

CITY OF WETASKIWIN 2023-2026 CORPORATE BUSINESS PLAN QUARTERLY REPORT



End of First Quarter (Q1) | 2023

Quarterly reporting on the *City of Wetaskiwin's 2023-2026 Corporate Business Plan* maintains a clear line of sight on how the City's business objectives support Council's *2022-2032 Strategic Plan* and *The 50-Year Community Vision*.

This document will be updated and published quarterly throughout the duration of the City's Corporate Business Plan (2023-2026) to maintain transparency and help ensure the community stays updated on publicly funded initiatives.

The quarterly report is organized by year, which means both the strategic and improvement initiatives found within the Corporate Business Plan are grouped within the year they are expected to be completed in. These initiatives have been colour-coded to assist with visual delineation.

As we move forward into the next quarter, we remain committed to delivering excellence in all aspects of our operations. We are confident that our strategic initiatives, improvement initiatives, and operational excellence will position both our organization and community for sustainable growth and success.

Visit wetaskiwin.ca/strategic-documents to view these quarterly reports, as well as other strategic City of Wetaskiwin documents.

Legend

Economy | STRATEGIC INITIATIVE

Safety | STRATEGIC INITIATIVE

Community | STRATEGIC INITIATIVE

Environmental | STRATEGIC INITIATIVE

Team communication & collaboration | IMPROVEMENT INITIATIVE

A harmonized, vibrant work culture | IMPROVEMENT INITIATIVE

Working together towards the vision | IMPROVEMENT INITIATIVE

Project Status

On track | The project is on schedule, within scope, and within budget.

At risk | There are risks/issues that might impact the achievement of the project's objectives.

Off track | There are significant issues impacting the achievement of the project's objectives.

On hold | The project has not finished, with the project being temporarily suspended.

Not started | Work has not yet begun on the project.

2023-2026 CORPORATE BUSINESS PLAN

QUARTERLY REPORT (END OF Q1 2023)

Completed initiatives

Roll out internal staff portal

TEAM COMMUNICATION & COLLABORATION

Current status	Completed	Progress update	The staff portal was rolled out to City employees November 2022.
Expected completion	February 2023	(2 or 3 sentences)	

Initiatives scheduled to begin 2023

Develop an economic development strategy

ECONOMY

Current status	On track	Progress update	<i>Investment Profile</i> published January 16, 2023 and is being circulated. <i>2023 Visitor's Guide</i> published February 20, 2023 and is being circulated. <i>Business Visitation Program</i> brochure published February 27, 2023. <i>Wetaskiwin business start checklist</i> published March 6, 2023. Current investment opportunities inventory published March 13, 2023.
Expected completion	December 2023	(2 or 3 sentences)	

Develop tax strategy

ECONOMY

Current status	On track	Progress update	Currently receiving quotes from interested parties.
Expected completion	December 2023	(2 or 3 sentences)	

Transition from MuniSight to ESRI GIS mapping software

ECONOMY

Current status	On track	Progress update	Project needs assessment to be completed by Q2. Implementation of ESRI to begin in Q3.
Expected completion	December 2024	(2 or 3 sentences)	

Update long-term statutory planning documents

ECONOMY

Current status	On hold	Progress update	Until the manager of planning and development is onboarded, these document updates will be delayed.
Expected completion	December 2026	(2 or 3 sentences)	

Initiatives scheduled to begin 2023 (continued)

Fund the development of a community safety and well-being strategy SAFETY

Current status	On track	Progress update <i>(2 or 3 sentences)</i>	The Community Safety and Well-Being Strategy project for Wetaskiwin is in Phase 2, which has included two community-led consultations and the distribution of a survey (available for community responses until April 30, 2023).
Expected completion	October 2023		

Explore energy program and grant opportunities ENVIRONMENTAL

Current status	On track	Progress update <i>(2 or 3 sentences)</i>	Project plan developed. Draft CEIP bylaw was submitted to Alberta Municipalities Feb 2023 at their request to review and provide feedback. Once this is complete, the draft bylaw will be brought back to City Council for approval. Alberta Municipalities currently has limited capacity and will not be able to review the bylaw until the end of April.
Expected completion	November 2023		

Establish internal processes and procedures A HARMONIZED, VIBRANT WORK CULTURE

Current status	On track	Progress update <i>(2 or 3 sentences)</i>	Processes in finance and human resources have been identified for review.
Expected completion	December 2026		

Review and update customer service processes and procedure WORKING TOGETHER TOWARDS THE VISION

Current status	On track	Progress update <i>(2 or 3 sentences)</i>	Reviewing current internal customer service documents, as well as directives and procedures from other municipalities to identify where our policies and procedures need to be strengthened/updated. Working on updating the frequently asked questions section of the City website, which will be used as a base for the Customer Service Master Document.
Expected completion	December 2023		

Create corporate planning and reporting structure WORKING TOGETHER TOWARDS THE VISION

Current status	On hold	Progress update <i>(2 or 3 sentences)</i>	Administration is currently re-evaluating the scope and value of this project as it specifically relates to future aligned projects contained within the Corporate Business Plan.
Expected completion	December 2023		

Create a customer service navigator position WORKING TOGETHER TOWARDS THE VISION

Current status	On track	Progress update <i>(2 or 3 sentences)</i>	Customer service assistant position is in the recruitment phase.
Expected completion	May 2023		

Future initiatives (not started)

Economy

- Develop land strategy**
To be completed by December 2024
- Continue to develop asset management plan**
To be completed by December 2024
- Streamline bureaucratic processes that impact business**
To be completed by December 2025

Team communication & collaboration

- Develop and formalize corporate service level inventory**
To be completed by December 2024
- Develop department business plans**
To be completed by December 2025
- Create corporate engagement opportunities to improve internal collaboration**
To be completed by December 2026

Safety

- Develop advocacy for community safety supports**
To be completed by December 2026

A harmonized, vibrant work culture

- Develop employee work culture committee**
To be completed by December 2024
- Develop employee retention and recruitment plan**
To be completed by December 2025
- Create an internal social connectedness plan**
To be completed by December 2026
- Create a corporate training development plan**
To be completed by December 2026

Community

- Review and expand grants to organizations**
To be completed by December 2025
- Update Recreation Master Plan to incorporate arts, culture, and heritage**
To be completed by December 2026
- Develop a Truth and Reconciliation strategy**
To be completed by December 2026

Working together towards the vision

- Automate established processes to create efficiencies**
To be completed by December 2025
- Implement City Works System**
To be completed by December 2030

Environmental

- Develop a Parks and Open Spaces Master Plan**
To be completed by December 2025

Note: Metrics listed in the corporate business plan will be reported on annually to Wetaskiwin City Council