



**MUNICIPAL DISTRICT**  
**BONNYVILLE NO. 87**

## APPENDIX A

# 2026 Departmental Business Plans – Part 1

Presenters: Directors and Managers

Date: June 24, 2025



# CORPORATE SERVICES

## Departmental Business Plans

- Assessment Services
- Financial Services
- Information Technology
- Occupational Health & Safety

# ASSESSMENT SERVICES

## VISION

We strive for a prosperous economic future by providing our property owners outstanding customer service in tax, assessment and insurance coverage needs while adhering to government legislation.

## MISSION

We establish an assessment roll and a tax roll for the purpose of collecting revenue for the annual municipal budget and providing insurance services for the municipality.

# ASSESSMENT SERVICES

## KEY SERVICES

- Fair and equitable property assessments
- Annual tax preparation and recovery
- Protect the M.D.'s assets through insurance and risk management
- Monitor community economic activity/growth.
- Adhere to legislation
- Generate stable revenue
- Risk mitigation of revenues
- Customer Service and Information to residents
- Monitor the provincial assessment model review process and provide feedback to senior leadership

# FINANCIAL SERVICES

## VISION

We are financial trustees, providing reliable, accurate, and timely financial information.

## MISSION

We provide financial guidance and expertise within the organization to support all stakeholders, while maintaining the integrity of all financial records.

# FINANCIAL SERVICES

## KEY SERVICES

- Trustees of Financial Reporting and Statements
- Aligning the organization with policy and procedure compliance
- Accounts Payable invoicing and disbursement of funds
- Accounts Receivable Invoicing, Utility Billing and Cash Receipting
- Recording Capital and Non-Capital Projects
- Manage Tangible Capital Assets
- Facilitate Budget Preparation and Analysis
- Financial Institution Liaison
- Grant Funding Application Management

# INFORMATION TECHNOLOGY

## VISION

The Information Technology department is a highly skilled and experienced team that leverages technology for the efficient and effective delivery of services to empower our community through digital innovation.

## MISSION

We provide innovative and secure technology solutions for a prosperous organization, supporting our community.

# INFORMATION TECHNOLOGY

## KEY SERVICES

- Data Integrity
- Business Continuity
- Technical Support
- Systems and Data Security
- Procurement and Maintenance of IT Infrastructure
- IT Project Management
- Business Process Improvement



# OCCUPATIONAL HEALTH & SAFETY

## VISION

We are a passionate team leading engaged employees who demonstrate a positive safety culture.

## MISSION

Empowering employees to make safe choices.

# OCCUPATIONAL HEALTH & SAFETY

## KEY SERVICES

- Educate and train workers.
- Advise and support supervisors and all employees.
- Track and analyze injury, illness, and property damage in the workplace.
- Investigate incidents and recommend corrective actions to prevent reoccurrence.
- Provide and act as Health and Safety resources.
- Perform an annual audit to maintain a Certificate of Recognition (COR).
- Continuously improve and monitor the Safety Management System.
- Provide Workplace Compensation Board (WCB) case management.
- Administer the online training program and records (Bistrainer).

# ENVIRONMENTAL & PROTECTIVE SERVICES

## Departmental Business Plans

- Agriculture Services
- Public Safety
- Waste Services

# AGRICULTURE SERVICES

## VISION

The Agriculture Services Department is an energetic and diverse team responsible for protecting and promoting our agricultural lands.

## MISSION

Proactively balancing safe, innovative, and sustainable agriculture and environmental programs now and for future generations.

# AGRICULTURE SERVICES

## KEY SERVICES

- Vegetation management
- Agricultural protection education & enforcement for the public
- Agricultural equipment rentals
- Seed cleaning, plant inspection, and licensing
- Work collaboratively with local research associations
- Crop inspections and disease monitoring
- Pest control
- Livestock emergency management

# PUBLIC SAFETY

## VISION

Public safety is a professional and adaptable team committed to promoting safe communities through effective education and enforcement.

## MISSION

To promote safe and secure communities.

# PUBLIC SAFETY

## KEY SERVICES

- Crime Prevention/community engagement.
- Industry contracts and commercial vehicles (Education / Enforcement).
- Proactive Municipal enforcement (Bylaws, e.g. Animal Control, Education).
- Traffic Safety (Education / Enforcement).
- Address emerging concerns of the community (Emergency Management, Etc.).
- Deployment to injury related motor vehicle collisions.
- 24-hour alarm response for Municipal infrastructure.

# WASTE SERVICES

## VISION

The Waste Services department is a leader and innovator in waste reduction and diversion for our future generations.

## MISSION

To pursue a sustainable environment through waste reduction strategies and stewardship.



# WASTE SERVICES

## KEY SERVICES

- Front-load Waste & Recycling Collection
- Curbside Waste Collection
- Class 3 Waste Landfills
- Class 2 Waste Transfer Stations
- Waste Diversion Programs
- Roadside Cleanup Program
- Agricultural Plastics Recycling Program
- Maintenance of Landfills and Bin Sites
- Public Communication and Education
- Clearing of Roadway Hazards and Illegal Dumping
- School Presentations and Tours

# Planning and Development

## Departmental Business Plans

- Planning and Development
- Economic Development

# PLANNING AND DEVELOPMENT

## VISION

We foster thriving communities by providing positive engagement through collaborative planning and development initiatives.

## MISSION

To coordinate the responsible development of a vibrant and sustainable municipality.

# PLANNING AND DEVELOPMENT

## KEY SERVICES

- Customer Service
- Education and engagement
- Development and safety codes permitting
- Regulatory compliance
- Land management and planning
- GIS support and training for all departments