

**Town of Vermilion
Regular Council
Tuesday, December 17, 2024 at 6:00 P.M.**

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

12. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, DECEMBER 3, 2024, AT 6:00 P.M.**

PRESENT

IN PERSON:

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

VIRTUAL:

Director of Corporate Services Brian Leibel

REGRETS:

Director of Infrastructure and Planning Services Robert Dauphinee

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 Kevin Martin “That the Agenda be accepted as amended.”
CARRIED.

Addition of
**‘9.2 Pursuant to Part 1, Division 2, Section 16 of the Freedom of Information
and Protection of Privacy Act
Legal Contract’ under 9. CLOSED SESSION**

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – November 19, 2024

Moved by Councillor Robert Snow “That the Minutes of the Regular Meeting of Council of
November 19, 2024, be accepted as presented.” **CARRIED.**

4. DELEGATIONS

4.1. Vermilion RCMP Detachment – Sgt. Buckingham

Deputy Mayor Joshua Rayment welcomed Sgt. Buckingham to the meeting.

Sgt. Buckingham started by giving an update on the RCMP building’s new roof holding up
well and complimented the Town staff on their snow removal they have done this year.
Body Worn Cameras (BWC) will be starting next month and the RCMP Public Consultation
Tool anticipated launch date is early 2025.

Sgt. Buckingham reviewed the three community priorities as follows:

Crime reduction: A total of 30 checks were completed in Q2 bringing the total to 66 out of
100.

Consultations and Connections: 11 public communications were completed in Q2 bringing
the total to 23 out of 50. The first town hall was completed on October 17, 2024 in
Derwent.

Police Visibility: 144 documented traffic stops took place in Q2 bringing the total to 307 out of 360. Two check stops also took place in Q2 bringing the total to 3 out of 6.

A significant increase in property crime and a continuing decrease in motor vehicle collisions was noted.

Sgt. Buckingham also mentioned that eight of the nine established Police Officer positions are currently working and there is an active staffing action in place to fill the hard vacancy.

Deputy Mayor Joshua Rayment expressed appreciation to Sgt. Buckingham and thanked him for coming in.

5. NEW BUSINESS

5.1. Public Commentary

Deputy Mayor Joshua Rayment opened the public commentary session at 6:13 p.m.

Deputy Mayor Rayment welcomed Mr. Larry Alward into the public commentary session. Mr. Alward expressed concerns with the lack of snow removal in town.

Deputy Mayor Rayment thanked Mr. Alward for coming in.

Deputy Mayor Rayment welcomed Mr. Erwin Warkentin into the public commentary session. Mr. Warkentin had concerns regarding Bylaw 10-2000, Regulation and Control of Snow Vehicles. Mr. Warkentin also spoke to the letters members of Young Drive received and expressed concerns regarding Town snow removal.

Deputy Mayor Rayment thanked Mr. Warkentin for coming in.

No emails or written correspondence received.

Public Commentary closed at 6:24 p.m.

5.2 Justin Thompson Follow Up

Interim Chief Administrative Officer Michael Van Der Torre presented the fine dates given by Peace Officer Maughn which go back to 2023. Council agreed fines are justified and adamite time has been given to deal with the fines.

5.3. District Housing Requisition

Deputy Mayor Joshua Rayment and members of Council spoke to the requisition and expressed that the Town of Vermilion is not in agreement with the equalized assessment.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion direct administration to set up a meeting with the Government of Alberta regarding the District Housing Requisition and concerns regarding the equalized assessment.” **CARRIED MOTION #24/12/149**

6. FINANCIAL

Accounts Payable for the period of November 15 – 28, 2024 - Accepted as Information.

7. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

8. CORRESPONDENCE

8.1. 2024 Goat Grazing Report.

8.2. County of Vermilion River – Agenda of October 22, 2024.

Correspondence was accepted as information.

9. CLOSED SESSION

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

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion go in closed session at 6:51 p.m.” **CARRIED**
MOTION #24/12/150

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 8:13 p.m. **CARRIED**
MOTION#24/12/151

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

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion go in closed session at 8:13 p.m.” **CARRIED**
MOTION #24/12/152

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 8:39 p.m. **CARRIED**
MOTION#24/12/153

11. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 8:39 p.m.

READ AND CONFIRMED ON THIS 17th DAY OF December 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor

November 29, 2024

County of Vermilion River
PO Box 69
Kitscoty, AB T0B 2P0

Subject: County of Vermilion River lodge requisition

Dear Alan Parkin, Michael Van Der Torre, Stacey Hryciuk, Carrie Kohlruess, Michael Diachuk and Stephanie Miller,

As you know, discussions regarding the portion of the County of Vermilion River to be considered for equalized assessment, for lodge purposes between Vermilion & District Housing Foundation and Lloydminster Region Housing Group, have been taking place for over a year now. Staff have been working with both management bodies, and we have met with both the County and the Town, as well the County and Town of Vermilion have also been discussing the options between each other.

It appears all parties agree with a 50/50 split of the County's equalized assessment for each management body, therefore, the section of the two management body's ministerial orders, that address the municipalities that may be requisitioned for lodge purposes will be amended to read as follows; County of Vermilion River, as to 50% of its total municipal assessment apportioned and reported by the County of Vermilion River.

I recognize the County is anxious to have this amendment completed on each of the management bodies ministerial orders, I am committed to doing my best to get that done by the end of the year.

If anyone has any concerns with this solution, please let me know asap. Once this amendment is complete, we will work with the Lloydminster Region Housing Group on the requisition share between their member municipalities.

Sincerely,



Dean Lussier
Executive Director, Seniors, Community and Social Services
Housing Operations,
Government of Alberta

Tel 780-427-1751
Cell 780-905-7248

cc Barb Panich, Kelsey Radford, Janet Parsons



STAFF RECOMMENDATION

DATE

December 17, 2024

ISSUE

Updating Purchasing Policy for 2025

BACKGROUND

Whereas the Town of Vermilion's purchasing policy has not been updated in almost 24 years, an update of the Policy is recommended. Several changes have been incorporated including changes to organizational structure and roles with approval authority, changes to purchasing limits and language.

FINANCIAL IMPLICATIONS

There will be no net cost or savings from implementing the policy to the organization directly, however there will be benefits to local businesses by ensuring that they are given priority wherever possible in the bidding process. Indirectly this will help maintain or grow the Town.

OPTIONS FOR CONSIDERATION

1. Approve the updated policy
2. Request changes

RECOMMENDATION

That council approve the updated Purchasing Policy for the Town of Vermilion effective January 2025.

PROPOSED BY

Brian Leibel

Director



Prepared By: Brian Leibel

Policy Name: Purchasing Policy

Effective Date: January 1, 2025

Policy Number:

Council Approval Date:

Council Resolution No.:

Policy Statement & Objectives

The purpose of this policy is to:

Ensure that the Town of Vermilion receives the required goods and services at the best possible level of service and price available,

Promote transparency, accountability and fairness, with the level of council involvement deemed appropriate by council

Encourage open competition while maintaining compliance with NWPTA regulations

The Town of Vermilion purchasing policy is based upon encouraging business development in the Town of Vermilion through a competitive approach for contracts for goods and services.

Definitions:

- A. **Bid** means a proposal, tender or price offered to the Town of Vermilion
- B. **CAO** shall mean the Chief Administrative Officer of the Town of Vermilion
- C. **Conflict of Interest** means a situation where the independence or impartiality of an employee's decisions or actions are impaired or may be reasonably expected to be impaired because of outside employment, political, business or family interests.
- D. **Council Members** shall mean elected officials, including the Mayor.



- E. **Employees** shall mean individuals who are employed by the Town of Vermilion.
- F. **Emergency** refers to an urgent situation that has a dramatic and profoundly disruptive impact on the operations of the municipality or safety and protection of persons or property.
- G. **Good** means a product that is manufactured, grown, obtained in or used for a commercial purpose.
- H. **Service** shall mean an intangible or activity provided by a person or business to the benefit of the municipality.
- I. **Management** means Chief Administrative Officer, Director of Corporate Services, Director of Infrastructure & Planning, Director of Community Services, and Fire Chief.
- J. **NWPTA** refers to the New West Partnership Trade Agreement

Guidelines:

- 1. Management of the Town of Vermilion shall have the authority to purchase all materials, supplies, and services and to enter into contracts when so required by Council.
- 2. All purchases of capital equipment, supplies, renovations, and services must be within approved budget limits.
- 3. When the amount of any purchase of capital equipment, supplies, renovations, and services exceeds the sum of \$8,000.00 competitive quotations shall first be obtained except in the case of emergency purchase or such product being a patented device supplied by only one Vendor or a specific approved service provider.
- 4. Authority is hereby authorized to Management of the Town of Vermilion to accept and award all competitive quotations and tenders up to the amount of \$35,000.00 subject to the following limitations:
 - a) Council has provided appropriations therefore;
 - b) That the bid can be awarded to the lowest responsible bidder.
- 5. All purchases of capital equipment, supplies, renovations, and services estimated to exceed the amount of \$75,000.00 shall be received by Management by the Town of Vermilion and submitted to the Council of the Town of Vermilion for approval.



6. Management shall provide in tender offers for proper instruments of security which when received, shall forthwith be transmitted for safe keeping until final disposition or award. Release of securities for tender offers shall be on the authorization of the Chief Administrative Officer.
7. Management shall provide for retaining holdbacks as required in contract documents. Release of holdbacks shall be on the authorization of the Chief Administrative Officer.
8. Management may enter into joint purchasing contracts with other levels of government, business, and industry when price and quality advantage may be gained.
9. Management shall ensure that purchases of capital equipment, supplies, renovations, and services, not exceeding the amount of \$8,000.00 shall be purchased locally within the corporate limits of the Town of Vermilion using the following criteria:
 - a) The quality of the product is as specified and required;
 - b) The price is competitive;
 - c) The product is available as required;
10. Management shall ensure that local business/industry when able are invited to tender for all purchases of capital equipment, supplies, renovations, and services.
11. Management must ensure that all purchases of capital equipment, supplies, renovations, and services must be carried out as provided in the New West Partnership Trade Agreement (NWPTA.)
12. Management of the Town of Vermilion will encourage the purchase and use of environmentally responsible products. The Town of Vermilion's purchase of recycled products and the resulting public awareness of Municipal Governments Leadership will improve consumer acceptance of such products.



Methods of Procurement:

There are four acceptable methods of acquiring goods or services, all of these are subject to the purchasing procedures as set out by the Director of Corporate Services and CAO:

1. Tender process;
2. Competitive quotations;
3. Direct purchase orders;
4. Petty Cash

1. Tender Process

The tender process will be used for all acquisitions with a cost greater than \$35,000.00 or where requested. Tender packages must contain the following information:

- detailed specifications;
- closing date and time;
- instructions to Vendors to return tender to appropriate department;
- date, time, and place of tender opening;
- safety program requirements.

The appropriate department purchasing the service or product will:

- assign tender numbers;
- record all Vendors (if invitational)
- mail out tenders for invitational tender process;
- advertise tenders for open tender process;
- record receipt of returned tenders;



Opening of Tenders:

Tenders shall be opened by the appropriate purchasing department and shall be opened in a public manner:

- open and record all tenders;
- release total price and name only to Vendors in attendance;
- obtain approval of Management before releasing tenders for review and decision;

Guidelines:

- purchase orders or a signed contract are required for payment of all accepted tenders;
- appropriate holdbacks are to be noted on the purchase order;
- for payment appropriate approval and invoice is submitted to accounts payable

2. Competitive Quotations

The competitive quotation process will be used for all acquisitions with a cost greater than \$8,000.00 and less than \$35,000.00 or where requested.

Guidelines:

- a minimum of three documented quotes are required;
- a documented quote includes a written quote for goods or services
- for payment a purchase order is required to be submitted to accounts payable department

3. Direct Purchase Order

Direct purchasing for goods and services may be completed with a purchase order and the appropriate management approval. Direct purchase orders are limited by a total value of less than \$8,000.00 and require the authority of the appropriate department manager. Signing authority may be delegated with the approval of the appropriate department manager. Department managers shall provide the accounts payable department with purchase orders on a basis established by purchasing procedures.

Guidelines:

1. A purchase order is to be completed by the purchaser and approved by the department manager or delegated authority, and the purchase order amount must be the same amount or higher than the invoice amount



2. Invoices are to be submitted to accounts payable for matching to the purchase order
3. No invoice will be paid by accounts payable without a purchase order that has been approved
4. Corporate Services will establish purchasing procedures that are consistent with this policy

4. Petty Cash

Guidelines:

A petty cash system may be established by department for small purchases where the Town of Vermilion does not have an account established. Department managers may authorize the reimbursement to Town personnel upon receipt of a completed invoice indicating the department and the signature of the authorized personnel. To replenish a petty cash system a purchase order shall be completed indicating the amounts to the appropriate department and all appropriate invoices attached.

STAFF RECOMMENDATIONS**TOPIC:**

Elected Officials Renumeration Policy

PROPOSAL:

Whereas the Town of Vermilion has an Elected Officials Remuneration Policy to provide an adequate compensation package to attract people of ability and integrity as candidates for municipal public office, ensure that individuals who choose to serve their community in the municipal public office receive compensation for their time dedicated and for expenses incurred, and to establish a fair and equitable method of remuneration and compensation for expenses

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion change the Elected Officials Renumeration Policy to include 2.5 "Upon the Deputy Mayor performing the duties of the Elected Mayor for a period longer than 30 days, due to the Elected Mayor being removed from office, sanctioned, or any other combination of circumstances where the Elected Mayor is no longer receiving their respected honorarium, that amount shall be moved to the Deputy Mayor's honorarium.

	2023	2024	2025	2026
Elected Mayor	\$1675/month	\$1675/month	\$1675/month	\$1675/month
Deputy Mayor	\$1275/month	\$1275/month	\$1275/month	\$1275/month
Councilor	\$1075/month	\$1075/month	\$1075/month	\$1075/month

Submitted By:

Michael Van Der Torre



COUNCIL POLICY

AGENDA ITEM #5.3.



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

Effective Date: January 1, 2023

Policy Number: 06/12/2022

Council Approval Date: 06/12/2022

Council Resolution No.: 22/12/113

Policy Statement:

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

Policy Purpose:

This policy is to:

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

Policy Statement:

1. Definitions

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

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

2. Guidelines/Procedures/Responsibilities

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

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

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

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

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

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

3. Expense Claim

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

4. Disallowed Expenses

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

Examples:

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

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

5. Conferences

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

6. Guidelines for Allowable Expense Reimbursement

6.1 Airfare

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

6.2 Car Rental

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

6.3 Per Kilometre Allowance

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

6.4 Taxi/Shuttle/Public Transportation

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

6.5 Lodging

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

7. Expense Claims and Approval Requirements

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

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

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

8. Expense Reimbursement

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

9. Travel – Taxi, Bus, Airplane, Parking

- 9.1 As per receipts submitted with claim.

10. Budget

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



STAFF RECOMMENDATION

DATE

December 17, 2024

ISSUE

Operating & Capital Budget for 2025

BACKGROUND

Whereas the Town of Vermilion's Operating Budget for 2025 through 2029 and Capital Budget for 2025 through 2034 has been presented through the Finance Committee, and the operating budget has been reduced to only require a 3.9% increase in property tax revenue, administration has brought the revised budgets to council.

A number of cuts were made to achieve the target of only a 3.9% increase in property tax revenue, some impacting reserve contributions for future capital projects.

FINANCIAL IMPLICATIONS

The 2025 Operating Budget with expenses of \$19,224,064 including amortization and a Capital Budget of \$8,013,186 will be set for the upcoming year with a 3.9% increase in the total amount of property taxes to be received.

OPTIONS FOR CONSIDERATION

1. Approve the Operating and Capital budgets
2. Approve an Interim budget and Request changes to the 2025 Proposed Budget
3. Approve an Interim budget and Take the budget back to committee for further discussion

RECOMMENDATION

Administration recommends that council for the Town of Vermilion approve the 2025-2029 Operating Budget with revenues and expenses detailed in the attached Appendix A and 2025-2034 Capital Budget and Forecast with expenditures and funding detailed in Appendix B, which includes an increase in property tax revenue of **3.9%**, an increase in Water, Sewer and Solid Waste Utility rates as detailed in Appendix C.

APPENDICES

A: 2025-2029 Operating Budget

B: 2025-2034 Capital Budget

C: 2025 Utility Rates



PROPOSED BY

Brian Leibel

Director of Corporate Services

UTILITY RATES			
	2023	2024	2025
WATER			
Flat Rate & Consumption Rate Increases/m³			
Residential:			
Flat Rate/month - Single Family Dwelling	\$41.84	\$42.26	\$45.60
Flat Rate/month - Condos/Multidwellings	\$41.84	\$42.26	\$45.60
Consumption Rate/m ³	\$4.05	\$4.09	\$4.00
Unmetered Residential:			
Flat Rate/month (34.1m ³ x Consumption Rate)	\$136.68	\$138.05	\$149.73
Commercial:			
Flat Rate/month	\$50.95	\$51.46	\$55.81
Consumption Rate/m ³	\$4.05	\$4.09	\$6.00
Bulk Water From Shop:			
220 Gallons or 1m ³	\$10/220 gal	\$12/220 gal	\$16/220 gal
SEWER			
Flat Rate Increases			
Residential:			
Flat Rate/month - Single Family Dwelling	\$16.26	\$18.11	\$19.27
Flat Rate/month - Condos/Multidwellings	\$16.26	\$18.11	\$19.27
Consumption Rate/m ³	\$2.52	\$2.81	\$2.99
Commercial:			
Flat Rate/month	\$16.26	\$18.11	\$19.27
Consumption Rate/m ³	\$2.52	\$2.81	\$2.99
GARBAGE			
Flat Rate Increases			
Monthly Rates:			
Residential - Per Pickup (4 pickups per month)	\$5.15	\$5.69	\$5.69
Commercial - Per Pickup	\$22.83	\$25.24	\$25.24
Commercial - Extra Bin Pickup	\$50.22	\$55.51	\$55.51
RECYCLE			
Monthly Rates:			
<i>Under Extended Producer Responsibilities, Town will no longer charge the recycling fee once EPR begins (likely May)</i>			
Dwelling - Per Month (2 pickups per month)	\$3.39	\$3.75	\$3.75
Multi Dwelling (<5) - Per Unit/Per Month (2 pickups per month)	\$3.39	\$3.75	\$3.75
Multi Dwelling (>5) - 4 yard Bin - Per Pickup	\$49.32	\$54.52	\$54.52
Multi Dwelling (>5) - 6 yard Bin - Per Pickup	\$73.99	\$81.79	\$81.79
Commercial - 4 yard Bin - Per Pickup	\$49.32	\$54.52	\$54.52
Commercial - 4 yard Bin - Extra Bin Pickup	\$49.32	\$54.52	\$54.52
Commercial - 6 yard Bin - Per Pickup	\$73.99	\$81.79	\$81.79
Commercial - Roll-out - Per Month (2 pickups per month)	\$6.74	\$7.45	\$4.00
SERVICE FEES			
Utility Service Charge	\$ 50.00	\$ 50.00	\$ 50.00

5 Year Operating Budget by Division and Department



Sub Department	2024	2025	2026	2027	2028
21 - Police Protection	39,000	39,000	40,950	42,998	45,147
26 - Bylaw Enforcement	29,995	20,000	21,000	22,050	23,153
51 - Family & Community Support (FCSS)	158,465	167,215	175,576	184,355	193,572
56 - Cemeteries	46,681	45,750	48,038	50,439	52,961
71 - Recreation Board & Admin	280,000	300,000	315,000	330,750	347,288
72 - Rec Parks, Facilities & Program	336,208	353,500	371,175	389,734	409,220
74 - Vermilion Regional Centre	38,000	67,000	70,350	73,868	77,561
Total Community Services	928,349	992,465	875,287	875,287	875,237
00 - General Revenues	8,950,000	9,232,000	9,693,600	10,178,280	10,687,194
12 - Corporate Services	145,600	138,000	144,900	152,145	159,752
Total	9,095,600	9,370,000	9,618,958	10,131,736	10,675,341
19 - CAO & Other	3,000		3,000	3,000	3,000
Total Council & CAO	3,000		3,000	3,000	3,000
15 - Economic Development	61,800	64,324	67,540	70,917	74,463
23 - Fire	155,000	101,000	106,050	111,353	116,920
53 - Medical Clinic	130,000	130,000	136,500	143,325	150,491
65 - Subdivision Land & Development	338,000		-	-	-
Total General Government	684,800	295,324	546,100	471,100	471,100
14 - Safety Program	4,000		-	-	-
31 - Common Services	404,700	63,180	66,339	69,656	73,139
32 - Road Transport	391,000	220,000	231,000	242,550	254,678
33 - Air Transport	19,500	19,500	20,475	21,499	22,574
41 - Water Utility	2,665,000	2,962,000	3,110,100	3,265,605	3,428,885
42 - Sewer	1,491,925	1,538,000	1,614,900	1,695,645	1,780,427
43 - Solid Waste	864,940	724,000	760,200	798,210	838,121
44 - Environment Committee	1,000		-	-	-
61 - Planning & Zoning	14,100	12,000	12,600	13,230	13,892
Total Infrastructure & Planning	5,856,165	5,538,680	6,463,170	6,787,930	7,131,753
Total Revenues	16,567,914	16,196,469	17,506,515	18,269,054	19,156,431

AGENDA ITEM #5.4.



21 - Police Protection	269,669	266,819	284,428	298,649	313,582
24 - Safety	109,255	118,151	124,059	130,261	136,775
26 - Bylaw Enforcement	137,892	147,412	154,783	162,522	170,648
51 - Family & Community Support (FCSS)	194,619	219,163	230,121	241,627	253,709
56 - Cemeteries	122,318	61,823	64,914	68,160	71,568
62 - Community Services	6,800	7,500	7,875	8,269	8,682
71 - Recreation Board & Admin	251,800	251,019	263,570	276,748	290,586
72 - Rec Parks, Facilities & Program	1,683,769	1,614,218	1,694,929	1,779,675	1,868,659
74 - Vermilion Regional Centre	348,537	336,743	353,580	371,259	389,822
Total Community Services	3,124,659	3,022,848	2,519,190	2,600,651	2,681,124
00 - General Revenues & Reserve Transfers	41,000	(70,000)	(73,500)	(77,175)	(81,034)
12 - Corporate Services	1,272,580	1,378,831	1,447,773	1,520,161	1,596,169
81 - Requisitions	1,769,000	1,870,097	1,963,602	2,061,782	2,164,871
Total Corporate Services	3,082,580	3,178,928	3,151,981	3,234,060	3,307,944
11 - Legislative	238,231	199,230	209,192	219,651	230,634
19 - CAO & Other	384,650	357,373	375,242	394,004	413,704
Total Council & CAO	622,881	556,603	657,816	679,288	699,069
15 - Economic Development	774,115	848,979	891,428	935,999	982,799
23 - Fire	590,736	850,858	893,401	938,071	984,974
53 - Physician Retention	-	26,000	-	-	-
53 - Medical Clinic	121,262	126,000	132,300	138,915	145,861
65 - Subdivision Land & Development	399,894	219,547	230,524	242,051	254,153
75 - Library	280,000	299,877	314,871	330,614	347,145
Total General Government	2,166,007	2,371,261	2,391,400	2,414,883	2,343,256
14 - Safety Program	16,650	16,650	17,483	18,357	19,274
31 - Common Services	1,043,865	919,578	965,557	1,013,835	1,064,526
32 - Road Transport	2,620,258	2,233,614	2,345,295	2,462,559	2,585,687
33 - Air Transport	124,398	112,248	117,860	123,753	129,941
37 - Storm System	139,410	131,470	138,044	144,946	152,193
41 - Water Utility	3,326,317	3,427,716	3,599,102	3,779,057	3,968,010
42 - Sewer	2,072,183	2,317,967	2,433,865	2,555,559	2,683,337
43 - Solid Waste	979,315	779,046	817,998	858,898	901,843
44 - Environment Committee	800	-	-	-	-
61 - Planning & Zoning	265,600	156,135	163,942	172,139	180,746
Total Infrastructure & Planning	10,588,796	10,094,424	11,436,146	11,792,750	12,690,579
Total Expenses	19,584,923	19,224,064	20,156,534	20,721,634	21,721,971
Net Total	(3,017,009)	(3,027,595)	(2,650,019)	(2,452,580)	(2,565,540)



Capital Budget & Forecast 2025-30

Project Description(*)	Department	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	2025 Funding Source		
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grant	Debt	Reserve
1 Mower Replacements	Community Services	65,000		65,000		65,000								65,000
2 Sound System - Vermilion Regional Centre	Community Services	58,186										15,000		43,186
3 Grey Banquet Chairs	Community Services	10,000												10,000
4 Replacement of Digital Sign	Economic Development	25,000										12,500		12,500
Rotary Club Accessibility Playground	Economic Development & Parks		200,000											
5 Meter Pits	Infrastructure & Planning	100,000												100,000
6 Street Improvements	Infrastructure & Planning	200,000	110,000	110,000	575,000	575,000	575,000	575,000	575,000	575,000	575,000	-		200,000
7 Sanitary Trunk Main	Infrastructure & Planning	7,300,000										4,650,000	2,250,000	400,000
8 East Reservoir Pump Replacement	Infrastructure & Planning	80,000												80,000
9 Stormwater Management Assessment	Infrastructure & Planning	35,000												35,000
10 VRC Refurbishment	Community Services	20,000												20,000
11 Walking Trails	Community Services	50,000										50,000		
12 Boat & Motor	Fire Services	20,000												20,000
13 Storage facility	Fire Services	50,000												50,000
Columbarium	Community Services		65,000											
Office Equipment	Corporate Services		16,000	7,000	76,000	10,000	10,000	10,000	10,000	10,000	10,000			
Town Hall Building Refurbishment	Corporate Services		30,000	10,000	30,000	20,000	10,000	10,000	10,000	10,000	10,000			
		8,013,186	421,000	192,000	681,000	670,000	595,000	595,000	595,000	595,000	595,000	4,727,500	2,250,000	1,035,686

(*) The numbered projects in the list with a current year budget have a supporting business case / description. Forecast projects will have a supporting document in the year of the project

COMMITTEE RECOMMENDATION

Department:

Community Services

Parks, Recreation, Culture and Environment Board

Department Rep:

Mike van der Torre

Item:

Grant Recommendation

BACKGROUND:

The Vermilion and District Multicultural and Historical Society is the official name of the Society that operates the Vermilion Museum. The Vermilion Museum is operated by a board of volunteers who are passionate about history and artifacts. Most of the items on display have been donated and entrusted to the museum by local families. The museum houses an impressive selection of local history books, all past copies of the Vermilion Standard the records and pictures of many past Vermilion organizations and a wide range of artifacts from Vermilion's history. The museum hosts birthday parties, sleepovers, school tours and tours upon request. As well, it is open during the summer months for visitors. The museum is a stop for many people researching their "roots" or showing grandchildren how things "used to be".

Plans to replace the temperamental and outdated lighting were in place before covid, however the Vermilion Museum had to utilize the saved funds to cover the cost of the bills during the covid times.

COMMITTEE RECOMMENDATIONS:

That the Council for the Town of Vermilion approves the grant application to the Vermilion and District Multicultural and Historical Society in the amount of \$1000 to go towards the upgrade to more energy efficient lighting options.

COMMITTEE REPORT**COMMITTEE:**

Economic Development Committee

DATE AND LOCATION:

December 17, 2024

ATTENDANCE BY:

Councillor Robert Snow, Mike van der Torre, Interim CAO Economic Development Manager Mary Lee Prior, Councillor Rob Pulyk, Councillor Kevin Martin

ITEM:

Sale Price of Industrial Lots

COMMITTEE RECOMMENDATIONS:

In May of 2018, Council approved placing the lots in Yellowhead Business Park on sale from \$160,000 to \$99,000 per acre until December 31, 2018, then extended to December 31, 2019, December 31, 2020, and further extended to Dec 31, 2023.

The intention was to entice interest in the business park. There has not been an increase in interest in purchasing the lots at \$99,000. Due to the high interest rates and the economy the Economic Development Committee recommended that Council for the Town of Vermilion on October 17, 2023 updated the sale price of industrial lots for both Yellowhead Business Park and East Point Business Park from \$99,000 to \$50,000 per acre (including offsite levies) effective immediately until December 31, 2024, with the sale prices being reviewed by Council in November of 2024.

The drop in industrial lot price to \$50,000 per acre saw the Town sell over 60% of the fully developed industrial land on hand. To date 3 lots remain for sale in East Point Business Park and 8 lots in Yellowhead Business Park. The Economic Development Committee is aware that Council would like the pricing of the lots to go up January 1, 2025, but to what extent? If they are not at a sale price, they will go all the way back up to \$160,000 per acre. The Economic Development Committee feels that \$160,000 per acre is too high in price and would like to recommend that the Industrial Lots increase in price to \$99,000 per acre January 1, 2025.

ACTION REQUIRED:

MOTION: That Council for the Town of Vermilion update the sale price of industrial lots for both Yellowhead Business Park and East Point Business Park from \$50,000 to \$99,000 per acre (including offsite levies) effective immediately January 1, 2025. Sale prices will be reviewed by Council in April of 2025.

**Mary Lee Prior, Manager Economic
Development**

Department Head

Councillor Robert Snow

Committee Chairman

**Town of Vermilion
Minutes of Economic Development Committee
Tuesday, December 10, 2024 at 12:00 P.M.
Town Hall**

Manager Economic Development Mary Lee Prior, Interim COA Mike van der Torre,
Councillor Robert Snow, Councillor Robert Pulyk, Councillor Kevin Martin,
Administrative Assistant Paige Jaremco.

Meeting began at 12:06pm

1. **ADOPTION OF AGENDA**

The agenda was presented, and no additions were added.

2. **MINUTES**

2.1 Minutes of Nov.12, 2024

The minutes of November 12, 2024, were accepted without any errors or omissions.

3. **BUSINESS ARISING FROM THE MINUTES**

3.1 Business Retention, Expansion & Investment

- The committee discussed the industrial lot pricing. Mary Lee explained that when the industrial sale of \$50,000 per acre expired on December 31, 2024 the pricing would not go back to \$99,000 per acre as that too was a sale price but it would go back to \$160,000 per acres. So was asking on clarification as to Council's wishes. The committee decided to put forward a committee recommendation to have the industrial lot price go back to the sale price of \$99,000. The recommendation will go to the next Council meeting for debate.
- The committee discussed adding having a portion of the business license fee go to the Economic Development Department budget which could be used for programming/marketing to be used towards promotion of the business community. Business Licensing is to be tracked for 2025 to evaluate with a portion of the fee to be transferred to the Economic Development budget in 2026.
- The committee discussed the upcoming Vermilion & District Chamber of Commerce Meeting.

3.2 Business Incentive Program

None in the que to date.

3.3 Economic Development Strategic Plan

- Mary Lee is to bring a proposed 1 year Strategic Plan for Economic Development back to the January meeting for the committee to review and accept.

4. **REPORTS**

- 4.1 Economic Development Report
- 4.2 The Goodlife Institute- Savor Summary

5. **NEXT MEETING**

The next board meeting will be on at noon on January 14, 2025.

6. **ADJOURNMENT**

The meeting was adjourned at 12:56pm



The Good Life Institute – General Board Meeting

Town Hall - 12:00pm

December 9, 2024

**In Attendance: MaryLee Prior, Paige Jaremco, Pomeroy-Mike Shalin,
Cornerstone Co-op-Brie Betz, Kirby Whitlock, Tyson Tschauner**

Absent: Wendy Wowk

- 
1. Call to Order: 12:04pm
 2. Agenda Adoption: Kirby Accepts, Mike Seconded
 3. Approval of Last meeting Minutes: Tyson Motioned. Brie Seconded.
 4. New Business:
 4. a Savor

Everyone was discussing ideas for next year. Earle Stevenson, Jordyn Pollard, FM Entertainment, were some of the names brought forward. Mike requested to have the full 2024 GLI Financials to the General Meeting in January. Tyson requested to add all the Sponsors to the Savor report.
 4. b Race of Vermilion-2025

The board decided to have the bar at the Race of Vermilion run by volunteers versus hiring. The board

AGENDA ITEM #6.2.

directed the coordinator to hold off on any advertising of the Race until into the new year.

Ideas to contact to participate would be additional industrial contacts as well as people who have not participated before. Some suggestions were LMG, Charlotte Wasylik with farm Days, Vermilion Goat People, Flower shops, Petal and Stems, Valley Auto, Lloyd Rumbolt.

The board directed the Coordinator to contact the College Students Union to get them participating more as well as additional stops. A department team challenge within the college was suggested to pitch.

As well reaching out to businesses to get some fun competition going between the businesses.

5. Next meeting: January 13, 2025

6. Adjournment: 12:55pm



Savor Summary Report:

The event ran from 7pm-12pm on November 15th 2024, we had approximately 317 people in attendance, triple from previous years numbers. Door tickets were pre-sold for \$40 including gst. Tickets for alcohol tasting was sold for \$3/ticket. Each ticket could be traded in for a 4oz beer, 2oz wine, or 0.5oz scotch / hard liquor. The entrance ticket included 2 sampling tickets that could be used for food or drinks. We saw almost triple the sales in sampling tickets.



We secured eight liquor vendors (Transylvania Spirits, Cornerstone Co-op Liquor, Copper Cork Distillery, 4th Meridian Brewing Co., Romero Distillery, Blind Wine Tasting, Hawke Distillery, and a Tour of Scotch). This year we also had the Vermilion Skating Club join us, and they hosted a mocktail Bar, which was very well received. Alcohol vendors were reimbursed \$1.50/drink ticket.

We also had 4 food vendors (Cornerstone Co-op, Thyme for you Catering, The Red Brick, and Miam's Kitchen). Food vendors were reimbursed \$1.50/ticket.

There was an increase of Sponsors for this year as well where we saw 10 financial Sponsors, along with another 4 gifts in kind. This year we had Masterpiece Therapies, Knights Spraying, KFC, vermilion Insurance, Rotary, Pomeroy Inn & Suites and LMG Sponsor every Goodlife event for the 2024 Year. For Savor we had Kneaded Relief, Lloyd's Limb Services, Atco, IG Wealth Management, Rural Routes, and Fantasy Flowers all sponsor savor as an individual event. All together this year was a huge success and cannot wait till next year!



Vermilion & District Chamber of Commerce

Minutes

Date: November 13, 2024

Time: 6:00pm

Location: Chamber Office

Board Attendance: Kim Shimko, Sherry Martin, Jason Stelmaschuk, Aaron Knopp, Mackenzie McIntyre, Amber Skolarchuk

Regrets: Miranda Lychak

Staff Attendance: Jyllian

Guest Attendance: N/A

Call to Order: 6:02pm

Additions/Approval of Agenda: Sherry approves the agenda as presented with the additions made

Acceptance of Previous Minutes: Kim approves the minutes from the previous meeting seconded by Jason

President Report: Kim mentioned that Miranda's meeting with Mike has been rescheduled, we have gained another Platinum sponsor for our Christmas Party and tickets are 50% sold for it, Kim brought up that the board had a meeting and discussed extended health care benefits for Jyllian and that we have given her the options for extended health care benefits, Kim is going to check with Linda Rochford on how the Portugal Chamber Travel Trip went, and maybe send a small survey out to all travelers for ways to improve for next trip.

Executive Directors Report:

Jyllian discussed how before she went on holidays that she went to Webb's Ford, Vermilion Chrysler, and College Park to see about potentially volunteering to drive people home the night of the Christmas party

and no one has gotten back. Went to Stacey Teasdale to see if she would be interested in possibly taking people home on her bus, a decision was made and yes they can but will be charging \$10/person for the ride home. Jyllian went to a few ribbon cuttings and has handed out the introductory duotangs on becoming a member and is to follow up with businesses as soon as possible. She is also going to follow up with downtown business members on having the Chamber draw boxes in their stores for Black Friday after the Christmas Parade.

Chamber Business:

- Christmas Party
 - Midnight lunch - Fruit platters and Nacho bar - Melons, Grapes, Pineapple, Nacho Chips, Jalapenos, Green Onions, Sour Cream, Salsa, Cheese, Queso, Ground Beef

New Business:

- Aaron made a statement that our sign should be running when the town is putting another “sign” up by Pomeroy. Meeting with Mike to move to discuss at the next meeting.
- Kim made a motion that we are not telling the Small Business Awards nominees that they have won or not if they are unable to make the Christmas Party and it will be presented to them at a different time. Sherry seconded the motion.
- Amber asked if there was any way where the Chamber could create a “Discover Vermilion” book/app/blurb/QR code to show people what the Town of Vermilion has to offer. Would have it posted in the Provincial Park for tourists. Potentially partner with town/county for it.

Next Meeting - December 10th, 2024

Meeting adjourned at: 7:05pm



Vermilion & District Chamber of Commerce

Minutes –

Date: December 10th, 2024

Time: 6:00pm

Location: Chamber Office

Board Attendance: Miranda Lychak, Kim Shimko, Aaron Knopp, Jason Stelmaschuk,
Sherry Martin, Amber Skolarchuk
Left at 6:43pm

Regrets: Mackenzie McIntyre

Staff Attendance: Jyllian

Guest Attendance: Mike Van Der Torre (Arrived - 5:46pm Left - 7:09pm), Robert Snow

Call to Order: 5:38pm

Additions/Approval of the Agenda: Sherry approves the agenda as presented

Acceptance of Previous Minutes: Kim accepts and approves the minutes from the previous meeting. Jason seconds the approvals.

President Report: Miranda discussed feedback she had received from the Christmas party. To start off, everyone loved the entertainment. They said it was a phenomenal performance. There were also comments made on how the silent auction wasn't mentioned many times and then all of a sudden it was over. Miranda thanked everyone for helping put it all together and was very pleased with the turnout of the event.

Executive Director Report: Jyllian discussed that she sent out a survey for the Portugal trip, feedback from the trip was good except for the communication with Indus Travels. At our next meeting we are to schedule a meeting with Dhruv. Greece April 2025 - only 2 people have shown interest, Jyllian is to contact them and ask if they are wanting to merge with another Chamber group who will be going in April 2025 or if they are wanting to hold off until next time. Jyllian also discussed that Tyson from Scotiabank



reached out to her to let us know about the Employee Giving Program and to see if we are interested in that. Jyllian proposed to take holidays from December 23rd to January 6th as Christmas is in the middle of the week and her family is three or more hours away, she would be travelling more than working. The board approved those days and will be able to get in contact with Leis if any questions arise from membership renewals.

Kim made motion to come in camera at 6:15pm

Discussion:

- Letter of concern brought forward to discuss with Mike.

Aaron Knopp made motion to come out of camera at 7:00pm

Continued on with the meeting

Chamber Business:

- Debrief on Christmas Party - nothing but positive comments, food was awesome, loved the mentalist, loved reverse draw but maybe cut down to 20-25 people to make it go faster
- Membership Renewals - Jyllian and Leis working on them week of December 16th-20th.
- Membership cost increase - Aaron makes a motion to not increase membership costs for 2025 - Kim seconds - motion is carried
- Budget 2025 - Kim makes motion to pass first reading of the 2025 Operating Budget - Aaron seconds that motion.
- Greece 2025 - Jyllian is to contact Dhruv to see if the trip will be a go or not and to let the travelers the answer.

New Business:

- 2025 Christmas Parade - Marlene Beattie was not present therefore nothing was discussed.
- Mental Health and Wellness Symposium - Push for marketing to get more tickets sold.
- 2025 Meeting Schedule - Everyone agreed to be on the first Monday of every month except for the months of August and September. It will be August 11th and September 8th, 2025.



- Rob Snow, on behalf of the Economic Development team, invited the Vermilion & District Chamber of Commerce Board Members to a meeting on January 14th, 2025 at 12:00pm at the Town Chambers.

Next Meeting: January 6th, 2025

Meeting Adjourned at: 8:53pm

November 13 – December 16, 2024

CHIEF ADMINISTRATIVE OFFICER REPORT

- Council meeting
- Leadership meetings
- Finance and government meeting
- Budget meeting
- Alberta Hub meeting with Bob P.
- Internal budget meetings
- Economic Development meeting
- Alberta Parks
- Broadband meeting
- Chamber meeting
- Resident concerns
- Election Teams meetings

Community Services Directors Report

PARKS & RECREATION:

- Snow removal
- Christmas set up
- Tree damage from heavy snow/rain

CEMETERIES:

- New software implementation
- Extensive hours on data input

OUTDOOR FACILITIES:

- Vandalism caused delay on ODR
- Garbage and dog park maintenance

INDOOR FACILITIES:

Curling Rink/Arena/Stadium/VRC:

- Very busy with tournaments
- Ice plant and equipment maintenance

FCSS Updates

- FCSS Advisory Committee to meet December 10, follow-up admin work from decisions made
- Notification completed to FCSS applicants regarding their 2025 program funding requests
- Senior Support last learning session for seniors, Wed. December 18 at Vermilion Senior Centre, 13 of these sessions were completed this year in total (both town and county)
- Assist regional FCSS members with planning FCSS Provincial Professional Development for April 30 – May 2, 2025, in Lloydminster
- Review of budget status for 2024, start to prepare year end reports for town financials
- Continued admin work on redesigning a Community Directory for the town website etc.
- Continued administration work on Community Volunteer Income Tax Program, prep for the upcoming tax season, ensuring all volunteers are registered
- Facilitate Vermilion & Area Interagency Meeting – Thursday, January 9 at Lakeland College Fireside Room
- Use remaining vacation days December 30-31, January 2-3

Vermilion Regional Centre Updates

- Nordic Mechanical Services Ltd. shared facility assessment with me on Thursday, November 28
- Weekly meetings for Rotary Club
- Club Meetings this month for the regular renter groups
- Continue to respond to ongoing inquiries on facility bookings
- Dance classes Wednesdays for Vermilion Ukrainian Cultural Association, and Mondays/Tuesdays/Thursdays for Vermilion Dance Association, more daily traffic in the facility *Classes stop during the Christmas School break, December 19 – January 5
- Gospel Meeting in Hall C – Wednesday, December 11
- Webb's Christmas Party – Saturday, December 14
- Regional Gospel Meeting – Sunday, December 15

AGENDA ITEM #7.1.

- Filipino Family Potluck – Saturday, December 21
- Blood Donor Clinic – Monday, January 6
- Malanka Ukrainian New Year's Eve – Saturday, January 11
- Lakeland College Student Gala – Friday, January 17
- Mental Health & Wellness Symposium – Wednesday, January 22
- Robbie Burns event (Sword & Thistle Highland Dance) – Saturday, January 25

Infrastructure and Planning Services

Directors Report

December 17, 2024

Capital	● 11 of 13 of the 2025 Capital Projects completed, carrying over two for 2025. ● All Projects completed were within budget ● East Reservoir Pump Replacement – Winter 2025 ● Meter Vault Replacement – Spring 2025
Operations	● The AMWWP Funding Application for the Sanitary Trunk has been submitted. ● Pre-planning for 2025 operational activities and capital projects ● Staff busy with snow removal and cleanup activities ● Ongoing monitoring of weather conditions to respond proactively to snow and ice accumulation ● Winter Equipment Checks and Maintenance—We Regularly inspect and service snowplows, salt spreaders, and other winter-related equipment. ● Conducting routine checks on salt and sand supply for road treatment. ● Monthly Sewer Jetting – Maintenance of sewer systems continues to prevent blockages, especially during winter months. ● Responding to residential sanitary issues – Addressing blocked sanitary lines or concerns related to the Town’s side of this infrastructure.



CORPORATE SERVICES

DIRECTOR REPORT

Dec 2024

GENERAL CORPORATE SERVICES

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

UTILITY BILLING

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

INFORMATION TECHNOLOGY

- Several data transfers complete and several more ongoing for archival of legacy software
- Utilizing local contract for several projects and requests
- Hardware evergreening complete for 2024

PROPERTY TAX

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

MANAGER ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

- Industrial lots in Yellowhead Business Park
 - Working on additional lot sales
- Working with Highway Commercial lot inquiries
- Pylon sign project
- Website Migration
- Vermilion Magazine
- Developing New Business Retail Inquiries looking to develop in Vermilion/Site Selection Land Packages
- The Good Life Institute
- iART/Alberta HUB Drone Project
- Events Calendar updates
- Swag/Business Cards
- Alberta HUB Regional Economic Development Officer Meeting
- Elections Webinar
- GLI Meetings
- Budget Meetings



Regular Council Meeting Agenda

December 10, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

1. **CALL TO ORDER**
2. **OPENING INSPIRATION COUNCILLOR CLINTON MURRAY**
3. **ADDITIONS TO AGENDA**
4. **ADOPTION OF AGENDA**

Motion Number:

THAT the County of Vermilion River approve the December 10, 2024 Regular Council Meeting Agenda as presented.

5. **ADOPTION OF MINUTES**

5.a POLICY & PRIORITY COMMITTEE MEETING -NOVEMBER 12, 2024

Motion Number:

THAT the County of Vermilion River approve the November 12, 2024 Policy and Priorities Committee Meeting Minutes as presented.

5.b SPECIAL MEETING OF COUNCIL - NOVEMBER 18, 2024

Motion Number:

THAT the County of Vermilion River approve the November 18, 2024 Special Meeting of Council minutes as presented.

5.c REGULAR COUNCIL MEETING - NOVEMBER 19, 2024

Motion Number:

THAT the County of Vermilion River approve the November 19, 2024 Regular Council Meeting Minutes as presented.

6. APPOINTMENTS

6.a 9:05 AM BEXSON CONSTRUCTION - ADMINISTRATION BUILDING UPDATE AND SUB-TRADE PRICING

6.b 9:30 AM VERMILION RCMP QUARTERLY REPORT - SGT. COREY BUCKINGHAM

Motion Number:

THAT the County of Vermilion River accept the Vermilion RCMP Quarterly Report and Body Worn Camera report as information.

6.c 9:50 AM KITSCOTY RCMP QUARTERLY REPORT SGT. MARK CUSACK

Motion Number:

THAT the County of Vermilion River receive the Kitscoty RCMP Quarterly Reports as information.

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

NOVEMBER 2024 CHIEF ADMINISTRATIVE OFFICER REPORT

Motion Number:

THAT the County of Vermilion River approves the Chief Administrative Officers Report for November as information.

COUNCIL MEETING AND EVENTS CALENDARS

Motion Number:

THAT the County of Vermilion River receive the Council Meeting and Events Calendars as information.

7.b FINANCE

2025 OPERATING BUDGET AND 2026 TO 2028 OPERATING PLAN V3

Motion Number:

THAT the County of Vermilion River approve the Interim 2025 Operating Budget and 2026 to 2028 Operating Plan v3 as presented.

2025 CAPITAL BUDGET AND 2026 TO 2030 CAPITAL PLAN v3

Motion Number:

THAT the County of Vermilion River approve the Interim 2025 Capital Budget and 2026 to 2030 Capital Plan v3 as presented.

OCTOBER 2024 FINANCIAL REPORT

Motion Number:

THAT the County of Vermilion River accept the October 2024 Financial Report as presented.

NOVEMBER 2024 FINANCIAL REPORT

Motion Number:

THAT the County of Vermilion River accept the November 2024 Financial Report as presented.

RANDY STOCKMAN TAX PENALTY

Motion Number:

THAT the County of Vermilion River uphold the penalty of \$304.48 applied to Mr. Stockman for the October 2024 penalty on the Farm and Residential Assessment property located at NE-36-47-3W4.

DESIGNATION OF AFFORDABLE HOUSING ACCOMMODATIONS – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the Ministerial Order #2024-011 designated by the Minister of Seniors, Community and Social Services as information.

Request for Information

7.c PUBLIC WORKS AND UTILITIES

2025 UNWIN PIT GRAVEL CRUSHING TENDER – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River award the tender for 2025 Unwin Pit Gravel Crushing to McIntosh Garage & Auto Body Ltd. for a total project cost of \$973,500.00 plus GST.

CONCERN TRACKER REPORTS

Motion Number:

THAT the County of Vermilion River receive the Current Concern Tracker Report from November 13, 2024, to December 3, 2024, and the Active and In-Progress Concern Tracker Report up to November 12, 2024, for information.

Request for Information

7.d NATURAL GAS UTILITY

Request for Information

7.e AGRICULTURE AND ENVIRONMENT

**LETTERS FROM ALBERTA AGRICULTURAL SERVICE BOARDS
REGARDING BILL C-293, AGRICULTURAL DISASTERS, RICHARDSON
GROUND SQUIRRES AND LETTERS TO ASB ON WILD BOAR AND
AGKNOW – FOR INFORMATION**

Motion Number:

THAT the County of Vermilion River receive the attached letters from Alberta Agricultural Services Boards regarding Bill C-293 as information.

Request for Information

7.f PROTECTIVE SERVICES

DOG ISSUE – UPDATE #3

Motion Number:

THAT the County of Vermilion River receive the presentation of Pets Purpose Animal Shelter Society Lloydminster for information.

ALBERTA FIRE CHIEF ASSOCIATION - POSITION STATEMENT: EMS

Motion Number:

THAT the County of Vermilion River accept the November 2024 Position Statement regarding Emergency Medical System response protocols from the Alberta Fire Chiefs Association as information.

**ALBERTA INDIGENOUS MUNICIPAL POLICE TRANSITION (ALBERTA
COMMUNITY POLICING) STUDY GRANT - UPDATE**

Motion Number:

THAT the County of Vermilion River receive for information the update from MNP regarding the progress of the study associated with the Alberta Community Policing Grant.

AGENDA ITEM #10.1.

EMERGENCY MANAGEMENT DIVISION – TABLE TOP EXERCISE

Motion Number:

THAT the County of Vermilion River accept for information the results of the 18 November 2024 Emergency Management Table Top Exercise.

PROTECTIVE SERVICES - SUMMARY OF OPERATIONS JULY 2024 TO OCTOBER 2024

Motion Number:

THAT the County of Vermilion River receive the Protective Services Director's Report as information.

Request for Information

7.g PLANNING AND COMMUNITY SERVICES

PROPOSED CLOSURE OF ROAD PLAN 3077EO AND 1673EU – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River deny the application to close Road Plan 3077EO, within the SE-9-54-1W4M and the North half of Section 4-54-1W4M, and a portion of Road Plan 1673EU, within the NW-4-54-1W4M.

CITY OF LLOYDMINSTER EXTERNAL REFERRAL PACKAGE (PD 24-17) – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River accept the external referral from the City of Lloydminster as information.

Request for Information

7.h GENERAL ADMINISTRATION

OCTOBER AND NOVEMBER 2024 REPORT FOR THE ASSISTANT CHIEF ADMINISTRATIVE OFFICER.

Motion Number:

THAT the County of Vermilion River approves the Assistant Chief Administrative Officer report for October and November as information.

AGENDA ITEM #10.1.

APPOINTING RETURNING OFFICER FOR 2025 MUNICIPAL ELECTION

Motion Number:

THAT the County of Vermilion River appoints Assistant Chief Administrative Officer Hannah Musterer as the Returning Officer for the 2025 Municipal Election.

HAMLET AND SUBDIVISION SIGN UPDATE - DECEMBER

Motion Number:

THAT the County of Vermilion River accept the December Hamlet and Subdivision Sign Update as presented.

COMMITTEE APPOINTMENT AND MEMBERS LIST 2024-2025

Motion Number:

THAT the County of Vermilion River approve the Committee Appointment and Members list 2024-2025 as presented.

CORRESPONDENCE

Motion Number:

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

1. Letter to Ministry of Forestry and Parks - Vermilion Provincial Park
2. Response from Ministry of Forestry and Parks - Vermilion Provincial Park
3. Minister of Parks - Vermilion Provincial Park
4. Alberta Utilities Commission Letter - Reclamation depths- wind projects
5. Letter Minister Transportation and Corridors - Highway 17
6. NAAGO Letter to Federal Minister of Justice - Rural Crime
7. Minister of Housing - Letter to County of Vermilion River
8. Vermilion Public Library meeting minutes and bylaws

VILLAGE AND HAMLET DECEMBER NEWSLETTERS

Motion Number:

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

Request for Information

8. BYLAWS

8.a BYLAW 15-19 – RURAL ADDRESSING BYLAW – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive Bylaw 15-19 – Rural Addressing Bylaw as information.

8.b BYLAW 24-15, BEING A BYLAW TO CLOSE A PORTION OF RANGE ROAD 13 – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River give Third and Final Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13, south of Township Road 542, as it is no longer needed for public travel.

9. DISPOSITION OF DELEGATION BUSINESS

9.a BEXSON CONSTRUCTION BUILDING UPDATE

Motion Number:

THAT the County of Vermilion River receive the Bexson Construction Building update as information.

10. NOTICES OF MOTION

11. COUNCIL REPORTS

12. CLOSED SESSION - CONFIDENTIAL

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 0:00 PM with all members in attendance.

12.a DISCLOSURE HARMFUL TO INTERGOVERNMENT RELATIONS- CITY OF LLOYDMINSTER ILC - FOIP SECTION 24(1)(a)(ii)

12.b DISCLOSURE HARMFUL TO INTERGOVERNMENT RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 24(1)(a)(ii)

12.c DISCLOSURE HARMFUL TO INTERGOVERNMENT RELATIONS - HOUSING - FOIP SECTION 24(1)(a)(ii)

13. RETURN TO OPEN SESSION

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 0:00 PM with all members in attendance.

14. BUSINESS ARISING OUT OF CLOSED SESSION

15. ADJOURNMENT

From: Shawn Jacula - RE/MAX <shawnjacula@gmail.com>

Sent: November 4, 2024 10:24 AM

To: Robert Snow <rsnow@vermilion.ca>

Subject: Primus - Public Commentary

Dear Councillor Snow,

Thank you for your continued commitment to engaging residents and promoting transparency for the betterment of our town.

I am reaching out today with a few questions in the spirit of transparency regarding the Primus internet project. As a taxpayer, I believe the following details are pertinent:

1. What is the total investment to date that the Town of Vermilion has made in the Primus internet project?
2. What amount of grant funding (taxpayer-supported) was allocated to this project?
3. To date, what revenue has the Town of Vermilion received from Primus customers within our community?
4. What future financial commitments does the Town of Vermilion have to the Primus Internet project?

The investment made in this telecommunications venture has raised concerns due to limited public information about its impact and viability. These concerns were heightened over the recent weekend when Primus left both residential and business customers without service for several days. Residents lost the ability to connect, businesses lost revenue. Since the Town has entered into telecommunications, how will it address the damage to this entity's reputation and trust within the community?

I actively follow the Council meetings and remember months back a representative of Bell made a presentation that if I could summarize it, it would be "We'll do better". With the multi-day outage and how their customer support poorly tackled the issue, it is safe to say this has not occurred.

I respectfully request that this letter be submitted as public commentary for the next council meeting on November 5th, 2024 and the four questions outlined above simply answered with figures in a reasonable timeframe.

Thank you for your time and attention to this matter.

Sincerely,

Shawn Jacula

Taxpayer, Town of Vermilion

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In response to Shawn Jacula's questions and correspondence:

1. What is the total investment to date that the Town of Vermilion has made in the Primus internet project?
 - a. The Town's total investment was a debenture of \$2.4M in the broadband project. There was no money taken from the general tax revenue to fund this project.

2. What amount of grant funding (taxpayer-supported) was allocated to this project?
 - a. The entire broadband project was funded by the 2.4M debenture signed by former mayor Gerg Thronndson.

3. To date, what revenue has the Town of Vermilion received from Primus customers within our community?
 - a. We have not, and we will not be receiving any revenue from any Primus customers.

4. What future financial commitments does the Town of Vermilion have to the Primus Internet project?
 - a. The town has no further financial commitment to this project other than the repayment of the debenture.
 - b. We would like to note that the Town of Vermilion is in no way affiliated with Primus and we have only dealt with Alberta Broadband in this projects entirety.

December 13th, 2024

Subject: Concerns Regarding Closure of Vermilion Airport

To the Town of Vermilion Administration and Council,

We, the undersigned owners of hangars at the Vermilion Airport, are writing to express our deep frustration and disappointment regarding your decision to close the airport until January 6th, 2025. This decision is reckless, unacceptable, and demonstrates a disregard for the needs of those who rely on this critical community asset.

As hangar owners, we are unable to utilize facilities during this prolonged closure. This situation is equivalent to arbitrarily closing a street, thereby preventing homeowners or businesses from accessing their properties. Such an action would be unthinkable in any other context, so why is it deemed acceptable when it comes to the airport? The airport is not only a vital piece of infrastructure but also a hub for community, economic, and emergency activities.

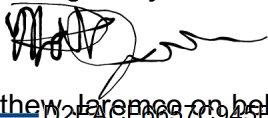
In light of this decision, we request immediate clarification on how the Town of Vermilion intends to rebate or adjust our tax and lease fees. By closing the airport, you have effectively denied us access for use of the properties for which we pay taxes and leases. It is only fair and just that financial considerations be made to account for this imposed limitation.

Furthermore, we wish to point out that this decision and its communication have not adhered to proper protocols for issuing Notices to Airmen (NOTAMs). The closure of the airport has not been handled in a manner consistent with established aviation standards. Proper procedures must be followed to ensure transparency, compliance, and consideration of all affected stakeholders.

We strongly urge the Town to engage with the Airport Advisory Committee moving forward. This committee is composed of individuals with a wealth of knowledge and experience in aviation and airport management. Their input is invaluable in ensuring that the Vermilion Airport remains a functional, safe, and beneficial asset for the entire community. Ignoring this resource undermines the potential for informed and balanced decision-making.

The Vermilion Airport is a critical infrastructure asset that contributes to the vibrancy and resilience of our community. Decisions regarding its operation must be made with careful consideration, transparency, and engagement with those directly impacted. We expect a prompt response to our concerns and an immediate plan to rectify the issues outlined above.

Sincerely,
Signed by:



Matthew Lawrence on behalf of the Vermilion Airport Hangar Owners