

Practice Name:**Date Created:** 26-May-09**Author:****Last Updated:****Abstract:****GENERAL INFORMATION**

Name of Practice	Off Highway Vehicle Education Program
Date	18-June-08
Name of Municipality	Parkland County
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THE ISSUE**Abstract:**

What is the practice you developed or are developing (brief abstract)?

An educational awareness program for youth and the community at large on the safe use of Off Highway Vehicles (OHVs).

Please briefly describe the final practice developed. (e.g. if you developed a new Council agenda, list the agenda items, or if a new communications plan was created, provide a summary of the plan's goals, objectives and highlights.)

To raise awareness on the safe operation and proper procedures of OHV use to prevent injuries or damages.

Need:

Please describe (just a couple of sentences or bullet points) why you needed to create this practice (policy or process).

What issue made it necessary? (e.g. “We needed a comprehensive plan to deal with...”, or “We needed an annual forecasting tool because...”)

An awareness campaign was determined to be an essential course of action to counteract the increasing number of accidents and complaints concerning OHV use.

Due to the young ages involved in many of the accidents it was determined to start with high school age youth to mitigate the serious nature of the incidents.

CREATING YOUR PRACTICE**Research:**

How did you obtain information to help design your practice (including consultation with stakeholders, formal and informal research)?

Please include any research documentation you can share, or give us a source reference (e.g. Web site, literature, “We reviewed the bylaws from other municipalities in the area...”).

Process:

How did you go about designing your practice? For instance, did you create a team, hire a consultant, borrow something ready-made from another jurisdiction?

Describe briefly who did the design work and what process they followed.

The program was designed through consultation with stakeholders such as the local Stony Plain and District Crime Prevention Association, school officials, community groups and associations, the RCMP and other emergency service organizations as well as researching current trends, accident statistics, legislation and other related statistical information.

Peace Officer Dana Brand designed and implemented the program, adapting it for various audiences.

GETTING APPROVAL FOR YOUR PRACTICE**Authority:**

Whose/what approval did you need to create and implement the practice?

Administrative approval was given to allow Peace Officer Brand to be involved in this program.

Many of the sessions were done on her own time, as were preparation and coordination.

Reporting:

How did you inform the decision-maker(s) about the practice and your need for their approval?

Please note the name of any documents provided to the decision-makers that you would be willing to share.

The program was initiated as a Stony Plain and District Crime Prevention program and was highly acclaimed as such before being adopted by Parkland County.

Consultation:

Did you consult with stakeholders as part of your approval process?

If so, how? If possible, attach a copy of templates, surveys or other documents you used as part of your

consultation.

Yes, the Stony Plain and District Crime Prevention Association was the first to see and provide feedback on the presentation.

The presentation will be made available with this practice.

IMPLEMENTING YOUR PRACTICE

Plan:

Describe the process you went through to implement the practice. If you used an implementation plan, please note it here.

The practice was implemented by scheduling presentations in the first year to high school students in grades 10 and 11 in both Stony Plain and Spruce Grove. The second year had presentations to junior high school students and the third and subsequent years included students in grades 4 through 12 as well as community groups.

Policy:

What changes to bylaws, regulations or procedures were needed to implement this practice and how did you deal with them?

Not applicable

Please attach a copy of the change in bylaw, policy or procedure.

When:

When did your municipality begin to use the practice? Was it implemented all at once or in stages?

The municipality adopted the practice in 2007 from shared community groups and have implemented it as a business goal.

It was implemented in stages, as noted above under the Plan.

Who:

Who was responsible for implementing the practice?

Parkland County Patrol Services.

If someone else is responsible for ongoing management, who is it?

RESOURCES REQUIRED

Budget:

How much did it cost you to design and implement your practice (i.e. We saved/spent \$XX per year)?

The program costs \$2,250 per year as well as time commitments from the Peace Officers.

What are your ongoing operational and capital costs, if any?

Operating costs are dependent on the number of presentations, as it is based on salary and time expenses.

Staff:

What human resources did you need to design, implement and manage your practice? (e.g. "It took X staff member

One staff member dedicated 300 hours over four years to this program.

(s) X months on this” or “This is part of normal staff duties.”)

Infrastructure:

What “capital costs” (such as information technology, other equipment or building assets) did you need to design, implement, manage, and/or evaluate your practice?

Capital costs are limited to a computer and overhead projector.

EVALUATING YOUR PRACTICE

Formal:

If you did a formal evaluation (e.g. user satisfaction survey, analysis of annual expenditures or number of rate payers served) for your practice, please describe the evaluation tool and the process used.

Tell us who was involved.

The program has been presented to more than 5000 people since it was started under the Crime Prevention program four years ago.

It is being evaluated on the number of people, both youth and adults, who have received and benefited from this presentation.

Informal:

If you did an informal evaluation, describe what you did (such as discussing the practice with people in the office or on the street, or letters/comments received).

The practice is regularly reviewed with stakeholders through discussion with RCMP, Crime Prevention organizations, teachers, community groups and presentation organizers.

Performance measures:

Please list the performance measures for this practice (i.e. reduced number of complaints, money saved, or change in equipment life expectancy.)

Due to the nature of the educational process and the extenuating factors in statistical information, establishing performance measures hasn't been possible beyond participant feedback.

Please list the process you used for measuring performance, (i.e. We do annual surveys on...) examples include:

- collecting data
- establishing a baseline
- applying the measures
- results
- follow up

Changes:

(a) Based on the evaluation (formal or informal), describe any changes you have made, or would like to make, to your practice as a result. (e.g. “After implementing this practice, we decided that it would be better if...”)

-or-

(b) Has your practice met your expectations and if so, how?

Due to the implementation of this practice, an OHV committee has been established at Parkland County. The focus of the presentations has changed to adapt to current trends, need and legislative requirements. Consideration is being given to expanding the program to include a practical, hands-on component. This program has exceeded expectations, as has been recognized by the positive feedback it has generated, the increasing demand for presentations and because it has reached significantly more people than was originally envisioned.

LESSONS LEARNED / BENEFITS RECEIVED

Benefits:

What are the benefits of this practice to your municipality? (eg. Preparation of Council agenda packages now requires less time, etc.)

The immediate benefit of this practice is the increased awareness and safety knowledge to local residents. Side benefits include providing the opportunity for municipal Peace Officers to be proactive in the community and the demonstration of the municipality's commitment to public safety.

Key Lessons:

What key lessons have you/your municipality learned through the process of:

- designing;
- obtaining approval;
- implementing; and
- evaluating your practice?

Include any problems, surprises, and unanticipated benefits. (e.g. "We realized that we needed to spend more time...")

Community organizations are seeking this type of preventative information and this program helped the municipality recognize the importance of focusing on preventative measures and programming. It has generated more support for Patrol Services in other roles simply because they are recognizable in the community through this program.

This also provides an exceptional forum to address various patrol issues one-on-one with residents.

Advice to Municipal Peers:

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

Be sure to have stakeholder groups, such as schools and crime prevention organizations, involved and fully supportive of the program.

PRACTICE UPDATES

New Information:

N/A

There may be some new information to add since this practice was first posted. This is especially true if:

- a new process has been implemented in your municipality;

- there are new practice evaluation results; or
- there has been a change affecting organizational direction. For example, explain how new economic conditions or a new vision/strategy affect the practice.

Please indicate those changes here. Don't forget to list any new documents that may be useful to your peers. Then go to "Other Information" to attach the new documents.

OTHER INFORMATION

Suggestions:

N/A

Please list relevant information sources that others might use or you would be willing to share (courses, Web sites, literature, experts).

Documents & Attachments:

Program Overview
Presentation

Please attach (using the "Browse" button below) any documents you would be willing to share with others interested in your practice (e.g. a bylaw, a policy, approval documents, templates).

* Note: If you do not have an electronic copy of a document, please send Municipal Excellence a paper copy for scanning to:

Alberta Municipal Affairs
Municipal Excellence Network
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB
T5J 4L4

Nominations:

Do you have any suggestions of other individuals or municipalities with municipal practices that we should add to the Municipal Excellence network? Please list their practice, municipality, and contact information.

Or, e-mail menet@gov.ab.ca and let us know about a municipal colleague that has a really good way of doing things.

COMMENTS

Have we missed something; anything you'd like to add to the areas we have touched on, or an area we have not mentioned?