

MEETING DATE: APRIL 8, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

MARCH 2025 CHIEF ADMINISTRATIVE OFFICER REPORT

RECOMMENDATION

THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

DETAILS

Background: As approved by Council at the February 14, 2023, Regular Meeting of Council, the Chief Administrative Officer (the "CAO") will provide a monthly report. Motion #: 2023-02-13

Discussion: For March 2025, the following activities over and above day-to-day business were undertaken by the CAO.

Attended the artificial turf announcement at Holy Rosary High School in Lloydminster, with Deputy Reeve Cusack; Agricultural Fieldman interviews (2); site and project meetings for admin building project; open house at Kitscoty Hall; supervisory (START) training first session and brought greetings for second session; STARS Edmonton base tour; RMA spring convention; *Provincial Priorities Act* session (virtual); Health and Safety Committee Meeting; Farm 4.0 event at Lakeland College.

Education/Conference:

To date, the CAO has booked attendance at Economic Developers Association Conference on April 9-11, 2025. Registration: \$565.25. Registered to attend Society of Local Government Managers of Alberta on May 13-17, 2025. Registration: \$649.00. (Budget for 2025 \$6,000.00 as per Motion #: 2024-08-06 on August 20, 2024 Regular Meeting of Council).

Project Updates:

- A. Lloydminster Intermunicipal Collaboration Framework (ICF) project: No activity in March 2025, as awaiting announcement by Province in regard to changes to ICFs
 - a. Project Phase 1 – start up: completed

- b. Project Phase 2 – Service Inventory and Service Level Reviews: completed
 - c. Project Phase 3 – ILC and staff meetings and preparation of draft report: 50 (50%) per cent completed
 - d. Project Phase 4 – Bylaw preparation: not started
 - e. Project Phase 5 – Approval and closeout: not started
 - i. Project is on schedule to be completed by 2027
 - f. Project financing:
 - i. Provincial grant amount: \$50,000.00
 - ii. Contract amount with TSI (contractor): \$84,338.00 plus contingency of \$15,162.00, for a total amount of: \$99,000.00 + GST
 - iii. Amount spent to March 31, 2025: \$47,021.00 + GST
 - iv. Amount invoiced to City of Lloydminster for their portion (twenty-five (25%) per cent) at March 31, 2025: \$11,755.25 (County of Vermilion River amount: \$11,755.25 + GST)
- B. Administration Building Renovation Project **(2024 Corporate Goal #6)**
- a. Preliminary drawings and budget of \$5 million approved by Council on January 30, 2024
 - b. Project budget spent to March 31, 2025: \$1,389,795.30
 - c. Project budget remaining: \$3,610,204.70
 - d. Division 1 – General Requirements (Budget: \$960,000.00)
 - i. Moving expenses to date: \$46,678.23
 - ii. Temporary relocation expenses to date: \$146,321.53
 - iii. Construction management to date: \$195,000.00 – COMPLETE
 - iv. Permits/fees, insurance, design, other to date: \$278,895.00
 - e. Division 3 – Concrete to date: \$10,000.00 (Budget: \$350,000.00)
 - f. Division 5 – Metals to date: \$65,000.00 (Budget: \$100,000.00)
 - g. Division 6 – Wood, plastics, composites to date: \$95,000.00 (Budget: \$450,000.00)
 - h. Division 7 – thermal and moisture protection to date: \$98,500.00 (Budget: \$350,000.00)
 - i. Division 8 – Openings to date: \$0 (Budget: \$250,000.00)
 - j. Division 9 – Finishes to date: \$0 (Budget: \$550,000.00)
 - k. Division 10 – Specialties to date: \$0 (Budget: \$100,000.00)
 - l. Division 11 – Equipment and furnishings to date: \$0 (Budget: \$350,000.00)
 - m. Division 22 – Plumbing to date: \$50,000.00 (Budget: \$300,000.00)
 - n. Division 23 – HVAC to date: \$75,000.00 (Budget: \$400,000.00)



- o. Division 26 – Electrical to date: \$65,000.00 (Budget: \$250,000.00)
- p. Division 31 – Demolition and asbestos abatement
 - i. Demolition to date: \$119,800.00
 - ii. Asbestos abatement to date: \$144,600.54 – **COMPLETE**
- q. Division 32 – Exterior improvements to date: \$0 (Budget: \$250,000.00)
- r. Approved change orders to date:
 - i. Change Order 1 – replace water tank with 50 gallon water tank
 - 1. Results: \$4,900.00 credit
 - ii. Change Order 2 – removal of basement foundation repair works
 - 1. Results: \$225,000.00 credit
 - iii. Change Order 3 – due to building code requirements, main floor roof truss needed to be fire protected with 5/8” fireguard drywall and conduit installed in ceiling space for all electrical wiring to meet fire code for type A2 assembly of Council Chambers
 - 1. Results: \$37,458.75 additional cost
 - iv. Change Order 4 – spray foam insulation due to ceiling height constraints on main floor level. This is in order to meet energy code compliance and yet keep minimal reduction in ceiling height. In addition, gable attic walls will be spray foamed for additional insulation value
 - 1. Results: \$20,790.00 additional cost
 - v. Summary of Change Orders to March 31, 2025: \$171,651.25 (CREDIT)

Corporate Goals 2025 – from 2025 Corporate Report

Goal #1 – Roads – Project open house held February 26, 2025. Gravel hauling has begun on some roads when weather permits, more to continue as weather warms

Goal #2 – Asset Management – Policy on March 25, 2025 Regular Meeting of Council

Goal #3 – Advocacy – advocacy in regard to education tax increases, this will be through mail-outs with tax notices

Goal #4 – Economic Development – received SCOP grant to fund a full-time Economic Development Officer. Three (3) years of projects and funding in place for Ec. Dev. Job advertisements for full-time Economic Development Officer has been posted

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

Council Priorities

- A. Blackfoot wastewater solution – work on design for evaporation pond. Approval from Province in regard to funding for pond. Application for Federal funding has been submitted
- B. Tap 10/20 project completion – no activity to date
- C. Vegetation (brush) control in public roadways – ongoing
- D. Industry participation in upgrades of assets/roads – ongoing
- E. Increased engagement with residents – Open House on March 6, 2025; road project engagement February 2025
- F. Management of stray animals – working on alternative solutions; information in April
- G. Increased opportunities for Natural Gas Utility – had virtual meetings with a gas to liquids company. Awaiting industrial information being prepared
- H. Seniors/Social Housing – successful conclusion to housing requisition; awaiting ministerial order. Arranging a meeting with Minister Nixon in April 2025

Human Resources Report

- A. **START** (Supervisor Training and Readiness Toolkit)
 - a. Keldar Leadership – Skills for High Performance Teamwork (*in-person sessions held locally*)
 - b. Full day session: March 13, 2025 (15-person group, plus 7 senior leaders)
 - c. Half day sessions (15-person group):
 - i. April 7, 14 2025
 - ii. May 22, 2025
 - iii. June 26, 2025
 - iv. September 18, 2025
 - v. October 23, 2025
 - vi. November 20, 2025
 - vii. December 11, 2025
- B. **Hiring Update** (*four (4) job openings posted*):
 - a. PW - Construction Foreman – until suitable candidate found
 - b. GU – Seasonal Natural Gas Utility Laborer (two (2) positions)
 - c. AD – Economic Development officer – closing April 30, 2025
 - d. PS – Community Peace Officer – closing April 25, 2025

As of March 31, 2025, the CAO has 50 hours of vacation remaining.



Relevant Policy/Legislation Practices:

2024 Corporate Report

Municipal Government Act

Desired Outcome (s): THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

Response Options: THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Ongoing updates on activities

ATTACHMENTS

PREPARED BY: Alan Parkin

DATE: April 1, 2025