WHEATLAND COUNTY
Where There's Room to Grow

Request for Decision

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

Date Prepared   **February 18, 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

- Completed duties of the Delegate Assessor, which involved keying the 2019 Designated Industrial Property (DIP) assessment changes into the CAMAlot database located on the Government of Alberta Municipal Affairs server. At the end of February 2020, the DIP assessment notices will be delivered to oil and gas property owners.
- On January 31, 2020, Wheatland County received the 2019 Linear Assessment with a net reduction of $152,674,710, which equates to a potential 2020 reduction of municipal property tax revenue by $1,316,224, based on applying the 2019 municipal mill rate of 8.6211.
- Finalizing the 2019 Assessment to be used for the 2020 property taxation.

Financial Services

- Accounting: Working papers for the year-end audit are complete. 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.
- Finance: Staff within the department will assist the auditors during their two weeks at the County. This will ensure that all requests for information are met in a timely fashion.

- Utilities: Staff processed February utility consumption and utility bills. Utility bills for February consumption were mailed in the first week of March.
- Taxes: Staff processed February TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.

People Services

- Kick-off meetings for HR automation project.
- Recruitment and selection for GM of Corporate and Financial Services (closes February 21) and Manager of Emergency and Fire Services (closes March 23).
- Administrative Directives for Safety – 1st half complete and sent to staff; preparing 2nd half of Administrative Directives with a targeted completion date of March 1, 2020.
- 2019 Payroll Year End: LAPP, T4's, and WCB - completed.
- Communicated and revised email signatures for all staff.

Information Technology Services

- Meeting room upgrades for the Large and Small Committee rooms have been scheduled with AVI-SPL as the most flexible, cost-effective vendor.
- Konica Minolta will be replacing expired Ricoh printers on February 18th, which includes introducing the "PaperCut" print management system. This system will help both environmentally and security wise. Overall, it will save the County approximately 20-30% realized operational per-page print costs, reduce the need for costly individual printers, avoid significant capital expenses on new printers, while keeping a 5-year single rate 25% below competitors.
- Information Security Items:
    o SonicWall's "firewall as a service" has been installed, which will increase security posture.
    o Mobile Device Management and broad IT Directives using industry standards are still underway.
    o Visitor passes have been released for use, which will assist staff in recognizing the level of supervision required for visitors or easily identify unauthorized personnel.
    o Roadmap is being planned around infrastructure and end user computing such as cloud services, to ensure 2-5 year objectives in security, costs, and productivity are met.
    o Mandatory information security training sessions have been scheduled for all staff in early March to bring awareness of how breaches occur in organizations and how to prevent them.
- Laserfiche Business Process Automation Projects:
    o Fire Permits will be released as first workflow based (Laserfiche forms) project on February 18th.
    o HSE Incident Forms are in progress and expected to see joint application development sessions to start within a month.
    o The Vehicle & Equipment Inspection Forms project has been put on hold as Wheatland has been investigating MRF and other competitive vendors in AVL, which offers options for digital DVIR forms.
    o Accounts Payable and HR have begun project discovery phase.
- Records Management Projects:
    o The records organization and cleanup project roadmap has been planned and a contract assistant is being sourced to assist in executing the tasks required.

- Phase 2 of the scanning project covering June 2015 – 2019 Council Minutes, Municipal Planning, and Fire Services Minutes will begin in near future.

Submitted by: Vinod Jasra   Reviewed by:

Position: Manager of People Services   CAO