

Wheatland County

Department Report

Regular Council Meeting

September 1, 2020

Report prepared by: Brian Henderson



Chief Administrative Officer Report

Recommendation from Administration

THAT Council accept the Chief Administrative Officer Report as information; and further

THAT Council accept the September 1st, 2020 Resolution Tracker report as information.

Report

Administration

- Conducted site inspection of GFL compost facility on July 6th, 2020. Ongoing review of documentation and awaiting requests for information.
- Prepared and participated in the July 14th Planning and Priorities meeting.
- Held various Senior Leadership Team meetings throughout the months of July and August to ensure all staff are continuing to meet Council priorities and objectives.
- Conducted interviews with the Manager of People Services and the GM of Transportation and Agriculture for the Manager of Operations.
- Called in and listened to WRC board meeting on July 21st
- Worked on organizational chart with staff and Manager of People services to identify reporting efficiencies
- Participated in RMA Assessment model review webinar on July 24th
- Participated in Joint Health and Safety Committee Meeting on July 30th
- Conducted mid year staff performance reviews
- Responded to various rate payer inquiries throughout the months of July and August
- Reviewed various policies that required updating and presented those updated policies to Council
- Prepared and participated in August 18th Council meeting

Fire and Emergency Services

- Continually monitored COVID-19 cases in the County. This include phone calls with Alberta Health when the County was on the watch list.
- Held Fire Chiefs meeting on July 29th.
- Held ground breaking ceremony at the new site of the Carseland Firehall on August 20th.
- On going work on radio tower project, fire training program and apparatus.
- In conjunction with Association and Department Chiefs, issued a Fire Ban (Fire Advisory) August 6th due to warm weather and dry conditions.
- Information sent to District Fire Chiefs for feedback on fire master plan, training plan, dispatch by apparatus.
- Hosted S115 Wildland Course August 5 and 6th. Included 17 Wheatland County Firefighters, 5 Strathmore Firefighters and 2 Siksika Firefighters. Course was hosted at no cost to County as funded via grant money.

People Services

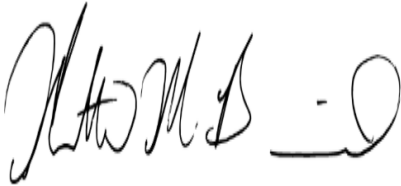
- The Hamlet Operations Foreman position is in the interview phase; it is expected for the candidate to be in place for September 2020.

- The new Assets Management Specialist / Project Manager position will be posted in September 2020 for recruitment.
- Training providers have re-opened and safety training is underway for Ground Disturbance, First Aid, Cargo Securement, and Skid-Steer Operation.
- Safe Work Practices are being reviewed and revised as a final step to finalize a new Safety Manual.
- The most recent County Connector was issued alongside the August 28 edition of the Strathmore Times.
- The preliminary budget for People Services has been submitted to Finance for an initial review.

Report Approval Details

Document Title:	September 2020 Chief Administrative Officer Report.docx
Attachments:	- 20200901 MASTER Council Resolution tracker-PrintBoundaries Sept 2020 Update.pdf
Final Approval Date:	Aug 26, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Matthew Boscarol' with a stylized flourish at the end.

Matthew Boscarol