



**Regular Meeting of Council Agenda
Wednesday, April 22, 2026 at 04:30 PM
Town of Vermilion Council Chambers/Via Zoom Webinar
5021 49 Avenue Vermilion, Alberta**

1. CALL TO ORDER

2. ADDITIONS TO THE AGENDA

3. ADOPTION OF THE AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES

4.1 March 17, 2026 Regular Council Meeting Minutes Page 4

4.2 April 7, 2026 Committee of the Whole Meeting Minutes Page 10

5. CLOSED SESSION

**Access to Information Act (ATIA) Section 29 (1) Advice from Officials - Metrix Group
LLP**

6. DELEGATIONS / PUBLIC HEARINGS

**6.1 4:30 p.m. - Metrix Group LLP re: 2025 Audited Financial
Statements**

6.1.1 2025 Audited Financial Statements (attachments to be Page 13
added to the agenda by April 21)

6.2 6:00 p.m. - Public Hearing for Bylaw No. 3-2026

6.2.1	Bylaw No. 3-2026, being a Bylaw to amend the Land Use Bylaw No. 1-2020	Page 15
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7. BUSINESS ARISING FROM PRIOR MEETINGS

7.1	Sewer Charge Adjustment Policy No. 26-05	Page 19
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7.2	Accounts Receivable and Collections Policy No. 26-04	Page 26
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7.3	Mill Rate Bylaw No. 4-2026	Page 32
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8. NEW BUSINESS

8.1	Lakeland District Soccer Association Grant Application	Page 36
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8.2	Vermilion Agricultural Society Canine Sport Committee Grant Application	Page 43
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8.3	Vermilion and District Chamber of Commerce Drive-In Movie Funding Request	Page 49
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8.4	2026 Lemonade Day	Page 56
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8.5	Vermilion Public Library Board Appointment	Page 60
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9. FINANCIAL

9.1	Loader-Mounted Snowblower Replacement – Award Recommendation	Page 62
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10. COUNCIL ROUND TABLE

11. CORRESPONDENCE		Page 66
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- Municipal Affairs - Bill 28 Letter

11.1	Letter of Request re: Broadband	Page 69
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12. CLOSED SESSION

Access to Information Act (ATIA) Section 26 (1) (b) County of Vermilion River Intermunicipal Liaison Committee (ILC) Matters.

Access to Information Act (ATIA) Section 29 (1) Advice from Officials.

13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL MINUTES
HELD ON Tuesday, March 17, 2026 at 06:00 PM
Town of Vermilion Council Chambers/Via Zoom Webinar
5021 49 Avenue Vermilion, Alberta**

Council Members Present:

Mayor Robert Snow
Councillor Justin Clark
Councillor Paul Conlon
Councillor Bruce MacDuff
Deputy Mayor Kevin Martin
Councillor Sherry Martin
Councillor Kellen Snelgrove

Administrative Staff Present:

Chief Administrative Officer Shannon Harrower
Director of Infrastructure and Planning Services Robert Dauphinee
Executive Assistant Shannon Kennedy
Director of Corporate Services Marilyn Lavoie
Infrastructure Administrative Assistant Heather Watt

Regrets:

Director of Community Services Michael Van der Torre

1. CALL TO ORDER

Mayor Robert Snow called the meeting to order at 6:00 PM

2. ADDITIONS TO THE AGENDA

3. ADOPTION OF THE AGENDA

MOTION # #26/03/44

Moved By Councillor Bruce MacDuff

That the Agenda be approved as presented.

CARRIED

4. ADOPTION OF THE PREVIOUS MINUTES

4.1 Regular Council Meeting - March 03, 2026

MOTION # #26/03/45

Moved By Councillor Paul Conlon

That Council for the Town of Vermilion approve the minutes from the Regular Council meeting dated March 03, 2026.

CARRIED

5. DELEGATIONS

6. BUSINESS ARISING FROM PRIOR MEETINGS

6.1 Community Futures Board Representative Request

MOTION # #26/03/46

Moved By Councillor Justin Clark

That Council for the Town of Vermilion appoint Deputy Mayor Kevin Martin to sit on the Community Futures Lloydminster & Region Board.

CARRIED

7. NEW BUSINESS

7.1 Bylaw No. 2-2026, Amendment to the CAO Bylaw

MOTION # #26/03/47

Moved By Councillor Paul Conlon

That Council for the Town of Vermilion give first reading to Bylaw No. 2-2026, a bylaw of the Town of Vermilion for the purpose of amending Bylaw No. 7-

2025, being the Bylaw to establish the position of Chief Administrative Officer.

CARRIED

MOTION # #26/03/48

Moved By Deputy Mayor Kevin Martin

That Council for the Town of Vermilion give second reading to Bylaw No. 2-2026, a bylaw of the Town of Vermilion for the purpose of amending Bylaw No. 7-2025, being the Bylaw to establish the position of Chief Administrative Officer.

CARRIED

MOTION # #26/03/49

Moved By Councillor Bruce MacDuff

That Council for the Town of Vermilion introduce for third reading Bylaw No. 2-2026, a bylaw of the Town of Vermilion for the purpose of amending Bylaw No. 7-2025, being the Bylaw to establish the position of Chief Administrative Officer.

CARRIED

MOTION # #26/03/50

Moved By Councillor Paul Conlon

That Council for the Town of Vermilion give third and final reading to Bylaw No. 2-2026, a bylaw of the Town of Vermilion for the purpose of amending Bylaw No. 7-2025, being the Bylaw to establish the position of Chief Administrative Officer.

CARRIED

7.2 Vermilion & District Chamber of Commerce – Funding Request

MOTION # #26/03/51

Moved By Councillor Justin Clark

That Council for the Town of Vermilion receive the funding request from the Vermilion & District Chamber of Commerce as information.

CARRIED

7.3 Bylaw No. 3-2026 Amendment to the Land Use Bylaw 1-2020

MOTION # #26/03/52

Moved By Deputy Mayor Kevin Martin
That Council of the Town of Vermilion give First Reading to Bylaw No. 3-2026, being a bylaw to amend the Land Use Bylaw No. 1-2020 and further, that a Public Hearing for Bylaw No. 3-2026 be scheduled for April 22, 2026 at 6:00 PM during the Regular Meeting of Council at Town Hall.

CARRIED

7.4 Mill Rate Bylaw No. 4-2026

MOTION # #26/03/53

Moved By Councillor Paul Conlon

That Council for the Town of Vermilion give first reading to Bylaw No. 4-2026, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2026 year tax year.

CARRIED

8. COUNCIL ROUND TABLE

As per video and the attached documentation.

9. CORRESPONDENCE

Accepted as information.

10. CLOSED SESSION

MOTION #26/03/54

Moved By Councillor Bruce MacDuff

That the Town of Vermilion move into closed session at 6:53 PM

CARRIED

Access to Information Act (ATIA) Section 26 (1) (b) County of Vermilion River Intermunicipal Liaison Committee (ILC) Matters.

Access to Information Act (ATIA) Section 29 (1) Advice from Officials.

MOTION # #26/03/55

Moved By Councillor Sherry Martin

That Council for the Town of Vermilion move out of closed session at 8:09PM

CARRIED

11. AGREEMENTS

11.1 Fire Agreement Extension

MOTION # #26/03/56

Moved By Councillor Sherry Martin

That Council for the Town of Vermilion approve the extension of the current Fire Services Agreement with the County of Vermilion River to June 30, 2026.

CARRIED

12. ADJOURNMENT

Being the Agenda matters concluded, the meeting adjourned at approximately 8:09PM.

Mayor

Chief Administrative Officer



**COMMITTEE OF THE WHOLE MEETING MINUTES
HELD ON Tuesday, April 07, 2026 at 02:00 PM
Town of Vermilion Council Chambers/Via Zoom Webinar
5021 49 Avenue Vermilion, Alberta**

Council Members Present:

Mayor Robert Snow
Councillor Justin Clark
Councillor Bruce MacDuff
Councillor Sherry Martin
Councillor Kellen Snelgrove

Regrets:

Councillor Paul Conlon
Deputy Mayor Kevin Martin
Chief Administrative Officer
Shannon Harrower

Administrative Staff Present:

Director of Infrastructure and Planning Services Robert Dauphinee
Director of Corporate Services Marilyn Lavoie
Executive Assistant Shannon Kennedy
Infrastructure Administrative Assistant Heather Watt

1. CALL TO ORDER

Mayor Robert Snow called the meeting to order at 2:00 p.m.

2. ADDITIONS TO THE AGENDA

3. ADOPTION OF THE AGENDA

MOTION # #26/04/09C

Moved By Councillor Justin Clark

That the Agenda be approved as presented.

Carried

4. DELEGATIONS

- **2:00pm - James MacDonald - Northern Lights Library System Executive Director**

Northern Lights Library System Executive Director, James MacDonald presented the Vermilion Public Library 2025 Value Statement.

5. NEW BUSINESS

5.1 Accounts Receivable and Collections Policy No. 26-04

MOTION # #26/04/10C

Moved By Councillor Bruce MacDuff

That Committee of the Whole direct administration to bring the Accounts Receivable and Collections Policy forward to the April 22, 2026 Regular Council Meeting for approval.

Carried

5.2 Sewer Charge Adjustment Policy No. 26-05

MOTION # #26/04/11C

Moved By Councillor Kellen Snelgrove

That the Committee of the Whole direct Administration to bring the Sewer Charge Adjustment Policy to the April 22, 2026 Regular Council Meeting for approval.

Carried

6. MANAGEMENT REPORTS

Accepted as information.

6.1 Chief Administrative Officer Report

6.2 Director of Corporate Services Report

6.3 Director of Infrastructure & Planning Report

7. FINANCIAL

- Accounts Payable Listing February 27 - March 31, 2026

Accepted as information.

8. CORRESPONDENCE

Accepted as Information.

9. CLOSED SESSION

10. ADJOURNMENT

Being that the Agenda matters concluded, the meeting adjourned at approximately 2:51 p.m.

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

SUBJECT

2025 Audited Financial Statements (attachments to be added to the agenda by April 21)

RECOMMENDATION

That Council for the Town of Vermilion approve the Town of Vermilion's Audited Financial Statements for the year ending December 31, 2025 as presented.

BACKGROUND

The *Municipal Government Act* requires that the Town of Vermilion prepare annual financial statements, and that the statements be publicly available and submitted to the province before May 1st.

The Town's audited financial statements must undergo an independent audit. At the August 12, 2025 Regular Council Meeting, Council appointed Metrix Group LLP as the Town of Vermilion's auditor for the year ending December 31, 2025. The auditor for the Town must report to Council on the financial statements and financial information return of the municipality and must separately report to Council any improper or unauthorized transactions that are noted during the course of the audit.

Metrix Group LLP is still working on completing the audit as of the agenda publication date, and therefore the attachments will be added onto the agenda once complete (by April 21st, 2026).

IMPLICATIONS

Section 278 of the *Municipal Government Act* requires that the Town's audited financial statements be submitted to the Minister of Municipal Affairs by May 1st following the year for which the statements have been prepared. Following approval by Council, Administration will submit all necessary documents to the province to meet the legislated reporting obligations.

OPTIONS

- 1) That Council approve the Town of Vermilion's Audited Financial Statements for the year ending December 31, 2025 as presented.

- 2) That Council not approve the Town of Vermilion's Audited Financial Statements.
This option would result in non-compliance with legislated requirements to submit the financial statements to the Ministers by May 1, 2026.

STRATEGIC PLAN ALIGNMENT

This item is in alignment with the following strategic priority: Financial Alignment. Audited financial statements being publicly presented to Council and available to the public enhances transparency of the Town's financial state.

ATTACHMENTS

1. Audited Financial Statements

REQUEST FOR DECISION

SUBJECT

Bylaw No. 3-2026, being a Bylaw to amend the Land Use Bylaw No. 1-2020

RECOMMENDATION

That Council for the Town of Vermilion give second reading to Bylaw No. 3-2026, being a bylaw to amend the Land Use Bylaw No. 1-2020.

That Council for the Town of Vermilion give third reading to Bylaw No. 3-2026, being a bylaw to amend the Land Use Bylaw No. 1-2020.

BACKGROUND

Bylaw No. 3-2026 provides an amendment to the Land Use Bylaw No.1-2020 to rezone the identified area as shown in Schedule 'A' from C2 Commercial District to R5 Residential District. The purpose of this amendment is to accommodate the development of a new 6-unit row housing development which is a permitted use within the R5 Residential District.

First Reading to Bylaw No. 3-2026 was given by Council on March 17, 2026, at the regular meeting of Council.

Notice of the Public Hearing has been advertised in the Vermilion Voice on April 7, 2026, for the Public Hearing to be held on Wednesday, April 22, 2026, at 6:00 p.m. Notice of the Public Hearing was also posted in the Town Hall, posted on the Town website on March 28, 2026, posted on Facebook April 7 and 14, 2026 and was included in the April 1, 2026, issue of Talk of the Town. Notification letters were also mailed out to adjacent property owners on March 31, 2026. No correspondence was received regarding this proposed amendment.

Anyone wishing to be heard either directly or indirectly, or on someone else's behalf, may make an oral presentation at the 6:00 p.m. public hearing. Written submissions are also being accepted prior to the hearing date and will be confirmed with Council during the public hearing, if any are received. At the hearing, the Chair must:

1. Hear any person, group of persons, or persons representing them who claims to be affected by the proposed Bylaw and who has complied with the procedures by Council and;
2. Hear any other person who wishes to make representation and whom Council agrees to hear.

IMPLICATIONS

While rezoning this parcel to residential would break up this stretch of commercially zoned land, it would still align with the existing zoning mix of C2 and R5 heading east to 53 Street. This property has been vacant for many years, and no commercial development has occurred thus far. There is a need for additional rental units within the Town, and this would provide 6 new rental units in very close proximity to Lakeland College and the downtown area.

OPTIONS

After hearing the presentations made about the proposed Bylaw and at the conclusion of the Public Hearing, and after considering any other matter Council considers appropriate, Council may:

1. Pass second and third reading of Bylaw 3-2026 at the conclusion of the Public Hearing.
2. Make any amendments to the Bylaw that Council considers necessary and proceed to pass it without further advertisement or hearing.
3. Adjourn the matter to a later meeting of Council for further information or discussion.
4. Defeat the Bylaw.

STRATEGIC PLAN ALIGNMENT

Community – Housing – promote diversity of housing.

ATTACHMENTS

1. Bylaw 3-2026

BYLAW 3-2026

BEING A BYLAW OF THE TOWN OF VERMILION IN THE PROVINCE OF ALBERTA TO AMEND BYLAW #1-2020 PROVIDING FOR THE LAND USE IN THE TOWN OF VERMILION

WHEREAS, the Council of the Town of Vermilion deems it advisable to amend the Land Use District Map being Schedule “A” of Bylaw 1-2020 to provide for R5 Residential District.

AND WHEREAS Council’s intention to pass a Bylaw and to hold a Public Hearing will be posted on the Town of Vermilion website and on the bulletin board in the Town Hall in accordance with Bylaw 11-2018 ‘Alternative Public Notification Bylaw’.

AND WHEREAS a Public Hearing will be held on April 22, 2026, at 6:00 pm at the Town Hall and all persons and groups who wish to make a presentation to Council will be heard.

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

1. That the Land Use District Map, being Schedule “A” of Bylaw #1-2020 be amended to reclassify Lot 17, Block 35, Plan 252 2044, outlined on Schedule “B” attached to and forming part of this Bylaw, from C2 Commercial District to R5 Residential District.

INTRODUCED AND READ a first time this ___ day of _____, 2026, A.D.

Mayor

Chief Administrative Officer

READ a second time this _____ day of _____, 2026, A.D.

Mayor

Chief Administrative Officer

READ a third time this _____ day of _____, 2026 A.D.

Mayor

Chief Administrative Officer

BYLAW NO. 3-2026

SCHEDULE "A"

Definitions

Town	The Town of Vermilion and the area contained within the corporate boundaries of the Town
Chief Administrative Officer	Employee of the Town appointed to a position under Section 205 of the Municipal Government Act.
Council	The municipal Council of the Town of Vermilion
MGA	The Municipal Government Act Chapter M-26, as amended

SCHEDULE "B"



REQUEST FOR DECISION

SUBJECT

Sewer Charge Adjustment Policy

RECOMMENDATION

That Council for the Town of Vermilion approve the Sewer Charge Adjustment Policy No. 26-05 as presented.

BACKGROUND

The Town currently applies sanitary sewer charges based on the assumption that all water supplied to a property is discharged into the municipal sanitary sewer system. In certain limited circumstances, water use may be permanently and verifiably isolated from the sanitary system.

The proposed Sewer Charge Adjustment Policy establishes criteria under which sanitary sewer charges may be adjusted or waived for water that does not enter the sanitary sewer system. The policy is intended to provide transparency to Property Owners while ensuring that any adjustments are applied fairly and only in appropriate circumstances.

As reviewed by Committee of the Whole on April 7, 2026, the policy includes provisions to:

- Define eligibility requirements, including the requirement for dedicated metering and verified non-discharging water use
- Establish a formal application and review process, with final approval by Council
- Clarify inspection, verification, and ongoing compliance requirements
- Identify exclusions, including residential properties, irrigation systems, and incidental water losses
- Ensure that any approved adjustments do not negatively impact the financial sustainability of the Town's sanitary system

The policy supports consistent decision-making, improves administrative clarity, and aligns with municipal best practices for utility billing governance.

IMPLICATIONS

Financial Implications

Approval of this policy may result in some reduction in sewer charge revenue where adjustments are approved. However, adjustments are limited to specific, verified cases, require dedicated metering, and are subject to Council approval and ongoing compliance requirements.

Operational Implications

The policy provides Administration with clear direction for reviewing applications, conducting inspections, and administering sewer charge adjustments in a consistent and transparent manner.

Risk / Liability Implications

Adoption of the policy reduces risk by establishing clear eligibility criteria, documentation requirements, and approval processes, thereby minimizing disputes and ensuring equitable treatment of Property Owners.

OPTIONS

Option 1 (Recommended):

Approve the Sewer Charge Adjustment Policy as presented.

Option 2:

Approve the Sewer Charge Adjustment Policy with additional revisions as directed by Council.

Option 3:

Defer approval of the Sewer Charge Adjustment Policy.

STRATEGIC PLAN ALIGNMENT

This policy supports the Town's Strategic Plan by aligning with infrastructure cost recovery objectives and promoting transparent, consistent decision-making in utility billing.

ATTACHMENTS

1. Sewer Charge Adjustment Policy

POLICY 26-05

SEWER CHARGE ADJUSTMENT POLICY

DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Infrastructure & Planning

PURPOSE

The purpose of this policy is to establish clear and consistent criteria under which sanitary sewer charges may be adjusted or waived where Town-supplied water is permanently and verifiably not discharged into the municipal sanitary sewer system. This Policy ensures that any such adjustment is granted only in limited circumstances and protects the financial sustainability of the Town’s sanitary system.

DEFINITIONS

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

Council is the municipal Council of the Town of Vermilion

Dedicated Meter is a water meter approved by the Town of Vermilion that measures specific, isolated water use that does not discharge into the municipal sanitary sewer system.

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

Non-Discharging Water Use is water supplied by the Town that is permanently and intentionally isolated from the municipal sanitary sewer system and does not, at any time, enter the sanitary system.

Property Owner is the registered owner of the property as per the Land Title, receiving water service from the Town.

Sanitary Sewer Charge is the portion of the utility bill intended to recover costs associated with the collection, treatment, and disposal of sanitary wastewater.

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

SCOPE

This Policy applies to properties supplied with Town water seeking an adjustment or waiver of sanitary sewer charges, excluding uses identified as ineligible under this Policy.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Director of Infrastructure & Planning
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- 1) Sanitary Sewer Charges are based on the assumption that water supplied by the Town is discharged into the sanitary sewer system.
- 2) Adjustments or waivers shall be considered only in exceptional and verifiable circumstances, as determined by the Director of Infrastructure & Planning.
- 3) All approved adjustments must protect the financial sustainability of the Town’s sanitary system.
- 4) Council retains final authority over all Sanitary Sewer Charge adjustments.

ELIGIBILITY REQUIREMENTS

To be eligible for a Sanitary Sewer Charge adjustment or waiver, all the following conditions must be met:

5) Dedicated Metering

- a) A Dedicated Meter approved by the Town must be installed to measure the Non-Discharging Water use.
- b) The meter must be installed downstream of the Town’s primary water meter.
- c) All costs related to the installation, calibration, maintenance and replacement of the Dedicated Meter shall be the responsibility of the Property Owner

6) Verified Non-Discharging Use

- a) The water use must be permanently configured so that it does not enter the municipal sanitary sewer system.
- b) Acceptable uses may include agricultural, livestock, or institutional processes with no sanitary discharge.
- c) Uses identified as ineligible under Section 20 (Exclusions) shall not qualify for an adjustment under this Policy.

7) Inspection and Verification

- a) The Town reserves the right to inspect plumbing configurations and meter installations.
- b) The Property Owner must provide access for inspection upon request.
- c) Failure to allow inspection may result in denial or revocation of the adjustment.

APPROVAL PROCESS

- 8) All applications shall be submitted in writing using the prescribed Town application form and must include all required supporting documentation.
- 9) Administration shall review the application for completeness, eligibility, and compliance with this Policy.
- 10) Administration may require additional information, documentation, or inspection prior to advancing the application to Council.
- 11) Submission of an application does not guarantee approval.
- 12) All complete applications that meet the submission requirements of this Policy shall be forwarded to Council for consideration and decision.
- 13) Decisions made by Council under this Policy are final and not subject to appeal.

ONGOING COMPLIANCE AND REVIEW

- 14) The Town may review approved adjustments at any time.
- 15) The Property Owner must notify the Town of any change in water use, plumbing configuration, or discharge conditions that may affect eligibility under this Policy. Notification must be provided prior to the change occurring or within thirty (30) calendar days of the change. Notification shall be provided in writing by contacting the Town's Infrastructure Department, including by email or other written communication approved by the Town.
- 16) If water approved under this Policy is later found to be discharging into the municipal sanitary sewer system:

- a) Administration has the authority to immediately reinstate Sanitary Sewer Charges.
- b) Administration may revoke the approval granted under this Policy.
- c) Council may require retroactive billing for any period during which the adjustment or waiver was applied while the water was discharging into the sanitary sewer system.

IMPORTANT NOTES AND EXCLUSIONS

- 17) Approval under this Policy does not constitute a general exemption from Sanitary Sewer Charges.
- 18) Approval granted under this Policy does not establish precedent for other properties or uses.
- 19) The following uses are not eligible for adjustments under this Policy:
 - a) Residential properties
 - b) Irrigation or landscaping systems
 - c) Incidental water losses, including leaks, flooding, drainage, or operational inefficiencies
- 20) Council retains discretion to deny any application that does not clearly meet the intent of this Policy.
- 21) Approval granted under this Policy applies only to the specific property, configuration, and circumstances reviewed at the time of approval. Any change in use, plumbing configuration, water discharge conditions, or ownership may result in the approval being reviewed or revoked.
- 22) The Town reserves the right to correct any billing adjustments made in error and recover any amounts owing.

ROLES & RESPONSIBILITIES

- 23) Town Staff must:
 - a) Review applications for completeness and eligibility
 - b) Conduct inspections as required
 - c) Provide recommendations to Council
 - d) Monitor ongoing compliance
- 24) Property Owners must:
 - a) Install and maintain approved Dedicated Meters
 - b) Ensure non-discharging configuration is maintained
 - c) Provide access for inspection
 - d) Notify the Town of any changes affecting eligibility

REQUEST FOR DECISION

SUBJECT

Policy No. 26-04 Accounts Receivable and Collections Policy

RECOMMENDATION

That Council for the Town of Vermilion approve the Accounts Receivable and Collections Policy No. 26-04 as presented and repeal the Collections & Bad Debts Policy that was passed on September 16, 2020.

BACKGROUND

As part of Administration's ongoing review of policies, Administration has completed a review and update of the Town's collections policy. The Town's current Collections & Bad Debts Policy was approved in 2020 and is due for review and update. The new policy includes the following upgrades from the existing policy:

- Outlines the framework when invoices and statements will be issued
- Sets the Town's standard finance charges, unless otherwise determined by bylaw, lease or agreement
- Is more overarching and less procedural in nature
- Includes more details on the transferring of utility accounts to tax rolls
- Write-off amounts have been updated

Administration brought this updated policy to the Committee of the Whole Meeting on April 7, 2026 for review, and no changes have been made to the document since that time.

IMPLICATIONS

This policy will replace the Town's Collections & Bad Debts Policy from 2020. Once approved, this new policy will be posted on the Town's website as part of the Town's policy library.

This policy will guide administration in the discontinuance of completing door hangars for utility accounts, and utility accounts will be handled through in-house collection

efforts for up to 90 days and after that time, the outstanding balances will be transferred to the tax roll. Administration will be preparing communications to utility customers to explain the changes that are upcoming, as well as communicate on the Town's website and social media.

OPTIONS

- 1) That Council for the Town of Vermilion approve the Accounts Receivable and Collections Policy No. 26-04 as presented. In addition, that Council repeal the Collections & Bad Debts Policy that was passed on September 16, 2020.
- 2) That Council not approve the Accounts Receivable and Collections Policy No. 26-04, and request additional information from Administration, to be brought forward to a future meeting.

STRATEGIC PLAN ALIGNMENT

Infrastructure – Cost Recovery: having formalized policy on the collection of debt owed to the Town enables Administration to proceed with recovery of debts owed to the Town in a fair and consistent manner.

ATTACHMENTS

1. Policy No. 26-04 Accounts Receivable and Collections Policy
2. Collections & Bad Debts Policy

POLICY 26-04		ACCOUNTS RECEIVABLE AND COLLECTIONS	
DATE OF ADOPTION:		MOTION NUMBER:	
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

PURPOSE

To establish guidelines and a framework with regard to debt collection, ensuring that all monies due and payable to the Town are collected and used to deliver municipal services in a financially sustainable manner.

DEFINITIONS

Accounts Receivable is money owed for goods and/or services rendered by the Town of Vermilion.

Administration is the administrative Employees of the Town of Vermilion.

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

Customer is a person, company, organization or society that is supplied goods and/or services by the Town for a fee.

Finance Department is the administrative Employees of the Town of Vermilion in the Corporate Services Department.

Finance Charge is a fee imposed on an outstanding invoice over thirty (30) days from the date shown on the invoice.

Finance Management is the Finance Manager or the Director of Corporate Services for the Town of Vermilion.

Invoice is a document outlining the amount of money due from a Customer in exchange for goods and/or services rendered by the Town of Vermilion and the associated payment terms.

Overdue Invoice is an invoice that is outstanding and remains unpaid for more than thirty (30) days after the due date of the invoice.

Supervisor is the person who directly oversees an Employee.

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

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

Uncollectible is an account which cannot be collected due to the circumstances of the debtor.

Write Off is an adjustment to remove an unpaid amount from a Customer's account.

SCOPE

This policy applies to all Accounts Receivable Invoices, including general invoices, business licenses and utility billing. This policy does not apply to property taxes as those are governed by specific legislation.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

Invoices, Adjustments and Statements

- 1) All Invoices must be created at the earliest opportunity, which will be no later than sixty (60) days after providing goods and/or services by the issuing department, or in accordance with any agreement or contract with a Customer.
- 2) All Invoices must reflect accurate fees for goods and/or services provided to Customers in accordance with the Town's respective bylaw, policy or other document.
- 3) Adjustments because of error or omission will be created as soon as discovered, verified and authorized by the originating department and Finance Management.
- 4) Statements will be generated by the Finance Department within the first ten (10) business days of the month.

Finance Charges

- 5) All Accounts Receivable by the Town shall be considered due and payable upon issuance unless otherwise determined by Town policies, bylaws, leases, agreements or contracts.
- 6) A Finance Charge will be applied to an Invoice in excess of thirty (30) days from the Invoice date and every month thereafter until the outstanding Invoice is paid.
- 7) All outstanding Invoices where Finance Charges are applicable shall receive a Finance Charge of 1.5% (one and a half percent) unless otherwise determined by Town bylaw, lease, agreement or contract.

Managing Credit Balances

- 8) Periodically the Finance Department will review Customer Accounts for credit balances.
- 9) Credit balances may be applied to any other amounts owing to the Town from the Customer.
- 10) Credit balances over twelve (12) months old may be refunded to the Customer, at the discretion of Finance Management, if greater than ten (\$10) dollars.

Collection of Overdue Finance Invoices

- 11) The collection process for Overdue Invoices is as follows:
 - a) 30-90 days: collection notice(s) to Customer;
 - b) Over 90 days: Customer accounts are eligible to be sent to a private collection agency. Balances transferred to property tax as per the Municipal Government Act (MGA) if applicable;
- 12) In accordance with Section 553 of the MGA, Council authorizes that outstanding utility bill accounts over 90 days overdue to be transferred to the property tax roll at the discretion of the Director of Infrastructure & Planning or designate. All items on the property tax roll are subject to all fees and penalties set forth in all applicable property tax legislation.
- 13) If a utility account is transferred to a tax roll six (6) times within the same calendar year, the Director of Infrastructure & Planning may authorize the disconnection of the utility service to the property, after posting written notice on the property three (3) business days prior to disconnection.
 - a) Utility services shall not be restored until all outstanding amounts related to the utility account, including any charges transferred to the tax roll, are paid in full and the account is current.
- 14) Finance Management has the authority to exempt Customers from being sent to a private collection agency.
- 15) The department that issued the Invoice is responsible for supporting the Finance Department in the collection process and maintaining customer relationships.
- 16) The Town will work with Customers to create payment plans as required and on a case-by-case basis.

Write-Offs

- 17) A Customer account may be considered uncollectible after all reasonable and appropriate collection action has been taken.

- 18) Write-offs are authorized as follows:
 - a) \$0-\$500: Finance Manager or Director of Corporate Services
 - b) \$500-\$2,500: Chief Administrative Officer
 - c) Over \$2,500: Council
- 19) Any rulings on overdue accounts from outside parties (i.e. Court of King's Bench) are subject to those rulings and are not within the scope of this Policy.
- 20) Delinquent Customers with amounts written off will be tracked for seven (7) years from the time of write off. If the Customer has future dealings with the Town within this seven (7) year period, the previous unpaid balance will be required to be repaid before any further Town services are provided.

REQUEST FOR DECISION

SUBJECT

Mill Rate Bylaw No. 4-2026

RECOMMENDATION

That Council for the Town of Vermilion give second reading to Bylaw No. 4-2026, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2026 tax year.

That Council for the Town of Vermilion give third and final reading to Bylaw No. 4-2026, being a bylaw for the purpose of authorizing the rates of taxation to be levied against assessable property for the 2026 tax year.

BACKGROUND

Administration has reviewed the assessment roll and municipal tax requirements in the 2026 budget and completed the calculation of the 2026 mill rates.

In accordance with Section 353 of the *Municipal Government Act*, Council must pass a property tax bylaw annually. The mill rates are calculated based on the required revenues in the 2026 budget, third party requisitions and the updated assessment roll.

This bylaw was presented to Council on March 17, 2026 for first reading, and the following changes have been made since that time:

- Administration updated the assessment values to be current as of March 26th
- Values for school and designated industrial properties have been updated with the exact values provided to the Town from the Province.

Once the mill rates are established, Administration can prepare and distribute the tax notices.

The Town of Vermilion is hosting a Tax & Assessment Open House on Monday May 25th from 3:00pm-5:00pm in the front meeting room at Town Office. This is an opportunity for the public to come to speak to the assessor and tax clerk about assessment or tax notices.

IMPLICATIONS

Council is required to annual pass a property tax bylaw under Section 353 of the *Municipal Government Act*.

OPTIONS

- 1) That Council give final readings to the bylaw as requested in the above recommendation.
- 2) That Council defer final readings until May 5, 2026 Regular Council meeting. By doing so, this would delay preparation and distribution of tax notices until later in May, as opposed to start-mid May as administration is anticipating.

STRATEGIC PLAN ALIGNMENT

This item aligns with the following strategic priority: Financial Alignment. Having the mill rate bylaw approved is in alignment with the legislative requirements for property taxes.

ATTACHMENTS

1. Bylaw No. 4-2026, Mill Rate Bylaw

**TOWN OF VERMILION
BYLAW NO: 04-2026**

Item 7.3

**BEING A BYLAW OF THE TOWN OF VERMILION IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF AUTHORIZING THE RATES OF TAXATION
TO BE LEVIED AGAINST THE ASSESSABLE PROPERTY FOR THE 2026 TAX YEAR**

WHEREAS, the Council of the Town of Vermilion deems it necessary to establish a Bylaw to deal with services provided by or on behalf of the municipality; and

WHEREAS, Under the provision of Sections 353 and 354 of the Municipal Government Act, Council must pass a property tax bylaw to provide authorization to levy on the assessed value of all assessed property shown on the assessment roll, a tax at the uniform rate on the dollar that Council considers sufficient to produce the funds necessary to meet the amount of the expenditures as are estimated by Council or as are annually requisitioned on Council: and

WHEREAS, the Town of Vermilion has prepared and adopted budgets of municipal revenue and expenditures at the November 18, 2025 Regular Council Meeting; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Vermilion for 2026 total \$13,732,941.00 (excluding amortization); and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation are estimated at \$4,746,295.00 and the balance of \$8,986,646.00 is to be raised by general municipal taxation: and

WHEREAS, the total taxation requirements of the Town of Vermilion for the 2026 taxation year are as follows:

General Municipal	4,389,013
Alberta School Foundation Fund (ASFF)	1,769,338
Separate School Division	212,664
Designated Industrial Property	1,594
Seniors' Foundation	307,852
Vermilion Public Library	275,800
Recreation & Culture	2,030,386
Total Taxation Requirements	8,986,646

WHEREAS, the assessed value of all taxable property, including land, buildings and improvements in the Town of Vermilion as shown on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	437,648,460
Non-Residential	173,412,600
Machinery & Equipment	1,878,870
Linear	21,165,490
Designated Industrial Properties	725,490
	634,830,910

WHEREAS, the rates hereinafter set out are deemed necessary to provide the amount required for all purposes for the 2026 taxation year.

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

1. SHORT TITLE:

1.1. This Bylaw shall be cited as the 2026 Mill Rate Bylaw

2. PROPERTY TAX MIL RATES

2.1 The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on assessed value of all property as shown on the assessment roll:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential & Farmland	\$ 2,318,395	437,648,460	5.2974
Non-Residential	\$ 1,821,011	173,412,600	10.5010
Machinery & Equipment	\$ 19,730	1,878,870	10.5010
Linear	\$ 222,259	21,165,490	10.5010
Designated Industrial	\$ 7,618	725,490	10.5010
Total	\$ 4,389,013	634,830,910	
Alberta School Foundation Fund (ASFF)			
Residential & Farmland	\$ 1,065,258	375,090,962	2.8400
Non-Residential	\$ 704,079	168,843,991	4.1700
Total	\$ 1,769,338	543,934,953	
Separate School Division			
Residential & Farmland	\$ 140,297	49,400,476	2.8400
Non-Residential	\$ 72,367	17,354,173	4.1700
Total	\$ 212,664	66,754,649	
Designated Industrial Property			
Non-Residential	\$ 31	419,280	0.0728
Machinery & Equipment	\$ 22	306,210	0.0728
Linear	\$ 1,541	21,163,490	0.0728
Total	\$ 1,594	21,890,980	
Seniors Foundation			
Residential & Farmland	\$ 212,394	420,340,260	0.5053
Non-Residential	\$ 83,447	165,147,080	0.5053
Machinery & Equipment	\$ 949	1,878,870	0.5053
Linear	\$ 10,695	21,165,490	0.5053
Designated Industrial	\$ 367	725,490	0.5053
Total	\$ 307,852	609,257,190	
Vermilion Public Library			
Residential & Farmland	\$ 190,135	437,648,460	0.4344
Non-Residential	\$ 75,338	173,412,600	0.4344
Machinery & Equipment	\$ 816	1,878,870	0.4344
Linear	\$ 9,195	21,165,490	0.4344
Designated Industrial	\$ 315	725,490	0.4344
Total	\$ 275,800	634,830,910	
Recreation & Culture			
Residential & Farmland	\$ 1,399,735	437,648,460	3.1983
Non-Residential	\$ 554,627	173,412,600	3.1983
Machinery & Equipment	\$ 6,009	1,878,870	3.1983
Linear	\$ 67,694	21,165,490	3.1983
Designated Industrial	\$ 2,320	725,490	3.1983
Total	\$ 2,030,386	634,830,910	

That this bylaw shall take effect on the date of the third and final reading.

INTRODUCED AND READ a first time this 17th day of March, 2026, A.D.

Read a second time this _____ day of _____, 2026, A.D.

Read a third time this _____ day of _____, 2026, A.D.

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

SUBJECT

Lakeland District Soccer Association Grant Application

RECOMMENDATION

That Council for the Town of Vermilion approve the grant application that the Parks, Recreation, Culture and Environment Board received from the Lakeland District Soccer Association for \$400.00 to go towards their 2026 Lakeland Cup Tournament.

BACKGROUND

The Lakeland District Soccer Association submitted a grant application to receive funding to assist with the costs to host the Lakeland Cup Tournament. The Event takes place over two weekends: June 12-14 and 19-21. The Parks, Recreation, Culture and Environment Board recommends grants for approval on a quarterly basis. This grant will utilize \$400.00 from the second quarter allotment of \$1,000.00 out of the yearly \$4,000.00 allocated to grant applications that the committee distributes throughout the year to various groups.

IMPLICATIONS

Another grant application was submitted at the same time as the Lakeland District Soccer Association; therefore, the Parks, Recreation, Culture and Environment Board has recommended Council approve to give \$400.00 to the Association out of the boards quarterly \$1,000.00 grant allocation. The approval of this amount will support the Association with some of the expenses such as referees and medals for the tournament.

OPTIONS

THAT Council for the Town of Vermilion approve the grant application that the Parks, Recreation, Culture and Environment Board received in the amount of \$400.00.

OR

THAT Council for the Town of Vermilion accept the grant application that the Parks, Recreation, Culture and Environment Board received as information.

STRATEGIC PLAN ALIGNMENT

Community. Recreation. Invest in amenities that enable active, connected residents.

ATTACHMENTS

1. Lakeland District Soccer Association Grant Application
2. Lakeland District Soccer Association Budget

Parks, Recreation and Culture Board Grant Application Form

The Town of Vermilion Parks, Recreation and Culture Board will accept applications from community groups or members throughout the year. Quarterly reviews of applications will be conducted at Parks, Recreation and Culture Board meetings as scheduled in the months of March, June, September, and December each year. Applicants must submit their requests well in advance of their project start date. There is a limited amount of grant funding available per year. However, each application will be reviewed using the criteria below and the determination of how well your project aligns with the criteria.

If you have any questions regarding this application, please contact Nadine at 780-581-2402 or recreation@vermilion.ca.

1. Organization Name: **Lakeland District Soccer Association**
2. Has your organization applied for funding previously from the Parks, Recreation and Culture Board?

Yes/No **Yes**

If yes,

- Please list the projects/causes and dates for which you have received funding from the Parks, Recreation and Culture Board in the past.

June 2023 - Lakeland Cup Tournament the last time it was hosted in Vermilion.

Current Project/Event or Cause

3. Please describe the Project/Event or Cause for which you are seeking funding:

I am writing to you on behalf of the Lakeland District Soccer Association for the Lakeland Cup, an annual soccer tournament. This year, the tournament will be held over 2 weekends in June. B Vermilion will host U13s from June 19-21, and Vegreville will host U15-U19 from June 12-14. The Lakeland Cup is more than just a soccer tournament; it is a celebration of community spirit, sportsmanship, and youth development. The event provides an excellent opportunity for local athletes to showcase their talents, promotes physical fitness, and fosters a sense of camaraderie among participants and spectators alike. Additionally, the tournament attracts visitors from neighboring towns, contributing to the local economy and enhancing the visibility of Vermilion as a vibrant and welcoming community. Teams who succeed at the Lakeland Cup tournament will represent the District at the Alberta Soccer Provincials Tournament in July 2026!

4. Please list the benefits your Project/Event or Cause to your organization and to the Town of Vermilion:

The event is expected to bring approximately 250-300 players to Vermilion along with their families and friends. They will patronize the local hotels, restaurants and shop. In recognition of your generous support, we would be pleased to offer the Town of Vermilion prominent acknowledgment in our event materials, including space on our website, social media announcements, and more. We believe that this partnership would further strengthen the bond between the Town and its residents, showcasing our collective commitment to fostering a healthy and active community.

5. Grant amount requested from the Parks, Recreation and Culture Board:

\$1,500

6.

Please answer the following: The Proposed Project/Event or Cause will:	Yes/No
<ul style="list-style-type: none"> • deliver leisure related benefits to adults, children and/or youth in our community or surrounding area 	Yes
<ul style="list-style-type: none"> • enhance one or more of: community event, culture, and/or recreation 	Yes
<ul style="list-style-type: none"> • have limited access to other funding sources 	Not Necessarily
<ul style="list-style-type: none"> • help people to develop interpersonal and/or group skills 	Yes
<ul style="list-style-type: none"> • primarily consist of volunteer input 	Yes
<ul style="list-style-type: none"> • address gaps in present leisure or social opportunities 	Unsure what gaps are identified in Vermilion
<ul style="list-style-type: none"> • help people make healthy choices in the community 	Yes

Projected Outputs for Project/Event or Cause:

	County	Vermilion	Total
# of individuals served			
# of families served	Vermilion Soccer Association will be providing their own volunteers to ensure the event runs smoothly. I am uncertain at this time the number of volunteers it will require their club.		
# of groups served			
# of volunteers			
Total volunteer hours			
Contacts made			
Partnerships made			
# of requests made for funding to other organizations			1 To Town Vegreville for their weekenfd

Estimated Budget for Project/Event or Cause

Income	Amount
Please see attached Budget	
Total Income	
Expenses	Amount
Total Expenses	

Declaration:

I, the undersigned, hereby certify that the contents of this application are true and accurate:

Name Melissa Foglietta

Date March 9, 2026

Position Executive Director

Email execdir@lakelandsoccer.ca

Phone # [REDACTED]

Mailing Address

[REDACTED], Bonnyville AB T9N 2G5

[REDACTED SIGNATURE]

Signature

Submit the completed application to:

Town of Vermilion
Attention: Parks, Recreation and Culture Board
5021 – 49 Avenue
Vermilion, AB T9X 1X1
Email: recreation@vermilion.ca

Lakeland Cup Budget 2025

Revenue

Team Registration	\$ 20,350.00	Based on 37 teams attending
Net Sales		\$ 20,350.00

Expenses

Referee Fees	\$ 7,400.00	Est. both tournaments
Referee Coordinator(s)	\$ 1,000.00	Est. both tournaments
Medals & Trophies	\$ 3,250.00	Est.
Referee Mileage	\$ 3,500.00	Est
Referee Giveaways	\$ -	Included below with Player giveaway total - same gift
Player Giveaways	\$ 8,000.00	Est. (\$10/player)
Meals	\$ 200.00	Est. \$100 per weekend
Accomodations	\$ 1,000.00	Both weekends
	\$ -	
	\$ -	
	\$ -	
Total Expenses		\$ 24,350.00
Net Operating Income		\$ (4,000.00)

Other Income

Sponsorship/Donation Confirmed	\$ -	
Sponsorship/Donation Requested	\$ 3,000.00	\$1,500 Vermilion and \$1,500 Vegreville
Total Other Income		\$ 3,000.00
Net Income (Loss)		\$ (1,000.00)

REQUEST FOR DECISION

SUBJECT

Vermilion Agricultural Society Canine Sport Committee Grant Application

RECOMMENDATION

That Council for the Town of Vermilion approve the grant application that the Parks, Recreation, Culture and Environment Board received from the Vermilion Agricultural Society Sport Committee for \$600.00 to go towards their 2026 Canada Day Event.

BACKGROUND

The Vermilion Agricultural Society Canine Sport Committee submitted a grant application for funding to assist with the costs to hold their Canada Day Event. The Event takes place on Canada Day (July 1, 2026) at the Ag. Society fairgrounds. The Parks, Recreation, Culture and Environment Board approves grants on a quarterly basis. This grant will utilize \$600.00 from the second quarter allotment of \$1,000.00 out of the yearly \$4,000.00 allocated to grant applications that the committee distributes throughout the year to various groups.

IMPLICATIONS

Another grant application was submitted at the same time as the Canine Sport Committee's; therefore, the Parks, Recreation, Culture and Environment Board has recommended Council approve to give \$600.00 to the Committee out of the boards quarterly \$1,000.00 grant allocation. The approval of this amount will support the Committee with some of the expenses to hold their Canada Day Event.

OPTIONS

THAT Council for the Town of Vermilion approve the grant application that the Parks, Recreation, Culture and Environment Board received from the Vermilion Agricultural Society Canine Sport Committee in the amount of \$600.00.

OR

THAT Council for the Town of Vermilion accept the grant application that the Parks, Recreation, Culture and Environment Board received from the Vermilion Agricultural Society Canine Sport Committee as information.

STRATEGIC PLAN ALIGNMENT

Community. Recreation. Invest in amenities that enable active connected residents.

ATTACHMENTS

1. Vermilion Ag. Society Canine Sport Committee Grant Application

Parks, Recreation and Culture Board Grant Application Form

The Town of Vermilion Parks, Recreation and Culture Board will accept applications from community groups or members throughout the year. Quarterly reviews of applications will be conducted at Parks, Recreation and Culture Board meetings as scheduled in the months of March, June, September, and December each year. Applicants must submit their requests well in advance of their project start date. There is a limited amount of grant funding available per year. However, each application will be reviewed using the criteria below and the determination of how well your project aligns with the criteria.

If you have any questions regarding this application, please contact Nadine at 780-581-2402 or recreation@vermilion.ca.

1. Organization Name: *Vermilion Agricultural Society
Canine Sport Committee - Canada Day Event*
2. Has your organization applied for funding previously from the Parks, Recreation and Culture Board?

Yes/ No

If yes,

- Please list the projects/causes and dates for which you have received funding from the Parks, Recreation and Culture Board in the past.

Current Project/Event or Cause

3. Please describe the Project/Event or Cause for which you are seeking funding:

Canada Day Celebration Day - Family Event - 2026
- The event is run by volunteers and is free to attend
Hosting a family friendly event which would include Crafts, games, bouncy houses, fire works, demo (ex: fire trucks and their abilities), stock dog trial, Corgi Races, Food Vendor, Non alcoholic beverage vendor

4. Please list the benefits your Project/Event or Cause to your organization and to the Town of Vermilion:

The most important benefit is to give local families & individuals an affordable opportunity to have a location within our community to get together to celebrate Canada Day.

We also have opened up the opportunity to local community organizations, who give back to our community, a chance to fundraise with ideas such as the pancake breakfast, dunk tank, while being open to additional ideas.

5. Grant amount requested from the Parks, Recreation and Culture Board:

\$1000

Please note: any amount considered would be greatly appreciated by our Committee, Thank you.

6.

Please answer the following: The Proposed Project/Event or Cause will:	Yes/No
<ul style="list-style-type: none"> deliver leisure related benefits to adults, children and/or youth in our community or surrounding area 	yes
<ul style="list-style-type: none"> enhance one or more of: community event, culture, and/or recreation 	yes
<ul style="list-style-type: none"> have limited access to other funding sources as a new event we are still learning what is available 	yes
<ul style="list-style-type: none"> help people to develop interpersonal and/or group skills 	yes
<ul style="list-style-type: none"> primarily consist of volunteer input 	yes
<ul style="list-style-type: none"> address gaps in present leisure or social opportunities 	yes
<ul style="list-style-type: none"> help people make healthy choices in the community 	yes

Projected Outputs for Project/Event or Cause:

	County	Vermilion	Total
# of individuals served	year one year two	→ →	90 600
# of families served	open Invite		
# of groups served		✓	4
# of volunteers			23
Total volunteer hours			170
Contacts made	2	5	7
Partnerships made		5	
# of requests made for funding to other organizations	1	3	4

Estimated Budget for Project/Event or Cause

Income	Amount
Stock Dog entry fees	\$3000
Corgi Race entry fees	\$100
Total Income	
Expenses	Amount
Bouncy Houses	\$2000.00
Fire works	\$2000.00
Craft Supplies	\$200.00
Vermilion Ag Society - Stockdog Trial	\$3000
Vermilion Ag Society - Corgi Races	\$100
Vermilion Ag Society Grounds/facilities	donated
Games + Staffing (VIBE)	donated value: \$2090.00
Fire Truck Demos/staffing	donated
Fire works staffing	donated.
Dunk Tank	donated.
Total Expenses	

Declaration:

I, the undersigned, hereby certify that the contents of this application are true and accurate:

Name Deanna Krys

Date March 16.2026

Position Vermilion Ag Society
Canine Sport Committee/Canada Day Event
Chair person

Email [REDACTED]

Phone #
[REDACTED]

Mailing Address
[REDACTED]

Vermilion, AB
T9X 2B5

[REDACTED]
Signature

Submit the completed application to:

Town of Vermilion
Attention: Parks, Recreation and Culture Board
5021 – 49 Avenue
Vermilion, AB T9X 1X1
Email: recreation@vermilion.ca

REQUEST FOR DECISION

SUBJECT

Vermilion and District Chamber of Commerce Drive-In Movie Funding Request

RECOMMENDATION

That Council for the Town of Vermilion accept the funding request from the Vermilion & District Chamber of Commerce as information.

BACKGROUND

The Vermilion and District Chamber of Commerce is seeking \$2,000 in funding from the Town of Vermilion to support a collaborative drive-in movie event planned for July 1, 2026, in celebration of Canada Day.

Over the past two years, the Vermilion Agricultural Society has successfully hosted Canada Day events for the community and surrounding region. Building on this momentum, the Chamber is exploring a partnership opportunity with the Agricultural Society, along with proposed contributions of \$2,000 from both the Town of Vermilion and the County of Vermilion River.

At the Town's request, the Chamber has provided additional details outlining their financial contribution, as well as a preliminary event budget, including estimated costs for hosting the drive-in movie. As we understand, from the Chamber's perspective, this initiative is intended primarily as a visitor attraction, aimed at enhancing community engagement and drawing people to Vermilion for Canada Day celebrations.

IMPLICATIONS

There was no funding put aside in the 2026 Town of Vermilion budget to financially support partnering with the Vermilion and District Chamber of Commerce on this event.

However, the Chamber could potentially submit an application to the Parks, Rec and Culture Committee for consideration as there are budgeted funds of \$4000 that are allocated quarterly upon review.

OPTIONS

THAT Council for the Town of Vermilion accept the Vermilion and District Chamber of Commerce request for funding for the Drive-In Movie event as information.

OR

That Council for the Town of Vermilion partner with the Vermilion and District Chamber of Commerce on the Drive-In Movie event for \$_____ .

OR

That Council for the Town of Vermilion partner with the Vermilion and District Chamber of Commerce on the Drive-In Movie event for the full amount of \$2000 dollars.

STRATEGIC PLAN ALIGNMENT

Economy – Foster our visitor economy by partnering with organizations that host events in Vermilion.

ATTACHMENTS

1. Request for Funding
2. Additional Information
3. Draft Poster of Event provided by the Chamber



Partnership & Funding Request – Community Summer Event

Dear Mayor and Council,

On behalf of the Vermilion & District Chamber of Commerce, I am writing to formally request partnership and funding support for an upcoming community initiative.

The Chamber is currently planning a community-wide summer event, scheduled for July 1, 2026, aimed at creating a welcoming and engaging experience for residents within Vermilion and the surrounding area.

The proposed event will be a drive-in movie experience, designed to offer a family-friendly, accessible evening that encourages connection and community pride. This initiative is intended to provide a shared space for residents to gather, while also drawing visitors into Vermilion to experience and engage with the community.

In addition to serving local residents, this event is being developed with the intention of welcoming participation from surrounding communities, strengthening Vermilion's role as a central gathering place within the region.

We are seeking a contribution of \$2,000 from the Town of Vermilion to support the delivery of this event. Funding will be allocated toward essential event components, including equipment, licensing, and overall event setup to ensure a safe and high-quality experience.

We would like to position this as a partnership opportunity, recognizing the Town of Vermilion as a Community Event Partner. This reflects a shared commitment to supporting initiatives that enhance community vibrancy and encourage residents and visitors to connect locally.

To assist with event planning and partner confirmation, we kindly request a response by April 30, 2026. We appreciate your consideration and would welcome the opportunity to discuss this further.

Sincerely,

[Redacted signature area]

Vermilion & District Chamber of Commerce

Vermilion & District Chamber of Commerce

Canada Day Community Event Proposal

July 1, 2026

Vermilion & District Chamber of Commerce

Event Overview

The Vermilion & District Chamber of Commerce is planning a community-wide Canada Day evening event centered around a retro drive-in movie experience.

The goal is to create a welcoming, family-friendly event that brings the community together while supporting local engagement and visibility.

Event Timing

Event setup: 3:00–6:00 PM

Guest arrival & community engagement: 7:30 PM

Movie start: At dusk (approximately 9:30–10:00 PM)

Event end: Approximately 11:00 PM

Proposed Location

The event location is currently to be finalized.

Potential sites are being evaluated based on:

- Safe vehicle capacity
- Pedestrian accessibility
- Space for audio-visual equipment setup

Final location will be confirmed based on logistics and accessibility.

Partnership Request

The Chamber is seeking a financial partnership from the Town of Vermilion to support the delivery of this event.

The Town's contribution would be allocated directly toward:

- Movie licensing
- Full audio-visual equipment (including screen, projection, sound, and setup)

This ensures that Town funding is applied directly to the core event experience.

Itemized Preliminary Budget

Movie licensing & full audio-visual equipment: ~\$4,000

Trailer rental / transportation: ~\$500-\$1,000

Event setup & logistics: ~\$500-\$1,000

Marketing & promotion: ~\$300-\$500

Food services: ~\$500-\$1,500

Contingency: ~\$500

Estimated Total Cost: \$6,600 - \$9,000

Chamber Contributions

Event planning and coordination

Marketing and promotion

Volunteer coordination

Administrative support

Additional financial contribution where possible

Additional Partner Involvement (Potential)

Partnership requests have been distributed and responses are pending.

Potential areas:

- Food vendor partnership
- Equipment or transportation support
- Event experience enhancements

Anticipated Revenue

The event is intended to be low-cost or free.

Potential revenue sources:

- Food sales
- Admission (if implemented)

Key Timelines & Milestones

March–April: Partnership outreach

End of April: Confirm feasibility

May: Finalize logistics

June: Marketing rollout

July 1: Event delivery

Retro Drive-In CINEMA

July 1st 2026

Ticket Sales to be Announced

MOVIE COMING SOON!
Stay Tuned!



parking starts at 7:30 | Location To Be announced

REQUEST FOR DECISION

SUBJECT

2026 Lemonade Day

RECOMMENDATION

That Council for the Town of Vermilion participate in Lemonade Day 2026 and provide a \$500 cash donation to Community Futures Lloydminster & Region to support the initiative as well as a gift-in-kind by participating as judges on Lemonade Day.

BACKGROUND

Lemonade Day was founded on an important American principal that entrepreneurs take risks, believing they can realize their dream if they work hard, take responsibility and act as good stewards of their resources. Today's youth – at the national and international level – share that optimism but lack the life skills, mentorship and real-world experience necessary to be successful. Founder Michael Holthouse had a vision to empower today's youth to become tomorrow's entrepreneurs through helping them start, own and operate their very own business...a lemonade stand.

Since its launch in 2007 in Houston, Texas, Lemonade Day has grown from serving 2,700 kids in one city to 1 million children in 80+ licensed markets in the United States, Canada, Bermuda, six U.S. military bases, and growing. Lemonade Day sparks the spirit of entrepreneurship and empowers youth to set goals, work hard, and achieve their dreams.

Community Futures Lloydminster and Region have been offering the Lemonade Day program in our region since 2021. Their involvement is part of a greater collective effort of multiple Community Futures offices (14 offices) across Northern Alberta to deliver this program to 58 communities. In our region, the program is offered in Lloydminster, Kitscoty, Marwayne, and Vermilion. Registrations among our 4 communities have ranged from 60 to 92 over the past four years with an average year seeing about 30 lemonade stands setup across the region.

The foremost objective of Lemonade Day is to empower youth to take ownership of their lives and become productive members of society – the business leaders, social advocates, volunteers, and forward-thinking citizens of tomorrow. Along the way, participants learn the skills for running a Lemonade stand – budgeting, profit-making goals, serving customers, repaying investors, marketing, operations and giving back to the community.

Community Futures Lloydminster and Region fund's the administration, and licensing expenses related to the delivery of the program across the region. Additional sponsorship from businesses, municipalities, and partnering organizations support expenses for prizing, participant supplies, and marketing.

Since its inception in our region the Town of Vermilion has participated in Lemonade Day, provided a \$500 donation to the programming each year, mock business licenses to the Vermilion participants and have had Mayor and Council host and judge the Lemonade Stands on the day itself.

IMPLICATIONS

Lemonade Day is empowering the youth of our community today to be the leaders of tomorrow. The program inspires kids to go beyond the status quo. There is a level of independence and self-determination gained from Lemonade Day's lessons coupled with igniting the entrepreneurial spirit of our children. A donation to Lemonade Day will assist with providing materials, resources and support for the children participating.

If Council would like to proceed with an annual recurring contribution, administration will make note of this direction and include a contribution in the 2027 and future year budgets, subject to approval through that process.

The contribution of \$500.00 has been budgeted for in 2026 under economic development.

OPTIONS

THAT Council for the Town of Vermilion participate in Lemonade Day 2026 and provide a \$500 cash donation to Community Futures Lloydminster & Region to support the day as well as a gift-in-kind by participating as judges on Lemonade Day.

OR

That Council for the Town of Vermilion participate in Lemonade Day 2026 and provide just a gift-in-kind by participating as judges in June on Lemonade Day.

OR

That Council for the Town of Vermilion do not participate in Lemonade Day 2026 and receive the funding request from the Community Futures Lloydminster and Region as information.

STRATEGIC PLAN ALIGNMENT

Relationships: Engagement – Prioritize two-way engagement with our residents and businesses.

ATTACHMENTS

1. 2026 Lemonade Day Request

From: [REDACTED] <lloydoffice@albertacf.com>
Sent: March 18, 2026 11:43 AM
To: [REDACTED]
Subject: Lemonade Day 2026

Good morning,

It's getting to be that time of again! I am reaching out behalf of our Lemonade Day Program which will take place on June 13, 2026. This initiative empowers kids in our communities to learn about entrepreneurship, financial literacy and goal setting by starting and running their own lemonade stands. We are excited to be running this program again this year and are looking for community partners to help make it a success. There are a couple of ways your business or organization can get involved.

Make a contribution:

Donations help us provide materials, resources and support for participating kids. In kind contributions, such as volunteering to help out with the Lemmy U training session or judging lemonade stands are also wonderful!

Host a lemonade stand:

Partner with a young entrepreneur by becoming a "Sweet Spot". This involves allowing them to set up their stand at your business on Lemonade Day. This is a great way to bring positive energy to your business while supporting local youth.

Your support not only helps kids build confidence and real life skills, but also strengthens our communities by encouraging creativity and small business thinking at a young age. If you are interested in participating, please take a few minutes to complete our online form, I have provided the link below. If you have further questions please reach out.

Thank you for your consideration in supporting this great program!

[LEMONADE DAY SPONSORS 2025 – Fill out form](#)

[REDACTED]
Office Coordinator

O: 780.875.5458
#5 4010 50 Ave
Lloydminster, AB T9V 1B2

**Community
Futures** 
Lloydminster and Region

Entrepreneurs don't take a break and neither do our resources! Check out our online entrepreneurial training portal 24/7 at www.digifutures.ca



REQUEST FOR DECISION

SUBJECT

Vermilion Public Library Board Appointment

RECOMMENDATION

That Council for the Town of Vermilion approve Bradley Gallamore to serve on the Vermilion Public Library Board for more than three (3) consecutive terms, extending Bradley Gallamore's existing term on the board one additional year, expiring on April 17, 2027.

BACKGROUND

As per the Library Bylaw (12-2019), appointments to the Vermilion Public Library are approved by Council. The Vermilion Public Library has submitted a request to the Town to appoint Bradley Gallamore to the board for a term expiring April 17, 2026.

The Libraries Act states that a member of a municipal library board is eligible to be reappointed for only two (2) additional consecutive terms of office, unless at least 2/3 of the municipal Council passes a resolution stating that the member may be appointed as a member for more than three (3) consecutive terms. Administration is requesting Council's approval to extend the board member's term for more than 3 consecutive terms, to now end on April 17, 2027.

IMPLICATIONS

Council decision will be sent to the Vermilion Public Library for their records.

OPTIONS

- 1) That Council approve Bradley Gallamore to serve as a Vermilion Public Library Board member for more than three (3) consecutive terms, extending Bradley Gallamore's existing term on the board one additional year, expiring on April 17, 2027.
- 2) That Council not approve Bradley Gallamore to serve as a Vermilion Public Library Board for more than three consecutive years and not extend the current term to April 17, 2027.

STRATEGIC PLAN ALIGNMENT

Relationships – Collaboration. The Town of Vermilion collaborates with the Vermilion Public Library for the provision of library services to our Town and region.

ATTACHMENTS

1. N/A

REQUEST FOR DECISION

SUBJECT

Loader-Mounted Snowblower Replacement – Award Recommendation

RECOMMENDATION

That Council for the Town of Vermilion award the contract for the supply of a loader-mounted snowblower to Falcon Equipment for the LaRue D50 model, as the highest-ranked proponent based on the evaluation process, for a total cost of \$255,915.00, excluding applicable taxes.

BACKGROUND

The existing snowblower unit has reached the end of its service life and is experiencing increased maintenance requirements and reduced reliability. Replacement of this equipment was identified as a priority within the 2026 Capital Budget to maintain efficient winter operations and ensure continued service delivery.

An Request For Proposals was issued to obtain competitive submissions for a loader-mounted snowblower compatible with the Town’s existing 2015 CASE 721F loader. A total of three (3) submissions were received and evaluated by Administration using a weighted scoring matrix based on price, delivery, compatibility, performance, build quality, and service support.

The LaRue D50 achieved the highest overall score based on the weighted evaluation criteria and represents the lowest total cost among the submissions. While proponents structured pricing differently between base units and options, a standardized comparison was used to ensure a fair and consistent evaluation.

All proponents met the minimum technical requirements. Scoring reflects a comparative evaluation of overall value and performance.

Evaluation Summary (Weighted Scores /10)

Proponent	Score
LaRue D50	8.7
Vohl 200	8.3

RPM 220 **7.0**

The LaRue D50 achieved the highest overall score across all evaluators and demonstrated strong performance across key criteria. While the Vohl 200 also performed well, LaRue showed greater consistency and overall value.

IMPLICATIONS

Financial Implications

The 2026 Capital Budget includes **\$270,000** for the loader-mounted snowblower replacement.

The recommended submission from Falcon Equipment is **\$255,915.00**, excluding applicable taxes, which is within the approved budget. The total cost includes the base unit, required options, and delivery. No additional budget adjustment is required.

Operational Implications

The acquisition of a new snowblower will:

- Improve efficiency during winter maintenance operations
- Reduce downtime and maintenance costs associated with aging equipment
- Ensure compatibility with existing fleet equipment
- Enhance the Town's ability to respond to significant snowfall events

OPTIONS

Option 1 (Recommended):

Award the contract to Falcon Equipment for the LaRue D50 Snowblower based on the evaluation results.

Option 2:

Award the contract to an alternate proponent. Please note, there are legal implications if awarding outside the scope of the criteria identified in the RFP.

Option 3:

Cancel the RFP and re-tender.

STRATEGIC PLAN ALIGNMENT

Asset Foresight. Proactively plan for the future of our assets to make informed decisions.

This project supports the Town's strategic priorities by:

- Maintaining reliable infrastructure and service delivery
- Supporting effective asset management
- Enhancing operational readiness for seasonal demands

ATTACHMENTS

1. Loader Mounted Snowblower Scoring Summary

Loader Mounted Snowblower Scoring Summary

Criteria	Weight (%)	RPM 220	LaRue D50	Vohl 200	Weighted Score			Notes / Comments
					RPM 220 Weighted	LaRue D50 Weighted	Vohl 200 Weighted	
Base Unit Price	20%	5	10	7	1.1	1.9	1.5	Lower price = higher score
Options Pricing	10%	7	8	8	0.7	0.8	0.8	Cost and completeness of options list
Delivery Cost & Timeline	10%	9	6	9	0.9	0.6	0.9	Shorter delivery = higher score
Compatability with Case Loader	15%	10	10	10	1.5	1.5	1.5	Ensure Loader can operate blower effectively
Snow Throw Distance	10%	9	9	9	0.9	0.9	0.9	Auger & impeller performance
Hard Packed / Ice Handling	10%	8	9	8	0.8	0.9	0.8	Ability to handle frozen windrows
Build Quality & Durability	10%	6	9	8	0.6	0.9	0.8	Frame strength, drum & chute material
Service, Maintenance & Warranty	15%	4	9	8	0.6	1.4	1.2	Ease of service, warranty coverage
Weighted Total	100%				7.0	8.7	8.3	Calculated score



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Peace River

April 2, 2026

I am pleased to share that today, our government introduced Bill 28 the Municipal Affairs and Housing Statutes Amendment Act, 2026. Bill 28 makes amendments to the *Municipal Government Act* to modernize municipal rules, improve clarity and consistency, and strengthen service delivery.

Rather than addressing issues piecemeal, Alberta's government is proposing a single, comprehensive package of changes that reflects how interconnected municipal systems are. The proposed amendments are organized around five themes:

- growth and housing – *how communities expand*;
- assessment and property tax – *how services are paid for fairly*;
- governance and accountability – *who is responsible and to whom*;
- municipal transparency – *how municipalities make decisions and operate day to day*, and
- public institutions – *how essential public services are governed and protected*.

Together, these five themes form a coherent approach to modernizing municipal legislation, solidifying local governance, and supporting communities across Alberta.

Growth and Housing

The proposed changes will accelerate construction to build more homes faster by improving transparency, reducing red tape, and lowering development costs by:

- clarifying the application of off-site levies; and
- requiring permit timeline reporting to be posted on municipal websites.

Also included are amendments related to “Automatic Yes” frameworks, which will allow municipalities to fast-track low-risk development permits, increasing predictability for builders and helping accelerate housing construction across Alberta. Future regulation will build on this work by restricting particular non-statutory studies in the development process to further streamline approvals.

In addition, charter schools will be treated consistently with other publicly funded schools by enabling access to municipal and school reserve land, supporting parental choice in education.

The proposed changes would also allow the Minister of Municipal Affairs to set requirements for community design codes that municipalities may choose to adopt, helping streamline approvals for developments that meet established land-use and design standards while preserving local decision-making.

.../2

Assessment and Property Tax

The proposed legislative amendments will implement some of the decisions from the recently completed policy phase of the Assessment Model Review. These decisions will lay the foundation to modernize the regulated property assessment system and promote fairness for municipalities and industries by:

- clarifying the rules that determine which costs are assessable, which will improve consistency and reduce assessment appeals;
- enabling greater use of standardized rates for regulated properties, which will increase predictability and efficiency of assessment;
- applying penalties to property owners who fail to report timely property information; and
- establishing a regular cycle for review of assessment models.

More details about the outcomes of the policy phase of the Assessment Model Review are being sent to you under separate cover.

Using the updated rules and policies, new models for assessing individual types of regulated properties will now be developed to better reflect current costs, technology and construction practices. The work for this next phase of the Assessment Model Review will be undertaken over the next two years, and will continue to involve significant input from municipal, industry and assessment stakeholders.

In addition, the proposed amendments will prevent municipalities from taxing Albertans on similar homes differently based solely on whether or how they are occupied.

Governance and Accountability

Alberta's government is proposing to strengthen accountability and integrity in local government by creating a provincial councillor accountability framework. The framework will govern issues such as pecuniary interest, unauthorized use of municipal assets, disclosure of confidential information, egregious behaviour, threatening behaviour and improper use of influence.

Under the proposed framework, complaints will be investigated by an independent third-party, ensuring impartial, timely resolution of issues before they escalate, and a roster of commissioners will be appointed by the province to hear appeals.

In addition, proposed changes will update the process for viability reviews by making the vote of electors a plebiscite (non-binding vote) with final decisions on dissolution at Cabinet's discretion. This will apply to viability reviews that are already underway where a vote of electors has not yet occurred, as well as any future reviews.

Municipal Transparency

The proposed changes will improve transparency by requiring municipalities to publicly disclose the salaries of municipal staff above a specified threshold, aligning practices with other public sector disclosure standards.

In addition, proposed changes will allow rural, small urban, and specialized municipalities to show policing costs as a separate line on property tax notices, improving transparency for residents.

- 3 -

A province-wide framework for councillor information requests, requiring timely access to readily available information and consistent sharing of broader information with all councillors will strengthen councils' ability to govern effectively and make informed decisions. Councils will also be able to adopt local policies to manage significant information requests in a practical, sustainable way.

The proposed changes will also modernize governance and operations of Business Improvement Areas, including flexibility for interim appointments, electronic notifications, and in-year budget changes, to reduce red tape, improve flexibility and help commercial districts stay vibrant and responsive to local needs.

Public Institutions

The proposed amendments will clarify how municipalities govern and oversee municipal public utilities, establishing that municipalities may be required by regulation to transfer control and operations of a municipal public utility to a public utility entity, such as a regional services commission or a municipally controlled corporation.

I invite you to read Bill 28. A copy of the bill can be found here:

<https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12124&from=bills>

Additional information about the proposed amendments is also available here:

<https://www.alberta.ca/modernizing-municipal-legislation-across-the-province>

Sincerely,



Minister of Municipal Affairs

INFORMATION ITEM

SUBJECT

Letter of Request re: Broadband

RECOMMENDATION

That Council for the Town of Vermilion receive the correspondence dated March 23, 2026 from Shawn Jacula as information.

BACKGROUND

The Town of Vermilion announced that its portion of funding toward completion of the Vermilion Broadband Initiative was completed without borrowing or taking on debt in media releases dated November 5 and 7, 2025. These media releases are available on the Town's website here (<https://www.vermilion.ca/build-and-invest/infrastructure/broadband-project-funding-update/#BroadbandProjectFundingUpdate>) and have also been attached to this information item for ease of reference.

The media releases and associated webpage, including a section dedicated to "Frequently Asked Questions" came forward in an effort to provide residents with clear information about how the municipal broadband project was funded, and to explain subsequent bylaw rescindments.

The timeline was as follows:

2022: Council authorized Administration to borrow up to \$2.4M for the broadband project, as a precautionary measure.

2019–2023: Administration secured Municipal Sustainability Initiative (MSI) provincial grant funding to support project execution, and covered the remaining cost through general taxation funds over a three-year span.

\$1.6M payment to Alberta Broadband from the Town of Vermilion on September 5, 2023

\$0.8M payment to Alberta Broadband from the Town of Vermilion on December 19, 2023

Of the Town's \$2.4M contribution, \$691,882 was funded by the Municipal Sustainability Initiative (MSI). More specifically, in accordance with the Town's Statement of Funding and Expenditures (SFE) submitted to Municipal Affairs:

\$214,861 was applied in 2019

\$130,867 was applied in 2020

\$195,137 was applied in 2021

\$151,017 was applied in 2022

The Town's contribution to the Broadband Initiative was funded using general taxation revenues. This means, the original debenture authorization was never acted upon and the Town has no further financial commitments towards the project. This was discussed during the November 18, 2025 Regular Council Meeting and throughout the 2026 budget deliberations.

Council officially rescinded the debenture bylaw to close the funding commitment, without taking on the \$2.4M long-term debt and associated interest costs on December 16, 2025.

As it relates to the agreements for the project, the Town of Vermilion has only ever had two (2) agreements for the broadband project. The first is a Project Agreement and the second is a Municipal Access Agreement. No other agreements exist between the Town of Vermilion and Alberta Broadband Networks.

IMPLICATIONS

Given that a Non-Disclosure Agreement does not exist between the Town of Vermilion and Alberta Broadband Networks, Administration is not in a position to be able to disclose any such records.

However, upon receipt of an Access to Information request and the applicable fees, Administration could proceed with disclosure of the Project Agreement and/or Municipal Access Agreement in accordance with the applicable legislation. As these agreements are with a third party (i.e. Alberta Broadband Networks), we would be required to notify them of the Access to Information request. Then, upon payment of the associated fees related to the processing of the request, Administration would proceed in its review of the agreements to redact any such information that would be protected under the applicable legislation and provide copies to the applicant.

Requests for information and document disclosure for files not publicly available must go through the appropriate administrative channels for timely processing in accordance with the legislation. More information on submitting a request is available here:

<https://www.alberta.ca/access-to-information-act>

STRATEGIC PLAN ALIGNMENT

Transparency

OPTIONS

1. Receive the correspondence as information
2. Send a letter in response and provide Mr. Jacula with the information to proceed with an Access to Information Request

ATTACHMENTS

1. Letter of Request from Shawn Jacula
2. Media Release dated November 5, 2025
3. Media Released dated November 7, 2025

March 23, 2026

Subject: Request for Full Release of Broadband-Related NDA in the Interest of Transparency

Mayor and Members of Council,

I am writing to formally request that Council take the necessary steps to secure and release, in its entirety, the Non-Disclosure Agreement (NDA) associated with the broadband initiative for which \$2.4 million in taxpayer funds were expended. I also respectfully request that this matter be placed on the next Council agenda for discussion.

This request is made in the interest of transparency and maintaining public trust within our community. Residents deserve a clear and complete understanding of how significant public funds were sourced, allocated, and ultimately used.

As Council is aware, I have raised ongoing concerns regarding the use, allocation, and reporting of these funds, including whether expenditures aligned with Council approvals and with the expectations communicated to taxpayers at the time decisions were made. Of particular concern is that these funds were sourced in a manner not expressly authorized by Council, which further underscores the need for full transparency on this project.

When this initiative progressed to a stage where elected officials were actively promoting the project as ultimately salespeople, I was advised that the purpose of the NDA was to protect commercially sensitive information, specifically the rates being offered, due to competition. While that rationale may have existed at the time, those rates and the nature of the project are no longer confidential in any meaningful sense. The original justification for maintaining secrecy no longer appears to apply.

Furthermore, it is my understanding that the NDA outlines the level of community uptake required for the broadband project to become a revenue-generating asset for the municipality. There is no clear reason for this information to remain confidential. In fact, making this information public could serve as a valuable tool to promote the service, encourage adoption, and help improve the financial position that this project has placed our community in.

While NDAs can serve legitimate commercial purposes, they should not be used to limit transparency around the use of public funds. In this case, the continued withholding of the agreement only contributes to uncertainty and erodes public confidence.

I would also note that I have been in contact with Alberta Broadband Networks (Ken Spangler) and Canadian Fiber Optics (Wade Bloomer), and they are aware that this request is being brought forward on behalf of ratepayers seeking greater transparency.

At its core, this is a simple matter: if there is nothing to hide, then all parties should be willing to support the full release of the agreement.

Transparency strengthens a municipality and reinforces public trust. Full disclosure in this matter is both reasonable and necessary.

Thank you for your consideration.

Respectfully,

A solid black rectangular box redacting the signature of Shawn Jacula.

/Shawn Jacula



5021 – 49 Avenue
Vermilion, AB Canada T9X 1X1
Tel: 780 853 5358
www.vermilion.ca

MEDIA RELEASE

November 5, 2025

VERMILION, AB — The Town of Vermilion has announced that its portion of funding toward the completion of the Vermilion Broadband Initiative was completed without borrowing or taking on debt, exhibiting fiscal responsibility and safeguarding the Town’s financial sustainability.

In 2022, Town Council authorized Administration to borrow up to \$2.4 million for the broadband initiative, as the Town’s portion of the project spearheaded by Alberta Broadband Networks that cost more than \$10 million.

With the approved borrowing as a backstop, however, Town Administration was able to secure approximately \$600,000 in grant funding from the provincial government, reducing the municipal funding share to \$1.8 million. That remaining balance was then funded through general taxation funds, spread over the course of three years between 2021 and 2023, to avoid unnecessary impacts on local taxpayers.

“This is a positive financial story for Vermilion,” said Shannon Harrower, Chief Administrative Officer. “The broadband project was completed and we were able to do it without taking on \$2.4 million in long-term debt, or the associated interest costs that would have impacted local residents for years to come.”

While the funding was properly authorized and recorded, the original debenture bylaw was never formally closed out. As a result, Administration will bring forward a bylaw repeal to Council to remove the unused borrowing authorization, and ensure the Town’s legal documents accurately reflect its current financial position.

“Good governance means keeping our bylaws current and accurate,” said Mayor Robert Snow. “We’re starting the new Council term by looking at next year’s budget and, as part of that, we want to ensure our records clearly show that this project was paid for without the debt that was originally contemplated.”

Administration is now working on enhanced financial tracking and communications processes to ensure clearer reconciliation between funding authorizations and spending methods for all future projects.

“This has been an ongoing effort since I joined the Town as CAO in April of this year,” Harrower said. “We have some incredible leaders in our organization, and we’re all working to find opportunities to strengthen our processes, close administrative gaps, increase transparency, and be accountable to our community.”

Media Information:

Shannon Harrower, CAO
Town of Vermilion
T: (780) 581-2406
E: sharrower@vermilion.ca





5021 – 49 Avenue
Vermilion, AB Canada T9X 1X1
Tel: 780 853 5358
www.vermilion.ca

November 7, 2025

On Wednesday, we shared the news about the Town's funding contribution to the Alberta Broadband project. Here's what you need to know, in case you missed it:

- The project is complete with no further financial commitments on behalf of the Town
- Vermilion's \$2.4M contribution (to the total project cost of more than \$10M) was funded through Municipal Sustainability Initiative Grants (\$691,882) with the remaining funded through general taxation revenues (\$1,708,118) between 2019-2023
- \$1.6M was paid on September 5, 2023 while the other \$0.8M was paid on December 19, 2023
- The Town did not take on any debt and did not proceed with the \$2.4M debenture that was authorized by Council
- In hindsight, it is clear that the choice to pay out of operations and not through the debenture authorized by Council was not clearly communicated to Council, and in turn, was not clearly communicated to our residents creating unnecessary confusion

Our next steps will be to:

- Review the bylaw repeal proposal by Administration regarding the \$2.4M debenture authorization on November 18, 2025 during the regular Council meeting
- Make continued procedural and policy updates to further improve financial reporting and communications, eliminating potential process gaps, and ensuring we are keeping Council and the public up to speed on the Town's financial state

Our job is to be the trusted caretakers of taxpayer dollars and to communicate that work clearly. We sincerely appreciate the feedback we have received to date. We want nothing more than to ensure that confusion is minimized and that your questions and concerns are addressed in a timely manner. Your comments have been instrumental in making sure that our approaches to governance meet our residents' needs and that we are upholding the values of accountability and transparency that you deserve.

Media Information:

Shannon Harrower, CAO
Town of Vermilion
T: (780) 581-2406
E: sharrower@vermilion.ca

