

# Wheatland County

## Department Report

### Regular Council Meeting

July 7, 2020

Report prepared by: Matt Boscariol for CAO Brian Henderson



## Chief Administrative Officer Report – June 2020

### Recommendation from Administration

That Council accept the Chief Administrative Officer Report for information.

### Report

#### Administration

- Participated in June 9, 2020 Council meeting – most of Council met in Council Chambers, with members of the public calling into our conference call line, in accordance with Section 199 of *The Municipal Government Act*.
- Onboarded the Manager of Fire and Emergency Services.
- Reviewed reports, returned resident calls, and documented various issues related to major ongoing projects including the compost facility removal north of the Town of Strathmore, the Lakes of Muirfield Water Treatment Plant acquisition, and other ongoing projects.
- The compost operator must have all legacy materials removed from site by June 30<sup>th</sup> as per the County's Stop and Remedial Order's issued in July 2019. As of June 19, the following volumes have been removed from site:
  - Legacy Material: 6203.64 Mt
  - Lime: 1502.44 Mt

In conjunction with legal counsel, administration prepared for a plan of action for a post-June 30 inspection of the compost site. Administration continues to post removal updates on our website and forward all reports to adjacent landowners who have requested daily updates.

- Set the next Planning and Priorities session with Council on July 14, 2020.
- Reviewing transaction with 0747744 B.C Ltd., including payment structure and set up with Rocky View Utility Corporation (RVUC), land sale process, and interim wastewater solutions.
- Following up with various Council resolutions by way of Administration's Resolution Tracker (included in the report).
- Ongoing department Strategic Planning taking place based on Council's identified priorities. These will be brought forward at a future Planning and Priorities session.
- Approved County office re-opening guidelines. In accordance with County guidelines, the office will reopen on July 6, 2020. Administration will be monitoring any updates from the province that may change the course of action within these guidelines.

#### Fire and Emergency Services

- Full compliment of Fire and Emergency Services staff are now in place: Michael Bourgon, Manager of Fire and Emergency Services, and Thomas Jukes, Deputy Regional Fire Chief.
- The Fire Master Plan was brought to June 9<sup>th</sup>'s Regular Meeting of Council, in draft format, to solicit feedback. Staff are incorporating the feedback into the Master Plan. Staff are also reviewing the Fire Master Plan with the Regional Fire Chiefs and Associations for further input.
- Development Permit for the new Carseland Fire Hall was approved at the June 9, 2020 Municipal Planning Commission.

- The Carseland Fire Hall Steering Committee continues to meet to plan for the land and site preparation for the hall. County forces will be prepping (cutting the grass), stripping, grading, and graveling the site.
- The County Project Manager and third-party consultants will be preparing the 60%, 90%, and 100% documents that will complete the tender package. At each stage, administration will review and keep Council apprised.

People Services:

- The Manager of Operations position closed on June 19, 2020; screening, interviewing, and candidate selection will be made by mid-July.
- The benefits program (Group Source) was implemented to Council and County employees effective June 1, 2020; several virtual group training sessions were conducted in May and June.
- Approved for 2 grant applications in June: Strategic Transportation Infrastructure Program Grant and Canada Summer Jobs Grant. The summer student is slated to begin at the end of June for the Hamlet Operations.
- Communicated approvals to the Community Enhancement Regional Board (CERB) applicants and processed funding.
- Preparation for the annual Safety COR audit began on June 17, 2020; this year's audit is external and will be performed digitally by Clearwater County.
- The new Wheatland County website was publicly launched on June 15, 2020; ongoing support will be provided to Council, staff, and visitors requiring assistance with finding information within the new site.