Wheatland County
Department Report
Regular Council Meeting
May 5, 2020
Report prepared by: Vinod Jasra

Corporate and Financial Services Monthly Report

Recommendation from Administration
That Council accepts Corporate and Financial Services Report as information.

Report
Assessment

- In order to alleviate liquidity concerns, Alberta Municipal Affairs has proposed an Education Property Tax Deferral, summary below:
    o Municipalities must provide a six-month deferral (until September 30, 2020) of non-residential education property tax (NREPT) or a program similar that would equate to a similar deferral to length of time for combined municipal and education portions.
    o Businesses that can pay their property taxes are encouraged to do so to minimize cash flow challenges facing municipalities.
    o Municipalities are not obligated to defer any municipal property tax; however, they are encouraged to consider deferring the municipal portion of business property taxes to support local businesses.
    o The province will maintain the NREPT requisition amount for each municipality but will defer invoicing of the non-residential portion to the December 2020 invoice.
- The proposals above will cause a delay to the mailing of the 2020 Tax and Property Assessment Notice.
- Planning for the compulsory general assessment re-inspection cycle of properties located on the east side of the County, within ranges 17 to 20, consisting of approximately 255 parcels with a residence. In 2020, a survey called Residential Request for Information (RRFI) form, will be mailed to each property owner to request pertinent information about the residence.
- Reviewing 4 submissions to select a contractor as per request for proposal for the Regional Orthophoto Project, co-ordinated by Rocky View County, in partnership with Wheatland County and the Town of Strathmore.

Financial Services

- Accounting: The audited 2019 year-end financial statements were approved by Council at the April 21, 2020 Council Meeting and were submitted to the Province.
- Accounting: The Municipal Financial Information Return has been completed and submitted to the Province.
- Accounting: The 2019 year-end records were closed in our financial software as required on an annual basis.
- Budget: The 2020 Approved Final Operating Budget and 2020 Approved Amended Final Capital Budget have been posted on the County website.

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

People Services

- Continuing to ensure the health and safety of all staff due to the COVID-19 pandemic: sanitary procedures, social distancing, working remotely, meeting cancellations, etc.
- Internal and external communications to staff regarding COVID-19 are occurring weekly.
- A policy committee has been formed in order to review and edit County policies, starting with Section 3 – General Policies.
- Recruitment and selection for the GM of Corporate and Financial Services is on hold; meanwhile, virtual interviews are underway for the Manager of Fire and Emergency Services.
- Payroll processing will continue, bi-weekly and monthly, as per normal.
- Responding to final Financial auditor requests and questions.
- Administrative Directives for Safety (second half) are still in progress.
- Preparation for the mock transportation audit is on hold; the COR Safety Audit will likely occur in June.

Information Technology Services

- Meeting room upgrades for the Large and Small Committee rooms are complete.
- Neptune360 cloud based -live- utility scanning system is ready and being scheduled to release. This tool and new scanning hardware are replacements of the old Neptune utility reading system which are currently at risk and has limited vendor support.
- Continued remediation of Information Security items:
  o Mobile Device Management and broad IT Directives using industry standards are still undergoing internal revisions.
  o Continued remediation of other security items, backup strategies, and server roadmaps are still under way as we continue to harden the network and prepare for the future of the County's infrastructure.
- Laserfiche Business Process Automation projects:
  o HSE Incident forms are currently being tested by Administration.
  o The building inspection forms are currently under development.
  o Accounts Payable process continues in project discovery phase and have tested turnkey solutions.
  o Building Permits and Real Property Reports process are under project planning phase.
  o Vehicle & Equipment Inspection forms (DVIR/CVIP) are under development with vendor (MRF) based on our requirements.
  o Online payment gateway development and testing are underway to assist in any future online based payments with Laserfiche forms.
- Records Management projects:
  o The records organization and cleanup project implementation has been put on hold.
  o A re-structuring of the project plan and other proposed strategies are being drafted and will be proposed at a later date.
  o HR file scanning is under RFQ; however, this is currently on hold.
  o Phase 2 of the scanning project covering June 2015 – 2019 Council Minutes, Municipal Planning, Fire Services Minutes is on hold.
- Business continuity planning continues as we operate remotely for critical services.

Report Approval Details

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

Brian Henderson