

Department: Operations
Employee: Jody Murray

2024 Work Plan
First 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.

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 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	New sweeper and Garbage Truck have arrived. All employees to be trained.
Bylaw Enforcement Department	Strong Governance & Finances	2024	<ul style="list-style-type: none"> Develop procedures to assist the department in dealing with commercial vehicles parking. 	Ongoing	Bylaw Enforcement Officer currently dealing with this issues. Receiving numerous complaints.
Water/Sewer Department	Community and Social Development	2024	<ul style="list-style-type: none"> Currently a posting is up for an additional seasonal operator for the Utilities Department Prep work for 2 more PRV installs for this summer. Chemical testing of Gantahaz, Airport and in Town water systems 	Ongoing	This position is a winter operator on equipment and then switch to the Utilities Department for the summer months. PRV installation completed for 2023, but revisit in 2024. Plan is to do 2 more PRV's in summer months on Nation/Selwyn and Century Trailer Court. All chemical tests came back under maximum allowable concentrations.
Commercial Garbage Collection	Community and Social Development	2024	<ul style="list-style-type: none"> First 30 bins will be placed throughout town in the high bear traffic areas. 	Ongoing	New Front Load Garbage Truck was delivered on April 8, 2024. New garbage bins are scheduled to start arriving on April 11, 2024. Radio, decals, licence, and registration still need to be done.

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Safety	Strong Governance & Finances	2024	<ul style="list-style-type: none"> Monthly crew meetings. Toolbox topics. Implement of inspection booklets for equipment checks. New logbooks being used on equipment by mechanics. Audit C.S.E program and develop safe work and rescue plans. (Manholes and Lift Stations) 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Scheduled</p>	<p>Meetings to be held each month.</p> <p>Inspections to be completed and handed to supervisor for generation of a work order.</p> <p>This will help track work being done and completed work.</p> <p>Confined Space Entry plan being reviewed in the coming months.</p>
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> 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	Community and Social Development	2024	<ul style="list-style-type: none"> Water operations and maintenance. Sewer operations and maintenance. 	<p>Ongoing</p> <p>Ongoing</p>	<p>Working with L&M Engineering to develop a Water System Master Plan.</p> <p>Working with Urban Systems to develop a Sewer System Master Plan.</p>
Roads Infrastructure	Community and Social Development		<ul style="list-style-type: none"> Paving rehabilitation program. 	Ongoing	A full pavement assessment and condition report was completed. Staff now working on creating a capital workplan.
Technical Reviews	Community and Social Development	2024	<ul style="list-style-type: none"> Gantahaz subdivision water treatment plant. L & M Engineering is spearheading this project 	Ongoing	Gantahaz water system has received numerous bids for the construction of Water Treatment Plant.