



MEETING DATE: MARCH 11, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

CHIEF ADMINISTRATIVE OFFICER FEBRUARY 2025 REPORT

RECOMMENDATION

THAT the County of Vermilion River approves the Chief Administrative Officers written report for February as information.

THAT the County of Vermilion River approves Chief Administrative Officer vacation/leave for April 16, 17, August 1, October 6, 7, 8, 9, 10 inclusive.

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 February 2025 the following activities over and above day to day business was undertaken by the Chief Administrative Officer.

Attended meeting in regards to HUB Land Buildings Project (ACP grant).

Attended meeting with Reeve Baker at RM of Wilton with their Reeve, Deputy Reeve, CAO and ACAO, in which a number of topics were discussed such as Twp 494, highway 17 south passing lanes, Twp 462, 490.

Attended new fire truck unveiling win Vermilion.

Attended Agri Visions 2025.

Attended site visits to admin building renovation project.

Attended meeting with Dewberry Agricultural Society to discussion its operational challenges.

Attended HUB meeting where Financials were reviewed, update on Hub activities, reviewed values/purpose/expectations, discussed operational budget and the funding elimination by JET in March 2027, presentations by Aerium Analytics, and ATCO Electric.



Meeting with Stantec and Province of Saskatchewan in regards to Highway 17 south passing lane project.

Meeting with City of Lloydminster in regards to Intermunicipal Development Plan project.

Attended Open House in regards to Public Works projects.

Review water and waste water facilities in order to conduct safety inspections.

Education/Conference:

To date the CAO has booked attendance at Economic developers Association Conference on April 9 – 11. Registration \$565.25. Registered to attend Society of Local Government Managers of Alberta on May 13 – 17. Registration \$649.00. (Budget for 2025 \$6,000 as per Motion 2024-08-06 August 20, 2024).

Project updates:

- a. Lloydminster Intermunicipal Collaboration Framework project. No Activity in February.
 - 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 2027.
 - 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 \$99,50.000 plus GST.
 - Amount spent to February 28, 2025 is \$47,021.00 plus GST.
 - Amount invoiced to City of Lloydminster for their portion (25 per cent) as at February 28, 2025 is \$11,755.25 (County amount \$11,755.25 plus GST).

- b. Administration Building Renovation Project **(2024 Corporate Goal #6)**
 - Preliminary drawings and budget of \$5 million approved by Council on January 30, 2024.

- Request for Proposal for construction management prepared and posted on website and Alberta Purchasing Connection on February 12, 2024.
- Project budget spent to February 28 is \$967,395.30
- Project budget remaining \$4,032,604.70
- Architectural design firm (Universal Consulting Group Ltd. of Lloydminster), Mechanical Engineering firm (Bacz of Edmonton) and Electrical Engineering firm (Acuity).
- Partial list of sub trades include the following – metal fabrications CTC Welding of Lloydminster, Millwork – Bexson of Lloydminster, SBS roofing – Rhino Roofing of Lloydminster, Windows/doors – Creative Glass of Lloydminster, Gypsum board and TBAR – Alpine Drywall of Lloydminster, Flooring – Midwest Floorcovering of Lloydminster, painting – Brite Images Painting of Islay, Plumbing/heating/ventilation – Lloydminster Plumbing and Heating, Electrical – Power Pro of Lloydminster, asbestos abatement – Asbestos Tech of Marshall, underground storm, waste water and water – Rusway Construction of Lloydminster, asphalt repair – Sveer Maintenance Ltd of Lloydminster.
- Division 1 – General Requirements (budget \$960,000.00)
 - a. Moving expenses to date \$46,678.23
 - b. Temporary relocation expenses to date \$137,721.53
 - c. Construction Management to date \$195,000.00 complete
 - d. Permits/fees, insurance, design, other to date \$229,395.00
- Division 3 – Concrete \$0 to date (budget \$350,000.00)
- Division 5 – Metals \$0 to date (budget \$100,000.00)
- Division 6 – Wood, plastics, composites to date \$59,500.00 (budget \$450,000.00)
- Division 7 – Thermal & Moisture Protection to date \$21,000.00 (budget \$350,000.00)
- Division 8 – Openings \$0 to date (budget \$250,000.00)
- Division 9 – Finishes \$0 to date (budget \$550,000.00)
- Division 10 – Specialties \$0 to date (budget \$100,000.00)
- Division 11 – Equipment & Furnishings \$0 to date (budget \$350,000.00)

- Division 22 – Plumbing \$24,000 to date (budget \$300,000.00)
- Division 23 – HVAC \$0 to date (budget \$400,000.00)
- Division 26 – Electrical \$0 to date (budget \$250,000.00)



- Division 31 – Demolition & Asbestos Abatement (\$300,000.00)
 - a. Demolition to date \$109,500.00
 - b. Asbestos Abatement to date \$144,600.54 **complete**
- Division 32 – Exterior Improvements \$0 to date (budget \$250,000.00)
- Approved change orders to date:
 1. Change Order 1 – replace water tank with 50 gallon water tank.
The reason for change is that the oversized tank spec'd would be impossible to remove in the future without cutting it apart, also it was determined to be much larger than existing and/or required. This change order results in a \$4,900.00 credit.
 2. Change Order 2 – removal of basement foundation repair works.
Upon removal of interior wall strapping, it was determined that basement wall structure is in superior condition with no cracking and seeping of moisture expect for on saw cuts around the basement windows. A provisional amount of \$25,000.00 will be left in the project to excavate/waterproof/refill around windows in order to stop moisture seepage around basement windows. It has been determined that to remove material down to footing and install waterproofing and weeping tile would be of limited benefit and could potentially cause soil settlement and longer term cracking/damage to the basement wall and foundation. This change order results in a \$225,000.00 credit.
- Summary of Change Orders to February 28, 2025 \$229,900 (credit)

Corporate Goals 2025 – from 2025 Corporate Report

Goal #1 – Roads – ongoing maintenance, more updates to public Council. Project open house.

Goal #2 – Asset Management – staff working on policy to come to March Council meeting.

Goal #3 – Advocacy – advocacy in regards to education tax increases.

Goal #4 – Economic Development – received ACP for additional economic development projects, awaiting agreement from province. Business directory work is ongoing.

Goal #5 – Education – START supervisory training to begin in March 2025 (15 to attend).



Council Priorities

- Blackfoot waste water solution – work on design for evaporation pond.
- Tap 10/20 project completion – no activity to date.
- Vegetation (brush) control in public roadways – ongoing
- Industry participation in upgrades of assets/roads – ongoing
- Increased engagement with residents – open house March 6th, engagement in regards to road projects was completed in February.
- Management of stray animals – working on determining cost for a building for dogs.
- Increased opportunities for natural gas utility – had a virtual meeting with a gas to liquids company. Awaiting industrial information being prepared.
- Seniors/social housing – continued advocacy with ministry on requisition and needs of area.

Human Resources report:

- **START** (Supervisor Training and Readiness Toolkit)
Keldar Leadership – Skills for High Performance Teamwork (*In-person sessions held locally.*)
Full day session March 13 (15-person group plus 7 senior leaders)
Half day sessions (15-person group) March 27, April 14, May 22, June 26, Sept 18, Oct 23, Nov 20, Dec 11
- **Hiring Update**
Four job openings posted:
CS – Administrative Assistant - Summer Student closing date March 11
PW – Construction Foreman - until suitable candidate found
PW – Seasonal/Summer Students closing date March 31
AG – Vegetation Management Applicators closing date March 11

Upcoming job opening posting – beginning of March
GU – Seasonal Natural Gas Utility Laborer (2 positions)
Currently there are 91 full time employees.



As of February 28th CAO has 36 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: Approve report as presented or alternatively approve with revisions.

IMPLICATIONS OF RECOMMENDATION

Organizational: Ongoing updates on activities

Financial: N/A

Communication Required: N/A

Implementation: N/A

ATTACHMENTS

PREPARED BY: CAO Alan Parkin

DATE: March 3, 2025