



**Regular Meeting of Council Agenda
Tuesday, October 28, 2025 at 06:00 PM
Town of Vermilion Council Chambers/Via Zoom Webinar
5021 49 Avenue Vermilion, Alberta**

1. CALL TO ORDER

2. ORGANIZATIONAL MEETING ITEMS Page 3

2.1 OATHS OF OFFICE Page 4

2.2 APPOINTMENT OF DEPUTY MAYOR Page 7

2.3 ESTABLISHMENTS OF MEETING DATES & TIMES Page 8

2.4 COUNCIL COMMITTEE MEETING APPOINTMENTS Page 11

2.5 SIGNING AUTHORITY Page 13

3. ADOPTION OF AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES Page 14

Minutes of Regular Meeting of Council - September 30, 2025

5. DELEGATIONS

6. NEW BUSINESS

6.1 Recognition from Members of Council Policy No. 25-22 Page 16

6.2 Council Attendance at Professional Development & Events Policy No.

<u>6.3</u>	<u>Council Remuneration Policy Review</u>	Page 26
------------	---	---------

<u>6.4</u>	<u>Late Tax Payment Penalty Cancellation Policy No. 25-23</u>	Page 35
------------	---	---------

7. MANAGEMENT REPORTS

<u>7.1</u>	<u>Chief Administrative Officer Report</u>	Page 40
------------	--	---------

<u>7.2</u>	<u>Director of Community Services Report</u>	Page 44
------------	--	---------

<u>7.3</u>	<u>Director of Infrastructure and Planning Services Report</u>	Page 47
------------	--	---------

<u>7.4</u>	<u>Director of Corporate Services Report</u>	Page 54
------------	--	---------

8. FINANCIAL		Page 56
---------------------	--	---------

Accounts Payable September 19 - October 28, 2025.

9. COUNCIL ROUND TABLE

10. CORRESPONDENCE		Page 62
---------------------------	--	---------

- Parks , Recreation, Culture, Environment Board Meeting Minutes.
- Joint Health & Safety Committee Meeting Minutes.

11. CLOSED SESSION

Access to Information Act (ATIA) Section 29 (1) Advice from Officials

The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council, including background factual information and information provided for informational purposes only.

12. ADJOURNMENT

SUBJECT

Organizational Meeting

BACKGROUND

As per section 192 of the MGA, Council must hold an organizational meeting within fourteen (14) days of the 3rd Monday in October. Further, in accordance with section 201, a municipality, in accordance with the regulations, must offer, and each Councillor must attend, orientation training on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192:

- Role of municipalities in Alberta;
- Municipal organization and function;
- Roles and responsibilities of Council and Councillors;
- Roles and responsibilities of the Chief Administrative Officer;
- Key municipal plans, policies and projects;
- Budgeting and financial administration;
- Public participation; and
- Any other topic prescribed by the regulation.

Council for the Town of Vermilion has met the training requirements as prescribed by the MGA by virtue of every Councillor and the Mayor's attendance at the Elected Officials Education Program Munis 101: The Essentials of Municipal Governance Course held virtually on October 25, 2025 from 9:00am to 4:00pm.

As the MGA does not require the organizational meeting to be a standalone meeting, Administration incorporated its requirements into the Regular Meeting of Council on October 28th, 2025.

SUBJECT

Oaths of Office

BACKGROUND

As per section 156 of the MGA, a Councillor, a Chief Elected Official (Mayor) and/or a deputy/acting Chief Elected Official may not carry out any power, duty, or function until that person has taken their official oath prescribed by the *Oaths of Office Act*.

The *Oaths of Office Act* prescribes the exact wording as outlined in the attached document.

ATTACHMENTS

1. Oath of Office



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

2025-2029 OFFICIAL OATH OF OFFICE

I, _____, swear that I will diligently, faithfully, and to the best of my ability, execute according to law the office of Councillor for the Town of Vermilion in the Province of Alberta.

So help me God.



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

2025-2029 OFFICIAL OATH OF OFFICE

I, _____, swear that I will diligently, faithfully, and to the best of my ability, execute according to law the office of Mayor for the Town of Vermilion in the Province of Alberta.

So help me God.

SUBJECT

Appointment of Deputy Mayor

BACKGROUND

As per section 152 of the MGA, a Council must appoint one or more councillors as Deputy Chief Elected Official (Deputy Mayor) so that:

- Only one Councillor will hold that office at any one time, and
- The office will be filled at all times.

A Deputy Chief Elected Official (Deputy Mayor) must act as the Chief Elected Official (Mayor):

- When the Chief Elected Official (Mayor) is unable to perform the duties of the Chief Elected Official (Mayor), or
- If the Office of Chief Elected Official (Mayor) is vacant.

As per the Town of Vermilion's Procedural Bylaw, Council shall, at their organizational meeting, or no later than December 31st in an election year, establish the roster for Deputy Mayor for a one-year period on a rotating basis. Accordingly, the appointment of a Deputy Mayor would be from October 2025 through to October 2026.

Should Council require more time, as authorized under the Procedural Bylaw during an election year, the appointment can be deferred to the November 18th, 2025 or December 16th, 2025 Council Meetings for decision.

REQUEST FOR DECISION

SUBJECT

2026 Proposed Council and Committee Meeting Schedule

RECOMMENDATION

That Council for the Town of Vermilion approve the 2026 Council and Committee meeting schedule as presented.

BACKGROUND

As per section 193 of the MGA, a Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled Council meetings on specified dates, times and places. Notice of regularly scheduled Council meetings need not be given.

If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours notice of the change:

- To any Councillors not present at the meeting at which the change was made; and
- To the public.

Typically, Council meetings are held the first and third Tuesdays of the month. Over the last few months, we have trialed adding a Committee of the Whole meeting on the first Tuesday of the Month, in conjunction with a Council Meeting that same evening. Administratively, we are struggling to bring forward sufficient content for decision making purposes and do not believe that three (3) meetings every other month is beneficial or required for the purposes of the Town's operations. Accordingly, we are proposing to have two (2) meetings per month, alternating between two (2) Council meetings one month, and one (1) Committee of the Whole and one (1) Council meeting the next. This schedule still allows for meetings of Council almost every other week and as such, allows Administration sufficient time to prepare and conduct research on Council requests for information and Council requests for decisions.

IMPLICATIONS

Due to the Innovating Commerce Serving Communities (ICSC) conference in Whistler in January from the 24th through to the 27th, at which the Mayor shall be present, and the Christmas

Holidays, we have reduced the Council meetings in January down to one (1). Further, one of the conferences that the CAO attends throughout the year has also been accommodated – Local Government Administrators Association (LGAA) from June 16th to 19th, 2026.

Administration does not currently have the dates for the Alberta Municipalities 2026 Spring Municipal Leaders Caucus (March) nor the 2026 Alberta Municipalities Convention and Trade Show (September). Accordingly, upon receipt of those dates, we may need to further amend the schedule to ensure Council and Administration are able to attend. We can make those changes if necessary by bringing forward a recommendation to Council and providing adequate notice to the public.

ATTACHMENTS

1. 2026 Proposed Council and Committee Meeting Schedule

2026



COUNCIL & COMMITTEE MEETING SCHEDULE

	COUNCIL MEETING AT 6:00PM
	OFFICE CLOSED FOR THE HOLIDAY(S)
	COMMITTEE OF THE WHOLE MEETING AT 2:00PM

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

FEBRUARY

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

MARCH

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				

APRIL

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		

MAY

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						

JUNE

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				

JULY

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	

AUGUST

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					

SEPTEMBER

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			

OCTOBER

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

NOVEMBER

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					

DECEMBER

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		

REQUEST FOR DECISION

SUBJECT

2025-2026 Committee Appointments

RECOMMENDATION

That Council for the Town of Vermilion accept the committee listing as information and direct Administration to bring the 2025-2026 Committee Appointments to the November 18, 2025 Regular Council Meeting for approval.

BACKGROUND

The Town of Vermilion has a variety of Committees that Members of Council sit on, both within the Town as well as regionally. These Committees are to ensure the Town has representation at the local and regional level when it comes to promoting partnerships and intermunicipal collaboration.

Members of Council are asked to review the Committee listing and consider which Committees there is interest in sitting on and return their preferences to the CAO by November 4, 2025. The Mayor and CAO will review the requests and work with all Members of Council to determine who will sit on each Committee.

The final listing will be brought forward to the November 18, 2025 Regular Council Meeting for approval. Any amendments to the Committee appointments can be made at any future Council Meeting by Council resolution.

IMPLICATIONS

There should be minimal (if any) Committee meetings prior to the November 18, 2025 Regular Council Meeting. However, if any Committee meetings arise before the Committee listing is approved, the Mayor shall attend the Committee on behalf of the Town of Vermilion.

ATTACHMENTS

1. Committee Listing

BOARD & COMMITTEE APPOINTMENTS

Council shall approve the appointments to the following internal committees and external boards and commissions at their annual organizational meeting.

Internal Committees

- Committee of the Whole
- Economic Development
- Intermunicipal Liaison Committee (ILC) with the County of Vermilion River
- Vermilion Community Health Service Awareness

Boards & Commissions

- Alberta Central East (ACE) Water Corporation
- Assessment Review Board (ARB) as part of the Regional ARB Bylaw & Agreement (currently under review)
- East Central 911 Call Answer Society
- Vermilion Library Board
- Northeast Alberta Information HUB
- Northern Lights Library System
- Parks, Recreation, Culture & Environment
 - o Pool
 - o Vermilion Facility Enhancement
- Subdivision and Development Appeal Board (SDAB) as part of the Regional SDAB Bylaw & Agreement
- Vermilion & District Health Care Providers Attraction & Retention
- Vermilion & District Housing Foundation (VDHF)
- Vermilion River Regional Alliance (VRRRA)
- Vermilion River Regional Waste Management Services Commission (VRRMSC)
- Vermilion River Watershed Alliance
- Vermilion & District Chamber of Commerce

SUBJECT

Signing Authority

BACKGROUND

As per section 213 of the MGA, minutes of Council meetings must be signed by the person presiding at the meeting and a designated officer. Further, subsection 4 stipulates that agreements, cheques and other negotiable instruments must be signed or authorized by:

- The Chief Elected Official (Mayor) or another person authorized by Council;
- A designated officer (CAO); or
- Solely by a designated officer is so authorized by Council.

Accordingly, Administration is seeking the appointment of the Chief Elected Official (Mayor) and the Deputy Chief Elected Official (Deputy Mayor) as signing authorities, as required, for the Town of Vermilion.

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, SEPTEMBER 30, 2025 AT 6:00 P.M.**

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Robert Pulyk
Councillor Paul Conlon
Chief Administrative Officer Shannon Harrower
Director of Infrastructure and Planning Services Robert Dauphinee
Director of Community Services Michael van der Torre
Director of Corporate Services Marilyn Lavoie
Executive Assistant Shannon Kennedy

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

- 2.1.** Moved by Councillor Robert Snow “That the Agenda be approved as amended.” **CARRIED**

3. **MOVED #25/09/150**

3.1. ADOPTION OF THE PREVIOUS MINUTES

Minutes of Regular Meeting of Council – September 16, 2025

Moved by Councillor Robert Pulyk “That the Minutes of the Regular Meeting of Council of September 16, 2025, be approved as amended.”
CARRIED

4. **MOVED#25/09/151**

4.1. NEW BUSINESS

Committee of the Whole Meeting Request

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion schedule a Committee of the Whole Meeting on November 04, 2025 from 2:00pm – 5:00pm.” **CARRIED**
MOVED#25/09/152

4.2. Auditor Appointment Policy No. 25-20 – RFD

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the Auditor Appointment Policy No. 25-20 as presented.”
CARRIED
MOTION#25/09/153

4.3. Cancellation of Utility Penalties Policy No. 25-21 – RFD

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion approve the Cancellation of Utility Penalties Policy No. 25-21, with the following changes:

- The Director of Corporate Services and the Finance Manager may waive outstanding utility penalty amounts up to \$50.00.
- The Chief Administrative Officer may waive outstanding utility penalty amounts up to \$100.00.
- Council for the Town of Vermilion may waive outstanding utility penalty amounts exceeding \$100.00.

CARRIED

MOVED# 25/09/154

4.4. Canada Post Mandate Resolution – RFD

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion receive the Canada Post Mandate Resolution as information.” **CARRIED**

MOVED# 25/09/155

5. FINANCIAL

5.1. Accounts Payable for the period of September 11-18, 2025

Accepted as Information.

6. COUNCIL ROUND TABLE

6.1. Council for the Town of Vermilion presented their reports.

Accepted as Information.

7. CORRESPONDENCE

Health Care Providers Attraction & Retention Committee – Terms of Reference

Accepted as Information.

8. ADJOURNMENT

7.1. Being the Agenda matters concluded, the meeting adjourned at approximately 6:42 p.m.

READ AND CONFIRMED ON THIS 28TH DAY OF OCTOBER, 2025 A.D.

Chief Administrative
Officer

Mayor

REQUEST FOR DECISION

SUBJECT

Recognition from Members of Council Policy No. 25-22

RECOMMENDATION

That Council for the Town of Vermilion approve the Recognition from Members of Council Policy No. 25-22 as presented.

BACKGROUND

Administration is performing a review of governance documents, which involves identifying and updating existing policies for best practices as well as implementing new policies that would serve to guide the operations of the municipality. Once Administration has an updated master listing of all governance documents, there will be an ongoing review schedule developed to ensure that the Town is consistently maintaining up to date governance documents.

Administration identified a policy gap for recognition from Members of Council. This new policy will provide criteria for recognition of citizens, organizations, and events in a fair and consistent manner. The policy includes the following:

- Council is provided with a budget each year to provide sponsorship or purchase tickets to local events. This is important to ensure that there are budgeted funds allocated for Council to attend events and support local organizations they chose.
- Parameters and listing of what correspondence the Mayor can provide on behalf of the municipality. Support letters for grants is an important item on the list, as often grant applications are time sensitive and cannot wait until the next Council Meeting.
- Requirement for all correspondence issued by the Mayor to be shared with all Members of Council for information purposes. This ensures that all Members of Council are informed and engaged on correspondence sent on behalf of the Council.
- All requests for Proclamations shall be received by Administration no later than thirty (30) calendar days prior to the proclamation date, and taken to Council for consideration.

IMPLICATIONS

This is a new policy and as such, would be included in our master index of internal policies as well as posted to the Town of Vermilion website.

The Town of Vermilion has had requests for grant support letters and proclamations previously which weren't able to be provided due to the timing of Council Meetings and the submission deadline. This Policy will ensure that the Town has proper governance in place to prevent that from occurring in the future.

ATTACHMENTS

1. Recognition from Members of Council Policy

POLICY 25-22		RECOGNITION FROM MEMBERS OF COUNCIL	
DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Legislative

PURPOSE

To provide general criteria regarding the recognition of citizens, organizations and events in a fair and consistent manner on behalf of the Town of Vermilion.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

Council is the municipal Council of the Town of Vermilion.

Local Event(s) shall be events that are being held within the corporate limits of the Town of Vermilion or held in the regional area surrounding the Town of Vermilion.

Member of Council is 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.

Proclamation is an official declaration issued by Town Council.

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

SCOPE

This policy applies to All Members of Council.

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

GUIDING PRINCIPLES

Local Event Support

- Each year during the budget process, Council shall be provided with a budget for sponsorship and/or purchasing tickets to Local Events. This amount will be designated for this purpose upon approval of the annual budget.
- The budget shall be used at the sole discretion of Council and requires a motion of Council for expenditures to be incurred.
- Once the budget has been depleted, there is no ability to add additional funds to it throughout the year.
- For example, potential events include, but are not limited to:
 - Those hosted by Lakeland College (i.e. Feast on the Farm);
 - Those hosted by the Rotary Club of Vermilion (i.e. Harvest Gala);
 - Those hosted by community groups and boards (i.e. Agricultural Society, Chamber of Commerce, etc.); and
 - Those hosted by the Vermilion Lions Club (i.e. Annual Golf Tournament).

Correspondence

- Requests for correspondence on behalf of Town Council shall be entrusted to the Mayor or designate for consideration and approval.

- The Mayor or designate shall not issue any correspondence on behalf of Town Council or the Town of Vermilion which contains a commitment for funding or resources of the Town unless Council has approved the funding request or commitment via motion or as part of the annual budget.
- Council may, by resolution, authorize the Mayor or designate to issue correspondence for any purpose that requires a commitment for funding or resources of the Town.
- The Mayor or designate has the authority to issue the following types of correspondence:
 - Formal thank you letters or cards;
 - Congratulatory letters to individuals or groups for sports accomplishments and public service accomplishments;
 - Support letters for grants;
 - Business openings or business anniversaries; and
 - Letters for the purpose of government correspondence.
- Copies of all correspondence issued by the Mayor or designate shall be provided to all of Council through the Chief Administrative Officer for information purposes.

Proclamations

- All requests for Proclamations shall be submitted to the CAO's Executive Assistant no later than thirty (30) calendar days prior to the date of the proclamation.
- All Proclamation requests received within the designated timeframe indicated above shall be taken forward to Council for consideration.
- Council shall, in its sole discretion, by resolution decline or approve a request for Proclamation.
- Decisions related to Proclamations by Council are not appealable.

REQUEST FOR DECISION

SUBJECT

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

RECOMMENDATION

That Council for the Town of Vermilion approve the Council Attendance at Professional Development & Events Policy No. 25-18 as presented.

BACKGROUND

As part of Administration's ongoing review of existing policies, it was identified that there was a need for a Council Professional Development Policy. This new policy will formalize the opportunity for Members of Council to attend professional development. The policy includes the following:

- Council is provided with a professional development budget each year that is broken down per Councillor/Mayor;
- A requirement for a minimum of three (3) Members of Council to attend the Alberta Municipalities Conference each year;
- A maximum of three (3) Members of Council attending Federation of Canadian Municipalities Conference each year;
- A requirement for a verbal or written report to be provided at an open Committee or Council Meeting on the attendance at professional development; and
- If the Town purchases tickets to a local major event, the tickets shall be distributed to Council first, followed by CAO, directors, and all staff. Spouses of Council shall only be provided with tickets if approved in writing by the Mayor or CAO before the event occurs.

IMPLICATIONS

This is a new policy and will be included in the master index as well as posted on the Town's website.

ATTACHMENTS

1. Council Attendance at Professional Development & Events Policy

POLICY 25-18		COUNCIL ATTENDANCE AT PROFESSIONAL DEVELOPMENT & EVENTS	
DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Legislative

PURPOSE

To establish an opportunity for Council members to attend Professional Development through attendance at designated conferences, workshops, seminars, events, and educational opportunities.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

Council is the municipal Council of 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.

Local Event(s) shall be events that are being held within the corporate limits of the Town of Vermilion or held in the regional area surrounding the Town of Vermilion.

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.

Professional Development is learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Members of Council in relation to their role and responsibilities under the Municipal Government Act.

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

SCOPE

This policy applies to All Members of Council.

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

GUIDING PRINCIPLES

Professional Development

- Members of Council are encouraged to attend Professional Development opportunities and obtain certificates relevant to their responsibilities and to the strategic priorities of the Town.
- Council shall annually, through the budget process:
 - Establish a Professional Development budget;
 - Identify a minimum of three (3), maximum of seven (7), Members of Council to attend the Alberta Municipalities conference; and
 - Identify a maximum of three (3) Members of Council to attend the Federation of Canadian Municipalities conference.
- All expenses related to travel while attending Professional Development shall be reimbursed in accordance with Town policies, as amended from time to time.
- If a spouse or partner accompanies a Member of Council on a Professional Development trip or conference, they shall not be reimbursed for any costs incurred.
- A Member of Council shall reimburse the Town for all fees associated with non-attendance at a Professional Development event that they were previously registered for, unless they are exempted to do so due to extenuating circumstances as approved by the Mayor or designate.

- Members of Council who attend Professional Development shall provide a verbal or written report of their Professional Development during a public Committee or Council Meeting.

Event Attendance

- Members of Council may be invited to events as part of their duties of office and are permitted to attend as personally invited.
- In the event that the Town provides sponsorship or purchases tickets to a Local Event, the CAO shall distribute the tickets, prioritizing Members of Council first, followed by the CAO Directors, and then Administrations.
- Spouses of Members of Council shall not be provided with tickets to events unless an exception is pre-approved in writing by the Mayor or CAO before the event occurs.

REQUEST FOR DECISION

SUBJECT

Council Remuneration Policy Review

RECOMMENDATION

That Council for the Town of Vermilion receive the report on the Elected Officials Remuneration Policy as information, and direct Administration to bring the Council Remuneration Policy to the November 18, 2025 Regular Council Meeting for decision.

BACKGROUND

The Town of Vermilion Elected Officials Remuneration Policy was approved at the June 12, 2022 Regular Council Meeting. This policy outlines the remuneration and reimbursement of expenses for Mayor and Council.

Upon review of the Town's current policies, Administration has identified that this policy requires amendments to better align with the Town's other policies and practices. The new Council Remuneration Policy will be developed in alignment with the draft 2026 Budget, and brought forward to the November 18, 2025 Regular Council Meeting for decision.

Administration is recommending the following policy amendments:

- Mayor is provided with an office in Town Office
- Deputy Mayor position receives an additional salary adjustment of \$200/month
- CAO may appoint members of the community to meet and review the salary, per diem amounts and deputy mayor allowance
- All travel and expense reimbursements are provided in accordance with the Town's Travel Expense Reimbursement Policy and therefore will be removed as they are governed in a separate policy
- All professional development is now covered under the Council Attendance at Professional Development and Events Policy.

Under the current policy, Mayor and Council are provided with a base monthly honorarium with per diems paid on top of that for attendance at meetings and other Town obligations.

Current Remuneration Policy is as follows:

BASE	2023	2024	2025	2026
Mayor	\$1,675.00	\$1,675.00	\$1,675.00	\$1,675.00
Councillor	\$1,075.00	\$1,075.00	\$1,075.00	\$1,075.00

PER DIEM	2.5 Hours or Less	Between 2.5-5 Hours	Over 5 Hours
Mayor & Councillor	\$100	\$200	\$250

Administration is seeking feedback from Council on two options for the new Council Remuneration Policy as indicated below. Or, if Council would prefer, we can keep the current remuneration for Council and amend only those portions of the policy that are required to comply with the Town's other policies.

Option 1: All-Inclusive Salary for Mayor and Council. This is a set salary that is based on market trends and comparable municipalities and would remove the requirement for per diem to be tracked for each individual meeting attended. The following shows an example of a set salary based on the 50% percentile of similar size municipalities, which also includes a 2.5% increase each year during the term for cost of living allowance:

SALARY	2026	2027	2028	2029
Mayor	\$42,163.00	\$43,217.08	\$44,297.50	\$45,404.94
Councillor	\$23,606.00	\$24,196.15	\$24,801.05	\$25,421.08

Municipal Comparisons:

Municipality	Councillor	Mayor
Carstairs	\$22,194	\$28,212
Wainwright	\$21,136	\$35,517
Didsbury	\$22,746	\$42,163
Vermilion	\$23,606	\$42,163
Stettler	\$23,606	\$44,915
Barrhead	\$31,440	\$45,123
St. Paul	\$31,075	\$50,521
Vegreville	\$39,033	\$64,400
Bonnyville	\$46,003	\$70,060

Option 2: Base Salary + Per Diems. This remuneration provides a set base salary each month with per diems for each individual meeting being provided in addition to the base salary. This option is set up to require physical meeting attendance for the earning of individual payroll as opposed to a set salary. The following shows a slight increase from the current base salary and per diems, which also includes a 2.5% increase each year during the term for cost of living allowance:

BASE	2026	2027	2028	2029
Mayor	\$1,800.00	\$1,845.00	\$1,891.13	\$1,938.40
Councillor	\$1,200.00	\$1,230.00	\$1,260.75	\$1,292.27

PER DIEM	2.5 Hours or Less	Between 2.5-5 Hours	Over 5 Hours
Mayor & Councillor	\$150	\$250	\$300

IMPLICATIONS

Once approved, the new policy will replace the previous Elected Officials Remuneration Policy No. 06/12/2022. Any direction regarding salary will be included in the draft 2026 Budget being presented at the November 4, 2025 Committee Meeting.

ATTACHMENTS

1. Elected Officials Remuneration Policy No. 06/12/2022.



COUNCIL POLICY



Prepared By: CAO & Corp Services Director **Policy Name:** Elected Officials Remuneration Policy

Effective Date: January 1, 2023

Policy Number: 06/12/2022

Council Approval Date: 06/12/2022

Council Resolution No.: 22/12/113

Policy Statement:

That Members of Council shall receive remuneration and reimbursement of expenses while undertaking Town related business, in accordance with this policy, and approved annual budget allocations.

Policy Purpose:

This policy is to:

1. Provide an adequate compensation package to attract people of ability and integrity as candidates for municipal public office
2. Ensure that individuals who choose to serve their community in the municipal public office receive compensation for their time dedicated and for expenses incurred
3. Establish a fair and equitable method of remuneration and compensation for expenses.

Policy Statement:

1. Definitions

- 1.1. 'Meeting' - means a Committee and/or subcommittee a councillor is appointed to by council motion to participate on behalf of council.
- 1.2. 'Conference' - means a structured gathering of people whose purpose is to examine, discuss and express opinions on matters of shared interest in relation to matters pertaining to municipal government.
- 1.3. 'Honorarium' - means the base monthly amount paid as compensation for all activities which include, but are not limited to:
 - 1.3.1 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses
 - 1.3.2 Meeting with the Chief Administrative Officer and Administration staff
 - 1.3.3 Appearances as an invited public figure at public non-municipal functions
 - 1.3.4 Attendance at ceremonies, banquets, parades, luncheons within the Town.
 - 1.3.5 Ribbon cutting ceremonies, cheque or other document signing

- 1.3.6 Welcoming visitors to the community on behalf of the Town at public events
- 1.3.7 Attending functions locally, unless as a designated speaker (meeting fees to apply)
- 1.3.8 Other non-municipal occurrences or events where there is no agenda, debate, discussion or direction given whereby the information presented to the Councilor requires them to make a decision, and not required to deliver information that is in the public interest.
- 1.3.9 Meeting preparation, research, individual meetings, phone calls, follow-up meetings/calls with contacts/clients, including timely reading and responding to e-mails, attending additional committee meetings in a month.
- 1.3.10 Extraordinary Meetings (examples may include):
 - 1.3.10.1 Council sanctioned committees or deliberations
 - 1.3.10.2 Ad hoc/emergent/time sensitive items/issues as required
 - 1.3.10.3 Additional meetings of external committees to deal with critical issues, where a member is appointed to represent the Town's interest

2. Guidelines/Procedures/Responsibilities

- 2.1 The Town of Vermilion pays to their elected officials a monthly Honorarium, for the following:

Elected officials will receive the following monthly honorarium when at least one regular monthly council meeting has been attended with the exception of attendance requirement in the months that have only one regularly scheduled council meeting.

	2023	2024	2025	2026
Mayor	\$1675/month	\$1675/month	\$1675/month	\$1675/month
Councillor	\$1075/month	\$1075/month	\$1075/month	\$1075/month

- 2.2 Elected officials shall receive an honorarium for each council, special council or council committee meeting attended at a rate of \$100/meeting, including committee appointments to subcommittees recognized by council.
- 2.3 Elected officials shall receive a meeting fee or per diem for business meetings, including extraordinary meetings (example: meeting with college president, municipal officials, etc.) excluding regularly scheduled council or committee of the whole meetings as follows (not including any meals served as part of this meeting):

	Meeting 2.5 Hours or Less	Meeting Between 2.5 and 5 Hours	Meeting Over 5 hours
Mayor/Councillor	\$100	\$200	\$250

- 2.4 The meeting fee is a per diem and expense allowance for time spent travelling to and from or in attendance at committee meetings, board meetings, conferences, seminars, workshops, or similar activities.

3. Expense Claim

- 3.1 A detailed receipt must accompany all expenses, except mileage. Failure to provide such will result in denial of the expense.

4. Disallowed Expenses

- 4.1 There are some expenses that are not eligible and will not be reimbursed by the Town.

Examples:

- Alcohol
- Credit card interest charges
- Golf fees, cart rental
- Headphones on airlines
- Movies (either in room or at the theatre)
- Personal bar bills
- Personal books, magazines or other entertainment
- Personal travel taken during business trip
- Political or charitable contribution
- Spouse's expenses if accompanying employee on trip
- Traffic citations (parking tickets or fines)

This is not an all-inclusive list. Approving authorities may decline approval for any cost that does not appear reasonable under the circumstances.

5. Conferences

- 5.1 For all members of council expenses are paid for:
- 5.1.1 Attendance at conferences, seminars, workshops, Council orientation, and courses with content in subject matter directly related to Council appointments.
 - 5.1.2 Elected Official meeting with Municipal, Provincial or Federal elected officials (ie Ministers / MLA / MP) or any Town business conducted out of town.
 - 5.1.3 AB Municipalities Conference. All Council members may attend the annual AB Municipalities convention.
 - 5.1.4 FCM Conference. When the Annual Federation of Canadian Municipalities Conference is held, council will vote on which members of council will attend. Eligible for daily meeting allowance.

6. Guidelines for Allowable Expense Reimbursement

6.1 Airfare

- 6.1.1 Domestic air travel will be economy class only. Travel plans should be made as far in advance as possible in order to take advantage of early purchase discounts.

6.2 Car Rental

- 6.2.1 Standard models must be rented unless more than two persons are travelling together. A single upgrade is allowed if more than two persons are travelling. Higher upgrades are allowed if transporting materials and cargo space is a factor, or if three or more persons are travelling together.
- 6.2.2 Rental cars should be returned to the original rental location in order to avoid costly drop off charges.
- 6.2.3 Upgrades not authorized by this policy are not reimbursable.

6.3 Per Kilometre Allowance

- 6.3.1 When using their personally owned vehicle, Elected Officials will be reimbursed for travel at the current Canada Revenue Agency (CRA) recommended rate. The destination and reason for all mileage claimed must be included on Expense Claims. Mileage reimbursement covers insurance, wear and tear, gas and oil. Please keep an accurate mileage log.
- 6.3.2 Although elected officials may use their personal automobiles while on Town business, the Town's insurance policies do not provide coverage. Per kilometre allowance is deemed by CRA to cover insurance and all other costs, and therefore, the cost of additional endorsements is the personal expense of the car owner. In advance of the travel, car owners are advised to check with their own insurance agents in order to secure appropriate endorsements to their policies if necessary.
- 6.3.3 The Town of Vermilion strongly encourages carpooling to meetings and conferences wherever possible.

6.4 Taxi/Shuttle/Public Transportation

- 6.4.1 Elected Officials should evaluate their individual circumstances and select the safest, most economical alternative when travelling to and from all destinations.
- 6.4.2 Taxi, shuttle, and public transportation expenses should be itemized on the "Taxi/Air porter" line of the Expense claim and should be accompanied by a receipt.

6.5 Lodging

- 6.5.1 When travelling to conferences, it is recognized that Elected Officials normally stay in the conference designated hotels at conference negotiated preferred rates, Airbnb or other accommodations as long as it is comparable or lower than the negotiated conference rates and that reservations may be made directly with the selected hotel/conference organizers. Otherwise a single, standard room is to be used.
- 6.5.2 Use of hotel gym, massage services, and sauna facilities, which are additional to room rates, will not be reimbursed.
- 6.5.3 Laundry services and valet parking are generally considered non-reimbursable expenses. However, hotel stays in excess of 5 days may warrant the use of laundry services. The approving authority must approve exceptions.
- 6.5.4 Accommodation allowance: \$50 for overnight at a relative or as per receipts submitted with claim.
- 6.6 Meals
 - 6.6.1 Meal Claims Limit with receipts:
 - \$21.90 - Breakfast
 - \$22.15- Lunch
 - \$54.40 - Dinner
 - \$98.45 – Daily
 - 6.6.2 When breakfast, lunch or dinner are provided at a conference or meeting then the meal allowances or receipt meal will not be reimbursed, unless approved by Mayor.
 - 6.6.3 Meal allowance and travel reimbursement will be set at the Canada Revenue(CRA) Rates. Mayor and Council are to claim the meal by submitting receipts, and only the amount up to the meal allowance rate prescribed by the CRA will be reimbursed.
 - 6.6.4 Purchases of alcohol will not be reimbursed by the Town of Vermilion.

7. Expense Claims and Approval Requirements

- 7.1 The requirements for expense claims and approvals are as follows:
 - 7.1.1 All expense claims will be reviewed by CAO for consistency.
 - 7.1.2 A claim that is not approved may be taken to Council to appeal the decision. Mayor has final decision on any discrepancy.
 - 7.1.3 Expense claims should be completed, approved and submitted regularly on a monthly timesheet in order to facilitate timely reimbursement. Scanned email copies will be accepted. A valid receipt, and a brief explanation of the

expense must accompany all expenses included on the Expense Claim where attending conferences or multiday workshops.

- 7.1.4 The Town of Vermilion will not reimburse incomplete or unapproved expense claims, ineligible expenses or claims without valid, detailed receipts.

8. Expense Reimbursement

- 8.1 Travel and Subsistence rates will be established by resolution of council. The rates will match the Canada Revenue Agency prescribed rates which will be monitored as required.

9. Travel – Taxi, Bus, Airplane, Parking

- 9.1 As per receipts submitted with claim.

10. Budget

- 10.1 As long as the total legislative budget does not increase, two elected officials can agree to transfer budgeted line item amounts from one elected official to the other and an elected official can transfer budgeted dollars within the line items designated to the individual elected official.
- 10.2 To increase the total budgeted dollar allotment of a particular elected official which in turn increases the total legislative budget requires a resolution of council.
- 10.3 That the Elected Officials Remuneration Policy be established, effective January 1, 2023 until Dec 31, 2023 and then reviewed annually
- 10.4 This will replace the Elected Officials Per Diem Policy passed on May 21, 2019 and is effective upon passing

REQUEST FOR DECISION

SUBJECT

Late Tax Payment Penalty Cancellation Policy No. 25-23

RECOMMENDATION

That Council for the Town of Vermilion approve the Late Tax Payment Penalty Cancellation Policy No. 25-23 as presented.

BACKGROUND

The Late Tax Payment Penalty Cancellation Policy was created to establish the process by which Council may waive late tax payment penalties. As per the Municipal Government Act, Council may cancel, reduce, refund or defer property tax if it is equitable to do so. All municipal tax relief remains at the sole discretion of Council and is not permitted to be a decision of Administration.

Any request for cancellation or reduction of a property tax penalty is to be submitted to the Director of Corporate Services within 60 calendar days after the tax due date, who will prepare a report and bring the request forward to Council for decision.

Typically, a tax penalty cancellation would be considered by Council for:

- Death in the family within 30 calendar days of the due date and taxes were paid within 45 calendar days of the due date
- Tax notice was sent to an incorrect address due to the Town's error in the tax roll address setup
- Taxpayer has more than one property and made a lump sum payment to the incorrect tax roll
- Late payment was processed by financial institution, and they provide formal documentation indicating the payment was processed before the due date

Tax penalty cancellation is not typically supported if it is:

- Related to a prior taxation year
- The property is involved in tax recovery process
- The taxpayer was already granted a penalty cancellation for the property in the current year

- The property is a non-residential property

IMPLICATIONS

This is a new policy and would be included in the master index as well as posted on the Town's website.

In the event that Council approves a penalty cancellation, Administration would then process the cancellation on the tax roll and make notes on the account for the financial audit. Further, Administration would also send a letter to the taxpayer to advise of Council's decision.

ATTACHMENTS

1. Late Tax Payment Penalty Cancellation Policy No. 25-23

POLICY 25-23		LATE TAX PAYMENT PENALTY CANCELLATION	
DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish a uniform and consistent approach by which Council and Administration may waive outstanding penalties for late tax payments in accordance with the Municipal Government Act.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Application Deadline is sixty (60) days after the tax due date as prescribed in the annual Tax Rate Bylaw and as outlined on a person's combined tax and notice of assessment.

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

Council is the municipal Council of 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.

Due Date is the due date as prescribed in the annual Tax Rate Bylaw and as outlined on a person's combined tax and notice of assessment.

Employee is an employee of the Town of Vermilion.

Immediate Family is a spouse, parent or child.

Member of Council is 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.

MGA is the Municipal Government Act, RSA 2000, c M-26, as amended from time to time.

Penalty is the penalties imposed under section 344 and 345 of the MGA and/or as prescribed in the annual Tax Rate Bylaw.

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

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	Director of Corporate Services
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- In accordance with Section 347 of the MGA, Council may cancel, reduce, refund or defer property tax if it is equitable to do so. Any person seeking to appeal their tax penalty must provide adequate documentation and evidence to support their request.
- Municipal tax relief remains at the sole discretion of Council. Any decision made by the Council for the Town of Vermilion on whether to grant or refuse the waiver of a tax penalty is discretionary. Once Council has made their decision, that decision is deemed to be final with no right to further appeal.
- Requests for municipal tax relief and tax penalty relief must be made in writing to the Director of Corporate Services for the Town of Vermilion whom will prepare the request for Council consideration.
- Provided that an application is made on or before the deadline, the following types of requests are typically supported by Council for the Town of Vermilion:
 - A death in the Immediate Family of the property owner occurred within thirty (30) days prior to the due date and payment of those taxes were made within forty-five (45) days of the due date;
 - The tax notice has been sent to an incorrect address as a result of the Town's error in recording an address change on the tax roll;
 - Instances where the taxpayer has more than one property and made a lump sum payment to the incorrect tax roll; or

- A late tax payment has been processed by a financial institution and either the financial institution or the property owner provides documentation indicating the payment was processed on or before the due date. Screenshots showing the desktop date of processing is not sufficient evidence for this purpose.
- Even if an application is made on or before the deadline, the following types of requests are not typically supported by Council for the Town of Vermilion:
 - A penalty related to the prior taxation year;
 - A penalty imposed as part of the tax recovery process;
 - A penalty related to a tax account that is in arrears;
 - A penalty imposed on a tax account where the taxpayer has already been granted a waiver under this policy in the current year;
 - A penalty imposed on a non-residential property.

ELIGIBILITY

- This policy does not apply to exempt tax accounts held under the jurisdiction of the Provincial or Federal governments.
- Requests for penalty waivers made after the Application Deadline will not be considered.
- The Town of Vermilion reserves the right to deny any request for tax relief at their sole discretion.



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

CHIEF ADMINISTRATIVE OFFICER REPORT – SEPTEMBER 16, 2025

MEETINGS & EVENTS

- Attended the Canadian Association of Municipal Administrators (CAMA) Executive Assistant Conference at which I was a panelist to speak to aspiring executive assistants looking to pursue a career as a CAO. I was joined by Lisa Niblock (CAO for the Town of Paradise, NL) and moderator Brenda Orchard (CAMA President/CAO for Lennox & Addington County, ON).
- Attended the Fall Zone 5 Meeting with the Alberta Rural Municipalities Association (ARMAA) and Local Government Administrators Association (LGAA) in Camrose on October 3, 2025. We were joined by representatives on behalf of Alberta Municipalities (AB munis), the Rural Municipalities of Alberta (RMA) and Municipal Affairs.
- Assisted administrative staff with the elections on October 20, 2025. Started our day at 8am with setup and finalized the counts just shy of 4am on October 21, 2025. A big thank you goes out to all of those involved in the elections process who dedicated their time, those residents who took the time to vote (both in the advanced polls as well as on election day), and congratulations to our new Members of Council.
- Formal introductions with our new Members of Council took place on October 22, 23 and 24, 2025 respectively.
- Meeting with Michael O'Mara, the Regional Manager for Business Development for Alberta Municipalities, and our Director of Corporate Services on October 27, 2025 to review our Employee Benefits Year End Report.
- Budget Meetings with our ELT on October 1, 10 and 27, 2025 to finalize our presentation scheduled for November 4, 2025 at the Committee of the Whole meeting.
- Met with Government Frameworks on October 24, 2025 to discuss process automation opportunities to improve the Town's day to day operations.
- Meeting with the Vermilion Wellness Coalition scheduled for October 28, 2025.
- Coordinated and attended weekly ELT meetings and Council meetings.
- I will be attending, along with all of Council, the Alberta Municipalities 2025 Convention and Tradeshow in Calgary on November 12-14, 2025.
- Presented long service medals to the Town's volunteer firefighters on October 22, 2025 as well as toured the fire hall with Fire Chief Anton Krys.

OPERATIONS

- **Municipal Election**

- Our municipal election has now concluded and we had a total of 1,306 voters out of the eligible 2,956. This is a reduction from the 2021 General Municipal Election. The official results have been posted to the Town's website and social media channels as of October 24, 2025 as required.

- **2026 Budget**

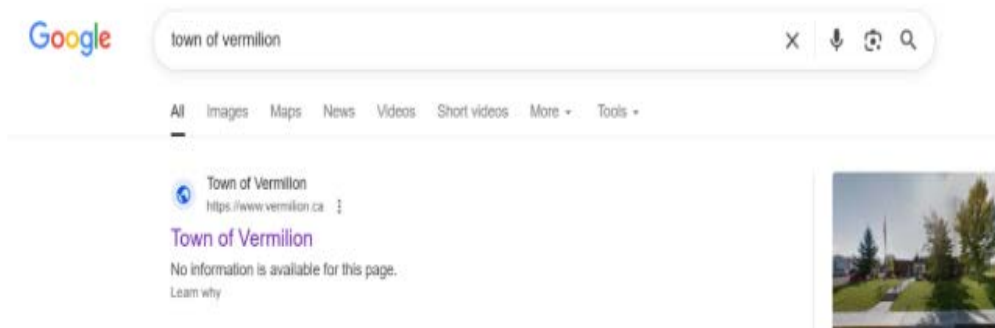
- The 2026 budget has been a collaborative effort between departments over the last several months and will finally come forward to Council on November 4, 2025 during the Committee of the Whole meeting scheduled to begin at 2pm.

- **Policy and Bylaw Review**

- This continues to be ongoing. Administration will be bringing forward a review of our financial bylaws (fees & charges) in the coming months to ensure that they align with market trends amongst similar sized municipalities. Further, we are currently working on a communications policy, the Council remuneration policy, and the snow removal policy. As always, these will be brought forward to Council and/or Committee for review, discussion and consideration.

- **Website**

- The Town of Vermilion webpage was experiencing some issues in terms of visibility on Google and our team has since been able to rectify the issue and restore the searchability function as shown below.





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



Town of Vermilion
<https://www.vermilion.ca>

[Home | Town of Vermilion](#)

Learn about the careers our community has to offer and how to apply to job postings. Candidate and Voters Information for the upcoming election! Next meeting October 28, 2025. Click here to ...

[Bylaws](#)

[Bylaws - Home | Town of Vermilion](#)

[Town Departments](#)

[Town Departments - Home | Town of ...](#)

[Contact List](#)

[Contact List - Home | Town of Vermilion](#)

[Town Maps](#)

[Town Maps - Home | Town of Vermilion](#)

[Administration](#)

[Administration - Home | Town of Vermilion](#)

[Waste | Matters](#)

[Waste | Matters - Home | Town of Vermilion](#)

[See results only from vermilion.ca](#)

- **Junction 16/41 Signage**
 - Zayn's Diner has installed their logo this past month and Webb's is scheduled to be installed in the coming weeks.
 - Further, we are re-wrapping the smaller signage with accurate information, pricing and lot availability as established by Council in September and in accordance with our Land Sales Policy processes.
- **Alberta Emergency Management Training**
 - AEMA will be contacting the Mayor/Councillors directly as it relates to emergency management training. The Local Authority Elected Official (LAEO) course is for elected officials and delegates in Alberta to complete within ninety (90) days of assuming office. It provides background on the fundamentals of emergency management, introduces key emergency management partners, and explains the implications of provincial emergency management legislation for elected officials and delegates as representatives of the local authorities in Alberta. This course is offered online and in-person, although the in-person offerings are quite far away.



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

- **Escribe Meeting Management**

- This is our first meeting with our new meeting management software. We are currently in the process of working with their team to integrate the live stream into our website so that our residents can rewatch the footage at their convenience. Despite our best efforts with the software providers, this process has been delayed but is ongoing.

- **Council Orientation**

- Prepared orientation binders, and worked with the ELT to develop the in-house Council orientation scheduled on November 4, 2025.
- Coordinated orientation details with the County of Vermilion River scheduled for October 30, 2025.

- **Assessment 101 for Elected Officials**

- We have a group session training scheduled for November 26, 2025 in the front meeting room. It is an introduction to property assessment systems and comes highly recommended from our property assessors. We would like to extend this invitation for Council should you be interested. Please RSVP to myself or executive assistant Shannon Kennedy should you be interested.

- **Regional Collaborations**

- Currently working with the City of Lloydminster, County of Vermilion River, and Villages of Paradise Valley, Kitscoty, Marwayne and Mannville to create a regional Assessment Review Board bylaw.
- Preliminary review is underway and this bylaw will come forward to Council in late November.



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

DIRECTOR OF COMMUNITY SERVICES

MEETINGS & EVENTS

- Weekly ELT meetings
- Vermilion Provincial Park close-up meeting
- Budget discussions with departments
- Meetings with Fire services for budget discussions
- Parks, Recreation, Culture and Environment meeting
- FCSS meeting
- Alberta Recreation and Parks Association conference
- Public concerns

POLICIES & BYLAWS

- On hold during budget

PROJECT UPDATES

- Gopher control all over town
 - Successful but will need continued application for further reduction
- Playground installation complete
- Provincial Park satisfaction up from to 76% in 2024 to 84% in 2025
- Provincial Park back in Alberta Park control for trails over winter
- Ice in at the Stadium and Arena, full schedules in both
- LiveBarn in both rinks operational

OTHER

FCSS Updates

- East Central FCSS Directors Zoom meeting Oct. 6th to review FCSS updates and common local issues
- Mental Health & Wellness Symposium Committee planning continues (meeting held on Oct. 7), event date Wed. Feb. 4, 2026, at Vermilion Regional Centre, meeting notes completed
- FCSS Advisory Committee met 5:15 pm on Tues. Oct. 7 to review funding applications and set program budget for 2026
- On Oct. 16 assisted with Advance Voting polls at Vermilion Lodge and Town Administration Office, 45 seniors voted at the Lodge, in total over 200 voted at advance poll, to assist also with Oct. 20 voting polls
- Connect and Learn Thurs. October 23, 2025 is held at Mannville Recreation Centre – A partnership with other East Central FCSS staff (Mannville, Vegreville & District, Viking/Beaver, Tofield/Beaver, Lamont, Ryley), a day for non-profit groups to connect. There are 79 participants registered in total (15 from Vermilion area).
- Complete ongoing administration for Reducing the Impact of Financial Strain (RIFS) taxi voucher grant – Still have \$88.00 left in this fund (17 vouchers) then people must access the Town Council funded yellow taxi vouchers for transportation support
- Vermilion Wellness Coalition meeting to be held on Oct. 28 – assisting with planning of events, record keeping of minutes etc.
- Senior Support Program – Coordinator assists seniors with questions and forms for their eligible benefits, creates monthly senior newsletter, visits Senior Centre, planning for an education/information session with speakers and a lunch on Wed. Dec. 3 to be held at Vermilion Regional Centre, Senior Support Coordinator is part-time (10 days per month)

Vermilion Regional Centre Updates

- Weekly Rotary Club Breakfast Meetings every Thursday morning
- Responded to inquiries about facility bookings, updated monthly schedule for distribution, corresponding with staff on booking set-ups and facility issues, monthly invoices to renters, monthly stats



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

- Weddings: one in October
- Move Your Mood Moms Program runs every Tues. morning in Secondary Dance Room
- Vermilion Dance Association classes for youth only, Mon. to Thurs.
- Vermilion Ukrainian Cultural Association classes for youth and adults, Wed. only
- Friends of Vermilion Regional Centre Society planning for Festival of Crafts event Sun. Nov. 9 (fundraiser)
- Lakeland College Ag & Enviro Professional Night – Oct. 8, 225 guests
- Municipal Voting Oct. 20 in hall
- Unleashed, The Event (conference) – Oct. 24-25, usually over 100 guests (lots from out of town)
- Gospel Meetings on 3 Sundays
- A Church Anniversary Celebration on Sat. Oct. 18

CPO

- Routine patrols along VES, St. Jeromes, JR High
- Monitoring crosswalks at 45 Street & 46 Street & 50th Ave
- Speed enforcement around all School Zones
- Speed enforcement from 53 Street & 50th Ave to 54 Street & 50th Ave (30km/h zone)
- Speed enforcement along College Ave and all the way to the Town limits (near Richardson Pioneer, Snelgrove Construction)
- Enforcing untidy & unsightly properties
- Will be pumping gas at Co-op's "Fuel Good Day" on September 16 from 1-2pm

DIRECTOR OF INFRASTRUCTURE & PLANNING REPORT

MEETINGS & EVENTS

- Meeting with local businesses & residents

PROJECT UPDATES

- **Sanitary Trunk Main CHIF Application**
 - CHIF application updates received on September 3rd advised that all submitted project applications are currently being assessed, and funding decisions could be available within a few months.
- **Meter Vault**
 - Completed.
- **Former WWTP Soils Removal.**
 - Completed
- **East Reservoir Pump & Header Replacement**
 - Site meeting complete. Work is scheduled to start the 1st week of November.
- **Stormwater Management Assessment**
 - Field work completed, waiting on report.
- **GIS Web Maps Platform**
 - Ongoing
- **Offsite-Levy Model Update**
 - Ongoing

OTHER

Infrastructure Activities

- Support for Economic Development – upgrading signs in Yellowhead Industrial, Eastpoint, and Junction 16/41 areas.
- Ongoing pothole patching and downtown brick repairs.
- Sidewalk maintenance: grinding uneven surfaces and filling with small cement patches.
- Regular sign installation, repair, and replacement across town.
- Gravel road grading and dust control (watering when required).
- Alley Maintenance – grading, access repairs.
- Cemetery maintenance, including traditional digs, urn placements, and columbarium duties.
- Support for community projects, including Parks & Rec playground installation and Fire Hall garage upgrades (soil removal and gravel placement) - completed
- Preparation for winter: rebuilding snowboards for tandems, preparing slant and sand mixtures for road application.
- Street sweeping for fallen leaves in key areas – weather permitting

Utilities

- Annual and monthly sewer jetting program underway (6–8 weeks), scheduled for completion mid-October - completed
- Scheduled recovery cleaning at the Wastewater Treatment Plant (WWTP) and Veolia membrane inspection planned for October.
- Ongoing water meter inspections and replacements.
- Replacement of Aerzen blowers at the STP is scheduled for mid-September - completed
- EER pump replacement pending scheduling within the next month – ongoing
- EER distribution header to be upgraded – start of project beginning of November, to be completed the same week.
- Culvert maintenance: weed whipping ends and jetting lines (2-week program).
- Daily operations and monitoring at the WWTP and Reservoir Pumping Facilities.



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

Planning

- Development Permits & Inquiries: Staff manage multiple development permits and inquiries, including home occupation permits, demolitions, new buildings, garage constructions, and follow-ups on purchase agreement conditions. These typically involve several meetings, calls, and site visits before permits are submitted and processed.
- Property Inquiries: Numerous inquiries are being handled regarding property pin locations, fencing requirements, and additions like sheds and decks.
- We are in the process of having Alberta Land Titles remove the “MR” designation from Lot 8MR. Once finalized, we can proceed with the subdivision process, which typically takes a minimum of six months. Marketing of the new parcel could begin once the subdivision application is submitted, even before final registration.
- Safety and Job Procedures: Ongoing safety training and job procedure reviews are being conducted, alongside regular safety paperwork, formal inspections, incident investigations, and preparation for the upcoming annual safety audit.
- Addressing information requests from Provincial Occupational Health Inspector after their visit and inspection of the Town's operations.

Town of Vermilion - Monthly Development Permit Summary

September 2025

Description of Development	Legal & Civic Address	Estimated Value
Industrial - construction of a new equipment shop with retail and office space, construction of a cold storage shop and the placement of a fascia sign and a free-standing sign.	Lot 1, Block 5, Plan 142 0066 4501 - 42 Avenue	\$910,000
Institutional - construction of a new free-standing sign.	NW30-50-6-W4 5705 College Drive	\$5,000
Residential - placement of an older home on a new foundation, addition of an attached garage and development of a secondary (basement) suite.	Lot 6, Block 21, Plan 762 1089 5034 - 43A Street	\$100,000
Residential - placement of solar panels on existing single-family residential dwelling.	Lot 22, Block 52, Plan 782 1324 5704 Park Drive	\$24,000
Residential - placement of solar panels on existing single-family residential dwelling.	Lot 39, Block 21, Plan 762 1089 4848 Airport Crescent	\$30,000
Residential - construction of a new accessory building (workshop).	Lot 44, Block 21, Plan 762 1089 4828 Airport Drive	\$15,000

Home Occupation Permits

Type of Business	Location
------------------	----------

QUARTERLY DEVELOPMENT PERMIT REPORT

Town of Vermilion

(January through September 30, 2025)

This report will provide a summary of Development Permits issued in the Town of Vermilion between January 1 and September 30, 2025. Note that the following data is based upon Development Permit applications which may or may not result in completed development.

Numbers of Development Permit Applications

- A total of 21 development permit applications were received in the period.
- Of the 21 permits, 2 were applications for a Home Occupation.
- All 21 permits were approved by the Development Authority.

Permits Categories

The number of permit applications for each zone category is shown in Table 1. The greatest number of development permits issued was for Residential followed by Industrial.

<i>Zone</i>	<i>Number of Applications / Number Approved</i>	<i>Percentage of Applications</i>
Residential	13 / 13	61.9%
Commercial	2 / 2	9.5%
Industrial	2 / 2	9.5%
Institutional	2 / 2	9.5%
Community	0 / 0	0.
Home Occupation	2 / 2	9.6%
TOTAL	21 / 21	100%

Table 1: Development Permit Applications by Zone, Town of Vermilion, January – September 2025

Value of Development

In determining the value of development, Home Occupations are excluded as these typically have little expenditure associated with them. There were 19 developments in the Town of Vermilion during the January to September period. Table 2 provides the value of development for each zone category.

The estimated value of the 19 approved developments is \$2,785,500. The average value per development is \$146,605.

<i>Zone</i>	<i>Cost of Development</i>	<i>Percentage of Total</i>
Residential	\$1,447,000	33.9%
Commercial	\$33,500	5.3%
Industrial	\$1,160,000	59.1%
Institutional	\$145,000	0.0%
Community	\$0	1.7%
TOTAL	\$2,785,500	100%

Table 2: Cost of Development by Zone, Town of Vermilion, January – September 2025

Comparison of 2005 to 2025 for January through September period

The Town of Vermilion has had 19 approved developments in 2025 as of September 30. Table 3 compares developments during the same period for 2005 through 2024.

<i>Year</i>	<i>Number of Developments (January – September)</i>	<i>Value of Developments (January – September)</i>
2005	47	\$3,934,100
2006	44	\$20,736,000
2007	53	\$7,919,400
2008	39	\$12,444,800
2009	54	\$21,028,200
2010	28	\$9,825,700
2011	28	\$3,535,500
2012	33	\$8,414,000
2013	43	\$8,148,000
2014	32	\$22,340,700
2015	47	\$38,196,700
2016	19	\$3,174,300
2017	19	\$14,627,900
2018	31	\$4,963,775
2019	13	\$19,972,500
2020	13	\$485,000
2021	21	\$17,852,500
2022	11	\$2,197,000
2023	18	\$2,104,000
2024	18	\$3,088,500
2025	19	\$2,785,500

Table 3: Number of developments, Town of Vermilion, January - September, 2005-2025

New Housing

An important statistic to consider in evaluating development patterns and trends within the Town is the number of new housing starts and value of new housing.

<i>Year</i>	<i>New Housing Starts</i>	<i>Average Value of New Housing</i>	<i>Total Value of New Housing</i>
*2006 (Jan – Sept)	9	\$203,333	\$1,830,000
*2007 (Jan - Sept)	17	\$236,647	\$4,023,000
*2008 (Jan – Sept)	10	\$308,300	\$3,083,000
*2009 (Jan – Sept)	10	\$294,500	\$2,945,000
*2010 (Jan – Sept)	11	\$237,909	\$2,617,000
*2011 (Jan – Sept)	5	\$283,000	\$1,415,000
*2012 (Jan – Sept)	15	\$283,000	\$4,024,995
*2013(Jan – Sept)	24	\$185,041	\$4,441,000
*2014 (Jan – Sept)	9	\$341,666	\$3,075,000 (R1-R4)
	41	\$135,975	\$5,575,000 (R1-R6)
*2015 (Jan – Sept)	12	\$354,333	\$4,251,000
*2016 (Jan – Sept)	4	\$344,750	\$1,379,000
*2017 (Jan – Sept)	5	\$320,000	\$1,600,000
*2018 (Jan – Sept)	4	\$325,000	\$1,300,000
*2019 (Jan – Sept)	2	\$412,500	\$825,000
*2020 (Jan – Sept)	0	\$0	\$0
*2021 (Jan – Sept)	6	\$281,666	\$1,690,000
*2022 (Jan – Sept)	4	\$357,500	\$1,430,000
*2023 (Jan – Sept)	2	\$500,000	\$1,000,000
*2024 (Jan – Sept)	4	\$222,500	\$890,000
*2025 (Jan – Sept)	2	\$500,000	\$1,000,000

Table 4. New Housing Development Summary for January – September 2006 - 2025

Table 4 shows statistics concerning new housing starts in Vermilion from January through September from 2006 to 2025. For 2025 from January through September there have been 2 new single-family housing starts with an estimated value of \$1,000,000. This value is based on one new home construction valued at \$900,000 and the other is the relocation of an older home being placed on a new foundation which is valued at \$100,000.

Summary

The data presented indicates a decent year in development despite the general economy overall. With South Brennan now being sold out, additional densities of housing within the Town will be needed in the future which may facilitate the development of the North Brennan Subdivision or other infill areas within the Town.

DIRECTOR OF CORPORATE SERVICES REPORT

MEETINGS & EVENTS

- **IT Service Providers**
 - Met with the Town's current IT service provider, as well as another service provider to discuss the Town's current program and needs. The Town will review procuring IT services in 2026 to ensure best value.
- **IT Audit**
 - Had an IT service provider come on site on October 15th to perform an IT audit. The purpose of the audit is to review the Town's IT environment, hardware, and processes, providing recommendations for ongoing service improvement and efficiencies.
- **Local Authority Pension Plan (LAPP)**
 - Met with representatives from the Town's pension plan provider, to review their offerings and to prepare for year end processes.

POLICIES & BYLAWS

- **Worked with the CAO on the development of:**
 - Council Attendance at Professional Development & Events Policy
 - Council Remuneration Policy
 - Recognition from Members of Council Policy
 - Financial Reserves Policy
 - Forms and internal processes to support existing policies

PROJECT UPDATES & COMMUNITY ENGAGEMENT

- **2026 Budget**
 - Working with internal departments to prepare the draft 2026 Budget
 - The draft 2026 Budget will be presented to at the November 4, 2025 Committee Meeting

- **2025 Municipal Election**
 - Supported the CAO and Executive Assistant on the election as well as Council orientation
- **Communications & Marketing**
 - Administration has shifted Communications & Marketing to be under Corporate Services and is reviewing areas to improve public engagement and information sharing.
 - The Town will be creating an economic development Facebook page over the coming months that will focus specifically on business and economic development content. The Town's current page will transition back to the Town's general municipal page and will include more content from all Town departments. Below are some recent statistics:
 - Facebook page has over 12,500 followers
 - In 2025, the Town's page has gained close to 1,000 new followers
- **Website Reporting (new additions)**
 - Starting in 2025, all monthly accounts payable listings are now posted on the Town's website under Budget and Financial Reports.
 - Administration is currently working on creating a page on the website where we will be reporting all of Council's travel expenses. We will report back once this is complete.

INFORMATION ITEM

SUBJECT

Accounts Payable Listing

RECOMMENDATION

THAT Council for the Town of Vermilion receive the Accounts Payable Listing for the period of September 19 – October 23, 2025 as information.

BACKGROUND

The accounts payable listing for the period of September 19 – October 23, 2025 period is \$1,052,231.58.

Payroll	\$ 264,293.84
---------	---------------

Cheques, EFT & PAP	\$ 787,937.74
--------------------	---------------

ATTACHMENTS

1. Cheque Register Summary

COUNCIL MEETING - October 28, 2025

ACCOUNTS PAYABLE

Payroll - September 25, 2025		\$	5,685.96
Payroll - September 25, 2025		\$	84,075.12
Payroll - September 25, 2025		\$	6,628.44
Payroll - October 9, 2025		\$	83,950.85
Payroll - October 23 2025		\$	83,953.47
Accounts Payable - September 19 - October 23, 2025	Cheques & EFT & PAP	\$	787,937.74
	TOTAL	\$	1,052,231.58

Cheque Register - Summary-Supp.



AP5100

Page : 1

Date : Oct 23, 2025

Time : 2:01 pm

Supplier : 10423001 To ZWEIF001
 Trans. Date : 19-Sep-2025 To 23-Oct-2025
 Cheque Date : 19-Sep-2025 To 23-Oct-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00145-0001	29-Sep-2025	BEECL001	BEE-CLEAN BUILDING MAINTENANCE	Issued	641	T	1976.17
00145-0002	29-Sep-2025	BISYS001	BI-SYSTEMS ELECTRIC & CONTROLS LT	Issued	641	T	1117.39
00145-0003	29-Sep-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	641	T	550.39
00145-0004	29-Sep-2025	CENTR002	CENTRALSQUARE SOFTWARE INC	Issued	641	T	1004.06
00145-0005	29-Sep-2025	CMEJA001	CME JANITORIAL & MAINTENANCE SERV	Issued	641	T	800.10
00145-0006	29-Sep-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	641	T	13.86
00145-0007	29-Sep-2025	EASTC002	EAST CENTRAL ALBERTA CSSRD #16	Issued	641	T	50197.52
00145-0008	29-Sep-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	641	T	42.00
00145-0009	29-Sep-2025	GAMTE001	GAM TECHNICAL SERVICES INC.	Issued	641	T	6962.14
00145-0010	29-Sep-2025	H001	STAFF MEMBER	Issued	641	T	60.00
00145-0011	29-Sep-2025	HORIZ001	JOHN DEERE FINANCIAL O/A HORIZON A	Issued	641	T	637.26
00145-0012	29-Sep-2025	K001	STAFF MEMBER	Issued	641	T	60.00
00145-0013	29-Sep-2025	L001	STAFF MEMBER	Issued	641	T	60.00
00145-0014	29-Sep-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	641	T	133.25
00145-0015	29-Sep-2025	P001	CONTRACTOR	Issued	641	T	1942.50
00145-0016	29-Sep-2025	PRIMU001	PRIMUS	Issued	641	T	1335.45
00145-0017	29-Sep-2025	RONAV001	RONA VERMILION	Issued	641	T	584.72
00145-0018	29-Sep-2025	SHAWC001	SHAW CABLE	Issued	641	T	450.45
00145-0019	29-Sep-2025	TANMA001	TANMAR CONSULTING INC.	Issued	641	T	4046.18
00145-0020	29-Sep-2025	THEIN001	THE INSPECTIONS GROUP INC.	Issued	641	T	1091.48
00145-0021	29-Sep-2025	TOPT001	TOP TECH COMMUNICATIONS CORP	Issued	641	T	769.16
00145-0022	29-Sep-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	641	T	29.36
00145-0023	29-Sep-2025	ULINE001	ULINE CANADA CORPORATION	Issued	641	T	372.90
00145-0025	29-Sep-2025	VERMI012	VERMILION RIVER REGIONAL SOLID WA	Issued	641	T	29635.25
00145-0024	29-Sep-2025	VERMP001	VERMILION PUBLIC LIBRARY	Issued	641	T	22531.25
00146-0001	29-Sep-2025	ALBER011	ALBERTA MUNICIPALITIES ENERGY	Issued	643	E	80493.98
00146-0002	29-Sep-2025	RECEI001	RECEIVER GENERAL	Issued	643	E	37800.51
00147-0001	29-Sep-2025	BELLM001	BELL MOBILITY	Issued	645	T	2027.81
00149-0001	02-Oct-2025	ASTEC001	ASTEC SAFETY	Issued	678	T	808.36
00149-0002	02-Oct-2025	BISYS001	BI-SYSTEMS ELECTRIC & CONTROLS LT	Issued	678	T	2262.87
00149-0003	02-Oct-2025	BYKOW001	BYKOWSKI SAND & GRAVEL INC.	Issued	678	T	28297.50
00149-0004	02-Oct-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	678	T	874.40
00149-0005	02-Oct-2025	CATHO001	CATHOLIC SOCIAL SERVICES	Issued	678	T	7000.00
00149-0006	02-Oct-2025	C001	STAFF MEMBER	Issued	678	T	97.92
00149-0007	02-Oct-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	678	T	325.45
00149-0008	02-Oct-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	678	T	219.38
00149-0009	02-Oct-2025	FCSSA001	FCSS ASSOCIATION OF ALBERTA	Issued	678	T	495.00
00149-0010	02-Oct-2025	GOVER003	GOVERNMENT OF ALBERTA	Issued	678	T	223348.00
00149-0011	02-Oct-2025	H001	STAFF MEMBER	Issued	678	T	86.40
00149-0012	02-Oct-2025	INDUS002	INDUSTRIAL MACHINE INC.	Issued	678	T	3075.50
00149-0013	02-Oct-2025	INTEG001	INTEGRA TIRE O/A 1384077 ALBERTA LT	Issued	678	T	786.01
00149-0014	02-Oct-2025	LADYB001	LADYBUG CREATIVE DESIGN	Issued	678	T	294.00
00149-0015	02-Oct-2025	M001	RATE PAYER	Issued	678	T	347.85
00149-0016	02-Oct-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	678	T	851.36

Cheque Register - Summary-Supp.



AP5100

Page : 2

Date : Oct 23, 2025

Time : 2:01 pm

Supplier : 10423001 To ZWEIF001
 Trans. Date : 19-Sep-2025 To 23-Oct-2025
 Cheque Date : 19-Sep-2025 To 23-Oct-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00149-0017	02-Oct-2025	NAPAA001	NAPA AUTO PARTS	Issued	678	T	347.17
00149-0018	02-Oct-2025	PULYK001	PULYK, ROBERT,	Issued	678	T	259.20
00149-0019	02-Oct-2025	PUROL001	PUROLATOR INC.	Issued	678	T	89.83
00149-0020	02-Oct-2025	REYNO001	REYNOLDS MIRTH RICHARDS & FARMEF	Issued	678	T	204.25
00149-0021	02-Oct-2025	RONAV001	RONA VERMILION	Issued	678	T	338.54
00149-0022	02-Oct-2025	TRANS001	TRANS-CARE RESCUE LTD.	Issued	678	T	2318.77
00149-0023	02-Oct-2025	VERMI013	VERMILION SENIOR CITIZENS CENTRE	Issued	678	T	950.00
00149-0024	02-Oct-2025	VIBEV001	VIBE (VERMILION IS BEING EMPOWEREI	Issued	678	T	221.76
00149-0025	02-Oct-2025	VITAL002	VITAL EFFECT	Issued	678	T	45.00
00149-0026	02-Oct-2025	WEBBS002	WEBB'S MACHINERY LTD.	Issued	678	T	10.13
00150-0001	03-Oct-2025	APPLE001	APPLE CANADA INC.	Issued	682	T	11980.92
00151-0001	23-Sep-2025	ATBFI001	ATB FINANCIAL MASTERCARD	Issued	684	E	5000.00
00152-0001	09-Oct-2025	10423001	1042360 ALBERTA LTD. O/A TECHNO COI	Issued	691	T	273.00
00152-0002	09-Oct-2025	AERZE001	AERZEN CANADA WESTERN SALES AND	Issued	691	T	28684.02
00152-0003	09-Oct-2025	ALBER014	ALBERTA WATER & WASTEWATER OPEF	Issued	691	T	1407.00
00152-0004	09-Oct-2025	BISYS001	BI-SYSTEMS ELECTRIC & CONTROLS LT	Issued	691	T	1120.44
00152-0005	09-Oct-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	691	T	5281.14
00152-0006	09-Oct-2025	CIMCO001	CIMCO REFRIGERATION	Issued	691	T	4526.78
00152-0007	09-Oct-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	691	T	108.36
00152-0008	09-Oct-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	691	T	581.99
00152-0009	09-Oct-2025	FOCUS001	FOCUS	Issued	691	T	185.00
00152-0010	09-Oct-2025	FOUNT001	FOUNTAIN TIRE VERMILION	Issued	691	T	211.51
00152-0011	09-Oct-2025	GAMTE001	GAM TECHNICAL SERVICES INC.	Issued	691	T	6962.14
00152-0012	09-Oct-2025	HIWAY001	HI-WAY 9 EXPRESS	Issued	691	T	98.62
00152-0013	09-Oct-2025	INDUS002	INDUSTRIAL MACHINE INC.	Issued	691	T	1096.46
00152-0014	09-Oct-2025	IRELA001	IRELAND FARM EQUIPMENT LTD.	Issued	691	T	78.79
00152-0015	09-Oct-2025	KONEC001	KONECRANES CANADA INC.	Issued	691	T	4462.75
00152-0016	09-Oct-2025	L002	STAFF MEMBER	Issued	691	T	200.00
00152-0017	09-Oct-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	691	T	19359.54
00152-0018	09-Oct-2025	MARTI001	MARTIN PLUMBING AND HEATING LTD.	Issued	691	T	2089.50
00152-0019	09-Oct-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	691	T	613.54
00152-0020	09-Oct-2025	RONAV001	RONA VERMILION	Issued	691	T	255.71
00152-0021	09-Oct-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	691	T	164.80
00152-0022	09-Oct-2025	STERI001	STERICYCLE ULC	Issued	691	T	352.72
00152-0023	09-Oct-2025	TOPT001	TOP TECH COMMUNICATIONS CORP	Issued	691	T	1081.45
00152-0024	09-Oct-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	691	T	273.12
00152-0025	09-Oct-2025	ULTIM001	ULTIMATE GLASS	Issued	691	T	976.50
00152-0026	09-Oct-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	691	T	690.11
00152-0027	09-Oct-2025	VERMI017	VERMILION VOICE LTD.	Issued	691	T	267.75
00152-0028	09-Oct-2025	WEBBS002	WEBB'S MACHINERY LTD.	Issued	691	T	11.79
00153-0001	09-Oct-2025	WORKE001	WORKERS' COMPENSATION BOARD	Issued	693	E	7822.03
00154-0001	23-Oct-2025	10423001	1042360 ALBERTA LTD. O/A TECHNO COI	Issued	719	T	334.95
00154-0002	23-Oct-2025	12204001	1220416 ALBERTA LTD. O/A GREG YOUN	Issued	719	T	2063.25
00154-0003	23-Oct-2025	ALBER014	ALBERTA WATER & WASTEWATER OPEF	Issued	719	T	637.50

Cheque Register - Summary-Supp.



AP5100

Page : 3

Date : Oct 23, 2025

Time : 2:01 pm

Supplier : 10423001 To ZWEIF001
 Trans. Date : 19-Sep-2025 To 23-Oct-2025
 Cheque Date : 19-Sep-2025 To 23-Oct-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00154-0004	23-Oct-2025	BELLM001	BELL MOBILITY	Issued	719	T	1468.35
00154-0005	23-Oct-2025	BROGA001	BROGAN FIRE & SAFETY	Issued	719	T	4444.65
00154-0006	23-Oct-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	719	T	1183.79
00154-0007	23-Oct-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	719	T	229.01
00154-0008	23-Oct-2025	H001	STAFF MEMBER	Issued	719	T	3048.33
00154-0009	23-Oct-2025	HIWAY001	HI-WAY 9 EXPRESS	Issued	719	T	304.11
00154-0010	23-Oct-2025	KRYSC001	KRYS CONTRACTING	Issued	719	T	834.75
00154-0011	23-Oct-2025	LADYB001	LADYBUG CREATIVE DESIGN	Issued	719	T	372.75
00154-0012	23-Oct-2025	LAKEL001	LAKELAND COLLEGE VERMILION	Issued	719	T	1528.35
00154-0013	23-Oct-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	719	T	23428.18
00154-0014	23-Oct-2025	M001	STAFF MEMBER	Issued	719	T	30.00
00154-0015	23-Oct-2025	PRIMU001	PRIMUS	Issued	719	T	1335.45
00154-0016	23-Oct-2025	PUROL001	PUROLATOR INC.	Issued	719	T	156.28
00154-0017	23-Oct-2025	RONAV001	RONA VERMILION	Issued	719	T	135.97
00154-0018	23-Oct-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	719	T	99.75
00154-0019	23-Oct-2025	SHAWC001	SHAW CABLE	Issued	719	T	450.45
00154-0020	23-Oct-2025	SKYLI001	SKYLINE REFRIGERATION 2010 LTD.	Issued	719	T	588.24
00154-0021	23-Oct-2025	SNELG001	SNELGROVE CONSTRUCTION LTD.	Issued	719	T	3685.50
00154-0022	23-Oct-2025	SUPER002	SUPERIOR NORTH AMERICA INC.	Issued	719	T	1842.96
00154-0023	23-Oct-2025	TOPT001	TOP TECH COMMUNICATIONS CORP	Issued	719	T	766.45
00154-0024	23-Oct-2025	TRANS001	TRANS-CARE RESCUE LTD.	Issued	719	T	32778.61
00154-0025	23-Oct-2025	ULINE001	ULINE CANADA CORPORATION	Issued	719	T	565.93
00154-0026	23-Oct-2025	VERMI002	VERMILION & DISTRICT CHAMBER OF C	Issued	719	T	1500.00
00154-0027	23-Oct-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	719	T	835.28
00155-0001	23-Oct-2025	RECEI001	RECEIVER GENERAL	Issued	721	E	48294.01
00155-0002	23-Oct-2025	TELUS001	TELUS COMMUNICATIONS INC.	Issued	721	E	1238.46
00155-0003	23-Oct-2025	TELUS002	TELUS MOBILITY	Issued	721	E	1046.58
30689	29-Sep-2025	FERBE001	FERBEY SAND & GRAVEL LTD.	Issued	642	C	9273.60
30690	29-Sep-2025	STMP000002	RATE PAYER	Issued	642	C	53.82
30691	29-Sep-2025	PEPSI001	PEPSICO BEVERAGES CANADA	Issued	642	C	538.08
30692	29-Sep-2025	PITNE002	PITNEY WORKS	Issued	642	C	2100.00
30693	29-Sep-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD CF	Issued	642	C	83.95
30694	01-Oct-2025	COUNM002	COUNTY OF MINBURN	Issued	679	C	721.50
30696	01-Oct-2025	R002	STAFF MEMBER	Issued	679	C	38.00
30697	01-Oct-2025	ROTAR001	ROTARY CLUB OF VERMILION	Issued	679	C	500.00
30698	01-Oct-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD CF	Issued	679	C	178.50
30699	01-Oct-2025	SAMSC001	SAM'S CLEANERS & LAUNROMAT LTD	Issued	679	C	87.73
30700	01-Oct-2025	THOMS001	THOMSON REUTERS	Issued	679	C	158.55
30701	09-Oct-2025	ALBEF001	ALBERTA FORESTRY & PARKS	Issued	692	C	867.24
30702	09-Oct-2025	FLASH001	FLASCH MANAGEMENT WESTERN PRO	Issued	692	C	289.80
30703	09-Oct-2025	L002	STAFF MEMBER	Issued	692	C	200.00
30704	09-Oct-2025	PEPSI001	PEPSICO BEVERAGES CANADA	Issued	692	C	703.70
30706	09-Oct-2025	SADEL001	CONTRACTOR	Issued	695	C	2989.88
30707	23-Oct-2025	PT00000014	RATE PAYER	Issued	720	C	92.43

TOWN OF VERMILION

Cheque Register - Summary-Supp.



AP5100

Page : 4

Date : Oct 23, 2025

Time : 2:01 pm

Supplier : 10423001 To ZWEIF001
Trans. Date : 19-Sep-2025 To 23-Oct-2025
Cheque Date : 19-Sep-2025 To 23-Oct-2025
Cheque No : All
Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
30708	23-Oct-2025	KHDES001	KH DESIGNS	Issued	720	C	525.00
30709	23-Oct-2025	M002	CONTRACTOR	Issued	720	C	3000.00
30710	23-Oct-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD CF	Issued	720	C	32.90
30711	23-Oct-2025	THECO001	THE COUNTY OF VERMILION RIVER	Issued	720	C	460.42
30712	23-Oct-2025	TRAFX001	TRAFX RESEARCH LTD.	Issued	720	C	2917.48

Total Computer Paid : 25,812.58

Total EFT PAP : 181,695.57

Total Paid : 787,937.74

Total Manually Paid : 0.00

Total EFT File Transfer : 580,429.59

Town of Vermilion
Minutes of Parks, Recreation, Environment and Culture Board

Monday, June 16, 2025, at 6:00 P.M.

Town Hall

Present:

- Josh Rayment (Deputy Mayor), Roger King, Karen King, Rebecca Zajic, Stacey Hryciuk, Bonnie Walsh, Peter Walsh, Kaylyn Gordon, Kerry Zachar (was late to meeting), Carolyn Green, Mike van der Torre (Director) and Bailee Bykewich (Program Coordinator).

Regrets:

- Ryan Leahy (Chair), Shaylyn Fahselt and Robert Snow (Councillor).

1. Call to Order:

- Meeting was called to order at 6:00pm.

2. Adoption of Agenda:

- Agenda was presented with addition of:
 - o 5.8 Follow up with Accessible toilets in Stadium washroom and the tables and chairs in the stadium lobby.
 - o 5.9 Downtown Christmas Lights
 - o 5.10 Gophers by Highway 16 and 41
 - o 5.11 Parks and Rec meeting attendance
 - o 5.12 Garbage cans between Becky Scott Trail and the Pollinator Garden.
- Peter Walsh made a motion to amend the agenda. All were in favor. Carried.

3. Minutes:

- Meeting minutes from March 31st, 2025.
 - o Minutes were moved by Stacey Hryciuk. All were in favor. Carried.

4. Business arising from the minutes:

- Vermilion Minor Ball Report:
 - o Dana Gard Sweeney Vice President of Vermilion Minor Ball attended the meeting giving a report of their association. She stated that there are 180 members between softball and baseball. Almost every age group has two teams with the girls' teams dominating in numbers.
 - o Dana also mentioned that they are going through bylaws and looking at starting winter a program to keep their members developing throughout the off season. They are looking into shop space for practice space. They aren't looking to start any business with this but wanting to have it on the side for members to utilize.
 - o A grant application for fridge in concession booth was submitted in February by Chris Williams. Requesting funding for a commercial

refrigerator that would cost \$3,700 for the concession booth at Pioneer Park.

- Dana mentioned that they are wanting to do more for sponsorship to help pay for the maintenance of the diamonds. That being said the maintenance of the diamonds has improved immensely and the diamonds are looking the best they have in a long time.

5. New Business:

5.1 Grant Applications:

- Vermilion Minor Ball:
 - Michael van der Torre explained that Vermilion Minor Ball submitted an application for funding for a commercial refrigerator to put in the concession booth at Pioneer Park. The Town of Vermilion is offering \$1,000.
 - Kaylyn Gordon made a motion to give the Vermilion Minor Ball \$1,000 to go towards a commercial refrigerator for the concession booth at Pioneer Park. All were in favor. Carried.
- Alberta Air Tours Flying Event:
 - Conversation was had around whether the community event is something that falls within the parks and recreation board and if the board should be involved with the event. There was also conversation that the board should support the flying event to represent the Vermilion Airport and get more people involved with the airport.
 - The information that the Flying Club provided on their application was vague regarding attendees and budgeting. Michael van der Torre mentioned that the board could potentially cover the cost of the portable toilets for the event.
 - Peter Walsh made a motion to table this item to next meeting and invite the flying club to present a report to gain more insight on the event. All were in favour. Carried.

5.2 Baseball Diamonds and User Fees:

- Michael van der Torre explained that the Town is falling behind as there is no cost recovery. With the amount of teams using the diamonds this impacts the cost for labour and material for maintenance. The cost for shale is \$10,000 per load. An estimate cost of \$45,000 for labour not including material for this year.
- Michael stated that the rental fees for the diamonds would need to increase by 15% to see some cost recovery. Looking into next year there will be an extra charge for tournaments that are held in addition to the seasonal fees that are paid that will be in effect for the 2026 season.

5.3 Vermilion Regional Center Fees:

- Josh Rayment stated that there is a yearly increase set at 3%. This was also brought up at council.

5.4 Ice Rates:

- Michael stated that ice rentals went up 3% at the beginning of the 2024/ 2025 season.

5.5 Curling Fees:

- Michael explained the Curling Club fees are set at \$30,000 a year for the last 5 years. These fees will need to be reviewed for the 2025/2026 curling season.
- Total cost for 2024/2025 was \$261,000 for power and gas which runs the stadium and curling rink.
- There are no staff fees for curling rink, just turning on the plant for use. Curling club pays for their own ice and maintenance etc.
- Josh Rayment stated that February 26th was the last curling club event and is the busiest facility with events happening daily and in the evenings.

5.6 Ice Priority Lists:

- Conversation was had regarding the ice slot allocations. There was discussion about where public skating falls on the priority list as it is added to the schedule where there are no bookings in the arena and stadium facilities throughout the season.
- The 2009 policy list is as follows: a.) Community Events b.) Public Skating c.) Jr. & Sr. Hockey Teams d.) Youth Groups e.) Adult Groups f.) Occasional Rentals g.) Non-Resident Rentals. This list will be updated to move B below D as follows:
 - o a) Community Events b) Jr. & Sr. Hockey Teams c) Youth Groups d) Public skating e) Adult Groups f) Occasional Rentals g) Non resident Rentals.
- Peter Walsh made a motion to adjust the ice priority list and move public skating under youth group rentals. Second by Roger King. All were in favour. Carried.

5.7 Provincial Park Update:

- Michael van der Torre explained that there has been \$5,000 spent on gopher control. The province covered the \$5,000 but the extra costs will be covered by the Town. There has been plenty of positive feedback from the soccer field and ball diamond users. The parks crew has covered the outskirts and are just starting to enter the park.
- Regional managers came to the Provincial Park, and conversation was had to regarding more grass cutting. As well as near by homeowners have made it known that the length of the grass is also a fire hazard.
- The board also had conversation about other communities installing raptor boxes to have a secondary control over the pests.
- Michael stated that there had been lots of positive feedback on the splash park.
- Another family of beavers has moved back into the trout pond and are continuing to take over the tree area surrounding the water.

5.8 Follow up- Accessible toilets and tables and chairs in lobby

- Carolyn Green asked what position the women's accessible washroom is in as there was a short toilet in the accessible stall and not a tall one. Michael stated that the short toilet has been replaced by a tall standing one.

- Carolyn Green mentioned that the portable tables and chairs in the stadium lobby are not sturdy especially for the senior population that utilize the area. The previous tables were taken out because they were wreaking the epoxy flooring and seemed to only seat four to five people at a time. The board had conversation about bring in some different tables or even more seating in front of the windows that look out to the ice surface in the lobby.

5.9 Downtown Christmas lights

- Carolyn Green mentioned that there are the light up figures down other streets in town but nothing down Mainstreet and the string lights were not working on some of the poles.
- The decorative baskets that used to replace the flowers are not being put up in the winter season anymore. There was discussion about putting something on the corners of the intersection on Mainstreet to replace the hanging baskets.

5.10 Gophers along Highway 41

- This is on the radar for the parks and recreation department as they are working their way around town to improve control over the gophers.

5.11 Parks and rec meeting attendance

- Josh Rayment stated that if a board member had missed three meetings are the member can be replaced.
- With the board moving forward with quarterly meetings throughout the year, a member should be removed if they miss two consecutive meetings. The meeting policy needs to be reviewed and then we can move forward appropriately. Members should communicate with the director or chair if they will not be attending a meeting etc.

5.12 Garbage cans between Becky Scott Trail and the Pollinator Garden

- Board had conversation around residents voicing their concerns about not being able to dispose of garbage along the stretch from Becky Scott Trail and the Pollinator Garden. The board discussed that a good mid point for garbage disposal placement would be by the Mid Town Medical Clinic and the Lakeland Emergency Training Centre.

6. Director's Report:

- Michael stated that the zamboni charger had gotten wet and was not working. Industrial Machine said that they will fix it, and is scheduled to be fixed early August, the most it should cost is \$4,000.

7. Round table:

- Bonnie Walsh expressed that they are trying to keep pollinator garden weed free. There are some concerns regarding the community gardens. The plotting needs to be structured better and there was some confusion among residents with who had what plot which led to some plots sitting empty. Michael stated that the parks

department hauls two loads of water once a week and usually the residents use the water up by the end of the week.

- Rebecca Zajic shared that on September 4th there is a Community Connections Fair being organized by Pam Cannon located at the Vermilion Regional Centre. July 1st the Ag. Society is putting on Dog Days of Summer which includes stock dog jackpot, and corgi races ending off with fireworks.
- Karen King shared that the Allied Arts club is moving forward and this year marks the 50th anniversary. The Allied Arts has 5 upcoming shows:
 - o October 18th - Jake Mathews trio
 - o November 8th- Billy Bishop goes to War
 - o December 13th- Buzz Brass
 - o February 14th- Over the moon
 - o March 28th- Ariana Whitlow- divas
- Folk club events:
 - o October 4th at the Legion- Catherine MacLellan
 - o November 14th at the Legion- Tiller's folly
 - o December 5th at the Red Brick- Mallory Chapman
 - o February 27th at the Legion- Valdy
 - o April 17th at the Legion- Chris Rowland
- Kerry Zachar mentioned that the Vipers have a swim meet on June 21st at the Lakeland Aquatic Centre. They are expecting about 200 swimmers and families to be in attendance. This is the first time in two years that the meet is being held.
- Michael van der Torre stated that everything is going well and that Vermilion is a sport driven community, with busy facilities.

8. Next meeting:

- The next meeting will be held at 6:00pm on Monday September 29, 2025, at Town Hall.

9. Adjournment:

- The meeting was adjourned at 7:41pm by Deputy Mayor Josh Rayment.

TOWN OF VERMILION
Joint Health & Safety Committee Meeting
Held on Monday, September 29, 2025, at 2:00 PM
Town Hall

Representatives Present:

Rex Smith (Supervisor/Parks & Rec - Employer)
Allan Wilson (Planner & Development Officer/Safety Coordinator - Employer)
Tricia Ririe (Operator/Public Works – Employee)
Aaron Matters (Utility Operator/Public Works – Employee)

ADOPTION OF AGENDA

The agenda was accepted as amended.

1. MINUTES

The minutes from the May 6, 2025, Committee meeting were presented and accepted as information.

2. DEPARTMENT REPORTS ROUND TABLE DISCUSSION

Rex – new ice season, ice cleats to be worn when on the ice, shift work and locking doors at end of shift, reviewed Zamboni safety, new winter bib overalls ordered for staff that need them. No concerns at this time.

Tricia/Aaron – all first aid kits completely replaced/restocked (Tricia), new spreadsheet created to track training that expires every few years (confined space, H2S, etc.), extinguishers all inspected in all facilities by Pyrotec.

3. NEW BUSINESS

3.1 Incident Reports

This included a review of the 3 incident reports that were submitted since the last committee meeting.

First was a Near Miss – a piece of pipe was being hauled in the box of the 1-ton truck and while it seemed secure enough with the other items in the truck box it wasn't tied down and did end up falling out of the truck box when going around a corner. No damage was done however it was reviewed and need to ensure all loads are secured down using proper tie down straps.

Second was Minor Damage – the remote control cord/cable to the sewer jet was not secured properly which resulted in it falling down while driving and being dragged on the road thus damaging the cord and exposing the wires. This cord/device must always be securely slotted in its holder on the machine before moving. Will explore options for possibly adding an additional strap.

Third was a Near Miss – the box of the truck fell open and a construction sign fell out onto the street while turning a corner which resulted in the sign getting scratched. This was discussed and reinforced the need to secure all loads with proper tie down straps.

3.2 Inspection

The committee conducted an inspection of the Town Hall. Overall, the facility is clean and well maintained. Extinguishers, first aid kit and AED are all checked and good. Emergency lighting is in place and seems to be functioning but should check into when it was inspected by an electrician. Allan will discuss with Mike Van Der Tor (Director of Community Services in charge of facilities) to determine further actions. Electronic key fob system in place ensures authorized people only are coming into the office. SDS/WHMIS binder in process of being updated. Reorganization of offices will limit access to staff only for security reasons. The Mayor's office is now located just inside the front door. No concerns at this time.

3.3 Training

Public Works/Utilities staff have completed WHMIS. Aaron has created a spreadsheet for tracking courses that need to be renewed regularly (i.e. Ground Disturbance, Confined Space, H2S, etc). The spreadsheet is available on Teams. Next course will be Fork Lift training.

3.4 First Aid Kits/PPE/AED

Tricia had all kits updated or replaced. Staff monitor kits regularly and will have Pyrotec inspect them annually when the fire extinguishers are inspected. Restocking of items is being done through Pyrotec or local stores for smaller items.

3.5 OH&S 2025 Proactive Inspections

Allan provided copies of the orders and reports provided by David Conlon, OH&S Officer with the Alberta Government, for review and discussion. This was an excellent educational process and Mr. Conlon had numerous positive things to say regarding the cleanliness and maintenance of the Town facilities and staff seemed very safety oriented and eager to help. The identified issues/topics include:

- Skid steer back up alarm – this was identified as not working. Chase has since fixed it and a video showing it operating properly has been send to OH&S. This item is complete.
- Respiratory protection and code of practice – as a result of a recent incident at the WWTP this was reviewed and discussed. The type of PPE and a code of practice was provided to OH&S. Fit testing is scheduled for affected staff in the next few months. This item is complete.
- Portable gas monitors – this was identified in the reports. Need to ensure proper bump testing and calibration is happening. This has been discussed and confirmed this process is happening on a regular basis. This item is complete.
- Quick release pin on Case backhoe – this was discussed, and staff will ensure that the daily checklist for this specific piece of equipment aligns with the requirements in the operator's manual. Checklists have been customized according to each specific piece of equipment. This item is complete.
- Back up cameras and alarms – these are things that should be added to daily checklists to ensure they are clean and functioning properly. This item is complete.

3.6 20245 External Audit

Job Procedures/Hazard Assessments – Allan gave out copies of all the documents for annual review to be completed and returned by October 31, 2025. Will Lenz is undertaking a review/revision of all the Job Procedures and has developed a new template that, once finalized, we will work towards switching all job procedures over to. This will be an ongoing process and will take a few months to complete as the task of recreating all the forms will require administrative assistance.

There has been no exact date set for the upcoming audit however Allan will advise all staff once that has been determined. There will be a pre-audit meeting for those who wish to attend, however, as we are all very familiar with this process it is more of a formality and maybe more applicable to Directors/Managers should they have questions for the auditor.

4. ADDITIONAL ITEMS

4.1 Committee Members

The Committee discussed the recommendation from Robert Dauphinee, Director of Infrastructure & Planning Services, to add Will Lenz, Manager of Operations, to the Committee. In order to ensure compliance with OH&S and a balance between ‘Employer’ and ‘Employee’ representatives on the committee, we will also be seeking out an individual from Corporate Services to also join the committee. This will be explored later this year or early 2026.

The Committee identified that committee discussions and any safety-related topics must remain ‘neutral’ and ‘open’ within the function of the committee. Addition of a current Manager to the committee should not interfere or hinder/affect topics or discussions that may come up for fear that it may not be received well or become an issue outside of the meeting once it is brought up.

4.2 Safety Awards/Long Term Service Awards

It was brought up that the Safety Awards and Long Term Service Awards had not been conducted yet this year. This could simply be due to new employees in recent months. It was requested that management review eligibility for staff and ensure this is completed before year end. Allan will initiate discussions with management on this item.

4.3 Time Management & Scheduling for Safety

It was brought up that there are still outstanding safety-related tasks that need to be completed (i.e. sound meter testing) however it is very difficult for Committee members to dedicate the required 1-2 days needed per month to complete these tasks when regular job duties regularly take precedence.

Committee Recommendation:

Where applicable, that Management discuss this matter with their staff to identify the safety-related duties that need to be completed and by whom and to identify specific days within the schedule to allow these tasks to be completed and to make arrangements for other staff members to cover the regular job duties if necessary.

5. NEXT MEETING/INSPECTION

The next committee meeting will be scheduled after the completion of the upcoming audit. Exact date and location TBD. A committee meeting may be called prior to the audit if majority of the members feel it is necessary.

6. **ADJOURNMENT**

The meeting was adjourned at approximately 3:05 p.m.