

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

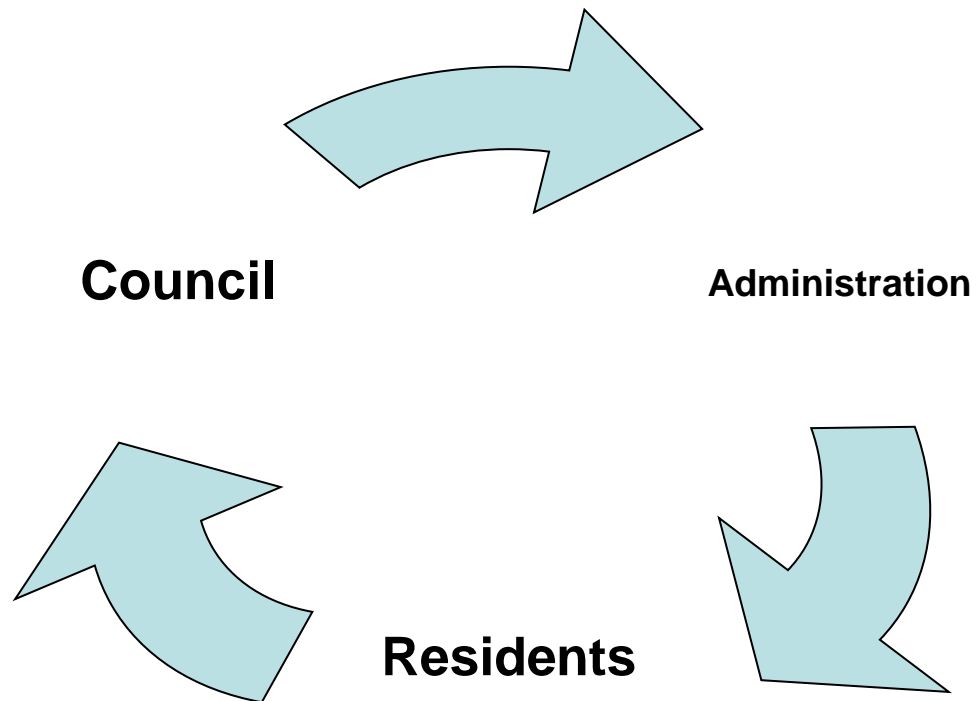


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County of St. Paul Strategic Business Plan – 2015

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	Quarter 1 – Annual meeting scheduled for April 21, 2015 at the Mallaig Fire Hall.
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			Quarter 2 – had a joint meeting with Elk Point Jun 24, 2015. Quarter 3 – had a joint meeting with the Town of St. Paul on September 15, 2015

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	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 2nd quarter. Quarter 3 – working with Urban Systems to determine 20 year capital plan for roads – will be bringing forward to 2015 Strategic Planning.
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	Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting. 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. Quarter 3, 2015 – Administration is working to update our

			Asset Management system on Excel Spreadsheet, we are recommending to put off the purchase of software at this time as the spreadsheet is meeting our current needs and we do not have the capacity staff wise to undertake a new program at this time.
Continue adding County vehicles to AVL System – and/or Working Alone mechanisms	Sheila	Dec 2014	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.
New vehicles in 2015 include rest of gravel fleet – will reduce manual maps – show where gravel has been deposited. And mowing vehicles \$30,000	Linda/Mechanics	May 2015	Quarter 2 – the Work Alone is set up for 51 employees. Staff will be trained on the use of the system in July. Quarter 3 – staff have received initial training on the system – however they are asking for additional training. This will occur in October. Quarter 2, 2015 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install. Quarter 3, 2015 – staff are reviewing the unexpended budget and will order some additional GPS equipment for first responder vehicles as we have funds.
Council to consider participation in Intern Program for 2015 (applications to be out in fall of 2014)	Sheila/all departments	Sept 2014	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.
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.		May 2015	Quarter 1, 2015 – The County was approved to host a Finance Intern. Intern has been hired – Michelle Yun – starting May 1, 2015. Quarter 2, 2015 – Finance Intern has commenced employment Quarter 3, 2015 – Administration did not apply for an intern position for the 2016 year.
Communication Plan: <ul style="list-style-type: none"> Ongoing review and updating of County website Implement Social Media for County of St. Paul – 	Sheila Paulette Kyle/Paulette	Start January 2014	Quarter 3, 2015 – County webpage has been updated on an on-going basis. We have put off implementation of Social Media strategies due to need for policy development and consideration of time required to keep up to date. We are utilizing the Radio Spots and have booked them again for 2016. We have put off having the GIS map public as we are awaiting the installation and implementation of the Telus Fiber that is required in order

<p>Facebook, Twitter</p> <ul style="list-style-type: none"> • Continue with Radio spots • Continue Newspaper County Page 8 • GIS Webmap public • GIS Webmap Subscription site • GIS Webmap Investors site 	<p>FCSS</p> <p>Phyllis/FCSS</p> <p>Linda</p> <p>Linda</p> <p>Sheila/Linda</p>		<p>for the release to the public to work effectively.</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>Quarter 1 – CAO has been in contact with several IT providers and reviewing what they have to offer.</p> <p>Quarter 2 – Working on getting information from current IT provider so that an RFP can be developed for IT Services.</p> <p>Quarter 3 – the IT RFP has been released and will close in mid-October.</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>Quarter 1 – This item was not included in the 2015 budget.</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>Quarter 1 – Put on hold until we tender out the banking services.</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,</p>	<p>Darlene/Sheila/Linda/Carolyn</p>		<p>Quarter 1 – this item was not included in the 2015 budget.</p>

utility bills, or accounts receivable and to make on-line payments for the same. \$36,000.			
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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		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. Quarter 2 - Fire Committee has provided input; still sorting out medical first response approaches for each fire department prior to including in bylaw Quarter 3 – To be completed in 4th Quarter.
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"> Contaminated Site Management Salt Management Plan Employee Vehicle Use Distribution of County Funds for Special Achievements 	Kyle		Quarter 1 – New Policies approved: <ul style="list-style-type: none"> Management Definitions Policy (updated) Cellular Phone policy (updated) County grant funding for sports policy (updated) Dust Control Policy Retirement Policy Mechanics Allowance Policy (updated) Removed Stoney Lake and Siler Creek Beaver Dam

<ul style="list-style-type: none"> • Short Term Disability • Sick Leave • Dust Control oil vs. MG30 • Retirement Policy – 6 months' notice • Emergency Livestock Trailer Policy • Road Mowing Program – using Road Classifications 			Policy. <ul style="list-style-type: none"> • Do Not Spray Policy • Cancellation of Penalties or Interest Policy • Alternative Retirement Contribution Policy (updated) • Utilities Bylaw Draft in Progress- working with Brownlee
Reformat Policies/Manual	Kyle/Paulette		Quarter 1 – Process has been started. Should be complete 2nd quarter. Quarter 2 - Final editing and formatting taking place. Should be complete by end of 3rd quarter.
Review Outdated Bylaws	Kyle		Quarter 1 and 2 – Currently started reviewing outdated and antiquated bylaws.
Reorganize Agreements/Develop standard agreement	Kyle		Quarter 1 – No action yet; aiming for second quarter Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development

Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report
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) Continue courses in 2015 but have courses start in late October and continue till spring – therefore not a big delay in learning.	Sheila	Dec 2015	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. Quarter 3 – courses will resume in October finishing by mid-December Quarter 4 – Courses will extend into January due to snow removal during the end of November. Quarter 1 – 2015 – Courses complete for 2014 group. Next courses to commence late October.

			Quarter 3, 2015 – Council has approved an Organizational Review to have a look at how the County will look in the future with the eventual retirement of key municipal staff in the next 1-5 years. Review to be completed in the 4th quarter.
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2015	Quarter 1 – Team Building event scheduled for April 24, 2015 Quarter 3 – Team Building event was held September 18, 2015
Explore Employee Attraction and Retention Strategies: <ul style="list-style-type: none"> • Employee Engagement Survey • Participation in Job Fairs – start in High Schools • Continuation of Team Building Events • Succession Planning – Effective Teambuilding and Leadership series • 360 reviews for Management team. • Explore affordable housing or community housing projects for new employees moving to area • Explore ways to find and retain skilled employees • Complete more background research when hiring. Check resumes better 			Quarter 1 – Team building event in April. Completed teambuilding and leadership series for 2014 group in March. Quarter 2 – Team Building event was a great success in April. Quarter 3 – Team building event was held in September. Employee Engagement Survey to be part of the Organizational Review to be conducted in Quarter 4.
HVAC Administration Building \$25,000			Quarter 3 – completed.

Goal 3 – Assessment

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

Action	Lead	Target Date	Quarterly Report
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		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.

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

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

Goal 5 – Fire/Disaster Services

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

Action	Lead	Target Date	Quarterly Report
Continue work on Regional Emergency Management Plan with partners.	Rob Duffy	Sept 2015	<p>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 2nd 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.</p> <p>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.</p> <p>Quarter 3 – Sub plans are complete and being sent to each Council for approval. Table Top Exercise was completed August 26, 2015. Communities have agreed to apply for a grant to purchase AFFRC's Radios in 2016.</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>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.</p> <p>Quarter 2 - Applied for the Farm Credit Canada AgriSpirit</p> <p>Quarter 2 - Community Grant for purchase of livestock trailer</p> <p>Quarter 3 - Grant was not received for livestock trailer. Plan on ordering trailer in 4th quarter.</p>
Policy regarding its use.			
Register any members of this group under the Volunteer Insurance plan.			
Review Fire Agreements with Towns	Dennis/Sheila		<p>Quarter 1- Ongoing</p> <p>Quarter 2 – St. Paul Fire Agreement – 1st draft was received at meeting on Jun 24. County committee members are reviewing and providing recommendations to Council.</p> <p>Quarter 3 - To be discussed at the joint fire meeting in October and hope to have it finalized by year end.</p>
New Equipment for Ashmont Fire Department			<p>Quarter 1 – County budget will contemplate these items.</p> <p>Quarter 2 – Jaws of Life have been purchased as well as Community Sign and Bunker gear</p>
<ul style="list-style-type: none"> ○ Jaws of Life \$12,000 ○ Community Sign \$6,000 ○ Bunker Gear \$5,000 ○ SCBA Bottles \$ 3,000 			
New Equipment for Mallaig Fire			Quarter 1 – County budget will contemplate these items.

Department: <ul style="list-style-type: none"> ○ Bush/Rescue Truck \$40,000 ○ Bunker Gear \$5,000 ○ Handheld Radios \$5,000 ○ Misc \$5,300 			Quarter 2 – Bunker gear and radios have been purchased Quarter 3 - Chasis has been received and presently having the deck built and unit should be equipped shortly
New Equipment for St. Paul Fire Department <ul style="list-style-type: none"> ○ Rapid Attach Unit \$75,000 			Quarter 1 – County budget will contemplate this item. Quarter 2 – Chasis for Rapid Response is ordered Quarter 3 – Chasis has been received and paid for – vehicle will not be complete and received until spring 2016.
Work with community clubs who require emergency services/EMT etc for their events. How can we help them with the Ambulance transition?	Tim		Quarter 1 – new ambulance provider will work with community clubs who need this service at reduced rates.
QMP update – inspection of commercial buildings			
Fire works? Enforcement issue			
Establish Levels of service for the County Fire Service – in relation to medical assist, etc. Establish Fire Service Protocols			Quarter 1 – AHS attended a meeting held at the County where the fire departments heard the benefits and requirements for formalizing medical assists attended by fire departments. This will be incorporated in the update of the County’s Fire Bylaw. Quarter 2 – fire departments still determining level of service they will provide for medical assist. Quarter 3 – 3 of the 4 fire departments have determined the level of services they will provide including the level of Medical First Response. These have been incorporated into policies that will be dealt with in the 4th quarter.

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

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.			
Action	Lead	Target Date	Quarterly Report
Gravel Levy Bylaw	Leo/Sheila	1 st quarter 2015	Quarter 1 – This bylaw was approved and is being implemented in the 1 st 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.
Continue to utilize Road Use Agreements for road damages			Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements.

Goal 7A: Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads			
Actions	Lead	Target Date	Quarterly Report
Road and Bridge Construction			
Develop policy regarding oil vs. MG30 for dust control	Kyle/Leo	March 2015	Quarter 1 – Dust control policy is approved.
See Appendix A for listing of road, bridge construction, and 2015 equipment replacement	Leo		
Gravel Levy			Quarter 1 – Bylaw is enacted.
Highway 867 – negotiation with Province for County take over at some point.			Quarter 2 – nothing to report
Goal 7B: Public works equipment is maintained and upgraded on a regular basis			
Action	Lead	Target Date	Quarterly Report
Shop building efficiency – lighting and overhead doors, air handling and heating.	Sheila/Ken	May 2014	Quarter 2 – started in 2012; lighting is complete 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.

Complete PW Shop Retrofit Follow-up with MCCAC Grant to obtain bonus for reduced energy consumption	Sheila/Kyle		<p>Quarter 2 - Tender awarded. Work is commencing on the HVAC systems.</p> <p>Quarter 3 - Work is continuing on upgrades at the PW Shop – deadline is November 2013.</p> <p>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.</p> <p>Quarter 1 2014 – Work on installation of HVAC Equipment is now progressing – deadline for MCCAC Grant has been extended to May 31, 2014.</p> <p>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)</p> <p>Quarter 3, 2014 – work is complete – Engineer will do final inspection in October 2014.</p> <p>Quarter 3, 2015 – based on one year of operating the new building HVAC System, the County only qualified for \$10,000 MCCAC bonus grant rather than the expected \$50,000</p>
Replace overhead doors at PW Shop. 14 doors X \$4500/door	Ken		Quarter 1 – this item was not included in the 2015 budget.
See Appendix C for listing of equipment purchases	Leo		

Goal 7C: Successful Safety			
Actions	Lead	Target Date	Quarterly Report
Training program for new equipment operators			Quarter 1 – Ongoing with new operators
Training Opportunities for staff			
Explore Video Safety Orientation/online	Bryan/Crystal/Tim		Quarter 1 – Discussed with AMHSA. Will try and develop a video using local videographer. Started developing a checklist for new hires.

Include on Payroll Checklist			Quarter 3 – since we have moved to Regional OHS, this has been delayed in order to do regional videos.
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Goal 8 - Utilities

Goal 8: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services			
Action	Lead	Target Date	Quarterly Report
<p>Work towards improved water quality in Ashmont and Mallaig</p> <ul style="list-style-type: none"> - Determine water supply for Ashmont, Lottie Lake – WTP or Transmission line from Spedden - Move Wiggen Test plant to Mallaig following Ashmont project to enhance water quality there <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>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.</p> <p>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.</p> <p>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.</p> <p>Quarter 4 – Council received report from Urban Systems 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</p>

			<p>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>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.</p> <p>Quarter 3- County has received approval from Alberta Transportation for the scope change. Engineering detailed design is continuing.</p>
Complete Feasibility study for Joint Lagoon in the Lac Sante Area – with the County of Two Hills	Sheila	Summer 2014	<p>Quarter 1 – RFQ and RFP's have been sent out regarding this project. Project was awarded to Urban Systems.</p> <p>Quarter 2 – a kick-off meeting was held in Two Hills to discuss the process for this Feasibility Study.</p>

			<p>Quarter 3 – Urban Systems is currently working on the project – determining volumes of septage, potential locations, etc.</p> <p>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.</p> <p>Quarter 1, 2015 – Feasibility study is complete.</p>
Explore Tank loaders for non-potable water	Sheila, Dennis, Leo		Quarter 3 - Ongoing
When requested, explore providing water to Developments	Sheila	2014 as requested	Quarter 1,2,3 – No requests
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>Quarter 2 – Program will not be open for applications until 2014.</p> <p>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.</p> <p>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.</p> <p>Quarter 4 – Building Canada grant not accepting applications yet.</p> <p>Quarter 1, 2015 – Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015.</p> <p>Quarter 3 – we did not receive grant application for this project.</p>
Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	<p>Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August.</p> <p>Flow Meter is scheduled to be installed in July. Geo-technical review has been completed.</p>

<p>Short Term measures to extend life of Ashmont Lagoon:</p> <ul style="list-style-type: none"> • De-sludging lagoon - \$85,000 • Re-route trucks to Mallaig (once upgrades complete) • Geo-technical review of area for lagoon expansion • Purchase of required land <p>Detailed design of lagoon upgrade – construction to be in future years 2016-2019. Design \$565,600</p>		Summer 2014	<p>Quarter 3 – Lagoon has been de-sludged - flow meter has been installed.</p> <p>Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years.</p> <p>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.</p> <p>Quarter 3, 2015 – County was approved for Building Canada Grant for expansion of Ashmont Lagoon along with a joint waste water transfer station with the County of Two Hills. We are working on procurement of Engineering Services for the project.</p>
Ashmont Sewer Line expansion to three lots (as per council resolution in 2013) 2015	Danny	Summer 2015	<p>Quarter 1 - To be constructed this summer, or as per contractor's schedule</p> <p>Quarter 2 – Utility staff are working with contractors to schedule time for work to be done.</p> <p>Quarter 3 – Still working with contractors</p> <p>Quarter 4 - Danny working on this project. Still ongoing</p> <p>Quarter 1 – Utility staff are working with contractor to arrange installation in early spring 2015.</p> <p>Quarter 2, 2015 – Sewer expansion complete</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	Danny	Summer 2015	<p>Quarter 3 – Not completed</p> <p>Quarter 4 – Not completed</p>
<p>Determine wastewater solution – expansion of Ashmont, new lagoon near Lac Sante</p> <p>Resident calling for hold on building permits till solution</p>			<p>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.</p> <p>Quarter 3 – Grant application has been approved – project</p>

resolved.			to proceed in 2016/17
Riverview utilities – determine waste water solution. Set up meeting with residents to communicate cost of water/waste water and date for billing to commence.			<p>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.</p> <p>Quarter 2 – working on Utility Bylaw – hope to have ready for Council consideration in September.</p> <p>Quarter 3 – Utility Bylaw will be effective January 1, 2016, therefore meeting will be deferred to new calendar year.</p>
Establish protocol for Elk Point water line – breaks.			Quarter 2 – these protocols have been established by the Elk Point/St. Paul Regional Water Commission.

Goal 9 – Waste Management

Goal 9: Waste management enhances and encourages “best practices” in waste disposal			
Action	Lead	Target Date	Quarterly Report
<p>Waste Storage Site - Poirier Development</p> <p>Poirier Development 2015 \$20,000</p>	Dennis	Fall 2014	<p>Quarter 2, 2013 – Will completed clay – Gravel pad at Perch Lake</p> <p>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.</p> <p>Quarter 3, 2014 - Perch Lake is completed. Poirier development is still undecided at this point.</p> <p>Quarter 4 – Staff/councilor are still working on preferred location for site in the Poirier Development. Construction will be deferred to 2015.</p> <p>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.</p> <p>Quarter 2 – A site for the Poirier subdivision waste bins has been determined – construction to take place later in the season.</p> <p>Quarter 3 -</p>

Frontload waste truck \$280,000 Chasis ordered in 2014 – out of 2015 budget			Quarter 1 – Truck has been ordered. Quarter 2 – New waste truck has arrived and is in service.
Dry waste pit – Mallaig transfer station \$40,000			Quarter 3 – new survey has concluded that the current dry waste pit in Mallaig will suffice for another 5-6 years.
Front Load Waste bins \$30,000			Quarter 1 – included in the 2015 budget Quarter 2 - Bins have been purchased.
Work on moving of waste bins at Lac Bellevue to accommodate park expansion of overflow parking			Quarter 3 - Leave bins in present location for the summer and remove them in the Winter

Goal 10 – FCSS

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

Actions	Lead	Target Date	Quarterly Report
Meet the target set out by the province to spend 50% of the budget on Children and youth programs.	Janice	Dec 2015	Quarter 2 – 2014 59%
Assist the general Public with ongoing support and Direction	Janice & Katie	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Ongoing	Quarter 2 – Waiting for changes to be announced – end of July Quarter 3 – Elk Point on Sept 10 th , and Mallaig on Sept 6 th .
Organize and host Seniors Festival – in Heinsburg (as 2014 festival was cancelled due to inclement weather)	Janice & Coco	Dec 2015	Quarter 3 – Hall booked in Heinsburg for Nov 20, 2015

Provide recognition to Community Volunteers	Janice & Coco	Aug 2015	Quarter 1 – The high school students that volunteer will be recognized during the week of April 12-18. Volunteer Alberta grant was approved. Quarter 2 – Completed as stated above
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2015	Quarter 1 – This meeting will take place April 22, 2015 at 10am. Quarter 2 – Completed April 22, 2015 and Oct 7, 2015
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Welcome Baby program, Administer & implement changes as required	Janice & Coco	Ongoing	Quarter 1 – Ongoing Quarter 2 – Changes Implemented Quarter 3 – Set up for Elk Point as well August 30, 2015
Welcome to the County Packages, Administer & implement Changes as required	Janice & Coco	Ongoing	Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 3 – Set up for Elk Point as well Sept 3, 2015
Lead the 5 th annual Ashmont Summer Program Lead the Mallaig Summer Program	Janice & Coco	Sep 2015	Quarter 2 – Both programs start on July 14, 2015 Quarter 3 – Both programs ended August 30, 2015
Administer the Mallaig Moms N Tots	Janice	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Coordinate the Volunteer Income Tax Program	Coco	Jun 2015	Quarter 1 – Already underway volunteers went out to Ashmont and Mallaig on March 12, 2015 Quarter 2 – to date we completed 144 applications
Coordinate Seniors Week Events	Janice & Coco	Jun 2015	Quarter 2 – Completed June 3, 4 & 5.
Complete the Annual Report As Requested by the Province	Janice	Dec 2015	Quarter 2 – Completed April 30, 2015 Quarter 3 – Completed July 15, 2015 in Elk Point
Complete Outcome Measures as requested by the Province	Janice	Dec 2015	Quarter 2 – Completed February 15, 2015

Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Administer the community Counselling program- & implement Changes As Requested	Janice	Ongoing	Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 3 – Negotiated & completed agreement for Elk Point to piggy back on St. Paul's contract.
Provide Support/Referrals to individuals that Request Assistance	Janice	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			Quarter 1 – Grant application received and payment issued in February. Quarter 2 - Completed
Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	Quarter 2 – Winter months only
Organize High Heels and Spurs Program for schools in our region	Janice/Coco	Dec 2015	Quarter 1 – All high school booked for April 8 to the 10 Quarter 2 – Completed April 8,9,10 & May 28
Administer the Meals on Wheels Program	Janice/Coco	Ongoing	Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 3 – Set Up new procedures in Elk Point
Manage and Coordinate the Community Connector Trailer	Janice/Coco	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing

Goal 11 – Agriculture

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

Actions	Lead	Target Date	Quarterly Report
GPS on mowing equipment	Keith/Mechanics	April 2015	Quarter 1 - We are still working on getting the GPS on the mowers. Quarter 2 – will defer GPS on Mowers till 2015 – ran out of budget. Quarter 1, 2015 – included in 2015 budget. Quarter 2, 2015 – equipment has been ordered.

			Quarter 3, 205 - complete
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2015	<p>Quarter 2, 2013 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013)</p> <p>Quarter 1 , 2014- This is based on a per year basis. 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</p> <p>Quarter 1 – Meetings with Alberta Transportation scheduled for April 2015.</p> <p>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.</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>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.</p> <p>Quarter 2 –</p> <p>Quarter 4 – Coyote Bounty commenced again November 1, 2013</p> <p>Quarter 1, 2014 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014.</p> <p>Quarter 4 – Program commenced for winter 2014/2015.</p> <p>Quarter 1, 2015 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves.</p>
Advocate to the Province regarding the control of Wolf population	ASB		Quarter 1, 2014 – The Wildlife Damage Compensation Program resolution was brought forward at this years’ ASB conference to address this.
Explore options to resolve dog issues within the County – contract out?	Keith/Jack	Fall 2014	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.

			<p>Quarter 2 – dog complaints are still coming in – most complaints due to neighbors not getting along. Work alone software will be installed in July.</p> <p>Quarter 4, 2104 – staff have Work alone software now in event of emergency. This has increased staff safety – not resolved the dog issues.</p> <p>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.</p> <p>Quarter 3 – An agreement has been signed with a local lawyer to work with County staff in the issuance and follow-up through the courts for dog issues. County staff have issued first Provincial ticket under this process.</p>
Continue with Oxeye Daisy program – 2015 – Education			<p>Quarter 1, 2104 – We will map out the oxeye daisy outbreak 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.</p>
Review mowing program – with level of service on road classification program – new construction			<p>Quarter 1 – We will review the classification program to see if our current mowing program needs to be changed.</p>
Degelman mower \$33,000			<p>Quarter 1 – new mower has been ordered.</p> <p>Quarter 2 – new mower has arrived and is in service.</p>
Dynamite Shed – potential relocation – regulation change -			<p>Quarter 1 – indication from the Federal Government that the dynamite shed will need to be relocated by July 2015.</p> <p>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.</p> <p>Quarter 3 - Delays due to decisions not being made accurately at the provincial level in regards to the DML. Extension from the Federal Gov't has been received till end of Oct 2015.</p>

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 st reading. Public Hearing scheduled for April council meeting. Quarter 2 - Completed
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			
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 Quarter 3- we were unsuccessful for this grant program.
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		Summer2015	Quarter 1 – 2 piers included in 2015 budget.

Floatingstone priority			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. Quarter 3 – upgrading of power at Westcove has commenced – will be completed this fall.
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 Quarter 3 – Council has directed Administration to bring forward an amendment to the LUB to allow for the installation of septic fields at both Floatingstone and Westcove. The amendment is required as the area is a large parcel of land that is adjacent to the lake. This is not allowed under our bylaw. Since the septic fields will be a significant distance from the lake – for example would certainly be a back lot if the area was a multi-lot subdivision, Council felt that the long term operating costs and negative impacts to road infrastructure warranted the change to the LUB. First reading of amended bylaw will be at October 2015 council meeting. This process will push back installation of septic fields to 2016.
Mallaig Recreation – 5 yr plan <ul style="list-style-type: none"> ○ Arena - \$15,000 - 2015 ○ Playground - \$50,000 - 2015 (using Public Trust Reserve Funds) ○ Gazebo - future 			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			Quarter 2- Council denied this annual contribution during budget approval

Re-negotiate the recreation contribution to Town of St. Paul			Quarter 2 – This agreement will be up for negotiation in 2016
Consideration of Powering of stalls at camping area in Heinsburg			Quarter 2 – Council approved the powering of stalls in Heinsburg and provided payment to the local community group to complete the project.
ADDITION: Pursue grants for additional recreational servicing opportunities	Kyle		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. 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

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

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