



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 15, 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

☐

None

☒

Key Issue(s) / Concepts Defined

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

Corporate Services

Assessment

- Finalizing the 2019 Assessment to be used for the 2020 property taxation.
- Assisting the Provincial Assessor's office regarding 8 designated industrial property tax roll numbers, subject to an appeal of the 2018 Assessment within Wheatland County's jurisdiction. The Municipal Government Board hearing is scheduled for March 16 to April 3, 2020 in Calgary.

Financial Services

- Accounting: Working papers for the year-end audit are being prepared. MNP LLP is scheduled to perform the 2019 year-end audit at the County from March 2, 2020 to March 13, 2020. The audited 2019 year-end financial statements will be presented to Council at the April 21, 2020 Council Meeting.
- Utilities: Staff processed January utility consumption and utility bills. Utility bills for January consumption were mailed in the first week of February.
- Taxes: Staff processed January TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.
- GST: The 2019 Q4 GST return was filed.

People Services

- Review of HR inactive files with Integra to convert to electronic files.
- Recruitment and selection for GM of Corporate and Financial Services.
- Administrative Directives for Safety.
- 2019 Payroll Year End: LAPP, T4's, and WCB.
- Payroll Liability Account Reconciliations.


Information Technology Services

- Following Phase 1, Phase 2 of the record scanning project has been scheduled, which will cover digitally scanning June 2015 - 2019 Council Minutes, Municipal Planning, and Fire Services Minutes.
- The 2020 hardware refresh and meeting room upgrade projects are in the final phase of planning, with execution in early 2020.
- Continued remediation of Information Security items:
 - o Firewall service and remote access continues to be moved and will be completed by the end of January.
 - o Mobile Device Management and IT Directives using industry standards are still undergoing internal revisions.
 - o Two-factor authentication for Office 365 is near completion for admin office employees.
 - o Visitor passes are under design.
 - o A restructuring of the process to ensure successful file backups is under review.
- Laserfiche Business Process Automation projects:
 - o Fire Permit release for public use is planned for February 17th.
 - o Phase 3 of the HSE Incident Report Form Project is beginning January 15th.
 - o The Vehicle & Equipment Inspection Form Project has put Laserfiche development on hold in order to review a proposal from MRF to accomplish requirements within its software ecosystem. The County will be investing in MRF's AVL (vehicle location and sensor tracking) software beginning with the spray trucks for ASB.
- Records Management organization and Housekeeping Project Business Case has been drafted for review, including a detailed timeline of the project.

Submitted by: Vinod Jasra

Position: Manager of People Services

Reviewed by:


CAO