

MEETING DATE: APRIL 8, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

March Report for the Assistant Chief Administrative Officer

RECOMMENDATION

THAT the County of Vermilion River accepts the March Report for the Assistant Chief Administrative Officer as presented.

DETAILS

Background:

- **Economic Development**
 - Reviewed the final draft of the Business Directory Magazine with printing and distribution expected to be completed in April.
 - Prepared a job advertisement and job description for the Economic Development Officer Position and distributed it to the Human Resources Administrator and Community Development Coordinator.
 - Reviewed and signed agreement with the province for the Small Communities and Opportunities Program grant.
 - Received confirmation that the County of Vermilion River was unsuccessful with the Northern Regional Economic Development grant application.
- **Election 2025**
 - Worked with the Community Development Coordinator to update the County of Vermilion River Website for the Election Page and prepared edits to the nomination package.
 - Prepared information about the Election for the March 6 Open House and the spring newsletter
 - Updated the Data Sharing Agreement with the Province for the Register of Electors.



- **Agriculture and Environment Department**

- Conducted interviews, prepared and reviewed offer letters and job descriptions for the Agricultural Fieldman (Full-time Permanent), and Vegetation Management Applicator (Four month seasonal)
- Reviewed the vegetation management program for applying herbicide to mulching, and construction projects to encourage collaboration between the Public Works and Agriculture and Environment Department.
- Prepared the Strategic Roadmap for the Agriculture and Environment Department to include notes and recommendations from Council provided at the February 19 Strategic Planning meeting, and prepared and researched various action items to deliver on the goals. Once this document was prepared, it was reviewed with the Agriculture Services Supervisor and the Alternative Land Use Service (ALUS) Coordinator.

- **Taxes**

- Prepared Land Title changes for properties in the municipality. The Tax Administrator is now back from leave, so the duties of overseeing the Land Titles changes will transition back to that individual moving forward.
- Prepared material, presentation, and notes for the Property Tax Auction
- Attended the Property Tax Auction on March 11, 2025

- **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. The flooring, millings and other materials have been selected thanks to the hard work of the committee members.
- Finished several courses for the National Advanced Certification Local Authority Administration, including Local Government Finance, Public Administration Professionalism, and Organizational Behavior and Leadership, currently on track to complete the NACLAA Level 1 certificate in June 2025.

- Prepared Bylaw 24-04, a bylaw to amend Bylaw 19-01, Council Code of Conduct.
- Prepared the following policies for review:
 - PE 002 – County Payroll Schedule
 - Prepared Directive PE 005 – Payroll Schedule

Important Dates

- March 4 – Attended the ALUS Partnership Advisory Committee (PAC) hosted at Lakeland College
- March 6 – County of Vermilion River Open House
- March 7 – Hosted Accelerate Action webinar for County of Vermilion River staff
- March 13 – Attended Keldar Leadership Training – Everything Disc Workplace
- March 14 – Vacation
- March 17 – Tour of Shock Trauma Air Rescue Service (STARS) facility in Edmonton
- March 17 – Rural Municipalities Association Conference
- March 18 – Rural Municipalities Association Conference
- March 19 – Rural Municipalities Association Conference
- March 28 – Vacation
- March 31 – Vacation

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: None.

Implementation: None.

ATTACHMENTS

None.

PREPARED BY: Hannah Musterer

DATE: April 1, 2025