



Meeting Minutes

Regular Council Meeting

February 11, 2025, 9:00 AM
Town of Kitscoty Council Chambers/ Via ZOOM Webinar
5011 50 Street
Kitscoty, Alberta, Canada

Attendance

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

Staff Present

CAO Alan Parkin
Executive Assistant Susan Hodges Marlowe
ACAO Hannah Musterer
Director of Public Works Kirk Hughes
Director of Planning and Community Services Roger Garnett
Director of Corporate Services Viren Tailor
Finance Manager Natasha Wobeser
Finance Nancy Fleming
Community Development/FCSS Candice McLean
Development Authority Officer Michelle Harvey
Planning and Community Services Administrative Assistant
Andrea Neufeld
Public Works Administrative Assistant Holli Harty
Protective Services Administrative Assistant Jolene Levesque

1. CALL TO ORDER

Reeve M. Baker called the February 11, 2025 Regular Council Meeting to order at 9:00 AM with all members in attendance except Councillor George Kuneff.

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

2. OPENING INSPIRATION - DEPUTY REEVE LESLIE CUSACK

Deputy Reeve Leslie Cusack provided an opening inspiration to the February 11, 2025 Regular Council Meeting.

3. ADDITIONS TO AGENDA

PLANNING AND COMMUNITY SERVICES - WAIVING FEE FOR PRINTING OF DRAFT LAND USE BYLAW AND DRAFT MUNICIPAL DEVELOPMENT PLAN.

CLOSED SESSION - ADVICE FROM OFFICIALS - BUSINESS OPPORTUNITY – FOIP SECTION 24(1)(a)

4. ADOPTION OF AGENDA

Motion Number: 2025-02-01

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the February 11, 2025 Regular Council Meeting Agenda as amended to include:

PLANNING AND COMMUNITY SERVICES - WAIVING FEE FOR PRINTING OF DRAFT LAND USE BYLAW AND DRAFT MUNICIPAL DEVELOPMENT PLAN.

CLOSED SESSION - ADVICE FROM OFFICIALS - BUSINESS OPPORTUNITY – FOIP SECTION 24(1)(a).

CARRIED

5. ADOPTION OF MINUTES

5.a REGULAR COUNCIL MEETING - JANUARY 28, 2025

Motion Number: 2025-02-02

Moved by Councillor D. Swyripa

THAT the County of Vermilion River approve the January 28, 2025 Regular Council Meeting Minutes as presented.

CARRIED

Council moved to 8. COUNCIL NEW BUSINESS

6. APPOINTMENTS

Stars representative Shannon Paquette joined the meeting via ZOOM Webinar at 11:04 AM

6.a 11:08 AM - STARS PRESENTATION - SHANNON PAQUETTE

S. Paquette left the meeting at 11:19 AM.

Council moved to 10. DISPOSITION OF APPOINTMENT BUSINESS

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. CAO JANUARY 2025 REPORT

Motion Number: 2025-02-03

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the Chief Administrative Officers written report for January as information.

CARRIED

2. REQUEST FOR SPECIAL MEETING OF COUNCIL FOR MARCH BUDGET MEETING

Motion Number: 2025-02-04

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the date of March 14, 2025 at 9 AM for a Special Meeting of Council Budget meeting.

CARRIED

3. COUNCIL MEETING AND EVENTS CALENDARS AND COUNCIL ACTION TRACKER

Motion Number: 2025-02-05

Moved by Councillor J. Stelmaschuk

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

CARRIED

Motion Number: 2025-02-06

Moved by Councillor D. Swyripa

THAT the County of Vermilion approve the following members of Council members Reeve Marty Baker and Deputy Reeve Leslie Cusack to attend the 2025 Federation of Canadian Municipalities Conference in Ottawa, ON from May 29, 2025 to June 1, 2025.

CARRIED

8.b FINANCE

1. PETROFRONTIER ARREARS PAYMENT AGREEMENT – MOTION REQUIRED

Motion Number: 2025-02-07

Moved by Councillor C. Murray

THAT the County of Vermilion River accept the payment offer of arrears from Petrofrontier in the amount of \$67,087.51.

CARRIED

Motion Number: 2025-02-08

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River provide administration direction to waive the January 2025 penalty for roll number 991502103 and 991502136, in the amount of \$4,025.25, once the payment of arrears has been received in full.

CARRIED

Information Technologist Jaime Petty entered the meeting at 9:11 AM.

2. Request for Information

8.c PUBLIC WORKS AND UTILITIES

1. CONCERN TRACKER REPORT

Motion Number: 2025-02-09

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Current Concern Tracker Report from January 22, 2025, to February 4, 2025, and a report of the Active and In-Progress Concern Tracker up to January 21, 2025, for information.

CARRIED

2. Request for Information

General Manager of Public Works Ben McPhee and Public Works Administrative Assistant Karri Shurnaik entered the meeting at 9:17 PM.

Council moved to 8.e AGRICULTURE AND ENVIRONMENT

8.d NATURAL GAS UTILITY

1. Request for Information

L. Genest left the meeting at 9:28 AM

Council moved to 8.g PLANNING AND COMMUNITY SERVICES

8.e AGRICULTURE AND ENVIRONMENT

1. Request for Information

8.f PROTECTIVE SERVICES

**1. 2024 ANNUAL REPORT – COUNTY OF VERMILION RIVER
PEACE OFFICER PROGRAM**

Motion Number: 2025-02-10

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accept for information the 2024 Annual Report – County of Vermilion River Peace Officer Program submitted to the Solicitor General of Alberta

CARRIED

Director of Natural Gas Utility Louis Genest entered the meeting at 9:25 AM.

**2. PLACESPEAK - STRATEGIC PLAN TO ESTABLISH A RCMP
MULTI-STAKEHOLDER FORM**

Motion Number: 2025-02-11

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the PlaceSpeak documents as information and direct Administration to fill out the questionnaire as per Council's direction.

CARRIED

3. Request for Information

Council moved to 8.d NATURAL GAS UTILITY

8.g PLANNING AND COMMUNITY SERVICES

Public Works Finance Technician Jennifer Roberston entered the meeting at 9:42 AM.

1. PLANNING AND COMMUNITY SERVICES - WAIVING FEE FOR PRINTING OF LUB AND MDP.

Motion Number: 2025-02-12

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approved a \$10 fee for printing both the **draft** Land Use Bylaw and the **draft** Municipal Development Plan. **CARRIED**

2. Request for Information

8.h GENERAL ADMINISTRATION

1. TAX RECOVERY AUCTION 2024 RESERVE BID – MOTION REQUIRED

Motion Number: 2025-02-13

Moved by Deputy Reeve L. Cusack

THAT, pursuant to Section 419 of the Municipal Government Act, the County of Vermilion River set the following reserve bids for the Tax Recovery Auction to be held March 11, 2025.

Lot 13, Block 4, Plan 2338EOReserve Bid \$12,800.00

Lot 1, Block 3, Plan 2129EOReserve Bid \$3,000.00

Lot 2, Block 3, Plan 2129EOReserve Bid \$2,300.00

Lot 12, Block 3, Plan 6110ETReserve Bid \$3,200.00

Lot 13, Block 3, Plan 6110ETReserve Bid \$3,200.00

Lot 14, Block 3, Plan 6110ETReserve Bid \$6,500.00

Lot 5, Block 4, Plan 647EOReserve Bid \$31,100.00

Lot 3-4, Block 13, Plan 8021410Reserve Bid \$165,000.00

Lot 6, Block 13, Plan 8021410Reserve Bid \$75,000.00

Lot 9, Block 14, Plan 8621214Reserve Bid \$24,600.00 **CARRIED**

2. REQUEST FOR JOINT ELECTION – BUFFALO TRAILS SCHOOL DIVISION

Motion Number: 2025-02-14

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the request for a Joint Election from Buffalo Trails School Division as information.

CARRIED

3. JANUARY REPORT FOR THE ASSISTANT CHIEF ADMINISTRATIVE OFFICER

Motion Number: 2025-02-15

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River accept the Assistant Chief Administrative Officer report as presented.

CARRIED

4. ACE WATER – INTEREST REQUEST

Motion Number: 2025-02-16

Moved by Councillor C. Murray

THAT the County of Vermilion River receives the ACE Water - Interest Request as information.

CARRIED

J. Levesque left the meeting at 10:23 AM.

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess at 10:08 AM and reconvened at 10:21 AM with all members in attendance except Councillor George Kuneff.

5. CORRESPONDENCE

Letter - Municipal Affairs Alberta Community Partnership grant approval

2025 County of Vermilion River Requisition Letter VDHF

ATCO Advanced Metering Infrastructure information

Motion Number: 2025-02-17

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the following correspondence as information:

Letter - Municipal Affairs Alberta Community Partnership grant approval.

2025 County of Vermilion River requisition letter from the Vermilion and District Housing Foundation

ATCO Advanced Metering Infrastructure (AMI) information.

CARRIED

6. VILLAGES OF KITSCOTY, MARWAYNE AND HAMLET OF DEWBERRY FEBRUARY NEWSLETTERS 2025

Motion Number: 2025-02-18

Moved by Deputy Reeve L. Cusack

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

CARRIED

7. Request for Information

9. BYLAWS

9.a BYLAW 25-02 MUNICIPAL PROPERTY TAX INCENTIVE EXEMPTION FOR NEW NON-RESIDENTIAL DEVELOPMENT OR EXPANSIONS

Motion Number: 2025-02-19

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River give First Reading of Bylaw 25-02 Municipal Property Tax Incentive Exemption for New Non-Residential Development or Expansions.

CARRIED

H. Harty and K. Shurnaik left the meeting at 10:59 AM.

Council moved to 6.a APPOINTMENTS

10. DISPOSITION OF APPOINTMENT BUSINESS

10.a STARS

Motion Number: 2025-02-20

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the STARS presentation as information.

CARRIED

11. NOTICES OF MOTION

12. COUNCIL REPORTS

Councillor Stacey Hryciuk reported on Vermilion and District Recreation Board, Vermilion and District Housing Foundation, EC911, Buffalo Coulee supper and snowmobile rally.

Deputy Reeve Leslie Cusack reported on Northern Lights Library, Policing Study meeting in Dewberry, Land Use Bylaw public engagement.

Reeve Marty Baker reported on Vermilion River Waste Management Commission, RM of Wilton meeting of Reeves and CAO.

Councillor Clinton Murray reported on Policing Study meeting in Dewberry, Vermilion - Kitscoty and Area Rural Crime Watch, Land Use Bylaw public engagement.

Councillor Jason Stelmaschuk reported on Land Use Bylaw public engagement and the Vermilion and District Chamber of Commerce Meeting.

Councillor Dale Swyripa reported on FED GAS and Land Use Bylaw public engagement.

RECESS – That the County of Vermilion River Regular Meeting of Council recess to clear participants from the ZOOM Webinar at 11:21 AM and reconvened at 11:25 AM with all members in attendance except Councillor George Kuneff.

13. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2025-02-21

Moved by Councillor D. Swyripa

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 11:25 PM with all members in attendance except Councillor George Kuneff.

CARRIED

CAO Alan Parkin entered the Closed Session meeting at 11:25 AM.

Director of Protective Services Kirk Hughes entered the Closed Session meeting at 11:26 AM.

CAO Alan Parkin left the Closed Session meeting at 11:28 AM

13.a DISCLOSURE HARMFUL TO LAW ENFORCEMENT - COMPLIANCE REVIEW - FOIP SECTION 20(1)(g)

K. Hughes left the Closed Session meeting at 11:34 AM

CAO Alan Parkin and Director of Corporate Services Viren Tailor entered the Closed Session meeting at 11:35 AM.

13.b ADVICE FROM OFFICIALS - DESIGNATED INDUSTRIAL PROPERTY ASSESSMENT REVIEWS - FOIP SECTION 24(a)

**13.c ADVICE FROM OFFICIALS - TANMAR CONSULTING INC CONTRACT
- FOIP SECTION 24(1)(a)**

**13.d ADVICE FROM OFFICIALS - BUSINESS OPPORTUNITY - SECTION
24(1)(a)**

14. RETURN TO OPEN SESSION

Motion Number: 2025-02-22

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 12:11 PM with all members in attendance except Councillor George Kuneff.

CARRIED

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess for lunch at 12:11 PM and reconvened at 1:09 PM with all members in attendance except Councillor George Kuneff.

During the lunch break a presentation was provided to council by Public Works Finance Technician Jennifer Robertson and General Manager of Public Works Ben McPhee regarding Asset Management.

Returning to the meeting at 1:09 PM were A. Neufeld, J. Petty and M. Harvey.

15. ASSET MANAGEMENT

Motion Number: 2025-02-23

Moved by Councillor D. Swyripa

THAT the County of Vermilion River direct Administration to prepare an asset management policy for Council's consideration.

CARRIED

16. BUSINESS ARISING OUT OF CLOSED SESSION

15.a COMPLIANCE REVIEW

Motion Number: 2025-02-24

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the action plan regarding the compliance issue on Township Road 505A.

CARRIED

17. ADJOURNMENT

Reeve M. Baker adjourned the February 11, 2025 Regular Council Meeting at 1:12 PM with all members in attendance except Councillor George Kuneff.

Marty Baker, Reeve

Alan Parkin, Chief Administrative Officer