

Mandate Letter Works Department 2025

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
Employee Engagement	Support and actively participate in the Employee engagement efforts.
Teamwork	Work cooperatively with your senior management colleagues.
Corporate Leadership	Spend time with your staff, even in remote locations.
Health & Safety	Participate in safety meetings and take a keen interest in the safety in your area.
Fiscally Responsible	Be fiscally responsible by managing your budget, keeping expectations reasonable and working to have an efficient operation by reducing expenditures.
Role Model	Be a role model for staff in attendance, wellness, safety, treatment of staff, respect all Departments and their staff, respect for Council and the public, always speak highly of your colleagues, and discourage gossip and do not participate in it.

Specific Goals for the Works Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Continue learning from second year of in-house snow and ice control	Monitor and review snowplow routes, and salt usage rates for improvements. Submit list of recommendations to CAO before end of May for the Snow & Ice Plan.	Q2
Goal #2: Facilitate more in-house equipment maintenance	Continue to discuss and encourage operational abilities looking towards more in-house activities.	Ongoing
Goal #3: Improve on monthly/daily schedule planning	Continue to regularly discuss operations with administrative support to provide more working knowledge on operational procedures.	Ongoing
Goal #4: Improve on procedure for implementation of video inspection of various storm and sanitary structures	Storm structure, 70 Storm lines, 2.4km Sanitary structures, 45 Sanitary mains, 10km	Q4
Goal #5: Enhance schedule for park regular maintenance (mowing)	Create a schedule, frequency for mowing public parks, public buildings, and walking trail maintenance.	Q2
Goal #6: Implementation of Road AI software	Install new software and conduct a new street condition assessment for all Town roads.	Q3
Goal #7: Succession Planning: Implementation of revised Department Structure	New structure in place and trained, with collaborative change in structure with Parks Department.	Q4

