



Vision:

Strong Proactive Leadership, Safe Progressive Communities.

Mission:

The County of Wetaskiwin provides transparent governance in the allocation of resources to deliver quality services in a sustainable manner.

Core Values:

- *Ethical: Ensure and promote integrity, honesty and accountability in all our dealings.*
- *Service-Focused: Provide services reliably, effectively and efficiently.*
- *Leadership: Provide leadership to establish respect and promote trust through a teamwork concept.*
- *Safety: Provide safe, healthy and productive work environments and promote job satisfaction.*
- *Collaboration: Promote communication and collaboration with internal and external stakeholders.*
- *Sustainability: Conduct all our business with fiscal responsibility to ensure long-term sustainability.*

Strategic Planning Process:

Each year, Council meets with the County Management Team to review and update the Strategic and Tactical Plan. This is done prior to year end in order for approval of an interim budget prior to the end of December and final budget by April 2022.

In 2021, Council took a different approach to strategic planning where, as a group, created 101 Levels of Service they want to provide to their citizens. By setting a Level of Service, this provides staff the information to create workplans and budget for the upcoming year.

Strategic Planning achieves the following:

- ☑ Integrate the day to day operations with the strategic directions of Council.
- ☑ Links Tactical Actions and projects to Level of Service and Goals in the Strategic & Tactical Plan
- ☑ Ensure the direction of the business unit focusses on achieving what the organization wants to achieve.
- ☑ Assist in the allocation of resources.
- ☑ Measure the effectiveness of its integration with other corporate planning processes.
- ☑ Provide a mechanism for reporting and review by Administration & Council.

Strategic Plan Prioritization:

The County of Wetaskiwin's Strategic Plan provides a roadmap for Council and staff regarding the provision of services for County residents. In order to support the effective allocation and use of resource, Council has also applied a strategic priority to each Level of Service. This prioritization will help direct the use of limited resources by assigning each level of services a strategic priority of 1, 2 or 3, or stating that it is legislatively required. The definition of each strategic priority is listed below.

Strategy Priority Definitions:

Legislatively Required: Are strategies / services that we are legally required to do by legislation from a higher order of government. These strategies/services should be examined to determine whether the existing level of service exceeds the required level.

Level 1: Are strategies/services that are essential to the operation of the County. Without the service, the County would stop functioning (core services).

Level 2: Are strategies / service that are expected by citizens.

Level 3: Each service / program that falls into this classification is further examined to find out whether circumstances are changing in a way that would impact whether the service is still required or appropriate as time and resources allow.

Defining the Plan:

GOAL	Outcome
COUNCIL STRATEGY	A Council Strategy is a specific strategy (plan, policy, etc.) that Council has set to define their level of Service.
LEVEL OF SERVICE	A level of service is high-level statement that defines and measures the County's commitment to a particular service and outlines what the public can expect to receive.
TACTICAL ACTION	Tactical Actions are actions that are assigned to Directors/ Staff to complete in order to achieve Council's Strategy and ultimately provide the public with a particular level of service.
OPERATIONAL TASK	Operational Tasks and Business Plan Tasks are the day to day activities that County staff complete in order to support a Tactical Action. These tasks will develop the business plan for department.

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
GOAL		GOVERNANCE & LEADERSHIP		
	Council Strategy	Engage with key representatives from Local, Provincial and Federal Governments, Departments and School Boards	Council Plan	
1	Level of Service	Foster relationship with Member of Parliament.	Council Plan	Priority Two
	Tactical Action	Coordinate meetings as required for Administration and Council with federal representatives: 1 Meeting(s)	Chief Administrative Officer	
2	Level of Service	Foster relationship with Member of the Legislative Assembly.	Council Plan	Priority Two
	Tactical Action	Coordinate meetings as required for Administration and Council with provincial representatives: 1 Meeting(s)	Chief Administrative Officer	
3	Level of Service	Foster relationships with local School Boards.	Council Plan	Priority Two
	Tactical Action	Coordinate meetings as required for Administration and Council with school board representatives as per Terms of Reference: 2 Meeting(s)	Chief Administrative Officer	
4	Level of Service	Foster relationships with surrounding Indigenous Communities	Council Plan	Priority Two
	Tactical Action	Communicate upcoming events to Council and Staff for possible participation	Communications Officer	
	Tactical Action	Hold National Truth and Reconciliation Day for staff yearly	Communications Officer	
5	Level of Service	Foster relationships with surrounding municipalities	Council Plan	Priority Two
	Tactical Action	Attend local Agriculture Service Board Conference in Central Region annually with ASB Board members	Director of Agricultural Services	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Host Local Agriculture Service Board Conference in Central Region Hosting every 5 years (2025)	Director of Agricultural Services	
6	Level of Service	Participate as a member in the Joint Economic Development Initiative (JEDI)	Council Plan	Priority One
	Tactical Action	Attend JEDI meetings	Chief Administrative Officer	
	Tactical Action	Continue to act as Managing Partner with JEDI	Chief Administrative Officer	
7	Level of Service	Participate as a Member of West Driedmeat Lake Regional Landfill	Council Plan	Priority One
	Tactical Action	Ensure all agreements for WDML are up to date and executed	Chief Administrative Officer	
8	Level of Service	Seek opportunities to collaborate with adjacent municipalities	Council Plan	
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Brazeau County	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Camrose County	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with City of Wetaskiwin	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Clearwater County	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Leduc County	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Ponoka County	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Summer Villages North	Chief Administrative Officer	Legislatively Required

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Summer Villages South	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Collaboration Framework (ICF) with Town of Millet	Chief Administrative Officer	Legislatively Required
	Tactical Action	Maintain Intermunicipal Development Plans (IDP) with adjacent municipalities once every 4 years	Chief Administrative Officer	
	Tactical Action	Participate as a Member of Northeast Pigeon Lake Regional Sewer Services Commission (NEPL)	Chief Administrative Officer	
	Tactical Action	Participate as a Member of South Pigeon Lake Regional Wastewater Commission (SPL)	Chief Administrative Officer	
	Tactical Action	Participate as a Member of Wetaskiwin & Area Lodge Authority (WALA)	Chief Administrative Officer	
	Council Strategy	Provide Strong Proactive Leadership	Council Plan	
9	Level of Service	Complete an external in depth annual review of an average of one department per year	Council Plan	Priority One
	Tactical Action	Develop a 10 year priority list for departmental reviews	Chief Administrative Officer	
10	Level of Service	Conduct Council Meetings as per Procedural Bylaw	Council Plan	Legislatively Required
	Tactical Action	Organize annual Organizational Meeting as per MGA.	Chief Administrative Officer	
	Tactical Action	Organize Council meetings every two weeks: 24 Meeting(s)	Chief Administrative Officer	
	Tactical Action	Provide departmental reports to Council on a regular basis	Chief Administrative Officer	
11	Level of Service	Develop an achievable plan for regular review of bylaws	Council Plan	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Maintain & Review Land Use Bylaw (LUB); prepare amendments as proposed by Committee	Director of Planning & Economic Development	
	Tactical Action	Review and update Election Bylaws every 4 years (Voter ID, Special Ballot, other bylaws)	Assistant Chief Administrative Officer	
	Tactical Action	Review and update Procedural Bylaw every 4 years (2025) or as required	Executive Assistant	
	Tactical Action	Review and update Rural Addressing Bylaw	Director of Information Services	
	Tactical Action	Review and update SDAB Bylaw	Director of Planning & Economic Development	
	Tactical Action	Review Borrowing Bylaws	Director of Finance	
	Tactical Action	Review Fees and Charges Bylaw annually.	Executive Assistant	
	Tactical Action	Review of all Enforcement Bylaws	Assistant Chief Administrative Officer	
	Tactical Action	Review Records Management Bylaw	Director of Information Services	
	Tactical Action	Update Offsite Levy Bylaws (Alder Flats and Mulhurst Lagoon)	Director of Planning & Economic Development	
12	Level of Service	Develop annually a strategic and tactical plan to reflect Council's desired Level of Service	Council Plan	Priority One
	Tactical Action	Coordinate and facilitate annual Strategic Planning Review with Council and Management	Chief Administrative Officer	
13	Level of Service	Develop long term Plans to support the Mission and Vision of the County	Council Plan	
	Tactical Action	Develop a 5 year capital plan for infrastructure improvements in all Hamlets	Director of Public Works	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Develop a 5 year plan for operations and capital for water and wastewater systems	Director of Public Works	Priority One
	Tactical Action	Develop a Solid Waste Management Plan	Director of Public Works	Priority One
	Tactical Action	Develop a strategy for Capital Reserve Funding	Director of Finance	Priority Two
	Tactical Action	Develop and implement a 10 year Capital Plan for Parks and Recreation Facilities, including the upgrading of services at each Park and boat launches.	Director of Leisure & Community Services	Priority Three
	Tactical Action	Develop and implement Hamlet Revitalization Plan	Assistant Chief Administrative Officer	Priority One
	Tactical Action	Develop Facility Node Strategy	Director of Leisure & Community Services	Priority Two
	Tactical Action	Present current Recreation Master Plan with status update	Director of Leisure & Community Services	Priority Two
14	Level of Service	Ensure the County is compliant with all provincial and federal legislative requirements	Council Plan	Legislatively Required
	Tactical Action	Ensure compliance of the Municipal Emergency Management Plan through annual audits, comply with the Local Authority Emergency Management Regulation (LAEMR)	Director of Emergency Services	
	Tactical Action	Ensure compliance of the Quality Management Plan through the Safety Code Council audit schedule and annual internal audit	Director of Emergency Services	
	Tactical Action	Ensure compliance with provincial and federal privacy legislation (FOIP).	Director of Information Services	
	Tactical Action	Ensure compliance with the Local Authorities Election Act	Assistant Chief Administrative Officer	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Ensure compliance with the Municipal Government Act	Chief Administrative Officer	
	Tactical Action	Ensure compliance with the Soil Conservation Act	Director of Agricultural Services	
	Tactical Action	Ensure compliance with the Weed Control Act	Director of Agricultural Services	
	Tactical Action	Ensure Financial Records, through annual audits, comply with the MGA	Director of Finance	
	Tactical Action	Protect County records as per legislation	Director of Information Services	
15	Level of Service	Foster a positive corporate culture within the organization	Council Plan	Priority One
	Tactical Action	Conduct regular staff and team meetings	Chief Administrative Officer	
	Tactical Action	Coordinate annual Ambassador Information Session to review key areas of the organization	Communications Officer	
	Tactical Action	Develop a program for continuous improvement at the County through a collaborative team effort involving staff from key departments	Chief Administrative Officer	
	Tactical Action	Develop Internal Communications Strategy	Communications Officer	
	Tactical Action	Develop staffing processes and requirements	Chief Administrative Officer	
	Tactical Action	Develop Terms of Reference (Project Charter) for Internal Working Groups	Chief Administrative Officer	
	Tactical Action	Ensure all departments prepare annual work plans to prioritize tasks for the year, aligning with the Strategic Plan, Tactical Plan, and the current budget.	Chief Administrative Officer	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Ensure staffing levels are appropriate to meet service levels and in accordance with Organizational Chart Policy	Chief Administrative Officer	
	Tactical Action	Participate in the Municipal Internship Program through Municipal Affairs	Assistant Chief Administrative Officer	
	Tactical Action	Promote and support a highly skilled workforce as per Organizational Chart Policy	Chief Administrative Officer	
	Tactical Action	Provide required training to County Council, Boards and Staff	Chief Administrative Officer	
16	Level of Service	Promote a strong health and safety program throughout the County	Council Plan	Legislatively Required
	Tactical Action	Update and implement Health & Safety program	Director of Emergency Services	
17	Level of Service	Review all Policies within a 4 year cycle	Council Plan	Priority One
	Tactical Action	Present all Policies for review to Policy Committee	Chief Administrative Officer	
18	Level of Service	Review Council Committees Structure	Council Plan	Legislatively Required
	Tactical Action	Review Terms of Reference for Council Committees and present to Council for approval	Chief Administrative Officer	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	GOAL	STRONG COMMUNITIES		
	Council Strategy	Protect the long term sustainability of agriculture	Council Plan	
19	Level of Service	Enforce the Weed Control Act	Council Plan	Legislatively Required
	Tactical Action	Inspect annually the Wetaskiwin Seed Plant operations	Director of Agricultural Services	Legislatively Required
	Tactical Action	Spraying program to control noxious and prohibited noxious weeds in right of ways in compliance with the Weed Control Act (3 year cycle)	Director of Agricultural Services	Legislatively Required
20	Level of Service	Enter into Agreement to provide weed inspection services and weed control services to the City of Wetaskiwin on a user pay plus basis with the hiring of one seasonal FTE (align w/ICF)	Council Plan	Priority Two
	Tactical Action	Continue Weed Inspections Services Agreement with City of Wetaskiwin	Director of Agricultural Services	
	Tactical Action	Investigate partnerships with adjacent municipalities for weed inspection and weed control services	Director of Agricultural Services	
21	Level of Service	Inspect and enforce annually 6,350 accessible privately owned properties within the County for noxious and prohibited noxious weeds, with every property being inspected on a 2 year cycle, in compliance with the Weed Control Act. CG20220405.027	Council Plan	Legislatively Required
	Tactical Action	Continue Weed Inspections based on level of service	Director of Agricultural Services	
22	Level of Service	Inspect and enforce the Agricultural Pests Act	Council Plan	Legislatively Required

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Provide inspections and enforcement as per the Agricultural Pests Act	Director of Agricultural Services	
23	Level of Service	Maintain one permanent pesticide container site and several temporary sites for the disposal of pesticide containers	Council Plan	Priority One
	Tactical Action	Maintenance of permanent and temporary pesticide container sites	Director of Agricultural Services	
24	Level of Service	Mow every subdivision, hamlet, transfer station, lagoons and County owned property once yearly	Council Plan	Priority One
	Tactical Action	Prepare annual timelines and complete mowing in subdivisions, hamlets, transfer stations, lagoons and County owned properties	Director of Agricultural Services	
25	Level of Service	Mow Road Right of Ways to protect road infrastructure and traveling public (once per year)	Council Plan	Priority One
	Tactical Action	Prepare and provide mowing program to Council annually	Director of Agricultural Services	
26	Level of Service	Participate in the Provincial Sustainable Agriculture Program in partnership with Leduc County	Council Plan	Priority One
	Tactical Action	Administer the Provincial Sustainable Agriculture Program in partnership with Leduc County	Director of Agricultural Services	
27	Level of Service	Provide beaver control measures affecting County infrastructure including road allowances and water management projects	Council Plan	Priority One
	Tactical Action	Provide beaver control measures affecting County infrastructure including road allowances and water management projects	Director of Agricultural Services	
28	Level of Service	Provide beaver dam removal on private property at cost recovery	Council Plan	Priority Three

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Provide beaver dam removal on private property at cost recovery	Director of Agricultural Services	
29	Level of Service	Provide horticulture services to County residents	Council Plan	Priority Two
	Tactical Action	Provide horticulture services based on level of service	Director of Agricultural Services	
30	Level of Service	Provide information and training opportunities to the agricultural community	Council Plan	Priority One
	Tactical Action	Host two agricultural workshops (east/west) annually	Director of Agricultural Services	
31	Level of Service	Provide pest control services to residents	Council Plan	Priority One
	Tactical Action	Educate residents regarding control strategies and options for the prevention of pests	Director of Agricultural Services	
	Tactical Action	Provide coyote control devices to producers	Director of Agricultural Services	
32	Level of Service	Rent equipment to producers that cannot be rented through the private sector, mitigating County costs	Council Plan	Priority Two
	Tactical Action	Maintain and rental of ASB equipment	Director of Agricultural Services	
	Council Strategy	Protect the natural environment	Council Plan	
33	Level of Service	@todo Provide protection of watershed areas	Council Plan	Priority One
34	Level of Service	Administer the ALUS Canada Program in partnership with Leduc County	Council Plan	Priority One
	Tactical Action	Educate and encourage environmental stewardship along riparian areas and around lakes	Sustainable Agriculture Coordinator	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Increase producer engagement through workshops, seminars, and information sessions	Sustainable Agriculture Coordinator	
35	Level of Service	Continue to provide opportunities through ALUS Canada	Council Plan	Priority One
	Tactical Action	Review MOU & Schedule A for ALUS Canada Agreement	Director of Agricultural Services	
36	Level of Service	Provide water management services and protection of watershed areas.	Council Plan	Priority One
	Tactical Action	Participate as a facilitator for Drainage Districts	Director of Agricultural Services	
	Tactical Action	Participate as a facilitator in water management projects where County infrastructure is affected	Director of Agricultural Services	
	Council Strategy	Provide a balanced approach to attract diverse development while protecting our agricultural land and rural environment	Council Plan	
37	Level of Service	Establish level of service target timelines for each type of Planning and Development application	Council Plan	Priority One
	Tactical Action	Ensure level of service target timeline for (complex multi-lot or lakeshore) Area Structure Plan is 90 days	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for (simple 3rd parcel on quarter) Area Structure Plan is 60 days	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for discretionary development permits is 3 weeks	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for permitted development permits is 2 weeks	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for Rezoning Applications (based on related ASP) is 60 days	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for Rezoning Applications (no related/required ASP) is 75 days	Director of Planning & Economic Development	

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Ensure level of service target timeline for Subdivision Applications (complex multi-lot, infrastructure required) is 60 days	Director of Planning & Economic Development	
	Tactical Action	Ensure level of service target timeline for Subdivision Applications (simple first parcel out) is 50 days	Director of Planning & Economic Development	
38	Level of Service	Manage the use and development of land and buildings to ensure a safe and sustainable community	Council Plan	Priority One
	Tactical Action	Employ two Bylaw Enforcement Officers based on a total file amount of 300 files for the department or 150 files per Officer	Development Officer	Priority One
	Tactical Action	Ensure compliance with development permit process	Development Officer	
	Tactical Action	Review and update standard development agreement template	Director of Planning & Economic Development	
	Tactical Action	Review Engineering Design Guidelines and Construction Standards Manual every five years	Director of Planning & Economic Development	
	Tactical Action	Upgrades within a subdivision are to be done through the local improvement process if requested by residents	Assistant Chief Administrative Officer	
39	Level of Service	Review Municipal Development Plan (MDP) to ensure long term sustainable development.	Council Plan	Priority One
	Tactical Action	Develop area concept plans within the MDP to best determine suitable land uses	Director of Planning & Economic Development	
	Tactical Action	Review and revise Municipal Development Plan every 10 years	Director of Planning & Economic Development	
	Council Strategy	Provide accessibility to information and financial services for all stakeholders	Council Plan	
40	Level of Service	Enhance the Website to increase availability of online services	Council Plan	Priority Two

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Investigate options for online services on the website	Communications Officer	
	Tactical Action	Investigate the use of Apps that will integrate with the website including arena hours, digital applications, payment (online services), fire permits, development permits, access to Strategic & Tactical Plan, approach requests	Communications Officer	
41	Level of Service	Maintain a 24/7 hour call centre to receive complaints and concerns from the general public	Council Plan	Priority One
	Tactical Action	Budget \$16,300 annually for the provisions of a 24 hr call centre to handle all types of public complaints, concerns, and inquires	Director of Public Works	
	Tactical Action	Maintain Agreement with Yellowhead Regional Emergency Communication Centre	Director of Emergency Services	
42	Level of Service	Provide the tools required to access and manage County information	Council Plan	Priority Two
	Tactical Action	Automate the manual processes within the County wherever possible	Director of Information Services	
	Tactical Action	Ensure hardware has the capability to keep the system available 24/7 for staff and other stakeholders (website access)	Director of Information Services	
	Tactical Action	Implement a 3 year cycle for air photos (2021) to coincide with adjacent municipalities	Director of Information Services	
	Tactical Action	Investigate options to open Service Request Manager (SRM) to both Council and the Public.	Director of Information Services	
	Tactical Action	Maintain a tiered 3-5 year replacement plan for network devices in order to develop and maintain the infrastructure necessary to house the County information system	Director of Information Services	

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Maintain Asset Management Plan	Director of Finance	
43	Level of Service	Provide video conference to all Council meetings	Council Plan	Priority Two
	Tactical Action	Investigate costs for live stream of Council meetings	Director of Information Services	
	Council Strategy	Provide residents with access to social, recreational and cultural opportunities	Council Plan	
	Tactical Action	Budget annually for Cemetery Operations Community Grants as per Policy	Community Development Coordinator	
44	Level of Service	Construct/Maintain five boat launches-Battle Lake, Mulhurst, Buck Lake, Wizard Lake, Coal Lake	Council Plan	Priority One
	Tactical Action	Maintain Battle Lake boat launch	Director of Leisure & Community Services	
	Tactical Action	Maintain Coal Lake boat launch	Director of Leisure & Community Services	
	Tactical Action	Maintain Mulhurst Bay boat launch	Director of Leisure & Community Services	
	Tactical Action	Maintain Wizard Lake boat launch	Director of Leisure & Community Services	
	Tactical Action	Research costs and new innovations for boat launch construction and maintenance	Director of Leisure & Community Services	
45	Level of Service	Maintain existing day use areas-Alder Flats, Viola Beach, Mulhurst Bay	Council Plan	Priority Two
	Tactical Action	Maintain Alder Flats Day Use Area	Director of Leisure & Community Services	
	Tactical Action	Maintain Mulhurst Bay Day Use Area	Director of Leisure & Community Services	

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Maintain Viola Beach Day Use Area	Director of Leisure & Community Services	
46	Level of Service	Operate and maintain the Winfield Arena	Council Plan	Priority One
	Tactical Action	Allocate Zone 3 contributions to Winfield Agriplex	Director of Leisure & Community Services	
	Tactical Action	Coordinate rental of Winfield Arena, ensure accurate billing	Community Development Coordinator	
	Tactical Action	Install Ice at the Winfield Arena, date to be determined annually	Parks & Recreation Foreman	
47	Level of Service	Provide camping opportunities to residents and visitors	Council Plan	Priority One
	Tactical Action	Contract park attendants for 3-5 year terms	Director of Leisure & Community Services	
	Tactical Action	Review park attendant contracts	Director of Leisure & Community Services	
48	Level of Service	Provide Community Groups with grants for recreational programming	Council Plan	Priority One
	Tactical Action	Assist community groups to access recreational grants	Community Development Coordinator	
49	Level of Service	Provide library services to County residents	Council Plan	Priority One
	Tactical Action	Complete Library needs survey, every five years. (2025)	Assistant Chief Administrative Officer	
	Tactical Action	Promote Yellowhead Regional Library Services to all member libraries	Assistant Chief Administrative Officer	
	Tactical Action	Provide grant funding to each of the 5 Library Service Points based on funding received	Assistant Chief Administrative Officer	

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Review and update Library Board plan of service as required with a minimum review every 5 years.	Assistant Chief Administrative Officer	
	Tactical Action	Update and renew Library Operating Agreements every 5 years (2025) for Alder Flats/Buck Lake, Lakedell, Winfield	Assistant Chief Administrative Officer	
50	Level of Service	Provide residents with access to Family and Community Support Services	Council Plan	Priority One
	Tactical Action	Facilitate medical transportation for Seniors and Disabled Residents	Community Development Coordinator	
	Tactical Action	Provide FCSS Grants	Community Development Coordinator	
	Tactical Action	Provide FCSS programming	Community Development Coordinator	
	Tactical Action	Provide Home Support Services	Community Development Coordinator	
	Council Strategy	Provide safe progressive communities	Council Plan	
51	Level of Service	Enforce bylaws on private land on reactive basis, with proactive education in the area after first complaint	Council Plan	Priority One
52	Level of Service	Enforce bylaws on public land on reactive basis, with proactive enforcement in the area after first complaint	Council Plan	Priority One
	Tactical Action	Develop a strategy for mitigating costs associated with bylaw enforcement	Assistant Chief Administrative Officer	
	Tactical Action	Prepare plan signage on ER	Development Officer	
53	Level of Service	Maintain Protective Services Program to enforce Provincial legislation and County bylaws to protect the safety of the public	Council Plan	Priority One

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Comply with Provincial Public Security Program Policy Procedure Manual	Director of Emergency Services	
	Tactical Action	Conduct regular proactive patrols	Director of Emergency Services	
	Tactical Action	Employ four Community Peace Officers based on a total file amount of 400 for the Department or 100 files per CPO	Director of Emergency Services	Priority Three
	Tactical Action	Focus enforcement efforts on Provincial 3 digit highways to high speeds and assist stranded only	Director of Emergency Services	
	Tactical Action	Protect County infrastructure through Commercial Vehicle Inspections	Director of Emergency Services	
54	Level of Service	Provide fire services through six existing fire departments operated by volunteers	Council Plan	Priority One
	Tactical Action	Consider implementing a regional approach to the provision of fire services and/or the development of a Fire Master Plan to guide this.	Director of Emergency Services	
	Tactical Action	Maintain an inventory of all available water sources	Director of Emergency Services	
	Tactical Action	Manage Fire Guardian Program	Director of Emergency Services	
	Tactical Action	Provide leadership and management of all County fire departments	Director of Emergency Services	
	Tactical Action	Update and evaluate the 10 year capital plan for fire equipment annually for Council approval	Director of Emergency Services	
	Tactical Action	Update Strategic Fire Plan every 5 years by engaging the Fire Department members, Fire Board members, the public and community groups, by invitation wherever possible	Director of Emergency Services	

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	Level	Description	Owner	Strategic Priority
55	Level of Service	Provide services in case of a disaster	Council Plan	Legislatively Required
	Tactical Action	Create a Critical Incident Debriefing Plan	Director of Emergency Services	
	Tactical Action	Maintain County Emergency Management program.	Director of Emergency Services	
	Tactical Action	Review Emergency Management Plan	Director of Emergency Services	
	Council Strategy	Support initiatives that foster community safety	Council Plan	
56	Level of Service	Collaborate with other Enforcement Agencies as resources allow	Council Plan	Priority Three
	Tactical Action	Collaborate with Alberta Fish & Wildlife	Assistant Chief Administrative Officer	
	Tactical Action	Collaborate with Peace Officers in adjacent municipalities	Assistant Chief Administrative Officer	
	Tactical Action	Develop an operations strategy that identifies priorities and working relationships with the RCMP Detachments Commander.	Assistant Chief Administrative Officer	
57	Level of Service	Develop and maintain Risk Management programs for County services provided	Council Plan	Priority Two
	Tactical Action	Complete analysis of community risk and develop fire level of service bylaw or policy to align with the identified core competencies and outline how risks will be mitigated when the standard cannot be met.	Director of Emergency Services	
	Tactical Action	Complete Risk Pro training	Emergency Services Assistant	
	Tactical Action	Identify costs associated with reclamation of landfills and transfer stations	Director of Emergency Services	

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	Level	Description	Owner	Strategic Priority
	Tactical Action	Identify costs with reclamation of gravel pits	Public Works Manager of Operations	
	Tactical Action	Implement Fire Prevention programs	Director of Emergency Services	
	Tactical Action	Maintain actions to meet the Site Remediation Risk Management Plan for sites within the County	Director of Emergency Services	
	Tactical Action	Maintain adequate County insurance	Emergency Services Assistant	
	Tactical Action	Promote Fire Smart community initiatives	Director of Emergency Services	
	Tactical Action	Provide additional named insurance to community groups on a cost recovery basis	Emergency Services Assistant	

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	Level	Description	Owner	Strategic Priority
	GOAL	MUNICIPAL ASSET MANAGEMENT		
	Council Strategy	Maintain a safe, effective vehicle and equipment pool	Council Plan	
58	Level of Service	Maintain the 10 Year Capital Plan for County equipment.	Council Plan	Priority One
	Tactical Action	Present 10 Year Capital Plan for County equipment to Council for approval	Director of Public Works	
59	Level of Service	Review Fleet and Equipment Inventory to meet current needs	Council Plan	Priority One
	Tactical Action	Maintain fleet equipment to a minimum standard as defined by manufacturer	Director of Public Works	
	Tactical Action	Prepare Fleet Inventory annually for Council review and approval	Director of Public Works	
	Council Strategy	Maintain an inventory of land and buildings required for County operations	Council Plan	
60	Level of Service	Develop 10 year capital plan for approval and implementation	Council Plan	Priority One
	Tactical Action	Develop 10 year capital plan for approval and implementation	Director of Agricultural Services	
	Tactical Action	Develop and implement a Security Plan for all building assets.	Director of Agricultural Services	
	Tactical Action	Develop Needs Assessment for expanding services to the West end	Chief Administrative Officer	
	Tactical Action	Update and implement 10 year maintenance plan for annual approval	Director of Agricultural Services	
61	Level of Service	Manage current lease agreements of County owned property	Council Plan	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Advertise County Quarter to rent out for hay	Director of Assessment Services	
	Tactical Action	Provide list of current leases on County owned property to Council annually	Director of Assessment Services	
62	Level of Service	Review of current Municipal Land Inventory to determine needs as required	Council Plan	Priority One
	Tactical Action	Provide annual report of Municipal Land Inventory to Council to determine needs	Director of Assessment Services	
	Council Strategy	Maintain and upgrade municipal road infrastructure to ensure a safe, effective road network based on road inventory condition rating	Council Plan	
63	Level of Service	Complete road maintenance program through the establishment of 12 patrol areas	Council Plan	Priority One
	Tactical Action	Continue road maintenance with 12 patrol areas	Director of Public Works	
64	Level of Service	Gravel 1/3 of the developed road network annually	Council Plan	Priority One
	Tactical Action	Under the annual Gravelling Program, a minimum of 20 percent of the total annual tonnage applied is to come from established long haul aggregate sources until such time as those resources are depleted	Director of Public Works	
	Tactical Action	Review the Contract Gravel Haul agreements every three years	Director of Public Works	
65	Level of Service	Implement a comprehensive brushing program with priority given to maintenance issues, sight lines, and overall benefit to roadway systems	Council Plan	Priority One
	Tactical Action	Consider criteria from Road Condition Rating when developing brushing plan	Public Works Manager of Operations	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Include consideration of removal of "dangerous" trees from ER & MR for brushing program	Public Works Manager of Operations	
	Tactical Action	Prepare comprehensive brushing program as per level of service	Public Works Manager of Operations	
	Tactical Action	Work with landowner to pile brush on their property	Public Works Manager of Operations	
66	Level of Service	Maintain and replace existing paved roads subject to a good base in place. If the base does not support the oiled product, replace of existing pavement will be with a dust control product. Any standard higher than that will be by local improvement.	Council Plan	Priority One
	Tactical Action	Budget sufficient funds to maintain and upgrade the paved road network	Director of Public Works	
	Tactical Action	Provide dust control on previously oiled roads	Director of Public Works	
67	Level of Service	Maintain appropriate bridge infrastructure in order to ensure all roads remain open to the public	Council Plan	Priority One
	Tactical Action	Maintain bridges based on prioritization from Bridge Inspections	Director of Public Works	
	Tactical Action	Maintain the 10 year Capital Plan for bridge replacement and present to Council during annual interim budget deliberations	Director of Public Works	
	Tactical Action	Prepare a 5 year bridge plan alignment with financial responsibility	Director of Public Works	
	Tactical Action	Replacement of major bridge structures to be funded by reserves or grants	Director of Public Works	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
68	Level of Service	Maintain road infrastructure based on road inventory condition rating	Council Plan	Priority One
	Tactical Action	Develop a plan for the supply of road building material such as clay and shale and present plan to Council	Director of Public Works	
	Tactical Action	Develop a plan for utilization of half of the Clearwater funds currently in Public Works general reserves, utilized for projects or debenture payments, with the other half allocated to Division 7 projects/reserve, and present to Council for approval	Director of Public Works	
	Tactical Action	Maintain the road network utilizing a combination of County and third party forces	Director of Public Works	
	Tactical Action	Road upgrades (clay capping) will generally not be done unless extra right of way can be negotiated	Director of Public Works	
	Tactical Action	Update road inventory condition data annually	Public Works Manager of Operations	
69	Level of Service	Provide citizens with access to dust control as per Policy	Council Plan	Priority One
	Tactical Action	Provide dust control to residents annually	Director of Public Works	
70	Level of Service	Provide snow removal on roads within 72 hours of the accumulation of snowfall exceeding 10 cm as per Gravel Road Maintenance Requirements Policy	Council Plan	Priority One
	Tactical Action	Ensure snow removal on roads are completed as per Policy	Director of Public Works	
	Council Strategy	Proactive development of gravel resources	Council Plan	
71	Level of Service	Secure and maintain a 50 year gravel supply for the entire County	Council Plan	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Continue to search for gravel	Public Works Manager of Operations	
	Tactical Action	Crush gravel to provide a 3 year minimum and a maximum 5 year gravel inventory	Public Works Manager of Operations	
	Tactical Action	Develop a strategy for gravel extraction and reclamation	Public Works Manager of Operations	
	Council Strategy	Provide water, wastewater and solid waste services	Council Plan	
72	Level of Service	Analyze water and wastewater charges to determine what value is needed for a monthly rate for each system to make the systems full user pay including capital costs; provide report to Council	Council Plan	Priority One
	Tactical Action	Research and analyze water and wastewater charges and requirements for user pay (operations and capital)	Director of Public Works	
73	Level of Service	Provide access to safe wastewater services	Council Plan	Priority One
	Tactical Action	Develop a Utilities Master Plan in coordination with Commission Members	Director of Public Works	Priority Three
	Tactical Action	Investigate costs to install truck dumps at Winfield and Gwynne	Director of Public Works	
	Tactical Action	Investigate options for charging fees to utilize lagoon facilities including expansion of other lagoons	Director of Public Works	
	Tactical Action	Investigate options to expand wastewater system to increase users of system	Director of Public Works	
	Tactical Action	Maintain existing wastewater systems in accordance with Alberta Environment	Utilities Foreman	
74	Level of Service	Provide access to safe water services for residents	Council Plan	Legislatively Required

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Maintain existing water systems (Gwynne, Mulhurst Bay, Winfield, Dorchester) in accordance with Alberta Environment	Utilities Foreman	
	Tactical Action	Provide contract services for private water systems on a cost recovery basis	Utilities Foreman	
75	Level of Service	Provide administrative and operational services to the Pigeon Lake Regional Wastewater Commissions at a minimum of cost recovery	Council Plan	Priority One
	Tactical Action	Calculate Administration costs to manage the South Pigeon Lake Regional Commission	Director of Finance	
	Tactical Action	Maintain the Northeast Pigeon Lake Regional Wastewater system as per contract	Utilities Foreman	
	Tactical Action	Maintain the South Pigeon Lake Regional Wastewater system as per contract	Utilities Foreman	
	Tactical Action	Manage the Northeast Pigeon Lake Regional Wastewater system as per contract	Chief Administrative Officer	
	Tactical Action	Manage the South Pigeon Lake Regional Wastewater system as per contract	Chief Administrative Officer	
76	Level of Service	Provide solid waste management services that protects the environment	Council Plan	
	Tactical Action	Consider toxic roundup in the spring should funding be available	Director of Public Works	Priority One
	Tactical Action	Investigate alternatives for recycling as new opportunities are identified that could include tire recycling/shredding, used oil, etc.	Director of Public Works	Priority Two
	Tactical Action	Prepare cost analysis of Summer Village use of Transfer Stations	Director of Public Works	Priority One
	Tactical Action	Project cost garbage hauls individually with surplus/deficits accounted for using a combined reserve	Director of Public Works	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Review solid waste and recycling programs on an annual basis	Director of Public Works	Priority One
77	Level of Service	Review a user pay strategy for Solid Waste for implementation January 2023	Council Plan	Priority One
	Tactical Action	Conduct cost comparison on transfer station and user fees with neighbouring municipalities	Director of Public Works	
	Tactical Action	Develop a user pay strategy for Solid Waste for implementation January 2023	Director of Public Works	
78	Level of Service	Review Buck Lake Wastewater Infrastructure Strategy	Council Plan	Priority Two
	Tactical Action	Consult through public participation for the development of the Buck Lake Wastewater Infrastructure Strategy	Communications Officer	
	Tactical Action	Develop Buck Lake Wastewater Infrastructure Strategy	Director of Public Works	
	Tactical Action	Research and apply for available grant funding for Buck Lake Wastewater	Director of Public Works	
	Tactical Action	Develop a 5 year plan for operations and capital for water and wastewater systems	Director of Public Works	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	GOAL	COMMUNICATION & COLLABORATION		
	Council Strategy	Promote good governance that includes public engagement	Council Plan	
79	Level of Service	Engage with Community Associations to develop projects that benefit the County	Council Plan	Priority One
	Tactical Action	Work with community associations that own or operate facilities and volunteers, as primary role of facilitator.	Director of Leisure & Community Services	
80	Level of Service	Host a minimum of 2 County wide public engagements annually	Council Plan	Priority One
	Tactical Action	Coordinate annual citizen engagement sessions on a rotational basis as identified by Council	Communications Officer	
	Tactical Action	Plan and facilitate a minimum of 2 County wide public engagements annually	Communications Officer	
81	Level of Service	Host Open House in Wetaskiwin and Buck Lake annually	Council Plan	Priority One
	Tactical Action	Coordinate annual Open House at County Office in spring	Communications Officer	
	Tactical Action	Coordinate annual Open House in Buck Lake in conjunction with tax collection	Communications Officer	
82	Level of Service	Host public participation opportunities as per Public Participation Policy	Council Plan	Priority One
	Tactical Action	Conduct recreational community-based consultation as needed	Director of Leisure & Community Services	
	Tactical Action	Conduct survey for FCSS needs and programming	Community Development Coordinator	
	Tactical Action	Conduct survey for public satisfaction and engagement preferences.	Communications Officer	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Conduct various public relations initiatives, including presentation to local high schools on safety initiatives, rural crime watch meetings and positive ticket program	Director of Emergency Services	
	Tactical Action	Coordinate events including annual citizen engagement sessions on a rotational basis as identified by Council	Communications Officer	
	Tactical Action	Coordinate Town Hall meetings to review policing issues and educate ratepayers on levels of law enforcement	Director of Emergency Services	
	Council Strategy	Strengthen communication with stakeholders	Council Plan	
83	Level of Service	Maintain Agricultural Service Board communications on key issues	Council Plan	Priority One
	Tactical Action	Educate and encourage environmental stewardship along riparian areas and around lakes	Director of Agricultural Services	
	Tactical Action	Educate public regarding problems with flooding issues due to beavers	Director of Agricultural Services	
	Tactical Action	Educate the public and provincial government departments regarding prohibited noxious and noxious weeds	Director of Agricultural Services	
	Tactical Action	Educate the public on methods to control ground squirrels	Director of Agricultural Services	
	Tactical Action	Educate the public regarding the development of shelterbelts	Director of Agricultural Services	
	Tactical Action	Educate the public regarding workshops, conferences and tours pertaining to agriculture production	Director of Agricultural Services	
	Tactical Action	Increase producer engagement through workshops, seminars and information sessions	Director of Agricultural Services	
84	Level of Service	Maintain and expand the website to provide information and services to staff, Councillors and the public	Council Plan	Priority One

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Improve information available to the public via the website, regarding planning and development application procedures, processes, and approximate timelines	Director of Planning & Economic Development	
	Tactical Action	Manage website content to ensure up-to-date information	Communications Officer	
85	Level of Service	Maintain Social Media channel(s) to provide information to public, staff and Council	Council Plan	Priority One
	Tactical Action	Investigate other Social Media channels to utilize	Communications Officer	
	Tactical Action	Manage Facebook content to ensure up-to-date information	Communications Officer	
86	Level of Service	Provide information to the public that is timely, accurate, clear, accessible and responsive.	Council Plan	Priority One
	Tactical Action	Coordinate promotional advertising opportunities and weekly advertising	Communications Officer	
	Tactical Action	Educate the public about key topic areas	Communications Officer	
	Tactical Action	Participate in various publication opportunities	Communications Officer	
87	Level of Service	Provide residents newsletter biannually	Council Plan	Priority One
	Tactical Action	Coordinate and distribute Resident Newsletter biannually	Communications Officer	Priority One
88	Level of Service	Review and implement County Communication Plan on an annual basis	Council Plan	
	Tactical Action	Present Communication Plan to Council on an annual basis	Communications Officer	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	GOAL	FISCAL RESPONSIBILITY		
	Council Strategy	Approve final budget by April 30 annually	Council Plan	
89	Level of Service	Approve interim budget in December annually	Council Plan	Legislatively Required
	Tactical Action	Coordinate interim budget from departments for December approval	Director of Finance	
90	Level of Service	Host Public Engagement for following year budget	Council Plan	Priority One
	Tactical Action	Coordinate annual public engagement for budget	Communications Officer	
91	Level of Service	Prepare budget based on direction from Strategic Plan	Council Plan	Priority One
	Tactical Action	Coordinate budget preparation based on Level of Service as set by Strategic Planning	Director of Finance	
	Council Strategy	Develop a 3 year operating budget as per Section 283.1(2) of the Municipal Government Act	Council Plan	
92	Level of Service	Review & approve annual operating budget	Council Plan	Legislatively Required
	Tactical Action	Allocate \$250,000 to cover costs for firefighting	Director of Emergency Services	
	Tactical Action	Budget annually for Agricultural Bursaries as per Policy	Director of Agricultural Services	
	Tactical Action	Budget annually for the provincial police costs	Director of Emergency Services	
	Tactical Action	Contribute an annual operating grant to each fire department using fire zone mill rates	Director of Finance	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Ensure there is a minimum balance of \$300,000 Gravel Contingency Reserve	Director of Public Works	
	Tactical Action	Increase utility rates by 4% or CPI, whichever is higher for all water and wastewater systems; update fees and charges bylaw as required	Public Works Administrative Assistant	
	Tactical Action	Investigate adopting a Franchise Fee model with utility providers	Director of Finance	
	Tactical Action	Review and approve annual department Operating budgets by November	Chief Administrative Officer	
	Tactical Action	Review mill rates to determine potential areas for decreases or increases to meet current revenue challenges	Director of Finance	
93	Level of Service	Set priorities at Council prebudget meetings in order for administration to develop an annual operating budget	Council Plan	Legislatively Required
	Tactical Action	Contribute \$5,000 annually to reserves for future expansion of cemeteries within the County of Wetaskiwin	Director of Finance	
	Tactical Action	Contribute \$5,000 annually to reserves for future expansion of the Memorial Cemetery in City of Wetaskiwin	Director of Finance	
	Tactical Action	Contribute towards Economic Development annually \$10,000 for Pigeon Lake Chamber and \$7,750 for Wetaskiwin-Leduc Regional Chamber for 2022-2024; with special projects being considered as requested	Director of Finance	
	Tactical Action	Review ditch mowing program	Director of Agricultural Services	
94	Level of Service	Subsidize local youth programs 60%; local adult programs 40%, nonlocal youth 50% and nonlocal adult 30% for ice rental at the Winfield Arena	Council Plan	Priority Two

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Review operational costs of Winfield Agriplex from previous year to set subsidized rate for upcoming season	Director of Leisure & Community Services	
	Council Strategy	Develop a 5 year capital budget as per Section 283.1(3) of the Municipal Government Act	Council Plan	
95	Level of Service	Review and approve annual capital budget	Council Plan	Legislatively Required
	Tactical Action	Annual allocation of \$52,000 from MSI Grant, for infrastructure improvements in Hamlets excluding roads which are in Road Construction	Director of Public Works	
	Tactical Action	Increase Road Construction budget annually to maintain current Level of Service	Director of Public Works	
	Tactical Action	Prepare Capital budget for Council after CAO review and approval departmentally	Director of Finance	
	Tactical Action	Review and approve departmental Capital budgets by November	Chief Administrative Officer	
	Tactical Action	Update and implement the 5 year Road Construction Plan by dedicating an annual tax support of \$1,768,998	Director of Public Works	
	Council Strategy	Develop a strategy or plan to address the infrastructure deficit in reserves and reduction in Provincial Grants/Linear Assessment	Council Plan	
96	Level of Service	Develop reserve funding strategy	Council Plan	Priority One
	Tactical Action	Analyze cost savings from the maintenance of oiled subdivisions vs gravel roads to build a reserve for future replacement of oiled roads	Director of Public Works	
	Tactical Action	Develop Reserve Funds Policy	Director of Finance	
	Tactical Action	Identify unfunded liabilities	Director of Finance	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Review status of existing reserves	Director of Finance	
	Council Strategy	Maintain and enhance strategies for improvement to all services	Council Plan	
97	Level of Service	Review effectiveness and efficiency of third-party agreements.	Council Plan	Priority Two
	Tactical Action	Continue Agreement with Accurate Assessment	Director of Assessment Services	
	Tactical Action	Enter into MOST (Municipal Operating Support Transfer) Agreement	Director of Finance	
	Tactical Action	Review ASB Grant Agreement with Her Majesty the Queen (exp 2024)	Director of Agricultural Services	
	Tactical Action	Review Mutual Aid Fire Control Agreement with Her Majesty the Queen	Director of Emergency Services	
	Tactical Action	Review Mutual Aid Fire Control Plan with Her Majesty the Queen	Director of Emergency Services	
	Tactical Action	Review Patrol Operator Contracts with Annual Reporting to Council	Director of Public Works	
	Tactical Action	Review Planning Services Agreement with Municipal Planning Services (MPS) (Exp. 2023.07.29)	Director of Planning & Economic Development	
	Tactical Action	Review/Renew Lease of SPL Fire Building w/Associated Ambulance (Exp. Mar 31 2026)	Director of Emergency Services	
98	Level of Service	Review processes for cost savings	Council Plan	Priority One
	Tactical Action	Complete assessment of services performed inhouse versus using contractors on an ongoing basis to ensure alignment with the Purchasing/Tender Policy and provide a report to Council	Director of Public Works	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Investigate electronic processing options for utility billing and accounts receivable	Director of Finance	
	Tactical Action	Review electronic payment options for payments to Canada Revenue Agency and employee/Councillor expense claims.	Director of Finance	
	Council Strategy	Operate with fiscal responsibility and transparent governance	Council Plan	
99	Level of Service	Ensure assessments are created as per Provincial standards	Council Plan	Legislatively Required
	Tactical Action	Complete tax recovery process	Director of Assessment Services	
	Tactical Action	Complete yearly assessment process to calculate assessments and implement throughout the County	Director of Assessment Services	
	Tactical Action	Inspect residential, farm, commercial, and industrial properties within the County on a five year cycle	Director of Assessment Services	
	Tactical Action	Levy property taxes yearly based on Council's approved tax rates	Director of Assessment Services	
100	Level of Service	Manage finances in accordance with the Strategic Plan and budget set by Council	Council Plan	Priority One
	Tactical Action	2021 Reduce contract engineering by \$300,000 by adding a Project Tech to the Public Works team	Director of Public Works	
	Tactical Action	Administer Financial Management	Director of Finance	
	Tactical Action	Combine 10 year capital plans for each department to create an overall capital for Council review	Director of Finance	
	Tactical Action	Coordinate annual audit	Director of Finance	
	Tactical Action	Investigate engineering services options for inhouse vs outsourcing	Director of Public Works	

County of Wetaskiwin No. 10 2022 Strategic & Tactical Plan

	Level	Description	Owner	Strategic Priority
	Tactical Action	Prepare final budget for the following fiscal year for Council approval in April	Director of Finance	
	Tactical Action	Update and evaluate grants plan annually for Council approval	Director of Finance	
101	Level of Service	Maximize external funding sources	Council Plan	Priority One
	Tactical Action	Explore opportunities to increase revenues through recovery or change of services	Chief Administrative Officer	