

Wheatland County

Department Report

Regular Council Meeting

October 6, 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 October 6th, 2020 Resolution Tracker report as information.

Report

Administration

- Prepared and participated in Council meetings on September 1st and September 15th.
- Prepared and participated in Planning and Priorities meeting on September 8th.
- Held various Senior Leadership Team meetings in September to ensure all staff are continuing to meet Council priorities and objectives.
- Preparing and reviewing 2020 – 2022 Draft Strategic Plan for Council consideration in October.
- Worked with TSI to organize and facilitate the start of the Transportation and Agricultural Department review.
- Responded to various ratepayer inquiries on service levels, questions, and project updates.
- Participated in and submitted a response to Alberta Environment and Parks engagement on updating the Code of Practice for Compost Facilities.
- Called in and listened to WRC Board meeting on September 15th.
- Toured Old Sun College on Siksika Nation on September 16th.
- Reviewed and analyzed various department workloads and prioritized work based on Council direction.
- Met with various vendors, ratepayers, and organizations for Wheatland County related business and opportunities.

People Services

- Recruitment and selection is in progress for 3 positions: Hamlet Maintenance Operator, A/R and Utilities Clerk, and the Asset Management Specialist / Project Manager. All 3 positions are expected to be filled in October.
- Coordinating the external review with TSI for the Transportation and Agriculture Department.
- The Canada Summer Jobs Grant Program has been completed and reported; research for the Municipal Stimulus Program and various project eligibilities for the Alberta Municipal Water/Wastewater Partnership is ongoing.
- Advertised for nominations for the Community Enhancement Regional Board which will be going to Council in October; CERB reporting documents prepared and the next term has been organized.
- Provided support for the Central RMA District 2 Fall General Meeting on October 2, 2020.
- Review and revisions for Section 14 – Communication and Public Relations Policies are underway.
- Provided assistance for a COVID-19 pre-screening form for employees to fill out.