

Wheatland County

Department Report

Regular Council Meeting

November 10, 2020

Report prepared by: Corporate and Financial Team



Report to Council

Recommendation from Administration

That Council accepts the Corporate and Financial Services report dated November 10, 2020 as information.

Report Assessment

- During the month of October, the Assessment staff and the Contract Assessor performed the following inspections:
 - o The re-inspection cycle of improved properties situated on the east side of the County within ranges 17 to 20. The purpose of these inspections is to update property assessment information.
 - o Most of the 2020 annual property assessment inspections throughout the County are complete. The purpose of these annual inspections is to gather information on new or incomplete buildings constructed in prior years.
 - o A 20% re-inspection cycle in the Village of Rockyford and Village of Standard.
- All inspections require digital exterior photographs and measurement of some buildings. Due to COVID 19, Assessment Services performed many of the inspections visually from the road, but occasionally performed onsite inspections.
- The Senior Assessor performed a significant portion of the Designated Industrial Property ("DIP") inspections, as per the contract with the Alberta Minister of Municipal Affairs. Outstanding inspections will be complete in November.
- The Senior Assessor received notice from Alberta Municipal Affairs via the Senior Auditor with Assessment Services indicating a slight delay in the preparation of the 2020 detailed assessment audit; however, the plans are to complete the detail assessment audit before year-end.

Financial Services

- Accounts Payable:
 - Staff processed and mailed October payments. Regular general ledger to sub-ledger balancing occurred.
 - The Accounts Payable Clerk is retiring on November 27, 2020 after 22 years with the County. We thank Cindy for her years of service and congratulate her on retirement.
 - The Accounting Clerk is the successful applicant for the Accounts Payable Clerk position. Rachel will be transitioning from the Accounting Clerk to Accounts Payable Clerk on November 30, 2020.
 - OneSpan Sign software has been implemented by IT and allows for a more efficient accounts payable approval process.
 - Electronic Funds Transfer (“EFT”) payment system enablement is being tested to allow vendors invoices and employees, Councillors and board members expenses to be paid electronically instead of by cheque.
 - EFTs will require fewer mail outs which will see a savings and be more convenient for recipients.
- Accounts Receivable:
 - Staff processed and mailed October bills. Regular general ledger to sub-ledger balancing occurred as well as following up with customers with overdue invoices.
- Analytics:
 - September monthly operating budget versus actuals analyzed and disseminated to budget owners.
 - Q3 September 30, 2020 Capital Spending Report presented to Council.
- Budget:
 - 2021 budget process is underway.
 - Finance continues to work with budget owners and the Senior Leadership Team to compile the budget for Council review.
 - Finance and IT continues to implement Qwestica, an easy to use and comprehensive operating and capital budgeting software solution.
 - Capital module implementation is underway.
- Bylaw:
 - Delegated Authority Bylaw currently under development.
 - Tax Penalty Bylaw currently under review for future amendments.
 - TIPPS Bylaw currently under review for future amendments.
- Cash flow management:
 - Monitoring expenses and incoming cash flow to ensure interest income is optimized.
- Financial reporting:
 - Review of general ledger to ensure accruals are recorded and reversed for financial reporting.
 - Q3 Unaudited Financial Statements as at September 30, 2020 presented to Council.
- Grants:
 - Municipal Operations Support Transfer (“MOST”) Memorandum of Agreement (“MOA”) signed and forwarded to Municipal Affairs for release of funds.
 - The Federal Gas Tax Fund (“FGTF”) 2020 application has been submitted.
- Insurance:
 - 2020 – 2021 vehicle and equipment pink cards arrived in October.

- Invoices and insurance certificates to arrive in November.
- Lakes of Muirfield:
 - Land Held for Resale:
 - Accounting:
 - Seeking market valuation of lots held for resale at time County took over the development on April 30, 2020 as values were not included in transfer agreement.
 - Recording of lots in County accounting records as Land Held for Resale to take place once market valuation of lots at April 30, 2020 obtained.
 - Lot Sales:
 - 1 lot sale has closed and net proceeds on sale of 111,557.66 were received on October 23, 2020.
 - Utilities:
 - The County took over billing from Rocky View Utility Corporation in October and the first County-led utility bills were mailed out in the first week of November along with a welcome letter for residents.
 - Accu-Flo was contracted to install R900 meter transmitters to enable the system to read the meters. 136 installs took place and 30 will have to be installed at a later date by Wheatland Regional Corporation ("WRC").
 - Staff created 169 new accounts for the Lakes of Muirfield residents.
 - Tangible Capital Asset ("TCA") valuation:
 - Seeking engineering valuations of TCA owned by the County in the Lakes of Muirfield as values were not included in transfer agreement.
 - Recording of TCA in County accounting records to take place once engineering valuations are obtained.
- Policy:
 - Accounts Receivable Cancellation & Collections Policy 2.12 under review for future amendments.
 - Investment Policy 2.6 under review for future amendments.
 - Madsen Charity Guidelines Policy 2.4 proposed amendments approved by Council.
 - Funds held in trust disbursed to appropriate parties per Council Resolution CM-2020-10-28.
- Taxes:
 - Staff processed October TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from residents.
- Utilities:
 - Staff processed October utility consumption and utility bills. Utility bills for October consumption will be mailed in the first week of November.
 - The new Utilities & Accounts Receivable Clerk will start with the County on November 9, 2020.
 - E-billing ("eSend") was released in August. This will provide residents with the option to receive their bills by email. eSend will allow cost savings on processing letter mail and postage.
 - 95 utility customers have already signed up for this service.

Information Technology

- Applications & Solutions:
 - OneSpan digital signature solution release is complete and has already been used within the organization. Webinars are scheduled for November to onboard the remainder of staff.
 - MRF installs to equipment should begin in November. Will identify authorized drivers and automate form completion of future tools.
 - MRF Vehicle Inspection Forms web and mobile applications are undergoing business testing and subsequent revisions.
- Information Service and Security
 - Information, Technology and Security Policy revisions continue in development with the intent to replace existing IT Policies with a more robust and up to date version.
 - IT infrastructure switches and battery backups will be undergoing replacement between Administration, Public Works and ASB and should be completed in November.
- ECM, Business Process and Workflow Automation (Laserfiche)
 - HSE Incident Reporting project has been approved for web release and will be rolled out November 3rd.
 - COVID declaration form and notifications released with short development lifecycle and is being used by the organization.
 - An Internal Link directory called “Employee Self-Serve” has been developed for a single source for all our tools. This has been sent to employees with the COVID declaration form.
 - Facility inspection forms and process, which was previously a manual paper-based process, has been tested and released for use.
 - Development of a self-serve kiosk for residents in the lobby continues and due to be completed before the end of 2020.
- Records Management
 - Secure storage clean-up is complete and 150 boxes remaining to be shredded by November 6, 2020.
 - 2020 Annual Disposition also completed and signed off by GMs and CAO. 97 boxes will be shredded on December 4, 2020.
 - Contract Management automation phase 1 design is under development. To be presented at a high level to SLT either November / December 2020 SLT meeting.
 - Outstanding Minutes and Bylaws – SOW and NDA signed by County and West Canadian. Scanning and upload to Laserfiche to be completed by mid-December.
 - Iron Mountain under engagement for offsite secure storage of approved boxes while we move forward with our digital program.

- GIS
 - Created gravel haul database for public works operations, and currently working on digitizing the 2020 gravel haul routes into the database. This database can be used to store past/present gravel hauls and will be available in both a PDF map and a webmap version once complete. Will be coordinating with operations manager to have more records of work (grading, shoveling, etc.) digitized and stored in a GIS database in the future.
 - Coordinated with TELUS 911 to get the rural addresses database updated, including the hamlet addresses.
 - Investigating methods to improve road name accuracy in third party mapping programs such as Google maps, Bing maps, Apple maps. As part of potential solution for this, will be coordinating with a GIS Analyst from ESRI Canada to produce vector base map, where streets, address points, and imagery can be updated in ESRI world vector basemap.
 - Ongoing coordination with MRF on non-wifi vehicle AVL tracking unit installs. Currently waiting on the modems to arrive, estimated install in mid-November.
- Asset Management
 - Our new Asset Management Specialist / Project Manager will start in November and begin developing the Asset Management program, requirement gathering for solution, selection, and assisting Utilities and Finance with Lakes of Muirfield.

Report Approval Details

Document Title:	Report to Council.docx
Attachments:	
Final Approval Date:	Nov 2, 2020

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

A handwritten signature in black ink, appearing to read "Brian Henderson", written in a cursive style.

Brian Henderson