

**Town of Vermilion
Regular Council
Tuesday, August 13, 2024 at 6:00 P.M.**

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1. CALL TO ORDER

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9.2. County of Vermilion River - Agenda of July 16, 2024

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

11. ADJOURNMENT

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

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Robert Snow
Councillor Kevin Martin
Councillor Paul Conlon
Councillor Kirby Whitlock
Councillor Robert Pulyk
Interim Chief Administrative Officer Michael van der Torre
Director of Corporate Services Brian Leibel
Director of Infrastructure and Planning Services Robert Dauphinee
Infrastructure and Planning Administrative Assistant Madison Barrett

REGRETS:

Manager 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

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

Addition of

‘4.8 Letter of Endorsement’ under 4 NEW BUSINESS

‘8.4 Alberta Municipal Affairs Letter’ under 8 CORRESPONDENCE

‘9.2 Pursuant to Part 1, Division 2, Section 17(2) of the Freedom of Information and Protection of Privacy Act Personnel’ under 9 CLOSED SESSION

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – June 18, 2024

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of June 18, 2024 be accepted as presented.” **CARRIED.**

4. NEW BUSINESS

4.1. Public Commentary

Deputy Mayor Joshua Rayment opened the public commentary session at 6:02 p.m.

Deputy Mayor Joshua Rayment welcomed Mr. Keith Grimwood into the public commentary session. Mr. Keith Grimwood addressed Council and inquired if the Urban Laying Hen Bylaw would be passed this summer.

Deputy Mayor Joshua Rayment declared the public commentary session closed at 6:03 p.m.

4.2. Airport Advisory Committee Report to Council

Geoff Hancock and Austin McDonald spoke to the progress of the GPS approaches for the Town of Vermilion Airport and the details of what this program could offer the Airport.

4.3. Bylaw 6.2024 – Animal Control Bylaw – Staff Recommendation

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion give first reading to 6.2024 Animal Control Bylaw.” **CARRIED**

4.4. Bylaw 6.2024 - Animal Control Bylaw – For Information

4.5. Bylaw 7.2024 – Urban Laying Hen Bylaw – Staff Recommendation

Moved by Councillor Robert Snow “That Council for the Town of Vermilion give first reading to 7.2024 Urban Laying Hen Bylaw.” **CARRIED**

4.6. Bylaw 7.2024 – Urban Laying Hen Bylaw – For Information

4.7. Parks, Recreation, Culture and Environment Ice Rates – Committee Recommendation

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion approve the Parks, Recreation, Culture and Environment Board to increase Ice Rates 4% for the 2024/2025 season. Effective September 1, 2024. **CARRIED.**
MOTION #24/07/105

4.8. Letter of Endorsement

Moved by Councilor Kirby Whitlock “That Council for the Town of Vermilion accept the Letter of Endorsement in support of Evan Whitfield specializing in his last year of medicine as a General Practitioner Anesthesiologist.” **CARRIED.**
MOTION #24/07/106

6. FINANCIAL

6.1. Accounts Payable for the period of June 19 – July 16, 2024 - Accepted as Information.

7. COUNCIL ROUND TABLE

7.1. The Council for the Town of Vermilion presented their reports.

8. CORRESPONDENCE

8.1. County of Vermilion River – Minutes of May 28, 2024

8.2. County of Vermilion River – Minutes of June 11, 2024

8.3. County of Vermilion River – Agenda of June 25, 2024

8.4 Alberta Municipal Affairs Letter

Correspondence was accepted as information.

9. CLOSED SESSION

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

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion go in closed session at 7:08 p.m.” **CARRIED.**
MOTION #24/07/107

Director of Infrastructure and Planning Services Robert Dauphinee and Director of Corporate Services Brian Leibel left the meeting at 7:08 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 7:20 p.m.” **CARRIED.**
MOTION #24/07/108

Moved by Councillor Robert Snow “That Council for the Town of Vermilion go in closed session at 7:21 p.m.” **CARRIED.**
MOTION #24/07/109

Interim Chief Administrative Officer Michael van der Torre left the meeting at 7:21 p.m.

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

9.2 Personnel

Interim Chief Administrative Officer Michael van der Torre returned to the meeting at 7:26 p.m.

Moved by Councillor Robert Snow “That Council for the Town of Vermilion revert back to the Regular Meeting of Council at 7:37 p.m.” **CARRIED.**
MOTION #24/07/110

10. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 7:37 p.m.

READ AND CONFIRMED ON THIS 13TH DAY OF AUGUST, 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor

STAFF RECOMMENDATIONS

DATE: August 13, 2024

TOPIC:

The Vermilion Animal Control Bylaw

PROPOSAL:

The purpose of this Bylaw is to regulate and control the running at large of Dogs and Cats in the Town.

The Owner of a Dog or Cat over six (6) months of age shall obtain a license for that Dog or Cat by submitting a written application and paying the applicable license, within Fifteen (15) days of becoming the Owner of such Dog or Cat or taking up residence within the Town. If the Owner of a Dog or Cat over the age of six (6) months of age becomes the Owner of that Dog or Cat or becomes a resident within the Town between July 1st and December 31st in any year, the license fee required shall be Fifty (50%) percent of the annual fee.

Dog and Cat licenses are issued under this Bylaw are annually renewable and the Owner of a Dog or Cat required to be licensed pursuant to this Bylaw shall before January 15th in each year, renew the applicable license by completing the appropriate renewal form and paying a renewal fee. Any person who fails to license a Dog or Cat pursuant to this Bylaw or fails to renew a license previously issued before January 15th in any year, is guilty of an offence and liable, upon summary conviction, to a fine. No more than three (3) Dogs and three (3) Cats shall be harboured or permitted to remain upon or in any land, house, shelter, room or place, building structure, or premises within the boundaries of the Town unless certain criteria is met.

PROPOSED BY:

Michael Van Der Torre

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give second and third reading to Bylaw 6.2024 The Vermilion Animal Control Bylaw

Submitted By:

Michael Van Der Torre

Department Head

**BY-LAW 6.2024
OF THE
TOWN OF VERMILION
(hereinafter referred to as the “Municipality”)**

**BEING A BY-LAW OF THE TOWN OF VERMILION
IN THE PROVINCE OF ALBERTA TO PROVIDE FOR
THE LICENSING REGULATION AND CONTROL OF
ANIMALS IN THE CORPORATE LIMITS OF THE
TOWN OF VERMILION**

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, authorizes the Council of the Town of Vermilion to pass Bylaws for the licensing and regulating the control of animals in the Town.

AND WHEREAS the Council of the Town of Vermilion deems it to be in the best interest of the residents of the Town to regulate and control the running at large of Dogs and Cats in the Town.

AND WHEREAS the Council of the Town of Vermilion deems it to be in the best interest of the residents of the Town to license Dogs, Cats, and other Domestic Animals in the Town.

AND WHEREAS the Council of the Town of Vermilion deems it to be in the best interest of the residents of the Town to regulate and control activities for the keeping of Domestic Animals in the Town.

NOW THEREFORE, the Municipal Council for the Town of Vermilion in the Province of Alberta, Duly assembled and pursuant to the authority conferred upon it by the Municipal Government Act, hereby enacts as follows:

TITLE

- 1. This Bylaw may be cited as “The Vermilion Animal Control Bylaw”.

DEFINITIONS

- 2. In this Bylaw unless the context otherwise requires:
 - (1) “Capture” shall mean with the use of devices or cage traps so as to limit the harm or distress.
 - (2) “Cat” shall mean a Domestic Animal of the Felidae family.
 - (3) “Cattery” shall mean any place owned by any person, group of persons, or corporation engaged in the commercial business of breeding, buying, selling, training, or boarding of Cats.
 - (4) “Controlled Dog” shall mean any Dog, whatever its age or breed, that, in the opinion of the Municipal Enforcement Officer or designate:
 - a) shows a propensity, disposition, or potential to attack or injure without provocation, other animals or humans;
 - b) without provocation, chases in a threatening matter any person or animal that approaches it;
 - c) is a continuing threat of serious harm to other animals or humans; or

Any dog that has been the subject of an order or direction of a Justice pursuant to the *Dangerous Dogs Act*, R.S.A. 2000, c. D-3, as amended or repealed and replaced from time to time.

- (5) “Dog” shall mean a Domestic Animal of the Canidae family.
- (6) “Domestic Animal” shall mean an animal of species of vertebrates or invertebrates that has been domesticated by man so as to live and breed in a tame condition and depends on man for survival and includes dogs, cats, horses, pigs, sheep, llamas, rabbits, chickens, geese, turkeys, pigeons, and any fur-bearing animals commonly raised for commercial purposes.
- (7) “Junior License” shall mean a license issued for a Dog or a Cat under the age of six (6) months.
- (8) “Kennel” shall mean any place owned by any person, group of persons, or corporation engaged in the commercial business of breeding, buying, selling, training, or boarding of Dogs.
- (9) “Land Use Bylaw” shall mean the Town’s Land Use Bylaw No. 1-2006, as amended or repealed and replaced from time to time.
- (10) “Licence Tag” shall mean identification tag of metal or other material issued by the Town showing the license number and year of a specific animal.
- (11) “Livestock” shall mean Cattle or Horses, and such other animals as may be listed in **Schedule “C”** to this Bylaw, as revised by Resolution of Council from time to time.
- (12) “Municipal Enforcement Officer” shall mean a member of the Royal Canadian Mounted Police, a member of a municipal police service, a Special Constable appointed by the Town of Vermilion pursuant to the provisions of the *Police Act*, R.S.A. 2000, c.P-17, as amended or repealed and replaced from time to time, a Peace Officer appointed pursuant to the *Peace Officer Act*, R.S.A. 2000, c.P-3.5 as amended or replaced and replaced from time to time, or a Bylaw Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.
- (13) “Owner” shall mean a Person:
 - a) who has the care, charge, custody, possession, or control of a Domestic Animal;
 - b) who owns or claims a proprietary interest in a Domestic Animal;
 - c) who harbours or permits a Domestic Animal to be present on any property owned or under his control;
 - d) who claims and receives a Domestic Animal from custody of the Pound or a Municipal Enforcement Officer; or

- e) to whom a Licence Tag was issued for a Dog or Cat in accordance with this Bylaw.
- (14) “Person” shall include a partnership or corporation.
- (15) “Physical Control” shall mean:
 - a) restrained by a leash not exceeding three (3) metres in length; or
 - b) kept in:
 - (i) a container.
 - (ii) an enclosure; or
 - (iii) a motor vehicle.
 - (iv) the back of an open truck if restrained by a leash not allowing the dog to be removed from the open truck.
- (16) “Possession” shall mean a Person who:
 - a) has Physical Control of a Domestic Animal.
 - b) has transferred Physical Control of a Domestic Animal to another person for the purpose of allowing that person to exercise control over that Domestic Animal for a period of time; or
 - c) where one or two or more persons, with the knowledge and consent of the other, or others, has Physical Control of a Domestic Animal, the Domestic Animal shall be deemed to be in the control of each and all of them.
- (17) “Pound” shall mean such a place as may, from time to time, be established for the impounding and keeping of Domestic Animals in accordance with the provisions of this Bylaw.
- (18) “Poundkeeper” shall mean any person or persons duly authorized to operate a Pound and may include a Municipal Enforcement Officer.
- (19) “Private Property” shall mean all property within the boundaries of the Town other than property constituting Public Property.
- (20) “Public Property” shall mean property owned by or under the control and management of the Government of Canada, the Government of Alberta, or the Town, contained within the boundaries of the Town.
- (21) “Registered Veterinarian” shall mean a Registered Veterinarian as defined in the *Veterinary Profession Act*, R.S.A. 2000, c. V-2, as amended or repealed and replaced from time to time.

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- (22) “Running at Large” shall mean any Dog or other Domestic Animal found off the property of its Owner, which is not on a leash and not under the Physical Control of a responsible and competent Person.
 - (23) "Secure Enclosure" shall mean a building, cage, fenced area, or other enclosure for the retaining of a Domestic Animal and which prohibits the Domestic Animal from jumping, climbing, digging, flying, or using any other means to exit the enclosure and which is capable of prohibiting the entry of young children into the enclosure.
 - (24) “Town” shall mean the Town of Vermilion in the Province of Alberta.
 - (25) “Town Council” shall mean the municipal council of the Town of Vermilion in the Province of Alberta.
 - (26) “Town Manager” shall mean the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on that Officer by Town Council from time to time.
 - (27) “Violation Tag” shall mean a tag or similar document issued by the Town pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.
 - (28) “Violation Ticket” shall mean a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, C. P-34, as amended or repealed and replaced from time to time, and any Regulations thereunder.
- 3. Words importing the masculine gender only also include the feminine gender where the context requires.
 - 4. Words importing the singular only also include the plural and vice versa where the context requires.

**GENERAL PROVISIONS AND LICENSING
OF DOGS AND CATS**

- 5. (1) The Owner of a Dog or Cat over six (6) months of age shall obtain a license for that Dog or Cat by submitting a written application and paying the applicable license fee as set out in **Schedule “A”** to this Bylaw, within Fifteen (15) days of becoming the Owner of such Dog or Cat, or of taking up residence within the Town, as applicable;
- (2) Where the Owner of a Dog or Cat over the age of six (6) months of age becomes the Owner of that Dog or Cat or becomes resident within the Town between July 1st and December 31st in any year, the license fee required pursuant to subsection 5(1) shall be Fifty (50%) percent of the annual fee established in **Schedule “A”**;
- (3) Dog and Cat licenses issued under this Bylaw are annually renewable and the Owner of a Dog or Cat required to be licensed pursuant to this Bylaw shall before January 15th in each year, renew the applicable license by completing the appropriate renewal form and paying a renewal fee as established in **Schedule “A”** to this Bylaw;
- (4) Any person who fails to license a Dog or Cat pursuant to this Bylaw or fails to renew a license previously issued before

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January 15th in any year, is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.

6.
 - (1) Notwithstanding Section 5 the Owner of Controlled Dog, regardless of the Dog’s age, shall obtain a license and pay the applicable license fee for a Controlled Dog as set out in **Schedule “A”** of this Bylaw.
 - (2) The Owner of a Controlled Dog who fails to apply for a license for the Controlled Dog pursuant to this Bylaw is guilty of an offence and upon summary conviction, liable to a fine as provided in **Schedule “B”** to this Bylaw.
7. Notwithstanding Section 5, the Owner of a Dog or Cat under the age of six (6) months old may obtain a Junior Licence for that Dog or Cat by written application to the Town providing such information as may be required.
8.
 - (1) Every Owner shall ensure that the License Tag is securely fastened to a chain, collar or harness worn by the Dog or Cat at all times when such Dog or Cat is not on the Owner’s property.
 - (2) An Owner whose Dog or Cat is not wearing a License Tag while off the Owner’s property shall be guilty of an offence and liable to a fine as provided in **Schedule “B”** of this Bylaw.
9. Licenses issued pursuant to this Bylaw shall not be transferable between animals, nor transferable between successive Owners of a particular animal.
10. No Person shall be entitled to a rebate as a result of the sale, death, or removal of a registered Dog or Cat from the physical jurisdiction of the Town, of the license fee paid in respect to that Dog or Cat.
11. Lost or damaged License Tags may be replaced by the Town upon payment by the Owner of the replacement fee set out in **Schedule “A”** of this Bylaw.
12. An Owner of a Dog, Controlled Dog, or Cat shall provide the following information with each application for a license:
 - (1) name, phone number, and street or rural address of Owner;
 - (2) name and description of the Dog, Controlled Dog, or Cat to be licensed;
 - (3) with respect to a Dog or Controlled Dog, the breed or breeds; and
 - (4) such other information as may be required by the Town.
13. Guide Dogs and assistance Dogs shall be licensed pursuant to this Bylaw however, no license fee shall be required where the Owner of the Dog presents the Dog’s identification card verifying that the Dog has been trained by a recognized school as an assistance Dog or meets the guide Dog qualifications as set out in the *Guide Dog Qualifications Regulations* AR 108/79, as amended or repealed and replaced from time to time.
14. The following persons do not require a license under this Part:

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- (1) holders of a valid Development Permit, issued pursuant to the Land Use Bylaw, authorizing the operation of a Kennel, Cattery, Animal Hospital, or Pound, which have Dogs or Cats boarded that are owned by Persons other than the operator, or have Dogs or Cats which are intended for sale;
- (2) Persons temporarily visiting the Town for a period not exceeding fourteen (14) days;
- (3) not-for-profit associations or not-for-profit corporations engaged in the provision of temporary shelters for abandoned or rescued Domestic Animals or an authorized Pound in accordance with this Bylaw; or
- (4) not for profit associations, not-for-profit corporations or government organizations providing specialized Dog services, including but not limited to assistant and guide Dogs, police Dogs and search and rescue Dogs.

NUMBER OF DOGS AND CATS

- 15. No more than three (3) Dogs and three (3) Cats shall be harboured or permitted to remain upon or in any land, house, shelter, room or place, building structure, or premises within the boundaries of the Town unless:
 - (1) the premises are lawfully used for the care and treatment of Domestic Animals operated by or under the charge of a Registered Veterinarian;
 - (2) the Owner is the holder of a valid and subsisting Development Permit to operate a Kennel, Cattery, Animal Hospital, Pound, or other Domestic Animal operation as authorized by the Land Use Bylaw;
 - (3) the Dogs or Cats in excess of the limit are under six (6) months of age, and the offspring of a licenced Dog or Cat residing at the same location;
 - (4) the Owner is a not-for-profit association, not-for-profit corporation, or government organization engaged in the provision of specialized Dog services, including but not limited to Guide Dogs, Police Dogs, and Search and Rescue Dogs; or
 - (5) the Owner is a not-for-profit association or not-for-profit corporation engaged in the providing of temporary shelter for abandoned or rescued Domestic Animals or an authorized Pound in accordance with this Bylaw.
- 16. Any Person who keeps, harbours, or permits an excess number of Dogs or Cats shall be guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.

CONTROL OF DOGS AND CATS

- 17. Subject to a development permit pursuant to the Land Use Bylaw, no Kennel or Cattery shall be permitted on residential property within the Town.
- 18. An Owner whose Dog Runs at Large within the boundaries of the Town is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.

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19. (1) The Owner of a Dog or Cat that causes damage to Public or Private Property within the Town is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw;
- (2) Where a Dog or Cat has defecated on any Public or Private Property within the Town other than the property of the Owner, the Owner shall be required to remove such defecation immediately and failure to do so shall constitute as an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw;
- (3) The Owner of a Dog or Cat that allows any defecated matter to remain on the Owner’s property or to accumulate to such an extent as to, in the opinion of a Municipal Enforcement Officer, constitute a nuisance by way of odour, unsightliness, or detrimental impact on the use, enjoyment or value of neighbouring property, is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw;
20. (1) The Owner of a Dog that barks, howls, or otherwise makes such noise so as, in the opinion of a Municipal Enforcement Officer, disturb the quiet or repose of any Person, is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw;
- (2) The Owner of a Cat that makes such noise so as, in the opinion of a Municipal Enforcement Officer, disturb the quiet or repose of any Person, is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.
21. The Owner of a Dog or Cat that
- (1) bites, attacks, threatens, or injures any Person;
- (2) chases a Motor Vehicle, bicycle, person on horseback, or Person walking or running;
- (3) kills, attacks, injures, or otherwise harasses Livestock, poultry, wildlife or other Domestic Animals;
- is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.
22. The Owner of a female Dog or Cat in “heat” shall be guilty of an offence if that female Dog or Cat is not kept contained or restrained, both on and off the Owner’s property, in a manner sufficient to avoid attracting other Dogs or Cats and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.
23. Any Person who, without the knowledge or consent of the Owner, unties, loosens, or otherwise frees a Dog or Cat that was tied or otherwise restrained, or who opens a gate, door, or other opening in a fence or Secure Enclosure in which a Dog or Cat has been confined and thereby allows the Dog or Cat to Run at Large, is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.

SPECIAL PROVISIONS FOR CONTROLLED DOGS

24. The Municipal Enforcement Officer may declare a Dog to be a Controlled Dog, where he has reasonable grounds to believe that,

either through personal observation, or on the basis of facts determined after an investigation of a complaint, the Dog:

- (1) has a known propensity, tendency, or disposition in a threatening manner and without provocation to chase, run at, attack, or bite any person or animal causing physical injury;
- (2) has in a threatening manner and without provocation chased, run at, attacked, or bitten any person or animal on more than one occasion, with or without causing physical injury;
- (3) has killed a Domestic Animal, Livestock or wildlife without provocation while off the owner's property; or
- (4) has been the subject of an order or direction of a Justice, pursuant to the *Dangerous Dogs Act*, as amended or repealed and replaced from time to time.

25. If a Municipal Enforcement Officer determines that a Dog is a Controlled Dog pursuant to section 24, he shall in writing:

- (1) inform the Owner that his Dog has been determined to be a Controlled Dog;
- (2) require the Owner to keep such Dog in accordance with the provisions relating to Controlled Dogs as set out in this Bylaw; and
- (3) inform the Owner that if the Controlled Dog is not kept in accordance with the provisions relating to Controlled Dogs as set out in this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw.

26. If a Dog is designated a "Controlled Dog" by a Municipal Enforcement Officer, the owner of that Dog has the right to request the designation be reviewed by Council. The request must be received by the Town Manager in writing within thirty (30) days of the official notice of designation.

- 27.
- (1) An Owner of a Controlled Dog shall maintain in force a policy of liability insurance in a form satisfactory to the Town providing third party liability coverage in a minimum amount of \$500,000.00 for injuries caused by the Owner's Controlled Dog and no license shall be issued for a Controlled Dog unless proof of such insurance coverage is provided to the Town with any application for a license.
 - (2) The liability policy shall contain a provision requiring the insurer to immediately notify the Town in writing should the policy expire or be cancelled or terminated.
 - (3) Where the policy of liability insurance for a Controlled Dog is cancelled or expires without renewal, the Controlled Dog license for the animal to which the liability insurance policy applied shall also terminate and no new Controlled Dog license shall be issued until proof of insurance has been provided pursuant to subsection (1).
 - (4) The Owner of a Controlled Dog who fails to obtain and maintain in force a liability insurance policy as required under subsection (1) is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule "B"** of this Bylaw.

28. (1) At all times while a Controlled Dog is on the property of its Owner, the Owner shall either keep such Dog confined indoors or if outside in a Secure Enclosure or other structure approved by the Municipal Enforcement Officer, constructed to prevent the escape of the Controlled Dog and capable of preventing the entry of young children.
- (2) Secured Enclosures shall have secure sides and a secure top and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot.
- (3) When a Controlled Dog is off the premises of the Owner, the Owner shall securely muzzle the Controlled Dog, and the Owner shall maintain Physical Control over the Controlled Dog through use of a lease, harness, or other retainer or device so as to prevent the Controlled Dog from attacking or biting any other Person or animal.
- (4) Subsection (3) shall not apply when the Controlled Dog is in a building or enclosure in attendance at a bona fide Dog show.
- (5) An Owner who fails to comply with the provisions of section 28(1) or (3) is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.
29. In addition to the remedies set forth in this Bylaw, if a Municipal Enforcement Officer determines that a Controlled Dog is not being kept in accordance with this Bylaw he may:
- (1) issue an order pursuant section 545 of the *Municipal Government Act*, RSA 2000 c.M-26, as amended or repealed and replaced from time to time, directing that the Dog shall be controlled in accordance with the Bylaw, or be removed from the physical boundaries of the Town; or
- (2) in the alternative, or in addition to the issuance of an Order under subsection (1), bring an application pursuant to the *Dangerous Dogs Act*, RSA 2000 c.D-3, as amended or repealed and replaced from time to time, for an order directing that the Dog to be controlled or destroyed.

CONTROL OF OTHER ANIMALS

30. The keeping of Domestic Animals, Livestock and any other animals in the Town is strictly prohibited except in accordance with the provisions of the Town’s Land Use Bylaw or as herein provided.
- (1) No Person shall keep any of the following on any premises within the Town;
- a) livestock;
 - b) large Domestic Animals other than Dogs, weighing over 10 kg;
 - c) bees;
 - d) poisonous snakes, reptiles, or insects unless permission has been granted by the Municipal Enforcement Officer.
- (2) Subsections (1)(a), (1)(b), (1)(c), and (1)(d) shall not apply to any premises within the Town where the keeping of such animals has been the subject to authority issued under the Town’s Land Use Bylaw.

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- (3) Subsection 1(a) shall not apply to the land owned and operated by Lakeland College zoned as Institutional in the Town of Vermilion Land Use Bylaw for the purpose of operations of the Lakeland College farm.

Rabbits:

- (4) No Person shall keep more than four (4) rabbits on the Premises within the Town.
 - (5) The Owner of rabbits shall keep those rabbits in a locked, Secure Enclosure which shall be kept in a clean and sanitary condition, and which shall be situated no closer than twelve (12) metres from any dwelling on the property, nor any closer than twelve (12) metres from any adjacent dwelling.
 - (6) Any Person who fails to comply with Section 30(4) to 30(5) of this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule “B”** of this Bylaw.
31. An Owner may keep Livestock within the boundaries of the Town so long as it is in compliance with the Town’s Land Use Bylaw, or the Livestock is boarded at an approved livery.
32. A Municipal Enforcement Officer may impound any Domestic Animal or Livestock found within the Town Running at Large or is otherwise in contravention of this Bylaw.

POUNDS AND POUNDKEEPERS

33. Council may establish one or more Pounds for keeping impounded Dogs, Cats and Domestic Animals and where Council has established a Pound, the Council shall set out the rules and regulations, not inconsistent with this Bylaw, pertaining to the conduct of the Poundkeeper and the administration of the approved Pound.
34. (1) The Poundkeeper shall keep all Dogs and Cats impounded for a period of at least seventy-two (72) hours including the day of impounding. Sundays, statutory holidays, and days that the Pound is not open shall not be included in the computation of the seventy-two (72) hour period.
- (2) Where a Dog or Cat that has been impounded bears obvious identification tattoos, brands, marks, tags or licenses, the Dog or Cat shall be kept by the Pound for a minimum of seventy-two (72) hours from the day that the Dog or Cat has been impounded and all reasonable steps are taken by the Municipal Enforcement Officer to locate the Owner during that time.
- (3) During this period, any healthy Dog or Cat may be redeemed by its Owner upon the Owner paying to the Poundkeeper impoundment fees for every twenty-four (24) hour period, or portion thereof, that the Dog or Cat has been impounded, any veterinarian costs for the treatment of the Dog or Cat, and where the Dog or Cat is required to be licensed and is not licensed, the appropriate license fee.
- (4) At the expiration of the time period in subsection (1) or (2) any impounded Dog or Cat that has not been redeemed may be sold, given away, or euthanized in a humane manner.
- (5) If the Owner of an impounded Dog or Cat is known but refuses to redeem the Dog or Cat, the Owner shall

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nevertheless be liable for the cost of impounding, maintaining, or euthanizing the Dog or Cat and such costs shall be recovered by the Town as a debt owing to the Town.

35. When any other Domestic Animal or Livestock, other than Dogs or Cats, is impounded, the Poundkeeper, or Municipal Enforcement Officer, shall immediately after the impounding and before any sale thereof:
- (1) post in his office a notice describing the Domestic Animal or Livestock that was impounded, including the estimated age, sex, colour, and brand or other mark of identification and that he intends to sell the Domestic Animal or Livestock at a public auction to be held on the day stated therein; and
 - (2) mail a copy of the notice described in subsection (1) to the person believed to be the Owner of the Domestic Animal or Livestock.
36. (1) The Poundkeeper shall retain all impounded Domestic Animals or Livestock, other than Dogs or Cats, for a period of seven (7) days including the day of mailing of the notice referred to in Section 37. Sundays, Statutory Holidays, and days that the Pound is not open shall not be included in the computation of the seven (7) day period.
- (2) During this period, any healthy impounded Domestic Animal or Livestock, other than Dogs or Cats, may be redeemed by its Owner upon the Owner paying to the Poundkeeper impoundment fees for every twenty-four (24) hour period or portion thereof that the impounded Domestic Animal or Livestock has been impounded, any veterinarian costs for the treatment of the Domestic Animal or Livestock, and where the impounded Domestic Animal is required to be registered and is not registered, the appropriate license fee.
37. On the date fixed in the notice described in Section 37 the Domestic Animal or Livestock, other than Dogs or Cats, described therein shall, unless redeemed, be sold at public auction and the proceeds of such sale, after paying the cost of impounding, maintaining and selling the Domestic Animal or Livestock, shall be paid by the Town of Vermilion:

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- (1) to the former Owner of the Domestic Animal or Livestock, other than Dogs or Cats, if he files with the Town of Vermilion within thirty (30) days of the sale a statutory declaration stating that he was the Owner of the Domestic Animal or Livestock sold; or
- (2) to the Town on the expiration of thirty (30) days from the date of the sale, if the former Owner of the Domestic Animal or Livestock, other than Dogs or Cats, does not file a statutory declaration describing in subsection (1) hereof within the time mentioned therein.

**AUTHORITY OF MUNICIPAL ENFORCEMENT OFFICERS AND
ENFORCEMENT GENERALLY**

38. A Municipal Enforcement Officer is hereby authorized to enforce the provisions of this Bylaw.
39. A Municipal Enforcement Officer is authorized to capture and impound all Dogs, Cats, other Domestic Animals or Livestock found Running at Large and to impound and deliver any Dog, Cat, other Domestic Animal or Livestock which he finds wounded, distressed, abandoned, at large, or diseased to a Registered Veterinarian and once treated to a Pound.
40. Any person who interferes with, hinders, delays, obstructs, prohibits, or otherwise impedes any Municipal Enforcement Officer or other municipal official or employee, in the performance of that Officer, official or employee's duties under this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine as provided in **Schedule "B"** of this Bylaw.
41.
 - (1) The Municipal Enforcement Officer is authorized to enter upon any Private or Public Property in pursuit of a Dog, Cat, other Domestic Animal or Livestock Running at Large and take such reasonable measures as are necessary to subdue and capture any Dog, Cat, Domestic Animal or Livestock, including the use of cage traps and tranquillizer equipment.
 - (2) The authority of a Municipal Enforcement Officer under subsection (1) shall not extend to entering into any structure in use as a private residence, unless the Municipal Enforcement Officer has first received the consent of the owner or occupant to enter the structure.
42. A Municipal Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Municipal Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
43. A Violation Tag may be issued to such Person either:
 - (1) personally;
 - (2) posted upon the door of the Owner or the Person accused;
 - (3) by registered mail of a copy to such Owner or Person at his or her last-known post office address; or
 - (4) left with a competent person who resides with the Owner or the Person alleged to have committed such offence.
44. A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the Town and shall state:

- (1) the name of the Owner or Person accused;
 - (2) the offence;
 - (3) the appropriate penalty for the offence as specified in **Schedule “B”** of this Bylaw;
 - (4) the time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and
 - (5) any other information as may be required by the Town.
45. Where a Violation Tag has been issued pursuant to this Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Tag.
46. In those cases where a Violation Tag has been issued, and if the penalty is not paid within the prescribed time period, a Municipal Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, as amended or repealed and replaced from time to time, to any Person whom the Municipal Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
47. Notwithstanding Section 47 of or anything in this Bylaw, a Municipal Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, as amended or repealed and replaced from time to time, to any Person whom the Municipal Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
48. Where a Violation Ticket has been issued to a person pursuant to this Bylaw, that Person may plead guilty to the offence by submitting to a Clerk of the Provincial Court, the specified penalty set out on the Violation Ticket at any time prior to the appearance date indicated on the Violation Ticket.
49. Except as otherwise provided in this Bylaw, a Person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable, upon summary conviction, to a fine of not more than Five Hundred (\$500.00) Dollars.
50. Where a Municipal Enforcement Officer or other designated officer of the Town has issued an Order pursuant to section 545 of the *Municipal Government Act*, RSA 2000 c.M-26, as amended, repealed and replaced from time to time, for the purpose of enforcing any provision of this Bylaw, any Person to whom the Order has been issued, who fails to comply with the terms and conditions of that Order within the time frame provided, shall be guilty of an offence and shall be liable, upon summary conviction, to a penalty as set out at **Schedule “B”** of this Bylaw.

GENERAL

51. No action shall be taken against any Person acting under the authority of this Bylaw for damages for destruction or other disposal of any Domestic Animal or Livestock.
52. Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to have been improperly

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enacted, for any reason, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

TRANSITION

- 53. This Bylaw shall come into effect upon the final passing thereof.
- 54. Bylaw No.3-2002, 2-2007, 17-2015 and amendments thereto are hereby repealed upon this Bylaw coming into effect.

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

_____	_____
Mayor	Town Manager

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

_____	_____
Mayor	Town Manager

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

_____	_____
Mayor	Town Manager

SCHEDULE “A”
Annual License Fees

Section	Description	Amount Per Year
5	Each Un-neutered or Un-spayed Dog or Cat which is over six (6) months of age	\$50.00
7	Junior License - Each Un-neutered or Un-spayed Dog or Cat which is under six (6) months of age	\$ Nil
*5	Each Neutered or Spayed Dog or Cat which is over six (6) months of age for which an Owner has supplied a Veterinarian’s Certificate certifying that such Dog or Cat has been neutered or spayed, as the case may be	\$ 20.00
6	Each Controlled Dog	\$250.00
11	Issuance of replacement License Tag	\$ 10.00
	Service animal	Free

* The Veterinarian’s Certificate need only be supplied at the time an Owner makes his first application for a license for such Dog or Cat. A copy of the Veterinarian’s Certificate will be kept on file by the Town for the purpose of issuing a license for such Dog or Cat in subsequent years.

SCHEDULE “B”
Penalties

Section	Description	First Offence Amount	Second and Subsequent Offence Amount
5(4)	Failure to obtain Licence, Failure to renew license by January 15 th	\$ 100.00	\$ 150.00
6(2)	Failure to obtain Licence, Failure to renew license by January 15 th - <i>Controlled Dog</i>	\$ 200.00	\$ 300.00
8(2)	Failure to ensure that a license tag is worn by Dog or Cat when required	\$ 50.00	\$ 80.00
16	Keeping, harbouring, suffering or permitting an excess number of Dogs or Cats	\$ 150.00	\$ 300.00
18	Allowing a Dog to Run at Large	\$ 50.00	\$ 100.00
	Allowing a <i>Controlled Dog</i> to Run at Large	\$ 1,000.00	\$ 1,500.00
19(1), 19(2), 19(3)	Permitting a Dog or Cat to damage Public, or Private Property, defecate on property other than the Owner’s and fail to remove, or allow defecated matter to accumulate or remain and create nuisance.	\$ 50.00	\$ 100.00
	<i>Controlled Dog</i>	\$ 200.00	\$ 500.00
20(1), 20(2)	Dog or Cat disturbs the quiet or repose of any person	\$ 75.00	\$ 125.00
	<i>Controlled Dog</i>	\$ 200.00	\$ 500.00
21	A Dog or Cat that		
	(1) bites, attacks, threatens any person	\$ 200.00	\$ 350.00
	<i>Controlled Dog</i>	\$ 1,000.00	\$ 1,500.00
	(2) chase motor vehicles, bicycles, horseback or person walking or running	\$ 200.00	\$ 350.00
	<i>Controlled Dog</i>	\$ 1,000.00	\$ 1,500.00
	(3) kills, attacks, injuries or otherwise harasses Livestock, poultry, wildlife or other Domestic Animals	\$ 150.00	\$ 300.00
	<i>Controlled Dog</i>	\$ 1,000.00	\$ 1,500.00
22	Failure to contain or restrain Dog or Cat in heat	\$ 100.00	\$ 200.00
23	Release of Dog or Cat that was tied or otherwise restrained, without permission of Owner	\$ 50.00	\$ 100.00
27 (4)	Failure to obtain, keep in force, a liability insurance policy for a Controlled Dog	\$ 500.00	\$ 750.00
28(5)	Failure to comply with Controlled Dog provisions	\$ 500.00	\$1,000.00
30 (6)	Failure to keep and contain rabbits in accordance with the Bylaw	\$ 150.00	\$ 250.00
39	Captured or impounded animal	\$ 50.00	\$ 100.00
41	Interference with Municipal Enforcement Officer, municipal official or employee	\$ 500.00	\$ 750.00

SCHEDULE “C”

LIVESTOCK SHALL INCLUDE:

- 1. Cattle
- 2. Horses
- 3. Sheep
- 4. Goats
- 5. Pigs
- 6. Llamas
- 7. Geese
- 8. Turkeys

STAFF RECOMMENDATIONS

DATE: August 13, 2024

TOPIC:

Urban Laying Hen Bylaw

PROPOSAL:

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

To obtain an Urban Laying Hen License, an applicant must submit a form, pay a fee, and meet specific eligibility criteria, including property ownership and residency. The Town of Vermilion may issue a maximum number of Urban Laying Hen Licenses that shall be based on a maximum of 20 dwellings(residences) which may each obtain a maximum of 4 licenses. Criteria for refusal or renewal of a license include non-compliance with the bylaw, provision of false information, failure to pay fines or fees, or general public interest concerns.

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

PROPOSED BY:

Michael Van Der Torre

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion give second and third reading to Bylaw No. 7.2024 Urban Laying Hens Bylaw.

Submitted By:

Michael Van Der Torre

Department Head

BYLAW NO. 7.2024
OF THE TOWN OF VERMILION,
IN THE PROVINCE OF ALBERTA,
TO REGULATE THE KEEPING OF LAYING HENS IN URBAN AREAS

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

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

NOW THEREFORE, COUNCIL OF THE TOWN OF VERMILION, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the “Urban Laying Hen Bylaw”.

2. For the purposes of this bylaw:

- (a) “Urban Laying Hen License” means a license issued by the Town pursuant to this Bylaw authorizing the license holder to keep Urban Laying Hens on a specific property within an Urban Area.
- (b) “Coop” means a fully enclosed weatherproof structure and attached Outdoor Enclosure used for the keeping of Urban Laying Hens, that is no larger than 10 m² in floor area, and no more than 2.4m in height.
- (c) “Hen” means a domesticated female Urban Laying Hen.
- (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 Laying Hens 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 Laying Hen” 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.

Purpose

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

Prohibitions

4. In an Urban Area, no person shall:

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

Urban Laying Hen License

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

- (a) submitting a completed application, on the form approved by the Town, and
- (b) paying a license fee of \$10.00 per urban laying hen.

6. The Town may not issue or renew a Urban Laying Hen License unless satisfied that:

- (a) the applicant is the owner of the property on which the Urban Laying Hens will be kept, or that the owner of the property has provided written consent to the application.
- (b) the applicant resides on the property on which the Urban Laying Hens will be kept;
- (c) the applicable fee has been paid; and
- (d) all required information has been provided.

7. The maximum number of Urban Laying Hen Licenses that may be issued shall be based on a maximum of 20 dwellings (residences) which may each obtain a maximum of 4 licenses.

8. The Town may refuse to grant or renew an Urban Laying Hen License for the following reasons:

- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for an Urban Laying Hen License.
- (b) the applicant or license holder:
 - i. furnishes false information or misrepresents any fact or circumstance to the Town or a Peace Officer.
 - ii. has, in the opinion of the Town based on reasonable grounds, contravened this bylaw whether the contravention has been prosecuted.

iii. fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Laying Hens; iv. fails to pay any fee required by this or any applicable Bylaw; or

(c) in the opinion of the Town based on reasonable grounds it is in the public interest to do so.

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

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

11.A Urban Laying Hen License is not transferable from one person to another or from one property to another.

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

Keeping of Urban Urban Laying Hens

13.A person who keeps Urban Laying Hens must:

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

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

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

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

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

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

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

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

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

(j) store feed within a fully enclosed container.

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

- (l) remove all other manure not used for composting or fertilizing and dispose of accordingly.
- (m) provide each Hen with at least 0.37 m² of interior floor area, and no greater than a total of 8m² of Outdoor Enclosure, within the Coop.
- (n) Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.
- (o) keep Hens for personal use only.

14. No person who keeps Urban Laying Hens 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
 - (i) not to be disposed of in any variation of a town owned waste disposal unit; 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 a 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.

Additional resources

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

STAFF RECOMMENDATIONS**TOPIC:**

Capital Budget Amendments

PROPOSAL:**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;

FINANCIAL IMPLICATIONS

Approving the amendment will add another \$70,000 to the overall capital budget.

The RCMP are tenants in a town owned building, with a lease agreement consistent for a municipality our size that stipulates RCMP K-Division (Corporate Head Office) only pay for the costs of the building without any surplus to the town. In larger municipalities the municipality is responsible for more of the costs.

Staff have requested that K-Division fund capital including the roof, since this lease arrangement is for cost only, however K-Division has refused to contribute or negotiate.

Funding from reserve allows the quickest response, as funding must be in place before the project proceeds. Funding from reserve will also require a funding transfer from property tax in 2025 equivalent to the total amount withdrawn for the building roof. Grant funding was considered for this project, however would delay the project until 2025 when grant funding through LGFF could be confirmed.

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

PROPOSED BY:

Brian Leibel

STAFF RECOMMENDATIONS:

The council for the Town of Vermilion approves an amendment to the 2024 Capital Budget to add the RCMP Building budget of \$70,000 funded from reserve.

Submitted By:

Brian Leibel

Department Head

PROCLAMATION

TOWN OF VERMILION

RAIL SAFETY WEEK SEPTEMBER 23 – 29, 2024

- WHEREAS,** Rail Safety Week is to be held across Canada from September 23 to 29, 2024;
- WHEREAS,** It is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;
- WHEREAS,** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;
- WHEREAS,** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;
- RESOLVED** I, JOSHUA RAYMENT, DEPUTY MAYOR OF THE TOWN OF VERMILION, DO HEREBY DESIGNATE THE WEEK SEPTEMBER 23 – 29, 2024 AS RAIL SAFETY WEEK IN VERMILION.

Signed the 13th day of August 2024

Joshua Rayment
Deputy Mayor of the Town of Vermilion

July 27 – August 12, 2024

CHIEF ADMINISTRATIVE OFFICER REPORT

- Ag society meeting for fair preparation
- Interviews for exec position
- ELT meetings
- County of Vermilion River Golf tournament
- Alberta Hub meeting In Bonnyville
- Budget discussions
- HR related meeting
- Alberta Parks meeting
- Meeting with MLA
- Ribbon cutting
- Legal meetings
- Economic development meeting
- Vermilion and district healthcare providers attraction and retention meeting



**Community Services
Director Report**
August 10, 2024

PARKS & RECREATION:

- Cemetery upkeep
- Gopher control – minimal
- Weeding and tree trimming
- Watering 2 times per week

COMMUNITY SERVICES:

- Summer fun ending

OUTDOOR FACILITIES:

- Wind damage to some of the netting on courts

INDOOR FACILITIES:

Curling Rink/Arena/Stadium/VRC:

- Prep for hockey season has begun
- Ice plant start up late August

CPO:

- Routine patrols in Vermilion and Mannville
- Community checks for unkept yards.

FCSS Updates

- FCSS Advisory Committee breaks for summer months, next meeting is September 9th.

- FCSS funding application for 2025 program budget is now posted on Town website, emails have been sent to current funded agencies, application deadline is September 30th

Vermilion Regional Centre Updates

- Air exchange unit breakdown, waiting for repairs
- Kitchen garburator needs repairs, parts have been ordered
- Weekly meetings for Rotary Club
- Continue to respond to ongoing inquiries on facility bookings
- Summer Fun Program ends Friday, August 23
- Wedding season: four weddings in August, four weddings in September
- Dance season starts Wednesday, September 4th for Vermilion Ukrainian Cultural Association, Vermilion Dance Association starts Monday, September 9th
- Facility Coordinator work hours - two days per week for July and August, using vacation days

Infrastructure and Planning Services

Directors Report

August 13, 2024

Capital	● 2024 Street Improvement – Contractor finishing up underground work and then starting road surface works ● East Reservoir Pump Replacement – Reviewing specifications and sourcing pump ● Meter Vault Replacement – Finalizing Engineering Specifications ● Sewer Trunk Main Replacement – Reviewing Preliminary Engineering Drawings, work expected to start in early fall.
Operations	● Started 2025 budget preparations ● Continued replacement of downtown bricks ● Grading alleys and roads ● Pothole repairs ● Street sweeping ● Jetting sewer lines ● Hydrant painting & maintenance ● Valve cleaning & exercising ● New water service installation and relocations ● Lagoon site maintenance ● Addressing residential utility service concerns



CORPORATE SERVICES

DIRECTOR REPORT

Aug 2024

GENERAL CORPORATE SERVICES

- ERP system implementation ongoing
- **During implementation of ERP system access to customer self service / eservice / online portal will be temporarily disrupted**
- Thanks to council for their flexibility and time taken to handle document signing

UTILITY BILLING

- Residents reminded to pay 3-5 business days in advance of deadline to allow funds transfer to occur
- Residents have the option to receive bills by email or mail, if you aren't receiving your bill contact us
- Residents encouraged to use automatic monthly withdrawals
- Since starting the monthly draw for ratepayers who sign up for electronic bills and pmts, our monthly average for emailed bills has risen from 524 in 2021 to 712 in 2023. Estimated net savings to the Town of \$326 per month

INFORMATION TECHNOLOGY

- Continuous security improvement projects ongoing
- Utilizing local contract for several projects and requests
- Hardware evergreening underway for 2024

PROPERTY TAX

- Tax certificates will soon (temporarily) only be available through staff due to online portal disruptions, lower cost rate will apply to all requests until online portal becomes available again
- Next penalty date for taxes will be Dec. 31, 2024

MANAGER ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

- Industrial lots in Yellowhead Business Park
 - Working on additional lot sales
 - Working with Highway Commercial lot inquiries
 - Pylon sign project
 - Developing New Business Retail Inquiries looking to develop in Vermilion/Site Selection Land Packages
 - Keeping the VIC updated
 - Housing Analysis Work finalizing
 - Website platform transfer work
 - The Good Life Institute – ART in the Park – Saturday, September 14, 2024.
 - Business Celebrations
 - Dollarama
 - Bits of This n That
 - Major House Services
 - iART/Alberta HUB Drone Project
 - In August became the President of Alberta's Lakeland (DMO) Destination Marketing Organization. They are Travel Alberta's approved DMO for our region.
 - Events Calendar updates
 - Swag/Business Cards/Name Plate orders
 - Press Releases
 - Website – ongoing updates
-
-

**Town of Vermilion
Minutes of Economic Development Committee
Tuesday, August 6, 2024, at 12:00 P.M.
Town Hall**

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

Meeting began at 12:00pm

1. ADOPTION OF AGENDA

The agenda was presented, and no additions were added.

2. MINUTES

2.1 Minutes of June 11, 2024

The minutes of June 11, 2024, were accepted without any errors or omissions.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Business Retention, Expansion & Investment

- Interest to purchase more land in the Industrial area.
- New industrial businesses will start building in the fall.
- A few open buildings downtown for business opportunity.
- More new business plaque presentations coming up.

3.2 Business Incentive Program

- No one in the queue at this point. Make awareness to the public about the incentives. The committee suggested bringing the incentive program to bring to the next Economic Development Committee for review for 2025. As well as stats to date on the programs.

3.3 Economic Development Strategic Plan

- Councillor Snow discussed what Economic Development can do in the broader scope to help bring in more businesses to Vermilion.
- Discussion about the 'Quality of Life' is potential with our advantage of the park being here.
- Economic Development to work on a Strategic Plan out of Council's plan.
- Councillor Snow suggest we come back to it for the September meeting.

- Councilor Snow would like to bring some ideas to the next meeting that we can bring as a discussion to bring to the councillors to have for their meetings/conferences that are coming up. Know which ministers to target for certain topics.

3.4 Pylon Sign

- Will be going up in the Highway Commercial area this fall. Will be working with the company to have businesses advertise on it.

4. NEW BUSINESS- None to report

5. ADDITIONAL ITEMS

6. REPORTS

6.1 Economic Development

- The importance of the Visitor Information Centre (VIC) - having summer students there was discussed. Looking to see if there will be any room to bring back the summer students and keep our VIC open every day throughout the tourism season. Work on ideas for budgeting. Suggest sharing the building with the Chamber for the 4 months and bringing back the summer students.
- A capital request will be coming forward within budget to replace the existing digital sign which is at end of life.

6.2 The Good Life Institute

- working on Art in the Park- vendor spots are filling up. Always looking for Volunteers.
- Sponsorship has been received.
- Next Economic Development Meeting Councillor Pulyk would like to review the GLI Budget.

7. NEXT MEETING

The next committee meeting will be on at noon on September 10, 2024 at 12 noon.

8. ADJOURNMENT

The meeting was adjourned at 1:07pm.



Meeting Minutes

Regular Council Meeting

**June 25, 2024, 9:00 AM
Council Chambers/VIA ZOOM Webinar
4912 50 Ave
Kitscoty, Alberta, Canada**

Attendance

Reeve Marty Baker
Deputy Reeve Leslie Cusack
Councillor Dale Swyripa
Councillor Stacey Hryciuk
Councillor George Kuneff
Councillor Jason Stelmaschuk
Councillor Clinton Murray

Staff Present

CAO Alan Parkin
Executive Assistant Susan Hodges Marlowe
Assistant CAO Hannah Musterer
Director of Corporate Services Viren Tailor
General Manager of Public Works Ben McPhee
Director of Planning and Community Services Roger Garnett
Finance Nancy Miciak
Payroll Administrator Pauline Ulliach
Tax and Assessment Administrator Jodi McIlwraith
Community Development Candic McLean
Planning and Community Services Administrative Assistant
Andrea Neufeld
Public Works Finance Technician Jennifer Robertson

1. CALL TO ORDER

Reeve M. Baker called the June 25, 2024 Regular Council Meeting to order at 9:00 AM with all members in attendance.

This meeting was open to the public in person or via ZOOM webinar registration with 0 members of the public registered to attend.

2. MOMENT OF SILENCE - FORMER COUNCILLOR MERCER BELL - (1983-1995)

3. OPENING INSPIRATION - COUNCILLOR GEORGE KUNEFF

Councillor George Kuneff provided an opening inspiration to the June 25, 2025 Regular Council Meeting.

4. ADDITIONS TO AGENDA

Addition of 8.c.3 DUST SUPPRESSION EXPENSES.

Removal of Closed Session: 13.e DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER IDP - FOIP SECTION 21(1)(a)(ii).

Addition of Closed Session: 13.e DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - VERMILION AND DISTRICT HOUSING FOUNDATION - FOIP SECTION 21(1)(a)(ii).

5. ADOPTION OF AGENDA

Motion Number: 2024-06-32

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the June 25, 2025 Regular Council Meeting Agenda as amended to include the following:

Addition of 8.c.3 DUST SUPPRESSION EXPENSES.

Removal of Closed Session: 13.e DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER IDP - FOIP SECTION 21(1)(a)(ii).

Addition of Closed Session: 13.e DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - VERMILION AND DISTRICT HOUSING FOUNDATION - FOIP SECTION 21(1)(a)(ii).

CARRIED

6. ADOPTION OF MINUTES

6.a REGULAR COUNCIL MEETING - JUNE 11, 2024

Motion Number: 2024-06-33

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the June 11, 2024 Regular Council Meeting Minutes as presented.

CARRIED

6.b POLICY AND PRIORITIES COMMITTEE MEETING - JUNE 18, 2024

Motion Number: 2024-06-34

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the June 18, 2024 Policy and Priorities Committee Meeting Minutes as presented.

CARRIED

6.c POLICY AND PRIORITIES COMMITTEE MEETING - JUNE 20, 2024

Motion Number: 2024-06-35

Moved by Councillor D. Swyripa

THAT the County of Vermilion River approve the June 20, 2024 Policy and Priorities Committee Meeting Minutes as presented.

CARRIED

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

7.a FI 010 TANGILBE CAPITAL ASSETS v3

Motion Number: 2024-06-36

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve Policy FI 010 Tangible Capital Assets as amended.

CARRIED

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. AER QUARTERLY PRODUCTION REPORT – FOR INFORMATION

Motion Number: 2024-06-37

Moved by Councillor C. Murray

THAT the County of Vermilion River accept the AER Quarterly Production Report as information.

CARRIED

Operations Manager Darrell Denis, Public Works Administrative Assistant Holli Harty and Human Resources Manager Kathryn Jeffrey entered the meeting at 9:08 AM.

2. COUNCIL MEETINGS AND EVENTS CALENDARS AND COUNCIL ACTION TRACKER

Motion Number: 2024-06-38

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Council Meetings and Events Calendars and Council Action Tracker as information and make the following amendments to the Council 2024 Calendar:

Special Meeting of Council meetings to September 30 and October 1, 2024

Move the Regular Meeting of Council from October 8, 2024 to October 7, 2024

CARRIED

8.b FINANCE

1. MAY 2024 FINANCIAL REPORT

Motion Number: 2024-06-39

Moved by Councillor J. Stelmaschuk

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

CARRIED

2. Request for Information

8.c PUBLIC WORKS AND UTILITIES

1. PUBLIC WORKS MONTHLY REPORT FOR MAY 2024.

Motion Number: 2024-06-40

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River receive the Public Works monthly report for May 2024 for information.

CARRIED

2. CONCERN TRACKER REPORTS

Motion Number: 2024-06-41

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the Current Concern Tracker Report for June 5, 2024, to June 18, 2024, and the Active and In-Progress Concern Tracker Report up to June 4, 2024, for information.

CARRIED

Finance Manager Natasha Wobeser entered the meeting at 9:45 AM.

3. DUST SUPPRESSION

Motion Number: 2024-06-42

Moved by Councillor D. Swyripa

THAT the County of Vermilion River receive the Dust Suppression Expense report as information.

CARRIED

4. Request for Information

RECESS – THAT the County of Vermilion River June 25, 2024 Regular Meeting of Council recess at 10:07 AM and reconvened at 10:17 AM will all members in attendance.

Director of Agriculture and Environment Cathie Erichsen Arychuk entered the meeting at 10:17 AM.

8.d NATURAL GAS UTILITY

1. Request for Information

8.e AGRICULTURE AND ENVIRONMENT

1. AGKNOW LETTER OF URGENT NEED DONATION REQUEST – MOTION REQUIRED

Motion Number: 2024-06-43

Moved by Councillor C. Murray

THAT the County of Vermilion River provide one time bridge funding of \$2,000.00 to AgKnow.

CARRIED

Motion Number: 2024-06-44

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River direct Administration to draft a letter to be signed by the Reeve to the Minister of Agriculture regarding the downloading of funding for AgKnow onto Municipalities and cc the Premier.

CARRIED

Director C. Erichsen Arychuk left the meeting at 10:39 AM.

2. Request for Information

8.f PROTECTIVE SERVICES

1. Request for Information

8.g PLANNING AND COMMUNITY SERVICES

1. ROAD CLOSURE REQUEST FOR A PORTION OF ROAD PLAN 3077EO AND 1673EU – MOTION REQUIRED

Motion Number: 2024-06-45

Moved by Councillor C. Murray

THAT the County of Vermilion River postpone the request to close a portion of Road Plan 3077EO and 1673EU and continue with current license agreement.

CARRIED

Councillor J. Stelmaschuk left the meeting at 11:11 AM.

2. Request for Information

8.h GENERAL ADMINISTRATION

1. LETTER MUNICIPAL AFFAIRS - CANADA COMMUNITY-BUILDING FUND

Motion Number: 2024-06-46

Moved by Councillor C. Murray

THAT the County of Vermilion River receive the Municipal Affairs letter regarding the Canada Community-Building Fund as information.

CARRIED

2. VICTIM SERVICES UPDATE

Motion Number: 2024-06-47

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the RMA Victim Services Update as information and direct Administration to provide a letter for the Reeve to sign regarding the opposition to moving to a Hub system.

CARRIED

3. ONION LAKE RCMP CLIENT SATISFACTION SURVEY

Motion Number: 2024-06-48

Moved by Councillor C. Murray

THAT the County of Vermilion River receive the Onion Lake RCMP Client Satisfaction Survey as information and provide CAO with the direction for completing the survey.

CARRIED

Councillor J. Stelmaschuk returned to the meeting at 11:20 AM.

4. VERMILION AND DISTRICT CHAMBER OF COMMERCE MEMBERSHIP

Motion Number: 2024-06-49

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River postpone the payment for the Vermilion and District Chamber of Commerce membership fee for 2024 of \$5,000.00 plus GST and bring back to the Regular Meeting of Council on July 16, 2024.

CARRIED

5. CORRESPONDENCE AND MINUTES

Revised RMA District 5 Regular Minutes - August 25, 2023

Bill 20 Member Summary LAE and MGA

Lloydminster Ex and Vermilion Ag Society invitations

RMA Victim Services Update and Issue Backgrounder

Motion Number: 2024-06-50

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Correspondence and the revised RMA District 5 August 25, 2023 minutes as information.

CARRIED

6. Request for Information

9. POLICIES

9.a RESCIND POLICY AD 013 – COUNTY FLAG

Motion Number: 2024-06-51

Moved by Councillor C. Murray

THAT the County of Vermilion River Rescind Policy AD 013 – County Flag

CARRIED

9.b AD 033 – FLAG PROTOCOL – MOTION REQUIRED

Motion Number: 2024-06-52

Moved by Councillor C. Murray

THAT the County of Vermilion River approve policy AD 033 – Flag Protocol as presented.

CARRIED

9.c PERSONNEL POLICY PE003 EMPLOYMENT CLASSIFICATION

Motion Number: 2024-06-53

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve Personnel Policy PE003 Employment Classification as presented.

CARRIED

**9.d POLICY PE 004 - EMPLOYEE PERFORMANCE MANAGEMENT –
MOTION REQUIRED**

Motion Number: 2024-06-54

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accept the changes to Policy PE 004 Employee Performance Management as presented.

CARRIED

9.e PERSONNEL POLICY PE006 PERSONAL DAYS

Motion Number: 2024-06-55

Moved by Councillor G. Kuneff

THAT the County of Vermilion River Policy and Priorities Committee recommend that the County of Vermilion River approve Personnel Policy PE006 Personal Days as presented.

CARRIED

9.f PERSONNEL POLICY PE015 LOCAL AUTHORITIES PENSION PLAN

Motion Number: 2024-06-56

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve Personnel Policy PE015 Local Authorities Pension Plan (LAPP) as presented.

CARRIED

9.g POLICY PW 001 – FENCING 5TH REVISION

Motion Number: 2024-06-57

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve policy PW 001 – Fencing fifth Revision as presented.

CARRIED

9.h POLICY PW 004 – LINE CROSSING ON COUNTY ROADWAYS REVISION 3

Motion Number: 2024-06-58

Moved by Councillor D. Swyripa

THAT the County of Vermilion River postpone policy PW 004 – Line Crossing on County Roadways third revision and bring back to the Policy and Priorities Committee meeting in September.

CARRIED

9.i RESCIND POLICY PW 017 – COMMUTER ROADS

Motion Number: 2024-06-59

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River rescind policy PW017 Commuter Roads.

CARRIED

9.j RESCIND POLICY PW 025 HEAVY TRUCK PERMITTING POLICY

Motion Number: 2024-06-60

Moved by Councillor C. Murray

THAT the County of Vermilion River Rescind Policy PW025 Heavy Truck Permitting Policy.

CARRIED

10. BYLAWS

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

Motion Number: 2024-06-61

Moved by Councillor C. Murray

THAT the County of Vermilion River give First Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13.

CARRIED

Motion Number: 2024-06-62

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River schedule a Public Hearing for Bylaw 24-15, being a bylaw to close a portion of Range Road 13 on July 16, 2024 at 9:05 AM.

CARRIED

11. NOTICES OF MOTION

12. COUNCIL REPORTS

Councillor S. Hryciuk reported on East Central 911, Battle River Water Shed and the County of Vermilion River 60 Anniversary.

Deputy Reeve L. Cusack reported on Northern Lights Library, Dewberry Parade, County of Vermilion River Safety Awards, lunch with Lakeland College Board of Directors and Clandonald Steak Fry.

Reeve M. Baker reported on County of Vermilion River 60 Anniversary, ACE Water, Town of Vermilion ILC meeting and Paradise Valley Fair.

Councillor C. Murray reported on County of Vermilion River 60 Anniversary, Lloydminster and Regional Housing Group, Marwayne Agricultural Society.

Councillor J. Stelmaschuk reported on Lloydminster and Regional Housing Group, lunch with Lakeland College Board of Directors and County of Vermilion River 60 Anniversary.

Councillor D. Swyripa reported on FED Gas, County of Vermilion River 60 Anniversary and the Dewberry Parade.

Councillor G. Kuneff reported on the County of Vermilion River 60 Anniversary and the Islay Father's Day Steak Dinner.

RECESS - THAT the County of Vermilion River June 25, 2024 Regular Meeting of Council recess for lunch at 12:08 PM and reconvened at 1:17 PM with all members in attendance.

13. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2024-06-63

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 1:18 PM with all members in attendance.

CARRIED

Chief Executive Officer Alan Parkin and Director of Corporate Services entered the Closed Session meeting at 1:19 PM.

13.a ADVICE FROM OFFICIALS - DESIGNATED INDUSTRIAL PROPERTY REVIEW – FOIP SECTION 24(1)(a)

**13.b PRIVLEDGED INFORMATION - LEGAL ACTION AGAINST DOUBTFUL
COLLECTION FROM OIL COMPANIES - FOIP SECTION 27(1)(a)**

Director V. Taylor left the Closed Session meeting at 2:48 PM.

**13.c DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS -
FIRE MEMORANDUM OF UNDERSTANDING KITSCOTY AND
MARWAYNE - FOIP SECTION 21(1)(a)(ii)**

**13.d DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS -
TOWN OF VERMILION ILC - FOIP SECTION 21(1)(a)(ii)**

**13.e DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS -
VERMILION AND DISTRICT HOUSING FOUNDATION - FIOIP SECTION
21(1)(a)(ii)**

**13.f DISCLOSURE HARMFUL TO THE ECONOMIC OR OTHER INTERESTS
OF A PUBLIC BODY - LAND MATTER- FOIP SECTION 25(1)(c)**

14. RETURN TO OPEN SESSION

Motion Number: 2024-06-64

Moved by Councillor D. Swyripa

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 3:32 PM with all members in attendance.

CARRIED

RECESS - THAT the County of Vermilion River June 25, 2024 Regular Meeting of Council recess to notify attendees of a return to Open Session at 3:32 PM and reconvened at 3:35 PM will all members in attendance.

15. BUSINESS ARISING OUT OF CLOSED SESSION

15.a DESIGNATED INDUSTRIAL PROPERTY REVIEW

Motion Number: 2024-06-65

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive the Designated Industrial Property Review as information.

CARRIED

15.b VERMILION ILC - RECREATION AGREEMENT

Motion Number: 2024-06-66

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the County of Vermilion River and Town of Vermilion ILC Recreation Agreement for 2024, 2025, 2026 and 2027 as presented.

CARRIED

Motion Number: 2024-06-67

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River direct the Reeve and CAO to sign the County of Vermilion River and Town of Vermilion ILC Recreation Agreement.

CARRIED

15.c VILLAGE OF KITSCOTY AND VILLAGE OF MARWAYNE JOINT FIRE AND RESCUE OVERSIGHT COMMITTEE MEMBER APPOINTMENTS

Motion Number: 2024-06-68

Moved by Councillor D. Swyripa

THAT the County of Vermilion River appoint Councillor Dale Swyripa and Councillor Jason Stelmaschuk to the Village of Kitscoty Joint Fire and Rescue Oversight Committee effective upon approval.

CARRIED

Motion Number: 2024-06-69

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River appoint Councillor Clinton Murray and Councillor George Kuneff to the Village of Marwayne Joint Fire and Rescue Oversight Committee effective upon approval.

CARRIED

16. ADJOURNMENT

Reeve M. Baker adjourned the June 25, 2024 Regular Council Meeting at 3:41 PM with all members in attendance.

Marty Baker, Reeve

Alan Parkin, Chief Administrative Officer



Regular Council Meeting Agenda

July 16, 2024, 9:00 AM

Council Chambers/VIA ZOOM Webinar

4912 50 Ave

Kitscoty, Alberta, Canada

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

Motion Number:

THAT the County of Vermilion River approve the July 16, 2024 Regular Council Meeting Agenda as presented.

- 5. ADOPTION OF MINUTES**

5.a REGULAR COUNCIL MEETING

Motion Number:

THAT the County of Vermilion River approve the June 25, 2024 Regular Council Meeting Minutes as presented.

- 6. APPOINTMENTS**

6.a 9:05 AM PUBLIC HEARING FOR BYLAW 24-15 BEING A BYLAW TO CLOSE PORTION OF RANGE ROAD 13

6.b 9:07 AM - LLOYDMINSTER REGION HEALTH FOUNDATION - STEPHANIE BROWN MUNRO

6.c 9:35 AM CITY OF LLOYDMINSTER RECREATION PRESENTATION

6.d 10:15 AM ONION LAKE RCMP QUARTERLY REPORT - SGT. JEFF CARTER

Motion Number:

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

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

7.a CLOSURE OF ROAD PLAN 3077EO & 1673EU – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the briefing note on the Road Closure of Road Plan 3077EO and 1673EU for information.

7.b VERMILION AND DISTRICT CHAMBER OF COMMERCE MEMBERSHIP

Motion Number:

THAT the County of Vermilion River approve \$459 plus taxes and Gold membership \$250 in the Vermilion and District Chamber of Commerce.

7.c 2024 FALL ROAD TOUR DATE CHANGE

Motion Number:

THAT the County of Vermilion River change the 2024 fall road tour date from October 10, 2024 to September 26, 2024.

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

CHIEF ADMINISTRATIVE OFFICER JUNE REPORT

Motion Number:

THAT the County of Vermilion River approve the Chief Administrative Officers Report for June 2024 as information.

COUNCIL ACTION TRACKER, MEETING AND EVENTS CALENDARS

Motion Number:

THAT the County of Vermilion River receive the Council Action Tracker, Council Meeting and Events calendars as amended.

8.b FINANCE

JUNE 2024 FINANCIAL REPORT

Motion Number:

THAT the County of Vermilion River approve the June 2024 Financial Report as presented.

Request for Information

8.c PUBLIC WORKS AND UTILITIES

GMSS ROAD CLASSIFICATION REVIEW

Motion Number:

THAT the County of Vermilion River accept the GMSS Road Classification Review information as presented.

CONCERN TRACKER REPORT

Motion Number:

THAT the County of Vermilion River receive the Current Concern Tracker Report for June 19, 2024, to July 9, 2024, and the Active and In-Progress Concern Tracker Report up to June 18, 2024, for information.

Request for Information

8.d NATURAL GAS UTILITY

2024 GAS ALBERTA INC. DIRECTOR NOMINATIONS – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the 2024 Gas Alberta Inc. Director Nomination Request package as information.

FEDERATION OF ALBERTA GAS CO-OPS 2024 DRAFT SUPPLEMENTAL BYLAWS – FOR INFORMATION.

Motion Number:

THAT the County of Vermilion River the Federation of Alberta Gas Co-ops 2024 DRAFT Supplemental Bylaws for information.

Request for Information

8.e AGRICULTURE AND ENVIRONMENT

**2024 AGRICULTURE AND ENVIRONMENT 2ND QUARTER REPORT –
FOR INFORMATION**

Motion Number:

THAT the County of Vermilion River receive the 2024 Agriculture and Environment Second Quarter Report for information.

Request for Information

8.f PROTECTIVE SERVICES

Protective Services - Summary of Operations 2024

Motion Number:

THAT the County of Vermilion River receive the Protective Services and Emergency Management Director's Report for information.

Request for Information

8.g PLANNING AND COMMUNITY SERVICES

**PLANNING AND COMMUNITY SERVICES SECOND QUARTER
DEPARTMENT REPORT – FOR INFORMATION**

Motion Number:

THAT the County of Vermilion River receive the Planning and Community Services Second Quarter Department Report as information.

SUBDIVISION OF NW/SW-30-53-2W4M – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the application to subdivide the Farmstead from NW-30-53-2W4M for information.

CONVERSION OF AGRICULTURAL LAND

Motion Number:

THAT the County of Vermilion River provide direction for 80 acres minimum agriculture parcel size.

**REPORT ON RESIDENCE LISTING AT NE-35-50-3W4M – FOR
INFORMATION**

Motion Number:

THAT the County of Vermilion River receive the report on the Residence Listing at NE-35-50-3W4M for Information.

AGENDA ITEM #9.2.

COUNTY OF VERMILION RIVER 60 YEAR ANNIVERSARY CELEBRATION SUMMARY – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the summary of the 60th Anniversary of the County of Vermilion River and the 45th Anniversary of Natural Gas Utility as information.

Request for Information

8.h GENERAL ADMINISTRATION

JUNE REPORT OF THE ASSISTANT CHIEF ADMINISTRATIVE OFFICER

Motion Number:

THAT the County of Vermilion River approves the Assistant Chief Administrative Officer Report for June as presented.

FED GAS 60 ANNIVERSARY INVITATION

Motion Number:

THAT the County of Vermilion River receive the FED GAS 60 Anniversary invitation as information and that Deputy Reeve L. Cusack will attend.

CORRESPONDENCE

Motion Number:

THAT the County of Vermilion River receive the correspondence from Vermilion River Regional Alliance, Alberta HUB and Battle River Watershed Alliance as information.

VILLAGES AND HAMLET NEWSLETTERS

Motion Number:

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

Request for Information

9. POLICIES

9.a PW 004 LINE CROSSING ON COUNTY ROADWAYS

Motion Number:

THAT the County of Vermilion River approve policy PW 004 – Line Crossing on County Roadways third revision as presented.

AGENDA ITEM #9.2.

9.b RESCIND POLICY PW 007 QUALITY STANDARDS FOR SNOW REMOVAL

Motion Number:

THAT the County of Vermilion River rescind policy PW 007 – Quality Standards for Snow Removal.

9.c RESCIND POLICY PW 008 QUALITY STANDARDS FOR WINTER CONDITIONS

Motion Number:

THAT the County of Vermilion River rescind policy PW 008 Quality Standards for Winter Conditions.

9.d PW 032 – WINTER ROAD MAINTENANCE STANDARDS

Motion Number:

THAT the County of Vermilion River approve Policy PW 032 – Winter Road Maintenance Standards as presented.

9.e PW 015 SNOW PLOW FLAG POLICY

Motion Number:

THAT the County of Vermilion River postpone PW 015 Snow Plow Flag Policy and bring back with further information.

10. BYLAWS

10.a BYLAW 24-15, BEING A BYLAW TO CLOSE A PORTION OF RANGE ROAD 13 – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River Policy receive the Briefing Note on the closure of a portion of Range Road 13 for Information.

10.b BYLAW 24-16, BEING A BYLAW FOR THE PURPOSE OF AMENDING THE FEE BYLAW (BYLAW 21-21)

Motion Number:

THAT the County of Vermilion River give First Reading to Bylaw 24-16, being a bylaw for the purpose of amending the fee bylaw (Bylaw 21-12).

Motion Number:

THAT the County of Vermilion River give Second Reading to Bylaw 24-16, being a bylaw for the purpose of amending the fee bylaw (Bylaw 21-12).

Motion Number:

THAT the County of Vermilion River introduce for Third and Final Reading to Bylaw 24-16, being a bylaw for the purpose of amending the fee bylaw (Bylaw 21-12).

Motion Number:

THAT the County of Vermilion River give Third and Final Reading to Bylaw 24-16, being a bylaw for the purpose of amending the fee bylaw (Bylaw 21-12).

11. DISPOSITION OF APPOINTMENT BUSINESS

11.a LLOYDMINSTER REGIONAL HEALTH FOUNDATION PRESENTATION

Motion Number:

THAT the County of Vermilion River receive the Lloydminster Regional Health Foundation presentation as information.

11.b CITY OF LLOYDMINSTER RECREATION

Motion Number:

THAT the County of Vermilion River receive the City of Lloydminster Recreation presentation 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 ADVICE FROM OFFICIALS - GRAVEL PURCHASE AGREEMENT- FOIP SECTION 24(1)(C)

AGENDA ITEM #9.2.

- 14.b DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 21(1)(a)(ii)
- 14.c DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER ILC - FOIP SECTION 21(1)(a)(ii)
- 14.d ADVICE FROM OFFICIALS - 88 AUTO ROAD BUILDING - FOIP SECTION 24(1)(c)

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

16.a GRAVEL PURCHASE AGREEMENT

Motion Number:

THAT the County of Vermilion River approve the gravel purchase agreement on NE-29-53-10-W4 as presented.

Motion Number:

THAT the County of Vermilion River instruct the Reeve and CAO to sign the gravel purchase agreement on NE-29-53-10-W4.

17. ADJOURNMENT