

# Wheatland County

## Department Report

Regular Council Meeting

April 7, 2020

Report prepared by: Brian Henderson



### Chief Administrative Officer Report

#### Recommendation from Administration

That Council accept the Chief Administrative Officer report as information.

#### Report

##### ADMINISTRATION

A significant amount of the month was dedicated to planning and implementing strategies around the COVID-19 pandemic. Items included business continuity planning, emergency response, and communication with staff and multiple external stakeholders. The Administrative and Public Works buildings closed access to the public on March 18<sup>th</sup>, with playground equipment being closed to the public on March 27<sup>th</sup>. Other actionable items included:

- Hosting a virtual Council meeting in accordance with section 199 of the MGA.
- Assisting various organizations with conference calls.
- Participating in daily internal virtual meetings with Emergency Management Team.
- Participating in various adhoc conference calls.

Other Administrative duties during the month:

- Various calls and correspondence between Administration and Green For Life (GFL) regarding the removal of legacy materials stored at the compost site in Division 5. As per the Remedial and Stop Orders issued, GFL must remove the legacy materials from the site before June 30<sup>th</sup>, 2020.
- Council meetings were held on March 3<sup>rd</sup> and March 24<sup>th</sup>.
- Met with CRAZ representatives to discuss potential membership on March 4<sup>th</sup>.
- Wrote letter of support for the Wheatland Housing Management Body for the United Way Strathmore and Area Partnership Grant.
- Conference calls with MLA Aheer on March 10<sup>th</sup> and March 19<sup>th</sup>.
- Review of the Interim Operating and Capital Budgets to determine priority projects at the County.
- Participated in Microsoft Teams training in early March to better collaborate with all staff and track project completion.
- Call with Lakes of Muirfield Homeowner Association on March 27<sup>th</sup> to discuss water and wastewater solutions.

## **FIRE SERVICES**

- Various updates to the Fire Chiefs regarding COVID-19.
- The posting for the Manager of Fire and Emergency Services closed on March 23rd with interviews anticipated to occur during the week of April 6th, 2020.
- Delegated and worked with Vern Elliott (Interim contracted Fire Chief) on various Fire and Emergency Management items during the month.

## Report Approval Details

Document Title:	Chief Administrative Officer Report.docx
Attachments:	
Final Approval Date:	Mar 31, 2020

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Vinod Jasra was completed by workflow administrator Mackenzie Soltys**

Vinod Jasra

A handwritten signature in black ink, appearing to read "Brian Henderson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Henderson