

2020

ADMINISTRATION OPERATIONAL PLAN



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COUNTY OF ST. PAUL

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ACTION PLAN - 2020

1. GOVERNANCE

Strategy	Action
<p>Strategy 1.1 Provide communication to demonstrate accountable governance.</p>	<ul style="list-style-type: none">• Communicate about the AGM to the public.• Book AGM meeting in a community hall, rotating community location each year.• County Strategic plan and narrative budget available online.• Proactive communications - See Communications Plan.
<p>Strategy 1.2 Collaborate with municipal partners.</p>	<ul style="list-style-type: none">• Meet with Town of St. Paul and Town of Elk Point at least once a year to discuss collaborative opportunities.• Explore meetings with First Nations and Metis Councils.• Complete Storm Water Management Plan with Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay, and HR Framework and economic development project with 4 partners.• Continue to apply for available provincial grants around collaboration.
<p>Strategy 1.3 Provide scholarships to support students in the St. Paul Regional Education Division.</p>	<ul style="list-style-type: none">• Provide 3 scholarships of \$1000 each for students based on grades, community involvement and volunteerism entering full-time studies.• Provide 1 scholarship of \$1000 for students entering a trade.

ACTION PLAN - 2020

1. GOVERNANCE

Strategy	Action
Strategy 1.4 Council to financially support community groups.	<ul style="list-style-type: none">• Continue to support community groups through Recreational Facility Grant Funding.• Consider funding to community groups.
Strategy 1.5 Approve appropriate policies for the County.	<ul style="list-style-type: none">• Proactively manage emerging policy issues.
Strategy 1.6 Support efforts to ensure safe communities in our County.	<ul style="list-style-type: none">• Advocating to Federal and Provincial governments for increased RCMP in rural communities.
Strategy 1.7 Transparency and Accountability to the Public.	<ul style="list-style-type: none">• Continue to publish Council Remuneration.• Report on conferences and committee meetings attended by Council.

ACTION PLAN - 2020

2. GENERAL ADMINISTRATION

Strategy	Action
<p>Strategy 2.1 Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County equipment and infrastructure.</p>	<ul style="list-style-type: none"> • Integrate Asset Management into Core County operations. • Defer any purchase of software to 2020 or beyond. • Review the Road Classifications and continue to develop 5 to 20 year plan. • Consider annual contribution to reserves for departmental capital equipment purchases. • Implement Road Condition Assessment tool. • Implement Munisight Asset Management software for linear assets. • Communicate progress on Asset Management Plans to Council and public.
<p>Strategy 2.2 Build positive relationship between County Main office and Public Works shop.</p>	<ul style="list-style-type: none"> • Continue Team building for all staff – minimum of 2 events per year, including one Regional Team Building meeting. • Consider team building/ leadership courses.
<p>Strategy 2.3 Improve customer experience</p>	<ul style="list-style-type: none"> • Promote social media and website to customers as County information source. • Promote Citizen Self-Serve. • Promote the various pay options to the County that customers may select. • Promote monthly payments/ autopay for taxes and utilities • Explore Bylaw Enforcement Strategies.

ACTION PLAN - 2020

3. CORPORATE SERVICES

Strategy	Action
<p>Strategy 3.1 Implement Human Resources framework to improve experience for management staff and employees.</p>	<ul style="list-style-type: none"> • Cross training of staff. • Restructuring/ redefining job responsibilities for frontline administration staff. • 360 reviews for management team. • Consider application to Alberta Municipal Affairs Internship Program. • Explore development of employee handbook. • Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff. • Conduct exit interviews. • Include "Cultural/Sensitivity" training for all staff. • Include "Conflict Resolution" training for appropriate staff.
<p>Strategy 3.2 Continue to research opportunities for grant funding.</p>	<ul style="list-style-type: none"> • Continue to explore ACP grant opportunities with regional partners.
<p>Strategy 3.3 Continue adding County vehicles to AVL System.</p>	<ul style="list-style-type: none"> • Continue to implement AVL system in County fleet.
<p>Strategy 3.4 Re-familiarize Additional Named Organizations with insurance requirement and protocols.</p>	<ul style="list-style-type: none"> • Hold meetings with Additional Named Insured Organizations (ANI's). • Provide general information handout for ANI's.

ACTION PLAN - 2020

3. CORPORATE SERVICES

Strategy	Action
<p>Strategy 3.5 Continue to transfer land files into digital record system.</p>	<ul style="list-style-type: none">• Develop a plan to complete this project by 2021.
<p>Strategy 3.6 Have accurate assessment of County properties.</p>	<ul style="list-style-type: none">• Continue to work with assessors and province on centralization of designated industrial properties.• Verify that designated industrial property assessment is properly stored and recorded in the assessment software program and transferred to financial program for taxation purposes so reporting is balanced.• Provide proactive communication to residents so they have ample opportunities to discuss with assessors whether the parcels are designated agricultural vs other.
<p>Strategy 3.7 Continue to maintain and upgrade Administration Building.</p>	<ul style="list-style-type: none">• Upgrades to telephone system, lower Board Room, and Security system.

ACTION PLAN - 2020

4. PLANNING AND DEVELOPMENT

Strategy	Action
Strategy 4.1 Consider revision and approval St. Paul North ASP following completion of IDP with Town of St. Paul.	<ul style="list-style-type: none">Review North Area Structure Plan Documents as they relate to the Inter-Municipal Development Plans, and consider revisions to present to Council and public.
Strategy 4.2 Re-Survey Plan 527MC Block 1 at Vincent Lake to have houses situated on the lots.	<ul style="list-style-type: none">Finalize survey. Apply for accretion and close roadways adjacent to plan area.Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners.Registration of land titles and new titles issued to landowners and County.
Strategy 4.3 Proceed with resurvey of Mallaig lots along Railway Avenue.	<ul style="list-style-type: none">Estimate costs of survey.Consider sale of and set price of former road plan adjacent to Railway Avenue lots.Resurvey, sell and consolidate lots.
Strategy 4.4 Determine opportunities to encourage development.	<ul style="list-style-type: none">Review the Land Use Bylaw and General Municipal Servicing Standards.

ACTION PLAN - 2020

5. ECONOMIC DEVELOPMENT

Strategy	Action
<p>Strategy 5.1 Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.</p>	<ul style="list-style-type: none">• Support ISP growth in communities in the County.
<p>Strategy 5.2 Implement strategies that come out of CARES project report.</p>	<ul style="list-style-type: none">• Continue path to Regional Economic Development Strategy through ACP grant.
<p>Strategy 5.3 Consider participation in Regional Tourism Initiative.</p>	<ul style="list-style-type: none">• Assist/ Provide Resource/ Information and participate in the Regional Committee that includes Municipalities, Chambers, Destination Marketing Organization, Alberta HUB, etc.

ACTION PLAN - 2020

6. EMERGENCY MANAGEMENT AND OH&S

Strategy	Action
<p>Strategy 6.1 Ensure Regional Emergency Management preparedness.</p>	<ul style="list-style-type: none">• Maintain and update the Regional Emergency Management Plan.• Provide training for staff and councilors.• Exercise the Incident Command System Plan in conjunction with Emergency Management agency, and in conjunction with legislation.• Develop Livestock Emergency Plan.
<p>Strategy 6.2 Increase public awareness and education on public participation.</p>	<ul style="list-style-type: none">• Increase participants in mass notification system.• Communicate and educate public to improve community readiness.• Develop education program for public during Emergency Preparedness Week which is in May 2020
<p>Strategy 6.3 Ensure safety of our staff.</p>	<ul style="list-style-type: none">• Maintain and update Joint Workplace Health and Safety Manual.• Provide orientation and training to all staff and contractors.• Provide management support system.• Conduct regular inspections and worksite visits to ensure regular safety practice with OH&S committee.• Maintain Work Alone system.• Annual audit or either internal or external as required.