



**MEETING DATE: OCTOBER 22, 2024**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**SEPTEMBER 2024 CHIEF ADMINISTRATIVE OFFICER REPORT**

## **RECOMMENDATION**

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

## **DETAILS**

Background: As approved by Council at the February 14, 2023 Regular Council Meeting, the CAO will provide a monthly report. Motion 2023-02-13

Discussion: For September 2024 the following activities over and above day to day business was undertaken by the Chief Administrative Officer.

Participated in future budgets review with each department.

On September 9, 2024 participated in recreation discussion with City of Lloydminster and TSI. Discussed progress to date and possible further steps prior to October meeting.

Conducted community site reviews in various communities within the county.

Participated in road tour with council and staff and conducted other field observations.

Continued discussions in regards to possible development within in the east side of the county.

Participated in a number of drawing and meeting reviews for admin building project.

### **Project updates:**

- a. County of Vermilion River Economic Development Capacity Building Project – funding for project was approved March 13, 2024 and payment of \$26,000.00 was received on March 28, 2024. The project will fund a portion of economic development activity, professional development, business meetings, business directory development, and development of a tourism brochure. Estimated total cost of project is \$52,000.00. To



date professional development component is completed (\$1,500.00 grant funded), economic development work is 55 per cent complete (\$600.00 grant funded).

b. Lloydminster Intermunicipal Collaboration Framework project.

- City submitted request for project extension approved by ILC in 2023.
- Project Phase 1 – start up – completed
- Project Phase 2 – Service Inventory and Service Level Reviews – completed
- Project Phase 3 – ILC and staff meetings and preparation of draft report – 50% complete
- Project Phase 4 – Bylaw preparation – not started
- Project Phase 5 – approval and closeout – not started
  - o Project is on schedule to be completed by May/June 2025
- Project financing:
  - Provincial grant amount \$50,000.00.
  - Contract amount with TSI (contractor) \$84,338.00 plus contingency of \$15,162.00 for a total amount of \$99,500.00 plus GST.
  - Amount spent to September 30, 2024 is \$47,021.00 plus GST.
  - Amount invoiced to City of Lloydminster for their portion (25 per cent) as at September 30, 2024 is \$11,755.25 (County amount \$11,755.25 plus GST).
  - Administration from both municipalities met September 9, 2024 with consultant to provide update on recreation discussions. ILC meetings are on hold until after meeting of Reeve and Mayor with Minster McIver in regards to application of ICF and the Provincial border within the City.

c. Administration Building Renovation Project **(Corporate Goal #6)**

- Preliminary drawings and budget of \$5 million approved by Council on January 30<sup>th</sup>, 2024.
- Request for Proposal for construction management prepared and posted on website and Alberta Purchasing Connection on February 12<sup>th</sup>, 2024.
- Project budget spent to September 30, 2024 \$188,581.73



- Project budget remaining \$4,811,418.27
- Architectural design firm (Universal Consulting Group Ltd. of Lloydminster), Mechanical Engineering firm (Bacz of Edmonton) and Electrical Engineering firm (Acuity) have been hired to prepare detailed drawings. Current commitment for Design Drawings is \$98,072.50 plus GST (budgeted amount was \$150,000.00).
- Moving expenses to date are \$31,657.58 plus GST. (budget \$50,000)(includes \$17,944.02 in labour costs).
- Temporary relocation expenses of \$108,124.15 plus GST to date (additional expenses due to extensive electrical work and sub panel installed in gas maintenance building which will remain after trailers are removed) (budgeted at \$180,000.00).
- Construction management payments to date \$48,800.00 plus GST. (approved award to Bexson March 12, 2024 {motion 2024-03-04})(budget \$195,000.00).
- Anticipated construction start is now October as work continues on drawings.
- 80 per cent of drawings were reviewed on October 10, 2024.
- Temporary office move to trailers was completed August 24, 2024.

#### **Corporate Goals 2024 – from 2024 Corporate Report**

**Goal #1 – Advocacy** – work continues by Council and staff in regards advocacy most recently at RMA in regards to natural gas, and linear property assessment. Administration is preparing information in regards to assessment of DIP.

**Goal #2 – Staff** – work on succession planning continues with review of current positions and staff. HR working on development of supervisor training for future leaders with CVR.

**Goal #3 – Agriculture** – report to October P and P in regards to hamlet spraying.

**Goal #4 – Economic Development** – working to attract possible development on county lands in east part of county.

**Goal #5 – Recreation** – ICF discussions with Lloydminster continue at administrative level.

As of September 30, 2024 CAO has 11 hours of vacation remaining.



Relevant Policy/Legislation Practices: 2024 Corporate Report, Municipal Government Act

Desired Outcome (s): Providing information and updates for Council on CAO activities.

Response Options: THAT the County of Vermilion River approves the Chief Administrative Officers Report for September as information.

## IMPLICATIONS OF RECOMMENDATION

Organizational: Ongoing updates on activities

Financial: NA

Communication Required: None

Implementation: NA

## ATTACHMENTS

PREPARED BY: CAO Alan Parkin

DATE: October 11, 2024