WHEATLAND COUNTY
Where There's Room to Grow

Request for Decision

March 3, 2020   **Resolution No.** _____

Date Prepared   February 21, 2020

Subject
Decision-making topic title
Chief Administrative Officer Report

Recommendation
Clear resolution answering – what/who/how/when
That Council accepts the Chief Administrative Officer 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

Administration

-   Facilitated and met with representatives from Canada Post in relation to Carseland Temporary Mailboxes and future site of the Carseland Post Office throughout the month of February. Installation of the mailboxes was to occur at the end of February.

-   Council meeting and Carseland Town Hall meeting on February 4th.

-   Conducted performance evaluations for staff in the month of February, including developing strategic department goals.

-   Worked on year-end financial statement audit during the month of February.

-   Developing a Financial and Corporate Services Strategic plan for Council approval.

-   The position posting for the vacant General Manager of Corporate and Financial Services closed on February 21st. Screening of applicants and interviewing for the vacant position will occur in late February / early March and we project to have position filled by mid April 2020.

-   Various discussions with Green for Life, Alberta Environment, and Parks regarding removal plan of the legacy materials located on the compost facility north of Strathmore.

-   Held Senior leadership team meeting on February 24th to review capital projects, operating projects, and identify efficiencies throughout the organization.

-   Attended a lunch meeting with our Benefit Consultant on February 20th to discuss plan options and market rates of benefit plans.

-   Attended a Joint Health and Safety Committee meeting on February 27th.

- Staff have been working on implementing eSCRIBE, the new meeting management software, to automate various processes including report submission management, preparing agenda packages, and generating minutes by utilizing digital workflows and standardized templates.

Fire Services

- Assist and assigned workflow to Vern Elliott, Interim Fire Chief (contractor).

- Fire permits are now being issued electronically through web-based submissions. The web-based submission has automated a process which reduces approximately 300 hours of administrative work on an annual basis.

- Reviewed a report on current tower system within Wheatland County and AFFRCS technology.

- The vacant position of the Manager of Fire and Emergency Services was posted on February 12th and closes on March 23rd.

- Debriefing exercise was conducted for 2018 exercise on February 11th.

- Fire Chiefs meeting was held in Standard on February 27th.

- Moving forward with proposed Carseland Fire Hall construction in 2020. Request for quotations (RFQ) were sent out for fire hall building designs on February 19th. After the building design is awarded, the RFQ for a project manager for the building will be quoted.

Submitted by: Brian Henderson, CPA, CA   Reviewed by:

Position: Chief Administrative Officer