

Department: Operations
Employee: Jody Murray

2023 Work Plan
Fourth Quarter Report

The Operations Department is responsible for maintaining roads, sidewalks and walkways, boulevards, fire hydrants, public parks and beaches, ball diamonds and the Municipal Campground. It's also responsible for snow removal, residential and business garbage collection, sewage systems and water systems, as well as overseeing the maintenance and management of the Municipal Airport Terminal and Runway.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Ensure consistent and appropriate training is available to all staff in all departments. 	Ongoing	Public Works continues to strive to ensure every employee is trained on safe operation of all equipment, as appropriate for their responsibilities.
Bylaw Enforcement Department	Strong Governance & Finances	2023/2024	<ul style="list-style-type: none"> Develop procedures to assist department. 	Ongoing	Bylaw Enforcement Officer starts in February.
Water/Sewer Department	Strong Governance & Finances	2023/2024	<ul style="list-style-type: none"> Ensure that staffing and development opportunities meet the demands of the department. Installed PRV on Crysedale Drive Audit C.S.E program and develop safe work and rescue plans. (Manholes and Lift Stations) 	Ongoing	<p>PRV installation completed for 2023 but revisit in 2024. Plan is to do 2 more PRV's in summer months.</p> <p>C.S.E plan being reviewed. Need to determine scope of work moving forward.</p>
Commercial Garbage Collection	Environmental Sustainability	2024	<ul style="list-style-type: none"> Review all options available for commercial garbage bins. 	Ongoing	Council has given approval to purchase a New Front Load Garbage Truck. There will be a need for new garbage bins, so Public Works is in the process of auditing our existing garbage bins and sending

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					out an RFP for quotes to purchase new Bear resistant bins that will work with the front load Garbage Truck
Safety	Strong Governance & Finances	2023/2024	<ul style="list-style-type: none"> Monthly crew meetings. Toolbox topics. Implement inspection booklets for equipment checks. 	Ongoing Ongoing	Meetings to be held the first week of each month. Inspections to be completed and left in vehicle.
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Asset Finder training for staff. Pavement assessment of municipal roads. 	Ongoing	Program will be expanded to include all appropriate departments. L&M Engineering is currently reviewing our assessment report and creating a work plan for the summer months.
Water & Sewer	Economic Vitality	2023/2024	<ul style="list-style-type: none"> Sewer operations and maintenance. 	Ongoing	Project planned this summer to re-establish the berm in the Lagoons.
Roads Infrastructure	Strong Governance & Finances	2023/2024 2023/2024	<ul style="list-style-type: none"> Paving rehabilitation program. Street Sweeper Purchase 	Ongoing Completed	A full pavement assessment and condition report was completed. Staff now working on creating 5-year capital workplan. A new Street Sweeper has been purchased and is enroute.
Technical Reviews	Environmental Sustainability	2023/2024	<ul style="list-style-type: none"> Gantahaz subdivision water system. 	Pending	Gantahaz water system has received a grant, and a study is being completed to determine scope of work for manganese treatment.