2020

COUNTY OF ST. PAUL STRATEGIC PLAN

COUNTY OF ST. PAUL

5015 - 49 Avenue, St. Paul, AB T0A 3A4
Phone: 780-645-3301
email: countysp@county.stpaul.ab.ca
www.county.stpaul.ab.ca

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INTRODUCTION

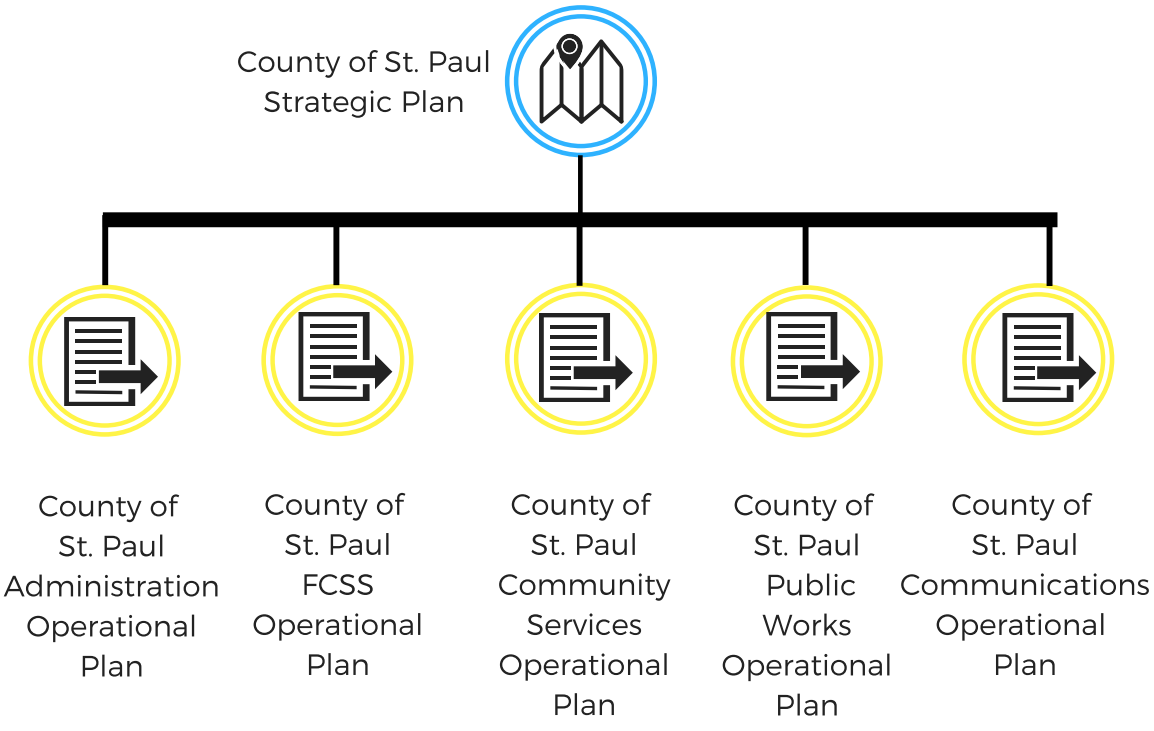
The purpose of this plan is to establish the County's attention to the importance of high quality Administration, FCSS, Community Services, Public Works and Communications.

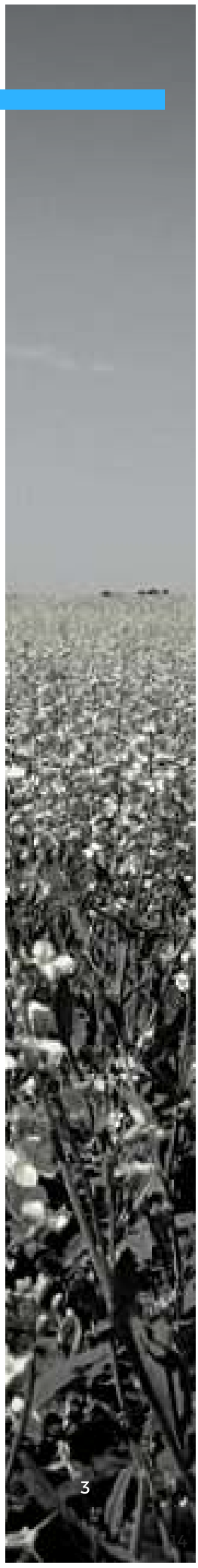
This plan emphasizes the strategies each department will focus on in 2020 and each operational plan outlines how the County will achieve them.

Each department operational plan is aligned with the County of St. Paul Strategic Plan and will be evaluated and reviewed annually.

COUNTY OF ST. PAUL OVERVIEW

The County of St. Paul Strategic Plan includes several departments as shown below.

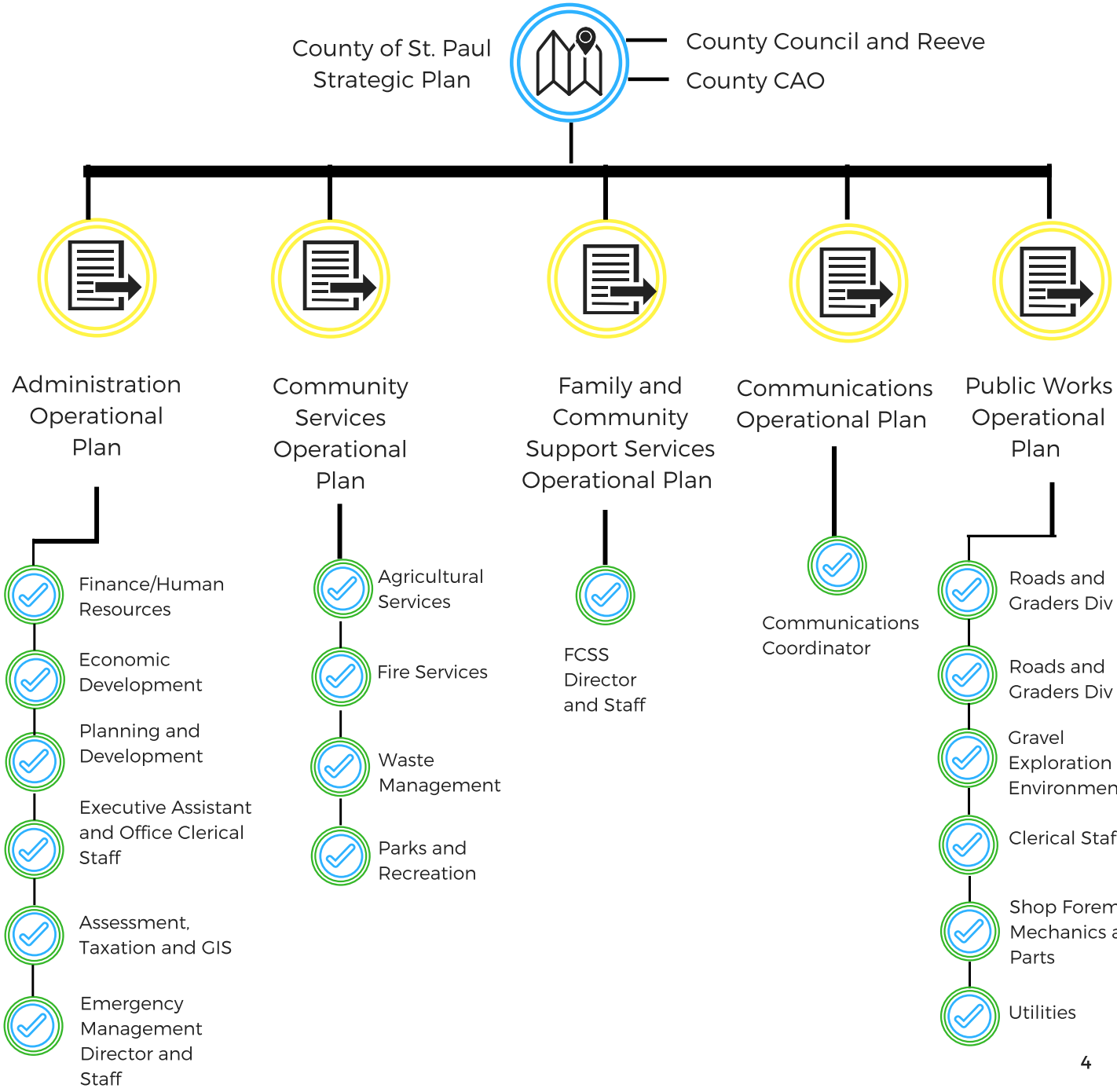


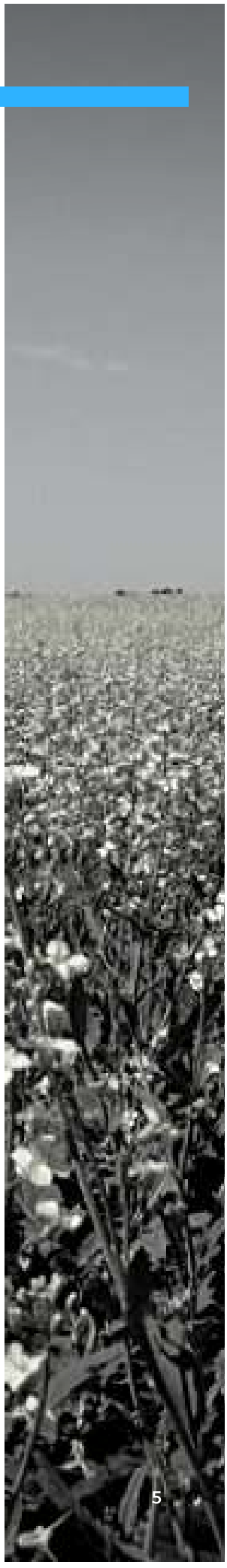


INTRODUCTION

COUNTY OF ST. PAUL OVERVIEW

The County of St. Paul Strategic Plan includes several departments as shown below. Each department has an individual operational plan that is more detailed.

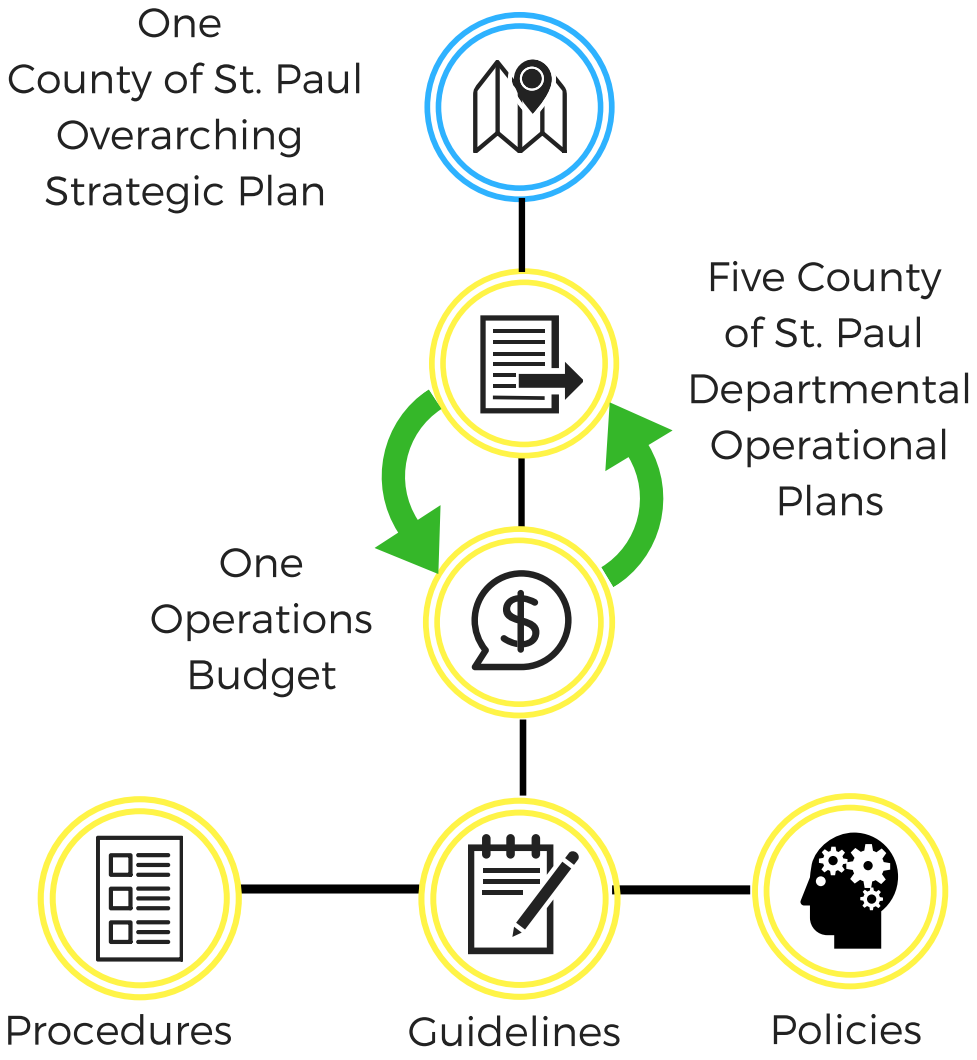




BIG PICTURE

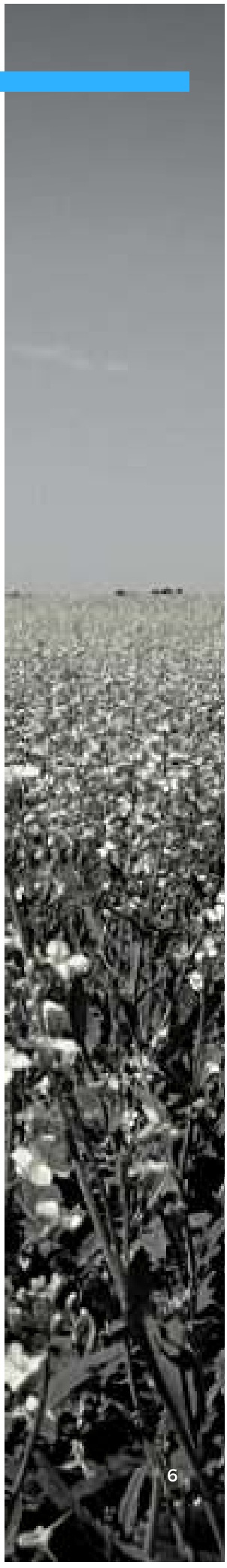
The County collects a certain amount of tax dollars each year. Department strategic plans influence the allocation of these dollars, detailing the amount budgeted to each department. The County also applies for several operating and capital grants each year.

As per the M.G. A requirements we must do a 3 year operating, and 5 year capital budget. We plan to do a 5 year operating budget and 5 year capital budget.



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 Stingray Alberta.



AN OVERVIEW OF

OUR PROCESS

- Develop the County's Vision, Mission and Values
- Establish our Goals
- Determine our Actions
- Deliver Results
- Evaluate Results
- Review Vision, Mission, Values and Goals

MISSION

To create desirable rural experiences

VISION

The leader in rural success

Photo Credit: Infinity Photography

VALUES

1. Community at the Core

2. Accountability in Action

3. Lead and Succeed

4. Unwavering Integrity

5. Innovate to Elevate

Photo Credit: Infinity Photography

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 develop opportunities. Complete physical renovations. Implement new technology. Provide ways for public and internal input.

NEXT STEPS FOR

OUR ADMINISTRATION

DEPARTMENT	STRATEGY
ADMINISTRATION	
1. Governance	**STRATEGY 1.1**
	Provide communication to demonstrate accountable governance.
	STRATEGY 1.2
	Collaborate with municipal partners.
	STRATEGY 1.3
	Provide scholarships to support students in the St. Paul Regional Education Division.
	STRATEGY 1.4
	Council to financially support community groups.
	STRATEGY 1.5
	Approve appropriate policies for the County.
	STRATEGY 1.6
	Support efforts to ensure safe communities in our County.
	STRATEGY 1.7
	Transparancy and Accountability to the Public.

NEXT STEPS FOR

OUR ADMINISTRATION

DEPARTMENT	STRATEGY
ADMINISTRATION	
2. General Administration	**STRATEGY 2.1** Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County equipment and infrastructure.
	STRATEGY 2.2 Build positive relationship between County Administration Office and Public Works Office.
	STRATEGY 2.3 Improve customer experience.
3. Corporate Services	**STRATEGY 3.1** Implement Human Resources framework to improve experience for management staff and employees.
	STRATEGY 3.2 Continue to research opportunities for grant funding.

DEPARTMENT	STRATEGY
ADMINISTRATION	
3. Corporate Services	**STRATEGY 3.3** Continue adding County vehicles to AVL System.
	STRATEGY 3.4 Re-familiarize Additional Named Organizations with insurance requirement and protocols.
	STRATEGY 3.5 Continue to transfer land files into digital record system.
	STRATEGY 3.6 Have accurate assessment of County properties.
	STRATEGY 3.7 Continue to maintain and upgrade Administration Building.
4. Planning and Development	**STRATEGY 4.1** Consider revision and approval of St. Paul North ASP following completion of IDP with Town of St. Paul.
	STRATEGY 4.2 Re-survey Plan 527MC Block 1 at Vincent Lake to have house be situated on the lots.
	STRATEGY 4.3 Proceed with resurvey of Mallaig lots along Railway Avenue.
	STRATEGY 4.4 Determine opportunities to encourage development.

DEPARTMENT	STRATEGY
ADMINISTRATION	
5. Economic Development	**STRATEGY 5.1** Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.
	STRATEGY 5.2 Implement strategies that come out of CARES Project.
	STRATEGY 5.3 Consider participation in Regional Tourism Initiative.
6. Emergency Management and Occupational Health & Safety	**STRATEGY 6.1** Ensure Regional Emergency Management Preparedness.
	STRATEGY 6.2 Increase public awareness and education on public participation.
	STRATEGY 6.3 Ensure safety of our staff.

NEXT STEPS FOR

OUR COMMUNITY SERVICES

DEPARTMENT	STRATEGY
COMMUNITY SERVICES	
1. Parks and Recreation	**STRATEGY 1.1** Increase usage of our parks, campgrounds and recreation facilities.
	STRATEGY 1.2 Maintain and upgrade parks and recreation facilities.
	STRATEGY 1.3 Review Parks and Recreation governance.
2. Waste Management	**STRATEGY 2.1** Increase recyclable segregation options.
	STRATEGY 2.2 Public awareness about waste management.
	STRATEGY 2.3 Streamline waste collection and operations.

DEPARTMENT	STRATEGY
COMMUNITY SERVICES	
3. Agriculture Services	**STRATEGY 3.1** Build public awareness about Agricultural Services.
	STRATEGY 3.2 Maintain and improve programs for Agriculture Service Board.
4. Fire Services	**STRATEGY 4.1** Maintain fire equipment and facilities.
	STRATEGY 4.2 Attract and retain volunteer fire fighters.
	STRATEGY 4.3 Share common strategies for policies, procedures and operations between departments.
	STRATEGY 4.4 Engage residents in fire safety programming.
	STRATEGY 4.5 Maintain and consider new opportunities for regional collaboration with our neighbors

NEXT STEPS FOR

OUR FCSS COUNTY ST. PAUL & ELK POINT

DEPARTMENT	STRATEGY
FAMILY AND COMMUNITY SUPPORT SERVICES	
1. FCSS in County of St. Paul and Elk Point	**STRATEGY 1.1**
	Ensure all services are affordable and accessible for everyone.
	STRATEGY 1.2
	Provide more opportunity and recognition for volunteerism in our communities.
	STRATEGY 1.3
	Create a sense of community and acceptance for all.

NEXT STEPS FOR

OUR COMMUNICATIONS

DEPARTMENT	STRATEGY
COMMUNICATIONS	
1. Communication Methods	**STRATEGY 1.1** Continue to improve, review, and update communication methods to create a user-friendly digital experience for everyone.
	STRATEGY 1.2 Improve how we disseminate information through traditional print methods of communication.
	STRATEGY 1.3 Improve participatory methods of communication.
	STRATEGY 1.4 Proactively plan ahead to improve County communications with the public.
	STRATEGY 1.5 Increase number of people attending events, online followers, and people we engage with in general.
	STRATEGY 1.6 Create policies related to our communications methods.

COMMUNICATIONS

1. Communication Methods

STRATEGY 1.7

Ensure all County departments are supported with quality, timely and effective Communication.

NEXT STEPS FOR

OUR PUBLIC WORKS

DEPARTMENT	STRATEGY
PUBLIC WORKS	
1. Transportation	**STRATEGY 1.1** Ensure safe road infrastructure for public.
	STRATEGY 1.2 Improve communications with residents about public works.
2. Utilities	**STRATEGY 2.1** Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.
	STRATEGY 2.2 Continue to explore alternatives for water and sewer for Riverview residents.
	STRATEGY 2.3 Ensure maintenance of sanitary lagoons and collection systems.
	STRATEGY 2.4 Consider consistent rate structure for use of County wastewater facilities.
	STRATEGY 2.5 Explore alternative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality.

PUBLIC WORKS

3. Airport

STRATEGY 3.1

Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.

EVALUATION

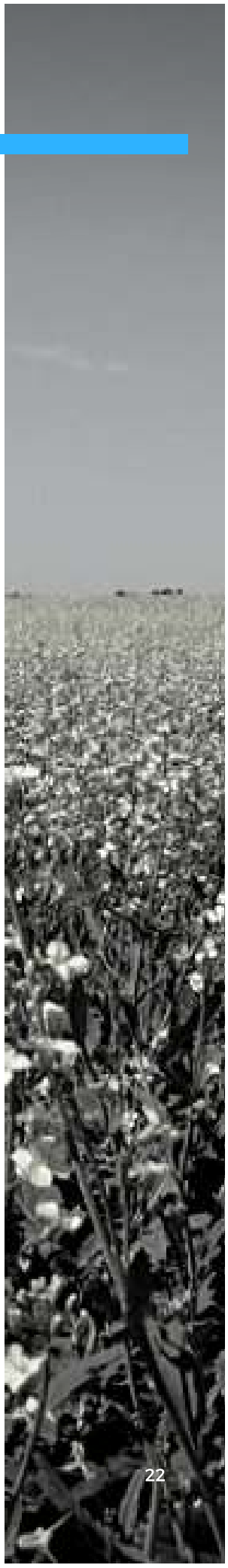
The County will include a summary of overall progress in implementing the plan based on the evaluation data collected using the strategic planning tool: SMART goals.

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.

The evaluation reports will be included in each individual operational plan.



SMART GOALS

Specific:

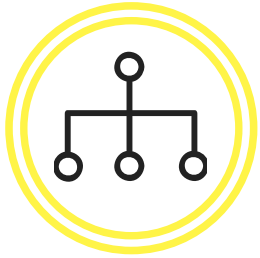
The action item is detailed, and answers the questions: who, what, where, when, why? And describes the results of the product. To ensure that an objective is specific, is to make it observable. Observable means that anyone can see or hear about the action being done.

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.

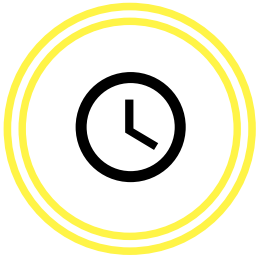
Achievable:

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.

NEED MORE INFORMATION?

CONTACT US

STEVE UPHAM, REEVE

EMAIL: supham@county.stpaul.ab.ca

SHEILA KITZ, CHIEF ADMINISTRATIVE OFFICER

EMAIL: skitz@county.stpaul.ab.ca

COUNTY OFFICE

ADDRESS:

5015 - 49 Avenue, St. Paul, Alberta, Canada T0A 3A4

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