

**Town of Vermilion
Regular Council
Tuesday, November 19, 2024 at 6:00 P.M.**

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

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3.1. **Minutes of Regular Meeting of Council - November 5, 2024**

7 - 9

3.2. **Minutes of Organizational Meeting of Council - October 15, 2024**

4. NEW BUSINESS

4.1. **Public Commentary**

10 - 19

4.2. **Regional Emergency Management Collective Annual Report**

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4.3. **Bylaw 29-2010 Amendment**

5. COMMITTEE REPORTS

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5.1. **Library - Minutes of October 30, 2024**

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5.2. **Library - Revised Bylaws 2024**

6. MANAGEMENT REPORTS

6.1. **Chief Administrative Officer Report**

6.2. **Director of Community Services Report**

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6.3. **Director of Infrastructure and Planning Services Report**

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6.4. **Director of Corporate Services Report**

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6.5. **Manager Economic Development**

7. FINANCIAL

8. COUNCIL ROUND TABLE

9. CORRESPONDENCE

51 - 56

9.1. **Gas Franchise Agreement Re-Approval - ATCO Energy Systems**

10. CLOSED SESSION

10.2. **Pursuant to Part 1, Division 2, Section 17(2) of the Freedom of**

**Information and Protection of Privacy Act
Personnel**

11. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, NOVEMBER 5, 2024, AT 6:00 P.M.**

PRESENT

IN PERSON:

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

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 accepted as amended. **CARRIED.**

Addition of:

**9.4 ‘Letter From County re: Rural Intermunicipal Framework Agreement’
under 9. CORRESPONDECE**

9.5 ‘Letter re: Primus’ under 9. CORRESPONDENCE

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – October 15, 2024

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of October 15, 2024, be accepted as presented.” **CARRIED.**

3.2. Minutes of Organizational Meeting of Council – October 15, 2024

Moved by Councillor Robert Snow “That the Minutes of the Organizational Meeting of Council of October 15, 2024, be accepted as amended. **CARRIED.**

Recorded Vote:

In Favour - Deputy Mayor Joshua Rayment, Councillor Robert Snow, Councillor Kevin Martin, Councillor Paul Conlon, and Councillor Kirby Whitlock.

Opposed – Councillor Robert Pulyk

4. DELEGATIONS

4.1. FOCUS Society for Support Services – Dawn Riley

Deputy Mayor Joshua Rayment welcomed Dawn Riley to the meeting.

Director of Special Projects Dawn Riley introduced Council to a transportation service they are beginning the pilot for in December 2024.

This transportation service will be accessible to seniors and community members with no means of accessibility and allow them to expand their freedom and get out and about.

It will cost \$5 per trip, \$10 per day, and \$70 for the month with Town and FCSS vouchers being accepted.

Currently the planned route will include the Lodge, FOCUS, PCN, Downtown, Parkway west side, Medical Clinic, Lakeland Pharmacy and the Manor. The route will also accommodate any social events including the Farmers Market and Bingo on Thursdays.

Deputy Mayor Joshua Rayment thanked Dawn for coming in.

4.2. Vermilion Public Library – Stuart Pauls and Richard Yaceyko

Deputy Mayor Joshua Rayment welcomed Library Manager Stuart Pauls and Board Member Richard Yaceyko to the meeting.

Stuart provided updates on the new elevator, new networking programs and developing greater partnerships with the Town of Vermilion and FCSS for the Free Tax Clinics.

Current statistics were shared for cardholders and facility usage for visits, technology help, public computer use, and meeting room use.

Richard discussed the libraries’ financial changes for 2025 including a 4.6% total increase, budget increase request of \$12,875 for the Town of Vermilion funds after a 6% decrease in administrative costs.

4.2. Vermilion Skating Club - Brooke Wasylishen and Rebecca Zajic

Deputy Mayor Joshua Rayment welcomed Brooke and Rebecca to the meeting.

Club President Brooke Wasylishen and Coach Rebecca Zajic expressed their concerns further regarding the 2024 ice schedule changes made which moved all Monday Vermilion skating club practices from the Vermilion Stadium to the Vermilion Arena. Rebecca and Brooke explained the issues they are facing during their Monday arena practices.

Deputy Mayor Joshua Rayment thanked Brooke and Rebecca for coming in.

The information presented was accepted as information.

5. NEW BUSINESS

5.1. Public Commentary

Deputy Mayor Joshua Rayment opened the public commentary session at 7:11 p.m.

Deputy Mayor Joshua Rayment welcomed Roger Salt to the meeting.

Roger expressed concern and disappointment with Primus and their work. Mr. Salt also expressed concerns in regard to the Town of Vermilion website not working.

Deputy Mayor Joshua Rayment welcomed Richard Yaceyko to the meeting.

Richard brought forward concerns regarding snow removal proactivity. The pooling of water in his cul-de-sac causes ice when it begins to melt.

Deputy Mayor Joshua Rayment declared the public commentary session closed at 7:25 p.m.

5.2 Kiddie Oasis Indoor Playground

Accepted as Information.

5.3. Bylaw 29-2010 Amendment

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion give first reading to the Bylaw 29-2010 Amendment.” **CARRIED**
MOTION #24/11/136

Recorded Vote:

In Favour - Deputy Mayor Joshua Rayment, Councillor Robert Snow, Councillor Kevin Martin, Councillor Paul Conlon, and Councillor Kirby Whitlock.
Opposed – Councillor Robert Pulyk

Moved by Councillor Robert Snow “That Council for the Town of Vermilion give second reading to Bylaw 29-2010 Amendment.” **CARRIED**
MOTION #24/11/137

Recorded Vote:

In Favour - Deputy Mayor Joshua Rayment, Councillor Robert Snow, Councillor Kevin Martin, Councillor Paul Conlon, and Councillor Kirby Whitlock.
Opposed – Councillor Robert Pulyk

5.4. AMWWP Grant Application

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion give approval on the AMWWP Grant Application.” **CARRIED**
MOTION #24/11/138

6. COMMITTEE REPORTS

- 6.1. Vermilion & District Chamber of Commerce – Minutes of September 11, 2024**
- 6.2. Vermilion & District Chamber of Commerce – Minutes of October 9, 2024**

Accepted as Information.

7. FINANCIAL

- 7.1. Accounts Payable for the period of October 11th – November 5th, 2024 - Accepted as Information.**

8. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

9. CORRESPONDENCE

- 9.1. Vermilion Minor Hockey Association.**
- 9.2. County of Vermilion River – Agenda of October 22, 2024.**
- 9.3. County of Vermilion River – Minutes of October 27, 2024**
- 9.4. Letter from the County of Vermilion River re: Rural Intermunicipal Framework Agreement**
- 9.5. Letter re: Primus**

Correspondence was accepted as information.

10. CLOSED SESSION

- 10.1. Pursuant to Part 1, Division 2, Section 16 of the Freedom of Information and Protection of Privacy Act
Legal Contract**

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion go in closed session at 8:02 p.m.” **CARRIED**
MOTION #24/11/139

Director of Infrastructure and Planning Services Robert Dauphinee and Director of Corporate Services

Brian Leibel left the meeting at 8:02 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 8:53 p.m. **CARRIED**
MOTION#24/11/140

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion move forward with the price of 4803 – 48 Street for the sum of \$125,000 effective November 5, 2024.”
CARRIED
MOTION#24/11/141

Manager of Economic Development Marylee Prior left the meeting at 8:54 p.m.

- 10.2.
- Pursuant to Part 1, Division 2, Section 16 of the Freedom of Information and Protection of Privacy Act
Legal Contract

Moved by Councillor Robert Martin “That Council for the Town of Vermilion go in closed session at 8:54 p.m.” **CARRIED**
MOTION #24/11/142

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 9:30 p.m. **CARRIED**
MOTION#24/11/143

11.

ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 9:30 p.m.

READ AND CONFIRMED ON THIS 19th DAY OF November 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor

TOWN OF VERMILION
MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL
HELD ON TUESDAY, OCTOBER 15, 2024 AT 7:00 P.M.

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Robert Snow
Interim Chief Administrative Officer Michael van der Torre
Infrastructure and Planning Administrative Assistant Madison Barrett

VIA VIDEO

Councillor Paul Conlon

REGRETS

Councillor Robert Pulyk

1. **CALL TO ORDER**

Deputy Mayor Joshua Rayment called the meeting to order at 7:05 p.m.

2. **ADOPTION OF AGENDA**

Moved by Councillor Robert Snow “That the Agenda be accepted as presented.” **CARRIED.**

3. **COMMITTEE AND BOARD APPOINTMENTS**

BOARDS & COMMISSIONS, ETC.

Economic Development:

- Councillor Robert Snow
- Councillor Robert Pulyk
- Councillor Kevin Martin

Community Futures: Lloydminster & Region – Councillor Robert Pulyk

Finance and Governance:

- Council as a Whole

Town/County Intermunicipal Liaison:

- Councillor Kevin Martin
- Councillor Joshua Rayment
- Councillor Robert Snow
- Councillor Kirby Whitlock (alternate)

Vermilion Community Health Service Awareness:

- Councillor Robert Pulyk
- Councillor Robert Snow (alternate)

Vermilion District Health Care Providers Attraction & Retention:

- Councillor Kirby Whitlock

Vermilion River Watershed Alliance:

- Councillor Robert Snow

Alberta Central East Water Corporation:

- Councillor Kevin Martin

Assessment Review:

- Councillor Robert Pulyk

East Central 911 Call Answer Society:

- Councillor Kevin Martin
-

Library:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment

Northeast Alberta Information HUB Ltd.:

- Councillor Robert Pulyk

Northern Lights Library System:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment (alternate)

Parks, Recreation, Culture & Environment:

- Councillor Joshua Rayment
- Councillor Paul Conlon
- Councillor Robert Snow (alternate)

Joint Pool – Councillor Paul Conlon

Vermilion Facility Enhancement – Councillor Kirby Whitlock

Subdivision & Development Appeal:

- Councillor Robert Pulyk

Vermilion & District Housing Foundation:

- Councillor Robert Snow
- Councillor Joshua Rayment

Vermilion River Regional Alliance:

- Councillor Robert Snow

Vermilion River Regional Waste Management:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment

Chamber of Commerce:

- Councillor Robert Snow

COUNCIL APPOINTMENTS

Councillor Paul Conlon

- Finance & Governance
- Parks, Recreation, Culture & Environment
- Joint Pool

Councillor Kevin Martin

- Alberta Central East Water Corporation
- East Central 911 Call Answer Society
- Finance & Governance
- Town/County Intermunicipal Liaison

Councillor Robert Pulyk

- Assessment Review
- Community Futures: Lloydminster and Region
- Economic Development
- Finance & Governance
- North East Alberta Information HUB Ltd.
- Subdivision & Development Appeal
- Vermilion Community Health Service Awareness

Councillor Joshua Rayment

- Finance & Governance
- Library
- Northern Lights Library System (alternate)
- Parks, Recreation, Culture & Environment
- Town/County Intermunicipal Liaison
- Vermilion River Regional Waste Management

Councillor Robert Snow

- Economic Development
- Finance & Governance
- Vermilion & District Housing Foundation
- Vermilion Community Health Service Awareness (alternate)
- Vermilion River Regional Alliance
- Vermilion River Watershed Alliance
- Chamber of Commerce

Councillor Kirby Whitlock

- Finance & Governance
- Library
- Northern Lights Library System
- Town/County Intermunicipal Liaison (alternate)
- Vermilion District Health Care Providers Attraction & Retention
- Vermilion Facility Enhancement
- Vermilion River Regional Waste Management

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion accept the Committee and Board Structure as amended.” **CARRIED.**
MOTION #24/10/133

4. **DEPUTY MAYOR**

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion adopt a Deputy Mayor Schedule of a one-year rotation for Deputy Mayor Joshua Rayment from October 2024 – October 2025.” **CARRIED.**

MOTION #24/10/134

Moved by Councillor Robert Snow “That Council for the Town of Vermilion accept the 2024/2025 Council Meeting Dates as amended.” **CARRIED.**

Motion #24/10/135

5. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 7:57 p.m.

READ AND CONFIRMED ON THIS 19TH DAY OF NOVEMBER, 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor



2024 Regional Emergency Management Collective Annual Report

November 8, 2024

Created By:

Regional Director of Emergency Management: Andrew DeGruchy

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INTRODUCTION

The field of Emergency Management is an ever-changing and forward-developing industry for businesses, homeowners, governments, and most importantly, communities. Hazard occurrences throughout Western Canada continue to seemingly increase in frequency and severity, creating instances in which hazards overwhelm communities beyond their ability to cope creating disastrous situations. While emergency management is legislated at the provincial level, programming is required to be performed by municipalities, many of whom do not have the required technical knowledge or resources to implement and oversee such programs.

Further, knowledge and base-level understandings of what Emergency Management contains is inherently flawed, leading to misinformed judgements regarding programming decisions, appropriate funding levels, and administrative buy-in. Fortunately, in an attempt to navigate these challenges, 10 regional partners have decided to enter into a joint agreement to move their emergency management programs in the right direction taking considerable strides by entering into the Regional Emergency Management Collective (REMC).

This collective approach has thus far proven to be a successful utilization of resources, created strong partnerships, and ensured a holistic regional approach is conducted for Emergency Management planning. This annual report showcases many of the successes and developments we have seen regionally to ensure we continuously increase our ability to provide public protection.

REGIONAL EMERGENCY MANAGEMENT COLLECTIVE

With the understanding of the complexity required to create a holistic emergency management program, and a desire to build stronger relationships with our neighbours which we can leverage during times of hazard onsets, a Regional Emergency Management Collective was established.

Consisting of the Town of Vermilion, Village of Marwayne, Village of Kitscoty, Village of Paradise Valley, City of Lloydminster, RM of Britannia, RM of Wilton, Town of Marshall, Town of Lashburn, and RM of Eldon, this collective is an unprecedented venture in the development and oversight of emergency management programming.

Municipal administrations began discussing the Collective throughout 2023. A final version was brought forward to all municipalities and signed in spring of 2024. This creates a cost-effective way of resource-sharing dedicated staff to work on established objectives for a population base of 42 000 people across 8000 km².

Further, this collective is an equal partnership across all municipalities. Annually, through feedback from elected officials, goals and objectives will be created in a joint manner and delivered to a Regional Director of Emergency Management for completion. The Regional Director provides continual reporting to partners so they can remain aware of developments and participate when required.

LEGISLATION

While all municipalities partnering in the agreement have shown positive interest in the benefits to the collective, we are also aware of our legislative requirements that must be completed in emergency management, and how this collective helps offload some responsibilities. Governance documents that exist on both sides of the province create municipal responsibilities. It has also been noted that both governments have developed programming in an effort to further pressure municipalities into creating stronger emergency management programs. A breakdown of each province's compliance structure includes:

ALBERTA

Emergency Management Act

Outlines provincial and municipal responsibilities in the creation of emergency management programs, this includes:

- Municipal Emergency Management Program (Agency/Committee)
- Municipal Emergency Management Bylaws
- Appointment of a "Director of Emergency Management"
- Steps in Declaration of a "State of Local Emergency"
- Authorities granted throughout a SOLE
- Disaster Relief Funding

Local Authority Emergency Management Regulation

Further defines requirements from a Local Authority which must be enacted and maintained, this includes:

- Bylaw creating an EM Agency & Committee
- Mandatory Exercise requirements
- Employee training requirements
- Director of Emergency Management training requirements
- Elected Official Training requirement

SASKATCHEWAN

Emergency Planning Act

- Local Emergency Measures Organization / Planning Committee
- Appointment of an "Emergency Measures Coordinator"
- Local Emergency Declaration
- Authorities Granted under SOE
- Disaster Assistance Program

Cost Recovery Framework

Outlines Provincial supported emergency operations cost reimbursement structure

- Emergency Plan – 30%
- Committee – 20%
- Mutual Aid – 25%

OBJECTIVES

In early 2024, the following objectives of the REMC were created in consultation with REMC Partners. These objectives are to be reviewed and renewed annually, with timelines for completion being 24 months.

1. *Create a household-level preparedness campaign for public engagement.*

With an understanding that many residents are unaware of the risks they may face, and what efforts they can undergo to create resiliency, risk and self-protective behaviour information should be released to the public to increase knowledge and protective practices.

2. *Increase municipal readiness & response capacity through training, exercises, & agreements.*

Given that a hazard response from a municipality is essentially guaranteed, with the only unknown being hazard severity, we must work on increasing our capacity and efficiency to respond to a hazard. Throughout training, exercises, and mutual aid agreements, we will increase our ability and capacity to respond to ensure public harm is minimized to the greatest extent possible from our region.

3. *Ensure municipalities are compliant with applicable provincial legislation.*

Increased governance being created by both provincial partners creates strains in our ability to become compliant on our own. Continual reviews of Emergency Management legislation, consultation with provincial authorities, and steps in our internal governance documents will ensure we are compliant with provincial regulations.

PROJECTS

Project Description – Objective development

Training

Training completed throughout 2024 looked to increase the regions knowledge in the Incident Command System which is the programmed that would be utilized should a hazard onset occur. Training varied from entry-level awareness programs to in-depth position specific courses and exercises. Future work is required in involving the community and first response agency into training and coordination efforts.

Training	Date
ICS 100	Ongoing
ICS 200	January 25 - 26
Planning P Course	April 25 -26
ICS 200	August 21 - 22
Bordering on Disaster Conference	September 19 - 20

Exercise

The 2024 exercise program was moderate. Not having completed any functional-level exercises, we were able to conduct a large number of tabletop exercises within 1 year. The tabletop exercises, while not as immersive, do enforce practices and knowledge related to how we would respond to community events and create strong response plans. A majority of the 2024 tabletop exercises focused on the “Planning P” process of identifying problems, comparing priorities, creating objectives, and then establishing strategies and tasks to complete objectives.

Exercise	Date
Tabletop Exercise - RM of Britannia	February 29
Tabletop Exercise - Town of Vermilion, Village of Kitscoty, Village of Marwayne, Lakeland College, AMEA, Non-profits	April 17
Tabletop Exercise – RM of Eldon, RM of Britannia, RM of Wilton, Town of Marshall, SPSA, Non-profits	April 18
ICS 200	August 21 - 22
Tabletop Exercise – RM of Britannia	September 12

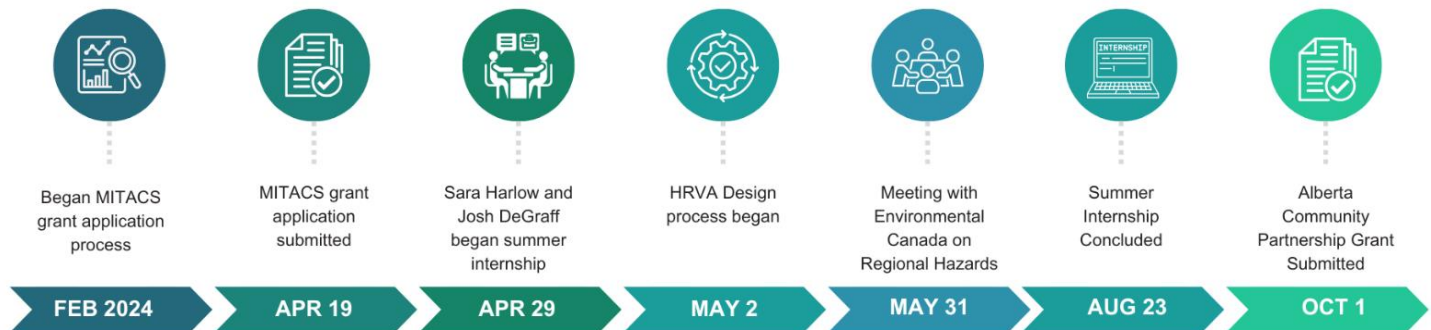
Program Meetings

Coordination meetings with REMC partners and participants to gain a stronger understanding of the region's strengths and weaknesses, along with hearing capacity and constraints within the communities.

Program Meeting	Date
REMC Partner Meeting	January 16
RM Of Eldon Coordination Meeting	January 31
Town of Marshall Coordination Meeting	January 31
Village of Kitscoty Coordination Meeting	February 2
Town of Vermilion Fire Department	February 5
Town of Vermilion Coordination Meeting	February 5
RM of Britannia Coordination Meeting	February 7
Village of Marwayne Coordination Meeting	February 8
RM of Wilton Coordination Meeting	February 9
Connected with First Response agencies (RCMP/FIRE /Ambulance)	March 2024
REMC Partner Meeting	June 25

Grants

In an effort to encourage success, while also giving an opportunity to the academic community, Grant support through the federal government helped in the procurement of 2 summer students to work on regional initiatives for 4 months. EMPP and ACP grant funding is currently be processed for 2025 programs.



Community Events

- a. Emergency Preparedness Week
 - 33 Classes & 800 Students – Annual Theme “Be Prepared. Know your risks”
- b. Seniors Preparedness Presentation

ACTIVATIONS

January 30th – Lycos Tank Fire

- On January 30th, in Minburn County, an oil lease had a localized fire that saw an explosion of a propane vessel further involving other oil tanks. Crews were unable to contain the fire with limitations on firefighting foam supplies. The fire was eventually suppressed 6-7 hours after starting. Alberta Emergency Alerts were utilized to warn the public of possible inhalation hazards. Town of Vermilion and Regional DEM consulted on possible escalation with monitoring showing no risk to the Town of Vermilion.

April 1st – Carbon Tax demonstration

- On April 1st, a federal increase in the Carbon Tax program created nationwide demonstrations in opposition to the program. In the REMC area, a protest/demonstration site was established on Highway 16 on the East side of Lloydminster. This demonstration was on both RM of Britannia and RM of Wilton land with the staging being on a Government of Alberta owned tourism building. Further, mobile demonstrations occurred along Highway 16 with a vehicle convoy that slowly drove throughout the community. RCMP's F Division sent a large number of assets to monitor the event and negotiate with the protest group organizers. The demonstration ended in several weeks peacefully with no significant disruptions.

July 14th – Liquid Asphalt Release

- On the evening of July 14th, a tanker truck owned by Greenmile Enterprise was filled with a liquid asphalt (LA) product at the Cenovus Refinery located on 52nd Street of Lloydminster. Shortly thereafter, it departed site and travelled eastbound on 52nd street. Near the intersection of 52nd/52nd, after crossing a set of train tracks, the chemical within the truck was agitated created a severe chemical expansion resulting in product boiling over from the tank and eventually erupting the lid off of the tank and shooting 20+ ' in the air. A large amount of infrastructure was contaminated with the LA including roads, storm drains, electrical lines, power poles, fire hydrants, and signs. The immediate response looked to contain the spill to the site and ensure no downstream release occurred, which was successful. The company responsible then oversaw all clean-up efforts which required replacing the road, and powerlines infrastructure, and utilizing dry ice cleaning.

July 22nd - 27th Saskatchewan Summer Games

- Throughout this week, the City of Lloydminster, in partnership with other communities, hosted the Saskatchewan Summer Games. This saw 1800 student-athletes brought into the City to compete in various sporting and athletic events. During establishment, Lloydminster Emergency Management noted various safety concerns with the Athlete village that saw change orders and safety components integrated into the system. On the first day of SSG, a large amount of smoke and particulates from Western Canada wildfires created potential health impacts on student-athletes resulting in some changes after consultation from Environment and Climate Change Canada. Following the first day, smoke conditions cleared, and the remainder of the games occurred without issue.

July 22nd – Jasper Wildfire

- On July 22nd, a wildfire severely impacted the community of Jasper resulting in hundreds of buildings being damaged or destroyed. Alberta Emergency Management Agency issued requests for support from Regional All Hazard Incident Management Teams and local fire services. Provided administrative support to 4 members of the Northeast All Hazard Incident Management team to attend the Incident Command Post in Hinton, AB and provide support for 7-day deployments.

September 9th – Pioneer Lodge Fire

- In the afternoon of September 9th, an electrical fire occurred within the Pioneer Lodge senior care facility. Emergency services responded quickly and completed a community evacuation and began to action the fire. Lloydminster Emergency Management activated and assisted with the support of evacuating 120 seniors from the lodge to a secondary site and provided feeding, family reunification, and accommodation support as required. Within 2 hours of deployment, secondary evacuation was concluded, and seniors were being reunified with family. A small handful required further accommodation which was completed in a joint effort with Lloydminster Regional Housing Group.

2025 PROGRAM

Throughout 2025. The Regional Emergency Management Collective hopes to continue initiatives related to the established objectives of:

1. *Create a household-level preparedness campaign for public engagement.*

We are hopeful that this includes resulting community-based risk literature in a wider effort to capture more persons and garner more behavioral changes. Further, community-based education such as presentations in schools and community events will occur to reinforce information being distributed.

2. *Increase municipal readiness & response capacity through training, exercises, & agreements.*

Continued training and growth are expected to occur in 2025 with plans on continually hosting offerings of Incident Command System course that provide fair and reasonable access for persons to continue learning, along with the establishment and creation of a Regional Functional Level exercise that creates an immersive environment for REMC partners to work through a hazard onset.

3. *Ensure municipalities are compliant with applicable provincial legislation.*

Alberta Community Grant funding has been requested in an effort to procure a consultant whom can create a Regional Emergency Management Plan. This would be a large step into becoming a complaint with provincial regulations. Further, Advisory and Agency meetings will continue to occur annually to ensure we are complaint with provincial standards.

ELECTED OFFICIAL & PARTNER FEEDBACK

Municipality	Date
RM of Eldon	November 14
Village of Kitscoty	November 18
Town of Vermilion	November 19
Village of Marwayne	November 25
RM of Britannia	November 27
City of Lloydminster	December 3
RM of Wilton (Lashburn / Marshall)	TBD
Village of Paradise Valley	TBD

CONCLUSION

In conclusion, the Regional Emergency Management Collective (REMC) has demonstrated significant progress in enhancing emergency preparedness and response across its 10-member municipalities. This joint approach has proven highly effective, facilitating resource sharing, strengthening regional partnerships, and improving the collective response capacity to various hazards. Through targeted training initiatives, tabletop exercises, and compliance with legislative standards, REMC has built a robust emergency management framework that supports community resilience and public safety.

As we enter 2025, the REMC will focus on expanding its public outreach efforts, refining training programs, and developing a Regional Emergency Management Plan to further solidify compliance and readiness. The dedication and shared vision of all REMC partners reinforce our commitment to proactive and resilient emergency management, ensuring we remain prepared for the challenges ahead.

STAFF RECOMMENDATIONS

TOPIC:

Bylaw 29-2010 Amendment

PROPOSAL:

BACKGROUND

Council approved Bylaw 29-2010, known as the 'Procedural Bylaw' to govern the proceedings of Council and Committees thereof.

Historically, Council appointed a Councillor to take on the Deputy Mayor role for a 4-month term.

PROPOSED BY:

Michael Van Der Torre

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give third reading to Bylaw 29-2010 Amendment

Submitted By:

Michael Van Der Torre

**BY-LAW 9-2024
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW TO AMEND THE TOWN OF
VERMILION PROCEDURAL BY-LAW #29-2010**

WHEREAS, the Council of the Town of Vermilion deems it advisable to amend By-Law 29-2010.

NOW THEREFORE, the Council of the Town of Vermilion, duly assembled, enacts as follows:

- 1. That Section 2.9 be amended to the following:
 - 1.1 “Deputy Mayor” is the Councillor appointed by Council for a set period, determined at the organizational meeting, to perform the general duties of the Deputy Chief Elected Official, pursuant to Section 152 of the MGA.
- 3. That this Bylaw becomes effective upon the date of the final passing thereof.

READ A FIRST TIME IN COUNCIL THIS ____ DAY OF _____, A.D. 2024

Deputy Mayor

Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS ____ DAY OF _____, A.D. 2024

Deputy Mayor

Chief Administrative Officer

READ A THIRD TIME IN COUNCIL THIS ____ DAY OF _____, A.D. 2024

Deputy Mayor

Chief Administrative Officer

**BY-LAW NO. 29-2010
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

THIS BY-LAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO DEAL WITH PROCEDURE, ESTABLISH RULES AND PROVISIONS TO REGULATE THE CONDUCT OF BUSINESS BY THE TOWN OF VERMILION.

WHEREAS Sections 142 to 146 inclusive of the Municipal Government Act, (M.G.A.) being Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto deal with meetings of Council, this Bylaw, by virtue of Section 145 of the M.G.A., provides for the regulation of the proceedings of Council and the Committees thereof.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED ENACTS AS FOLLOWS:

1. **Title**
This Bylaw shall be known as the “**Procedural Bylaw**” of the Town of Vermilion.
2. **Definitions and Interpretation**
In this Bylaw:
 - 2.1 “Agenda” is the list of items and orders of business for any meeting (see Schedule “A”).
 - 2.2 “Business Arising Out of a Previous Meeting” is the business that has been raised at the same or a previous Council or Standing Committee meeting and which has not been completed.
 - 2.3 “Chair” is the person presiding at meetings, according to the duties outlined in Schedule “C”.
 - 2.4 “Committee” can include but is not limited to:
 - Standing Committees are authorized for an indefinite period of time, are comprised of council members and are established annually
 - Internal Committees are authorized for an indefinite period of time and may be comprised of council and non-elected members
 - External boards, commissions, societies or Committees – purposes, structure and membership are not regulated by the Town
 - Inter-municipal Committees may be established for an unlimited or limited period of time in cooperation with other municipal entities
 - Ad hoc Committees deal with issues of a temporary nature.
 - 2.5 “Council” is the Mayor and Councillors of the Town elected under the provisions of the M.G.A. and the Local Authorities Election Act.
 - 2.6 “Councillor” is a member of Council, duly elected and continuing to hold office and following the general duties of Councillors, pursuant to Section 153 of the M.G.A.
 - 2.7 “Town” is the Town of Vermilion.

- 2.8 “Town Manager” is the person appointed by the Town Council, pursuant to Section 205 of the M.G.A..
- 2.9 “Deputy Mayor” is the Councillor appointed by Council for a set period, determined at the organizational meeting, to perform the general duties of the Deputy Chief Elected Official, pursuant to Section 152 of the M.G.A.
- 2.10 “Emergent Issue” is defined as a new issue not included on the original Agenda.
- 2.11 “New Business” is business dealing with a matter which has not been introduced at the same or previous council or Standing Committee meeting and of which no notice has been given of the intention to present it.
- 2.12 “Notice of Motion” is the period set aside prior to adjournment when specific questions and/or concerns may be raised by members.
- 2.13 “Point of Order” is the raising of a question by a member to call attention to any departure from the meeting Procedure Bylaw.
- 2.14 “Quorum” is the majority of those elected members serving on Council, and in the case of Committees, Boards, Commissions, or other organized and recognized groups, unless the Bylaw or motion establishing such a body specifies a different quorum, the majority of members thereof.
- 2.15 “Recorded Vote” is the request by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion (pursuant to Section 185 of M.G.A.).

3. Application

- 3.1 This Bylaw shall govern the proceedings of Council and Committees thereof.
- 3.2 Any provisions of this Bylaw may be repealed, amended or varied and additions may be made by an amending bylaw, provided that notice of proposed amendments has been given at a preceding regular meeting.
- 3.3 Notwithstanding the above, and in the absence of any statutory obligation, any provisions of this Bylaw may be waived by motion of Council.
- 3.4 Notwithstanding the above, and in the absence of any statutory obligation, the Chair may waive only provisions of this Bylaw that relate to the order of business for an Agenda.

4. Quorum (M.G.A. 167, 168)

- 4.1 As soon as there is a quorum of the members after the time established to convene the meeting, the Chair shall take the Chair and call the members to order.
- 4.2 Unless a quorum is present within thirty (30) Minutes after the hour fixed for the meeting, the meeting may, at the discretion of the Chair; stand adjourned until the next regular meeting date or until a special meeting is called to deal with matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the members present at the expiration of the thirty (30) Minutes

time limit and such record shall be appended to the next agenda.

5. General Rules

- 5.1 The regular meetings shall be established by motion, at the annual Organizational Meeting; or at such other regular meeting as may be appropriate.
- 5.2 If the date, time or place of a regularly scheduled meeting is changed or the meeting is recessed to a subsequent day, the Town must give at least twenty-four (24) hours notice, pursuant to the M.G.A. Section 193, 195, and 196:
 - (a) to any Councillors not present at the meeting at which the change was made, and
 - b) to the public by posting the newly scheduled date, time and place on the website and in the front lobby of the Town Hall.
- 5.3 A council meeting or Committee meeting may be conducted by means of electronic or other communication facilities if:
 - (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
 - (c) the facilities enable all the meeting's participants to watch or hear each other.

Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 5.4 The agenda shall be prepared by the Town Manager and Department managers in line with "Schedule A" and may be reviewed with the Chair or Designate prior to its distribution to the members.
- 5.5 The meeting agendas will be made available to the members of Council at least three calendar days prior to a regular scheduled meeting by publishing to the Town website.
- 5.6 A motion for introducing an Emergent Item (new matter), shall not be presented without notice unless the members without debate unanimously agree to dispense with such notice.
- 5.7 Minutes of Council and Committee Meetings
 - (a) Minutes of Council Meetings shall record only the highlights in a paraphrased format for information provided, discussions, questions, debates rather than in a verbatim format (with a record of who said what).
 - (b) Committee Minutes shall contain detailed discussion.

- (c) Council Minutes are to be circulated for Council review and are submitted for approval without reading and only require a majority vote.
- (d) Committee Minutes are to be circulated for Council review and are submitted as information only without reading.
- (e) Approval of the Minutes:
 - (i) shall be limited to mean only that:
 - the Minutes reflect a record of what actually occurred during the meeting and,
 - the Minutes are correct as “presented” or “amended” if there are errors or omissions
 - (ii) does not mean that Council is approving any of the recommendations contained in the Minutes.
- (f) Minutes are recorded by a designated secretary or staff member attending the meeting.

6. Committees of Council

- 6.1 The representation on Committees shall be recommended by the Mayor on a yearly basis at the Organizational Meeting. The representation shall be discussed with Council and confirmed by resolution.
- 6.2 Council may appoint an ad hoc Committee at any time by means of an approved resolution by council specifying the matters to be dealt with by the Committee.
- 6.3 The general duties of the Chair are set out on Chair and Vice Chair Duties under Section 8 and “Schedule C”, which is attached to and forms part of this bylaw.
- 6.4 The Minutes of each Committee meeting shall be submitted for information. Each Committee shall approve Minutes from meeting to meeting.
- 6.5 The general duties of the Council representation to Committees of Council are to:
 - (a) report to the Council on all matters connected with the duties imposed upon each such Committee, and
 - (b) make motions in accordance with the Terms of Reference for Committees/Council as provided in “Schedule A”;
 - (c) provide written reports summarizing issues discussed at each Committee meeting for Council information;
 - (d) provide written reports to Council summarizing issues discussed at all conferences and meetings attended on behalf of the Committee or Council.
- 6.6 Minutes of External Committee meetings will be placed on the Council Agenda when provided.

7. Organizational Meeting (M.G.A. Part 5 192(1))

The agenda for the Organizational Meeting shall commence at 7:00pm and be restricted to:

- (a) The introduction of new members, the administration of the oath should the meeting follow a municipal election;
- (b) The establishment of the regular meeting dates for Council;

- (c) Establishment of membership on Committees, boards, commissions, etc.

8. Chair of Council and Committee

- 8.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.
- 8.2 The Chair must vote on all motions in accordance with the Municipal Government Act.

9. Member Debating

- 9.1 A member wishing to speak on a matter within the meeting should indicate their intentions by raising their hand and being recognized by the Chair and should not speak more than once until every member has had the opportunity to speak except:
 - (a) in the explanation of a material part of the speech which may have been misunderstood; or
 - (b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- 9.2 Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires the consent of the Chair.
- 9.3 Through the Chair, a member may ask:
 - (a) for an explanation of any part of the previous speaker's remarks; and
 - (b) questions to obtain information relating to the Minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the Minutes or clause.
- 9.4 All questions or debate must be directed through the Chair.

10. Prohibitions

- 10.1 A member shall not
 - a) use offensive words or un-parliamentary language in the meeting;
 - b) disobey the rules of the meeting or decision of the Chair or of members on questions of order or practice, or upon the interpretation of the rules of the meeting;
 - c) leave their seat or make any noise or disturbances while a vote is being taken and the result is declared;
 - d) enter the meeting room and take their seat while a vote is being taken;
 - e) interrupt a member while speaking;
 - f) pass between a member who is speaking and the Chair.
- 10.2 A member who persists in a breach of the foregoing section, after having been called to order by the Chair, may at the

discretion of the Chair, be ordered to leave their seat for the duration of the meeting.

- 10.3 At the discretion of the Chair, the member may resume their seat following an apology.
- 10.4 A member who wishes to leave the meeting for any reason, including taking telephone calls, shall request a recess and so advise the Chair and the time of recess shall be noted in the Minutes.
- 10.5 Cell phones shall be muted during any Council or Committee meetings

11. **Points of Order**

- 11.1 A member who desires to call attention to a violation of the rules of procedure shall say “Point of Order” and after being acknowledged by the Chair, address the Chair and specify the objectionable action.
- 11.2 A member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

12. **In-Camera Session (M.G.A. Section 197)**

- 12.1 If a matter is to be discussed “In-Camera” the section of the *Freedom of Information and Protection of Privacy Act* that applies shall be noted on the agenda and in the Minutes.

13. **Recording Devices**

No person is allowed to use a recording device in the room where and while a Council meeting, a Committee meeting, or Public Hearing meeting is in progress, unless the Chair grants permission.

14. **Appointments – Addressing Council or Committees of Council**

A person or representative of any delegation or group of persons, who wishes to appear before Council and bring any matter to the attention of the Council or Committee or who wishes to have any matter considered by Council or Committee shall:

- 14.1 address a letter or other written communication to the Council or Committee outlining the subject to be discussed. The letter or other written communication shall be received by the Town Manager no later than 7 calendar days before the actual meeting date, thus enabling insertion of the delegation/appointment into the next Council or Committee agenda.
- 14.2 be accepted to be heard:
 - a) at Council Meetings during the half hour time period between 7:30pm and 8:00pm;
 - b) at Committee Meetings during a mutually agreed upon time between the Department Head and the delegates;
- 14.3 limit duration of address:
 - a) to the Council for no more than thirty Minutes at any one meeting;
 - b) to a Committee for a period of time to be mutually agreed upon between the Department Head and the delegates.

- 14.4 not be heard again for one (1) year from the last appointment, if the issue/s have all ready been presented to Council or the Committee and no material change has occurred relating to the issue/s.
- 14.5 Appointments for Public Hearings shall be scheduled for 7:30pm or at the time that, in the opinion of Council or the Town Manager, would provide the best anticipated attendance from those most affected by the item under consideration.

15. **Procedural Appeal Ruling**

- 15.1 The decision of the Chair shall be final, subject to an immediate appeal by a Council member of the meeting.
- 15.2 If the decision is appealed, the Chair shall give concise reasons for his ruling and the Council members, without debate, shall decide the question; the ruling of the Council members shall be final.

16. **Motions – Council & Committee (Schedule “A”)**

- 16.1 Seconding of motions will not be required.
- 16.2 Unless specified otherwise, a majority vote rule will apply, which is 50% plus one vote.
- 16.3 When a motion:
- Receives sufficient support the motion will be recorded as “CARRIED”;
 - Does not receive sufficient support the motion will be recorded as “DEFEATED”.
- 16.4 When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chair grants permission; however, if any objection is made, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made therefore will not be recorded in the Minutes.
- 16.5 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 16.6 The mover of a motion must be present when the vote on the motion is taken.
- 16.7 When a matter is under debate, no motion shall be received other than a motion to:
- a) fix the time for adjournment;
 - b) adjourn;
 - c) withdraw motion;
 - d) table;
 - e) call the question, (that the vote must be taken);
 - f) postpone to a certain time or date (only debatable for time and date);
 - g) refer;
 - h) amend;
 - i) postpone indefinitely;
 - j) postpone to a definite time;
- which order shall be the order of precedence.

- 16.8 A motion to “**table**” may be made when a member wishes to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to “raise from the table”.
- 16.9 A motion to “**refer**” shall require direction as to the person or group to which it is being referred and is debatable.
- 16.10 A motion to “**postpone indefinitely**” must include a reason for postponement and is debatable.
- 16.11 A motion to “**postpone to a definite time**” must include the date or time in the motion and is debatable.
- 16.12 Amendment:
- a) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments in accordance with this Bylaw;
 - b) The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote; unless a further amendment is proposed;
 - c) Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- 16.13 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any member, be taken separately.
- 16.14 Rescinding Motions:
- a) A motion to rescind a previous motion may be made by any member of Council;
 - b) If the motion to rescind a previous motion is passed the previous motion referred to will be null and void.
- 16.15 A motion, by nature of its consideration, may supersede and take precedent over all previously passed motions that refer to that matter without having rescinded any previous motions.
- 16.16 The Committee Recommendations shall be presented separately to Council who may make a motion to:
- Accept the Recommendation in whole or in part
 - Reject the Recommendation
 - Postpone dealing with the Item until reviewed at a subsequent Council or Committee Meeting
- 16.17 The attached Schedule “A” specifies motions that can be made in Committee meetings.

17. **Notice of Motion**

- 17.1 A Notice of Motion may be received, by the Town Manager prior to the closing of the meeting. In this event, the member shall read the notice of motion, which shall be recorded in the Minutes and shall form part of the Agenda for the subsequent meeting.

- 17.2 A member may present and describe a Notice of Motion for consideration at the next meeting.
- 17.3 A member who hands a written notice of motion to the Town Manager to be read at any regular meeting, need not necessarily be present during the reading of the notice.
- 17.4 A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the Agenda for such motion.

18. **Voting – Question**

- 18.1 When a motion is made to request that a vote be taken (question), it shall be put to a vote without debate and the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.
- 18.2 When the Chair, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 18.3 Any member of Council may request a recorded vote provided the request is done prior to a motion being presented. It shall be recorded in the Minutes listing ‘For’ and “Against”.

19. **Recorded Vote**

A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the Chair shall retake the vote.

20. **Recess**

A meeting may be recessed by the following means:

- 20.1 A recess of short duration may be declared by the Chair at any time deemed appropriate;
- 20.2 A recess for a period of time that shall extend to another day shall be presented by motion.

21. **Adjournment Time**

The Chair shall adjourn at the conclusion of the meeting’s business or at a time agreed by Council and such time will be recorded in the Minutes.

22. **Debrief**

Council may meet after the adjournment of the meeting for informal discussion with administration or among Council members.

23. **Bylaws (M.G.A. 63, 184, 187-190, 230 & 692)**

- 23.1 Where a Bylaw is presented to a meeting for enactment, the Town Manager shall cause the number and short title of the Bylaw to appear on the Agenda.
- 23.2 Bylaw Readings:
 - a) Every proposed bylaw must have 3 distinct and

separate readings;

- b) Each councillor present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading;
- c) Each councillor present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading;
- d) A proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading;
- e) Only the title or identifying number has to be read at each reading of the bylaw;
- f) A motion for second reading may be presented and the members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw which requires a Public Hearing at any time following the Public Hearing.

Amendments to a Bylaw:

- a) A proposed amendment shall be put to a vote and if “Accepted”, shall be considered as having been incorporated into the Bylaw at second reading;
- b) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be restated with accepted amendments and the vote called for;
- c) No further amendments to the Bylaw will be provided for after the second reading.

23.3 The attached Schedule “B” Public Hearing Procedures outlines the process for a Public Hearing.

- 24. Should any provision of the Bylaw be determined to be invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.

25. This Bylaw comes into effect upon its final passing thereof.

READ A FIRST TIME IN COUNCIL THIS ____ DAY OF _____
A.D. 2024.

_____ Deputy Mayor	_____ Interim Chief Administrative Officer
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READ A SECOND TIME IN COUNCIL THIS ____ DAY OF _____
A.D. 2024.

_____ Deputy Mayor	_____ Interim Chief Administrative Officer
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READ A THIRD TIME IN COUNCIL THIS ____ DAY OF _____
A.D. 2024.

_____ Deputy Mayor	_____ Interim Chief Administrative Officer
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SCHEDULE “A”

**COUNCIL/COMMITTEE
TERMS OF REFERENCE**

A. Agenda

The following is a guideline for items of business to be put on the most appropriate agendas:

Council:

- In-camera Items – General or Emergent Items
- Tenders or Requests for Proposals to be awarded
- Act of Recommendations from Committees
- Financial Expenditures
- Current Budget Review (budget vs. actual and program – summary format)
- Appeals
- Emergent Items having deadlines before the next Committee Meeting
- Enter into Agreements/Approval of Grant Items
- Information on Conferences/Workshops/Seminars etc.
- Minutes from Committees
- General Information or Reports/Circulation Items

Committee:

- In-camera Items – specific to the Committee
- Items for discussion/debate/recommendation to council
- New budget preparation/current budget review (1/2 year and Year End – detail format)
- Information, Circulation Items, Administration Reports, Minutes of meetings related to the Committee
- Policy and Bylaw development/review in draft version
- Draft versions of documents

Council or Committee:

- Appointments depending on urgency and whether general or specific department topics
- Research requested

The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

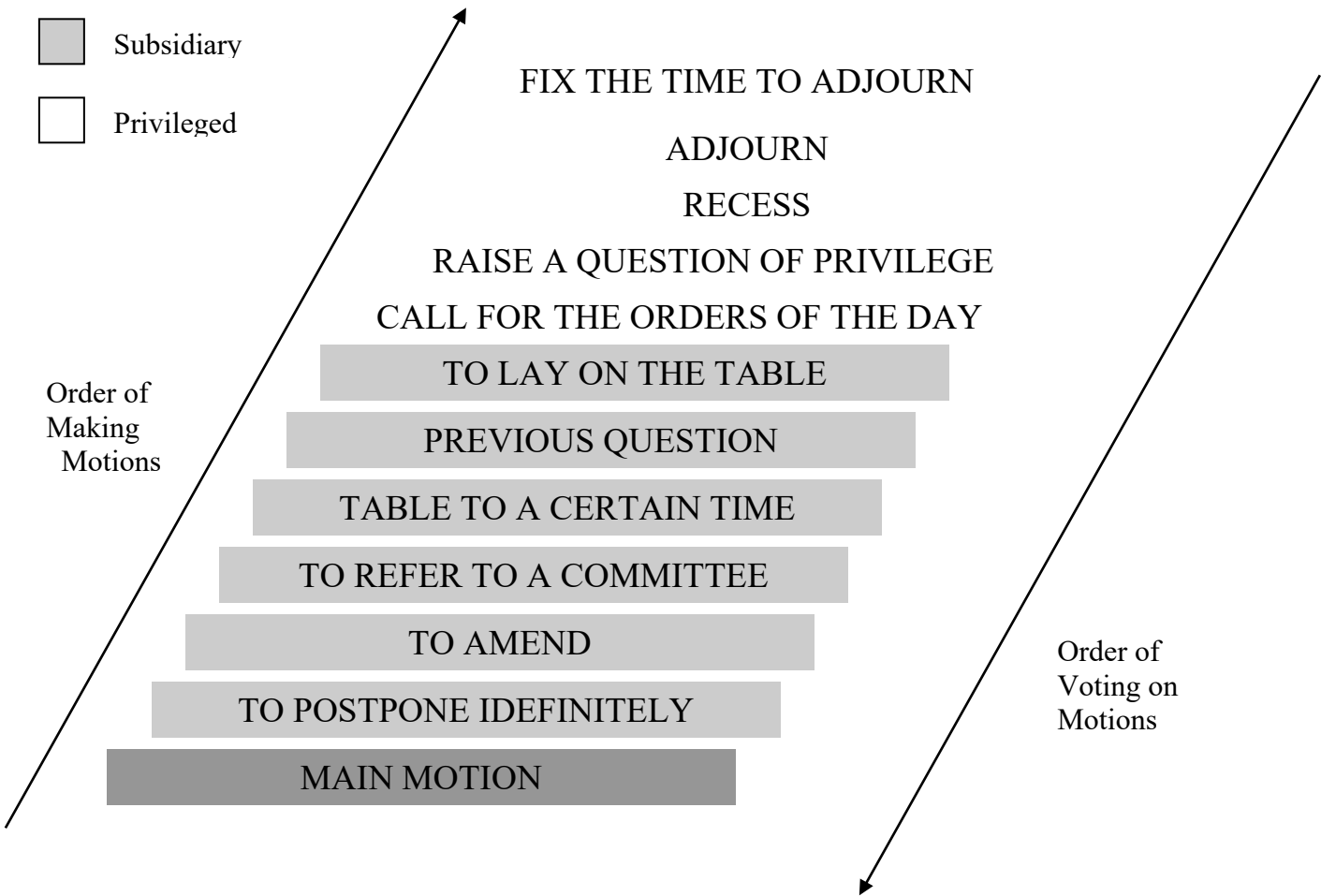
1. Call to Order
2. Adoption of agenda
3. Adoption of the previous Minutes
4. Public Hearings
5. Delegations
6. Bylaws
7. New Business
8. Committee Reports
9. Financial
10. Correspondence
11. Confidential Items (In Camera Items)
12. Adjournment

B. Motions

1. The bylaw outlines the need for additional detail on the type of Main Motions the Committee can make to recommend to Council which include:
 - To set up a meeting
 - To take action/fund/approve/reply to or refuse a request

- To bring research or an item to council on a specific date
2. When a motion to recommend to Council is defeated by unanimous consent at a Committee meeting it shall not be presented to a subsequent Council meeting for action. However, if the vote is not unanimous and a request is made that the item be considered at a Council meeting, the recommendation will be presented at a subsequent Council meeting for action.
 3. The Committee can give direction to administration to return an item back to the Committee at a specific/later time with additional information so a recommendation can be made-this does not require a motion. This type of direction is not required to proceed to a subsequent Council meeting for action.
 4. The Committee can also make **Privileged or Incidental Motions** in order to conduct the meeting including:
 - Approve the Agenda
 - Add items to the Agenda
 - Go into/out of an In-Camera Session
 - Raise a Point of Order/Question of Privilege
 - Call for a Division of a Question
 - Withdraw a Motion
 - Recess
 5. The Bylaw provides for the Minutes of Council and Committee meetings to be approved or amended at a subsequent Council or Committee meeting:
 - a) approval of the Minutes shall be limited to mean only that:
 - the Minutes reflect a record of what actually occurred during the meeting and
 - the Minutes are correct as “presented” or “amended” if there are errors or omissions
 - b) approval of the Minutes does not mean that Council or the Committee is approving any of the recommendations contained in the Minutes.

LADDER OF MOTIONS



C. Minutes

1. Minutes shall record the:
 - a) Elected Officials and appointed members being present at a meeting although arriving after the time the meeting opened by:
 - a notation in the heading, after their name with the time of arrival
 - a notation in the body of the Minutes showing which item was under discussion at the time of their arrival
 - b) Elected Officials and appointed members times of leaving and joining the meeting while in session, including during “In-Camera” Sessions
 - c) Public leaving and joining the meeting only:
 - when going in or out of an “In-Camera” Session or
 - when they have an appointment to speak to the Council or Committee
 - d) Administration leaving or joining the meeting only when they are participating in the meeting.
2. When Minutes are circulated for approval at a subsequent meeting, the corrections, additions or deletions to the Minutes that are identified will be:
 - a) Noted in the Minutes of that meeting; and
 - b) Shall be hand written directly on the original file copy of the Minutes and each change shall be initialled by the Chair; and
 - c) Shown with all changes completed on the electronic copy of the Minutes that are posted to the website.

SCHEDULE “B”

PUBLIC HEARING PROCEDURES

As per the MGA Sec. 230 (1-6) and the Town of Vermilion Procedure Bylaw Sec. 23.3: “when a Bylaw is subject to a Statutory Public Hearing”, the Public Hearing shall be conducted in accordance with the following procedures:

1. Members of the public wishing to make presentations at the hearing must have notified the Town Manager prior to the commencement of the hearing and should provide a copy of their presentation in writing if they wish their presentation to be a matter of record.

(Advertisement for the public hearing to advise of this requirement and that 10 copies of written presentation should be provided prior to the hearing if the document is to be accepted as a public document relating to the matter)
2. The Mayor or his designate shall act as Chair for the Public Hearing.
3. Chair shall provide for introduction of Council/Administration and Staff.
4. Rules for conducting a Public Hearing will include:
 - a) recognition of the Chair for all information or questions;
 - b) identification of presenter who has registered to speak to council, their organization (if any), and their legal location (if applicable)
 - c) advising presenters of the time allotted for presentations. If a presenter becomes repetitive, they may be limited by the Chair;
 - d) no questions will be permitted from the floor (a person not registered to speak);
 - e) no person is allowed to use a recording device during a Public Hearing process unless the Chair grants permission;
 - f) recess will be called at the discretion of the Chair;
 - g) councillors may ask questions at the end of any presentation to obtain clarification on information
5. Chair to explain that this public hearing is being held in compliance with the requirement in the MGA and that this hearing is about examining and hearing submissions that relate only to the purpose and intent of the bylaw.
6. Chair will call upon Administration to outline the foundation and basis for the proposed Bylaw and state that the required advertising notice has been complied with.
7. Chair will call for presentations in the following order:
 - a) the applicants to address their application;
 - b) a representative of an agency may make a presentation or alternatively the Development Officer will read or paraphrase the comments submitted;

- c) registered individuals/groups who are in support of the application;
 - d) registered individuals/groups who are in opposition to the application;
 - e) written submissions from individuals/groups in support or opposition, that have chosen not to present their case orally, shall submit 10 copies of the written submissions and will be considered by Council;
 - f) registered individuals/groups who are in support of the application to be offered the opportunity for summation;
 - g) registered individuals/groups who are in opposition to the application to be offered the opportunity for summation;
 - h) applicant to provide any concluding information – it is expected that the applicant will respond to any relevant issues raised during the course of the Hearing at the invitation of the Chair.
8. Any written presentation provided to the Council, regarding this public hearing, will be treated as a public document and if it is submitted this implies the writers' consent for disclosure to any other members of the public who request a copy of this document
9. The Chair will declare the Hearing closed
10. No further submissions will be entertained – late submissions will be returned to the sender.
11. The Chair will thank everyone who made presentations to Council and explain that Council will now consider the information and presentations made to them, and base their decision on relevant planning considerations. Options are:
- a) pass the Bylaw or resolution; or
 - b) make any amendment(s) to the Bylaw or resolution it considers necessary and proceed without further advertisement or hearing; or
 - c) defeat the Bylaw or resolution.
12. Minutes will record and include:
- a) names of the public who attended and asked to speak to the Council;
 - b) the main public concerns expressed; questions/clarifications/and answers made by the public or council will be paraphrased, not recorded verbatim.

SCHEDULE “C”

DUTIES OF CHAIR / VICE CHAIR

- Chair meetings; approve and sign, together with CAO, Minutes of Council meetings
- Champion Committee recommendations by presenting them at Council Meetings
- Champion of Department – know progress/problems/success of department – being knowledgeable of program without being involved in daily operations
- Take the lead for the Department in visioning sessions which may establish levels of service and budgets
- Council liaison with CAO and Department Manager
- Policy Development – pursue best practices to ensure efficient, effective services on behalf of the public
- Participate/spokesman at zone/provincial meetings or other public events
- Attendance at Public consultation/public meetings; act as chair when applicable
- Attend approved professional development/report information back to Council and Administration – highlighting trends, challenges, successes, strategies for consideration by the Committee
- Ensure a full report is provided to Council or Committee by those attending conferences, seminars and workshops
- Strive to develop positive public relations and public education; Committee Chair to work together with Mayor when dealing with media



**MINUTES of Town of Vermilion Library Board
for September 18, 2024 @ 7pm**

1. Call to order: a business meeting of the Town of Vermilion Library Board was held at the Vermilion Public Library on September 18, 2024 @ 7pm, Justin Thompson chairing.

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

2. Agenda: Kirby moves the adoption of the agenda. Carried.

3. Minutes: Alva moves the adoption of the August 28, 2024 minutes as circulated. Carried.

4. Reports: Chair: Advocacy, and Plan of Service to complete work ahead of the October AGM.

Manager: Elevator building permit issued, November completion expected. VPL applied for a Western Financial capital project grant. A nonprofit networking lunch will be held on Nov 7 @ noon at the VRC in partnership with FCSS Town of Vermilion/County of Vermilion River.

Friends of VPL: Net proceeds from the 50/50 raffle is \$220. Next meeting is October 1.

Policy: Met to review bylaws, payroll proposal policy changes, and policies under review.

NLLS Rep: Kirby noted that the 2025 NLLS budget was passed @ 1.5% increase and that NLLS is exploring further efficiency measures like direct book processing from vendors instead of in-house. Joshua moves the adoption of the reports as presented. Carried.

5. Budget: Anna moves the adoption of the 2025 budget for first reading. Richard second. Carried.

5. Policies: Richard presented the policy committee recommendations to amend the bylaws and policies as a package:

- Bylaws: Amend frequency of board meetings to at least 6 per year, reduce fines to \$0.25 daily for all items, and amend printing rates to 10 free and \$0.15 per page thereafter.
- Policies: Amend A104 to permit payroll processing and introduce control measures, delete P101 1.32 to remove banked overtime program, assign procedural authority on P101. 1.39 to manager, amend vacation common anniversary in P101 1.39-40, permit manager to work alone in P101 1.7, and remove location data in L107 preamble.

6. Dementia Plan: There are 150 dementia clients in our operating area. Susan Mcculley is the local representative. Staff plan to have 2 members trained in dementia customer service by end of 2024. Carolyn and Margaret to recommend purchases for memory/sensory kits in consultation with Alzheimer's Society of Alberta.

Adjournment: Justin moves to adjourn at 8:05pm.

Next Meeting: October 30, 2024 @ 7pm

Approved: _____ October 30, 2024 _____ Date: _____

BYLAWS OF THE TOWN OF VERMILION LIBRARY BOARD

Revised October 30, 2024

The Town of Vermilion Library Board enacts the following Bylaws pursuant to Section 36 of the *Alberta Libraries Act*.

1. Definitions in these Bylaws shall mean:

Applicant: A person who makes a request for access to a record under section 8(1) of the *Freedom of Information and Protection of Privacy Act*; elsewhere in the Bylaws means a person applying for a library card.

Board: Town of Vermilion Library Board.

Borrower: the person to whom a library borrower's card has been issued.

Cardholder: the registered user of a current library card.

Cardholder Categories shall include the following:

Adult: any person 18 years and older.

Youth: any person under 18 years of age.

Family: two or more members of the same family residing in the same home.

TAL Card borrower: a cardholder from outside the Northern Lights Library System with a current TAL card.

ME Libraries borrower: a cardholder from outside the Northern Lights Library System whose card is registered in the ME Libraries program.

Good Standing: a cardholder with no outstanding overdue items or charges.

Library Manager: the person charged by the Board with operation of the Vermilion Public Library.

Library: The Vermilion Public Library.

Library resources: any resources, regardless of format, that are held in the Vermilion Public Library's collection, or borrowed by the Vermilion Public Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, electronic databases and equipment.

Loan Period: the time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.

Non-resident: any person who resides in an area which is not a member municipality of the Northern Lights Library System.

Resident Categories:

Town Resident: any person who resides within the Town of Vermilion

Resident: Any person who resides within any division of the County of Vermilion River or resides in an area which is a member municipality of Northern Lights Library System

TAL card: the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

ME Libraries: A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.

1. Interpreting the Bylaws
 - 1.1. The Board is a corporation established under the *Libraries Act* S. 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8* and shall be known as the Town of Vermilion Library Board.
 - 1.2. Board meetings shall be held at least 6 times per year.
 - 1.3. The annual general meeting of the board shall be held during the last quarter of each year or as designated by the board.
2. Trustee Appointments shall be in accordance with the current Alberta Library Act.
 - 2.1. In recognition of the fundraising activities of the Friends of Vermilion Public Library Society, the Board requests the Friends of Vermilion Public Library select one representative from their membership to be appointed to the Library Board of Trustees. This application shall then be submitted to Town Council for approval. Should the Friends of Vermilion Public Library be unable to find an interested person from among their membership, the board will recommend a substitute member from applications.
 - 2.2. Trustees must have a valid borrower's card.
3. The board consists of a Chair, Vice-Chair, Treasurer, and members at large. The library manager shall be a non-voting member of the Board. Any executive officer may retain their office for more than one year.
 - 3.1. The board shall establish such committees as deemed necessary.
 - 3.2. Chair, Vice-Chair, Treasurer positions shall be filled by election.
 - 3.3. The board shall consist of 5-10 members total.
4. The board operates according to Roberts Rules of Order
 - 4.1.1. Any board meeting shall have the presence of 50% of the board members to represent a quorum.
 - 4.1.2. Unless a quorum is present, no official business of the Board may be carried out.
 - 4.1.3. All communication on behalf of the board shall be carried out through proper channels through established protocols.
 - 4.1.4. The current minute book and all correspondence shall be kept in the library and on the library website.
 - 4.1.5. Each committee shall fulfill its duties and report regularly to the entire board
 - 4.1.6. It is the duty of all trustees to attend all meetings and serve on committees in any other capacity that may be required should it be deemed reasonable

5. Method of adoption or amendment of Bylaws
 - 5.1. The board will pass bylaws governing the safety and operation of the library.
 - 5.2. Bylaws require three (3) readings by the Board prior to passage.
6. Admittance to/Conduct in the Building
 - 6.1. The portion of any building used for public library purposes is open to the public free of charge during the hours of operation
 - 6.2. Any person using the library shall follow the library code of conduct
 - 6.3. No person using the library building shall:
 - 6.3.1. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.
 - 6.3.2. Go into or stay in the building outside of those time periods chosen for public use, except with the permission of the Library Manager.
 - 6.3.3. Solicit other library users and staff for personal, commercial, religious, or political reasons.
 - 6.3.4. Except with the permission of the Library Manager, bring any animal, other than a service animal into the building
 - 6.3.5. Bring a wheeled vehicle or conveyance, other than a wheelchair, mobility scooter, walker, baby carriage or stroller, into the building.
 - 6.4. Persons who do not act in accordance with 6.2 and 6.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
 - 6.5. All persons using the library shall comply with applicable public health regulations.
 - 6.6. No member of the public is to be left in the library building for any purpose without staff or a member of the Board present.
7. Procedures for Acquiring a Library Card
 - 7.1. Any resident or non-resident is eligible to apply for a library card. An annual fee for issuance of a borrower's card will be charged. A library card is issued upon:
 - 7.1.1. Completion of an official Borrower's card application form.
 - 7.1.2. Presentation of one piece of identification bearing the applicant's permanent address if an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present identification bearing his/her permanent address.
 - 7.1.3. Presentation of payment of applicable fees as outlined in Schedule A.
 - 7.2. Applicants will receive a library card which:
 - 7.2.1. is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under section 10.
 - 7.2.2. Remains the property of the Vermilion Public Library.
 - 7.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.
 - 7.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

7.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

8. Responsibilities of a Cardholder

8.1. The cardholder named on a library card will be the only person that may use the card, however;

8.1.1. The cardholder may designate alternate people to access their records and sign out material on their behalf

8.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.

8.3. Cardholders must notify the library of any change of contact information as soon as possible.

8.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card as set out in Schedule C. In the case of a youth, the parent or legal guardian who signed the youth cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

8.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

9. Loan of Library Resources

9.1. There is no charge for using library resources on library premises, consultation with members of the library staff or receiving basic information service.

9.2. Loan periods for library resources are set out in Schedule B.

9.3. Library resources may be borrowed in quantities as set out in Schedule B.

9.4. Library resources may be reserved/renewed in accordance with procedures established by the Library Manager.

10. Penalty Provisions

10.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

10.2. Cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

10.3. A borrower's card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 8.0 or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

10.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.

- 10.5. Any fine or penalty imposed pursuant to an offence under section 10 inures to the benefit of the Library in accordance with the *Libraries Act, S.42*.

11. Other Library Fees

- 11.1. Charges for the use of library premises not normally used for public library purposes (i.e. Library Basement) are set out in Schedule D.
- 11.2. Charges for other library services (faxing, scanning, etc) are set out in Schedule D

Schedules A-D are a part of the By-laws of the Town of Vermilion Library Board

- Schedule A Cardholder Fees
- Schedule B Loan Periods for Library Resources
- Schedule C Overdue Fines/Procedures for the Return of Overdue Material
- Schedule D Other Library Charges

SCHEDULE A – Cardholder Fees

Town Resident Individual Youth Card Fee (Under 18 years of age)	\$5.00/year
Town Resident Individual Adult Card Fee (18 years and older)	\$15.00/year
Town Resident Family Card Fee	\$20.00/ year
Resident Individual Youth Card Fee (Under 18 years of age)	\$5.00/year
Resident Individual Adult Card Fee (18 years and older)	\$15.00/year
Resident Family Card Fee	\$20.00/year
Non-resident Individual Adult Card Fee (18 years and older)	\$75.00/year
Non-resident Family Card Fee	\$100.00/year
Replacement Card Fee	\$1.00/ card

Card fees may be waived with manager discretion. All library cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
 - a. Audiovisual recordings are loaned for one week, three weeks if there are multiple discs (i.e TV Series).
 - b. Magazines are loaned for one week.
 - c. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library. No renewals.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, except for magazines which may be renewed only once for a total of two weeks.
 - a. Extended due dates may be granted by at the discretion of the Library Manager or his designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
 - b. All renewals are subject to recall or reservations from other cardholders.
3. The maximum amount of material borrowable is 25 items (all resources combined).

SCHEDULE C –Overdue Fines/Procedures for the Return of Overdue Material

1. Fines for late return of library resources is a charge of \$0.25 per day
2. Procedures for return of overdue materials
 - a. An overdue notice is produced by the automated system one week after the item(s) is/are due and the cardholder is called, and/or a message is left.
 - b. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left by library staff.
 - c. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
 - d. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid.
 - e. Notwithstanding number 2(d), accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Manager.
3. Penalties for lost or damaged items
 - a. The purchase cost as listed in the library's integrated library system (ILS) shall be charged for lost or damaged items.

SCHEDULE D – Other Library Charges

PRINTING

- No Charge for 10 pages Black and White, \$0.15 per page for >10 pages
- \$0.25 per page Colour
- No charge for scanning and faxing
- 3D printing rates assessed as per Northern Lights Library System

BASEMENT RENTAL

- \$25.00(incl. GST) per hour to a daily max of \$125(incl. GST)

Infrastructure and Planning Services

Directors Report

November 19, 2024

Capital	● 2024 Street Improvement—Project Complete ● East Reservoir Pump Replacement – Ongoing ● Meter Vault Replacement – Deferred to 2025 ● Sewer Trunk Main Replacement: Project Complete. ● WWTP Demolition – Contaminated Sils disposal deferred to 2025 ● Biosolids/Effluent Research Project - Ongoing
Operations	● Responded to Sewer Truck Main blockage over the long weekend. ● Finalizing MWWP Application ● Starting to develop an Asset Management Inventory ● Monthly Sewer Jetting ● Sewer Service Repairs ● Culvert Jetting for winter preparation ● Hydrant Winterization ● Final Street Sweeping for the season ● Road Grading and Pothole repair ● Setting up Christmas decorations around Town ● All equipment is prepped for winter operations ● Traffic sign repair and installation where required



CORPORATE SERVICES

DIRECTOR REPORT

Nov 2024

GENERAL CORPORATE SERVICES

- ERP system implementation ongoing, several modules now 'live' or operational
- Access to customer self service / eservice / online portal has been removed
- Trialing and testing of budget module underway
- On track to sunset Serenic Software before end of December 2024

UTILITY BILLING

- Residents reminded to pay 3-5 business days in advance of deadline to allow funds transfer to occur
- Residents have the option to receive bills by email or mail, if you aren't receiving your bill contact us
- Residents encouraged to use automatic monthly withdrawals

INFORMATION TECHNOLOGY

- Obsolete hardware sunset and archived
- New employee onboarding with new and reactivated equipment
- Several networking issues addressed
- Several data transfers complete and several more ongoing for archival of legacy software
- Utilizing local contract for several projects and requests
- Hardware evergreening complete for 2024

PROPERTY TAX

- Street sign reminders ordered and scheduled for placement in community in December
- Tax certificates will (temporarily) only be available through staff due to online portal disruptions, lower cost rate will apply to all requests until online portal becomes available again
- Next penalty date for taxes will be Dec. 31, 2024

MANAGER ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

- Industrial lots in Yellowhead Business Park
 - Working on additional lot sales
- Working with Highway Commercial lot inquiries
- Pylon sign project
- Website Migration
- Developing New Business Retail Inquiries looking to develop in Vermilion/Site Selection Land Packages
- Site Selection Packages
- Invest Alberta Profile
- MOU for Housing
- The Good Life Institute – SAVOUR – Friday, October 15, 2024.
- Business Celebrations
 - Western Sports Products
 - Vermilion Cannabis
- iART/Alberta HUB Drone Project
- Events Calendar updates
- Swag/Business Cards
- Press Releases
- Alberta HUB Regional Economic Development Officer Meeting
- Elections Webinar
- EDA – Ministers Dinner
- GLI Meetings
- Budget Meetings
- MD of Bonnyville Site Selection

Gas Franchise Agreement Re-Approval Process
(*Utilities Affordability Statutes Amendment Act, 2024*)

As explained in our August, 2024, letter to you on this topic, the Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024* made changes to various laws that govern utility franchise agreements. As a result, the Alberta Utilities Commission (the "**AUC**") must review all current gas franchise agreements, including yours, to ensure they are compliant with the new legislation.

If your gas franchise agreement is not re-approved by the AUC before the deadline, the agreement will terminate by operation of law on March 17th, 2025. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

ATCO is required to submit information pertaining to your franchise agreement to the AUC in order to obtain the AUC's re-approval of your gas franchise agreement. We require your collaboration with respect to certain aspects of the re-approval process, including: (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of the information from those steps to submit to the AUC as part of the re-approval application. We understand that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made to the laws. The re-approval process document on page two explains what must be done and by when.

Please note that if you think you may want to change your franchise fee rate for the full 2025 calendar year, it is necessary to complete this re-approval process first, by early October, before commencing the separate and distinct franchise fee rate change process. Contact your ATCO Gas representative for more information and with any questions you may have.

Franchise Agreement Re-Approval Process (Utilities Affordability Statutes Amendment Act, 2024)

Note: If you plan to change your franchise fee effective January 1st, 2025, this re-approval process must be completed first, as soon as possible. After the AUC re-approval is obtained for your current agreement and current franchise fee, *then* we can start a second process for the franchise fee change. (Unfortunately, the two processes cannot be done simultaneously.) Please contact your ATCO Gas representative with any questions you may have.

Step	Action/Event	Responsibility
1	<u>Contact ATCO</u> At Your Earliest Convenience Contact ATCO for a copy of the AUC Notice template, tailored to your community, that you must provide to your community as per step three below.	Municipality
2	<u>ATCO Prepares & Sends You the Notice Template</u> Within 7 Days of your Request Upon receiving your request, ATCO will tailor the AUC Notice template with information specific to your community.	ATCO
3	<u>Publish the Notice</u> As Soon As Possible (Deadline: 9 October 2024 at the latest if you plan to change your franchise fee rate effective 1 Jan 2025, 1 Feb 2025, or 1 March 2025, which will require a separate and additional process. Otherwise, the deadline for this step is 15 November 2024 if no rate change is being planned in Q1 of 2025. Reach out to your ATCO Gas contact for any clarification.) Communicate the Notice to your community using at least one of the methods listed below: i. published in the print newspaper having the widest circulation in your municipality; ii. direct mail-out or emailed to utility customers in the municipality; iii. posted on your municipality's website, and social media pages, and office notice board; or iv. if permission is granted by the AUC in advance, an alternative method that ensures that the notice is provided to as many utility customers as reasonably possible in your municipality. The Notice template provided to you is an AUC template. <u>NOT DELETE ANY INFORMATION</u> and <u>DO NOT REMOVE THE AUC LOGO OR THE AUC CONTACT INFORMATION.</u>	Municipality

Step	Action/Event	Responsibility
4	<u>Proof of Notice</u> Proof that the notice was properly provided to your community is required. - If you published the notice in the print newspaper, take a photo of the page that the Notice appears on and send the photo to your ATCO contact. A digital scan of the page will also suffice. <u>This photo or scan must clearly show the Notice, the name of newspaper, and the date of publication.</u> Text must be legible. - If you did a direct mail out, please send your ATCO contact a copy of the mailout AND a letter on municipal letterhead stating how many utility customers it was sent to. - If you posted on your municipality's website, social media pages, and office notice board, please take screen shots of the website and social media pages, and a photo of the notice on your notice board. Send these photos/screen shots to your ATCO contact along with a letter on municipal letterhead stating the date that each first appeared. Please sent the proof to your ATCO Gas contact with cc to franchisecoordinatorgas@atco.com	Municipality
5	<u>Wait 2 Weeks, Record Public Feedback and Your Responses to the Public</u> The public has fourteen days to express any objections, concerns, or support regarding the franchise agreement and the financial impact on them. The public may send their feedback to your municipality, to ATCO, or to the AUC. If you receive any written feedback, please reply to the community member and keep a copy of all communication. If you receive verbal/telephone comments, please make note of the person's name, the date, and a brief summary of the conversation, including your response. Send copies of all feedback and your replies to your ATCO Gas contact with cc to franchisecoordinatorgas@atco.com. These communications will be included in the application to the AUC. If no comments are received, let your ATCO contact know via email.	Municipality

Step	Action/Event	Responsibility
6	<u>Application Made to the AUC As Soon As Possible</u> (31 October if you're planning a rate change, otherwise 13 December if no future rate change anticipated) ATCO will submit the information you provide as well as other details about your franchise agreement, as required by the AUC, to the AUC for their review and approval.	ATCO
7	<u>Application Reviewed and Decision Issued</u> The AUC will review the information submitted. Provided everything is in order, the AUC will then issue a Decision to confirm that your franchise agreement is current, valid and compliant with the new legislation. If you would like a copy of the AUC Decision, please let your ATCO contact know and we will ensure it is sent to you.	AUC

Additional Detail Regarding the Franchise Agreement Re-Approval Process *(Utilities Affordability Statutes Amendment Act, 2024)*

The Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024*,¹ (the "**Act**") became law when it received Royal Assent on May 16, 2024. The Act makes several changes to various statutes governing franchise agreements. One of these changes affects the gas distribution franchise agreement you have with ATCO Gas and Pipelines Ltd. ("**ATCO**"):

- Section 49(5) of the *Gas Utilities Act* now states that a franchise granted by a municipality to an owner of a gas utility that has not been approved by the AUC after the coming into force of this subsection will terminate 270 days after the coming into force of that subsection.

This means that your gas distribution franchise agreement, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission ("**AUC**") before March 17, 2025, or it will terminate by operation of law on that date. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

In response to this new legislation, the AUC has established a special process² to efficiently approve all existing current and valid gas distribution franchise agreements that are compliant with the new legislation before the March 2025 deadline. To qualify for this special process, no changes may be made to the previously approved franchise terms, including the expiry date and the existing franchise fee. As part of this special process, ATCO is required to submit information pertaining to your franchise agreement to the AUC at the end of this year, for its review and approval.

We require your collaboration with respect to certain aspects of the re-approval process, including: (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of that information to submit to the AUC. We understand

¹ *Utilities Affordability Statutes Amendment Act, 2024*, SA 2024, c 8; www.alberta.ca/making-utility-bills-more-affordable

² <https://media.auc.ab.ca/prd-wp-uploads/News/2024/Bulletin%202024-12.pdf>

that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made to the laws