



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

December 3, 2019

Resolution No. _____

Date Prepared November 21, 2019

Subject

Decision-making topic title

Corporate and Financial Services Report

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the Corporate and Financial Services 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

Corporate Services

Assessment

- Senior Assessor performed numerous Designated Industrial Property (“DIP”) inspections:
 - o Determined approximately 13 new well sites with assessable Machinery & Equipment (“M&E”) exist.
 - o Numerous well sites have M&E disconnected; therefore M&E assessment will most likely be reduced.
 - o Inspected new Rocky Mountain Gas to Liquids (“GTL”) plant which has a projected operational date of May 2020. Expected to have a minimal assessment impact for 2020 property taxes.
- Received notice from Municipal Affairs that cannabis activities were removed from the definition of “Farming Operations”:
 - o Land and improvements used for the growing of cannabis will be assessed at market value by Alberta municipalities for taxation in 2020 as “Class 2 – Non-Residential”.
 - o This will result in more taxable assessments, as previously the growing portion was deemed a “Farm Building” and exempt from property taxation.

- Second run of the 2019 annual inspections [new assessable buildings (improvements) or progressive (incomplete) from previous years] will be performed in late November and early December.

Finance

- Accounting: MNP LLP selected as financial statement auditors for Wheatland County.
- Utilities: Staff processed November utility consumption and utility bills. Utility bills for November consumption will be mailed in the first week of December.
- Taxes: Staff processed November TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.
- Grants: Training new staff members on grant reporting and various grants that the County applies for throughout the year. Applying for the Strategic Transportation Infrastructure Program (STIP) and Community and Regional Economic Support (CARES) grants.
- Financial reporting: The next iteration of the County budget is to be presented to Council on December 3, 2019.

Human Resources

- Conducting performance reviews with staff.
- Preparing OT agreements for Administration staff.
- Quarterly site inspections for Safety.
- Administrative Directives for Safety.
- Payroll Liability Account Reconciliations.

Information Technologies

- Document scanning project back underway – workarounds have resolved limitations in bulk imports.
- Microsoft Office 365 (“Office 365”) e-mail migration has completed successfully.
- Continued remediation of Information Security Items:
 - o Firewall as a service - upgrade underway.
 - o Mobile Device Management, IT Directives being written.
 - o Two-factor Authentication implementation for Office 365 underway.
 - o Identifiable Visitor pass under design.
- Laserfiche Process Automation projects:
 - o Fire Permits nearing user acceptance testing.
 - o HSE Incident forms now under wireframe development.
 - o Vehicle & Equipment Checklists business requirement gathering.
- Continued discussion regarding Multi-Function Printer (“MFP”) print vendors.

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Reviewed by: 
Interim CAO