

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 2016

County of St. Paul No. 19

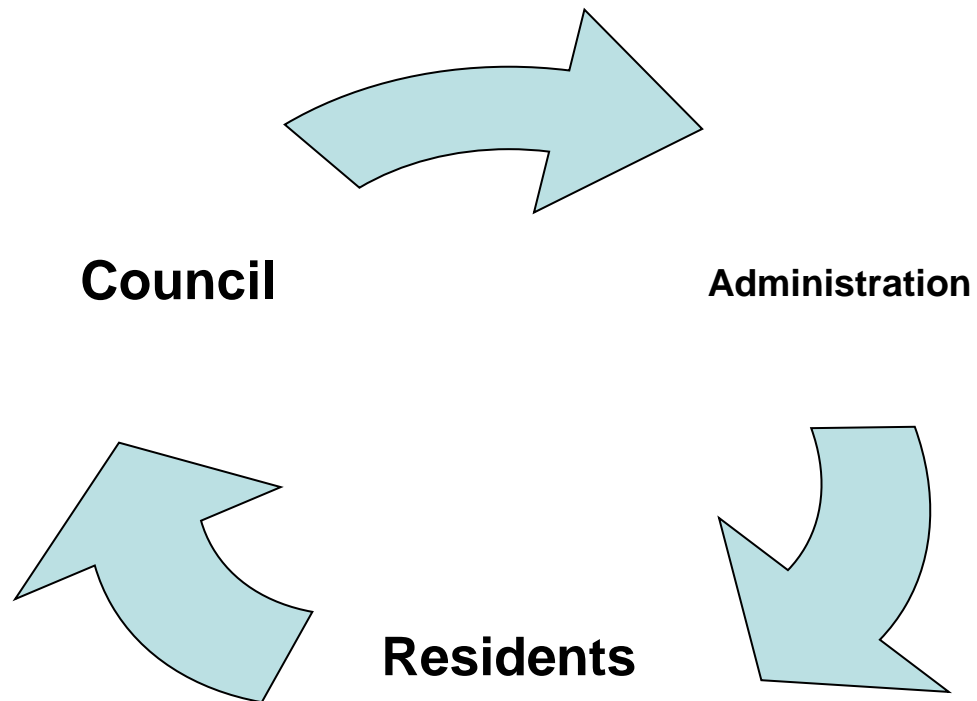


Table of Contents

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

County of St. Paul Strategic Business Plan – 2016

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 – 2016 - Ashmont	Council/Sheila	April 2016	Quarter 1 – Annual meeting is scheduled for May 3, 2016 to be held at the Ashmont Fire Hall. Quarter 2- AGM was held at Ashmont Fire Hall. Complete
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2016	Quarter 1 - Council has met with Elk Point Town Council during the first quarter
Renew scholarships for the St. Paul Regional Education Division <ul style="list-style-type: none"> • 2 – Scholarships at \$1,000 each for students who have high marks, community involvement, and volunteerism for students entering fulltime studies • 2 – Scholarships at \$1,000 each for students entering a trade. Communication to residents that the County sponsors these scholarships.	Tim/Phyllis	Summer 2016	Quarter 1 – The new value of scholarships has been included in the 2016 Preliminary Budget. Quarter 2 – Scholarships have been approved in 2016 Budget

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	Sheila/Darlene	Dec 2016	Quarter 1 - Road Classification Workshop held with Council to finalize classifications and levels of service for County roads – to

<p>life of assets within municipality Communication plan regarding road classification</p> <p>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</p> <p>Defer any purchase of software to 2017 or beyond.</p>	<p>Kyle</p>	<p>Winter 2016</p>	<p>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. 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. Quarter 4, 2015 – Administration has included money in the 2016 budget proposal for analysis of County owned building and sewer infrastructure. SK Draft Asset Management Policy submitted to Kyle/Sheila for presentation to Policy Committee. Risk assessment of water/sewer lines conducted with Bryan and Danny. Working on Water/Sewer Plan as time permits. DX Quarter 1, 2016 – Finance personnel has developed an Asset Management Policy that has been brought to the Policy Committee in March 2016 – will be considered by Council at the April Council meeting. Asset Management software purchase to be deferred to 2017 or later. Risk Assessment of County owned buildings and sewer line inspection is included in the 2016 budget. Quarter 2 - Asset Management Policy approved. Asset Managers to be given facilitation in July to proceed with Asset Strategy for 2017 Strategic Planning. DS</p> <p>Unable to line the water lines at Lottie Lake (too small). DS</p>
<p>Risk Assessment of County owned buildings in 2016 – both for insurance purposes and for Asset Management.</p>	<p>Tim/Darlene</p>	<p>Summer 2016</p>	
<p>Camera sewer lines. Explore lining of water lines if possible.</p>	<p>Utility Staff/Darlene</p>	<p>Summer 2016</p>	

<p>Continue adding County vehicles to AVL System – and/or Working Alone mechanisms</p> <p>2016 – complete GPS in fire equipment. Include last gravel trucks, waste hauling trucks, loaders</p>	<p>Linda/Mechanics DD</p>	<p>Summer 2016</p>	<p>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.</p> <p>Quarter 2 – the Work Alone is set up for 51 employees. Staff will be trained on the use of the system in July.</p> <p>Quarter 3 – staff have received initial training on the system – however they are asking for additional training. This will occur in October.</p> <p>Quarter 2, 2015 – equipment has been ordered for the vehicles and will be installed as mechanics have the time to install.</p> <p>Quarter 3, 2015 – staff are reviewing the unexpended budget and will order some additional GPS equipment for first responder vehicles as we have funds.</p> <p>Quarter 4, 2015 – additional equipment was ordered in the 4th quarter for 3 more fire units.</p> <p>Quarter 2, 2016 – Plans to install GPS equipment for waste hauling trucks are being put in place – to be installed in the 3rd quarter.</p>
<p>Council to continue to make application to participate in the Internship Program offered through Municipal Affairs as this provides mentorship to up and coming municipal administrators and/or municipal finance staff.</p>	<p>Sheila/all departments</p>	<p>Sept 2016</p>	<p>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.</p> <p>Quarter 1, 2015 – The County was approved to host a Finance Intern. Intern has been hired – Michelle Yun – starting May 1, 2015.</p> <p>Quarter 2, 2015 – Finance Intern has commenced employment</p> <p>Quarter 3, 2015 – Administration did not apply for an intern position for the 2016 year.</p> <p>Quarter 2, 2016 – Internship applications are due in Sept 2016.</p>
<p>Increase Financial staffing with the creation of a position that would have the duties of Payroll/Personnel, Accounts Payable, and potentially Accounts Receivable. This position will reallocate workload in the finance</p>			<p>Quarter 1 – A Finance Technician job has been advertised and a candidate has been selected. She will commence her duties on April 18, 2016.</p>

area and provide for positive succession planning.			
<p>Communication Plan:</p> <ul style="list-style-type: none"> Ongoing review and updating of County website Explore Social Media for County of St. Paul – Facebook, Twitter – Need to develop policy around this- decide on time requirement – who do we allocate the responsibility to? Monthly/Quarterly newsletter? Continue with Radio spots Continue Newspaper County Page 8 GIS Webmap public GIS Webmap Subscription site GIS Webmap Investors site 	<p>Sheila Paulette Kyle Kyle/Paulette FCSS Phyllis/FCSS Linda Linda Sheila/Linda</p>	<p>Ongoing Winter 2016 Winter 2016 Ongoing Ongoing Winter 2016 Winter 2016 Summer 2016</p>	<p>Quarter 3, 2015 – County webpage has been updated on an ongoing 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 for the release to the public to work effectively.</p> <p>Quarter 4, 2015 – have met with Accurate Assessment and Bob Bezpalko of Alberta HUB to work on strategies for the GIS Webmap Investors site that will be a pilot for HUB.</p> <p>Quarter 1, 2016 – A newsletter is currently being developed to be distributed with Tax Notices in May 2016. IT conversion took place in March 2016 – the Telus Fiber will be connected soon – following that we will proceed with making the Mapping system public.</p> <p>Quarter 2, 2016 – IT conversion took longer than anticipated. Telus fiber had to be increased in speed – expect that the transition to telus fiber for internet to take place in July.</p>
Work with new IT Provider to determine IT priorities and strategic plan.	Sheila/Tim	Winter 2016	<p>2015 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>

2016 – ensure remote backup is available for Business Continuity Plan under the REMP			<p>Quarter 3 – the IT RFP has been released and will close in mid-October.</p> <p>Quarter 4 , IT RFP will be awarded before the end of December.</p> <p>Quarter 1, 2016 – IT conversion has taken place in March 2016 – still working out some of the glitches.</p> <p>Quarter 2, 2016 – offsite backups are now taking place. Will work with IT consultant to determine procedure for Business Continuity Plan.</p>
Consider purchase/lease 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 \$14,000	Linda/Paulette	January 2016	<p>Quarter 1 – Have included in 2016 Preliminary budget as a new leased piece of office equipment. Will proceed with lease following final budget in April.</p> <p>Quarter 2 – New plotter has been leased and installed.</p>
Implement Cash Receipts Toolkit to maximize staff time for on-line and phone banking receipts -	Darlene/Sheila/ Phyllis/Coco	January 2016	<p>2015 Quarter 1 – Put on hold until we tender out the banking services.</p> <p>Quarter 4 – with the award of the banking tender we will complete this in the early new year.</p> <p>Quarter 1, 2016 – With the banking services being determined in December 2015, staff have commenced the necessary agreements and work to implement the Cash Receipts Toolkit. Will be complete in Quarter 2.</p> <p>Quarter 2 – Cash Receipts Toolkit implemented June 1st. DS</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.	Darlene/Sheila/ Linda/Carolyn	Winter 2016	<p>Quarter 1 – This item has been included in the 2016 Preliminary Budget, will proceed following approval of final budget.</p> <p>Quarter 2 – Implementation deferred to 4th Quarter</p>
Make application through FCM for Relationship Building with Saddle			Quarter 2 – 2016 – Application was submitted in 2nd quarter following request for Saddle Lake to consider the opportunity to

Lake First Nation – to explore opportunities to work together.			explore working together. Indications are that the application has made it past the first review.
--	--	--	---

Administration - Policy			
Action	Lead	Target Date	Quarterly Report
Policies/Bylaws to draft or review <ul style="list-style-type: none"> • Salt Management Plan • Emergency Livestock Trailer Policy • Procurement Policy • Employee Code of Ethics – update • Council Code of Ethics – per new MGA • Public Participation – per new MGA • Off Highway Vehicle Bylaw 	Kyle		Quarter 1 – Policy meeting took place the end of March 2016. Updated and new policies will be considered by Council at April council meeting. Quarter 2 - Updated/New policies include: <ul style="list-style-type: none"> • Benefits Policy - HR-4 • Conference and Education Attendance Policy – HR-8 • Acceptance of Tenders Policy – ADM-48 • Delinquent Accounts Receivable Policy – ADM-70 • Asset Management Policy – ADM-115 (new) • Long Term Disability Policy – HR-116 (new)
Review Outdated Bylaws	Kyle	Dec 2016	Quarter 1 and 2 – Currently started reviewing outdated and antiquated bylaws. Quarter 4, 2015 – Review ongoing
Reorganize Agreements	Kyle	Dec 2016	Quarter 1 – No action yet; aiming for second quarter Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development Quarter 4 – Standard agreement finalized; will explore organizing agreements in the new year.
Implement Contaminated Sites Accounting and Reporting Procedure for lands no longer in productive use to be identified and accounted for as per PSAB 3260	Michelle/Darlene Kyle	Winter 2016	Quarter 1 – Staff have determined that the county has no contaminated sites as defined by PSAB 3260. However a policy has been developed and approved to deal with these into the future. Completed for 2016 – to be reviewed as per policy.

ESA to be completed where we have no info. Budget implementation.			
---	--	--	--

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) Continue courses in 2016</p> <p>Organization Review results to be 1st quarter 2016 – potential to implement recommendations...</p>	Sheila	Dec 2016	<p>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.</p> <p>Quarter 3 – courses will resume in October finishing by mid-December</p> <p>Quarter 4 – Courses will extend into January due to snow removal during the end of November.</p> <p>Quarter 1 – 2015 – Courses complete for 2014 group. Next courses to commence late October.</p> <p>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. Report to Council in 2016.</p> <p>Quarter 4, 2015 – Nichols Applied Management has undertaken Organizational Review including an Employee Engagement Survey. Work will be completed in December 2015, with a final report to Administration and Council in January.</p> <p>Quarter 1, 2016 – An Organization review was conducted by Nichols Applied Management – Jeff Bellinger during the last quarter of 2015 – his report was delivered to Council in February 2016 and is available on the County’s website. He has suggested some reorganization of departments as key individuals consider retirement. Leadership Training has been started for County staff in February and will be completed in April 2016.</p>

			Quarter 2, 2016 – Leadership Training completed in April 2016.
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2016	Quarter 1 – There have been a couple of adhoc team building events in the first quarter – hockey and curling events occurred in the first quarter. The more formal team building event will occur on April 22, 2016. Quarter 2 – Team Building event took place April 22, 2016. Annual Staff BBQ was held May 14, 2016
Explore Employee Attraction and Retention Strategies: <ul style="list-style-type: none"> • Employee Engagement Survey – every 2-3 years – will have completed one in 2015 • Contact SPERD for opportunities to present to Grade 6 and 11 classes regarding municipal government. Career opportunities in municipal government. • 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 	Sheila/Janice	Dec 2016	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. Quarter 4, - Employee Engagement Survey completed in November of 2015 – to be included in final report of Organizational Review. Quarter 1, 2016 – Adhoc team building events have taken place in first quarter. Employee Engagement Survey was conducted with Organizational Review – indicating areas where the county can better engage our staff – results are available on the County’s website. Quarter 2, 2016 – Leadership Series has been completed in April 2016.

hiring. Check resumes better			
HVAC Administration Building continue with the east side of the building – \$35,000	Tim	Summer 2016	

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	ongoing	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 2016	2015 Quarter 1– ACP Grant for HUB has been approved for \$350,000 for this project. Quarter 4 – working with Accurate Assessment on a pilot project with Alberta HUB to provide site selectors with webpage that will provide information that will pull together information into one area regarding land for sale, zoning, distance from transportation routes, utilities, etc.

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 Regional Emergency Management Training	All required	As required	<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> <p>Quarter 4 – County Council has approved the Regional Emergency Management Plan. Training sessions have taken place for ESS portion of the plan. We are waiting for ACP grant announcement to apply for AFFRC’s Radio project. A longer EOC is being contemplated at the Town Office lower level. Administration continues to advertise the Mass Notification System in the County’s Highlights.</p> <p>Quarter 1, 2016 – The Region has been successful in obtaining an ACP Grant to update Radio Tower infrastructure and purchase some AFFRCS Radios. Training is ongoing as it is available. Have had ESS training for the Region during the 1st Quarter. People are still registering for the Mass Notification System. REMP and</p>
Regional Emergency Management exercises – Sim Cell Realistic exercise.	Rob	Fall 2016	
Continue Implementation of Mass Notification System	Rob/Sheila	Dec 2016 - ongoing	
Set up larger ECC –	Rob	Summer 2016	
Community readiness/education sessions	Rob	Summer 2016	
Explore AFFRCS Radio Communication – ACP Grant application	Rob	Fall 2016	
Consider Back-up generator for Elk Point Reception Centre - \$70,000 – ACP Grant	Rob	Summer2016	
Notebook for work vehicle	Rob/Linda	Winter 2016	
Work with Administration staff to ensure plans in place to be able to carry out the Business Continuity Plan.	Rob/Sheila	Summer 2016	

<p>Clerical position shared with OHS to keep REMP and other plans up to date as well as OHS information for all communities.</p>	<p>Cost shared by all three communities</p>		<p>Sub-Plans are now live and have been sent to all stakeholders. ESS exercise has been scheduled and is being prepared for early 2nd quarter. Elk Point Reception Center generator is still being discussed. AEMA held a workshop in Region of St. Paul, large turnout from other municipalities attended. Rob has been attending businesses and all senior's facilities to discuss the REMP and supporting them in updating their plans. Admin support prepared all binders for REMP and Sub-Plans. Admin support has been tracking and filing training requirements for all Agency/Committee members. Preparing for Emergency Preparedness Week May 1-7.</p> <p>End of 2nd quarter we did an ESS Mock Exercise as part of the FSEPP Grant. Exercise went well. Had a few learnings to apply to the ESS Plan. A week later we had a real activation to support Ft. McMurray Evacuees. Approx. 750 evacuees came through and some stayed in St. Paul. NESS equipment was used to support the process. 2 other municipalities also used some for the NESS equipment.</p> <p>ESS Plan is being updated with learnings from the exercise and activation.</p> <p>Start of the 3rd quarter we switched providers for the alert system. We are no longer with Everbridge and have switched to CommAlert. There were no interruptions during the change. Cost is the same, but CommAlert has more options. REMP and Sub plans have been placed in all ECC's and sent to all key stakeholders.</p> <p>Work has started on the radio infrastructure. We are pricing out radios that support AFRRCS. We will be purchasing about 7 for now for the key positions.</p> <p>Training for some of the REMA is still ongoing. Course are booked and sent to those who require it.</p> <p>May 1-7 we conducted Emergency Preparedness Week. Lots of material that was placed for the public went. Mostly it was due to the fire in Ft. Mac. Took a large scare for people to start being proactive.</p>
--	---	--	--

			Elk Point Reception Center back-up power is still ongoing. Admin has been supporting the EM process with updating documents in the ESS Plan, tracking training, supporting the Reception Center activation.
<p>Purchase of an Emergency Livestock Trailer - \$30,000</p> <p>Policy regarding its use</p> <p>Register any members of this group under the Volunteer Insurance plan.</p> <p>Agreement with St. Paul Ag Society regarding use and volunteers.</p>	Dennis/Trevor/Kyle		<p>2015 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> <p>Quarter 4 – Application has been sent in by the St. Paul Ag Society for the purchase of a trailer. Administration has assisted with the grant application</p> <p>Quarter 1, 2016 - St. Paul Ag Society has pulled their application for a grant. Will not be proceeding with the purchase of an Emergency livestock trailer.</p>
Review Fire Agreement with Elk Point.	Dennis/Kyle		<p>Quarter 1- Have had meetings to begin discussions on agreement amendments which will be proposed later in 2016.</p> <p>Quarter 2 – No action in 2nd quarter, meetings to take place in 3rd quarter.</p>
New Equipment for Ashmont Fire	Dennis/Ashmont	Dec 2016	Quarter 1 – SCBA bottles have been purchased.

Department <ul style="list-style-type: none"> ○ SCBA Bottles \$7000 ○ Bunker Gear \$4500 ○ Locker for Gear \$2400 ○ Hydraulic Ram \$10,000 	Fire Chief		Hydraulic ram was purchase in 2015 Quarter 2 – Old St. Paul Rescue Truck has been taken to County PW for inspection, maintenance and upgrades up to \$15,000 has been approved by Council to ensure the unit is ready for use by Ashmont Fire Department.
New Equipment for Mallaig Fire Department: <ul style="list-style-type: none"> ○ Helmets \$3000 ○ Bunker Gear \$16800 ○ Seacan \$4100 ○ Bumper/winch \$7200 ○ Forestry hose \$2100 ○ Nozzles fittings \$1000 ○ Hose \$2400 	Dennis/Mallaig Fire Chief	Dec 2016	Quarter 1 – Seacan was purchased and Bumper / winch
New Equipment for St. Paul Fire Department <ul style="list-style-type: none"> ○ Rapid Attach Unit \$75,000 – carryover from 2015 – truck to be delivered in 2016 ○ Old Rescue truck to Ashmont \$13000 ○ Hose/foam \$4200 	Dennis/Trevor	Dec 2016	2015 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. Quarter 1, 2016 – Truck is being built in Winnipeg – should take delivery in May 2016. Quarter 2, 2016 – New Rescue truck has arrived. Old Rescue has been taken to County PW Shop for inspection.
QMP update – inspection of commercial buildings replace Ron Boisvert as contact. No other major updates at this time	Trevor/Dennis	Winter 2016	

Goal 6 – Protective Services

Goal 6: *Efficacious law enforcement*

Action	Lead	Target Date	Quarterly Report
Unightly Premises Clean-up – Potential to have clean-up month for some of our hamlets and subdivisions. No tippage for removal of old buildings. i.e. Ashmont, Heinsburg, St. Lina, Mallaig, St. Edouard, Lottie Lake, subdivisions etc,	Leo/Sheila	Summer 2016	Quarter 1 – Discussions have taken place regarding how to roll out this program. Notices will be sent out to residents early in the 2nd quarter with instructions on how to proceed. Council has determined communities to begin the program will include: Ashmont, Mallaig, Crestview, and Floatingstone. Quarter 2 – Community clean-up was completed in mid-May and was noted as a success with residents utilizing the service to clean up their properties.
Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities	Sheila	December 2016	Quarter 2 – have had an initial meeting with Whitefish First Nation to discuss this item as part of the agenda. Also made application to FCM for grant to work on relationship building with Saddle Lake. This item would be on the relationship building list.

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 2016 – Continue to work with gravel operators to ensure compliance with the bylaw.	Leo/Bryan/Linda	Ongoing	Quarter 1 – This bylaw was approved and is being implemented in the 1st 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. Quarter 4 – staff are still working with pit operators to encourage compliance with the bylaw.
Continue to utilize Road Use Agreements for road damages	Leo/Bryan	Ongoing	Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements.
Explore Salt Shed Facility near Elk Point and pursue ACP grant funding to enhance snow removal services in the County	Leo/Bryan/Kyle	December 2016	Quarter 1 – The County and Town of Elk Point have been approved an ACP Grant for a salt shed facility at the Elk Point Transfer Station. Quarter 2 – County staff are working to ready the Elk Point Transfer Station site for the project – just waiting on final permits for buildings before proceeding.

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			
See Appendix A for listing of road, bridge construction, and 2015 equipment replacement	Leo		
Consider signage RR95 and Correction line – 3 way stop? Reduced speed signs? Hidden intersection signs?	Leo	Spring 2016	
Make application for Resource Road Grant & Bridge Funding for 2017/18 Provincial Fiscal year.	Leo		
Goal 7B: Public works equipment is maintained and upgraded on a regular basis			
Action	Lead	Target Date	Quarterly Report
Replace overhead doors at PW Shop. 14 doors X \$4500/door	Ken	Dec 2016	Quarter 1 – this item was not included in the 2015 budget. Quarter 1, 2016 – This item has been included in the 2016 Preliminary Budget
See Appendix C for listing of equipment purchases	Leo		

Goal 7C: Successful Safety			
Actions	Lead	Target Date	Quarterly Report
Courses for Management and Staff as determined by JWHSC	Rob/PW Supervisors	Ongoing	Quarter 1 – The JWHSC is meeting every 2nd month. Courses are being discussed and are being booked for Mgmt

			<p>and Staff as they occur.</p> <p>Quarter 2 - Defined courses that have started include Ground Disturbance 201 (all supervision and excavator operators), Transportation of Dangerous Goods, Standard and Emergency First Aid.</p>
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2016	<p>Quarter 1 - Regional Safety Management System (RSMS) is currently being developed. An Incident Management binder will also be developed. New components developed have been rolled out to all employees and are being used, i.e., Field Level Risk Assessments (FLRA's).</p> <p>Quarter 2 - FLRA's are being used consistently. We have also rolled out and are now using the Hazard ID and Near Miss report cards. Job Safety Analysis (JSA) is being used for more high risk work activities (Construction Crew). RSMS is approx.. ¼ complete.</p>
Regional safety orientation videos	Work Place Health and Safety Committee	Winter 2016	<p>Quarter 1 - A Regional Orientation was developed and includes a video on expectations and committee from the 3 CAO's. All new and returning season staff are required to take it. Orientations have started with all employees. Safety Admin is assisting in the delivery of the orientation.</p> <p>Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.</p>
Implementation of an Injury Case Management Plan	Rob	Spring 2016	<p>Quarter 1 -A specific and structured Injury Case Management Plan was developed and put in place. Lots of good input from WCB on the process. They want to share our plan with other municipalities.</p> <p>Quarter 2 - The Plan is working well for tracking and following through with any injured employees. It provides a detailed plan to get the employees back to work sooner, WCB supports the process and has been involved in a few long term injuries while using the plan and is satisfied with it.</p>
Development of a Regional Safety	Rob	Jan 2016	Quarter 1 - The Regional JWHSC was developed. 3

Committee			<p>representatives from each municipality sit on that committee. This committee will review processes/programs/etc before it is given to the individual municipal JWHSC's. The Regional Committee meets the opposite months of the municipal meetings.</p> <p>Quarter 2 - Meetings are ongoing and is providing valuable input. We are currently working towards an Incentive Program for the Region with the program being established and developed by the Regional Committee. The plan is to roll it out to the individual municipal committees to review with their committees and mgmt. for input and approval. This is another program to help change the safety culture and get the employees involved and engaged.</p>
Regional Safety Manual, County specific portions.	Rob	Dec 2016	<p>Quarter 1 - Each municipality will have input to the RSMS with procedures and Job Safety Analysis (JSA's). Once this component is ready, the different departments will be involved.</p> <p>Quarter 2 - The RSMS is approx.. ¼ complete. There is 7 Sections to the RSMS. Up to Section 4 will go to the committee for review and input.</p> <p>JSA's will be pre-developed for high risk work/tasks. Once the work/task is to be completed the employees use the JSA and fill out the details for that day.</p>
Update safety first aid for County staff	All Staff	April 2016	<p>Quarter 1 - Approx, 120 employees throughout the Region of St. Paul received First Aid training. Returning seasonal staff and new employees will take it as they start.</p> <p>Quarter 2 - Completed. We have now put a few of the seasonal staff through the training. We are now in compliance with OH&S requirements.</p>
Offer Leadership for Safety Excellence Courses	Rob		<p>Quarter 1 -Leadership for Safety Excellence (LSE) courses will be booked for the 2nd quarter for Mgmt/Supervisors.</p> <p>Quarter 2 - This was put on hold as to determine an alternate solution to conduct in a large group for cost savings. It will be completed in the 3rd quarter.</p>
Explore ACP Grant funding for regionalizing occupational health	Kyle/Rob	December 2016	<p>Quarter 1 – The Region has been successful in its ACP Grant application for regionalizing OHS. Will be</p>

and safety with Town of St. Paul and Town of Elk Point			<p>making a submission to receive a Municipal Excellence Award for this project.</p> <p>Quarter 2 - application for Municipal Excellence award has been submitted.</p>
Clerical Position for OH&S	Rob		<p>Quarter 1 Safety Admin is very busy setting up all the filing systems for the individual municipalities. Admin is assisting in setting up training courses and tracking training taken for all employees. Admin is developing forms, bldg. packages for elements of the RSMS, attending and taking meeting minutes at the JWHSC meetings. Admin is developing the Monthly Safety Newsletter, and stats spreadsheets.</p> <p>Quarter 2 - Safety Admin has not changed from the previous information. The admin role is still busy with all the above information. The addition is the admin has been delivering orientations as required and also delivering information at safety meetings as required.</p>
On-line MSDS/SDS system	Rob		<p>Quarter 1 - The electronic SDS library was purchased for 5 years. All SDS's within the Region have been sent to the company to develop the library. All employees will have access to the library to print off SDS's and secondary labels for containers should they be required. All updates on SDS's will be done by the SDS's company at no additional cost to us. Safety TV was purchased. We have 200 sessions to use throughout the Region. Employees sit through training and get a certificate at the end. There are over 400 training courses available.</p> <p>Quarter 2 - On-line SDS systems is up and running. A generic Username and Password was provided to all mgmt. and employees to access the site and any SDS. It has and is being used.</p> <p>Safety TV is being used during rainy days to get employees trained and through some courses</p>
Provide Safety incentives/recognition awards	Rob/Sheila		<p>Quarter 1 Incentives/Recognition items are being discussed, as well as a guideline to follow on giving out those items. It is currently with the Regional JWHSC for development.</p>
Motivational Speaker for safety	JWHSC		<p>Quarter 1 Motivational speakers were looked into. Costs</p>

event – team building day			<p>right now are very high. It's is being sourced to ensure we get the right speaker to come in and is reasonable. The intention is to have this for the 3rd quarter.</p> <p>Quarter 2 - Team building was done back in the 2nd quarter. A health/fitness coach was brought in, then the crews played dodge ball. Went well and lots of the employees were involved. New ideas are being brought forward for the next event.</p>
Appropriate funds for PPE	Rob		<p>Quarter 1 Only specific items of PPE are being ordered by the Safety Depart. These are items required to aid in getting an injured employee back to work. i.e., special safety glasses.</p>
Certificate of Recognition (COR)	Rob		<p>Quarter 1 We are due for an external audit this year for our COR. This will be set-up by Rob. The County is the only one with it currently. The Town's will be applying for it next year when the RSMS is complete and in place, and we have some documentation to support it.</p> <p>Quarter 2- We are in the que for the Peer Audit for Oct/Nov time frame. Crystal St. Arnault will complete the audit on another municipality as part of the process. Rob is not trained on the old system, so he can only do it with the new system.</p>

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 	Utility Staff/Engineers	<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</p>
Work on Water Supply from	Sheila/Engineers	Dec 2015	

<p>Spedden to Ashmont – Agreements for Water Supply, Use of Building for the water connection from Spedden to Ashmont</p>	<p>Sheila/Kyle/Engineers</p>	<p>Spring 2016</p>	<p>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>Upgrade truck fill at Ashmont – to include account number/coin option. – 2016 this project to be completed with the water line construction, however not funded by Water for Life.</p>	<p>Utility Staff</p>	<p>Fall 2016</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 they asked Administration to research potential water line from Cold Lake to Glendon.</p>
<p>Water line construction to occur in 2016.</p>	<p>Utility Staff/Engineers</p>	<p>Fall 2016</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. Quarter 3 – Council received Associated Engineering report at the September Council meeting – decision was deferred to a future meeting.</p>
<p>Letter has been sent in for Mallaig connection – proceed if accepted by AT</p>	<p>Sheila</p>		<p>Quarter 4 – Council resolved to ask for a scope change to connect to the Spedden line. Application was sent to Alberta Transportation. 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</p>

			<p>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> <p>Quarter 4, 2015 – Final Detailed design is almost complete. We have entered into an agreement with Muni-Corr regarding using the Iron Horse Trail ROW for the waterline. Administration and Engineers have looked at the first draft agreement between the County and the Highway 28/63 Water Commission as well as between the County and Smoky lake County. We will have a meeting early in January to work out some more details. A borrowing bylaw will be approved in December for the County’s portion of this project. County sent a letter to Alberta Transportation requesting consideration of the Water for Life Funding to extend waterline from Ashmont to Mallaig. A letter has been received back indicating the County’s request is in the que.</p> <p>Quarter 1, 2016 – County Council has approved Construction Access Agreement with Smoky Lake County. The 12 km Water Transmission Pipeline project has been tendered out with tenders to be opened on April 5, 2016.</p> <p>Quarter 2, 2016 – Water Transmission project was tendered with the award going to Directional Mining and Drilling. The project commenced in May 2016 and is expected to be completed by end of September. Approximately 1/3 of the pipe is installed by the end of June 2016. Council approved the Water Supply Agreement with Highway 28/63 Water Commission.</p>
When requested, explore	Sheila	2016 as requested	Quarter 1,2,3 – No requests

providing water to Developments			
2014-2015 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	When announced	Quarter 2 – Program will not be open for applications until 2014. 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.
2016 – Explore new funding opportunities under new Provincial Government for replacement of water distribution lines in Lottie Lake and Ashmont.	Kyle	Ongoing	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.
Consider Local Improvement Tax as option to replace water distribution lines in Lottie Lake	Sheila	Winter 2016	Quarter 4 – Building Canada grant not accepting applications yet. Quarter 1, 2015 – Building Canada Grant application for distribution lines in Lottie Lake and Ashmont was submitted on April 1, 2015.
Explore sleeving of lines in Ashmont as option to extend life of distribution lines	Utility Staff	Summer 2016	Quarter 3 – we did not receive grant for this project.
2014 -Review Ashmont Lagoon Feasibility study and work on implementation plan.	Council	January 2014	Quarter 2 – Work has commenced on the de-sludging of the Ashmont Lagoon – will take place in July/August. Flow Meter is scheduled to be installed in July. Geo-technical review has been completed.
2014-15 Short Term measures to extend life of Ashmont Lagoon: <ul style="list-style-type: none"> • De-sludging lagoon - \$85,000 • Re-route trucks to Mallaig (once upgrades complete) 	Utility staff/Engineers	Summer 2014	Quarter 3 – Lagoon has been de-slugged - flow meter has been installed. Quarter 4 – Received report from Urban systems on wastewater plan based on work done at Ashmont lagoon over last 2 years. Quarter 1, 2015- Building Canada Grant application was submitted for upgrade to Ashmont Lagoon and Transfer

<ul style="list-style-type: none"> • Geo-technical review of area for lagoon expansion • Purchase of required land <p>2015 Detailed design of lagoon upgrade – construction to be in future years 2016-1017. Design \$565,600</p> <p>2016 - Commence construction of lagoon expansion in 2016.</p> <p>2016 – build a joint waste water transfer station as per the Building Canada grant approval. (Joint with the County of Two Hills)</p>	<p>Sheila</p> <p>Engineers</p> <p>Utility Staff/Engineers</p>	<p>Fall 2015</p> <p>Fall 2016</p> <p>Fall 2016</p>	<p>Station – joint with the County of Two Hills was submitted on April 1, 2015.</p> <p>Quarter 2, 2015 – Land agreement has been signed with Allan and Shirley Tkachuk.</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> <p>Quarter 4, 2015 – Council will pass a borrowing bylaw to address the County’s portion of this project. Engineers have been contracted for the project with Urban Systems being successful consultants. Preliminary design has begun for the project. Expect the lagoon and waste water transfer station to be tendered out as two projects.</p> <p>Quarter 1, 2016 – Engineering for this project has commenced and is at the 60% phase. Contractors have gone through a Pre-Qualification process. There were 40 respondents with 21 contractors deemed qualified to bid on the project. We expect tenders to go to the qualified contractors by early May 2016. Engineering consultant is still working on finding a location for the waste water transfer station portion of this project.</p> <p>Quarter 2, 2016 – Tender for the lagoon portion of this project has gone out to qualified bidders in May 2016. Tender was awarded to G&J Parking Lot Maintenance LP. The Lagoon portion of the project commenced the end of June 2016. The County is still exploring options for the location of the Waste Water Transfer Station identified as part of this project.</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 2016</p>	<p>Quarter 3 – Not completed</p> <p>Quarter 4 – Not completed</p> <p>Quarter 2, 2016 – Work in Progress</p>

Meet with Salt Plant/Riverview residents regarding water and sewer lines in Riverview and potential water truck loading facility there.	Sheila/Utility Staff	Summer2016	<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> <p>Quarter 4 – Administration will hold meetings with residents and salt plant in early new year.</p> <p>Quarter 1, 2016 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview.</p> <p>Quarter 2, 2016 – Administration continued work with legal counsel to determine strategy for utility services in Riverview</p>
Explore Bulkwater Truck Loading Facility in Elk Point area and pursue ACP grant funding	Bryan/Kyle	December 2016	<p>Quarter 1, 2016 – The County and Town of Elk Point have been successful in obtaining an ACP grant for a bulk water truck loading facility in Elk Point.</p> <p>Quarter 2, 2016 – The Town of Elk Point is commencing with Qualification Based Selection for Engineering consultants for the Bulkwater Truck Loading Facility. Invitations to engineering consultants went out at the end of June 2016.</p>

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> <p>Confirm location 2016</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</p>

			<p>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 4, 2015 – construction for Poirier subdivision waste bin area has been delayed to spring of 2016.</p> <p>Quarter 1, 2016 - Have bins placed at entrance of subdivision. There will be no fenced enclosed facility.</p> <p>Quarter 2 – Road work on the County ROW was complete at the end of June 2016. Bins to be re-located to new area 1st week of July 2016.</p>
Front Load Waste bins \$40,000			Quarter 1 – Bins have been purchased.
Roll Off Truck replacement \$225,000 – 2017/18			

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 2016	2015-65% of budget for child and youth programs.
Organize High Heels and Spurs Program for schools in our region	Janice & Coco	Dec 2016	Quarter 1 – Booked May 9th, 10th and 11th. Quarter 2 - Completed as above.
Hold a Seniors Clinic on Alberta Seniors Benefits changes once per year	Janice & Coco	Oct 2016	

Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2016	Quarter 2 – Booked for November 22, 2016
Provide recognition to Community Volunteers	Janice, Coco, Terry	Ongoing	Quarter 1 - Applied and received Volunteer Alberta Grant Acknowledge Elk Point Students April 15, 2016. Quarter 2 - in the process of thanking the volunteer income tax ladies. ESS volunteers as well.
Administer the Meals on Wheels Program	Janice, Coco, Terry	Ongoing	
Arrange Joint Board Meetings with the Town Of St. Paul FCSs to insure no Overlap of Service	Janice	Dec 2016	Quarter 1 – Booked April 22, 2016 Completed Quarter 2 – Booked for October 7, 2016
Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	Ongoing
Welcome Baby program, Administer & implement changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Welcome to the County and Elk Point Packages. Administer & implement Changes as required	Janice, Coco Terry	Ongoing	Quarter 1 – Ongoing Quarter 2 - Ongoing
Coordinate and Manage the annual Ashmont and Mallaig Summer Programs	Janice	Sep 2016	Quarter 1 – Staff in the process of being hired Quarter 2 - Both Programs start in July. All staff are hired
Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	Quarter 1 – Staff hired 2 students Quarter 2 – Fired Event is June 27, 2016.
Administer the Mallaig Moms N Tots	Janice	Ongoing	Quarter 1 – Ongoing good attendance Quarter 2 – Ongoing good attendance
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	Quarter 1 – Ongoing good attendance Quarter 2 – Ongoing good attendance
Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2016	Quarter 1 – In full swing 119 completed Quarter 2 – Completed 212 to date.

Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2016	Quarter 1 – Booked 4 events. Elk Point, Ashmont, Mallaig & Heinsburg Quarter 2 – Completed all 4 events.
Complete the Annual Report As Requested by the Province	Janice	June 2016	Quarter 2 – Completed.
Complete Outcome Measures as requested by the Province	Janice	Dec 2016	Quarter 2 – Province still on hold
Provide Support & Direction to Seniors that are being Abused	Janice	Ongoing	Quarter 1 – 2 reports to update Quarter 2 – 3 reports in this Quarter.
Administer the community Counselling program- & implement Changes As Requested	Janice	Ongoing	Quarter 1 – Very Busy Quarter 2 – slowed down a bit
Provide Support/Referrals to individuals that Request Assistance	Janice, Coco, Terry	Ongoing	Quarter 1 – 634 R&I Quarter 2 – 842 R&I
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 –
Administer snow angel volunteer program for hamlets	Janice/Coco	Ongoing	Quarter 2 – Winter months only Quarter 2 – No requests.
Assist the general Public with ongoing support and Direction	Janice, Coco, Terry	Ongoing	
Coordinate the Elk Point Community Information night	Janice, Coco, Terry	Sept 2016	Quarter 1 – Hall Booked for Sept 6, 2016 Quarter 2 – June 24 invites went out
Continue the Community Night Movies	Janice	Sept 2016	Quarter 1 – Letter mailed to all community halls to book. Ferguson Flats was the first to book. Quarter 2 – 13 halls booked
Coordinate and partner with Extreme for community bussing	Janice	Dec 2016	Quarter 1 - Feb. 3 Seniors Trip to Space Science (48 ppl attended) Working on the Mustard Seed trip with School division.

			Quarter 2 – 2 trips for the summer programs. 1 trip to haying in the 30s – 1 trip for community gardens.
--	--	--	---

Goal 11 – Agriculture

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

Actions	Lead	Target Date	Quarterly Report
Work with highway maintenance contractor to ensure weeds are controlled around those highways	Dennis/Keith	April 2016	<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>Quarter 1 – Ongoing</p> <p>Quarter 2 – Alberta Transportation has been notified if they do not ensure weed control along provincial highways the County will issue weed notice.</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> <p>Continue program in 2016</p>	Keith /Warren	Dec 2016	<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>

Continue to advocate to our neighbouring municipalities regarding joining this program			<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> <p>Quarter 4, 2015 – 185 coyotes brought in to date this fall.</p> <p>Quarter 1, 2016 – Program has completed at end of March – 1606 coyotes and 3 wolves have been brought in (November 2015- March 2016) – Budget was mostly expended – balance of \$685 left in budget.</p>
Continue with Oxeye Daisy program – 2016 – Education	Keith	Dec 2016 - ongoing	<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>
New Tractor for mowing \$130,000	Warren/Keith	Spring 2016	<p>Quarter 1 – Tractor has been purchased – Massey Fergusson.</p>
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2016	
Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2016	
<p>Club Root education for producers and for industry. Best Practices.</p> <p>Advocacy to the Province – message to Ministry that this is out of municipal jurisdiction to police.</p>	Keith	Dec 2016 - ongoing	<p>Quarter 1 – Additional staff member has been included in the 2016 Preliminary Budget to assist with field inspection/club root education.</p> <p>Quarter 2 – additional staff member is hired – working to map where canola is planted in the County in preparation for field inspections later in the summer.</p>
Transfer of planning for Mulching from PW department to ASB department. Spraying to be coordinated.	Keith/Warren	Jan 2016	

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 2016	Quarter 2, 2015– 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.
Lac Sante ASP Review We have minor wording changes to bring to council yet this year, however Two Hills may want more substantial changes on their plan – which is separate from ours – do we want to leave on the Strat plan?	Krystle	Dec 2016	2015 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.
RFP for safety code services – our current contract expires in 2016	Planning staff	Summer2016	Quarter 2 – RFP will be going out in 3rd Quarter
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/Crystal Chelsey	Dec 2016	Quarter 1 - ongoing
St. Paul North ASP to be completed.	Krystle	Dec 2016	Quarter 2 – Council has received a Draft of the St. Paul North ASP. A joint meeting with the Town will be scheduled to review the Draft before a public meeting will be held to allow the Public to provide input on the plan.
Town of St. Paul IDP review. Check to see if we need to do.	Krystle	Dec 2016	Quarter 2 – the Province has announced new requirements under the new MGA that pertain to IDP's – will defer review of this plan until the MGA has been approved and requirements set for IDP's with our neighbours.

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		Dec 2016	Quarter 3 - no action taken Quarter 1, 2016 – This has been removed from the 2016 budget as community could not agree to storage shed options offered.

Explore developing overflow camping area at Lac Bellevue Delay to 2016	Tim/Ken	Fall 2016	<p>2015 Quarter 1, 2015 – not included in the 2015 budget</p> <p>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</p> <p>Quarter 3- we were unsuccessful for this grant program.</p> <p>Quarter 2, 2016 – Administration is working on plans for the overflow camping area as approved in 2016 budget.</p>
Explore solar street lighting for new parking lot at Westcove –	Tim/Kyle	Summer 2016	<p>Quarter 1 – Not included in 2014 budget</p> <p>Quarter 1 – not included in 2015 budget, but will review options for grants for this item.</p> <p>Quarter 1, 2016 – This has been included in the 2016 Preliminary Budget.</p>
Explore replacing piers at all parks Priority for 2016: <ol style="list-style-type: none"> 1. Stoney Lake, Floatingstone 2. Laurier Lake, Lac Sante, Crestview 	Tim	Summer2016	<p>2015 Quarter 1 – 2 piers included in 2015 budget.</p> <p>Quarter 2 – New piers are installed at Floatingstone and Stoney Lake.</p> <p>Quarter 1, 2016 – Piers in Preliminary budget for Stoney Lake, Floatingstone, and 3 other locations – Laurier Lake, Lac Sante, and Crestview</p> <p>Quarter 2, 2016 – Piers have been installed as per budget.</p>
Upgrade power at Westcove - \$50,000/year for 3 years 1st year completed in 2015, consider budgeting \$100,000 in 2016 to do the balance as it will save money due to the layout of the balance of the lake lots.	Tim	Fall 2016	<p>2015 Quarter 1 – included in 2015 budget</p> <p>Quarter 2 – obtaining quotes – will not complete until after park is closed for the season.</p> <p>Quarter 3 – upgrading of power at Westcove has commenced – will be completed this fall.</p> <p>Quarter 4 – still waiting for ATCO to tie in pedestals to complete this project.</p> <p>Quarter 1, 2016 – B & C loop upgrades included in the Preliminary budget for 2016.</p> <p>Quarter 2, 2016 – working on plans to upgrade power following closure of parks in September.</p>
Lac Bellevue – new Bathroom – overflow - \$10,000	Tim/Ken	Summer2016	<p>2015 Quarter 1 – not included in the 2015 budget</p> <p>Quarter 1 –</p>

			Quarter 2, 2016 – Administration is working on getting necessary approval regarding the installation of this washroom facility.
Septic Fields – Floatingstone/Westcove \$60,000	Tim	Spring 2016	<p>2015 Quarter 1 – included in 2015 budget</p> <p>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.</p> <p>Quarter 4, 2015 – Due to the nice November, the septic fields were completed following 3rd reading of the LUB amendment. Complete.</p>
<p>Mallaig Recreation – 5 yr plan</p> <ul style="list-style-type: none"> ○ Arena - \$15,000 - 2014 ○ Playground - \$50,000 - 2015 (using Public Trust Reserve Funds) ○ Gazebo – future <p>May require \$30,000 to offset playground costs not covered by the grant they received.</p>	Sheila		<p>2015 Quarter 1 – Arena funding happened in 2014. \$50,000 contribution to playground in 2015 budget, funded by Public Trust Reserve.</p> <p>Quarter 2 – Council provided funding for Mallaig Playground – funded from Public Trust Reserve.</p> <p>Quarter 3 -Council provided funding for playground while the Ag Society waiting to hear about their grant – to be reimbursed to the County once they receive their grant.</p> <p>Quarter 4, 2015 – Council provided additional funding to Mallaig Playground due to the Ag Society receiving less from their CFEP grant than was expected. The additional funding of \$28,500 was funded from the Public Trust Reserve.</p>
Re-negotiate the recreation contribution to Town of St. Paul	Sheila/Council	Dec 2016	2015 Quarter 2 – This agreement will be up for negotiation in 2016
Pursue grants for additional recreational servicing	Kyle	ongoing	2015 Quarter 2 – The County has submitted an application under the Co-Op Community Recreation Grant for two new baseball

opportunities			<p>diamonds at the Westcove Municipal Recreation Area.</p> <p>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</p> <p>Quarter 2, 2016 – even though the County was unsuccessful in getting the Makadiff Grant, the Broomball Organization provided free broomball equipment to the County for use in recreation/education purposes. County has applied for Canada 150 Grant to upgrade recreation opportunities at Westcove – mini-golf and a sunshelter gazebo near the pickleball court.</p>
<p>Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, etc.</p> <p>Pursue purchase of Mallaig beach</p>	Sheila/Tim	Dec 2016	<p>Quarter 1 – No longer needing to pursue purchase as lease with the Mallaig Chamber of Commerce has been renewed for one more year.</p>
Assist Haying in the 30s with location to house new oven.			<p>Quarter 1, 2016 – Included in Preliminary Budget</p>
Provide assistance to St. Lina Ag Society for powering of camping stalls.			
Gazebo at Floating Stone \$30,000 to be installed at day use area.			<p>Quarter 1, 2016 – Included in the Preliminary Budget</p> <p>Quarter 2, 2016 – Administration is working on getting quotes and permits for the gazebo at Floating Stone.</p>
Playground at Floating Stone - \$35,000			<p>Quarter 1 – Included in the Preliminary Budget</p> <p>Quarter 2, - Administration is working on getting quotes for the new playground at Floating Stone.</p>

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.		April 2016 - budget	
Potential replacement of the Action Van in St. Paul		April 2016 - budget	
Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts	Sheila/Kyle	Dec 2016	