

Wheatland County

Department Report

Regular Council Meeting

December 1, 2020

Report prepared by: Corporate and Financial Services Team



Corporate and Financial Services Report to Council

Recommendation from Administration

That Council accepts the Corporate and Financial Services report dated December 1, 2020 as information.

Report

Information regarding address changes to rural residents (Council request for Information)

The change of address is an initiative taken by Canada Post in partnership with the federal government to remove the use of PO box numbers for rural residents across Canada. Canada Post has indicated to staff that the transition was planned to take place in certain parts of the County starting this year, but the project was postponed until next year due to COVID-19. They also indicated that this project is dependent on the availability of funding from the federal government, and the project may or may not go through.

Residents may be expressing concern to Council because Canada Post sent a mailer out to residents indicating that they planned to make this change earlier in the year however it is not known if Canada Post sent communication out about the postponement.

Residents should continue to use their current address until further notice. It should be noted that the address change initiative is being completed in phases in the County and some of residents may get the change of address sooner than others. This project has been postponed until 2021 and is subject to change.

Wheatland County Emergency Services will continue to work with GIS staff and the dispatch center to ensure any changes are appropriately captured for emergency response.

Assessment

During the month of November, the Assessment staff and the Contracted Assessor keyed in assessment changes associated with the October inspections, the changes included:

- 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.
- Most of the 2020 annual property assessment inspections throughout the County. The purpose of these annual inspections is to gather information on new or incomplete buildings constructed in prior years.
- A 20% re-inspection cycle in the Villages of Rockyford and Standard.

Planning to perform follow-up annual inspections during the first and second week of December.

The Senior Assessor and Assessment Clerk keyed in the changes to the Designated Industrial Property ("DIP") identified during the October and early November inspections. In addition, staff reviewed changes as identified via the 2020 Request for Information submitted prior to October 31 from the DIP owner or authorized agent.

The Senior Assessor has been supplying assessment information as requested by the Senior Auditor to enable the preparation of the 2020 detailed assessment audit and report before year-end.

Financial Services

- Accounts Payable:
 - Staff processed and mailed November payments. Regular general ledger to sub-ledger balancing occurred.
- Accounts Receivable:
 - Staff processed and mailed November bills. Regular general ledger to sub-ledger balancing occurred as well as following up with customers with overdue invoices.
- Analytics:
 - October monthly operating budget versus actuals analyzed and disseminated to budget owners.
- Audit:
 - December 31, 2020 interim Audit is scheduled to take place December 7, 2020 through December 11, 2020. MNP LLP will conduct the audit virtually due to heightened COVID-19 restrictions.
 - December 31, 2020 year-end Audit is scheduled to take place March 1, 2021 to March 12, 2021. MNP LLP will conduct the audit virtually due to heightened COVID-19 restrictions.
 - MNP LLP will present the December 31, 2020 year-end financial statements to Council at the April 6, 2021 or April 20, 2021 Council Meeting.
- Budget:
 - 2021 budget process is underway.
 - Finance presented the Unapproved Interim Capital Budget 2021 – 2025 and the Unapproved Interim Operating Budget 2021 – 2023 to Council at the November 24, 2020 Committee of the Whole meeting.
 - Finance and IT continues to implement Qwestica, an easy to use and comprehensive operating and capital budgeting software solution.
 - Uploading the Unapproved Interim Capital Budget 2021 – 2025 and the Unapproved Interim Operating Budget 2021 – 2023 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.
- Grants:
 - Municipal Stimulus Program (“MSP”) funds arrived in the amount of \$360,395.00.
 - Municipal Operations Support Transfer (“MOST”) funds arrived in the amount of \$894,864.00.
 - The Federal Gas Tax Fund (“FGTF”) 2020 application has been submitted.
- Insurance:
 - 2020 – 2021 invoices and insurance certificates arrived 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.
 - 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 to 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”).

- 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.
- Taxes:
 - Staff processed November TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from residents.
- Utilities:
 - Staff processed November utility consumption and utility bills. Utility bills for November consumption will be mailed in the first week of December.
 - E-billing (“eSend”) - 135 utility customers have signed up for this service.

Information Technology

- Applications & Solutions:
 - MRF installs to Public Works equipment have begun, which will move us from Fleet Complete to MRF. Once it’s confirmed that the AVL system is working and being shown live on the MRF AVL website, a fob will be assigned to employees. The fob system will be used to identify authorized drivers and automate completion of future tools. This system will be tested first and will not start until every employee has been assigned a fob.
 - MRF Vehicle Inspection Forms web and mobile applications are still undergoing business testing, which has since had a significant revision due to testing.
- Information Service and Security
 - The draft revisions to the IT Policies (Information, Technology and Security Policy) is under review by Senior Management before being presented to Council.
 - IT infrastructure switches and battery backups will be undergoing replacement between Admin, Public Works and ASB and should be completed by the end of November.
 - The IT Support Technician position approved by Council is currently open for applications. The application window closes December 11th, 2020
- ECM, Business Process and Workflow Automation (Laserfiche)
 - HSE Incident Reporting form and workflow automation system was released and is currently in use.
 - Development of a self-serve kiosk for residents in the lobby continues and is due to be completed before the end of 2020.
 - Contract Management automated process is under development for uploading contracts and notification of contracts on an annual basis.
- Records Management
 - East Storage – index of boxes is completed
 - Outstanding Minutes and Bylaws picked up by West Canadian. Scanning to be completed and uploaded to Laserfiche in December 2020
 - Digital Program presentation to be made to SLT either November/December 2020
 - Laserfiche instructions under development. Focus on signing into Laserfiche both desktop and mobile app and management of tasks.
 - Laserfiche Transparent Records Management (TRM) hierarchy and security with expected completion date of December 2020 or early January 2021

- GIS
 - We currently have an ongoing incident with our road database where some paved roads are showing as gravel. Munisight is aware and working to resolve the issue. Until this issue is resolved, please be aware of potential mistakes with the road types around the County and double check when working with road data.
 - We are working on a coordinated effort with the Public Works department to complete the 2021-2023 road projects, 2020 gravel haul map, 2021 grader map, 2021-2026 bridge map, and 2020 road reclamation map reports.
- Asset Management
 - Completed a draft Asset Management Policy which is undergoing reviews and revisions internally.
 - FCM's MAMP grant application research and preparation work is underway, which will include preparing a project plan with cost estimates.

Report Approval Details

Document Title:	Report to Council .docx
Attachments:	
Final Approval Date:	Nov 23, 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