

**Department: Operations**  
**Employee: Jody Murray**

**2025 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	2025 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Ensure consistent and appropriate training is available to all staff in all departments.</li> </ul>	2025	New system of recording training and signing off on records just about completed.
Bylaw Enforcement Department	Strong Governance & Finances	Ongoing  2025	<ul style="list-style-type: none"> <li>Develop procedures to assist the department in dealing with cats, and commercial vehicles parking in town.</li> <li>Dealing with dangerous dog training.</li> </ul>	Ongoing	Bylaw Enforcement Officer currently dealing with these issues. Receiving numerous complaints.  Both Bylaw staff are registered to do training.
Water/Sewer Department	Strong Governance & Finances	Ongoing  2025	<ul style="list-style-type: none"> <li>Currently adding another seasonal operator to the Utilities Department</li> <li>Prep work for 2 more PRV installs for this summer.</li> <li>Statutory Right of Ways</li> <li>Staff Training on Level 1</li> </ul>	Ongoing  2025  2025 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 and 2024. Plan is to do 2 more PRV's this summer, locations are: Little Cloud Maker and Woodlands Mobile Home Park. Clear and maintain the roadways to sewer and water lines throughout town so we can access them for regular maintenance. Employee did course in Level 1 Small Water Systems.

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Commercial Garbage Collection	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>Train all Crew to Operate</li> </ul>	Ongoing	About 70% of operators have been trained.
Safety	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Monthly crew meetings.</li> <li>Toolbox topics.</li> <li>Implement of inspection booklets for equipment checks.</li> <li>Confined Space Program to be contracted out.</li> </ul>	Ongoing	Meetings to be held each month. Inspections to be completed and handed to supervisor for generation of a work order. Found some deficiencies, want to revise/update inspection booklets. C.S.E plan has been reviewed and JOHS has agreed to contract these services out to qualified Professionals.
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Pavement assessment of municipal roads.</li> </ul>	Ongoing	This years Paving Program has just gone out for RFP. L&M Engineering has developed a 5-year plan which is being implemented. Second year of implementation to take place this summer.
Water & Sewer and Roads Infrastructure	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Sewer operations and maintenance.</li> </ul>	Ongoing	Urban Systems to develop a Master Plan. Correlate findings to paving program so the work can be planned and schedule. A full pavement assessment and condition report was completed. Staff now working with L & M Engineering on creating a capital 5-year workplan. Second year of plan to be implemented this summer.
	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Paving rehabilitation program.</li> </ul>	Ongoing	
Technical Reviews	Environmental Sustainability	2025	<ul style="list-style-type: none"> <li>Gantahaz Water Treatment Facility. L&amp;M Engineering is spearheading this project</li> </ul>	Ongoing	Gantahaz Water Treatment Facility construction has begun. Completion is estimated for end of June/July 2025.