



City of Fort Saskatchewan - Programs by Department

Public Works

| Program | Description |
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| Cemetery Operations | Maintain cemetery turf and infrastructure. Process requests to access sites, sale of plots and services. Open and close sites and provide access to columbarium areas. Manage cemetery expansion through the Cemetery Master Plan. Maintain records. Manage and operate in accordance with the Cemetery Bylaw and Cemeteries Act. |
| Open Space Turf Maintenance | Maintain outdoor public open spaces through the scheduling and implementation of mowing, weed control, pest control, aeration, and fertilization programs. Liaise with community Minor Ball Association for the Maintenance Agreement and other groups as required. Review Area Structure Plans. Inspect new developments at Construction Completion Certificate (CCC) and prior to Final Acceptance Certificate (FAC) is issued. Answer and address public requests and complaints. |
| Trail, Pathway, and Sidewalk Clearing and Pathway Maintenance | Remove snow, sand and rocks from walking trails, sidewalks and City buildings to provide safe access and activities to users. Apply prioritization schedules in relation to areas, functions and weather conditions. Inspect and maintain trails and pathways by grinding, crack filling and asphalt patching. Direct contractor for large asphalt repairs. Liaise with Nordic Ski Club for Track Setting Agreement. Answer and address public requests and complaints. |
| Tree and Shrub Maintenance and Horticulture | Inspect and maintain shrub beds, newly planted trees, all boulevard trees, park trees, highway buffer trees, River Valley trees and annual City flower program. Respond to tree and plant damage caused by extreme weather conditions. Perform tree removal and stump treatment/removal. Manage the annual tree replacement program. Review Area Structure Plan. Inspect new development at Construction Completion Certificate (CCC) and prior to Final Acceptance Certificate (FAC) is issued. Apply prioritization schedules in relation to areas, functions, trees/plants and weather conditions. Answer and address public requests and complaints. |
| Playgrounds and Outdoor Venue Maintenance | Inspect and maintain toboggan hills, all outdoor ice surfaces, snowbank ice surface, and all City playgrounds. Inspect and maintain all school playgrounds under the conditions of Reciprocal Use Agreements. Ensure facilities are safe to all users, and compliant with CSA standards. Liaise with School Parent groups to advise on acceptable playground equipment for new or replacement school playgrounds. Answer and address public requests and complaints. |
| Litter and Garbage Control | Empty and maintain in all outdoor public spaces waste receptacles and dog bags. Apply prioritization schedules in relation to areas, functions, and special events. Follow regular routes and waste pick up schedules. Litter picking throughout City. Answer and address public request and complaints. |

| Program | Description |
|----------------------------------|---|
| Road and Bridge Maintenance | Operate, maintain, inspect and repair municipal road infrastructure and equipment to meet community public safety standards as determined by industry and relevant legislation. This includes crack-filling, asphalt patching, concrete repairs, curb and sidewalk repairs, and sweeping and washing of roadways and bridges. Direct contractors for large asphalt repairs which are beyond City staff's expertise. Provide 24-hour emergency response. Address public requests and complaints. |
| Snow Clearing and Ice Control | Inspect and maintain roadways and City-owned parking lots to ensure safe usage of vehicle traffic through the winter by plowing and sanding as per priority schedule. Haul snow as required to an approved disposal facility outside of the City. Provide 24-hour emergency response. Address public requests and complaints. |
| Traffic Control and Lighting | Operate all street lights throughout the City. Perform monthly testing of high load sensors for height restriction of bridges over Highway 15. Provide traffic light-turning services for high loads on the highway corridor. Inspect, monitor, maintain and repair roadway signs and traffic control signals at signalized intersections and crosswalks. Complete painting of roadways, city-owned parking lots and pedestrian crosswalk markings. Manage railway crossings agreement. Provide 24-hour emergency response. Address public requests and complaints. |
| Storm Water Drainage and Ditches | Operate, maintain, inspect and repair municipal storm water infrastructure and equipment such as pipes, ponds, ditches, culverts and manholes to ensure flow capacity of the underground and surface systems. Ensure compliance with applicable legislation. Provide 24-hour emergency response. Address public requests and complaints. |
| Events and Festivals | Review special event permits and provide support including delivering and picking up signage, barricades, benches and waste receptacles. Support City parade float program by decorating and driving parade float. |
| Local Transit Service | Operate two distinct routes in Fort Saskatchewan, linking neighborhoods and major service areas, from Monday to Friday. Provide connection to commuter service to Edmonton. Operate and maintain bus stops and transit facilities. Oversee and manage operator contract. Coordinate grant application and advertising on transit fleet and infrastructure. Answer and address public request and complaints. |
| Commuter Transit Service | Link Fort Saskatchewan local transit route to Edmonton Clareview LRT station on weekdays. Oversee and manage service contract with the City of Edmonton. Liaise with regional transit groups. Answer and address public request and complaints. |

Fleet, Facilities and Engineering

| Program | Description |
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| Capital Construction - Governance | Implement the Capital Plan by initiating design, procuring consultants and procuring contractors. Ensure the priorities of the Asset Management plan are met. Assist in developing Asset Management and long term capital plans. |
| Capital Construction - Community | Implement the Capital Plan by consulting and working with the community and user groups to ensure, as much as possible, that their needs are met with the implementation of the Capital Plan. Work with impacted residents to minimize impacts as much as possible. |
| Traffic Safety | Review traffic safety concerns. Setup and evaluate traffic count data. Determine eligibility and produce options per traffic calming policy / procedure. Implement solutions as required. |
| Capital Procurement | Purchase major capital items within the department's scope. Manage the fleet / equipment life cycle replacement program. Manage the City's leased vehicle program. Work with Departments to identify equipment specifications and purchase fleet / equipment following all City Policies and Provincial Regulations. |
| Development Engineering | Plan major levy/development area capital improvements. This includes setting Levy Rates. Review and inspect Developer infrastructure as per approved Development Agreements and Engineering Standards. |
| Interdepartmental Engineering Support | Provide Engineering support and advice to other City Departments as needed. |
| Lot Grading Program | Review Plot Plans, Rough and Final Grade Certificates for new homes, ensuring that grading meets the requirements of the approved Subdivision Grading Plan. |
| Service Inspections | Permit and inspect Water / Sewer private lot installations to City services for all new homes ensuring compliance with City Standards. |
| Building Maintenance and Operation-Facilities | Perform / coordinate preventative and unplanned maintenance / repairs to all City facilities Includes lease revenue and rental revenue from City rental spaces. (Excluding the Dow Centennial Centre). |
| Custodial Services-Facilities | Clean all City facilities (excluding the Dow Centennial Centre). Provide facility monitoring during rental activities. |
| Facility Life Cycle | Manage the Facility Life Cycle program, replacing key building components ensuring that the maximum life can be utilized from the infrastructure. |

| Program | Description |
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| Indoor Ice Arena-JRC & Sportsplex | Operate indoor ice surfaces at the Jubilee Recreation Centre Arena and the Sportsplex Arena for user groups to rent for various leagues, practices, tournaments and competitions. The ice is available for drop-in opportunities such as public skating, shinny hockey, puck and play and family skills and drills. |
| Indoor Dry Surface Arena-JRC & Sportsplex | Operate indoor arena pad surfaces at the Jubilee Recreation Centre Arena and the Sportsplex Arena as a dry surface for rentals, indoor sports such as lacrosse, ball hockey and roller derby. There are no programs or spontaneous use on dry surface. |
| Fleet Planned/Preventative Maintenance | Perform all planned / preventative maintenance according to manufacturer's specifications and Provincial codes. This also includes fuel costs for the equipment and vehicle fleet. |
| Fleet Repairs | Perform all unplanned maintenance and repairs as required. |

Planning and Development

| Program | Description |
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| Statutory Plan Development | Statutory Plans include the Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans, and Intermunicipal Development Plans. Statutory Plans are legislated and mandated by the MGA. Prepare City led plans and strategies and research information providing high level planning policy direction. This includes items such as, but not limited to, Statutory Plan implementation, amendments, and development. It also includes preparing and updating policies and procedures. |
| Building, Electrical, Plumbing and Gas Permit Review | Provide pre-consultation services if needed, review plans and documentation, and issue permit. |
| Regional Planning and Intermunicipal Collaboration | Representing the City at the Edmonton Metropolitan Regional Board (EMRB) and its various committees. The EMRB is a Provincially mandated Growth Board. Implementing regional policy into the City's statutory planning documents. Collaborate with neighbouring municipalities on the development and implementation of intermunicipal collaboration agreements. |
| Compliance Letters and File Searches | Written confirmation from the City on development compliance (siting, use and development approval of buildings shown) in accordance with the Land Use Bylaw. Review Planning & Development Services files (and circulate to various internal departments) for information related to zoning confirmation, permitting, inspections, violations, expropriations, environmental site assessments on vacant lands. Both are a service provided to vendors, purchasers and financial institutions. |
| Development Agreements | Negotiation of Development Agreements to create a legal contract with developers outlining the terms and conditions (financial, obligatory and otherwise) which must be met as a condition of the development. |
| Development Permit Review and Issuance | Review of applications against Land Use Bylaw and relevant planning documents. Development Permits authorize developments in accordance with the Land Use Bylaw. Development Permit rules and processes associated with the review and decision-making processes are established through MGA legislation. Processes include application acceptance, review and analysis, and rendering a decision. Post decision include notification, monitoring, and possible appeal. |
| Encroachment Agreements | Through inspections, monitoring and enforcement and other remedies, administer encroachments of development/improvements onto City owned lands and rights of way. |
| Joint Land Use Planning Agreement | Joint use agreements are partnerships between the City of Fort Saskatchewan and the Public and Catholic School Boards. They are meant to provide access to school facilities for different community purposes. They also assist in guiding the planning, assembly, design, and maintenance for sites for school and park purposes; and provides a framework for decision making related to surplus reserve and non-reserve sites. |

| Program | Description |
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| Land Use Bylaw | Every municipality must have a Land Use Bylaw in accordance with the MGA. Maintain, implement, and continuously update the City's Land Use Bylaw (LUB) to ensure relevancy and responsiveness. The LUB must be prepared in accordance with the Municipal Government Act (MGA). The LUB regulates the use and development of land and buildings within the City to achieve the orderly and economic development of land. The LUB implements the policies of the Municipal Development Plan and other statutory planning documents. |
| Land Use Bylaw Enforcement | Ensure development on private land meets the use and development standards set out within the City's Land Use Bylaw (LUB). Enforcement of Land Use Bylaws is legislated by the MGA. When required, exercise enforcement mechanisms as per the LUB and our Municipal Policy (MP). Our MP refers to the Land Use Enforcement Policy and the Naming Policy (naming of development areas, roads, parks and public facilities). |
| Municipal Development Plan | Develop and maintain the Municipal Development Plan (MDP). The MDP is a Statutory Plan in accordance with the Municipal Government Act and as such must be prepared in accordance with specific requirements. Every municipality must have one. Because Fort Saskatchewan is part of the Edmonton Metropolitan Region Board (EMRB), the MDP must also be prepared in accordance with the EMRB Regional Plan. The MDP is the City's plan for the future. It sets out a clear vision for how Fort Saskatchewan will grow and develop over the next 30 years and beyond. The MDP provides a comprehensive long-term land use policy framework within which present and projected growth and development may take place. |
| Safety Code Compliance | Ensure buildings are in accordance with regulations, codes, and bylaw. This includes monitoring through a program of permit issuance, plans examination, site inspection, and enabling a process of verification of compliance. These functions are carried out by certified and designated Safety Codes Officers to provide compliance monitoring in accordance with the Safety Codes Act and associated codes and standards. When enforcement action is necessary, the Development Compliance Officer will be engaged. |
| Safety Codes Inspections | Inspections related to Safety Codes and Building Code are Provincially mandated. Authority of Inspectors and Plan Reviewers come from Provincial legislation. Ensure inspections are carried out for all disciplines (building, electrical, plumbing, and gas) in accordance with the City's Quality Management Plan (QMP). The QMP outlines the City's level of service and is what provides the City with accreditation under the Safety Codes Council. |
| Subdivision Application Review | Processing and reviewing subdivision applications. A subdivision typically creates a new parcel or parcels of land. Subdivisions are reviewed based on the direction provided by the Municipal Government Act, the Municipal Development Plan, other statutory plans, the Land Use Bylaw and application of municipal policy. This is where the policy direction of the higher level planning documents are implemented. |

Economic Development

| Program | Description |
|---|---|
| Business Retention | Recognize the vitally important role that our local business community plays in our economy and provide support to help them overcome challenges and achieve success. Work collaboratively with the business community to implement mutually-beneficial communications practices so we understand the barriers and obstacles they face and provide them timely and relevant information as well as solutions. Build productive relationships and oversee support programs that assist business owners. |
| Business Attraction | Promote opportunities for business (commercial/retail) and industry to start, locate, and expand operations within the City. Develop informed messaging that demonstrates why the City would be a prime location for their facility/business and target that messaging to sectors and businesses to assist them in location decisions. Maintain regular contact with prospective companies/businesses; establish the department as a trusted confident and source of relevant and reliable information; liaison between prospective companies/businesses and City departments to facilitate a smooth development process. |
| Business Licensing and Economic Data Management | Administer the business licence process and bylaw; gather, maintain and analyze information on the local business community; implement electronic tools such as the online licence portal and Client Resource Management systems to allow for efficient collection and management of business related data; conduct regular studies on various aspects of the City's economic sectors and conditions to inform policy decisions, business support efforts, and attraction activities. |
| Land/Lease Management | Develop policy and procedures for leasing/licencing City-owned assets and property; provide information on relevant market conditions to help inform lease/licence development; provide guidance on acquisition and disposal of property; identify strategic opportunities for the development of City-owned land; provide guidance on City involvement in development opportunities that achieve strategic objectives. |
| Regional Economic Initiatives Support | Maintain and upkeep memberships in both Alberta's Industrial Heartland and Edmonton Global; participate in and support the initiatives of these organizations as it relates to attracting investment to the City and region; provide guidance and information to guide policy and activity development. |
| Downtown Enhancement | Gather information from stakeholders; provide guidance on initiatives and activities to support and encourage further development downtown; provide ongoing support to existing downtown businesses; attract more people downtown to support the business community; increase density downtown; identify strategic initiatives to support downtown development. |

Utilities

| Program | Description |
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| Water Supply | The City of Fort Saskatchewan is a member of the Capital Region Northeast Water Services Commission. The Commission supplies water to its members from EPCOR, who is responsible for water treatment. The fees charged for water supply are set by the Commission and this program captures the cost of purchasing water from the Commission. A member of Council sits on the Commission's Board. |
| Water Distribution System | The City purchases potable water from the Capital Region Northeast Water Commission, stores it in reservoirs, then pumps it for domestic, commercial and fire protection purposes through a network of mains (pipes). This program captures the operation, maintenance and repair of municipal water infrastructure, facilities and equipment to ensure utilities services meet community public safety standards as determined by industry and relevant legislation and guidelines; perform daily, weekly, and yearly samples to meet Alberta Environment Code of Practice; review and maintain applicable bylaws; provide 24-hour emergency service. |
| Water Service Line Program | Respond to issues related to the water line connection from the water main to a private premises (pipe connecting the main water line to a building/house). This is usually done in cooperation with the property owner. Conduct utility infrastructure locates in advance of ground disturbance to avoid damage to underground infrastructure. Locate, raise, lower, and repair of curb cock's (CC's/underground shut off valves). Maintain bleeder valves as necessary to prevent freezing of water service lines in unique instances. Provide 24 hour response to issues with the service connection. |
| Water Hydrant Maintenance | Inspect, flush and maintain water hydrants annually. Maintain, replace and winterize hydrants as scheduled or required. Provide 24-hour emergency service. Engage with emergency stakeholders such as the Fire Department. |
| Water Meter Reading and Meter Maintenance | Install, read, maintain, and replace water meters and associated infrastructures at residential, commercial and industrial properties. Measure the water used by each customer to ensure accurate and fair accounting of the consumption of water for billing. Address public requests and complaints. Also includes compliance monitoring and enforcement related to bypass and back-flow. |
| Bulk Water Station | Operate and maintain the bulk water station for the sale of bulk water to residential, commercial and acreage/farm customers. The bulk water station is located on the James E Graham site. |
| Sanitary Sewer Transmission | The City of Fort Saskatchewan is a member of the Alberta Capital Region Wastewater Services commission (ACRWC). The Commission provides sewage transmission and treatment services to its members. The fees charged for wastewater treatment are set by the Commission and this program captures the cost of wastewater transmission and treatment from the Commission. A member of Council sits on the Commission's Board. |

| Program | Description |
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| Sanitary Sewer Collection System | <p>The City send wastewater to the Alberta Capital Region Wastewater Services Commission (ACRWC) through a network of gravity (pipes) mains, with the assistance of two lift stations in lower lying areas.</p> <p>This program captures the operation, maintenance and repair municipal sewer collection infrastructure, excluding the connection lines from private premises to the sewer main (see Sanitary Sewer Lateral Program). Ensure utilities services meet community public safety standards as determined by industry and relevant legislation. Scheduled monitoring to meet Alberta Environment Code of Practice. Review and maintain applicable bylaws. Provide 24-hour emergency response.</p> |
| Sanitary Sewer Lateral Program | <p>Respond to issues related to the sewer line connection from a private premises to the sewer main (pipe connecting the main sewer line to a building/house). This is usually done in cooperation with the property owner. Apply preventative maintenance to prevent sanitary service line blockages and respond to unforeseen blockages caused by roots, pipe sags, or waste products. Provide 24-hour emergency response. Address public requests and complaints. Also to provide assistance with regional source control monitoring and enforcement as required. This includes sampling and testing of sewer discharge to minimize the effects to the environment, City infrastructure, and the treatment facility infrastructure.</p> |
| Solid Waste Collection & Disposal | <p>Collect household solid waste from residential and multi-unit properties which includes proper disposal (landfilling) of these materials. Automated collection is provided for both residential (black carts) and multi-unit properties (front load bins), which includes cart management (maintenance and delivery) and cart inventory requirements. Review and maintain applicable bylaws. Manage collection contractor. Provide education and outreach to the community to ensure the City is reducing overall waste being disposed of in landfills to reduce the community's impact on the environment. Address public requests and complaints.</p> |
| Organics Collection & Disposal | <p>Collect household organics from residential and multi-unit properties which includes processing (composting) of these materials. Automated collection is provided for both residential and multi-unit properties (green carts), which includes cart management (maintenance and delivery) and cart inventory requirements. Review and maintain applicable bylaws. Manage collection contractor. Provide education and outreach to the community to ensure the City is reducing overall waste being disposed of in landfills to reduce the community's impact on the environment. Address public requests and complaints.</p> |
| Recycling Collection & Disposal | <p>Collect household recycling items (paper, cardboard, plastics) from residential and multi-unit properties which includes processing (recycling) of these materials. Review and maintain applicable bylaws. Manage collection contractor. Provide education and outreach to the community to ensure the City is reducing overall waste being disposed of in landfills to reduce the community's impact on the environment. Address public requests and complaints.</p> |
| Waste Collection Events | <p>Collect additional waste such as large items (furniture and appliances), extra yard waste, and Christmas trees from residential and multi-unit properties. This also includes the Toxic Roundup event where residents may drop off hazardous household waste and electronics at the Public Works Yard so they will be disposed of in a safe, environmentally friendly way.</p> |

| Program | Description |
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| Transfer Station Drop-Off & Disposal | Operate a controlled user pay Transfer Station for disposal of waste items such as large items, surplus waste from curbside garbage pickup, batteries, propane tanks, fluorescent tubes, etc. Fees apply to certain items being dropped off. |
| Recycle Station Drop-Off & Disposal | Operate a 24 hour self-sorted recycling drop off point for disposal of plastics, cardboard, glass, metal, paper, etc. This is a free service to users and is located at the Transfer Station. |
| Organics Drop-Off & Processing | Providing a drop off location at the Transfer Station for small residential amounts of trees and branches to be dropped off. Woodchips are made from the branches or brush and are sold or used for internal City use. As well as a drop off location for small residential amounts of yard waste materials which are piled, turned, and screened into organic topsoil which is sold or used for internal City use. |
| Grant Funded Recycling Program | Collection and disposal of paint, tires, electronics, and used oil. These items are collected for free at the Transfer Station and are recycled through the Alberta Recycling Management Authority (ARMA) which offers grants to municipalities for recycling these items. The service ensures the safe collection and disposal of materials that could be hazardous if disposed of with other waste. |
| Utility User Rates | Revenue generated through the collection of utility rates to provide water distribution, wastewater collection (sewer) and solid waste services with these specific services provided on a user pay basis, ensuring that users pay the full cost of utility services. |

Culture and Recreation Services

| Program | Description |
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| Theatre and Performing Arts Centre-Series | Curate, promote, coordinate, host and operate the Shell Theatre season. |
| Theatre and Performing Arts Centre-Rental | Manage the rental of the theatre and the Dow Centennial Centre by promoters, community groups, dance school, conferences, sports groups, and more. |
| Art Galleries and Public Art Program | Curate the Alberta Lottery Fund Art Gallery and the City Hall Art Nook. Curate and coordinate the City's Public Art Program. The City Hall Art Nook and the Alberta Lottery Fund Art Gallery features local and regional artists. The Public Art Programs creates a sense of place and community. It brings beauty and arts to all areas of the City for people to enjoy. |
| Ticketing Services Coordination | Providing ticketing services for theatre events as well as events throughout the community at different venues such as Taurus Field and the Rotary Amphitheatre. |
| Fort Heritage Precinct Public and School Programs | Coordinating and instructing curricular programming for regional elementary schools. Coordinating and contracting instructors for public programs at the Fort Heritage Precinct. |
| Fort Heritage Precinct Artifacts and Archives | Collecting, maintaining, housing and preserving artifacts and archives associated with the history of Fort Saskatchewan. |
| Heritage Building Preservation | Maintaining and preserving the provincially and municipally designated and non-designated heritage buildings and sites at the Fort Heritage Precinct. Coordinating the Municipal Designation program for heritage buildings and sites throughout the City. |
| Sheep Grazing Program | Manage and promotion of the sheep grazing program. |
| Volunteer Management | Manage, recruit and support volunteers at the Shell Theatre, Fort Heritage Precinct, and Special Events. |
| Culture Programming | Coordinating and contracting instructors for art, drama, music, and heritage programming for the community. |
| Community Events (City Led) | Coordinating and hosting City hosted events including Legacy Park Family Festival, Canada Day, Movie Under the Stars, Registration Day x 2, Sheep Week and Sheep Leaving Parade, Enchanted Forest, and Lights Up. |
| Community Events (City Partner) | Assist with the coordination and hosting of other community events where the City is a partner. Past examples include RiverFest, Sunset Retreat Ceremony, and the RCMP Musical Ride. Community events that take place on outdoor public property are permitted. |

| Program | Description |
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| Tourism Advertising, Education and Visitor Information | Coordinate the City's tourism advertising program, tourism education initiatives, and visitor information at the Dow Centennial Centre and Fort Heritage Precinct. |
| Indoor Ice Arena-DCC | Operate one NHL size sheet of indoor ice at the Dow Centennial Centre for recreation community groups to rent for various leagues, practices, tournaments and competitions. The ice is available for drop-in opportunities such as public skating, shinny hockey, puck and play and family skills and drills. |
| Indoor Dry Surface Arena-DCC | Operate one NHL size dry surface at the Dow Centennial Centre for user groups to rent for various leagues, practices, tournaments and competitions. This surface is used for six weeks of the year for the annual tradeshow, indoor sports such as lacrosse, ball hockey and roller derby. There are no registered programs or drop-in programs on the dry surface. |
| Indoor Field | Operate one boarded indoor turf sports field for user groups to rent for their various leagues, practices, warm-up for dance, tournaments and competitions. The field is also used for numerous drop-in activities, recreational programs as well as fitness & wellness programs. In addition, the turf can be covered to provide a hard surface space for tradeshow and special events throughout the year. |
| Gymnasium and Flex Hall-Rentals/Programs | Operate one recreational gymnasium, complete with a divider curtain that allows for two separate courts, for user groups to rent for their various leagues, practices, tournaments and competitions and public to rent. The gymnasium is also used for drop-in activities, recreational programs as well as fitness & wellness programs. In addition, the gymnasium provides a hard surface space for special events throughout the year. Also, operate one specialized hall, complete with a sprung, fully matted floor. The Flex Hall is rented throughout the year by individuals and recreation community groups such as Judo. The Flex Hall is programmed for various drop-in classes and registered programs that require a low impact surface. |
| Gymnasium and Flex Hall-Spontaneous Use | Operate one recreational gymnasium at the Dow Centennial Centre, complete with a divider curtain that allows for two separate courts, to provide numerous spontaneous use opportunities. The Flex Hall is a unique space which provides users with a matted, sprung floor, ideally designed for low impact programming as well as yoga classes. |
| Taurus Field | Operate one full-sized, FIFA standard, outdoor synthetic turf sports field, complete with change rooms, public washrooms, athletic therapy room, concession, grandstand seating, lights and a press box for area user groups to rent for their various leagues, practices, tournaments and competitions. |
| Fitness Centre | Operate the 22,000 square foot Apple Fitness Centre at the Dow Centennial Centre. The fitness centre offers a full assortment of cardio and fitness equipment suitable for all ages and abilities. There is an indoor running/walking track. Plus the ATB Financial Wellness Studio offers specialized equipment and program space. |

| Program | Description |
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| Building Maintenance and Operation-DCC | Perform and coordinate preventative and unplanned maintenance and repairs to the Dow Centennial Centre including the Shell Theatre. |
| Custodial Services-DCC | Custodial and setup/tear down services at the Dow Centennial Centre. |
| Fitness and Wellness Programs | Provide a full assortment of instructed drop in and registered programs to suit the interests and needs of all ages and abilities. Drop in programs are offered at the Dow Centennial Centre. Registered programs are available at numerous facilities throughout the City. |
| Aquatics-Rentals | Offers a zero depth entry pool with 6 lanes. Amenities in the facility include dry sauna, a whirlpool, warm pool, spray features, zero depth bay area, Tarzan rope, slide, and diving board. Booking a party package also allows the use of the inflatable in the deep end. The pool also offers a multi-purpose room that can be booked in addition to the pool or separately. |
| Aquatics-Spontaneous Use | Provide lane swim, public swim, family swim, and drop-in aqua fitness programs to suit the interests and needs of all ages and abilities. |
| Aquatics-Programs | Provide water safety education through the Canadian Red Cross Swim programs, and the Lifesaving Society leadership courses. Teaching people of all ages and abilities to be safe in on and around the water. Also, offer a Preschool Program to introduce children to water through play. |
| City Camp Programs | Summer camp programs provide affordable and accessible day camps with various themes throughout the summer. Summer Programs include children's day camps and the Leaders In Training (LIT) program. There are three age categories for Children's Summer Camps: Kinder Camp (ages 4-5), Discovery Camp (ages 6-8) and Explorer Camp (ages 9-12). Leaders in Training are program volunteers who assist with camps. Staff screen and interview applicants, train successful participants and provide continued support through mentorship in an inclusive environment. Provide affordable summer sport day camps for various sports such as soccer, golf, badminton, volleyball and basketball. |
| Access Programs and Services | Recreation coordinates strategic programs and services that remove barriers for participation. This includes our Access for Everyone Program (Everyone Plays; Everyone Creates, Everyone Rides) and childminding services at the Dow Centennial Centre. |
| Facility Bookings | Facility Bookings is responsible for scheduling and booking all facilities across multiple departments within the City. Booking requests include indoor surfaces, ice, weddings, funerals, social events, meetings, conferences and training sessions. Taurus Field, baseball diamonds, soccer fields, as well as other outdoor bookable spaces are also booked through Facility Bookings. |
| Leasing and Service Agreements | Provide leasing opportunities at the Dow Centennial Centre to offset operational costs. |
| Community Support | The City provides support to local recreation organizations to grow and develop. Sub-categories in this area include the Tourism Hosting Grant and collaboration with community partners and user groups. This also includes working with local, non-profit organizations who desire to add a new facility, specialized amenities, or enhance existing infrastructure through the City's Community Initiated Projects application process. |

Protective Services

| Program | Description |
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| Conventional Traffic Enforcement | Integrated traffic services which consists of RCMP and Municipal Enforcement Services. Conventional enforcement of provincial traffic safety laws and regulations using conventional enforcement E.g., distracted driving, impaired driving, municipal traffic / parking laws. This service also includes crowd and traffic control for planned community events. As well as Commercial Vehicle Safety Compliance which is enforced by Municipal Enforcement Services. |
| Automated Traffic Enforcement | Relates to intersection safety device (ISD) cameras and photo-laser devices. Includes preparation of affidavits; review, approval, and issuance of tickets to violators; preparation and management of Court disclosure packages including video evidence. Lead and conduct independent testing of ISD camera systems in accordance with provincial standards. Coordinate maintenance and repairs of ISD sites with the service provider. ISD ticket approval and administrative work to support this initiative. |
| Animal Control | Municipal Enforcement officers enforce the Animal Control Bylaw and provincial Animal Protection Act. Includes the investigation of animal abuse, dangerous animals, and apprehending / processing animals roaming at large. Also includes care and maintenance of animals while in our care and ensuring animals receive necessary veterinary care. |
| Municipal Enforcement | Enforcement of City of Fort Saskatchewan Bylaws by Municipal Enforcement Services and RCMP officers. These include waste management, traffic, dangerous goods, animal, business, Community Standards, etc. This service also includes all Provincial Statute Enforcement such as the Petty Trespass Act; Provincial Offences Procedure Act; Weed Control Act; etc. |
| Protective Services Analysis | Generating economic, geographic, social and/or other general information analysis relative to resource allocations used for department planning. Traffic analysis informs Municipal Enforcement and the RCMP about collision trends and locations giving context about when/where/how the collisions are occurring. Used by front line staff to plan traffic enforcement and education. Strategic crime analysis involves providing information concerning crime statistics (increases/decreases/stability) and may also provide resource acquisition and allocation information. Where possible, sharing data to benefit other departments. |
| General Duty Response to Calls | General Duty refers to the uniformed officers who observe, detect and respond to all manner of calls for police services. Duties include criminal code, Criminal Drugs and Substance Act and provincial statute investigations; proactive patrols in an effort to reduce crime and increase traffic safety; and assisting the general public with various non investigative calls for service. Annual Police Priorities reflect the priorities of the Justice Minister, K Division's Commanding Officer, and those of Fort Saskatchewan's Council and community. Allocation of resources is based on these priorities. |
| General Investigations Section (GIS) | The GIS Section supports the General Duty Members with their investigations and depending on the complexity and/or severity of the file, will take the lead on certain files. They are subject matter experts on technics such as search warrant drafting and investigative interviewing. |

| Program | Description |
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| Traffic/Crime Reduction Unit (T/CRU) | The Traffic/Crime Reduction Unit's mandate is to use intelligence based proactive policing to reduce crime and increase traffic safety in support of Vision Zero. The T/CRU approach will incorporate intelligence gathering, evidence collection, thorough investigative strategies and support for those offenders looking to end their crime cycles. In addition they will foster partnerships with neighboring Detachments and agencies to break down intelligence silos. |
| School Resource Officer Program (SRO) | The School Resource Officer takes a holistic community based approach to proactively work with the City's youth to provide education on key topics such as anti-bullying, drugs/alcohol and traffic safety. While enforcement is sometimes required, wherever possible, alternative measures are used formal statute enforcement is a last resort. |
| Public Relations and Education | Protective Services, in partnership with Corporate Communications, prepare weekly articles or conduct media interviews about Vision Zero, road safety, animal care, and other bylaw and community standards issues to enhance safety and positive interactions with local media and residents. |
| Policing Committee | The Policing Committee facilitates communication between City Council, the RCMP, the Protective Services Director and the community. Through its civilian oversight role, the Policing Committee enhances public confidence. |

Fire Services

| Program | Description |
|--------------------------------|---|
| Fire Suppression | Mitigate a diverse range of fire emergencies including structural, wild-land, motor vehicle and industrial/petrochemical fires while prioritizing life safety, reduction of environmental impact, and property conservation. |
| Hazardous Materials | Mitigate a diverse range of technical dangerous good related emergencies including road, rail, residential, commercial and industrial spills and leaks prioritizing life and community safety, reduction of environmental impact, and property conservation. |
| Rescue | Rescue people and mitigate a diverse range of technical emergencies including such matters as water/river incidents, entrapment, incidents at heights or below grade, and motor vehicle collisions. |
| Medical First Response | Mitigate a diverse range of serious and life threatening medical emergencies in aid and support to Alberta Health Services. |
| Fire Code Enforcement | Enforce the Alberta Fire Code within the community. Work with building code officials, building owners and occupants to inspect new and existing occupancies to ensure ongoing compliance with respective codes and regulations. |
| Incident Prevention/Mitigation | Engage with the community in non-emergency settings to provide prevention, preparedness and safety awareness and education through presentations, workshops, tours, visits and community events. Analyze and examine fire scenes to determine the cause and causal factors. Collect and analyze data relevant to fire related death, injuries and property loss in order to focus education and prevention activities. Department reviews and provides input into development/construction plans and safety/emergency plans. This includes following up on requests from media for information or interviews. |
| Mutual Aid Partnerships | Coordinate with key stakeholder groups both within and outside Fort Saskatchewan, to develop, implement, train, and execute emergency response plans to ensure effectiveness and compatibility. Promote awareness of emergency management and disaster preparedness across the region and community. |
| Radio Network | Coordinate and manage the city's radio network and support all associated assets. |

Family and Community Support Services

| Program | Description |
|---|---|
| Community Development, Planning, Engagement and Support | Working in partnership with volunteers, residents, organizations, agencies and government to build community capacity. Partner with other human service agencies to advocate and increase public awareness on social issues. Planning and engagement to address current and emerging community needs, gaps and trends. |
| Community Events | Coordinating and delivering annual City led events, such as, Active Living Expo and Youth Fest. This would also include partnering with other human service agencies to deliver community events to the public. |
| Home Support | Home Support Services provides subsidized practical, in-home support services to individuals and families. Assistance is provided on an on-going basis to seniors and those with chronic medical conditions requiring assistance for their housekeeping needs. The provision of Home Support Services enables individuals to retain and/or improve their quality of life by enhancing independent living, reducing isolation and promoting a safe, quality home life. Cost of service is determined on a sliding fee scale. |
| Seniors Support Programs | Provide support, information, referral and advocacy to enable seniors to maintain their wellness and independence. Programs support residents in areas such as yard and snow maintenance when other options are not accessible. Additionally, throughout the year there are educational sessions arranged for the public on topics aimed to support the overall well-being of seniors and to support their families. |
| Counselling Services | The FCSS Counselling Program is an affordable, professional service designed to address short-term counselling needs and focuses on resolving client concerns. Counsellors use solution focused, cognitive behavioural approaches to assist clients in meeting their counselling goals. Cost of service is determined on a sliding fee scale. |
| Youth Support Programs | Short- term solution focused support to identify goals in order to address issues in a number of areas, such as, emotional, relational, behavioral, parenting challenges and mental health. Support and advocacy in an outreach capacity to youth and families at risk. Resource for local youth and family programs. Support for teens to pursue areas of leadership, community opportunities, education, life skills, and social events. |
| Information and Referral | Provide information and referral to existing clients, as well as, the general public to the appropriate social serving programs and agencies based on level of need and urgency of issue. |

| Program | Description |
|---|---|
| Educational Workshops, Support Groups, Information Sessions | Provide public education to a variety of demographics in numerous settings throughout the year on a variety of social issues. Education to support families and individuals and build resiliency. The focus is on prevention, problem solving and empowerment. |
| Volunteer Engagement | Recruit, screen, train, support and provide recognition to volunteers assisting with FCSS led programs and events. |
| FCSS Grants to Non-Profit Organizations | Provide financial support to non-profit organizations that are delivering a program or event that is preventive in nature and enhances the social well-being of individuals and families through prevention or intervention strategies provided at the earliest opportunity. |
| Municipal Grants to Non-Profit Organizations | Provide financial support to non-profit organizations that deliver community services in the areas of social support, culture, recreation, tourism and environmental stewardship. To encourage non-profit organizations and support the work they do, the City may offer financial assistance in the form of an operating grant to assist with operating costs and/or staffing. |
| Diversity and Inclusion | The Diversity and Inclusion program focuses on creating policies, procedures and services that foster an inclusive culture within the organization. The program works with community members, businesses and partnering agencies to promote diverse and inclusive services for the community of Fort Saskatchewan. |

Financial Services

| Program | Description |
|---|--|
| Property Assessment and Assessment Roll Changes | Coordinate the annual and supplementary property assessment process with external assessors ensuring proper data collection, integrity, and all necessary deadlines are met; ensure proper reporting to Alberta Municipal Affairs (AMA); manage payments for assessment services under contract with the Capital Region Assessment Services Commission (CRASC); process invoices for designated industrial property assessments under agreement with AMA; process updates and changes to property assessment roll. |
| Property Tax Rates, Annual and Supplementary Property Taxes, Tax Arrears and Tax Recovery | Establish property tax rates linked to annual budget and ensure compliance with tax policy; process tax requisitions; prepare annual and supplementary tax bylaws; communicate property tax rates and impacts to taxpayers; generate and distribute annual and supplementary property tax notices ensuring proper collection and recording of all property tax revenues; process payments; maintain customer accounts; administrate monthly installment program; provide customer service; respond to queries. Manage tax certificates; apply outstanding taxes and arrears penalties; administrate tax recovery proceedings. |
| Accounting Services and Treasury Management | Provide accounting and financial advisory services to support the organization and inform decision-making; develop financial policies and procedures; research best practices; analyze financial impacts to the organization and report to stakeholders; review contracts and agreements for financial implications. Manage and account for all monies flowing in and out of the organization; plan for and respond to the organization's daily, weekly and monthly cash needs; transfer surplus funds to investments mandated by policy and legislation, to generate positive investment returns; track all investments and report on investment performance. |
| Financial Accounting, Reporting, Compliance and Controls | Manage full-cycle accounting and financial reporting processes; prepare and present tri-annual and annual reports; perform month-end and year-end procedures; coordinate financial statement audit and reporting; ensure compliance with accounting standards and legislation; monitor and maintain effective internal controls. |
| Accounts Payable | Provide accurate, timely processing and payment of all vendor invoices and staff expense claims; ensure proper authorization and compliance with procurement policy; manage vendor list; process queries. |
| Accounts Receivable | Provide accurate, timely processing and receipt of all customer invoices and proper tracking and collection of amounts owed to the City; manage aged receivables; review customer accounts; process queries. |
| Tangible Capital Asset Management | Manage the accounting and reporting of tangible capital asset (TCA) activities; ensure accountability, transparency and proper planning for growth, replacement and maintenance of TCA; analyze, monitor and report on the timing and spending of all capital projects. |
| Operating Budget and 3 Year Financial Planning Operating Forecasts | Coordinate development of annual operating budget and 3 year financial plan operating forecasts; ensure compliance with budget policy; analyze budget data for accuracy and reasonability; determine budget impacts on debt limits, reserves, municipal tax requirement, etc.; utilize fiscal impact model to test budget assumptions and prepare what-if scenarios; provide assistance during budget deliberations; maintain budget tracking/reporting software and tools. |

| Program | Description |
|---|---|
| Capital Budget and 10 Year Capital Plan | Coordinate development of annual capital budget and 10 year capital plan; ensure compliance with budget policy; analyze budget data for accuracy and reasonability; determine impacts on debt limits, reserves, municipal tax requirement, etc.; utilize fiscal impact model to assess budget assumptions and prepare what-if scenarios; provide assistance during budget deliberations; maintain budget tracking/reporting software and tools. |
| Utility Billing Services | Manage billing processes ensuring proper collection and recording of all utility revenues; process meter reads; generate and distribute bills; process payments; maintain customer accounts; collect outstanding amounts; review consumption data and perform follow up procedures; manage service disconnections and reconnections; administer monthly instalment program; provide customer service; respond to queries. |

Information Technology

| Program | Description |
|---|---|
| Network Infrastructure | Manage the network and all connected devices/appliances, virtual server environment, storage servers, switches and data pathways. Follow life cycle replacement procedures with continuous upgrades and patching as necessary. Provide strategic framework and policy development. |
| IT Consulting and Project Management (Internal Departments) | Provides support for selecting and implementing new business solutions while working closely with departments. Ensure their needs are met by providing technical and strategic leadership. |
| Corporate Application Support | Provide support of corporate application; Great Plains, CityView, WorkTech and Intelli. This includes system upgrades, testing, problem resolution, application integration, back end database support, user training, and managing software licensing. |
| End User Systems Support (Hardware) | Provide support to staff in the use of computers, cell phones, tablets and printers. Includes lifecycle management of purchasing, installation and recycling of disposal equipment. |
| Geographical Information Systems (GIS) | Coordination of geospatial data models that hold department data and manage the data with the support and use of GIS business intelligence and reporting tools; custom map creation and GIS training. |
| IT Security and Data Management | Make certain that all City information and data is secure and available through backup, restore and disaster recovery methods. Security controls are designed to provide a robust and stable environment with appliance based and software security services. Provide strategic framework and policy development. This also includes Security Education awareness programs. |

People Services

| Program | Description |
|---|--|
| Payroll and Benefits Administration | Timely and accurate processing of all salary and wages for employees on a biweekly basis for the City of Fort Saskatchewan and the Fort Saskatchewan Public Library. Ensures accuracy in time reporting and ensures compliance with Canada Revenue Agency (CRA), Local Authorities Pension Plan (LAPP), Alberta Blue Cross and several other external agencies. Calculates and submits employer based remittances to finance. Development and administration of employee health benefit plans including health, dental, long term disability, life insurance, accidental death and dismemberment insurance and lifestyles benefit plans. Manages the annual premium setting process and tracks the financial status of the plans. Annual reporting to CCRA, LAPP, WCB. |
| Classification and Compensation | Creates the overall compensation structure. Participates in and creates/conducts salary surveys and analyzes data to make recommendations on salary structure, market adjustments & cost of living adjustments. Ensures competitive compensation while maintaining internal and external equity. Creates and manages the job evaluation system to classify jobs according to specific competencies and responsibilities. Ensures fair and transparent processes for review of jobs and explaining decisions to management and employees. |
| Labour Relations | Provide advice and support to maintain positive relationships with employees and CUPE Local 30. Leads the collective bargaining and grievance processes. The provision of services to support the organizations supervisors and employees in responding to issues and incidents. Includes conducting investigations, advising on corrective action and discipline and the termination process. Co-chair responsibilities for Working Relationship Committee comprised of City and CUPE representatives. Creation and support of policies, procedures and online resources for staff and supervisors to provide guidance and requirements. |
| Health and Safety | Creation and maintenance of a strong health and safety management system that is easy to utilize for employees/supervisors/volunteers/vendors while maintaining compliance with provincial and federal legislation. Tracking and reporting of Health and Safety responsibilities, including competencies and requirements for employees and classifications. Follow up with investigations, report on serious incidents and identify corrective actions. Track lost time and modified work. Liaise with WCB and provincial Occupational Health and Safety officers. Ensure the effective and timely management of absences due to illness or injury (work or non-work related) with a goal to minimize time away from work and provide needed supports to employees. |
| Recruitment and Orientation | Establish, advise on and facilitate the recruitment process including creation of guidelines, advising on recruitment strategy, preparation of job postings, scheduling and conducting interviews, reference and screening checks. Develops job offers and communicates with successful and unsuccessful candidates. Development and coordination of monthly orientation and coordinates all onboarding. Administration of a pool of resources to support corporate departments with vacancies usually less than 30 days or on special projects. |
| Corporate Wide Training and Development | Development, delivery and administration of programs to support learning and development needs of employees. Determining need and facilitating external and in house opportunities for development in the areas of leadership, supervision, respectful workplace, health and safety, and customer service. Ensure proper documentation processes are set up such as, training, testing, and competency of all staff including maintenance of a retraining/re-certification requirement system to ensure staff have current and up to date qualifications. Coordinate staff engagement survey. |

Corporate Communications

| Program | Description |
|--|---|
| Communications Planning and Consulting | Long range planning for major projects or initiatives that will have a major impact on residents or could greatly impact tax revenue for the organization. Working with department representatives we develop strategies and plans for sharing information that will inform, educate, encourage or entice the intended audience to interact with the City in a way that creates benefit for both. |
| Stakeholder Relations | Prepare information booths or community engagement activities to interact with the public at community events such as Canada Day, Legacy Park Family Festival or the annual Trade Show and Sale. Information on City services and programs can be shared in a more informal, friendly way. Participate in regional initiatives such as Life in the Heartland communications team and the Northeast Region Community Awareness Emergency Response (NRCAER) Public Information Team to work collaboratively to share information with regional stakeholders. |
| Communication Services | Manage and maintain the City's website and employee intranet site to ensure they are working as expected and that all information is current and accurate. Manage the City's social media accounts to engage residents and a wider audience with information, news and stories about Fort Saskatchewan. Prepare and issue news releases to local or regional media, follow up on requests from media for information or interviews, plan news conferences when required and provide media monitoring services by sending relevant media stories and social media posts. Produce an online employee newsletter to ensure that staff are kept well informed and engaged in their workplace. |
| Production and Creative Services | Manage the design and printing of printed materials (e.g. Leisure Guide) for the purpose of marketing products or services or informing the community of important programs or initiatives that impact them. Creative services includes writing, photography, and graphic design for the purpose of marketing and communications efforts. |
| Advertising and Marketing | Coordinate the preparation of messages and graphics to be shared through several different applications such as, but not limited to, newspapers, websites, brochures, television, etc. for the purpose of creating awareness, informing the public or generating revenue for City programs, services and events. |

Legislative Services

| Program | Description |
|---|--|
| Council and Council Meeting Support | Oversee all aspects related to the preparation of Council and Committee of the Whole meetings. Provide administrative support for Councillors, e.g., arranging of schedules, and coordination and approval of expenses. Manage and support all aspects of the processes for elected official and public member board and committee appointments. Support the interview process for the Application Review Committee, who will provide recommendations to Council for public member appointments. |
| Assessment Review Board | Coordinate and provide support for the legislated Assessment Review Board (ARB) hearings, ensuring the principles of natural justice are carried out. Liaise with the Capital Region Assessment Services Commission (CRASC) on the coordination of any necessary ARB hearings. |
| Subdivision and Development Appeal Board | Coordinate and provide support for the legislated Subdivision and Development Appeals Board (SDAB) hearings, as required by the Municipal Government Act, and ensuring the principles of natural justice are carried out. Coordinate training for SDAB members and Administration, and liaise with SDAB members, Administration, and the public on the processes for hearings. |
| Insurance Administration and Risk Management | Oversee and implement the City's insurance program. Liaise with the City's insurer, Alberta Municipal Services Corporation, and Administration to determine the levels of protection which are required. Provide insight on risk management matters, and make recommendations on how to best mitigate the City's risk. |
| Census | Oversee all aspects of conducting the municipal census, as per legislation. Ensure required data and reports are available to City Administration and the public to assist with future planning and program development. |
| Legislative and Legal Support | Provide legislative and legal assistance and advice to Administration, and coordinate external legal support when necessary. Monitor and manage the budget for external legal expenses. |
| Bylaw and Policy Development and Management | Manage, review and provide insight into the development of bylaws and policies for correct formatting, consistency of language, and to ensure legal and legislative compliance. |
| Freedom of Information and Protection of Privacy (FOIP) | Oversee the provision of the City's Freedom of Information and Protection of Privacy (FOIP) program, ensuring the City remains compliant with the FOIP provincial legislation. Provide assistance to the public and Administration for access to information and privacy-related questions. |
| Contract and Agreement Administration | Provide advice, procedural support, review and execution of City documents. Review of documentation for correct formatting, consistency of language, and to ensure legal and legislative compliance. |
| Records Management | Oversee all aspects of the City's records management program, ensuring that processes align with the Records Management Bylaw, and associated procedures for both physical and electronic records. |
| Elections | Oversee all aspects of municipal elections, by-elections and questions, as well as elections for the public and separate school board trustees, as required by the Municipal Government Act. Ensure all legislated processes are followed. |

Senior Leadership

| Program | Description |
|---|--|
| Organization Oversight/Leadership - City Manager | Provision of strategic leadership and oversight to staff across the organization; link between elected officials and municipal employees. |
| Divisional Organization Oversight/Leadership - General Managers | Provision of strategic leadership and oversight to staff within and across three divisions of organization. |
| Council Support/Advice | Provide management and professional advice and decision-making options to elected officials in the establishment of strategic objectives, key issues, policies, programs and delivery of services. This includes providing support during Council meetings. |
| Community and Stakeholder Relations | Building and maintaining relationships with community, responding to inquiries/ concerns and communicating with public about council decisions and priorities. |
| Strategic, Corporate and Business Planning | Oversight and management of city's strategic/ business planning framework and corporate work plan. |
| Project Management and Project Sponsorship | Project management of designated corporate-wide projects and executive/project sponsorship for overall accountability of key projects. |
| Intergovernmental Relations and Advocacy | Administrative liaison with other orders of government, other municipalities and municipal partners to promote and progress the city's advocacy strategies and priorities. |
| Internal City Committee Management | Management and oversight of internal staff committees including Team Fort Sask., United Way Committee, and Green Team as well as other committees when needed and dedicated to specific initiatives or events. |
| Emergency Management and Preparation | Oversee preparation and training of City Personnel with regard to Emergency Management. Instructing Incident Command System (ICS; a Canadian national standard of emergency management) to the City and the Northeast Regional Community Awareness Emergency Response (NRCAER) partner agencies. |

Elected Officials

| Program | Description |
|--|--|
| Council Intergovernmental Advocacy | Liaise with other orders of government and municipal partners to promote and progress the City's advocacy strategies. Attend local and regional meetings on behalf of the City. Includes the Edmonton Metropolitan Regional Board, Edmonton Global, Alberta Industrial Heartland Association, and the Intermunicipal Relations Committee. |
| Council Governance/Decision Making | Through roles and obligations set out in the Municipal Government Act and other legislation, council provides leadership and direction for the City. This includes review and approval of bylaws, policies, programs and budgets that benefit residents and businesses as well as development and review/update of strategic plan providing direction to administration on community priorities. |
| Council Boards/Committees Governance/Decision Making | Through roles and obligations set out for council boards/committees and other legislation, council provides leadership and direction to other bodies to which the council appoints them. |
| Council Community Outreach/Constituent Services | Liaise with Fort Saskatchewan residents and businesses; responding to inquiries/concerns (including directing to Fort Report and appropriate subject matter expert where required) and providing general information to residents and business and communicating with public about council decisions and strategic priorities. |

Fiscal Services

| Program | Description |
|--|--|
| Reserve Transfers | Transfers to and from reserves to provide a consistent funding source for lifecycle maintenance and replacements, future facility operating costs, utility infrastructure replacements and maintenance, contingency funding and the sump pump retrofit program. |
| Annual Capital Funding | A fixed amount to fund the cost of capital projects that are relatively small-scale or are for short-lived improvements. Sources of operation funding are from municipal taxes, user fees, fines, etc. |
| Library Grant | Administration of the local appropriation request from the Fort Saskatchewan Public Library Board to deliver public library services. |
| Office Supply and Furnishings Management | Management of office materials and supplies, postage, and furnishings and equipment. |
| City Memberships | Provides funding for memberships to organizations, such as Edmonton Metropolitan Region Board (EMRB), Alberta Urban Municipalities Association (AUMA), Federation of Canadian Municipalities (FCM), North Saskatchewan Watershed Alliance, etc. |
| Property Tax & Requisition | Revenue generated through the collection of property taxes for the purpose of financing services performed for the common benefit of the people. As well as taxes collected on behalf of the Government of Alberta and the Heartland Housing Foundation. |
| Internal Allocations | The distribution of costs between the Utility fund and the Tax fund to properly assign costs to the rates they support. |
| Debt Management | Debt servicing (annual repayment of principal and interest) costs. |
| Salary and Wage Mitigation | Salaries, wages, and benefits represent the City's largest operating expenditures. The City budgets for salaries, wages, and benefits by utilizing all the available information at the time the budget is prepared. However, despite best efforts, staffing surpluses and deficits can arise and vary in amount from year to year. The salary and wage mitigation was calculated to offset the cost of staff vacancies, difference in start dates for new employees, delays in filling positions, and pay scale differences. |
| Interest and Investment Income | Interest revenue earned on the City's bank accounts and investments. |