

Wheatland County

Department Report

Regular Council Meeting

December 1, 2020

Report prepared by: Brian Henderson



Chief Administrative Officer Report

Recommendation from Administration

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

That Council accept the December 1st, 2020 Council Resolution Tracker as information.

Report

Chief Administrative Officer:

- Participated in virtual RMA meeting on November 2 and 3, including networking with Rocky View County Council on November 3.
- Conducted Senior Leadership Team meetings to ensure tasks and communication remains on track.
- Participated in elections training that was provided by Municipal Affairs on November 9.
- Participated in Council Meeting on November 10.
- Participated in hybrid Wheatland Regional Partnership Meeting on November 16.
- Listened to virtual Wheatland Regional Corporation meeting on November 17.
- Reviewed and provided feedback to staff on Operating and Capital budgets prior to Council review.
- Participated in Committee of the Whole on November 24.
- Participated in secure digital signature training on November 25.
- Emergency Management Plan training on November 26.
- Met with various vendors, ratepayers, and organizations for Wheatland County related business and opportunities.

People Services:

- Recruitment and selection is in progress for the IT Support Technician, which is expected to be filled in January 2021.
- Coordinating the external review in the Transportation and Agriculture Department.
- Performance reviews are currently in progress and will be completed by December 1, 2020.
- Reviewing and updating Section 14 – Communications and Public Relations Policies; this will be provided to Council for review and approval in December 2020.
- Conducting external Safety Audit for the Town of High River between November 16 – 20, 2020.
- First phase of Safety Forms Digitalization Project is now complete and has been released for staff use; Field Level Hazard Assessment Forms and Tool-Box Talk Forms are in the beginning stages of digitalization, with a target release date of fall 2021.
- Working closely with Emergency Services to quickly adapt processes and procedures in response to changing COVID-19 guidelines.