

Vision:

“The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy”

This Strategic Plan provides *Council's* priority direction to administration in moving St. Paul County forward in achieving the vision.

All direction give to administration is to be fulfilled adhering to the values of the County:

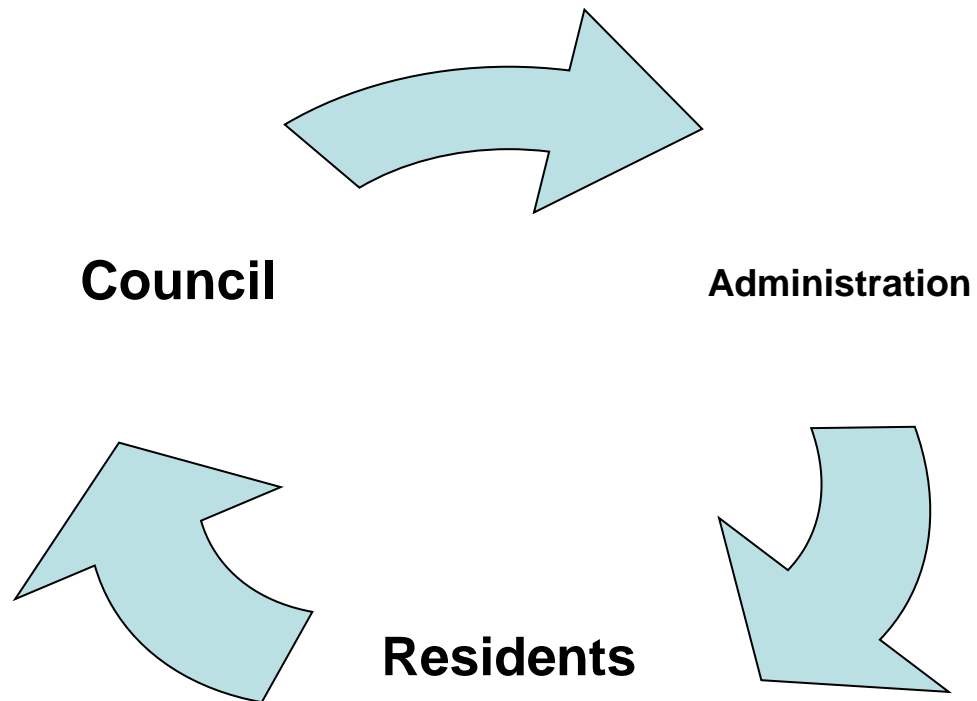
- Balance
- Respect
- Fairness
- Integrity
- Accountability
- Service/Serving

“Strategic Planning is a process by which we can envision the future and develop the necessary procedures and operations to influence and achieve that future”

– Clark Crouch

# Strategic Business Plan 2015

County of St. Paul No. 19



## Table of Contents

<b>Vision</b>	-----
<b>Core Values</b>	-----
<b>Guiding Principles</b>	-----
<b>Sustainability Priorities</b>	-----
<b>Goal 1 – Governance</b>	-----
<b>Goal 2 – Administration</b>	-----
<b>Goal 3 – Assessment</b>	-----
<b>Goal 4 – Economic Development</b>	-----
<b>Goal 5 – Fire/Disaster Services</b>	-----
<b>Goal 6 – Protective Services</b>	-----
<b>Goal 7 – Public Works/Transportation/Safety</b>	-----
<b>Goal 8 – Utilities</b>	-----
<b>Goal 9 – Waste Management</b>	-----
<b>Goal 10 – FCSS</b>	-----
<b>Goal 11 – Agriculture</b>	-----
<b>Goal 12 – Planning and Development</b>	-----
<b>Goal 13 – Parks &amp; Recreation</b>	-----
<b>Goal 14 – Library</b>	-----

## **County of St. Paul Strategic Business Plan – 2015**

### **Vision:**

The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy

### **Core Values:**

- Balance
- Respect
- Fairness
- Integrity
- Accountability
- Service/Serving

### **Guiding Principles:**

- 1) Balance the rural character of the County with regional vitality, orderly growth and diversified economic opportunities.
- 2) Promote environmental stewardship and conservation of natural resources.
- 3) Foster innovation and research to improve the community.
- 4) Seek collaborative approaches for effective service delivery and quality of life improvement.
- 5) Strive for operations efficiency and stability to provide affordable services to residents.

## **Sustainable Priorities:**

- Preserve the rural character of the County through the conservation of the quantity and quality of the agricultural land, maintaining the beauty and accessibility of the lakes, and good partnerships with urban neighbors.
- Encourage environmentally sound and sensitive development.
- Allow development in such a manner as to limit the removal of higher capability agricultural land, not put undue pressure on the natural environment or the provision of services and not cause unacceptable adverse effects on the agricultural economy and community.
- Utilize natural resources to promote economic diversification which is compatible with the rural environment and environmentally sound so that all residents may enjoy optimum working and living standards.
- Continue to support and promote sustainable and enhanced agricultural research, activities and practices to achieve the rational diversification and intensification of agricultural activities and a profitable and sustainable future for producers.
- Seek inter-municipal plans and cooperative service agreements such that they continue to support better relationships among rural and urban residents, better services and efficiency of services.
- Encourage the development and expansion of institutional facilities to meet the educational, social, religious and cultural needs of residents.
- Ensure the provision essential services such as emergency services, health services, education and gathering places for social and religious activities, to support the renewal and enhancement of vital components of rural lifestyle and quality of life.
- Support the continued, orderly growth of the incorporated urban centers so they can continue to provide a range of commercial, industrial, residential and institutional services to the wider community.
- Minimize the negative impact on the land by encouraging good stewardship of the land.
- Minimize conflicts between agricultural and non-agricultural land users.

## Goal 1 – Governance

**Goal 1. Council uses a “rural filter” in making all decisions and models transparent, participatory and inclusive leadership**

Action	Lead	Target Date	Quarterly Report
Host Annual Meeting – move the annual meeting around the County – 2015 in Mallaig	Council/Sheila	April 2015	<b>Quarter 1 – Annual meeting scheduled for April 21, 2015 at the Mallaig Fire Hall.</b>
Municor siding in Mallaig – acquire from Municor – budget implication – Survey costs	Tim	Dec 2015	
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year			<b>Quarter 2 – had a joint meeting with Elk Point Jun 24, 2015.</b>

## Goal 2 – Administration

**Goal 2: Excellence in services provided by Administration is premised on ensuring Council is well-informed, strengthening ties with community partners, building effective working relationships with government, promoting the rural character of St. Paul County and building corporate capacity.**

Action	Lead	Target Date	Quarterly Report
Continue to work on an asset management project to determine life of assets within municipality	Sheila/Darlene	Dec 2014	<b>Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to be approved and communicated to residents in 2<sup>nd</sup> quarter.</b>
Consider Purchase Asset Management in 2016 Software-Bellamy – that is tied to both our Financial and GIS Software. Cost \$45,000 – Increased annual cost (included in that amount) \$3,000	Sheila/Darlene	Summer 2016	<b>Quarter 3 – working with Urban Systems to determine 20 year capital plan for roads – will be bringing forward to 2015 Strategic Planning.</b> <b>Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting.</b> <b>Quarter 2, 2015 – The County presented the County’s Asset Management strategy at the Provincial Asset Management Committee. There is a lot of interest in the County’s approach.</b>

<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>New vehicles in 2015 include rest of gravel fleet – will reduce manual maps – show where gravel has been deposited. And mowing vehicles \$30,000</p>	<p>Sheila</p> <p>Linda/Mechanics</p>	<p>Dec 2014</p> <p>May 2015</p>	<p><b>Quarter 1 – Have ordered Supervisor software for 3 vehicles to be used in the field. GPS is being installed on all graders and plow trucks.</b></p> <p><b>Quarter 2 – the Work Alone is set up for 51 employees. Staff will be trained on the use of the system in July.</b></p> <p><b>Quarter 3 – staff have received initial training on the system – however they are asking for additional training. This will occur in October.</b></p> <p><b>Quarter 2, 2015 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install.</b></p>
<p>Council to consider participation in Intern Program for 2015 (applications to be out in fall of 2014)</p> <p>Applications have been sent in for both the Administrative and Financial streams- will know in early 2015 if we are successful in hosting an intern.</p>	<p>Sheila/all departments</p>	<p>Sept 2014</p> <p>May 2015</p>	<p><b>Quarter 3, 2014 – Council has approved an application under both the Finance and Administration streams – with the expectation that we will have only one intern.</b></p> <p><b>Quarter 1, 2015 – The County was approved to host a Finance Intern. Intern has been hired – Michelle Yun – starting May 1, 2015.</b></p> <p><b>Quarter 2, 2015 – Finance Intern has commenced employment</b></p>
<p>Communication Plan:</p> <ul style="list-style-type: none"> <li>• Ongoing review and updating of County website</li> <li>• Implement Social Media for County of St. Paul – Facebook, Twitter</li> <li>• Continue with Radio spots</li> <li>• Continue Newspaper</li> </ul>	<p>Sheila</p> <p>Paulette</p> <p>Kyle/Paulette</p> <p>FCSS</p> <p>Phyllis/FCSS</p>	<p>Start January 2014</p>	<p><b>Quarter 1 –</b></p>

<p>County Page 8</p> <ul style="list-style-type: none"> <li>• GIS Webmap public</li> <li>• GIS Webmap Subscription site</li> <li>• GIS Webmap Investors site</li> </ul>	<p>Linda</p> <p>Linda</p> <p>Sheila/Linda</p>		
<p>Explore IT options – offsite servers – working with AAMDC Program Not complete in 2014 – keep for 2015 – waiting for AAMDC to analyze appropriate companies for municipalities –</p>	<p>Sheila/Tim</p>	<p>When Available</p>	<p><b>Quarter 1 – CAO has been in contact with several IT providers and reviewing what they have to offer.</b></p> <p><b>Quarter 2 – Working on getting information from current IT provider so that an RFP can be developed for IT Services.</b></p>
<p>Consider purchase of new plotter – complete with scanner (used for sending plans to assessors/building inspectors), can hold 2 rolls of paper increasing safety of staff when changing paper \$23,000</p>	<p>Linda/Paulette</p>		<p><b>Quarter 1 – This item was not included in the 2015 budget.</b></p>
<p>Purchase Cash Receipts Toolkit to maximize staff time for on-line and phone banking receipts - \$4,000</p>	<p>Darlene/Sheila/Phyllis/Coco</p>	<p>January 2015</p>	<p><b>Quarter 1 – Put on hold until we tender out the banking services.</b></p>
<p>Consider the purchase of Citizen Self Serve Software from Bellamy – this would allow residents and real estate to access information on-line regarding their property, utility bills, or accounts receivable and to make on-line payments for the same. \$36,000.</p>	<p>Darlene/Sheila/Linda/Carolyn</p>		<p><b>Quarter 1 – this item was not included in the 2015 budget.</b></p>

Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Bridge File replacement – policy to ensure that road construction required for Bridge File is automatically included in road planning	Sheila	June 2014	Quarter 2 – No action yet.
Fire Bylaw Review	Dennis/Kyle		<p>Quarter 1 – Amendments have been made to the bylaw and it is being reviewed at the Fire Committee levels – and with the Fire chiefs. Medical First Response will be added to the bylaw and level of service will be determined by each Fire Department.</p> <p>Quarter 2 - Fire Committee has provided input; still sorting out medical first response approaches for each fire department prior to including in bylaw</p>
Noise Bylaw Review	Kyle		Quarter 1 – A new Noise bylaw has been approved. Completed.
Cemetery Bylaw	Kyle		
Dog Bylaw	Kyle		
Gravel Levy Bylaw	Kyle		Quarter 1 – The Gravel Levy Bylaw has been approved. Completed.
Policies: <ul style="list-style-type: none"> <li>• Contaminated Site Management</li> <li>• Salt Management Plan</li> <li>• Employee Vehicle Use</li> <li>• Distribution of County Funds for Special Achievements</li> <li>• Short Term Disability</li> <li>• Sick Leave</li> <li>• Dust Control oil vs. MG30</li> <li>• Retirement Policy – 6</li> </ul>	Kyle		<p>Quarter 1 – New Policies approved:</p> <ul style="list-style-type: none"> <li>• Management Definitions Policy (updated)</li> <li>• Cellular Phone policy (updated)</li> <li>• County grant funding for sports policy (updated)</li> <li>• Dust Control Policy</li> <li>• Retirement Policy</li> <li>• Mechanics Allowance Policy (updated)</li> <li>• Removed Stoney Lake and Siler Creek Beaver Dam Policy.</li> <li>• Do Not Spray Policy</li> <li>• Cancellation of Penalties or Interest Policy</li> <li>• Alternative Retirement Contribution Policy (updated)</li> </ul>



<ul style="list-style-type: none"> <li>months' notice</li> <li>Emergency Livestock Trailer Policy</li> <li>Road Mowing Program – using Road Classifications</li> </ul>			<ul style="list-style-type: none"> <li><b>Utilities Bylaw Draft in Progress- working with Brownlee</b></li> </ul>
Reformat Policies/Manual	Kyle/Paulette		<p><b>Quarter 1 – Process has been started. Should be complete 2<sup>nd</sup> quarter.</b></p> <p><b>Quarter 2 - Final editing and formatting taking place. Should be complete by end of 3rd quarter.</b></p>
Review Outdated Bylaws	Kyle		<b>Quarter 1 and 2 – Currently started reviewing outdated and antiquated bylaws.</b>
Reorganize Agreements/Develop standard agreement	Kyle		<p><b>Quarter 1 – No action yet; aiming for second quarter</b></p> <p><b>Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development</b></p>

Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report
<p>Continue Succession planning processes that will ensure staff are ready for new roles as senior staff retire in the coming years. \$35,000 team building, leadership training, knowledge transfer (Asset Mgt/GIS database)</p> <p>Continue courses in 2015 but have courses start in late October and continue till spring – therefore not a big delay in learning.</p>	Sheila	Dec 2015	<p><b>Quarter 1 – Effective Teams and Leadership courses completed for the first group in January, second round of staff started courses in March. Great feedback from staff and process changes have been undertaken to improve communication to staff.</b></p> <p><b>Quarter 3 – courses will resume in October finishing by mid-December</b></p> <p><b>Quarter 4 – Courses will extend into January due to snow removal during the end of November.</b></p> <p><b>Quarter 1 – 2015 – Courses complete for 2014 group. Next courses to commence late October.</b></p>
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2015	<b>Quarter 1 – Team Building event scheduled for April 24, 2015</b>

<p>Explore Employee Attraction and Retention Strategies:</p> <ul style="list-style-type: none"> <li>• Employee Engagement Survey</li> <li>• Participation in Job Fairs – start in High Schools</li> <li>• Continuation of Team Building Events</li> <li>• Succession Planning – Effective Teambuilding and Leadership series</li> <li>• 360 reviews for Management team.</li> <li>• Explore affordable housing or community housing projects for new employees moving to area</li> <li>• Explore ways to find and retain skilled employees</li> <li>• Complete more background research when hiring. Check resumes better</li> </ul>			<p><b>Quarter 1 – Team building event in April. Completed teambuilding and leadership series for 2014 group in March.</b>  <b>Quarter 2 – Team Building event was a great success in April.</b></p>
<p>HVAC Administration Building \$25,000</p>			

**Goal 3 – Assessment**

**Goal 3: Assessment meets “best practice” standards, ensuring fair taxation for residents and businesses.**

Action	Lead	Target Date	Quarterly Report
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Work with Accurate Assessment to ensure accurate assessment of properties in the County of St. Paul and communicate any required changes to residents as procedures and methodologies change in the assessment department.	Accurate/Sheila		<b>Quarter 2 – Assessment complete to Province at end of February. Open houses were held following mailing of tax notices to residents. Working with Accurate Assessment to coordinate work of in-house assessor to best benefit the process.</b>
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#### **Goal 4 – Economic Development**

**Goal 4. Economic development that is environmentally sound, focuses on sustaining agriculture, enhancing rural-based oil and gas utilization or is compatible with rural lifestyle, is encouraged**

<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
HUB Economic Development Project – Investor Strategies and GIS	Sheila/Kyle/Linda /Paulette	Fall 2015	<b>Quarter 1– ACP Grant for HUB has been approved for \$350,000 for this project.</b>

#### **Goal 5 – Fire/Disaster Services**

**Goal 5: Fire and Disaster services increase safety for residents and respond to rural living as effectively as possible**

<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
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Continue work on Regional Emergency Management Plan with partners.	Rob Duffy	Sept 2015	<p><b>Quarter 1 – work on the Regional Emergency Management plan is continuing. Rob Duffy participated in the Provincial Emergency management exercise. Training courses are being scheduled as required. Mass Notification System has been approved by the municipalities and implementation has commenced – public notification to happen in 2<sup>nd</sup> quarter. NESS equipment will be removed from the Post Office by the end of April and will be stored at the County Public Works site.</b></p> <p><b>Quarter 2 – NESS Equipment has been moved to County Public Works. Mass Notification System setup commenced – rollout to public in early July. Regional plan nearing completion – working on sub-plans. Electrical upgrades for Elk Point EOC have been completed.</b></p>
Provincial Emergency Management Exercise	Rob Duffy/REMP members	Feb 2015	
Regional Emergency Management Training	All required	As required	
Regional Emergency Management exercises – 2 table top exercises, 1 field exercise	Rob Duffy	Fall 2015	
Explore & Implement Mass Notification System	Rob/Sheila	Fall 2015	
Set up larger ECC – explore possibly using County PW Shop	Rob/Dennis	Summer 2015	
Set up Elk Point EOC - budget implications	Rob/Dennis/Town of Elk Point	Summer 2015	
Community readiness/education sessions	Rob Duffy	Fall 2015	
Explore AFFRCS Radio Communication	Rob Duffy	Summer2015	
NESS Equipment Storage	Rob/Leo	February 2015	
Purchase of an Emergency Livestock Trailer - \$30,000	Dennis/Trevor		<p><b>Quarter 1 – A Committee has been formed and the purchase of this trailer is being included in the County budget. The St. Paul Ag Society is going to apply for a grant to assist with the purchase.</b></p> <p><b>Quarter 2 - Applied for the Farm Credit Canada AgriSpirit</b></p>
Policy regarding its use.			

Register any members of this group under the Volunteer Insurance plan.			<b>Quarter 2 - Community Grant for purchase of livestock trailer</b>
Review Fire Agreements with Towns	Dennis/Sheila		<b>Quarter 1- Ongoing Quarter 2 – St. Paul Fire Agreement – 1<sup>st</sup> draft was received at meeting on Jun 24. County committee members are reviewing and providing recommendations to Council.</b>
New Equipment for Ashmont Fire Department <ul style="list-style-type: none"> <li>○ Jaws of Life \$12,000</li> <li>○ Community Sign \$6,000</li> <li>○ Bunker Gear \$5,000</li> <li>○ SCBA Bottles \$ 3,000</li> </ul>			<b>Quarter 1 – County budget will contemplate these items. Quarter 2 – Jaws of Life have been purchased as well as Community Sign and Bunker gear</b>
New Equipment for Mallaig Fire Department: <ul style="list-style-type: none"> <li>○ Bush/Rescue Truck \$40,000</li> <li>○ Bunker Gear \$5,000</li> <li>○ Handheld Radios \$5,000</li> <li>○ Misc \$5,300</li> </ul>			<b>Quarter 1 – County budget will contemplate these items. Quarter 2 – Bunker gear and radios have been purchased</b>
New Equipment for St. Paul Fire Department <ul style="list-style-type: none"> <li>○ Rapid Attach Unit \$75,000</li> </ul>			<b>Quarter 1 – County budget will contemplate this item. Quarter 2 – Chasis for Rapid Response is ordered</b>
Work with community clubs who require emergency services/EMT etc for their events. How can we help them with the Ambulance transition?	Tim		<b>Quarter 1 – new ambulance provider will work with community clubs who need this service at reduced rates.</b>
QMP update – inspection of commercial buildings			
Fire works? Enforcement issue			
Establish Levels of service for the County Fire Service – in relation			<b>Quarter 1 – AHS attended a meeting held at the County where the fire departments heard the benefits and requirements for</b>

to medical assist, etc. Establish Fire Service Protocols			formalizing medical assists attended by fire departments. This will be incorporated in the update of the County's Fire Bylaw. <b>Quarter 2 – fire departments still determining level of service they will provide for medical assist.</b>
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**Goal 6 – Protective Services**

**Goal 6: Efficacious law enforcement**

Action	Lead	Target Date	Quarterly Report
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**Goal 7 – Public Works/Transportation/Safety**

<b>Goal 7: Services provided by Public Works minimize negative impact on agricultural land, are provided in a safe, cost-effective manner and enhance quality of life for residents.</b>			
Action	Lead	Target Date	Quarterly Report
Gravel Levy Bylaw	Leo/Sheila	1 <sup>st</sup> quarter 2015	<b>Quarter 1 – This bylaw was approved and is being implemented in the 1<sup>st</sup> quarter. Quarter 2 – the first reports and payment for the CAP program are being received. Staff are sending reminders to those owners/operators to encourage compliance.</b>
Continue to utilize Road Use Agreements for road damages			<b>Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements.</b>

<b>Goal 7A: Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads</b>			
Actions	Lead	Target Date	Quarterly Report
Road and Bridge Construction			
Develop policy regarding oil vs. MG30 for dust control	Kyle/Leo	March 2015	<b>Quarter 1 – Dust control policy is approved.</b>
See Appendix A for listing of road, bridge construction, and 2015 equipment replacement	Leo		
Gravel Levy			<b>Quarter 1 – Bylaw is enacted.</b>

Highway 867 – negotiation with Province for County take over at some point.			<b>Quarter 2 – nothing to report</b>
<b>Goal 7B: Public works equipment is maintained and upgraded on a regular basis</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Shop building efficiency – lighting and overhead doors, air handling and heating.  Complete PW Shop Retrofit  Follow-up with MCCAC Grant to obtain bonus for reduced energy consumption	Sheila/Ken   Sheila/Kyle	May 2014	<b>Quarter 2 – started in 2012; lighting is complete</b> <b>Quarter 1 – Retrofits to the PW Shop were tendered and opened on April 30. Council to determine if the tender will be awarded at the May Council meeting.</b> <b>Quarter 2 - Tender awarded. Work is commencing on the HVAC systems.</b> <b>Quarter 3 - Work is continuing on upgrades at the PW Shop – deadline is November 2013.</b> <b>Quarter 4 – progress on renovation is slow due to contractor – we have requested an extension to January 31, 2014 – however based on progress at the end of December, will need to consider additional extension request – possibly to June 2014.</b> <b>Quarter 1 2014 – Work on installation of HVAC Equipment is now progressing – deadline for MCCAC Grant has been extended to May 31, 2014.</b> <b>Quarter 2 2014 – Work is not complete – just waiting for final inspection from the Engineer. Paperwork has been sent in to MCCAC Grants people. (Grant arrived in July)</b> <b>Quarter 3, 2014 – work is complete – Engineer will do final inspection in October 2014.</b>
Replace overhead doors at PW Shop. 14 doors X \$4500/door	Ken		<b>Quarter 1 – this item was not included in the 2015 budget.</b>
See Appendix C for listing of equipment purchases	Leo		

<b>Goal 7C: Successful Safety</b>			
<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>

Training program for new equipment operators			<b>Quarter 1 – Ongoing with new operators</b>
Training Opportunities for staff			
Explore Video Safety Orientation/online	Bryan/Crystal/Tim		<b>Quarter 1 – Discussed with AMHSA. Will try and develop a video using local videographer. Started developing a checklist for new hires.</b>
Include on Payroll Checklist			

### Goal 8 - Utilities

<b>Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
<p>Work towards improved water quality in Ashmont and Mallaig</p> <ul style="list-style-type: none"> <li>- Determine water supply for Ashmont, Lottie Lake – WTP or Transmission line from Spedden</li> <li>- Move Wiggen Test plant to Mallaig following Ashmont project to enhance water quality there</li> </ul> <p>Work on Water Supply from Spedden to Ashmont -</p> <p>Upgrade truck fill at Ashmont – to include account number/coin option.</p>		<p>WTP – March 2014</p> <p>Test Plant – spring 2013</p>	<p><b>Quarter 1, 2013 - Ashmont Water Treatment plant detailed design is complete. As of April 30, ready for tendering. Administration to liaison with AT to determine if projects that exceed the approval will be funded....this will be part of any tender document. Council to determine if we proceed to tender at the May Council meeting.</b></p> <p><b>Quarter 2 - Ashmont Water Treatment Plant was tendered out. Council to determine if tender will be awarded following review by Alberta Transportation – and approval by Transportation to cover the unfunded portion – when they are able.</b></p> <p><b>Quarter 3 – Following meeting with Alberta Transportation and letter received regarding funding – Council determined to put the awarding of the tender for the Ashmont WTP on hold in order to look at other options. Options that will be explored include: connection to Hwy 28/63 Water Commission at Spedden; connection to St. Paul; and construction of WTP. Council will make determination at October Council meeting.</b></p> <p><b>Quarter 4 – Council received report from Urban Systems</b></p>



			<p>and based on the report made a resolution to proceed with a scope change requesting to build a line from St. Paul to Ashmont – provided the Town of St. Paul is interested in supplying water to the County. Then in November, the County received new information regarding the price of water from the Hwy 28/63 Commission at Spedden, as well they asked Administration to research potential water line from Cold Lake to Glendon.</p> <p>Quarter 2, 2014– Council approved the expenditure of \$20,000 to look at the supply of water that can be provided to the County of St. Paul from the Hwy 28/63 Commission. This study will provide Council with information as to what population will trigger required upgrades on that line and the scope of the upgrades – pumping or twinning of lines.</p> <p>Quarter 3 – Council received Associated Engineering report at the September Council meeting – decision was deferred to a future meeting.</p> <p>Quarter 4 – Council resolved to ask for a scope change to connect to the Spedden line. Application was sent to Alberta Transportation.</p> <p>Quarter 1, 2015 – Water Supply Agreements and agreements to utilize a Smoky Lake County building discussions have begun. These discussions have resulted in further amendments to the scope of the project that have been submitted to Alberta Transportation as at March 31, 2015. Detailed design of the transmission line and Ashmont connection are underway, the connection at Spedden is being held up by the negotiations with Smoky Lake County and Alberta Transportation.</p> <p><b>Quarter 2 – Have met with Alberta Transportation staff to discuss latest scope change – they have agreed to the scope change and have sent to the Minister recommending approval. We will be re-routing water line in Ashmont to avoid the Iron Horse Trail and potential contaminated soil in that area.</b></p>
<b>Complete</b> Feasibility study for	Sheila	Summer 2014	<b>Quarter 1 – RFQ and RFP’s have been sent out regarding</b>

Joint Lagoon in the Lac Sante Area – with the County of Two Hills			<p><b>this project. Project was awarded to Urban Systems.</b></p> <p><b>Quarter 2 – a kick-off meeting was held in Two Hills to discuss the process for this Feasibility Study.</b></p> <p><b>Quarter 3 – Urban Systems is currently working on the project – determining volumes of septage, potential locations, etc.</b></p> <p><b>Quarter 4 – Feasibility report is complete, scheduling a meeting with the County of Two Hills – Applied for extension to the grant to allow for a meeting in January.</b></p> <p><b>Quarter 1, 2015 – Feasibility study is complete.</b></p>
Explore Tank loaders for non-potable water	Sheila, Dennis, Leo		
When requested, explore providing water to Developments	Sheila	2014 as requested	<b>Quarter 1,2,3 – No requests</b>
Consider application under new Federal Program for upgrade of water distribution systems in Lottie Lake, Ashmont, Bayview Beach, potential Co-ops off St. Paul/Elk Point line (with the municipal portion funded by residents)	Sheila/Tim	When announced	<p><b>Quarter 2 – Program will not be open for applications until 2014.</b></p> <p><b>Quarter 2, 2014 – Open Houses were held for Lottie Lake and Ashmont residents in June to determine support for new water distribution lines. A newsletter was sent out in June to all residents giving them until the end of July to respond – Council will proceed with an application based on these responses.</b></p> <p><b>Quarter 3 – Council reviewed the responses from Lottie Lake and Ashmont residents. It was determined to submit Building Canada Grant applications for both projects when the program is available to receive applications. It has been indicated that no applications will be accepted until early 2015.</b></p> <p><b>Quarter 4 – Building Canada grant not accepting applications yet.</b></p> <p><b>Quarter 1, 2015 – Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015.</b></p>
Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	<p><b>Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August.</b></p> <p><b>Flow Meter is scheduled to be installed in July. Geo-</b></p>

<p>Short Term measures to extend life of Ashmont Lagoon:</p> <ul style="list-style-type: none"> <li>• De-sludging lagoon - \$85,000</li> <li>• Re-route trucks to Mallaig (once upgrades complete)</li> <li>• Geo-technical review of area for lagoon expansion</li> <li>• Purchase of required land</li> </ul> <p>Detailed design of lagoon upgrade – construction to be in future years 2016-2019. Design \$565,600</p>		<p>Summer 2014</p>	<p><b>technical review has been completed.</b>  <b>Quarter 3 – Lagoon has been de-sludged - flow meter has been installed.</b>  <b>Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years.</b>  <b>Quarter 1, 2015- Building Canada Grant application was submitted for upgrade to Ashmont Lagoon and Transfer Station – joint with the County of Two Hills was submitted on April 1, 2015.</b></p>
<p>Ashmont Sewer Line expansion to three lots (as per council resolution in 2013) 2015</p>	<p>Danny</p>	<p>Summer 2015</p>	<p><b>Quarter 1 - To be constructed this summer, or as per contractor's schedule</b>  <b>Quarter 2 – Utility staff are working with contractors to schedule time for work to be done.</b>  <b>Quarter 3 – Still working with contractors</b>  <b>Quarter 4 - Danny working on this project. Still ongoing</b>  <b>Quarter 1 – Utility staff are working with contractor to arrange installation in early spring 2015.</b>  <b>Quarter 2, 2015 – Sewer expansion complete</b></p>
<p>Conduct and inventory water wells in subdivisions and ensure they are secured and signed as non-potable water supplies. Include their location on the GIS System</p>	<p>Danny</p>	<p>Summer 2015</p>	<p><b>Quarter 3 – Not completed</b>  <b>Quarter 4 – Not completed</b></p>
<p>Determine wastewater solution – expansion of Ashmont, new lagoon near Lac Sante</p> <p>Resident calling for hold on</p>			<p><b>Quarter 1 – A Building Canada Grant application has been submitted for upgrade of the Ashmont lagoon – with the installation of a transfer station – jointly with the County of Two Hills. This will help to address wastewater issues in the Lac Sante area.</b></p>

building permits till solution resolved.			
Riverview utilities – determine waste water solution. Set up meeting with residents to communicate cost of water/waste water and date for billing to commence.			<b>Quarter 1 – Included septic tanks for Riverview. Working with legal counsel regarding update to Utility bylaw – will arrange meeting with residents following update of bylaw. Quarter 2 – working on Utility Bylaw – hope to have ready for Council consideration in September.</b>
Establish protocol for Elk Point water line – breaks.			<b>Quarter 2 – these protocols have been established by the Elk Point/St. Paul Regional Water Commission.</b>

### Goal 9 – Waste Management

<b>Goal 9: Waste management enhances and encourages “best practices” in waste disposal</b>			
<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Waste Storage Site - Poirier Development  Poirier Development 2015 \$20,000	Dennis	Fall 2014	<b>Quarter 2,2013 – Will completed clay – Gravel pad at Perch Lake Quarter 3 – St. Vincent Waste Storage Site complete. Perch Lake will be completed in the fall. Garner Lake site to defer to next year. Perch lake will not get completed until the spring of 2014. A site has been selected for Poirier Development’s bins, and will be constructed in 2014. Quarter 3, 2014 - Perch Lake is completed. Poirier development is still undecided at this point. Quarter 4 – Staff/councilor are still working on preferred location for site in the Poirier Development. Construction will be deferred to 2015. Quarter 1, 2015 - Leo and Dennis are working on finding the best location and planning for the building of the bin site for this subdivision.</b>
Frontload waste truck \$280,000 Chasis ordered in 2014 – out of 2015 budget			<b>Quarter 1 – Truck has been ordered. Quarter 2 – New waste truck has arrived and is in service.</b>

Dry waste pit – Mallaig transfer station \$40,000			
Front Load Waste bins \$30,000			<b>Quarter 1 – included in the 2015 budget</b> <b>Quarter 2 - Bins have been purchased.</b>
Work on moving of waste bins at Lac Bellevue to accommodate park expansion of overflow parking			

### Goal 10 – FCSS

**Goal 10: FCSS services conserve and enhance the rural lifestyle of residents.**

<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Meet the target set out by the province to spend 50% of the budget on Children and youth programs.	Janice	Dec 2015	<b>Quarter 2 – 2014 59%</b>
Assist the general Public with ongoing support and Direction	Janice & Katie	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Ongoing	<b>Quarter 2 – Waiting for changes to be announced – end of July</b>
Organize and host Seniors Festival – in Heinsburg (as 2014 festival was cancelled due to inclement weather)	Janice & Coco	Dec 2015	<b>Quarter 2 – Hall booked in Heinsburg for Nov 27, 2015</b>
Provide recognition to Community Volunteers	Janice & Coco	Aug 2015	<b>Quarter 1 – The high school students that volunteer will be recognized during the week of April 12-18. Volunteer Alberta grant was approved.</b> <b>Quarter 2 – Completed as stated above</b>
Arrange Joint Board Meetings with	Janice	Dec 2015	<b>Quarter 1 – This meeting will take place April 22, 2015 at</b>

the Town Of St. Paul FCSSs to insure no Overlap of Service			<b>10am.</b> <b>Quarter 2 – Completed April 22, 2015</b>
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Welcome Baby program, Administer & implement changes as required	Janice & Coco	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 – Changes Implemented</b>
Welcome to the County Packages, Administer & implement Changes as required	Janice & Coco	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Lead the 5 <sup>th</sup> annual Ashmont Summer Program <b>Lead the Mallaig Summer Program</b>	Janice & Coco	Sep 2015	<b>Quarter 2 – Both programs start on July 4, 2015</b>
Administer the Mallaig Moms N Tots	Janice	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Coordinate the Volunteer Income Tax Program	Coco	Jun 2015	<b>Quarter 1 – Already underway volunteers went out to Ashmont and Mallaig on March 12, 2015</b> <b>Quarter 2 – to date we completed 144 applications</b>
Coordinate Seniors Week Events	Janice & Coco	Jun 2015	<b>Quarter 2 – Completed June 3, 4 &amp; 5.</b>
Complete the Annual Report As Requested by the Province	Janice	Dec 2015	<b>Quarter 2 – Completed April 30, 2015</b>
Complete Outcome Measures as requested by the Province	Janice	Dec 2015	<b>Quarter 2 – Completed February 15, 2015</b>
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Administer the community Counselling program- & implement Changes As Requested	Janice	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Provide Support/Referrals to	Janice	Ongoing	<b>Quarter 1 – Ongoing</b>

individuals that Request Assistance			<b>Quarter 2 - Ongoing</b>
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			<b>Quarter 1 – Grant application received and payment issued in February.</b> <b>Quarter 2 - Completed</b>
Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	<b>Quarter 2 – Winter months only</b>
Organize High Heels and Spurs Program for schools in our region	Janice/Coco	Dec 2015	<b>Quarter 1 – All high school booked for April 8 to the 10</b> <b>Quarter 2 – Completed April 8,9,10 &amp; May 28</b>
Administer the Meals on Wheels Program	Janice/Coco	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>
Manage and Coordinate the Community Connector Trailer	Janice/Coco	Ongoing	<b>Quarter 1 – Ongoing</b> <b>Quarter 2 - Ongoing</b>

## Goal 11 – Agriculture

**Goal 11: Agricultural services are designed to assist the continuation and enhancement of agricultural activities.**

<b>Actions</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
GPS on mowing equipment	Keith/Mechanics	April 2015	<b>Quarter 1 - We are still working on getting the GPS on the mowers.</b> <b>Quarter 2 – will defer GPS on Mowers till 2015 – ran out of budget.</b> <b>Quarter 1, 2015 – included in 2015 budget.</b> <b>Quarter 2, 2015 – equipment has been ordered.</b>
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2015	<b>Quarter 2, 2013 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)</b> <b>Quarter 1 , 2014- This is based on a per year basis.</b> <b>Transportation will cover costs for any type of work done. Sk Sprayed for weeds on highways near Ashmont. We continue to be in contact with the Ministry of Transportation to ensure their roads are kept clear. Currently we have up to \$5000 to spend on weed control on highways in the County from the Ministry. Kk</b> <b>Quarter 1 – Meetings with Alberta Transportation scheduled for</b>

			<p><b>April 2015.</b>  <b>Quarter 2 – Province has indicated they will do very limited mowing along Provincial highways. They will only deal with weed issues if they receive a weed notice from the County – in the past we have sprayed in some areas for them and then invoiced – this will not be allowed this year.</b></p>
<p>Coyote Bounty for predation control - \$20,000 for Jan-Mar 2014 and additional \$10,00 for fall 2014</p> <p>Continue program in 2015</p>	Keith /Warren	Dec 2015	<p><b>Quarter 1, 2013 – Program has ended for the spring with 944 coyotes/1 wolf brought in (in 2012 over 1400 coyotes were brought in). \$10,000 left in the budget to commence the program again in November 2013.</b></p> <p><b>Quarter 2 –</b></p> <p><b>Quarter 4 – Coyote Bounty commenced again November 1, 2013</b></p> <p><b>Quarter 1, 2014 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014.</b></p> <p><b>Quarter 4 – Program commenced for winter 2014/2015.</b></p> <p><b>Quarter 1, 2015 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves.</b></p>
Advocate to the Province regarding the control of Wolf population	ASB		<p><b>Quarter 1, 2014 – The Wildlife Damage Compensation Program resolution was brought forward at this years’ ASB conference to address this.</b></p>
Explore options to resolve dog issues within the County – contract out?	Keith/Jack	Fall 2014	<p><b>Quarter 1 – We continue to answer dog calls in the County and try to find solutions and avoid fines. With additions of noise cannons and work alone software we will make this safer.</b></p> <p><b>Quarter 2 – dog complaints are still coming in – most complaints due to neighbors not getting along. Work alone software will be installed in July.</b></p> <p><b>Quarter 4, 2104 – staff have Work alone software now in event of emergency. This has increased staff safety – not resolved the dog issues.</b></p> <p><b>Quarter 2 – Sending invoices out to residents who have not paid any fines that have been issued. Will work with Town Bylaw Officer to set out process to issue Provincial tickets that will be defensible in the courts.</b></p>
Continue with Oxeye Daisy			<p><b>Quarter 1, 2104 – We will map out the oxeye daisy outbreak</b></p>



program – 2015 – Education			around Ashmont and report how it can spread from year to year. We will continue to have discussions with local residents about the weed. We will ensure County roads are clear of oxeye daisy.
Review mowing program – with level of service on road classification program – new construction			Quarter 1 – We will review the classification program to see if our current mowing program needs to be changed.
Degelman mower \$33,000			Quarter 1 – new mower has been ordered. Quarter 2 – new mower has arrived and is in service.
Dynamite Shed – potential relocation – regulation change -			Quarter 1 – indication from the Federal Government that the dynamite shed will need to be relocated by July 2015. Quarter 2 – we have received an extension to end of September 2015 to move the dynamite shed in order to obtain proper documentation from the Province as the location will be on Crown land.

### Goal 12 – Planning & Development

Goal 12: Development is environmentally sound and sensitive			
Actions	Lead	Target Date	Quarterly Report
Review of County owned land – possible sale of properties  Gravel testing on properties identified in review (when time permits)	Leo	Dec 2015	Quarter 2 – land that is part of the exchange agreement for the Ashmont Lagoon has been tested for gravel – prior to signing of agreement. No gravel was discovered. Gravel testing has been done at Richland pit to determine gravel reserves.
LUB/MDP amendments			Quarter 1 – Amendments to LUB/MDP wording has received 1 <sup>st</sup> reading. Public Hearing scheduled for April council meeting. Quarter 2 - <b>Completed</b>
Lac Sante ASP Review			Quarter 1 – Joint meeting with the County of Two Hills determined that only minor changes are required to refer to other statutory documents whose numbers have changed.

### Goal 13 – Parks & Recreation

Goal 13: Recreation opportunities are available to the public through the County of St. Paul or partnerships
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Action	Lead	Target Date	Quarterly Report
Explore options for porta potties and storage shed at Lottie Lake		Summer 2015	Quarter 3 - no action taken
Explore developing overflow camping area at Lac Bellevue		Summer 2015	Quarter 1 – Included in 2014 budget – to be completed during construction season. Quarter 1, 2015 – not included in the 2015 budget Quarter 2, 2015 – Submitted an application under the Canada 150 Community Infrastructure Program for a campground expansion at Lac Bellevue as well as a gazebo, two new piers, and a miniature golf course
Explore solar street lighting for new parking lot at Westcove -		Summer 2015	Quarter 1 – Not included in 2014 budget Quarter 1 – not included in 2015 budget, but will review options for grants for this item.
Explore replacing piers at all parks Floatingstone priority		Summer2015	Quarter 1 – 2 piers included in 2015 budget. Quarter 2 – New piers are installed at Floatingstone and Stoney Lake.
Upgrade power at Westcove - \$50,000/year for 3 years - Potential reduce rates for 2015 year			Quarter 1 – included in 2015 budget Quarter 2 – obtaining quotes – will not complete until after park is closed for the season.
Building repairs – Stoney lake – office/bathrooms			Quarter 1 – included in the 2015 budget Quarter 2 – the repairs have been completed.
Lac Bellevue – new Bathroom – overflow - \$10,000			Quarter 1 – not included in the 2015 budget
New Gator – Floatingstone \$20,000			Quarter 1 – included in 2015 Budget Quarter 2 – New gator has been purchased.
Septic Fields – Floatingstone/Westcove \$60,000			Quarter 1 – included in 2015 budget
Mallaig Recreation – 5 yr plan <ul style="list-style-type: none"> <li>○ Arena - \$15,000 - 2015</li> <li>○ Playground - \$50,000 - 2015 (using Public Trust Reserve Funds)</li> <li>○ Gazebo - future</li> </ul>			Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve. Quarter 2 – Council provided funding for Mallaig Playground – funded from Public Trust Reserve.

Consideration of annual contribution for operation of St. Paul Golf Course. Town is considering \$20,000			<b>Quarter 2- Council denied this annual contribution during budget approval</b>
Re-negotiate the recreation contribution to Town of St. Paul			<b>Quarter 2 – This agreement will be up for negotiation in 2016</b>
Consideration of Powering of stalls at camping area in Heinsburg			<b>Quarter 2 – Council approved the powering of stalls in Heinsburg and provided payment to the local community group to complete the project.</b>
<b>ADDITION: Pursue grants for additional recreational servicing opportunities</b>	Kyle		<b>Quarter 2 – The County has submitted an application under the Co-Op Community Recreation Grant for two new baseball diamonds at the Westcove Municipal Recreation Area.</b>  <b>The County has submitted an application under the Makadiff Community Grassroutes Sport Innovation Challenge for new broomball equipment to be used in schools and for future programming</b>

**Goal 14 – Library/Culture**

**Goal14: Public libraries conserve and enhance the rural lifestyle of residents by providing easy access to information, reading and educational materials**

<b>Action</b>	<b>Lead</b>	<b>Target Date</b>	<b>Quarterly Report</b>
Consider contribution to Allied Arts to assist with payment of loan.			
Potential replacement of the Action Van in St. Paul			