

**Town of Vermilion
Regular Council
Tuesday, September 30, 2025 at 6:00 P.M.**

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

2 - 6

3.1. Minutes of Regular Meeting of Council - September 16, 2025

4. NEW BUSINESS

7

4.1. Waiving Fee's for Electoral Candidate Forum - RFD

8

4.2. Council Orientation & Committee of the Whole Meeting Request

9 - 12

4.3. Auditor Appointment Policy No. 25-20 - RFD

13 - 18

4.4. Cancellation of Utility Penalties Policy No. 25-21 - RFD

19 - 24

4.5. Canada Post Mandate Resolution - RFD

5. FINANCIAL

25 - 27

5.1. Accounts Payable - September 11 - 18, 2025

6. COUNCIL ROUND TABLE

7. CORRESPONDENCE

28 - 31

7.1. Health Care Providers Attraction & Retention Committee - Terms of Reference

8. ADJOURNMENT

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, SEPTEMBER 16, 2025 AT 6:00 P.M.**

PRESENT

IN PERSON:

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

REGRETS

Manager of Economic Development Mary Lee Prior

1. CALL TO ORDER

Deputy Mayor Joshua Rayment called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

2.1.

Moved by Councillor Robert Snow “That the Agenda be approved as amended.” **CARRIED**

3. CLOSED SESSION

6:05 – 6:30

3.1. Pursuant to Section 21 of the Access to Information Act - Disclosure harmful to a third party’s personal privacy

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion move into Closed Session at 6:01 p.m.” **CARRIED.**

MOTION#25/10/135

Deputy Mayor Josh Rayment, Councillor Robert Snow, Councillor Kirby Whitlock, Councillor Kevin Martin, Councillor Robert Pulyk, Councillor Paul Conlon, Director of Infrastructure and Planning Services Robert Dauphinee, and Chief Administrative Officer Shannon Harrower left the Council Chambers at 6:05 p.m.

Director of Infrastructure and Planning Services Robert Dauphinee returned to Council Chambers at 6:15 p.m.

Deputy Mayor Josh Rayment, Councillor Robert Snow, Councillor Kirby Whitlock, Councillor Kevin Martin, Councillor Robert Pulyk, Councillor Paul Conlon, and Chief Administrative Officer Shannon Harrower returned to the Council Chambers at 6:28 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 6:29 p.m.” **CARRIED.**

MOTION# 25/10/136

4. ADOPTION OF THE PREVIOUS MINUTES

4.1. Minutes of Regular Meeting of Council – September 02, 2025

Moved by Councillor Robert Pulyk “That the Minutes of the Regular Meeting of Council of August 12, 2025, be approved as amended. **CARRIED**
MOVED#25/10/137

5. DELEGATIONS

5.1. 6:30pm – Stuart Pauls with the Vermilion Library

5.2. 7:00pm – Benjamin Proulx with Catalyst Communications

5.3. 7:30pm – Community Member Greg Thronson

6. NEW BUSINESS

6.1. Land Sale Prices – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the establishment of the following lot prices as presented:

Residential

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

Junction 16/41

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

Yellowhead Business Park

| Lot | Block | Plan | Acres | \$/acre | Value |
|-----|-------|---------|-------|----------|-----------|
| 19 | 1 | 1420066 | 1.84 | \$50,000 | \$92,000 |
| 21 | 1 | 1420066 | 1.12 | \$60,000 | \$67,200 |
| 22 | 1 | 1420066 | 1.3 | \$25,000 | \$32,500* |

AGENDA ITEM #3.1.

| | | | | | |
|----|---|---------|------|----------|-----------|
| 23 | 1 | 1420066 | 1.3 | \$25,000 | \$32,500* |
| 5 | 5 | 1420066 | 2.04 | \$25,000 | \$51,000* |
| 10 | 3 | 1420066 | 2.16 | \$45,000 | \$97,200 |
| 11 | 3 | 1420066 | 2.35 | \$45,000 | \$105,750 |
| 12 | 3 | 1420066 | 1.32 | \$65,000 | \$85,800 |
| 13 | 3 | 1420066 | 1.3 | \$60,000 | \$78,000 |

East Point Business Park

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

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

MOVED# 25/10/138

6.2. Chief Administrative Officer Bylaw

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion give first reading to the Chief Administrative Officer Bylaw No. 7-2025 as amended, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.” **CARRIED**

MOVED# 25/10/139

Moved by Councillor Robert Snow “That Council for the Town of Vermilion give second reading to the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.” **CARRIED**

MOVED# 25/10/140

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion introduce for third reading the Chief Administrative Officer Bylaw No. 7-2025, being a bylaw for the purpose specified in section 205 of the Municipal Government Act to establish the position of Chief Administrative Officer.” **CARRIED**

MOVED# 25/10/141

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

MOVED# 25/10/142

6.3. Council Meeting October 14, 2025 – Request for Decision

Moved by Councillor “That Council for the Town of Vermilion cancel the Committee Meeting scheduled for October 14, 2025 at 2:00pm and change the Regular Council Meeting scheduled for October 14, 2025 at 6:00 p.m. to September 30, 2025 at 6:00 p.m.” **CARRIED**

MOVED# 25/10/143

6.4. Rail Safety Week Proclamation – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion proclaim September 15 – 18, 2025 as Rail Safety Week.” **CARRIED**
MOVED# 25/10/144

6.5. Junction Sixteen 41 Pylon Sign – Request for Decision

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion reduce the Junction Sixteen 41 Panel Pricing to one hundred dollars (\$100) for a full panel (both sides) and fifty dollars (\$50) for a half panel (both sides).” **CARRIED**
MOVED#25/10/145

6.6. Harvest Gala Sponsorship – Request for Decision

Councillor Kirby Whitlock declared a pecuniary interest and left Council Chambers at 8:22 p.m.

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion approve the bronze sponsorship towards the Rotary Club of Vermilion 2025 Harvest Gala in the amount of \$500.00.” **CARRIED**
MOVED#25/10/146

Councillor Kirby Whitlock returned to Council Chambers at 8:32 p.m.

6.7. Letter of Support for WRRP – Request for Decision

Moved by Councillor Robert Snow “That Council for the Town of Vermilion provide a letter of support to the North Saskatchewan Watershed Alliance for their funding application to the Watershed Resiliency and Restoration Program.” **CARRIED**
MOVED#25/10/147

6.8. Grant Letters of Support – Focus – Request for Decision

Councillor Robert Snow and Councillor Kirby Whitlock declared pecuniary interests and left Council Chambers at 8:36 p.m.

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion send a letter in support of the FOCUS Society’s Community Initiatives Program and New Horizons for Seniors Grant Applications.” **CARRIED**
MOVED#25/10/148

Councillor Robert Snow and Councillor Kirby Whitlock returned to Council Chambers at 8:41 p.m.

7. MANAGEMENT REPORTS

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

Moved by Councillor Robert Snow “That Council for the Town of Vermilion send a letter to Member of Parliament Shannon Stubbs as it pertains to the status of the Town’s Canada Housing Infrastructure Fund (CHIF) grant application to upgrade our sanitary sewer main. **CARRIED**
MOTION#25/10/149

8. COMMITTEE REPORTS

LIBRARY

8.1. Minutes of May 28, 2025 Meeting.

Accepted as Information.

9. FINANCIAL

- 9.1** Accounts Payable for the period of August 29 – September 10, 2025

Accepted as information.

10. COUNCIL ROUND TABLE

- 10.1.** Council for the Town of Vermilion presented their reports.

Accepted as Information.

11. CORRESPONDENCE

- 11.1.** Open Farm Days Event Report

- 11.2.** Vermilion Chamber & Commerce Board Meeting Minutes

12. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 9:17 p.m.

READ AND CONFIRMED ON THIS 30TH DAY OF SEPTEMBER, 2025 A.D.

Chief Administrative Officer

Deputy Mayor

REQUEST FOR DECISION

SUBJECT

Request for a fee waiver from the Chamber of Commerce

RECOMMENDATION

That Council for the Town of Vermilion receive the Vermilion Regional Centre fee waiver request for the Electoral Candidate Forum hosted by the Vermilion & District Chamber of Commerce as information.

OR

That Council for the Town of Vermilion approve the waiver of fees for the Vermilion Regional Centre for the Electoral Candidate Forum, hosted by the Vermilion & District Chamber of Commerce on October 8, 2025.

BACKGROUND

The Vermilion & District Chamber of Commerce has requested that Administration consider waiving the rental fee for the Vermilion Regional Centre (VRC) for the Electoral Candidate Forums scheduled for October 8, 2025 (Town of Vermilion) and October 9, 2025 (County of Vermilion). The County of Vermilion will determine independently whether they wish to waive their respective fees. As such, administration is requesting that Council only consider the fee waiver for the Town of Vermilion proposed forum.

IMPLICATIONS

It has consistently been the Town's position that what we do for one group, we should do for all groups. Historically, it has not been the Town's practice to waive rental fees for community organizations. In addition to the budgetary impacts of waiving such fees, the Town is not financially responsible for any campaign-related expenses.

The cost of the hall rental during the week for the full hall is \$534.00 and 1/3 of the hall is \$310.00 plus GST.

ATTACHMENTS

REQUEST FOR DECISION

SUBJECT

Committee of the Whole Meeting Request

RECOMMENDATION

That Council for the Town of Vermilion schedule a Committee of the Whole Meeting on November 4, 2025 from 2:00 p.m. to 5:00 p.m.

BACKGROUND

In accordance with the Municipal Government Act (MGA), all newly elected municipal officials are required to complete orientation training within 90 days of taking office. To meet this requirement, Administration has prepared a series of orientation sessions (circulated to the current candidates on September 22, 2025), including Town of Vermilion-specific in house orientation on November 4, 2025 from 12:00 p.m. to 2:00 p.m. This session (which is not open to the public) will cover:

- Department overviews
- Governance roles and organizational structure
- IT software training
- Payroll and timesheet training
- Key municipal plans, policies, and projects

The Committee of the Whole meeting, proposed to follow thereafter, would primarily focus on “Budget 101,” ensuring that Council is well-versed in the 2026 municipal budget, prior to it being brought forward to Council for review and approval.

IMPLICATIONS

The Committee of the Whole meeting will give Council foundational knowledge of the Town’s new format and approach to the budgeting process, which will assist in budget deliberations at the Council level.

If approved, administration would add the Committee of the Whole meeting date to the Council and Committee meeting schedule and post on our website and social media channels for the public’s information.

REQUEST FOR DECISION

SUBJECT

Auditor Appointment Policy 25-20

RECOMMENDATION

That Council for the Town of Vermilion approve the Auditor Appointment Policy No.25-20 as presented.

BACKGROUND

The Auditor Appointment Policy was established in 2006 to provide guidelines for the appointment and selection of the Town of Vermilion's Auditor. Amending the Auditor Appointment Policy ensures a clear, consistent process is followed for the appointment of external auditors, which strengthens public trust and demonstrates fiscal responsibility. This policy will also standardize timelines, procedures, and evaluation criteria, reducing the risk of bias, complacency and inconsistency in auditor selection.

Although the Town is not required to tender for goods and services under \$75,000 (as per the New West Trade Partnership Agreement), it is best practice to obtain multiple quotations for services, when possible.

IMPLICATIONS

Allows for a competitive processes every three years, ensuring the Town receives various pricing for consideration and high-quality auditing services.

ATTACHMENTS

1. Policy No. 2006 Annual Auditor Appointment (to be rescinded)
2. Auditor Appointment Policy No. 25-20 (new)

TOWN OF VERMILION

ANNUAL AUDITOR APPOINTMENT POLICY

Approval Date: October 17, 2006

Motion No.: 06/10/162

Title: Annual Auditor Appointment

Policy Statement:

1. Annually Council shall appoint an auditor in accordance with the Municipal Government Act. Section 280(1).
2. Appointment of an auditor shall be made year to year with consideration given to fees, but shall not exceed five years without being re-tendered.
3. The town will ensure the other requirements as set out in the Municipal Government Act Section 280 and 281 are fulfilled.

The purpose of this policy is to:

Establish guidelines in the appointment and tendering of the Town of Vermilion's Auditor.

POLICY 25-20

AUDITOR APPOINTMENT

| | | | |
|---------------------------|--------------------|-----------------------|--------------------|
| DATE OF ADOPTION: | October 17, 2006 | MOTION NUMBER: | 06/10/162 |
| DATE OF AMENDMENT: | September 30, 2025 | DEPARTMENT: | Corporate Services |

PURPOSE

To establish the process by which the Town of Vermilion selects and appoints an auditing firm in accordance with Section 280 of the Municipal Government Act as well as to ensure financial accuracy, integrity, compliance with legal and regulatory requirements, promote accountability to the public, support decision-making and improve financial management.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

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

Employee is an employee of the Town of Vermilion.

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

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

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

SCOPE

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

| TASK | TITLE OR DEPARTMENT OF PERSON RESPONSIBLE |
|---|---|
| APPROVAL OF POLICY & AMENDMENTS | Council |
| HANDLING INQUIRIES & COMMUNICATING POLICY | Director of Corporate Services |
| MONITORING REVIEWS & IMPLEMENTATION | Chief Administrative Officer |

GUIDING PRINCIPLES

- In accordance with the Municipal Government Act, Council for the Town of Vermilion must annually appoint an auditor for the municipality to provide independent assurance that the municipality's financial statements are accurate, complete, free from material misstatement, and comply with public sector accounting standards.
- The appointment of the auditor shall be made year to year with consideration given to current contracts and contract renewal options, pending Council satisfaction.
- Agreements for the provision of auditing services shall not exceed a period of three (3) years.
- Despite auditing services falling below the minimum threshold of \$75,000 as established under the New West Partnership Trade Agreement (NWPTA), as amended from time to time, requests for quotations shall be circulated every three (3) years in order to provide Council with options for consideration as well as to encourage competitive pricing.
- The criteria by which the requests for quotations shall be evaluated will be specified within the request for quotations document at the time of circulation.
- Notwithstanding the above, the Town is not required to select or appoint any of the auditing firms that have submitted quotations through the aforementioned process, at their sole discretion.
- The Town reserves the right to sole source auditing firms in accordance with the Town's purchasing and procurement policies, as amended from time to time.

REQUEST FOR DECISION

SUBJECT

Cancellation of Utility Penalties Policy No. 25-21

RECOMMENDATION

That Council for the Town of Vermilion approve the Cancellation of Utility Penalties Policy No. 25-21 as presented.

BACKGROUND

The Cancellation of Utility Penalties Policy was created to establish the process by which administration may waive outstanding utility penalty amounts. The Director of Corporate Services and/or Finance Manager may, in review of the circumstances surrounding the request, waive utility penalties up to \$50.00 after reasonable steps have been taken to collect the amount(s) owing to the Town. Utility penalties shall only be waived in extenuating circumstances, at the sole discretion of the Director of Corporate Services and/or Finance Manager.

The current policy dates back to early 2000 and as such, this new policy would replace and thereby rescind the previous version.

IMPLICATIONS

A request for a penalty waiver must be made in writing to the Director of Corporate Services and/or Finance Manager, outlining the reasons for which they should be exempt from remitting payment of the applicable penalties.

For example (but not limited to):

- Resident regularly pays their bill on time but was late in a specific month;
- Resident did not receive their bill, whether by mail or electronic means;
- Resident moved; and/or
- Resident made a payment to the incorrect account.

If the request for the penalty waiver exceeds \$50.00, the request must be brought forward to Council for consideration.

ATTACHMENTS

1. Policy No. -2004 Cancellation of Utility Penalties
2. Cancellation of Utility Penalties No. 25-21

TOWN OF VERMILION

CANCELLATION OF UTILITY PENALTY POLICY

Approval Date: July 6, 2004 Motion No. 04/07/118

Title: Cancellation of Utility Penalty

Policy Statement:

1. THAT, the Director of Finance and Administration be given the authority to cancel outstanding utility penalty amounts up to \$20.00, after reasonable steps have been taken to collect the penalty (i.e. water has been shut off and customer is no longer residing in the community).
2. THAT, the Director of Finance and Administration be given the authority to use discretion on cancelling utility penalty amounts without attempting to collect the penalty depending on each individual case. (i.e. customer regularly pays bill on time and claims did not receive the invoice in the mail and was subsequently penalized).

The purpose of this policy is to:

Grant authorization to the Director of Finance to cancel outstanding utility penalty amounts within a specified amount.

POLICY 25-21

CANCELLATION OF UTILITY PENALTIES

| | | | |
|---------------------------|--------------------|-----------------------|--------------------|
| DATE OF ADOPTION: | July 6, 2004 | MOTION NUMBER: | |
| DATE OF AMENDMENT: | September 30, 2025 | DEPARTMENT: | Corporate Services |

PURPOSE

To establish the process by which administration may waive outstanding utility penalty amounts.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

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

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

Employee is an employee of the Town of Vermilion.

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

SCOPE

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

| TASK | TITLE OR DEPARTMENT OF PERSON RESPONSIBLE |
|---|---|
| APPROVAL OF POLICY & AMENDMENTS | Council |
| HANDLING INQUIRIES & COMMUNICATING POLICY | Director of Corporate Services |
| MONITORING REVIEWS & IMPLEMENTATION | Chief Administrative Officer |

GUIDING PRINCIPLES

- The Director of Corporate Services and/or Finance Manager may, in review of the circumstances surrounding the request, waive utility penalties up to \$50.00 after reasonable steps have been taken to collect the amount(s) owing to the Town.
- Utility penalties shall only be waived in extenuating circumstances, at the sole discretion of the Director of Corporate Services and/or Finance Manager.
- Annually, the Director of Corporate Services and/or Finance Manager shall provide a report to Council, which specifies the amount of utility penalties that were waived and the reason(s) for the waiver.
- A request for a penalty waiver must be made in writing to the Director of Corporate Services and/or Finance Manager, outlining the reasons for which they should be exempt from remitting payment of the applicable penalties.
 - For example:
 - Resident regularly pays their bill on time but was late in a specific month;
 - Resident did not receive their bill, whether by mail or electronic means;
 - Resident moved;
 - Resident made a payment to the incorrect account.
- In the event that a utility penalty waiver exceeds \$50.00, the request for the utility penalty waiver must be brought forward to Council for consideration.

ELIGIBILITY

- Utility bill penalty waivers will be reviewed and evaluated by the Director of Corporate and/or Finance Manager to determine eligibility.
- The Town reserves the right to deny the waiver of any, or all, utility penalties, as the case may be, at their sole discretion.

REQUEST FOR DECISION

SUBJECT

Request from the Canadian Union of Postal Workers

RECOMMENDATION

That Council for the Town of Vermilion receive the Canada Post Mandate Resolution as information.

OR

That Council for the Town of Vermilion send a letter to the Minister of Government Transformation, Public Works and Procurement, Joel Lightbound, to request that the mandate review take place once Canada Post has stabilized their operations, the impacts of the stamp price increase have been realized and until parcel volumes reflect sectoral demand, in support to the Canadian Union of Postal Workers.

BACKGROUND

Council was contacted (via the attached letter) by the Canadian Union of Postal Workers (CUPW) regarding the mandate review currently being undertaken by the Federal Government from October 2025 to March 2026. The CUPW expressed concerns that there may be no guarantee of public or stakeholder consultation during this process. They believe that any regulatory changes should only be considered once Canada Post has returned to a more stable operating system.

The CUPW is requesting that the Town of Vermilion:

- Pass a resolution calling for a delay of the mandate review;
- Urge the Federal Government to commit to a fully transparent public process that includes input and hearings from stakeholders across all regions; and
- Provide a written submission to the upcoming mandate review.

IMPLICATIONS

Should Council endeavor to support this request, administration could draft the letter to the CUPW advising of Council's decision.

ATTACHMENTS

1. Federal Government Plan: Canada Post Corporation Review Resolution
2. CUPW Email

Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

MAILING INFORMATION

- 1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

- 2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3

Town of Vermilion
5021 49th Ave
Vermilion AB T9X 1X1
info@vermilion.ca

Dear Mayor Rayment,

Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation (please see enclosure).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

I am asking your municipality to:

- 1) Pass a resolution asking for a delay on this mandate review,
- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;
- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Vanessa Murenzi at vmurenzi@cupw-sttp.org <mailto:vmurenzi@cupw-sttp.org>

Thank you for your attention to this matter.

Sincerely,

[A close-up of a blue signature AI-generated content may be incorrect.]

Jan Simpson

National President

Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

c.c.:

National Executive Board

Regional Executive Committees

CUPW Locals

CUPW Specialists

/mlg cope 225

Appendix A

Canada Post Corporation Review

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.

Source: Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians."

Canada.ca.

<https://www.canada.ca/en/government/system/consultations/consultingcanadians.html> <https://can01.safelinks.protection.outlook.com/?

url=https%3A%2F%2Fwww.canada.ca%2Fen%2Fgovernment%2Fsystem%2Fconsultations%2Fconsultingcanadians.html&data=05%7C02%7Cpjaremco%40vermillion.ca%7Cf829b41a1cee426095bd08ddfbfa0f68f%7C5c1ad89019db47a89f876da61ea51d12%7C0%7C0%7C638943391077396176%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoITWVpbGlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=qAhDvODZFSPYeyPTjScC3w6rrfP6i%2F9Ws%2Bc92NBDWM0%3D&reserved=0>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

INFORMATION ITEM

SUBJECT

Accounts Payable Listing

RECOMMENDATION

THAT Council for the Town of Vermilion receive the Accounts Payable Listing for the period of September 11 - 18, 2025 as information.

BACKGROUND

The accounts payable listing for the period of September 11 -18, 2025 period is \$328,383.50.

| | |
|---------|--------------|
| Payroll | \$ 86,180.91 |
|---------|--------------|

| | |
|--------------------|--------------|
| Cheques, EFT & PAP | \$242,202.59 |
|--------------------|--------------|

ATTACHMENTS

1. Cheque Register Summary

COUNCIL MEETING - September 30, 2025

ACCOUNTS PAYABLE

Payroll - September 11, 2025

\$ 86,180.91

Accounts Payable - September 11 - 18, 2025

Cheques & EFT & PAP

\$ 242,202.59

TOTAL

\$ 328,383.50

Cheque Register - Summary-Supp.



AP5100

Date : Sep 18, 2025

AGENDA ITEM #5.1.

Page : 1
Time : 1:24 pm

Supplier : 10423001 To ZWEIF001
 Trans. Date : 11-Sep-2025 To 18-Sep-2025
 Cheque Date : 11-Sep-2025 To 18-Sep-2025
 Cheque No : All
 Batch No : All

Bank : Bank : 01 To 99

Status : Issued

Medium :

M=Manual C=Computer E=EFT-PAP T=EFT-File

| Chq/Ref # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|------------|-------------|------------|------------------------------------|--------|-------|--------|-----------|
| 00142-0001 | 18-Sep-2025 | LOCAL001 | LOCAL AUTHORITIES PENSION PLAN | Issued | 620 | T | 18644.29 |
| 00143-0001 | 18-Sep-2025 | ACEWA001 | ACE WATER CORP. | Issued | 623 | T | 178255.20 |
| 00143-0002 | 18-Sep-2025 | CANOE001 | CANOE PROCUREMENT GROUP OF CAN | Issued | 623 | T | 334.97 |
| 00143-0003 | 18-Sep-2025 | CENTR002 | CENTRALSQUARE SOFTWARE INC | Issued | 623 | T | 882.00 |
| 00143-0004 | 18-Sep-2025 | CORNE002 | CORNERSTONE CO-OPERATIVE | Issued | 623 | T | 253.16 |
| 00143-0005 | 18-Sep-2025 | ENERG001 | ENERGY SUPPLY A DIVISION OF ROCK E | Issued | 623 | T | 190.67 |
| 00143-0006 | 18-Sep-2025 | G001 | STAFF MEMBER | Issued | 623 | T | 122.00 |
| 00143-0007 | 18-Sep-2025 | HACHS001 | HACH SALES & SERVICE | Issued | 623 | T | 3253.32 |
| 00143-0008 | 18-Sep-2025 | LAKEL001 | LAKELAND COLLEGE VERMILION | Issued | 623 | T | 40.76 |
| 00143-0009 | 18-Sep-2025 | LANDM001 | LANDMARK INDUSTRIES LTD. | Issued | 623 | T | 627.38 |
| 00143-0010 | 18-Sep-2025 | L002 | STAFF MEMBER | Issued | 623 | T | 427.02 |
| 00143-0011 | 18-Sep-2025 | MANIT001 | MANITOULIN TRANSPORT | Issued | 623 | T | 384.75 |
| 00143-0012 | 18-Sep-2025 | MCELH001 | MCELHANNEY LTD. | Issued | 623 | T | 18406.67 |
| 00143-0014 | 18-Sep-2025 | PT00000006 | SNELGROVE CONSTRUCTION | Issued | 623 | T | 3118.50 |
| 00143-0013 | 18-Sep-2025 | RONAV001 | RONA VERMILION | Issued | 623 | T | 5257.74 |
| 00143-0015 | 18-Sep-2025 | UFACO001 | UFA CO-OPERATIVE LIMITED | Issued | 623 | T | 636.28 |
| 00143-0016 | 18-Sep-2025 | VERMI006 | VERMILION CAR AND TRUCK WASH | Issued | 623 | T | 101.64 |
| 00143-0017 | 18-Sep-2025 | VERMI011 | VERMILION PLUMBING & HEATING LTD. | Issued | 623 | T | 208.95 |
| 30681 | 18-Sep-2025 | PT00000013 | RATE PAYER | Issued | 626 | C | 954.00 |
| 30682 | 18-Sep-2025 | PT00000012 | RATE PAYER | Issued | 626 | C | 150.00 |
| 30683 | 18-Sep-2025 | KHDES001 | KH DESIGNS | Issued | 626 | C | 262.50 |
| 30684 | 18-Sep-2025 | PT00000011 | RATE PAYER | Issued | 626 | C | 260.66 |
| 30685 | 18-Sep-2025 | M002 | CONTRACTOR | Issued | 626 | C | 6000.00 |
| 30686 | 18-Sep-2025 | MPED001 | MPE A DIVISION OF ENGLOBE | Issued | 626 | C | 1042.65 |
| 30687 | 18-Sep-2025 | THECO001 | THE COUNTY OF VERMILION RIVER | Issued | 626 | C | 387.48 |
| 30688 | 18-Sep-2025 | VERMI019 | VERMILION AGRICULTURAL SOCIETY | Issued | 626 | C | 2000.00 |

Total Computer Paid : 11,057.29

Total EFT PAP : 0.00

Total Paid : 242,202.59

Total Manually Paid : 0.00

Total EFT File Transfer : 231,145.30

Vermilion District Health Care Providers Attraction & Retention Committee TERMS OF REFERENCE Revised February 2024

Purpose:

The purpose of the Vermilion District Health Care Providers Attraction & Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing healthcare services to the community.

Objectives:

1. To coordinate recruitment and retention of needed health professionals (including but not limited to physicians, dentists, optometrists, chiropractors and other health care providers) amongst the existing health professionals, AHS and the community.
2. To reduce the need for recruitment through retention efforts.
Efforts should focus on three areas:
 - Integration into the medical practice community
 - Family integration into the community
 - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals, AHS and Community.

Membership:

Vermilion District Health Care Providers Attraction & Retention Committee will consist of (11) members, (5) of which are voting members and (6) of which are non-voting members:

- 1 member each from the (4) participating municipalities of
 - Mannville
 - County of Vermilion River
 - County of Minburn
 - and Town of Vermilion (all whom are voting members)
- 1 administrator - an employee of one of the participating municipalities (non-voting) and administrative support
- 1 physician advisor
- 1 clinic advisor (non-voting)
- 1 AHS representative (non-voting)
- 1 RPAP representative (non-voting)
- Up to a max of 3 community representatives (voting other than requisitions)
- Kalyna Primary Care Network (non-voting)

Vermilion District Health Care Providers Attraction & Retention Committee will appoint from within its' members, through consensus, the position of Chair and Vice-Chair.

Finances:

Finances shall be raised from the participating communities using annual or special per capita requisitions as voted on by the majority. Other fundraising activities may be considered.

Funds may be used to support recruitment and appreciation activities and include but are not limited to bursaries, appreciation gifts/celebrations, recruitment incentives, and other recruitment and retention activities as voted on by the membership.

Term:

Members of the Vermilion District Health Care Providers Attraction & Retention Committee will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by the Vermilion District Health Care Providers Attraction & Retention Committee if needed.

Members representing the County, the Town and Alberta Health Services, shall ensure that alternate members are appointed and that the members are responsible to ensure alternates are advised of meetings if the appointed member is unable to attend.

Meetings:

1. Meetings will be held 3X per year (October, February, June), unless called by the Chair.
2. Quorum will be considered. Four voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Minutes should not be made public until approved by Vermilion District Health Care Providers Attraction & Retention Committee at a subsequent meeting. Members that are a representative may share these minutes with their organization.
5. Minutes will be distributed by email to the members of Vermilion District Health Care Providers Attraction & Retention Committee at least one week prior to the next meeting when possible.

Communication:

The Chair shall be the contact for the Committee, unless there is an alternate designate, and will ensure that approved messages and actions of the committee are communicated to residents by way of newspaper, municipal websites or other forms of communication.

Governance Structure:

1. The Vermilion District Health Care Providers Attraction & Retention Committee shall function on a collaborative/consensus committee process, meaning that all parties should participate equally and that decision-making will aim to have full agreement on course of action to be followed. Formal voting is required for financial matters or only as a last option.
2. The Committee may decide to appoint working sub-committees to work on specific functions, such as physician attraction, clinic issues, communication and marketing, organizing a site visit, housing, spousal employment, etc.

3. Such working sub-committees shall be chaired by one member of the Vermillion District Health Care Providers Attraction & Retention Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.



Chairperson

Date: *Sept 12 2025*



Administrator

Page 1 of 3

February 2024

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