

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

Page

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
 - 3.1. Minutes of Regular Meeting of Council - March 5, 2024**
- 4. DELEGATIONS - CLOSED SESSION**
 - 4.1. Pursuant to Part 1, Division 2, Section 16 of the Freedom of Information and Protection of Privacy Act.
Legal Contract**
- 5. BYLAWS**
 - 5.1. Bylaw 3.24 - Remote Attendance Bylaw - Staff Recommendation**
 - 5.2. Bylaw 3.24 - Remote Attendance Bylaw**
 - 5.3. Bylaw 4.24 - Urban Hens Bylaw - Staff Recommendation**
 - 5.4. Bylaw 4.24 - Urban Hens Bylaw**
- 6. NEW BUSINESS**
 - 6.1. Public Commentary**
 - 6.2. Fire Services Agreement - 2024 Firefighter Rates - Staff Recommendation**
 - 6.3. Fire Services Agreement - 2024 Firefighter Rates**
 - 6.4. Downtown Sidewalk Repairs and Cost - For Discussion**
 - 6.5. Lodge Expansion/Renovation - For Discussion**
 - 6.6. Snow Removal Policy Review - For Discussion**

	7. MANAGEMENT REPORTS
18	7.1. Chief Administrative Officer Report
19 - 21	7.2. Director of Community Services Report
22	7.3. Director of Infrastructure and Planning Services Report
23	7.4. Director of Corporate Services Report
24 - 25	7.5. Manager Economic Development Report
	8. COMMITTEE REPORTS
	8.1. ECONOMIC DEVELOPMENT
26 - 27	8.1.1. The Good Life Institute - Minutes of February 21, 2024
28 - 29	8.1.2. The Good Life Institute - Minutes of March 6, 2024
	9. FINANCIAL
	10. COUNCIL ROUND TABLE
	11. CORRESPONDENCE
30	11.1. Letter - Dr. Kroeker re: Airport
31 - 36	11.2. County of Vermilion River - Minutes of March 12, 2024
	12. ADJOURNMENT

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

PRESENT

IN PERSON:

Mayor Gregory Thronson
Deputy Mayor Kevin Martin
Councillor Kirby Whitlock
Councillor Robert Snow
Councillor Joshua Rayment
Councillor Robert Pulyk
Chief Administrative Officer Kevin Lucas
Director of Community Services Michael van der Torre
Director of Corporate Services Brian Leibel
Manager Economic Development Mary Lee Prior
Executive Assistant Andrea Wilkinson

VIA VIDEOCONFERENCE:

Councillor Paul Conlon

REGRETS:

1. CALL TO ORDER

Mayor Gregory Thronson called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – February 20, 2024

Moved by Councillor Robert Snow “That the Minutes of the Regular Meeting of Council of February 20, 2024 be accepted as presented.” **CARRIED.**

3.2. Minutes of Special Meeting of Council – February 23, 2024

Moved by Deputy Mayor Kevin Martin “That the Minutes of Special Meeting of Council of February 23, 2024 be accepted as presented.” **CARRIED.**

4. BYLAWS

4.1. 2.2024 Borrowing Bylaw – 2024 Capital Budget - Staff Recommendation

Moved by Deputy Mayor Kevin Martin “That Council for the Town of Vermilion give first reading to 2.2024 Borrowing Bylaw – 2024 Capital Budget.” **CARRIED.**

4.2. 2-2024 Borrowing Bylaw – 2024 Capital Budget

4.3. 3.2024 Remote Attendance Bylaw - Staff Recommendation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion give first reading to 3.2024 Remote Attendance Bylaw with the addition of “4.3. External Microphones and headsets excluded. If required the user will be responsible for providing at no cost to the Town.” **CARRIED.**

4.4. 3.2024 Remote Attendance Bylaw

5. NEW BUSINESS**5.1. Public Commentary**

Mayor Gregory Thronson opened the public commentary session at 6:27 p.m.

There was no one in attendance that wished to speak, and no written submissions were received.

Mayor Gregory Thronson declared the public commentary session closed at 6:28 p.m.

6. COMMITTEE REPORTS**6.1. PARKS, RECREATION, CULTURE AND ENVIRONMENT****6.1.1. Minutes of February 26, 2024 – Accepted as Information.****7. FINANCIAL****7.1. Accounts Payable for the period of February 21 – March 5, 2024 – Accepted as Information.****8. COUNCIL ROUND TABLE****8.1. The Mayor and Councillors held a round table on recent activities since the last meeting, including:**

- J & J Pinoy Grand Opening Ribbon Cutting – February 27, 2024
- Nicols Towing Grand Opening Ribbon Cutting – February 28, 2024
- Vermilion River Regional Waste Management Commission Meeting
- Alberta Central East Water Corporation Board Meeting
- Mayor/Deputy Mayor Meeting – February 29, 2024
- Alberta Municipal Budget Review
- Vermilion & District Housing Foundation Board Meeting – February 22, 2024
- Vermilion River Watershed Alliance Committee Meeting
- Parks, Recreation, Culture and Environment Committee Meeting – February 26, 2024
- Online Webinar with Minister McIver

The Mayor and Councillors highlighted the following upcoming meetings and events, including:

- Vermilion Mayor's Prayer Breakfast – March 15, 2024
- North East Alberta Information HUB Ltd. Board Meeting – March 26, 2024
- Refocusing Alberta Healthcare Online Session
- Intermunicipal Liaison Committee Meeting – March 7, 2024
- The Race of Vermilion – March 16, 2024
- Vermilion & District Chamber of Commerce Board Meeting – March 6, 2024

9. CORRESPONDENCE**9.1. Budget 2024 - Letter from Minister McIver****9.2. 2024 Fire Service Training Program - Grant****9.3. Letter of Support - Royal Canadian Legion - Soldiers Plot****9.4. County of Vermilion River – Agenda of February 27, 2024****9.5. County of Vermilion River – Minutes of February 13, 2024****9.6. County of Vermilion River – Agenda of January 30, 2024**

Correspondence was accepted as information.

10. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 6:46 p.m.

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

Chief Administrative Officer

Mayor

DRAFT

STAFF RECOMMENDATIONS**DATE:**19 Mar 2024**TOPIC:**

3.2024 Remote Attendance Bylaw

PROPOSAL:**BACKGROUND**

An administrative/council review of Bylaw 4.2018 was conducted. During this review it was identified that a new Bylaw is required to meet the current Municipal Government Act section 199, meetings by electronic means. In response to this, the administration for the Town of Vermilion has conducted a comprehensive review of section 199. Presenting to Council today for consideration is a new Bylaw that addresses Section 199 meeting by electronic means of the Municipal Government Act.

OPTIONS FOR CONSIDERATION

1. That Council for the Town of Vermilion accept the proposed Bylaw 3.2024 "Remote Attendance By-Law" for first reading.
2. That Council for the Town of Vermilion direct administration to complete additions/deletions to Bylaw 3.2024 to be brought back to a future Council meeting for first reading.

PROPOSED BY:

Kevin Lucas

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give second and third reading to 3.2024 Remote Attendance Bylaw.

Submitted By:

Kevin Lucas

Department Head

**BY-LAW 3-2024
OF THE
TOWN OF VERMILION
(hereinafter referred to as the “Municipality”)
IN THE PROVINCE OF ALBERTA**

**BEING A BY-LAW OF THE TOWN OF VERMILION FOR
THE PURPOSE OF REGULATING THE ATTENDANCE OF
COUNCIL MEETINGS BY ELECTRONIC MEANS.**

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property, public utilities, and services provided by the municipality;

AND WHEREAS, Section 199 of the *Municipal Government Act* allows for councillors to participate in council meetings by electronic means;

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

- 1. **TITLE**
 - 1.1. This By-Law may be cited as the “Remote Attendance By-Law”.
- 2. **DEFINITIONS**
 - 2.1. “Electronic means” includes, but is not limited to, teleconference, video conference, or any other form of electronic communication that allows for the effective participation in a meeting.
 - 2.2. “Council” means the Council of the Town of Vermilion.
- 3. **REMOTE PARTICIPATION**
 - 3.1. Council members are entitled to participate in council meetings, including voting, through electronic means, subject to the provisions of this By-Law.
 - 3.2. A council member wishing to participate by electronic means must notify the Mayor or the Chief Administrative Officer at least three working days prior to the scheduled meeting.
- 4. **TECHNICAL REQUIREMENTS**
 - 4.1. The electronic means used for remote participation must enable all participants, including the public, to clearly hear and, where feasible, see the member(s) participating remotely.
 - 4.2. The Town will ensure that appropriate technology is available to facilitate remote participation.
 - 4.3. External Microphones and headsets excluded. If required the user will be responsible for providing at no cost to the Town.
- 5. **QUORUM**
 - 5.1. For the purposes of this By-Law, a member participating in a meeting by electronic means is considered present for quorum.
- 6. **OPEN MEETINGS**
 - 6.1. All meetings held by electronic means shall adhere to the principles of openness and transparency, in accordance with the *Municipal Government Act*.

7. LIMITATIONS

- 7.1. Remote participation may not be used for in-camera meetings or other meetings where confidential or sensitive information is discussed.

8. AMENDMENTS

- 8.1. This By-Law may be amended or repealed in accordance with the procedures set out in the *Municipal Government Act*.

9. EFFECTIVE DATE

- 9.1. This By-Law comes into effect on the day of its final passing by the Council.

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

_____	_____
Mayor	Chief Administrative Officer

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

_____	_____
Mayor	Chief Administrative Officer

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

_____	_____
Mayor	Chief Administrative Officer

STAFF RECOMMENDATIONS**DATE:**19 Mar 2024**TOPIC:**

4.2024 Urban Laying Hens Bylaw

PROPOSAL:

The purpose of this bylaw is to regulate the keeping of Urban Laying Hens to ensure order and compliance within urban settings. Key prohibitions include the banning of roosters and the requirement that hens kept must be licensed Urban Laying Hens.

To obtain an Urban Laying Hen License, an applicant must submit a form, pay a fee, and meet specific eligibility criteria, including property ownership and residency. The Town of Vermilion limits the number of licenses issued based on the population, with a ratio of one license per one hundred persons. Criteria for refusal or renewal of a license include non-compliance with the bylaw, provision of false information, failure to pay fines or fees, or general public interest concerns.

Licenses are valid for a calendar year, are non-transferable, and must be produced upon request by the Town or a Peace Officer. This bylaw also establishes an appeal process for refused or non-renewed licenses, providing a structured framework for the management and control of Urban Laying Hen keeping within the town's urban areas.

PROPOSED BY:

Michael Van Der Torre

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give first reading to 4.2024 Urban Laying Hens Bylaw.

Submitted By:

Michael Van Der Torre

Department Head

**BYLAW 4-2024
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 OF REGULATING THE KEEPING OF
LAYING HENS IN URBAN AREAS**

WHEREAS, pursuant to section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws;

AND WHEREAS, pursuant to section 8 of the *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and provide for a system of licenses, permits and approvals.

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

1. TITLE

1.1. This By-Law may be cited as the “Urban Laying Hen Bylaw”.

2. FOR THE PURPOSES OF THIS BYLAW:

- 2.1. “Urban Laying Hen License” means a license issued by the Town pursuant to this Bylaw authorizing the license holder to keep Urban Laying Hens on a specific property within an Urban Area.
- 2.2. “Coop” means a fully enclosed weatherproof structure and attached Outdoor Enclosure used for the keeping of Urban Laying Hens, that is no larger than 10m2 in floor area, and no more than 2.4m in height.
- 2.3. “Hen” means a domesticated female Urban Laying Hen.
- 2.4. “Municipal Tag” means a document alleging an offence issued pursuant to the authority of a Bylaw of the Town.
- 2.5. “Outdoor Enclosure” means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Laying Hens to roam.
- 2.6. “Peace Officer” has the same meaning as in the *Provincial Offences Procedure Act*.
- 2.7. “Rooster” means a domesticated male chicken.
- 2.8. “Urban Laying Hen” means a Hen that is at least 16 weeks of age.
- 2.9. “Violation Ticket” has the same meaning as in the *Provincial Offences Procedure Act*.
- 2.10. “Urban Area” means lands located within the Town on which agricultural operations.

3. PURPOSE

3.1. The purpose of this bylaw is to regulate and control the keeping of Urban Laying Hens within Urban Areas.

4. PROHIBITIONS

- 4.1. In an Urban Area, no person shall:
- (a) keep a Rooster.
 - (b) keep a Hen, other than an Urban Laying Hen for which a valid license has been issued.

5. URBAN LAYING HEN LICENSE

- 5.1. A person may apply to keep no more than (4) Urban Laying Hens by:
- (a) submitting a completed application, on the form approved by the Town, and
 - (b) paying a license fee of \$28.00 per urban laying hen.
- 5.2. The Town may not issue or renew an Urban Laying Hen License unless satisfied that:
- (a) the applicant is the owner of the property on which the Urban Laying Hens will be kept, or that the owner of the property has provided written consent to the application.
 - (b) the applicant resides on the property on which the Urban Laying Hens will be kept;
 - (c) the applicable fee has been paid; and
 - (d) all required information has been provided.
- 5.3. The maximum number of Urban Laying Hen Licenses that may be issued shall be one Urban Laying Hen License per one hundred (100) persons based on the population of the Town of Vermilion as determined in the most recent municipal census.
- 5.4. The Town may refuse to grant or renew an Urban Laying Hen License for the following reasons:
- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for an Urban Laying Hen License.
 - (b) the applicant or license holder:
 - i. furnishes false information or misrepresents any fact or circumstance to the Town or a Peace Officer.
 - ii. has, in the opinion of the Town based on reasonable grounds, contravened this bylaw whether the contravention has been prosecuted.
 - iii. fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Laying Hens; iv. fails to pay any fee required by this or any applicable Bylaw; or
 - (c) in the opinion of the Town based on reasonable grounds it is in the public interest to do so.

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5.5. If the Town refuses to grant or renew an Urban Laying Hen License, the applicant may appeal the decision to the Town of Vermilion.

5.6. An Urban Laying Hen License is valid only for the period January 1 to December 31 in the year for which it is issued.

5.7. An Urban Laying Hen License is not transferable from one person to another or from one property to another.

5.8. A person to whom an Urban Laying Hen License has been issued shall produce the license at the demand of the Town or a Peace Officer.

6. KEEPING OF URBAN LAYING HENS

6.1. A person who keeps Urban Laying Hens must:

(a) any person wanting to keep Urban Laying Hens must obtained a Premises Identification (PID) under the Alberta Animal Health Act.

(b) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long.

(c) locate the coop in a place that is mindful and considerate of neighbours.

(d) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviors such as scratching, dustbathing, and roosting, all sufficient to maintain the Hen in good health.

(e) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances.

(f) construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal.

(g) keep a food container and water container in the Coop.

(h) keep the Coop secured from sunset to sunrise.

(i) remove leftover feed, trash, and manure in a timely manner.

(j) store feed within a fully enclosed container.

(k) dispose and store manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time.

(l) remove all other manure not used for composting or fertilizing and dispose of accordingly.

(m) provide each Hen with at least 0.37 m² of interior floor area, and no greater than a total of 8m² of Outdoor Enclosure, within the Coop.

(n) Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

(o) keep Hens for personal use only.

6.2. No person who keeps Urban Laying Hens shall:

(a) sell eggs, manure, meat, or other products derived from Hens.

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(b) slaughter a Hen on the property.

(c) dispose of a Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens; and

(d) keep a Hen in a cage, kennel, or any shelter other than a Coop.

7. OFFENCE AND PENALTIES

- 7.1. A person who contravenes any provision of this Bylaw is guilty of an offence.
- 7.2. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.
- 7.3. Without restricting the generality of section 16, the fine amount established for use on Municipal Tags and for Violation Tickets if a voluntary payment option is offered is \$150.00.

8. MUNICIPAL TAG

- 8.1. A Peace Officer is authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 8.2. A Municipal Tag may be issued to such person:
 - (a) either personally; or
 - (b) by mailing a copy to such person at his or her last known post office address.
- 8.3. The Municipal Tag shall be in a form approved by the Town and shall state:
 - (a) the name of the Person.
 - (b) the offence.
 - (c) the specified penalty established by this Bylaw for the offence.
 - (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
 - (e) any other information that may be required by the Town
 - (f) Payment in Lieu of Prosecution
- 8.4. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the Municipal Tag Violation Ticket.
- 8.5. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- 8.6. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has

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reasonable and probable grounds to believe has contravened any provision of this Bylaw.

- 8.7. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.

9. VOLUNTARY PAYMENT

- 9.1. A person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

10. OBSTRUCTION

- 10.1. No Person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

11. POWERS OF THE TOWN

- 11.1. Without restricting any other power, duty or function granted by this Bylaw, the Town may:
- (a) carry out any inspections to determine compliance with this Bylaw.
 - (b) take any steps or carry out any actions required to enforce this Bylaw.
 - (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw.
 - (d) establish forms for the purposes of this Bylaw; and
 - (e) delegate any powers, duties, or functions under this Bylaw to a Town employee.

12. GENERAL

- 12.1. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town Bylaw, or any requirement of any lawful permit, order, or license.

13. SEVERABILITY

- 13.1. 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.

14. ENACTMENT

14.1. This Bylaw shall come ⁶ into force and effect when it has received a third reading and has been duly signed.

15. ADDITIONAL RESOURCES

15.1. <https://www.afac.ab.ca/wp-content/uploads/2019/01/hen-manual.pdf>

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

_____	_____
Mayor	Chief Administrative Officer

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

_____	_____
Mayor	Chief Administrative Officer

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

_____	_____
Mayor	Chief Administrative Officer

STAFF RECOMMENDATIONS

DATE:19 Mar 2024

TOPIC:

Fire Department On-Call Wage Increase

PROPOSAL:

The County of Vermilion River has increased the wage for all County Firefighter positions to \$30.79 per hour. To stay in line with this, it is proposed that a change in wage be implemented for Town of Vermilion paid on-call firefighters to increase from \$29.80 per hour to \$30.79 per hour retroactive to January 21, 2024.

PROPOSED BY:

Anton Krys

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion approve a change in wage for a paid on-call Firefighter increase from \$29.80 per hour to \$30.79 per hour retroactive to January 21, 2024.

Submitted By:

Kevin Lucas

Department Head

SCHEDULE "C" – HONORARIUMS

	Rate	Split	
Practice Hours	\$17.72/hour	County	50%
		Town	50%
Standby Duty	\$46.13/day	County	50%
		Town	50%

Maximum Four (4) firemen per day, during the weekends and statutory holidays commencing Victoria Day weekend in May and for the months of June, July, August, and including the Labour Day weekend in September.

Town Calls	\$26.17/hour	Town	100%
County Calls	\$30.79/hour	County	100%
Show up Rate*	\$23.06/hour	County	100%

Fire Training School as per established grid to a maximum of \$19.80/hour

*The show up rate is for those firemen who arrive at the fire hall within ten (10) minutes of the alarm being given.

The above noted hourly and daily rates will be adjusted annually effective January 1, each year by the County of Vermilion River Cost of Living Average.

Fire Chief	\$2500.00/year	County	50%
		Town	50%
Deputy Fire Chief	\$2000.00/year	County	50%
		Town	50%
Captain (4)	\$750.00/year	County	50%
		Town	50%
Lieutenant (3)	\$500.00/year	County	50%
		Town	50%
Mechanic	\$500.00/year	County	50%
		Town	50%

March 2024

CHIEF ADMINISTRATIVE OFFICER REPORT

- Weekly Executive Leaders Team Meetings
- Working through CFEP grant obtained for Lakeland College pool tile
- Participated in an ATCO focus group/ power outage
- Finalized sale agreement of 1.61 acres of Industrial Land
- Visited with Kim and Tim at Lakeside Pharmacy
- Town Council Meetings
- County ILC Meeting, seeking background information, recreation agreement
- Interviewing for Director of Infrastructure
- Meeting with PCN (working through dates)
- Met with Marisa for the Goat herd, Goats with approximately 70 kids this year
- Dr. Retention meetings / discussions. Additional Dr. to arrive in Vermilion soon
- Conversation with Former TOV Mayor MacDuff / Tables for Rotary garage sale
- Met with new potential industrial land sale client onsite
- Mayor / Deputy Mayor / CAO meeting



**Community Services
Director Report**
Mar. 14, 2024

PARKS & RECREATION:

- Meeting to discuss new playground possibilities
- Building cleanup and spring prep
- Summer student ads out

COMMUNITY SERVICES:

- Monthly Wellness coalition meeting
- RCMP building agreement back in place

OUTDOOR FACILITIES:

- ODR is closed for the season.
 - Minimal complaints of pucks on lawns with new barrier

INDOOR FACILITIES:

Curling Rink/Arena/Stadium/VRC:

- Playoff wrapping up.
- Livebarn install – installed and online as of Feb. 14th
- Upgrades to media system at VRC are being looked at
- Arena ice is removed
- Lacrosse starting Mar. 25th possibly

CPO

- Continually working radar along 47th Ave/College Dr, Pare Dr, Becky Scott trail and at School Zones
- Routine patrols around school
- Helping with kids crossing the street at St. Jeromes and VES during pickup and drop off times
- Working closely with Lakeland College Campus Security, increase of college students parking in prohibited areas resulting in an influx of fines issued
- Recently conducted a presentation for the Rotary Club of Vermilion
- With the weather finally warming up and a break from snowfall, I am concentrating on sidewalk clearing
- I will soon be gaining access to CPIC with the use of ROADS/MOVES

FCSS Updates

- Community Volunteer Income Tax Program (CVITP) – Receiving inquiries from public, meeting on Thursday, March 14 with the volunteers to get started.
- Continued work on FCSS provincial reports (reviewing of annual reports from funded agencies) and data entry for our program
- FCSS Advisory Committee – No meeting in March
- Men's Shed group – Inquiries from other communities who are looking into starting a Men's Shed group, no response from the local guys since sending my last email to the members of guys who I have on a list.
- Working on Family Garden kits (75) for partnering with the Library's Seedy Saturday on March 23. National Volunteer Week promotion, administration support for projects such as Reducing the Impact of Financial Strain (RIFS) Wheels for Health, and responding to community information requests/requests for community contacts

Vermilion Regional Centre Updates

- Weekly meetings for Rotary Club
- VIBE Program - Move Your Mood with Moms and Babes in the Kiddie Oasis room every week
- Responded to inquiries on facility bookings, booking into 2025
- To confirm a time for a company to come to repair movable wall cables
- Weekly dance classes running with both Vermilion Dance Association and Vermilion Ukrainian Cultural Association, extra bookings for additional class times for solo and duet classes, stage practice

AGENDA ITEM #7.2.

- New adult exercise class started on Thursday evenings 7:00 pm
- Sun. March & April – Gospel Meetings every other week
- Fri. March 8 – 4H Lakeland College Judging Event
- Wed. March 13 – Annual General Meeting, Friends of Vermilion Regional Centre
- Sat. March 16 – The Race of Vermilion, The Good Life Institute
- Sat. March 16 – Photo Day for Vermilion Dance Association
- Tues. March 19 – Donor Celebration event, Lakeland College
- Mon. March 25 – Gideon International Banquet
- NOTE: The Vermilion Community Art Club will not be having an Art Show & Sale event this year.
- Thurs. April 4 - Farm 4.0 Event held by Lakeland College Agricultural Science Students
- Mon. April 8 – Blood Donor Clinic
- Mon. April 15 – Food Symposium held by Northeastern Alberta Food Marketers Association (new booking)

Infrastructure and Planning Services

Directors Report

March 14, 2024

Capital	● 2024 Street Improvement RFP complete. ● 2024 Sewer Trunk main project is in and ready for RFP. ● RFP for one ton tilt deck was extended for an additional 2 weeks. ● Waste water treatment plant demolition agreement complete. ● Flow monitoring locations identified and will be in place this week
Operations	● The boiler pump failed but was repaired internally. ● MSR redesignation is still being worked on. ● Private snow piles created some garbage/recycling hauling issues. ● Spring cleanup is underway in all areas. ● Road clearing to eliminate small flooding is ongoing. ● Snow removal has pretty much stopped. ● Garbage truck insurance claim is ongoing. It has been shipped to the repair shop in Edmonton to get repairs underway. Garbage truck is now in Calgary for further examination. ● Rental garbage truck has arrived and in service for rollouts.



CORPORATE SERVICES

DIRECTOR REPORT

Mar 2024

GENERAL CORPORATE SERVICES

- Year end preparations ongoing
- ERP system implementation underway
- Roof replacement at Town Hall in planning

UTILITY BILLING

- Residents able to access utility account online using Serenic Software link to website
- Residents have the option to receive bills by email or mail, if you aren't receiving your bill contact us
- Residents encouraged to use automatic monthly withdrawals
- Billing based on cost recovery model

INFORMATION TECHNOLOGY

- Continuous security improvement projects ongoing
- Utilizing local contract for several projects and requests
- Hardware evergreening underway for 2024
- Door security hardware RFP closed and vendor selected, next facility for modernization underway

PROPERTY TAX

- Assessment values updated, mill rate calculations underway
- Residents able to access property tax and assessment details online through customer portal
- New penalties applied in July to unpaid property tax

MANAGER ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

- NRED (Northern and Regional Economic Development Program) Grant Application for Junction Sixteen 41 Pylon Sign a success. Monday, March 11, 2024, received word that the Town of Vermilion was approved for \$56,490.
 - RFP for the Pylon Sign is posted.
- Industrial lots in Yellowhead Business Park
 - Sold 9.88 acres this month. 15.65 acres since November 2023.
 - Working on additional lot sales
- Working with Highway Commercial lot inquiries
- Developing New Business Retail Inquiries looking to develop in Vermilion/Site Selection Land Packages
- AB HUB Project – working with iART - AIRmarket Inc regarding drones for our Vermilion Airport
- Booth at the Edmonton Boat and Sportsman Show March 14 – 17, 2024 with
 - Marianne Janke (Travel Lakeland)
 - Lori Toker (Rocky Meadows County Getaway)
 - Brian Hamilton (Hamilton House Adventures)
 - Debbie Hamilton (Hamilton House Adventures)
 - Chris Down (Travel Alberta & Travel Lakeland)
 - Cindy Down (Travel Lakeland)
 - Mary Lee Prior (Town of Vermilion)
 - Bob Ross (Town of Two Hills)
 - Tim Smereka (St. Paul - Elk Point Region)
 - Dale Hedrick (St. Paul - Elk Point Region)
 - Marvin Bjornstad (St. Paul - Elk Point Region)
 - Heather Stromquist (Lac La Biche County)
 - Najiah Moghrabi (Lac La Biche County)
 - Sam Muise (Lac La Biche County)
 - Lorne Halisky (Smoky Lake Region)
 - Dan Gawalko (Smoky Lake Region)
 - Michelle Wright (Smoky Lake Region)
- Connect with Food Executive Team and Advisory Circle
 - Meeting/Tour with Lakeland College
 - Connect with Food Symposium at the Vermilion Regional Centre - April 15, 2024
 - Business Networking Breakfast – 6:45AM March 21, 2024, at the Pomeroy, sponsored by the Vermilion Public Library, CF, Alberta HUB, Town of Vermilion, and Chamber of Commerce.
- Business Visits
 - Nichols Towing Ribbon Cutting
 - J & J Pinoy Ribbon Cutting

AGENDA ITEM #7.5.

- Vermilion & District Chamber of Commerce moved into the Visitor Information Centre Building on Saturday, March 16, 2024.
 - Set them up with keys and security codes and toured them.
 - Setting up the VIC tourism information for the season. Calling other VIC's and mailing out Vermilion information.
 - Filled kiosks with new tourism info.
 - Commercial Retail & Industrial Development Incentive Program
 - Housing Analysis RFP – Deadline March 22, 2024
 -
 - Meetings with Alberta Broadband Network
 - The Good Life Institute Board Meetings
 - Race of Vermilion – March 16, 2024
 - Updates to 2024 tourism materials
 - Events Calendar updates
 - Swag orders
 - Website – ongoing updates
 - Social Media Channels – no longer using X (Twitter)
-
-



**The Good Life Institute – General Board Meeting Minutes
Town of Vermilion Board Room
February 21, 2024 at 12:00PM**

In Attendance: Pomeroy (Mike Schalin), Mary Lee Prior, Andrea Wilkinson, Cornerstone Co-op (Madyson Chase and Katherine Pulyk), Tyson Tschauner, Kirby Whitlock (via phone)

Absent: Wendy Unrau



1. Call to Order: 12:00PM
2. Agenda Adoption: Tyson Adopted the Agenda, Co-op (Katherine Pulyk) seconded.
3. New Business:
 - 3.1 Race of Vermilion
 - a) The committee is looking to find a good/easy video program.
 - b) Race Clues will be reviewed by a sub-committee of the board before the race. Paige to setup a time when they are ready to review.
 - c) Paige will talk to the business community to see if there is a business to Sponsor a team, or donate items for a prize package. If a business is found who will sponsor a team, the GLI will do a giveaway for a whole team to join in the fun.

d) Volunteers: Kirby and Andrea on Sign-in from 9-11
Mike and Tyson available throughout the day- Paige will assign jobs.

Mary Lee and Andrea on videos and pictures from 11-4pm.

Whoever is coming for supper and can help with clean up, will be appreciated!

Sheri Tovell- is volunteering at the pool.

e) Setup: Paige will arrange set-up in the Vermilion Regional Centre for Friday and let the board know what time setup will be. Co-op volunteered to assist with setup.

3.2 Art in the Park Date Change:

The event will be held on September 14th

4. **Next meeting:** March 6th at 12 Noon at the Town of Vermilion office.

5. **Adjournment:** Tyson adjourned the meeting at 12:50pm.



**The Good Life Institute – General Board Meeting Minutes
Town of Vermilion Board Meeting
March 6, 2024**

In Attendance: Cornerstone Co-op (Madyson Chase and Katherine Pulyk), Wendy Unrau, Andrea Wilkinson, Kirby Whitlock, Mary Lee Prior, Paige Jaremco and Pomeroy (Mike Schalin) **Absent:** Tyson Tschauner

1. **Call to Order:** Andrea called to order at 12:01pm
2. **Agenda Adoption:** Kirby adopted the agenda.
3. **New Business:**
 - 3.1 Race of Vermilion
 - Clues are made and have been proofed, stops are all organized, Volunteers have been assigned roles.
 - Would like to see a few more teams register for the race. Kirby challenged all of Town Council to support the Race of Vermilion and enter a Team so they see what a great event the Race is. But no uptake from Town Council.
 - The board is going to help share the posts and spread the word.
 - Welcoming donations for the baskets for prizes.
 - Paige will teams to let them know they need swimsuits, ID, and Cash for the bar afterwards.



AGENDA ITEM #8.1.2.

4. **Next meeting:** March 27, 2024, at 12:00 Noon at the
Town Office
5. **Adjournment:** Mary Lee adjourned at 12:25pm

Joel Kroeker MD FCFP

Endoscopist at Vermilion Health Centre
kroekerendoscopy@protonmail.com

8th June 2023

Town of Vermilion

5021 - 49 Ave
Vermilion AB T9X1X1
Fax 780-853-4910

Cc: Vermilion Airport Advisory Committee

Dear Mayor and Council

For the past year I have been providing endoscopy services on a regular schedule at the Vermilion Health Centre, and have enjoyed the use of the Vermilion Airport. This airport makes Vermilion easily accessible from anywhere, and has allowed me to conveniently travel to the town for work. I have heard from locals that the town has considered closing the airport, and I am writing to urge you not to give up this valuable resource. I have commuted by air to many small towns in central Alberta, and the proximity of your airport to the town (and hospital) is exceptionally good, with good facilities available on-site, particularly the sale of aviation fuel.

I accepted the offer of work in Vermilion in large part due to the presence of an airport in town, and I count on it for access to the hospital from spring to fall. You are already aware of the value of the airport to the hospital and citizens in terms of allowing emergency medical transfers to occur, as well as potentially for fire-fighting operations, disaster relief, and other public service roles. I would like to point out that the airport also allows providers like myself to work here, and can be seen as both a recruitment and a retention tool for medical service providers, many of whom are pilots. My service model is not unique, as I have many colleagues in Alberta who serve remote communities the same way, through fly-in visits.

I am very grateful for your airport, and you should be proud to have it. Please do what you can to keep this asset, it is a literal gateway of opportunity for you. As author Karon Waddell wrote: "Appreciate what you have because someone else is wishing for it"!

Sincerely,





Regular Council Meeting Agenda

March 12, 2024, 9:00 AM
Council Chambers/VIA ZOOM Webinar
4912 50 Ave
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 March 12, 2023 Regular Council Meeting Agenda as presented.

- 5. ADOPTION OF MINUTES**

5.a REGULAR COUNCIL MEETING - FEBRUARY 27, 2024

Motion Number:

THAT the County of Vermilion River approve the February 27, 2024 Regular Council Meeting Minutes as presented.

5.b SPECIAL MEETING OF COUNCIL - FEBRUARY 28, 2024

Motion Number:

THAT the County of Vermilion River approve the February 28, 2024 Special Meeting of Council Minutes as presented.

- 6. NATURAL GAS UTILITY**

6.a 2023 GAS UTILITY ANNUAL REPORT – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the 2023 Gas Utility Annual Report as information.

6.b Request for Information

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

7.a ADMINISTRATION BUILDING CM AWARD

Motion Number:

THAT the County of Vermilion River approves the hiring of Bexson Construction Ltd. as the Construction Manager for the Administration Building Renovation Project.

7.b HIGHWAY 17 NORTH UPGRADE - RM OF BRITANNIA

Motion Number:

THAT the County of Vermilion River approve the letter to Minister Dreeshen advocating for the upgrade of Highway 17 and direct Reeve Marty Baker to sign the letter.

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

CAO REPORT, CALENDARS AND ACTION TRACKER

Motion Number:

THAT the County of Vermilion River approve the CAO February Report, Council Meetings and Events Calendars and the Council Action Tracker report as information.

8.b FINANCE

ALBERTA ENERGY REGULATOR (AER) PRODUCTION REPORT – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River accept the 2024 Production Report from the Alberta Energy Regulator (AER) as information.

Request for Information

8.c PUBLIC WORKS AND UTILITIES

2023 PUBLIC WORKS YEAR IN REVIEW

Motion Number:

THAT the County of Vermilion River receive the 2023 Public Works Year in Review for information.

CONCERN TRACKER REPORT

Motion Number:

THAT the County of Vermilion River receive the Current Concern Tracker Report for February 21, 2024, to March 5, 2024, and the Active and In-Progress Concern Tracker Report up to February 20, 2024, for information only.

Request for Information

8.d AGRICULTURE AND ENVIRONMENT

**AMENDED ASB-WEED CONTROL SERVICE LEVEL FOR 2024 –
MOTION REQUIRED**

Motion Number:

THAT the County of Vermilion River approve the amended ASB-Weed Control Service Level for 2024 as presented.

Motion Number:

THAT the County of Vermilion River approve the use of contractors to spot spray noxious weed patches for 2024.

Motion Number:

THAT the County of Vermilion River approve the Regulated Weed Control Herbicide Rebate Program for 2024 as provided.

Motion Number:

THAT the County of Vermilion River approve the Weed Warriors Program for 2024 as presented.

Request for Information

8.e PROTECTIVE SERVICES

Request for Information

8.f PLANNING AND COMMUNITY SERVICES

AGENDA ITEM #11.2.

REQUEST FOR FUNDING FROM DEWBERRY SCHOOL – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve funding to Dewberry School to assist with the purchase of high processing capable computers, up to \$5,000.00, to be funded from the School Reserve Fund.

ROAD CLOSURE REQUEST OF A PORTION OF ROAD PLAN 3042AU – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River does hereby close approximately a one (1) kilometer portion of Road Plan 3042AU located within the SE-2-48-2W4M to public travel as it is no longer required for public travel.

Request for Information

8.g GENERAL ADMINISTRATION

MEETING WITH TOWN OF VERMILION

Motion Number:

THAT the County of Vermilion River set the date of _____ to meet with the Town of Vermilion Council and CAO.

GO EAST – LETTER OF SUPPORT

Motion Number:

THAT the County of Vermilion River approve the letter of support to Go East application to Travel Alberta Rural Promotion Fund for \$150,000.00 and direct Reeve Marty Baker to sign the letter.

CORRESPONDENCE

- * RMA Minutes January 18, 2024
- * RMA Unpaid Oil and Gas Tax Survey
- * Letter - Minister of Municipal Affairs re: Intermunicipal Collaboration Frameworks.
- * Letter - Minister of Municipal Affairs re: 2024 Minister's Award for Municipal and Public Library Excellence.
- * Letter - Minister of Municipal Affairs re: Budget 2024

Motion Number:

THAT the County of Vermilion River receive the correspondence from the Rural Municipalities of Alberta and Minister of Municipal Affairs as information.

VILLAGE NEWSLETTERS - KITSCOTY, MARWAYNE AND PARADISE VALLEY

Motion Number:

THAT the County of Vermilion River receive the Villages of Kitscoty, Marwayne and Paradise Valley Newsletters as information.

Request for Information

9. POLICIES

9.a PERSONNEL POLICY PE030 DRUG AND ALCOHOL

Motion Number:

THAT the County of Vermilion River approve Personnel Policy PE030 Drug and Alcohol Policy as presented, effective March 12, 2024.

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.

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