

Wheatland County

Department Report

Regular Council Meeting

November 10, 2020

Report prepared by: Brian Henderson



Chief Administrative Officer Report

Recommendation from Administration

That Council accept the October 2020 Chief Administrative Officer report as information, and further,

That Council accept the November 10th Council Resolution Tracker as information.

Report

Chief Administrative Officer:

- Participated in Emergency Management Committee Meeting on October 1st. Meeting was conducted virtually with committee members.
- Attended Central RMA General Meeting on October 2nd in Strathmore.
- Participated in Wheatland County Council meetings on October 6th and October 20th.
- Participated in Planning and Priorities meeting on October 13th.
- Updating Strategic Plan for Council's review in November.
- Participated in department review for Transportation and Agricultural Department during the month of October.
- Continued to hold bi-weekly Senior Leadership Team meetings to ensure staff are continuing to meet Council objectives.
- Planning and updating various policies.
- Internal budget workshop to review budget prior to Council's review.
- Followed through on various Council resolutions and updated the Council Resolution Tracker report.

People Services:

- Recruitment and selection is in progress for 3 positions: Hamlet Maintenance Operator, A/R and Utilities Clerk, and Heavy Truck Operator. All 3 positions are expected to be filled in October 2020.
- Coordinating the external review in the Transportation and Agriculture Department.
- Nominations for the Community Enhancement Regional Board (CERB) have been submitted to Council for the Organizational Meeting. CERB reporting documents have been prepared and the next term has been organized.
- Firefighters EAP registration with Lifeworks underway, with a start date of January 1, 2021.
- The October County Connector was published on October 30, 2021.
- Reviewing and updating Section 14 – Communications and Public Relations Policies.
- Received formal Certificate of Recognition (COR) from WCB and Partnerships in Injury Reduction, which is valid until August 2023.
- Digital Health and Safety forms are in the testing phase; this will allow staff to easily report safety concerns or incidents from their mobile devices.