

**Town of Vermilion
Regular Council
Tuesday, February 6, 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 - January 16, 2024**
- 4. BYLAWS**
 - 4.1. 1.2024 Borrowing Bylaw - Operating Expenses - Staff Recommendation**
 - 4.2. Bylaw 1-2024 Borrowing Bylaw - Operating Expenses**
- 5. NEW BUSINESS**
 - 5.1. Public Commentary**
 - 5.2. Backhoe Purchase - For Information**
 - 5.3. 2024 Airport Sustainability Presentation - For Information**
 - 5.4. Request for Decision - Implementing Photo Radar**
 - 5.5. Bylaw 2.24 Urban Hens - For Information**
- 6. FINANCIAL**
- 7. COUNCIL ROUND TABLE**
- 8. CORRESPONDENCE**
 - 8.1. Submit a Resolution - Alberta Munis 2024 Convention**
 - 8.2. County of Vermilion River - Agenda of January 30, 2024**
- 9. CLOSED SESSION**
 - 9.1. Pursuant to Part 1, Division 2, Section 17 (2) of the Freedom of Information and Protection of Privacy Act.
Personnel**
- 10. ADJOURNMENT**

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, JANUARY 16, 2024 AT 6:00 P.M.**

PRESENT

IN PERSON:

Mayor Gregory Thronson
Deputy Mayor Paul Conlon
Councillor Kevin Martin
Councillor Robert Snow
Councillor Joshua Rayment
Chief Administrative Officer Kevin Lucas
Director of Infrastructure and Planning Services Benjamin McPhee
Director of Corporate Services Brian Leibel
Manager Economic Development Mary Lee Prior
Executive Assistant Andrea Wilkinson

VIA VIDEOCONFERENCE:

Councillor Kirby Whitlock

REGRETS:

Councillor Robert Pulyk
Director of Community Services Michael van der Torre

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Joshua Rayment “That the Agenda be accepted as amended.”
CARRIED.

Addition of
‘5.3. Emergency Preparedness’ and
‘5.4. Utility Account Write-Offs’ under **5. NEW BUSINESS**

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – December 19, 2023

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of December 19, 2023 be accepted as presented.” **CARRIED.**

4. DELEGATIONS

4.1. 6:05pm – Alberta Broadband – Mr. Ken Spangler

Mayor Gregory Thronson welcomed Mr. Ken Spangler to the meeting.

Mr. Ken Spangler provided an overview of Alberta Broadband Networks current take rate statistics, take rate milestones, Primus/Bell marketing promotion, and a year one review.

Take rate statistics for single family homes has a lower uptake than commercial and is projecting approximately 5 months behind schedule. Bell partnering with Primus will be offering a competitive satellite TV package to bundle with other packages under new marketing promotion to follow in coming weeks.

Mitigation strategies to address local concerns with shortfalls such as customer service were presented. Primus/Bell has removed the previous leadership team and introduced a new group that A-Net meets with weekly. There have been updates to the training program for customer service teams. A revised marketing strategy for 2024 is forthcoming.

Mayor Gregory Thronson thanked Mr. Ken Spangler for attending the meeting. The information presented was accepted as information.

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.

5.2. Invoice from Northern Lights Library System – Staff Recommendation

Moved by Councillor Joshua Rayment “That Council for the Town of Vermilion accepts the presented Northern Lights Library System Levy charge invoice at a cost of \$22,368.50.”

CARRIED.

Motion # 24/01/01

5.3. Emergency Preparedness

Update requested on the local Emergency Preparedness Plan.

5.4. Utility Account Write-Offs – Staff Recommendation

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion approve the write-off of \$11,271.46 consistent with the Collections & Bad Debts Policy for the Town of Vermilion.” **CARRIED.**

Motion # 24/01/02

6. MANAGEMENT REPORTS

6.1. Chief Administrative Officer Report

- Two separate land development discussions regarding industrial lots
- Grand opening of Mi Casa Restaurant
- Several business engagements

6.2. Director of Community Services Report

- Live Barn install
- Chicken bylaw ready for Council’s review
- Unused ice time; staff are keeping documentation

6.3. Director of Corporate Services Report

- New IT intern for 8-month contract
- Outstanding Property Tax of \$172,798.40
- Small increase in residents accessing accounts online

6.4. Manager Economic Development Report

- Progress with industrial lots
- Received email to clarify questions in grant application for the Pylon sign
- Discussion around Town swag being sold well at Underground Treasures and also available at Town Hall
- Race of Vermilion - Saturday, March 16, 2024

6.5. Director of Infrastructure and Planning Services Report

- Manager of Operations Erika Power resigned with the Town of Vermilion
- Maintenance projects ongoing with the lack of snow
- Garbage truck experiencing break downs in extreme cold weather

7. FINANCIAL

7.1. Accounts Payable for the period of December 20, 2023 – January 16, 2024

Moved by Councillor Robert Snow “That Council for the Town of Vermilion accept as information, the listing of accounts payable for the period December 20, 2023 – January 16, 2024, for \$779,357.88.” **CARRIED.**

Motion # 24/01/03

8. COUNCIL ROUND TABLE

8.1. The Mayor and Councillors held a round table on recent activities since the last meeting, including:

- Finance and Governance Committee Meeting – January 9, 2024
- Joint Pool Committee Meeting
- MLA Rowsell Open House
- Two Mayor/Deputy Mayor/CAO Meetings – January 9 and January 16, 2024
- Mi Casa Grand Opening Ribbon Cutting – January 9, 2024
- Prairie Vision Grand Opening Ribbon Cutting – January 19, 2024
- RCMP Town Hall Meeting – January 25, 2024
- Intermunicipal Liaison Committee Meeting – January 4, 2024
- Fire Services Team Meetings
- Vermilion & District Chamber of Commerce Board Meeting – January 10, 2024

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

- Economic Development Committee Meeting – January 25, 2024
- Vermilion District Housing Foundation Board Meeting – January 25, 2024
- Vermilion District Housing Foundation Strategic Planning Meeting – January 26, 2024
- Rotary Breakfast – January 18, 2024
- Farm Curl – January 18-20, 2024
- Christmas Supper – Vermilion Valley Lodge - January 28, 2024
- Mayor’s Prayer Breakfast - March 15, 2024

9. CORRESPONDENCE

- 9.1. Vermilion Airport Regionalization - Innisfree**
- 9.2. Impact of Drought and Water Management – Letter from Minister of Environment**
- 9.3. County of Vermilion River – Agenda of January 9, 2024**
- 9.4. County of Vermilion River – Minutes of December 12, 2023**
- 9.5. County of Vermilion River – Minutes of November 14, 2023**
- 9.6. County of Vermilion River – Minutes of October 24, 2023**

Correspondence was accepted as information.

10. CLOSED SESSION

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

Moved by Councillor Robert Snow “That Council for the Town of Vermilion go in closed session at 7:21 p.m.” **CARRIED.**

MOTION #24/01/04

Chief Administrative Officer Kevin Lucas, Manager Economic Development Mary Lee Prior, Director of Corporate Services Brian Leibel, Director of Infrastructure and Planning Services Benjamin McPhee, and Executive Assistant Andrea Wilkinson left the meeting at 7:22 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to

the Regular Meeting of Council at 9:04 p.m.” **CARRIED.**
MOTION #24/01/05

11. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 9:05 p.m.

READ AND CONFIRMED ON THIS 6TH DAY OF FEBRUARY, 2024 A.D.

Chief Administrative Officer

Mayor

DRAFT

STAFF RECOMMENDATIONS**DATE:**06 Feb 2024**TOPIC:**

1.24 Operating Line of Credit – Borrowing Bylaw

PROPOSAL:**BACKGROUND**

Whereas the Town of Vermilion requires the ability to access a line of credit to ensure adequate cashflow and use of credit cards, and whereas the Alberta Treasury Branch (ATB) requires a Bylaw to be approved annually to confirm administration's ability to access this facility, therefore administration has prepared the attached Bylaw to replace Bylaw 1-2023.

The amount of the line of credit remains \$2,500,000, the amount of the credit card limit is \$30,000.

As per section 256 (1) of the Municipal Government Act, there is no requirement to advertise this borrowing bylaw as the term of the borrowing will not exceed one year and it is for operating purposes.

FINANCIAL IMPLICATIONS

The rate on the line of credit is prime + 1% which is very competitive. There is no cost to maintain the line of credit if not used.

OPTIONS FOR CONSIDERATION

1. Approve the line of credit.
2. Suggest a different limit for the line of credit.
3. Do not approve the line of credit and potentially delay payables and/or payroll.

PROPOSED BY:

Brian Leibel

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give first, second and third reading to the Operating Line of Credit Borrowing Bylaw 1-2024.

Submitted By:

Brian Leibel

Department Head

**BY-LAW 1-2024
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 Specified in Section 256 of the Municipal
Government Act**

WHEREAS, the Council of the Town of Vermilion deems it necessary to borrow certain sums of money for the purpose of operating expenses.

AND WHEREAS it is Council's intention to pass the By-Law in accordance with Section 256 of the Municipal Government Act.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Town of Vermilion as a by-law that:

1. The Municipality borrow from Alberta Treasury Branches ("ATB") up to the principle sum of \$2,500,000 (Two million, five hundred thousand Dollars) repayable upon demand at a rate of interest per annum from time to time establish by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month and of which the term will not exceed 1 year.
2. The Municipality is hereby authorized to borrow from ATB up to the principal sum of \$30,000.00 for the purpose of MasterCard to be repayable in accordance with the cardholder agreement.
3. The Mayor and Chief Administrative Officer are authorized for and on behalf of the Municipality:
 - (a) To apply to ATB for the aforesaid loan to the Municipality and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - (b) As security for any money borrowed from ATB
 - i) To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii) To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii) To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Municipality or in which the Municipality may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, land revenues etc.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

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- 6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Municipality decides to extend the loan and the ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Municipality of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension. Bill debenture, promissory note, or other obligation and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal extension document or security.
- 7. Bylaw No. 1-2023 is hereby repealed.
- 8. This bylaw comes into force on the final passing thereof.

Certificate

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the_____ day of _____at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

THIS Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

WITNESS our hands and the seal of the Corporation this _____ day of _____, 20_____

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

2024 BACKHOE PURCHASE
FOR INFORMATION

DATE: 06 FEB 2023

TOPIC:

2024 Backhoe Purchase

BACKGROUND

As part of the 2024 capital budget, the purchase of a new backhoe was included with a budget price of \$240,000 that is funded from reserves. This is to replace the existing 2013 John Deere 410K Backhoe. Administration posted an RFP for the purchase of a backhoe of similar size, options, and ability to utilize the existing attachments the Town owns to meet the Town needs. The Town received 5 submissions. Brandt Tractor, Finning CAT, Webbs Machinery, Redhead Equipment, and Rocky Mountain Equipment submitted proposals.

Upon completion of the review of the proposals, administration is proceeding with the purchase from Rocky Mountain Equipment for a 2024 CASE 590SN Backhoe. The backhoe meets all of the requirements from the Town and provides the overall best value. The unit will come with an additional 2 years of warranty up to 4000 hours, added in front fenders, adapter to utilize existing attachments, and a replacement 36" grave bucket with teeth to replace a worn bucket. Total purchase price of \$221,576.07 excluding GST and trade in value. The delivery of the new unit is approximately 2 - 4 months.

For the sale of the Towns current 2013 John Deere Backhoe, the backhoe will be traded in as part of the sale. The trade in value of the unit is offered at \$45,000, which would bring the total purchase value to \$176,576.07.

Scoring was out of 1000 points.

1. Rocky Mountain Equipment = 650
2. Readhead Equipment = 550
3. Brandt Tractor = 550
4. Webbs Machinery = 440
5. Finning CAT = 140

Submitted By:

Ben McPhee

Department Head

Vermilion Airport





YVG Airport Overview

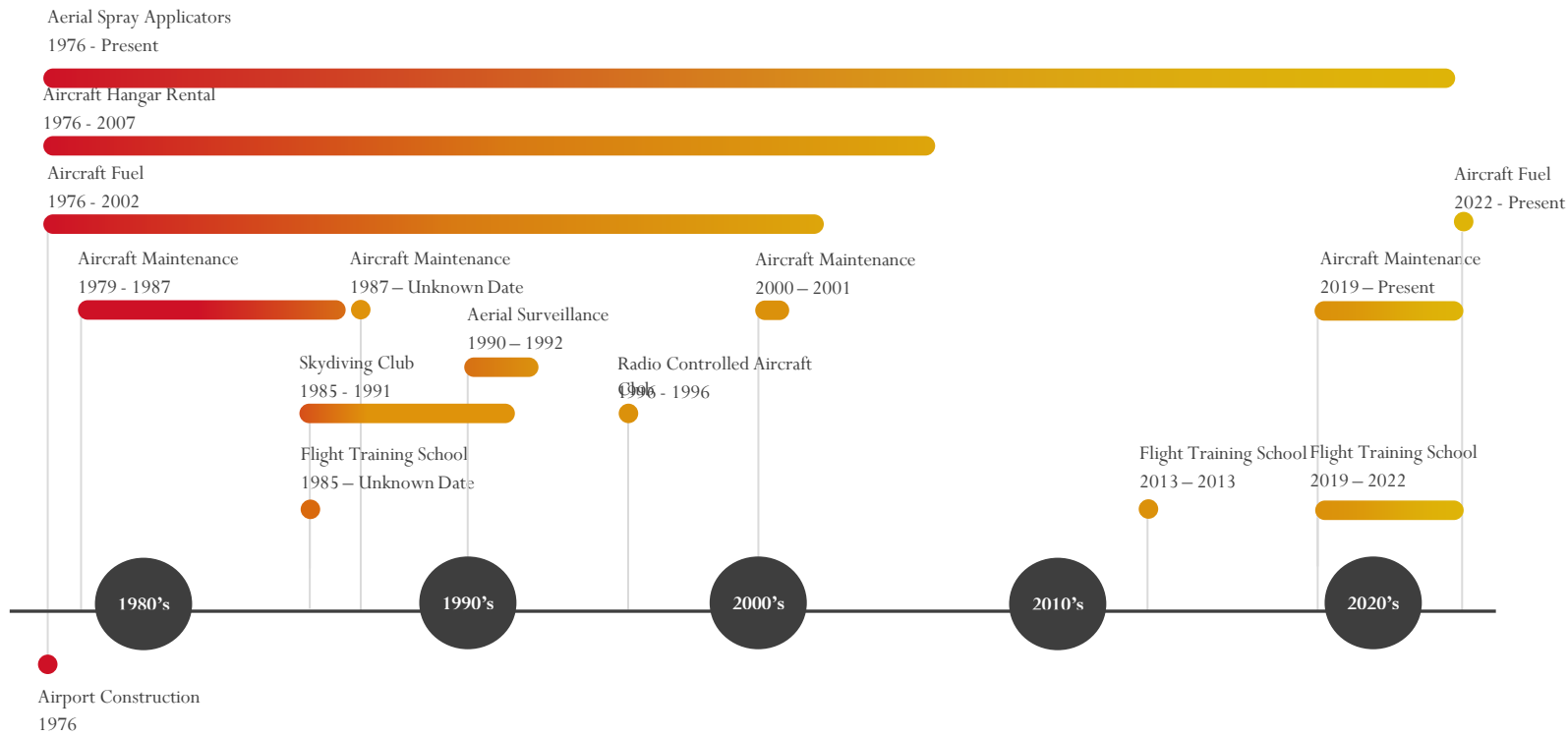
The Vermilion Municipal Airport (YVG) is a registered aerodrome located in the northeast portion of the Town with a land area of approximately 150 acres.

The airport is operational 24 hours per day, 7 days per week. There is a single runway with two approaches; runway 10 (1033.4 m long by 22.86 m wide) and runway 28 (698.6 m long by 22.86 m wide), a taxiway, and public apron for aircraft parking. The airport also has terminal building with rental space and land available for hangar development.

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1. Businesses residing at the Vermilion Airport
2. Terminal building rentals
3. Land leases
4. Hangar leases
5. Airplane Movement Collection
6. 2022 usage chart
7. 2023 usage chart
8. Medi-vac services
9. Month to month usage over the past 5 years

Aircraft Related Services



Terminal Building Rentals

Space in the Air Terminal Building has been leased . The Town leases the spaces to two entities.

- Heartworks Studio
- Vermilion Pottery Guild



Land Leases

In 2023 the Town invited tenders for the lease of the following lands located within the Towns boundaries:

- 88.6 acres more or less of hay land
- 18.3 acres more or less of pastureland



Hangar Leases

- These 100' x 65' parcels of land available for lease for private hangars currently lease for \$0.11/sq. ft. and a base lease rate of \$750.75/year
- There are currently four hangar leases at the Vermilion Airport.
- There is room for two more to be built.
- Further hanger expansion is possible.



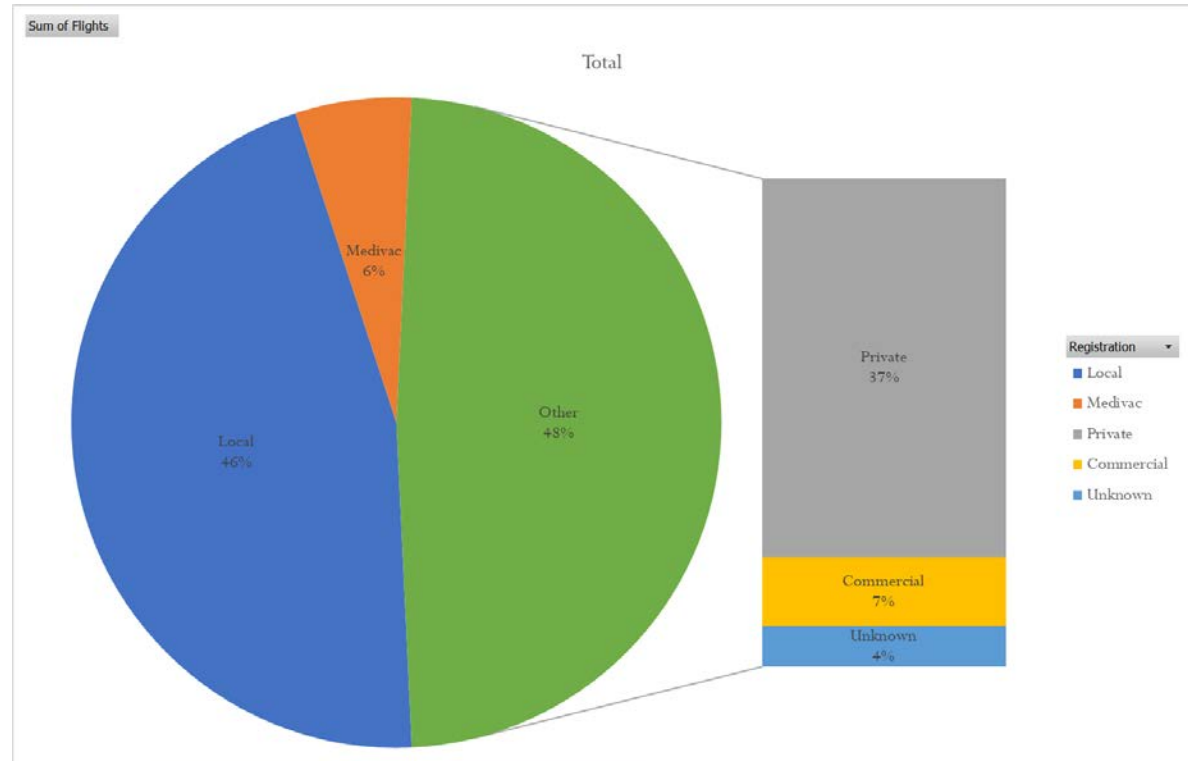
Airplane Movement Collection

- Trail camera – The town uses trail cameras to track usage of the airport.
 - Gaps and errors in airplane movement data from time to time is due to a camera malfunction
- Replacement camera purchased in January featuring cellular connectivity to monitor airplane movement more effectively. Two cameras are currently being used to ensure the new camera is functioning as intended.



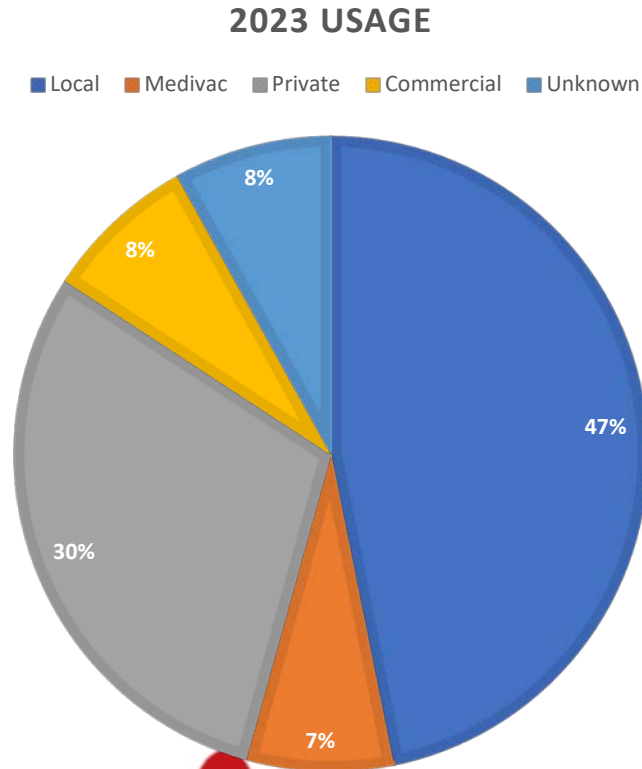
2022 Usage

Local: 166
 Medi-vac: 21
 Private (non-local): 137
 Commercial: 25
 Unknown: 15
 Total: 363 flights



2023 Usage

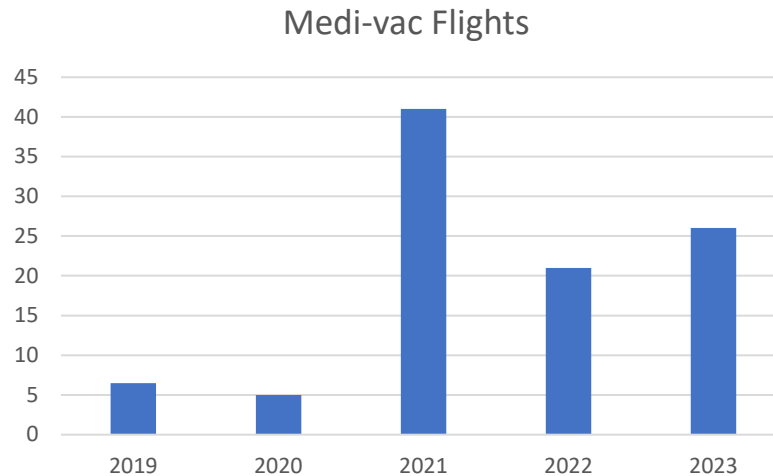
Local: 163
Medi-vac: 26
Private (Non-Local): 104
Commercial: 27
Unknown: 27
Total: 348 flights



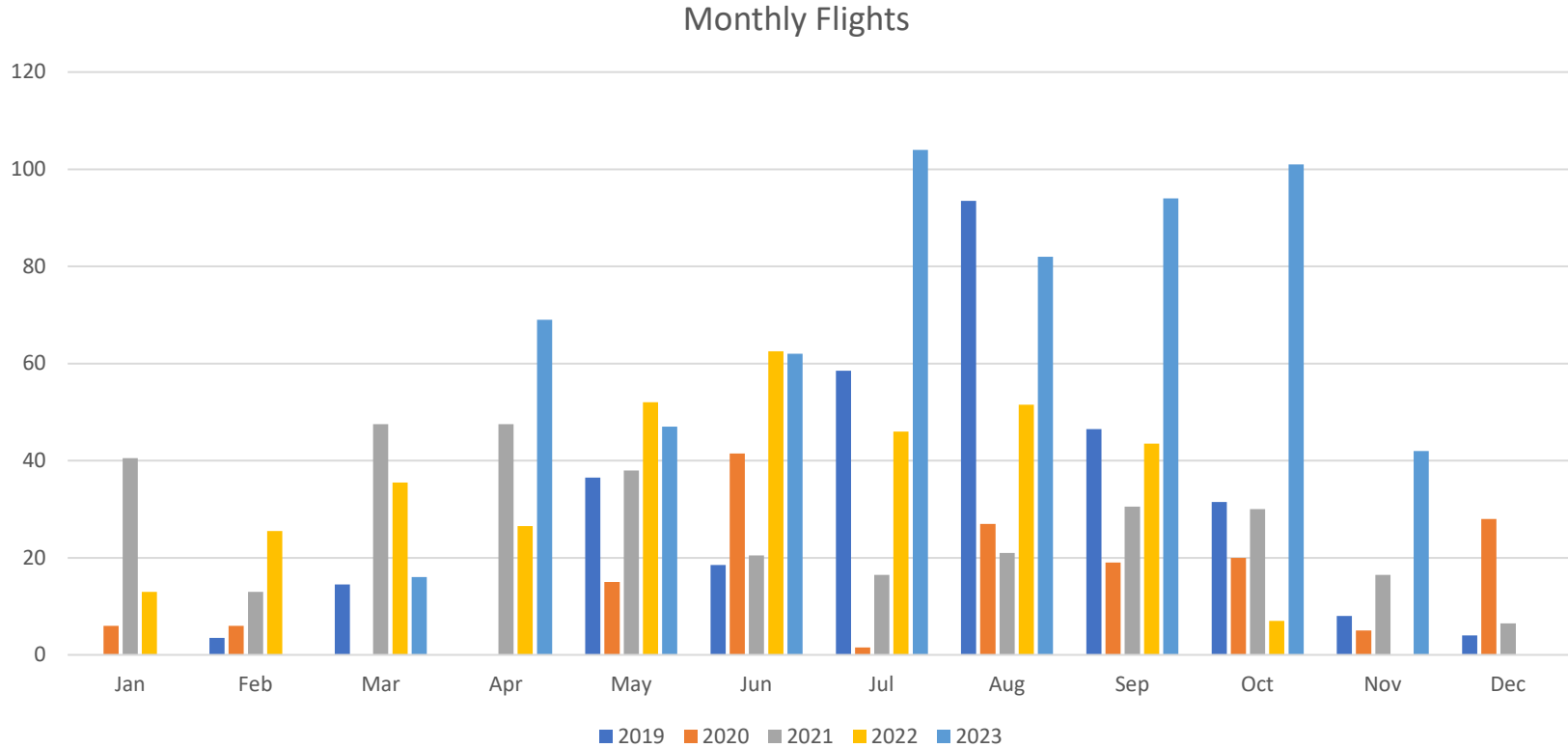
Medi-vac Services – 2019-2023

The medi-vac fleet provides good medical services for the community of Vermilion. Since the camera was installed in May 2018, there were 100 flights recorded for the medi-vac fleet.

- 2019 – 7
- 2020 – 5
- 2021 – 41
- 2022 – 21
- 2023 – 26



Aircraft Flights – 2019-2023 By Month



Questions?



REQUEST FOR DECISION

DEPARTMENT

Chief Administrative Officer

DEPARTMENT REPRESENTATIVE

Kevin Lucas

Subject: Request for Decision on Implementing Photo Radar in the Town of Vermilion

To: Council for the Town of Vermilion,

The purpose of this memorandum is to seek guidance from the Town Council on the potential implementation of photo radar within the Town of Vermilion.

Background:

Following a request from the Vermilion Town Council, a report was previously commissioned to assess the feasibility of implementing photo radar in our town. The initial findings indicated prohibitive equipment and operational costs, rendering the implementation of photo radar unfeasible at that time. Subsequently, the administration has received interest from Councillor Conlon in exploring alternatives, including the engagement of a third-party contractor.

Supporting Information:

The Global Traffic Group (globaltrafficgroup.com) initiated contact via email with a Council member, which was subsequently forwarded to the administration. The proposal from Global Traffic Group mentioned a "turn-key" solution with no anticipated financial burden to the town. Further inquiries, including a direct conversation with Nick Wilson from Global Traffic, revealed that, as a community with a population under 5,000, Vermilion requires special Ministerial approval from the Province of Alberta. The approval process mandates demonstrating that photo radar is intended for enhancing safety rather than generating revenue. Additionally, it was clarified that the proposed cameras would be restricted to local roads and not applicable to numbered highways or roads not maintained by the town.

Impact Analysis:

To apply for ministerial approval, we must first gather substantial evidence, including traffic counts and incident reports, to justify the need for photo radar in specific areas based on safety concerns. If recent traffic data from the province is unavailable, we would have to commission either the province or a third-party contractor to conduct new traffic counts.

Recommendation:

Considering the logistical challenges, the requirement for ministerial approval, and the initial intent of implementing photo radar primarily for safety purposes, it is recommended that Town Council does not proceed with exploring photo radar options for the Town of Vermilion at this time.

BYLAW NO. 1-2024
OF THE TOWN OF VERMILION,
IN THE PROVINCE OF ALBERTA,
TO REGULATE THE KEEPING OF CHICKENS 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, COUNCIL OF THE TOWN OF VERMILION, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the “Chicken Bylaw”.

2. For the purposes of this bylaw:

- (a) “Chicken License” means a license issued by the Town pursuant to this Bylaw authorizing the license holder to keep Urban Chickens on a specific property within an Urban Area.
- (b) “Coop” means a fully enclosed weatherproof structure and attached Outdoor Enclosure used for the keeping of Urban Chickens, that is no larger than 10 m² in floor area, and no more than 2.4m in height.
- (c) “Hen” means a domesticated female chicken.
- (d) “Municipal Tag” means a document alleging an offence issued pursuant to the authority of a Bylaw of the Town.
- (e) “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 Chickens to roam.
- (f) “Peace Officer” has the same meaning as in the *Provincial Offences Procedure Act*.
- (g) “Rooster” means a domesticated male chicken.
- (h) “Urban Chicken” means a Hen that is at least 16 weeks of age.
- (i) “Violation Ticket” has the same meaning as in the *Provincial Offences Procedure Act*.
- (j) “Urban Area” means lands located within the Town on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the Town’s Land Use Bylaw.

Purpose

3. The purpose of this bylaw is to regulate and control the keeping of chickens within Urban Areas.

Prohibitions

4. In an Urban Area, no person shall:

- (a) keep a Rooster.
- (b) keep a Hen, other than an Urban Chicken for which a valid Chicken License has been issued.

Chicken License

5. A person may apply to keep no more than (4) Urban Chickens by:

- (a) submitting a completed application, on the form approved by the Town, and
- (b) paying a license fee of \$28.00.

6. The Town may not issue or renew a Chicken License unless satisfied that:

- (a) the applicant is the owner of the property on which the Urban Chickens will be kept, or that the owner of the property has provided written consent to the application.
- (b) the land use districting of the property on which the Urban Chickens will be kept allows the placement of a Coop for the keeping of Urban Chickens.
- (c) the applicant resides on the property on which the Urban Chickens will be kept;
- (d) the applicable fee has been paid; and
- (e) all required information has been provided.

7. The maximum number of Chicken Licenses that may be issued shall be one Chicken License per one hundred (100) persons based on the population of the Town of Vermilion as determined in the most recent municipal census.

8. The Town may refuse to grant or renew a Chicken License for the following reasons:

- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Chicken 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 Chickens; 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.

9. If the Town refuses to grant or renew a Chicken License, the applicant may appeal the decision to the Town of Vermilion.

10.A Chicken License is valid only for the period January 1 to December 31 in the year for which it is issued.

11.A Chicken License is not transferable from one person to another or from one property to another.

12.A person to whom a Chicken License has been issued shall produce the license at the demand of the Town or a Peace Officer.

Keeping of Urban Chickens

13.A person who keeps Urban Chickens must:

(a) provide each Hen with at least 0.37 m² of interior floor area, and at least 0.92 m² of Outdoor Enclosure, within the Coop.

(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) 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.

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

(e) 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.

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

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

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

(i) store feed within a fully enclosed container.

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

(k) remove all other manure not used for composting or fertilizing and dispose of same in accordance with Town bylaws.

(l) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and

(m) keep Hens for personal use only.

14. No person who keeps Urban Chickens shall:

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

(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.

Offence and Penalties

15. A person who contravenes any provision of this Bylaw is guilty of an offence.

16. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.

17. 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.

Municipal Tag

18. 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

19. 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.

20. 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. Payment in Lieu of Prosecution

21. 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.

22. 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.

23. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

24. 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.

Voluntary Payment

25. 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.

Obstruction

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

Powers of The Town

27. 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.

General

28. 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.

Severability

29. 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.

Enactment

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

Andrea Wilkinson

To: Kevin Lucas
Subject: RE: Submit a resolution for debate at ABmunis 2024 Convention – Due by May 31

Dear Mayors, Councillors, and CAOs:

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25-27, 2024. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details including our Resolution Tips sheet, Resolution Template, and Resolutions Policy.

Change for 2024

Beginning this year, the mover municipality and the seconder municipality must represent at least two of the following population categories:

- Less than 2,500 population
- 2,500 to 10,000 population
- Greater than 10,000 population

For example, if the moving municipality has a population of 7,000, then the seconder municipality must be less than 2,500 population or greater than 10,000 population. The purpose of this change is to increase the likelihood that each resolution is applicable to most municipalities.

Deadline for 2024 Resolutions

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

Have a more urgent issue?

If your municipality has a pressing issue that cannot wait until the resolution session at our September Convention, then your municipality can present a request for decision (RFD) for consideration at ABmunis' Spring Municipal Leaders Caucus on March 14-15, 2024. The deadline to [submit an RFD](#) is February 23, 2024.

If you have questions about resolutions or RFDs, please contact our Policy & Advocacy team at advocacy@abmunis.ca. Also, make sure that you are registered to attend our [Spring Municipal Leaders Caucus](#) to discuss the resolutions process, action on adopted resolutions from recent years, and connect with municipalities that may be interested in co-sponsoring a resolution with you.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca





Regular Council Meeting Agenda

January 30, 2024, 9:00 AM

Council Chambers

4912 - 50 Avenue

Kitscoty Alberta, Canada

- 1. CALL TO ORDER**
- 2. OPENING INSPIRATION - COUNCILLOR STACEY HRYCIUK**
- 3. ADDITIONS TO AGENDA**
- 4. ADOPTION OF AGENDA**

Motion Number:

THAT the County of Vermilion River approve the January 30, 2024 Regular Council Meeting Agenda as presented.

- 5. ADOPTION OF MINUTES**

5.a REGULAR COUNCIL MEETING - JANUARY 9, 2024

Motion Number:

THAT the County of Vermilion River approve the January 9, 2024 Regular Council Meeting Minutes as presented.

5.b POLICY & PRIORITY COMMITTEE MEETING - JANUARY 16, 2024

Motion Number:

THAT the County of Vermilion River approve the January 16, 2024 Policy and Priorities Committee Meeting Minutes as presented.

- 6. APPOINTMENTS**

AGENDA ITEM #8.2.

6.a 9:05 - ONION LAKE RCMP QUARTERLY REPORT - SGT. JEFF CARTER

Motion Number:

THAT the County of Vermilion River receive the Onion Lake RCMP reports as information.

6.b 9:35 AM - BATTLE RIVER WATERSHED ALLIANCE - SARAH SKINNER

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

7.a COMPLIANCE – THE WAY AHEAD 2024

Motion Number:

THAT the County of Vermilion River approve the Compliance – The Way Ahead 2024 plan.

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

COUNCIL TRACKER REPORT, COUNCIL MEETING AND EVENTS CALENDARS

Motion Number:

THAT the County of Vermilion River accept the Council Tracker report, Council Meeting and Events Calendars as information.

8.b FINANCE

DECEMBER 2023 FINANCIAL REPORT

Motion Number:

THAT the County of Vermilion River approve the December 2023 Financial Reports as presented.

Request for Information

8.c PUBLIC WORKS AND UTILITIES

SALE OF THREE (3) GRADERS- MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve Ritchie Bros. Auctioneers to proceed with the sale of three (3) graders for \$420,000.00 gross guaranteed minimum less 10 per cent sales commission. If the units sell over the gross guaranteed minimum, the overage will be shared. Ninety (90) per cent will go to the County of Vermilion River and 10 per cent sales commission will go to Ritchie Bros. Auctioneers.

CONCERN TRACKER REPORTS

Motion Number:

THAT the County of Vermilion River Receive the current Concern Tracker Report for January 3, 2024 to January 23, 2024 and the Active and In-Progress Concern Tracker Report up to January 2, 204 for information.

Request for Information

8.d NATURAL GAS UTILITY

2024 QUALITY MANAGEMENT PLAN – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River adopt the 2024 Quality Management Plan set out by Rural Utilities as presented.

Request for Information

8.e AGRICULTURE AND ENVIRONMENT

APPOINTMENT OF AGRICULTURAL PEST ACT APPEAL COMMITTEE FOR 2024 – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River appoint Reeve Marty Baker, Councillor Jason Stelmaschuk, and Councillor Clinton Murray as the County representatives and James Oberhofer, Garth George and Devin Lawrence as the two and an alternate public members-at-large for the Agricultural Pest Act Appeal Committee for 2024.

AGENDA ITEM #8.2.

APPOINTMENT OF WEED CONTROL ACT APPEAL COMMITTEE FOR 2024 – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River appoint Garth George, James Oberhofer, and Devin Lawrence as public members-at-large on the Weed Control Act Appeal Committee for 2024.

CONSULTANT AGREEMENT WITH ALUS CANADA TO PROVIDE RALP PROGRAM ACCESS LIAISON SERVICES – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River accept the PAL Consultant Agreement with ALUS Canada as information.

Motion Number:

THAT the County of Vermilion River direct the Reeve and CAO to sign the PAL Consultant agreement with ALUS Canada.

Request for Information

8.f PROTECTIVE SERVICES

2023 COUNTY FIRE SERVICE – ANNUAL REPORT

Motion Number:

THAT the County of Vermilion River accept the 2023 County Fire Service – Annual Report as information.

PEACE OFFICER – END OF YEAR REPORT 2023

Motion Number:

THAT the County of Vermilion River accept the Peace Officer – End of Year Report 2023 for information.

Request for Information

8.g PLANNING AND COMMUNITY SERVICES

ROAD CLOSURE REQUEST OF A PORTION OF ROAD PLAN 3042AU – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the Road Closure Request for Information

2023 OFF-SITE LEVY REPORT – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve the Off-Site Levy Report as presented.

Motion Number:

THAT the County of Vermilion River accept the Reinhart Industrial Park Development Plan as information.

Request for Information

8.h GENERAL ADMINISTRATION

COUNTY OF VERMILION RIVER ADMINISTRATION BUILDING RENOVATION

Motion Number:

THAT the County of Vermilion River direct Administration to add the renovation of the Administration Office Building into the 2024 and 2025 budget with a total budget not to exceed \$5 million, to be funded \$4.2 Million from Facilities Reserve and \$0.8 from 2024 Province of Alberta Local Government Fiscal Framework funding.

Motion Number:

THAT the County of Vermilion River direct Administration to prepare a Request for Proposal for a Construction Manager in regard to the renovation of the Administration Office building.

SPECIAL MEETING OF COUNCIL - BUDGET

Motion Number:

THAT the County of Vermilion River set two Special Meeting of Council Budget meeting dates of _____ and _____.

FCM REGISTRATION

Motion Number:

THAT the County of Vermilion River approve the following members of Council _____ and _____ to attend the FCM Conference in Calgary.

VERMILION RIVER REGIONAL ALLIANCE

Motion Number:

THAT the County of Vermilion River receive the Vermilion River Regional Alliance AGM agenda, budget, meeting notes and Go East Ad as information.

CORRESPONDENCE

Motion Number:

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

AB HUB minutes

Letter Commanding Officer RCMP

Firefighter Ball Invitation

2023.12.04 Letter to Reeve Guyon

2024.01.02 Guilbeault REPY - Guyon

Funding letter to AB HUB

Request for Information

9. POLICIES

9.a AG 003 GRASSHOPPER CONTROL POLICY UPDATE - MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve the updated AG 003 Grasshopper Control Policy as presented.

9.b POLICY AG 015 CONTROL OF CLUBROOT DISEASE POLICY UPDATE – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve the updated AG 015 Control of Clubroot Disease Policy as presented.

9.c POLICY FI 006 CREDIT CARD

Motion Number:

THAT the County of Vermilion River approve Policy FI 006 Credit Card policy as amended, effective January 30, 2024.

AGENDA ITEM #8.2.

9.d POLICY PD 012 – MUNICIPAL RESERVE POLICY – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve Policy PD 012 – Municipal Reserve Policy as presented.

9.e POLICY PS 009 – COMMUNITY PEACE OFFICERS

Motion Number:

THAT the County of Vermilion River approve Policy PS 009 Community Peace Officers as presented.

Motion Number:

THAT the County of Vermilion River rescind Policies PS-E 001 Community Peace Officers and PS-E Community Peace Officers Standard Operating Procedures.

10. BYLAWS

10.a BYLAW 23-17 - BYLAW ENFORCEMENT OFFICER POWERS AND DUTIES

Motion Number:

THAT the County of Vermilion River give First Reading to Bylaw 23-17, being a bylaw to establish the powers and duties of Bylaw Enforcement Officers.

Motion Number:

THAT the County of Vermilion River give Second Reading to Bylaw 23-17, being a bylaw to establish the powers and duties of Bylaw Enforcement Officers.

Motion Number:

THAT the County of Vermilion River introduce for Third and Final Reading to Bylaw 23-17, being a bylaw to establish the powers and duties of Bylaw Enforcement Officers.

Motion Number:

THAT the County of Vermilion River give Third and Final Reading to Bylaw 23-17, being a bylaw to establish the powers and duties of Bylaw Enforcement Officers.

**10.b BYLAW 24-01 SCALE OF FEES FOR WATER AND SEWER UTILITIES
AMENDMENT TO SCHEDULE A**

Motion Number:

THAT the County of Vermilion River give First Reading to Bylaw 24-01, a Bylaw to amend (Bylaw 21-22) Scale of Fees for Water and Sewer Utilities amendment to Schedule A – Monthly Billing Connected to Ace Water.

Motion Number:

THAT the County of Vermilion River give Second Reading to Bylaw 24-01, a Bylaw to amend (Bylaw 21-22) Scale of Fees for Water and Sewer Utilities amendment to Schedule A – Monthly Billing Connected to Ace Water.

Motion Number:

THAT the County of Vermilion River introduce for Third and Final Reading to Bylaw 24-01, a Bylaw to amend (Bylaw 21-22) Scale of Fees for Water and Sewer Utilities amendment to Schedule A – Monthly Billing Connected to Ace Water.

Motion Number:

THAT the County of Vermilion River give Third and Final Reading to Bylaw 24-01, a Bylaw to amend (Bylaw 21-22) Scale of Fees for Water and Sewer Utilities amendment to Schedule A – Monthly Billing Connected to Ace Water.

11. DISPOSITION OF APPOINTMENT BUSINESS

11.a BATTLE RIVER WATERSHED ALLIANCE

Motion Number:

THAT the County of Vermilion River accept the Battle River Watershed Alliance report as information.

12. NOTICES OF MOTION

13. COUNCIL REPORTS

14. 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.

**14.a CONFIDENTIAL EVALUATIONS - ASSISTANT CAO UPDATE - FOIP SECTION
19(1)**

15. 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.

16. BUSINESS ARISING OUT OF CLOSED SESSION

17. ADJOURNMENT