

# Wheatland County

## Department Report

Regular Council Meeting

May 5, 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

- Participated in various virtual meetings during the month, including weekly business continuity meetings with staff, various external conference calls on regional updates, RMA updates, and Provincial updates.

- The compost operator who operates the GFL compost site (SW ¼ 4-7-25-24- W4th) has began removing legacy materials from the site. The activity on the site resumed on April 1st and the first truckloads of legacy material were removed on April 2nd. As of April 27th, the total amounts removed from the site are:

1. Legacy material: 2120 metric tonnes
2. Lime: 371 metric tonnes

The operator has until June 30th to remove all of the legacy materials from the site. Other measures put into place during the legacy material removal is dust control for residents who live directly on the haul route. Administration has been auto forwarding daily / weekly reports prepared by the site operator to adjacent landowners. Those updates are also available on the County website for all to view.

- Operating and Capital budgets were reviewed during the month of April. This year, due to the economic climate, many operating and capital projects are being deferred in order to promote constraint during these difficult financial times. Both Operating and Capital budgets were passed on April 21st, 2020 at the regular Council meeting.

- Participated in Council meetings on April 7th, April 21st, and April 24th.

- Participated in Planning and Priorities session on April 20th.

- Reviewed benefit provider proposal and responded to various inquiries with the County's benefit broker.

- Tax rate bylaw was prepared and passed.

- Finished conducting interviews for the following positions: General Manager of Corporate and Financial Services and Manager of Emergency and Fire Services.

- Reviewed annual tax insert information to be printed and provided with annual tax bills.

- Revised Bylaw 2010-18 (tax and penalty bylaw) to alter tax and penalty due dates for 1 year. Administration's intention is to bring back the Bylaw later in the year and switch due dates to previous dates.
- Reviewed service levels and overtime policy for all staff.

## **FIRE SERVICES**

- Fire Advisory issued in Wheatland County on April 24th. This cancels all outstanding fire permits and no new fire permits are to be issued in Wheatland County.
- The County has hired the new Manager of Emergency and Fire Services and as well a Deputy Regional Fire Chief. They will start on June 8th and May 19th respectively. Vern Elliott will help transition these two staff members, with an ending date of his services around June 30th.