



2023 - 26

PEOPLE SERVICES

Department Business Plan

Department Overview

The many programs and services that benefit citizens each day are impossible without people – engaged City staff that take pride in customer service and their community. People Services provides recruitment, payroll and benefit administration, health and safety programs and labour relations to create that team of professionals who are dedicated to their organization and ensure that community programs and services are well-managed. The City of Fort Saskatchewan fosters and environment for excellence in customer service and open, transparent government through hiring the right people for the job and providing ongoing training and support.



CITY OF
FORT SASKATCHEWAN

Last Updated: May 1, 2025



DEPARTMENT GOALS AND INITIATIVES

Focus Area: Health and Safety							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
1.1	Physical Demands Analysis and Cognitive Demands Analysis	5					
1.2	Psychological safety training	5					
1.3	ComplyWorks Implementation (Vendor Management and Training)	5					
1.4	Implement Hearing Conservation Program	5					
1.5	Commercial Vehicle Safety Program Review	5					
1.6	Health and Safety 1.0 FTE	5					
1.7	Adjust WCB contributions based on claim history	5					

Focus Area: Payroll and Benefits							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
2.1	Benefits RFP and Implementation	5					
2.2	Review vacation policy and procedures	5					
2.3	Payroll Position 1.0 FTE	5					
2.4	Participate in ERP, including replacing payroll and HRIS software	5					

Focus Area: Recruitment and Orientation							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
3.1	Recruitment Process Review and Improvement	5					
3.2	Implement offboarding process for staff	5					
3.3	Develop Fire Service recruitment process	5					
3.4	Recruitment 1.0 FTE	6					



Focus Area: Classification and Compensation							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
4.1	Salary and Wage Survey (includes Council Remuneration Review)	5					
4.2	Review the Non-Union Staff Compensation Policy	5					
4.3	Encompassing Visions Job Evaluation Software Review	5					
4.4	Salary and Wage Survey (Admin)	5					
4.5	Council Remuneration Review	5					

Focus Area: Employee and Labour Relations and Training / Development							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
5.1	External staff engagement survey	5					
5.2	Implement stay interviews with staff	5					
5.3	Negotiations with CUPE Local 30	5					
5.4	Negotiations with IAFF 5277	5					
5.5	Explore automation processes for performance reviews	5					
5.6	Update supervisor resources on intranet (union & non-union)	5					
5.7	Leadership training (both supervisors and non-supervisors)	5					
5.8	Work From Home Policy and Procedure review	5					

Focus Area: Operational							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
6.1	Create a plan to address outstanding policy and procedures reviews	5					
6.2	Review policies related to professional development	5					

Legend:

	Operational Initiative
	One-time Operating Initiative
	Capital Initiative

Strategic Plan Goals:

- 1 - Well-Planned Community and Resilient Economy
- 2 - Strategically Managed Infrastructure
- 3 - Welcoming, Compassionate and Active Community
- 4 - Environmental Stewardship
- 5 - Operational Excellence and Continuous Improvement

*Asterisk denotes a department initiative that is directly linked to a strategic initiative within the 2023 – 2026 Strategic Plan.

