



September 15, 2026

Delegation

FOCUS Society Transit Service Update – Dawn Riley

Council received a presentation from Dawn Riley of FOCUS, highlighting the organization's ongoing efforts to provide transportation services that connect Vermilion residents with medical appointments, healthcare facilities, shopping, and other essential community services. Dawn noted that the summer season has been particularly busy, with increased demand for transportation services and the coordination of community field trips.

To better meet the needs of residents of all ages, FOCUS will be adding a new accessible bus to its fleet. The vehicle will accommodate up to 18 passengers, including space for two wheelchairs, and will feature seating designed to safely accommodate car seats. This addition will enhance accessibility and capacity, allowing FOCUS to continue serving the community effectively.

Business Arising from Prior Meetings

Water and Wastewater Utility Bylaw

Council for the Town of Vermilion gave first reading to Bylaw No. 7-2026, being the Water and Wastewater Utility Bylaw. Administration has completed a comprehensive review of the Town's utility bylaw and developed a new Water and Wastewater Utility Bylaw for Council's consideration. The updated bylaw modernizes and clarifies requirements related to utility accounts, metering, service connections, administration, system protection, and enforcement, providing a consolidated framework for the delivery and management of water and wastewater services. The proposed bylaw was presented to Committee of the Whole on September 1, and no changes have been made since that review.

CAO Compensation Policy No. 26-08

Council for the Town of Vermilion approved the CAO Compensation Policy No. 26-08 as presented. Committee of the Whole reviewed the proposed CAO Compensation Review Policy at its September 1, 2026 meeting and directed Administration to bring it forward to the September 15, 2026 Regular Council Meeting for approval with no recommended changes. Developed at Council's direction following the recent CAO performance evaluation process, the policy establishes a clear and consistent framework for reviewing CAO compensation and complements the provisions outlined in the CAO Bylaw.

Video Surveillance in Public Areas Policy No. 26-06

Council for the Town of Vermilion approved the Video Surveillance in Public Areas Policy No. 26-06 as presented. As part of Administration's ongoing governance review, a new Video Surveillance Policy has been developed to establish clear standards and responsibilities for the installation, operation, and management of video surveillance systems in Town-owned facilities and public spaces. The policy supports public safety, asset protection, vandalism deterrence, and compliance with privacy legislation governing the collection and management of personal information. Following Committee of the Whole's review on September 1, 2026, one amendment was made to further clarify areas where individuals have a reasonable expectation of privacy by specifically including washrooms, change rooms, and other spaces intended for personal privacy.

2027 Cost of Living Allowance

Council for the Town of Vermilion approved a 2.35% cost of living allowance (COLA) for all employees effective January 1, 2027, to be incorporated into the 2027 Operating Budget. The request was reviewed by Committee of the Whole on September 1, 2026, with direction to bring the matter forward to Council for a decision. In developing its recommendation, Administration reviewed Alberta-specific Consumer Price Index data and Bank of Canada inflation projections to ensure employee compensation remains reasonably aligned with inflationary pressures and labour market conditions, recognizing that COLA adjustments are intended to address rising consumer costs rather than merit or market-based salary increases.

Patron Conduct Policy No. 26-07

Council for the Town of Vermilion approved the Patron Conduct Policy No. 26-07 as presented. As part of Administration's ongoing governance review, a need was identified for a formal policy addressing patron conduct and the potential suspension of individuals from Town facilities when necessary. The proposed Patron Conduct Policy establishes clear behavioural expectations, promotes safe, welcoming, and accessible public spaces, and provides staff with a consistent framework for responding to incidents. The policy was presented to Committee of the Whole on September 1, 2026, and no changes have been made since that review.

Parks, Recreation, Culture and Environment Committee Repealing Bylaw No. 6-2026

Council for the Town of Vermilion gave second and third reading to Bylaw No. 6-2026, being a bylaw to repeal Bylaw No. 12-198, Bylaw No. 1-1993, Bylaw No. 5-2010, and Bylaw No. 4-2014. Following Council's approval of the Parks, Recreation, Culture and Environment Committee Terms of Reference on August 18, 2026, Administration brought forward Bylaw No. 6-2026 to repeal several outdated committee governance bylaws that no longer align with the Town's current governance model. The new Terms of Reference provide a modernized framework for committee operations, replacing the previous structure established through individual bylaws. Following first reading, an opportunity was provided for public review and feedback, with no concerns or amendments identified. Administration is therefore recommending that Council proceed with second and third readings of the bylaw to formally repeal the legacy bylaws.

Midtown Medical Clinic Building Condition Report

Council for the Town of Vermilion received the Midtown Medical Clinic Building Condition Report as information. Administration received a Building Condition Report for the Midtown Medical Clinic as part of the Town's property management agreement with Remax At Home. The assessment found that most building systems, including HVAC, plumbing, accessibility features, and the roof, are generally in good condition, with several minor maintenance and efficiency improvements identified. Estimated costs for these items range from approximately \$9,000 to \$11,500, excluding foundation-related work. The most significant concern remains the building's foundation and ongoing water infiltration issues in the basement. Administration and the property manager are working with specialized contractors to determine the root cause, obtain repair options and cost estimates, and identify a permanent solution before proceeding with further basement restoration.

Advocacy Services Reserve Transfer

Council for the Town of Vermilion approved \$28,000 from the Economic Development Operating Reserve to the Council/CAO Operating Budget to be used for advocacy services. Council has explored opportunities to enhance the Town's advocacy and government relations efforts through discussions with Alberta Counsel and Jenni Byrne + Associates. These firms provide specialized support in navigating government processes, identifying funding opportunities, building relationships with key decision-makers, and advancing municipal priorities at the provincial and federal levels. Administration is recommending the allocation of \$28,000 from the Economic Development Operating Reserve to support advocacy services, which are intended to strengthen the Town's ability to secure external funding, influence policy decisions, and advance long-term strategic and economic development objectives.

New Business

Town of Vermilion Alberta Community Partnership Program Application

Council for the Town of Vermilion approved a 2026/2027 Alberta Community Partnership Program Application for a Regional Servicing and Infrastructure Plan. The plan would assess current infrastructure capacity and identify future servicing, transportation, utility, and capital investment requirements to support growth in the area south of Highway 16 and Highway 41. Working alongside the County's Regional Growth and Investment Readiness Strategy, the project will help both municipalities coordinate future development, infrastructure planning, and investment attraction efforts. If approved for funding, the Town's contribution would be limited to 10% of the total project cost.

Letter of Support Request from the County of Vermilion River

Council for the Town of Vermilion made a motion to provide a letter of support for the County of Vermilion River's application through the 2026-2027 Alberta Community Partnership (ACP) Program for a Vermilion Regional Growth and Investment Readiness Strategy provided that the County of Vermilion River approves a letter of support for the Town of Vermilion's application through the 2026-2027 Alberta Community Partnership (ACP) Program for a Regional Servicing and Infrastructure Plan at their September 22, 2026 Regular Council Meeting. The Town and County have been working collaboratively to identify and plan for future development opportunities, and the two proposed ACP projects are designed to complement one another by creating a coordinated framework for growth, infrastructure planning, investment readiness, and economic development. Providing the letter of support demonstrates the Town's commitment to regional collaboration and does not involve any financial contribution or ongoing obligation.

Letter of Support Request for Go East RTO for Alberta Tourism

Council for the Town of Vermilion provide a Letter of Support to the Go East Regional Tourism Organization's Destination Marketing Organization Designation. The Town of Vermilion has partnered with Go East RTO for more than a decade, benefiting from regional tourism marketing and promotion efforts that have helped increase awareness of Vermilion as a destination. Administration supports the designation, recognizing that it would strengthen regional tourism development, enhance marketing opportunities, attract more visitors, and generate economic benefits for communities and tourism businesses throughout the region.

2026 Visitor Information Centre Summary

Council for the Town of Vermilion received the 2026 Visitor Information Centre Summary Report as information. The Visitor Information Centre operated from May through the September long weekend, providing tourism information and visitor services while also collecting data on visitor numbers, origins, and reasons for visiting. The report offers valuable insights into tourism activity and trends in Vermilion, including an eight-year comparison of visitation levels, and will help inform future tourism promotion, visitor services, and economic development initiatives. Continued tracking of visitor data supports informed decision-making and helps identify opportunities to further enhance Vermilion's appeal as a destination.

Rail Safety Week Proclamation

Council for the Town of Vermilion proclaim September 21 to 27, 2026 as Rail Safety Week. Held annually in September, Rail Safety Week is a great opportunity to inform the public about the importance of rail safety and the risks of trespassing and not obeying signs and signals at grade crossings. Each time someone crosses a railroad track irresponsibly there is a potential for danger. When everyone looks out for those in their communities, we can help eliminate railroad crossing/trespassing accidents.

Sanitary Feeder Line Repair

Council for the Town of Vermilion authorized Administration to proceed with the replacement of the failed sanitary feeder line north of 47 Street at a cost of up to \$210,000, and authorized temporary sanitary bypass costs of up to \$48,200, based on an estimated monthly cost of \$24,100, until the permanent replacement is completed and placed into service. Council also motioned the project, to a maximum authorization of \$258,200, be funded from the Utility Reserve. During preparations for the 2026 Sanitary Trunk Main Replacement Project, a failure was discovered in an existing 300 mm sanitary feeder line north of 47 Street that services the surrounding area. To maintain wastewater service and protect public health and the environment, Administration implemented a temporary bypass system while a permanent replacement is completed. The project will address critical infrastructure needs and ensure reliable sanitary service is maintained while repairs are undertaken.

Financial

Council Remuneration Policy

Council for the Town of Vermilion approve the Council Remuneration Policy No. 25-19 as presented. As part of the one-year review of the Council Remuneration Policy, Administration brought forward amendments to recognize the additional time commitment associated with the Mayor's established office hours at the Town Office. The proposed changes would allow the Mayor to claim up to two additional per diems per week for attending office hours and conducting related municipal business, aligning the policy with the current responsibilities of the role.

August 2026 Accounts Payable Listing

Council for the Town of Vermilion received the August 2026 Accounts Payable Listing as information. The accounts payable listing is posted and available on the Town's website for easy reference for the public.

Closed Session

Council moved into closed session in accordance with the Access to Information Act (ATIA) section 29(1) Advice from officials to review the Personnel Handbook prior to considering the rescinding of several existing policies. The discussion provided Council with an opportunity to ensure that appropriate employee-related provisions were incorporated into the handbook and to support informed decision-making regarding the proposed policy changes. Following the discussion, Council moved out of Closed Session and returned to open session, where a motion was brought forward regarding the 2027 Corporate Services Policy Rescinding Report.

2027 Corporate Services Policy Rescinding Report

Council for the Town of Vermilion rescinded the following outdated policies: Hours of Work Policy, Earned Time Off Policy, Recognized Leave Policy, Health and Wellness Policy, Annual Recognition & Service Awards Policy, Organizational Structure Hiring Policy, Temporary Pay Adjustment and Additional Responsibilities Pay Policy, Local Authorities Pension Plan Policy, Fire Department Member Policy, Promotional Attire Policy, Communication Response Policy, Social Networking Policy, Communication Plan, Building Access & Security Town Buildings Policy. These policies have either been consolidated into the Town's new Personnel Handbook or are no longer reflective of current practices. The Personnel Handbook, approved by the CAO as an internal administrative directive, now provides a centralized and comprehensive framework for employee-related matters, improving consistency and reducing duplication across governance documents.

These Highlights of Council are an informative summary only, as official minutes of the meeting will be approved at the next regular meeting of council.