

**Town of Vermilion
Regular Council
Tuesday, January 7, 2025 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 - December 17, 2024**
- 4. NEW BUSINESS**
 - 4.1. Public Commentary**
 - 4.2. Capital Budget Amendments - RCMP Building Roof Funding - Staff Recommendation**
 - 4.3. Sewer Trunk Main Funding - Staff Recommendation**
 - 4.4. Operating Line of Credit - Staff Recommendation**
 - 4.5. County of Vermilion River and Town of Vermilion Fire Services Agreement**
- 5. FINANCIAL**
- 6. COUNCIL ROUND TABLE**
- 7. ADJOURNMENT**

**TOWN OF VERMILION
MINUTES OF REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, DECEMBER 17, 2024, AT 6:00 P.M.**

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Robert Pulyk
Councillor Kirby Whitlock
Interim Chief Administrative Officer Michael van der Torre
Manager Economic Development Mary Lee Prior
Director of Infrastructure and Planning Services Robert Dauphinee
Director of Corporate Services Brian Leibel
Infrastructure and Planning Administrative Assistant Madison Barrett

VIA VIDEO CONFERENCE

Councillor Kevin Martin
Councillor Paul Conlon

1. CALL TO ORDER

Deputy Mayor Joshua Rayment called the meeting to order at 6:01 p.m.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – December 3, 2024

Moved by Councillor Robert Pulyk “That the Minutes of the Regular Meeting of Council of December 3, 2024, be accepted as presented.” **CARRIED.**

4. OLD BUSINESS

4.1 District Housing Requisition

Deputy Mayor Joshua Rayment spoke to the District Housing Requisition and expressed that Council is doing everything in their power to prevent or at least prolong this decision.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion accept the District Housing Requisition equalized assessment split of 50/50 between the Town of Vermilion and the County of Vermilion River.” **DEFEATED**
MOTION#24/12/154

5. NEW BUSINESS

5.1. Public Commentary

Deputy Mayor Joshua Rayment opened the Public Commentary session at 6:11 p.m.

Deputy Mayor Rayment welcomed Darcy Balaneski to the meeting. Darcy expressed concerns regarding the NOTAM at the Vermilion Airport. He explained as a business owner he relies on the airplanes coming into the airport to support his business. He explained, as an Airport Committee member, that he thinks an RSC would be a better choice.

Deputy Mayor Rayment thanked Mr. Balaneski for coming in.

Deputy Mayor Joshua Rayment welcomed Erwin Warkentin to the meeting. Mr. Warkentin also expressed his concerns with the Vermilion Airport NOTAM and communicated that a

heads up to the Airport community would have been appreciated so that accommodations could be made.

Deputy Mayor Rayment thanked Mr. Warkentin for coming in.

Deputy Mayor Rayment welcomed Justin Thompson to the meeting. Mr. Thompson expressed he was under the impression that an appeal was requested when he spoke at the November 19, 2024 Regular Meeting of Council for the citations he received for his dog roaming. Council directed Mr. Thompson to write a formal letter to Council requesting the appeal as they were not aware that was the purpose of his last Public Commentary.

Deputy Mayor Rayment thanked Mr. Thompson for coming in.

5.2. Purchase Policy Update 2025 – Staff Recommendation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approve the updated Purchasing Policy for the Town of Vermilion effective January 2025.” **CARRIED MOTION#24/12/155**

5.3. Elected Officials Renumeration Policy – Staff Recommendation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion change the Elected Officials Renumeration Policy to include 2.5 “Upon the Deputy Mayor performing the duties of the Elected Mayor for a period longer than 30 days, due to the Elected Mayor being removed from office, sanctioned, or any other combination of circumstances where the Elected Mayor is no longer receiving their respected honorarium, that amount shall be moved to the Deputy Mayor’s honorarium.” **CARRIED MOTION#24/12/156**

Recorded Vote

In Favour – Deputy Mayor Joshua Rayment, Councillor Robert Snow, Councillor Kevin Martin, Councillor Paul Conlon, and Councillor Kirby Whitlock
Opposed – Councillor Robert Pulyk

Deputy Mayor Joshua Rayment called recess at 6:41 p.m. and reconvened at 6:44 p.m.

5.4. 2025 Operating & Capital Budget – Staff Recommendation

Moved by Councillor Robert Pulyk “That Council for the Town of Vermilion approve the 2025-2029 Operating Budget with revenues and expenses detailed in the attached appendix A and 2025-2034 Capital Budget and Forecast with expenditures and funding detailed in Appendix B, which includes an increase in property tax revenue of 3.9%, an increase in Water, Sewer and Solid Waste Utility rates as detailed in Appendix C.” **CARRIED MOTION#24/12/157**

5.5. Vermilion and District Multicultural and Historical Society – Committee Recommendation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion approves the grant application to the Vermilion and District Multicultural and Historical Society in the amount of \$1000 to go towards to upgrade to more energy efficient lighting options.” **CARRIED MOTION#24/12/158**

5.6. Sale Price of Industrial Lots – Committee Recommendation

Moved by Councillor Kirby Whitlock “That Council for the Town of Vermilion update the sale price of industrial lots for both Yellowhead Business Park and East Point Business Park from \$50,000 to \$99,000 per acre (including offsite levies) effective immediately January 1, 2025. Sale prices will be reviewed by Council in April of 2025.” **CARRIED MOTION#24/12/159**

6. COMMITTEE REPORTS

6.1. Economic Development – Minutes of December 10, 2024

6.2. The Good Life Institute – Minutes of December 9, 2024

- 6.3. The Good Life Institute – Savory Summary Report
- 6.4. Vermilion & District Chamber of Commerce – Minutes of November 13, 2024
- 6.5. Vermilion & District Chamber of Commerce – Minutes of December 10, 2024

Accepted as Information.

7. MANAGEMENT REPORTS

Management for the Town of Vermilion presented their reports.

8. FINANCIAL

- 8.1. Accounts Payable for the period of November 29th – December 12th, 2024.

Accepted as Information.

9. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

10. CORRESPONDENCE

- 10.1. County of Vermilion River – Agenda of December 10, 2024
- 10.2. Shawn Jacula Follow Up
- 10.3. Concerns Regarding Closure of Airport

Correspondence was accepted as information.

11. CLOSED SESSION

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

Moved by Councillor Robert Snow “That Council for the Town of Vermilion go in closed session at 8:04 p.m.” **CARRIED**
MOTION #24/12/160

Director of Infrastructure and Planning Services Robert Dauphinee and Director of Corporate Services Brian Leibel left the meeting at 8:00 p.m.

Manager of Economic Development Mary Lee Prior left the meeting at 8:19 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 9:00 p.m. **CARRIED**
MOTION#24/12/161

11. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 9:00 p.m.

READ AND CONFIRMED ON THIS 7th DAY OF January 2025 A.D.

Interim Chief Administrative Officer

Deputy Mayor



DECISION ITEM:

DATE: January 7, 2025

TOPIC:

Capital Budget Amendments

BACKGROUND:

Whereas the Municipal Government Act (MGA) Section 245 stipulates Council must annually approve a capital budget and the capital budget must include under MGA section 246 the following components;

- A. The amount needed to acquire, construct, remove or improve capital property
- B. The anticipated sources and amounts of money to pay the costs referred to
- C. The amount (if any) to be transferred from the operating budget

Whereas Council may subsequently amend the capital budget with additions, deletions, or alterations through a motion by council;

And whereas RCMP K-Division has offered to cover \$33, 000 of the cost of the roof,

Therefore a capital budget amendment is brought to council to approve the funding source.

FINANCIAL IMPLICATIONS

Approving the amendment will not change the total \$70,000 capital budget, or the costs of the reroof.

Capital	(2024) Budget	Revised Budget	(Decrease) Increase
RCMP Building Roof	\$70,000	\$70,000	0
Debt Funded			0
Reserve Funded	70,000	37,000	(33,000)
LGFF Funded			0
Third Party Contribution	0	33,000	33,000

OPTIONS FOR CONSIDERATION

1. Approve the amendment
2. Modify the amendment to include different funding sources
3. Do not approve any amendments to the budget

STAFF RECOMMENDATIONS:

The council for the Town of Vermilion approves an amendment to the 2024 Capital Budget to add third party contribution from RCMP K-Division of \$33,000 to the RCMP Building budget of \$70,000 and reduce funding from reserve by \$33,000.



STAFF RECOMMENDATION

DATE

January 7, 2024

ISSUE

Funding for Sanitary Sewer Trunk Main

BACKGROUND

Whereas the Town of Vermilion has a program to upgrade existing sewer collection infrastructure;

The proposed project aims to complete the remaining upgrade of the sanitary main from west of Hwy 41 to the new section just west of the WWTP. This will complete all work related to upgrading the trunk main.

As outlined in Section 4.1 of the 2022-2026 Strategic Plan—Explore funding and construction options for the sewer trunk main to support future development—the sanitary trunk main project is proposed as a five-year phased initiative. This replacement is crucial due to the current line's deteriorated state and maximum capacity. Upgrading the line will enhance its condition and support the development of North Brennan, which is currently constrained by the limitations of the existing sanitary main.

Administration intends to pursue other grants and may come forward with budget amendments in the future to change funding sources if other grant funding can be secured. This budget and funding source was approved in the 2025 Capital Budget and the bylaw must be in place, even if the borrowing is not utilized in the future to allow staff to move forward.

FINANCIAL IMPLICATIONS

The total increase to our long term debt will be \$2,250,000 in the upcoming years if no alternate funding source (ie: grant) can be found for the project.

We expect an interest rate close to 4.89% and semi-annual payments of approximately \$78,461 of combined interest and principal which may begin in 2025 or later dependent on cashflow considerations. Currently the projection is for debenture payments to begin in 2026, with funding from sewer utility rates.

OPTIONS FOR CONSIDERATION

1. Approve the borrowing bylaw
2. Withhold approval and delay the project



RECOMMENDATION

That council for the Town of Vermilion give first reading to borrowing Bylaw 1-2025 in the amount of \$2,250,000 to allow for debenture financing and advertise the proposed Bylaw in the Vermilion Standard as required by the Municipal Government Act. Section 251 (3.)

PROPOSED BY

Brian Leibel

Director of Corporate Services

**BY-LAW NO. 1-2025
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

THIS BY-LAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO
INCUR AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES FOR THE
PURPOSE OF CONSTRUCTION OF SANITARY TRUNK MAIN REPLACEMENT

WHEREAS The Council of the municipality has decided to issue a By-law pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completing of SANITARY TRUNK MAIN REPLACEMENT.

AND WHEREAS the municipality has made plans, specifications and estimates for the project and confirms the total cost of the said project is estimated at \$7,300,000 (Seven Million Three Hundred Thousand Dollars)

AND WHEREAS the Council of the municipality in order to construct and complete the said project, it will be necessary for the Municipality to borrow up to the estimated sum of \$2,250,000 (Two Million Two Hundred Fifty Thousand Dollars) for a period not to exceed 25 years, by the issuance of a debenture on the terms and conditions referred to in this By-law.

AND WHEREAS the estimated lifetime of the project is Twenty Five (25) years.

AND WHEREAS the principal amount of the outstanding debt of the municipality at December 31, 2023 is \$10,504,435 and no part of the principal or interest is in arrears.

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED ENACTS AS FOLLOWS:

- 1. That for the purpose of constructing the Sanitary Trunk Main Replacement up to the estimated sum of \$2,250,000 (Two Million Two Hundred Fifty Thousand) shall be borrowed from Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the municipality at large of which the full sum of \$2,250,000 (Two Million Two Hundred Fifty Thousand) is to be paid by the Municipality at large.
- 2. The proper officers of the municipality are hereby authorized to issue debentures on behalf of the municipality for the amount and purpose as authorized by this By-law, namely the construction of the Sanitary Trunk Main Replacement.
- 3. The municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual equal payments of combined principal and interest instalments not to exceed twenty five (25) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed ten percent (10%).
- 4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
- 5. The indebtedness shall be contracted on the credit and security of the Municipality.
- 6. The net amount borrowed by the bylaw shall be applied only to the project specified by this Bylaw.
- 7. This By-law shall take effect on the day of the final passing thereof.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20____.

Mayor

Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20____.

Mayor

Chief Administrative Officer

READ A THIRD TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20____.

Mayor

Chief Administrative Officer



STAFF RECOMMENDATION

DATE

January 7, 2025

ISSUE

Operating Line of Credit – Borrowing Bylaw

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 administrations ability to access this facility, therefore administration has prepared the attached Bylaw to replace Bylaw 1-2024.

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 + 0.3% which is 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

RECOMMENDATION

Administration recommends that council give 1st, 2nd and 3rd reading to the Operating Line of Credit Borrowing Bylaw 2-2025

PROPOSED BY

Brian Leibel

Director of Corporate Services

**BY-LAW 2-2025
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. 1-2024 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