

2021

COUNTY OF ST. PAUL STRATEGIC PLAN



COUNTY OF ST. PAUL

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INTRODUCTION

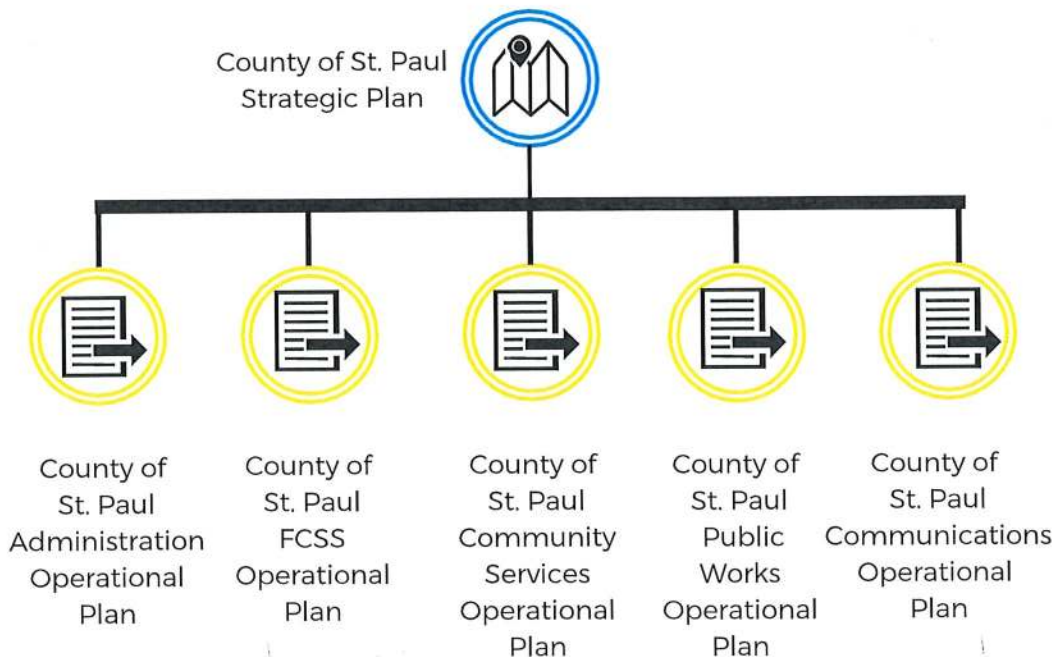
The purpose of this plan is to establish the County's attention to the importance of high quality Administration, FCSS, Community Services, Public Works and Communications.

This plan emphasizes the strategies each department will focus on in 2021 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

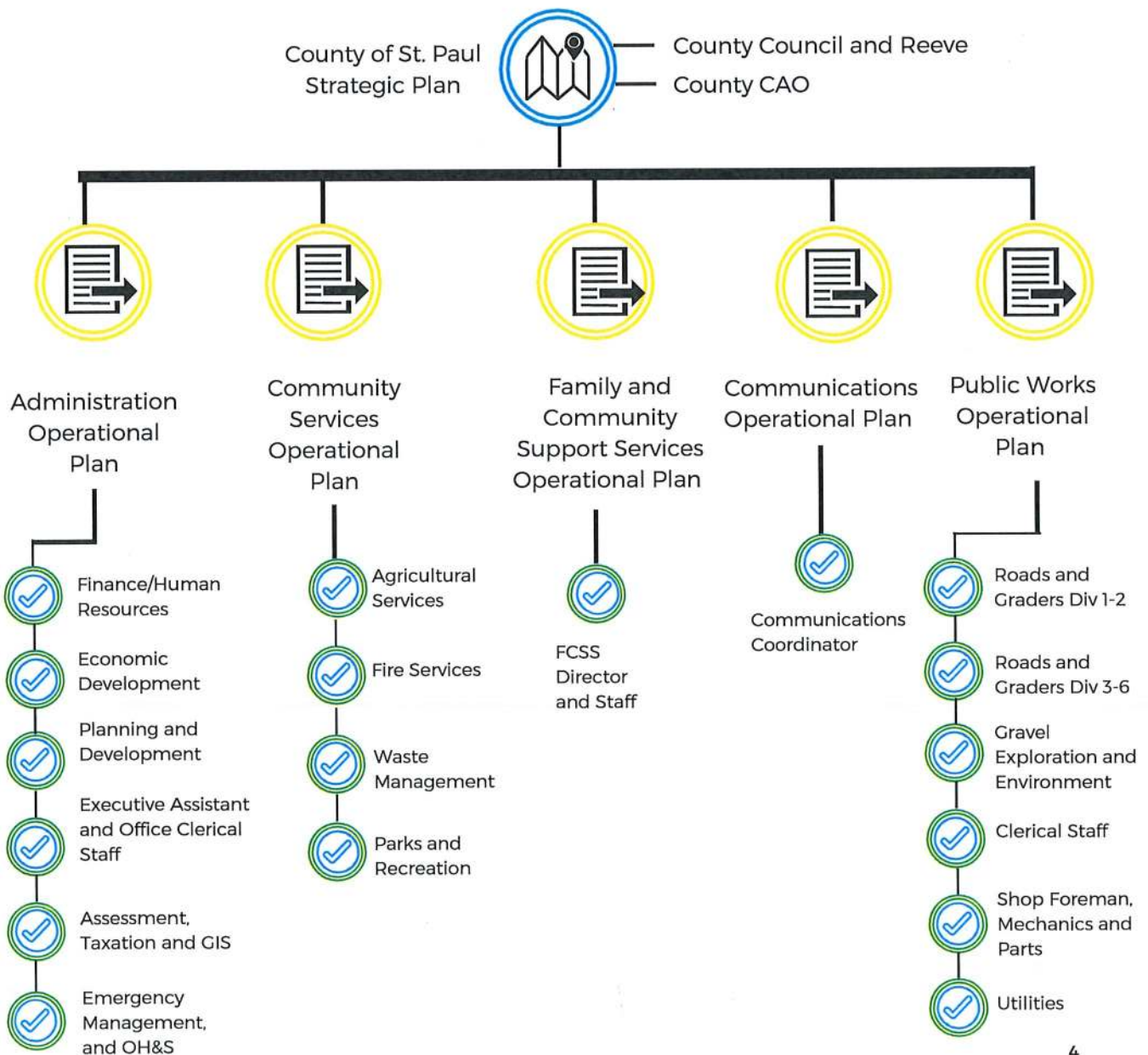
The County of St. Paul Strategic Plan includes several departments as shown below.



INTRODUCTION

COUNTY OF ST. PAUL OVERVIEW

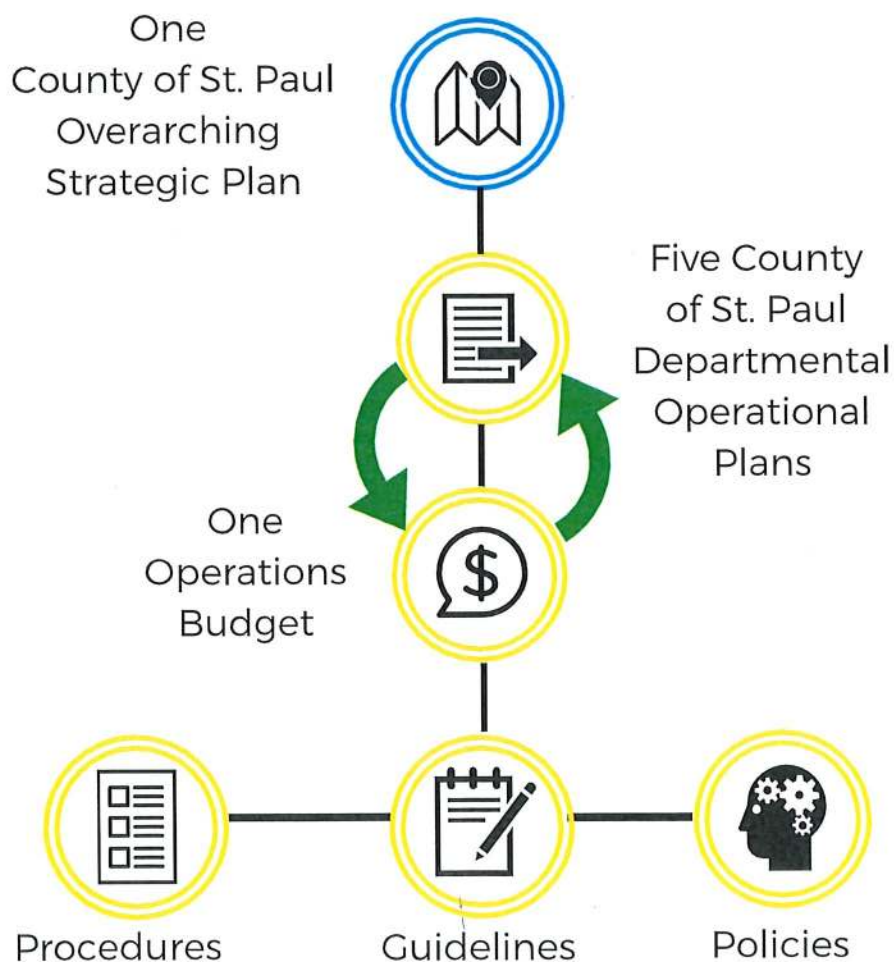
The County of St. Paul Strategic Plan includes several departments as shown below. Each department has an individual operational plan that is more detailed.



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.



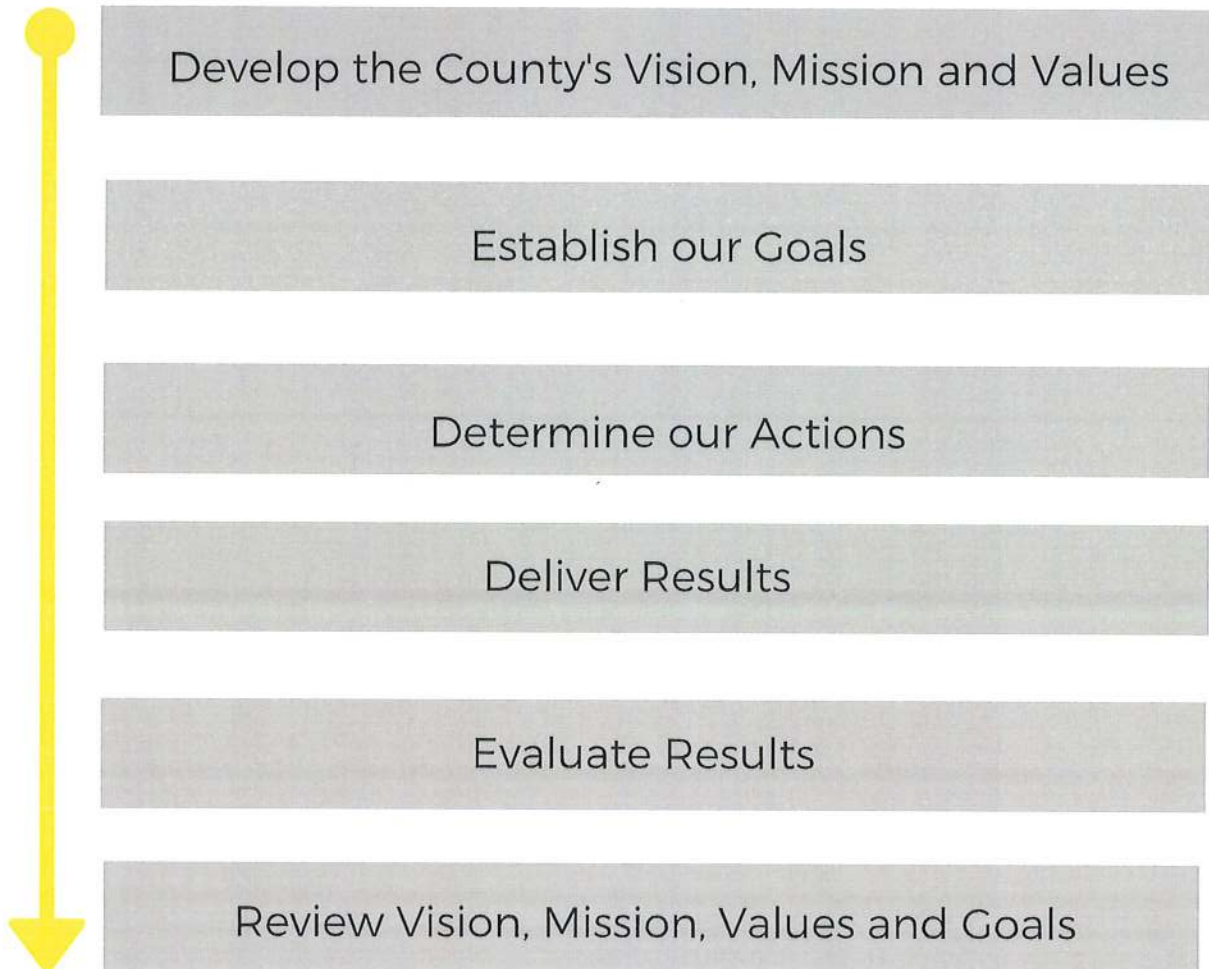
The administrative office is also home to Family and Community Support Services and Alberta HUB.

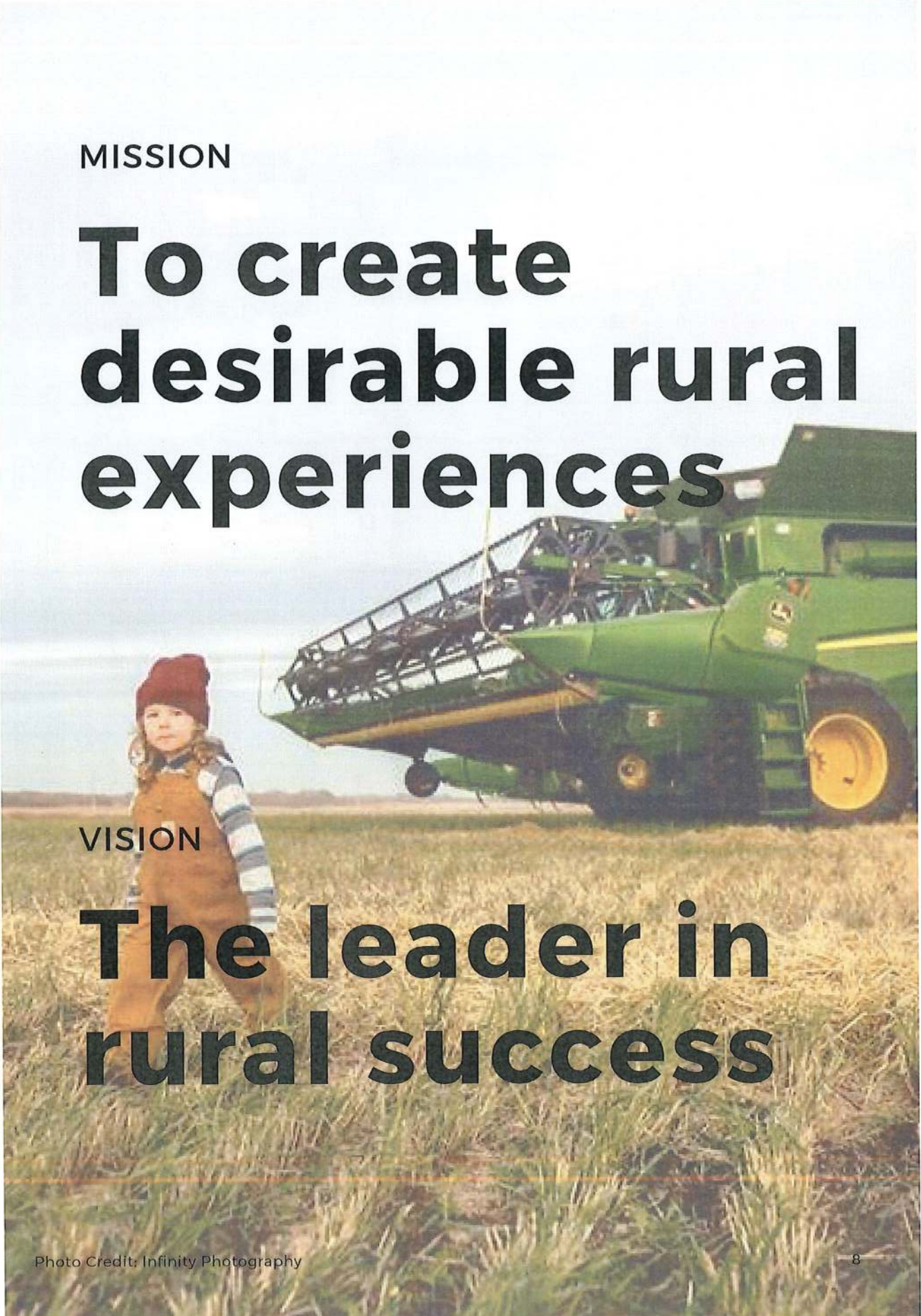


Media: St. Paul Journal, Elk Point review, Lakeland Connect and Stingray Alberta.



AN OVERVIEW OF **OUR PROCESS**



A young child wearing a red beanie, a striped shirt, and brown overalls stands in a field of tall, dry grass. To the right of the child is a large green combine harvester. The background shows a flat landscape under a cloudy sky.

MISSION

**To create
desirable rural
experiences**

VISION

**The leader in
rural success**

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.

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.

NEXT STEPS FOR **OUR ADMINISTRATION**

DEPARTMENT STRATEGY

ADMINISTRATION

1. Governance

STRATEGY 1.7

Transparency and Accountability to the Public.

STRATEGY 1.8

Municipal General Election 2021.

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 Shop.

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

Re-familiarize Additional Named Organizations with insurance requirements and protocols.

STRATEGY 3.4

Continue to transfer land files into digital record system.

STRATEGY 3.5

Have accurate assessment of County properties.

STRATEGY 3.6

Continue to maintain and upgrade Administration Building.

4. Planning and Development

STRATEGY 4.1

Consider revision and approval of St. Paul North Area Structure Plan (ASP) following completion of Inter-municipal Development Plans (IDP) with the Town of St. Paul.

STRATEGY 4.2

Re-survey Plan 527MC Block 1 at Vincent Lake to have houses situated on the lots.

STRATEGY 4.3

Resurvey of Mallaig lots along Railway Avenue.

STRATEGY 4.4

Determine opportunities to encourage development and reduce red tape.

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

Work toward Regional Economic Development Strategic Plan.

STRATEGY 5.3

Participate in Regional Tourism Initiative.

6. Emergency Management

STRATEGY 6.1

Ensure Regional Emergency Management Preparedness.

STRATEGY 6.2

Increase public awareness and education on public participation.

DEPARTMENT STRATEGY

ADMINISTRATION

7. Occupational Health & Safety

STRATEGY 7.1

Continuous improvement of Safety Management System.

STRATEGY 7.2

Ensure staff are trained to effectively and safety do their jobs.

STRATEGY 7.3

Reduce costs for services that can be completed in house.

STRATEGY 7.4

Reduce risks associated with conducting work.

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 Agricultural Service Board.

STRATEGY 3.3

Maintain equipment and facilities.

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 PUBLIC WORKS**

DEPARTMENT	STRATEGY
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PUBLIC WORKS	
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1. Transportation	
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	STRATEGY 1.1
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	Ensure safe road infrastructure for public.
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	STRATEGY 1.2
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	Improve communications with residents about Public Works.
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	STRATEGY 1.3
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	Improve the Aggregate Management Program.
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	STRATEGY 1.4
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	Leverage the Gravel Sales Program.
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NEXT STEPS FOR **OUR PUBLIC WORKS**

DEPARTMENT STRATEGY

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.

DEPARTMENT STRATEGY

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.

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

Ensure all services are affordable and accessible for everyone.

STRATEGY 2

Provide more opportunity and recognition for volunteerism in our communities.

STRATEGY 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

Increase proactive communication on County initiatives and information.

STRATEGY 1.3

Proactively plan ahead to improve County communications with the public and support County departments.

STRATEGY 1.4

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

STRATEGY 1.5

Maintain policies related to communication methods.

DEPARTMENT STRATEGY

COMMUNICATIONS

1. Communication Methods

STRATEGY 1.6

Increase public information about County historical, tourism, events, etc. that will increase interest in local events.

STRATEGY 1.7

Employee Communication.

STRATEGY 1.8

Municipal General Election 2021.

1. Freedom of
Information &
Protection of
Privacy Act

STRATEGY 1.1

Ensure that public FOIP requests are addressed in timely manner as required under legislation.

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?

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