

Wheatland County

Department Report

Regular Council Meeting

June 2, 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 Council meetings on May 5th and May 19th.
- Called into Wheatland Regional Corporation Board meeting on May 19th.
- Onboarded two new employees (General Manager of Corporate and Financial Services and Deputy Regional Fire Chief)
- Reviewed reports, returned resident calls, conducted two visual inspections, and documented various issues regarding the ongoing removal plan at the compost facility North of Strathmore. The compost operator must have all legacy materials removed from the site by June 30th as per our Stop and Remedial orders issued in July 2019. As of May 22nd, the following volumes have been removed from the site:
 1. Legacy Material: 3636 MT
 2. Lime: 1163 MTAdministration continues to post removal updates to our website and forward all reports to adjacent landowners who have requested the daily updates.
- Preparing for Planning and Priorities session with Council on June 4th.
- Reviewing transaction with 0747744 B.C. Ltd., impacts for County and reviewing assets that the County inherited.
- Following up with various Council resolutions, including creating an action item listing from previous Council meetings for Council updates.
- Reviewed Procurement Policy with staff, updating for Council's consideration as per direction at previous Council Meeting.
- Directed General Managers to prepare strategic plans for Council approval, based on Council's identified priorities. These will be brought forward to a future Planning and Priorities session for review and discussion.
- Reviewing County office opening procedures for when the offices will re-open to the public.
- CAO will be taking vacation from June 8th – June 26th, returning to work on June 29th.

Fire Services:

- Fire Advisory was cancelled on May 25th due to adequate rainfall. The Fire Advisory was previously issued on April 24th.

- Development permit for new Carseland Fire Hall will be brought forward to the Municipal Planning Commission on June 9th, 2020 for approval.
- Thomas Jukes, the Deputy Regional Fire Chief started at Wheatland County on May 19th, 2020. Michael Bourgon, Manager of Emergency and Fire Services will be starting on June 8th, 2020.

People Services:

- Orientation / onboarding for the new General Manager of Corporate and Financial Services and the Deputy Regional Fire Chief occurred in May.
- Recruitment and selection for the Manager of Operations (Public Works) is in progress; this position will be closing on June 19th, 2020.
- Transition for employee benefits from Cooperator's to Group Source is in progress; the go-live date for the transition is on June 1st, 2020. Remote educational sessions for Group Source have been set up for employees between May 25th and June 1st, 2020.
- The new County website is being reviewed by employees for content and layout edits; the website is expected to go live towards the end of June.
- The completed Safety Administrative Directives, which encompass the core of the Safety Management System, have been communicated to employees. Additional directives, comprising of technical sub-sections, will be added to complete the Safety Manual.
- Safety inspections for the 2nd quarter will be completed by June 30th, 2020.