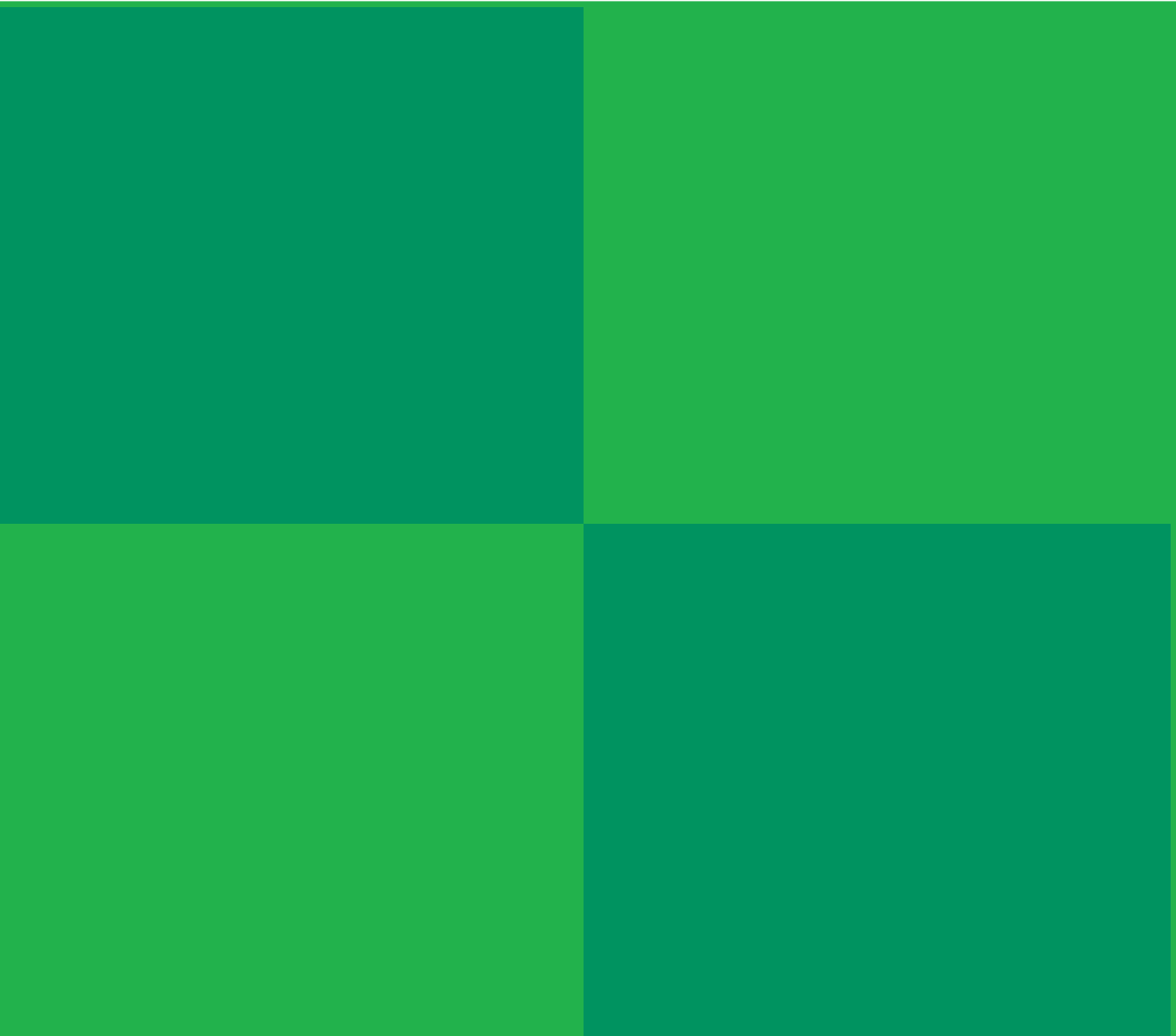


How We Build the City

The following proposed capital charters and operating business cases contribute to strengthening the local economy and attracting new businesses by encouraging residential and non-residential development, including the infrastructure needed to support growth.



ROAD RENEWAL PROGRAM

**Capital
Charter**

The intention of this project is to extend the life of roadways through an asphalt overlay program.

NEIGHBOURHOOD RENEWAL PROGRAM

**Capital
Charter**

To renew the road and associated infrastructure on Parkview Drive and Parkhill Crescent.

ANNUAL CONCRETE AND SIDEWALK PROGRAM

**Capital
Charter**

This project will install new sections and replace old sections of sidewalk and curb ramps throughout the city according to a prioritized asset management plan

LAND USE BYLAW

**Operating
Business
Case**

To update the City’s Use Bylaw to reflect current community needs and best practices, and to position the City to facilitate growth in the community.

CITIZEN SATISFACTION SURVEY

**Operating
Business
Case**

To gather feedback from residents on satisfaction with City programs and services to inform quality of services, and progress with Council’s Strategic Plan.

How We Fund Building the City

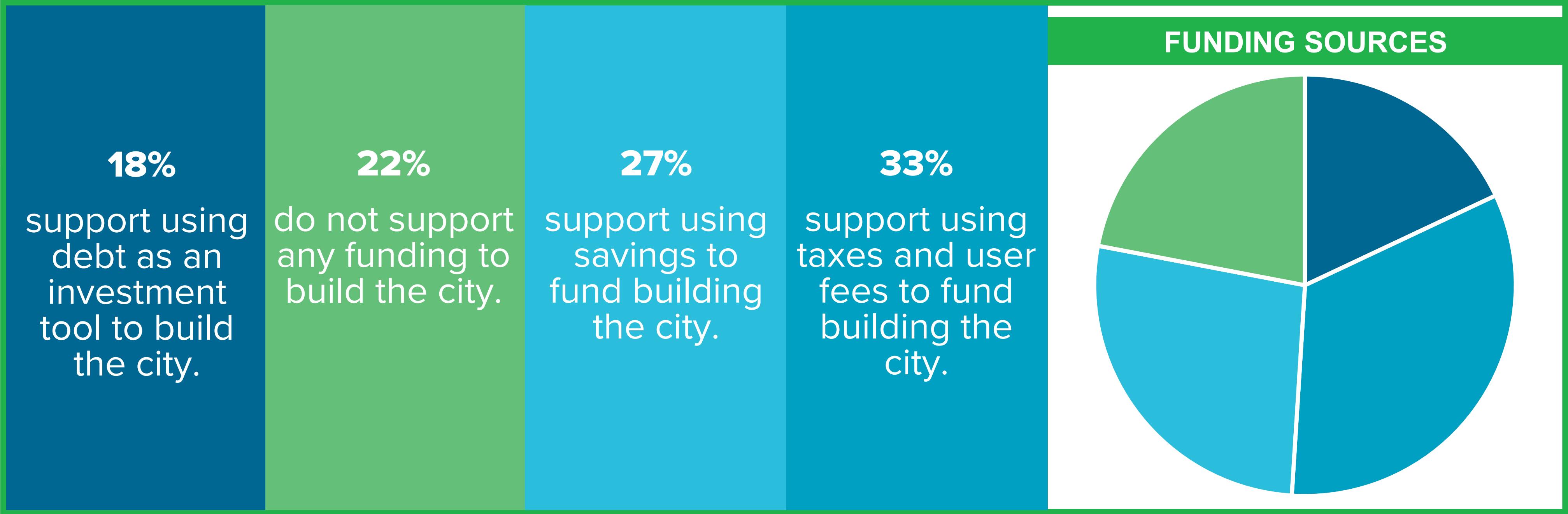
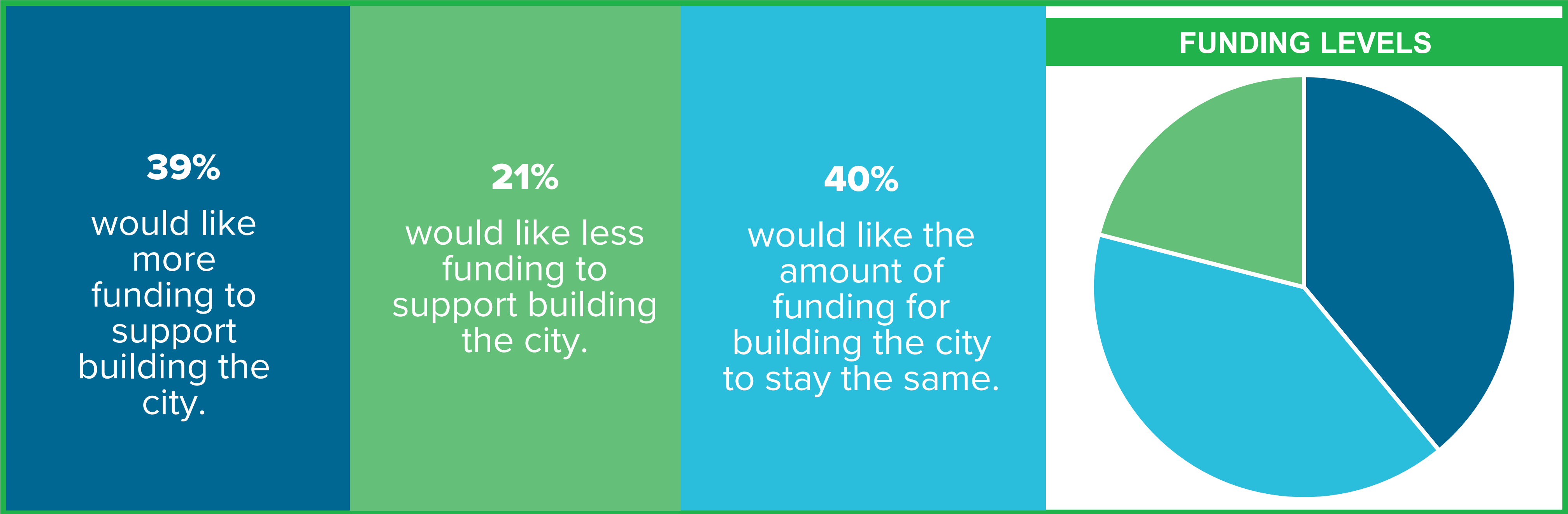
As part of the 2027 Budget Survey, we asked the community if they would like more funding, less funding or the same amount of funding to be provided to support services and work that supports building the City. We also asked them their thoughts on how debt, taxes, user fees, and savings should be used to fund City services and work.

Debt refers to funds borrowed to pay for large scale projects.

Taxes refers to property taxes levied on properties in Wetaskiwin.

User fees refers to fees charged for certain City services.

Savings refers to funds allocated to specific City reserves.



SERVICE LEVELS

BUILD
THE CITY

INTERGOVERNMENTAL RELATIONS

**City
Administration**

Liaise with other levels of government including municipalities, the province, and the federal government to coordinate joint initiatives or address shared issues.

JOINT USE & PLANNING AGREEMENTS

**City
Administration**

Oversee Joint Use Facility Agreements and in-kind agreements with organizations like Wetaskiwin Regional Public Schools. Additionally, manage in-kind agreements for facility use with the Knights of Columbus Park Centre and Wetaskiwin Public Library, etc.

LONG-TERM PLANNING & ADVOCACY

**City
Administration**

Develop a clear long-term vision and direction for the municipality with a Strategic Plan that defines long-term priorities, goals, and outcomes. This plan is guided by the 50-Year Community Vision, Corporate Business Plan, as well as the Community Safety and Well-Being Strategy and is informed by the Council's vision, mission, values, and community consultations through various public participation methods. Advocate for the municipality to other orders of government.

PUBLIC PARTICIPATION

**City
Administration**

Lead public engagement initiatives to involve residents and collect feedback on community issues, Council priorities, municipal services, and budget matters. Coordinate communication activities, including updates to the website, brochures, and bulletins to keep citizens informed and actively engaged with municipal services.

ADMINISTRATION & STAKEHOLDER RELATIONS

**Economic
Development**

Provide reports and recommendations for management and Council. Collaborate with government and regional economic development organizations to promote their growth, attraction, and tourism services to the municipality's businesses.

BUSINESS RETENTION & EXPANSION

**Economic
Development**

City support for current business owners through advocacy and liaison with all levels of government.

INVESTMENT ATTRACTION

**Economic
Development**

Proactively market the community to new investment to entrepreneurs and organizations for which Wetaskiwin may present a strategic business advantage and create new investment and employment locally.

INVESTMENT READINESS

**Economic
Development**

Developing and refining a comprehensive approach to "Best in Class" readiness as recognized by industry standards.

PARTICIPATE IN REGIONAL PARTNERSHIPS

**Economic
Development**

Participate and maintain regional partnerships such as Economic Developers Alberta, Economic Development Association of Canada, The Chamber: Leduc and Wetaskiwin Region, and Wetaskiwin Women in Networking

SERVICE LEVELS

BUILD
THE CITY

RESIDENT ATTRACTION/WORKFORCE DEVELOPMENT

**Economic
Development**

Strategically plan, invest in, and promote placemaking initiatives to enhance workforce development.

TOURISM

**Economic
Development**

Strategically plan, support, and invest in tourism initiatives to establish the community as an appealing destination for both visitors and residents.

DEVELOPMENT AGREEMENT PREPARATIONS & SECURITIES MONITORING

**Planning
&
Development**

Collaborate closely with engineering to draft development agreements required as conditions for subdivision or development approval, ensuring the obligations of both the City and developers are clearly defined and fulfilled. This includes determining appropriate securities, ensuring their validity, coordinating inspections and follow-ups with relevant departments, tracking held securities, and processing their release in a timely manner.

DEVELOPMENT & SIGN PERMITS

**Planning
&
Development**

Review and process development permit applications, including sign permits. Tasks include issuing notices of complete/incomplete applications, entering data, confirming fees, managing referrals, ensuring compliance with the Land Use Bylaw, preparing and presenting any applicable Council reports, and issuing notices of decision.

ENVIRONMENTAL PROPERTY SEARCHES

**Planning
&
Development**

Handle requests for environmental site assessments and fire-related information for properties. This service includes processing payments, notifying the fire department when a fire search is needed, coordinating referrals to internal departments, retrieving property and electronic files, and issuing a letter with the findings. Coordination with the City's access to information request process is also required.

LAND USE AGREEMENTS

**Planning
&
Development**

Draft land use agreements, such as joint use and planning agreements, for land use and development. This includes interpreting relevant legislation, facilitating negotiations among departments, agencies, and local authorities, drafting and revising agreements, and securing proper approvals and signatures. Depending on the agreement's nature, the planning & development section may need to monitor compliance with its terms and conditions.

ANNEXATION

**Planning
&
Development**

Monitor City growth to ensure sufficient land availability for responsible development over the next 30 years. This also includes processing applications from land owners seeking annexation of their property into the City's municipal boundaries.

BUILDING PERMITS

**Planning
&
Development**

Collaborate with our contracted safety codes agency, superior safety codes, to collect building permit applications, process payments, and prepare permit packages for pickup. Forward all issued permits and related documents to the City's property assessor and fire department.

CIVIC ADDRESSING & STREET NAMING

**Planning
&
Development**

Assign street names and civic addresses in new subdivisions, and reassign addresses as needed. This service includes preparing proposed street names and addresses, and coordinating with internal departments, local authorities, agencies, and the developer for approval.

SERVICE LEVELS

BUILD
THE CITY

DEVELOPMENT SECURITIES

**Planning
&
Development**

Collect development securities during Development Permit Application submission. This service includes reviewing and processing security refunds by verifying that all safety codes permits are closed, conducting a site visit to confirm compliance with permit conditions, and ensuring the final grade certificate is submitted and approved.

LAND LEASING/DISPOSITION

**Planning
&
Development**

Development and maintenance of municipal land inventory in consultation with Economic Development department, including parcels that are or are not suitable for leasing or disposition. Management of disposition process according to MGA and municipal policies. Process requests for permanent road closures and undertake required circulation and bylaw process.

LAND USE BYLAW REVIEW, AMENDMENTS, & STEWARDSHIP

**Planning
&
Development**

Prepare, refer, engage, and adopt new land use bylaws. This involves comprehensive research on land use and development regulations, as well as collaboration with internal departments, external authorities, the public, and stakeholders. Implement and apply bylaw amendments to regulate development activity in the City, including conducting research, engaging the public, and refining drafts. Review and process applications for amendments to the land use bylaw.

LONG OFF-SITE LEVY PROGRAM ADMINISTRATION & UPDATES

**Planning
&
Development**

Development and maintenance of the off-site levy bylaw.

LONG RANGE LAND USE PLAN PREPARATION, REVIEWS, AMENDMENTS, & STEWARDSHIP

**Planning
&
Development**

Develop, manage, and implement long-range land use plans to guide future municipal growth, including the Municipal Development Plan, statutory and regulatory plans, and future growth policies. This includes coordinating the planning review and internal department evaluation of new plans or amendment requests initiated by developers. Conduct research, manage consultant activities, prepare adoption and amendment bylaws and facilitate engagement with local authorities, agencies, and impacted landowners.

QUALITY MANAGEMENT PLAN ADMINISTRATION

**Planning
&
Development**

Lead the implementation of the City's quality management plan to uphold municipal accreditation and manage the contract with our safety codes agency. This includes preparing materials and participating in the annual safety codes council audit, conducted either online or in person.

STATUTORY POLICY DEVELOPMENT

**Planning
&
Development**

Develop statutory policies and procedures to ensure consistent and transparent operations within the section. This service involves researching municipal best practices, reviewing current City practices, and drafting the necessary policies and procedures.

SUBDIVISION & CONDOMINIUM REVIEW, APPROVAL, & APPEALS

**Planning
&
Development**

Review and process applications for land division for ownership and development purposes. Prepare appeal submissions and represent the subdivision authority in the event of an appeal.

MASTER PLANNING	
Engineering	Review and finalize master plans for water, wastewater, stormwater, and transportation across various departments.
PLANNING & DEVELOPMENT ASSISTANCE	
Engineering	Reviewing plans and providing engineering expertise to the planning & development department for all city developments.
CAPITAL PROJECT PLANNING & PROJECT MANAGEMENT	
Engineering	Oversee large capital projects, including engineering design, contract tendering, construction supervision, contract administration, and contractor management. Depending on the project scope, this may also involve land acquisition, legal land surveys, legal review of agreements, and title survey registration.
MUNICIPAL CENSUS	
Strategic Governance Services	In years in which a municipal census has been approved by council, organize and manage municipal census, in accordance with the guidelines set forth by the municipal census regulation and municipal census manual.

How We Maintain the City

The following proposed capital charters and operating business cases contribute to maintaining a reliable, and well-functioning city through effective governance, day-to-day administration, and the ongoing maintenance of roads, parks, and municipal facilities.

Operating
Business
Case

ASSET MANAGEMENT COORDINATOR

A permanent position to develop and implement a corporate Asset Management Strategy and supporting asset plans. This position is critical for moving the organization from reactive practices toward proactive, data driven infrastructure decision making.

Operating
Business
Case

HEALTH & WELLNESS SPENDING ACCOUNT

An internally administered Health Spending Account program for eligible full-time employees funded through the City's annual Worker's Compensation Board rebate.

Operating
Business
Case

HEALTH & SAFETY COORDINATOR

A permanent position to strengthen workplace safety and operational excellence to ensure legislative compliance.

Operating
Business
Case

TECHNOLOGY SUPPORT TECHNICIAN

A part-time position that provides technology support for the organization to ensure business continuity.

Operating
Business
Case

FINANCIAL ANALYST

A permanent position that directly contributes to financial management and reporting. This will ensure operational requirements are met and will support timely financial reporting.

Operating
Business
Case

COMPENSATION MARKET ADJUSTMENT

Every three years a market adjustment is prepared to ensure that compensation packages are comparable to similar municipal employers, ensuring the City remains a competitive employer and attracts qualified talent.

Operating
Business
Case

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE REVIEW

Consultant to facilitate and support Council's Chief Administrative Officer Performance Review.

How We Maintain the City The following proposed capital charters and operating business cases contribute to maintaining a reliable, and well-functioning city through effective governance, day-to-day administration, and the ongoing maintenance of roads, parks, and municipal facilities.			
Operating Business Case	OUTDOOR GARBAGE CANS The project involves the procurement and installation of outdoor garbage cans in identified parks, along trails, and in public spaces.		
Operating Business Case	LANDFILL MATERIALS & SUPPLIES The landfill requires funding to support ongoing site improvements, including enhancing the resident drop-off area to improve organization and increase the collection of materials such as tires, metal, and appliances. Funding will also provide additional storage options for tools and equipment, the purchase of a washroom trailer, and general upgrades to the office and scale house trailers.		
Operating Business Case	WOOD WASTE GRINDING & SHREDDING The purpose of this project is to process wood waste accumulated at the landfill through grinding and shredding, reducing stockpiled material, enhancing site safety, and improving operational efficiency.		
Capital Charter	MOBILE DEVICE DEPLOYMENT To replace aging devices and deploy new devices to employees to support automated work processes.		
Capital Charter	ENTERPRISE RESOURCE PLANNING SYSTEM REPLACEMENT To implement an integrated Enterprise Resource Planning solution that supports financial management and replaces the City’s current financial management software which is at the end of its life.		
Capital Charter	INFORMATION TECHNOLOGY PHYSICAL SECURITY To modernize video surveillance and electronic access control systems across municipal facilities to reduce unauthorized access and protect employees and assets.		

How We Fund Maintaining the City

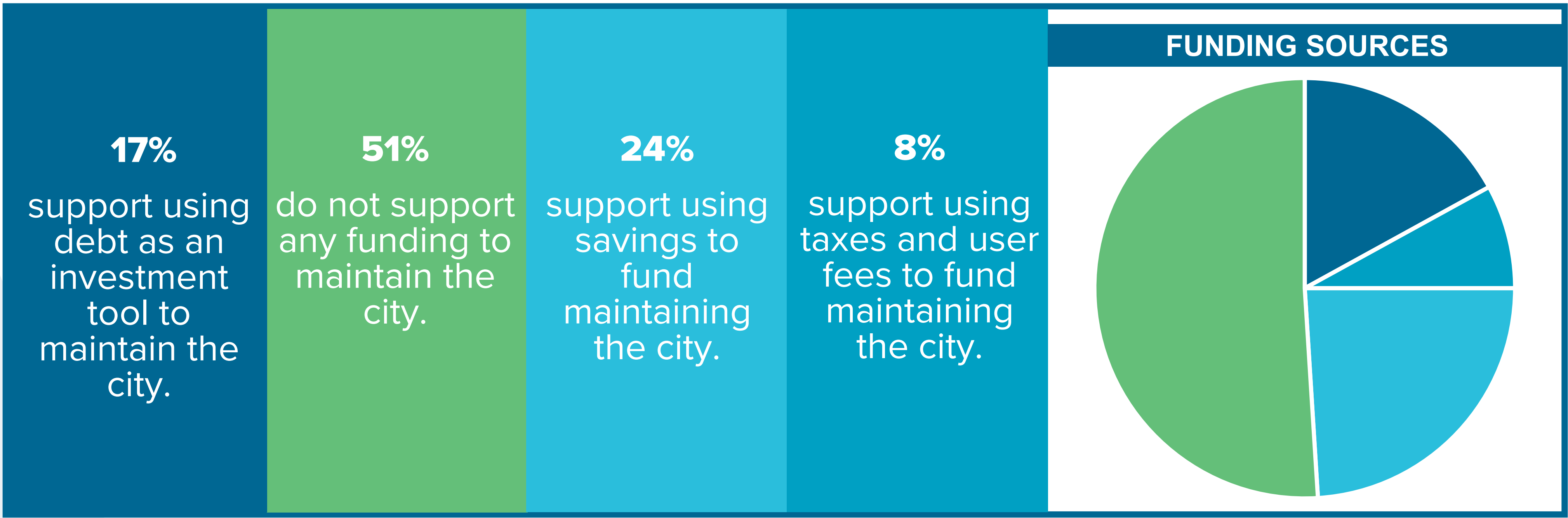
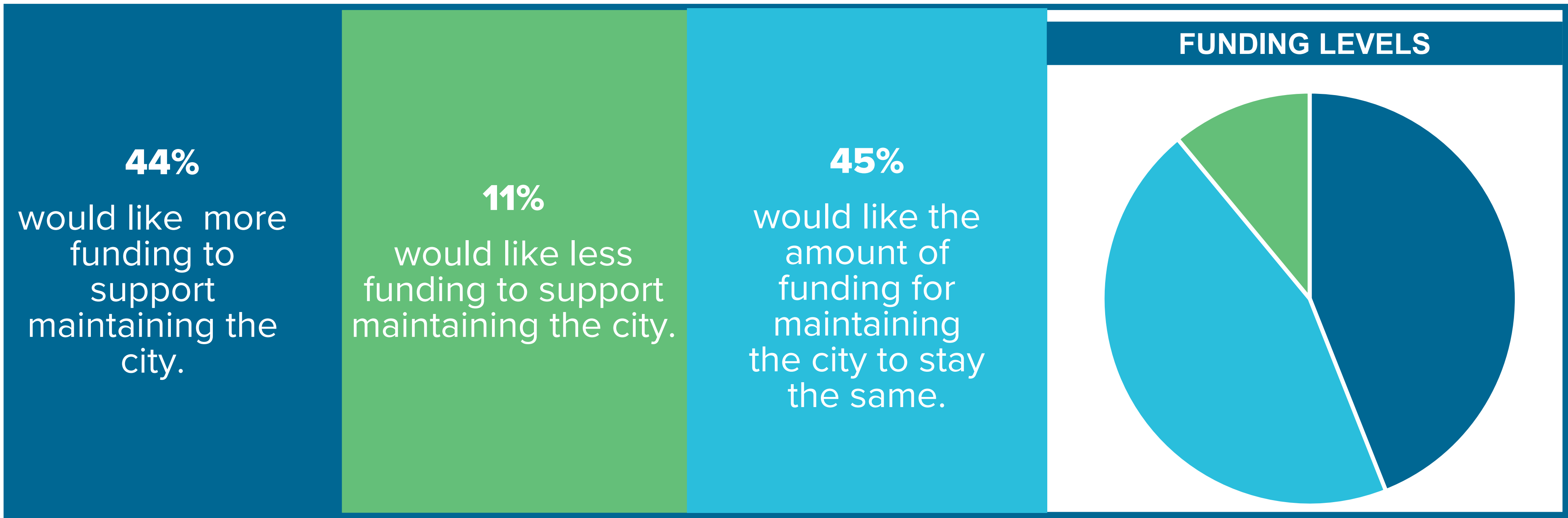
As part of the 2027 Budget Survey, we asked the community if they would like more funding, less funding or the same amount of funding to be provided to support services and work that supports maintaining the city. We also asked them their thoughts on how debt, taxes, user fees, and savings should be used to fund City services and work.

Debt refers to funds borrowed to pay for large scale projects.

Taxes refers to property taxes levied on properties in Wetaskiwin.

User Fees refers to fees charged for certain City services.

Savings refers to funds allocated to specific City reserves.



SERVICE LEVELS

MAINTAIN
THE CITY

WEBSITE UPDATES

City
Administration

Prepare materials and coordinate with communications to update documents, information, and public notices for proper placement on the website.

ADMINISTRATION

City
Administration

Oversee the City of Wetaskiwin by managing, supervising, budgeting, and developing policies. Lead strategic planning, risk management, and business planning efforts. Provide reports and recommendations to Council. Ensure compliance with health and safety policies and maintain accurate records. Manage the development, approval, and upkeep of the Emergency Management Plan. Consider long-term planning and required resources to meet community needs. Lead intergovernmental relations.

BYLAW & POLICY UPDATES

City
Administration

Research, review, and update bylaws and policies. Bylaws should be reviewed and updated approximately every three years in line with corporate standards.

BYLAWS, POLICIES, & BUDGET APPROVALS

City
Administration

Establish and govern policies and bylaws that guide the CAO in executing and what will influence directives approved by the CAO.

EXECUTIVE & ADMINISTRATIVE SUPPORT

City
Administration

Offer executive and administrative assistance to the council, CAO, and general managers. Duties encompass managing schedules, organizing and preparing for council events and addressing community requests for council or CAO presence. Maintain the council chambers.

FUND DEVELOPMENT

City
Administration

Secure funding to improve municipal services by providing businesses with advertising and sponsorship opportunities across different physical spaces, programs, services, and events.

GRANTS TO AGENCIES & ORGANIZATIONS

City
Administration

Oversight of municipal grants to agencies and organizations, including FCSS, RCMP, Museum/Archives, and the Public Library.

PRESS RELEASES

Strategic
Governance
Services

Develop press releases to communicate information on key City initiatives, bylaw and policy changes, significant service changes, strategic plans, and more. Press releases are reviewed by the appropriate team members for approval and then distributed to appropriate media contacts, posted to the City's website, and social media pages.

SOCIAL MEDIA

Strategic Governance Services

Manage the municipality's social media presence by posting accurate and timely information on the City's programs, services, events, and operational updates. Respond to messages received through these platforms with accurate information. Conduct social media monitoring weekly to assess community sentiment and trends, providing updates to members of the Senior Leadership Team and Leadership Team when appropriate.

COUNCIL COMMITTEES & ADVISORY COMMITTEES SUPPORT

Strategic Governance Services

Offer procedural advisory support to Council and its various Committees, including the four City Boards and Committees: Local Assessment Review Board, Composite Assessment Review Board, Subdivision & Development Appeal Board, and the Wetaskiwin Public Library Board; Joint Boards and Committees, including: Intermunicipal Relations Committee, and City/School Board Committee. Other agencies include Council Collaboration Committee, Central Alberta Mayors, Mid City Mayors, Northern Alberta Mayors, Wetaskiwin & District Chamber of Commerce, Wetaskiwin & Area Lodge Authority, Yellowhead Regional Library Board, and the Memorial Fund Society. Support includes member recruitment, appointments of Council and members of the public, guidance on agenda and minutes preparation, and other assistance, as necessary.

COUNCIL MEETING ADMINISTRATION

Strategic Governance Services

Manage Council meetings by preparing agendas, drafting minutes, tracking resolutions, and ensuring compliance with municipal privacy legislation. Coordinate the circulation of agenda packages, registration of delegations, and support updates to the council agenda schedule document. There are approximately 20 regular council meetings each year, occurring twice per month. Public meetings are live-streamed and posted online on YouTube. Meeting dates and associated agendas are posted on the home page of the City's official website on or before the Friday preceding each meeting.

COUNCIL REPORTS & HIGHLIGHTS

Strategic Governance Services

Edit all requests for decisions reports that go to council for grammar, flow, spelling, clarity, and consistency. Develop council highlights after each regular council meeting, which provides a brief overview of the most significant decisions made during the meeting. Council highlights are posted to the City's website and appropriate social media platforms.

LEGISLATIVE COORDINATION

Strategic Governance Services

Offer a range of legislative and governance services to council, administration, and the public. This includes supporting the development, maintenance, analysis, and research of bylaws and policies, creating corporate templates, and advertising notices for public hearings and meetings. Provide assistance with intergovernmental relations, act as a commissioner for oaths, and serve as a liaison between the community, stakeholders, and council. Additionally, monitor and suggest improvements to workflow processes, administrative policies, communication methods, and meeting procedures to enhance the coordination between city council and administration. Facilitate as needed for the citizen of the month program.

SERVICE LEVELS

MAINTAIN
THE CITY

MUNICIPAL ELECTIONS COORDINATION

Strategic
Governance
Services

In years in which they are to be held, organize and manage municipal elections, including general elections, by-elections, plebiscites, referendums, and school board elections, in accordance with the guidelines set forth by the *Municipal Government Act* and the *Local Authorities Election Act*.

NEWSPAPER ADS, CONTENT & GRAPHIC DESIGN

Strategic
Governance
Services

Schedule advertising with local newspapers and work collaboratively with other departments to advertise public notices, highlight City events, programs and services, and initiatives as needed.

PUBLIC ENGAGEMENT

Strategic
Governance
Services

Work collaboratively with all departments to create public engagement plans for all applicable projects. Aid in the development of required resources, such as public notices, graphics, and engagement tools such as surveys and project pages for WhatifWetaskiwin (engagement portal). Coordinate execution of public engagement plans with the departments.
As approved by council, work with contractors to conduct a statistically relevant citizen satisfaction survey that aligns with the Citizen Satisfaction Survey Policy.

STRATEGIC COMMUNICATIONS EXPERTISE & PLANNING FOR LARGE PROJECTS

Strategic
Governance
Services

Provide strategic communications advice on current trends, emerging issues (crisis communications), and identify potential opportunities and risks for the municipality. Provide expertise to support departments and collaborate on communications plans for annual initiatives, any single project or initiative, and create a manageable workflow for the year. Provide direction to help communicate each initiative throughout the stages of planning, implementation, and completion. Provide advice and editing for departments on the appropriate use of City branding/logos in printed material, mailouts, and signage.

SUPPORT MEDIA INTERVIEWS, SPEECHES, & PRESENTATIONS

Strategic
Governance
Services

Arrange media interviews and provide preparation, key messages, and coaching for department representatives and members of Council as needed. Draft, edit, finalize and provide feedback for speeches and presentations.

WEBSITE MANAGEMENT

Strategic
Governance
Services

Manage and maintain the City's municipal website to ensure accurate, timely, and accessible information for the public, including posting public notices and service updates, developing and publishing new web pages, and regularly reviewing and updating existing content for accuracy and relevance. The service also includes coordinating with City departments to verify information, responding to content requests, and ensuring the website reflects current programs, initiatives, and operational changes in a consistent and user-friendly manner.

CORPORATE BUSINESS PLAN UPDATE REPORTS

Corporate
Services

Work collaborative with other departments to collect information on the status of projects identified in the City's Corporate Business Plan and compile them into a comprehensive publication to present to Council and the public on a bi-annual basis. These reports are posted on the City's website. Collect information from across the organization and compile into publications such as report to the Community and Corporate Business Plan updates.

ADMINISTRATION

Corporate
Services

Lead the corporate services division and its departments, overseeing management, budgeting, policy development, strategic planning, and intergovernmental relations. Provide reports and recommendations to Council. Ensure compliance with health and safety policies. Contribute to emergency management planning and consider long-term resource needs for future community demands.

RECORDS MANAGEMENT & PRIVACY

Corporate
Services

Oversee the management of official corporate records, ensuring accurate documentation and efficient electronic file storage across all city departments. Coordinate privacy requests according to legislation in collaboration with various departments to locate, retrieve, and track records, including documenting time spent for applicant invoicing. Administer the City's contracts, agreements, and related records in compliance with the requirements outlined in the City's records management bylaw. Collaborating with all departments to train and support in best practices.

COORDINATION FOR MUNICIPAL CERTIFICATE OF RECOGNITION FOR HEALTH & SAFETY

People
&
Culture

Oversee and maintain the municipal certificate of recognition. The certificate of recognition is awarded to employers who develop health and safety policies and practices that meet established standards.

DISABILITY & RETURN TO WORK MANAGEMENT

People
&
Culture

Oversee disability claims (short-term, long-term) and manage return-to-work processes, including physical demands analysis, accommodations, backfilling, and safe return-to-work plans.

EMPLOYEE RELATIONS – COMPLAINTS & INVESTIGATIONS

People
&
Culture

Review complaints received regarding behaviours from other employees and refer to managers where appropriate or initiate an investigation.

EMPLOYEE RELATIONS – EMPLOYEE ASSISTANCE

People
&
Culture

Provide support and advice to employees in relation to interpersonal concerns and human resource issues.

People
&
Culture

EMPLOYEE RELATIONS – POLICY & PROCEDURE

Assist other departments with policy and procedure as it relates to interpersonal diplomacy.

People
&
Culture

FACILITY INSPECTIONS

Review and audit facility inspections.

People
&
Culture

ONBOARDING COORDINATION

Ensure all new employees have onboarding set up on human resources information system with timescales for completion. This may include outside of normal working hours based on the position.

People
&
Culture

EMPLOYEE LEARNING DAY COORDINATION

Active administration into ensuring employee learning day is meaningful and structured. Providing support to senior leadership team in ensuring all areas know the actions required and timelines involved. Organized by a small committee of employees, the event is held once annually and provides employees with relevant, timely information about departmental and divisional activities, achievements, and challenges as well as team building activities.

People
&
Culture

HEALTH & SAFETY COMPLIANCE REPORTING

Manage all work-related injuries and illnesses that require compliance reporting. These cases require additional work including submission to Worker's Compensation Board (WCB) and Occupational Health and Safety, providing personal information for the employee, attaching reports, and incident information. Depending on the severity, these claims can last one day to over a year which requires periodic reviews, updates and working with WCB, employee, and manager.

People
&
Culture

HEALTH & SAFETY DEPARTMENT SUPPORT

Support all municipal departments with any/all health and safety concerns and questions.

People
&
Culture

HEALTH & SAFETY DIRECTIVES

Development of administrative directives and procedures.

SERVICE LEVELS

MAINTAIN
THE CITY

People & Culture	HEALTH & SAFETY INCIDENT INVESTIGATIONS Manage all health and safety related incident investigations. Health and safety type incidents include injury and illness, equipment/property damage, motor vehicle event, uncontrolled release to the environment (e.g spills), and security (criminal activity).
People & Culture	HEALTH & SAEFTY ORIENTATION Conduct health and safety orientations and maintain employee health and safety mandatory online training.
People & Culture	INTERNAL RECOGNITION PROGRAM Internal recognition process for employees to recognize and highlight others that have gone above and beyond in their working day.
People & Culture	PERFORMANCE MANAGEMENT Ensure managers and supervisors are aware of the process involved for the performance management process. Training on the performance management tool through human resource information system and understanding on verbiage to use within the system to obtain the best results to improve employee morale.
People & Culture	SERVICES SUPPORTING WORKFORCE DEVELOPMENT Coordinate the City's compensation and benefits program, training and development, performance reviews, and supervisory coaching. Track salary trends internally and externally to keep the City competitive.
People & Culture	PROMOTIONS & TERMINATIONS Ensure managers have followed the required procedures and obtained the appropriate authority before processing. Ensure all payroll timelines are followed and provide letters to employees through Dayforce. Terminations are reviewed and approved by City Manager and review by City legal prior to providing to employee where applicable.
People & Culture	PROGRESSIVE CORRECTIVE ACTION SUPPORT Assisting managers and supervisors when reviewing behaviours and performance that have fallen below required levels. Managers must work with people and culture for any progressive corrective action that goes beyond training and coaching.
People & Culture	TALENT MANAGEMENT Handle employment logistics through a personnel change form received within the department.
People & Culture	RECRUITMENT Work with hiring managers to ensure all documentation is reviewed and entered into the human resource information system. Management of talent pool and review of resumes received to move potential interview candidates for manager to view. Set up interviews and ensure correct questions are written for position. Time allocated to attend interviews with hiring manager/supervisor and to review outcomes prior to offer being made. Coordination of offer to preferred candidate.

SERVICE LEVELS

MAINTAIN
THE CITY

APPLICATION MANAGEMENT & SUPPORT

Information Services

Develop, implement, and maintain applications to support municipal operations. Assess departmental requests and determine feasibility, requirements, and timelines. Coordinate updates, enhancements, and new implementations with departments.

HELP DESK SUPPORT & TRAINING

Information Services

Provide help desk support, resolve service interruptions, and offer in-house IT training and documentation. IT reviews, researches, and resolves issues, tracking recurring problems. Monitor daily, review reports, and provide support as needed.

IT INFRASTRUCTURE & SUPPORT

Information Services

Manage and support IT infrastructure, including servers, networks, storage, and end user devices. Provide troubleshooting, configuration, purchasing, training, and documentation as needed. Oversee VOIP systems, data backups, and daily system operations. Monitor physical security, fire protection, and environmental controls, reviewing reports and addressing issues proactively. Maintain accurate inventory records and manage hardware and software lifecycle activities, including decommissioning and secure disposal.

IT SECURITY

Information Services

Implement and maintain security controls to reduce risk. Provide security training and phishing awareness activities. Support compliance, enforce access and password standards, and monitor, patch, and respond to security threats.

MANAGE PROGRAMS & SERVICES FROM EXTERNAL SUPPLIERS TO PARTNERS

Information Services

Oversee external IS services, including software development, infrastructure support (operating system, network, security), and hardware procurement/maintenance for external entities.

MUNICIPAL GEOGRAPHIC INFORMATION SYSTEM

Information Services

Manage, analyze, and visualize municipal spatial data (infrastructure, land parcels, zoning, emergency response) to support planning, operations, and decision making. Collect and integrate data from GPS, aerial imagery, and other sources to ensure accuracy, consistency, and availability. Produce maps, dashboards, and reports for internal, public, and operational use, while supporting and maintaining GIS systems, applications, user access, performance, and integrations to deliver reliable, secure enterprise GIS services.

NETWORK CONNECTIVITY & ACCESS

Information Services

Administer user access and authentication for systems, networks, and applications. Ensure secure connectivity via point-to-point radios and wide area network for City facilities. Provide approved employees with mobile virtual private network access for remote network connection.

FRONT RECEPTION & CUSTOMER SERVICE

Financial Services

Deliver front desk customer service to citizens and business owners seeking City services. Assist with their requests or direct them to the appropriate department. Manage the opening and closing of city hall, prepare the cash register, sort departmental mail, and handle the ordering and distribution of office supplies.

SERVICE LEVELS

MAINTAIN
THE CITY

ACCOUNTS PAYABLE

Financial
Services

Handle vendor payments by verifying invoice coding and approvals, ensuring adherence to purchasing controls. Manage and reconcile the accounts payable system and purchase orders. Oversee the online systems for Mastercard and fuel cards, processing payments.

ACCOUNTS RECEIVABLE

Financial
Services

Manage invoices and payments for animal licenses, business licenses, and cemetery plots. Handle various financial transactions, including journal entries, reconciliations, GST returns, autopayments, and cash receipting. Process general accounts receivable, collections, daily bank deposits, and revenue controls.

ASSET MANAGEMENT

Financial
Services

Maintain list of tangible capital assets, to accurately capture all assets owned by the City. This is needed to have a functional asset management system and to ensure insurance coverage is updated and legislative compliance to public sector accounting standards.

BANK & CASH MANAGEMENT

Financial
Services

Manage short, mid, and long-term investments according to the defined strategy and cash flow forecasts. Provide reserve management, banking services and financial analysis support to City departments for budgeting, projects, and program needs. Handle accounting for capital projects and assist grant applicants. Administer debentures, including managing borrowing bylaws, and oversee accounting for tangible capital assets.

BUDGET

Financial
Services

Oversee the City's budget process and develop the budget document for Council and administration review. Engage the community to gather input on budget decisions, and make the final budget available on the City's website for public access. Assist with implementation of priority-based budgeting.

FINANCIAL REPORTING

Financial
Services

Generate quarterly and annual financial statements and reports for management and Council. Manage and produce the City's financial reports. Coordinate the annual audit, including preparing working papers, making year-end adjustments, drafting financial statements, and overseeing the audit process. Undertake special projects like land fund analysis and offsite levy reviews. Ensure compliance reporting to external regulatory or legislative agencies.

INSURANCE & RISK ADMINISTRATION

Financial
Services

Verify the accuracy and validity of all insured assets. Handle insurance modifications, coordinate departmental reports, and act as a liaison with the insurance provider.

PAYROLL & BENEFITS PROCESSING

Financial
Services

Administer payroll and benefits, including bi-weekly employee payroll, monthly council payroll, and quarterly payroll for paid-on-call firefighters. Manage pension contributions and benefits. Handle required forms such as record of employment, T4s, and Worker's Compensation Board filings, ensuring compliance with provincial and federal regulations.

SERVICE LEVELS

MAINTAIN
THE CITY

PROPERTY ASSESSMENT

Financial
Services

Contracted service. Perform property inspections, analyze real estate data, and calculate tax rates for accurate and fair property assessments using mass appraisal methods. Conduct re-inspections, including request for information mail-outs, to ensure property data accuracy.

TAX ACCOUNT & ASSESSMENT ROLL MANAGEMENT

Financial
Services

Develop the annual assessment and taxation roll. Provide property data and tax information to citizens and departments. Administer tax levies, pre-authorized payments, school support declarations, and property tax billing. Prepare tax rates for council approval and manage tax arrears with the Province. Maintain and update customer tax accounts, issue tax certificates, and monitor the tax installment payment plan program. Handle interest charges, non-sufficient funds or default payments, and customer inquiries. Manage taxes receivable and tax recovery process.

UTILITY ACCOUNT MANAGEMENT

Financial
Services

Manage utility accounts for water, wastewater, and solid waste. Generate monthly invoices for residential and commercial accounts. Monitor utility system usage for accuracy and investigate unusual activity. Coordinate the installation and repair of utility meters. Provide customer service for utility inquiries and complaints and liaise with contractors on waste removal issues. Manage collection of utilities receivable, including coordinating shut off on delinquent accounts.

LAND USE BYLAW & DEVELOPMENT APPROVAL ENFORCEMENT

Planning
&
Development

Ensure all developments comply with the land use bylaw and specific conditions of approval. This involves collaborating with the enforcement department by providing property information, drafting enforcement letters, assisting landowners with resolution measures, conducting site visits, issuing stop orders as a last resort under the *Municipal Government Act*, and representing the City at appeal and court injunction hearings when necessary.

APPEALS OF THE DEVELOPMENT AUTHORITY DECISION

Planning
&
Development

Prepare appeal submissions and represent the development authority in response to filed appeals.

BUSINESS LICENSE ENFORCEMENT

Planning
&
Development

Address, investigate, and follow up on complaints about non-compliant business activities under the business license bylaw. Enforcement through fines or penalties is used as a last resort.

BUSINESS LICENSES

Planning
&
Development

Assist business owners in securing the necessary municipal approvals to legally operate within the City. This includes guiding businesses through the application process for required permits and licences, processing payments, handling applications and renewals, and issuing business licences.

SERVICE LEVELS

MAINTAIN
THE CITY

Planning & Development

COMPLIANCE CERTIFICATE REQUESTS

Evaluate real property reports for adherence to the land use bylaw and provide letters indicating compliance, non-compliance, or non-conformance concerning the placement of structures.

Planning & Development

GENERAL PLANNING & DEVELOPMENT INQUIRIES

Address customer inquiries by phone, email, and in person regarding services offered by planning and development.

Planning & Development

PUBLIC LAND ENCROACHMENT

Identify and address encroachments on municipal property and infrastructure. This involves engineering assessments, planning and development evaluations, and legal reviews of encroachment agreements (when applicable).

Planning & Development

SAFETY CODES ENFORCEMENT

The contractor oversees safety codes enforcement, conducting investigations and follow-up actions. The City may coordinate or authorize enforcement activities as required.

Fire Services

VEHICLE MAINTENANCE

Inspect and provide preventative maintenance to fire fleet (apparatus) and equipment, with services performed by certified mechanics or technicians. Complete minor repairs and upkeep for the fire stations and grounds. Manage permits and maintenance records, including post-trip, weekly, and monthly inspections.

Enforcement

TRANSPORTATION ROUTING & VEHICLE INFORMATION SYSTEM (TRAVIS)

The community peace officer reviews TRAVIS permit requests to grant companies permission to operate overweight or over-dimension vehicles within the municipality. Officers evaluate the requests and approve or deny them based on the provided information. Commercial vehicle program is as needed.

Recreation

ADMINISTRATION

Oversee the community and protective services division and its departments, managing supervision, budgeting, policy development, strategic planning, risk management, and business planning. Report to council with recommendations and ensure adherence to health and safety policies. Plan for long-term needs and resource requirements to address future community demands.

Recreation

CO-OP PLACE OPERATIONS & MAINTENANCE

Co-op Place provides public access to the Twin Arenas for both casual and structured recreational and sports activities. Responsibilities include basic building maintenance, upkeep of ice plants, and ensuring ice quality complies with sport standards

SERVICE LEVELS

MAINTAIN
THE CITY

MANLUK CENTRE OPERATIONS & MAINTENANCE

Recreation

Daily responsibilities include upkeep of pool mechanisms, waterslides, steam room, hot tub, fitness room and equipment. Annual shutdown - complete inspections, repairs and maintenance of infrastructure, mechanical systems, deep cleaning, and to ensure safety concerns are addressed to avoid unexpected closures throughout the year.

PLAYGROUND INSPECTIONS

Recreation

Provide inspections and basic maintenance on City owned playgrounds, play spaces and basketball courts (monthly from April through September).

SPORTS FIELD MAINTENANCE

Recreation

Maintenance according to their respective sports - line sport fields for soccer and football; float shale at diamonds and track; maintain bleachers at fields and diamonds; install nets at tennis/pickleball courts; maintain sand at long jump and shot-put pits. Gopher control in all sports fields.

MAINTENANCE OF CURBS & GUTTERS

Engineering

Ensure the upkeep of all curbs and gutters to maintain a safe and efficient road network and effective stormwater management system. This includes inspections, design, tendering and contract management.

MAINTENANCE OF ROADWAY SURFACE REPAIR

Engineering

Maintain and repair the road network, ensuring proper traffic management for safe operation and meet current industry standards. This includes inspections, design, and contract management.

MAINTENANCE OF TRAILS

Engineering

Provide maintenance for the trail network. This includes inspections, design, and contract management.

SIDEWALK REPAIR & MAINTENANCE

Engineering

A detailed policy outlines the priorities for sidewalk repairs and maintenance. The City conducts repairs annually and engages contracted services every other year. Areas are identified from received complaints from public. This includes inspections, design, and contract management.

STREET LIGHTING

Engineering

Coordinate with Fortis Alberta on street lighting requirements, design, and upgrades.

UTILITY CROSSWALK PERMITS

Engineering

Assist applicants in obtaining utility crossing permits by entering permit information into the City's registry, coordinating feedback between the applicant and the Infrastructure section, setting conditions, and issuing the utility crossing permit.

ADMINISTRATION

Engineering

Oversee the planning & engineering division and its departments, including management, supervision, budgeting, policy development, strategic planning, risk mitigation, and intergovernmental relations. Provide reports and recommendations to council. Ensure adherence to Health and Safety policies and safe work practices. Contribute to emergency management planning and activities. Focus on long-term planning and resource allocation to meet future community needs.

ENGINEERING SERVICES

Engineering

Engineering services for capital projects are outsourced to an external engineering firm and done by engineering department internally depending on scope of work. Work includes planning projects, surveying, assisting other departments in procurement process, engineering design, boundary condition assessments, encroachments, etc. Engineering also provides technical guidance to other departments for planning & execution of projects.

MUNICIPAL ASSET MANAGEMENT PROGRAM

Engineering

Manage, oversee, and enhance the City's assets and infrastructure. This approach emphasizes keeping a current inventory of municipal assets, performing condition assessments, applying risk management strategies, and monitoring asset performance. These efforts are designed to ensure that our service delivery meets the community's needs and expectations. The City is in the beginning stages of building an asset management program.

ROAD RIGHT OF WAY USAGE

Engineering

Usage of the roadway without formal approval or where no approval has been obtained. Some road usage may fall under a utility work permit, but these permits do not explicitly specify road use requirements. Review and approve access to city property permit applications.

UTILITY WORK PERMIT

Engineering

All construction projects outside of a development permit require a formal utility work permit approval process to ensure compliance with the municipality design guidelines. This process includes follow-up inspections, updated design submissions, and traffic accommodation reviews with contractors during construction.

FLEET & EQUIPMENT FUEL MANAGEMENT

Fleet

Administers and tracks all card lock and bulk fuel deliveries for the City's fleet and ancillary equipment. Develop scopes for all request for proposals and manage all fuel vendors to ensure contract compliance.

FLEET & EQUIPMENT MAINTENANCE

Fleet

Coordinate equipment maintenance, training, handle minor repairs, and enlist municipal mechanics for major repairs. Responsible for 117 pieces of equipment ranging from light duty pickups to commercial heavy duty, on/off-road equipment as well as all attachments.

FLEET PLANNING & DOCUMENT MANAGEMENT	
Fleet	Responsible for the implementation of the fleet and equipment program that aligns with the overarching corporate asset management policy. Development and tracking of preventative maintenance program for all municipal equipment, heavy duty, light duty and attachments. Maintains all fleet records to ensure all legislative requirements are met and warranties claims can be undertaken.
FLEET MATRIX & ASSET MANAGEMENT	
Fleet	Manage the allocation, acquisition, disposal, and replacement of all City fleet and equipment assets. Plans for future equipment requirements through utilization audits, stakeholder engagements and industry best practices.
INVENTORY CONTROL	
Fleet	Maintains an active inventory of consumable goods, stationery, critical parts and long lead items.
LOGISTICS & FREIGHT SERVICES	
Fleet	Provides internal logistic services to all municipal departments ranging from courier services, inter-office mail and equipment deliveries to third party venders for repair.
PURCHASING	
Fleet	Performs as the primary purchasing agent for the city researching costs for competitive pricing, order parts and supplies required for all municipal departmental services.
SURPLUS ASSET DISPOSAL	
Fleet	In conjunction with internal stakeholders, surplus material and equipment is identified for sale or disposal. Assessment of the asset is completed with recommendations provided to the senior leadership team for the final approval of the disposition.
AIRPORT DAILY OPERATIONS	
Airport	Inspect and maintain runways daily for surface conditions and functioning lights. Conduct maintenance for airport infrastructure. Maintain greenspace and monitor wildlife for aircraft safety. Monitor and maintain airport fuel facility to reconcile sales records. Clear snow from airport runways and taxiways. To prevent trespassing on airside.
AIRPORT ADMINISTRATION	
Airport	Provide management and administrative support to airport for planning, budgeting, and marketing. Provide control systems support to maintain airfield lighting, airfield approaches, flight guide path equipment, navigational radio equipment, and pavement surfaces. Maintain communication with hangar owners and airport users through community engagement.

SERVICE LEVELS

MAINTAIN
THE CITY

AIRPORT REGULATORY COMPLIANCE

Airport

Develop and implement a safety management system plan for the airport and conduct audits as well as conduct regular inspections of airport components to comply with federal regulations.

BUILDING LIFECYCLE MANAGEMENT

Facilities

Provides fiscal long-range management of all municipal vertical assets, through the development of a 3/5/10/40 year major maintenance and replacement program. Accountable for the ongoing facility condition assessments to provide annual operating and capital funding reserve tables. Development and implementation of preventative, proactive maintenance programs. Document and manage all facility costs to provide support in tracking ‘total cost of ownership’ analytics.

BUILDING MAINTENANCE

Facilities

Conducts equipment maintenance and minor repairs internally engaging contractors for significant repairs throughout municipal facilities. Seek to optimize life cycle of equipment needs between maintenance and future required purchases.

FACILITY OPERATIONS

Facilities

Acts as the primary contact for all internal and external facility service requests. Accountable for the completion and documentation of all legislative and regulatory inspections and repairs to all Municipal facilities. Maintains internal environmental conditioning, provides all soft services (custodial, pest control, etc.) accommodations services and departmental contract coordination.

CATCH BASIN CLEANING

Public
Works

Remove dirt/debris from catch basin and lead.

CUSTOMER SERVICE

Public
Works

Customer service for public works. Includes phone calls, emails, service tracker requests, invoicing, appointments, etc.

DITCH MAINTENANCE

Public
Works

Removal of beaver dams, clearing blockages, mowing/trimming vegetation.

GROUNDS MAINTENANCE

Public
Works

To provide community users a safe and clean environment free of litter.

SERVICE LEVELS

MAINTAIN
THE CITY

Public
Works

COMMUNITY GARDEN MAINTENANCE

Open garden space available to rent for residents. Includes tilling and marking of plots, delivery of water, and weed clean up.

Public
Works

GRAFFITI & VANDALISM CONTROL & REPAIR OF MUNICIPAL INFRASTRUCTURE

Removal of graffiti and repair and replacement of park surfaces, features, and equipment.

Public
Works

MAINTENANCE OF GRASS IN PARKS

Maintenance of grass in parks. Mowing, aerating, and litter collection in parks.

Public
Works

MAINTENANCE OF GRASS IN SPORTS FIELDS

Maintenance of grass at City sport field amenities. Mowing, aerating and litter collection at sports fields.

Public
Works

MEMORIAL CEMETERY SALES, SERVICES, AND MAINTENANCE

In partnership with Wetaskiwin County, operate Memorial Cemetery. Maintain records. Facilitate the sale of cemetery plots, columbarium, and memorial pillows. Conduct on-site burial logistics.

Public
Works

OUTDOOR RINKS MAINTENANCE

Provision of outdoor ice rinks and skate trail dedicated to use for recreation and sport activities.

Public
Works

PARK AMENITIES MAINTENANCE

Ensure the provision of recreation and park sites for community users in a safe and comfortable environment. Maintenance to support the primary function(s) of recreation and park sites such as parking lots, outdoor lighting, bike racks, benches, picnic tables, or garbage cans.

Public
Works

PATH & TRAIL MAINTENANCE

Path and trail maintenance including asphalt repair and removal of deadfall.

Public
Works

PATH & TRAIL SNOW & ICE CONTROL

Removal of ice and snow on trail system, parks, concrete sidewalks, asphalt trails, and entryways of public buildings.

SERVICE LEVELS

MAINTAIN
THE CITY

Public Works	PEST CONTROL Management of vertebrate pests impacting infrastructure. Includes, but not limited to beavers, gophers, insects, etc.
Public Works	PLAYGROUND MAINTENANCE Provide recreational play structures for public use.
Public Works	SPECIAL EVENT SUPPORT Set-up and tear-down portable stage/chairs/tables etc. for special events, community functions, and City-sponsored events.
Public Works	TREE CARE & MAINTENANCE IN NATURAL AREAS Routine maintenance to ensure the health of the urban forest.
Public Works	TREE INSPECTIONS Routine inspections to ensure the health of the urban forest as per the Urban Forest Sustainability Policy.
Public Works	TREE PLANTING Routine planting to ensure the health of the urban forest as per the Urban Forest Sustainability Policy.
Public Works	WEED CONTROL Management of noxious and invasive vegetation as required.
Public Works	WETASKIWIN CEMETERY SALES, SERVICE, & MAINTENANCE Operate Wetaskiwin Cemetery. Maintain records. Facilitate the sale of cemetery plots, mausoleum, and memorial pillows. Conduct on-site burial logistics. Maintain landscape within cemetery boundaries.
Public Works	ASPHALT PATCHING/REPAIR Fill potholes with asphalt patch.

SERVICE LEVELS

MAINTAIN
THE CITY

Public
Works

BOULEVARD SWEEPING & WASHING

Boulevard sweeping and washing.

Public
Works

DUST SUPPRESSION

Contract the application of calcium chloride to reduce dust on gravel roads

Public
Works

LANE/LOAD GRADING

Grading of gravel roads/lanes to ensure safety and reduce impact to vehicle traffic.

Public
Works

PAVEMENT MARKINGS

Refresh line markings on roadways, including intersections and school zones.

Public
Works

PAVEMENT PRESERVATION – CRACK SEALING/SPRAY PATCHING

Pavement preservation is a coordinated approach to planned pavement maintenance and rehabilitation. It is performed before the appearance of significant distresses and extends pavement service life of roads.

Public
Works

STREET SWEEPING

Sweep dirt/debris from roads and City-owned parking lots.

Public
Works

STORM NETWORK INSPECTION

Identify catch basins and ditches requiring maintenance.

Public
Works

STORMWATER MANAGEMENT FACILITIES & OUTFALLS

Perform site inspections, investigations, testing, and general maintenance for stormwater systems.

Public
Works

TRAFFIC SIGNAL INSPECTIONS & MAINTENANCE

Inspect and test traffic signal cabinets and controllers to ensure functional operation, safety and fail-safe features are operational. Includes railway signals.

Public Works	TRAFFIC INSPECTION & MAINTENANCE Inspect signs for damage (i.e. bent, leaning, twisted, retro-reflectivity) and repair or replace.
Public Works	CHECK ICE CONDITIONS AT FACILITY ENTRANCEWAYS Check for ice and slippery conditions at all City building entranceways. Apply sand/salt to mitigate slips and falls.
Public Works	FACILITY ENTRANCE SNOW CLEARING Clear snow from entranceways to City buildings.
Public Works	SIDEWALK & TRAIL SNOW CLEARING Push snow off trails and sidewalks.
Public Works	SNOW PLOWING Push snow into windrows to centre or side of roadway.
Public Works	SNOW REMOVAL Remove windrows from roadway using blower and trucks.
Public Works	ADMINISTRATION Oversee the municipal operations & infrastructure division and its departments, including management, supervision, budgeting, policy development, strategic planning, risk mitigation, and intergovernmental relations. Provide reports and recommendations to Council. Ensure adherence to health and safety policies and safe work practices. Contribute to emergency management planning and activities. Focus on long-term planning and resource allocation to meet future community needs.
Peace Hills Utilities Inc.	WASTEWATER COLLECTION & TREATMENT Management of wastewater collection and treatment.
Peace Hills Utilities Inc.	WASTEWATER COLLECTION & DISTRIBUTION Management of water treatment and distribution.

SERVICE LEVELS

MAINTAIN
THE CITY

Environmental Services	CARDBOARD COMPACTION To increase cardboard tonnage transported to the recycling facility.
Environmental Services	COLLECTION OF HOUSEHOLD HAZARDOUS WASTE AND SPECIAL PRODUCTS To ensure the safe and responsible management of these materials.
Environmental Services	COMPACTION OF WORKING FACE To maximize the amount of waste that can be placed in the minimum amount of space in order to extend the lifespan of the landfill.
Environmental Services	ELECTRONICS & E-PILOT Considered environmentally friendly because it prevents hazardous waste including heavy metals, toxins and carcinogens from entering the atmosphere, landfill and waterway thus having negative impact on the environment.
Environmental Services	GARBAGE Collection of waste materials from the community to ensure safe, clean, and efficient handling of waste.
Environmental Services	GARBAGE & LITTER COLLECTION Collection of trash receptacles and litter throughout the community.
Environmental Services	GROUNDS MAINTENANCE – LANDFILL To care, maintain and ensure the landfill remains clean and safe including mowing, removing weeds and litter control.
Environmental Services	HHW ROUNDUP Encourage residents to dispose hazardous waste safely.
Environmental Services	KICK IT TO THE CURB Encourage residents to give away unwanted items for reuse.

SERVICE LEVELS

MAINTAIN
THE CITY

Environmental Services	LEACHATE MONITORING & REMOVAL To monitor and remove leachate from the manhole to ensure it does not accumulate excessively and to prevent leachate seepage, contaminating surrounding soil, ground water and surface water.
Environmental Services	ORGANICS Collection of organics waste materials from the community to ensure safe, clean, efficient handling and processing of organic waste.
Environmental Services	RECYCLING CENTRE OPERATIONS Litter control and clean up of site. Includes ensuring materials are in bins.
Environmental Services	RECYCLING (FUTURE) Collection of recyclable materials from the community to comply with provincial regulation.
Environmental Services	REMOVAL OF FREON FROM APPLIANCES Removal of freon from appliances is essential for compliance with regulations, preventing environmental harm and minimizing environmental impact.
Environmental Services	REPAIR REPLACEMENT OF CARTS Repair or replacement to damaged garbage or organics carts.
Environmental Services	SCALE HOUSE OPERATIONS Day to day operations of the scale house. Weighing, directing, and cash out customers.
Environmental Services	TIRE COLLECTION Tire collection is a stewardship program provided by Alberta Recycling Management Authority to ensure safe handling, reuse and diverting tires from landfills.
Environmental Services	TRANSPORT OF BINS (RECYCLABLE MATERIAL) Transportation of recyclable materials from the recycling centre to the recycling processing facility.

SERVICE LEVELS

MAINTAIN
THE CITY

Environmental Services

TRANSPORT OF BINS (SCRAP METALS)

Providing metal recycling to reduce the amount of scrap metal going to the landfill and to protect the environment.

Environmental Services

WOOD WASTE CHIPPING

Involves converting wood waste into wood chips by using a woodchipper. Wood chips are used for daily cover and road base when the landfill is muddy.

Environmental Services

ANNUAL REPORT/AIRSPACE ANALYSIS

Contracted an engineering consulting firm for the landfill engineering, environmental controls, geotechnical engineering including design, monitoring, maintenance, leachate sampling, slope stability analysis and various reports to Alberta Environment and Protected Areas to ensure environmental compliance with the province standards.

Environmental Services

ENVIRONMENTAL REVIEWS OF DEVELOPMENT APPLICATIONS

Evaluate development projects to ensure compliance with requirements. Perform onsite inspections to verify that construction adheres to approved plans. Report any non-compliance with provincial environmental regulations to Alberta Environment & Protected Areas (AEPA). Document findings, prepare reports, and submit them to AEPA.

Environmental Services

OLD LANDFILL ENVIRONMENTAL MONITORING & COMPLIANCE

Oversee the monitoring of surface water, groundwater, and gas at the City's former landfill site. Manage environmental contractors and submit reports to Alberta Environment. Previous assessments include Phase 1 and Phase 2 Environmental Site Assessments and landfill cap evaluations.

Environmental Services

REGULATORY ENVIRONEMTNAL PROTECTION

Manage spill response and reporting, including maintaining the spills and releases database. This involves assessing and managing environmental risks and opportunities, providing on-site spill response, and mitigating hazardous materials. Address resident inquiries regarding environmental issues like wildlife, vegetation, and contamination spills. Implement timing restrictions and operational setbacks as needed to ensure regulatory compliance.

How We Keep the City Safe

The following proposed capital charters and operating business cases contribute to keeping the City Safe by ensuring community compliance, emergency response, and law enforcement.

Operating Business Case

TRAFFIC OFFICER POSITION

A permanent position on the enforcement services team that is dedicated to traffic and pedestrian safety to ensure a consistent, visible, and preventive traffic enforcement model is followed.

Operating Business Case

FLEET CAMERA REPLACEMENT

To replace the existing in car dash camera systems installed in all patrol vehicles, which is required for peace officer units and evidence collection.

Capital Charter

BYLAW VEHICLE

The procurement of an additional bylaw vehicle to support operational requirements. This ensures that officers may operate separately and increase service delivery.

Capital Charter

PATROL VEHICLE

The procurement of an additional patrol vehicle to support operational requirements of adding additional officers to the department.

How We Fund Keeping the City Safe

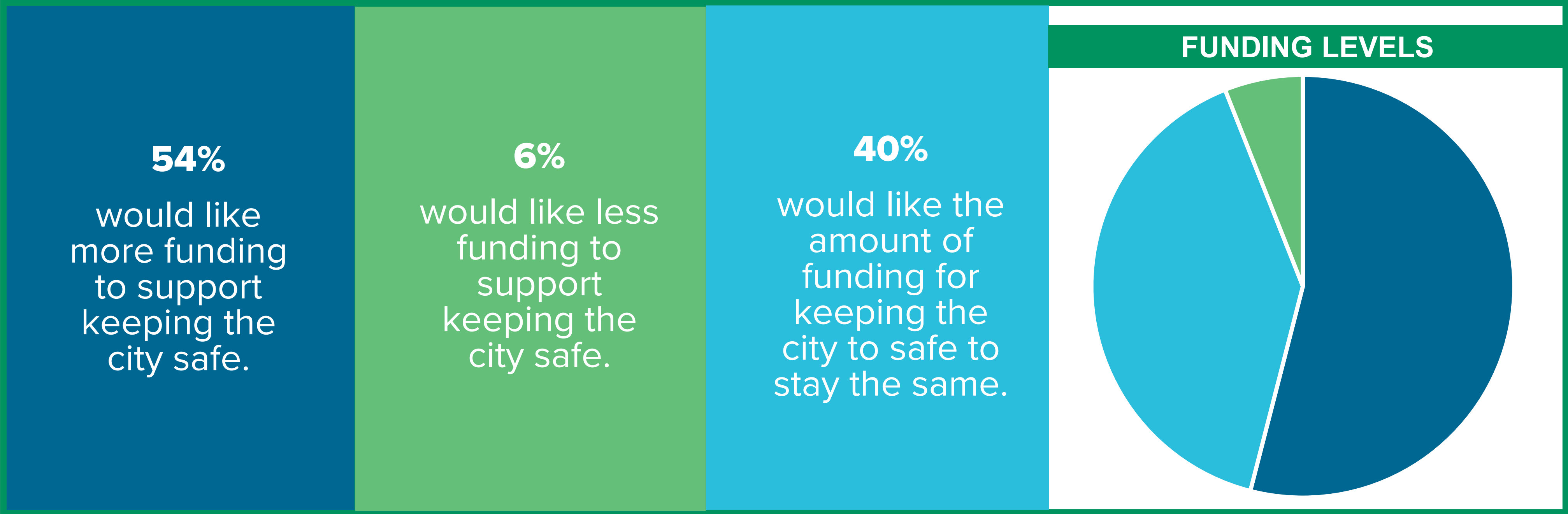
As part of the 2027 Budget Survey, we asked the community if they would like more funding, less funding or the same amount of funding to be provided to support services and work that supports keeping the city safe. We also asked them their thoughts on how debt, taxes, user fees, and savings should be used to fund City services and work.

Debt refers to funds borrowed to pay for large scale projects.

Taxes refers to property taxes levied on properties in Wetaskiwin.

User Fees refers to fees charged for certain City services.

Savings refers to funds allocated to specific City reserves.



SERVICE LEVELS

KEEP THE
CITY SAFE

FIRE EMERGENCY RESPONSE

Fire Services

Respond to emergency events, including fire suppression, rescue operations, motor vehicle accidents, ice/water rescues, and alarm investigations. Provide basic/intermediate response for confined space rescues, hazardous materials incidents, rope rescues, and urban search operations. Assist with delta and echo medical calls and provide backup for Alberta Health Services. Handle administrative tasks, including reports, statistics, and invoicing.

FIRE INSPECTION & INVESTIGATION

Fire Services

Conduct inspections for new businesses, mobile food operations or upon request or in response to complaints related to development, insurance, or provincial licensing. Investigations are carried out when there is a financial loss or injury involved.

FIRE PREVENTION & EDUCATION

Fire Services

Engage in fire prevention efforts and public education to raise awareness about fire safety. Organize fire station tours for school groups, take part in community events to highlight fire safety, and disseminate safety information via social media and the City website.

MUTUAL AID AGREEMENTS

Fire Services

Coordinate mutual aid agreements with partner organizations and respond to emergency situations in accordance with agreements.

EMERGENCY MANAGEMENT & DISASTER SERVICES

Fire Services

The Emergency Management Agency consists of director of emergency management, city fire chief, officer-in-charge of the Wetaskiwin RCMP detachment, and representatives from senior management assigned by city manager to facilitate preparedness and response to emergencies and disasters.

EMERGENCY MANAGEMENT TRAINING & EXERCISES

Fire Services

Through the Emergency Management Plan, emergency training is established to coordinate response efforts and engage stakeholders in the emergency management network. This involves using and training on the provincially required management system, with courses conducted regularly by the City, province, and region.

FIRE DISPATCH/911 CALL ANSWER & DISPATCH

Fire Services

Contracted dispatch services for fire department. The core public safety answering point handles initial 911 calls, directing them to the appropriate service provider or dispatching to the RCMP.

FIRE TRAINING

Fire Services

Training sessions are conducted every thursday night to keep up skill levels and job performance requirements. Accredited training courses are conducted within the department and surrounding municipalities (with certification through the Office of the Fire Commissioner). Other formal training is offered online and inhouse.

BYLAW ENFORCEMENT

Enforcement

Officers are responsible for enforcing all City bylaws, responding to service calls, and initiating enforcement during patrols. Their investigations involve taking photographs, interviewing accused individuals and complainants, and determining the necessary actions. Tracking of *Municipal Government Act* clean-ups, violation tickets, and work orders will be monitored and presented to CAO and Council as required.

ANIMAL CONTROL BYLAW ENFORCEMENT

Enforcement

Municipal Enforcement addresses, upholds, educates on, and carries out proactive patrols to ensure adherence to the Animal Control Bylaw. Officers facilitate the transport of found animals to the Wetaskiwin Animal Shelter, investigate incidents involving dog bites, and supply residents with traps for capturing stray animals.

ASSISTANCE TO OTHER AGENCIES/DEPARTMENTS

Enforcement

Support the RCMP with motor vehicle collisions, targeted traffic enforcement initiatives, and information related to Criminal Code enforcement, as requested. Provide assistance to the public works department with snow clearing. Assist other City departments as requested within authorized authorities.

COMMUNITY POLICING INITIATIVES

Enforcement

Municipal enforcement officers collaborate with residents, schools, and community partners to develop youth initiatives, particularly with the community policing officer from RCMP.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

Enforcement

Develop and maintain a crime prevention through environmental design program within the City of Wetaskiwin.

MUNICIPAL ENFORCEMENT OF PROVINCIAL REGULATIONS

Enforcement

Address complaints, investigate issues, and issue warnings and violation notices. Enforce certain provincial statutes, including traffic safety, trespass, and gaming and liquor regulations. Ensure accurate statistical reporting, prepare violation notices and court documentation, and manage daily municipal deposits and mail.

MUNICIPAL BYLAWS PUBLIC EDUCATION & CUSTOMER SERVICE

Enforcement

Handle phone calls regarding complaints and general inquiries about municipal bylaw infractions. Offer proactive education to the public on municipal bylaws.

POSITIVE TICKET PROGRAM

Enforcement

Community Peace Officer program to exemplify positive behaviour and actions. Positive Ticket program, community engagement parties, and participate in parades and other approved community events as staffing dictates.

TRAFFIC ENFORCEMENT	
Enforcement	Municipal enforcement ensures compliance with road regulations through education and enforcement. Officers conduct proactive patrols, issuing warnings and violations to raise driver awareness. They also respond to traffic accidents, providing assistance to the RCMP when requested. Annual taxi inspections on operating taxi's licensed in the City of Wetaskiwin, and continuation of the taxi license program.
MUNICIPAL ENFORCEMENT CALL ANSWER & DISPATCH	
Enforcement	Contracted to receive public complaints and inquiries and electronically dispatches them to municipal enforcement officers.
PEACE OFFICER MONITORING	
Enforcement	Contracted to oversee municipal enforcement officers during their shifts using a computer system, radio communication, and GPS tracking. The center also coordinates support units for assistance when needed.
RCMP CONTRACT	
Enforcement	All costs related to the RCMP contract.

How We Enjoy the City	
The following proposed capital charters and operating business cases contribute to resident enjoyment and quality of life, preserving community history, and providing accessible recreation and programming.	
Operating Business Case	MANLUK CENTRE MAINTENANCE Annual preventive maintenance and repairs to the Manluk Centre: Wetaskiwin Regional Aquatics & Fitness.
Operating Business Case	OUTDOOR BASKETBALL COURTS To establish inspection, maintenance accountability, and prioritized repairs for outdoor basketball courts to support continued use and enjoyment by residents.
Operating Business Case	RELOCATION OF ARCHIVES Relocation of the municipal archives to a new space
Operating Business Case	STARS The City of Wetaskiwin is an annual municipal supporter of STARS, with a fixed-rate contribution included in the municipal budget each year. STARS has requested that the City increase funding by an additional \$0.25 per resident in 2027.
Operating Business Case	YELLOWHEAD REGIONAL LIBRARY INCREASE The City is a member of the Yellowhead Regional Library which provides the City with materials and services. The annual membership levy is increasing by an additional \$0.75 per resident in 2027.
Capital Charter	ARENA 1 & CURLING RINK CONDENSER Replacement of end-of-life Arena 1 & Curling Rink Ice Plant Condenser to ensure continued community enjoyment of a properly functioning arena and curling ice.
Capital Charter	CO-OP PLACE ACCESSIBILITY WASHROOM RENOVATION Complete renovation of both Co-op Place: Rec Hall & Twin Arenas washrooms to improve accessibility, code compliance, and user experience within Co-op Place through the addition of a universally accessible washroom.
Capital Charter	MANLUK CENTRE LOCKER REPLACEMENT To replace a total of 425 aging and rusted lockers in the Manluk Centre: Wetaskiwin Regional Aquatics & Fitness to ensure patrons have continued safe storage of their belongings while using the facility.

How We Fund Enjoying the City

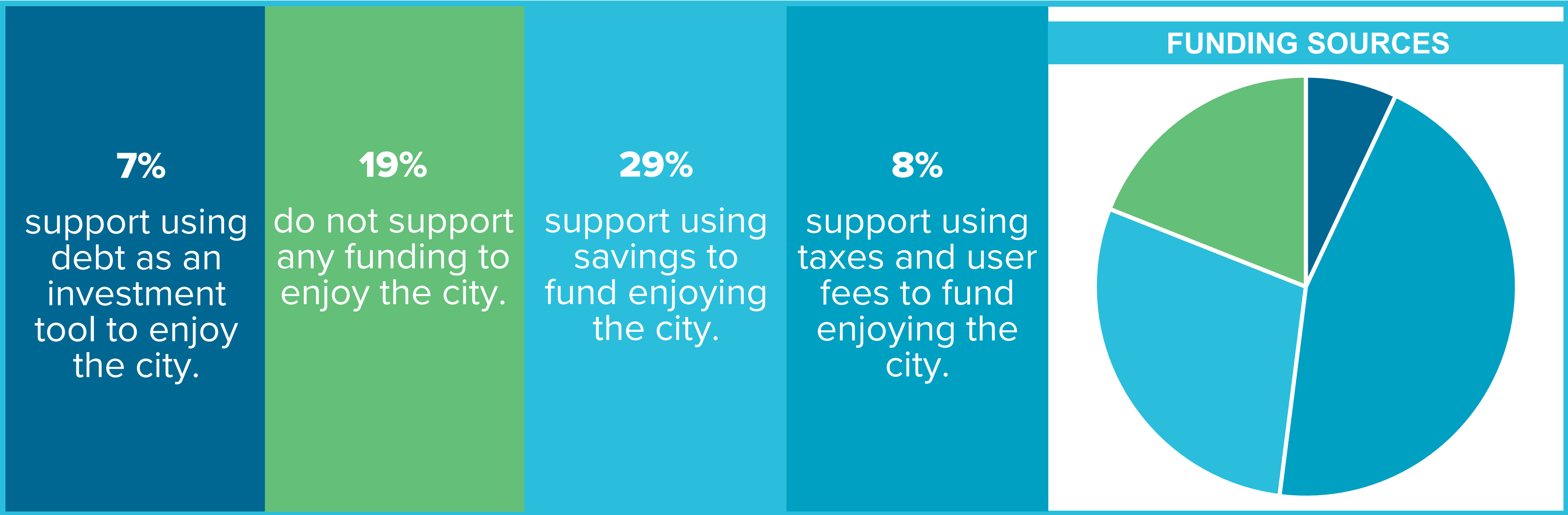
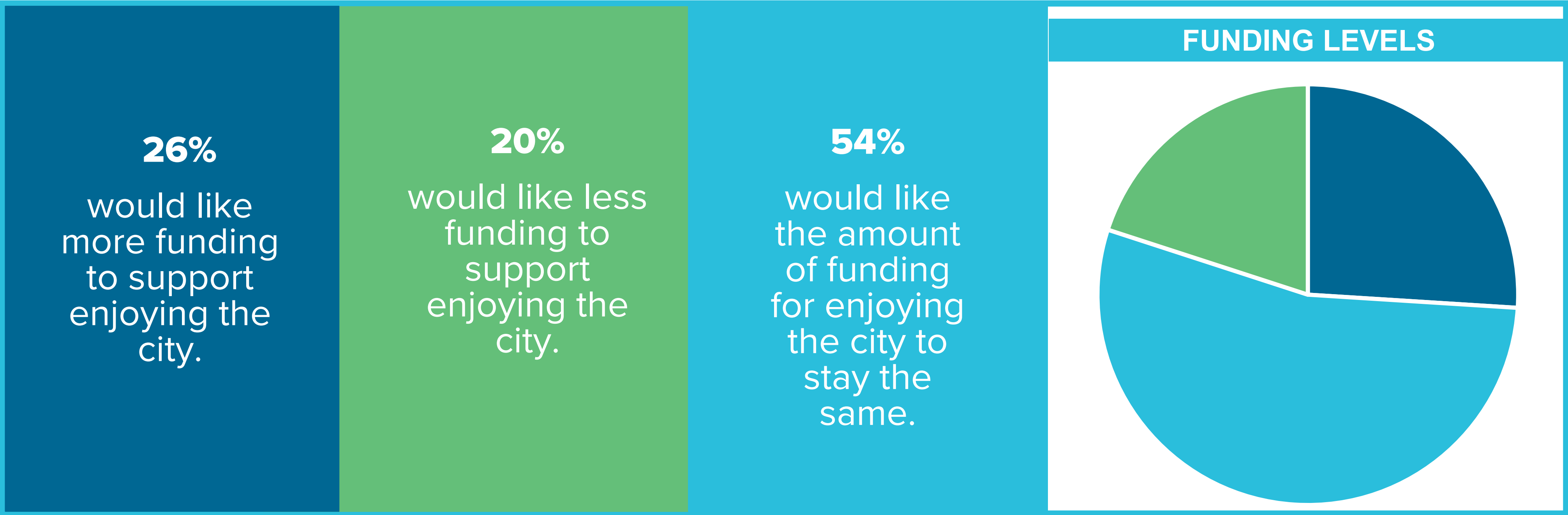
As part of the 2027 Budget Survey, we asked the community if they would like more funding, less funding or the same amount of funding to be provided to support services and work that supports enjoying the city. We also asked them their thoughts on how debt, taxes, user fees, and savings should be used to fund City services and work.

Debt refers to funds borrowed to pay for large scale projects.

Taxes refers to property taxes levied on properties in Wetaskiwin.

User Fees refers to fees charged for certain City services.

Savings refers to funds allocated to specific City reserves.



SERVICE LEVELS

ARCHIVES

Archives

Identifying, preserving, and making available records of enduring value.

AQUATIC LESSONS

Recreation

Provide aquatic lessons and instructors for all age groups. Offer public/group and private swimming lessons, as well as various advanced courses (such as Red Cross First Aid, Lifesaving Society, etc.).

AQUATIC LIFEGUARDING & SAFETY PROTOCOLS

Recreation

Ensure a safe aquatic environment through diligent lifeguarding during recreational swimming for the public, schools, and organizations. Completing detailed, pool specific cleaning procedures and water testing.

AQUATIC SCHEDULED PROGRAMS

Recreation

Scheduling of pool space for all aquatic programs, groups, and clubs.

COMMUNITY DEVELOPMENT PROGRAMS

Recreation

Programs that support well-being through initiatives that strengthen community connections and respond to evolving community needs. This may include playspace modernization, cultivating our community, volunteer boards, seasonal events, etc.

COMMUNITY DEVELOPMENT SPECIAL PROJECTS

Recreation

Leading City led events (such as Canada Day, Welcoming Week, Open House, Taste of Wetaskiwin), and assisting community groups in their events as required.

CO-OP PLACE CUSTOMER SERVICE INQUIRIES & BOOKINGS

Recreation

Handle inquiries for facilities and bookings/rentals. Manage and schedule facility bookings.

FITNESS, WELLNESS, & RECREATION DROP-IN PROGRAMS

Recreation

Drop-in programs that promote well-being, such as the walking program, pickleball, and fitness opportunities.

FITNESS, WELLNESS, & RECREATION REGISTERED PROGRAMS

Recreation

Registration based programs for participants of all ages. Children and youth programs include summer camps, day camps, youth courses, etc. Adult programs may include recurring fitness classes, etc.

MANLUK CENTRE CUSTOMER SERVICE INQUIRIES, BOOKINGS, & SALES

Recreation

Manage registrations and memberships, while maintaining wait lists for program enrollment. Handle inquiries for facilities, bookings/rentals, and programs. Manage bookings for the Manluk Centre.

Recreation	MULTIPLEX OVERSIGHT FITNESS, WELLNESS, & RECREATION PROGRAMMING Home to the Wetaskiwin Curling Club, Precision Gymnastics, and the Wetaskiwin Allied Arts and Crafts Center. Administration has oversight of lease agreements with the organizations leasing the space.
Recreation	PROMOTE & DISTRIBUTE GRANTS TO COMMUNITY ORGANIZATIONS Promote bi-annual funding opportunities (spring and fall) that are available to community organizations. Distribute funds based on a scoring system that considers community safety, audience, local economy, volunteerism, and value added to Wetaskiwin.
Recreation	RELATIONSHIP/PARTNERSHIP MANAGEMENT Where requested, provide support to community groups and organizations. Act as a liaison between the City and community groups/committees.
Recreation	SPECIAL EVENTS MANAGEMENT Receive applications for special events; navigate internal systems to support community events. Work with other City departments for event management.
Public Works	PARKS, FLOWER BEAUTIFICATION Flowers are planted and cared for annually to add beauty to the community.

BUDGET OVERVIEW

The budget is developed and approved annually to finance the delivery of programs and services to the community according to Council approved service levels.

Preparation of the corporate budget is one of the most critical initiatives undertaken by Administration as it acts as the fiscal plan that provides the resources required to make progress towards achieving the Community Vision and Council priorities.

The budget process is always ongoing, with Council and Administration looking for new and innovative ways to engage residents.

THE ANNUAL TAX & BUDGET CYCLE

There are many components to the municipal budget cycle. Council sets their strategic plan, which then guides Administrations corporate business plan.

