

2012

Strategic Business Plan

County of St. Paul No. 19

The Strategic Business Plan for the County of St. Paul No. 19 is intended to serve as a guide for programs, services and the operations of the municipality as well as coordination of the development of new programs and services based on identified areas of greatest opportunity and improvement.

Developed by the residents, staff and Council of the County of St. Paul, the Strategic Business Plan reflects the multifaceted and dynamic needs of the municipality. The strategic planning process has resulted in a plan unique to The County of St. Paul, to better serve the residents of the municipality.



County of St. Paul

Strategic Business Plan – 2012

Vision:

The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy

Core Values:

- Balance
- Respect
- Fairness
- Integrity
- Accountability
- Service/Serving

Guiding Principles:

- 1) Balance the rural character of the County with regional vitality, orderly growth and diversified economic opportunities.
- 2) Promote environmental stewardship and conservation of natural resources.
- 3) Foster innovation and research to improve the community.
- 4) Seek collaborative approaches for effective service delivery and quality of life improvement.
- 5) Strive for operations efficiency and stability to provide affordable services to residents.

| Goal 1 –Improved Infrastructure Management | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Categorize roads for oiling, grading, gravel, construction, and plowing | Leo/Sheila | June 2012 | |
| Examine the use of MG30 for road oiling (desktop exercise) | Leo/Ken | | |
| Complete an asset management project to determine life of assets within the municipality | Sheila/Darlene | Dec 2012 | |
| Examine transfer stations for snow removal to increase efficiency of snow removal | Leo/Dennis | Jan 2012 | |
| Road and Bridge Construction | | | |
| CNRL paving 0.5 miles to Lindberg Plant | Leo | 2012 Season | |
| Laurier Lake 1 mile | Leo | 2012 Season | |
| CCS tender repairs | Leo | 2012 Season | |
| Langdon Rd 1 mile *CNRL contribution | Leo | 2012 Season | |
| CNRL Paving 5.5 miles * grant available | Leo | 2012 Season | |
| WNW 12-57-07-W4M bridge file | Leo | 2012 Season | |
| Bugera Rd 2 miles *CNRL contribution | Leo | 2012 Season | |
| N. Valley Rd 5miles *pending resource grant | Leo | 2012 Season | |
| Stark Rd 1.5 mile | Leo | 2012 Season | |
| Dakin Rd 1 mile | Leo | 2012 Season | |
| Bridge File 77775 | Leo | 2012 Season | |
| Tkachyk Rd brushing | Leo | 2012 Season | |
| Beau Rivage 2 miles | Leo | 2012 Season | |
| Abilene Rd 1 mile | Leo | 2012 Season | |
| Owlseye Rd 1 mile | Leo | 2012 Season | |
| Roeder Rd 2 miles pending water line | Leo | 2012 Season | |
| Flat Lake Rd ½ mile bridge file | Leo | 2012 Season | |

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| Beaver Rd 2.5 miles | Leo | 2012 Season | |
| St. Lina Tender repairs – Bridge file | Leo | 2012 Season | |
| Oiling and Dust Control | | | |
| Pavement to CNRL plant 0.5 miles *resource grant | Leo | 2012 Season | |
| Northern Valley Rd. Pavement 2 miles *resource grant | Leo | 2012 Season | |
| Repaid Orr Rd for oiling | Ken | 2012 Season | |
| Moose Hill slide | Leo | 2012 Season | |
| Moose Hill and Murphy Rd. Patching | Leo/Bobby | 2012 Season | |
| Murphy road check for overlay | Leo/Bobby | 2012 Season | |
| Pavement Hwy 41 to Rg Rd 61 3 miles *resource grant | Leo | 2012 Season | |
| Pavement Rg Rd 64 0.5 miles *resource grant | Leo | 2012 Season | |
| Zenko Rd – re-oiling | Ken | 2012 Season | |
| Danyluk Rd – re-oiling | Ken | 2012 Season | |
| Ron Plante South 1 mile | Ken | 2012 Season | |
| Armistice Rd (after water line construction) 3 miles | Ken | 2012 Season | |
| North Rg Rd 91 1.5 miles | Ken | 2012 Season | |
| RR 84 1.5 miles | Ken | 2012 Season | |
| French Quarters 2.5 miles | Ken | 2012 Season | |
| Crestview Rd & Development 2 miles South St. Paul 1.5 miles | Ken | 2012 Season | |
| Ternovoy Rd 1 mile | Ken | 2012 Season | |
| Chamberland Rd 1.5 miles Sunset Bay Rd 1 mile | Ken | 2012 Season | |
| Flat Lake Rd 2 miles | Ken | 2012 Season | |
| Dolstad Rd 1.5 miles | Ken | 2012 Season | |
| Willow Grove Cemetery | Ken | 2012 Season | |

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| Ashmont Development (south) 0.5 miles | Ken | 2012 Season | |
| West Mallaig 1 mile | Ken | 2012 Season | |
| St. Lina South 1 mile | Ken | 2012 Season | |
| Transfer Station Rd Mallaig 0.5 miles | Ken | 2012 Season | |
| Railroad Ave – Mallaig (reclaiming) 0.5 miles | Ken | 2012 Season | |
| St. Lina North 1 mile | Ken | 2012 Season | |

| Goal 2 – Successful Safety Program | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Adapt tailgate meeting forms to be more job specific | Bryan | April 2012 | |
| Increase the number of safety meetings with staff | Bryan | Dec 2012 | |
| Develop a safety rewards program | Bryan | March 2012 | |
| Make safety vests and gloves more accessible to staff | Bryan | Jan 2012 | |
| Emergency disaster training should be completed for all staff | Dennis/Bryan | Dec 2012 | |

| Goal 3 – Effective External Committees | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Review the library board structure and committee | Sheila | Jun 2012 | |
| Review regional economic development – Community Futures – Portage College Funding – HUB funding increase | Sheila | March 2012 | |
| Review agricultural external committees including LARA and AESA | Dennis | Feb 2012 | |

| Goal 4 – Transparent Communication | | | |
|---|----------------|-------------|------------------|
| Action | Lead | Target Date | Quarterly Update |
| Weekly County print ads in both Elk Point and St. Paul regarding what we do and what we are doing | Sheila | Feb 2012 | |
| Process understanding for public – education regarding services and accessing services | Sheila | Jun 2012 | |
| 50 th anniversary celebration | Sheila | May 2012 | |
| LUB/MDP public consultation | Dennis/Krystle | Jun 2012 | |
| Increase website content | Paulette | Jun 2012 | |
| FCSS quarterly newsletter | Janice/Debbie | Ongoing | |
| Council and staff reporting on conferences and training | Council/Staff | Ongoing | |
| Public survey of services | Paulette | Jul 2012 | |
| Send out a request for day labour list of contractors – also request safety credentials for contractors | Sheila | Mar 2012 | |

| Goal 5 – Examine Enhanced Services | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Waste Storage Sites for Sunset Bay and Garner Lake | Dennis | Nov 2012 | |
| Explore joint Lagoon with the County of Two Hills for Lac Sante area | Sheila | Sept 2012 | |
| Laurier Lake park – examine the feasibility | Sheila/Leo | Dec 2012 | |
| Explore Tank loaders for non-potable water | Sheila/Dennis/Leo | Dec 2012 | |
| Explore water to interested | Sheila | As requested | |

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| developments | | | |
| Reclamation of Non-potable wells in subdivisions | Sheila | Nov 2012 | |
| Explore business case to support LED lighting with ATCO (new) | Sheila | Jun 2012 | |
| Explore the cost of providing water to the whole County | Sheila | Jun 2012 | |
| Purchase additional front load bins | Dennis | Dec 2012 | |
| Coyote bounty for predation control | Dennis | April 2012 | |
| Beaver control – problem areas | Dennis | Dec 2012 | |
| Explore transportation options to Edmonton | Janice | Jun 2012 | |
| Examine additional hours for Elk Point transfer station | Dennis | March 2012 | |
| Examine expanding recycling program | Dennis | Sep 2012 | |
| Water quality should be improved in Ashmont and Mallaig | Bryan | 2013 | |
| Upgrade Mallaig lagoon for sewage truck dumping | Bryan | Sep 2012 | |

| Goal 6 – Specific Equipment | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Upgrade mower and side arm | Dennis | Jun 2012 | |
| Shop building efficiency – lighting and overhead doors, air handling and heating. | Sheila/Ken | Dec 2012 | |
| New 2012 Equipment and Capital Assets | | | |
| 14M grader | Leo | Jun 2012 | |
| 14M grader | Leo | Jun 2012 | |
| 14M grader | Leo | Jun 2012 | |

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| Rock truck | Leo | Jun 2012 | |
| Bobcat | Leo | Jun 2012 | |
| Gravel truck tandem | Leo | Jun 2012 | |
| Ashmont/Mallaig Fire Hall | Sheila/Dennis | Dec 2013 | |
| Pick-ups (\$100,000) | Leo | Jun 2012 | |
| Playground Floating Stone | Leo/Ken | Nov 2012 | |
| Mower for West Cove | Leo/Ken | May 2012 | |
| Stoney Lake Playground | Leo/Ken | Nov 2012 | |
| Power at Stoney Lake campground | Leo/Ken | Nov 2012 | |
| Lindbergh Playground | Leo/Ken | Nov 2012 | |

| Goal 7 – Proficient Organization | | | |
|--|--------|-------------|------------------|
| Action | Lead | Target Date | Quarterly Update |
| Administrative Re-Organization – Finance Officer, transfer of utilities duties | Sheila | Jan 2012 | |
| Succession Planning | Sheila | Dec 2012 | |
| Team Building for all staff | Sheila | Dec 2012 | |
| Planning and Development Summer Student | Sheila | May 2012 | |
| Automated vehicle locating (Public Works) | Sheila | Dec 2012 | |
| Wi-fi at the shop to allow for repair research | Sheila | Feb 2012 | |
| Explore guaranteed wage changes | Sheila | Jan 2012 | |
| Increase Blue Cross benefits | Sheila | Jan 2012 | |
| Explore a health spending account | Sheila | Jan 2012 | |
| Explore rewards for staff who properly utilize sick days | Sheila | Sept 2012 | |
| Professional training for shop techs to | Leo | Dec 2012 | |

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| keep up with current technology | | | |
| Joint Bellamy training for Public Works and Office staff | Sheila/Leo | Dec 2012 | |
| Professional training for all staff | Sheila | Dec 2012 | |
| Dealing with difficult people training | Sheila | Dec 2012 | |
| Dedicated safety officer | Sheila | | |

| Goal 8 – Responsible Policy | | | |
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| Action | Lead | Target Date | Quarterly Update |
| Explore year round burning permits to decrease false calls | Dennis | Sept 2012 | |
| Contributions to political parties policy | Sheila | June 2012 | |
| Rural addressing sign policy | Sheila | June 2012 | |
| Difficult customer – chronic complainer policy | Sheila | June 2012 | |
| Street light request policy | Sheila | June 2012 | |
| Pathways at lake subdivision policy | Sheila | June 2012 | |
| Fee schedule bylaw | Sheila | June 2012 | |
| Council Policies | Sheila | June 2012 | |
| Day labour policy – who, how and process | Sheila/Leo | June 2012 | |
| Replacement of dust controls following new road construction | Sheila/Leo | June 2012 | |
| Explore shelter belt policy for new road construction | Sheila/Leo | June 2012 | |
| Develop FCSS Policy and Procedure | Janice | June 2012 | |
| Consistent speed limits within subdivisions | Sheila/Leo | June 2012 | |

| Goal 9 – Foster Safe and Healthy Communities | | | |
|---|---------------|-------------|------------------|
| Action | Lead | Target Date | Quarterly Update |
| Develop a regional emergency management plan | Sheila/Dennis | Dec 2012 | |
| Develop disaster social services plan | | | |
| Work towards developing new fire halls in Ashmont and Mallaig | Sheila/Dennis | 2013 | |
| Develop a “welcome baby” program | Janice | Dec 2012 | |
| Have a Seniors Festival | Janice | Dec 2012 | |
| Participate in Rural Crime Watch | Janice | Dec 2012 | |
| Develop an Elder Abuse Program | Janice | Dec 2012 | |
| Provide a “mom’s and tot’s” program | Janice | Ongoing | |
| Encourage volunteerism by the public | Janice | Dec 2012 | |
| GPS for 911 | Sheila | Jun 2012 | |
| Training for emergency vehicles in rural addressing | Linda | May 2012 | |
| Explore a Community Peace Officer to enforce bylaws, road bans, unsightly properties, speed limits – generating revenue to repair infrastructure as well as saving on court costs | Sheila | Jun 2012 | |
| Clean up unsightly areas | Sheila | Dec 2012 | |
| Work with Wellness Center to insure quality medical care | Steve/Tim | Dec 2012 | |
| FCSS to meet with schools twice per year for needs assessment | Janice | Dec 2012 | |
| Have joint board meetings with the | Janice | Dec 2012 | |

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| Town of St. Paul FCSS | | | |
| Aid residents with income tax and seniors benefits | Janice | Dec 2012 | |