

Department: Operations
Employee: Jody Murray

2024 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.

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	Operators are being trained on all equipment. Focus on Grader and Plow Truck training this time of year.
Bylaw Enforcement Department	Strong Governance & Finances	2024	<ul style="list-style-type: none"> Develop procedures to assist the department. 	Ongoing	Address Unsightly Properties Address Lawn Parking Foster Community Engagement Review Bylaws and make recommendations.
Water/Sewer Department	Community and Social Development	2024	<ul style="list-style-type: none"> Ensure that staffing and development opportunities meet the demands of the department. Installation of 2 more PRV's. Work needs to be done to maintain Statutory Right of Ways for water and sewer lines. 	Ongoing	2 PRV's were done this year, one on Centennial Drive and one on Nation Avenue. Statutory Right of Ways for water and sewer needs road repaired for access.
Commercial Garbage Collection	Community and Social Development	2024	<ul style="list-style-type: none"> Purchased new Bear Resistant Bins (will need to order some spares) 	Ongoing	Bins seem to be working to keep wildlife out. We will need to purchase about 10 more bins so we have spares just in case one or more get damaged.

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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. 	Ongoing	Meetings to be held the first week of each month. Toolbox topics daily talks. Inspections to be completed and left in vehicle.
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Pavement assessment of municipal roads. • First summer of paving plan has been completed. 	Ongoing	A full pavement, water and sewer assessment and condition report will be completed this year.
Water & Sewer	Community and Social Development	2024	<ul style="list-style-type: none"> • Water operations and maintenance. • Sewer operations and maintenance. 	Ongoing	Working with L&M Engineering to develop a Water System Master Plan. Working with Urban Systems to develop a Sewer System Master Plan. Work is underway for the new Water Treatment Facility. Work to be continued this summer.
Roads Infrastructure	Community and Social Development	Ongoing	<ul style="list-style-type: none"> • Paving rehabilitation program. • First year of plan has been completed. 	Ongoing	A full pavement assessment and condition report was completed. Public works has a 5-year capital workplan.
Technical Reviews	Community and Social Development	2024	<ul style="list-style-type: none"> • Gantahaz subdivision Water Treatment Facility construction • Lagoon review. 	Ongoing	Construction of GWTF has begun. Completion scheduled for summer 2025. Staff are awaiting a report for Lagoon review.