

**Town of Vermilion
Regular Council
Tuesday, November 5, 2024 at 6:00 P.M.**

Page

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
 - 3.1. **Minutes of Regular Meeting of Council - October 15, 2024**
 - 3.2. **Minutes of Organizational Meeting of Council - October 15, 2024**
- 4. DELEGATIONS**
 - 4.1. **FOCUS Society for Support Services**
 - 4.2. **LIBRARY**
 - 4.3. **Vermilion Skating Club**
- 5. NEW BUSINESS**
 - 5.1. **Public Commentary**
 - 5.2. **Kiddie Oasis Indoor Playground**
 - 5.3. **Bylaw 29-2010 Amendment**
 - 5.4. **AMWWP Grant Application**
- 6. COMMITTEE REPORTS**
 - 6.1. **Vermilion & District Chamber of Commerce - Minutes of September 11, 2024**
 - 6.2. **Vermilion & District Chamber of Commerce - Minutes of October 9, 2024**
- 7. FINANCIAL**
- 8. COUNCIL ROUND TABLE**
- 9. CORRESPONDENCE**
 - 9.1. **Vermilion Minor Hockey Association**
 - 9.2. **County of Vermilion River - Minutes of October 7, 2024**
 - 9.3. **County of Vermilion River - Agenda of October 22, 2024**

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10. CLOSED SESSION

10.1. Pursuant to Part 1, Division 2, Section 16 of the Freedom of Information and Protection of Privacy Act.

Legal Contract

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, OCTOBER 15, 2024, AT 6:00 P.M.**

PRESENT

IN PERSON:

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

REGRETS

Councillor Robert Pulyk

VIA VIDEO

Councillor Paul Conlon

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

Addition of

‘3.2 Minutes of Regular Meeting of Council – September 17, 2024’ under 3.
ADOPTION OF PREVIOUS MINUTES

3. ADOPTION OF THE PREVIOUS MINUTES

3.1. Minutes of Regular Meeting of Council – October 1, 2024

Moved by Councillor Kevin Martin “That the Minutes of the Regular Meeting of Council of October 1, 2024, be accepted as presented.” **CARRIED.**

3.2. Minutes of Regular Meeting of Council – September 17, 2024

Moved by Councillor Robert Snow “That the Minutes of the Regular Meeting of Council of September 17, 2024, be accepted as amended. **CARRIED.**

4. DELEGATIONS

Vermilion RCMP Detachment – Sgt. Buckingham

Deputy Mayor Joshua Rayment welcomed Sgt. Buckingham to the meeting.

Sgt. Buckingham reviewed the three community priorities as follows.

Crime Reduction: curfew checks, monitoring offenders

Communicate Effectively: Town Halls, media releases, detachment updates, RAVE alerts.

Enhancing Road Safety/Improve Police Visibility: vehicle stops (warnings, tickets, apprehension of impaired drivers, etc.)

Sgt. Buckingham went onto review stats and % change year over year. Crime stats compared to last year are down in people by 10%, property crime by 20% and motor vehicle crimes by 30%.

Sgt. Buckingham addressed current staffing with eight out of nine established positions filled. Two of those eight are in training. The last position is being filled in the upcoming future. There are 2/3 Detachment Support Service positions filled with the last opening to be filled shortly.

Lastly, Sgt. Buckingham addressed concerns with “homelessness” in Vermilion and expressed that there is no threat or concern to the community members and that the people who pass through from time to time are more mental health related issues than homelessness.

Appreciation was expressed to Sgt. Buckingham and Deputy Mayor Joshua Rayment thanked him for coming in.

The information presented was accepted as information.

5. NEW BUSINESS

5.1. Public Commentary

Deputy Mayor Joshua Rayment opened the public commentary session at 6:26 p.m.

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

Deputy Mayor Joshua Rayment declared the public commentary session closed at 6:28 p.m.

6. MANAGEMENT REPORTS

Management for the Town of Vermilion presented their reports.

7. FINANCIAL

7.1. Accounts Payable for the period of October 2nd – 15th, 2024 - Accepted as Information.

8. COUNCIL ROUND TABLE

Council for the Town of Vermilion presented their reports.

9. CORRESPONDENCE

9.1. County of Vermilion River – Agenda of October 7, 2024.

County of Vermilion River – Minutes of September 24, 2024

Correspondence was accepted as information.

10. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 6:54 p.m.

READ AND CONFIRMED ON THIS 5th DAY OF November 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor

**TOWN OF VERMILION
MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL
HELD ON TUESDAY, OCTOBER 15, 2024 AT 7:00 P.M.**

PRESENT

IN PERSON:

Deputy Mayor Joshua Rayment
Councillor Kirby Whitlock
Councillor Kevin Martin
Councillor Robert Snow
Interim Chief Administrative Officer Michael van der Torre
Infrastructure and Planning Administrative Assistant Madison Barrett

VIA VIDEO

Councillor Paul Conlon

REGRETS

Councillor Robert Pulyk

1. CALL TO ORDER

Deputy Mayor Joshua Rayment called the meeting to order at 7:05 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Robert Snow "That the Agenda be accepted as presented." **CARRIED.**

3. COMMITTEE AND BOARD APPOINTMENTS

BOARDS & COMMISSIONS, ETC.

Economic Development:

- Councillor Robert Snow
- Councillor Robert Pulyk
- Councillor Kevin Martin

Community Features: Lloydminster & Region – Councillor Robert Pulyk

Finance and Governance:

- Council as a Whole

Town/County Intermunicipal Liaison:

- Councillor Kevin Martin
- Councillor Joshua Rayment
- Councillor Robert Snow
- Councillor Kirby Whitlock (alternate)

Vermilion Community Health Service Awareness:

- Councillor Robert Pulyk
- Councillor Robert Snow (alternate)

Vermilion District Health Care Providers Attraction & Retention:

- Councillor Kirby Whitlock

Vermilion River Watershed Alliance:

- Councillor Robert Snow

Alberta Central East Water Corporation:

- Councillor Kevin Martin

Assessment Review:

- Councillor Robert Pulyk

East Central 911 Call Answer Society:

- Councillor Kevin Martin

Library:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment

Northeast Alberta Information HUB Ltd.:

- Councillor Robert Pulyk

Northern Lights Library System:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment (alternate)

Parks, Recreation, Culture & Environment:

- Councillor Joshua Rayment
- Councillor Paul Conlon
- Councillor Robert Snow (alternate)

Joint Pool – Councillor Kirby Whitlock & Councillor Paul Conlon

Vermilion Facility Enhancement – Councillor Kirby Whitlock

Subdivision & Development Appeal:

- Councillor Robert Pulyk

Vermilion & District Housing Foundation:

- Councillor Robert Snow
- Councillor Joshua Rayment

Vermilion River Regional Alliance:

- Councillor Robert Snow

Vermilion River Regional Waste Management:

- Councillor Kirby Whitlock
- Councillor Joshua Rayment

COUNCIL APPOINTMENTS

Councillor Paul Conlon

- Finance & Governance
- Parks, Recreation, Culture & Environment
- Joint Pool

Councillor Kevin Martin

- Alberta Central East Water Corporation
- East Central 911 Call Answer Society
- Finance & Governance
- Town/County Intermunicipal Liaison

Councillor Robert Pulyk

- Assessment Review
- Community Futures: Lloydminster and Region
- Economic Development
- Finance & Governance
- North East Alberta Information HUB Ltd.
- Subdivision & Development Appeal
- Vermilion Community Health Service Awareness

Councillor Joshua Rayment

- Finance & Governance
- Library
- Northern Lights Library System (alternate)
- Parks, Recreation, Culture & Environment
- Town/County Intermunicipal Liaison
- Vermilion River Regional Waste Management

Councillor Robert Snow

- Economic Development
 - Finance & Governance
 - Vermilion & District Housing Foundation
 - Vermilion Community Health Service Awareness (alternate)
 - Vermilion River Regional Alliance
-

- Vermilion River Watershed Alliance

Councillor Kirby Whitlock

- Finance & Governance
- Library
- Northern Lights Library System
- Town/County Intermunicipal Liaison (alternate)
- Vermilion District Health Care Providers Attraction & Retention
- Vermilion Facility Enhancement
- Parks, Recreation, Culture & Environment
 - Joint Pool

Moved by Councillor Paul Conlon “That Council for the Town of Vermilion accept the Committee and Board Structure as amended.” **CARRIED.**

MOTION #24/10/133

4. **DEPUTY MAYOR**

Moved by Councillor Kevin Martin “That Council for the Town of Vermilion adopt a Deputy Mayor Schedule of a one-year rotation from October 2024 – October 2024.” **CARRIED.**

MOTION #24/10/134

Moved by Councillor Robert Snow “That Council for the Town of Vermilion accept the 2024/2025 Council Meeting Dates as amended.” **CARRIED.**

Motion #24/10/135

5. **ADJOURNMENT**

Being the Agenda matters concluded, the meeting adjourned at approximately 7:57 p.m.

READ AND CONFIRMED ON THIS 5TH DAY OF NOVEMBER, 2024 A.D.

Interim Chief Administrative Officer

Deputy Mayor



2025

Library Funding Request

1. Whats new @ the library
2. Testimonials
3. Library Usage Statistics
4. Financial Changes
5. 2025 Funding Request

What's new at VPL



Elevator
Update



New Networking
Programs



Developing
Greater
Partnerships

LIBRARY

Library Usage in 2024



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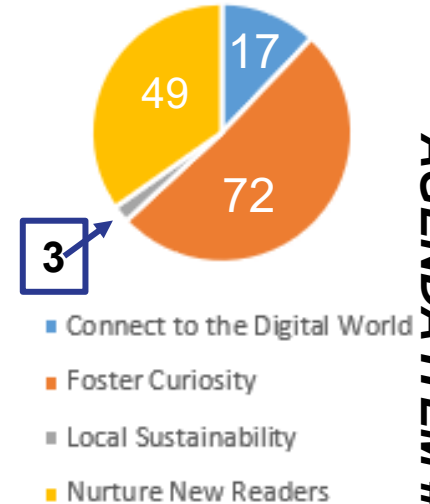
Cardholders

Town	521
County	275
Other	47

Circulation by Format

Format	2022	2023	2024 YTD
Print	33,689	34,031	26,044
Non-Print	6,407	7,764	4,841
E-Resource	7,197	7,986	7,913
	47,293	49,781	38,798

Programs Sessions by Service Plan Focus Area



LIBRARY

Facility Usage Metrics

We track everything from pages printed to helpdesk queries
Here's are a few areas that track facility use

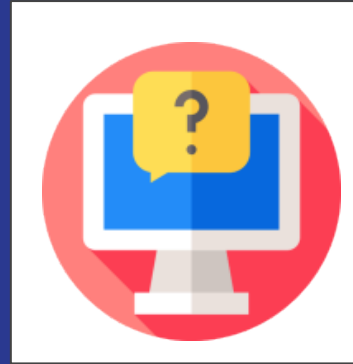
Area	2022	2023	2024 YTD
Visits	16,118	18,143	14,964
Technology Help	410	417	314
Public Computer Use	1,087	1,230	1,192
Meeting Room Use	121	103	81

1st Q	Average Monday	62.18
1st Q	Average Tuesday	84.23
1st Q	Average Wednesday	78.23
1st Q	Average Thursday	73.46
1st Q	Average Friday	66.75
1st Q	Average Saturday	46.25
	Average Weekly Total	392.85
	Total visit q1	5107

Testimonials



Volunteer Income
Tax Clinic User



Computer Help
Assistance

Financial changes for 2025



- Sizeable reductions in admin costs
- Rising facility costs in inspection fees, utilities, and insurance
- An overall 4.6% total 2025 increase
- VPL requests an increase of \$12,875 in Town of Vermilion funds for 2025

2025 Expenditures

Category	2024 Budget	2025 Budget	Change
Staffing Costs	\$246,275	\$259,225	\$12,950
Facility Costs	\$42,000	\$48,250	\$6,250
NLLS Levy	\$22,400	\$22,750	\$350
Administration	\$21,125	\$14,775	(\$6,350)
Capital Program	\$8,000	\$10,000	\$2,000
Prog. & Collection	\$3,300	\$3,550	\$250
Total	\$343,100	\$359,050	\$15,950

2025 Revenue

Category	2024 Budget	2025 Budget	Change
Town Requisition	\$257,500	\$270,375	\$12,875
CVR Requisition	\$14,600	\$20,000	\$5,400
CVR LSG Grant	\$18,750	\$18,750	\$0
Provincial Grant	\$32,250	\$32,250	\$0
Service Fees	\$11,000	\$11,850	\$850
Fundraising	\$9,000	\$5,825	(\$3,175)
Total	\$343,100	\$359,050	\$15,950

Thank you for serving the Town of Vermilion

Please direct any queries on our funding request
to the Library Manager, Stuart Pauls

The library board meets on the last Wednesday
of each month at 7pm



Kiddie Oasis Indoor Playground
vermilionko@gmail.com
(780)581-7555

October 7, 2024

Dear Town of Vermilion,

I hope this letter finds you well. My name is Pam Cannan and as of October 1, 2024 I took on the role of President for the Kiddie Oasis Indoor Playground. I am writing this letter on behalf of the Kiddie Oasis to formally request a reduction in our rental rate for the Kiddie Oasis Room at the Vermilion Regional Centre. We have greatly valued the opportunity to stay at the Vermilion Regional Center and appreciate the support provided by the town.

Every year our rent has increased by 4%. We have been committed loyal renters to the Regional Center for years. The cost at this point is now getting so high that we are struggling to break even as we want to keep our memberships lower so they are feasible to all families in our community. Being non-profit we strictly rely on our memberships and fundraisers to cover our costs. We are exploring additional revenue streams to diversify our income sources. Over the years we have opened up and been available to our community in many ways such as opening for free for the Regional Center Craft Fair to help bring more people in, paired up with VIBE to have a space for them to have some of their programming, paired up with child rehab for them to use the room for their mom groups and in return recommend your facility to parents. All of these little things help bring families together, more enrichment for kids and stronger relationships in the community. We strongly believe the Kiddie Oasis Indoor Playground is a benefit to the Town of Vermilion not only for the community members but it has brought in people surrounding communities as well.

We understand the financial obligations of the Vermilion Regional Center and respect the services that are offered to the Kiddie Oasis. We hope we can work together to find a solution that allows us to remain in the Regional Center while ensuring that we can meet our financial commitments. We deeply appreciate your consideration and hope that we can reach a favorable arrangement.

Thank you very much for your time and understanding.

Sincerely,

Pam Cannan
Kiddie Oasis

STAFF RECOMMENDATIONS

TOPIC:

Bylaw 29-2010 Amendment

PROPOSAL:

BACKGROUND

Council approved Bylaw 29-2010, known as the 'Procedural Bylaw' to govern the proceedings of Council and Committees thereof.

Historically, Council appointed a Councillor to take on the Deputy Mayor role for a 4-month term.

PROPOSED BY:

Michael Van Der Torre

STAFF RECOMMENDATIONS:

That Council for the Town of Vermilion approve an amendment to Bylaw 29-2010 allowing Council to appoint a Deputy Mayor for a set period of time as they see fit.

Submitted By:

Michael Van Der Torre

**BY-LAW 9-2024
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW TO AMEND THE TOWN OF
VERMILION PROCEDURAL BY-LAW #29-2010**

WHEREAS, the Council of the Town of Vermilion deems it advisable to amend By-Law 29-2010.

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

- 1. That Section 2.9 be amended to the following:
 - 1.1 "Deputy Mayor" is the Councillor appointed by Council for a set period, determined at the organizational meeting, to perform the general duties of the Deputy Chief Elected Official, pursuant to Section 152 of the MGA.

3. That this Bylaw becomes effective upon the date of the final passing thereof.

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

_____	_____
Deputy Mayor	Chief Administrative Officer

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

_____	_____
Deputy Mayor	Chief Administrative Officer

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

_____	_____
Deputy Mayor	Chief Administrative Officer

**BY-LAW NO. 29-2010
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

THIS BY-LAW AUTHORIZES THE COUNCIL OF THE MUNICIPALITY TO DEAL WITH PROCEDURE, ESTABLISH RULES AND PROVISIONS TO REGULATE THE CONDUCT OF BUSINESS BY THE TOWN OF VERMILION.

WHEREAS Sections 142 to 146 inclusive of the Municipal Government Act, (M.G.A.) being Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto deal with meetings of Council, this Bylaw, by virtue of Section 145 of the M.G.A., provides for the regulation of the proceedings of Council and the Committees thereof.

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

1. **Title**
This Bylaw shall be known as the “**Procedural Bylaw**” of the Town of Vermilion.
2. **Definitions and Interpretation**
In this Bylaw:
 - 2.1 “Agenda” is the list of items and orders of business for any meeting (see Schedule “A”).
 - 2.2 “Business Arising Out of a Previous Meeting” is the business that has been raised at the same or a previous Council or Standing Committee meeting and which has not been completed.
 - 2.3 “Chair” is the person presiding at meetings, according to the duties outlined in Schedule “C”.
 - 2.4 “Committee” can include but is not limited to:
 - Standing Committees are authorized for an indefinite period of time, are comprised of council members and are established annually
 - Internal Committees are authorized for an indefinite period of time and may be comprised of council and non-elected members
 - External boards, commissions, societies or Committees – purposes, structure and membership are not regulated by the Town
 - Inter-municipal Committees may be established for an unlimited or limited period of time in cooperation with other municipal entities
 - Ad hoc Committees deal with issues of a temporary nature.
 - 2.5 “Council” is the Mayor and Councillors of the Town elected under the provisions of the M.G.A. and the Local Authorities Election Act.
 - 2.6 “Councillor” is a member of Council, duly elected and continuing to hold office and following the general duties of Councillors, pursuant to Section 153 of the M.G.A.
 - 2.7 “Town” is the Town of Vermilion.

- 2.8 “Town Manager” is the person appointed by the Town Council, pursuant to Section 205 of the M.G.A..
- 2.9 “Deputy Mayor” is the Councillor appointed by Council for a set period, determined at the organizational meeting, to perform the general duties of the Deputy Chief Elected Official, pursuant to Section 152 of the M.G.A.
- 2.10 “Emergent Issue” is defined as a new issue not included on the original Agenda.
- 2.11 “New Business” is business dealing with a matter which has not been introduced at the same or previous council or Standing Committee meeting and of which no notice has been given of the intention to present it.
- 2.12 “Notice of Motion” is the period set aside prior to adjournment when specific questions and/or concerns may be raised by members.
- 2.13 “Point of Order” is the raising of a question by a member to call attention to any departure from the meeting Procedure Bylaw.
- 2.14 “Quorum” is the majority of those elected members serving on Council, and in the case of Committees, Boards, Commissions, or other organized and recognized groups, unless the Bylaw or motion establishing such a body specifies a different quorum, the majority of members thereof.
- 2.15 “Recorded Vote” is the request by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion (pursuant to Section 185 of M.G.A.).

3. **Application**

- 3.1 This Bylaw shall govern the proceedings of Council and Committees thereof.
- 3.2 Any provisions of this Bylaw may be repealed, amended or varied and additions may be made by an amending bylaw, provided that notice of proposed amendments has been given at a preceding regular meeting.
- 3.3 Notwithstanding the above, and in the absence of any statutory obligation, any provisions of this Bylaw may be waived by motion of Council.
- 3.4 Notwithstanding the above, and in the absence of any statutory obligation, the Chair may waive only provisions of this Bylaw that relate to the order of business for an Agenda.

4. **Quorum (M.G.A. 167, 168)**

- 4.1 As soon as there is a quorum of the members after the time established to convene the meeting, the Chair shall take the Chair and call the members to order.
- 4.2 Unless a quorum is present within thirty (30) Minutes after the hour fixed for the meeting, the meeting may, at the discretion of the Chair; stand adjourned until the next regular meeting date or until a special meeting is called to deal with matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the members present at the expiration of the thirty (30) Minutes

time limit and such record shall be appended to the next agenda.

5. General Rules

- 5.1 The regular meetings shall be established by motion, at the annual Organizational Meeting; or at such other regular meeting as may be appropriate.
- 5.2 If the date, time or place of a regularly scheduled meeting is changed or the meeting is recessed to a subsequent day, the Town must give at least twenty-four (24) hours notice, pursuant to the M.G.A. Section 193, 195, and 196:
 - (a) to any Councillors not present at the meeting at which the change was made, and
 - b) to the public by posting the newly scheduled date, time and place on the website and in the front lobby of the Town Hall.
- 5.3 A council meeting or Committee meeting may be conducted by means of electronic or other communication facilities if:
 - (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
 - (c) the facilities enable all the meeting's participants to watch or hear each other.

Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 5.4 The agenda shall be prepared by the Town Manager and Department managers in line with "Schedule A" and may be reviewed with the Chair or Designate prior to its distribution to the members.
- 5.5 The meeting agendas will be made available to the members of Council at least three calendar days prior to a regular scheduled meeting by publishing to the Town website.
- 5.6 A motion for introducing an Emergent Item (new matter), shall not be presented without notice unless the members without debate unanimously agree to dispense with such notice.
- 5.7 Minutes of Council and Committee Meetings
 - (a) Minutes of Council Meetings shall record only the highlights in a paraphrased format for information provided, discussions, questions, debates rather than in a verbatim format (with a record of who said what).
 - (b) Committee Minutes shall contain detailed discussion.

- (c) Council Minutes are to be circulated for Council review and are submitted for approval without reading and only require a majority vote.
- (d) Committee Minutes are to be circulated for Council review and are submitted as information only without reading.
- (e) Approval of the Minutes:
 - (i) shall be limited to mean only that:
 - the Minutes reflect a record of what actually occurred during the meeting and,
 - the Minutes are correct as “presented” or “amended” if there are errors or omissions
 - (ii) does not mean that Council is approving any of the recommendations contained in the Minutes.
- (f) Minutes are recorded by a designated secretary or staff member attending the meeting.

6. Committees of Council

- 6.1 The representation on Committees shall be recommended by the Mayor on a yearly basis at the Organizational Meeting. The representation shall be discussed with Council and confirmed by resolution.
- 6.2 Council may appoint an ad hoc Committee at any time by means of an approved resolution by council specifying the matters to be dealt with by the Committee.
- 6.3 The general duties of the Chair are set out on Chair and Vice Chair Duties under Section 8 and “Schedule C”, which is attached to and forms part of this bylaw.
- 6.4 The Minutes of each Committee meeting shall be submitted for information. Each Committee shall approve Minutes from meeting to meeting.
- 6.5 The general duties of the Council representation to Committees of Council are to:
 - (a) report to the Council on all matters connected with the duties imposed upon each such Committee, and
 - (b) make motions in accordance with the Terms of Reference for Committees/Council as provided in “Schedule A”;
 - (c) provide written reports summarizing issues discussed at each Committee meeting for Council information;
 - (d) provide written reports to Council summarizing issues discussed at all conferences and meetings attended on behalf of the Committee or Council.
- 6.6 Minutes of External Committee meetings will be placed on the Council Agenda when provided.

7. Organizational Meeting (M.G.A. Part 5 192(1))

The agenda for the Organizational Meeting shall commence at 7:00pm and be restricted to:

- (a) The introduction of new members, the administration of the oath should the meeting follow a municipal election;
- (b) The establishment of the regular meeting dates for Council;

- (c) Establishment of membership on Committees, boards, commissions, etc.

8. Chair of Council and Committee

- 8.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.
- 8.2 The Chair must vote on all motions in accordance with the Municipal Government Act.

9. Member Debating

- 9.1 A member wishing to speak on a matter within the meeting should indicate their intentions by raising their hand and being recognized by the Chair and should not speak more than once until every member has had the opportunity to speak except:
 - (a) in the explanation of a material part of the speech which may have been misunderstood; or
 - (b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- 9.2 Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires the consent of the Chair.
- 9.3 Through the Chair, a member may ask:
 - (a) for an explanation of any part of the previous speaker's remarks; and
 - (b) questions to obtain information relating to the Minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the Minutes or clause.
- 9.4 All questions or debate must be directed through the Chair.

10. Prohibitions

- 10.1 A member shall not
 - a) use offensive words or un-parliamentary language in the meeting;
 - b) disobey the rules of the meeting or decision of the Chair or of members on questions of order or practice, or upon the interpretation of the rules of the meeting;
 - c) leave their seat or make any noise or disturbances while a vote is being taken and the result is declared;
 - d) enter the meeting room and take their seat while a vote is being taken;
 - e) interrupt a member while speaking;
 - f) pass between a member who is speaking and the Chair.
- 10.2 A member who persists in a breach of the foregoing section, after having been called to order by the Chair, may at the

discretion of the Chair, be ordered to leave their seat for the duration of the meeting.

- 10.3 At the discretion of the Chair, the member may resume their seat following an apology.
- 10.4 A member who wishes to leave the meeting for any reason, including taking telephone calls, shall request a recess and so advise the Chair and the time of recess shall be noted in the Minutes.
- 10.5 Cell phones shall be muted during any Council or Committee meetings

11. **Points of Order**

- 11.1 A member who desires to call attention to a violation of the rules of procedure shall say “Point of Order” and after being acknowledged by the Chair, address the Chair and specify the objectionable action.
- 11.2 A member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

12. **In-Camera Session (M.G.A. Section 197)**

- 12.1 If a matter is to be discussed “In-Camera” the section of the *Freedom of Information and Protection of Privacy Act* that applies shall be noted on the agenda and in the Minutes.

13. **Recording Devices**

No person is allowed to use a recording device in the room where and while a Council meeting, a Committee meeting, or Public Hearing meeting is in progress, unless the Chair grants permission.

14. **Appointments – Addressing Council or Committees of Council**

A person or representative of any delegation or group of persons, who wishes to appear before Council and bring any matter to the attention of the Council or Committee or who wishes to have any matter considered by Council or Committee shall:

- 14.1 address a letter or other written communication to the Council or Committee outlining the subject to be discussed. The letter or other written communication shall be received by the Town Manager no later than 7 calendar days before the actual meeting date, thus enabling insertion of the delegation/appointment into the next Council or Committee agenda.
- 14.2 be accepted to be heard:
 - a) at Council Meetings during the half hour time period between 7:30pm and 8:00pm;
 - b) at Committee Meetings during a mutually agreed upon time between the Department Head and the delegates;
- 14.3 limit duration of address:
 - a) to the Council for no more than thirty Minutes at any one meeting;
 - b) to a Committee for a period of time to be mutually agreed upon between the Department Head and the delegates.

14.4 not be heard again for one (1) year from the last appointment, if the issue/s have all ready been presented to Council or the Committee and no material change has occurred relating to the issue/s.

14.5 Appointments for Public Hearings shall be scheduled for 7:30pm or at the time that, in the opinion of Council or the Town Manager, would provide the best anticipated attendance from those most affected by the item under consideration.

15. **Procedural Appeal Ruling**

15.1 The decision of the Chair shall be final, subject to an immediate appeal by a Council member of the meeting.

15.2 If the decision is appealed, the Chair shall give concise reasons for his ruling and the Council members, without debate, shall decide the question; the ruling of the Council members shall be final.

16. **Motions – Council & Committee (Schedule “A”)**

16.1 Seconding of motions will not be required.

16.2 Unless specified otherwise, a majority vote rule will apply, which is 50% plus one vote.

16.3 When a motion:

- Receives sufficient support the motion will be recorded as “CARRIED”;
- Does not receive sufficient support the motion will be recorded as “DEFEATED”.

16.4 When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chair grants permission; however, if any objection is made, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made therefore will not be recorded in the Minutes.

16.5 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.

16.6 The mover of a motion must be present when the vote on the motion is taken.

16.7 When a matter is under debate, no motion shall be received other than a motion to:

- a) fix the time for adjournment;
- b) adjourn;
- c) withdraw motion;
- d) table;
- e) call the question, (that the vote must be taken);
- f) postpone to a certain time or date (only debatable for time and date);
- g) refer;
- h) amend;
- i) postpone indefinitely;
- j) postpone to a definite time;

which order shall be the order of precedence.

- 16.8 A motion to “**table**” may be made when a member wishes to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to “raise from the table”.
- 16.9 A motion to “**refer**” shall require direction as to the person or group to which it is being referred and is debatable.
- 16.10 A motion to “**postpone indefinitely**” must include a reason for postponement and is debatable.
- 16.11 A motion to “**postpone to a definite time**” must include the date or time in the motion and is debatable.
- 16.12 Amendment:
- a) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments in accordance with this Bylaw;
 - b) The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote; unless a further amendment is proposed;
 - c) Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- 16.13 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any member, be taken separately.
- 16.14 Rescinding Motions:
- a) A motion to rescind a previous motion may be made by any member of Council;
 - b) If the motion to rescind a previous motion is passed the previous motion referred to will be null and void.
- 16.15 A motion, by nature of its consideration, may supersede and take precedent over all previously passed motions that refer to that matter without having rescinded any previous motions.
- 16.16 The Committee Recommendations shall be presented separately to Council who may make a motion to:
- Accept the Recommendation in whole or in part
 - Reject the Recommendation
 - Postpone dealing with the Item until reviewed at a subsequent Council or Committee Meeting
- 16.17 The attached Schedule “A” specifies motions that can be made in Committee meetings.

17. **Notice of Motion**

- 17.1 A Notice of Motion may be received, by the Town Manager prior to the closing of the meeting. In this event, the member shall read the notice of motion, which shall be recorded in the Minutes and shall form part of the Agenda for the subsequent meeting.

17.2 A member may present and describe a Notice of Motion for consideration at the next meeting.

17.3 A member who hands a written notice of motion to the Town Manager to be read at any regular meeting, need not necessarily be present during the reading of the notice.

17.4 A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the Agenda for such motion.

18. **Voting – Question**

18.1 When a motion is made to request that a vote be taken (question), it shall be put to a vote without debate and the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

18.2 When the Chair, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.

18.3 Any member of Council may request a recorded vote provided the request is done prior to a motion being presented. It shall be recorded in the Minutes listing ‘For’ and ‘Against’.

19. **Recorded Vote**

A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the Chair shall retake the vote.

20. **Recess**

A meeting may be recessed by the following means:

20.1 A recess of short duration may be declared by the Chair at any time deemed appropriate;

20.2 A recess for a period of time that shall extend to another day shall be presented by motion.

21. **Adjournment Time**

The Chair shall adjourn at the conclusion of the meeting’s business or at a time agreed by Council and such time will be recorded in the Minutes.

22. **Debrief**

Council may meet after the adjournment of the meeting for informal discussion with administration or among Council members.

23. **Bylaws (M.G.A. 63, 184, 187-190, 230 & 692)**

23.1 Where a Bylaw is presented to a meeting for enactment, the Town Manager shall cause the number and short title of the Bylaw to appear on the Agenda.

23.2 Bylaw Readings:

a) Every proposed bylaw must have 3 distinct and

separate readings;

- b) Each councillor present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading;
- c) Each councillor present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading;
- d) A proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading;
- e) Only the title or identifying number has to be read at each reading of the bylaw;
- f) A motion for second reading may be presented and the members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw which requires a Public Hearing at any time following the Public Hearing.

Amendments to a Bylaw:

- a) A proposed amendment shall be put to a vote and if “Accepted”, shall be considered as having been incorporated into the Bylaw at second reading;
- b) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be restated with accepted amendments and the vote called for;
- c) No further amendments to the Bylaw will be provided for after the second reading.

23.3 The attached Schedule “B” Public Hearing Procedures outlines the process for a Public Hearing.

24. Should any provision of the Bylaw be determined to be invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.

AGENDA ITEM #5.3.

25. This Bylaw comes into effect upon its final passing thereof.

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

Deputy Mayor Interim Chief Administrative Officer

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

Deputy Mayor Interim Chief Administrative Officer

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

Deputy Mayor Interim Chief Administrative Officer

SCHEDULE "A"

**COUNCIL/COMMITTEE
TERMS OF REFERENCE**

A. Agenda

The following is a guideline for items of business to be put on the most appropriate agendas:

Council:

- In-camera Items – General or Emergent Items
- Tenders or Requests for Proposals to be awarded
- Act of Recommendations from Committees
- Financial Expenditures
- Current Budget Review (budget vs. actual and program – summary format)
- Appeals
- Emergent Items having deadlines before the next Committee Meeting
- Enter into Agreements/Approval of Grant Items
- Information on Conferences/Workshops/Seminars etc.
- Minutes from Committees
- General Information or Reports/Circulation Items

Committee:

- In-camera Items – specific to the Committee
- Items for discussion/debate/recommendation to council
- New budget preparation/current budget review (1/2 year and Year End – detail format)
- Information, Circulation Items, Administration Reports, Minutes of meetings related to the Committee
- Policy and Bylaw development/review in draft version
- Draft versions of documents

Council or Committee:

- Appointments depending on urgency and whether general or specific department topics
- Research requested

The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

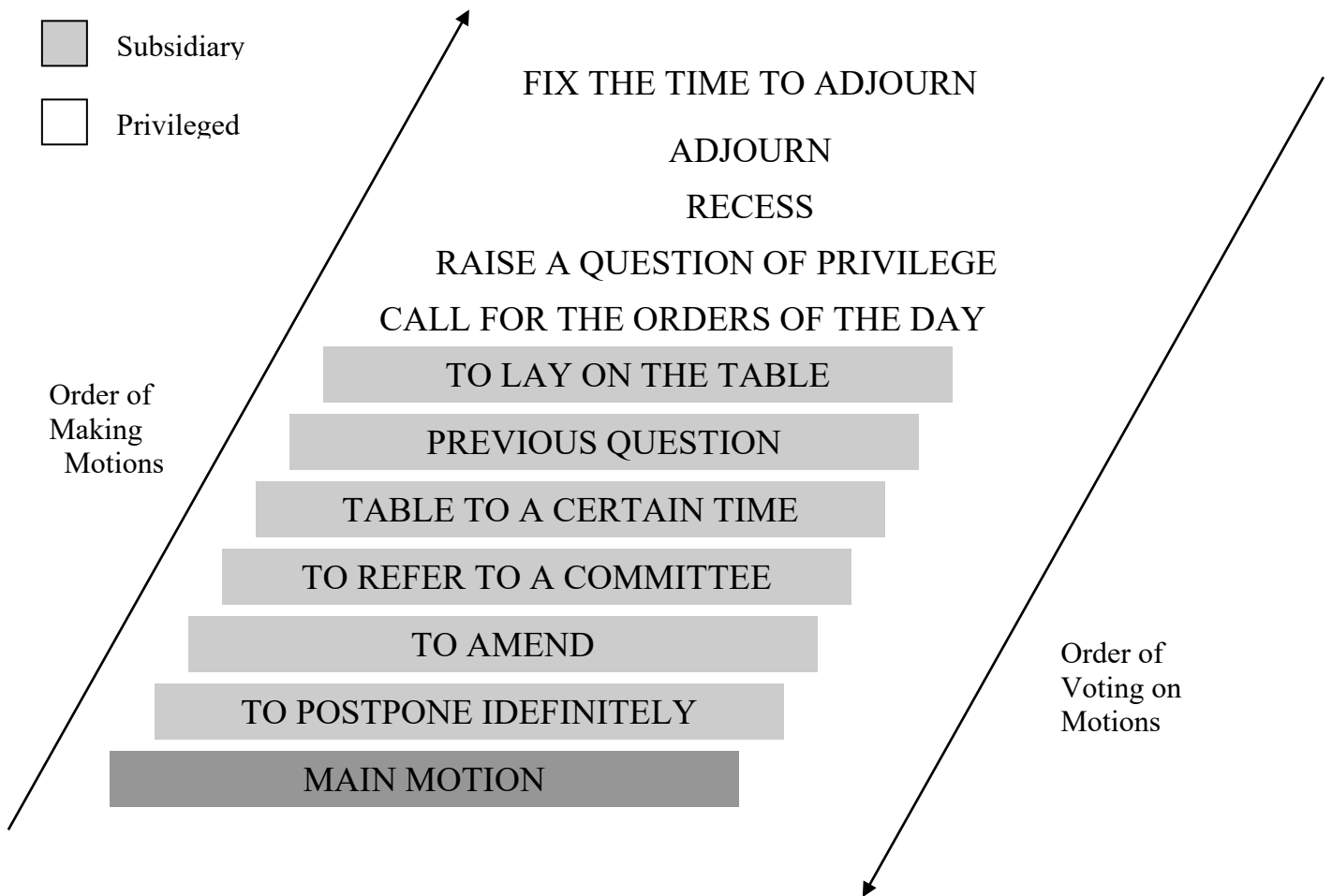
1. Call to Order
2. Adoption of agenda
3. Adoption of the previous Minutes
4. Public Hearings
5. Delegations
6. Bylaws
7. New Business
8. Committee Reports
9. Financial
10. Correspondence
11. Confidential Items (In Camera Items)
12. Adjournment

B. Motions

1. The bylaw outlines the need for additional detail on the type of Main Motions the Committee can make to recommend to Council which include:
 - To set up a meeting
 - To take action/fund/approve/reply to or refuse a request

- To bring research or an item to council on a specific date
2. When a motion to recommend to Council is defeated by unanimous consent at a Committee meeting it shall not be presented to a subsequent Council meeting for action. However, if the vote is not unanimous and a request is made that the item be considered at a Council meeting, the recommendation will be presented at a subsequent Council meeting for action.
 3. The Committee can give direction to administration to return an item back to the Committee at a specific/later time with additional information so a recommendation can be made-this does not require a motion. This type of direction is not required to proceed to a subsequent Council meeting for action.
 4. The Committee can also make **Privileged or Incidental Motions** in order to conduct the meeting including:
 - Approve the Agenda
 - Add items to the Agenda
 - Go into/out of an In-Camera Session
 - Raise a Point of Order/Question of Privilege
 - Call for a Division of a Question
 - Withdraw a Motion
 - Recess
 5. The Bylaw provides for the Minutes of Council and Committee meetings to be approved or amended at a subsequent Council or Committee meeting:
 - a) approval of the Minutes shall be limited to mean only that:
 - the Minutes reflect a record of what actually occurred during the meeting and
 - the Minutes are correct as “presented” or “amended” if there are errors or omissions
 - b) approval of the Minutes does not mean that Council or the Committee is approving any of the recommendations contained in the Minutes.

LADDER OF MOTIONS



C. Minutes

1. Minutes shall record the:
 - a) Elected Officials and appointed members being present at a meeting although arriving after the time the meeting opened by:
 - a notation in the heading, after their name with the time of arrival
 - a notation in the body of the Minutes showing which item was under discussion at the time of their arrival
 - b) Elected Officials and appointed members times of leaving and joining the meeting while in session, including during “In-Camera” Sessions
 - c) Public leaving and joining the meeting only:
 - when going in or out of an “In-Camera” Session or
 - when they have an appointment to speak to the Council or Committee
 - d) Administration leaving or joining the meeting only when they are participating in the meeting.
2. When Minutes are circulated for approval at a subsequent meeting, the corrections, additions or deletions to the Minutes that are identified will be:
 - a) Noted in the Minutes of that meeting; and
 - b) Shall be hand written directly on the original file copy of the Minutes and each change shall be initialled by the Chair; and
 - c) Shown with all changes completed on the electronic copy of the Minutes that are posted to the website.

SCHEDULE “B”

PUBLIC HEARING PROCEDURES

As per the MGA Sec. 230 (1-6) and the Town of Vermilion Procedure Bylaw Sec. 23.3: “when a Bylaw is subject to a Statutory Public Hearing”, the Public Hearing shall be conducted in accordance with the following procedures:

1. Members of the public wishing to make presentations at the hearing must have notified the Town Manager prior to the commencement of the hearing and should provide a copy of their presentation in writing if they wish their presentation to be a matter of record.

(Advertisement for the public hearing to advise of this requirement and that 10 copies of written presentation should be provided prior to the hearing if the document is to be accepted as a public document relating to the matter)
2. The Mayor or his designate shall act as Chair for the Public Hearing.
3. Chair shall provide for introduction of Council/Administration and Staff.
4. Rules for conducting a Public Hearing will include:
 - a) recognition of the Chair for all information or questions;
 - b) identification of presenter who has registered to speak to council, their organization (if any), and their legal location (if applicable)
 - c) advising presenters of the time allotted for presentations. If a presenter becomes repetitive, they may be limited by the Chair;
 - d) no questions will be permitted from the floor (a person not registered to speak);
 - e) no person is allowed to use a recording device during a Public Hearing process unless the Chair grants permission;
 - f) recess will be called at the discretion of the Chair;
 - g) councillors may ask questions at the end of any presentation to obtain clarification on information
5. Chair to explain that this public hearing is being held in compliance with the requirement in the MGA and that this hearing is about examining and hearing submissions that relate only to the purpose and intent of the bylaw.
6. Chair will call upon Administration to outline the foundation and basis for the proposed Bylaw and state that the required advertising notice has been complied with.
7. Chair will call for presentations in the following order:
 - a) the applicants to address their application;
 - b) a representative of an agency may make a presentation or alternatively the Development Officer will read or paraphrase the comments submitted;

- c) registered individuals/groups who are in support of the application;
 - d) registered individuals/groups who are in opposition to the application;
 - e) written submissions from individuals/groups in support or opposition, that have chosen not to present their case orally, shall submit 10 copies of the written submissions and will be considered by Council;
 - f) registered individuals/groups who are in support of the application to be offered the opportunity for summation;
 - g) registered individuals/groups who are in opposition to the application to be offered the opportunity for summation;
 - h) applicant to provide any concluding information – it is expected that the applicant will respond to any relevant issues raised during the course of the Hearing at the invitation of the Chair.
8. Any written presentation provided to the Council, regarding this public hearing, will be treated as a public document and if it is submitted this implies the writers' consent for disclosure to any other members of the public who request a copy of this document
9. The Chair will declare the Hearing closed
10. No further submissions will be entertained – late submissions will be returned to the sender.
11. The Chair will thank everyone who made presentations to Council and explain that Council will now consider the information and presentations made to them, and base their decision on relevant planning considerations. Options are:
- a) pass the Bylaw or resolution; or
 - b) make any amendment(s) to the Bylaw or resolution it considers necessary and proceed without further advertisement or hearing; or
 - c) defeat the Bylaw or resolution.
12. Minutes will record and include:
- a) names of the public who attended and asked to speak to the Council;
 - b) the main public concerns expressed; questions/clarifications/and answers made by the public or council will be paraphrased, not recorded verbatim.

SCHEDULE "C"

DUTIES OF CHAIR / VICE CHAIR

- Chair meetings; approve and sign, together with CAO, Minutes of Council meetings
- Champion Committee recommendations by presenting them at Council Meetings
- Champion of Department – know progress/problems/success of department – being knowledgeable of program without being involved in daily operations
- Take the lead for the Department in visioning sessions which may establish levels of service and budgets
- Council liaison with CAO and Department Manager
- Policy Development – pursue best practices to ensure efficient, effective services on behalf of the public
- Participate/spokesman at zone/provincial meetings or other public events
- Attendance at Public consultation/public meetings; act as chair when applicable
- Attend approved professional development/report information back to Council and Administration – highlighting trends, challenges, successes, strategies for consideration by the Committee
- Ensure a full report is provided to Council or Committee by those attending conferences, seminars and workshops
- Strive to develop positive public relations and public education; Committee Chair to work together with Mayor when dealing with media



Vermilion & District Chamber of Commerce

Minutes

Date: September 11th, 2024

Time: 6:00pm

Location: Chamber Office

Board Attendance: Miranda Lychak, Kim Shimko, Sherry Martin, Amber Skolarchuk, Stacey Hrychuk (in lieu of Jason)

Regrets: Aaron Knopp, Mackenzie McIntyre

Staff Attendance: Jyllian

Guest Attendance:

Call to Order: 6:16pm

Additions/Approval of Agenda: Sherry moved approve the agenda

Acceptance of Previous Minutes: Amber motioned to accept the minutes from July 10, 2024. Amber motioned to accept the minutes from August 14th, 2024.

Point of Discussion - Jyllian is to prepare all event cash inflows and outflows then send them to Leis to create a budget sheet for the next meeting and for the board to review for all events.

President Report:

Mental health meeting september, inter agency meeting, upcoming meeting with Town of Vermilion

Executive Directors Report:

Update on Christmas party and Small Business Awards -

Procedures to take to join Mannville and Vermilion Chamber

Itinerary for potential upcoming trips

Weekly network meeting update

Kirby Whitlock suggested the Chamber hosts an event

AGENDA ITEM #6.1.

- Retired lawyer
- Knows a lot about capital gains
- Taking over the farm, not all at once

Miranda makes motion to use event brite for ticket purchase online kim seconds

Verify business license before nominating

Confirmed Days off

- September 18th - leave at 2pm
- September 20th - leave at 1pm
- October 11th - Birthday
- October 15th - Doctor's appointment
- October 27th to November 12th - Mexico

Chamber Business:

1. Small Business Awards - Sponsors - Tim Dyck Financial: Chamber Champion - Scotiabank: Business of the year - Community Futures: New Business of the year - Still looking for remaining sponsors
2. Christmas Party - Create another flyer for more information on the night of (same as last year) - itinerary
3. Indus Travel - Postponed till more people are able to come and vote where our next Chamber trip is going to be
4. Facility Discussion - Discussed strange items being dropped off at office and visitors in office without Chamber staff, unanswered text messages. Looking forward we will meet with Town representatives. Discuss removing Free wifi and the bench sitting outside are allowing people to just come here without having anything to do with the info booth or Chamber. Discuss advertising signs, security, and other concerns with location rental. Touch base with Bonnyville Chamber to see what security measures they use at their location.

New Business:

1. Mental Health and Wellness Symposium - January 22, 2025 - Jyllian and Miranda have a meeting on September 12th, 2024 with Lorelee and Pat.
2. Call Bonnyville Chamber

Next Meeting - October 9th 2024

Meeting adjourned at: 8:22pm



Vermilion & District Chamber of Commerce

Minutes

Date: October 9th, 2024

Time: 6:00pm

Location: Chamber Office

Board Attendance: Miranda Lychak, Mackenzie McIntyre, Kim Shimko, Amber Skolarchuck, Sherry Martin
Left at 7pm Left at 6:47pm

Regrets: Aaron Knopp, Jason Stelmaschuck

Staff Attendance: Jyllian

Guest Attendance: Leis Ahlgren - explained new website - updated all financing

- Kim makes motion to transfer \$5000 from bambora to main chequing credit union - sherry seconds that motion
- Amber made a motion to upgrade the WIX subscription to core and for an additional 30 dollars a month. Mackenzie seconded the motion

Call to Order: 6:00pm

Additions/Approval of Agenda: Amber approves the agenda as presented

Acceptance of Previous Minutes: Amber approves the minutes from the previous meeting with mentioned changes.

President Report: Miranda discussed getting volunteers for the Legion's Steak and Lobster dinner → Kim, Miranda, Sherry volunteered. Miranda also discussed midnight lunch at the Christmas Party - if we were going to do it again? Miranda makes a motion for the Chamber to prepare and serve midnight lunch at our Christmas Party. Kim seconded the motion made. Miranda discussed local cash cards and posting close to Christmas, having a sign holder for the Chamber banner, creating nomination flyers and posting them on social media, Jyllian had to redo the Richardson Denture Clinic and spoke with Danielle, all travelers personal information for Linda, donated \$500 to Lakeland College & asked them to a sponsor Small Business Award, new members 2-3 to follow up, voting link & slides for nominees, meeting for

AGENDA ITEM #6.2.

Mental Health conference, new website & launch, posters for sponsorship, voting, nominee, Mental Health and Wellness, reassure individuals how our nomination process goes, meeting with Deputy Mayor Josh Rayment and new meeting with Mike, discussing who can make it. Interagency Meeting, and Miranda will be absent for the November 13th meeting.

Executive Directors Report:

- Spotlight Series
- Created lots of posters for upcoming events & handed some out
- Brainstormed Christmas Parade themes
- Brought up the fact that the probation period is now over - what to do next?

Chamber Business:

1. Small Business Awards
2. Christmas Party
 - a. Tender - Something Sweet Menu -
 - b. Liquor menu
 - c. Midnight lunch
 - d. Touch base for hotel for Jeff Newman
3. Member Spotlights
4. Black Friday/Christmas Parade - MC Jason and Aaron. Centerpieces - vases with water beads
 - a. Check with town for risers for Jeff Newman and then check with schools
 - b. Draw box with local gift cards at member stores downtown
 - c. Christmas Parade Theme - Santa's Workshop → ONLY 1 Santa being advertised
5. Indus trips - 5 to choose from
6. Lions Club Volunteers Event is Nov 2

New Business:

1. Executive Director going on holidays - October 28th-November 11th
 - a. Miranda will have office phone from October 28th - October 31st
 - b. Amber will have office phone from November 1st - November 4th
 - c. Kim will have office phone from November 4th - November 8th
2. Indus Travel Itineraries 5 to choose from - narrowed down to South Africa or Greece.. Letting public choose with a poll made on Instagram
3. Doc Holiday bus for Portugal Trip - NOT doing

Next Meeting - November 13th, 2024

Meeting adjourned at: 7:33pm

From: Vermilion Hockey President <vmha.pres1@gmail.com>

Sent: Wednesday, October 23, 2024 9:01 AM

To: Michael Van Der Torre <mvandertorre@vermilion.ca>

Subject: Arena Ice

Good morning Mike. I wanted to reach out on behalf of Vermilion Minor Hockey and give you and the town a huge thank you for giving us the opportunity to get into the arena ice a week earlier than anticipated. As an association we have experienced great growth this year as well as partnering up with another community to create more teams. Being able to work with the town closely to arrange ice and schedule availability is something we really appreciate being made so easy. As an added thank you because you gave us access early we were able to host a U11 showcase weekend where we had 3 of our U11 teams play back to back to back topped off by a U18 game in the arena which allowed us to celebrate International Women's Hockey day in the stadium. The event was a huge hit where we had 60 females registered who took part in team bonding, mental well being (yoga) and a special video from Hailey Wickenheiser. Again Mike this wouldn't have been possible without the town being so flexible for us, so we thank you very much for helping us and look forward to continuing to work together. Have a great day Mike!

Sean Tennant

President VMHA

780-581-5510



"Ensuring the Development of Hockey and Life skills"



Meeting Minutes

Regular Council Meeting

October 7, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

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

REGRETS: CAO Alan Parkin
ACAO Hannah Musterer
Executive Assistant Susan Hodges Marlowe
Director of Planning and Community Services Roger Garnett
Director of Protective Services Kirk Hughes
Director of Corporate Services Viren Tailor
Director of Agriculture and Environment Cathie Erichsen Arychuk
General Manager of Public Works Ben McPhee
Finance Nancy Miciak
Community Development/FCSS Candice McLean
Planning and Community Services Administrative Assistant
Andrea Neufeld
Protective Services Administrative Assistant Jolene Levesque
Public Works Administrative Assistant Karri Shurnaik

1. CALL TO ORDER

Reeve M. Baker called the October 7, 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.

David Block entered the meeting at 9:00 AM.

2. OPENING INSPIRATION - COUNCILLOR STACEY HRYCIUK

Councillor Stacey Hryciuk provided an opening inspiration to the October 07, 2024 Regular Council Meeting.

Vermilion Public Library representatives Stuart Pauls and Karen Martin entered the meeting at 9:02 AM

3. ADDITIONS TO AGENDA

4. ADOPTION OF AGENDA

Motion Number: 2024-10-01

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the October 7, 2024 Regular Council Meeting Agenda as presented.

CARRIED

5. ADOPTION OF MINUTES

5.a REGULAR COUNCIL MEETING - SEPTEMBER 27, 2024

Motion Number: 2024-10-02

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the September 24, 2024 Regular Council Meeting Minutes as presented.

CARRIED

Finance Manager Natasha Wobeser entered the meeting at 9:06 AM.

6. APPOINTMENTS

6.a 9:05 AM DAVID BLOCK - TWP 514

D. Block left at 9:11 AM

Public Works Administrative Assistant Holli Harty entered the meeting at 9:11 AM.

6.b 9:15 AM - VERMILION PUBLIC LIBRARY - STUART PAULS AND KAREN MARTIN

S. Pauls and K. Martin left the meeting at 9:34 AM.

Councillor S. Hryciuk left the meeting at 9:34 AM and returned at 9:35 AM.

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. COUNCIL MEETING AND EVENTS CALENDARS

Motion Number: 2024-10-03

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive the Meetings and Events Calendars and Council Action Tracker as information.

CARRIED

7.b FINANCE

1. COUNTY OF VERMILION RIVER DIP REVIEW

Motion Number: 2024-10-04

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accept DIP Review progress reports as information.

CARRIED

2. Request for Information

RECESS -THAT the County of Vermilion River Regular Meeting of Council recess at 10:00 AM and reconvened at 10:11 AM with all members in attendance.

7.c PUBLIC WORKS AND UTILITIES

1. CONCERN TRACKER REPORTS

Motion Number: 2024-10-05

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Current Concern Tacker Report from September 18, 2024, to October 1, 2024, and the Active and In-Progress Concern Tracker Report up to September 17, 2024, for information.

CARRIED

2. Request for Information

7.d NATURAL GAS UTILITY

1. Request for Information

7.e AGRICULTURE AND ENVIRONMENT

1. Request for Information

7.f PROTECTIVE SERVICES

1. Request for Information

7.g PLANNING AND COMMUNITY SERVICES

1. DEWBERRY AND DISTRICT AGRICULTURAL SOCIETY LETTER OF SUPPORT – FOR INFORMATION

Motion Number: 2024-10-06

Moved by Councillor G. Kuneff

THAT the County of Vermilion River accept the letter of support to the Dewberry and District Agricultural Society to complete renovations to the Dewberry Arena as information.

CARRIED

**2. PROPOSED CLOSURE OF ROAD PLAN 3077EO AND 1673EU –
MOTION REQUIRED**

Motion Number: 2024-10-07

Moved by Councillor C. Murray

THAT the County of Vermilion River postpone the application to close Road Plan 3077EO, within the SE-9-54-1W4M and the North Half of Section 4-54-1W4M, and a portion of Road Plan 1673EU, within the NW-4-54-1W4M.

CARRIED

3. RESCIND MOTION 2024-05-18 – MOTION REQUIRED

Motion Number: 2024-10-08

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River rescind motion #2024-05-18 “THAT the County of Vermilion River put the proceeds of the sale of Lot 11, Block 6, Plan 8023039 to the outstanding taxes and the remaining debt owing to be written off after two years.”

CARRIED

4. COMMUNITY FUNDING PHOTO OPPORTUNITIES

5. Request for Information

7.h GENERAL ADMINISTRATION

**1. SEPTEMBER ASSISTANT CHIEF ADMINISTRATIVE OFFICER
REPORT**

Motion Number: 2024-10-09

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Assistant Chief Administrative Officer Report for September as information as presented.

CARRIED

2. LETTER RE: REQUISITION FOR HOUSING MANAGEMENT BODIES

Motion Number: 2024-10-10

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the draft letter requesting for a change in the requisition percentage to the Lloydminster and District Housing Group and the Vermilion and District Housing Foundation.

CARRIED

Motion Number: 2024-10-11

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River direct Reeve Marty Baker to sign the letter of request to change the requisition percentage for the Vermilion and District Housing Foundation and the Lloydminster and District Housing Group.

CARRIED

3. LETTER - TRANSFER OF ACE WATER MANAGING PARTNER TO COUNTY OF TWO HILLS

Motion Number: 2024-10-12

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the draft letter to the Government of Alberta to transfer the ACE Water Managing Partner responsibilities to the County of Two Hills as per ACE Water board motion 2024-03-09.

CARRIED

Motion Number: 2024-10-13

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River direct Reeve Marty Baker to sign the letter to the Government of Alberta indicating the transfer of the Managing Partner responsibilities to the County of Two Hills.

CARRIED

4. LETTER MINISTER OF MUNICIPAL AFFAIRS RE: SURVEY ON CARBON TAX IMPACTS

Motion Number: 2024-10-14

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River direct Administration to complete the Government of Alberta online survey regarding the federal carbon tax's impact on municipalities.

CARRIED

5. MINUTES OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

Motion Number: 2024-10-15

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the May, June and September 2024 minutes of the Vermilion River Regional Waste Management Services Commission as information.

CARRIED

6. VILLAGE OF KITSCOTY AND MARWAYNE AND HAMLET OF DEWBERRY NEWSLETTERS

Motion Number: 2024-10-16

Moved by Deputy Reeve L. Cusack

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

CARRIED

7. Request for Information

8. BYLAWS

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

Motion Number: 2024-10-17

Moved by Councillor C. Murray

THAT the County of Vermilion River give Second Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13, south of Township Road 542, as it is no longer needed for public travel.

CARRIED

Motion Number: 2024-10-18

Moved by Councillor C. Murray

THAT the County of Vermilion River postpone Third and Final Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13, south of Township Road 542, as it is no longer needed for public travel to bring forward to the December meeting.

CARRIED

9. DISPOSITION OF APPOINTMENT BUSINESS

9.a TWP 514 - DAVID BLOCK

Motion Number: 2024-10-19

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River receive the presentation from David and Kathy Block as information.

CARRIED

Councillor S. Hryciuk left the meeting at 11:52 AM.

Motion Number: 2024-10-20

Moved by Councillor G. Kuneff

THAT the County of Vermilion River reinstate the boundary on TWP 514 and cover associated costs of the reinstatement and David and Kathleen Block return the purchase funds back to the County of Vermilion River.

DEFEATED

9.b VERMILION PUBLIC LIBRARY - STUART PAULS

Motion Number: 2024-10-21

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the Vermilion Public Library presentation as information.

CARRIED

10. NOTICES OF MOTION

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess for lunch at 11:59 AM and reconvened at 1:00 PM with all members in attendance.

11. COUNCIL REPORTS

Councillor G. Kuneff reported on the Vermilion River Regional Waste Management Commission.

Reeve M. Baker reported on the Council Road Tour, Vermilion River Regional Waste Management Commission and the Vermilion and District Health Foundation.

Deputy Reeve L. Cusack reported on the Council Road Tour, Reconciliation event at Dewberry School, Strategic Planning meeting, Stronger Together Library Conference.

Councillor S. Hryciuk reported on Vermilion River Regional Waste Management Commission, Vermilion and District Recreation, Council Road Tour, Fall Suppers.

12. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2024-10-22

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 1:09 PM with all members in attendance.

CARRIED

ACAO Hannah Musterer and Director of Planning and Community Services Roger Garnett entered the Closed Session meeting at 1:09 PM.

12.a REPORT ON RESIDENCE LISTING AT NE-35-50-3W4M FOR INFORMATION

Director R. Garnett left the Closed Session meeting at 1:22 PM

Director of Protective Services Kirk Hughes entered the Closed Session meeting at 1:23 PM.

12.b DISCLOSURE HARMFUL TO INTERGOVERNMENT RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 24(1(a)(ii))

13. RETURN TO OPEN SESSION

Motion Number: 2024-10-23

Moved by Councillor C. Murray

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 2:05 PM with all members in attendance.

CARRIED

Councillor Jason Stelmaschuk left the meeting at 2:06 PM.

14. BUSINESS ARISING OUT OF CLOSED SESSION

14.a REPORT ON RESIDENCE LISTING AT NE-35-50-3W4M

Motion Number: 2024-10-24

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the request to purchase Lot 2 Block 2 Plan 9521666 as information.

CARRIED

15. ADJOURNMENT

Reeve M. Baker adjourned the October 7, 2024 Regular Council Meeting at 2:08 PM with all members in attendance except Councillor J. Stelmaschuk.

Marty Baker, Reeve

Hannah Musterer, Assistant Chief Administrative Officer



Regular Council Meeting Agenda

October 22, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

1. **CALL TO ORDER**
2. **OPENING INSPIRATION - MARTY BAKER**
3. **ADDITIONS TO AGENDA**
4. **ADOPTION OF AGENDA**

Motion Number:

THAT the County of Vermilion River approve the October 22, 2024 Regular Council Meeting Agenda as presented.

5. **ADOPTION OF MINUTES**

5.a REGULAR COUNCIL MEETING - OCTOBER 7, 2024

Motion Number:

THAT the County of Vermilion River approve the October 7, 2024 Regular Council Meeting Minutes as presented.

5.b POLICY & PRIORITY COMMITTEE MEETING - OCTOBER 15, 2024

Motion Number:

THAT the County of Vermilion River approve the October 15, 2024 Policy and Priorities Committee Meeting Minutes as presented.

6. **APPOINTMENTS**

6.a 9:05 AM ONION LAKE RCMP BODY WORN CAMERAS PRESENTATION SGT. JEFFREY CARTER

6.b 9:30 AM LANDIN EWANEC - PROPERTY TAXES

6.c 10:15 AM AFRRCS PRESENTATION – BRIAN SAUNDERS (PROVINCE OF ALBERTA)

6.d 11:00 AM VILLAGE OF KITSCOTY - MAYOR JOYCE BELL

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

SEPTEMBER 2024 CHIEF ADMINISTRATIVE OFFICER REPORT

Motion Number:

THAT the County of Vermilion River approves the Chief Administrative Officer Report for September as information.

COUNCIL MEETING AND EVENTS CALENDARS AND ACTION TRACKER

Motion Number:

THAT the County of Vermilion River receive the Council Meeting and Events calendar and Council Action Tracker as information.

7.b FINANCE

SEPTEMBER 2024 FINANCIAL REPORT

Motion Number:

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

Request for Information

7.c PUBLIC WORKS AND UTILITIES

PUBLIC WORKS SEPTEMBER 2024 MONTHLY REPORT

Motion Number:

THAT the County of Vermilion River receive the September 2024 Public Works Monthly Report as information.

CONCERN TRACKER REPORT

Motion Number:

THAT the County of Vermilion River receive the Current Concern Tracker Report from October 2, 2024, to October 15, 2024, and the Active and In-Progress Concern Tracker Report up to October 1, 2024, for information.

Request for Information

7.d NATURAL GAS UTILITY

Request for Information

7.e AGRICULTURE AND ENVIRONMENT

Request for Information

7.f PROTECTIVE SERVICES

Request for Information

7.g PLANNING AND COMMUNITY SERVICES

FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING ALLOCATIONS – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve the 2025 Family and Community Support Services funding allocations as presented.

SUBDIVISION APPLICATION – 310 PARK AVE and 300 PARK AVE IN SE-12-47-3W4M WITHIN THE VILLAGE OF PARADISE VALLEY – FOR INFORMATION

Motion Number:

THAT the County of Vermilion River receive the application for subdivision of Lot 1 Block B Plan 0323102 and Pt. Lot C Plan 1471NW in SE-12-47-3W4M in the Village of Paradise Valley as information.

Request for Information

7.h GENERAL ADMINISTRATION

AGENDA ITEM #9.3.

COUNTY OF ST. PAUL REQUEST FOR TWO YEAR EXTENSION ON ICF AGREEMENT

Motion Number:

THAT the County of Vermilion River approve the request from the County of St. Paul for a two-year extension on the current Rural Intermunicipal Collaboration Framework (ICF) Agreement.

NORTH SASKATCHEWAN WATERSHED ALLIANCE REQUISITION

Motion Number:

THAT the County of Vermilion River approve the North Saskatchewan Watershed Alliance (NSWA) Municipal Contribution January 1 to December 31, 2025 per capita request of \$4,796.40.

RURAL MUNICIPALITY ASSOCIATION BYLAW AMENDMENTS – 2024 FALL CONVENTION

Motion Number:

THAT the County of Vermilion River accepts the Rural Municipality Association Bylaw Amendments as information.

QUESTIONS FOR SUBMISSION TO THE PROPOSED ALBERTA HUB SURVEY.

Motion Number:

THAT the County of Vermilion River approve Council's questions for the proposed Alberta HUB Membership Survey:

1. What are the most valuable deliverables of Alberta HUB?
2. What areas of development and advocacy should Alberta HUB focus on in the next five years?
3. What areas of development and advocacy should Alberta HUB focus on in the next ten years?

CORRESPONDENCE

Motion Number:

THAT the County of Vermilion River receive the Alberta HUB Board Membership minutes and the Summer Tourism Success Report 2024 from Go East of Edmonton as information.

Request for Information

8. 1:00 PM - CLOSED SESSION

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council move into Closed Session at 0:00 PM with all members in attendance.

8.a DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY - LAND MATTER - FOIP SECTION 16(1)(c)

9. RETURN TO OPEN SESSION

Motion Number:

THAT the County of Vermilion River return to Open Session at 0:00 PM with all members in attendance.

10. BUSINESS ARISING OUT OF CLOSED SESSION

11. POLICIES

11.a POLICY AG 014 HAMLET BEAUTIFICATION UPDATE – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River approve the updated AG 014 Hamlet Beautification Policy as presented.

11.b POLICY LE 001 COUNCILLOR REMUNERATION

Motion Number:

THAT the County of Vermilion River approve Policy LE 001 Councillor Remuneration as amended to change the review time from Organizational Meeting to review on an annual basis.

11.c RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS

Motion Number:

THAT the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations

11.d POLICY NG 016 – NATURAL GAS BILLING POLICY

Motion Number:

THAT the County of Vermilion River approve Policy NG 016 – Natural Gas Billing Policy as presented.

11.e RESCIND POLICY PW 020 DRAINAGE DITCHES

Motion Number:

THAT the County of Vermilion River Rescind Policy PW 020 Drainage Ditches.

11.f POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY – MOTION REQUIRED

Motion Number:

THAT the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.

11.g RESCIND POLICY PW 010 – ROAD CONSTRUCTION STANDARDS AND PROCEDURES

Motion Number:

THAT the County of Vermilion River rescind Policy PW 010 – Road Construction Standards and Procedures.

11.h RESCIND POLICY PW 012 PUBLIC WORKS PROJECTS

Motion Number:

THAT the County of Vermilion River rescind Policy PW 012 Public Works Projects.

11.i PW 015 (6TH REVISION); SNOW PLOW FLAG

Motion Number:

THAT the County of Vermilion River approve Policy PW 015 Snow Plow Flag as presented.

11.j RESCIND POLICY PW 019 EMERGENT PROJECTS

Motion Number:

THAT the County of Vermilion River rescind Policy PW 019 Emergent Projects.

12. BUSINEES ARISING OUT OF APPOINTMENTS

12.a ONION LAKE RCMP PRESENTATION

Motion Number:

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

12.b OUTSTANDING TAXES - LANDIN EWANEC

Motion Number:

THAT the County of Vermilion River receive the presentation by Landin Ewanec as information.

12.c AFRRCS PRESENTATION – BRIAN SAUNDERS (PROVINCE OF ALBERTA)

Motion Number:

THAT the County of Vermilion River accept the presentation by Brian Saunders from Public Safety and Emergency Services – Province of Alberta as information.

12.d VILLAGE OF KITSCOTY

Motion Number:

THAT the County of Vermilion River receive the presentation by the Village of Kitscoty as information.

13. NOTICES OF MOTION

14. COUNCIL REPORTS

15. 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.

15.a DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 24(1)(a)(ii)

15.b DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER ICF AGREEMENT- FOIP SECTION 24(1)(a)(ii)

16. 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.

17. BUSINESS ARISING OUT OF CLOSED SESSION

18. ADJOURNMENT