2022

COUNTY OF ST. PAUL STRATEGIC PLAN

COUNTY OF ST. PAUL

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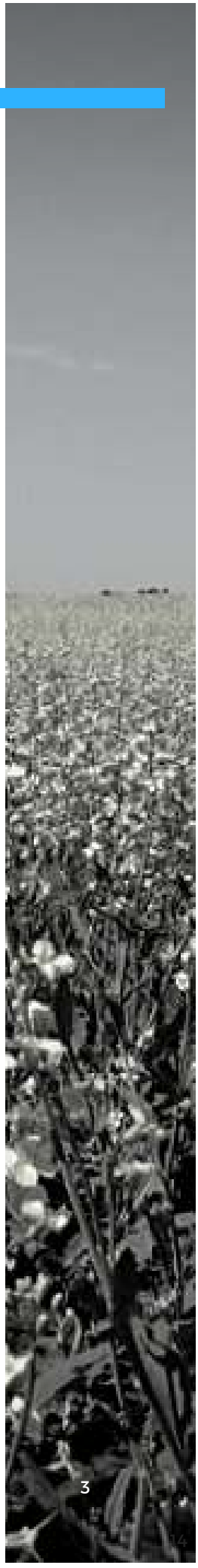


INTRODUCTION

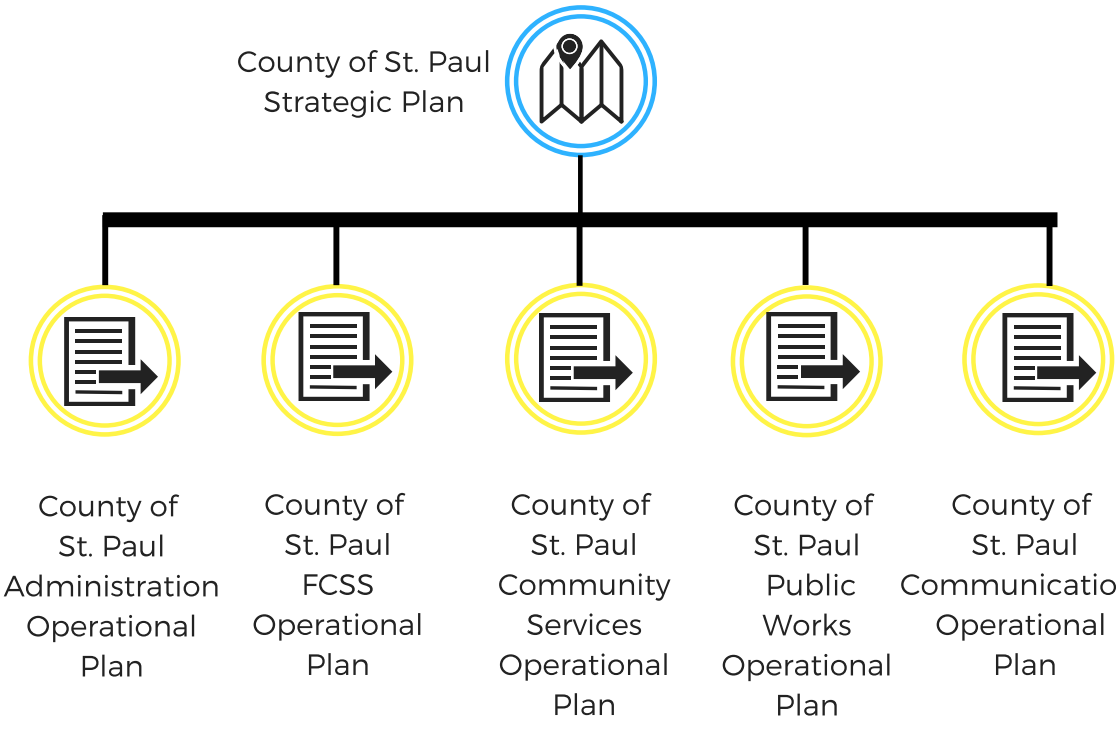
The purpose of this plan is to establish the County's attention to the importance of high quality Administration, FCSS, Community Services, Public Works and Communications.

This plan emphasizes the strategies each department will focus on in 2022 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

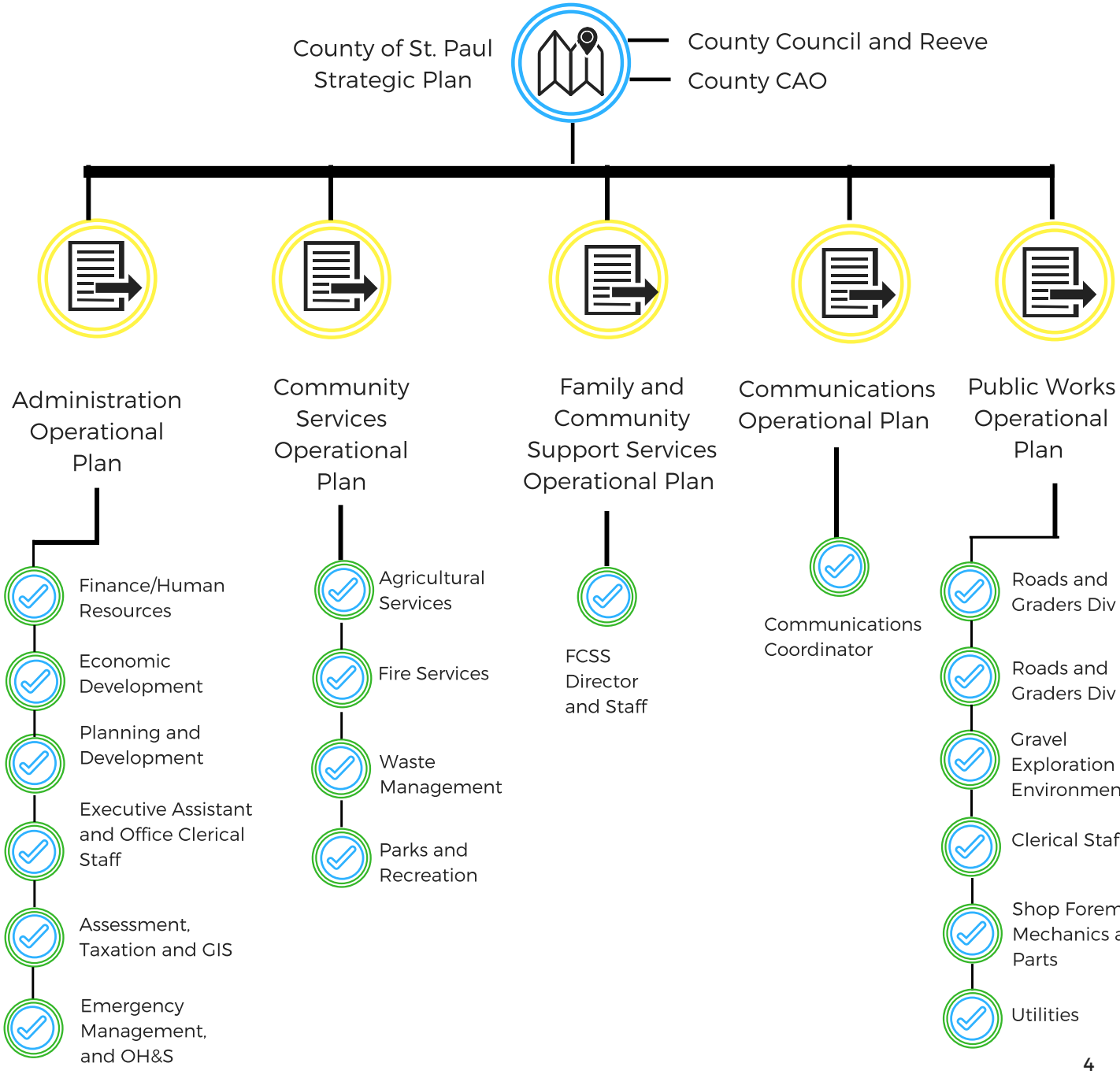
The County of St. Paul Strategic Plan includes several departments as shown below.



INTRODUCTION

COUNTY OF ST. PAUL OVERVIEW

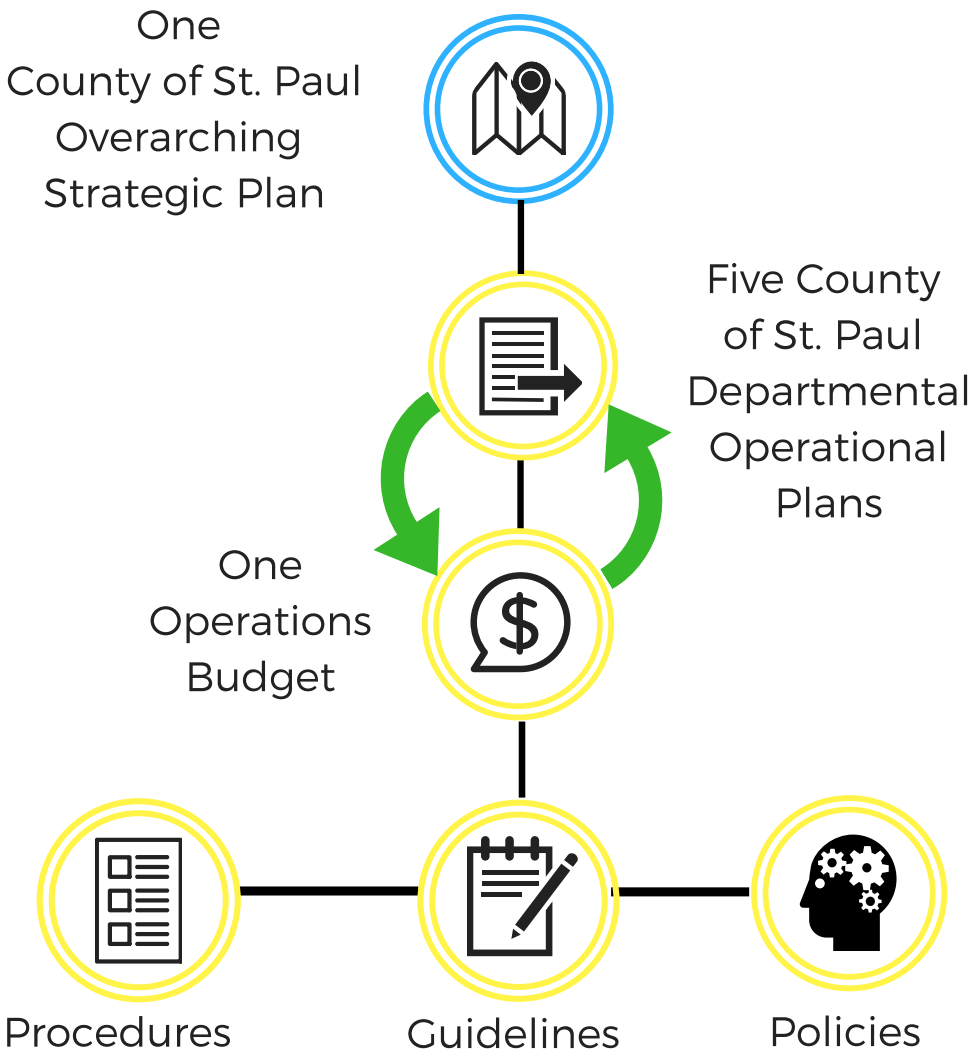
The County of St. Paul Strategic Plan includes several departments as shown below. Each department has an individual operational plan that is more detailed.

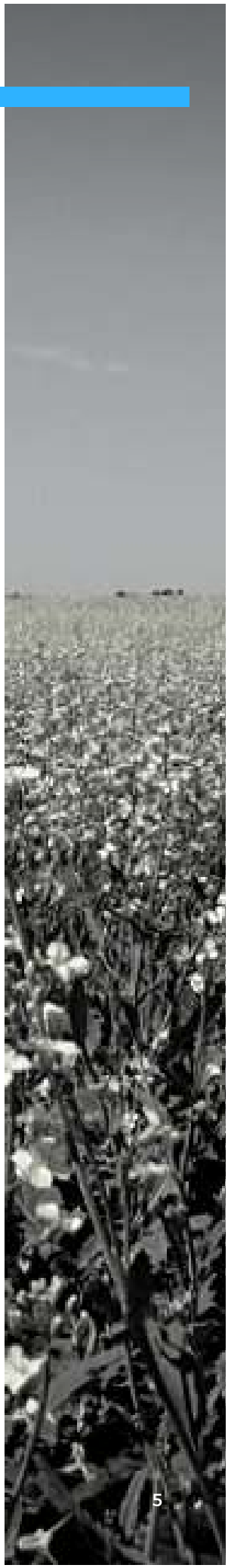


BIG PICTURE

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.

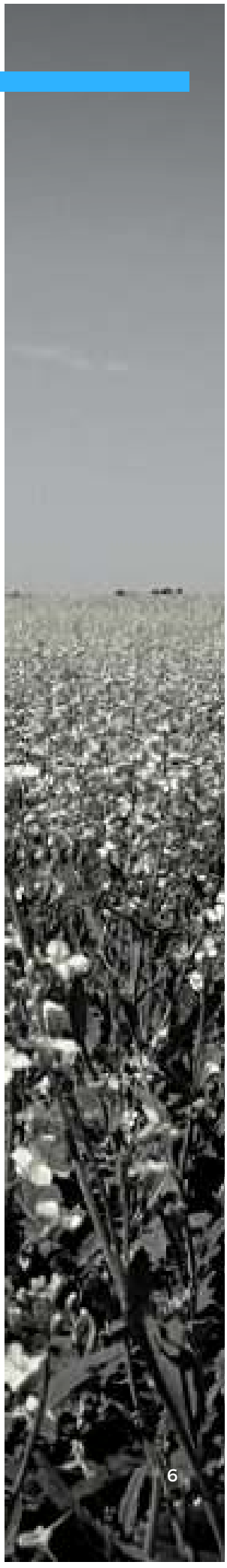
As per the M.G. A requirements we must do a 3 year operating, and 5 year capital budget. We plan to do a 5 year operating budget and 5 year capital budget.





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

NEXT STEPS FOR

OUR ADMINISTRATION

DEPARTMENT	STRATEGY
ADMINISTRATION	
1. Governance	**STRATEGY 1.7**
	Transparancy and Accountability to the Public
	STRATEGY 1.8
	Municipal Census
	STRATEGY 1.9
	Library Board

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** Development of Area Structure Plans around urban neighbours to reduce red tape and expense for developers
	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**
	Centralized Economic Development within the region
	STRATEGY 5.2
	Support growth of priority industry sectors
	STRATEGY 5.3
	Position workforce development as a cornerstone of regional economic development
	STRATEGY 5.4
	Support regional economic development through partnerships and advocacy
	STRATEGY 5.5
	Support the St. Paul/ Elk Point (STEP) Economic Development Alliance continuation beyond a pilot project
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 Develop improved access and use of the Regional Safety Management System
	STRATEGY 7.3 Establish enhanced OHS training standards and tracking
	STRATEGY 7.4 Establish system for the assurance of competency assessment
	STRATEGY 7.5 Establish enhanced system for the collection and completion of incident reports/ analysis along with corrective action tracking
	STRATEGY 7.6 Identify and implement efficiencies relative to administration of regional safety management system

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 firefighters
	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
PUBLIC WORKS	
1. Transportation	**STRATEGY 1.1**
	Ensure safe road infrastructure for public
	STRATEGY 1.2
	Improve communication with residents about Public Works
	STRATEGY 1.3
	Improve the Aggregate Management Program
	STRATEGY 1.4
	Leverage the Gravel Sales Program

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
	Ensure maintenance of sanitary lagoons and collections systems
	STRATEGY 2.3
	Consider consistent rate structure for use of County wastewater facilities
	STRATEGY 2.4
	Explore alternative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality

NEXT STEPS FOR

OUR PUBLIC WORKS

DEPARTMENT	STRATEGY
PUBLIC WORKS	
3. Energy Management	**STRATEGY 3.1** Work with the regional municipalities on improving energy efficiency throughout the municipal-owned buildings and facilities
4. Airports	**STRATEGY 4.1** 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. County of St. Paul and Elk Point FCSS	**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 communication with the public and support County departments
	STRATEGY 1.4 Ensure that all County departments are supported with quality, timely and effective communication
	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

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

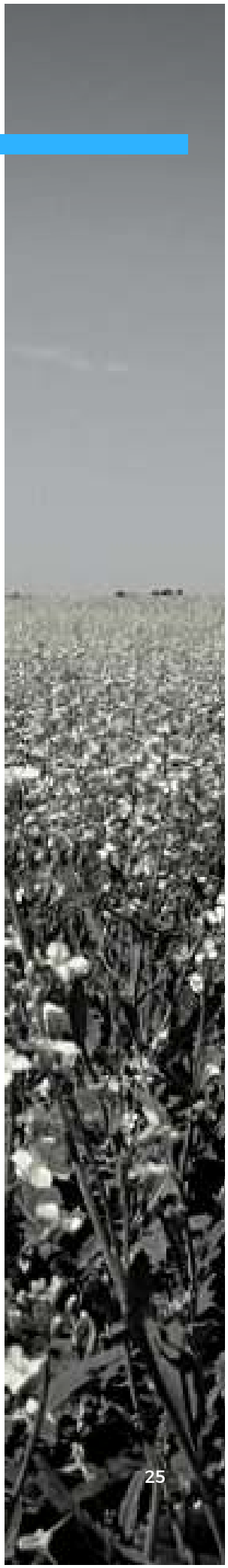
The County will include a summary of overall progress in implementing the plan based on the evaluation data collected using the strategic planning tool: SMART goals.

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.

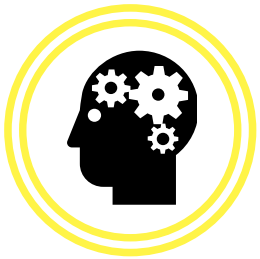
The evaluation reports will be included in each individual operational plan.



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.

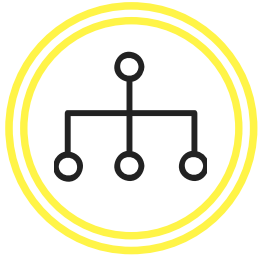


Measurable:

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.

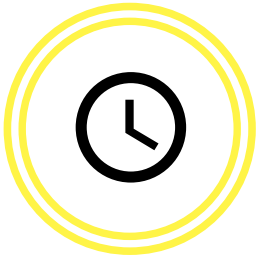
Achievable:

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?

CONTACT US

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