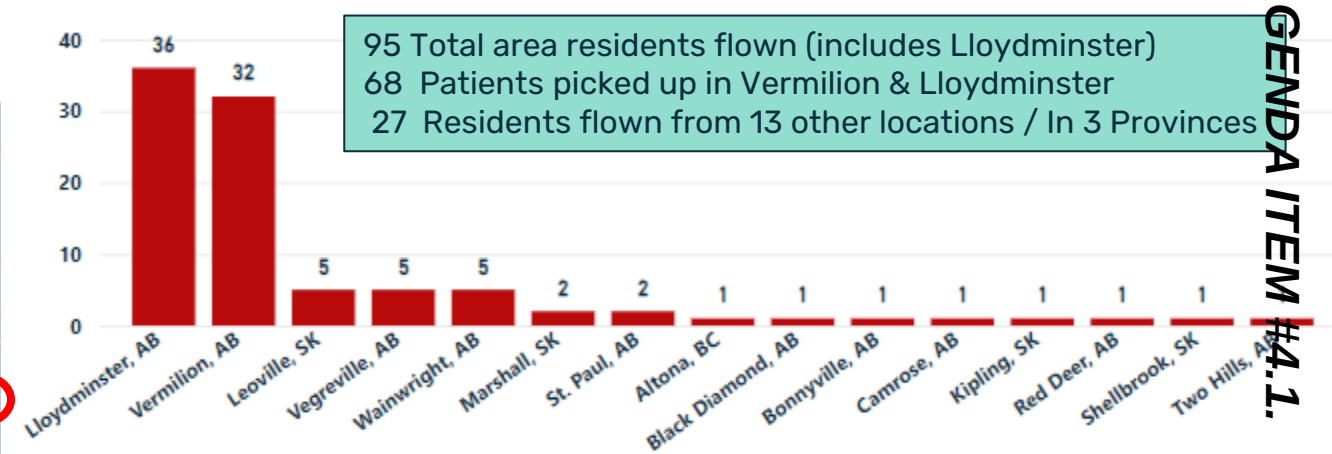


Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Lloydminster	6	7	7	3	5	28	52
Dewberry	0	1	0	0	0	1	8
Islay	1	0	0	0	1	2	3
Kitscoty	0	0	2	0	2	4	5
Marwayne	0	0	3	0	0	3	10
Paradise Valley	0	0	0	0	0	0	2
Vermilion	0	1	1	0	3	5	15
Total	7	9	13	3	11	43	95

Locations where Vermilion River County Residents Travelled and Needed STARS



Count by Pickup Location



95 Total area residents flown (includes Lloydminster)
68 Patients picked up in Vermilion & Lloydminster
27 Residents flown from 13 other locations / In 3 Provinces

STARS IS BORDERLESS

6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN TO-DATE
- 3,927 MISSIONS FLOWN LAST FISCAL YEAR
- ALL CREW AND ASSETS CROSS BORDERS

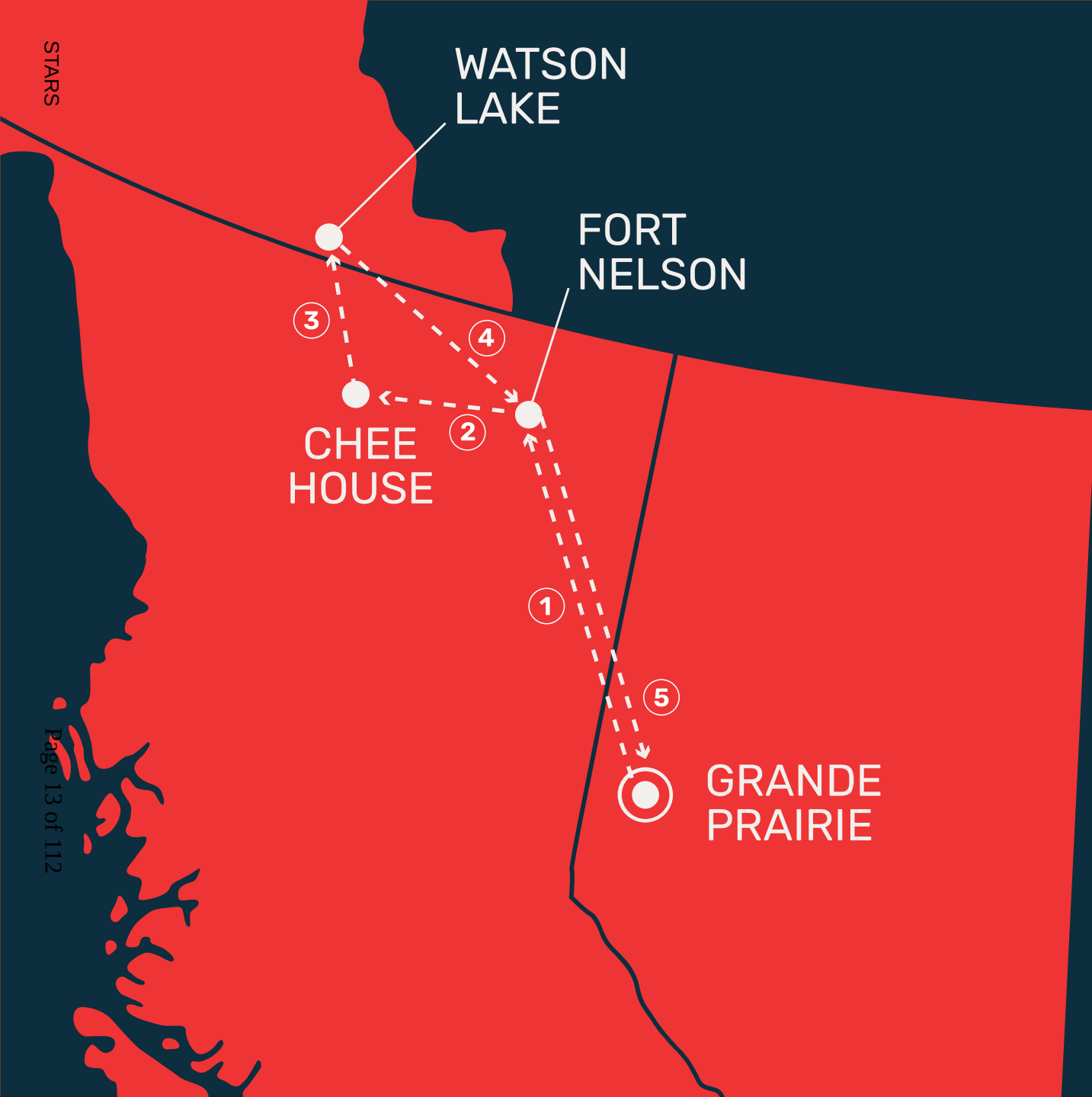
Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	NMR MISSION CANCELLED - NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED - ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

2,408 LITRES OF FUEL

1,763 KILOMETRES

8.2 HOURS OF FLIGHT

5.3 HOURS WITH PATIENT

1 LIFE SAVED

TOWN OF VERMILION

OUR REQUEST

\$8,000 Fixed Rate

(Based on \$2 Per Capita)

2025

Join County of Vermilion River &
Alberta's Municipalities
In Partnership

BENEFITS

- STARS provides virtual care consultation for local medical staff
- (2) STARS bases; Edmonton & Saskatoon serve your area
- Together, we enhance rural healthcare
- Residents access STARS 24/7 across Western Canada
- 40 Years serving Albertans - No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



REQUEST FOR DECISION

SUBJECT

Land Sales Policy 25-02

RECOMMENDATION

That Council for the Town of Vermilion approve the Land Sales Policy No. 25-02 as presented.

OR

That Council for the Town of Vermilion approve the Land Sales Policy No. 25-02 as amended.

OR

That Council for the Town of Vermilion receive the Land Sales Policy as information.

BACKGROUND

Historically, the Town of Vermilion established listing prices for the sale of Town owned land using data generated from comparably sized municipalities. Pricing for available land was then brought forward to Council on a one-off basis and purchasing agreements were negotiated accordingly. To ensure that we are following fair and equitable practices moving forward, administration is recommending the adoption of a Land Sales Policy to establish the criteria that is to be followed in setting the prices for Town owned land, entering into negotiations for Town owned land and/or approving the purchase of Town owned land.

Any previous motions establishing the sale price of land remain in full force and effect. As per this policy, land can be sold for a price that falls outside of this policy should the price be determined by a resolution of Council. The light industrial land in the East point business park is selling at \$50,000 per acre until December 31, 2025. The medium/heavy industrial lots in the Yellowhead business park are also selling at \$50,000 per acre until the end of December 31, 2025. The commercial lots at Junction 16/41 were previously on sale for \$130,000 per acre until May 1, 2025. However, at the May 6, 2025 Council meeting, Council received the request to extend the sale price as information and the lots at Junction 16/41 have reverted to \$420,000 per acre, until such time that the listing prices are re-established in line with this policy. In the meantime, the public signage has been covered and the listing prices for Junction 16/41 have been removed from our website.

Further, the adoption of this policy would rescind motion # 18-06-85 made during the June 19, 2018 Council meeting which previously established that local realtors would be granted \$3000.00 in commission for advertising Town owned land on their website and facilitating the sale of Town owned land. As we advertise and negotiate our own land sale agreements, any commission to a realtor would be considered and pre-negotiated on a one-off basis as per the terms of this policy.

IMPLICATIONS

Land for sale within the Town of Vermilion's multiple industrial and commercial developments varies quite significantly. As such, administration is in the process of retaining the services of a qualified independent appraiser to conduct a fair and equitable review of all land the Town of Vermilion has for sale. Once this review has been completed, revised listing prices will be brought forward to the Economic Development Committee (comprised of administrative staff and two (2) members of Council) for review and approval. Once the prices have been established, Council would be briefed via an information item and the economic development department would update our physical signage, website, and social media platforms to reflect the same. This change of direction will streamline and strengthen our processes as it relates to land sales and land development within the Town of Vermilion.

ATTACHMENTS

1. Land Sales Policy 25-02
2. Lots for sale

POLICY 25-02	LAND SALES
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DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Economic Development

PURPOSE

To establish the general guidelines to be followed by administration in pursuing the sale or responding to requests for the direct purchase of Town of Vermilion owned lands.

OBJECTIVE

To ensure that the sale of Town of Vermilion owned land is sold at fair, or greater than fair, market value utilizing a consistent and competitive process thereby achieving the highest economic and social advantage.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Appraisal is the process of estimating an unbiased assessment of a property's value, prepared by a professional appraiser.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Economic Development Committee is the committee comprised of members of Administration and two (2) appointed Councillors. The committee adheres to all applicable legislation, including the Municipal Government Act (MGA) RSA 2000, c M-26.

Employee is an employee of the Town of Vermilion.

Improvements is a permanent structure, fixture, or building that enhances a property's value.

Land is property in a raw or developed state, owned by the Town of Vermilion.

Land Division Land is industrial land available for direct purchase.

Listing Price is the value assigned by the Economic Development Committee, following the Municipal Government Act (MGA) RSA 2000, c M-26.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Member of Council or Councillor is an individual elected to office pursuant to the Municipal Government Act (MGA) who serves as an elected official for the Town of Vermilion.

Parcel or Lot is any lot, block, or other area into which real property is subdivided. It is Land defined by a survey plan, according to one of three basic categories of legal description: primary, subdivision, or right-of-way and has been registered in a Land Titles office.

Reserve Price is the minimum price for Land that Administration will accept from a buyer.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Economic Development Manager
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- The Economic Development Committee shall establish all Listing Prices following the Municipal Government Act RSA 2000, c M-26 legislation.
- All Land shall be sold for the Listing Price unless:
 - The sale price is greater than the Listing Price;
 - The negotiated price meets the criteria outlined in this policy, follows the established procedures for the Land sale negotiation process, maintains a minimum profit margin

above the development (book) cost, and receives approval from the Chief Administrative Officer;

- Is a Land Division Land lease, with an exercise of a purchase option. The lessee shall be required to enter into the Town's standard lease agreement, and all applicable terms and conditions at the time.
- The following situations may be negotiated and approved by the Chief Administrative Officer:
 - a business interest proposes a development for which a serviced site currently does not exist, and the configuration or size is not typically available for public tender;
 - a business interest is seeking a site that requires combining a number of adjacent or contiguous sites due to specific configuration or size;
 - in situations involving extending an option to purchase to adjacent existing owners for the direct acquisition of lots, facilitating expansion before public sale;
 - where direct sales would create motivation for sale or relocation to a new form of Land use site;
 - it is in the Town's interest to initiate a property purchase, exchanging it with a suitable comparable property in another location;
 - a remanent parcel is not needed by the Town and could be sold to an adjacent property owner;
 - it is in the Town's interest to sell an unserviced parcel of Land or engage in a Land exchange with a developer;
 - a utility company or government agency requires a site for a specific purpose;
 - a registered non-profit corporation seeks a site to develop independent living.
- The Chief Administrative Officer may approve all sales of Land except for the following:
 - Land with Improvements shall only be sold by a resolution of Council;
 - if the minimum reserve price is not received or offered on Land for sale at public auction, the Land shall not be sold unless approved by a resolution of Council;
 - Administration may impose limitations, terms, or conditions on any sale as necessary, in their sole discretion;
 - the sale of the following shall be subject to approval by Council:
 - a road right-of-way;
 - a Municipal Reserve (MR);
 - a Municipal and School Reserve (MSR);
 - a Community Services Reserve (CSR); or
 - an Environmental Reserve (ER) parcel.

- Administration will determine the best method of selling Land based on demand.
- There shall be seven (7) methods of selling Land:
 - Open Market (standard terms);
 - Open Market (with criteria);
 - Public Tender;
 - Broker or Realtor;
 - Public Auction;
 - Industrial Land Lease with an exercise of purchase option;
 - Residential Builder Incentive Program.
- Net Proceeds from the sale of Land Division Land shall be allocated to the Sale of Town Land and Building Reserve.
- Net Proceeds from the sale of Municipal Reserves (MR), Municipal and School Reserves (MSR), Community Services Reserves (CSR), or Environmental Reserves (ER) shall be allocated to the Cash in Lieu of Municipal Reserve Reserve.
- Consideration of other Land shall follow the requirements of legislation.
- All Land offered for sale should have an appraisal completed based on the principle of market value as estimated by an independent and accredited appraiser. Appraisals for the purposes of determining market value are valid for a period of two (2) years.
- Lot Returns:
 - In the event a purchaser wishes to return Land to the Town, the purchaser shall:
 - inform the Town of their intent to do so in writing within fourteen (14) days from the sale agreement date; and
 - in the event of cancellation, rent for the right of possession is charged for the time the purchaser has held the lot. The rent is one percent (1%) of the purchase price of the lot, plus GST and a processing fee of five hundred dollars (\$500.00). The above noted amounts are deducted from the down payment with any remaining portion refunded or charged. Cancellation is not allowed if the price of the lot was negotiated.

ELIGIBILITY

- Should a bid or offer be submitted through a Broker or Realtor, no commission is paid by the Town to the Broker or Realtor, unless previously negotiated and agreed to in writing.
- The Town reserves the right to establish deposits for offers to purchase Land in accordance with this policy and subject to change from time to time.

- The Town reserves the right to impose a requirement to develop Land within a specified time frame with an option to transfer the Land back to the Town if development is not undertaken within the specified time frame.
- All prices are subject to GST.

ROLES & RESPONSIBILITIES

- The Chief Administrative Officer or delegate shall advise Council of all Land sales in accordance with this policy.



Looking to start a business or build your dream?
For more information, contact

MARY LEE PRIOR
Manager Economic Development
Ph. (780) 581-2419
economic@vermilion.ca

NEW IDEAS FOR LIVING

Phase 1
100% SOLD
Now Selling



HIGH SPEED FIBRE
(1 GIG - 10 GIG)

Features

- Pavement
- Concrete curb & gutter
- All Utilities to property line (power, gas, water, sewer)
- Phone (Telus)

Plan 142 3597

*All dimensions are approximate

HIGHWAY COMMERCIAL

TOWN OF
VERMILION
ALBERTA

Looking to start a Business?
For more information, contact

MARY LEE PRIOR
Manager Economic Development
Ph. (780) 581-2419
economic@vermilion.ca

NEW IDEAS FOR LIVING



/TownofVermilion



ExploreVermilion



Download
vermilion.communityapps.ca

Features

- Pavement
- Concrete curb & gutter
- All Utilities to property line (3 phase power, heat, water, sewer)



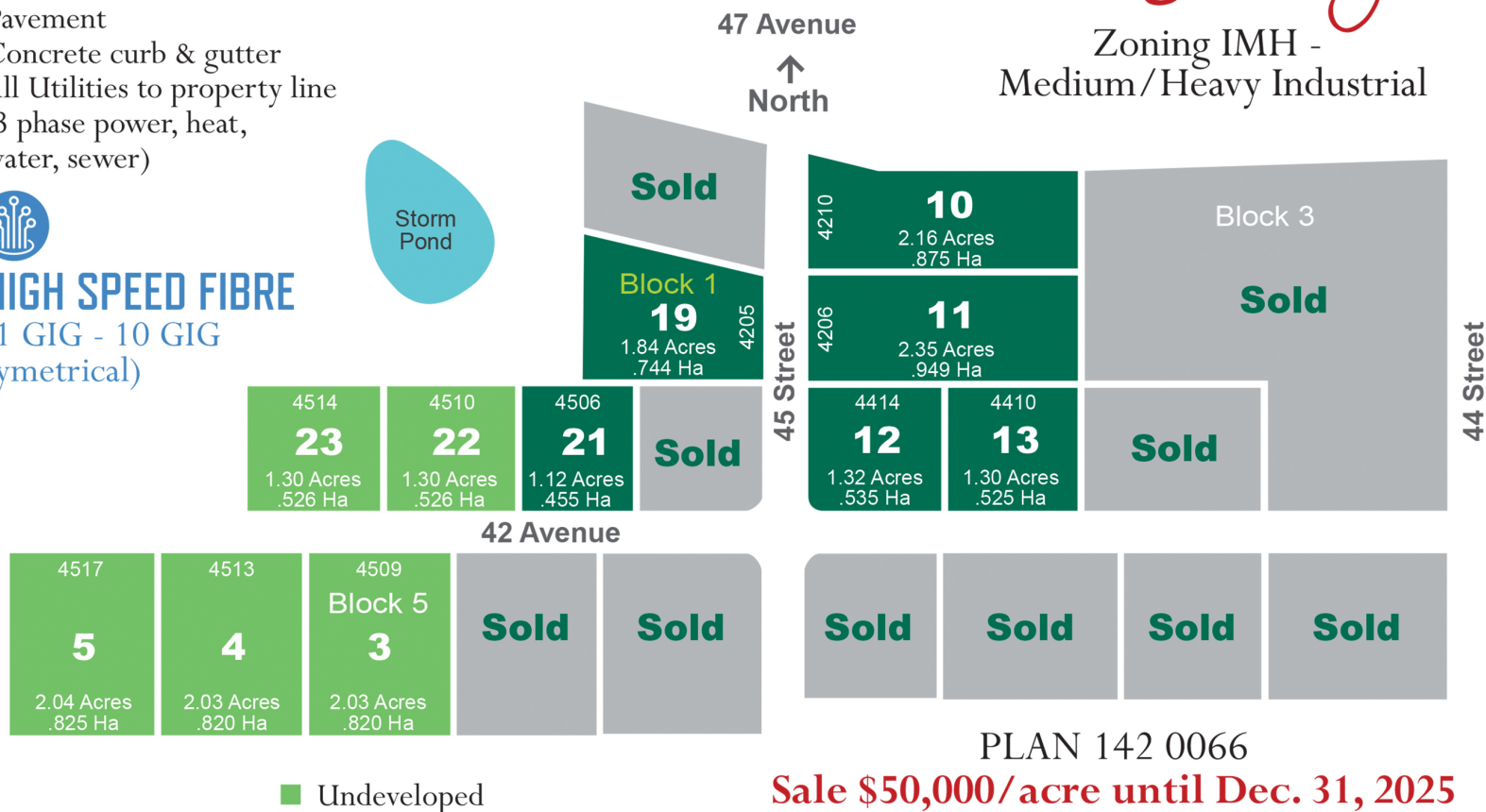
HIGH SPEED FIBRE
(1 GIG - 10 GIG symetrical)



Storm Pond

Now Selling!

Zoning IMH -
Medium/Heavy Industrial



/TownofVermilion



ExploreVermilion

Looking to start a Business?
For more information, contact

MARY LEE PRIOR

Manager Economic Development

Ph. (780) 581-2419

economic@vermilion.ca

NEW IDEAS FOR LIVING

REQUEST FOR DECISION

SUBJECT

Sponsorship and Advertising Policy 25-03

RECOMMENDATION

That Council for the Town of Vermilion approve the Sponsorship and Advertising Policy No. 25-03 as presented.

OR

That Council for the Town of Vermilion approve the Sponsorship and Advertising Policy No. 25-03 as amended.

OR

That Council for the Town of Vermilion receive the Sponsorship and Advertising Policy No. 25-03 as information.

BACKGROUND

Historically, the Town of Vermilion has considered requests for sponsorship and advertising on Town owned assets on a case-by-case basis, with independent agreements depending on the type, size, and time period of the sponsorship and/or advertisement.

IMPLICATIONS

The adoption of a policy for the purposes of sponsorship standardizes internal administrative processes when approached by business and/or contractors to advertise on Town owned assets. Moving forward, we can ensure that clear and consistent practices are being followed by staff and that all advertising and sponsorship is in the best interest of the Town, free from any expectation of preferential treatment, and complimentary to the Town brand.

ATTACHMENTS

1. Sponsorship and Advertising Policy 25-03

POLICY 25-03

SPONSORSHIP AND ADVERTISING

DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To increase the opportunities for revenue generation for the Town of Vermilion while safeguarding the Town's corporate values, image, assets and interests.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Adult Entertainment is any company or organization where live performances, the main feature of which is the nudity of partial nudity of any person, are performed.

Advertising is the sale or lease to an External Agency, or individual of advertising or signage space on Town Assets. The advertiser is not entitled to additional benefits beyond the space purchased.

Asset(s) is Town of Vermilion property that may be of worth to a Sponsor. This includes but is not limited to Town facilities, programs, promotions, print material and services.

Asset Owner is the Employee responsible for the operation of the Asset(s).

Banner is a lightweight, flexible fabric or material mounted to a pole, structure or building used to advertise an event or product.

Contra is an exchange of Goods or Services for the exchange of Goods or Services from another business.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Event is a planned public or social occasion.

Event Marketing is a promotional strategy linking a company to an event to support corporate objectives.

External Agency is a corporation, club, society, organization, or any other entity not part of the Town of Vermilion.

Facility Authority is a Director, Manager or delegate of a Town of Vermilion facility.

Gift in Kind is a contribution, other than cash, including corporate products, services and/or other assets without charge or purchase, usually in return for published acknowledgement.

Inventory is a catalogue of all physical and non-physical Assets owned by the Town of Vermilion that may be available to sponsors.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Market Value is an estimate of the monetary and/or in-kind that a sponsor is willing to pay for the commercial rights to an asset.

Media Buyer is a third-party company that sells sponsorship and/or advertising on behalf of External Agencies.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Naming Rights is a form of sponsorship that provides a sponsor the right to name a piece of a Town of Vermilion Asset, granted in exchange for cash or a Gift in Kind.

Program is a planned event or series of events.

Sponsorship is cash and/or a Gift in Kind paid by a sponsor to the Town of Vermilion in return for the commercial rights related to a Town of Vermilion owned Asset.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Manager of Economic Development & Director of Community Services

GUIDING PRINCIPLES

- The Town shall consider all ideas and Assets for potential Sponsorship.
- The Town reserves the right to decline any Sponsorship or Advertising proposal.
- All Sponsorship and Advertising shall be:
 - In both the public interest and the overall interest of the Town;
 - For a set term, Event or time period not to exceed ten (10) years unless otherwise approved by Council;
 - Documented in a written agreement;
 - Free from any expectation of preferential treatment from the Town in present or future dealings with the sponsor;
 - Monitored and reported on annually;
 - Complimentary to the Town brand;
 - Free from any perceived or real conflict of interest; and
 - Offered to the public.
- Any Sponsorship and Advertising related to tobacco, cannabis and/or alcohol advertising shall abide by all provincial and federal legislation and shall be subject to the approval of the CAO or delegate.
- All Sponsorship and Advertising shall not:
 - Condone any form of discrimination;
 - Be of religious nature;
 - Be of political nature;

- Be of Adult Entertainment;
 - Entitle any sponsor or advertiser to influence any business decision made by the Town;
 - Duplicate or sound as if they duplicate other Assets' names or are otherwise confusing.
- Banners may be permitted within Town facilities or on Town property at the discretion of the Facility Authority or designate to promote an event.
- Banners shall adhere to the provisions set forth above, and shall only be considered;
 - For booked events with written approval; or
 - If there is a sponsorship agreement in place, which allows for advertising with a Banner.
- Banners shall;
 - cover any other advertisement or sponsorship signage;
 - Not cause any damage to C infrastructure or property; and
 - Be at the sole expense of the individual requesting the Banner.
- Banners related to nonprofit facility user groups are exempt for the following:
 - Championship Banners;
 - Promoting Banners for their home facility; and
 - Any other user group signage approved in writing by the Facility Authority or designate.
- The CAO or designate shall determine prices for the Sponsorship of Town Assets based on Market Value.
- Market value shall be determined by utilizing internal and external assessments and shall include tangible and intangible benefits.
- Sponsorships that impact Town facility admission rates shall be calculated to ensure that the sponsorship amounts recoup all lost admission plus a minimum revenue of five percent (5%).
- Approvals for all Sponsorships shall be based on total value of the entire agreement, and shall be approved by the Asset Owner as follows:
 - Manager or delegate up to \$25,000;
 - Directors or delegate up to \$50,000;
 - CAO or delegate up to \$100,000;
 - Council greater than \$100,000.
- Town Council approval shall be required for any Sponsorship that is outside the scope of this Policy, is sensitive in nature and for all opportunities involving Naming Rights of Town Assets.
- Revisions to Sponsorship or Advertising agreements are subject to the same approval as the original agreement.
- Notwithstanding anything in the Procurement and Purchasing Policy, Administration may actively seek sole source Gift in Kind Sponsorship and Advertising opportunities that have a value of less than \$5,000.
- Administration may RFP Sponsorship and Advertising Gift in Kind opportunities of \$5,000 or more to help reduce overall expenses.

- Contra agreements shall not be allowed under any circumstance.
- Advertising and Sponsorship revenues for programs and events shall be allocated to the Town general revenue fund.
- Advertising and Sponsorship revenues for Town facilities owing a debenture may be allocated to the operational budget toward paying the debenture.
- Advertising and Sponsorship revenues from facilities without debentures may be allocated to a recreation and culture reserve and used to enhance recreation and culture facilities.
- The Facility Authority shall determine the allocation of revenues using the above criteria.
- Notwithstanding the above, revenues from the Sponsorship of Facility Assets shall be allocated by Council as per the terms of this policy.
- Sponsorship revenues received as lump sum capital investments shall be allocated to the designated capital project.

ELIGIBILITY

- This policy applies to all members of Administration that manage relationships between the Town and External Agencies, including individuals, that pay either by cash or by Gift in Kind towards Town Assets in return for recognition or promotional considerations.
- This policy does not apply when the Town:
 - Acts as the sponsor to an External Agency;
 - Is one of the multiple partners involved in hosting an event;
 - Considers naming Assets for commemorative, honorable, or historical purposes;
 - Leases or rents Assets to an External Agency; or
 - Is providing donor recognition as part of a donation or gift to the Town.

REQUEST FOR DECISION

SUBJECT:

2025 Tax Rate Bylaw

RECOMMENDATION:

That Council for the Town of Vermilion give second reading to the Property Tax Bylaw No. 3- 2025, being a bylaw for the purpose of authorizing the rates of taxation to be levied against the assesable property for the 2025 tax year within the Town of Vermilion in the Province of Alberta.

That Council for the Town of Vermilion give third reading to the Property Tax Bylaw No. 3- 2025, being a bylaw for the purpose of authorizing the rates of taxation to be levied against the assesable property for the 2025 tax year within the Town of Vermilion in the Province of Alberta.

OR

That Council for the Town of Vermilion defer the Property Tax Bylaw No. 3- 2025, being a bylaw for the purpose of authorizing the rates of taxation to be levied against the assesable property for the 2025 tax year within the Town of Vermilion in the Province of Alberta to the June 3, 2025 Council Meeting.

BACKGROUND

Council must, on an annual basis, set the tax rates(previously known as the mill rate) so that sufficient tax revenue can be generated by the municipality to provide ongoing municipal services as well as channel the required funds to other requisitioning bodies. This is done under the authority of the Municipal Government Act s353

The tax rates for the requisitions are the most substantial increases year over year. There is an over/under levy every year for Education requisition which occurs, due to the timing of the notice from the Province regarding school requisitions and in the prior year this under levy was due to receiving information regarding the requisition after tax rates were established. Over/under levies are collected under Municipal Government s.359(3)

For 2025 the recreation tax rate has been updated to 3.238.

First reading was given to the Property Tax Bylaw on May 6, 2025. Note that for 2025 there is no 'self service' residential rate (previously applied to the residents of the Beckie Scott Trail), only one residential mill rate for the entire community. Once mill rates have been set, Administration will proceed with preparation and distribution of 2025 tax notices so residents have ample time to make arrangements to pay their property taxes on or before July 15, 2025.

IMPLICATIONS

Based on the revenues and expenditures identified in the 2025 budget, the revenue that has to be levied through property taxation for municipal purposes is \$6,230,370. The Library will be funded with \$270,375, plus the NLLS fee and other costs included in the general municipal budget. The Vermilion District Housing Foundation requisition is \$301,816 (an increase of 50%). Education Property Tax requisition for 2025 is \$1,916,237 (an increase of 12%) including over/under levy adjustment.

ATTACHMENTS

1. Tax Rate Bylaw 2025

**BY-LAW NO. #3-2025
OF THE TOWN OF VERMILION
IN THE PROVINCE OF ALBERTA**

**BEING A BY-LAW FOR THE PURPOSE OF AUTHORIZING THE
SEVERAL RATES OF TAXATION TO BE LEVIED AGAINST THE
ASSESSABLE PROPERTY FOR THE 2025 TAX YEAR WITHIN THE
TOWN OF VERMILION IN THE PROVINCE OF ALBERTA**

WHEREAS, under the provisions of **Sections 353 and 354 of the Municipal Government Act Chapter M-26 RSA 2000**, Council must pass a property tax bylaw to provide authorization to levy on the assessed value of all assessed property shown on the assessment roll, a tax at the uniform rate on the dollar that Council considers sufficient to produce the funds necessary to meet the amount of the expenditures as are estimated by Council or as are annually requisitioned on Council; and

WHEREAS, the Town of Vermilion has prepared and adopted budgets of municipal revenue and expenditures as required, at the Council meeting held on December 17, 2024; and

WHEREAS, under the provisions of **Section 297 and 354 of the Municipal Government Act**, Council has by by-law provided for the classification of the assessed property in the Municipal District as Class I - Residential, Class II - Non-Residential/Linear, Class III – Farmland; Class IV - Machinery & Equipment; and

WHEREAS, pursuant to **Section 359.3 of the Municipal Government Act**, the Minister shall set the tax rate to pay for the requisition to cover costs associated with the assessment of designated industrial property and any other matters related to the provincial assessor’s operations, and that tax rate for the 2025 tax year has been set at \$0.0000701 per dollar of designated industrial property assessment as per Ministerial Order No.005/23; and

WHEREAS, the total taxation requirements of the Town of Vermilion for the 2025 taxation year are as follows:

General Municipal:	\$ 6,230,370
Alberta School Foundation Fund (ASFF):	\$ 1,710,813
Library :	\$ 270,375
Separate School Division:	\$ 205,424
Lodge:	\$ 301,816
Designated Industrial Assessment:	\$ <u>1,478</u>
TOTAL TAXATION REQUIREMENTS:	\$ <u>8,720,276</u>

AND WHEREAS, the total taxable live assessment of land, buildings and improvements amounts to \$626,925,250 of which \$434,350,110 is Residential, \$191,265,580 is Non-Residential/Linear, \$65,590 is Farmland and \$1,243,970 is Machinery & Equipment; and

WHEREAS, the rates hereinafter set out are deemed necessary to provide the amount required for all purposes for the 2025 taxation year.

NOW THEREFORE, the Council for the Town of Vermilion in the Province of Alberta, duly assembled, enacts as follows:

1) That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on assessed value of all property as shown on the assessment roll:

MUNICIPAL ASSESSMENT	VALUATION	TAX (MILL) RATE
Class I		
Residential	434,350,110	5.1328
Class II		
Non-Residential		
– Commercial /Industrial	171,055,150	10.2927
– Linear	20,210,430	10.2927
	191,265,580	
Class III		
Farmland	65,590	5.1328
Class IV		
Machinery & Equipment	1,243,970	10.2927
Total Taxable Live Assessment	626,925,250	

Recreation and Culture	626,925,250	0.3238
Library	626,925,250	0.4313
Vermilion & District Housing	626,925,250	0.4814

PROVINCIAL ASSESSOR
EQUISITION

Designated Industrial Properties	21,085,820	0.0701
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EDUCATION REQUISITIONS

ASFF – Alberta Education		
I – Residential /Farmland	1,040,130	2.7863
II – Non-Residential/Linear	670,683	4.0976
	1,710,813	
Separate School		
I – Residential / Farmland	136,278	2.7863
II – Non-Residential/Linear	69,146	4.0976
	205,424	
Total Education Requisitions	1,916,237	

2) That this bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME IN COUNCIL THIS ____ DAY OF _____, 2025

_____ Mayor	_____ Chief Administrative Officer
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READ A SECOND TIME IN COUNCIL THIS ____ DAY OF _____, 2025

_____ Mayor	_____ Chief Administrative Officer
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READ A THIRD TIME IN COUNCIL THIS ____ DAY OF _____, 2025

_____ Mayor	_____ Chief Administrative Officer
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This is a certified True Copy

REQUEST FOR DECISION

SUBJECT

Request from the Lt. Col Craig Armoury Historical Society

RECOMMENDATION

THAT Council for the Town of Vermilion approve the request by the Lt. Col Craig Armoury Historical Society for the painting of commemorative lettering adjacent to the crosswalk on Railway Ave at 50th Street subject to the following conditions:

- The letter/name be painted above and below the existing crosswalk lines, ensuring no interference with pedestrian walkways;
- The design should be subtle in color and size, ensuring it is not mistaken for any regulatory or warning markings; and
- The name/letter should be positioned in a way that does not obstruct or distract from the visibility of the crosswalk, especially at night or in low-visibility conditions.

OR

THAT Council for the Town of Vermilion receive the request by the Lt. Col Craig Armoury Historical Society for the painting of commemorative lettering adjacent to the crosswalk on Railway Ave at 50th Street as information.

BACKGROUND

The Lt. Col Craig Armoury Historical Society has requested to have lettering painted above and below the crosswalk at the intersection of Railway Ave and 50th St. This request is in honour of the 80th anniversary of the liberation of Holland by the Canadian Armed Forces. They believe it would be a meaningful tribute and an enhancement to the area. However, it is essential to balance this request with the need to maintain pedestrian safety, clear road markings, and comply with established guidelines governing road signs and markings.

In reviewing this request, we must ensure that any new markings do not interfere with the crosswalk's primary function, which is to provide a safe, visible pedestrian zone. The Town's responsibility is to ensure that this request does not compromise road safety for drivers and pedestrians.

Discussion:

The Manual of Uniform Traffic Control Devices for Canada (MUTCDC) provides clear guidelines regarding the design and alteration of crosswalks, with specific attention to visibility and safety.

The MUTCDC is a guide for traffic management and control, providing recommendations on the use of road signs, signals, pavement markings, and other devices. It's a resource used by professionals involved in traffic control to ensure consistency and harmonization in traffic management practices across Canada. The key considerations based on the relevant sections of the MUTCD are:

1. Crosswalk Markings and Design

- Crosswalk markings must be clear and consistent to ensure they are easily recognized by drivers as pedestrian zones. Any addition to the crosswalk must not obstruct or distract from this primary purpose.
- The addition of a name or letter, if done correctly, can add aesthetic value but should not compromise the crosswalk's visibility, especially at night.

2. Alteration of Road Markings

- Any alteration to road markings must ensure that the safety function of the crosswalk is not compromised. We need to avoid any changes that might confuse drivers, particularly if additional markings are mistaken for regulatory traffic signs.
- If we proceed with the addition, the name or letter should be positioned above and below the existing crosswalk lines, ensuring it does not obscure the pedestrian zone and minimizes potential confusion.

3. Safety Standards for Non-Traffic Markings

- Non-traffic-related markings (like the requested name or logo) should not interfere with the crosswalk lines or create distractions. The painting must not be bold or brightly colored to the point of being misinterpreted as official signage.
- The marking should be designed to be visually subtle and non-intrusive, ensuring it does not pose a hazard for either drivers or pedestrians.

Proposal:

- It is recommended that the Town Council approve the request, with the following conditions to ensure pedestrian safety:
- The letter/name be painted above and below the existing crosswalk lines, ensuring no interference with pedestrian walkways.
- The design should be subtle in color and size, ensuring it is not mistaken for any regulatory or warning markings.
- The name/letter should be positioned in a way that does not obstruct or distract from the visibility of the crosswalk, especially at night or in low-visibility conditions.

IMPLICATIONS

Financial Implications:

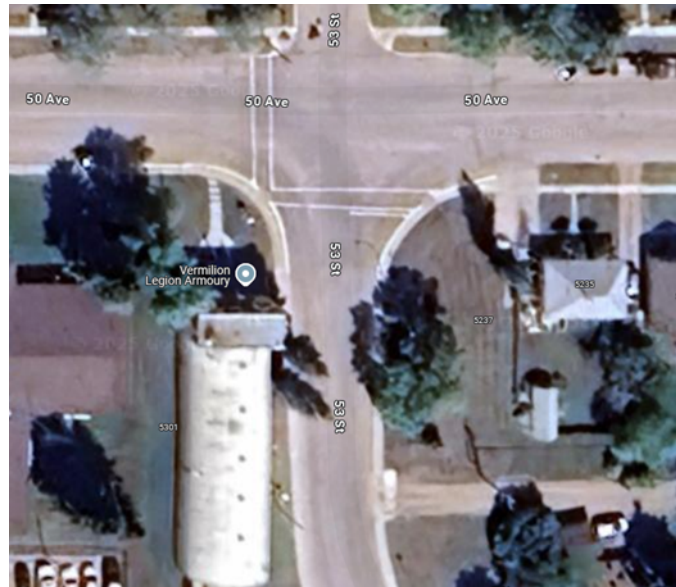
The cost of the name/letter template and any necessary paint for the lettering will be covered by the requesting society. The lettering would be painted while Town staff are onsite painting the crosswalk as part of our annual painting program.

ATTACHMENTS

1. Proposed Lettering

ATTACHMENT

1. Crosswalk on Railway Ave/53rd St at 50th Street



2. Proposed lettering by the Lt. Col Craig Armoury Historical Society

NORTH - WEST EUROPE

49TH Bn. THE LOYAL EDMONTON REGIMENT

REQUEST FOR DECISION

SUBJECT

Request from the Vermilion Flying Club

RECOMMENDATION

That Council for the Town of Vermilion approve the request from the Vermilion Flying Club in the amount of \$_____.

OR

That Council for the Town of Vermilion receive the request from the Vermilion Flying Club as information.

BACKGROUND

Administration met with the Vermilion Flying Club on May 13, 2025 to discuss the upcoming Alberta Air Tours event being hosted at the Vermilion Airport on Saturday June 21, 2025 from 8:30am to 10:30am. The event will feature roughly forty (40) aircraft and pilots who will engage the community as a means of showcasing their love for aviation. Hosted independently by the aviation community, the Town of Vermilion has been asked to offer our support both in-kind and via financial contribution.

The flying club is looking to host a pancake breakfast for the pilots through local sponsorship. As such, they have inquired as to whether or not the Town would be willing to contribute for this purpose.

Further, they are also seeking an in-kind donation to provide them with the required tables and chairs for the breakfast and requested that the grass be mowed within a few days of the event.

Administration encouraged the flying club to also seek funding from the County of Vermilion River given that the majority of the users of the Vermilion Airport reside within the County's respective boundary and also as a result of the fact that residents from the County are likely to attend the event.

IMPLICATIONS

Community Services has confirmed that they are able to ensure that the grass is mowed in the week leading up to the event as well as provide tables and chairs. Economic Development is also able to share the details on our social media for maximum community engagement.

Given that funds have not been specifically allocated to this endeavor, the request is being brought forward to Council for consideration. Council may determine an amount, if any, that they wish to contribute towards the breakfast, over and above the Town's in kind donations. As mentioned in previous meetings, in the absence of a policy in this regard, these requests are evaluated on a case by case basis.

ATTACHMENTS

1. Alberta Air Tours Advertisement



REQUEST FOR DECISION

SUBJECT

Travel Expense Reimbursement Policy 25-04

RECOMMENDATION

That Council for the Town of Vermilion approve the Travel Expense Reimbursement Policy No. 25-04 as presented.

OR

That Council for the Town of Vermilion approve the Travel Expense Reimbursement Policy No. 25-04 as amended.

OR

That Council for the Town of Vermilion receive the Travel Expense Reimbursement Policy No. 25-04 as information.

BACKGROUND

The Town of Vermilion currently processes requests for reimbursement through the completion and submission of an Expense Voucher. The Expense Voucher is updated annually to reflect approved budgeted rates for mileage and subsistence. However, there is no set regulations governing what can/can't be reimbursed.

To ensure that all expenses that are being reimbursed by the Town of Vermilion have been properly vetted as it relates to conducting business on behalf of the Town or for the purposes of professional development, administration has prepared the attached policy for consideration. This policy establishes the guidelines under which expenses may be incurred and reimbursed by Members of Council and Administration.

IMPLICATIONS

The adoption of a policy to regulate expense reimbursement is paramount to fiscal responsibility and accountability.

ATTACHMENTS

1. Travel Expense Reimbursement Policy 25-03

POLICY 25-04	Travel Expense Reimbursement
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DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Administration/Corporate Services

PURPOSE

To establish the procedures and rates by which the Town of Vermilion reimburses its Employees and Members of Council for travel related expenses incurred while conducting business on behalf of the Town of Vermilion or for the purposes of Professional Development.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Accommodation(s) is a room or rooms rented out to a Member of Council or Administration that shall include but may not be limited to, hotels, motels, cabins, campgrounds, and Airbnbs. Private residences are not considered Accommodations.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Expense Voucher is the form that must be utilized by Members of Council or Administration for the purposes of Reimbursement.

Fleet is a Town owned vehicle, not including Town of Vermilion Fire Department Equipment.

Incidental Per Diem is an expense allowances that covers miscellaneous expenses.

Legitimate Business Expense is an authorized expenses incurred to acquire goods or services necessary for the provision of municipal services.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Meal Per Diem is a reimbursement that covers expenses associated with subsistence.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Pcard is a Town of Vermilion issued purchasing Credit Card.

Professional Development is a learning or development opportunities and activities to extend and broaden the scope of professional capabilities of Members of council and/or Administration in relation to their role and responsibilities.

Supervisor is the person who directly oversees a Member of Council or Administration.

Supporting Information is a record(s) and/or a written explanation to sufficiently demonstrate the validity of an expense.

Receipt(s) is an itemized record identifying the goods and/or services acquired, costs, date of purchase, vendor name, vendor GST number, and any applicable taxes. The itemized receipt must be accompanied by proof of payment, such as the credit card or debit card receipt.

Reimbursement is a payment made by the Town of Vermilion to a Member of Council or Administration who has incurred an out-of-pocket expense related to a Legitimate Business Expense.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

Travel is when a Member of Council or Administration is required to leave the corporate boundaries of the Town of Vermilion for the purposes of Professional Development or Town Business.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Corporate Services
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- Prior to Travel occurring or Travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor.
 - For any out of province or out of county travel, prior approval is required by the CAO.
- The request for Professional Development or Travel shall outline all expected costs and align with all Town policies and bylaws.
- Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any Travel that exceeds their annual approved budget.
- When making Travel arrangements, Members of Council or Administration shall ensure expenses are reasonable, prudent and cost effective by utilizing the most economical mode of transportation taking travel time into consideration.
- Travel expenses are expected to demonstrate appropriate stewardship and accountability.
- Travel arrangements should be booked sufficiently in advance (where possible).
- The use of luxury accommodations or travel, such as hotel suites, luxury rental vehicles, or first-class airfare, will not be reimbursed by the Town of Vermilion.
- Travel arrangements shall not be selected with the explicit intent to collect personal rewards or loyalty points.
- A Pcard is the preferred payment method for the purchase of Legitimate Business Expenses and should be used whenever possible in accordance with Town policies and bylaws.
- If a Member of Council or Administration does not have a Pcard, their direct supervisor may use their Pcard to pay for travel-related expenses, or a personal payment method may be used with expense reimbursement by the Town.
- Members of Council or Administration travelling for more than eight (8) hours or overnight may claim an Incidental Per Diem to cover minor travel related costs not otherwise specified in this policy at a rate of \$20.00 per night.
- When overnight Travel is deemed appropriate, Accommodations shall be selected with the following considerations:
 - Host and sister Accommodations may be utilized first;
 - If a host Accommodation is not available or preferred, the next closest Accommodation with a comparable rate may be selected;
 - All available municipal discounts.
- Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a flat rate of \$50.00 per night.

- Rental vehicles may be utilized if the nature of Travel necessitates the use of a vehicle.
- Members of Council or Administration using private vehicles for Travel shall possess a Valid Alberta driver's license and have proof of current insurance for liability.
- Members of Council or Administration who operate a vehicle for the purposes of Town business, shall immediately notify their Supervisor if the status of their driver's license has changed or has been suspended.
- Members of Council or Administration using a private vehicle for Travel shall track their mileage for Travel purposes and shall receive Reimbursement at the annual km rate as established by the Canada Revenue Agency (CRA). This rate covers all personal vehicle expenses including but not limited to fuel, insurance, maintenance, etc., as the case may be.
- All claims for mileage Reimbursement shall be made in accordance with Town policies and bylaws.
- Parking, vehicles for hire, and public transportation expenses shall be eligible for Reimbursement in accordance with Town policies and bylaws.
- Fuel expenses are eligible for Reimbursement when a vehicle is rented or when a Fleet vehicle is utilized without a fuel card or Pcard.

ELIGIBILITY

- When travelling, Meal Per Diems may be claimed without Receipts in accordance with the following limits:

O Breakfast	\$18.00
O Lunch	\$20.00
O Dinner	\$32.00
O Daily	\$70.00
- Alternatively, Meal Per Diems may be claimed with Receipts in accordance with the following limits:

O Breakfast	\$23.60
O Lunch	\$23.60
O Dinner	\$58.60
O Daily	\$106.10

- Meal Per Diems shall be calculated in Mountain Standard Time (MST) in accordance with the following:

Departure Time	Per Diem
7:00 AM or earlier	Breakfast, Lunch and/or Dinner
7:00 AM – 1:00 PM	Breakfast and/or Lunch
1:00 PM – 6:00 PM	Dinner
6:00 PM or later	Dinner
Return Time	Per Diem
1:00 PM or earlier	Breakfast
1:00 PM – 6:00 PM	Breakfast and/or Lunch
6:00 PM or later	Breakfast, Lunch and/or Dinner

- When claiming a Meal Per Diem, Supporting Information shall be submitted such as the conference agenda or travel itinerary.
- A Meal Per Diem shall not be claimed when a meal was provided, unless the Member of Council or Administration is unable to tolerate the meal provided due to health or dietary restrictions.
- A Member of Council or Administration may claim the true meal expense rather than a Meal Per Diem if Receipts and relevant Supporting Information are provided to justify the overage.
- All claims for Meal Reimbursement shall be made in accordance with Town policies and bylaws.
- All claims for Reimbursement shall be submitted using an Expense Voucher.

REQUEST FOR DECISION

SUBJECT

Temporary Office Closure for National Public Works Week BBQ

RECOMMENDATION

That Council for the Town of Vermilion approve the closure of the Town of Vermilion administration office during the hours of 12:00 PM to 1:00 PM on May 22, 2025 in order for staff to attend the National Public Works Week BBQ in support of their fellow employees.

OR

That Council for the Town of Vermilion receive the request to close the Town of Vermilion administration office during the hours of 12:00 PM to 1:00 PM on May 22, 2025 in order for staff to attend the National Public Works Week BBQ in support of their fellow employees as information.

BACKGROUND

During the May 6, 2025 Council Meeting, Council for the Town of Vermilion urged all citizens to join in paying tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make in planning, building, managing and operating the heart of our local communities and in building the quality of life by proclaiming May 18 to 24, 2025 as National Public Works Week.

In recognition of our employees contributions, the Town of Vermilion will be hosting a BBQ for all staff on May 22, 2025 at 12:00 PM. Accordingly, to ensure that no staff member is left out, Administration is asking that Council consider the closure of the administration office for a one (1) hour period to facilitate each employee's attendance in support of their colleagues.

IMPLICATIONS

The administration office, inclusive of all services, would be closed for a one (1) hour period on May 22, 2025. In anticipation of the closure, administration would advertise on our website, social media, and erect signage at our main door advising of the temporary halt in service provision.

ATTACHMENTS

1. N/A

REQUEST FOR DECISION

SUBJECT

Council of the Whole Committee Meetings

RECOMMENDATION

That Council for the Town of Vermilion approve the Council of the Whole Committee Meeting schedule as presented.

OR

That Council for the Town of Vermilion approved the Council of the Whole Committee Meeting schedule as amended.

OR

That Council for the Town of Vermilion receive the Council of the Whole Committee Meeting schedule as information.

BACKGROUND

The Town of Vermilion used to have a series of independent sub committees of Council with one (1) or two (2) councillors appointed for each respective department – community services, planning & infrastructure, finance and economic development. Over time, it shifted into a single Finance & Governance meeting, held quarterly with all departments and all of Council.

To ensure openness and transparency, administration is proposing that the Finance & Governance Committee meetings be transitioned to Council of the Whole committee meetings. This transition would allow for more discussion in a public forum on matters that are subsequently presented to Council for decision. The Council of the Whole committee meetings would be open to the public, just like Council meetings, and would enable both in person and online attendance.

IMPLICATIONS

Staff currently attend Council meetings two (2) times per month in the evenings. Unlike many other municipalities who host their Council and committee meetings during the day, the Town of Vermilion typically host ours on the first and third Tuesdays of the month beginning at 6pm. Accordingly,

administration is proposing that Council of the Whole committee meetings be held bi-monthly (i.e. six (6) times per year), beginning at 1:30 PM to 4:30 PM in Council Chambers.

As regular hours of work are 8:30am to 4:30pm Monday to Friday, hosting the committee of the whole meetings in the daytime as opposed to providing overtime pay and/or time off in lieu of overtime pay for staff for evening work is more cost effective to the municipality.

ATTACHMENTS

1. Proposed 2025 Council of the Whole Committee Schedule



COUNCIL & COMMITTEE MEETING SCHEDULE

-  COUNCIL MEETING BEGINNING AT 6 P.M.
-  OFFICE CLOSED FOR THE HOLIDAY(S)
-  COMMITTEE OF THE WHOLE MEETING BEGINNING AT 1:30 P.M.

2025

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY

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23	24	25	26	27	28	

JUNE

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH

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23	24	25	26	27	28	29
30	31					

JULY

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27	28	29	30	31		

NOVEMBER

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23	24	25	26	27	28	29
30						

APRIL

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

REQUEST FOR DECISION

SUBJECT

Proclamation of Seniors Week

RECOMMENDATION

That Council for the Town of Vermilion proclaim June 2 – 8, 2025 as Seniors' Week.

OR

That Council for the Town of Vermilion receive the proclamation of Seniors' Week as information.

BACKGROUND

The Town of Vermilion has historically recognized the many contributions seniors have made and continue to make, to enrich our community and our province. The Town of Vermilion council has celebrated Seniors' Week as an annual event over the last twenty years and it has been recognized in the province of Alberta since 1986 to celebrate the contributions of seniors.

The grounds at the Vermilion Heritage Park have been booked by administration along with the Vermilion Senior Centre in case of poor weather conditions. A BBQ luncheon and activities along with refreshments are planned for Tuesday June 3, 2025, from 11am to 1:00pm. All citizens are welcome to attend.

The declaration of Seniors Week is a great way to honour the past, present and future contributions of the seniors in our community.

ATTACHMENTS

1. Seniors Week BBQ Invitation
2. Town of Vermilion Proclamation
3. Province of Alberta Declaration

it's **BBQ Time!**



Celebrate

Seniors' Week 2025

Tuesday June 3rd

Hosted at the Vermilion Heritage Park

5324 – 50 Avenue Vermilion

11:00 am – 1:00 pm

EVERYONE WELCOME – Cost \$5.00

Seniors are a vital part of our communities. Join us in this special event as we show our appreciation for all seniors.



PROCLAMATION

TOWN OF VERMILION

SENIOR'S WEEK

JUNE 2 – 8, 2025

WHEREAS, Senior's Week has been recognized in Alberta since 1986 to celebrate the contributions of seniors to our families, workplaces, communities, and our province, and to advocate for seniors' rights and voices; and,

WHEREAS, seniors make a difference in our community in many ways through active community participation that often includes supporting family and friends, imparting valuable experience, knowledge, and skills to the community as volunteers or as part of the workforce and providing mentorship to younger generations; and,

WHEREAS, the value seniors bring to a community is priceless as they hold our history, have valuable memories and stories of where we come from, experiences that help us as we look into the future; and,

WHEREAS, Seniors' Week is a wonderful opportunity to honour and recognize all that seniors have contributed to making our families, communities, and our Town stronger;

RESOLVED I, JOSHUA RAYMENT, DEPUTY MAYOR OF VERMILION, DO HEREBY DESIGNATE THE WEEK OF JUNE 2 – 8, 2025 AS NATIONAL PUBLIC WORKS WEEK IN VERMILION.

Signed the 20th day of May, 2025

Joshua Rayment
Deputy Mayor of the Town of Vermilion





DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services

REQUEST FOR DECISION

SUBJECT

Health and Wellness Policy 25-05

RECOMMENDATION

That Council for the Town of Vermilion approve the Health and Wellness Policy No. 25-05 as presented.

OR

That Council for the Town of Vermilion approve the Health and Wellness Policy No. 25-05 as amended.

OR

That Council for the Town of Vermilion receive the Health and Wellness Policy No. 25-05 as information.

BACKGROUND

The Town of Vermilion provides health and dental benefits through Alberta Municipalities to its employees. A Health and Wellness Spending Account (HWSA) gives employees additional flexibility in terms of their reimbursements within our benefits program. The HWSA has been a practice at the Town for years, however, there has been no set policy in place. The program has been accounted for within the Town of Vermilion's 2025 budget – previously approved by Council.

IMPLICATIONS

The adoption of a policy to regulate expense reimbursement is paramount to fiscal responsibility and accountability.

ATTACHMENTS

1. Health and Wellness Policy 25-05

POLICY 25-05	HEALTH & WELLNESS
---------------------	------------------------------

DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

The Town recognizes that employee health, wellness and vitality is crucial for a healthy organization. The Town is pleased to offer the Health and Wellness Spending Account (HWSA) to all permanent Employees. This account offers reimbursement to Employees for expenses incurred that promote the health of the employee through sport, fitness and recreation.

The goals of the Health and Wellness Spending Account are:

1. Promote better health of Employees;
2. Motivate Employees to choose and follow a healthy lifestyle;
3. Provide an environment which supports healthy lifestyle choices; and
4. Enhance the overall wellness of Employees by enhancing current benefit offerings.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Benefit Plan or Benefits means additional services, plans and programs provided to Permanent Employees of the Town of Vermilion, their spouse and family in addition to their wage or salary and includes health, dental, and prescription coverage.

Benefit Provider means a third party provider that has been duly engaged to provide benefit coverage to the Permanent Employees of the Town of Vermilion, their spouses and/or family members.

Benefit Year means from December 1 to November 30 of the year that the benefit is to be provided.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Coverage means inclusion in a benefit plan.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

POLICY 25-05

HEALTH & WELLNESS

Employee is an employee of the Town of Vermilion.

HWSA is the Health and Wellness Spending Account.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Municipality or Municipal means the corporation of the Town of Vermilion located in the Province of Alberta.

Paramedical Practitioner means those practitioners that support or operate in an adjunctive capacity to the medical profession and includes Acupuncturists, Chiropodist, Chiropractor, Massage Therapist, Naturopath, Osteopath, Psychologist, Physiotherapist, and Speech Language Pathologist.

Permanent Employee means an employee who is designated permanent by their offer letter and includes full and part time Staff and Management.

Sport or Fitness in the context of this policy means an activity involving physical exertion for which the Employee is a participant.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Corporate Services Director and Human Resources/Payroll Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

ELIGIBILITY

- The HWSA is for expenses incurred by and for the benefit of a Permanent Employee of the Town

POLICY 25-05

HEALTH & WELLNESS

of Vermilion only. Costs incurred by family members or others are not claimable.

- Employees recently hired, or Employees that terminate their employment in the past calendar year will have their HWSA maximum amount pro-rated based on their start date/completion date.
- New Employees will be eligible for reimbursement under the policy after successful completion of their ninety (90) day probationary period.

ROLES & RESPONSIBILITIES

- Permanent Employees must maintain receipts for all purchases made within the Benefit Year for items specified under this policy.
- When submitting receipts for items that are covered under the Employee's or Spouse's Benefits, the Employee must submit documentation clearly indicating the portion paid for by the Benefit Provider and the portion paid by the Employee such as a statement or receipt.
- Employees must submit a Request for Reimbursement Form with receipts for the Benefit Year, one time, all together to the Payroll Clerk before November 30th to receive reimbursement. If the form and receipts are submitted in any month before November, reimbursement will be made in the following month.
- The maximum annual amount of the reimbursement is \$1,000.00.
- No carryover of unused funds is permitted under this program.
- **Eligible Expenses**
 - The following items can be submitted for payment under the HWSA if they were incurred during the Benefit Year of the reimbursement:
 - **Health Support Items**
 - Includes products and services that improve health and wellbeing that are not covered by existing benefits either at all or in part:
 - Employees may submit receipts for Health Support Items excluded by all Benefits to which an Employee is eligible.
 - Employees may submit receipts for any uncovered portion of Health Support Items that are covered by Benefits for which an Employee is eligible.
 - Health Support Items includes Paramedical Practitioners, vaccinations, glasses and contacts, orthodontics, dental, vitamins, nutrition programs, prescriptions, medical aids, other miscellaneous health products or supplies.

POLICY 25-05

HEALTH & WELLNESS

O Fitness and Sport Activity Fees

- Fitness and Sport Activity items are costs that are incurred for the purpose of participating in sport and fitness activity and includes:
 - Memberships to gyms or sports clubs
 - Sport league fees
 - Tournament fees
 - Green fees
 - Lift Tickets
 - Licenses including fishing and hunting
 - Drop in fees
 - Trainer or Instructor fees
 - Exercise videos
 - Park fees (for hiking, biking etc.)

O Fitness and Sport Equipment

- Fitness and Sport Equipment is that which is required for the participation in sports or fitness which includes:
 - Footwear such as cleats, sneakers, skates, skis, golf shoes, curling shoes, snowshoes, hiking boots, and riding boots.
 - Protective Equipment such as hockey pads, boxing gloves, bike helmets and lifejackets.
 - Fitness Machines such as treadmills, elliptical, stationary bikes, and rowing machines.
 - Sports and Fitness Equipment such as yoga mats, hockey sticks, curling brooms, jogging strollers, canoes, kayaks, fishing rods, mountain bikes, golf clubs, tennis racquets.
 - Electronic Fitness Trackers and GPS devices such as Fitbit, Fuel band, Garmin or Apple Watch.
 - Purchases of used equipment are eligible provided that a receipt, bill of sale or proof of purchase is issued and signed by the seller. Eligible used items must be purchased at an arm's length and cannot be from spouses and/or family members.
 - For purposes of determining the reimbursement amount, GST is to be included if applicable.
- The HWSA is considered a taxable benefit by the Canada Revenue Agency. Employees will be taxed on the amount that is paid to the Employee. Claims will be paid through Payroll.

POLICY 25-05

HEALTH & WELLNESS

EXCLUSIONS

- All costs incurred by someone else or for the benefit of someone else, who is not the Permanent Employee of the Town of Vermilion are excluded.
- All costs incurred by the Employee that would have been covered by a Benefit Provider had it been submitted are excluded.
- All costs incurred outside of the calendar year of which the expenses were submitted are excluded.
- Costs exceeding the maximum amount as specified in this program (item 3.4) shall not be carried forward into another year.
- Firearms, ammunition, and firearm accessories are excluded.
- Motorized vehicles (quads, snowmobiles, motorboats, dirt bikes) and equipment, licenses and accessories needed to operate motorized vehicles are excluded.
- General clothing items, other than swimwear, such as pants, shorts, t-shirts, and sweatshirts are excluded.
- General food items other than vitamins and supplements are excluded.
- Spa treatments and beauty products and services are excluded.
- Fees pertaining to watching sports or fitness events are excluded.
- Costs incurred while vacationing or on a getaway including hotels, recreational vehicle rental/ purchase or camping supplies such as tents or cookware are excluded, however if the Employee participates in sport or fitness activities while vacationing or camping such as fishing, hiking, waterskiing, scuba diving, then those costs are eligible.

ROLES & RESPONSIBILITIES

- The HWSA will be administered by the Director of Corporate Services of the Town of Vermilion or as delegated to the Payroll/Human Resources Officer.
- Decisions on eligibility of items will be made based on this policy.
- Disputes regarding the eligibility of an item can be brought forward to the Director of Corporate Services and/or the CAO.
- Employees are responsible for adhering to the terms of this policy and submitting receipts for eligible items within the timeframes stipulated.

REQUEST FOR DECISION

SUBJECT

2025 Vermilion Public Library Funding

RECOMMENDATION

That Council for the Town of Vermilion approve the 2025 Library Budget Requisition in the amount of \$270,375.00 and send a letter to the County of Vermilion River requesting an increase in their annual funding to adequately compensate for the ~30% of County residents who utilize the facility and the services provided by the Vermilion Public Library.

OR

That Council for the Town of Vermilion approve the 2025 Library Budget Requisition in the amount of \$270,375.00.

OR

That Council for the Town of Vermilion defer the 2025 Library Budget Requisition to a future meeting and direct administration to invite Stuart Pauls of the Vermilion Public Library as a delegation.

OR

That Council for the Town of Vermilion approve the Library Requisition for 2025 at the same rate as 2024 in the amount of \$257,500.00.

BACKGROUND

Whereas the Vermilion Public Library serves the Town of Vermilion & surrounding communities; and

Whereas the Town of Vermilion levies a requisition annually to fund the Vermilion Public Library; and

Whereas the Vermilion Public Library presented the 2025 Library Budget to Council on November 5, 2024; and

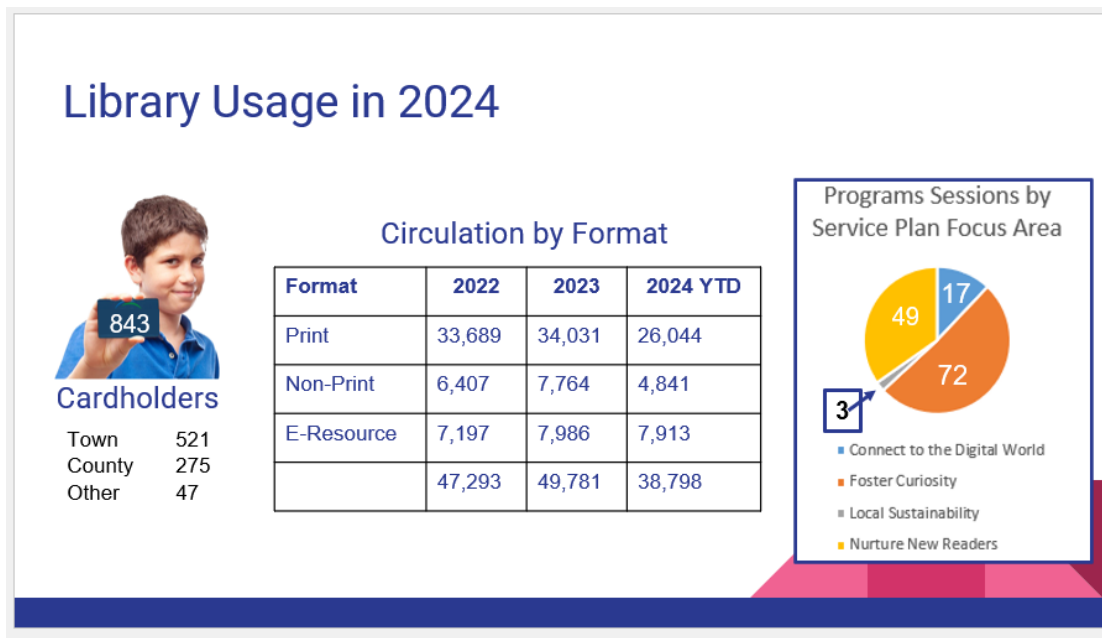
Whereas the Town of Vermilion Council asked several questions; and

Whereas the Vermilion Public Library has responded to those questions; and

Therefore a decision is requested regarding the 2025 Library Requisition.

Notes from the Library:

Council should be aware that ~30% of our users are County of Vermilion River residents when it comes to book borrowing as per the slide from our budget presentation in the fall. The usage number for use of services and programs is much more difficult to track.



IMPLICATIONS

Approval impacts our 2025 mill rates, with the Town of Vermilion collecting the funds from residents through property tax. The mill rates, as per the 2025 Property Tax Bylaw, have been established using the 2025 requisition amount from the Vermilion Public Library in the amount of \$270,375.00. The increase over 2024 is \$12,875.00.

As per our Intermunicipal Collaboration Framework with the County of Vermilion River, the “Vermilion Public Library is owned and operated by the Town and is supported by the County”. However, the Town of Vermilion is looking to requisition residents in the amount of \$270,375.00 (2025) and requisitioned

\$257,500 (2024) whereas the County of Vermilion River only provided \$14,600.00 (2024) and \$14,000 (2025), despite significant use of our facility by County residents. Please note, the County also facilitates a grant transfer, meaning, they allocate additional yearly funds to libraries within their boundary using money received directly from the province. In both 2024 and 2025, this amount was \$18,750.00.

ATTACHMENTS

1. Letter from the Library
2. Q & A
3. Library Budget 2025



April 30, 2025

Town of Vermilion Council
5021 49 Ave
Vermilion, AB
T9X 1X1

Deputy Mayor Rayment and Members of Council,

Please accept this letter in response to a request for additional Library budget figures.

VPL requested a \$20,000 cash transfer from the County of Vermilion River. The County confirmed a \$14,000 cash transfer is allocated for VPL in 2025. This value is based on CVR policy PD021 which sets fixed % rates for cash transfers to libraries in the County of Vermilion River.

To address this \$6,000 shortfall, VPL will implement previously discussed contingency measures to reduce our expenses:

1. 0.5% reduction in staff salaries
2. 20% reduction in capital contributions
3. 13% reduction in administrative expenses

In an unexpected windfall, the library was recently authorized to move to triennial auditing for pension remittances, which shall further soften budget cuts to control expenses in administrative expenses.

Vermilion Library appreciates our constructive relationship with both the Town of Vermilion and County of Vermilion River as we advocate for funding that will allow us to meet our ambitious service goals.

Onward and upward,



Stuart Pauls
Library Manager
Vermilion Public Library



March 13, 2025

Town Council
Town of Vermilion

RE: Budget Questions Concerning Vermilion Public Library

The Library Board provides the information below as requested by our board's Council representatives:

1. Is the library offering free borrower's cards or considering increasing fees for County of Vermilion River residents if we do not receive the planned increase in funding?

Although VPL offers limited access cards at no charge for 30 days, the library board has no plans to offer free cards. VPL will collect \$7,500 in card fees in 2025, the same value as 2024's budget. The card fees to borrow material are a modest barrier, and as shown in our annual report do not hinder our steady growth in our usership. Since all libraries within NLLS offer online registration and reciprocal borrowing, the library board recognizes that increasing fees specifically for County of Vermilion River residents would not generate additional revenue and only hinder growth.

2. Clarify the free printing services and how they fit in with local rates from businesses:

The cost to run our copier in 2024 was \$1500, we collected \$1790 in copier fees to recoup these expenses for a very modest profit. It has been the perspective of trustees that cost recovery should be the goal for operations to keep our services accessible and affordable. In adherence to this policy VPL raised the price of printing by 50% in October 2024 and lowered the threshold for free copies to be made. Recognizing that most of our print jobs are resumes, government forms, and other bureaucratic filings that can be done at no cost at other venues like Alberta Works, the board has elected to continue offering free faxing and 10 pages of copies. We support businesses in town that offer printing services by referring all bulk jobs to those vendors like Lakeland College, Long's Drugs, and Techno Computers which offer cheaper per page printing rates.

3. Provide figures on facility usage such as room rentals, the basement space, and describe the plans to generate revenue from the space.

The past 3 years have been quite sparse on paid basement bookings due to pandemic restrictions, the loss of longer-term renters, and most recently elevator construction. In 2023, 2024, and 2025 VPL generated less than \$250 per year in facility rent fees. Historically, the library has offered 2 spaces; a small meeting room for private study, to hold a zoom call, proctor exams, or other small casual meetings <7 people, and a basement facility that can seat 90 and is only free if the renter partners with the library to meet their service plan goals.

The plan is to continue to offer the newly constructed meeting room which is a similar size to our old one at no cost as long it occurs during operating hours. The basement however, is not public space and carries an hourly rate of \$25 per hour up to a max of \$125 per day. With the elevator nearing completion, a major goal of the library board shall be maximizing rental returns by

AGENDA ITEM #5.11.

recruiting new groups like service clubs, organizations, and others to host their meetings here in the basement to increase revenue. Another major project shall be assigning multi year naming rights and sponsorship to the meeting room to recoup costs on operating the space. Please find a table below summarising basement and meeting room usage futures for the past 3 years.

Location	Private Bookings by General Public			Bookings for Staff Usage			Bookings for Programs/Partners		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Basement	6	7	6	14	10	12	116	158	118
Meeting Room	121	96	82	42	41	32	54	61	25

Thank you for the opportunity to share clarifying details about our budget. Please find attached a summary of our 2024 year for additional metrics on our activity in 2024. Please contact me at librarian@vplibrary.ca if you require any additional information on our budget or facility usage figures.

Best,



Stuart Pauls
Library Manager



Vermilion Public Library

Annual Report 2024



The library had **2,334** open hours in 2024!



897 people have a card a **5%** increase from 2023



19,502 people visited VPL, up **1,360** from 2023



In addition to **13,879** website visits



The library added **953** new items last year



Bringing the total collection to **18,657**



There were **10,491** downloads of e-Content



Total Circulations **50,624** Up **12%** from last year



We lent our items to libraries outside of our system **5,592** times



Our service is delivered by **7** dedicated staff



And **35** amazing volunteers



The library has **5** public computers



And brought in **10,649** items for patrons. Making us a net system borrower



We answered **67** reference questions



And our meeting spaces were booked **88** times



We offer **72** tools, board games, and items in our library of things collection



We offered **128** in-person programs
2025 Vermilion Public Library Funding - Request for Decision



3 virtual programs



And **10** digital literacy programs



3,548 people attended in total!



And our Wi-Fi had **7,055** connections!



AGENDA ITEM #5.11.

5001 49 Avenue
Vermilion, Alberta
T9X 1B8

October 2, 2024

Mayor and Town Councillors
Town of Vermilion
5021 49 Avenue
Vermilion, Alberta
T9X 1X1

Dear Council Members,

The Town of Vermilion Library Board is pleased to present our 2025 budget. The Library Board requests a municipal appropriation of \$270,375 for the upcoming year. This requisition is a \$12,875 increase from 2024 values.

Since 2024 was a transitional year in adopting new financial procedures that carried higher audit and consulting fees, the most consequential change in 2025 is reduced administrative costs. The reduction in administrative costs has been balanced against significant increases in facility operating costs such as utilities, elevator maintenance, and insurance. In overall spending, the budget assumes a 4.6% increase from 2024.

We thank you for your support and look forward to presenting the 2025 budget this fall.

Best,



Stuart Pauls
Library Manager

Revenue	2024	2025
Town Cash Req.	\$257,500	\$270,375
County Cash Req.	\$ 14,600	\$ 20,000
County RSG Grant	\$ 18,750	\$ 18,750
Provincial Grant	\$ 32,250	\$ 32,250
Service Fees	\$ 11,000	\$ 11,850
Fundraising	\$ 9,000	\$ 5,825
Reserve Draws	\$ -	\$ -
Total Revenue	\$343,100	\$359,050

EXPENSE	2024	2025
Staffing Costs	\$246,275	\$259,225
Facility Costs	\$ 42,000	\$ 48,250
NLLS Levy	\$ 22,400	\$ 22,750
Administation	\$ 21,125	\$ 14,775
Capital Program	\$ 8,000	\$ 10,000
Programs & Coll.	\$ 3,300	\$ 3,550
Total Expenses	\$343,100	\$359,050

REQUEST FOR DECISION

SUBJECT

2025/2026 Policing Priorities

RECOMMENDATION

That Council for the Town of Vermilion provide the following policing priorities to the Vermilion Royal Canadian Mounted Police (RCMP) detachment:

- 1. Crime Reduction – property crime**
- 2. Police/Community Relations – communication with public/stakeholders**
- 3. Police/Community Relations – police visibility**
- 4. Crime Reduction – domestic violence**

OR

That Council for the Town of Vermilion provide the following policing priorities to the Vermilion Royal Canadian Mounted Police (RCMP) detachment:

1. _____
2. _____
3. _____
4. _____

BACKGROUND

Every year, the Royal Canadian Mounted Police (RCMP) establish policing priorities within our community as well as within our broader region. Last year, Council identified the above four (4) priorities. Most municipalities have remained consistent in their approach and continued to identify the same priorities, year over year, as it relates to the crime statistics presented quarterly by the RCMP.

The RCMP last quarter reports are being finalized and they will present as a delegation thereafter.

IMPLICATIONS

The policing priorities identified will be used to focus the Vermilion RCMP's detachment efforts.

ATTACHMENTS



5021 - 49 Avenue
Vermilion, AB Canada T9X 1X1
www.vermilion.ca

CHIEF ADMINISTRATIVE OFFICER REPORT – MAY 20, 2025

MEETINGS & EVENTS

- **Attended meetings with the following organizations/committees/persons:**
 - Stuart Pauls of the Vermilion Public Library
 - Darcy Balaneski of the Airport Committee as it relates to the Alberta Air Tours event
 - Chamber of Commerce Board
 - Garth Rowswell (MLA) via invitation from Councillor Robert Snow
 - Healthcare Providers Attraction and Retention Committee
 - Regional Emergency Management Collective (REMC) staff from the City of Lloydminster
 - Ken Spangler (CEO) of Alberta Broadband
 - Greg Smith for the Healthcare Providers Retention Initiatives
 - Economic Development Committee
 - Executive Leadership Team

- **Event attendance**
 - I have received a request from Betty Thomas for Mike Hall Day and from the School of Hope for their graduation ceremony. Typically, these types of speaking engagements would be facilitated by members of Council.
 - Popped by McDonalds for McHappy Day over lunch on May 8, 2025 to support our employees and Fire Department members who volunteered some of their time in support of a great cause – Ronald McDonald House Charities.
 - Attended our open house with staff as it relates to property tax and assessment. We had a total of two (2) attendees at our open house. As such, all information has been made available on our website for ease of reference.

POLICIES & BYLAWS

- **Policy Review**
 - Administration is hard at work as it relates to continued policy development. The goal is to have one (1) to two (2) policies brought forward each month per department.



5021 - 49 Avenue
Vermilion, AB Canada T9X 1X1
www.vermilion.ca

PROJECT UPDATES

- **Escribe Meeting Management Software Conversion**
 - Preliminary meeting was held on May 15, 2025 with a projected implementation period of twelve (12) weeks. Our goal is to have the new software live for September 2025.
 - Exploring options for live streaming of the Council meetings through the platform with the ability to upload the video via URL thereafter for ease of viewing once the meeting has concluded.
- **Concern Tracker Software**
 - Administration met with a software provider to review their offerings as it relates to managing requests from residents and enhancing civic engagement. Administration will be discussing the specifics and bringing those to a future meeting for Council's information.
- **Correspondence**
 - Currently drafting correspondence to Garth Rowsell and Shannon Stubbs' offices regarding:
 - Housing Gap Analysis
 - CHIF Grant Application
- **Communications**
 - Alberta Broadband has confirmed their commitment to work with the Town of Vermilion on a communications strategy through Catalyst Communications as it relates to the outcome of the fibre project. Alberta Broadband is covering the total cost in the amount of \$20,000.00.

OTHER

- I will be away at the Canadian Association of Municipal Administrators Conference from May 26 through 29, 2025.



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DIRECTOR OF COMMUNITY SERVICES

MEETINGS & EVENTS

- Vermilion Wellness Coalition meetings (x2)
- Vermilion Provincial Park meetings
 - Discuss training and staffing
 - Facility operating agreement overview
- Finance and Governance meeting
- Many training sessions on the Provincial Park booking and reporting system
- Staff safety meeting with parks and all new summer students
- FCSS meetings
 - Annual report
 - Community income tax program (very successful again this year)

POLICIES & BYLAWS

- Going to look at community standards bylaw

PROJECT UPDATES

- Repairs at the VRC underway, exterior door trim and water damage have been repaired
- Multimedia upgrade has been ordered (waiting on install date)
- New mower purchased from Horizon Ag and Turf
- Parks side x side purchased from Baddocks
- Gopher control underway with 4 full days of application already
 - Soccer association assistance and cooperation has been great
 - Provincial Park application all at the front entrance so far
- VPP shower building was not complete for the May long weekend
 - The contractor selected by Alberta Parks was not finished in time for long weekend, (we are not responsible for infrastructure items)



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- Have been in contact with Garth's office to let them know our roles and responsibilities at the Park and how we can work together to make the park the best it can be
- Repairs at the VIC have been underway with staff and contractors to fix the minor issues that were identified.

OTHER

- CPO
 - Dog complaints regarding being unleashed on trails, not picking up after their pets, excessive barking
 - Unsightly yards have started being tracked
 - Recertification in Lac La Biche
 - Speeding patrols in school zones, college and areas of complaint
- FCSS
 - Rural mental health project (15 attendees for mental health first aid training)
 - Community income tax program (44 clients served)
- VRC
 - School graduations
 - Weddings
 - Shine Fair Market (new event for our community)



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DIRECTOR OF INFRASTRUCTURE & PLANNING REPORT

MEETINGS & EVENTS

- **Meeting with local businesses & residents**
 - Land leases
 - Airport Representatives
 - Residential Sanitary Line Issues
 - Drainage Concerns

POLICIES & BYLAWS

PROJECT UPDATES

- **Sanitary Trunk Main CHIF Application**

I've reached out to the CHIF administrators for an update on our application and was advised that they are currently reviewing applications. Their assessment process will take several weeks, and while some decisions may be made by Fall 2025, no specific timelines for project selection or approval can be confirmed.

They also noted that funding will only be issued once a contribution agreement is negotiated and signed by both the recipient and Canada. Depending on the complexity of the project, this process may also take several months.

- **Meter Vault**

The contractor will be on site on May 20th and commence the rehabilitation work at the meter pit. This work is expected to be completed in 5 to 7 days.

- **Former WWTP Soils Removal.**

The contaminated soil at the base of the former WWTP digester is scheduled to be removed and disposed of at an appropriate facility starting May 20th. This will depend upon weather conditions allowing access to the site.



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- **GIS Web maps Platform**

Data has been gathered and forwarded to Catalis for review and set up of the GIS platform. Ongoing adjustments and follow-up are expected. A confirmed startup date has not yet been established

- **Offsite-Levy Model Update**

Working on reviewing the existing model and addressing questions from Corvus on historical projects and expenditures. Reviewing the proposed projects and updating projects costs to available development areas.

OTHER

- **Infrastructure**

- Street sweeping is ongoing
- Pothole repairs are in progress
- Spring clean-up was completed last week. (May 12–16)
- Painting for crosswalk and parking stalls will start May 20
- Downtown Bricks inspection and repairs are underway
- Spring Sidewalk Inspections
- Road grading where required

- **Utilities**

- Spring Hydrant flushing is underway
- Hydrant maintenance
- Ongoing jetting of sanitary sewer lines
- Ongoing meter inspections and updating account information
- Sewer utility repairing planned for next month
- WWTP Equipment inspection and calibrations.



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- Planning
 - Dealing with numerous development permit inquiries and submissions; this includes home occupation permits, demolitions/new builds, garage projects, etc. with some requiring multiple meetings, calls, and site visits before formal submission
 - Responding to inquiries regarding property pin locations, fencing, sheds, decks, and similar topics
 - Municipal Reserve (MR) Process - includes advertising for public hearing, notifying adjacent landowners, on-site signage, and eventual submission to Alberta Land Titles following Council resolution
 - Coordinating and completing safety training: First Aid, Leadership for Safety Excellence, Mental Health First Aid, etc.



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DIRECTOR OF CORPORATE SERVICES REPORT

MEETINGS & EVENTS

- May 6th Education Mill Rate Public Information Session

POLICIES & BYLAWS

- **Health & Wellness Policy**
 - Changing limit from \$500 to \$1,000 for 2025

PROJECT UPDATES

- **General Corporate Services**
 - ERP Implementation ongoing, payables, receivables, budgeting, payroll, utilities, property taxes, reporting, cash receipts
 - Budget Survey for 2026 in development
- **Utility Billing**
 - Customers encouraged to use automatic monthly withdrawals
 - Residents reminded electronic payments take 3-5 business days
 - Reminder that receiving utility bills by email saves costs and results in more timely communication
 - Use automatic monthly withdrawals to avoid payment problems
- **Information Technology**
 - Following directive to switch to new ISP
 - Facility upgrades for 2025 underway
 - POS terminal upgrades
- **Property Tax**
 - All requisition information received, mill rates being finalized
 - ICO interface for tax certificates in testing, to be released prior to July

OTHER



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- **2025 Capital Projects No Longer required**
 - Capital Budgets no longer needed will be removed, and funding made available for other future projects



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MANAGER OF ECONOMIC DEVELOPMENT REPORT

MEETINGS & EVENTS

- **Insert meeting and/or event**
 - ALBERTA HUB REGIONAL ECONOMIC DEVELOPMENT MEETING
 - EATC (EASTERN TRADE CORRIDOR FORUM)
 - BUSINESS VISITS
 - RIBBON CUTTINGS
 - TRAVEL LAKELAND AGM & BOARD MEETINGS
 - ALBERTA HUB – LAND & BUILDINGS COMMITTEE
 - ECONOMIC DEVELOPMENT MEETING

PROJECT UPDATES

- **Project A**
 - MARKETING MATERIALS – NEW HONOUR ROLL BROCHURES, TEAR-OFF MAPS AND VERMILION BUSINESS AND COMMUNITY PROFILE ARE HERE AND BEING DISTRIBUTED
- **Project B**
 - VISITOR INFORMATION CENTRE IS OPEN FOR THE SEASON WITH TWO SUMMER STUDENTS-KIRA JAREMCO AND ALYX WARD
- **Project C**
 - LOT SALES – ARE CONTINUOUSLY BEING WORKED ON
- **Project D**
 - ALBERTA HUB – LAND & BUILDING PROJECT WITH INVEST ALBERTA
- **Project E**
 - PYLON – WORKING ON SALES
- **Project F**



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- WEBSITE – UPGRADES AND INFORMATION CONTINUALLY BEING WORKED ON

OTHER

- Miscellaneous item A
 - TOWN SWAG – NEW TOWN SWAG IS IN AND AVAILABLE TO THE PUBLIC AT THE TOWN OFFICE AND UNDERGROUND TREASURES
- Miscellaneous item B
 - WEBSITE UPDATES

INFORMATION ITEM

SUBJECT

Accounts Payable Listing

RECOMMENDATION

THAT Council for the Town of Vermilion receive the Accounts Payable Listing for the period of May 1-15, 2025 as information.

BACKGROUND

The accounts payable listing for the May 1-15, 2025 period is \$869,161.51.

Payroll – May 9, 2025	\$70,972.06
Cheques, EFT & PAP	\$798,189.45

ATTACHMENTS

1. Cheque Register Summary

INFORMATION ITEM
ACCOUNTS PAYABLES LISTING

DATE: May 1, 2025

ACCOUNTS PAYABLES LISTING:

The Accounts Payable listing for the period May 1 – May 15, 2025, is \$ **869,161.51**.

For information purposes only.

Submitted

A black rectangular redaction box covering a signature.

CAO

COUNCIL MEETING - May 15, 2025

ACCOUNTS PAYABLE

Payroll - May 9 , 2025

Accounts Payable - May 1 - 15, 2025

	\$	70,972.06
Cheques & EFT & PAP	\$	798,189.45
TOTAL	\$	869,161.51

Cheque Register - Summary-Supp.



AP5100

Date : May 15, 2025

AGENDA ITEM #7.1.

Time : 10:19 am

Supplier : 10423001 To ZWEIF001
 Trans. Date : 01-May-2025 To 15-May-2025
 Cheque Date : 01-May-2025 To 15-May-2025
 Cheque No : All
 Batch No : All

Bank : Bank : 01 To 99
 Status : All
 Medium :
 M=Manual C=Computer E=EFT-PAP T=EFT-File

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00090-0001	01-May-2025	CLEAR001	CLEARTECH INDUSTRIES INC.	Issued	241	T	8335.57
00090-0002	01-May-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	241	T	322.89
00090-0003	01-May-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	241	T	1385.29
00090-0004	01-May-2025	VITAL002	VITAL EFFECT	Issued	241	T	45.00
00093-0001	08-May-2025	5STAR001	5 STAR SERVICES AND PRODUCTS INC.	Issued	261	T	297.10
00093-0002	08-May-2025	ACEWA001	ACE WATER CORP.	Issued	261	T	178255.20
00093-0003	08-May-2025	BADDO001	BADDOCK'S POWER PRODUCTS LTD.	Issued	261	T	33.58
00093-0004	08-May-2025	BISYS001	BI-SYSTEMS ELECTRIC & CONTROLS LT	Issued	261	T	4350.52
00093-0005	08-May-2025	BRAND001	BRANDT TRACTOR LTD.	Issued	261	T	409.38
00093-0006	08-May-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	261	T	513.30
00093-0007	08-May-2025	CLEAR001	CLEARTECH INDUSTRIES INC.	Issued	261	T	13256.75
00093-0008	08-May-2025	STAFF	STAFF MEMBER	Issued	261	T	647.61
00093-0009	08-May-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	261	T	329.84
00093-0010	08-May-2025	CORNE003	CORNERSTONE CO-OPERATIVE GOOD L	Issued	261	T	537.10
00093-0011	08-May-2025	EDWAR001	EDWARD TELFORD PROFESSIONAL COF	Issued	261	T	16065.00
00093-0012	08-May-2025	GAMTE001	GAM TECHNICAL SERVICES INC.	Issued	261	T	6405.00
00093-0013	08-May-2025	STAFF MEM	STAFF MEMBER	Issued	261	T	115.40
00093-0014	08-May-2025	STAFF MEM	STAFF MEMBER	Issued	261	T	83.98
00093-0015	08-May-2025	INTEG003	INTEGRITY WASTE SOLUTIONS INC.	Issued	261	T	15224.83
00093-0016	08-May-2025	LLOYD002	LLOYD'S LIMB SERVICE INC.	Issued	261	T	472.50
00093-0017	08-May-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	261	T	17711.34
00093-0018	08-May-2025	STAFF MEM	STAFF MEMBER	Issued	261	T	160.00
00093-0019	08-May-2025	MARTI001	MARTIN PLUMBING AND HEATING LTD.	Issued	261	T	1896.30
00093-0020	08-May-2025	STAFF MEM	STAFF MEMBER	Issued	261	T	56.44
00093-0021	08-May-2025	MERID002	MERIDIAN TECHNICAL SERVICES LTD.	Issued	261	T	47.69
00093-0022	08-May-2025	METER001	METERCOR INC.	Issued	261	T	7190.19
00093-0023	08-May-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	261	T	2.10
00093-0024	08-May-2025	NAPAA001	NAPA AUTO PARTS	Issued	261	T	548.24
00093-0025	08-May-2025	NICHJ001	NICHOLS, JOSIE FIRST AID	Issued	261	T	150.00
00093-0026	08-May-2025	PITNE001	PITNEY BOWES LEASING	Issued	261	T	1853.40
00093-0027	08-May-2025	PRIMU001	PRIMUS	Issued	261	T	1193.71
00093-0028	08-May-2025	PYROT001	PYROTEC FIRE & SAFETY EQUIPMENT L	Issued	261	T	74.84
00093-0029	08-May-2025	ROACH001	ROACH FIRE SERVICES	Issued	261	T	119.12
00093-0030	08-May-2025	RONAV001	RONA VERMILION	Issued	261	T	268.20
00093-0031	08-May-2025	SHAWC001	SHAW CABLE	Issued	261	T	405.30
00093-0032	08-May-2025	TEXAS001	TEXAS REFINERY CORP. OF CANADA LT	Issued	261	T	653.18
00093-0033	08-May-2025	TOPT001	TOP TECH COMMUNICATIONS CORP	Issued	261	T	766.45
00093-0034	08-May-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	261	T	6653.18
00093-0035	08-May-2025	VERMI017	VERMILION VOICE LTD.	Issued	261	T	798.00
00093-0036	08-May-2025	XEROX001	XEROX CANADA LTD.	Issued	261	T	235.78
00094-0001	08-May-2025	ATBFI001	ATB FINANCIAL MASTERCARD	Cancelled	265	E	116.94
00094-0002	08-May-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Cancelled	265	E	27.62
00095-0001	14-May-2025	AMSCI001	AMSC INSURANCE	Issued	271	T	275024.00
00087-0004	14-May-2025	WORKE001	WORKERS' COMPENSATION BOARD	Cancelled	273	E	-11670.77

Cheque Register - Summary-Supp.



AP5100

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 Cheque Date : 01-May-2025 To 15-May-2025
 Cheque No : All
 Batch No : All

Bank : Bank : 01 To 99
 Status : All
 Medium :
 M=Manual C=Computer E=EFT-PAP T=EFT-File

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00094-0002	14-May-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Cancelled	277	E	-27.62
00094-0001	14-May-2025	ATBFI001	ATB FINANCIAL MASTERCARD	Cancelled	278	E	-116.94
00096-0001	15-May-2025	27DES001	2-7 DESIGN AND LANDSCAPE LTD.	Issued	283	T	68.26
00096-0002	15-May-2025	AMSCI002	AMSCIS - BENEFITS	Issued	283	T	22975.47
00096-0003	15-May-2025	BADDO001	BADDOCK'S POWER PRODUCTS LTD.	Issued	283	T	39351.93
00096-0004	15-May-2025	BEECL001	BEE-CLEAN BUILDING MAINTENANCE	Issued	283	T	92.94
00096-0005	15-May-2025	BRAND001	BRANDT TRACTOR LTD.	Issued	283	T	3053.04
00096-0006	15-May-2025	CANAD004	CANADIAN NATIONAL NON-FREIGHT	Issued	283	T	2193.00
00096-0007	15-May-2025	CANOE001	CANOE PROCUREMENT GROUP OF	Issued	283	T	355.64
00096-0008	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	283	T	200.00
00096-0009	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	283	T	60.38
00096-0010	15-May-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	283	T	135.08
00096-0011	15-May-2025	ENERG001	ENERGY SUPPLY A DIVISION	Issued	283	T	714.00
00096-0012	15-May-2025	FOUNT001	FOUNTAIN TIRE VERMILION	Issued	283	T	440.49
00096-0013	15-May-2025	GHDDI001	GHD DIGITAL (CANADA) LIMITED	Issued	283	T	2364.86
00096-0014	15-May-2025	HACHS001	HACH SALES & SERVICE	Issued	283	T	4507.65
00096-0015	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	283	T	29.00
00096-0016	15-May-2025	JMTME001	JMT MECHANICAL LTD.	Issued	283	T	2100.00
00096-0017	15-May-2025	JOHND001	JOHN DEERE FINANCIAL INC.	Issued	283	T	62376.11
00096-0018	15-May-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	283	T	60.69
00096-0019	15-May-2025	MMCI001	MMCI SAFETY SYSTEMS INC.	Issued	283	T	14442.75
00096-0020	15-May-2025	PUROL001	PUROLATOR INC.	Issued	283	T	116.47
00096-0021	15-May-2025	REYNO001	REYNOLDS MIRTH RICHARDS & FARM	Issued	283	T	738.15
00096-0022	15-May-2025	ROACH001	ROACH FIRE SERVICES	Issued	283	T	400.05
00096-0023	15-May-2025	RONAV001	RONA VERMILION	Issued	283	T	516.72
00096-0024	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	283	T	29.00
00096-0025	15-May-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	283	T	165.38
00096-0026	15-May-2025	STING001	STINGRAY RADIO INC.	Issued	283	T	462.00
00096-0027	15-May-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	283	T	403.85
00096-0028	15-May-2025	ULINE001	ULINE CANADA CORPORATION	Issued	283	T	55.13
00096-0029	15-May-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	283	T	2990.21
00096-0030	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	283	T	29.00
00097-0001	15-May-2025	RECEI001	RECEIVER GENERAL	Issued	285	E	46007.81
30514	06-May-2025	ALLFU001	ALL FUNERAL SERVICES LLC	Issued	256	C	18538.00
30515	08-May-2025	PEPSI001	PEPSICO BEVERAGES CANADA	Issued	262	C	551.35
30516	08-May-2025	START001	STARTECH MECHANICAL LTD	Issued	262	C	1474.20
30517	08-May-2025	TOWNV001	TOWN OF VERMILION PARK PETTYCASH	Issued	262	C	200.00
30518	08-May-2025	XYLEM001	XYLEM CANADA LP	Issued	262	C	9237.75
30519	15-May-2025	ALBER001	ALBERTA AIRPORTS MANAGEMENT ASS	Issued	284	C	682.50
30520	15-May-2025	RATE PAYER	RATE PAYER	Issued	284	C	98.44
30521	15-May-2025	DECAL001	DECALS & SIGN OBSESSIONS	Issued	284	C	178.50
30522	15-May-2025	THYME001	SAVOUR PAYMOUT	Issued	284	C	330.00
30523	15-May-2025	HIWAY001	HI-WAY 9 EXPRESS	Issued	284	C	850.57
30524	15-May-2025	LASTI001	LASTING IMPRESSIONS CATERING	Issued	284	C	1394.40

Cheque Register - Summary-Supp.



AP5100

Date : May 15, 2025

AGENDA ITEM #7.1.

Time : 10:19 am

Supplier : 10423001 To ZWEIF001
 Trans. Date : 01-May-2025 To 15-May-2025
 Cheque Date : 01-May-2025 To 15-May-2025
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 Batch No : All

Bank : Bank : 01 To 99
 Status : All
 Medium :
 M=Manual C=Computer E=EFT-PAP T=EFT-File

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
30525	15-May-2025	LOCAL002	LOCALINTEL INC.	Issued	284	C	5617.50
30526	15-May-2025	THEMA003	THE MACHINE SHOP MFG & DESIGN INC	Issued	284	C	141.75
30527	15-May-2025	VERMI015	VERMILION VETERINARY CLINIC	Issued	284	C	207.90
30528	15-May-2025	STAFF MEM	STAFF MEMBER	Issued	284	C	29.00

Total Computer Paid : 39,531.86

Total EFT PAP : 34,337.04

Total Paid : 798,189.45

Total Manually Paid : 0.00

Total EFT File Transfer : 724,320.55



1041- 10 A Street
Wainwright, AB T9W 2R4
T: 780.842.6144
F: 780.842.3255
www.btps.ca

AGENDA ITEM #9.1.

J.R. Robson School
5102- 46 St., Vermilion, AB T9X 1G5
T: 780.853.4177
F: 780.853.2920
Principal: Mr. Lindsey Bates
Asst. Principal: Mrs. Nicole Polishuk



Explore - Create - Achieve

RECEIVED

MAY 14 2025

TOWN OF VERMILION

May 12, 2025

Town of Vermilion
5021 49 Ave
Vermilion, AB T9X 1X1

Dear Deputy Mayor Raymend:

It is with pleasure that I extend to you on behalf of our graduates, our students, and our staff, an invitation to attend J.R. Robson's 2025 Commencement Ceremony on Thursday, June 26, 2025 at 1:30pm at the Vermilion Regional Center.

We would also like to invite you to provide a short address to our students. The theme of graduation this year is "The Rest Is Still Unwritten." Please R.S.V.P. to Judy at 780-853-4177 or judy.smith@btps.ca by June 12th if possible. We look forward to your joining us on Thursday June 26, 2025.

Sincerely,

Mr. Lindsey Bates
Principal, J.R. Robson School



Vermilion & District Chamber of Commerce

Board Minutes

Date: April 7th

Time: 5:30 pm

Location: Chamber Office

Board Attendance: Miranda Lychak (President), Amber Skolarchuk (Vice President), Sherry Martin (Director) arrived @ 6:20pm, Aaron Knopp (Treasurer), Heather Millan (Director) Robert Snow (Town Representative), Jean Murie (Director), Jason Stelmaschuk (County Representative) (left @ 6:16pm)

Regrets: Kim Shimko (2nd Vice President), Mackenzie McIntyre (Secretary)

Staff Attendance: Karen Hughes

Guest Attendance: Sandra Stone (Scotiabank), Justin Reid (3 Guys), Leis Ahlgren (Accountant) (left at 7:17pm)

Call to Order: 5:35 pm

Additions/Approval of the Agenda: Rob approves the agenda as presented, Amber seconds approval

Acceptance of Previous Minutes:. Aaron accepts the minutes from the previous meeting, seconded by Rob

President Report:

-Met with the Town of Vermilion - do more breakfast sessions to support local businesses. The first session had 16 guests.

-Meet every 2 months with the Town - more to report and discuss every 2 months

-Golf tournament flyers out this week.



Executive Director Report:

- Started arranging another breakfast session May 22 or 29th.
- Started finding potential entertainment for the Christmas party (PayDay Entertainment).
- Set up member profiles on our website for the businesses (create and send out letters to acquire signatures allowing us to do this).
- Members not renewing memberships because of money concerns.
- Potential zoom meeting in the future with ACC on board orientation and our roles.

Chamber Business:

- Copper Cork for Special Drink at Christmas Party
- Sheet explaining how to use Local Gift Card Terminal to businesses
- Check on promotional days for AG Dealers?
- Jean needs volunteers to help with the BBQ fundraiser during the Rotary Garage sale May 1, 2, & 3
- Rob mentioned the Volunteer board (people who want to do things and people who need things done) Focus Van is a 6 month pilot program. Possible stop at the college if the program continues.
- Board went around the table and introduced themselves to the guests in attendance



New Business:

- Possible federal election interview of candidates, debate of some sort. How are they representing our region
- Contact a farmer that utilizes the chamber benefits and acquire a testimonial from them
- Create an Invitation for Tenders for the meal and liquor for the Christmas party closing by end of August 2025 (Must be a member to have Tender considered)
- Pat Calyniuk would like to step down from the Mental Health Symposium. Possible chamber bard member? Interested to let Karen know.
- Leis will attend the next board meeting (May 5) and take photos for the website of new board members and also of anyone who would like an updated photo on the website

Discussion:

- Mike Hall Day (Hearts and Hands) possibly distribute stamps to businesses and give out sheets for the stamps to people attending. Have the sheets stamped and returned to the chamber booth to win a prize or be entered to win a prize

Banking: Motion for moving funds - Sherry motioned - Aaron 2nd motion

1. Close Vac acct - \$0
2. Close blank bank acct & move to emergency fund - \$0.19
3. Close Regional Direct
4. Close Plan 24 \$0.09 & transfer to emergency fund
5. Bambora move to emergency and close - \$6315.55
6. Move \$ from wellness conference to emergency fund and close \$5408.02
7. Square move \$4000 to emergency fund
8. ATB Acct Close \$5703.92 to emergency fund - Rob motioned, Aaron 2nd motion

Meeting adjourned at 7:26pm

Next meeting May 5, 2025 at 5:30pm .



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

Mayor
Town of Vermilion
5021 - 49 Avenue
Vermilion AB T9X 1X1

Dear Sir/Madam:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Town of Vermilion:

- The 2025 LGFF Capital allocation is \$783,172.
- The 2025 LGFF Operating allocation is \$82,588.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$737,605. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister

cc: Mike van der Torre, Chief Administrative Officer, Town of Vermilion



Special VDCC Board Meeting Minutes via Text Friday, March 21, 2025 @ 1:54pm

Miranda - Good afternoon all. I would like to call a special meeting today via text message to discuss and make a motion for our 2025 Golf Tournament. Is everyone in agreement with this type of special motion? Please respond.

Sherry - Yes.

Rob - Yes.

Mackenzie - Yes.

Jean - Yes.

Heather - Yes.

Miranda - That is enough response for Quorum. I will call this special meeting to order at 2:00pm.

Rob - Thumbs up

Miranda - Can I get a board member to make a motion to set the price of the 2025 Golf Tournament entry fee to be \$500 for a team of 4, including green fees, cart and supper.

Rob - I can.

Miranda - Thank you Robert. Can I get a board member to second.

Mackenzie - I'll second.

Miranda - Thank you Mackenzie.

Miranda - All in favor please respond.

Sherry - Yes.

Heather - I'm in favour.

Rob - Yes.

Jean - Yes.

Mackenzie - Yes.

Miranda - Motion carried.

Miranda - Meeting adjourned at 2:04pm. Thank you.

Miranda - I need someone to make a motion of an early bird cost if they are registered by May 2nd.

Heather - I can. \$450 for early bird?

Miranda - Thank you Heather. Can I get someone to second?

Rob - I'll second.

Miranda - Thank you Rob.

Miranda - All in favour.

Rob - Yes.

Mackenzie - Yes.

Kim - Yes.

Jean - Yes.

Sherry - Yes.

Miranda - Thank you all very much for attending via text. It made this alot easier and able to get this out sooner.

Aaron - So I'm late to this party, but I approve.

Miranda - motion carried. Meeting adjourned at 2:17 pm.



Meeting Minutes
Regular Council Meeting

April 22, 2025, 9:00 AM
Town of Kitscoty Council Chambers/ Via ZOOM Webinar
5011 50 Street
Kitscoty, Alberta, Canada

Attendance

Reeve Marty Baker
Deputy Reeve Leslie Cusack
Councillor Dale Swyripa
Councillor Stacey Hryciuk
Councillor George Kuneff
Councillor Jason Stelmaschuk
Councillor Clinton Murray

Staff Present

CAO Alan Parkin
Executive Assistant Susan Hodges Marlowe
General Manager of Public Works Ben McPhee
Director of Corporate Services Viren Tailor
Director of Planning and Community Services Roger Garnett
Tax Assessment Administrator Alyssa Irvine
Human Resources Administrator Andrea Wilkinson
Community Development/FCSS Candice McLean
Finance Manager Natasha Wobeser
Finance Analyst Nancy Fleming
Information Technologist Jaime Petty
Public Works Administrative Lead Jennifer Robertson
Public Works Administrative Assistant Holli Harty
Public Works Administrative Assistant Karri Shurnaik

1. CALL TO ORDER

Reeve M. Baker called the April 22, 2025 Regular Council Meeting to order at 9:01 AM with all members in attendance.

This meeting was open to the public in person or via ZOOM webinar registration with nine members of the public registered to attend: Jeridee Genest, Brad MacDonald (MPS), Jane Dauphinee (MPS), Chris Leibel entered at 9:01 AM, Andy Veil, Chris Ketchum, Sandra Lasich entered at 9:01 AM, Leslie Spicer, Christina Delaney entered at 9:01 AM.

2. OPENING INSPIRATION - COUNCILLOR DALE SWYRIPA

Councillor Dale Swyripa provided an opening inspiration to the April 22, 2025 Regular Council Meeting.

3. ADDITIONS TO AGENDA

4. ADOPTION OF AGENDA

Motion Number: 2025-04-26

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the April 22, 2025 Regular Council Meeting Agenda as presented.

CARRIED

5. ADOPTION OF MINUTES

5.a REGULAR COUNCIL MEETING - MARCH 25, 2025

Motion Number: 2025-04-27

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River approve the March 25, 2025 Regular Meeting of Council Minutes as amended with a name correction in 6.b to Yolanda Oberhofer.

CARRIED

5.b REGULAR COUNCIL MEETING - APRIL 8, 2025

Motion Number: 2025-04-28

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the April 8, 2025 Regular Council Meeting Minutes as presented.

CARRIED

5.c POLICY AND PRIORITIES COMMITTEE MEETING - APRIL 15, 2025

Motion Number: 2025-04-29

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the Policy and Priorities Committee April 15, 2025 Meeting Minutes as presented.

CARRIED

Council moved to 7.a Chief Administrative Officer Report

6. PUBLIC HEARINGS

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess at 9:23 AM and reconvened at 9:30 AM with all members in attendance.

6.a 9:30 AM PUBLIC HEARING LAND USE BYLAW

Reeve Marty Baker declared the Public Hearing for the Land Use Bylaw open at 9:35 AM.

Entering the meeting were as follows: Jude Leckey, Tererco Benditer, Vanessa Pare, Lance Pare, Julie Block, Shannon Skoreyko, Jim Labiuk, Kathy Nelson, Michelle Bontrager, Monty Bontrager, Randy Martinsen, Rosemary Clarke, Brian Hozack, Norma Betz, Myher Ward, Susanne Wood, John and Colleen Aplin, Justn Hozack, Lisa Carter, Caroline Parke, Susan Parke, Alan Lorenz, Belinda Lorenz, Jolene Kappel, Terry Elkow, Lorne Jessie, W J Wathor, Marilyn Lorenz, Ian Keichinge, Doug McArthur, Claudette Bast, Lynda Mari, Connie Kay, Kent Kay, Joanne Hunter, Sheila Gow, Mark and Brenda Hager, Eugene Hampec, Reg Leah, Mark Konkin, Kevin Early, Roxanne Vaters, Deanna Franklin, Celynne Moon, Gary Case, Kathy Carlson, Greg Carlson, David Stevenson,

Greg Lightfoot, Jackie Moffat, Brendan Eikeland, Leo Triple TT, Clayton Berg, Sean Myshak, Francey Repp, Allan Belsheim, Don Blanchette, Basl Bay, Tina Boqucky, Katrina Lycett, Ann Adams, Eileen Hines, Dale Wagner, Catherine Davies, Deanna Block, Arthur Block, Teresa Willoughby, Robert Guy Willoughby, Don and JoAnn Oldenburg, Phill Germane, Joyce Moffet, William Braun, Daniel Braun, Andrea Braun, Betty-Anne Namur, Lois Braun, Stephen Braun, Ian McCormach, Neil McCormach, Belle McCormach, Daphne Smith, Rosemary Clayton, Concerned Citizen, Mitch Barr, Lorellie Ketchum, Sanra Pellier, Ray Ference, Pat Gallagher, Wayne Gallagher, Linda Kappel, Roger Kappel, Heather Nicolas, Alex Nicolas, Ita Nicolas, Enoch Nicolas, Caroline Parke, Bryan Benoit, Marlene Spence, David Shaul, Darren McDumatch, Anne Marthinsen, Archie Smith. On-line via zoom webinar were Chris Ketchum, Andy Veil, Chris Leibel, Sandra Lasich, Leslie Spicer and Christina Delaney.

Director of Planning and Community Services Roger Garnett confirmed the Public Hearing had been advertised and notice provided in accordance with the applicable legislation and then summarized the purpose of the hearing. Director Garnett then read out submitted a submission from Lorne Jesse as requested.

Reeve Baker then called upon anyone wishing to speak on the proposed bylaw. Speaking to the Bylaw were as follows: Lorellie Ketchum, Linda Kappel, Stephen McCormack, Caroline Parke, Rosmary Clayton, William Braun, Jolene Kappel, Clayton Berg, Daniel Braun, Brendon Eckland, Mark Hagar, Terry Elkow, Vannessa Pare, Julie Block, Shannon Skoreyko, Kathy Nelson. Also addressing the public hearing via zoom webinar were Chris Ketchum and Andy Viel.

Jane Dauphinee (MPS) and Natural Gas Utility Administrative Assistant Sarah Armstrong entered the meeting at 9:34 AM.

Natural Gas Utility Administrative Assistant Brooke Graham entered the meeting at 9:38 AM.

Brad MacDonald (MPS) entered the meeting at 9:48 AM.

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess at 10:24 AM and reconvened at 10:35 AM with all members in attendance.

CAO Alan Parkin left the meeting at 11:05 AM and returned at 11:08 AM.

Reeve Marty Baker thanked everyone for attending and declared the Public Hearing closed at 12:05 PM.

6.b 9:35 AM PUBLIC HEARING MUNICIPAL DEVELOPMENT PLAN

Reeve Marty Baker declared the Public Hearing for the Municipal Development Plan open at 12:06 PM.

Executive Assistant Susan Hodges Marlowe left the meeting at 12:06 PM and Human Resources Administrator assumed the position as meeting minutes scribe.

Entering the meeting were as follows: Connie Kay, Kent Kay, Lorellie Ketchum, Ann McCormach, Belle McCormach, Byran Benoit, Marlene Spence, Anne Martinsen, Randy Martinsen, Joanne Henning, Roger Kappel, Jolene Kappel, Kathy Carlson, Greg Carlson, Sandra Pellier, Phil German, Clayton Berg, Mark Kokn, Brennan Sherp, Crue Sel, Ry Lecch, Marilyn Lay, Danial Braun, Belinda Lorenz, Alan Lorenz, Don Blanchette, Ejoene Hampel, Lance Pare, Vanessa Pare, Roxanne Vaters, Stephen Braun, Jayce Moffat, Jackie Moffat, Mark Vaters, Lisa Carter, Concerned Citizen, Rosemarie Clarke, Maurice Clarke, Doug McArthor, Rosemary Clayton, Sheila Gow, Kathy Nelson, Concerned Citizen, Auders Hedburg, Mark Koka, Craig Sell, Tina Bogucky, Norma Betz, Linda Kappel, Julie Block, Shannon Skoreyko, Clayton Berg, Daniel, Andy, Rosemary, Ian, Heather Nicolas, Terry Elkow, Lynda Mari, Alex Nicols, Francey Repp, Ian McCormach, Andrea Braun, Daphne Smith, Archie Smith.

Director of Planning and Community Services Roger Garnett confirmed the Public Hearing had been advertised and notice provided in accordance with the applicable legislation and then summarized the purpose of the hearing. Director Garnett had no written submissions.

Reeve Baker then called upon anyone wishing to speak on the proposed bylaw. Speaking to the Bylaw were as follows: Lorellie Ketchum, Clayton Berg, Jolene Kappel and Ian McCormach. Also addressing the public hearing via zoom webinar were Chris Ketchum and Andy Viel.

Reeve Marty Baker thanked everyone for attending and declared the Public Hearing closed at 12:33 PM.

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess for lunch at 12:33 AM and reconvened at 1:00 PM with all members in attendance.

Council moved to 7.f Protective Services

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. COUNCIL MEETING AND EVENTS CALENDARS AND COUNCIL ACTION TRACKER

Motion Number: 2025-04-30

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive the Council Meeting and Events Calendars and Council Action Tracker as information.

CARRIED

7.b FINANCE

1. TAX PENALTY FOR DISCUSSION

Motion Number: 2025-04-31

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the Tax Penalty report as information and provide the revision of penalties for the first few days of October to be incorporated into the Bylaw 25-11 Tax Penalty and bring to future meeting for First Reading.

CARRIED

2. MARCH 2025 FINANCIAL REPORT

Motion Number: 2025-04-32

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accept the March 2025 Financial Report as presented.

CARRIED

3. Request for Information

7.c PUBLIC WORKS AND UTILITIES

1. PUBLIC WORKS MONTHLY REPORT FOR MARCH 2025

Motion Number: 2025-04-33

Moved by Councillor D. Swyripa

THAT the County of Vermilion River receive the March 2025 Public Works Monthly Report for information.

CARRIED

Andy Viel, Chris Ketchum, Director of Protective Services Kirk Hughes, Planning and Community Services Administrative Assistant Andrea Neufeld joined the meeting at 9:23 AM.

2. CONCERN TRACKER REPORT

Motion Number: 2025-04-34

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive the Current Concern Tracker Report from April 2, 2025, to April 15, 2025, and a report of the Active and In-Progress Concern Tracker Report up to April 1, 2025, for information.

CARRIED

3. Request for Information

7.d NATURAL GAS UTILITY

1. Request for Information

7.e AGRICULTURE AND ENVIRONMENT

**1. 2025 AGRICULTURE AND ENVIRONMENT DEPARTMENT
FIRST QUARTER REPORT**

Motion Number: 2025-04-35

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the 2025 Agriculture and Environment Department First Quarter Report as information.

CARRIED

2. Request for Information

Council moved to 6.a 9:30 AM Public Hearing Land Use Bylaw

7.f PROTECTIVE SERVICES

**1. ALBERTA PROVINCIAL POLICING GRANT – FINAL REPORT &
RECOMMENDATIONS**

Motion Number: 2025-04-36

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accept the final report from MNP and the recommendations made by administration as information.

CARRIED

2. Request for Information

7.g PLANNING AND COMMUNITY SERVICES

**1. TAX WRITE OFF FOR LOT IN DEWBERRY – MOTION
REQUIRED**

Motion Number: 2025-04-37

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River write off the outstanding taxes on Lot 11, Block 6, Plan 8023039, being 5012 – 49 Street in the Hamlet of Dewberry, so that the sale of the property can be completed with a clean Certificate of Title.

CARRIED

2. 2024 OFF-SITE LEVY REPORT – FOR INFORMATION

Motion Number: 2025-04-38

Moved by Councillor D. Swyripa

THAT the County of Vermilion River receive the 2024 Report on Off-Site Levies for Information

CARRIED

3. 2024 REPORT ON COUNTY OWNED LAND INVENTORY – FOR INFORMATION

Motion Number: 2025-04-39

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Report on County Owned Land Inventory for Information.

CARRIED

4. REINHART DEVELOPMENT PERMIT REQUEST – MOTION REQUIRED

Motion Number: 2025-04-40

Moved by Councillor C. Murray

THAT the County of Vermilion River approves the sign location request within the Range Road 14 Road Allowance, adjacent to the east boundary of SE-5-50-1W4M, south of the Rail Right-of-Way as indicated on the attached map, and the Developer shall make the necessary permit application, and the County enter into an Agreement with the Developer.

CARRIED

**5. PLANNING AND COMMUNITY SERVICES 2025 FIRST
QUARTER DEPARTMENT REPORT – FOR INFORMATION**

Motion Number: 2025-04-41

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accept the Planning and
Community Services 2025 First Quarter Department Report for
Information.

CARRIED

6. Request for Information

7.h GENERAL ADMINISTRATION

**1. COUNTY OF VERMILION RIVER POINT TO POINT RADIO
AGREEMENT**

Motion Number: 2025-04-42

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River approve the Point to Point
Radio Agreement as presented.

CARRIED

Motion Number: 2025-04-43

Moved by Councillor C. Murray

THAT the County of Vermilion River direct Reeve Marty Baker and
CAO Alan Parkin to sign the Point to Point Radio Agreement as
presented.

CARRIED

2. 2024 YEAR END – SURPLUS RESERVE TRANSFERS

Motion Number: 2025-04-44

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accept the 2024 Year End – Surplus Transfers to Reserves as presented.

CARRIED

3. CORRESPONDENCE

Motion Number: 2025-04-45

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the following Correspondence as information:

Northern Lights 2025 AGM Election

Northern Lights Library Report

Nursing Week 2025 Declaration

CARRIED

4. Request for Information

8. POLICIES

8.a RESCIND SA 019 SAFE WORK PRACTICES POLICY

Motion Number: 2025-04-46

Moved by Councillor G. Kuneff

THAT the County of Vermilion River rescind Policy SA 019 Safe Work Practices.

CARRIED

8.b RESCIND POLICY SA 015 PRE-PLACEMENT SCREENING

Motion Number: 2025-04-47

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River rescind policy SA 015 Pre-Placement Screening Policy.

CARRIED

9. BYLAWS

9.a BYLAW 25-05 – LAND USE BYLAW – MOTION REQUIRED

Motion Number: 2025-04-48

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River receive the responses from the public and external agencies regarding the circulation of the Land Use Bylaw (Bylaw 25-05) as information.

CARRIED

Motion Number: 2025-04-49

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accepts the amendments, as listed to the Land Use Bylaw (Bylaw 25-05), as presented.

CARRIED

Motion Number: 2025-04-50

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receives the Planner's Report provided by Municipal Planning Service (2009) Ltd., as information.

CARRIED

9.b BYLAW 25-06 – MUNICIPAL DEVELOPMENT PLAN – MOTION REQUIRED

Motion Number: 2025-04-51

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive responses from the Public and external agencies regarding the circulation of the County of Vermilion River Draft Municipal Development Plan (Bylaw 25-06) as information.

CARRIED

Motion Number: 2025-04-52

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accepts the amendments as listed to the Draft Municipal Development Plan (Bylaw 25-06), as presented.

CARRIED

Motion Number: 2025-04-53

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Planner's Report provided by Municipal Planning Services (2009) Ltd., as information.

CARRIED

Financial Auditor Laura Marcato entered the meeting at 1:58 PM.

Council moved to 10a. 2:00 PM Financial Auditor

9.c 2025 MILL RATE PRESENTATION AND BYLAW 25-07 – MOTION REQUIRED

Motion Number: 2025-04-57

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the 2025 Tax Rate Presentation as presented.

CARRIED

Motion Number: 2025-04-58

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River give First Reading to Bylaw 25-07, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2025 taxation year.

CARRIED

Motion Number: 2025-04-59

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River give Second Reading to Bylaw 25-07, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2025 taxation year.

CARRIED

Motion Number: 2025-04-60

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Introduce for Third and Final Reading to Bylaw 25-07, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2025 taxation year.

CARRIED UNANIMOUSLY

Motion Number: 2025-04-61

Moved by Councillor G. Kuneff

THAT the County of Vermilion River give Third and Final Reading to Bylaw 25-07, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2025 taxation year.

CARRIED

9.d BYLAW 25-10 AMENDMENT TO BYLAW 23-01 PROCEDURAL

Motion Number: 2025-04-621

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River Policy give First Reading to Bylaw 25-10 Amendment to Bylaw 23-01 Procedural as presented.

CARRIED

Motion Number: 2025-04-63

Moved by Councillor D. Swyripa

THAT the County of Vermilion River Policy give Second Reading to Bylaw 25-10 Amendment to Bylaw 23-01 Procedural as presented.

CARRIED

Motion Number: 2025-04-64

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River introduce for Third and Final to Bylaw 25-10 Amendment to Bylaw 23-01 Procedural as presented.

CARRIED UNANIMOUSLY

Motion Number: 2025-04-65

Moved by Councillor G. Kuneff

THAT the County of Vermilion River Policy give Third and Final Reading to Bylaw 25-10 Amendment to Bylaw 23-01 Procedural as presented.

CARRIED

Council moved to 11. Notices of Motion

10. APPOINTMENT

10.a 1:58 PM FINANCIAL AUDITOR - LAURA MARCATO

Council moved to 13. Closed Session

Motion Number: 2025-04-56

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the Financial Auditor Report and instruct the Reeve and Deputy Reeve to sign the documents.

CARRIED

Council moved to 9.c 2025 Mill Rate

11. NOTICES OF MOTION

12. COUNCIL REPORTS

Councillor Dale Swyripa reported on FED GAS.

Councillor Clinton Murray reported on Vermilion River Regional Alliance and Rural Crime Watch.

Reeve Marty Baker reported on ACE Water meeting.

Deputy Reeve Leslie Cusack reported on EDA Conference, Pro Bull Riding in Marwayne, Health Care Providers Attraction and Retention and Dewberry Agricultural Society.

No reports came from Councillors George Kuneff, Jason Stelmaschuk and Stacey Hryciuk.

Council moved to 16. Adjournment

13. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2025-04-54

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 2:33 PM with all members in attendance.

CARRIED

**13.a ADVICE FROM OFFICIALS - AUDITOR REPORT - FOIP SECTION 24
(1)(a)**

14. RETURN TO OPEN SESSION

Motion Number: 2025-04-55

Moved by Councillor G. Kuneff

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 2:41 PM with all members in attendance.

CARRIED

Council moved to 10.a Financial Auditor – Laura Marcato

15. BUSINESS ARISING OUT OF CLOSED SESSION

16. ADJOURNMENT

Reeve M. Baker adjourned the April 22, 2025 Regular Council Meeting at 2:57 PM with all members in attendance.

Marty Baker, Reeve

Alan Parkin, Chief Administrative Officer