



# WHEATLAND COUNTY

Where There's Room to Grow



## Request for Decision

December 3, 2019

Resolution No. \_\_\_\_\_

Date Prepared November 23, 2019

### Subject

Decision-making topic title

Interim Chief Administrative Officer Report

### Recommendation

Clear resolution answering – what/who/how/when

**That Council accepts the Interim Chief Administrative Officer Report as information.**

### RECOMMENDATION

Report/Document:

Attached

☐

Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

#### Interim Chief Administrative Officer Report

- Capital Budget review with Council occurred on November 5<sup>th</sup> and November 19<sup>th</sup>.
- Kick-off meeting with TSI in regard to the Fire Master Plan occurred on November 6<sup>th</sup>.
- Attended second fire mediation meeting with Fire Associations on November 6<sup>th</sup> in Dalum.
- Attended RMA Fall Convention in Edmonton from November 12<sup>th</sup> to November 15<sup>th</sup>. Organized meetings with the Minister of Transportation and the Minister of Environment and Parks. Prepared various documents and notes prior to meetings.
- Created and implemented work plan for our contract Interim Fire Chief, Vern Elliott who began work at Wheatland County on November 18<sup>th</sup>.
- Attended IT security forum on November 20<sup>th</sup> in Calgary.
- Met with WADEMSA on November 21<sup>st</sup> to discuss variety of topics including current state of dispatching for Wheatland County Fire Departments, state of existing tower infrastructure.
- Met with Fire Department Chiefs to get understanding of current needs and requests for efficiencies on November 21<sup>st</sup>.
- Toured a vacant building in Carseland on November 22<sup>nd</sup> for potential usages for Wheatland County.
- Attended lunch meeting with the Town of Strathmore on November 26<sup>th</sup>.
- Attended the Wheatland Regional Corporation board meeting in Hussar on November 26<sup>th</sup>.
- Attended Hussar and Dalum Fire Hall safety inspections on November 27<sup>th</sup>.

- Attended kick off meeting with financial statement auditors MNP to select dates for interim audit, final audit and presentation date to Council.
- Responded to various Council requests during the month.
- Internal review of capital projects to provide recommendations to Council.
- Continued work on issues with GFL.
- Prepared final 2020 – 2022 Operating Budget for Council consideration for approval.

Submitted by: Brian Henderson, CPA, CA

Position: Interim CAO

Reviewed by:

