

**Town of Vermilion
Regular Council
Tuesday, September 16, 2025 at 6:00 P.M.**

Page

- 1. CALL TO ORDER**
- 2. CLOSED SESSION**
 - 2.1. 6:05 - 6:30 pm Closed Session**
Pursuant to Section 21 of the Access to Information Act disclosure harmful to a third party's personal privacy.
- 3. ADOPTION OF AGENDA**
- 4. ADOPTION OF THE PREVIOUS MINUTES**
 - 4.1. Minutes of Regular Meeting of Council - September 02, 2025**
- 5. DELEGATIONS**
 - 5.1. 6:30pm - Stuart Pauls with the Vermilion Library**
 - 5.2. 7:00pm - Benjamin Proulx with Catalyst Communications**
 - 5.3. 7:30pm - Community Member**
- 6. NEW BUSINESS**
 - 6.1. Land Sale Prices - RFD**
 - 6.2. Chief Administrative Officer Bylaw**
 - 6.3. Council Meeting October 14, 2025 - RFD**
 - 6.4. Rail Safety Week Proclamation - RFD**
 - 6.5. Junction Sixteen 41 Pylon Sign - RFD**
 - 6.6. Harvest Gala Sponsorship - RFD**
 - 6.7. Letter of Support for WRRP - RFD**
 - 6.8. Grant Letters of Support - Focus - RFD**
- 7. MANAGEMENT REPORTS**
 - 7.1. Chief Administrative Officer Report**
 - 7.2. Director of Community Services Report**
 - 7.3. Director of Infrastructure and Planning Services Report**
 - 7.4. Director of Corporate Services Report**

60	7.5. Manager Economic Development
	8. COMMITTEE REPORTS
	8.1. LIBRARY
61	8.1.1. Minutes of May 28, 2025 Meeting
	9. FINANCIAL
62 - 65	9.1. Accounts Payable - August 29 - September 10, 2025
	10. COUNCIL ROUND TABLE
	11. CORRESPONDENCE
66 - 76	11.1. Open Farm Days Event Report
77 - 80	11.2. Vermilion Chambre & Commerce Board Meeting Minutes
	12. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, SEPTEMBER 02, 2025 AT 6:00 P.M.**

PRESENT

IN PERSON:

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

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 approved as amended.” **CARRIED**

8.3.1 Playground Project by the Rotary Club and Lions Club

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – August 12, 2025

Moved by Councillor Robert Pulyk “That the Minutes of the Regular Meeting of Council of August 12, 2025, be approved as presented.” **CARRIED**
MOVED#25/09/126

3.2. Minutes of Committee of the Whole – August 12, 2025

Moved by Councillor Kevin Martin “That the minutes of the Committee of the Whole of August 12, 2025, be approved as presented.: **CARRIED**
MOVED#25/09/127

4. NEW BUSINESS

4.1. VRRWMSD Indemnity Agreement - RFD

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve and enter into the indemnity agreement with the Vermilion River Regional Waste Management Services Commission as presented” **CARRIED**
MOVED# 25/09/128

4.2 Enhanced Policing Position - RFD

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion send a letter in response to the County of Vermilion River’s request to cost share in the funding of Enhanced Policing Positions through the Royal Canadian Mounted Police (RCMP).” **CARRIED**
MOVED# 25/09/129

Fire Hall Garage – Information Item

- 4.3 Moved by Councillor Paul Conlon “That Council for the Town of Vermilion receive the briefing note on the Vermilion Fire Department double detached garage installation as information.” **CARRIED**
MOVED# 25/09/130

5. **COMMITTEE REPORTS**

5.1 **HEALTH CARE PROVIDERS ATTRACTION & RETENTION**

5.1.1 Meeting Minutes – April 17, 2025

5.1.2 Health Care Providers Attraction and Retention Committee – RFD

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion receive the per capita request of \$26,000 for the Health Care Providers Attraction and Retention Committee as information and further send a letter requesting additional information as it pertains to the Committee’s budget, spending plan and standard for contributions in 2026 and 2027” **CARRIED**
MOVED#25/09/131

6. **FINANCIAL**

6.1 Accounts Payable for the period of August 13- 28, 2025

Accepted as information.

7. **COUNCIL ROUND TABLE**

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

Accepted as Information.

8. **CORRESPONDENCE**

8.1. ABmunis Recommendations of the Implementation of Bill 50 Changes.

8.2. AB Municipal Affairs 2025 Fire Services Program Grant.

8.3. Toddler Playground Project by the Rotary Club and Lions Club

Deputy Mayor Joshua Rayment directed Councillor Kirby Whitlock to discuss his questions regarding the price of sand vs. wood fibre at the project site with administration.

9.

CLOSED SESSION

CAO Performance Evaluation

Access to Information Act Section (20) Disclosure harmful to personal privacy.

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion move into Closed Session at 6:59 p.m.” **CARRIED.**

MOTION#25/09/132

Director of Community Services Michael van der Torre, Director of Corporate Services Marilyn Lavoie, Chief Administrative Officer Shannon Harrower and Executive Assistant Shannon Kennedy left the meeting at approximately 7:05 p.m.

Chief Administrative Officer Shannon Harrower entered the meeting at approximately 8:10 p.m.

Moved by Councillor “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 8:38p.m.” **CARRIED.**

MOTION# 25/09/133

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the amendment to 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# 25/09/134

8. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 8:40 p.m.

READ AND CONFIRMED ON THIS 16th DAY OF September 2025 A.D.

Chief Administrative Officer

Deputy Mayor

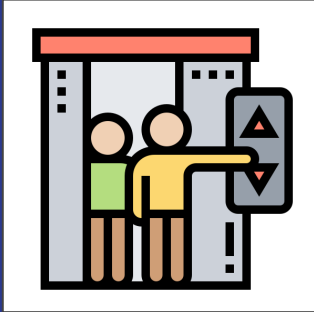


2026

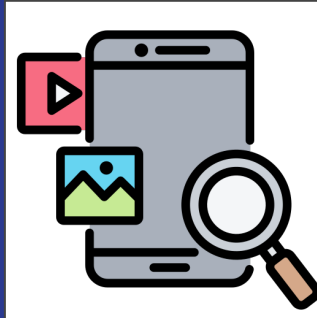
Library Funding Request

1. Whats new @ the library
2. Testimonials
3. Library Usage Statistics
4. Financial Changes
5. 2026 Funding Request

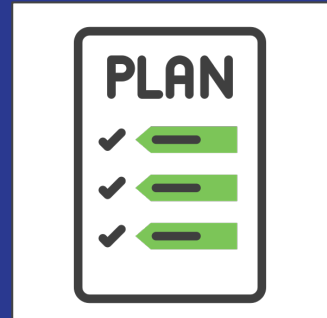
What's new at VPL



Facility
Update



New Grant
Funding



Strategic
Planning

Library Usage Metrics



Cardholders

Town	551
County	286
Other	57

Circulation by Format

Format	2022	2024	2025 YTD
Print	34,031	33,562	20,484
Non-Print	7,764	6,571	8,304
E-Resource	7,986	10,491	9,187
Total	49,781	50,624	26,020

Program Participation

Audience	Events	Attended
Children	22	644
Family	62	532
Adult	44	1,338
Total	128	2,514

Facility Usage Metrics

We track everything from pages printed to helpdesk queries
Here's are a few areas that track facility use

Area	2023	2024	2025 YTD
Visits	18,143	19,502	11,614
Technology Help	417	376	265
Public Computer Use	1,230	1,586	1,188
Meeting Room Use	103	139	75

Avg. Users by Day	
Monday	67.1
Tuesday	79.7
Wednesday	81.3
Thursday	72.5
Friday	53.7
Saturday	30.7

Testimonials



N Parker

2 reviews • 0 photos



20 weeks ago

I attended a workshop held in the basement of the library, which is available for rent. The space was large, accommodating and comfortable. The library staff were professional, inviting and responsive to needs of the group. A lovely experience.

Financial Changes For 2026



Service fees will increase in 2026 with elimination of free printing & exam proctoring

Keep membership fees status quo, go back to reasonable target of \$7,900

Prioritize administrative and facility cuts to balance against rises in salaries, insurance, etc.

Reduce fundraising commitments on staff

2025 Revenue

Category	2025 Budget	2026 Budget	Change
Town Requisition	\$270,375	\$275,800	+\$5,425
CVR Requisition	\$14,000	\$14,000	\$0
CVR LSG Grant	\$18,750	\$18,750	\$0
Provincial Grant	\$32,250	\$32,250	\$0
Service Fees	\$13,600	\$13,950	+\$350
Fundraising	\$6,500	\$5,550	-\$950
Total	\$355,475	\$360,300	\$4,825

2026 Expenditures

Category	2025 Budget	2026 Budget	Change
Staffing Costs	\$259,250	\$266,290	+\$7,040
Facility Costs	\$45,625	\$46,910	+\$1,285
NLLS Levy	\$22,750	\$23,100	+\$350
Administration	\$14,275	\$12,525	-\$1,750
Capital Program	\$10,000	\$8,000	-\$2,000
Prog. & Collection	\$3,575	\$3,475	-\$250
Total	\$355,475	\$360,300	\$4,825

Thank you for serving the Town of Vermilion

Please direct any queries on our funding request
to the Library Manager, Stuart Pauls

The library board meets on the last Wednesday
of each month at 7pm



AGENDA ITEM #5.1.

5001 49 Avenue
Vermilion, Alberta
T9X 1B8

September 11, 2024

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

Dear Council Members,

The Town of Vermilion Library Board is pleased to present the 2026 Library budget. The Library Board requests a municipal appropriation of \$275,800 for the upcoming year. This requisition is a \$5,425 increase from 2025 values amounting to a 2% increase.

The board of directors aim to keep overall spending under 2% from 2025. Our focus is on maintaining staffing levels while reducing administrative and facility costs, without placing additional fundraising burdens on staff or the board.

Please find attached to this letter our budget. We look forward to presenting this by delegation on September 16th and answering any queries you may have.

Best,



Stuart Pauls
Library Manager

Vermilion Public Library
2026 Budget

AGENDA ITEM #5.1.

REVENUE	2025	2026
Town Cash Req.	\$ 270,375	\$ 275,800
County Cash Req.	\$ 14,000	\$ 14,000
County RSG Grant	\$ 18,750	\$ 18,750
Provincial Grant	\$ 32,250	\$ 32,250
Service Fees	\$ 13,600	\$ 13,950
Fundraising	\$ 6,500	\$ 5,550
Reserve Draws	\$ -	\$ -
Total Revenue	\$ 355,475	\$ 360,300

EXPENSE	2025	2026
Staffing Costs	\$ 259,250	\$ 266,290
Facility Costs	\$ 45,625	\$ 46,910
NLLS Levy	\$ 22,750	\$ 23,100
Administation	\$ 14,275	\$ 12,525
Capital Program	\$ 10,000	\$ 8,000
Programs & Coll.	\$ 3,575	\$ 3,475
Total Expenses	\$ 355,475	\$ 360,300

Year	Budgeted Requisition from Town	% Change
2019	\$ 256,957	5.9%
2020	\$ 247,216	-3.8%
2021	\$ 240,983	-2.5%
2022	\$ 255,654	6.1%
2023	\$ 249,500	-2.4%
2024	\$ 257,500	3.2%
2025	\$ 270,375	5.0%
2026	\$ 275,800	2.0%

REQUEST FOR DECISION

SUBJECT

Establishment of Commercial, Industrial and Residential Lot Prices

RECOMMENDATION

That Council for the Town of Vermilion approve the establishment of the following lot prices as presented:

Residential

Lot	Block	Plan	Address	Value
20&21	12	6647S	4803 48 Street	\$62,500
E ½ 4&5	39	635V	4616 54 Avenue	\$50,000

Junction 16/41

Lot	Block	Plan	Acres	\$/acre	Value
1	1	1423597	1.05	\$125,000	\$131,250
2	1	1423597	1.57	\$100,000	\$157,000
4	3	1423597	0.53	\$60,000	\$31,800
5	3	1423597	0.53	\$60,000	\$31,800
6	3	1423597	0.92	\$65,000	\$59,800
7	3	1423597	0.78	\$75,000	\$58,500
5	5	1423597	5.8	\$100,000	\$580,000
4	2	1922951	0.64	\$155,000	\$99,200
3	2	1922951	0.65	\$125,000	\$81,250

Yellowhead Business Park

Lot	Block	Plan	Acres	\$/acre	Value
19	1	1420066	1.84	\$50,000	\$92,000
21	1	1420066	1.12	\$60,000	\$67,200
22	1	1420066	1.3	\$25,000	\$32,500*
23	1	1420066	1.3	\$25,000	\$32,500*
5	5	1420066	2.04	\$25,000	\$51,000*
10	3	1420066	2.16	\$45,000	\$97,200
11	3	1420066	2.35	\$45,000	\$105,750
12	3	1420066	1.32	\$65,000	\$85,800
13	3	1420066	1.3	\$60,000	\$78,000

East Point Business Park

Lot	Block	Plan	Acres	\$/acre	Value
7	40	1322043	0.86	\$40,000	\$34,400
8	40	1322043	0.77	\$47,500	\$36,575

Lots with an asterisk (*) are undeveloped and un-serviced. They are being sold as is, where is.

BACKGROUND

The light industrial land in the East point business park is selling at \$50,000 per acre until December 31, 2025. The medium/heavy industrial lots in the Yellowhead business park are also selling at \$50,000 per acre until the end of December 31, 2025. The commercial lots at Junction 16/41 were previously on sale for \$130,000 per acre until May 1, 2025. However, at the May 6, 2025 Council meeting, Council received

the request to extend the sale price as information and the lots at Junction 16/41 have reverted to \$420,000 per acre, until such time that the listing prices are re-established in line with the Land Sales Policy

In accordance with our Land Sales Policy 25-02, the Economic Development Committee sets and recommends the listing prices for all Town of Vermilion owned land and it is subsequently brought forward to Council for approval.

At the September 9, 2025 Economic Development Committee meeting, the appraisal report conducted by Wainright Assessment Group Ltd. was reviewed as it relates to the Town's industrial, commercial and residential land. The recommended values, as per our Land Sales Policy, will be valid for a period of two (2) years. Following the two (2) year period, a new appraisal will be conducted on the remaining lots to ensure we are properly aligned with market trends/conditions.

IMPLICATIONS

If approved by Council, administration will update the lot prices on our website as well as the physical signage for the aforementioned parcels.

The lots marked with an asterisk are being offered for sale as is, where is, in recognition of the fact that substantial earth work is required to bring them to suitable grade for development and the trenching of services will be required.

ATTACHMENTS

1. Lot Maps

Now Selling!

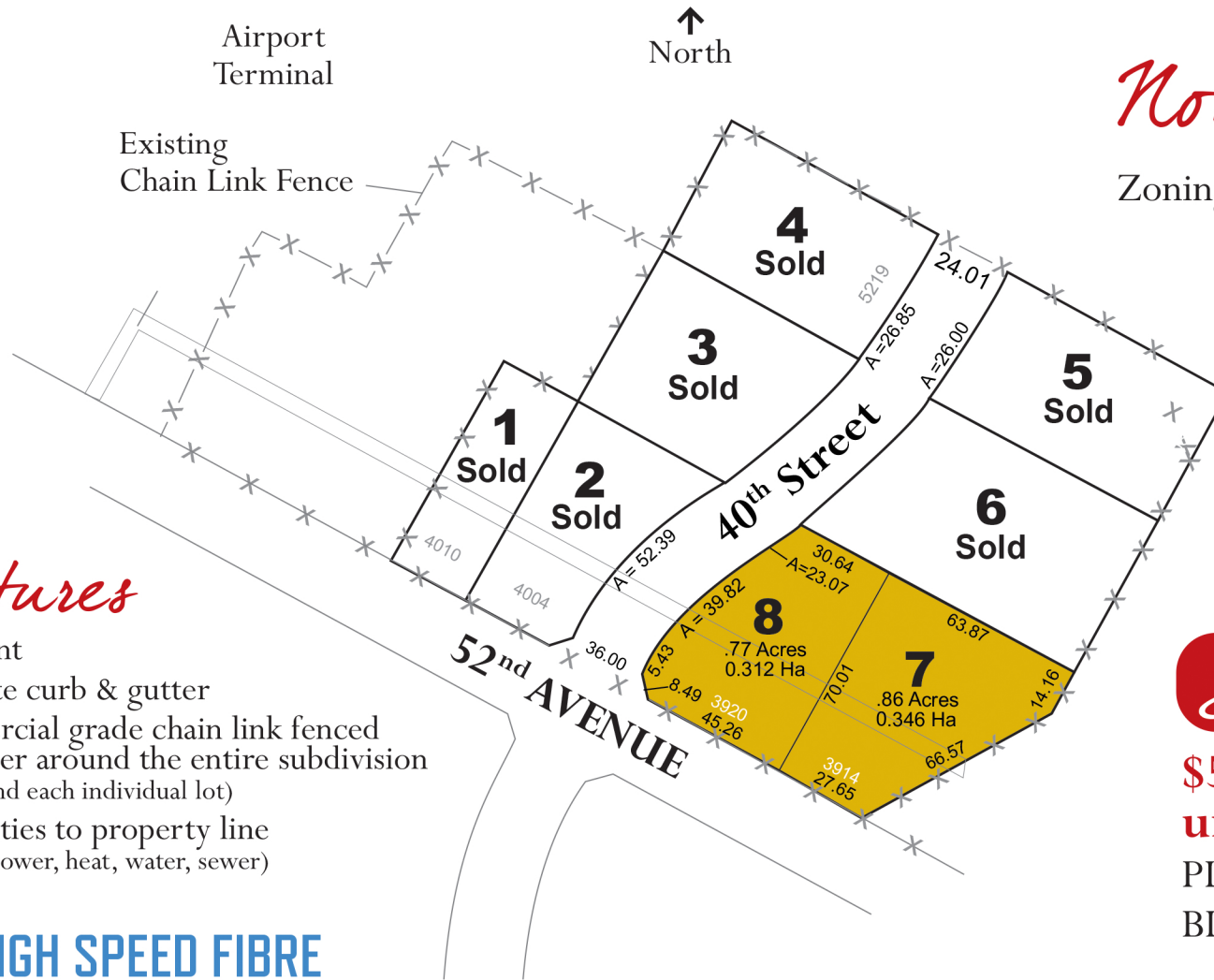
Zoning IL - Light Industrial

Features

- Pavement
- Concrete curb & gutter
- Commercial grade chain link fenced perimeter around the entire subdivision (not around each individual lot)
- All Utilities to property line (3 phase power, heat, water, sewer)



HIGH SPEED FIBRE
(1 GIG - 10 GIG symetrical)



Sale

**\$50,000 per acre
until Dec. 31, 2025**

PLAN 132 2043

BLOCK 40

EAST POINT BUSINESS PARK



[f /TownofVermilion](#) [ExploreVermilion](#)

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

MARY LEE PRIOR

Manager Economic Development

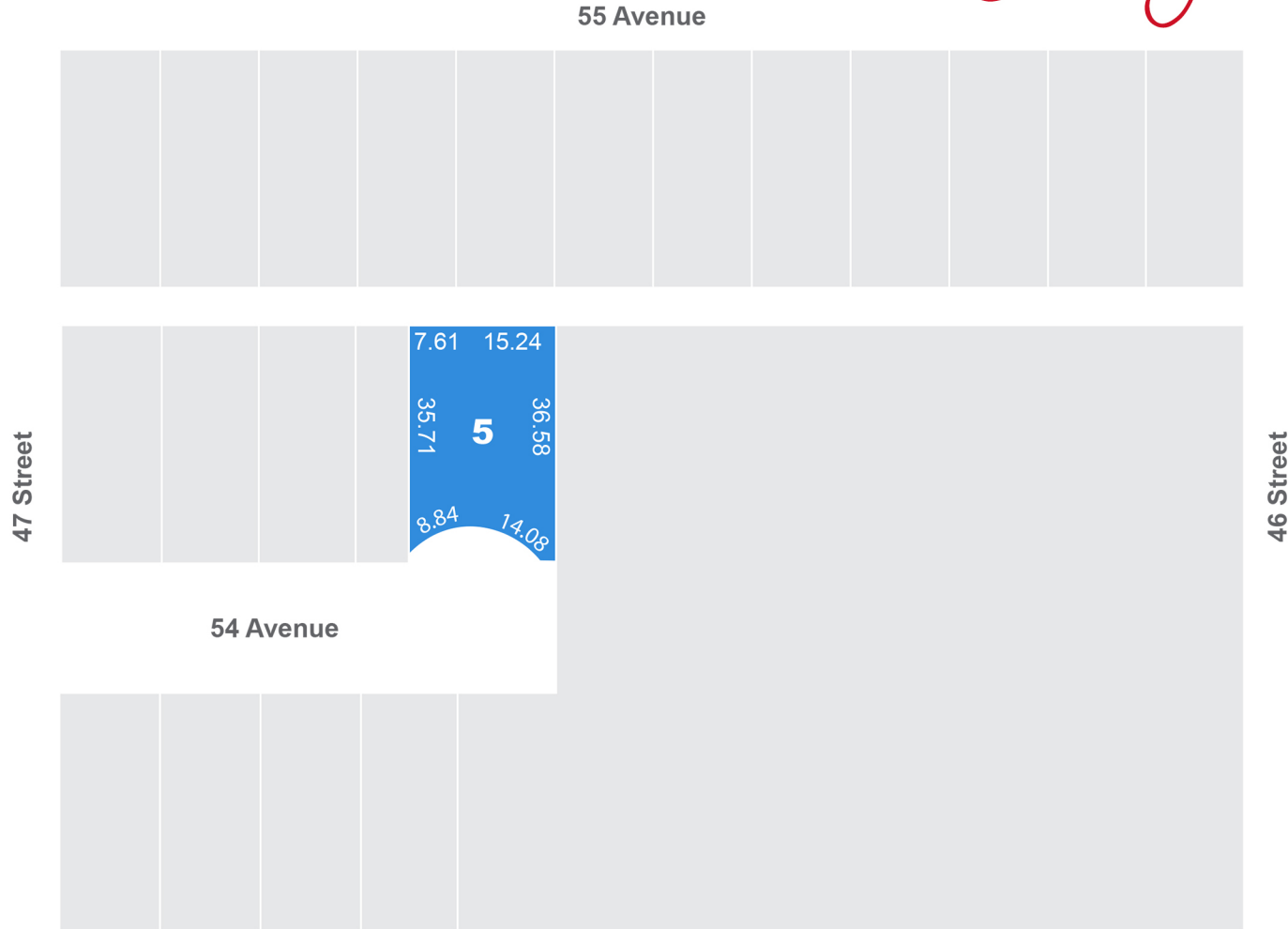
Ph. (780) 581-2419

economic@vermilion.ca

NEW IDEAS FOR LIVING

Now Selling! Serviced Lot

\$100,000
4616-54 Avenue
Vermilion, AB



RESIDENTIAL LOT



For More Information Contact:

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



Now Selling!

Serviced Lot

\$125,000

Lots 20 & 21, Block 12

Plan 6647S

4803-48 Street

Vermilion, AB



**HIGH SPEED
FIBRE**

(1 GIG symmetrical
minimum)

RESIDENTIAL LOT

AGENDA ITEM #6.1.



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For More Information Contact:

Business & Community Information

MARY LEE PRIOR

Manager Economic Development

Ph. (780) 581-2419

economic@vermilion.ca

Features

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

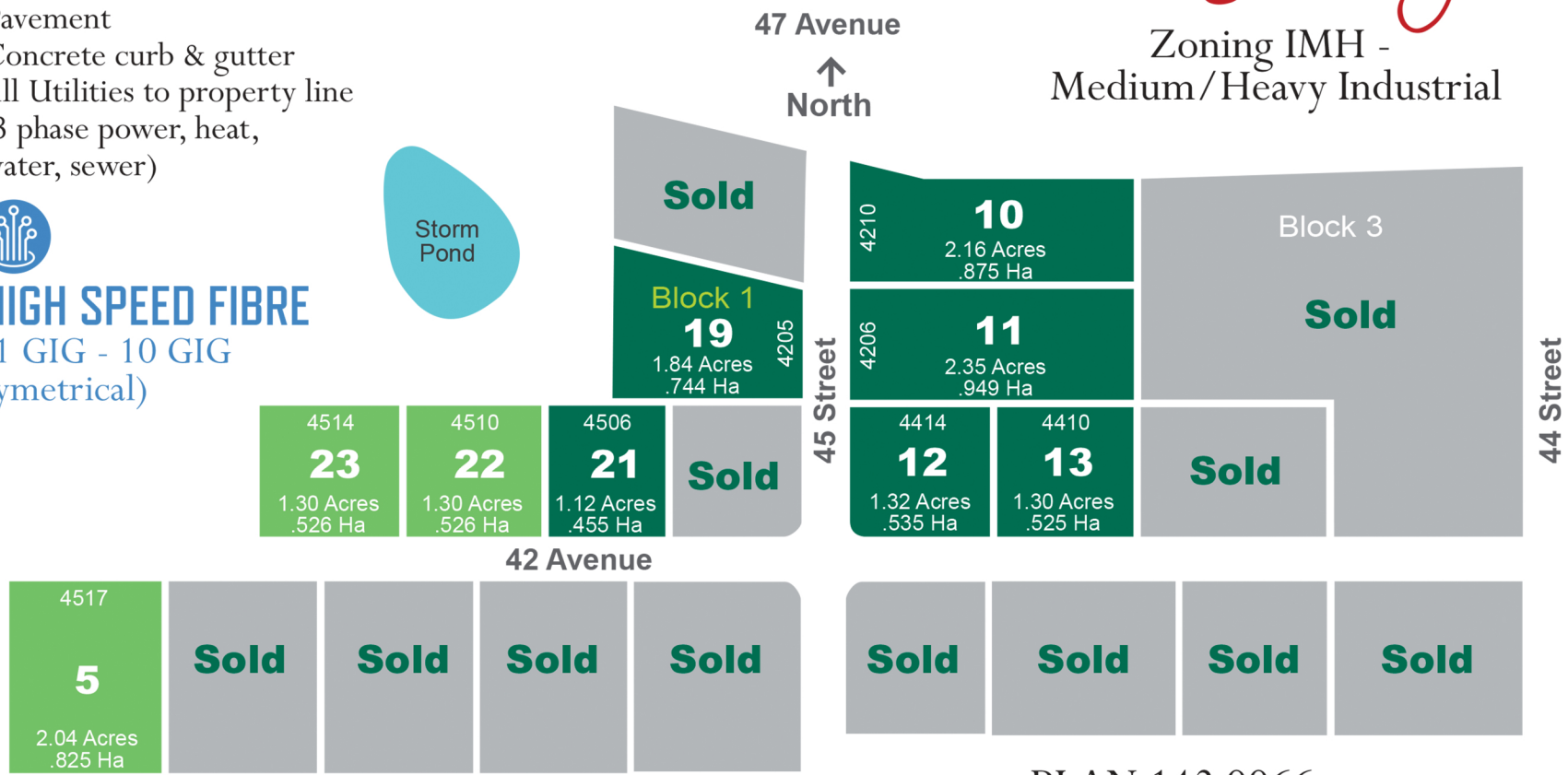


HIGH SPEED FIBRE
(1 GIG - 10 GIG symmetrical)



Now Selling!

Zoning IMH -
Medium/Heavy Industrial



PLAN 142 0066

Sale \$50,000/acre until Dec. 31, 2025

■ Undeveloped

YELLOWHEAD BUSINESS PARK



/TownofVermilion



ExploreVermilion

Looking to start a Business?
For more information, contact

MARY LEE PRIOR

Manager Economic Development

Ph. (780) 581-2419

economic@vermilion.ca

NEW IDEAS FOR LIVING

Phase 1
100% SOLD

Now Selling



HIGH SPEED FIBRE
(1 GIG - 10 GIG)

Features

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

Plan 142 3597

*All dimensions are approximate

Call 780-581-2419 for pricing.

HIGHWAY COMMERCIAL

TOWN OF VERMILION
ALBERTA



/TownofVermilion



ExploreVermilion



Download
vermilion.communityapps.ca

Looking to start a Business?
For more information, contact

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

NEW IDEAS FOR LIVING

REQUEST FOR DECISION

SUBJECT

CAO Bylaw No. 7-2025

RECOMMENDATION

That Council for the Town of Vermilion give first reading to the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.

That Council for the Town of Vermilion give second reading to the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.

That Council for the Town of Vermilion introduce for third reading the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.

That Council for the Town of Vermilion give third and final reading to the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.

BACKGROUND

As per the Municipal government Act Section 205, every Council must establish by bylaw a position of Chief Administrative Officer. The Town's current CAO Bylaw dates back to 2017 and no longer aligns with current legislation, as amended from time to time.

IMPLICATIONS

The passing of this bylaw would rescind Bylaw 9-2017.

ATTACHMENTS

1. CAO Bylaw No. 7-2025

**BYLAW 7-2025
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF VERMILION FOR THE PURPOSE
SPECIFIED IN SECTION 205 OF THE MUNICIPAL GOVERNMENT ACT TO
ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER**

WHEREAS, the Council of the Town of Vermilion deems it necessary to establish a Bylaw to deal with services provided by or on behalf of the municipality;

AND WHEREAS the Council of the Town of Vermilion deems it necessary to establish the position of Chief Administrative Officer;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, as amended from time to time, the Council of the Town of Vermilion, in the Province of Alberta, duly assembled enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Chief Administrative Officer Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule “A” attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 3.1. Except where specific authority is reserved to Council in the Bylaw, the administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may carry out anything required for the administration of this Bylaw, including but not limited to the following:
 - 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the Town;
 - 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
 - 3.2.3. establish any forms required for the administration of this Bylaw.

4. RESPONSIBILITIES

- 4.1. The Chief Administrative Officer shall:
 - 4.1.1. Be the head of the municipality;
 - 4.1.2. Ensure that the policies and programs of the municipality are implemented;
 - 4.1.3. Advise and inform Council on the operation and affairs of the municipality;
 - 4.1.4. Perform the duties and functions and exercises the powers assigned to a Chief Administrative Officer by this and other enactments or as assigned by Council;
 - 4.1.5. Ensure that all minutes, bylaws and other records and documents of the Municipality are accurate and kept safe;
 - 4.1.6. Confirm that the Minister is sent a list of all the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins; and
 - 4.1.7. Ensure the Council is advised in writing of its legislative responsibilities under the Municipal Government Act (MGA).

5. PERFORMANCE APPRAISAL

- 5.1. Council shall provide the Chief Administrative Officer with an annual written performance evaluation of the results the Chief Administrative Officer has achieved with respect to fulfilling the Chief Administrative Officer’s responsibilities as per the MGA.
- 5.2. The performance appraisal shall be completed annually prior to the anniversary date of the Chief Administrative Officer’s original start date.
- 5.3. Every six (6) months between the annual performance appraisal, Council shall complete a mid-

year check in to discuss the performance of the Chief Administrative Officer with the Chief Administrative Officer.

- 5.4. The performance appraisal shall be provided in written form and include details on the Chief Administrative Officer’s responsibilities and expectations on meeting those responsibilities as outlined in Section 207 of the MGA.

6. REMUNERATION

- 6.1. The Chief Administrative Officer shall be remunerated based on percentile in accordance with the market trends of the following similar comparable municipalities:
 - 6.1.1. Town of Wainwright;
 - 6.1.2. Town of Bonnyville;
 - 6.1.3. Town of St. Paul;
 - 6.1.4. Town of Vegreville;
 - 6.1.5. Town of Barrhead;
 - 6.1.6. Town of Carstairs;
 - 6.1.7. Town of Didsbury; and
 - 6.1.8. Town of Stettler.
- 6.2. Council shall determine the percentile at which the Chief Administrative Officer falls based on merit and performance and the Chief Administrative Officer salary will be adjusted during the annual budgeting process accordingly.
- 6.3. The Chief Administrative Officer shall be provided with the cost-of-living increase adjustment every year as determined for the organization by Council.
- 6.4. If Council does not feel that the Chief Administrative Officer is performing at the percentile designated and that the Chief Administrative Officer does not merit an increase in any given year, Council must provide the Chief Administrative Officer with a detailed written development plan including:
 - 6.4.1. Detail of what expectations aren’t being met;
 - 6.4.2. Specific actions required in order to meet expectations; and
 - 6.4.3. Timeline to meet those expectations.

7. GENERAL PROVISIONS

- 7.1. The Chief Administrative Officer may delegate powers, duties, or responsibilities to another employee of the Town, provided that the Chief Administrative Officer maintains the overall responsibility to ensure that the power, duty or function is properly exercised or carried out.

8. NUMBER AND GENDER REFERENCES

- 8.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

9. SEVERABILITY

- 9.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

This Bylaw shall come into force and effect upon the final passing thereof.

The following Bylaws and all amendments thereto are hereby repealed:

- Bylaw 9-2017

INTRODUCED AND READ a first time this ____ day of _____, 2025, A.D.
READ a second time this ____ day of _____, 2025, A.D.
READ a third time this ____ day of _____, 2025 A.D.

Mayor

Chief Administrative Officer

BYLAW NO. 7-2025

SCHEDULE “A”

Definitions

Town	The Town of Vermilion and the area contained within the corporate boundaries of the Town.
Chief Administrative Officer	Employee of the Town appointed to a position under Section 205 of the Municipal Government Act.
Council	The municipal Council of the Town of Vermilion.
MGA	The Municipal Government Act Chapter RSA 2000, c. M-26, as amended from time to time.

REQUEST FOR DECISION

SUBJECT

Council Meeting October 14, 2025

RECOMMENDATION

That Council for the Town of Vermilion cancel the Regular Council Meeting and Committee Meeting scheduled for October 14, 2025 at 2:00 p.m. and 6:00 p.m.

OR

That Council for the Town of Vermilion cancel the Committee Meeting on October 14, 2025 at 2:00 p.m. and change the Regular Council Meeting scheduled for October 14, 2025 at 6:00pm to September 30, 2025 at 6:00pm.

BACKGROUND

The Advanced Voting date for the 2025 Municipal Election was scheduled and advertised for October 14, 2025 from 2:00 p.m. to 8:00 p.m. Voting will take place in the Town's front meeting room, with an additional mobile voting station at the Vermilion Valley Lodge Assisted Living Facility.

Given the staffing requirements to support the advanced voting process, administration is recommending that Council cancel the Committee Meeting and Regular Council Meeting scheduled for October 14, 2025. Further, given that there is only six (6) days between the meetings and election day, the likelihood of making substantial decisions would be minimal as it would not be recommended this close to a potential change in councillors.

Alternatively, if Council still wishes to hold one additional meeting prior to the election, administration would suggest rescheduling the Regular Council Meeting to September 30, 2025. Again, given the proximity to the election, administration does not recommend making any large-scale decisions so close to a municipal election and as such, the agenda would be quite light in nature.

IMPLICATIONS

The Town will require staff support throughout the 2025 Municipal Election, including during the Advance Voting Day. If there are not enough qualified staff available to assist, the Town may need to hire additional election workers. This would involve preparing contracts for each worker, providing training, and processing payment, which would place additional strain on the approved 2025 Municipal Election budget.

If approved, administration would advertise the changes accordingly and update the council meeting schedule on the website and via social media.

ATTACHMENTS

N/A

REQUEST FOR DECISION

SUBJECT

Rail Safety Week Proclamation

RECOMMENDATION

That Council for the Town of Vermilion proclaim September 15 – 18, 2025 as Rail Safety Week.

BACKGROUND

Held annually in September, Rail Safety Week is a great opportunity to inform the public about the importance of rail safety and the risks of trespassing and not obeying traffic signs and signals at grade crossings.

Each time someone crosses a railroad track irresponsibly there is a potential for danger. When everyone looks out for those in their communities, we can help eliminate railroad crossing/trespassing accidents.

IMPLICATIONS

Proclaiming Rail Safety Week demonstrates Council's support for safety initiatives, reinforcing the Town's commitment to public safety and proactive community involvement.

ATTACHMENTS

1. Rail Safety Week Proclamation

PROCLAMATION

Town of Vermilion

RAIL SAFETY WEEK

SEPTEMBER 15—21, 2025

- WHEREAS** Rail Safety Week is to be held across Canada from September 15 to 21, 2025; and
- WHEREAS** 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries; and
- WHEREAS** educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and
- WHEREAS** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness; and
- WHEREAS** CN and Operation Lifesaver have requested Town Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;
- NOW THEREFORE** I, Joshua Rayment, Deputy Mayor of the Town of Vermilion, do hereby proclaim the week of September 15—21, 2025 as Rail Safety Week.

Signed the 16th day of September 2025

Joshua Rayment
Deputy Mayor of the Town of Vermilion

REQUEST FOR DECISION

SUBJECT

Junction Sixteen 41 – Pylon Sign

RECOMMENDATION

That Council for the Town of Vermilion make a motion to:

- **Reduce the Junction Sixteen 41 Panel Pricing to \$100 full panel (both sides) and \$50 half panel (both sides).**
OR
- Leave the Junction Sixteen 41 Pylon Sign pricing as is for only Junction Sixteen 41 businesses.

BACKGROUND

The Economic Development Committee at their September 9, 2025, meeting decided to keep the Junction Sixteen 41 Pylon Sign to only the businesses within that business park. However, to spark interest the committee recommends that the leasing pricing of the sign should be decreased for full panels from \$250-\$350 range for 1 panel (both sides) to \$100 per month (both sides) and \$150 per half panel (both sides) to \$50 per month (both sides) for the smaller or half panels.

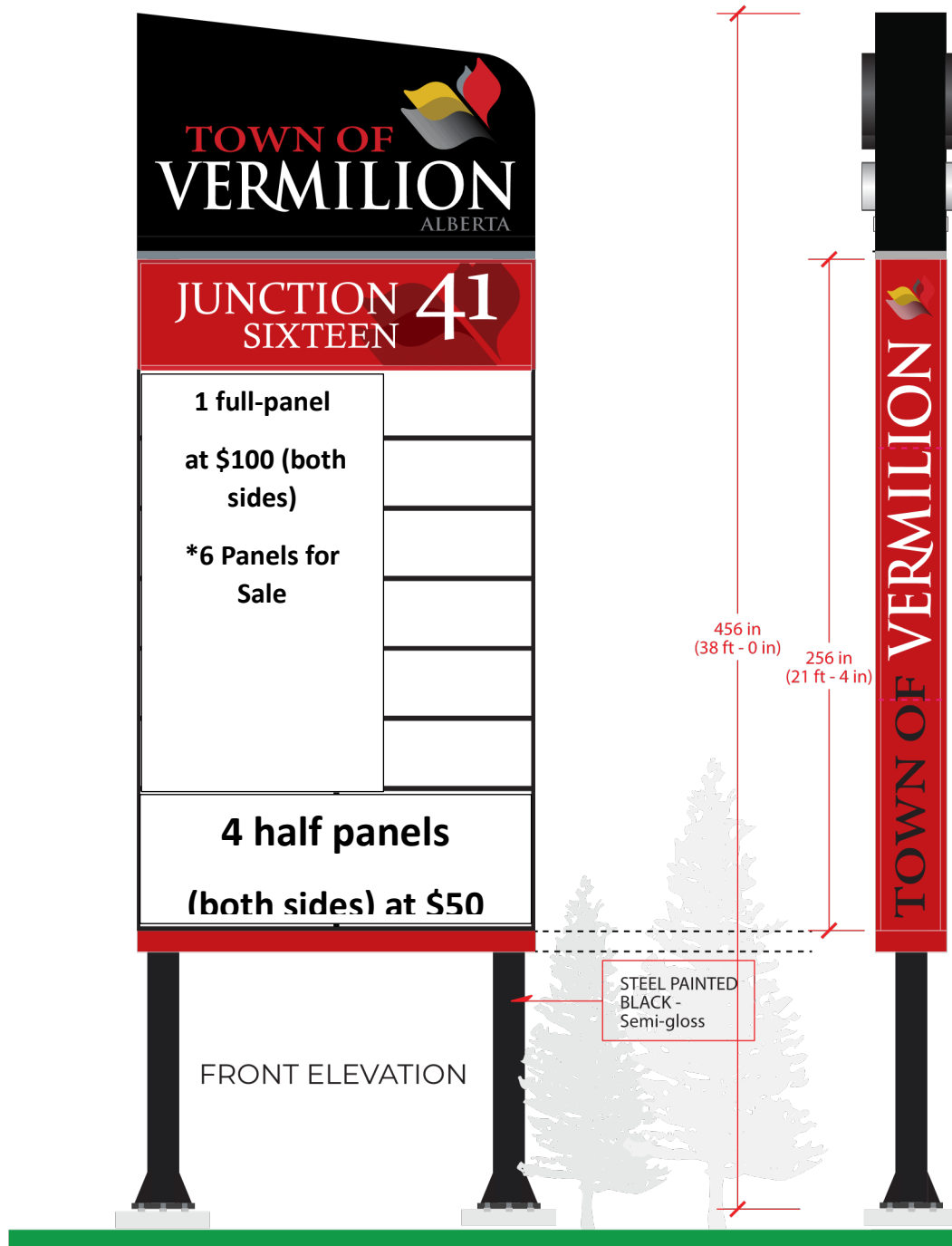
The Economic Development committee also decided to work as much as possible with local businesses to design and wrap the panels for the pylon sign. Using local businesses where possible also decreases the cost to the business leasing the sign. Town staff would need to assist with removing and installing the panels as they are leased.

IMPLICATIONS

By decreasing the pricing to \$100 full panel (both sides) and \$50 half panel (both sides) we will sell out the sign sooner, cover our utility costs and recoup the cost of the sign faster.

ATTACHMENTS

1. Pylon Sign Visual



ADVERTISING OPPORTUNITY

Junction 41



REQUEST FOR DECISION

SUBJECT

2025 Harvest Gala

RECOMMENDATION

THAT Council for the Town of Vermilion approve sponsorship towards the Rotary Club of Vermilion 2025 Harvest Gala in the amount of \$_____.

OR

THAT Council for the Town of Vermilion approve the attendance of _____ Councillors at the Rotary Club of Vermilion 2025 Harvest Gala.

OR

THAT Council for the Town of Vermilion receive the request to support and attend the Rotary Club of Vermilion 2025 Harvest Gala as information.

BACKGROUND

The Rotary Club of Vermilion is hosting their Harvest Gala fundraising event on November 01, 2025.

The Gala brings together community leaders, businesses, and residents for a night of celebration with a lasting purpose. This year, they are proud to be fundraising for a Neptune Rover Fluid System for the Vermilion Hospital's Operating Room—an advanced medical tool that will directly improve care for patients in our community.

In accordance with the Town's Sponsorship and Advertising Policy No. 25-03, there are certain requirements to be met for the Town to sponsor certain events. In review of the request, it does meet the criteria for sponsorship, at Council's discretion.

IMPLICATIONS

As the sponsorship requires a financial contribution, there will be implications on the Municipal budget that have not been allocated in 2025. Going forward however, should Council so desire, administration could

seek to establish a list of recurring municipal events and a budget for sponsorship accordingly. As we are close to the next general municipal election, this could be further discussed in November of 2025 with the newly elected Council and whether or not this is a direction that they would like to see administration pursue going forward. In the absence of this framework and due to the timing of the event, the request has been brought forward.

ATTACHMENTS

1. Harvest Gala 2025 Sponsorship Package

POLICY 25-03

SPONSORSHIP AND ADVERTISING

DATE OF ADOPTION:	May 20, 2025	MOTION NUMBER:	25/05/70
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

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

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

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

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

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

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

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

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

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

Employee is an employee of the Town of Vermilion.

Event is a planned public or social occasion.

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

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

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

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

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

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

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

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

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

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

Program is a planned event or series of events.

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

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

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

SCOPE

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

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

GUIDING PRINCIPLES

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

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

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

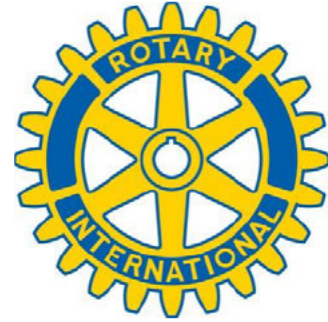
ELIGIBILITY

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

Harvest Gala 2025

November 1st, 2025

Sponsor Letter



The Rotary Club of Vermilion is proud to announce the return of one of our community's most anticipated events! With outstanding entertainment, a strong and generous local community, and the dedication of our hardworking Rotary members, we are confident this year will be another incredible success.

Since launching this biennial celebration in 2011, together we have raised over **\$380,000** for projects that have made a lasting difference in Vermilion. This edition of Harvest Gala will be **directly supporting the purchase of a Neptune Rover Fluid System** for the Vermilion Health Centre's Operating Room. This piece of advanced medical equipment offers irrigation and collection of fluids during surgeries such as arthroscopic orthopedic surgery and bladder tumor removals.

This event is more than a fundraiser—it's a way to **honour and thank our local farmers** for their dedication and hard work as they wrap up another agricultural year, while also giving back to the community through Rotary's many initiatives.

Your sponsorship will directly help us in securing entertainment, auction items, and offsetting expenses, which will not only raise critical funds but can also be featured in your company's marketing for **added visibility and community engagement**.

We have attached details outlining our sponsorship levels and the benefits for your organization. We truly value your partnership—**both through sponsorship and attendance**—and we look forward to celebrating this special evening together.

Thank you for helping us continue the important work Rotary does right here in Vermilion.

Warm regards,

Sincerely,

A black rectangular box redacting the signature of Shawn Jacula.

Shawn Jacula

Harvest Gala Chairman, Rotarian

Platinum Stage Sponsor

- Main stage advertising
- Table for 8 at the event (RSVP required)
- 30 second independent display on visual screens
- Name/logo on all public tickets*
- Name/logo on all advertising*
- Large name/logo displayed on menu
- Numerous recognitions by speakers
- Limited to 6 participants
 - This opportunity is available for \$2,500

Gold Sponsor

- 10 second independent display on visual screens
- Banner measuring 3' x 6' displayed at event
- Name/logo displayed on menu
- Recognized as live auction donor
 - This opportunity is available for \$1,500

Silver Sponsor

- 10 second joint display on visual screens
- Banner measuring 2' x 4' displayed at event
- Name/logo displayed on menu
- Recognized as live auction donor
 - This opportunity is available for \$1,000 or donation of item of equal value

Bronze Sponsor

- 5 second joint display on visual screens
- Banner measuring 1' x 2' displayed at event
- Name/logo displayed on menu
 - This opportunity is available for \$500 or donation of item of equal value

Copper Sponsor

- Banner at event
- Recognized as a joint silent auction donor
 - This opportunity is available for \$100 or donation of item of equal value

*Must confirm spot within a reasonable timeframe to allow for printing

Any donation would be greatly appreciated. Thank you for your support!

Each ticket purchased to attend will be entered for a \$1,500 cash prize! \$75.00/ticket, tables of 8 available.

REQUEST FOR DECISION

SUBJECT

Letter of support to North Saskatchewan Watershed Alliance

RECOMMENDATION

That Council for the Town of Vermilion provide a letter of support to the North Saskatchewan Watershed Alliance for their funding application to the Watershed Resiliency and Restoration Program.

BACKGROUND

The Vermilion River Watershed Alliance is a local non-profit group formed to preserve and protect our local Vermilion River Watershed, which is part of the larger North Saskatchewan Watershed Alliance. Through their efforts, we can improve water quality, manage flooding, retain soil and moisture content and protect local wildlife.

WRRP is requesting a letter of support for their funding application to the Watershed Resiliency and Restoration Program. The Planting Intervention and Producer-Led Innovations Project will engage producers in our municipality in sustainable agriculture practices that address water-related issues through planting interventions, peer-to-peer outreach, and the development of a wind and water erosion toolkit.

IMPLICATIONS

This project will be all through volunteer effort and collaboration. The requested wording has been attached for Council's reference and would be placed on Town letterhead and circulated to the North Saskatchewan Watershed Alliance accordingly, if approved.

ATTACHMENTS

1. Draft Letter of Support

Municipality Logo

Date

WRRP Grant Administrator
wrrp@gov.ab.ca

Re: Letter of Support for WRRP funding application for the Planting Intervention Project

To: Grant Administrators,

MUNICIPALITY is pleased to provide a letter of support to the North Saskatchewan Watershed Alliance for their funding application to the Watershed Resiliency and Restoration Program. The Planting Intervention and Producer-Led Innovations Project will engage producers in our municipality in sustainable agriculture practices that address water-related issues through planting interventions, peer-to-peer outreach, and the development of a wind and water erosion toolkit. As a municipality, this project will significantly empower our producers, who are integral to our community and economy, to engage with environmentally sustainable farming practices. It will also facilitate producer-led knowledge sharing, which will enhance the strength of the network.

Our municipality is a member of the Vermilion River Watershed Alliance (VRWA), and it is through this participation that we have been invited to partner in this project. The VRWA envisions a Vermilion River Basin that is a healthy and sustainable watershed. Investing in this project is an important step in supporting our producers through the risks of drought, flooding, erosion, biodiversity loss, and reduced productivity due to cumulative land use pressures and climate variability. It will ensure that our community has access, training, and support in response to these risks.

Thank you for your consideration of this funding request.

Sincerely,

Signature

Name

Position

Municipality

REQUEST FOR DECISION

SUBJECT

Letters of Support for the FOCUS Society

RECOMMENDATION

That Council for the Town of Vermilion send a letter in support of the FOCUS Society's CIP Project and New Horizons for Seniors Grant Applications.

BACKGROUND

On September 11, administration met with the FOCUS Society as it relates to the Vermilion Transit Service. As the program is now permanent, FOCUS is seeking to erect permanent bus stop signage. To assist in this endeavor, they are seeking funding towards the signage via the CIP Project and New Horizons for Seniors Grant Applications.

IMPLICATIONS

Administration to provide FOCUS with signed letters of support once approved by Council.

ATTACHMENTS

1. Letter for CIP Project
2. Letter for New Horizons for Seniors



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September 11, 2025

FOCUS Society
Attn: Dawn Riley, Special Projects
4921 51 Avenue
Vermilion AB T9X 1S8

Via email: dawn.riley@focussociety.ca

Dear Ms. Riley,

RE: CIP Project Grant

The Town of Vermilion is pleased to offer our support to the FOCUS Society as it relates to their CIP Project Grant Application for the Vermilion Transit Service Program.

The Vermilion Transit Service Program has been an invaluable addition to our community since it's inception. The program provides direct benefits to our seniors through increased access to medical care and employment opportunities, while also addressing concerns of social isolation.

Having a reliable, openly accessible means of transportation within the community enhances not only residents' interactions and relations, but also economic opportunities within the municipality. People who are currently unable to transport themselves to available services in town will benefit from the program by being able to be more active members of our community.

The Town of Vermilion is excited to partner with the FOCUS Society to encourage and promote the use of the service and provide continued community support throughout the duration of the program. The Town believes by working together for programs such as these that we can mutually benefit and improve the overall quality of life for rural Albertans. We wish you ever success in the application process and look forward to seeing the continued impact of the Vermilion Transit Service in our municipality.

Sincerely,

Joshua Rayment
Deputy Mayor



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September 11, 2025

FOCUS Society
Attn: Dawn Riley, Special Projects
4921 51 Avenue
Vermilion AB T9X 1S8

Via email: dawn.riley@focussociety.ca

Dear Ms. Riley,

RE: New Horizon's for Senior's Grant Application

The Town of Vermilion is pleased to offer our support to the FOCUS Society as it relates to their New Horizons for Seniors Grant Application for the Vermilion Transit Service Program.

The Vermilion Transit Service Program has been an invaluable addition to our community since it's inception. The program provides direct benefits to our seniors through increased access to medical care and employment opportunities, while also addressing concerns of social isolation.

Having a reliable, openly accessible means of transportation within the community enhances not only residents' interactions and relations, but also economic opportunities within the municipality. People who are currently unable to transport themselves to available services in town will benefit from the program by being able to be more active members of our community.

The Town of Vermilion is excited to partner with the FOCUS Society to encourage and promote the use of the service and provide continued community support throughout the duration of the program. The Town believes by working together for programs such as these that we can mutually benefit and improve the overall quality of life for rural Albertans. We wish you ever success in the application process and look forward to seeing the continued impact of the Vermilion Transit Service in our municipality.

Sincerely,

Joshua Rayment
Deputy Mayor



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CHIEF ADMINISTRATIVE OFFICER REPORT – SEPTEMBER 16, 2025

MEETINGS & EVENTS

- Met with Michael O'Mara, the Regional Manager for Business Development for Alberta Municipalities on September 9, 2025 to review our 2025 Insurance Mid-Year Report. Alberta Municipalities (ABmunis) provides a reciprocal insurance program (MUNIX). A reciprocal insurance program is a form of risk transfer where a group of members band together and share the risk and costs collectively. This ABmunis model not only offers cost savings but also provides tailored policies to municipal operations as municipalities is their area of expertise. This ABmunis insurance program has approximately 850 participants and insures more than \$13.7 billion in property and contents. In 2025, the reciprocal was able to offset premiums by providing a rebate of \$2.5m to shield members from market shocks. The reciprocal program allows for municipalities to better plan for future budget years and be financial responsible as drastic market impacts are less severe. The insurance industry has generally increased premiums by 15% to 40% across Canada, but this reciprocal pool provides members with price stability and smaller premium increases. The ABmunis program also provides free educational programs, casual legal advice, building valuations and loss control recommendations to their members.
- Met with Tracey Lorenson of Civic Excellence as it pertains to Strategic Planning in January 2026.
- Regional CAO Meeting scheduled for September 17, 2025 at the new Cenovus Energy Hub in the City of Lloydminster.
- Meeting with the Agricultural Society scheduled for September 18, 2025.
- Meeting with the Vermilion River Regional Alliance scheduled for September 18, 2025 in the evening.
- Scheduled for a one (1) hour shift on Tuesday September 16, 2025 for the Co-op FUEL good day. A minimum of 5 cents per litre will be donated to support local schools in our community. This years beneficiaries are St. Jeromes School in Vermilion.
- Scheduled a meeting with the new Executive Director of the Chamber of Commerce on September 18, 2025.
- Attended the Economic Development Committee meeting on September 9, 2025.



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OPERATIONS

- **Municipal Election**

- Election signs have been created and posted around town to get the word out to community members that the municipal election is coming up in October. The nomination period closes on September 22, 2025 and we have received the following nominations so far:
 - Office of Mayor (2)
 - Robert Pulyk
 - Robert Snow
 - Office of Councillor (6)
 - Paul Conlon
 - Kevin Martin
 - Sherry Martin
 - Erwin Warkentin
 - Kirby Whitlock
 - Darla Yonkman
- Advanced Voting is scheduled for October 14, 2025 while election day is October 20, 2025. All details in this regard can be found on the Town's website.
- Administration is working towards scheduling additional training for the newly elected Council. Most notably, we have registered for the Munis 101 Elected Officials Education Program on October 25, 2025 from 9:00am to 4:00pm as well as an in house session to provide an overview of each department, pertinent information related to municipal governance, credentials for technology use, organizational chart, etc.

- **2026 Budget**

- Administration is still working away at developing the draft 2026 budget for council review. This will come forward to Committee of the Whole for discussion purposes, prior to being recommended to Council for approval. As we are redrafting the entirety of the budget and associated documents, and want to ensure that it is not rushed, the presentation of the budget will likely be end of October/early November.

- **Policy and Bylaw Review**

- This is ongoing. Administration will be bringing forward a review of our financial bylaws (fees & charges) in the coming months to ensure that they align with market trends amongst similar sized municipalities.



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DIRECTOR OF COMMUNITY SERVICES

MEETINGS & EVENTS

- Weekly ELT meetings
- Vermilion Provincial Park meeting
- Ag society follow-up
- Budget discussions with departments
- Meetings with Rotary and Lions members to further plan the toddler playground
- Discussions about town tree situation and planning
- Public concerns

POLICIES & BYLAWS

- Review of cemetery bylaw

PROJECT UPDATES

- Gopher control all over town
 - Successful but will need continued application for further reduction
- Playground installation starting on the 18th
- Summer Fun program numbers were down a little but still successful
- Provincial Park has been steady and good feedback from visitors
 - Reservations ended September 15th
- Ice in at the Stadium, Arena scheduled for early October



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OTHER

FCSS

- Complete ongoing administration for Reducing the Impact of Financial Strain (RIFS) taxi voucher grant – Still have \$88.00 left in this fund (17 vouchers) then people must access the Town funded yellow taxi vouchers for transportation support
- Community Information Night at Vermilion Regional Centre – Thurs. Sept. 4, from 5:30 – 8:30 pm, had 37 agencies/groups book a table, an estimated 149 people in attendance (75 public + 2 reps per 37 tables)
- FCSS funding application deadline is September 30th – Assisting applicants with the new form for 2026 budget
- FCSS Advisory Committee meetings to resume, to set a September meeting date
- East Central FCSS Directors Zoom meeting Sept. 8, discussed
- Partnering with other members in East Central FCSS region (Mannville, Vegreville & District, Viking/Beaver, Tofield/Beaver, Lamont, Ryley) to host a Connect & Learn day for non-profits,
- October 23rd in Mannville. Invitations have been sent to Vermilion area non-profit groups. Vermilion FCSS to cover a portion of the hosting expenses (estimate that will be around \$800.00 depending on the attendance from Vermilion area)
- Mental Health & Wellness Symposium Committee planning continues (next meeting Sept. 16), event date Wed. Feb. 4, 2026, at Vermilion Regional Centre
- Vermilion Wellness Coalition meeting on Sept. 16 – assisting with planning of events etc.
- Senior Support Program – Planning for Education/Information sessions to resume at Vermilion Senior Centre, Senior Support Coordinator is part-time (10 days per month).

Vermilion Regional Centre

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



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- Move Your Mood Moms Program runs Sept. 16, 23, 30 in Secondary Dance Room
- Vermilion Dance Association classes start Sept. 2
- Vermilion Ukrainian Cultural Association classes start Sept. 3
- Vermilion Kiddie Oasis Society has ongoing private rentals by their members, all their bookings are managed by their President
- Friends of Vermilion Regional Centre Society meeting Sept. 22
- St. Jerome's Fall Supper – Thurs. Sept. 25 (if no teacher strike)
- Gospel Meetings on some Sundays (2 different groups renting from us)
- Blood Donor Clinic – Mon. Sept. 29

Booking type	Amount	Guests
Weddings	2	348
Meetings	10	255
Funerals	0	0

CPO

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



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DIRECTOR OF INFRASTRUCTURE & PLANNING REPORT

MEETINGS & EVENTS

- **Meeting with local businesses & residents**

PROJECT UPDATES

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



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OTHER

Infrastructure Activities

- Completed roadway and crosswalk line painting, including a second coat on zebra crossings.
- Ongoing pothole patching and downtown brick repairs.
- Sidewalk maintenance: grinding uneven surfaces and filling with small cement patches.
- Regular sign installation, repair, and replacement across town.
- Gravel road grading and dust control (watering when required).
- Cemetery maintenance, including traditional digs, urn placements, and columbarium duties.
- Support for community projects, including Parks & Rec playground installation and Fire Hall garage upgrades (soil removal and gravel placement).
- Preparation for winter: rebuilding snowboards for tandems, preparing slant and sand mixtures for road application.
- Street sweeping completed in key areas.

Utilities

- Annual and monthly sewer jetting program underway (6–8 weeks), scheduled for completion mid-September.
- Scheduled recovery cleaning at the Wastewater Treatment Plant (WWTP) and Veolia membrane inspection planned for October.
- Ongoing water meter inspections and replacements.
- Replacement of Aerzen blowers at the STP is scheduled for mid-September.
- EER pump replacement pending scheduling within the next month.
- Routine RDT maintenance is carried out as required.
- Culvert maintenance: weed whipping ends and jetting lines (2-week program).
- Daily operations and monitoring at the WWTP and Reservoir Pumping Facilities.



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Planning

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

Town of Vermilion - Monthly Development Permit Summary

August 2025

Description of Development	Legal & Civic Address	Estimated Value
Institutional - removal of existing free-standing sign and placement of a new free-standing electronic sign.	Lots 1-24, Block 43, Plan 635V 5102 - 46 Street	\$140,000
Residential - construction of a new double-detached garage.	Lot 1, Block 52, Plan 822 0122 5826 - 52 Avenue	\$50,000
Residential - installation of solar panels on existing single family residential dwelling.	Lot 13, Block D, Plan 3029R 5403 - 48 Street	\$32,000

Home Occupation Permits

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

DIRECTOR OF CORPORATE SERVICES REPORT

MEETINGS & EVENTS

- **Vermilion Public Library**
 - Met with Library Manager to discuss the Lease/Operating Agreement between the Town and the Library, Fire Department garage development, as well as 2026 budget process.
- **Scotiabank**
 - Met with Scotiabank to review their offerings for the Town
- **Alberta Municipalities**
 - Met with insurance representative from Alberta Municipalities to review the Town's insurance policy, discuss claims, as well as the upcoming insurance renewal.

POLICIES & BYLAWS

- **Aided the CAO in development of:**
 - Chief Administrative Officer Bylaw
 - Council Professional Development Policy
 - Forms and internal processes to support existing policies

PROJECT UPDATES

- **2026 Budget**
 - Working with internal departments to prepare the draft 2026 Budget
- **2025 Municipal Election**
 - Supporting the CAO and Executive Assistant on preparations for the election as well as Council orientation

OTHER

- **Finance Manager Recruitment**

- Pleased to share that Nancy Fleming joins the team on September 15, 2025 in the position of Finance Manager.

- **Accounts Payable Listing**

- Administration is reviewing processes and starting with the Accounts Payable listing that goes to Council for information. Administration is seeking feedback from Council on the proposal of removing Accounts Payable listings from Council Meetings and posting them on the website on the financial reports page. This proposal aims to increase transparency and provide financial information to Council and the public in one location for easy access and reference.



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MANAGER OF ECONOMIC DEVELOPMENT REPORT

MEETINGS & EVENTS

- Town Owned lots
- Assessment on lots
- Prospective investors
- Alberta Broadband/Northern Lights Fibre
- Business Visits – Shop Vermilion/Shop Local
- Toured Regional Economic Development Specialist – L. Ford.
- Met with MLA Garth Rowsell
- Economic Development Meeting
 - Committee agreed out of the 2026 budget survey to create a new facebook page that would house only municipal messaging. The existing facebook page would remain for businesses. Tourism and Economic Development, as it has three times more following – they are not following for municipal information. There would be messaging on the economic page to link to the municipal page so that people would follow and read.

PROJECT UPDATES

- Visitor Information Centre – visitors and projects for students
 - Final report coming out in October
- Alberta HUB – Land and Building Project with Invest Alberta
- Drone Project – Drone Strategy for 2026
- Pylon Sign
 - Economic Development Committee putting forward a Request for Decision to lower the lease pricing on the pylon sign.
- Website – Upgrads and information continually being worked on
- Instagram/Facebook
- 2026 Budget – Capital/Operating
- Catalyst – Request Management System
- Refresh & Update all kiosks
- Video/phot production
- GLI – ART in the Park preparation – Happens September 13, 2025!
- Swag inventory and sales.



**MINUTES of Town of Vermilion Library Board
for May 28, 2025 @ 7pm**

- 1. Call to order:** a business meeting of the Town of Vermilion Library Board was held at the Vermilion Public Library on May 28, 2025 @ 7pm, Justin Thompson chairing.

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

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

- 3. Minutes:** Alva moves the adoption of the May 7, 2025 minutes as presented. Motion carried.

4. Reports:

Chair: NLLS Chair roundtable offered a model for data storytelling and other speakers on the theme of telling the library's story.

Manager: AEDARSA certificate received. Josh to finalize deficiency list before final billing. A survey comparing County cash funding to libraries was shared as well as a case study on Vegreville's 2012 decision to increase County memberships to \$233 and how they prepared.

Treasurer: No irregular or capital expenses in the reporting period. 3 options were presented concerning revenue projections on raising library card fees:

- Option 1: Increase card fees for County of VR residents to \$40 and eliminate family rate
- Option 2: Increase card fees for County of VR residents to \$50 and eliminate family rate
- Option 3: Increase card fees for County of VR residents to \$100 and eliminate family rate

Anna moves that the library board adopt options 1. Motion Defeated.

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

5. Old Business:

5.1 Privacy Impact Assessment (PIA): A report on recorded and live surveillance for the basement was presented. Key requirements include an oversight trustee for audit controls, firmly defined collection purposes, and adoption of video surveillance policies. *Kirby moves the adoption of the PIA and video surveillance policy as presented. Motion Carried.*

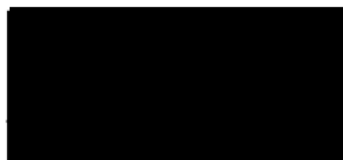
5.2 Bylaw update: Tabled for further discussion.

5.3 Budget Revision: To control a \$6000 funding shortfall due to less than expected County funding, a revised budget prioritizing increases in service fees and reductions in facility and administrative costs were recommended. *Anna moves the adoption of the budget as presented. Motion Carried.*

- 6. Adjournment:** Justin moves to adjourn at 835pm.

Next Meeting: To be Determined

Approved:



Date:

June 27/2024

INFORMATION ITEM

SUBJECT

Accounts Payable Listing

RECOMMENDATION

THAT Council for the Town of Vermilion receive the Accounts Payable Listing for the period of August 29 – September 10, 2025 as information.

BACKGROUND

The accounts payable listing for the August 29 – September 10, 2025 period is \$460,986.36.

Payroll	\$ 117,097.01
---------	---------------

Cheques, EFT & PAP	\$ 343,889.35
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ATTACHMENTS

1. Cheque Register Summary

COUNCIL MEETING - September 16, 2025**ACCOUNTS PAYABLE**

Payroll - August 29, 2025		\$	99,923.59
Payroll - August 29, 2025		\$	11,484.66
Payroll - August 29, 2025		\$	5,688.76
Accounts Payable - August 29 - September 10, 2025	Cheques & EFT & PAP	\$	343,889.35
	TOTAL	\$	460,986.36

Cheque Register - Summary-Supp.



AP5100

Date : Sep 10, 2025

AGENDA ITEM #9.1

Time : 9:05 am

Supplier : 10423001 To ZWEIF001
 Trans. Date : 29-Aug-2025 To 10-Sep-2025
 Cheque Date : 29-Aug-2025 To 10-Sep-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00137-0001	04-Sep-2025	ASTEC001	ASTEC SAFETY	Issued	587	T	981.75
00137-0002	04-Sep-2025	BADDO001	BADDOCK'S POWER PRODUCTS LTD.	Issued	587	T	39.88
00137-0003	04-Sep-2025	BROWN001	BROWNLEE LLP	Issued	587	T	241.50
00137-0004	04-Sep-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	587	T	133.74
00137-0005	04-Sep-2025	CAPIT001	CAPITAL H2O SYSTEMS INC.	Issued	587	T	986.02
00137-0006	04-Sep-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	587	T	45.92
00137-0007	04-Sep-2025	DIAMO001	DIAMOND INTERNATIONAL TRUCKS LTD	Issued	587	T	225.42
00137-0008	04-Sep-2025	FOCUS001	FOCUS	Issued	587	T	110.00
00137-0010	04-Sep-2025	G001	STAFF MEMBER	Issued	587	T	200.00
00137-0009	04-Sep-2025	GAMTE001	GAM TECHNICAL SERVICES INC.	Issued	587	T	485.80
00137-0011	04-Sep-2025	INTEG003	INTEGRITY WASTE SOLUTIONS INC.	Issued	587	T	16168.05
00137-0012	04-Sep-2025	LAKEL001	LAKELAND COLLEGE VERMILION	Issued	587	T	55.31
00137-0013	04-Sep-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	587	T	18628.01
00137-0014	04-Sep-2025	NSCMI001	NSC MINERALS	Issued	587	T	8335.03
00137-0015	04-Sep-2025	OMNIM001	OMNI-MCCANN INC.	Issued	587	T	9352.38
00137-0016	04-Sep-2025	PYROT001	PYROTEC FIRE & SAFETY EQUIPMENT L	Issued	587	T	917.97
00137-0017	04-Sep-2025	REYNO001	REYNOLDS MIRTH RICHARDS & FARMEF	Issued	587	T	332.85
00137-0018	04-Sep-2025	RONAV001	RONA VERMILION	Issued	587	T	156.99
00137-0019	04-Sep-2025	SCOTL001	SCOTLEN ELECTRIC LTD.	Issued	587	T	99.75
00137-0020	04-Sep-2025	UFACO001	UFA CO-OPERATIVE LIMITED	Issued	587	T	7456.74
00137-0021	04-Sep-2025	ULINE001	ULINE CANADA CORPORATION	Issued	587	T	2993.34
00137-0022	04-Sep-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	587	T	376.95
00137-0023	04-Sep-2025	VERMI017	VERMILION VOICE LTD.	Issued	587	T	766.50
00137-0024	04-Sep-2025	WEBBS002	WEBB'S MACHINERY LTD.	Issued	587	T	35.03
00137-0025	04-Sep-2025	WESTE001	WESTERN ASPHALT PRODUCTS	Issued	587	T	2364.08
00137-0026	04-Sep-2025	XEROX001	XEROX CANADA LTD.	Issued	587	T	249.87
00138-0001	04-Sep-2025	ALBER011	ALBERTA MUNICIPALITES ENERGY	Issued	589	E	81826.64
00138-0003	04-Sep-2025	RECEI001	RECEIVER GENERAL	Issued	589	E	85145.59
00138-0004	04-Sep-2025	TELUS001	TELUS COMMUNICATIONS INC.	Issued	589	E	1196.33
00138-0005	04-Sep-2025	TELUS002	TELUS MOBILITY	Issued	589	E	1046.18
00140-0001	10-Sep-2025	10423001	1042360 ALBERTA LTD. O/A TECHNO COI	Issued	601	T	204.75
00140-0002	10-Sep-2025	BORDE001	BORDER CITY DOOR SERVICE LTD.	Issued	601	T	840.00
00140-0003	10-Sep-2025	CANOE001	CANOE PROCUREMENT GROUP OF CAN	Issued	601	T	22.46
00140-0004	10-Sep-2025	CLEAR001	CLEARTECH INDUSTRIES INC.	Issued	601	T	13207.87
00140-0005	10-Sep-2025	CORNE002	CORNERSTONE CO-OPERATIVE	Issued	601	T	171.46
00140-0006	10-Sep-2025	FCSSA001	FCSS ASSOCIATION OF ALBERTA	Issued	601	T	578.00
00140-0007	10-Sep-2025	INTEG001	INTEGRA TIRE O/A 1384077 ALBERTA LT	Issued	601	T	21.91
00140-0008	10-Sep-2025	LADYB001	LADYBUG CREATIVE DESIGN	Issued	601	T	189.00
00140-0009	10-Sep-2025	LAKEL001	LAKELAND COLLEGE VERMILION	Issued	601	T	101.66
00140-0010	10-Sep-2025	L002	STAFF MEMBER	Issued	601	T	142.80
00140-0011	10-Sep-2025	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	Issued	601	T	33.45
00140-0012	10-Sep-2025	MERID002	MERIDIAN TECHNICAL SERVICES LTD.	Issued	601	T	47.69
00140-0013	10-Sep-2025	MIDWE001	MIDWEST AUTO SUPPLY LTD.	Issued	601	T	2125.40
00140-0014	10-Sep-2025	PRECIO01	PRECISION SERVICES	Issued	601	T	819.00

Cheque Register - Summary-Supp.



AP5100

Date : Sep 10, 2025

AGENDA ITEM #9.1.

Time : 9:05 am

Supplier : 10423001 To ZWEIF001
 Trans. Date : 29-Aug-2025 To 10-Sep-2025
 Cheque Date : 29-Aug-2025 To 10-Sep-2025
 Cheque No : All
 Batch No : All

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

Chq/Ref #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00140-0015	10-Sep-2025	RONAV001	RONA VERMILION	Issued	601	T	81.22
00140-0016	10-Sep-2025	ROYAL001	ROYAL CARETAKING SUPPLIES INC.	Issued	601	T	89.89
00140-0017	10-Sep-2025	SNELG001	SNELGROVE CONSTRUCTION LTD.	Issued	601	T	1638.00
00140-0018	10-Sep-2025	THEIN001	THE INSPECTIONS GROUP INC.	Issued	601	T	1217.16
00140-0019	10-Sep-2025	UFAC0001	UFA CO-OPERATIVE LIMITED	Issued	601	T	146.99
00140-0020	10-Sep-2025	ULINE001	ULINE CANADA CORPORATION	Issued	601	T	2866.94
00140-0021	10-Sep-2025	VERMI002	VERMILION & DISTRICT CHAMBER OF C	Issued	601	T	200.00
00140-0022	10-Sep-2025	VERMI011	VERMILION PLUMBING & HEATING LTD.	Issued	601	T	252.00
00140-0023	10-Sep-2025	VERMI013	VERMILION SENIOR CITIZENS CENTRE	Issued	601	T	1367.00
00140-0024	10-Sep-2025	WAINW002	WAINWRIGHT ASSESSMENT GROUP LTD	Issued	601	T	1575.00
00140-0025	10-Sep-2025	WILLA001	WILLIAMSANG APOTHECARY LIMITED	Issued	601	T	167.14
00141-0001	10-Sep-2025	AMSCI002	AMSCIS - BENEFITS	Issued	602	E	25102.02
00141-0002	10-Sep-2025	RECEI001	RECEIVER GENERAL	Issued	602	E	32309.28
30668	04-Sep-2025	17913001	1791352 ALBERTA LTD.	Issued	588	C	572.00
30669	04-Sep-2025	KHDES001	KH DESIGNS	Issued	588	C	210.00
30670	04-Sep-2025	PITNE002	PITNEY WORKS	Issued	588	C	2100.00
30671	04-Sep-2025	TOMON001	RATE PAYER	Issued	588	C	500.00
30672	10-Sep-2025	ALBER016	ALBERTA ASSOCIATION OF COMMUNITY	Issued	600	C	375.00
30673	10-Sep-2025	DECAL001	DECALS & SIGN OBSESSIONS	Issued	600	C	959.70
30674	10-Sep-2025	LEAHS001	LEAH SADEGIAN'S CONSULTING (LSC)	Issued	600	C	1673.44
30675	10-Sep-2025	PARAG001	PARAGON STRATEGIC SERVICES LTD.	Issued	600	C	8400.00
30676	10-Sep-2025	SPINK001	SPINKS INSULATING CO. LTD.	Issued	600	C	1837.50
30677	10-Sep-2025	JRBTI001	VERMILION JR B TIGERS	Issued	600	C	440.00
30678	10-Sep-2025	VERMF001	VERMILION MARAUDERS FOOTBALL CLI	Issued	600	C	350.00

Total Computer Paid : 17,417.64

Total EFT PAP : 226,626.04

Total Paid : 343,889.35

Total Manually Paid : 0.00

Total EFT File Transfer : 99,845.67



OPEN FARM DAYS 2025

at Chatsworth Farm

IN REVIEW

This year's Alberta Open Farm Days, our family's sixth, was our biggest and best yet! We measure our success in many ways: attendance; the number of returning volunteers, vendors, and community partners; visitors' social media posts; our ability to keep the event fresh while staying true to our roots; and of course, smooth day-of operations, with no issues or concerns noted in our WhatsApp team chat.

We are incredibly grateful for all of the support that makes our special day possible and are pleased to share this report, which highlights key stats, testimonials, and a few of our favourite photos from the day. Though Open Farm Days overall saw fewer participating Alberta farms this year, a reminder that opening a farm to the public is no small feat, our continued record attendance year-over-year underscores the importance of these educational experiences and the strong interest in connecting people to farms.



A BIRDS-EYE VIEW

Enjoy this aerial view of our farm taken during just before visitors arrived and during! We are grateful to the Derwent Fire Department for the footage and video to show the size and scope of our event!



IN THE MEDIA & STATS

Just some of the media coverage we received for Open Farm Days this year!
A full listing will be available on our website in the upcoming weeks.



Overall Success: Website Stats (July 1st - August 17th)

Page Views: 8,786 (+63% from last 48 days)
Unique Visits: 4,828 (+88% from last 48 days)
Top Page: OFD 2025 - 2,440 (+456.93% from last 48 days)

Overall Success: Paid Advertising (2 paid ads)

Reach: 75,887
Impressions/Views: 151,230
Link Clicks: 1,084 (only 1 ad was linked to our website)

Overall Success: Email Stats (4 OFD-specific campaigns)

Emails Sent: 4,778 | Successfully Delivered: 4,758 | Unique Opens: 2,462 | Total Clicks: 518

TESTIMONIALS

"As a local, I've always watched Charlotte and her family prepare for Open Farm Days but had never managed to attend because summer weekends are so busy. This year we finally made it work and WOW! **Chatsworth Farm thought of every detail.** From free cotton candy and face painting to rope making with twine and the most adorable farm train ride, there was something for everyone. Even though we live on a farm, we learned so much in just one afternoon. The vendors, demonstrations, and farm tour were incredible, and the gelato might have been the cherry on top. Chatsworth Farm truly had it all. If you're planning your summer for 2026, be sure to add Open Farm Days to your bucket list. You won't be disappointed." -- Aqueena Clennent, visitor



"The Chatsworth Farm Open Farm Days had a little bit of everything for everyone!

When I first arrived with my family, we were greeted by friendly volunteers who guided us to our parking spot. We were then loaded onto a real double horse-drawn wagon, which our daughter was super excited about! On our ride, I learned that people had come from hours away to attend. I had thought it was more of a local event, so it was great to hear it drew such a wide crowd.

Once we got into the main area, there were so many informative tables and booths set up, covering everything from information on water bodies, to local fire department technology, to animal control. There were also so many great vendors, each offering something homemade or genuinely Alberta-created and produced, which really added to the atmosphere and vibe of the event. No commercialism to be found! The sheep shearing, meat cutting, and farmyard tours were the biggest activities we attended, and all were very informative. From a family perspective, it got us outside, taught us new things, and gave us a great day together. The kids especially loved the animal train!

From my position as a Town of Vermilion councilor, it was amazing to see and hear about **so many people coming from out of town** to this well-organized event. I saw in real time how it brings people from near and far into our community. Anytime we can welcome new visitors to experience the Town's agricultural roots and warm atmosphere, I'm confident they'll be back for more farm and town events in the future!" -- Paul Conlon, visitor

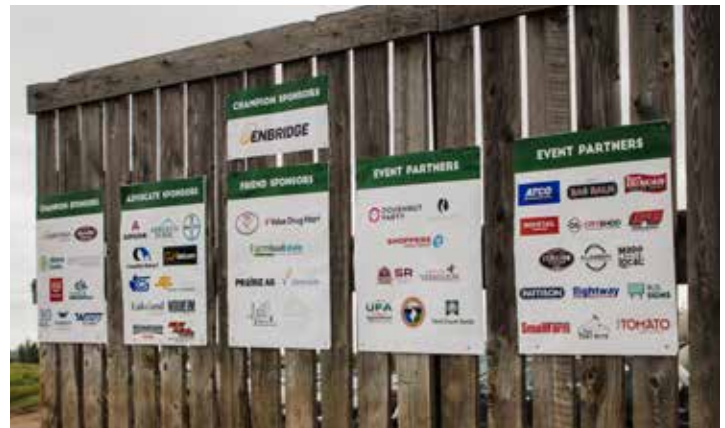
"Open Farm Days at Chatsworth Farm was an absolute pleasure to be at. It was so organized and very welcoming to be a vendor. I appreciate how much love and care you put into your business and also how much care you put into educating the public. The **farm's transparency and passion is paving the way** for many other farms and so important for consumers to understand where their food comes from. And very important to open possible doors for children who aren't from this background, who can still be the future of agriculture!! Thanks so much for having me!" -- Prairie Rose Co., 1st-time artisan market vendor

"Thank you again SO much for having me. The whole event was super well organized and vending there among the kind humans and sweet animals **made for such a wonderful, heart-filling day** and I definitely hope to get to come out again next year." -- Fun Gal Studio, 1st-time artisan market vendor

AGENDA ITEM #11.1.

"I came to Open Farms Days at Chatsworth Farm as a visitor one year and have been participating in it as an artisan market vendor for the past 3 years. I love coming to the event because there is so much to do, see and learn.

This event is very well organized and every detail has been well planned out. As a vendor I value the clear communication leading up to and at the event, as well as fantastic promotion online and in the community. I really enjoy shopping at the market because there is a perfect cross section of vendors from makers to artists to bakers and so much more. Each year it grows and somehow gets even better! I appreciate how much energy the whole family puts into creating and running this event and educating Albertans about how they run their farm. They are also great supporters/promoters of other small businesses both around Vermilion and when they come to Edmonton and Calgary on deliveries. I would love to continue to attend this event and will always recommend it to friends and family!" -- Kristine McDonald, 3rd-year artisan market vendor



"North Saskatchewan Watershed Alliance **had a wonderful time at Chatsworth Farm** for Open Farm Days 2025. It was wonderful to chat with guests from the local area as well as from communities across the North Saskatchewan River Watershed. We enjoyed discussing the essential nature of water resources for sustaining agricultural production in the province and providing communities with clean water sources. Learning about local initiatives to conserve and maintain water resources was a great reminder about how each individual action can make a big difference in protecting essential water resources!" – Amanda Kramer, NSWA, Watershed Outreach Coordinator, 2nd-year community partner

"We had the privilege of performing for Open Farm Days at Chatsworth Farm, which was an **incredible and eye-opening experience**. Being born and raised in Edmonton, we don't often get the chance to travel to the smaller corners of our beautiful province, witness firsthand where our food comes from, and share our music with new sets of ears. We kept mentioning to everyone we spoke to that day that we would be back next year at Chatsworth Farm for Open Farm Days, regardless of whether we're playing! The event was well attended, organized, and it gave a wonderful opportunity for folks to connect with local vendors and musicians, and also learn about agriculture and rural sustainability. We look forward to attending next year and will be encouraging our friends and family to join us!" -- Mark Boer & Bri Huot, The Western Thistles, musical performers

As a vendor at the Chatsworth Farm Open Farm Days Artisan Market for the past two years, I have found the opportunity to be a small part of this fantastic event to be invaluable. This event offers a chance for me to connect with new and existing customers, friends and acquaintances, in a relaxed, beautiful outdoor setting. It has had a tremendous impact on my business, and I have seen incredible sales growth year over year, with many of my customers online and at my farm boutique saying they discovered my business because of my participation at Chatsworth Farm's event.

As an artisan vendor, it is **incredibly refreshing to be a part of a curated market like the one offered at Chatsworth Farm**. Every vendor has been hand picked and vetted, and the collective experience is unmatched by any other market in the region. Charlotte's ability to cover all aspects of advertising - billboard, posters, newspaper, radio, television, email blasts, and social media - is truly admirable and ensures a successful market for every vendor. Charlotte Wasylik and her entire family and crew of friends and volunteers have made this event a beloved local tradition, with attendees, volunteers and vendors coming from all across Alberta and Saskatchewan to take part. Chatsworth Farm is able to come up with new attractions each year, which keep the event feeling fresh and new every year, encouraging people to return to the event. This year's addition of the animal train for children, face painting, rock painting, the sheep shearing demonstrations, and equine demonstrations were incredibly well received by attendees and vendors alike.

Open Farm Days at Chatsworth Farm is a huge success each year because Charlotte and her family have thought of every detail to make the event attractive and accessible to everyone, be it small children or individuals with mobility challenges. The people movers and wagon rides to move people from the parking areas to the main event area are both functional and a fun activity. Often-overlooked details like porta potties with proper hand washing stations, plenty of trash cans, strategically placed - these are the tiny details that make an event run smoothly, and the Wasyliks have checked every one of these items on the list.

As a farmer, I really appreciate how Chatsworth Farm opens their gates to the general public at this annual event. Connecting with consumers and offering them the opportunity to visit a working farm and seeing where their food comes from has such a positive impact on the agriculture industry. The farm tours are educational and interesting, offering consumers the chance to get hands-on with a variety of animals and to learn about how their needs are met by farmers." – Jennifer Jacula, 2nd-year artisan market vendor

"I want to sincerely thank you for inviting me to participate in Open Farm Days at your beautiful farm. It was an honour to share my research findings with a broader audience beyond the University of Alberta. **I am very grateful for the opportunity, as it was a valuable experience** that helped me further develop how I present this information.

I especially enjoyed engaging with such a variety of people, and I was excited to see genuine interest in the topic. While the wind made it a little challenging with the display boards, it was still an excellent learning experience and gave me ideas for different presentation methods in the future.

I thoroughly enjoyed the event and only wish I had taken the tour — I'll be sure to do so next time. The variety of vendors and demonstrations was fantastic! Thank you again for this wonderful opportunity. I truly appreciate it and hope to return to your farm in the future." – Alison Garwasiuk, U of A student, first-time community partner



AGENDA ITEM #11.1.

Shawn Jacula 8h · 🌐

This little farm kitty is all tucked out after an amazing afternoon at [Alberta Open Farm Days at Chatsworth Farm!](#)

A huge shout-out to [Charlotte Wasylik](#), her family, and their team for hosting such an outstanding event 🌟

I feel a little spoiled only having to travel a couple of miles to load up on goodies and enjoy all the incredible demonstrations and activities! 🥰🥰





I wish we could have stayed longer. I was amazed by the amount of organization and time put into this event. Thank you for all your hard work!!



The Alberta Open Farm Days was on the weekend, and I had the chance to visit Chatsworth Farm north of Vermilion, operated by the Wasylik family. The event featured guided farm tours, cooking demonstrations, wagon rides, live music, an artisan market, and lots more for kids and adults. There were visitors from all over Alberta and Saskatchewan that came and got to meet the farmers, explored where the food comes from, and enjoy a day in the country. It was great to see all the support from volunteers, businesses, and others to make the day so informative. Well done Wasylik Family!

chatsworth_farm 35m · ❤️ by author

This is so lovely, thank you so much for visiting! We're so glad you enjoyed your visit ❤️

Reply Share on Threads

yegadventurelady 3m · Author

@chatsworth_farm thank you for opening your doors to allow us to visit! We really had the best time. 🥰

Reply



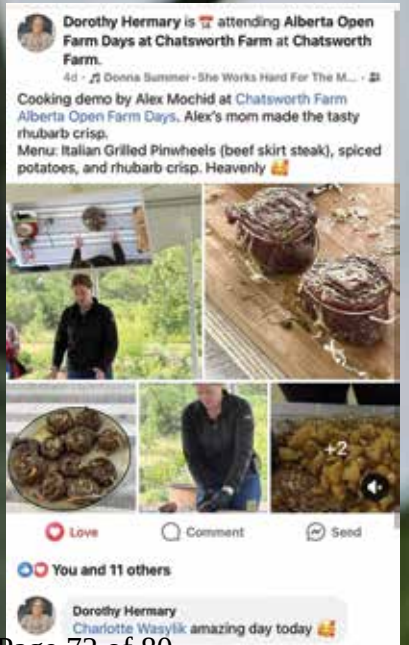
Robert Snow is with Linda Snow and Darla Buschert-Snow at Chatsworth Farm. 5h · 🌐

What a great day at Chatsworth Farm for Open Farm Day! 🌟 This was our first time attending, and I can't express how incredible the experience was.

The front yard market had local vendors with arts, crafts, food, and drinks. The activities were just as impressive, from cooking demonstrations to a sheep-shearing presentation, and we capped it all off with a fun and informative farm tour.

A big thank you to Chatsworth Farm and to all the businesses and folks involved in putting on such a fantastic event. 🌟

#ChatsworthFarm #OpenFarmDay #SupportLocal #ShopLocal #VermilionAB



OUR COMMITMENT



- Beyond the farm tours and activities, our Open Farm Days is about creating opportunities. We give space to community partners at no cost, ensuring they have a platform to connect with visitors to help share their important work. For our vendors and producers, the day offered both sales and conversations that build long-term support for local artisans.
- We work to keep our footprint sustainable by encouraging visitors and vendors to bring refillable water bottles, providing separate recycling, and offering large-format schedules to reduce printing.
- Our food offerings showcased reduced food miles: the vegetables for our hot dog toppings came from Alberta growers, the gelato was made with local milk and eggs, and even the imported cherries in the gelato were carefully chosen from small family producers in Italy. The hot dogs and ground beef came from our farm – you can't get more local than that!
- Open Farm Days at Chatsworth Farm is, and will always be, free for all. We take that a step further by making everything free — from face painting to wagon rides to guided farm tours. We want every visitor to feel the joy of the farm without any barriers. This year we provided even more accessible transportation for visitors with limited mobility.
- Our vendor lineup featured a strong representation of women-led businesses, along with many other producers and makers who together offered visitors a true taste of Alberta's agricultural and artisan community



THANK YOU!

This report highlights the energy, stories, and the sheer scale of what our Open Farm Days has become at our farm, and it wouldn't be possible without our sponsors.

Our sponsors' support is what turned a simple farm tour six years ago, into a full-scale event experience, one that is completely free for visitors, fully accessible, and rich with opportunities for community connection. Because of our sponsors, families made memories, vendors grew their businesses, and agriculture was shared in ways that are fun, welcoming, and unforgettable.

Many of our sponsors have been with us from the very beginning, and their continued commitment means more than we can say. Thank you for standing with our family farm, for believing in what we're building, and for helping make this year our biggest and best yet.



PREMIUM SPONSOR



CHAMPION SPONSORS



ADVOCATE SPONSORS

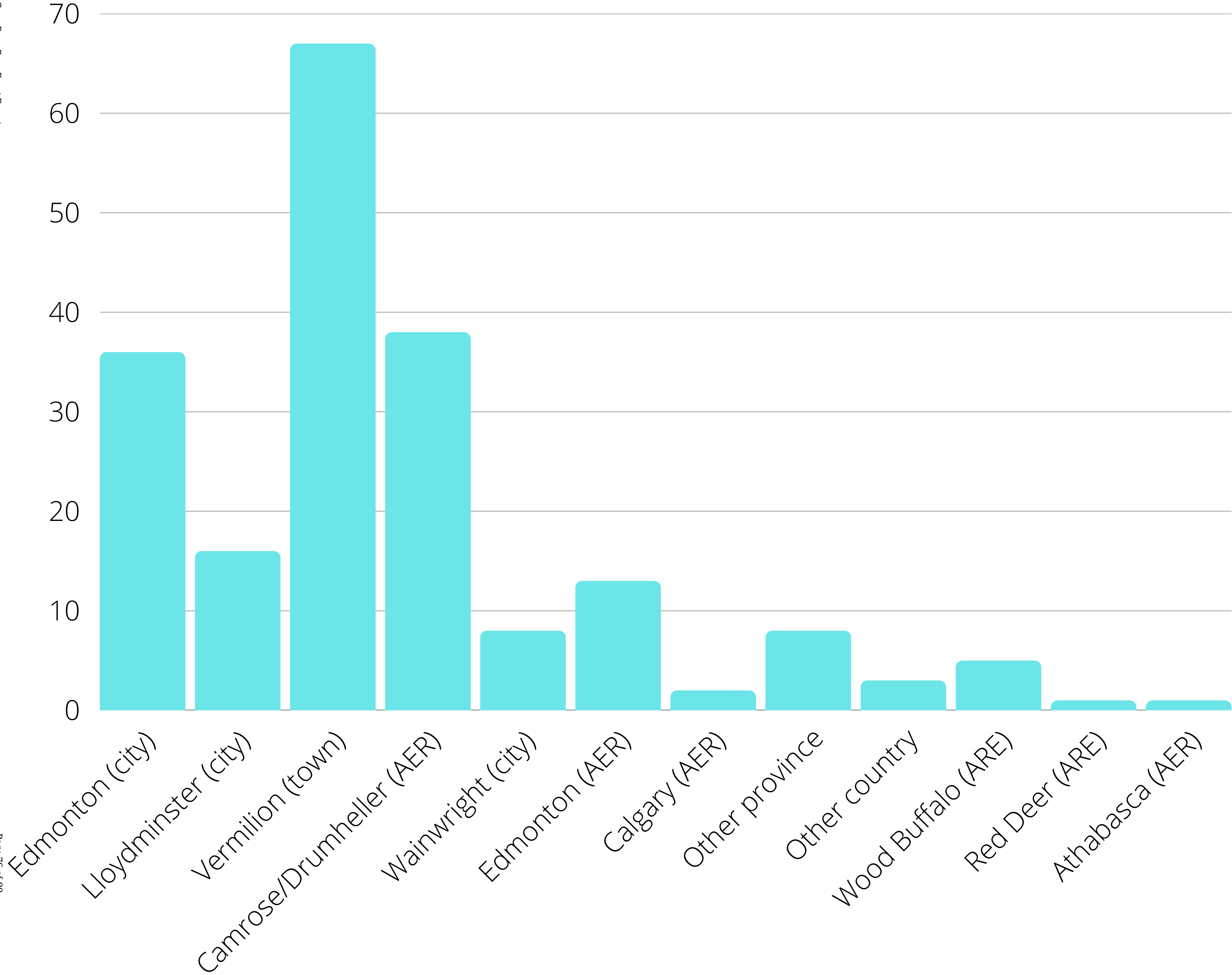


FRIEND SPONSORS



EVENT PARTNERS







Vermilion & District Chamber of Commerce

Board Meeting Meetings

Date: Aug 11, 2025

Time: 5:30 pm

Location: Chamber Office

Board Attendance: Miranda Lychak(President), Kim Shimko (Vice President) - left meeting at 7:07pm, Amber Skolarchuk(Vice President), Rob Snow (Town Representative), Aaron Knopp (Treasurer), Sherry Martin (Director), Heather Millian - (Director) - left meeting at 7:54pm , Justin Reid (Director), Sandra Stone (Director), Jason Stelmaschuk (County Representative), Jean Murie (Director), Marlene Beattie (Director) - arrived at meeting at 5:54 pm and left meeting at 8:20pm

Regrets: Mackenzie McIntyre (Director)

Staff Attendance: None

Guest Attendance: None

Call to Order: 5:39 pm

Additions/Approval of the Agenda: Sherry Martin (Director) approves the agenda as presented

Acceptance of Previous Minutes: Aaron Knopp (Treasurer) motions to approve the July 2025 minutes.



President Report:

- Meeting with Rob and Toland to discuss downtown business meeting with Alice Stewart, suggested meeting place Vermilion Heritage Museum on a Tuesday or Thursday @ 6:30pm)
- July Fair Kick off
- College Collaboration with Alice Stewart to schedule a business owner meeting

Executive Director Report:

N/A

Chamber Business:

- Christmas Party Photo Booth with props
 - booth from Rob Snow could be used.
 - QR code to upload photos
- Following up on Christmas Party Entertainment (see financials from Leis) the board discussed and decided this year we will be doing the small business awards at the Christmas party and having a DJ for entertainment afterward
- Discussing caterer tenders, reaching out to current tender on possible changes to menu
- Activity ideas for Christmas Party
 - Heads and tails
 - Musical chairs
 - Balloon pop
 - Live Action to eat
 - Envelope game
 - 50/50s
 - Poker hand
- Still following up with board of trade and lawyer for annual submission
- Contact Shannon Harrower for Provincial Park Contact



New Business:

- Contacting Lakeland College about welcome back banner for college students
- Electoral debate - October 20th
- October 8th 2025 (Town) + October 9th 2025(County) - Electoral Forum @7pm

-Aaron Knopp volunteered to be a moderator for the town council and mayor electoral forum, and needed to look for a volunteer moderator for the County of Vermilion River forum.

Discussion:

- Director Attendance
- Liability Insurance Coverage for the Board

Aaron Knopp made a motion to obtain a quote for Liability Insurance for the Board.
Motion Carried.

- Small Business Awards Nominations September 15th - October 3rd and Small Business Awards Voting October 13th - October 24th
- Proclamation of small business week October 20th-24 2025.
Letter of request sent to Town Council
- Xmas parade, will again be held on Black Friday, November 28, 2025.
Communicate with businesses of the possibility of being open late. Creating a Black Friday QR Code with Business sales, etc.
- Miranda touched base with the Employee Employer Team Committee as it was newly formed
- Miranda touched base with the entertainment for the Christmas Party (DJ) to ensure he was a member as requested by the board.
- Reminder Bio's for Board Members - either created or updated by September board meeting. Leis will be attending the next meeting for pictures.
- Fishing Derby at Trout Pond (possibly subbed for Golf tournament)
- New Employee Starting Monday August 18th - Aiyana Thompson
- Wetland Days hosted by the County of Vermilion River, to be published on social media

AGENDA ITEM #11.2.

- Idea of a Collaboration Meeting With: to Discuss Canada Day, The Fair, etc with the Ag Society, Town of Vermilion Economic Development, Goodlife Institute. Lakeland College
- Post Christmas Party, Save the Date on all social media after our next board meeting.
- Board to start thinking about our Chamber Travel destination for Fall 2026.

Meeting Adjournment – 8:30 pm

Next Meeting – September 8, 2025 @ 5:30 pm