



MEETING DATE: MARCH 11, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

FEBRUARY REPORT FOR THE ASSISTANT CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION

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

DETAILS

- **Economic Development**
 - Reviewed the first draft of the Business Directory Magazine and provided feedback regarding the content and organization.
 - Attended the Alberta HUB Northeast Alberta Commercial Industrial Investment Attraction Asset Plan meeting on February 5, 2025.
- **Taxes**
 - Prepared land title changes for properties in the municipality.
 - Prepared letters regarding properties in arrears about the upcoming Tax Auction and distributed them to vested interests.
 - Worked with the GIS Team and the Community Development Coordinator to develop an interactive map for the Tax Auction and upload it on the County of Vermilion River Website
- **Election 2025**
 - Worked with the Community Development Coordinator to update the County of Vermilion River Website for the Election Page.
 - Prepared information about the Election for the March 6th Open House and the spring newsletter
 - Attended information session regarding the Data Sharing Agreement for the Register of Electors on February 5th and updated our Data Sharing Agreement with the Province.



- **Agriculture and Environment Department**
 - Prepared agenda package for the Agriculture and Environment Strategic Planning meeting and distributed to Council and Agriculture and Environment Staff for review.
 - Conducted interviews and reviewed offer letters for the Agricultural Services Supervisor (Full time Permanent), Vegetation Management Technician (eight months) and two interviews for the Vegetation Management Applicators (four months).
 - Review hazard assessment control forms for the Agriculture and Environment Staff.
 - Conducted building inspections for the Agriculture and Environment Department
 - Produced an information sheet regarding coyotes in hamlets and subdivisions that has been shared on the website and newsletter.

- **Auxiliary**
 - Vermilion River Regional Alliance – Prepared letters regarding change of scope for the VRRRA and distributed them to members. Prepared for the next VRRRA meeting, including booking the facility, preparing the minutes, and agenda.
 - Hosted meetings with the Interior Design Committee to determine various finishings, including flooring, carpet, paint, etc., for the County of Vermilion River Administration Building renovation project.
 - Researched various Code of Conduct across the Province and prepared amendments to Bylaw 19-01 Council Code of Conduct. Reached out to various organizations to receive quotes for Ethics Commissioner services.
 - Prepared the following policies for review:
 - PE 023 – Lieu Time
 - NG 011 Gas Monitoring Units
 - NG 015 – Natural Gas Billing



Important Dates

- February 5 – Joint Health and Safety Committee
- February 6 – Land Use Bylaw Information Session in Kitscoty
- February 7 – Vermilion River Watershed Alliance Meeting
- February 12 – Agri-visions Conference
- February 13 – Brown Lee Law Municipal Trends Conference
- February 19 – Agriculture and Environment Strategic Planning Meeting
- February 26 – Public Works Information Session in Blackfoot
- February 28 – Facility Inspections

Desired Outcome (s):

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

Response Options:

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

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: None.

Implementation: None.

ATTACHMENTS

None.

PREPARED BY: Hannah Musterer

DATE: March 5, 2025