

Department: Operations
Employee: Jody Murray

2025 Work Plan
Third 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"> Ensure consistent and appropriate training is available to all staff in all departments. 	2025	New system of recording training and signing off on records was approved at JOHS meeting and will be implemented.
Bylaw Enforcement Department	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Develop procedures to assist the department. 	Ongoing	Bylaw Enforcement Officer currently dealing with issues. Receiving numerous complaints.
		2025	<ul style="list-style-type: none"> Dealing with dangerous dog training. 	2025	Both Bylaw staff have completed this training.
Water/Sewer Department	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Currently adding another seasonal operator to the Utilities Department Prep work for 1 more PRV install for this summer. Statutory Right of Ways Staff Training on Level 1 	Ongoing	This position is a winter operator on equipment and then switch to the Utilities Department for the summer months. PRV Install on Little Cloud Maker Road. 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"> • Train all Crew to Operate 	Ongoing	About 90% of operators have been trained.
Safety	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Monthly crew meetings. • Toolbox topics. • Implement of inspection booklets for equipment checks. • Confined Space Program to be contracted out. 	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"> • Pavement assessment of municipal roads. 	Ongoing	Road King has been awarded the paving contract. Paving plan has been completed for this year.
Water & Sewer and Roads Infrastructure	Economic Vitality	Ongoing	<ul style="list-style-type: none"> • Sewer operations and maintenance. 	Ongoing	Urban Systems to develop a Master Plan. Correlate findings to paving program so the work can be planned and scheduled. L&M Engineering have created a capital 5-year Pavement Rehabilitation workplan. Second year of plan has been completed this year.
	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Paving rehabilitation program. 	Ongoing	
Technical Reviews	Environmental Sustainability	2025	<ul style="list-style-type: none"> • Gantahaz Water Treatment Facility. L&M Engineering is spearheading this project 	Ongoing	Gantahaz Water Treatment Facility construction is ongoing. Completion is estimated for end of October 2025. Then training will be provided to all Utilities Operators.