

**Town of Vermilion
Regular Council
Tuesday, April 15, 2025 at 6:00 P.M.**

Page

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
 - 3.1. Minutes of Regular Meeting of Council - April 1, 2025**
- 4. NEW BUSINESS**
 - 4.1. Public Commentary**
 - 4.2. 2025 Vermilion Neighbour Day Proclamation**
 - 4.3. Capital Budget Amendment - Parks Mower - Staff Recommendation**
- 5. COMMITTEE REPORTS**
 - 5.1. The Good Life Institute - Minutes of April 7, 2025**
 - 5.2. The Good Life Institute - 2025 Race of Vermilion Summary**
 - 5.3. Vermilion & District Chamber of Commerce - Minutes of March 3, 2025**
- 6. MANAGEMENT REPORTS**
 - 6.1. Chief Administrative Officer Report**
 - 6.2. Director of Community Services Report**
 - 6.3. Director of Infrastructure and Planning Services Report**
 - 6.4. Director of Corporate Services Report**
 - 6.5. Manager Economic Development**
- 7. FINANCIAL**
- 8. COUNCIL ROUND TABLE**
- 9. CLOSED SESSION**
 - 9.1. Pursuant to Part 1, Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act
Personnel**

10. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, APRIL 1, 2025, AT 6:00 P.M.**

PRESENT

IN PERSON:

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

REGRETS

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

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 presented.”
CARRIED.

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – March 18, 2025

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of March 18, 2025, be accepted as presented.” **CARRIED.**

4. NEW BUSINESS

4.1. Public Commentary

Deputy Mayor Joshua Rayment opened the Public Commentary session at 6:01 p.m.

Deputy Mayor Rayment welcomed Mr. Larry Alward to the meeting. Mr. Alward had questions regarding the price of the new highway sign and its purpose. Larry also had questions regarding what the issue is with people plowing their own snow. Larry shared his opinions regarding snow removal in the Town of Vermilion and lastly had questions regarding the Town of Vermilion’s financial statements.

Deputy Mayor Rayment thanked Mr. Alward for coming in.

Deputy Mayor Rayment closed the Public Commentary session at 6:07 p.m.

4.2. National Volunteer Week Proclamation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion acknowledge April 27 – May 3, 2025 as National Volunteer Week.” **CARRIED.**
MOTION#25/04/44

4.3. 2025 Fire Services Training Program Grant

Councillor Kevin Martin spoke to the 2025 Fire Services Training Program Grant and what this grant will do for the Town of Vermilion fire services training.

4.4. Healthcare Providers Attraction and Retention Committee – Appointment of Alternate

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion appoint Councillor Robert Pulyk as an alternate for the Healthcare Providers Attraction and Retention Committee.” **CARRIED.**

MOTION#25/04/45

4.5. Chief Administrative Officer Appointment

Moved by Councillor Robert Snow “That Council for the Town of Vermilion appoint Shannon Harrower as the Chief Administrative Officer for the Town of Vermilion pursuant to the provisions of the Municipal Government Act of Alberta Chapter M-26 RSA 2000, effective April 7, 2025, 2025.” **CARRIED.**

MOTION#24/04/46

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion approve the Chief Administrative Officer employment agreement setting out the terms and conditions of employment dated April 1, 2025 signed by Shannon Harrower and Deputy Mayor Joshua Rayment on behalf of the Town of Vermilion.” **CARRIED.**

MOTION#25/04/47

5. COMMITTEE REPORTS

5.1. The Good Life Institute – Minutes of March 10, 2025

6. FINANCIAL

6.1. Accounts Payable for the period of March 13 – 27, 2025

Accepted as Information.

7. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

8. CORRESPONDENCE

8.1. Vermilion & District Chamber of Commerce – Minutes of March 11, 2025

8.2. Vermilion & District Housing Foundation – Minutes of February 27, 2025

8.3. County of Vermilion River – Agenda of March 25, 2025

Correspondence was accepted as information.

9. CLOSED SESSION

Pursuant to Part 1, Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act
Personnel

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion go in closed session at 6:33 p.m.” **CARRIED.**

MOTION#25/04/48

Director of Corporate Services Brian Liebel, Interim Chief Administrative Officer, and Infrastructure and Planning Administrative Assistant Madison Barrett left the meeting at 6:33 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 7:10 p.m.” **CARRIED.**

MOTION#25/04/49

12. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 7:11 p.m.

READ AND CONFIRMED ON THIS 15th DAY OF April 2025 A.D.

Chief Administrative Officer

Deputy Mayor

PROCLAMATION

Town of Vermilion

Vermilion Neighbour Day

May 28, 2025

WHEREAS the Town of Vermilion acknowledges May 28, 2025 as "Neighbour Day"; joining other municipalities across Canada in a celebration of community spirit; and

WHEREAS Neighbour Day is an opportunity for all citizens of Vermilion to proudly participate in getting to know their neighbours; and

WHEREAS Social connection with neighbours reduces loneliness and isolation and builds strong, safe communities where people feel they belong; and

WHEREAS the Town of Vermilion encourages everyone to invite a neighbour and attend the Neighbour Day "Open Oven Night" on May 28th; for a time of connection and fun, for an opportunity to learn more about the benefits of neighbouring and simple ways to be a good neighbour; AND to play with the "Block Party Kit".

THEREFORE, I, JOSHUA RAYMENT, DEPUTY MAYOR OF THE TOWN OF VERMILION, DO HEREBY DECLARE MAY 28, 2025 AS "NEIGHBOUR DAY" IN THE TOWN OF VERMILION, ALBERTA.

Signed the 15th day of April, 2025

Joshua Rayment
Deputy Mayor of the Town of
Vermilion



DECISION ITEM:

DATE: April 15, 2025

TOPIC:

Capital Budget Amendments

BACKGROUND:

Whereas the Municipal Government Act (MGA) Section 245 stipulates Council must annually approve a capital budget and the capital budget must include under MGA section 246 the following components;

- A. The amount needed to acquire, construct, remove or improve capital property
- B. The anticipated sources and amounts of money to pay the costs referred to
- C. The amount (if any) to be transferred from the operating budget

Whereas Council may subsequently amend the capital budget with additions, deletions, or alterations through a motion by council;

Therefore, a capital budget amendment is brought to council to approve the funding source.

FINANCIAL IMPLICATIONS

Approving the amendment will require \$65,000 in funding, which can occur as a reserve transfer from the Provincial Park operating budget

	(2025) Budget	Revised Budget	(Decrease) Increase
Provincial Park Operating Budget Reserve Transfer	\$0	\$65,000	\$65,000
Provincial Park Operating Budget Equipment Rent	\$50,000	0	(\$50,000)
2025 Parks Capital Reserve Funded	\$0	\$65,000	\$65,000

OPTIONS FOR CONSIDERATION

1. Approve the amendment
2. Modify the amendment to include different funding sources
3. Do not approve any amendments to the budget

STAFF RECOMMENDATIONS:

The council for the Town of Vermilion approves an amendment to the 2025 Capital Budget to add a \$65,000 Parks Equipment budget funded from reserve, a reduction in 2025 Parks Operating Equipment Rent of \$50,000, and an addition to 2025 Parks Operating budget reserve transfer of \$65,000.



The Good Life Institute – General Board Meeting

April 7, 2025

Town Hall - 12:00pm

Attendance: Paige Jaremco, Kirby Whitlock (Phone-in), Cornerstone Co-op Brie Betz and Molly Mitchell), Mike Schalin and Tyson Tschaunner.

Absent: Mary Lee Prior and Wendy Wowk

1. Call to Order: 12:02 PM

2. Agenda Adoption: Brie accepts, Tyson seconded

3. Approval of Last meeting Minutes: Tyson accepts, Mike seconded

New Business:

A) Race of Vermilion – Overview

- We went over the Race Report. Surveys were

Done by racers. Lots of good feedback, the first-place prize was well received. They loved being able to go and do the shopping everywhere. The only feedback to take into consideration next year is too add dietary restrictions to the registration form as we had a few gluten free people who couldn't eat the supper. Also, to send an email to racers when they sign up reminding them to be fair and kind to all the volunteers along the way.

AGENDA ITEM #5.1.

B) Taste of Vermilion – Planning

- Post a Save the date
- Change the name of open stage- to something else. As it will be organized entertainment
- Contact Bobbi-Jo to see if it is possible to get 2 tables set up with Co-op Liquor. So we can spread the out.
- Get this in the school newsletters for advertising as it is geared towards kids/families with the petting zoo and magician.
- Tyson motions that we book booth entertainment options. Brie Seconded and all were in favor. Kirby abstained from voting.
- Mike had a suggestion to have a QR code readily available for people to fill out, which they then would be entered into a draw. So this way we can see what people love about the Taste!
- The board asked me to bring maps from last year so we can deliberate about the locations of vendors. To make it as good as possible for everyone. As well as the stats on how vendors did so that we can take into consideration on the ones that didn't do as well

C) Art in the Park- We were approved our \$6500, so we are good to go ahead with Art in the Park 2025!

D) Savor- Tabled until next meeting.

4. Next meeting: May 12, 2025.

5. Adjournment: 12:52 PM



RACE OF VERMILION SUMMARY - 2025

Registration began at 10am with 17 teams (4 people per team) at the Vermilion Regional Centre, up 2 teams from 2024. The demographics of the people attending were from Vermilion, Kitscoty, Lloydminster, Wainwright, Marwayne, Mannville, Edmonton, Red Deer and Surrey BC.

Local businesses and organizations made available 32 sites and 10 detours.

A change to this year's event, we introduced a skip card that teams could utilize once in the whole race. This was well received but will make some changes for next year. We also made a key that businesses had to sign with a specific marker to ensure the teams were going in order and participating at every stop. This was very effective to keep teams on track, preventing skipping and cheating. This will be carried forward.

The event concluded at 5 p.m. Our winning team was from Mannville and Surey B.C. They had participated 5 years in a row hoping for a win! 2nd place was from the Lloydminster area and third place was from Vermilion. At the reception we had supper catered by the Express Pizza, gave out prizes for first and second place. First place was \$1300 in local gift cards, second place was a last-minute call in from Brandon Tupper wanting to donate Oilers tickets on behalf of Knight's Spraying. Stops voted on the "best" dressed team, and best "spirit". The Real Estate Centre had a stop, where the participants had to make a video. They awarded their favorite video with \$100 gift card to Copper Cork! Overall, our prizes were valued at over \$3000! We concluded the evening with an overview of the Race in a PowerPoint of the day's events.

We received event sponsorship from LMG, Cargil, Knight Spraying, Pomeroy Inn & suites, Vermilion Rotary, Real Estate Centre, Lloyd's Limb Services, ATCO, and Alberta Broadband Networks. We received prize donations from Town of Vermilion, Knight Spraying, Inked by Cami, Harbrook and Paisley, APEX Wellness, Real Estate Centre,

AGENDA ITEM #5.2.

Kneaded Relief, Cornerstone Co-op, 3 Guys and a Small Fry, Branded Western Wear, Prairie Bakeshop & Bistro, Mainstreet Hardware, Prairie Vision, and the Red Brick.

The feedback was overall positive. Some of the feedback that we can provide to our sites for next year is:

- Keeping in mind that some teams are not local to the area when fulfilling a task.
- Continue with one clue at a time to deter people from cheating.
- See if all or most locations would be able to take two teams at once. To prevent so much bottle necking.
- Clue cards was a cryptogram. People loved this as it was easy for out-of-town people to solve.

The following decisions have been made for the Race in 2026

- The Regional Centre is booked for March 14, 2026.
- Goal is to have Race capacity returned to 30 teams.

Reviews from a lot of the teams were that this was the best year yet. They are very much looking forward to 2026 and will be back to compete again.



Race of Vermilion

Business Participation 2024

AGENDA ITEM #5.2.

1. 3 Guys and a Small Fry
2. APEX Wellness
3. Alberta Broadband Networks
4. Armories
5. Art Club
6. ATB Financial
7. ATCO
8. Barn on the Bend
9. Booster Juice
10. Branded
11. Burnt Rock
12. Cargill
13. Church of Jesus Christ of Latter-day Saints
14. Circle K
15. CLASS
16. Cornerstone Co-op Groceries
17. Cornerstone Co-op Liquor
18. Express Pizza
19. Harbrook & Paisley
20. Inked by Cami
21. Kalakina Nail Studio
22. Kneaded Relief
23. Knights Spraying
24. Lacrosse
25. Lacombe College - Rock Wall Climbing
26. Lashes and Brows Lounge
27. Leading Manufacturing Group Inc.
28. Lloyd's Limb Services
29. Mainstreet Hardware
30. Medavie
31. Modern Edge Painting
32. Museum
33. Nichol's Towing
34. Pomeroy Inn & Suites
35. Prairie Bakeshop and Bistro
36. Real Estate Centre



- 37. Rotary Club of Vermilion
- 38. The Old School Cheesery
- 39. The Red Brick
- 40. Town of Vermilion
- 41. Underground Gallery & Gifts
- 42. Vermilion Fire Training School



Vermilion & District Chamber of Commerce

Board Minutes

Date: March 3, 2025

Time: 5:30 pm

Location: Chamber Office

Board Attendance: Miranda Lychak (President), Kim Shimko (Second Vice President), Amber Skolarchuk (Vice President), Sherry Martin (Director) left @ 6:16pm, Aaron Knopp (Treasurer), Heather Millan (Director) Robert Snow (Town Representative), Jean Murie (Director)

Regrets: Jason Stelmaschuk (County Representative), Mackenzie McIntyre (Secretary)

Staff Attendance: Karen Hughes

Guest Attendance: Josh Rayment (Deputy Mayor), Darcy Arnold (Business Owner) left @ 6:42pm

Call to Order: 5:36 pm

Additions/Approval of the Agenda: Miranda moves to approve previous agenda

Acceptance of Previous Minutes:..Amber approves, Heather seconds.

President Report: Discussed Website not complete looking. Not alphabetical. Not user friendly. Leis to join meeting in April to discuss.

Executive Director Report: Finalized Breakfast and Learn. Call overdue chamber members. Also call overdue members with local card terminals and inform them of Local gift card terminal policy.

Chamber Business:

- Hearts and Hands event (Betty Thomas) July 23, 2025. Possibly have a spin the wheel as part of a booth set up for the chamber - giveaways at the stores -



inquire with businesses if they would like to participate. Miranda possibly supply a tent

- Ideas for entertainment for the christmas party? Board to give it some thought.
- Contact last years golf tournament sponsors - Karen to do
- Josh Rayment attended meeting to swear in new board members Heather Millan (Director) and Jean murie (Director) also present board members with new positions, Aaron Knopp (formerly Director now Treasurer and Amber Skolarchuk (formerly Secretary now Vice President)

New Business:

- Karen to contact Indus Travel (Dhruv and Sabine) about a Webinar for the Scotland trip.
- Jean is hosting the BBQ at the Rotary Garage Sale and will require help with the BBQ. Thursday/Friday bbq starts at 5 and Saturday starts around 10am. The museum is also participating in the Race of Vermilion.
- Rob mentioned that the Chambers first town meeting was successful.
- Rob spoke about the Focus Van up and running. Schedules for the van will be posted tomorrow. Pilot runs will be tuesdays and thursdays.
- Greg (accountant) confirmed we are a non-profit organization.
- Rob mentioned Tech Soup - possible discounts for programs such as microsoft office
- Aaron Dyck possibly being at our booth for the fair kick off
- Check with stingray on advertising for 2025 - Karen

Discussion:

Town wide volunteer list. Joint events with other businesses, pros and cons.

Heather mentions her upcoming event. Artist Steve Mitts from Camrose will be here on March 10th. His exhibit will be up for the month of march.

Possibly improv for the christmas party? Maz Entertainment

April meeting Leis will discuss bank accounts

Meeting adjourned at 6:53pm





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CHIEF ADMINISTRATIVE OFFICER REPORT – APRIL 15 2025

MEETINGS & EVENTS

- **Introductions**

- o I have met with all members of the Executive Leadership Team and have scheduled meetings with each Councillor over the next week.
- o I am scheduled to attend the May 5 2025 Chamber of Commerce board meeting.
- o In the process of arranging for additional meetings with our local community groups, organizations and partners.
- o Tour of facilities and meeting with field staff scheduled for next week.

- **2025 Alberta Municipalities Annual Convention and Tradeshow**

- o The 2025 AB Munis Conference and Convention is scheduled for November 12 through to the 14, 2025 downtown Calgary.
- o I have tentatively booked rooms for all members of Council as well as myself at the Courtyard Marriott Calgary downtown. Registration to be confirmed closer to the date.

POLICIES & BYLAWS

- **Review/Updates**

- o Our Bylaws and Policies for all departments will be undergoing a comprehensive review. Administration has compiled a master spreadsheet moving forward and we will be bringing a handful of them on a monthly basis to ensure we are up to date with current practices, procedures and applicable legislation.

OTHER

- I am in the midst of coordinating our next CAO meeting as a means of facilitating and encouraging regional discussions and partnerships.
- As it is only my first week in this role, my report is rather brief in nature. That said, as we forge our new path forward as a team I look forward to the opportunity of providing more comprehensive reports to Council and members of our community as a whole.

March 18, 2025 – April 15, 2025

Community Services Directors Report

PARKS & RECREATION:

- General clean up from winter
- Late snow clearing
- Tennis/pickleball court area prep
- New admin in place for 3 weeks
- Vermilion Provincial Park tour and orientations starting
- Meeting to discuss goat grazing initiative for 2025
- Parks, Rec, Culture and Environment meeting

OUTDOOR FACILITIES:

- ODR clean up and repair
- Playground inspection and repair
- Dog park maintenance

INDOOR FACILITIES:

Curling Rink/Arena/Stadium:

- Lacrosse started
- Rinks and curling surface cleaned

FCSS Updates

- Administration coordination for Community Volunteer Income Tax Program (CVITP), have five community volunteers who are working on 2024 tax returns, clients drop off and pick up from the library, program is working well, last day to accept intake is April 25 to get returns submitted by April 30 deadline
- Annual FCSS report – Waiting on financial review from auditors, a few more steps required before submission to provincial office
- Family Garden Kits were distributed at Library Seedy Saturday event on March 29, 100 of these kits created by FCSS Advisory Committee Chairperson, Lori-Ann Stenhouse

- National Volunteer Week April 27 – May 3 – Newspaper article submitted, research on three highlights of local non-profit groups to be highlighted in the newspaper ad that week
- Vermilion Wellness Coalition – planning for community Neighborhood Day evening of Wed. May 28 at the Heritage Park by the Senior Centre
- Emergency Preparedness Week – submission of newspaper article and newspaper ad
- Community Pitch-In May 11-17 – Preparing for promotion, posters to be distributed after Easter, need volunteers to pick up packages at Town Office and choose areas to clean
- Administration for Reducing the Impact of Financial Strain (RIFS) taxi voucher grant, Rural Mental Health Project (Mental Health First Aid training May 8-9), assisting with planning the 2026 Mental Health & Wellness Symposium and responding to community information questions
- Spring Regional FCSS Meeting to attend on April 15 in Tofield – One Advisory Committee member and myself attending
- Participating in FCSS event planning of Provincial Director's Network to be held in Lloydminster April 30 – May 2 for staff, each region takes a turn at planning this event, also attending

Vermilion Regional Centre Updates

- Weekly Rotary Club Breakfast Meetings
- Responded to inquiries about facility bookings, updated monthly schedule for distribution, correspond with staff on booking set-ups and facility issues, confirmed extra work for Kitchen Custodian on some Sundays
- Waiting for the next steps from Parkland Audio company re: sound system renovations
- Dance classes for Vermilion Dance Association and Vermilion Ukrainian Cultural Association continue
- Every Sunday - Gospel meeting in hall
- Thurs. Apr. 3 - Farm 4.0 Lakeland College Agricultural Sciences student led event, estimated 450 in attendance, farm machinery displayed in parking lot
- Mon. Apr. 7 – Blood Donor Clinic, 105 donors, 30 clinic staff
- Sat. Apr. 12 – Vermilion Minor Hockey Year-end Party, estimated 250 guests
- Mon. Apr. 14 – Creech's Lakeland Funeral Home, setting up for over 500 guests
- Wed. Apr. 16 – Sprayer Clinic by Rocky Mountain Equipment
- Fri. Apr. 18-21 – Advance Polls for Federal Election
- Mon. Apr. 21 – Assess Med booking with clients (new business renter from Edmonton)
- Thurs. Apr. 24 – ACE Water Corporation Shareholder Annual Meeting
- Sat. Apr. 26 – Art Market event (Vermilion Community Art Club hosting art vendors)
- Monthly meetings occur for Vermilion Dance, Vermilion Ukrainian Cultural Association, and Vermilion Art Club

Infrastructure and Planning Services

Directors Report - April 15, 2025

Capital Projects	● CHIF Application has been submitted. A copy was forwarded to the Minister of Municipal Affairs as requested. ● Stormwater Management Assessment – Early Planning Stages ● Meter Vaults – Site works are scheduled to start May 19, 2025 ● East Reservoir Pumping Upgrades – Finalizing the scope of work
Public Works Operations	● Started data gathering for GIS Webmaps implementation ● Revising and updating job procedures and safe work practices to ensure these reflect current work activities. ● ATCO Modems on Streetlights - ATCO has started installing modems on streetlights around Town in anticipation of moving to a smart metering system in the near future. ● Reviewing quotes for asphalt patching, curb and gutter repair and line painting. ● Starting road sweeping activities ● Fixing potholes and addressing spring road concerns ● Monitoring snowmelt and water concerns throughout town. ● Steaming culvert and ensuring storm channels are free of obstructions ● Working through our bi-annual sewer jetting program ● Spring hydrant maintenance checks and flushing activities
Planning	● Working on the Off-Site Levy Model updates. This update and review will occur over the next few months with an anticipation of a ● The Removal of the Municipal reserve from Lot 8MR in South Brennan is ongoing with preparations for advertising for a public hearing, notification to adjacent landowners, and signage on site. ● Completing the annual safety code audit of the Inspections Group



CORPORATE SERVICES

DIRECTOR REPORT

April 2025

GENERAL CORPORATE SERVICES

- ERP system implementation ongoing, several modules now 'live' or operational
- Access to customer self service / eservice / online portal is in progress, nearly all residents have been patient and respectful and we appreciate their patience
- Purchase order and inventory system implementation in process

UTILITY BILLING

- Customers encouraged to use automatic monthly withdrawals
- Residents reminded to pay 3-5 business days in advance of deadline to allow funds transfer to occur
- Residents have the option to receive utility bills by email

INFORMATION TECHNOLOGY

- Software subscription user review and update
- SFTP connectivity testing for Central 1 UAT
- Following directive to switch to new ISP
- Facility upgrades for 2025 planned and underway

PROPERTY TAX

- 2024 assessment information finalized, imported and ready
- Mill rates to be determined in April/May, awaiting VDHF requisition invoice
- Tax certificates are (temporarily) still only be available through staff due to online portal disruptions, lower rate of \$25 still applies to all requests until online portal becomes available again

MANAGER ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

- Industrial Lot Sales - Working on additional lot sales
- Working with Highway Commercial lot sales
- Pylon Sign
- Digital Sign
- Maps and Brochures update
- Website Updates
- Invest Alberta
- VIC Summer Student Hires
- The Good Life Institute – Meetings and preparation for the Race of Vermilion, March 15, 2025.
- Alberta HUB
 - Drone Project
 - Land/Buildings Project
 - Updating Alberta HUB Website
- Events Calendar updates and messaging
- Swag/Business Cards
- Elections Updates and Info
- Meetings
 - Alberta HUB
 - Meetings with prospectives
 - RIN Manufacturing Consortium
 - Ribbon Cuttings
 - Travel Lakeland Board Meetings
 - Award Application submission