

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			
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	
<b>Road and Bridge Construction</b>			
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	

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	

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			
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			
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 <sup>th</sup> anniversary celebration	Sheila	May 2012	
LUB/MDP public consultation	Dennis/Krystle	Jun 2012	
Increase website content	Paulette	Jun 2012	
FCSS newsletter <b>to be published twice a year</b>	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			
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 developments	Sheila	As requested	
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 (removed 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			
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	
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 keep up with current technology	Leo	Dec 2012	
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			
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	
Procedure for dealing with ratepayer/resident's concerns and difficult issues (per policy ADM-10)	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	
Heavy Equipment Contracted Services Policy	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	
Promote an Elder Abuse Awareness	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	Janice	Dec 2012	

for needs assessment			
Have joint board meetings with the Town of St. Paul FCSS	Janice	Dec 2012	
Aid residents with income tax and seniors benefits	Janice	Dec 2012	