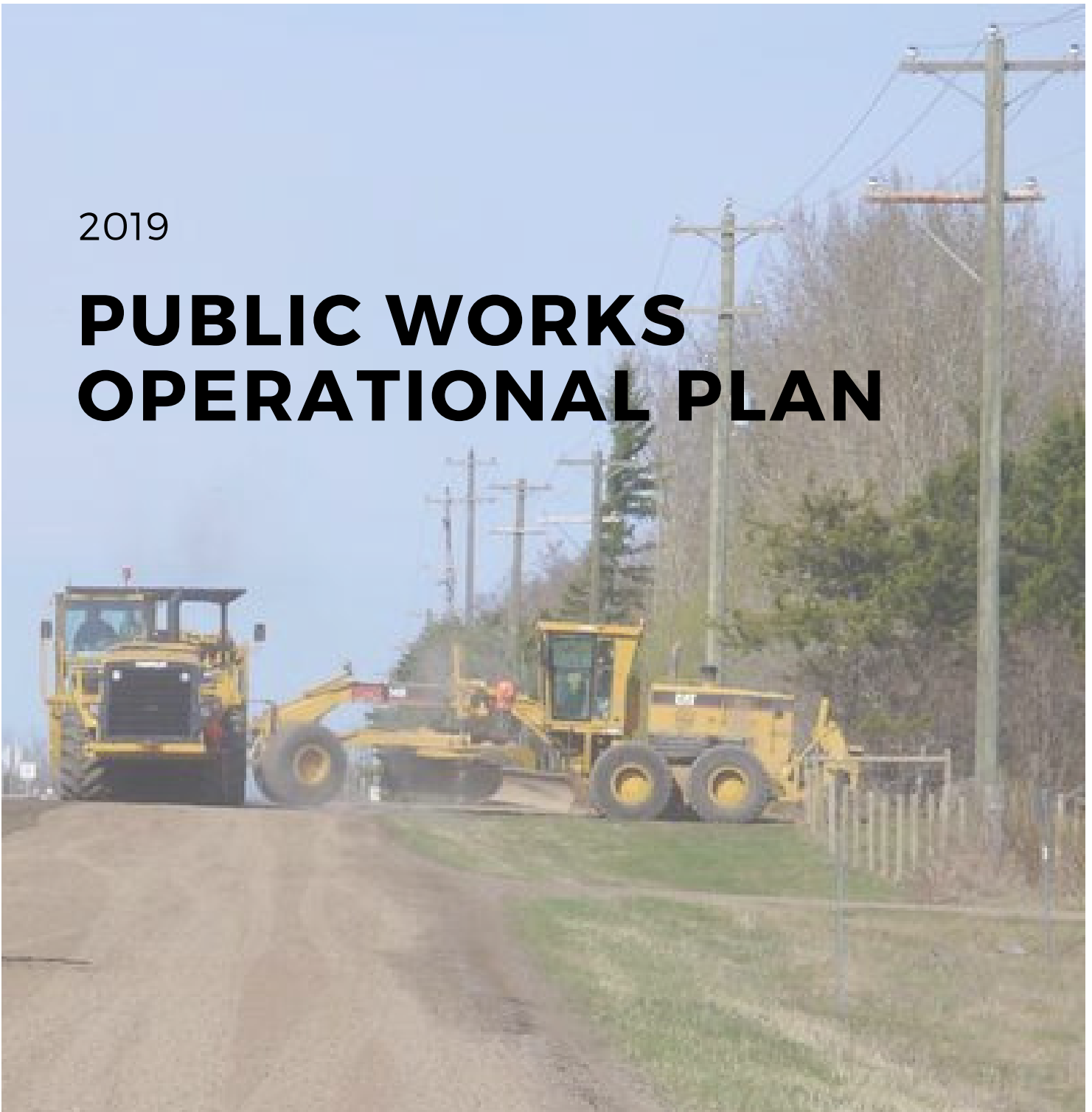


2019

PUBLIC WORKS OPERATIONAL PLAN



PREPARED BY
HAILEY GISH, COMMUNICATIONS COORDINATOR



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INTRODUCTION

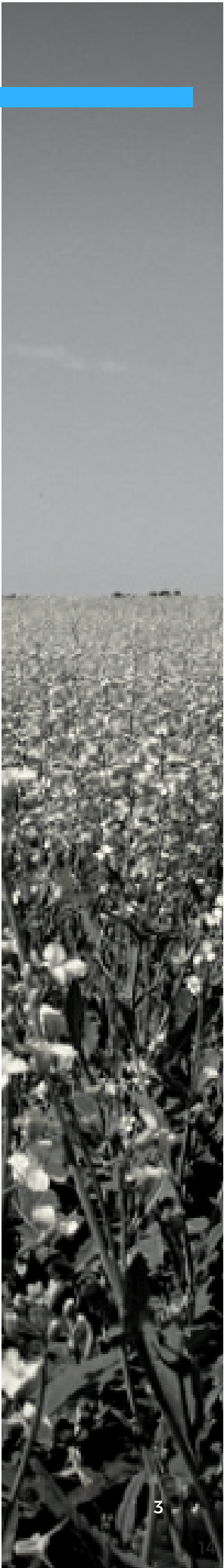
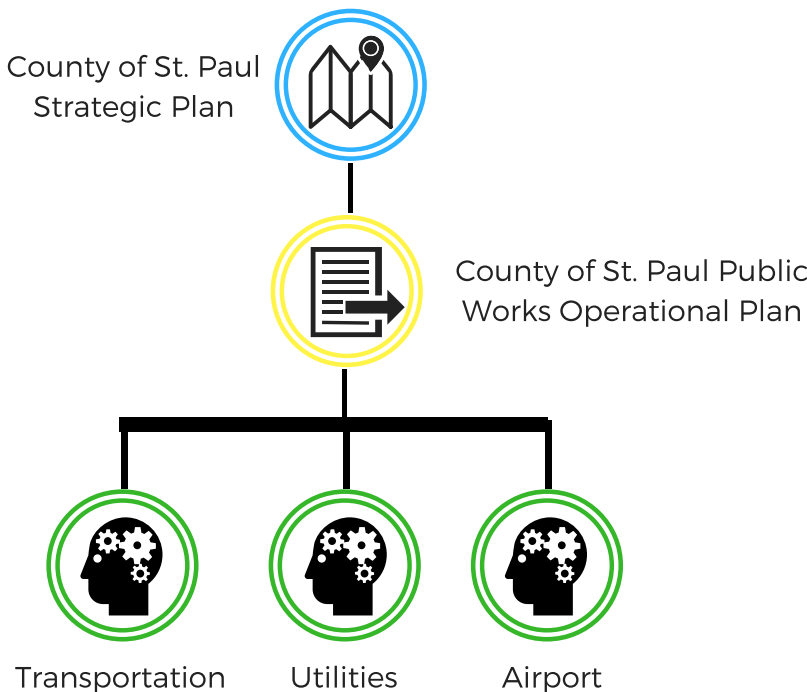
The purpose of this plan is to establish the County’s attention to the importance of high quality public works.

This plan emphasizes the goals of Public Works with the public, industry, business, consultants, other municipalities and internal staff, and outlines how the County will achieve them.

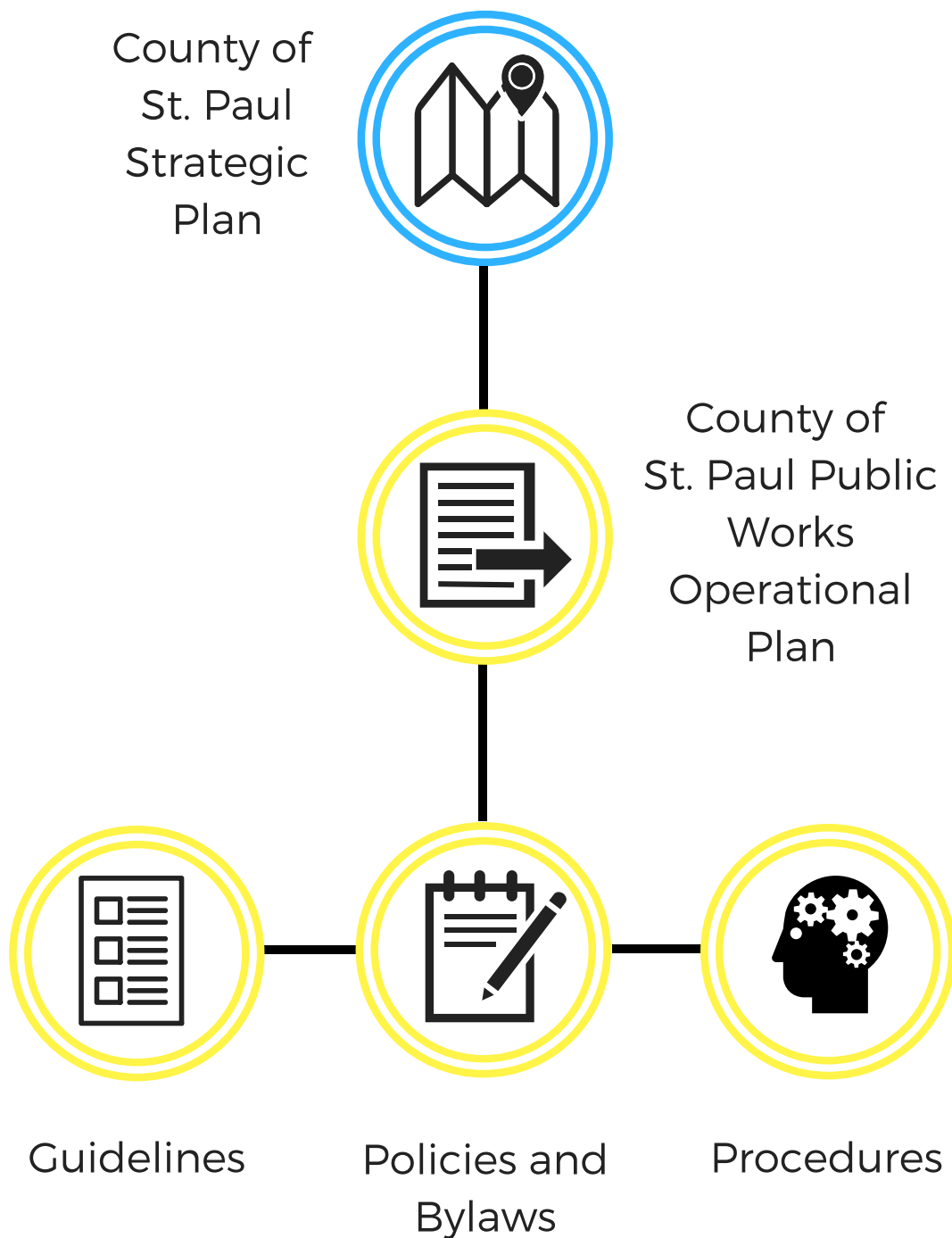
The Public Works Operational Plan is aligned with the County of St. Paul Strategic Plan and will be evaluated and reviewed annually.

PUBLIC WORKS OVERVIEW

The Public Works Operational Plan includes several departments as shown below.



BIG PICTURE



BACKGROUND

OUR STAKEHOLDERS



Permanent Residents, Temporary Residents, Visitors, Seasonal Residents, and Landowners.



The County works in partnership with our rural and urban neighbors



County of St. Paul council includes the reeve, and six councilors that represent the six districts within our municipality.



The County employs up to about 100 people located in the administrative office and the public works office and shop.



Agriculture Producers, Industry, Contractors and Small Business.



The County is surrounded by First Nation and Metis Settlements including: Good Fish, White Fish, Fishing Lake, Puskiakinwenin, Unipouheos, Kehewin, and Saddle Lake



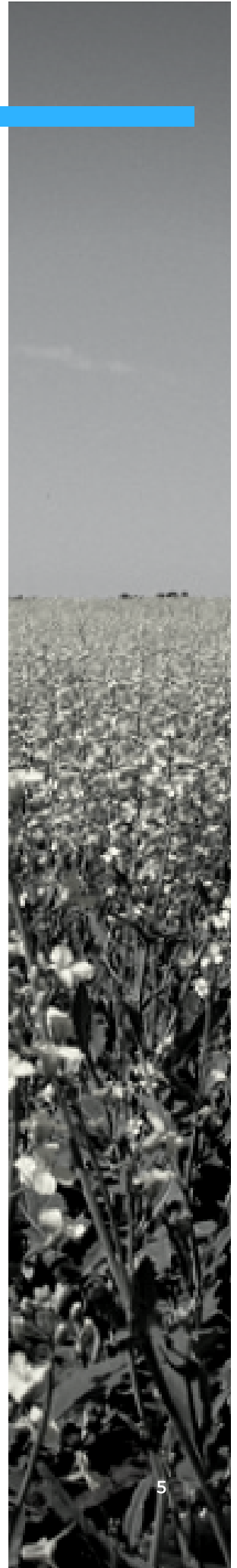
Students, Educators and Community volunteers.



The administrative office is also home to Family and Community Support Services and Alberta HUB.



Media: St. Paul Journal, Elk Point review, Lakeland Connect and Newcap Broadcasting.



AN OVERVIEW OF **OUR PROCESS**



MISSION

**To create
desirable rural
experiences**

VISION

**The leader in
rural success**

A photograph of a field with cows and industrial tanks in the background. The field is filled with tall, dry, golden-brown grass. In the foreground, a light-colored cow is looking towards the camera. In the background, there are several dark, cylindrical industrial tanks and some smaller structures. The sky is blue with some light clouds.

VALUES

1. Community at the Core

2. Accountability in Action

3. Lead and Succeed

4. Unwavering Integrity

5. Innovate to Elevate

OUR VALUES

COMMUNITY at the Core

Meaning: Community and people are top-of-mind in everything we do. We build relationships, work together and support our neighbors.

Leads us to: Donate to local causes. Partner with neighboring municipalities. Develop and promote volunteer & social programs.

ACCOUNTABILITY in Action

Meaning: We are reliable, consistent, accessible and informative. We take responsibility and understand that we must answer to the public. Follow through is expected and delivered upon.

Leads us to: Develop strategic and communications plans. Provide council minutes which are easily accessible. Host public engagement opportunities in the community.

LEAD and Succeed

Meaning: Empowering people and creating positive environments which foster success. We work together to inspire & influence others. Create together, achieve together, and share in success together.

Leads us to: Engage in team building. Share successful plans, policies and other assets with partners.

Unwavering INTEGRITY

Meaning: Doing the right things for the right reasons. Open and honest communication. Taking actions that generate trust. Decisions are based around people and creating a better life for all.

Leads us to: Communications planning. Build reporting measures.

INNOVATE to Elevate

Meaning: Thinking outside the box and proactively solving problems. Seeking continuous improvement and fostering growth. Actively looking for innovative ways to excel and enhance services to stakeholders.

Leads us to: Complete an economic development needs analysis. Provide professional development opportunities. Complete physical renovations. Implement new technology. Provide ways for public and internal input. 9

EVALUATION

The County will include a summary of overall progress in implementing the plan based on the evaluation data collected using the strategic planning tool: SMART goals.

S.M.A.R.T. is the acronym used to develop measurable goals for an organization. This means that each goal, action or objective should be: Specific, Measurable, Achievable, Relevant, and Time – Bound.

This tool is helpful when planning ahead, and each action item should demonstrate alignment with the overarching mission, vision, values and goals of the organization.

Each description of the action will follow these criteria and if an action item does not meet at least four out of five of the requirements, it may need to be reconsidered.

SMART GOALS



Specific:

The action item is detailed, and answers the questions: who, what, where, when, why? And describes the results of the product. To ensure that an objective is specific, is to make it observable. Observable means that anyone can see or hear about the action being done.



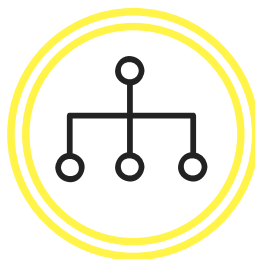
Measurable:

The action item will describe how the County will know it has met expectations. And defines the objective using assessable tools, terms and standards. An objective with a quantity measurement uses terms of amount, percentages, etc. For example, a frequency measurement could be daily, weekly, 1 in 3. Or, an objective with a quality measurement would be done through a SWOT analysis, to assess the strengths, weaknesses, opportunities, and threats.



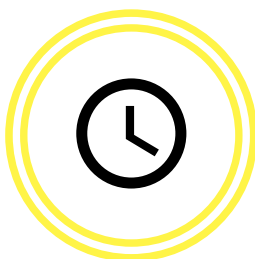
Achievable:

The action item answers the questions: "Can the person do it?" "Can the measurable objective be achieved by the person?" "Do they have the experience, knowledge or capability of fulfilling the expectation?"



Relevant:

The action item description answers the questions, "should it be done?" and "why?" and is the objective aligned with the County Communication Plan and the County Strategic Plan?



Time Bound:

Time-bound answers the question, "when will it be done?" It refers to the fact that an objective has end points and check points built into an achievable timeframe.

ACTION PLAN - 2019

1. TRANSPORTATION

Strategy	Action	Quarterly Reporting	Evaluation
<p>Strategy 1.1 Ensure safe road infrastructure for public.</p>	<ul style="list-style-type: none"> • Maintenance program. • Road construction. • Continue monthly reporting to Council. • Implement road condition assessment software. • Application for grants to improve roads. • Appendixes for construction, oiling and equipment purchase. • Continue winter maintenance and services. • Continue to produce high quality aggregate for road maintenance and construction. • Continue to explore for new gravel sources and testing. • Consider contracting equipment to assist with Public Works in achieving objectives. • Consider contract maintenance of Northern Valley Road. • Obtain rates from local contractors for types of equipment for rent and rates. • Consider annual capital contribution for Public works equipment to be set up in reserve. 		

ACTION PLAN - 2019

1. TRANSPORTATION

Strategy	Action	Quarterly Reporting	Evaluation
Strategy 1.2 Improve communications with residents about Public Works.	<ul style="list-style-type: none">• Implement concern/complaint tracking system that creates work orders.• Be proactive in providing advanced notice of road work to residents.• Assist communications department with educational videos about services and issues.• Communicate about winter maintenance and services.		

ACTION PLAN - 2019

2. UTILITIES

Strategy	Action	Quarterly Reporting	Evaluation
<p>Strategy 2.1 Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.</p>	<ul style="list-style-type: none"> • Maintenance of transmission and distribution lines. • Review costs of water rates for those communities. • Upgrade truck fill in Mallaig. • Ensure water meters are working properly or replaced. • Tracking of water concerns and complaints to determine future actions. • Consider distribution lines for Ashmont and Lottie Lake. 		
<p>Strategy 2.2 Continue to explore alternatives for water and sewer for Riverview residents.</p>	<ul style="list-style-type: none"> • Continue to discuss options with Windsor Salt and residents. • Consider implementation of rate structure. 		
<p>Strategy 2.3 Ensure maintenance of sanitary lagoons and collection systems.</p>	<ul style="list-style-type: none"> • Report on maintenance required. • De-sludge Mallaig Lagoon. 		

ACTION PLAN - 2019

2. UTILITIES

Strategy	Action	Quarterly Reporting	Evaluation
Strategy 2.4 Consider consistent rate structure for use of County wastewater facilities.	<ul style="list-style-type: none"> Set rate for joint wastewater transfer station. Consider installation of flow point equipment at Ashmont and Whitney Lake lagoons. Review rate structure for residents with collection systems for Ashmont and Mallaig. Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available. Decommission septic truck dumping station at Mallaig lagoon. 		
Strategy 2.5 Explore alternative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality.	<ul style="list-style-type: none"> Gather more information from wastewater treatment. Explore funding opportunities for new technologies. 		

ACTION PLAN - 2019

3. AIRPORT

Strategy	Action	Quarterly Reporting	Evaluation
<p>Strategy 3.1 Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.</p>	<ul style="list-style-type: none"> • Snow removal at both airports. • Participate in capital upgrades for both airports. • Apply for funding for capital upgrades. 		

APPENDIX

- Capital budget - Equipment
- Capital budget - Roads
- Oiling Plan
- Bridge File

NEED MORE INFORMATION?

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