

MEETING DATE: JULY 15, 2025

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

June Report for the Assistant Chief Administrative Officer

RECOMMENDATION

THAT the County of Vermilion River accepts the June report for the Assistant Chief Administrative Officer as information.

DETAILS

AGRICULTURE

- Prepared agenda items, reports, policies and coordinated speakers for the June 17, Agriculture Service Board Meeting. This was a major milestone for the Agriculture and Environment Department and was successful. The next ASB meeting is Tuesday, September 23, 2025.
- Worked with the executive assistant to set up
- Completed a comprehensive review and organization of the Agricultural pest Control/toxicant room to conduct inventory, organize supplies, and mark expired products for disposal.
- Connected with industry to find solutions for recycling herbicide barrel containers.
- Worked with Mowing Contractor to complete contractor safety forms.
- Processed several hay permits and requests for no-spray zones.
- Completed the 2024 Annual Report for the Agriculture Service Board Grant we receive from the Province of Alberta.
- Agriculture and Environment Staff met with the Dean of Research at Lakeland College.

Main points:

- We will look at our County properties to determine if any of our land is suitable for:
 - Testing the service registration of herbicide through drone application on Canada Thistle – Summer staff will look for heavy

infestation of Canada thistle in our right of way as testing locations

- Using the ALUS “clean field approaches” on Student Managed Farm fields by planting perennial forage at entrances to reduce disease transfer.
- Conducting research on the efficacy of Rozol versus Zinc Phosphide to control gophers.
- Discussed our Clubroot Monitoring Program
- Discussed issues with controlling coyotes near populated areas
- Discussed land use of the farm as they are going through a farm master plan for the next 20 to 25 years.
- Explored ALUS partnerships.

ECONOMIC DEVELOPMENT

- The County of Vermilion River successfully hired a full-time Economic Development Officer, and the staff member started on June 16, 2025.
- As part of her orientation, we reviewed the various grants that the County of Vermilion River has received for economic development. These grants and programs will equip the Economic Development Officer with a strong foundation for launching economic development initiatives that can be expanded and built upon over time.
 - Northern Regional Economic Development Grant
 - A staff position will be partially funded to carry out strategic outcomes, reinforcing the County’s commitment to long-term growth.
 - Participation in the EDA Conference will provide valuable networking and learning opportunities, helping the County stay current with economic development trends.
 - To enhance business outreach, travel support will enable engagement with businesses across the County’s large geographic area.
 - Marketing initiatives include the promotion of a new business directory through advertising, social media, and tradeshow participation. A magazine-style version of the directory will further increase accessibility and visibility, supported by QR code postcards to connect users directly to the online resource. This has been completed and is currently being promoted.
 - Create and distribute a tourism brochure to showcase local attractions and events. Collectively, these initiatives aim to boost



business engagement, tourism, and regional visibility, strengthening the County's economic position. This has been completed and is currently being promoted.

- Small Communities and Opportunities Grant (SCOP)
 - The County of Vermilion River will use funding from the Small Communities Opportunity grant to hire a full time staff member who will manage both ongoing and upcoming economic development projects. During the time of application, the county did not have a dedicated economic development officer, which has led to a fragmented approach in attracting and retaining businesses and providing development services. The full-time Economic Development Officer will help establish a cohesive strategy for delivering economic development services, streamlining processes, and improving efficiency.
- Alberta Community Partnership Grant 2024
 - Alberta HUB in partnership with the County of Vermilion River, is leading the development of a *Commercial-Industrial Investment Attraction Asset Plan* for Northeast Alberta. This regional initiative aims to identify, evaluate, and promote available commercial-industrial real estate and infrastructure across 43 municipalities, 4 First Nations, and 4 Métis Settlements in the HUB region.
 - The project addresses long-standing challenges in inventorying and marketing these assets to investors and site selectors. Deliverables include a comprehensive asset review, gap analysis, and an environmental scan of best practices and technologies. A key outcome will be an interactive, web-based tool hosted on the Alberta HUB website and embedded on local municipal sites, enabling consistent data sharing and promotion.
 - The initiative also includes collaboration with the Government of Alberta's Investment Attraction Specialists and development of a regional marketing strategy. Ultimately, the project strengthens regional cooperation and enhances investment readiness across Northeastern Alberta's commercial and industrial sectors.
 - The CAO, ACAO and Economic Development Officer participate in the Joint Oversight Committee of this project the provides guidance on the deliverables and progress of the project.

- Alberta Community Partnership Grant 2025
 - The County of Vermilion River, in partnership with the Villages of Kitscoty, Marwayne, and Paradise Valley, is initiating a regional economic development project to create a unified framework for growth, diversification, and long-term sustainability.
 - The project aims to address economic barriers, engage strategically with the private sector, and implement coordinated development strategies across the Partnership area.
 - The project includes four focus areas: establishing a regional economic development framework, launching a business retention and expansion initiative, creating a vacant buildings incentive program, and conducting community consultations.
 - This collaboration will lead to improved service delivery, greater efficiency, and stronger support for existing and new businesses. The result will be an integrated, community-driven economic development program that benefits all participating municipalities.
- Conducted a field tour of the County of Vermilion River to showcase the various communities in the County and some of the County-owned properties.
- Prepared information for the transition of Economic Development initiatives to be transferred from the ACAO to the Economic Development Officer, including preparing information on County Owned properties, and summarizing information on current programs.
- EDO and ACAO attended the Alberta HUB Annual General Meeting and listened to a presentation from Angus Watt on Alberta's economic position.

AUXILLARY

- Supported the preparation of the Annual Tax Notices
- Attended training for the Returning officer for the Municipal Election
- Attended Wainwright Parade with staff. The EXPLORE of Vermilion River Float received 2nd place in the Town and Village Category. Worked with Finance Manager to order supplies for the upcoming parades, including Lloydminster, Vermilion and Clandonald.
- Prepared the agenda and minutes for the Vermilion River Regional Alliance held on June 19th, 2025, at the Mannville Golf Course.

IMPORTANT DATES:

- June 4: Joint Health and Safety Committee Meeting
- June 11: Land Use Bylaw and Municipal Development Plan information session at Kitscoty Hall
- June 12: The Rural Municipalities Charity Tournament Hosted in Drumheller
- June 16: Start date of Economic Development Officer
- June 19: County of Vermilion River Asset Management Meeting
- June 19: Vermilion River Regional Alliance Meeting in Mannville
- June 21: Attended Wainwright Parade with staff. The EXPLORE of Vermilion River Float received 2nd place in the Town and Village Category.
- June 25: Alberta HUB Annual General Meeting.
- June 25: Meeting with the research department of Lakeland College to identify partnership opportunities.
- June 27: Vacation.
- June 30: Vacation.

ATTACHMENTS

None

PREPARED BY: Hannah Musterer

DATE: July 8, 2025