



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared January 3, 2020

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

- Appeals have also been brought forward on eight designated industrial properties for the 2017 and 2018 assessment years. The total potential loss of municipal tax revenue to Wheatland County is \$67,273.
- Court of Appeal of Alberta upheld the initial Composite Assessment Review Board ("CARB") assessment decision in relation to a 2016 assessment challenge. This assessment review was on a large commercial property that requested a classification change and also an assessment change. Confirming the initial assessment values assessed by the County upholds approximately \$888,000 of taxation revenue from 2016 and also future years of taxation.
- Regular inspection cycle occurred during the month of December.

Financial Services

- Accounting: MNP LLP completed the interim audit during the third week of December. Inventory counts have been completed and working papers for the year-end audit are being prepared.
- Utilities: Staff processed December utility consumption and utility bills. Utility bills for December consumption were mailed in the first week of January.
- Taxes: Staff processed December TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.

- Financial reporting: The 2020 Approved Interim Operating Budget and 2020 Approved Final Capital Budget have been posted on the County website.

People Services

- Finalizing performance reviews and potential increases with staff.
- ERI Schedule/Succession Planning.
- Administrative Directives for Safety.
- Preparations for final Payroll and Christmas Closure in 2019.
- Payroll Liability Account Reconciliations.

Information Technology Services

- Phase 1 of the records scanning project has been completed which includes the bylaws up to July 2019 and Council Minutes up to 2013. Phase 2 of the record scanning project is now under way.
- Continued remediation of Information Security items:
 - o Firewall as a service and remote access continues to be moved.
 - o Mobile Device Management and IT Directives using industry standards are being prepared.
 - o Two-factor authentication for Office 365 is more than halfway complete.
 - o Visitor pass still under design.
- Laserfiche Process Automation projects:
 - o Fire Permits moving to user acceptance testing phase; to be released in early 2020.
 - o HSE Incident forms project has been approved by stakeholders and is currently under development.
 - o Vehicle & Equipment Inspection Forms Project business requirements have been completed and are currently under project charter approval.

Submitted by: Matthew Kurceba, CPA, CA
Position: Manager of Financial Services

Reviewed by: 
Interim CAO