

**Town of Vermilion
Regular Council
Tuesday, June 24, 2025 at 6:00 P.M.**

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

3 - 5 3.1. Minutes of Regular Meeting of Council - June 3, 2025

4. DELEGATIONS

6 - 18 4.1. Quarterly Report - Vermilion Detachment Q4

5. NEW BUSINESS

19 - 21 5.1. National Depression Screening Day - Request for Decision

22 - 29 5.2. Cell Phone Policy - Request for Decision

30 - 38 5.3. Recognized Leave Policy - Request for Decision

39 - 45 5.4. Signing Authority - Request for Decision

46 - 49 5.5. Employee Benefits Policy - Request for Decision

50 - 55 5.6. Vermilion Minor Ball Association - Request for Decision

56 5.7. 2025 Returning Officer - Request for Decision

57 - 59 5.8. Committee of the Whole Meetings - Request for Decision

6. MANAGEMENT REPORTS

60 - 62 6.1. Chief Administrative Officer Report

63 - 64 6.2. Director of Community Services Report

65 - 68 6.3. Director of Infrastructure and Planning Services Report

69 - 70 6.4. Manager Economic Development

7. COMMITTEE REPORTS

7.1. LIBRARY

71 7.1.1. Minutes of May 7, 2025

8. FINANCIAL

72 - 77	8.1. Accounts Payable for the period of May 30 - June 19, 2025
	9. COUNCIL ROUND TABLE
	10. CORRESPONDENCE
78 - 80	10.1. Police Review Commission Status Report for the period of May 13 - June 4, 2025
81 - 82	10.2. Strengthening Advocacy for the Vermilion River Regional Alliance
83 - 84	10.3. Protection of Privacy Act - Memo from the Minister of Technology and Innovation
85	10.4. Access to Information Act - Memo from the Minister of Service Alberta and Red Tape Reduction
86	10.5. Vermilion Agricultural Society - Letter of Support
87 - 89	10.6. Vermilion & District Housing Foundation - Minutes of April 24, 2025
90 - 93	10.7. Vermilion & District Chamber of Commerce - Minutes of May 5, 2025
94 - 100	10.8. Community Futures Annual Wins Report 24-25
101 - 110	10.9. Startup Lloydminster Annual Report June 2025
111 - 125	10.10. County of Vermilion River - Minutes of May 6, 2025
	11. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, JUNE 3, 2025, AT 6:00 P.M.**

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Paul Conlon
Chief Administrative Officer Shannon Harrower
Director of Community Services Michael van der Torre
Director of Corporate Services Brian Leibel
Infrastructure and Planning Administrative Assistant Madison Barrett

REGRETS

Director of Infrastructure and Planning Services Robert Dauphinee
Manager of Economic Development Mary Lee Prior
Councillor Robert Pulyk

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

Delegations:

4.1. Don Henry and Jim Storch of the Lt. Col Craig Armouries regarding an Indoor Gun Range

Deferred to June 24, 2025 Regular Meeting of Council:

4.1. Quarterly Report – Vermilion Detachment
5.3. National Depression Screening Day

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – May 20, 2025

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of May 20, 2025, be approved as presented.” **CARRIED.**

4. DELEGATIONS

4.1. Don Henry and Jim Storch of the Lt. Col. Craig Armouries

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion provide a letter of support to the Provincial Firearms Officer authorizing an indoor shooting range in the basement of the Lt. Craig Armouries located at 5301 50 Avenue in the Town of Vermilion as well as a letter of support to the Community Facility Enhancement “lottery” fund for their 50/50 grant.” **CARRIED.**

MOTION#25/06/82

5. NEW BUSINESS

5.1. Investment Policy – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the Investment Policy No. 25-06 as presented.” **CARRIED.**

MOTION#25/06/83

5.2. Waiver of Fees – Request for Decision

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion receive the request for the waiver of outstanding rental fees as well as provide a three (3) month waiver of all future rental fees for physicians relocating to the area as information.” **CARRIED.**
MOTION#25/06/84

6. COMMITTEE REPORTS

- 6.1.** Healthcare Providers Attraction and Retention Committee – Minutes of February 12, 2024
- 6.2.** Healthcare Providers Attraction and Retention Committee – Minutes of April 29, 2024
- 6.3.** Healthcare Providers Attraction and Retention Committee – Minutes of August 8, 2024
- 6.4.** Healthcare Providers Attraction and Retention Committee – Minutes of November 21, 2024
- 6.5.** Healthcare Providers Attraction and Retention Committee – Minutes of April 17, 2025

Accepted as Information.

7. FINANCIAL

- 7.1.** Accounts Payable for the period of May 16 – 29, 2025

Accepted as Information.

8. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

Accepted as Information.

9. CORRESPONDENCE

- 9.1.** Letter from the Office of the Minister re: Funding for Infrastructure

- 9.2.** Shawn Jacula Email

Accepted as Information.

Deputy Mayor Rayment called a recess at 6:36 p.m.

Returned to the Regular Meeting of Council at 6:42 p.m.

10. CLOSED SESSION

- 10.1.** Pursuant to Part 1, Division 2, Section 24(1) of the Freedom of Information and Protection of Privacy Act
Advice from Officials

Moved by Councillor Robert Snow “That Council for the Town of Vermilion go in closed session at 6:43 p.m.” **CARRIED.**
MOTION#25/06/85

Director of Corporate Services Brian Liebel, Director of Corporate Services Michael Van Der Torre, and Infrastructure and Planning Administrative Assistant Madison Barrett left the meeting at 6:43 p.m.

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 7:41 p.m.” **CARRIED.**
MOTION#25/06/86

11. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 7:42 p.m.

READ AND CONFIRMED ON THIS 24th DAY OF June 2025 A.D.

Chief Administrative Officer

Deputy Mayor



2025-05-20

CAO Shannon Harrower
Vermilion, AB

Dear CAO Harrower,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Vermilion Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Corey Buckingham

Sergeant Corey Buckingham
Chief of Police
Vermilion Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Vermilion

Detachment Commander

Sgt. Corey Buckingham

Report Date

May 20, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Crime Reduction - Property Crime

Updates and Comments:

56 curfew checks were completed this quarter, bringing the total to 200. Goal (100) was exceeded.

Priority #2: Police / Community Relations - Consultations and Connections

Updates and Comments:

A second Town Hall was held on February 4, 2025, at Innisfree Seniors Drop-in Centre. Approximately 20 attendees. 2 of 2 Town Halls completed and the initiative was met.

32 public communications were completed, including media releases, Voyent/RAVE alerts, and Facebook posts. The Vermilion RCMP Facebook page went live on February 14, 2025. Total public communications for the year were 67 out of the goal of 50. Initiative was exceeded.

Priority #3: Police / Community Relations - Police Visibility

Updates and Comments:

193 documented vehicle stops were completed during quarter 4, bringing the annual total to 614 (out of 360). This initiative was well exceeded.

2 checkstops were completed, bringing it to a total of 7 checkstops this year, exceeding the initiative.





Community Consultations

Consultation #1

Date	Meeting Type
February 5, 2025	Town Hall
Topics Discussed	
Information Sharing, Education Session, Property Crime	
Notes/Comments:	
Vermilion Detachment hosted a Town Hall meeting at Innisfree Seniors Drop-In Centre. The presentation touched on a variety of topics, followed by a Q&A session.	

Consultation #2

Date	Meeting Type
February 25, 2025	Meeting with Elected Officials
Topics Discussed	
Information Sharing, Annual Planning	
Notes/Comments:	
Vermilion RCMP attended the regular council meeting with the County of Vermilion River to discuss the Q3 report and planning for the new fiscal year.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	3	0	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time, one of which has an identified backfill of an experienced member with a start date of early June, 2025.

Detachment Support: Of the three established positions, three resources are currently working.





Vermilion Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		5	2	2	2	2	-60%	0%	-0.6
Other Sexual Offences		1	3	6	1	4	300%	300%	0.4
Assault		10	15	19	23	31	210%	35%	5.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	0	2	0	1	0%	N/A	0.0
Criminal Harassment		8	6	7	7	8	0%	14%	0.1
Uttering Threats		7	13	12	9	9	29%	0%	0.0
TOTAL PERSONS		34	39	48	43	55	62%	28%	4.6
Break & Enter		18	11	30	26	16	-11%	-38%	1.1
Theft of Motor Vehicle		10	22	18	14	7	-30%	-50%	-1.4
Theft Over \$5,000		5	2	4	7	3	-40%	-57%	0.1
Theft Under \$5,000		31	49	36	30	32	3%	7%	-1.7
Possn Stn Goods		14	27	37	18	6	-57%	-67%	-2.5
Fraud		16	14	13	14	15	-6%	7%	-0.2
Arson		0	3	3	2	2	N/A	0%	0.3
Mischief - Damage To Property		13	19	20	23	20	54%	-13%	1.8
Mischief - Other		15	13	21	10	25	67%	150%	1.7
TOTAL PROPERTY		122	160	182	144	126	3%	-13%	-0.8
Offensive Weapons		5	7	3	9	4	-20%	-56%	0.0
Disturbing the peace		5	3	7	8	8	60%	0%	1.1
Fail to Comply & Breaches		32	36	35	28	14	-56%	-50%	-4.4
OTHER CRIMINAL CODE		8	4	7	7	13	63%	86%	1.3
TOTAL OTHER CRIMINAL CODE		50	50	52	52	39	-22%	-25%	-2.0
TOTAL CRIMINAL CODE		206	249	282	239	220	7%	-8%	1.8



Vermilion Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	4	2	1	0%	-50%	-0.2
Drug Enforcement - Trafficking		5	3	0	2	4	-20%	100%	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	7	4	4	5	-17%	25%	-0.5
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		1	1	2	4	5	400%	25%	1.1
TOTAL FEDERAL		7	8	6	8	11	57%	38%	0.8
Liquor Act		1	1	3	1	0	-100%	-100%	-0.2
Cannabis Act		1	0	4	0	2	100%	N/A	0.2
Mental Health Act		4	13	13	18	16	300%	-11%	2.9
Other Provincial Stats		30	15	16	22	39	30%	77%	2.5
Total Provincial Stats		36	29	36	41	57	58%	39%	5.4
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		7	1	1	0	2	-71%	N/A	-1.1
Total Municipal		7	1	2	0	2	-71%	N/A	-1.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		7	21	7	10	5	-29%	-50%	-1.5
Property Damage MVC (Reportable)		42	67	58	44	36	-14%	-18%	-3.5
Property Damage MVC (Non Reportable)		6	12	14	7	15	150%	114%	1.3
TOTAL MVC		55	100	79	61	56	2%	-8%	-3.7
Roadside Suspension - Alcohol (Prov)		6	9	14	4	11	83%	175%	0.5
Roadside Suspension - Drugs (Prov)		1	0	2	1	1	0%	0%	0.1
Total Provincial Traffic		351	305	307	330	322	-8%	-2%	-3.3
Other Traffic		4	2	2	0	1	-75%	N/A	-0.8
Criminal Code Traffic		14	19	24	22	19	36%	-14%	1.3
Common Police Activities									
False Alarms		8	16	15	11	9	13%	-18%	-0.3
False/Abandoned 911 Call and 911 Act		13	7	20	10	17	31%	70%	1.1
Suspicious Person/Vehicle/Property		37	37	16	28	6	-84%	-79%	-7.1
Persons Reported Missing		2	1	0	1	1	-50%	0%	-0.2
Search Warrants		1	2	1	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		19	17	26	24	25	32%	4%	1.9
Form 10 (MHA) (Reported)		0	1	1	3	1	N/A	-67%	0.4

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9930 0030 Traffic Collision(s) - Property Damage - Reportable	16	0	16	7	1	8	56.3%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	3	0	3	0	0	0	0.0%
	19	0	19	7	1	8	47.4%
Violation group - Traffic Offences - Provincial Traffic Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	26	0	26	0	9	17	100.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	10	0	10	1	3	6	90.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	16	0	16	0	3	12	93.8%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	2	0	2	0	2	0	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	39	1	38	1	15	19	89.5%
9900 0090 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	8	0	8	6	1	3	50.0%
9900 0110 Driving without Due Care or Attention - Provincial/Territorial	2	0	2	0	1	1	100.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	1	0	1	0	1	0	100.0%
9900 0130 Non-Moving Traffic - Use Of Electronic Handheld Device / Distracting Behaviour Violations - Provincial / Territorial	5	0	5	0	1	4	100.0%
9910 0020 Roadside Suspensions - alcohol related	7	0	7	0	0	4	57.1%
	116	1	115	8	36	66	88.7%
Violation group - Traffic Offences - Other Criminal Code Traffic Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9320 0020 Operation while prohibited	1	0	1	0	1	0	100.0%
	1	0	1	0	1	0	100.0%
Violation group - Traffic offences - Impaired Operation Related Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	12	1	11	3	1	6	63.6%
	12	1	11	3	1	6	63.6%

Occurrence Stats (All Violations)

Violation group - Provincial Statutes {except traffic}

					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
000 0110 911 Act - Offences Only	2	0	2	0	0	1	50.0%
700 0180 Trespass Act - Provincial/Territorial - Offences Only	3	0	3	0	3	0	100.0%
700 0190 Cannabis Act (Provincial/Territorial) - Offences Only	2	0	2	0	1	1	100.0%
000 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	4	0	4	0	4	1	125.0%
40 0281 Liquor Act (Provincial/Territorial) - Other Activities	1	0	1	0	0	0	0.0%
40 0297 Coroner's Act - Sudden Death/Other Activities	2	0	2	0	0	0	0.0%
40 0301 Dog Act - Other Activities	1	0	1	0	0	0	0.0%
40 0326 Litter Act - Other Activities	1	0	1	0	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	8	0	8	1	0	0	0.0%
8840 0341 911 Act - Other Activities	9	0	9	0	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	3	0	3	1	0	0	0.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	3	0	3	1	0	0	0.0%
	39	0	39	3	8	3	28.2%

Violation group - Provincial Statutes - Municipal By-laws

					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	2	0	2	0	0	1	50.0%
	2	0	2	0	0	1	50.0%

Violation group - Other Criminal Code - Other Criminal Code

					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
3410 0050 Failure to comply with undertaking	4	1	3	0	3	0	100.0%
3410 0060 Failure to comply with order	4	1	3	1	2	0	66.7%
3410 0070 Failure to comply with appearance notice or summons	1	0	1	0	1	0	100.0%
3230 0010 Disturbing the peace/Causing a disturbance	5	0	5	2	2	2	80.0%
3470 0010 Resists/obstructs peace officer	1	0	1	0	1	0	100.0%
3520 0010 Fail to comply probation order	3	0	3	0	2	1	100.0%
3540 0010 Uttering Threats Against Property or an Animal	1	1	0	0	0	0	0.0%
	19	3	16	3	11	3	87.5%

Occurrence Stats (All Violations)

Violation group - Other Criminal Code - Offensive Weapons					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
75 0045 Carrying concealed weapon	1	0	1	0	1	0	100.0%
	1	0	1	0	1	0	100.0%
Violation group - Other Criminal Code - Offences Against Morals					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
55 0060 Child Pornography - Possession	2	0	2	1	0	0	0.0%
	2	0	2	1	0	0	0.0%
Violation group - Other Criminal Code - Corruption					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
3730 0110 Disobeying order of court	1	0	1	1	0	0	0.0%
3730 0130 Personating a peace officer	1	0	1	1	0	0	0.0%
3730 0200 Public Mischief	1	0	1	1	0	0	0.0%
	3	0	3	3	0	0	0.0%
Violation group - National Survey Codes					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8999 3040 Request of service of legal document-summons, subpoena, other docs-Provincial Statutes	1	0	1	0	0	0	0.0%
8999 3057 Prisoners Held	3	0	3	0	2	0	66.7%
8999 3058 Prisoners Escorted	2	0	2	0	1	0	50.0%
8999 3064 Written Traffic Offence Warnings - Provincial/Territorial	49	0	49	0	4	45	100.0%
8999 3065 Victim Services Offered - Accepted	12	1	11	3	4	2	54.5%
8999 3066 Victim Services Offered - Declined	39	4	35	14	5	15	57.1%
8999 3071 Victim Services - Proactive Referral	1	0	1	0	0	0	0.0%
	107	5	102	17	16	62	76.5%
Violation group - FES - Other FES Statutes					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
6450 0010 Youth Criminal Justice Act - Offences Only	1	0	1	0	1	0	100.0%
6900 0290 Family Orders and Agreements Enforcement Assistance Act - Offences Only	1	0	1	1	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - FES - Other FES Statutes					Clearance		
					By Charge	Otherwise	Rate
40 0171	Family Orders & Agreements Enforcement Assistance Act - Other Activities	1	0	1	0	0	0.0%
					1	0	33.3%
Violation group - FES - Consumer Protection					Clearance		
					By Charge	Otherwise	Rate
00 0520	Tobacco Act - Offences Only	1	0	1	1	0	100.0%
					1	0	100.0%
Violation group - Drug Enforcement - Trafficking					Clearance		
					By Charge	Otherwise	Rate
4230 0010	Trafficking - Schedule I: Other	1	0	1	0	0	0.0%
4250 0010	Trafficking - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	0	0	0.0%
4270 0040	Possession For The Purpose Of Trafficking - Schedule I: Fentanyl (And Analogues)	1	0	1	1	0	100.0%
					1	0	33.3%
Violation group - Drug Enforcement - Possession					Clearance		
					By Charge	Otherwise	Rate
4170 0020	Possession - Schedule I: Fentanyl (And Analogues)	1	0	1	0	1	100.0%
					0	1	100.0%
Violation group - Drug Enforcement - Drug Enforcement Other					Clearance		
					By Charge	Otherwise	Rate
8840 0001	Controlled Drugs & Substance Act - Other Activities	1	0	1	0	0	0.0%
					0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences					Clearance		
					By Charge	Otherwise	Rate
1330 0010	Sexual Assault	3	2	1	1	0	100.0%
1345 0010	Sexual Interference	1	0	1	0	0	0.0%
1350 0010	Invitation to sexual touching	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Sexual Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
170 0020 Luring a child	2	0	2	0	1	0	50.0%
	7	2	5	0	2	0	40.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
120 0020 Extortion without firearm	2	1	1	1	0	0	0.0%
125 0010 Criminal Harassment	2	1	1	0	1	0	100.0%
126 0040 Harassing communications	5	1	4	2	0	2	50.0%
127 0010 Uttering threats against a person	6	1	5	2	1	2	60.0%
	15	4	11	5	2	4	54.5%
Violation group - Crimes Against the Person - Kidnapping/Hostage/Abduction					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
1560 0010 Abduction - under 14 by lawful caregiver	1	1	0	0	0	0	0.0%
	1	1	0	0	0	0	0.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
1420 0010 Assault With Weapon or Causing Bodily Harm	11	1	10	0	9	1	100.0%
1430 0010 Assault	16	4	12	4	4	6	83.3%
1455 0010 Using firearm in the commission of an offence	1	0	1	0	1	0	100.0%
	28	5	23	4	14	7	91.3%
Violation group - Crimes Against Property - Theft under \$5000.00					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	8	2	6	5	2	0	33.3%
2140 0051 Theft of bicycle under or equal to \$5000	1	0	1	1	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	3	0	3	3	1	0	33.3%
2143 0010 Theft under or equal to \$5000 - Shoplifting	0	0	0	0	1	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Theft under \$5000.00					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
165 0020 Identity Theft	2	0	2	2	0	0	0.0%
	14	2	12	11	4	0	33.3%
Violation group - Crimes Against Property - Theft over \$5000.00					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
135 0101 Theft of truck	2	1	1	0	0	0	0.0%
135 0103 Theft of sport utility vehicle (SUV)	1	1	0	0	0	0	0.0%
135 0106 Taking Motor Vehicle/Vessel without consent of owner	1	0	1	0	0	1	100.0%
	4	2	2	0	0	1	50.0%
Violation group - Crimes Against Property - Possession of Stolen Goods					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2153 0010 Possession of property obtained by crime over \$5000	3	0	3	2	0	0	0.0%
2156 0010 Possession of property obtained by crime less than or equal \$5000	1	0	1	0	0	0	0.0%
	4	0	4	2	0	0	0.0%
Violation group - Crimes Against Property - Mischief					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2170 0090 Mischief - Damage to property	1	0	1	0	1	1	200.0%
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	5	1	4	3	0	1	25.0%
2170 0095 Mischief to motor vehicle 430(3)&(4) CC	10	1	9	8	1	0	11.1%
2170 0100 Mischief - Obstruct enjoyment of property	11	2	9	5	0	5	55.6%
	27	4	23	16	2	7	39.1%
Violation group - Crimes Against Property - Fraud					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2160 0040 Obtain food/lodging by fraud	1	0	1	1	0	0	0.0%
2160 0070 Fraud (money/property/security) greater than \$5000	2	1	1	1	0	0	0.0%
2160 0075 Fraud (money/property/security) less than or equal to \$5000	7	0	7	6	0	2	28.6%
	10	1	9	8	0	2	22.2%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Break and Enter					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
220 0010 Break and Enter - Business	1	0	1	1	0	0	0.0%
220 0020 Break and Enter - Residence	3	0	3	3	0	0	0.0%
	4	0	4	4	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8500 0100 Sex Offender Information Registration Act - Compliance Checks	3	0	3	0	0	0	0.0%
8550 0020 Abandoned Vehicles	2	0	2	0	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	1	0	1	0	0	0	0.0%
8550 0040 Animal Calls	5	0	5	0	0	0	0.0%
8550 0050 False Alarms	8	0	8	0	0	0	0.0%
8550 0060 Items Lost/Found - except passports	10	0	10	1	0	0	0.0%
8550 0080 Person Reported Missing	1	0	1	0	0	0	0.0%
	30	0	30	1	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8546 0010 Assist General Public	7	0	7	0	0	0	0.0%
8550 0190 Wellbeing Check	12	0	12	0	0	0	0.0%
	19	0	19	0	0	0	0.0%
Totals					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	493	31	462	99	102	171	59.1%

REQUEST FOR DECISION

SUBJECT

National Depression Screening Day

RECOMMENDATION

That Council for the Town of Vermilion proclaim October 9, 2025 as National Depression Screening Day.

OR

That Council for the Town of Vermilion receive the request to proclaim October 9, 2025 as National Depression Screening Day as information.

BACKGROUND

Councillor Robert Snow forwarded a request to administration from Counselling Alberta inviting the Town of Vermilion to proclaim October 9, 2025 as National Depression Screen Day.

Since 2005, Counselling Alberta and Calgary Counselling Centre have hosted National Depression Screening Day as a free public service to raise awareness about depression and the importance of checking in on our mental health. Each year for one week in October, Albertans are encouraged to visit areyoufeelingok.com to take a free, anonymous online screening for symptoms of depression. The screening doesn't provide a diagnosis but helps identify signs of depression and encourages people to seek support if needed.

Last year, nearly 2,500 Albertans used the online screening tool—and many more accessed counselling services through Counselling Alberta, including individuals from your own community. A local proclamation would help normalize conversations about mental health, reduce stigma, and encourage even more people to take that first step toward feeling better.

Counselling Alberta is a division of Calgary Counselling Centre, offering professional, affordable online counselling to individuals across the province, as well as in-person services in Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, and Red Deer. We offer a sliding fee scale, no waitlist, and services in multiple languages to ensure support is accessible to all Albertans.

ATTACHMENTS

1. Proclamation

PROCLAMATION

TOWN OF VERMILION NATIONAL DEPRESSION SCREENING DAY OCTOBER 9, 2025

- WHEREAS,** Counselling Alberta is committed to providing affordable and professional counselling services that help build better lives for Albertans. Since 2005, National Depression Screening Day (NDSD) has raised community awareness by offering a free and anonymous online screening tool for depression; and,
- WHEREAS,** Depression is the most treatable mental health issue, early treatment promotes faster recovery and prevents long-term effects on individuals and their families; and,
- WHEREAS,** In 2024, of the 2,498 Albertans who participated in the NDSD online screening test, 63 per-cent were recommended to seek further evaluation; and,
- WHEREAS,** During the week of October 6-12, Albertans are encouraged to check in on their mental health and take the free online screening test at areyoufeelingok.com
- RESOLVED** I, JOSHUA RAYMENT, DEPUTY MAYOR OF VERMILION, DO HEREBY PROCLAIM OCTOBER 9, 2025 AS NATIONAL DEPRESSION SCREENING DAY IN VERMILION.

Signed the 24th day of June, 2025

Joshua Rayment
Deputy Mayor of the Town of Vermilion

REQUEST FOR DECISION

SUBJECT

Cell Phone Policy 25-01

RECOMMENDATION

That Council for the Town of Vermilion approve the Cell Phone Policy No. 25-01 as presented.

OR

That Council for the Town of Vermilion approve the Cell Phone Policy No. 25-01 as amended.

OR

That Council for the Town of Vermilion receive the Cell Phone Policy No. 25-01 as information.

BACKGROUND

Historically, the Town of Vermilion provided the Chief Administrative Officer and Management positions a Town of Vermilion owned communication device for town business.

This policy will allow those eligible to use a personal communication device (with requirements) for town business and be compensated rather than retain a second town owned communication device which will drastically cut down costs for the Town.

Cell phone charges from 2023-2025 show how much the Town is spending yearly on Town owned communication devices.

2022 - \$16,110.03

2023 - \$20,282.58

2024 - \$21,645.89

2025 to date - \$7,366.48

IMPLICATIONS

The adoption of a policy to establish the guidelines for the issuance, usage and reimbursement of Town of Vermilion communication devices as well as personal communication devices utilized for conducting Town of Vermilion business.

ATTACHMENTS

1. Cell Phone Policy No. 25-01

POLICY 25-01	CELL PHONES
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DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish the guidelines for the issuance, usage and reimbursement of Town of Vermilion Communication Devices as well as Personal Communication Devices utilized for conducting Town of Vermilion Business.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

Communication Device is a handheld device with the ability to receive and transmit voice, text, or data messages such as cell phones, smart phones, and/or blackberry's.

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

Employee is an employee of the Town of Vermilion.

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

Personal Communication Device is a handheld device with the ability to receive and transmit voice, text, or data messages such as cell phones, smart phones, and/or blackberry' s owned and operated by an Employee of the Town of Vermilion.

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

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

SCOPE

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

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

GUIDING PRINCIPLES

- Administration is responsible for the purchase of Communication Devices for the purpose of conducting Town Business. All of the costs incurred in the purchase of Communication Devices is funded by the department by which it was approved.
- Communication Devices purchased by the Town are the property of the Town and must be returned to the Employee's Director when not in use or deactivated.
- The Town retains usage and call details for all Town owned Communication Devices. These records may be accessed by Town Employee's for audit and investigation purposes.
- Employees must read, acknowledge, and agree to in writing, Schedule A attached hereto, prior to being issued a Town owned Communication Device or receiving payment for their Personal Communication Device.
- The Town reserves the right to suspend the use of Town owned Communication Devices and withhold payment for Personal Communication Devices if an Employee is in breach of this policy.

ELIGIBILITY

- Employee eligibility under this policy is determined on a case-by-case basis. Written approval from the Employee's Director, or the CAO in the case of a Director, is required prior to an Employee being issued a Town owned Communication Device.

- Employees who have received written approval for the use of their Personal Communication Device receive a flat rate of sixty dollars (\$60.00) per month.
- A Town owned Communication Device is provided to Employee's who participate in the Town's on-call rotation schedule.

ROLES & RESPONSIBILITIES

- Directors must:
 - Assess the Communication Device needs of their Employees to determine whether a Town owned Communication device should be issued or payment should be remitted for the use of their Personal Communication Device.
 - Ensure that inactive or unused Communication Devices have been returned and accounted for at the Town office.
 - Monitor the usage of Town owned Communication Devices to ensure compliance with this policy.
 - Notify the Director of Corporate Services of any Communication Device or plan changes.
 - Notify the Director of Corporate Services of any Communication Device reassignment.
- Employees must:
 - Abide by the terms and conditions of this policy with respect to their use of Communication Devices.
 - Use the Communication Device in accordance with the Town's Security Policy and Technology Access by Users Policy.
 - Immediately report a lost, stolen or damaged Communication Device to their Director.
 - Return any Town owned Communication Device including accessories to their Director at the conclusion of their employment.
 - Accept responsibility and fully reimburse the Town for the cost of replacing a Town owned Communication Device including accessories should it not be returned at the conclusion of the Employees employment with the Town.

Bring Your Own Device (BYOD) User Agreement

This agreement outlines the terms and conditions for employees who choose to use personal devices for work-related purposes in the Town of Vermilion as per Policy 25-01, as amended from time to time.

Scope of Work-Related Activities

By signing this agreement, I acknowledge that "work-related activities" are included, but are not limited to:

- Accessing and responding to work email
- Participating in virtual meetings
- Accessing, editing, or sharing Town documents and files
- Using Town-approved collaboration platforms (e.g., Microsoft Teams, SharePoint, eScribe, CivicWeb)
- Logging into work systems (e.g., HRISMyway, and iCity Online)

Personal Responsibility and Cyber Liability

I acknowledge that I am personally responsible for the security, maintenance, and appropriate use of my personal device while used for work-related activities. I accept full liability for any data loss, unauthorized access, or cybercrime resulting from its use. I understand the Town of Vermilion is not responsible for damage, breaches, or losses involving my personal device.

Technical Security Requirements

I agree to implement the following security measures on any device used for work-related activities:

- BYOD monitoring (Miradore)
- Pin Code or biometric authentication (TouchID & FaceID)
- Auto-lock after inactivity (max 5 minutes)
- Regular operating system and security updates

Failure to meet these requirements may result in the revocation of BYOD privileges.

Initial _____

Organizational Access, Monitoring, and Remote Wipe

I acknowledge that the Town of Vermilion reserves the right to:

- Access or inspect work-related data on my device
- Request or perform deletion of such data as needed
- Remotely wipe work data in the event of loss, theft, policy breach, or upon termination of employment

I consent to these actions for the protection of Town data and systems.

Monitoring of BYOD devices may occur under the following circumstances:

- Upon initial approval of CAO
- In response to a security incident, policy violation, or legal requirement
- Upon termination of employment or BYOD agreement

Insurance

I agree to carry personal insurance sufficient to cover loss, damage, or liability related to the use of my personal device for work. The Town of Vermilion does not provide insurance for personal property.

Legal and Regulatory Compliance

I understand that any data processed on my personal device for work may be subject to applicable laws, including:

- Freedom of Information and Protection of Privacy Act (FOIP)
- Personal Information Protection Act (PIPA)
- Other relevant privacy/information laws in Alberta, Canada, or international jurisdictions where applicable

I agree that work-related data may be accessed, reviewed, or disclosed as required by law.

Personal Tax Implications

I understand that using my personal device for work and receiving a phone allowance may result in personal tax obligations under Canada Revenue Agency (CRA) guidelines. I accept full responsibility for consulting a tax professional and ensuring compliance with any applicable reporting requirements.

Initial _____

Termination and Device Withdrawal

Upon employment termination or withdrawal from this agreement, I will:

- Remove all organizational data from my device within 30 days
- Grant access, if requested, to verify complete removal of Town data

Employee Name _____

Signature _____

Date _____

REQUEST FOR DECISION

SUBJECT

Recognized Leave Policy No. 25-09

RECOMMENDATION

That Council for the Town of Vermilion approve the Recognized Leave Policy No. 25-09 as presented.

OR

That Council for the Town of Vermilion approve the Recognized Leave Policy No. 25-09 as amended.

OR

That Council for the Town of Vermilion receive the Recognized Leave Policy No. 25-09 as information.

BACKGROUND

The Town of Vermilion previously covered “recognized leave” in the Employee Benefits Policy however there was not a set policy in place regarding this matter, nor did it cover all areas of leave.

Moving forward, with a set policy in place allows employees to easily identify periods of time off from work they are eligible for. This policy defines vacation leave, sick leave, weekly indemnity disability, long term disability, special leave, designated holidays, earned time off, maternity or parental leave, jury duty, bereavement leave, and leave of absence.

IMPLICATIONS

The adoption of a policy to establish the parameters under which Employee’s are authorized to take periods of time off from work.

ATTACHMENTS

1. Recognized Leave Policy No. 25-09

POLICY 25-09	Recognized Leave
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DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish the parameters under which Employee's are authorized to take periods of time off from work.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Banked Time is earned time off in lieu of overtime pay.

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

Call in Pay is compensation provided to Employee's when they are called into work, regardless of whether or not they have been on standby.

Code is the Employment Standards Code in the Province of Alberta.

COLA is the Cost of Living Adjustment.

Contract is the employment contract or letter of offer for employment with the Town of Vermilion provided to existing or potential employees 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.

Employee is an employee of the Town of Vermilion.

Employee Benefits are benefits provided to an Employee that are paid by the Employee.

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

Employment offer is the letter of offer for employment with the Town of Vermilion provided to existing or potential employees of the Town of Vermilion.

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

Long Term Disability Insurance Plan is an insurance plan offered to Employee's by the Town of Vermilion. Enrollment is optional and benefits are payable to Employee's when they have exceeded the allotments under the Weekly Indemnity Insurance Plan.

Immediate Family is a mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, child, grandparent, niece, nephew, fiancée or adopted child.

Non-Immediate Family is an aunt, uncle, cousin, friend, colleague.

Probationary Employee is an employee on a trial basis for a specified period of time as outlined in their offer of employment and/or employment contract.

Protected Family Illness Leave is a leave of absence provided to Employee's to take time off for an illness that interrupts the course of their day to day life to focus on their health or the health of their family members, including but not limited to: Alzheimer's Disease; Aortic Surgery; Aplastic Anaemia; Bacterial Meningitis; Benign Brain Tumour; Blindness; Cancer (life threatening); Coma; Coronary Artery Bypass Surgery; Deafness; Heart Attack; Heart Valve Replacement; Kidney Failure; Loss of Independent Existence; Loss of Limbs; Loss of Speech; Major Organ Failure on Waiting List; Major Organ Transplant; Motor Neuron Disease; Multiple Sclerosis; Occupational HIV; Paralysis; Parkinson's Disease; Severe Burns; and Stroke.

Medical Certificate is a certificate from a doctor confirming the state of an Employee's health.

Regular Rate of Pay is the rate applicable to an Employee as per their offer of employment and/or employment contract.

Regulated Benefits are benefits provided to an Employee that are cost shared.

Shared Benefits are benefits provided to an Employee that are paid by the Employer.

Standby Pay is compensation provided to Employee's when they are required to be on standby, regardless of whether or not they are called into work.

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

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

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

Weekly Indemnity Insurance Plan is an insurance plan offered to Employee's by the Town of Vermilion. Enrollment is optional and benefits are payable only while an Employee is disabled and under the treatment of a physician legally licensed to practice medicine.

SCOPE

This policy applies to all Employees of the Town of Vermilion.

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

GUIDING PRINCIPLES

- This policy hereby rescinds the Employment Compensation and Benefits Policy dated December 20, 2022 – Council resolution 22/12/111.
- **Vacation Leave**
 - Employee's earn paid annual vacation leave in accordance with their employment offer and/or contract. In the absence of vacation specifications within their employment offer and/or contract, vacation leave shall be in accordance with the following:
 - One (1) to four (4) years of service
 - Three (3) weeks
 - Five (5) to eleven (11) years of service
 - Four (4) weeks
 - Twelve (12) to nineteen (19) years of service
 - Five (5) weeks
 - Twenty (20) years of service
 - Six (6) weeks
 - Managers and Directors earn paid annual vacation leave in accordance with their employment offer and/or contract. In the absence of vacation specifications within their employment offer and/or contract, vacation leave shall be in accordance with the following:
 - One (1) to five (5) years of service:

- Five (5) weeks
 - Six (6) years of service:
 - Six (6) weeks
- **Sick Leave**
 - Employee's who have been employed for a minimum of twelve (12) consecutive months shall be entitled to twelve (12) work days of sick leave with pay per calendar year if not specified within their employment offer and/contract.
 - Sick leave shall be extended to an Employee ill at work and/or requiring time off for the purposes of attending a dental, physiotherapy, optical, or medical appointment or to provide care for their spouse and/or dependents experiencing an illness.
 - Employee's who have successfully completed their probationary period will begin to accrue one (1) work day of sick leave with pay per month thereafter.
 - Employee's who have reached their annual allotment of sick leave in a calendar year must utilize Banked Time or Vacation Time thereafter. Employee's may not submit for sick leave if their annual allotment has been utilized.
 - Sick leave does not accrue year over year nor is it paid out at year end, upon resignation, retirement or termination.
 - Employee's on sick leave in excess of three (3) consecutive work days must provide a Medical Certificate from a qualified Physician or Surgeon to their Supervisor. The Medical Certificate shall be filed in the Employee's file with Human Resources thereafter.
 - **Weekly Indemnity Disability**
 - In the event that an Employee requires sick leave for a period exceeding seven (7) consecutive work days, the Employee must submit for benefits under the Town's Weekly Indemnity Insurance Plan.
 - In the event that an Employee requires leave as a result of an accident and/or injury that was not sustained through the course of their employment with the Town, the Employee may submit for benefits under the Town's Weekly Indemnity Insurance Plan.
 - Vacation entitlement continues to accrue while an Employee is on leave under the Weekly Indemnity Insurance Plan.
 - **Long Term Disability**
 - In the event that an Employee requires sick leave for a period exceeding seven (7) consecutive work days and is ineligible for the Town's Weekly Indemnity

Insurance Plan or has exceeded the maximum allotments under the Town's Weekly Indemnity Insurance Plan, an Employee may claim benefits under the Town's Long Term Disability Insurance Plan.

- Employee's on leave under the Long Term Disability Insurance Plan are entitled to continue to receive Benefits for a period of one (1) year plus one (1) month per year of service provided that the Employee remits payment for their portion of the benefit cost.
- Vacation entitlement will not accumulate while an Employee is on Long Term Disability.

- **Special Leave**

- Employee's may request to be granted special leave without loss of salary or benefits upon approval by their Supervisor as follows:
 - Up to two (2) days for the administration of an estate when the Employee has been designated the executor of an estate for the deceased;
 - Up to five (5) days in the event of a Family Illness for a spouse, partner, child, mother or father;
 - Up to two (2) days to be present at the birth and/or adoption of their child; and
 - Up to one (1) day to attend the formal hearing if the Employee is applying to become a Canadian Citizen.
- While Employee's may request to be granted special leave as necessary, the maximum annual allotment shall not exceed ten (10) calendar days.
- While Employee's may request Protected Family Illness Leave as necessary, the maximum annual allotment shall not exceed ten (10) calendar days.

- **Designated Holidays**

- Employee's shall be entitled to paid time off for the following holidays:
 - New Years Day;
 - Family Day;
 - Good Friday;
 - Victoria Day;
 - Canada Day;
 - Labour Day;
 - Thanksgiving Day;
 - Remembrance Day;
 - Easter Monday;
 - Heritage Day;

- Boxing Day;
 - National Truth & Reconciliation Day;
 - Christmas Day; and
 - Any other day proclaimed a holiday by the Federal Government, Provincial Government or Town of Vermilion Council.
 - If an Employee is absent from a scheduled working day immediately prior to or following a Statutory Holiday, no payment shall be made for the Statutory Holiday unless the absence is covered by a medical certificate or authorized leave of absence.
 - If a Statutory Holiday falls on a Sunday or Saturday that is a non-working day, the Employee is entitled to and shall be granted a holiday with pay on the working day immediately preceding or following the Statutory Holiday or the Employee shall receive an alternate day off with pay at the mutual convenience of the Employee and the Employer.
 - The Town offers their Employee's three (3) additional paid days off over the Christmas Holiday between Boxing day and New Years day. For those Employees who are required to work during that time, three (3) additional paid days off will be allotted for use at their discretion.
- **Earned Time Off**
 - In lieu of overtime pay, Employee's may bank their earned time off in accordance with administrative policy 25-07.
 - Earned time off is intended to help Employee's balance their personal and work lives by allowing for paid time off to:
 - Conduct personal business;
 - Attend appointments; and
 - Meet familial responsibilities.
- **Maternity and/or Parental Leave**
 - Employees are eligible for maternity and/or parental leave if they have been employed at least ninety (90) days with the Town.
 - Employees can take time off work without pay for maternity and/or parental leave without risk of losing their job.
 - Employees with less than ninety (90) days of employment may still be granted leave however the Town is not required under employment legislation to grant them leave.
 - The Town shall not discriminate against, lay off, or terminate an Employee, or require them to resign, because of pregnancy or childbirth.
 - Employees on maternity and/or parental leave are considered to be continuously employed, for the purposes of calculating years of service.

- Employees must provide six (6) weeks notice to the Town of their intention to take maternity leave and/or parental leave so as to allow the municipality to make the necessary arrangements for accommodation and to ensure adequate staffing solutions.
 - Submission of a request for maternity and/or parental leave shall be accompanied by the appropriate documentation, as required by the CAO.
 - Employees may choose to continue their benefit package through Sunlife Financial during their leave provided that the Employee continues to pay the Employee portion of the monthly premium.
 - If both parents work for the Town, the Town is not required to grant leave to both Employees at the same time.
 - Length of leave is as follows:
 - Birth mothers may take up to sixteen (16) consecutive weeks of unpaid maternity leave.
 - Leave can start any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.
 - If pregnancy interferes with the Employee's job performance during the twelve (12) weeks before their due date, the Town may require that the Employee start maternity leave earlier by notifying the Employee in writing.
 - Birth mothers must take at least six (6) weeks off after birth for health reasons, unless:
 - The Town agrees to an early return to duties; and
 - The Employee provides a medical certificate stating that the return to work will not endanger their health.
 - Pregnancies that end other than in a live birth are subject to the regulations of the Employment Standards Code.
 - Employees must give the Town four (4) weeks written notice before they are to return to work, or to advise that they will not be returning to work after their leave ends. Failure to provide notice may result in disciplinary action, up to and including, termination.
 - Annual vacation earned prior to leave must be taken within the year it was allotted. If this time falls while the Employee is on leave, the Employee must take the vacation time prior to the commencement of their leave, or get approval from the Town to take the vacation time at a later date.
- **Jury Duty**
 - Employees selected for jury duty must provide the CAO with as much advance notice as is possible. Advance notice shall be accompanied by a copy of the summons for jury duty.
 - Jury duty leave is unpaid.

- Any Employee who is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the Employee may use vacation time or submit a request for an unpaid leave of absence.
- **Bereavement Leave**
 - Employee's are eligible for bereavement leave following successful completion of their probationary period.
 - Employee's shall be granted bereavement leave as follows:
 - Five (5) days with pay for Immediate Family; and
 - One (1) day with pay for Non-Immediate Family.
- **Leave of Absence**
 - Leaves of absence are authorized only by the CAO and must be requested in writing at least sixty (60) days prior to the time requested for leave, which shall be without pay except in situations of an unforeseen or emergency nature, in which case the employee's request shall be made as soon as they become aware of the situation which prompted the request for a leave of absence.

ELIGIBILITY

- The provisions within the Employment Standards Code, as amended from time to time, shall supersede this policy in the event of a conflict.

ROLES & RESPONSIBILITIES

- Supervisors must ensure that their Employee's are not exceeding the maximum allotments under this policy.

REQUEST FOR DECISION

SUBJECT

Signing Authority Policy No. 25-11

RECOMMENDATION

That Council for the Town of Vermilion approve the Signing Authority Policy No. 25-11 as presented.

OR

That Council for the Town of Vermilion approve the Signing Authority Policy No. 25-11 as amended.

OR

That Council for the Town of Vermilion receive the Signing Authority Policy No. 25-11 as information.

BACKGROUND

The Town of Vermilion has no set Signing Authority Policy in place. This policy sets out who is authorized to execute, approve and sign documents on behalf of the Town of Vermilion as well as approved thresholds for each signatory.

IMPLICATIONS

The adoption of a policy to designate individuals who are authorized to execute, approve, and sign contracts and other documents on behalf of the Town of Vermilion and establish transparent limits on the scope of that authority.

ATTACHMENTS

1. Signing Authority Policy No. 25-11

POLICY 25-11	Signing Authority
---------------------	--------------------------

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

PURPOSE

To designate individuals who are authorized to execute, approve, and sign contracts and other documents on behalf of the Town of Vermilion and establish transparent limits on the scope of that authority.

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.

CFO is the Director of Corporate Services for the Town of Vermilion.

ELT is a member of the Executive Leadership Team of the Town of Vermilion.

Employee is an employee of the Town of Vermilion.

FOIP is the Freedom of Information and Protection of Privacy Act, the Protection of Privacy Act and/or the Access to Information Act, as amended from time to time.

Legal Financial Signatories are persons who are authorized to sign financial documents on behalf of the Town of Vermilion including the Director of Corporate Services, the Chief Administrative Officer and Mayor.

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

SDAB is the Subdivision and Development Appeal Board.

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	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Director of Corporate Services

GUIDING PRINCIPLES

- Unless otherwise specified within this policy, signing authority is delegated to a position as opposed to a person.
- Unless otherwise specified within this policy, signing authority delegated to a position extends to any person acting in the position.
- Only Employees who have been delegated signing authority through this policy, or through further delegation permitted by this policy, may sign municipal documents referenced in Schedule “A” and Schedule “B”.
- Renewal and extension options may be approved and signed by the initial signor, unless otherwise delegated.
- Employees who have been delegated signing authority are responsible for:
 - ensuring documents are signed in accordance with this policy, and
 - ensuring the accuracy of the document being signed.
- Signing authority for payroll, health benefits, insurance, legal fees, and utilities are exempt from the thresholds in Schedule “B” and shall have signing authority delegated by the Chief Administrative Officer.
- Members of Council are by virtue of their office, an Alberta Commissioner of Oaths empowered to administer oaths and take and receive affidavits, declarations, and affirmations within the boundaries of the Town of Vermilion.
- The Town of Vermilion shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta, and as such are authorized to administer oaths and take and

receive affidavits, declarations, and affirmations within the Provinces of Alberta and/or Saskatchewan for Town of Vermilion related business only.

SCHEDULE “A” – SIGNING AUTHORITIES

DEPARTMENT	DOCUMENT	SIGNORS (in order of signing)
Chief Administrative Officer	Funding Requests	ELT, CFO and CAO
	Situations of Urgency	CAO
Finance	Financial Statements	Mayor or Deputy Mayor and Member of Council
	Audit Engagement	CFO and CAO
	Management Letter	
	Banking Institutions	Two (2) Legal Financial Signatories
	Cheques	
	Investments	
	Canada Revenue Agency Documents	CFO or CAO
	Operational Transactions	
	Tax Arrears Lists & Caveats	
	Grant Applications	As required by Grant Authority
	Audit Approval Forms (Council)	Mayor or Deputy Mayor
	Audit Draft Statement and Journal Entry Approval	CFO or CAO
	Audit Representation Letter	CFO or CAO
	Financial Information Return	CFO and Auditor
	Audit Letter	Auditor
Planning & Development	Land Sale Agreements	Two (2) Legal Financial Signatories
	Discharge of Caveat or Interest	
	Offer to Purchase Agreements	
	Subdivisions, consolidations, rezoning, etc.	Planning & Development Officer and CAO
	Development Agreements	
	Crossing or Easement Agreements	Director of Infrastructure & Planning
	Offers to Negotiate	Planning & Development Officer and Economic Development Manager

	Easement Registration on Municipal Land	Planning & Development Officer and CAO
	Residential Land Sale Negotiation	CAO
Legislative Services	Bylaws	Mayor or Deputy Mayor and CAO
	Meeting Minutes	
	Leases and Licenses of Occupation	CFO and CAO
	FOIP	CAO or delegate
	SDAB	CAO or delegate
Project Management	Construction Completion/Final Acceptance/Inspections	Employee designated as Project Manager
	Contracts and Agreements	As per Schedule "B"
	Contract Amendments	Original Signor(s) or CAO
	Change Orders	
	Permits	Employee designated as Project Manager
	Renewal Options	Original Signor(s) or CAO
	Reporting	Employee designated as Project Manager
	Warranty Options	As per Schedule "B"

SCHEDULE “B” – APPROVAL THRESHOLDS

PURCHASER	APPROVER
1 ST Signatory – purchaser	2 nd signatory – as per thresholds listed below
APPROVER	AMOUNT
Council	Greater than \$175,000
CAO	\$175,000
ELT	\$25,000
Supervisors or delegate	\$5,000

Purchases that are greater than \$175,000 and have been approved by Council shall be authorized by the CAO.

Single or Sole Source

APPROVER	AMOUNT
Council	\$50,000 and over
CAO	\$10,000.01 - \$49,999.99
ELT	\$0 - \$10,000

REQUEST FOR DECISION

SUBJECT

Employee Benefits Policy No. 25-08

RECOMMENDATION

That Council for the Town of Vermilion approve the Employee Benefits Policy No. 25-08 as presented.

OR

That Council for the Town of Vermilion approve the Employee Benefits Policy No. 25-08 as amended.

OR

That Council for the Town of Vermilion receive the Employee Benefits Policy No. 25-08 as information.

BACKGROUND

The Town of Vermilion previously covered employee benefits in the Employee Compensation & Benefits Policy however there were no specifics as to the types of plans we offer via our third party providers to full time permanent employees. This policy has been created to outline those plans as well as the way in which administration processes the establishment of employee salaries and the increases of those salaries over time, based on merit.

IMPLICATIONS

Through the adoption of this policy, the recognized leave policy 25-09, and the health and wellness policy 25-05, the Employee Compensation and Benefits Policy approved on December 20, 2022 would be hereby rescinded.

ATTACHMENTS

1. Employee Benefits Policy No. 25-08

POLICY 25-08	Employee Benefits
---------------------	--------------------------

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

PURPOSE

To establish the way in which the Town of Vermilion provides fair and equitable compensation to Employee's as a means of attracting and retaining competent and qualified individuals.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Banked Time is earned time off in lieu of overtime pay.

Benefit Program is a plan by a third party on behalf of the Town that provides benefits to an Employee that are paid by the Employer and benefits to an Employee that are paid by the Employee, as per the terms of the benefit plan at the time of enrollment or as amended from time to time.

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

Casual Employee is an employee who is hired to work on a call basis and who is not scheduled.

Code is the Employment Standards Code in the Province of Alberta.

COLA is the Cost of Living Adjustment.

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

Employee is a full-time permanent employee of the Town of Vermilion and does not include casual employees, temporary employees, part-time employees or seasonal employees.

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

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

Probationary Employee is an employee on a trial basis for a specified period of time as outlined in their offer of employment and/or employment contract.

Seasonal Employee is an employee who is hired on a seasonal basis with a pre-determined start date and end date.

Supervisor is the person who directly oversees a member of Administration.

Temporary Employee is an employee who is hired on a temporary basis for a full-time or part-time position for a specific job and period of time, or to temporary replace a full-time or part-time position that is vacant.

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

SCOPE

This policy applies to all Employees of the Town of Vermilion.

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

GUIDING PRINCIPLES

- This policy hereby rescinds the Employment Compensation and Benefits Policy dated December 20, 2022 – Council resolution 22/12/111.
- **Salary Range**
 - Administration is responsible for establishing the salary grid using the budget figures as approved by Council.
 - The salary grid is categorized based on an Employee's position within the organization and is reflective of market conditions and similar/comparable roles from other Alberta municipalities.

- An Employee's salary will be provided upon hiring with due consideration given to the Employee's qualifications and work experience.
- Movement on the salary grid is based on overall performance as determined by the Employee's Supervisor through annual written performance evaluations. All movement on the salary grid is subject to final written approval by the CAO.
 - In the case of the CAO, the recommendation and approval is by Council.
- There is no guarantee that an Employee will automatically move up the rankings of the salary grid on an annual basis.
- In no circumstance will an Employee's salary exceed the salary grid, unless such increase is provided by way of COLA via Council motion.
- Employee's may appeal their ranking on the salary grid through their Supervisor to the CAO.
- Changes to salary ranges and other areas of compensation such as benefits will be surveyed annually by the Director of Corporate Services.
 - The survey shall examine the overall compensation provided to similar jobs of relatively equal responsibility in comparable municipalities. A recommendation for any changes shall be made to the CAO.

ELIGIBILITY

- Full-time permanent Employee's are entitled to participate in the Town's Benefit Program(s) as administered through Alberta Municipalities, Sunlife and the Local Authorities Pension Plan subject to the terms of those respective plans.
- The Town of Vermilion may also offer other Benefit Programs to Employee's, outside of those named above, which are subject to the terms of those respective plans.
- Eligibility to participate in the Town's Benefit Program(s) shall be outlined in an Employee's letter of offer and/or employment contract and is subject to the applicable payroll deductions.
- In the event of any dispute regarding entitlement to benefits to an Employee pursuant to the terms of a plan underwritten by the Town's benefit provider(s), such dispute is a dispute exclusively between the Employee and the provider.

REQUEST FOR DECISION

SUBJECT

Vermilion Minor Baseball Association Grant Application.

RECOMMENDATION

THAT Council for the Town of Vermilion approve the motion made by the Parks, Recreation, Culture and Environment Board to give \$1,000 to Vermilion Minor Ball to go towards a commercial refrigerator for the concession booth at Pioneer Park.

OR

That Council for the Town of Vermilion receive the motion made by the Parks, Recreation, Culture and Environment Board to give \$1,000 to Vermilion Minor Ball to go towards a commercial refrigerator for the concession booth at Pioneer Park as information.

BACKGROUND

Vermilion Minor Ball Association submitted a grant application to receive funding for a commercial refrigerator to be placed in the concession booth at Pioneer Park ball diamonds. The fridge expense is \$3,627.90 after GST.

A member from the Parks, Recreation, Culture and Environment board made a motion to give Vermilion Minor Ball \$1,000 to go towards a commercial refrigerator for the concession booth at Pioneer Park.

IMPLICATIONS

The approval of this amount will allow Vermilion Minor Ball to have a larger refrigerator in the concession booth will ensure that enough food and beverages can be stored during large events that are held.

ATTACHMENTS

1. Vermilion Minor Ball Grant Application

**Parks, Recreation and Culture Board
Grant Application Form**

The Town of Vermilion Parks, Recreation and Culture Board will accept applications from community groups or members throughout the year. Quarterly reviews of applications will be conducted at Parks, Recreation and Culture Board meetings as scheduled in the months of March, June, September, and December each year. Applicants must submit their requests well in advance of their project start date. There is a limited amount of grant funding available per year. However, each application will be reviewed using the criteria below and the determination of how well your project aligns with the criteria.

If you have any questions regarding this application, please contact Nadine at 780-581-2402 or recreation@vermillion.ca.

1. Organization Name: Vermilion Minor Ball Association
2. Has your organization applied for funding previously from the Parks, Recreation and Culture Board? Yes

If yes,

- Please list the projects/causes and dates for which you have received funding from the Parks, Recreation and Culture Board in the past.
- June 11 2024- Support to cover expenses for hosting the U15D Girls Softball provincials

Current Project/Event or Cause

3. Please describe the Project/Event or Cause for which you are seeking funding:

We are looking to replace some of the refrigeration units currently housed inside the concession at Pioneer Park, which we use to store food, drinks, and supplies for the concessions we operate during tournaments. Last year, we hosted three separate events and relied on these units to store our supplies. Unfortunately, the refrigeration units have been struggling to maintain a consistent, safe temperature for the food. Despite efforts to repair them, the units continue to underperform.

4. Please list the benefits your Project/Event or Cause to your organization and to the Town of Vermilion:

Hosting these events attracts people from across the local area and even from other parts of the province, bringing visitors to town for the weekend. This influx of people benefits the local businesses, providing a boost to the community. As Vermilion Minor Ball has grown over the past few years, we are planning to host even more events throughout the season, which will result in an even larger number of visitors supporting both our town and its local businesses.

5. **Grant amount requested** from the Parks, Recreation and Culture Board:

\$3500

6.

Please answer the following: The Proposed Project/Event or Cause will:	Yes/No
• deliver leisure related benefits to adults, children and/or youth in our community or surrounding area	Yes
• enhance one or more of: community event, culture, and/or recreation	Yes
• have limited access to other funding sources	Yes
• help people to develop interpersonal and/or group skills	Yes
• primarily consist of volunteer input	Yes
• address gaps in present leisure or social opportunities	Yes
• help people make healthy choices in the community	Yes

Projected Outputs for Project/Event or Cause:

	County	Vermilion	Total
# of individuals served	73	93	165
# of families served	45	68	113
# of groups served			
# of volunteers			80
Total volunteer hours	1000	2000	3000

AGENDA ITEM #5.6.

Contacts made			
Partnerships made			
# of requests made for funding to other organizations			

Estimated Budget for Project/Event or Cause

Income	Amount
Total Income	
Expenses	Amount
54" 48cu.ft Commercial Refrigerator	\$3672.90 after GST

AGENDA ITEM #5.6.

Total Expenses	\$3672.90 after GST

Declaration:

I, the undersigned, hereby certify that the contents of this application are true and accurate:

Name [REDACTED]

Date Feb.17/2025

Position: [REDACTED]

Email: [REDACTED]

Phone [REDACTED]

Mailing Address: [REDACTED]

[REDACTED]

Signature:



Submit the completed application to:

Town of Vermilion
Attention: Parks, Recreation and Culture Board
5021 – 49 Avenue
Vermilion, AB T9X 1X1
Email: recreation@vermilion.ca

REQUEST FOR DECISION

SUBJECT

2025 General Municipal Election Returning Officer

RECOMMENDATION

THAT Council for the Town of Vermilion appoint Shannon Kennedy as the Returning Officer for the General Municipal Election to be held on October 20, 2025, effective July 7, 2025.

OR

That Council for the Town of Vermilion receive the request for the 2025 General Municipal Election Returning Officer as information.

BACKGROUND

The General Municipal Election is set to take place on October 20, 2025. A Returning Officer is a crucial role and many major functions in the General Election are coordinated and ran by the Returning Officer including:

- Receiving and scrutinizing nomination papers
- Conducting polling and counting processes
- Declaring election results
- Recruits, appoints and trains staff and
- Establishes polling stations and distributes notices

Each election, a Returning Officer is elected by Council to fulfill this role. Madison Barrett was previously appointed on January 21, 2025 and will continue to act as the Returning Officer until July 7, 2025.

IMPLICATIONS

If the 2025 General Municipal Election Returning Officer motion goes through, Shannon Kennedy will be appointed the Returning Officer, effective as of her start date of July 7, 2025.

Administration will submit the required forms and update the website accordingly.

ATTACHMENTS

1. N/A

REQUEST FOR DECISION

SUBJECT

Committee of the Whole Meetings

RECOMMENDATION

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

OR

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

OR

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

BACKGROUND

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

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

IMPLICATIONS

Staff currently attend Council meetings two (2) times per month in the evenings. Unlike many other municipalities who host their Council and committee meetings during the day, the Town of Vermilion typically host ours on the first and third Tuesdays of the month beginning at 6pm. Accordingly, administration is proposing that Committee of the Whole committee meetings be held bi-monthly (i.e. six

(6) times per year), beginning at 2:00 PM to 5:00 PM in Council Chambers on the same day as our first Council meeting of the month.




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

ATTACHMENTS

1. Proposed 2025 Council of the Whole Committee Schedule



COUNCIL & COMMITTEE MEETING SCHEDULE

-  COUNCIL MEETING BEGINNING AT 6:00 P.M.
-  OFFICE CLOSED FOR THE HOLIDAY(S)
-  COMMITTEE OF THE WHOLE MEETING BEGINNING AT 2:00 P.M. AND COUNCIL MEETING BEGINNING AT 6:00 P.M.

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
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

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

APRIL

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

MAY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

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

JULY

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20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2025

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
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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
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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
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14	15	16	17	18	19	20
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28	29	30	31			



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CHIEF ADMINISTRATIVE OFFICER REPORT – JUNE 24, 2025

MEETINGS & EVENTS

- Meeting with the Airport Advisory Committee scheduled for July 8, 2025
- Regional Emergency Management Collective (REMC) training exercise scheduled for June 24, 2025 at the City of Lloydminster
- Economic Development Committee meeting June 24, 2025
- Met with the Orphan Wells Association on June 13, 2025
- Executive Leadership Team weekly meetings
- Attended the AG Zone grand opening on June 11, 2025
- Attended the Local Government Administrators Association (LGAA) Conference June 16-20, 2025 where I was nominated to be the Zone 5 Director for the organization and graciously accepted.
- Meeting with Alice Wainwright, President of Lakeland College scheduled for June 25, 2025

POLICIES, BYLAWS & LEGISLATIVE CHANGES

- **Policy Review**
 - Administration is hard at work as it relates to continued policy development.
- **Bylaw Review**
 - Administration is currently reviewing the Town's fees and charges bylaw and will bring forward amendments as we begin to prepare for 2026 budget deliberations this fall.
- **Access to Information Act and Protection of Privacy Act**
 - The Access to Information Act and Protection of Privacy Act were proclaimed and came into full force and effect on June 11, 2025. These new acts replace the Freedom of Information and Protection of Privacy (FOIP) Act. Administration will be updating the website to reflect these changes and provide direction to our residents and members of the general public as to the new processes moving forward.
 - ***Protection of Privacy Act***
 - The *Protection of Privacy Act* aims to strengthen privacy protections and to bring regulation of privacy issues in line with modern technologies and privacy issues. It will require that municipalities and other public bodies:



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- Adopt a “privacy by design approach” and consider privacy implications when doing business and when creating or making changes to their programs, services, and systems.
 - Notify Albertans when their information is used by automated decision-making systems.
 - Notify individuals about privacy breaches where there is a real risk of significant harm.
 - Establish and implement privacy management programs.
 - It will also introduce Privacy Impact Assessments and stricter penalties for any breaches of the act that occur.
- ***Access to Information Act***
- The *Access to Information Act* will introduce an updated framework for access to information requests. The overall framework and procedures are largely similar to those under FOIPPA, but the act lengthens the default timeline for responding to requests to 30 business days. It also allows for extensions in certain circumstances, provides the power to disregard certain requests, and also clarifies and expands the categories of documents that can be withheld from mandatory disclosure.
 - Although the new acts will provide similar processes and provisions, it is worth noting that with FOIPPA ceasing to exist, many bylaws, agreements, policies, and other documents referring to it will need to be updated. Municipalities can be proactive in this regard by incorporating reference to FOIPPA “or any successor legislation” into new and existing bylaws, agreements, policies, and other documents (which the Town of Vermilion has been doing in anticipation of these changes).

PROJECT UPDATES & COMMUNITY ENGAGEMENT

- **Request from the Agricultural Society**
 - Received a request from the Agricultural Society for a letter of support for their bid to host the 2026 High School Rodeo Finals. The letter has been included in the Council correspondence section of the agenda.
 - There would be an influx of approximately 300 families the weekend following the fair for a 5 day period.



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- **Audit Firm Request for Proposals**
 - A request for quotations for auditing firms was circulated on June 11, 2025 for the year ending December 31, 2025. The request is for a one-year contract with the option to renew 2 more years pending council satisfaction.
- **Garth Rowswell's Office**
 - Administration has forwarded some of our current priorities to our MLA. These include:
 - The sanitary sewer trunk upgrade/CHIF Grant application; and
 - The challenges with the Province as it relates to the operation and maintenance of the Vermilion Provincial Park.

OTHER

- Administration has accepted the resignations of the Director of Corporate Services and the Financial Controller. Both positions have been advertised accordingly. We look forward to welcoming new members to our team in the coming months.



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DIRECTOR OF COMMUNITY SERVICES

MEETINGS & EVENTS

- Vermilion Wellness Coalition meetings (x2)
- Vermilion Provincial Park meetings
 - Discuss gopher control
 - Discuss mowing and lease agreement (Garth Rowsell attended)
- Barrhead Parks meeting (discuss staffing and levels of service)
- Alberta Broadband meeting (wifi in the park possibility)
- Seniors Day lunch
- Vermilion Skating club meeting
- Aquatic society meeting
- Ag society meeting
 - Conversation about the roles of each group during the fair and planning for the CN crossing again, more discussion is needed once the right contacts have been made for proper planning.
- Parks, Rec, Culture and Environment meeting
- First aid training

POLICIES & BYLAWS

- Community Standards Review

PROJECT UPDATES

- Gopher control all over town
 - Diamonds, by McDonalds, soccer fields, provincial parl
- Multimedia upgrade, end of July start date
- Splash park open on time



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- Summer Fun programmer started and summer planning ready
- Tree planting at the dog park and trout pond
 - Been in contact with Lloyd limbs in regards to the woodchips and will be working with him to plan a date for drop off and placement when the weather cooperates.

OTHER

FCSS

- Neighborhood Day event had 49 attendees (good for a first time event)
- Community Pitch-in event was successful
 - Vermilion Credit Union won the Tim Horton's gift card they had 26 volunteers and completed approximately 39 hours of cleanup time
- FCSS Advisory Committee meeting June 10

VRC

- School graduations
- Weddings
- Summer fun program starting

CPO

- CPO is currently on leave and have been advising residents to contact RCMP to deal with serious complaints until our officer is back in the field.



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DIRECTOR OF INFRASTRUCTURE & PLANNING REPORT

MEETINGS & EVENTS

- **Meeting with local businesses & residents**
 - Airport Representatives Meeting
 - Residential Sanitary Line Concerns
 - Drainage Concerns
 - Attended Alberta Municipal Airport Association Conference

PROJECT UPDATES

- **Sanitary Trunk Main CHIF Application**

Waiting for a decision on our application.

- **Meter Vault**

The project was completed in late May. New meter installed and tracking consumption.

- **Former WWTP Soils Removal.**

Completed in late May. All impacted soils were removed, and the site was graded.

- **East Reservoir Pump & Header Replacement**

Tender posted and on the Town's website. Closes early in July.



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- **GIS Web Maps Platform**

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

- **Offsite-Levy Model Update**

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

OTHER

Sanitary Line repair

On May 22nd, a break in the sanitary line was discovered on 53rd Street. Upon further investigation, it was determined that the line had been accidentally drilled through during the installation of a fibre line in the area. Our staff promptly repaired the damage, backfilled the site, and completed the necessary work.

An invoice was then presented to Alberta Broadband for the full cost of the repairs. The invoice was paid in full within a few days of being issued.

Waterline Repair

On June 6th, a water leak was identified on 43A Street. Our Utility Staff responded to assess the situation and determine the source of the leak. It was identified that the leak was located at the curb stop.

Emergency locates were arranged, and a hydrovac was mobilized. The repair was completed the same day.



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Canadian Armed Forces – Survey Course at Vermilion Airport

The Canadian Armed Forces (CAF) requested permission to use our airport for their annual survey training course. The training is aimed at preparing survey technicians to evaluate remote airfields in advance, ensuring they gather accurate runway details for CAF support activities in various communities.

This training activity was successfully conducted on June 5th and 8th.

Infrastructure Activities

- Street sweeping is ongoing
- Pothole repairs are in progress
- Painting for crosswalk and parking stalls
- Downtown Bricks inspection and repairs are ongoing
- Sign installs/Repairs – ongoing
- Road grading where required
- Annual asphalt patching and road line painting scheduled for June

Utilities

- Spring Hydrant flushing is underway
- Hydrant maintenance
- Ongoing jetting of sanitary sewer lines
- Ongoing meter inspections and updating account information
- WWTP Equipment inspection and calibrations.
- Lagoon brush clearing maintenance



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Planning

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



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MANAGER OF ECONOMIC DEVELOPMENT REPORT

MEETINGS & EVENTS

- **Insert meeting and/or event**
 - TRAVEL LAKELAND AGM & EXECUTIVE BOARD MEETING (2)
 - ALBERTA BROADBAND – K. SPANGLER (MARKETING CAMPAIGN & WIFI IN THE PROVINCIAL PARK)
 - BUSINESS VISITS
 - RIBBON CUTTINGS
 - Agzone

PROJECT UPDATES

- **Project A**
 - MARKETING MATERIALS – NEW HONOUR ROLL BROCHURES, TEAR-OFF MAPS AND VERMILION BUSINESS AND COMMUNITY PROFILE ARE HERE AND BEING DISTRIBUTED
- **Project B**
 - VISITOR INFORMATION CENTRE – PROJECTS FOR STUDENTS
- **Project C**
 - LOT SALES – ARE CONTINUOUSLY BEING WORKED ON
- **Project D**
 - ALBERTA HUB – LAND & BUILDING PROJECT WITH INVEST ALBERTA
 - DRONE PROJECT
- **Project E**
 - PYLON SIGN– WORKING ON SALES



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- **Project F**
 - WEBSITE – UPGRADES AND INFORMATION CONTINUALLY BEING WORKED ON
 - INSTAGRAM/FACEBOOK

OTHER

- MISCELLANEOUS ITEM A
 - WEBSITE UPDATES
- POLICIES & BYLAW CREATION
- WATER METER BOOKLET
- ASSISTING WITH E-SCRIBE TO WEBSITE
- STREET BANNERS – REPLACEMENT
- UPDATE OF LOT SALE SIGN IN YELLOWHEAD BUSINESS PARK
- UPDATE AND ADVERTISING PATIO PROGRAM
- ADVERTISING INCENTIVE PROGRAMS
- GLI – TASTE OF VERMILION
- GRADE 6 TOUR – St. Jeromes



**MINUTES of Town of Vermilion Library Board
for May 7, 2025 @ 7pm**

1. **Call to order:** a business meeting of the Town of Vermilion Library Board was held at the Vermilion Public Library on May 7, 2025 @ 7pm, Justin Thompson chairing.

Attending: Kirby Whitlock, Alva Andersen, Justin Thompson, Richard Yaceyko, Joshua Rayment, Brad Gallamore, Anna Giesbrecht, Stuart Pauls. **Regrets:** Margaret McCormack, Carolyn Martin

2. **Agenda:** Anna moves the adoption of the agenda. Motion carried.

3. **Minutes:** Alva moves the adoption of the Feb 26, 2025 minutes as presented. Motion carried.

4. **Reports:**

Chair: Executive considered bulk facility rates, received correspondence on status quo funding from province and confirmation of a \$5,000 Digital Literacy grant. NLL Chair roundtable is May 28.

Manager: Elevator is functional. Manager to wait for permit and inspection before final payment. 44 Tax returns done with tax program. 80% of computers need replacing by October.

Treasurer: Scotia Savings account closed by purchasing a \$70k GIC @ 2.8% and moving remainder to chequing for final elevator bill. \$4,196 Insurance and \$1,450 manager office reno were expensed. Contingency to control \$6,600 shortfall presented to trustees. Brad moves that the Safety and Use of the Library Bylaws schedule D be amended to add a \$25 charge for exam procuring. Anna seconds. Motion Carried.

Advocacy: Correspondence from CVR was reviewed concerning a new funding policy. County has committed to a cash transfer of \$14,000 which is \$6,000 short of the \$20,000 request.

Friends of VPL: Acoustic tiles were purchased for \$1,000. \$3,400 is available for request until yearend with the remaining funds locked into investments.

Richard moves the adoption of the reports as presented. Motion Carried.

5. **Annual Report:** Richard moves the adoption of the Annual Report and submission to Public Library Services Branch subject to review by Alva and Stuart. Carried.

6. **Hazard Reduction Strategy:** Anna and Stuart to conduct privacy impact assessment. Maintenance to seal stair blind spots. Video camera hardware is \$500. Board supports transition of lower level to public use space. Anna moves that the library accept the quote for locksmith work from St. Paul Glass & Lock for \$1,083. Brad seconds. Motion Carried.

7. **Donor Acknowledgment:** Recognition our supporters to be done June 18 @ 7pm day photo op & evening celebration). \$250 contribution from LVEF can help offset costs. Anna moves that the library budget up to \$750 for an elevator grand opening. Brad seconds. Motion Carried.

8. **Adjournment:** Justin moves to adjourn at 850pm

Next Meeting: May 28, 2025 @ 7pm

Approved

Date:

May 28/2025



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INFORMATION ITEM

SUBJECT

Accounts Payable Listing

RECOMMENDATION

THAT Council for the Town of Vermilion receive the Accounts Payable Listing for the period of May 30 - June 19, 2025 as information.

BACKGROUND

The accounts payable listing for the May 30 - June 19, 2025 period is \$1,251,798.76

Payroll	\$203,502.01
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Cheques, EFT & PAP	\$1,048,296.75
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ATTACHMENTS

1. Cheque Register Summary

COUNCIL MEETING -June 24, 2025**ACCOUNTS PAYABLE**

Payroll - May 30 , 2025	\$	10,120.66
Payroll - May 30 , 2025	\$	9,694.78
Payroll - June 6, 2025	\$	85,224.36
Payroll - June 20, 2025	\$	98,462.21
Accounts Payable - May 30 - June 19, 2025	Cheques & EFT & PAP	\$ 1,048,296.75
	TOTAL	\$ 1,251,798.76

Cheque Register - Summary-Supp.



AP5100

Date : Jun 19, 2025

AGENDA ITEM #8.1.

Time : 10:51 am

Supplier : 10423001 To ZWEIF001
 Trans. Date : 30-May-2025 To 19-Jun-2025
 Cheque Date : 30-May-2025 To 19-Jun-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00109-0001	03-Jun-2025	BADDO001	BADDOCK'S POWER PRODUCTS LTD.	Issued	350	T	277.16
00109-0002	03-Jun-2025	BISYS001	BI-SYSTEMS ELECTRIC & CONTROLS LT	Issued	350	T	746.69
00109-0003	03-Jun-2025	BRAND001	BRANDT TRACTOR LTD.	Issued	350	T	2870.04
00109-0004	03-Jun-2025	BROWN001	BROWNLEE LLP	Issued	350	T	1244.25
00109-0005	03-Jun-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	350	T	399.36
00109-0006	03-Jun-2025	CDWCA001	CDW CANADA INC.	Issued	350	T	2582.14
00109-0007	03-Jun-2025	CLEAR001	CLEARTECH INDUSTRIES INC.	Issued	350	T	6674.47
00109-0008	03-Jun-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	350	T	950.00
00109-0009	03-Jun-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	350	T	463.05
00109-0010	03-Jun-2025	FLAUR001	F'LAURA N' COMPANY GREENHOUSE	Issued	350	T	2131.50
00109-0011	03-Jun-2025	G001	STAFF MEMBER	Issued	350	T	85.93
00109-0012	03-Jun-2025	ICABT001	I CAB TAXI	Issued	350	T	550.00
00109-0013	03-Jun-2025	INTEG001	INTEGRA TIRE O/A 1384077 ALBERTA LT	Issued	350	T	406.25
00109-0014	03-Jun-2025	INTEG003	INTEGRITY WASTE SOLUTIONS INC.	Issued	350	T	2362.50
00109-0015	03-Jun-2025	L001	STAFF MEMBER	Issued	350	T	81.69
00109-0016	03-Jun-2025	OAKCR001	OAKCREEK GOLF & TURF INC.	Issued	350	T	794.72
00109-0017	03-Jun-2025	PRECIO01	PRECISION SERVICES	Issued	350	T	819.00
00109-0018	03-Jun-2025	P001	STAFF MEMBER	Issued	350	T	141.12
00109-0019	03-Jun-2025	RONAV001	RONA VERMILION	Issued	350	T	860.01
00109-0020	03-Jun-2025	R002	STAFF MEMBER	Issued	350	T	225.82
00109-0021	03-Jun-2025	ROYAL001	ROYAL CARETAKING SUPPLIES INC.	Issued	350	T	1399.96
00109-0022	03-Jun-2025	SUMMI001	SUMMIT VALVE & CONTROLS INC.	Issued	350	T	6369.30
00109-0023	03-Jun-2025	TYCOI001	TYCO INTEGRATED FIRE & SECURITY C/	Issued	350	T	406.73
00109-0024	03-Jun-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	350	T	248.33
00109-0025	03-Jun-2025	VERMI013	VERMILION SENIOR CITIZENS CENTRE	Issued	350	T	370.00
00109-0026	03-Jun-2025	VERMI017	VERMILION VOICE LTD.	Issued	350	T	162.75
00109-0027	03-Jun-2025	WEBBS002	WEBB'S MACHINERY LTD.	Issued	350	T	47.45
00109-0028	03-Jun-2025	WHITL001	WHITLOCK, KIRBY LINDEN,	Issued	350	T	379.89
00110-0001	03-Jun-2025	HIWAY001	HI-WAY 9 EXPRESS	Issued	353	T	489.68
00114-0001	12-Jun-2025	ACEWA001	ACE WATER CORP.	Issued	380	T	194718.00
00114-0002	12-Jun-2025	BELLM001	BELL MOBILITY	Issued	380	T	1168.60
00114-0003	12-Jun-2025	BROGA001	BROGAN FIRE & SAFETY	Issued	380	T	854.70
00114-0004	12-Jun-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	380	T	223.31
00114-0005	12-Jun-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	380	T	1768.96
00114-0006	12-Jun-2025	CORVE001	CORVUS BUSINESS ADVISORS INC	Issued	380	T	11130.00
00114-0007	12-Jun-2025	FOCUS001	FOCUS	Issued	380	T	150.00
00114-0008	12-Jun-2025	GAMTE001	GAM TECHNICAL SERVICES INC.	Issued	380	T	6775.22
00114-0009	12-Jun-2025	H001	STAFF MEMBER	Issued	380	T	312.48
00114-0010	12-Jun-2025	INTEG001	INTEGRA TIRE O/A 1384077 ALBERTA LT	Issued	380	T	203.13
00114-0011	12-Jun-2025	INTEG003	INTEGRITY WASTE SOLUTIONS INC.	Issued	380	T	19534.50
00114-0012	12-Jun-2025	MCELH001	MCELHANNEY LTD.	Issued	380	T	11313.04
00114-0013	12-Jun-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	380	T	11.81
00114-0014	12-Jun-2025	NAPAA001	NAPA AUTO PARTS	Issued	380	T	328.66
00114-0015	12-Jun-2025	PRIMU001	PRIMUS	Issued	380	T	2185.89

Cheque Register - Summary-Supp.



AP5100

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 Cheque No : All
 Batch No : All

Bank : Bank : 01 To 99
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Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00114-0016	12-Jun-2025	PUROL001	PUROLATOR INC.	Issued	380	T	39.33
00114-0017	12-Jun-2025	RONAV001	RONA VERMILION	Issued	380	T	2606.25
00114-0018	12-Jun-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	380	T	956.18
00114-0019	12-Jun-2025	SUMMI001	SUMMIT VALVE & CONTROLS INC.	Issued	380	T	6066.00
00114-0020	12-Jun-2025	TOPT001	TOP TECH COMMUNICATIONS CORP	Issued	380	T	766.45
00114-0021	12-Jun-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	380	T	955.50
00114-0022	12-Jun-2025	ULINE001	ULINE CANADA CORPORATION	Issued	380	T	480.24
00114-0023	12-Jun-2025	VERMI003	VERMILION & DISTRICT HOUSING FOUNI	Issued	380	T	301816.00
00114-0024	12-Jun-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	380	T	99.75
00114-0025	12-Jun-2025	VERMI013	VERMILION SENIOR CITIZENS CENTRE	Issued	380	T	100.00
00114-0026	12-Jun-2025	VERMI017	VERMILION VOICE LTD.	Issued	380	T	761.25
00114-0027	12-Jun-2025	VIBEV001	VIBE (VERMILION IS BEING EMPOWERED)	Issued	380	T	20.98
00114-0028	12-Jun-2025	WEBBS002	WEBB'S MACHINERY LTD.	Issued	380	T	48.17
00114-0029	12-Jun-2025	WORKA001	WORK AUTHORITY	Issued	380	T	1196.98
00115-0001	12-Jun-2025	RECEI001	RECEIVER GENERAL	Issued	397	E	35757.80
00115-0002	12-Jun-2025	WORKE001	WORKERS' COMPENSATION BOARD	Issued	397	E	7822.03
00116-0001	19-Jun-2025	AMSCI002	AMSCIS - BENEFITS	Issued	410	T	22601.48
00116-0002	19-Jun-2025	BROWN001	BROWNLEE LLP	Issued	410	T	368.13
00116-0003	19-Jun-2025	BYKOW001	BYKOWSKI SAND & GRAVEL INC.	Issued	410	T	2797.20
00116-0004	19-Jun-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	410	T	3501.32
00116-0005	19-Jun-2025	CDWCA001	CDW CANADA INC.	Issued	410	T	311.15
00116-0006	19-Jun-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	410	T	97.71
00116-0007	19-Jun-2025	DIAMO001	DIAMOND INTERNATIONAL TRUCKS LTD	Issued	410	T	184.95
00116-0008	19-Jun-2025	ENERG001	ENERGY SUPPLY A DIVISION OF ROCK S	Issued	410	T	804.54
00116-0009	19-Jun-2025	FLAUR001	F'LAURA N' COMPANY GREENHOUSE	Issued	410	T	1034.57
00116-0010	19-Jun-2025	GOVER003	GOVERNMENT OF ALBERTA C/O MINIST	Issued	410	T	1992.00
00116-0011	19-Jun-2025	INTEG001	INTEGRA TIRE O/A 1384077 ALBERTA LT	Issued	410	T	17.64
00116-0012	19-Jun-2025	LAKEL001	LAKELAND COLLEGE VERMILION	Issued	410	T	197.34
00116-0013	19-Jun-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	410	T	16832.83
00116-0014	19-Jun-2025	MARTI001	MARTIN PLUMBING AND HEATING LTD.	Issued	410	T	139.60
00116-0015	19-Jun-2025	MERID002	MERIDIAN TECHNICAL SERVICES LTD.	Issued	410	T	47.69
00116-0016	19-Jun-2025	METER001	METERCOR INC.	Issued	410	T	8432.89
00116-0017	19-Jun-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	410	T	2934.29
00116-0018	19-Jun-2025	P001	STAFF MEMBER	Issued	410	T	480.51
00116-0019	19-Jun-2025	PUROL001	PUROLATOR INC.	Issued	410	T	39.54
00116-0020	19-Jun-2025	RONAV001	RONA VERMILION	Issued	410	T	85.97
00116-0021	19-Jun-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	410	T	349.03
00116-0022	19-Jun-2025	THEIN001	THE INSPECTIONS GROUP INC.	Issued	410	T	3026.36
00116-0023	19-Jun-2025	VERMI017	VERMILION VOICE LTD.	Issued	410	T	309.75
00116-0024	19-Jun-2025	VIBEV001	VIBE (VERMILION IS BEING EMPOWERED)	Issued	410	T	1000.00
00116-0025	19-Jun-2025	W004	STAFF MEMBER	Issued	410	T	242.37
00116-0026	19-Jun-2025	XEROX001	XEROX CANADA LTD.	Issued	410	T	455.85
00117-0001	19-Jun-2025	ALBER011	ALBERTA MUNICIPALITIES ENERGY	Issued	412	E	78267.61
00117-0002	19-Jun-2025	RECEI001	RECEIVER GENERAL	Issued	412	E	17787.03

Cheque Register - Summary-Supp.



AP5100

Date : Jun 19, 2025

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Supplier : 10423001 To ZWEIF001
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 Cheque No : All
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Bank : Bank : 01 To 99
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Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
30536	03-Jun-2025	KHDES001	KH DESIGNS	Issued	351	C	262.50
30537	03-Jun-2025	LAKEV001	LAKEVIEW PROERTY MAINTENANCE LTD	Issued	351	C	9880.00
30538	03-Jun-2025	PARKV001	PARKVIEW ALLIANCE CHURCH	Issued	351	C	275.00
30539	03-Jun-2025	PEPSI001	PEPSICO BEVERAGES CANADA	Issued	351	C	564.34
30540	03-Jun-2025	PETTY001	PETTY CASH	Issued	351	C	36.80
30541	12-Jun-2025	ALLFU001	ALL FUNERAL SERVICES LLC	System Error	381	C	150.00
30541	12-Jun-2025	ALLFU001	ALL FUNERAL SERVICES LLC	System Error	382	C	-150.00
30542	12-Jun-2025	CLOVE001	CLOVERDALE PAINT INC.	System Error	381	C	2035.24
30542	12-Jun-2025	CLOVE001	CLOVERDALE PAINT INC.	System Error	383	C	-2035.24
30543	12-Jun-2025	CORNE001	CORNERSTONE CO-OP LIQUOR STORE	System Error	381	C	97.50
30543	12-Jun-2025	CORNE001	CORNERSTONE CO-OP LIQUOR STORE	System Error	384	C	-97.50
30544	12-Jun-2025	ESCRIO01	ESCRIBE SOFTWARE LTD	System Error	381	C	9418.50
30544	12-Jun-2025	ESCRIO01	ESCRIBE SOFTWARE LTD	System Error	385	C	-9418.50
30545	12-Jun-2025	FARMS001	FARMSTEAD MARKET & MORE	System Error	381	C	1365.00
30545	12-Jun-2025	FARMS001	FARMSTEAD MARKET & MORE	System Error	386	C	-1365.00
30546	12-Jun-2025	KITSC001	KITSCOTY & DISTRICT COMMUNITY & SE	System Error	381	C	353.00
30546	12-Jun-2025	KITSC001	KITSCOTY & DISTRICT COMMUNITY & S	System Error	387	C	-353.00
30547	12-Jun-2025	LAOFF001	L.A. OFFICE: BUSINESS SOLUTIONS	System Error	381	C	31.50
30547	12-Jun-2025	LAOFF001	L.A. OFFICE: BUSINESS SOLUTIONS	System Error	388	C	-31.50
30548	12-Jun-2025	MIAMI001	MIAMI'S KITCHEN	System Error	381	C	123.00
30548	12-Jun-2025	MIAMI001	MIAMI'S KITCHEN	System Error	389	C	-123.00
30549	12-Jun-2025	MOSESA01	MOSES AG. LTD.	System Error	381	C	441.00
30549	12-Jun-2025	MOSESA01	MOSES AG. LTD.	System Error	390	C	-441.00
30550	12-Jun-2025	NICKS001	NICK'S FAMILY RESTAURANT A	System Error	381	C	1300.00
30550	12-Jun-2025	NICKS001	NICK'S FAMILY RESTAURANT AND	System Error	391	C	-1300.00
30551	12-Jun-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD	System Error	381	C	145.00
30551	12-Jun-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD	System Error	392	C	-145.00
30552	12-Jun-2025	S003	RATE PAYER	System Error	381	C	296.63
30552	12-Jun-2025	S003	RATE PAYER	System Error	393	C	-296.63
30553	12-Jun-2025	THEGO002	THE GOVERNMENT OF ALBERTA (LAND	System Error	381	C	35.00
30553	12-Jun-2025	THEGO002	THE GOVERNMENT OF ALBERTA (LAN	System Error	394	C	-35.00
30554	12-Jun-2025	ALLFU001	ALL FUNERAL SERVICES LLC	Issued	395	C	150.00
30555	12-Jun-2025	CLOVE001	CLOVERDALE PAINT INC.	Issued	396	C	2035.24
30556	12-Jun-2025	CORNE001	CORNERSTONE CO-OP LIQUOR STORE	Issued	396	C	97.50
30557	12-Jun-2025	ESCRIO01	ESCRIBE SOFTWARE LTD	Issued	396	C	9418.50
30558	12-Jun-2025	FARMS001	FARMSTEAD MARKET & MORE	Issued	396	C	1365.00
30559	12-Jun-2025	KITSC001	KITSCOTY & DISTRICT COMMUNITY & S	Issued	396	C	353.00
30560	12-Jun-2025	LAOFF001	L.A. OFFICE: BUSINESS SOLUTIONS	Issued	396	C	31.50
30561	12-Jun-2025	MIAMI001	MIAMI'S KITCHEN	Issued	396	C	123.00
30562	12-Jun-2025	MOSESA01	MOSES AG. LTD.	Issued	396	C	441.00
30563	12-Jun-2025	NICKS001	NICK'S FAMILY RESTAURANT AND LOUG	Issued	396	C	1300.00
30564	12-Jun-2025	RURAL001	RURAL ROOTS FLORISTS/BARNYARD	Issued	396	C	145.00
30565	12-Jun-2025	S003	RATE PAYER	Issued	396	C	296.63
30566	12-Jun-2025	THEGO002	THE GOVERNMENT OF ALBERTA (LAND	Issued	396	C	35.00

Cheque Register - Summary-Supp.



AP5100

Date : Jun 19, 2025

AGENDA ITEM #8.1.Page : 74
Time : 10:51 am

Supplier : 10423001 To ZWEIF001
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Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
30567	19-Jun-2025	19558001	1955832 ALBERTA LTD. O/A EXPRESS PI	Issued	411	C	60.70
30568	19-Jun-2025	640EA001	640 EARTHWORKS	Issued	411	C	201391.05
30569	19-Jun-2025	CONQU002	CONQUER DAYLIGHTING	Issued	411	C	1560.30
30570	19-Jun-2025	DUTCH001	DUTCHAK'S GREENHOUSE	Issued	411	C	6798.75
30571	19-Jun-2025	B001	RATE PAYER	Issued	411	C	750.00
30572	19-Jun-2025	L002	STAFF MEMBER	Issued	411	C	202.64
30573	19-Jun-2025	LOCAG001	LOCAL GOVERNMENT ADMINISTRATION	Issued	411	C	210.00
30574	19-Jun-2025	THEMA001	THE MAGIC AND MENTALISM OF DAVID	Issued	411	C	1131.90
30575	19-Jun-2025	TWIND001	TWIN D PLUMBING & HEATING LTD.	Issued	411	C	316.05
30576	19-Jun-2025	VERMI015	VERMILION VETERINARY CLINIC	Issued	411	C	15.00

Total Computer Paid : 239,246.40

Total EFT PAP : 139,634.47

Total Paid : 1,048,296.75

Total Manually Paid : 0.00

Total EFT File Transfer : 669,415.88

Police Review Commission

Goal:

Establish a new public agency under the Police Act for police complaints, investigations, and coordination of disciplinary hearings.

Timeline: December 2025

Status Report

Key accomplishments this period

Policy and Regulatory Development

- Work underway for the alternative dispute resolution processes and related policies.
- Met with Legislative Assembly Security Service and the Office of the Sergeant-at-Arms to discuss the expansion of ASIRT's mandate to include incidents involving peace officers and legislative security officers.

Engagement and Training

- Met with SafeRoads Alberta to understand adjudicator role and team structure, to help inform/reinforce options for the PRC's organizational design.
- Continued work on training development. Vendor provided first drafts of "Human Rights and Police Oversight" and "History of Policing in Canada" eLearning modules.
- Presented at the AFPA annual general meeting in Camrose.
- Lunch and learn with AACP membership regarding secondment opportunities with the PRC.
- Presented to Osgoode Law School on the impetus for and building of the PRC.
- Began production and customization of the PRC's Learning Management System (LMS).
- Presented at the Canadian Association of Law Libraries conference in Calgary.

Other

- Creative services vendor continues work on the PRC's visual identity.

Reporting Period: May 13 to June 4, 2025

Key activities planned next period

Policy and Regulatory Development

- Continue to build transition packages for police services and police commission.
- Continue development of the policy framework to support implementation of the PRC.
- Continue to define the PRC liaison function (within police services) and test with police services.

Operational Planning

- Case management system on track to be operational by July 2025 to support training.
- Explore business processes related to information transferring mechanisms from police services to the PRC.
- Recruitment for the Executive Director of Case Management and Resolution expected to begin during the next reporting period.
- Recruitment for other leadership and key positions will also start in the next period.

Engagement and Training

- Curriculum vendor continuing work on draft course content.
- Regular meeting of AAPG special purpose committee.
- Meeting with EPS on June 9 to discuss case management processes and PRC case management capabilities.
- Creative services vendor to begin development of PRC website while continuing visual identity work.

Other

- Indigenous liaison to start June 9.

Police Review Commission Milestones

Key Milestones

Reporting Period: May 13 to June 4, 2025

PRC Milestones	Anticipated Timeline*
Phase 1 recruitment for permanent PRC staff <ul style="list-style-type: none">Recruitment for Executive Director of Case Management and Resolution and other positions expected to begin in the next two weeks.	Early summer 2025
Case management system development	July 2025
Phase 2 recruitment for permanent PRC staff: Directors and key support positions	Late summer 2025
Updates to the Police Service Regulation Engagement, research and analysis is ongoing	By fall 2025
Policy manual Engagement, research and analysis is ongoing	Fall 2025
Phase 3 recruitment of PRC staff Recruitment will continue into 2026	Fall 2025
Edmonton and Calgary interim office occupancy	Fall 2025

AGENDA ITEM #10.1.

*Timelines are based on available information and may shift as more information becomes available. Changes will be communicated.

Police Review Commission Acronym Glossary

- AACP- Alberta Association of Chiefs of Police
- AAPG- Alberta Association of Police Governance
- ADM- Assistant Deputy Minister
- ADR- Alternative Dispute Resolution
- AFPA- Alberta Federation of Police Association
- ALERT- Alberta Law Enforcement Response Teams
- ASIRT- Alberta Serious Incident Response Team
- CCRC- Civilian Review and Complaints Commission
- CEO- Chief Executive Officer
- CPS- Calgary Police Service
- ED- Executive Director
- EPS- Edmonton Police Service
- GIS- Geographic Information System mapping
- GoA- Government of Alberta
- IIO- Independent Investigation Office
- IST- Investigative Services Team (section within LEO)
- LEO- Law Enforcement Oversight Branch (Branch within PSES)
- LERB- Law Enforcement Review Board
- Level 1: Serious and sensitive incidents (currently handled by ASIRT). This level will also apply to Alberta peace officers.
- Level 2: Statutory complaints (offences specified in an act of Parliament or of the legislature) but do not meet the definition of “serious and sensitive.”
- Level 3: Code of conduct complaints (currently code of conduct complaints as per the *Police Service Regulation*).
- Level 4: Unsatisfactory performance matters(to be logged by the PRC and returned to the police service of jurisdiction to manage).
- Level 5: Complaints regarding policy or services of a police service (to be logged by the PRC and returned to the police service of jurisdiction to manage).
- NPF- National Police Federation
- OAPSB- Ontario Association of Police Services Boards
- OIPRD- Office of the Independent Police Review Director (Ontario)
- OPCC- Office of the Police Complaint Commissioner
- PRC- Police Review Commission
- PS- Program Services (type of classification band within GoA)
- PSC- Public Service Commission
- PSD- Public Security Division
- PSES- Public Safety and Emergency Services Minister
- PSIO- Alberta Provincial Security and Intelligence Office
- SME- Subject matter expert
- SSII- Strategy, Support and Integrated Initiatives (Division within PSES)
- SIU- Special Investigations Unit (Ontario)
- T&I- Ministry of Technology and Innovation

June 4, 2025

Dear MLA Garth Rowsell
5008a – 50 Ave.
Vermilion, AB
T9X 1A3

I am writing to inform you of an important shift in the focus of the Vermilion River Regional Alliance (VRRRA).

The VRRRA has historically focused on tourism development and other promotion initiatives within the region. After discussions with our members at the January 16, 2025 meeting, the Vermilion River Regional Alliance will change the focus from tourism or economic development initiatives to advocacy. The alliance discussed that our administration teams and other third-party organizations are already focusing on these initiatives.

The focus of the Vermilion River Regional Alliance will evolve to prioritize regional advocacy and the alignment of key municipal concerns. This change will allow the VRRRA to more effectively address shared challenges and opportunities while advocating for initiatives that support the growth of our region as a whole.

In light of this new direction, at the April 3, 2025 meeting, the VRRRA decided to collaborate and share ideas on areas of importance in the region to focus on. These priorities included transportation, housing, health, emergency services, and education.

At our April 3, 2025 meeting, VRRRA members came together to identify the following shared priority areas:

- **Transportation:** We are calling for improvements at the intersection of Highway 16 and 897 to enhance safety and address increasing traffic volumes.
- **Housing:** The region is experiencing growing demand for both senior housing and services that address homelessness.
- **Health:** Urgent investments are needed to address the aging infrastructure of the Vermilion and Lloydminster hospitals and to improve access to essential health services throughout the region.
- **Emergency Services:** We face serious challenges with ambulance response times, RCMP recruitment and retention, and staffing shortages in fire services.
- **Education:** More robust funding is required to sustain and expand educational programs and student services in our schools.

The VRRRA has appreciated your efforts to continue to work and advocate for our region. We respectfully ask for your support in championing these priorities within the Legislature and with the relevant ministries. Your voice can help elevate these concerns, secure much-needed resources, and ensure that the unique challenges faced by rural communities like ours are not overlooked.

We would welcome the opportunity to meet with you at the June 19, 2025, meeting at the Mannville Golf course from 5:30 – 7:00 pm to further discuss these priorities and explore how we can work together to advance them. Thank you for your ongoing service and commitment to the people of our region.

Thank you for your time and consideration. We are excited to continue working together to make meaningful strides in advocating for our region's needs.

Sincerely,



Clinton Murray
Chair of Vermilion River Regional Alliance

cc: County of Vermilion River
cc: Lakeland College
cc: Village of Kitscoty
cc: Village of Mannville
cc: Village of Marwayne
cc: Village of Paradise Valley
cc: Town of Vermilion
cc: City of Lloydminster

Office of the Minister
229 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
Canada
www.alberta.ca/technology-and-innovation.aspx

Memorandum

From: Honourable Nate Glubish
Minister of Technology and Innovation
229 Legislature Building

Our File Reference: AR13046

Your File Reference:

To: All Public Bodies

Date: June 12, 2025

Telephone: 780-644-8830

Subject: **Proclamation of the Protection of Privacy Act and Regulations**

On June 11, 2025, the *Protection of Privacy Act* (POPA) and its regulations were proclaimed, and the *Freedom of Information and Protection of Privacy Act* was repealed.

POPA modernizes Alberta's public sector privacy law with the strongest privacy protections and strictest penalties. POPA also introduces requirements for privacy management programs, privacy incident reporting, and privacy impact assessments in prescribed circumstances, as well as new rules for data matching and the creation and sharing of non-personal data.

There are two Protection of Privacy Regulations that establish administrative and procedural requirements:

- The Protection of Privacy Regulation, authorized by the Lieutenant Governor in Council, includes provisions pertaining to defining terms not already defined in POPA and respecting any other matter the Lieutenant Governor in Council considers necessary.
- The Protection of Privacy (Ministerial) Regulation, under the authority of the Minister of Technology and Innovation, includes provisions pertaining, but not limited, to requirements for Privacy Incident Reporting, Privacy Impact Assessments, and Privacy Management Programs.

The POPA and its regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

.../2

To support a smooth transition for your organizations and Albertans with the implementation of the act and regulations, Technology and Innovation has created a new Protection of Privacy Act website at alberta.ca/protection-of-privacy-act. It contains resources such as a POPA Guide, fact sheets, and eCourses for both public bodies and Albertans.

The Government of Alberta will also be hosting townhalls later this summer regarding the new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely,



Honourable Nate Glubish
Minister of Technology and Innovation

Memorandum

From: Dale Nally
Minister of Service Alberta and Red
Tape Reduction
103 Legislature Building

Our File Reference: 50402

Your File Reference:

Date: June 12, 2025

To: Public Bodies

Telephone: 780-422-6880

Subject: Proclamation of the Access to Information Act and Regulations

The *Access to Information Act* (ATIA) was proclaimed on June 11, 2025, along with its regulations. With the proclamation of the ATIA and its regulations, the *Freedom of Information and Protection of Privacy* (FOIP) Act has officially been repealed.

There are two regulations that establish the administrative and procedural requirements of the ATIA:

- Access to Information Regulation, authorized by the Lieutenant Governor in Council, which integrates access to information related provisions from the FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.
- Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a “public body” and need to be explicitly designated (i.e., by name) as a public body in this regulation.

The ATIA and its regulations incorporate both existing provisions that were in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

To support public bodies and Albertans with the implementation of the new ATIA and regulations, Service Alberta and Red Tape Reduction has created an ATIA website at <https://alberta.ca/access-to-information-act>, which contains resources such as fact sheets, an ATIA Guide, and eCourses, as well as other resource materials regarding transitioning from the FOIP Act to the ATIA.

The Government of Alberta will also be hosting townhalls later this summer regarding this new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely

A black rectangular redaction box covering the signature of the Minister.

Honourable Dale Nally
Minister of Service Alberta and Red Tape Reduction



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

June 13, 2025

Vermilion Agricultural Society
Box 3565
Vermilion AB T9X 2B5

To whom this may concern,

Re: Letter of Support to host the Canadian High School Rodeo Finals

The Town of Vermilion is pleased to offer our support for the Vermilion Agricultural Society's application to host the 2026 Canadian High School Rodeo Finals.

Every year since it's formation in 1906, the Vermilion Agricultural Society has hosted an annual fair. The fair includes a parade, trade show, animal judging, pony chuck wagons and chariot races, entertainment, tractor pulls, lawn mower racing and agricultural/horticultural displays. Every year, several thousand exhibitors showcase their talents in a friendly and competitive spirit. As a small rural community with a history of hosting large-scale events, the Vermilion Agricultural Society is equipped with the infrastructure and the volunteers to make this event a great success.

Providing youth with the opportunity to compete in rodeo while simultaneously developing their leadership and mentorship skills is admirable and we could not be more eager to encourage this initiative. Ultimately, it is by working together for events such as these that we can mutually benefit from the use of our community facilities, provide access to sports and recreation, and improve the overall quality of life for rural Albertans. We wish you every success in the application process and look forward to seeing the impact of hosting the 2026 Canadian High School Rodeo Finals has on the Town of Vermilion and surrounding area.

Sincerely,



Joshua Rayment
Deputy Mayor

VERMILION & DISTRICT HOUSING FOUNDATION
REGULAR BOARD MEETING MINUTES
April 24, 2025

Board Representatives:

Stacey Hryciuk	Chair	Present	Councillor, County of Vermilion River
Robert Snow	Vice-Chair	Present	Councillor, Town of Vermilion
Marty Baker	Director	Absent	Reeve, County of Vermilion River
Joshua Rayment	Director	Present	Deputy Mayor, Town of Vermilion
Kimberly Thompson	Director	Present	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Marcel Berard	Director	Present	Public Member

Administration:

Brittany Bratrud	CAO	Present
Sasha Savic	CFO	Present

1. Call to Order

Chair Stacey Hryciuk called the meeting to order at 4:00 PM

1.1 Additions to Agenda – None

2. Acceptance of the Agenda –

Motion 2025-004-01

Vice-Chair Rob Snow moved to accept the Meeting agenda.

CARRIED

3. Adoption of Minutes -

3.1 Regular Board Meeting March 27, 2025

Motion 2025-004-02

Director Barb Sjoquist moved to approve the March 27, 2025, Board Meeting Minutes as presented.

CARRIED

4. Disbursement Listing -

4.1 March 2025 Disbursements Listing for Information – Motion Required

Motion 2025-004-03

Vice-Chair Rob Snow moved to approve March 2025 Disbursement Listing as presented.

CARRIED

5. Financial Statements -

5.1 March 2025 Review – Motion Required

Motion 2025-004-04

Director Josh Rayment moved to approve March 2025 Review Financial Statements as presented.

CARRIED

6. Correspondence -

6.1 DSL4 Family Note – Reviewed and Accepted as Information

6.2 B&B Rate Increase – Reviewed and Accepted as Information

7. Old Business – Actioned

7.1 Apply for line of Credit – Discussed and Accepted as Information

8. New Business -

8.1 DORF Letter from Ministry– Reviewed and Accepted as Information

8.2 Admin Report AR-58-2025 Underage Tenant Approval – Motion Required

Motion 2025-004-05

Director Kim Thompson moved to approve the underage tenant as suggested on Admin Report provided.

CARRIED

8.3 Admin Report AR-59-2025 Community Housing Rent Caps - Motion Required

Motion 2025-004-06

Director Josh Rayment moved to approve that the Community Housing Rent Caps be removed as outlined in the Administrative Report, and that rental rates for Community Housing be based on 30 percent of household income, effective August 1, 2025.

CARRIED

8.4 Admin report AR-60-2025 Underage Tenant Approval – Motion Required

Motion 2025-004-07

Director Josh Rayment moved to approve that edits be made to the Administrative Report and that the revised report be brought back to the May 2025 meeting for further discussion.

CARRIED

9. Incident Report – N/A

10. CAO Report – For Information – Motion Required

Motion 2025-004-08

Director Kim Thompson moved to accept the CAO Report for information.

CARRIED

11. AGM – May 29th, 2025 @ 2 PM in Vermilion Valley Lodge Recreation Room

Date of AGM is scheduled for May 29, 2025 @ 2:00 PM in Recreation Room at Vermilion Valley Lodge.

12. Date of Next Meeting – May 29th, 2025 @ 4PM in Vermilion Valley Lodge Rotary Room

Motion 2025-004-09

Director Josh Rayment moved to reschedule the Annual General Meeting and Regular Board Meeting from the fourth Thursday of the month to the fifth Thursday of the month for May, 2025.

CARRIED

13. Closed Session –

Motion 2025-004-10

Vice-Chair Rob Snow moved to go into closed session at 5:25 PM

CARRIED

13.1 Board – Privileged Information (Section 17, FOIP)

13.2 CAO – Privileged Information (Section 17, FOIP)

Motion 2025-004-011

Vice Chair Rob Snow moved to return to Open Session at 5:50 PM

CARRIED

14. Adjournment -

Chair Stacey Hryciuk adjourned the meeting at 5:50 PM


Stacey Hryciuk
Board Chairman


Brittany Bratrud
Chief Administrative Officer



Vermilion & District Chamber of Commerce

Board Meeting Minutes

Date: May 5, 2025

Time: 5:30 pm

Location: Chamber Office

Board Attendance: Miranda Lychak (President), Amber Skolarchuk (Vice President), Sherry Martin (Director), Kim Shimko (2nd Vice President, Mackenzie McIntyre (Secretary), Rob Snow (Town Representative)

Regrets: Heather Millan (Director), Aaron Knopp (Treasurer), Jason Stelmaschuk (County Representative), Jean Murie (Director), Sandra Stone (Scotiabank)

Staff Attendance: Karen Hughes

Guest Attendance: Justin Reid, Shannon Harrower (left at 6:30pm)

Call to Order: 5:36pm

Additions/Approval of the Agenda: Rob approves the agenda as presented.

Acceptance of Previous Minutes: (April 2025) Kim motions to approve the previous minutes.

President Report:

- Tried to work with Stuart (Library) for a candidate forum..
- Found training for Karen through the library for programs through LinkedIn.
- Back and forth with entertainment for the Christmas Party.
- Huge thanks to Justin & Leis for getting the chamber sign up.
- Christmas tender ad out for Caterer and Liquor Supply.
- Webbs Day (Aaron Dyck and Karen attended).
- James McLaughlin at Lakeland College, partner to represent Beckie Scott visit. Beckie Scott had to cancel because of a previous commitment.
- Documents all signed at the VCU for new signing authorities.



- Approved Golf Tournament flyers.
- Arranged a table for Mike Hall Day.
- Attended Zayn's Diner Ribbon Cutting.
- Re-arranged the office along with the Towns input.
- Next Meet & Eat is being prepared.
- New Fuser for printer needed.
- Local gift card swiper not working.
- Golf ads being prepared for Radio. Also send out mailers and email all our contacts.

Executive Director Report:

- Distributed golf tournament flyers as well as Mike Hall Day flyers to members.
- Attended Webbs Machinery Days with Aaron Dyck. Chatted with a few farmers, handed out a few membership packages. We were there for about 3 hours.
- Still searching for Christmas Party entertainment.
- Sent out vendor requests for caterers and liquor for the Christmas party.

Chamber Business:

- Nomination of new board member Justin Reid. Mackenzie nominates, motion carried by board, board accepts. Justin accepts.
- Amber motions to repeal all prior bylaws, Rob seconds. Motion carried.
- Sherry motions to approve amendments to our bylaws, Kim approves. Motion carried.
- Kim motions to lower golf tournament prices to \$350 for a team of 4 and \$200 for a team of 2. Mackenzie seconds. Motion carried.



New Business:

- Board would like to pursue different entertainment for the Christmas Party. PayDay entertainment isn't what they had in mind. Possibly an Impersonator?
- Fuser for the office printer. Shannon Harrower will have Gregg (IT for the town) come and take a look at the problem and see if they can replace it.
- Review current bylaws - Are non-members allowed to be part of council?
- Justin suggests a poker rally for the golf tournament. The board approves. The board decides on all Dads attending the tournament to get a complimentary poker hand.
- Adjust golf tournament posts and flyers and re-post.
- Create new business cards aimed at Farmers. Possibly put at front counters at AG locations? Consult with Aaron Dyck about this as well as getting a testimonial from a farmer.

Discussion:

- Sherry discussed texting about upcoming board meetings. Disruptive at her work place. The board helped her figure out how to turn off notifications in her phone.

Meeting Adjourned at: 8:26 pm





2024-2025 Wins

**BUSINESS
LOANS**

JOBS

IMPACT

Success
IS THE SUM
OF SMALL EFFORTS REPEATED
DAY IN AND DAY OUT



VISION: CFLR is a forward-thinking change agent that enhances partnerships, economic growth and makes business dreams happen.

MISSION: We provide regional entrepreneurs with accessible business development capital and grow communities one idea at a time.



Greetings from our Chairperson – Olen Hillaby:

I would like to thank all the Board members and our staff team for their dedication to Community Futures over the last year. Thank you to all of our partners, clients, and communities for the outstanding work you do to grow our region in so many different ways. Thank you to our Board members for your insights and engagement, I know we all have enjoyed working together. We all have benefited from each other's knowledge and experience to grow our communities. I look forward to getting to see more of everyone in person and continuing to achieve great things over the next year. Congratulations to Tim Sawarin for receiving the CFNA Volunteer of the Year Award this past year! Tim has served our organization for nearly 25 years and his dedication is truly inspirational! Thanks for all you have done and continue to contribute to our success.

Olen Hillaby

Greetings from our General Manager – Corinne McGirr:

Partnerships and a continued focus on meeting our clients' needs were key priorities this past year. We introduced several new services and programs such as the Expert On Demand, the Downtown Launchpad, the Business Security Summit, and embracing our collaboration with Startup Lloydminster. Our clients continue to thrive and pivot as they find new markets, new offerings, and new processes to improve their operations. Our communities are hard at work creating welcoming ecosystems for businesses. Thank you to all our community and business partners for supporting local entrepreneurs and local projects that lay the foundation for community economic development. Thank you to our team for going above and beyond for all our clients. Sharon's expertise and passion for seeing small business succeed is unmatched and making a true difference for our clients. Thanks to Reagan for taking on events and bringing your enthusiasm everyday. Additionally, a big appreciation for our Board of Directors for their continued leadership and guidance as we strive to improve as an organization serving our region.

Corinne McGirr

We acknowledge that the rich and nourishing lands that we gather and do business on today are the ancestral home of the Cree, Dene, Nakota, Saulteaux, and Ojibwe First Nations within what we now call Treaty Six Territory, and the Homeland of the Metis. We commit to meaningful consultation and building respectful relationships to develop a shared vision for economic development and prosperity in our community. Together, we can ensure that all people have equitable access to education, training, and opportunities to develop entrepreneurial capacity and achieve their full potential.

BUSINESS LENDING

We continue to focus on smaller loans to more businesses, as well as lending to support women, youth, BIPOC, indigenous, and entrepreneurs with disabilities.



BUSINESS LOANS (April 2024 – March 31, 2025)

LOANS	VALUE	TYPES	LOCATION
<ul style="list-style-type: none">• 14 loans• 12 businesses• 8 of these were Women owned	<ul style="list-style-type: none">• \$589,000 with \$444,000 leveraged investment from clients	<ul style="list-style-type: none">• Start-ups x 4• Expansion x 8• Storefronts x 6	<ul style="list-style-type: none">• Lloyd - 8• Vermilion- 3• Rural - 1

177 clients served

6
Entrepreneurs
with Disabilities

419 Training
Participants

46
Women

6
Indigenous

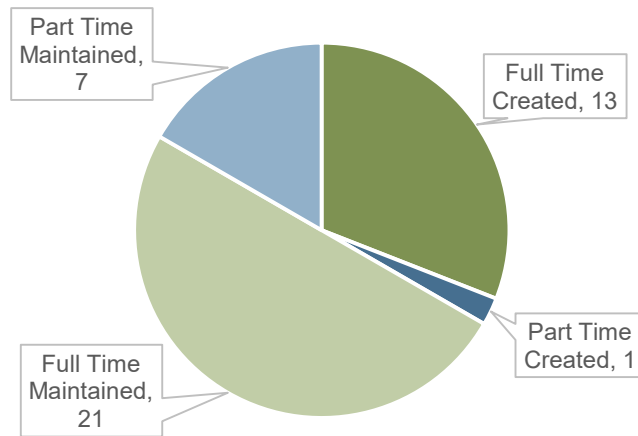
12
Youth

A key function we provide is one-to-one advice and support to entrepreneurs. We delivered business coaching, advisory services and/or loans 155 times over the past year (a slight decrease from previous year). We had 74 Businesses Created, Maintained, or Expanded through these services.

JOBS

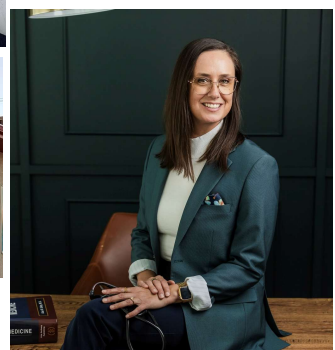
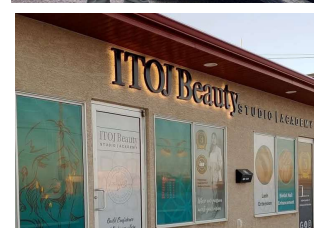
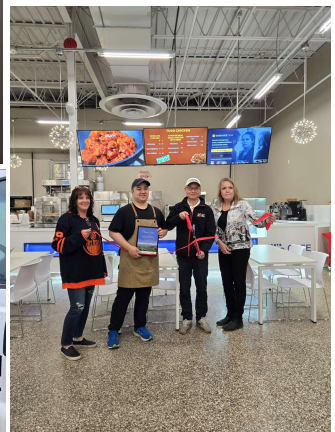
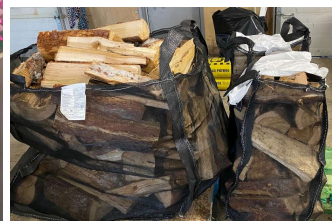
Maintained and/or Created

A key metric we monitor are the jobs being maintained and/or created through lending activity. This past year saw 42 jobs impacted by our lending efforts!



SECTORS & INDUSTRIES

Community Futures supports all sectors, all industries, and all types of businesses. A key Strategic Goal for our organization is the economic empowerment of women entrepreneurs and we had many opportunities to support and assist.



EVERYDAY IMPACT

Our team strives to provide outstanding service and supports to our clients and community partners, but more importantly to nurture trusting relationships with them. We understand that every day is not all sunshine and cheer for entrepreneurs and they need to trust us in those times of gloom and challenge so that we can help in the best way we can. Statistics show that businesses that connect with Community Futures for assistance have a 16% higher rate of 5 year survival than businesses that do not seek us out and that they also see a 5% faster employment growth rate. This data shows that we generate positive community impact and assist in creating stronger businesses. This can only happen when we have great relationships and an amazing team of dedicated experts who contribute daily.

ECONOMIC WINS:

We have several clients who have surpassed their financial goals in the past year including two who reached more than 720K and 1.2 Million dollars in revenue for the year!

Another client expanded her retail sales market into British Columbia!

One client saw more than 5,300 client appointments in her first year of operations!

BUSINESS WINS:

Entrepreneurs can't do it alone and we were excited to work with four partner and family units as they started or expanded their businesses this year.

We worked with 4 clients who exceeded expectations and paid off loans in 2024!

Our youth and BIPOC entrepreneurs continue to impress us with their passion, creative problem solving, and willingness to take calculated risks. They are building businesses that will support their dreams, their growing families, and the community.

It was great to work with the City of Lloydminster Downtown Façade improvement to help one retailer upgrade their store façade and install beautiful lighting.

PROJECTS & SERVICES

We are proud to be a partner on a wide variety of community projects that aim to connect entrepreneurs, build community capacity, and support regional growth.

- Digifutures.ca
- Business Walks
- LaunchPad Downtown Incubator
- Capital Growth Initiative
- Smarter Small Business
- Downtown Façade Improvements
- Saskatchewan Summer Games 2024
- Newcomers Mentorship
- Think Lloyd First
- Strategic Planning for community organizations
- Lemonade Day
- Entrepreneurs with Disabilities
- Social Media programs
- Northern Alberta Food Marketers Association & Connect for Food
- Economic Summit
- HOT 6
- Business coaching, mentoring, and advising
- Supports for business training

STRATEGIC TAPESTRY

How is our Progress?

Our 2021-2024 Strategic Plan saw measurable success against our targets and positive results for the long-term sustainability of our organization.



A new strategic plan is ready for 2025 with these primary goals in mind:

- **KNIT** a strong entrepreneurial ecosystem where businesses can thrive

<i>WEAVE opportunities for entrepreneurs to connect & network</i>	<i>SEWING together solutions for small business</i>	<i>FABRICATE awareness of Community Futures</i>
---	---	---

- **TAILOR** programs and supports to mend the gaps in the economic empowerment of underrepresented entrepreneurs

<i>STITCH equity into entrepreneurship with inclusive services to underrepresented entrepreneurs</i>	<i>INTERLACE resources for greater impact</i>
--	---

- **STITCH** capital and entrepreneurs together

<i>PRODUCE creative and accessible loan programs</i>	<i>REINFORCE relationship development with funding sources</i>
--	--

- **THREAD** ideas into communities through business, projects, and collaboration

<i>SEW the pieces together and be involved</i>
--



Thank you to Prairies Economic Development Canada for your continued support and dedication to rural entrepreneurs!

With the support of:
Prairies Economic
Development Canada

Canada
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ANNUAL REPORT

April 1, 2024 - March 31, 2025





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09	Our Clients



BOARD CHAIR MESSAGE



A very WARM welcome to all of you today – our Community partners, Board Members, New Board Members, Mentors, our Executive Director & Staff. It is a privilege to address you today as the staunchest supporters of the entrepreneurial ecosystem & business community here within the City of Lloydminster and the surrounding economic region. Last year in my message I used a phrase we are all familiar with – that being “it takes a village” in reference to the range of resources and supports required to assist businesses on their journey from idea incubation through the many stages of growth and change to mature and sustainable entities. I thought 2 years ago was perhaps a more particularly difficult phase however it seems that this last year was just as challenging with an intensity and heaviness brought on by many political and economic risk factors. The Business Environment continues to be challenging in many ways, however, we are very pleased with the many new clients coming through the door who see opportunity ahead.

At Startup, we are closing in on year 3 of our 3-year Strategic Plan. The last year in particular, we continued our internal retooling and refinement within the structure of our new management model implemented January 2024. Our ED & staff have made tremendous strides in reviewing and streamlining all aspects on the operational side of the organization. This investment of time has resulted in Startup operating more efficiently and effectively at a sustainable level from both a human and financial resource perspective. We plan to revisit our Strategic Plan in 2026 after Alberta Innovates completes their organizational restructuring.

As a result of the in-depth streamlining process above, we took the opportunity to review every activity, program, event or project from the lense of our Core Business – Delivery of Business Support Services – while maximizing our resource utilization. Afterall, that is truly what we do best and those activities generate our best returns within the entrepreneurial ecosystem and business community. We also had some great fun doing a deep dive into our customer profiles. With that clarity, our customer advertising and communication efforts are already adjusting to target clients more efficiently and effectively.

Amidst all of that, our Startup Lloydminster crew has quietly become known for their expertise in the tech and AI fields delivering workshops within Lloydminster and across the Region. They are demonstrating great leadership within the Regional Innovation Network across all of Alberta. We are thrilled for their success and look forward to what is next!

I would specifically like to welcome 2 new Board Members to the Startup organization. They are here today, Don Shaw and Sharon Dekoning. I would also like to recognize our new City Council Rep Michele Charles Gustafson who joined us last December on the Board.

I want to take this opportunity to express our deep appreciation to our departing Board Members Evan Stephens, Kirby Whitlock and Jonathan Torresan (City Council rep.). To our current ED Corinne, staff Holly, Matt, and Reagan, & our current Board of Directors. Each of you are blessed with incredible gifts and talents that reflect the values of our organization. As I said last year, the honest, open, thought-provoking conversations had on a daily basis with clients, at workshops, at Board Meetings, with each other and our Community Partners is truly inspiring as they promote the open engagement that is imperative to bring the best of ideas from all who we engage with. Thank you for sharing your gifts and talents and for your passionate support of business in our community.

Michelle Benning



BOARD OF DIRECTORS



Michelle Benning

Board Chair



Sydney Payne

Vice Chair



Donna Schellenberg



Kirby Whitlock



Joem Weinkauff



Karla Whiting



Evan Stephens

Treasurer



Kara Johnston



**Michele Charles
Gustafson**



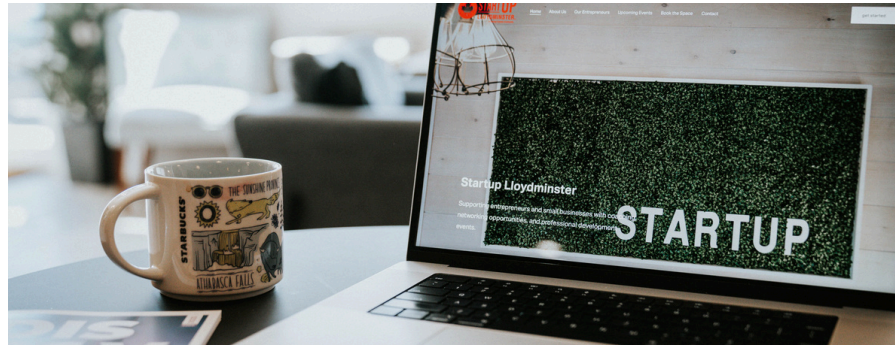
Kim Capiral



AJ Mokolky

ABOUT

Startup Lloydminster



Startup Lloydminster is a dynamic and innovative entrepreneurial hub located in the heart of Lloydminster, a vibrant city that straddles the Alberta and Saskatchewan border. Our mission is to accelerate business to start, learn, grow, and thrive.

At Startup Lloydminster, we believe that entrepreneurship is a powerful driver of economic development and job creation. We are committed to nurturing a culture of innovation and collaboration, where aspiring entrepreneurs can turn their ideas into reality and existing businesses can scale and expand.

Our state-of-the-art facility offers a collaborative workspace, equipped with the latest technology and amenities to meet the diverse needs of our members. Whether you're a solo entrepreneur or a small team we have the perfect space for you to work, connect, and collaborate with like-minded individuals.

In addition to our physical space, we provide a range of comprehensive support services tailored to the unique needs of our clients. Our experienced team is dedicated to helping entrepreneurs navigate the challenges of starting and scaling a business. From business planning and strategy to marketing and funding, we offer expert guidance every step of the way.

One of the key pillars of Startup Lloydminster is our vibrant and inclusive community. We believe that the power of networking and building meaningful connections is crucial for the success of any business. Through regular events, workshops, and networking opportunities, we bring together entrepreneurs, investors, industry experts, and other stakeholders to create a thriving ecosystem where ideas can flourish and partnerships can be forged.

Whether you're just starting out or looking to take your business to the next level, Startup Lloydminster is the place to be. Join our community and unlock the full potential of your entrepreneurial journey. Together, we can shape the future of innovation, growth, and prosperity in Lloydminster and beyond.



STRATEGIC PLAN 2022 - 2025

VISION

We are a thriving, diverse and innovative entrepreneurial ecosystem.

MISSION

Accelerating business to start, learn, grow and thrive.

VALUES



COLLABORATION



DIVERSITY



CREATIVE



PEOPLE FIRST



VISIONARY



MENTORSHIP

STRATEGIC PILLARS & OBJECTIVES



GROWTH

Develop and implement an operational growth strategy to increase sustainable revenue streams



SERVICE DELIVERY

Enhance services and programming to support small businesses in the region.



COMMUNITY ENGAGEMENT

Strive to increase community and partner engagement by promoting collaboration, building relationships and supporting ecosystem initiatives.



FUTURE OF WORK

Seek pathways to utilize new technology, access innovative strategies and be a leader in pioneering “the future of work” for our team and those we serve.

EXECUTIVE DIRECTORS MESSAGE

Our entrepreneurial ecosystem is thriving and continues to show strength, resilience, and adaptability. The role we take in that stems from our focus on collaboration, support, and leading the way for our ecosystem to **START, LEARN, GROW & THRIVE**.

As you know, we have an expert team on our side that researches, guides, leads, mentor, and commits to serving our clients and our community. Thank you to Holly and Matt for your continued laser-focus on providing top-notch entrepreneurial guidance and support! When our clients succeed it is often a direct outcome from the commitment the team has for wanting small businesses to be the best they can be. Our ability to support clients in the world of innovation stems directly from our outstanding relationship with Kara and Alberta Innovates - thank you for all your technical expertise and wayfinding that you provide to us and our clients.

We appreciate the guidance of our trusted advisors at MNP and PSM Law for keeping us on a steady path. Finally - to our volunteer Board members who contribute hours and hours to the governance and strategic priorities of our organization - you are greatly appreciated!

We remain committed to providing services to any and all small businesses within our region. From training opportunities, networking events, and personalized business services - our team is here and ready to create long-term impacts. The outstanding partnership with the team at Community Futures continues to be an excellent opportunity to provide streamlined and responsive programs and services in our one-stop shop.

One final (very large) thank you to the City of Lloydminster for your ongoing support of our local entrepreneurs and small business community. We see the great work Council, Economic Development, Marketing, and Planning do to ensure that running a small business in Lloydminster is profitable, accessible, and in an investment-friendly environment. It is rewarding to be working alongside you for the enhancement of our entrepreneurial ecosystem.

Our team looks forward to some great new initiatives, collaborations, and partnerships in 2025-2026!

Corinne McGirr



BY THE #'S



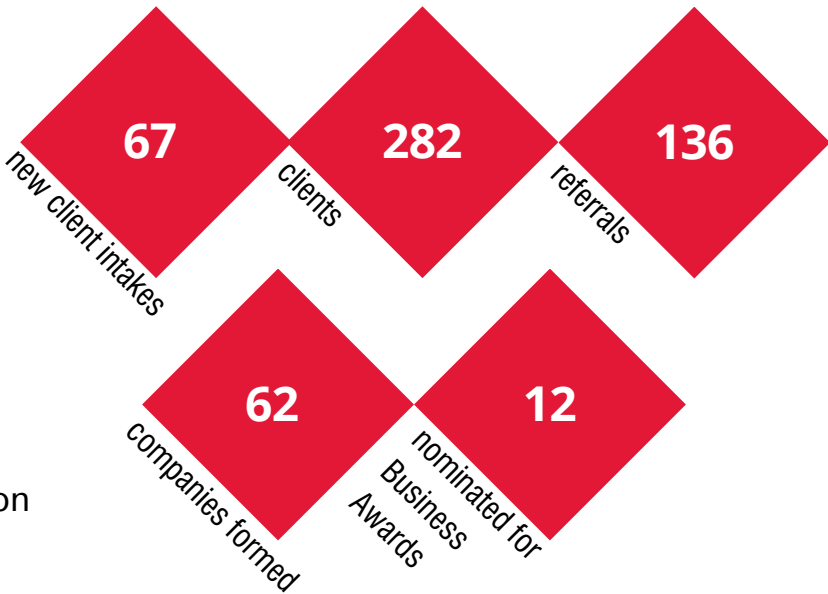
Corinne McGirr
Executive Director



Holly Andony
Business Advisor



Matt Peck
Director, Regional Innovation



It was another very busy year overall. We worked with clients in various different industries & sectors and at all stages of their business life cycle. They were seeking business advice, referrals, support, and a network where they can LEARN, GROW & THRIVE. We had clients ELEVATE their tech and innovation systems; get VOUCHERS and programming from Alberta Innovates, secure GRANTS for growth, and acquire FUNDING from partnering funders, banks, and other funding agencies. Within our region, we served 56 clients from 26 communities outside Lloydminster.

A critical service we provide is connecting entrepreneurs to established experts and mentors in our business ecosystem. Those mentors provide HOURS of support, guidance, and leadership to our clients in a variety of fields, topics, and industries. THANK YOU SO MUCH to all our MENTORS who continue to support the growth of small businesses in our region - the impact you are creating is massive!

EVENTS, PROGRAMS, TRAINING

Economic Summit	CTO Program	Lunch & Learns	Mentor Connections
Workshops - AI; Reels; Understanding Customers; Time		Management	Chamber Awards
Steamscapes	Power Up North	Calibrate	Rural RIN Pitch
Bear's Lair	Punk'ed Pitch	Business Walks	HOT 6
Small Business Week	LaunchPad Incubator	Expert on Demand	Women in Business



CLIENT SUCCESS STORIES



Northern Lights Welding, based in St Paul, have recently gone through a transition phase with Dorian and Julien Michaud taking over the business. The company was seeking ways to optimize their systems, clarify their service offerings, and explore new revenue streams to address quieter periods throughout the year. They are currently receiving support through our Chief Technology Officer program and a partnership with FindSolace, an Edmonton company that matches up fractional experts with companies looking for extra support. They have also benefited from mentorship provided by former Startup Lloydminster clients for business transition and engineering mentoring, along with a referral to One Vision Consulting for some sales and marketing mentoring. The experience helped them reassess their overall business direction and gave them tools to better align their operations with growth opportunities in the region.



CLS Consulting has been a long-standing presence in the immigration consulting space in Lloydminster. This year, through our Chief Technology Officer program, we supported Tara Shirliffe and her team in addressing their outdated internal software platform, which has been in use for over a decade. We connected CLS with Figure 8 Software to assess their system, and it was determined that a full rebuild would be more beneficial than upgrading the existing code. The CLS team are looking into moving forward with the development of a new platform that will not only improve internal operations but may eventually be offered as a commercial SaaS product to other immigration firms across Canada. It has been fantastic to work with an existing local company on upgrading their technology particularly seeing the impact this would have for CLS. Our partnership with Vince Dimanno has also been extremely valuable as a service provider in the technology space that is giving companies accurate and reliable information.



Circular Supply Inc is an innovative new venture working on the recycling and repair of used PPE equipment. The company is run by young entrepreneur Riley Dewan who is a Metis individual from Cold Lake. The company's unique product offering with environmental considerations stood out during the December 2024 Pitch Up competition, where they were selected as the winner among eight Regional Innovation Network finalists from across Alberta. The RIN has supported Circular Supply through pitch coaching and business development guidance since June of 2024 and played a significant role in the development of his business plan. We're excited to continue helping this promising company scale its operations and expand its environmental impact.

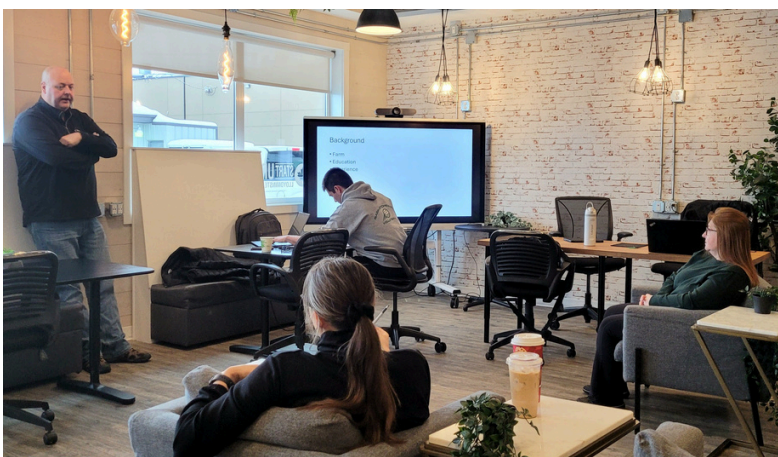
START

LEARN

GROW

THRIVE

AGENDA ITEM #10.9.





Meeting Minutes
Regular Council Meeting

May 6, 2025, 9:00 AM
Council Chambers/VIA ZOOM Webinar
4912 50 Ave
Kitscoty, Alberta, Canada

Attendance

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

Staff Present

CAO Alan Parkin
Executive Assistant Susan Hodges Marlowe
Public Works General Manager Ben McPhee
ACAO Hannah Musterer
Director of Protective Services Kirk Hughes
Director of Corporate Services Viren Tailor
Director of Natural Gas Utility Louis Genest
Finance Manager Natasha Wobeser
Financial Analyst Nancy Fleming
Development Authority Officer Michelle Harvey
Human Resources Administrator Andrea Wilkinson
Tax and Assessment Administrator Alyssa Irvine
Public Works Administrative Lead Jennifer Robertson
Planning and Community Services Administrative Assistant
Andrea Neufeld
Public Works Administrative Assistant Karri Shurnaik

Public Works Administrative Assistant Holli Harty

1. CALL TO ORDER

Reeve M. Baker called the May 6, 2025 Regular Council Meeting to order at 9:00 AM with all members in attendance.

This meeting was open to the public in person or via ZOOM webinar registration with nine members of the public registered to attend: Municipal Planning Services representative Jane Dauphinee, Lorne Jesse, Mike Sidoryk, Christian Apostolovski, Miranda Sharp, Andy Veil and Francey Repp all entered the meeting at 9:00 AM. Deanna Franklin entered the meeting at 9:20 AM and Tamala Melnechenko and Christina Delaney registered but did not attend via Zoom webinar.

Entering the meeting were as follows: Nat Clayton, JaJah Clayton, Kat Clayton, Rosemary Clayton, Erica Ockerman, Deanna Block, Val Richards, Terri Byrt, Angel Wich, Katrina Lycett, Ian McCormack, Anna Lury, Maurice Clarke, Ron Johnson, Norm Dallyn, Chad Dallyn, Crues Cissel, Marilyn Ryall, Anders Hedberg, Kathy Sharp, Sandra Kneen, Dallon Byrt, Vanessa Pare, Lanee Pare, Don Blanchette, Linda Kappel, David Braun, William Braun, Lorellie Kechum and Bryan Brimwood.

2. OPENING INSPIRATION - COUNCILLOR STACEY HRYCIUK

Councillor Stacey Hryciuk provided an opening inspiration to the May 6, 2025 Regular Council Meeting.

3. ADDITIONS TO AGENDA

CLOSES SESSION – DISCLOSURE HARMFUL TO PERSONAL PRIVACY – PERSONNEL – FIOP SECTION 17(1)

4. ADOPTION OF AGENDA

Motion Number: 2025-05-01

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the May 6, 2025 Regular Council Meeting Agenda as presented.

CARRIED

5. ADOPTION OF MINUTES

5.a REGULAR MEETING OF COUNCIL - APRIL 22, 2025

Motion Number: 2025-05-02

Moved by Councillor J. Stelmaschuk

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

CARRIED

6. BUSINESS ARISING OUT OF PRIOR MEETINGS

6.a MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW PUBLIC HEARING SUMMARY – MOTION REQUIRED

Motion Number: 2025-05-03

Moved by Councillor D. Swyripa

THAT the County of Vermilion River receive the Public Engagement Summary from the April 22, 2025 Public Hearings for the Municipal Development Plan (Bylaw 25-06) and Land Use Bylaw (Bylaw 25-05) as information with amendment to reflect attendance was similar in both Land Use Bylaw and Municipal Development Plan Public Hearings.

CARRIED

Motion Number: 2025-05-04

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the date of June 11, 2025 for a follow-up Public Engagement regarding the proposed Municipal Development Plan (Bylaw 25-06) and Land Use Bylaw (Bylaw 25-05) at the Kitscoty Community Hall at 7:00 PM.

CARRIED

Information Technologist Jaime Petty, Planning and Community Services Administrative Assistant Brooklyn Trefanenko and Community Development/FCSS Candice McLean entered the meeting at 9:13 AM.

6.b SUBDIVISION PROCESS - LAND USE BYLAW SUBMISSION – LINDA KAPPEL

Motion Number: 2025-05-05

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the Subdivision Process - Land Use Bylaw Submissions from Linda Kappel as information.

CARRIED

Director L. Genest left at 9:29 AM.

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. COUNCIL MEETING AND EVENTS CALENDARS AND ACTION TRACKER

Motion Number: 2025-05-06

Moved by: Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Council Meeting and Events Calendars and Council Action Tracker as amended to include Lea Park Rodeo and sponsor event.

CARRIED

2. Request for Information

Councillor S. Hryciuk left the meeting at 9:27 AM and returned to the meeting at 9:29 AM.

7.b FINANCE

1. AWARD OF REQUEST FOR PROPOSAL (RFP) FOR PROPERTY ASSESSMENT SERVICES - MOTION REQUIRED

Motion Number: 2025-05-07

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River proceed with finalizing and awarding the Property Assessment Services contract to **Municipal Property Consultants (2009) Ltd.** for an initial three-year term, with an option for a two-year extension, and that the Chief Administrative Officer and the Reeve be authorized to execute the agreement on behalf of the County, in accordance with the terms outlined in the County of Vermilion River's RFP advertisement.

CARRIED

2. VERMILION PHYSICIAN RECRUITMENT AND RETENTION

Motion Number: 2025-05-08

Moved by Councillor G. Kuneff

THAT the County of Vermilion River rescind Motion Number 2025-04-25, THAT the County of Vermilion River approve the amount of \$15,000.00 flat funding to the Vermilion Physician Recruitment and Retention Committee from the Health Reserve.

Motion Number: 2025-05-09

Moved by Councillor D. Swyripa

THAT the County of Vermilion River approve the amount of \$15,000.00 flat funding to the Vermilion Physician Recruitment and Retention Committee from General Municipal Taxes.

CARRIED

3. Request for Information

7.c PUBLIC WORKS AND UTILITIES

1. OFFICE CLOSURE FOR STAFF SAFETY BBQ ON JUNE 10, 2025

Motion Number: 2025-05-10

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the closure of the County of Vermilion River offices during the hours of 12:00 PM to 3:00 PM on June 10, 2025 in order for staff to attend the safety BBQ and Safety Awards presentations.

CARRIED

2. CONCERN TRACKER REPORT

Motion Number: 2025-05-11

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Current Concern Tracker Report from April 16, 2025, to April 29, 2025, and a report of the Active and In-Progress Concern Tracker Report up to April 15, 2025, for information.

CARRIED

Director L. Genest returned to the meeting at 9:38 AM.

3. Request for Information

7.d NATURAL GAS UTILITY

1. SALE OF TIME-FILL CNG REFUELING COMPRESSORS AND ACCESSORIES – MOTION REQUIRED

Motion Number: 2025-05-12

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River sell the Coltri MCH14 time-fill CNG refueling compressors and accessories to Xtreme Oilfield Technology for a price of \$25,000.00 plus expenses incurred in delivery and setup.

CARRIED

2. Request for Information

7.e AGRICULTURE AND ENVIRONMENT

1. 2025 APPOINTMENT OF AGRICULTURE FIELDMAN

Motion Number: 2025-05-13

Moved by Councillor C. Murray

THAT the County of Vermilion River appoint Assistant Chief Administrative Officer Hannah Musterer as the Agriculture Fieldman for 2025.

CARRIED

2. 2025 APPOINTMENT OF WEED INSPECTORS, PEST INSPECTORS AND SOIL CONSERVATION OFFICERS

Motion Number: 2025-05-14

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River appoint Assistant Chief Administrative Officer Hannah Musterer, Kendall Leuschen, Amelle Tizzard, Grady Konschuh and Keara Cramer as Weed Inspectors for the County of Vermilion River for 2025.

CARRIED

Motion Number: 2025-05-15

Moved by Councillor G. Kuneff

THAT the County of Vermilion River appoint Assistant Chief Administrative Officer Hannah Musterer, Kendall Leuschen, Amelle Tizzard, Grady Konschuh and Keara Cramer as Pest Inspectors for the County of Vermilion River for 2025.

CARRIED

Motion Number: 2025-05-16

Moved by Councillor D. Swyripa

THAT the County of Vermilion River appoint Assistant Chief Administrative Officer Hannah Musterer, Chris Elder and Kendall Leuschen as Soil Conservation Officers for the County of Vermilion River for 2025.

CARRIED

3. 2025 ROADSIDE MOWING PROGRAM

Motion Number: 2025-05-17

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accepts the proposed 2025 Mowing Program Map as information.

CARRIED

Motion Number: 2025-05-18

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River approves an additional 17 miles of roadside mowing along the access roads to subdivisions for the 2025 Mowing Program.

CARRIED

4. Request for Information

A. Neufeld, Deanna Franklin and France Repp left the meeting at 10:18 AM.

Recess – THAT the County of Vermilion River Regular Meeting of Council recess at 10:18 AM and reconvened at 10:30 AM with all members in attendance.

7.f PROTECTIVE SERVICES

1. Request for Information

7.g PLANNING AND COMMUNITY SERVICES

1. KITSCOTY COMMUNITY TRACK AREA REHABILITATION AND ENHANCEMENT PROJECT – MOTION REQUIRED

Motion Number: 2025-05-19

Moved by Councillor D. Swyripa

THAT the County of Vermilion River approve the Kitscoty Community Track Area Rehabilitation and Enhancement Project funding request for 400 yards of ¾” crushed gravel and 400 yards of E-sand/reject sand, totaling \$13,388.50, with the cost of gravel to come from the Kitscoty Recreation Reserve.

CARRIED

2. Request for Information

Director K. Hughes left the meeting at 10:38 AM.

7.h GENERAL ADMINISTRATION

1. APRIL REPORT FOR THE ASSISTANT CHIEF ADMINISTRATIVE OFFICER

Motion Number: 2025-05-20

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accepts the report for the Assistant Chief Administrative Officer as information.

CARRIED

2. ALBERTA COMMUNITY PARTNERSHIP GRANT – ECONOMIC DEVELOPMENT FRAMEWORK

Motion Number: 2025-05-21

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the 2025 – 2026 Alberta Community Partnership grant as information.

CARRIED

3. REQUEST FOR MEETING BUFFALO TRAILS PUBLIC SCHOOLS

Motion Number: 2025-05-22

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River direct Administration to rsvp Council to schedule a virtual meeting with the Buffalo Trails Public Schools Committee of the Whole on June 11, 2025 in the afternoon.

CARRIED

4. DECLARATION FOR ECONOMIC DEVELOPMENT WEEK 2025

Motion Number: 2025-05-23

Moved by Councillor D. Swyripa

THAT the County of Vermilion River declare May 12 to 16, 2025 as Economic Development Week in the County of Vermilion River.

CARRIED

5. CORRESPONDENCE

Motion Number: 2025-05-24

Moved by Councillor J. Stelmaschuk

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

2024.04.25 Approved March 2025 VDHF BOD Meeting Minutes_Redacted

2025 Seniors' Week Community Declaration

127107 - County of Vermilion ERA Funding_Redacted

AR118634 - Minister signed letter to Reeve Baker redacted

AR118634 - Minister signed Ministerial Order_Redacted

ASB Conference Save the Date

doc_Veg_Hotel_Info_20250417

Water Availability Engagement Phase 2 Letter_Redacted

RMA District 5 Golf - Information Poster

STEP_3pager_CASSAVA_Profile_Proof5B

Reeve Marty Baker response letter from Ministry of Forestry and Parks_redacted

County of Vermilion River Natural Gas Utility - Public Land Disposition Application_redacted

CARRIED

Motion Number: 2025-05-25

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River declare June 2 to 8, 2025 to be Senior's Week in the County of Vermilion River.

CARRIED

Motion Number: 0205-05-26

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River approve the following members of Council to attend the Division 5 RMA Golf Tournament in Wainwright on Thursday, July 17, 2025: Reeve Marty Baker and Deputy Reeve Leslie Cusack.

CARRIED

6. VILLAGE AND HAMLET NEWSLETTERS

Motion Number: 2025-05-27

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Villages of Kitscoty and Marwayne and Hamlet of Dewberry newsletters as information.

CARRIED

7. Request for Information

CAO Alan Parkin left the meeting at 10:58 AM and returned at 10:59 AM.

8. BYLAWS

8.a BYLAW 25-11 TAX PENALTY

Motion Number: 2025-05-28

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River give First Reading to Bylaw 25-11, being a bylaw for the purpose of authorizing the imposition of property tax penalties for unpaid taxes as amended to include on Page 2 October 14 date to become Oct. 8, and October 15 date to become October 9.

CARRIED

Motion Number: 2025-05-29

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River directs Administration to bring the Bylaw 25-11 forward for Second and Third and Final Readings at a future Council meeting.

CARRIED

8.b BYLAW 25-12 GAS UTILITY – MOTION REQUIRED

Motion Number: 2025-05-30

Moved by Councillor D. Swyripa

That the County of Vermilion River give First Reading to Bylaw 25-12, being a bylaw to regulate and distribute Gas in the County of Vermilion River and set rates for service.

CARRIED

Motion Number: 2025-05-31

Moved by Deputy Reeve L. Cusack

That the County of Vermilion River give Second Reading to Bylaw 25-12, being a bylaw to regulate and distribute Gas in the County of Vermilion River and set rates for service.

CARRIED

Motion Number: 2025-05-32

Moved by Councillor G. Kuneff

That the County of Vermilion River Introduce for Third and Final Reading Bylaw 25-12, being a bylaw to regulate and distribute Gas in the County of Vermilion River and set rates for service.

CARRIED UNANIMOUSLY

Motion Number: 2025-05-33

Moved by Councillor J. Stelmaschuk

That the County of Vermilion River give Third and Final Reading to Bylaw 25-12, being a bylaw to regulate and distribute Gas in the County of Vermilion River and set rates for service.

CARRIED

9. NOTICES OF MOTION

10. COUNCIL REPORTS

Councillor Stacey Hryciuk reported on the virtual meeting with Seniors, Community and Social Services Minister Jason Nixon's assistant, Buffalo Coulee contest, Rotary Garage Sale, Spring Tea at the Vermilion Lodge.

Deputy Reeve Leslie Cusack reported on Northern Lights Library.

Reeve Marty Baker reported on Vermilion River Regional Wastewater Management Commission, virtual meeting with Seniors, Community and Social Services Minister Jason Nixon's assistant, ACE Water, Lloydminster Inclusion Breakfast.

Councillor Clinton Murray reported on Lloydminster Housing Foundation, Lea Park Committee and Lea Park Rodeo.

Councillor Jason Stelmaschuk had no reports.

Councillor Dale Swyripa reported on virtual meeting with Seniors, Community and Social Services Minister Jason Nixon's assistant and ACE Water AGM.

Councillor George Kuneff reported on ALUS.

11. CLOSED SESSION

Motion Number: 2025-05-34

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River Regular Meeting of Council move into Closed Session at 11:15 PM with all members in attendance.

CARRIED

**11.a DISCLOSURE HARMFUL TO PERSONAL PRIVACY – PERSONNEL –
FIOP SECTION 17(1)**

12. RETURN TO OPEN SESSION

Motion Number: 2025-05-35

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 12:02 PM with all members in attendance.

CARRIED

13. BUSINESS COMING OUT OF CLOSED SESSION

14. ADJOURNMENT

Reeve M. Baker adjourned the May 6, 2025 Regular Council Meeting at 12:03 PM with all members in attendance.

Marty Baker, Reeve

Alan Parkin, Chief Administrative Officer