

MEETING DATE: JULY 15, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

JUNE 2025 CHIEF ADMINISTRATIVE OFFICER REPORT

RECOMMENDATION

THAT the County of Vermilion River approve the Chief Administrative Officer written report for June 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 Number: 2023-02-13)

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

- Attended Health and Safety Committee meeting and BBQ
- Attended a meeting with the City of Lloydminster in regard to the Intermunicipal Development Plan
- Attended a regional CAO meetings – topics included regional assessment review board, upcoming activities in communities
- Met with the Village of Kitscoty regarding work to the ball diamond, likely to begin in 2026
- Attended Battle River School Board meeting with Council members
- Attended RMA Asset Model Review and Mature Asset Strategy being conducted by the Province

EDUCATION/CONFERENCES:

To date, the CAO attended both the Economic Developers Association Conference on April 9 to 11, 2025 and the Society of Local Government Managers of Alberta on May 13 to 17, 2025.

- Total cost: \$2,975.24 (completed)

- Budget for 2025: \$6,000.00 as per Motion Number: 2024-08-06
- Cost under budget due to use of County vehicle for travel rather than personal vehicle and mileage

VACATION:

As of June 30, 2025 the CAO has 40 hours of vacation time

PROJECT UPDATES:

- A. Lloydminster Intermunicipal Collaboration Framework (the “ICF”) project (*no activity in June 2025*)
- a. Project Phase 1 – Start up – *completed*
 - b. Project Phase 2 – Service Inventory and Service Level Reviews – *completed*
 - c. Project Phase 3 – Intermunicipal Liaison Committee (the “ILC”) and staff meetings and preparation of draft report – *50% complete*
 - d. Project Phase 4 – Bylaw preparation – *not started*
 - e. Project Phase 5 – Approval and close-out – *not started*
 - i. Project is on schedule for completion by 2027
 - f. Project Financing:
 - i. Provincial grant amount: \$50,000.00
 - ii. Contract amount with TSI: \$84,338.00 (*plus contingency of \$15,162.00*). Total: \$99,500.00 + GST
 - iii. Amount spent to June 30, 2025: \$47,021 + GST
 - iv. Amount invoiced to the City of Lloydminster for their portion as at June 30, 2025: \$11,755.25
 - 1. 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 (Motion Number: 2024-01-45)
 - b. Project budget spent to May 31, 2025: \$2,576,164.05
 - c. Project budget remaining: \$2,423,835.95
 - d. Division 1 – General Requirements (*Budget: \$960,000*)
 - i. Moving expenses to date: 46,678.23
 - ii. Temporary relocation expenses to date; \$236,678.28
 - iii. Permits/fees, insurance, design, other to date: \$426,917
 - e. Division 3 – Concrete (*Budget: \$350,000*)
 - i. Spent to date: \$80,000

- f. Division 5 – Metals (*Budget: \$100,000*)
 - i. Spent to date: \$67,500
- g. Division 6 – Wood, plastics, composites (*Budget: \$450,000*)
 - i. Spent to date: \$275,000
- h. Division 7 – Thermal and moisture protection (*Budget: \$350,000*)
 - i. Spent to date: \$279,790
- i. Division 8 – Openings (*Budget: \$250,000*)
- j. Spent to date: \$69,000
- k. Division 9 – Finishes (*Budget: \$550,000*)
 - i. Spent to date: \$85,000
- l. Division 10 – Specialties (*Budget: \$100,000*)
 - i. Spent to date: \$0
- m. Division 11 – Equipment and Furnishings (*Budget: \$350,000*)
 - i. Spent to date: \$0
- n. Division 22 – Plumbing (*Budget: \$300,000*)
 - i. Spent to date: \$75,100
- o. Division 23 – HVAC (*Budget: \$400,000*)
 - i. Spent to date: \$282,000
- p. Division 26 – Electrical (*Budget: \$250,000*)
 - i. Spent to date: 105,000
- q. Division 31 – Demolition and Asbestos Abatement (*Budget: \$300,000*)
 - i. Demolition spent to date: \$102,900
 - ii. Asbestos Abatement spent to date: \$144,600.54 (**complete**)
- r. Division 32 – Exterior Improvements (*Budget: \$250,000*)
 - i. Spent to date: \$105,000
- s. Approved change orders to date:
 - i. Change Order 1 – Replace water tank with 50 gal. water tank
 - 1. Impact to budget: -\$4,900 *credit*
 - ii. Change Order 2 – Removal of basement foundation repair works
 - 1. Impact to budget: -\$225,000 *credit*
 - iii. Change Order 3 – Due to building code requirements, main floor roof truss needed to be fire protected with 5/8" fireguard drywall
 - 1. Impact to budget: \$37,458.75 *additional cost*
 - iv. Change Order 4 – Spray foam insulation due to ceiling height constraints on main floor level
 - 1. Impact to budget: \$20,790 *additional cost*

- v. Change Order 5 – electrical extras (a number of extras were requested to accommodate equipment such as photocopiers)
 - 1. Impact to budget: \$5,670 *additional cost*
- vi. Change Order 6 – Deletion of raised floor for audience in Council Chambers
 - 1. Impact to budget: -\$2,050 *credit*
- vii. Change Order 7 – Addition of natural gas hookup for BBQ
 - 1. Impact to budget: \$325.50 *additional cost*
- viii. Change Order 8 – Water and sewer realignment from original plan
 - 1. Impact to budget: \$4,491.24 *additional cost*
- ix. Change Order 9 – removal of dumbwaiter
 - 1. Impact to budget: \$17,500 *credit*
- t. Summary of Change Orders to June 30, 2025: -\$180,714.51 *credit*

CORPORATE GOALS 2025 (from 2025 Corporate Report)

Goal #1 – Roads: Gravel hauling continues on roads. Road oiling to begin in early July 2025

Goal #2 – Asset Management: ongoing

Goal #3 – Advocacy: advocacy in regard to contaminated lands. Preparing information for Council consideration

Goal #4 – Economic Development: refer to EDO update under ACAO report

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

COUNCIL PRIORITIES

- Blackfoot wastewater solution – work on design for evaporation pond, plan to tender in Fall 2025
- Tap 10/20 project completion – *no activity to date*
- Vegetation (brush) control in public roadways – *paused for summer*
- Industry participation in upgrades of assets/roads – *ongoing*
- Increased engagement with residents – *no current items planned*
- Management of stray animals – *ongoing*
- Increased opportunities for natural gas utility – *ongoing*

- Seniors/social housing – successful conclusion to Vermilion Housing requisition; awaiting Ministerial Order

HUMAN RESOURCES REPORT

- **Hiring Update:**
 - Current job openings posted:
 - PW – Construction Foreman – *open until suitable candidate found*
 - PW – Heavy Duty Mechanic – *open until suitable candidate found*
 - AG – Agricultural Fieldman – *open until suitable candidate found*
 - P&CS – Planner – *open until suitable candidate found*
 - PS – Community Peace Officer – *open until July 4, 2025*
 - Currently 119 employees (2024: 128 employees)

Relevant Policy/Legislation Practices:

2024 Corporate Report

Municipal Government Act

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

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

IMPLICATIONS OF RECOMMENDATION

Organizational: ongoing updates on activities

PREPARED BY: Alan Parkin

DATE: July 2, 2025