

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 2018

County of St. Paul No. 19

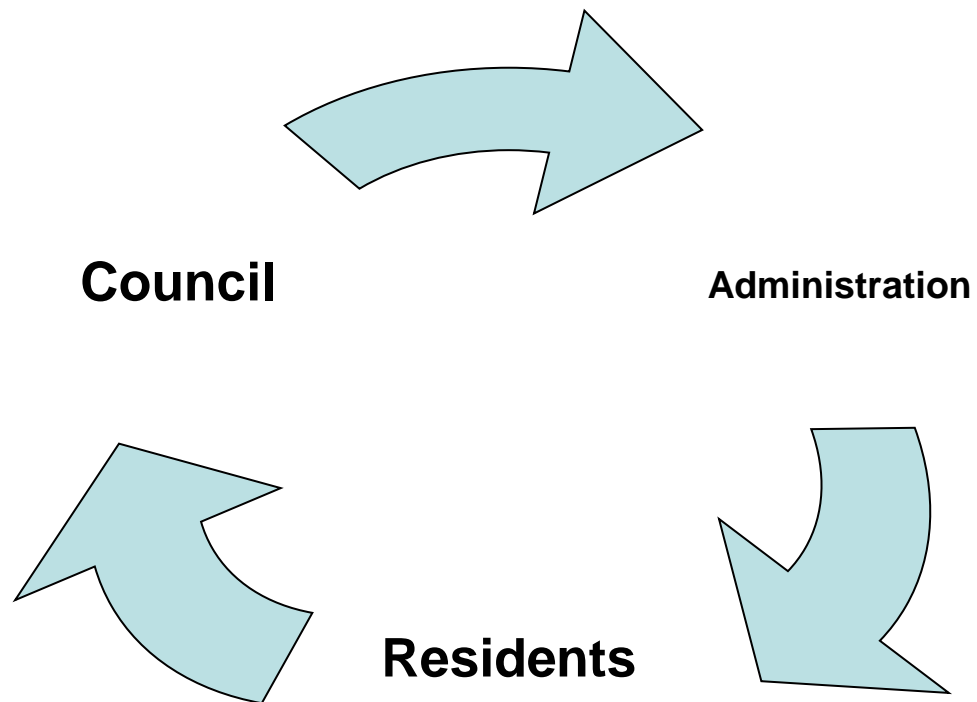


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**County of St. Paul
Strategic Business Plan – 2018 Draft**

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
Explore having Annual Meeting for council to have 2017 Audited Financial Statements and an overview of 2017 accomplishments presented to the public	Council/Sheila	May 2018	2018 Quarter 1 - AGM Booked for May 8 at 7:00 pm at the Elk Point Seniors Centre.
Continue with joint meetings with both the Town of St. Paul and the Town of Elk Point. Minimum 1/year	Council/Sheila	Dec 2018	
Renew scholarships for the St. Paul Regional Education Division <ul style="list-style-type: none"> 3 – Scholarships at \$1,000 each for students who have high marks, community involvement, and volunteerism for students entering fulltime studies 1 – Scholarship at \$1,000 each for students entering a trade. 	Tim/Phyllis	Summer 2018	2018
Council supports community groups in the St. Paul and Elk Point Region to update their facilities. Support already identified for 2018 includes: <ul style="list-style-type: none"> Riverland Trail Society - \$6,720 Elk Point Ag Society 			2018 Quarter 1 - \$25,000 paid out to Ashmont Legion – February 2018

\$65,500 (CG Baker Arena) <ul style="list-style-type: none"> • Quarterbacks Club – lighting \$25,000 • Ashmont Legion \$25,000 			
Hold joint meetings to establish framework and initiate negotiations pertaining to Inter-Municipal Collaboration Frameworks	Sheila/Kyle		2017 Quarter 2 – Inter Collaboration Committee Memorandum of Understanding is developed – approved by County, Town of Elk Point, SV of Horseshoe Bay, not approved by Town of St. Paul

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
<p>Continue to work on an asset management project to determine life of assets within municipality</p> <p>Communication plan regarding road classification</p> <p>Defer any purchase of software to 2018 or beyond.</p> <p>Implementation of Asset Management Strategy</p> <p>Implementation strategy to be over 5 years – Asset Management Strategy attached to this document.</p> <p>2018 Implement actions outlined in FCM grant received including levels of service for the</p>	<p>Asset Management Committee/ Darlene</p>	<p>Dec 2018</p>	<p>2014</p> <p>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.</p> <p>Quarter 3 – working with Urban Systems to determine 20 year capital plan for roads – will be bringing forward to 2015 Strategic Planning.</p> <p>Quarter 4 – County of St. Paul has been asked to present their Asset Management strategy and progress at the next Provincial Asset Management meeting.</p> <p>2015</p> <p>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.</p> <p>Quarter 3, 2015 – Administration is working to update our Asset Management system on Excel Spreadsheet, we are recommending to put off purchasing the 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</p>

<p>Transportation Department along with Risk Assessments.</p> <p>Revisit the Road Classifications in the General Municipal Services Standards. Once amended, provide communication to the public about the classification and corresponding level of service.</p>			<p>time.</p> <p>Quarter 4, 2015 – Administration has included money in the 2016 budget proposal for analysis of County owned building and sewer infrastructure. SK</p> <p>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</p> <p>2016</p> <p>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.</p> <p>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>Quarter 3, 2016 – the Asset Management Committee has meet twice in the last quarter with Urban Systems staff to begin work on an Asset Management Strategy that will move our Asset Management program forward. We will be proposing an amendment to the Asset Management Policy for Council consideration. As well we will have a strategy that will have a 3 year implementation plan to look at items like establishment of levels of service, risk assessment, and long term financial planning for County assets.</p> <p>2017</p> <p>Quarter 1 - Team has been compiling Level of Service Worksheets as per the Asset Management Strategy. DS</p> <p>Quarter 2 – Urban Systems did a workshop with the Team to better understand Level of Service Worksheets. The County made application for FCM Grant to assist with Asset Management. This was approved at \$50,000.</p>
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<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>2018 – offer Kaitlyn Kenney 2nd year option for internship. If 2017 application is successful, hire and mentor Administrative Municipal Intern with a focus on Communications.</p>	Kyle/all departments	May 2018	<p>2017 Quarter 1 - Kaitlyn Kenney has been hired and will commence employment on May 8th Quarter 2 – Kaitlyn Kenney has started working for the County and is engaged in a variety of projects</p> <p>2018 Quarter 1 - Kaitlyn has agreed to stay for year 2. Hailey Hewstan Gish has been hired – She will start May 7th . Hailey has a degree in communications.</p>
<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? • Annual Newsletter • Continue with Radio spots • Continue Newspaper County Page 8 	<p>Sheila</p> <p>Paulette</p> <p>Kyle</p> <p>Kyle/Paulette</p> <p>FCSS</p> <p>Phyllis/FCSS</p>	<p>Ongoing</p> <p>Dec 2018</p> <p>May 2018</p> <p>Ongoing</p> <p>Ongoing</p>	<p>2017 Quarter 2 – We are continuing to use website, newspaper, radio spots as well as a newsletter sent with tax notices to communicate with the public. We have not proceeded with social media as we do not have the staff capacity to stay on top of social media communication.</p> <p>2018 Quarter 1 – Kyle Attanasio is coordinating the use of radio ads to better utilize those ads to communicate to the public about happenings at the County. Staff are currently working on Annual Newsletter that will go out with Tax Notices. The annual budget document provides readers with highlights from 2017 and budgeted plans for 2018. Additionally Administration updates the Strategic Plan quarterly and posts on the County’s webpage.</p>

Develop a Digital Records Strategy that would include land files and planning and development files tying records to GIS mapping system Carryover into 2018.	Linda/Admin staff	Estimate 3-year program - complete Dec 2020	2017 Quarter 1 – Still a work in progress Quarter 2 – working with our GIS/Assessment providers and our IT providers to develop a strategy to file our land files and P& D files electronically. We also had a presentation from iCompass to review options for filing of other data. 2018 Quarter 1 - Signed agreement with Digital Connections to set up electronic filing system – will start by scanning land files that will be linked into the GIS System. Project should be underway in early May.
Hold meeting with Additional Named Insured Organizations (ANIs) for the purpose of re-familiarizing ANIs with insurance requirement and protocols			2017 Quarter 1: ANIs meeting scheduled for May 11th Quarter 2: Meeting with ANIs has been held; approximately ½ of ANIs were represented at the meeting; administration is planning to hold a second session in the Fall to ensure all ANIs can attend
Make regional applications under the ACP Grant fall 2017 to implement in 2018: <ul style="list-style-type: none"> • ICFs (Rural) • ICFs (Urban) • Storm Water with St. Paul as per AER • Transportation Study • Other? 	Sheila/Kyle/Krystle/Kaitlyn	Dec 2018	2018 Quarter 1 -Received approval ICFs (Rural) - \$200,000 ICFs (Urban) - \$200,000 Storm Water (in partnership with Town of St. Paul)– \$195,000 Transportation Study (in partnership with County of Two Hills) - \$67,500

Administration – Policy			
Action	Lead	Target Date	Quarterly Report
Policies/Bylaws to draft or review	Kyle		2017 Quarter 1 – Policy Meeting scheduled for 2nd Quarter

<ul style="list-style-type: none"> • Salt Management Plan • Procurement Policy • Employee Code of Ethics – update • Council Code of Ethics – per new MGA • Public Participation – per new MGA • Update HR policies to coincide with changes to the Employment Standards Code. • Reimbursement for expenses policy – consistent with CRA guidelines • Fit for Duty policy 			<p>Quarter 2 – Policy Meeting held on June 23rd; policies will be brought before Council in Quarter 3 and another Policy Committee meeting has been scheduled for Quarter 3</p> <p>2018</p> <p>Quarter 1 – Policy meeting was held in late December 2017 to ensure that we had policies approved that coincided with the Employment Standards Code Changes. Policies were changes Dec 19 at a special council meeting that dealt with:</p> <ul style="list-style-type: none"> • Overtime HR-21 • Statutory and Declared Holidays HR-30 • Guaranteed Wage for Grader Operators HR-74 • Leave of Absence HR-113
Reorganize Agreements	Kyle	Dec 2017	<p>2016</p> <p>Quarter 1 – No action yet; aiming for second quarter</p> <p>Quarter 2 – Started reviewing agreements that require updating and identifying areas where agreements require development</p> <p>Quarter 4 – Standard agreement finalized; will explore organizing agreements in the new year.</p> <p>2017</p> <p>Quarter 1 – No action yet; joint servicing agreements will start being reviewed in Quarter 2</p> <p>2018</p> <p>Quarter 1 - Working on compiling complete list of agreements</p>

Administration – Building Corporate Capacity			
Action	Lead	Target Date	Quarterly Report

<p>Continue Succession planning processes that will ensure staff are ready for new roles as staff retire in the coming years. \$35,000 team building, leadership training, knowledge transfer (Asset Mgt/GIS database)</p> <p>Continue courses - Consider leadership/team building courses late in 2018 to encompass new staff</p> <p>Cross Training of staff positions nearing retirement.</p> <ul style="list-style-type: none"> • In preparation for change in Finance Department hire new staff for department Oct 2018 for training/cross training to be ready for retirement in 2020. • Continue training and knowledge transfer for GIS/Taxation Technician. 	Sheila	Dec 2016	<p>2014</p> <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>2015</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>2016</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> <p>Quarter 2, 2016 – Leadership Training completed in April 2016.</p> <p>Quarter 3, 2016 – Staff who have missed courses in the training will be able to pick up these courses outside of the County.</p> <p>2017</p> <p>Quarter 1-3 – Crystal St. Arnault continues to train, learn, and document processes for the GIS/Taxation Technician position.</p>
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			2018 Quarter 1 – Budget includes new position in Corporate Services to commence in October 2018 to train in Payroll, so Payroll person can crosstrain with Finance Officer.
Continue Team building for all staff – minimum of 2 events per year	WHSC	Fall 2018	2017 Quarter 1 – Team Building event scheduled for April 7th. Quarter 4 – Team Building event held October 27 2018 Quarter 1 – Regional Team Building event is scheduled for April 27, 2018.
Explore Employee Attraction and Retention Strategies: <ul style="list-style-type: none"> Employee Engagement Survey – every 2-3 years – last one completed in 2015 Consider a subsequent Employee Engagement Survey in 2018 following reorganization and retirements. Expected cost \$5,000 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 	Sheila/Janice	Dec 2017	2017 Quarter 1 – County will participate in Career Fair on April 12, 2017 that will include Students from the St. Paul Region – over 550 students. The County will have a hands-on demo of a grader simulator as well as another site to discuss other career opportunities with the County. Quarter 3 – County attended Job Fair held on Saddle Lake First Nation in September.

<ul style="list-style-type: none"> • 360 reviews for Management team. • Explore ways to find and retain skilled employees • Complete more background research when hiring. Check resumes better • Exit interviews • Formal Compensation Survey/Review including review of job descriptions and interviews with staff and council where necessary. Estimated cost \$35,000 			
Continue to monitor and update the new Performance Appraisal System to ensure it meets the needs of management and staff.	Sheila	Jan 2017	<p>2017</p> <p>Quarter 1 – Supervisors have attended training sessions and performance appraisal system has been updated to reflect industry best practices and suggestions from supervisory team; performance appraisals to take place in 2nd Quarter. The new process has been rolled out to staff in March 2017.</p> <p>Quarter 2 – Many of the employee performance appraisals have been completed. We are trying to move the process to fall to coincide with moves on salary grids in January.</p> <p>2018</p> <p>Quarter 1 - Performance Appraisals were initiated late fall 2017 and completed in January 2018.</p>

Goal 3 – Assessment

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

Action	Lead	Target Date	Quarterly Report
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Work with Accurate Assessment to ensure correct 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. Implement changes once a complete cycle	Accurate/Sheila	ongoing	<p>2018</p> <p>Quarter 1 – Accurate Assessment attended a meeting with County Council in early April to update council regarding the assessment process and progress made since they have taken over the assessment contract.</p>
<p>Determine strategy regarding centralized assessment of industrial properties. Try to ensure smooth transition. Audit procedure?? Entry into CAMALOT system.</p> <p>Negotiate hybrid method of Assessment delivery for Designated Industrial Properties – work with the Province during the transition process to centralized assessment for these properties.</p>		As new MGA is proclaimed	<p>2017</p> <p>Quarter 1 – Administrative staff have attended 2 meetings with Alberta Municipal Affairs team to hear how they plan to roll out the change for assessment of Designated Industrial Properties. Quarter 2 – Municipal Affairs is looking for information from municipalities regarding their designated industrial properties to be forwarded to them in the 3rd quarter. Still no definite information received regarding the process. Quarter 3 – Received confirmation from Alberta Municipal Affairs that the County has been selected to provide assessment services to the province for our Designated Industrial Properties – agreement to follow.</p> <p>2018</p> <p>Quarter 1 – County signed Hybrid Agreement with the Province to provide assessment for Designated Industrial Properties in the County for the 2018, 2019, and 2020 tax years. The County has an agreement with Accurate Assessment to be our assessors for the next several years, for both residential, non-residential, and designated industrial property assessment. As part of the Hybrid Agreement, the County will invoice the Province for the cost of providing the assessment on Designated Industrial Properties which will include the cost of assessors as well as County staff. The Province provided the requisition amount required to be collected from Designated Industrial Property owners at the end of March. This requisition and tax rate form part of the County's 2018 budget.</p>

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
Explore opportunity around high speed internet for the County – what it means for Economic Development.	Sheila	Dec 2017	<p>2017</p> <p>Quarter 1: Administration has attended workshops with Alberta HUB. HUB is currently carrying out a broadband project in collaboration with the Northern Alberta Development Council. MCSNet has indicated they are interested in applying for a Federal Grant to run fibre to some of our communities.</p> <p>Quarter 2 – Council provided a letter of support for MCSNet’s grant application.</p> <p>2018</p> <p>Quarter 1 – MCSNet has received the Federal Government grant they applied for and will be running fiber in Highway 28 – they plan to connect the communities of Ashmont and Mallaig with fiber as they carryout their project. Additionally, the County is constructing a communications tower as part of the Water Transmission Line project that will bring water from Ashmont to Mallaig. The County will work with MCSnet to allow them access to this tower to enhance service in that area.</p>
<p>Explore opportunities for application under the new provincial CARES program for regional economic development</p> <p>Implement CARES grant if we are successful - development of a Regional Economic Development Strategy</p>	Sheila/Kyle	Dec 2017	<p>2017</p> <p>Quarter 1: Meeting with local economic development organizations set up for 2nd Quarter</p> <p>Quarter 2: CARES Grant Application submitted in Quarter 2; awaiting results which are anticipated in Quarter 3.</p> <p>Quarter 3: We are still waiting for results of grant application submitted.</p> <p>2018</p> <p>Quarter 1 – The County is successful in obtaining the CARES Grant. We will be working with a consultant to develop a</p>

New Equipment for Mallaig Fire Department: <ul style="list-style-type: none"> ○ Helmets \$3000 ○ 2-SCBA Packs w. tanks \$10,000 ○ 4-Carbon Fiber Spare tanks \$4,500 ○ Modify cabinet \$2500 ○ Desk/equipment \$2000 ○ Nozzles/fittings \$1000 ○ Hose \$2400 ○ Decals \$800 ○ Miscellaneous \$1800 ○ Training \$2000 	Tim/Mallaig Fire Chief	Dec 2018	2018 Quarter 1 – Purchases deferred to 2nd quarter.
New Equipment for Elk Point Fire Department <ul style="list-style-type: none"> ● Bunker Gear ● Rubber Hoses ● SCBA Packs ● Compressor 	Tim/Elk Point Fire Chief	Dec 2018	2018 Quarter 1 – Purchases deferred to 2nd quarter.
New Equipment for St. Paul Fire Department <ul style="list-style-type: none"> ○ Mini-Pumper \$100,000 – in 2019 St. Paul Future Truck Replacements <ul style="list-style-type: none"> ○ 2019 – Command Unit (Jointly owned with Town) ○ 2020- Pumper (2004 Freightliner M2 – 900 gallon tank) ○ 2026 – Rescue Truck (2011 Freightliner M2) 	Tim/Trevor	Dec 2018	

<ul style="list-style-type: none"> ○ 2027 – Tanker (2007 Freightliner M2 Tandem – 3000 gallon tank) ○ 2036 – Rescue (2016 Ford F550 Super Duty 4X4) 			
QMP update – inspection of commercial buildings in St. Paul	Trevor/Tim	Winter 2017	2017 Quarter 1 – On going. Quarter 2 - On Hold – Reviewed once with County Council, will review again in the future. – TREVOR
Continue annual capital contribution for fire equipment to be set up in reserve to even out budget requirements over the years. - \$136,000	Sheila/Darlene	Dec 2018	2017 Quarter 1 - 20 Year Replacement Reserve approved in Interim Budget 2018 Quarter 1 – 20 year Replacement Reserve approved in the Interim Budget (increased from 2017 at \$96,000 annually to \$136,000 as the replacement of pumper trucks reduced from 25 years to 20 years)
Explore having an independent Fire Fighter Engagement Survey for each department.	Tim		2018 Quarter 1 – Deferred to 2nd quarter
Coordinate EAP Program to provide information to Volunteer Fire Fighters regarding benefits they can access.	Tim		2018 Quarter 1 – Deferred to 2nd quarter – scheduled for April.
Explore having a Full Time paid Deputy Fire Chief that would provide services to all four fire departments in the County to enhance Administrative and	Tim		2018 Quarter 1 – Deferred to 2nd quarter

Training efficiency and coordination			
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Goal 6 – Emergency Management & Occupational Health and Safety

Goal 6: That the County proactively is prepared for emergencies that may arise in the region. Safety of staff is important for everyone. The County will provide the tools, training, and oversight to ensure the safety of staff and others working for the County.

Action	Lead	Target Date	Quarterly Report
Continue Regional Emergency Management Training	All required	As required	2017 Quarter 1 - Elk Point Allied Arts Center back-up power has been complete. The Town of St. Paul generator was brought out and a load test was conducted on the bldg. and generator. The generator is at its max to run the bldg.. No A/C can be used as it draws too much power. Sim Cell mock exercise is scheduled for the 3rd Q. AFRCS radios are in and have been given to Elk Point, St. Paul, Ashmont fire chief's. One radio had to be sent back for an upgrade. That will be for Mallaig. The base stations are also here and will be going into the ECC at the St. Paul and Elk Point fire hall ECC's. The REMP was reviewed and updated. Changes of the REMP were sent to all stakeholders. Ongoing training for new Agency members and past ones who need to complete specific training. Emergency Preparedness Week is May 7-13 this year. We'll be setting up tables again in St. Paul and Elk Point Coop. Quarter 2 – Emergency Preparedness Week went well. Lots of information was provided to the public. We had 2 locations set-up, Coop in St. Paul and Coop in Elk Point. We conducted a draw for EP Week. 3 people won EP Kit,
Regional Emergency Management exercises. ESS Exercise in Elk Point for 2018	Rob	Fall 2018	
Continue Implementation of Mass Notification System	Rob	1 st quarter 2018 - ongoing	
Set up larger ECC – St. Paul – Potentially in Town of St. Paul Office – old FCSS location (lower level)	Rob	Early 2018	
Community readiness/education sessions	Rob	Ongoing	
Consider additional purchase of AFRCS radios for Fire Departments. Perhaps through granting process?	Rob	Upon grant approval	
Fire Smart Program – find and support local champions in order	Rob	Dec 2018	

<p>to make grant application for the same. Work with SV of Horseshoe Bay who has a champion already.</p>			<p>a wilderness first aid kit, and a regular first aid kit. Work has continued with the development of the Sim Cell exercise. Will be working with AEMA on it soon for feedback.</p> <p>A lot of people have been signing up for the CommAlert System. This was triggered by the funnel cloud that was spotted west of St. Paul June 28, 2017.</p> <p>Setting up and organizing training for the Emergency Agency and Committee.</p> <p>Updating the REMP with contacts again.</p> <p>Emergency Mgmt. Facebook is getting a lot of use and attention by the public. Great use of social media to get our messages out.</p> <p>2018</p> <p>Quarter 1 – Moved into new ECC/Safety Training Center in the lower level of the Town of St. Paul Administration Office.</p> <ul style="list-style-type: none"> • ECC almost fully operational. Need to get radios hooked up. • One bathroom will be renovated and turned into a storage room. • Keys were given to the Deputy DEM's to access the bldg.. for an emergency after hours. • Phone lines are connected. Additional phone lines are being ran as emergency lines for ECC staff. <p>Applied for 2 grants through FRIAA. One for \$500 and the other for \$70,000. We were successful for the \$500 public education grant. We'll plan a day in June to do the public awareness/education.</p> <p>Alert System still has people signing up. We will be promoting it again during Emergency Preparedness Week</p>
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			<p>May 7 – 11. We are also promoting it on our Facebook page.</p> <p>We have all Stakeholder ERP's. They all have ours. We have a good relationship with them, they want to participate in any mock exercises we do, and they want us to attend theirs.</p> <p>Mock exercise will happen in the ECC once radios are up and running. Plan is to test the ECC to see what works and what needs to be changed.</p> <p>EAC and REMA members are ongoing with their training, we've had some changes and have had to send people to take some courses. Lots of courses are being offered by AEMA, Rob will send to the people who need to attend.</p> <p>AFRRCS radios are running. We ordered a few more radios for the Rescue Trucks for all the FD's with the leftover grant money from the ACP Grant that was acquired to update Communication Towers.</p> <p>HRVA will need to be scheduled for this year. Looking at the 3rd Q.</p>
Courses for Management and Staff as determined by JWHSC	Rob/PW Supervisors	Ongoing	<p>2017</p> <p>Quarter 1 – Courses are being scheduled with the input from all mgmt. where time allows it. Some courses will be on-line and others will be classroom.</p> <p>We are setting up Air Brake 'Q Endorsement' training</p> <p>Fall Protection</p> <p>Defensive Driving</p> <p>Quarter 2 – LSE online training was sent to some Mgmt. who have started. A classroom session is scheduled for the Fall.</p> <p>Fall protection training was completed by approx. 25 people</p> <p>Air Brake training was completed by some employees from each municipality and also all 4 fire departments.</p> <p>2018</p> <p>Quarter 1 – Ongoing updates for first aid recertifications.</p>

			<p>We have booked an Asbestos Awareness and Abatement course for supervisors and employees. Ongoing training scheduled for Fall Protection, Ground Disturbance, Confined Space, and LSE.</p> <p>Getting some quotes for a Defensive Driver Training course.</p> <p>Regional Team Bldg. has been scheduled and is being worked on for April 27.</p>
Implement Safety Management Systems update for all three municipalities	Rob	Winter 2017	<p>2016</p> <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> <p>2017</p> <p>Quarter 1 - The RSMS and IMP are both completed in draft format. The RSMS has been sent in sections to the regional JWHSC for review and feedback.</p> <p>A regional code of practice has been developed for ground disturbance and confined space activities. It is being reviewed by mgmt.</p> <p>A contractor pre-qualification process was developed and has been sent to the CAO's for review and feedback.</p> <p>A bear spray policy was prepared and sent to the CAO's so it can be passed at their next policy meeting.</p> <p>Continuing on developing SOP/SOG's.</p> <p>Quarter 2 – The code of practices are finalized and now being used. The contractor pre-qualification process is on hold and waiting for a meeting to discuss some items.</p>

			<p>The RSMS and IMP are scheduled for a full day review on July 17th by the Regional Joint Health & Safety Committee. We are seeing the Ground Disturbance forms being filled out and also the Confined Space Forms.</p> <p>2018</p> <p>Quarter1 – The SMS Binders have been made and distributed to all areas. The binders are numbered and being tracked.</p> <p>Safety Handbooks were made and are being given out to all current and new employees.</p> <p>Contractor Pre-Qualification process is ongoing.</p> <p>Lil completed the Safety Mgmt. System training and the Auditor training. She is now a certified auditor.</p> <p>Continuing to develop and work on Safe Work Procedures and Practices.</p> <p>Working on a Fit for Duty Policy and Procedure for the upcoming Medical Cannabis that'll be legislated in Aug.</p>
Offer Leadership for Safety Excellence Courses	Rob	Continue 2018	<p>2018</p> <p>Quarter 1 – We are going to be scheduling another LSE for supervisors who didn't take the course last year. We'll be setting it up for Q2.</p>
Provide Safety incentives/recognition awards	Rob/Sheila	Throughout the year	<p>2018</p> <p>Quarter 1 – We have been giving out gift cards for safe work but has been very sporadic. We plan to push this harder in Q2.</p>
Continue to monitor Working Alone System			<p>2017</p> <p>Quarter 1 - Spots are causing lots of problems. Caitlin has</p>

			<p>been troubleshooting with Aware360 to get things on track and organized. The Transfer Stations will be getting Spots as they typically work alone.</p> <p>Once we get the Spots up and running properly it will be rolled back out the grader operators again.</p> <p>Quarter 2 – The SPOTS have had a lot of attention to get them in operation status. We have all the problems worked out and have them running properly. We have more staff now using them. We also have staff that are using the APP on their phones.</p> <p>2018</p> <p>Quarter 1 – This is ongoing and being checked on a regular basis without any issues. Soon all the SPOTS will be going back out once the summer staff start up again. This may show some problems, but will be addressed as a training issue.</p>
Explore the purchase of a new vehicle for the Director of Emergency Management and Occupational Health and Safety as his current vehicle is too small to accommodate equipment/passengers.			<p>2018</p> <p>Quarter 1 – I have found a vehicle that makes better sense for my position. It won't be available until mid-April to early May. The vehicle will be able to hold all the equipment required and be able to accommodate passengers when necessary for Director's job.</p>

Goal 7 – Protective Services

Goal 7: Efficacious law enforcement

Action	Lead	Target Date	Quarterly Report
Promote Spring Clean-up inform	Tim	Summer 2018	2017

<p>residents about what they can recycle in the County as well as offer one month with no tippage fee for appliances that have a Freon removal charge</p> <p>This needs to be coordinated with the Town of St. Paul and Town of Elk Point</p>			<p>Quarter 1 – Partnering with Town of St. Paul, Town of Elk Point and Evergreen to allow town/county residents the opportunity to bring fridges/freezers/water coolers to any transfer station/landfill at no charge for Freon removal for a two-week period May 15 – 28, 2017. Council decided to keep the program to this level this year instead of picking up larger items in hamlets or subdivisions.</p> <p>2018</p> <p>Quarter 1 – Deferred to 2nd quarter</p>
<p>Explore enhanced policing services in collaboration with neighbouring municipalities, First Nations, and Metis Communities</p> <p>Explore increased use of Rural Crime Watch in the County.</p>	Sheila	December 2018	<p>2016</p> <p>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.</p> <p>2017</p> <p>Quarter 2 – CAO attended Community Wellness Committee meeting organized by the St. Paul RCMP Staff Sargent. This cross functional committee is exploring ideas that would increase community wellness.</p>

Goal 8 – Public Works/Transportation

Goal 8: 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
Continue to utilize Road Use Agreements for road damages	Mark/Bryan	Ongoing	<p>2016</p> <p>Quarter 1 – Road use agreements are being worked on with different industry players in the County. Council approved amendments to the agreements.</p> <p>2017</p> <p>Quarter 1 – Road use agreements are being worked on with different industry players in the County.</p>
Work with Town of St. Paul on upgrades to St. Paul Airport	Sheila/Kyle	Dec 2018	

lighting as per the STIP Grant they received in 2017.			
Support STIP Grant Application for the upgrade of the Elk Point Airport with consideration of limited funds to be contributed from the County of St. Paul on the condition that either community groups or industry also participate.	Sheila/Kyle		

Goal 8A: 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. See Appendix B for listing of Oiling, Gravel and Special projects	Mark		2018 Quarter 1 – Lafond Road tendered out to determine cost of contracting out vs. constructing with County forces. Tender awarded to Rondell Contracting.
Make application under the STIP Program for the Bridge Program in 2018. Make application under the STIP program Local Municipal Initiatives Program for the Moosehills Road. Make application under the National Trade Corridors Fund for the repair of Moosehills Road	Mark/Steven		2016 Quarter 3 – Council approved 5 miles of engineering for Northern Valley Road that will assist with grant application once the new program is announced. 2017 Quarter 1 – Strategic Transportation Infrastructure Program grants were submitted for Bridge File 72560 and 78684 as well as the Northern Valley Road; awaiting results Quarter 2 – STIP Grants were approved for all three projects. The Northern Valley Road project which is the re-grading of 7 miles of road to Resource Road Classification has been tendered out with construction to start in Quarter 3. The

			<p>Bridged Files will be constructed by County forces in Quarter 3.</p> <p>Quarter 4 – STIP grants were submitted for 3 bridge file replacements and 1 bridge file repair. We also submitted an application under the Local Municipal Initiatives portion of the grant to repair the Moosehills Road where there is a slide. We applied for Phase I & II of this project that would remove 1.5 meters of fill from the road in an attempt to stabilize it. We would also partner with Industry as part of this project.</p>
<p>Review of County owned land – possible sale of properties</p> <p>Gravel testing on properties identified in review (when time permits)</p>	Public Works	Dec 2018	<p>2018</p> <p>Quarter 1 – County has been testing for gravel in the north part of the County where gravel inventories are low. We have used a geologist to assist the County in determining the best locations in the County to look for gravel (in Division 5 & 6).</p>
Explore new oiling projects based on cost analysis data of maintenance of gravel road versus maintenance of oil, traffic volume, road classification system.	Council/PW		
Consider annual contribution to Roadway Infrastructure Maintenance Reserve Fund	Council/Admin	Budget 2018	
Decrease private sales of gravel – cap at 20 yards per year at \$15/yd – requires policy change	Council/PW	Jan 1, 2018	<p>2018</p> <p>Quarter 1 – policy change for this was completed end of 2017.</p>
Consider implications of road construction where land has been identified as having Clubroot – may delay road construction projects.	Council/PW/ASB		<p>2018</p> <p>Quarter 1 – 2018 budget included allocation for the washing of all equipment on road projects. All equipment will be washed prior to leaving a road project.</p>

Goal 8B: Public works equipment is maintained and upgraded on a regular basis			
Action	Lead	Target Date	Quarterly Report
See Appendix C for listing of equipment purchases	Mark		

Goal 9 - Utilities

Goal 9: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services			
Action	Lead	Target Date	Quarterly Report
Work towards improved water quality in Ashmont and Mallaig			2013
Design and Construction of water transmission line from Ashmont to Mallaig – with Federal and Provincial grant dollars as well as debenture funding. – 2018	Sheila/Bryan/Urban Systems/Utilities Staff	March 2019	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.
Upgrade Truckfill in Mallaig – 2019	Bryan/Utilities Staff	Dec 2019	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. 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. 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

		<p>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>2014</p> <p>Quarter 2– 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>2015</p> <p>Quarter 1 – 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</p>
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		<p>design is continuing.</p> <p>Quarter 4 – 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>2016</p> <p>Quarter 1 – 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 – 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> <p>Quarter 3 – The waterline from Spedden to Ashmont is complete, however the work within the water treatment plants at both ends will not be completed until later in October. Plans to flush distribution systems in Ashmont and Lottie Lake are being delayed until commissioning of the system. Debenture for the project has been received in the amount of \$785,000.</p> <p>September 1 the Federal Government announced funding under the clean water and wastewater program that will</p>
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			<p>assist with funding for the water line from Ashmont to Mallaig. Council approved to commence negotiation with Urban Systems for engineering of the last leg of this project. Urban Systems has been the engineer for the project since 2010.</p> <p>2017</p> <p>Quarter 1 – It has been determined that the Ashmont to Mallaig project requires an Inter-Basin Transfer which requires a Special Act of the Legislature to be approved. The process involved public consultation with stakeholders as well as an Environmental Impact Study. The Environmental Impact Study has been completed. Public Consultation process has been determined and will commence in the 2nd quarter. We expect to complete the process by end of May and have this presented on the Legislative agenda for Fall 2017. This process has delayed the design and construction of this project to fall of 2017 – construction to be in 2018. Administration has requested an extension to March 2019 for project completion.</p> <p>The Spedden/Ashmont project is winding down with the water starting to flow in December 2016. However substantial completion was not reached until late January. The contractor still has a few outstanding items to complete in 2nd quarter to finalize the project - some of these include work on the trail that can't be completed until the weather warms up.</p> <p>Quarter 2 – The County has completed its public consultation regarding the Inter-Basin Transfer required to get water to Mallaig. The consolidated information has been sent to Alberta Environment with the expectation that it will get on the Fall 2017 Legislative agenda. Work on the upgrades to the Highway 28/63 water line have commenced with engineering design being worked on. Expect this work to be tendered summer of 2017.</p>
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			<p>Administration is working with our engineers to ensure completion if deficiencies on the Spedden/Ashmont line. Quarter 3 – the Inter-Basin Transfer Special Act will be considered at the fall sitting of the legislature. Our Inter-Basin Transfer has been combined with the Inter-Basin Transfer that is required to get water to Whitefish First Nation.</p> <p>Anticipate deficiencies on the Spedden/Ashmont project to be completed by end of the year.</p> <p>Quarter 4 – the Inter-Basin Transfer was approved at the Legislature. Project design is being finalized for tender in early 2018.</p> <p>All deficiencies for Spedden/Ashmont project were complete as of Dec 31 – the project has been capitalized on the County's financial statements. Final accounting to be sent to the province following yearend and budget preparation in 2018.</p> <p>2018</p> <p>Quarter 1 – the project for Ashmont-Mallaig has been broken into two parts. The pump upgrade required to supply water to Mallaig is designed and tender is awarded in early 2018. This portion of the project is to be managed by the Highway 28/63 Water Commission. The County is providing the funding for the project through the grant and an agreement with the Commission. We anticipate this portion of the project to be complete by July 2018.</p> <p>The Transmission line was also tendered in the 1st quarter and awarded in March to Berretta. We anticipate the project to commence in later April 2018. Both projects together come within the budget, however the pump upgrade is anticipated to cost less than the estimate, while the transmission line will be slightly more than the original estimate.</p>
When requested, explore	Sheila	2018 as requested	Quarter 1,2,3,4 – No requests

providing water to Developments			
2018 – Explore expansion of Ashmont water distribution line to Paulhaven Camp and Cameron Cove.	Sheila/Bryan	2018	2017 Quarter 1 – Some interest from a few residents at Mann Lakes – we will be trying to determine the level of interest and be open to discussions regarding potential connection.
2017/18 – Explore expansion of Ashmont water distribution line in Bayview Beach to area that is interested in connection	Sheila/Bryan	2017/18	
Allow water connections for Smoky Lake Residents as per agreement with Smoky Lake County and Highway 28/63 Water Commission. The cost of these connections to be paid by the resident.	Bryan/Sheila	Dec 2018	2016 Quarter 1 – in 2016 Council entered into agreements with Smoky Lake County and the Highway 28/63 water commission that would allow the connection of Smoky Lake County residents along the County of St. Paul owned water transmission line to access water and be billed by the County. Council made a motion indicating that any Smoky Lake County resident wishing to connect to the transmission line could connect provided they paid the entire cost of the connection and applied to be a utility customer of the County of St. Paul. 2017 Quarter 2 – One Smoky Lake County Resident is getting ready to hook up to the transmission line. We have provided him a quote for the meter vault – the County would look after the construction of this and invoice the full cost to the resident.
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	2013 Quarter 2 – Program will not be open for applications until 2014. 2014 Quarter 2– 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

2018 – Explore new funding opportunities under new Provincial Government for replacement of water distribution lines in Lottie Lake and Ashmont.	Kyle	Ongoing	– Council will proceed with an application based on these responses.
Consider Local Improvement Tax as option to replace water distribution lines in Lottie Lake	Sheila	Dec 2018	<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>2015</p> <p>Quarter 1– 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 for this project.</p> <p>2017</p> <p>Quarter 2– The County continues to research grants that may be used to replace waterlines.</p> <p>2018</p> <p>Quarter 1 – the Federal Government has announced more funding under the Build Canada Program – we are waiting to see details of funding to see if they may apply to distribution lines.</p>
2018 Set rates for the use of the Waste Water Transfer Station south of Lafond. Begin using – need to determine best method to move waste from transfer station to Ashmont Lagoon. – Contract hauler or purchase of equipment	Sheila/County of Two Hills/Bryan	Spring 2018	<p>2018</p> <p>Quarter 1 – meeting scheduled with County of Two Hills and Urban Systems April 13.</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	Danny	Summer 2018	<p>2015</p> <p>Quarter 3 – Not completed</p> <p>Quarter 4 – Not completed</p> <p>2016</p> <p>Quarter 2 – Work in Progress</p>

System –			
Continue to negotiate with the Salt Plant regarding changes to water and sewer services for the residents of Riverview.	Sheila/Utility Staff	1 st quarter 2018	<p>2015</p> <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>2016</p> <p>Quarter 1 – Administration is obtaining legal advice and opinion regarding the utility services in Riverview.</p> <p>Quarter 2 – Administration continued work with legal counsel to determine strategy for utility services in Riverview</p> <p>Quarter 3 – legal opinion has been received. Meetings to be scheduled in the 4th quarter.</p> <p>2017</p> <p>Quarter 1 – We are working with a lawyer to draft a letter to the Salt Plant regarding the provision of utility services in Riverview. We will be sending that letter out early in the 2nd Quarter.</p> <p>Quarter 2 – letter was sent to Salt Plant – no response yet, have been following up by email.</p> <p>Quarter 3 – received email from Salt Plant indicating they feel they are not responsible for the water/sewer services in Riverview.</p> <p>2018</p> <p>Quarter 1 – held a meeting with Riverview residents in February. Based on their information, Administration is working with legal to obtain opinion on further information. We will also try to determine costs for options discussed at the meeting. Plan to meet with residents again in late April/May.</p>

Complete Bulkwater Truck Loading Facility in Elk Point area (this project managed by the Town of Elk Point as per ACP Grant approval)	Town of Elk Point in conjunction with County	Summer 2018	<p>2016</p> <p>Quarter 1– 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 – 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> <p>Quarter 3 – the Town of Elk Point has determined that Urban Systems will be the engineer for the project.</p> <p>2017</p> <p>Quarter 1 – 4 locations have been determined as potential sites for this truck loading facility. Administration from Town and County will be meeting with Alberta Transportation to discuss our 1st choice for location in the 3rd week of April. The Town and County have met with the Elk Point Ag Society to discuss options should we be unable to build at our preferred location as their land would be our 2nd choice.</p> <p>Quarter 2 – The preferred location has been ruled out as an option following meeting with Alberta Transportation. The County and Town of Elk Point will be working with the Elk Point Ag Society to come to agreement regarding purchase of approx. 1 acre of land near CG Baker Arena.</p> <p>Quarter 3 – Elk Point Ag Society has signed agreement for the Town of Elk Point to exchange lands for the Truck Fill location. The County of St. Paul will do some landscaping of the CG Baker Arena lands as part of the agreement. Estimated value of the landscaping is \$20,000.</p> <p>2018</p> <p>Quarter 1- the project has been tendered. Expect award in late April.</p>
Participate in a feasibility study to assess current street lighting practices and the potential for energy efficiency and better			<p>2017</p> <p>Quarter 1: ACP Grant Application approved; project will commence in 2nd Quarter</p> <p>Quarter 2: Project has commenced; the Summer Village</p>

integration of data in GIS database			<p>has hired Urban Systems to oversee the project and the municipalities are currently working with ATCO to gain access to lighting data</p> <p>Quarter 3 – ATCO is working on a Non-Disclosure Agreement that will need to be executed by each municipality, but will allow the municipalities to share the data regionally for the purposes of the grant.</p> <p>2018</p> <p>Quarter 1 – a meeting was held with all municipalities to finalize scope of the project. Urban Systems will be working on the defined scope and meet with municipalities later in the summer. Municipalities will have information available on GIS to verify some of the data collected from ATCO. Anticipate project to be complete by end of 2018.</p>
Work collaboratively with the Town of St. Paul on a Storm Water Management Plan for the IDP area – as per Alberta Environment letter. Make application under the ACP Grant program to fund this plan.			<p>2018</p> <p>Quarter 1 - \$195,000 ACP Grant has been approved – the Town of St. Paul is the managing partner.</p>

Goal 10 – Waste Management

Goal 10: Waste management enhances and encourages “best practices” in waste disposal			
Action	Lead	Target Date	Quarterly Report
2018 – 3 – 30 yard bins (1 with mesh roof/2 opened)	Tim/Warren	1 st quarter 2018	<p>2017</p> <p>Quarter 1 – Defer to second quarter until 2017 budget approval</p> <p>Quarter 2 – Waste bins have been received.</p> <p>2018</p> <p>Quarter 1 – Deferred to 2nd quarter</p>
Lac Bellevue Bin Site – at overflow	Tim/Warren	Dec 2018	<p>2017</p> <p>Quarter 1 – Waiting for approval from Alberta Environment and Parks to amend the current lease to include the overflow area</p>

			Quarter 2 – nothing to report 2018 Quarter 1 – Still waiting for revised lease agreement approval with province.
Develop a transfer station user engagement survey to solicit the public about future waste management needs within the county (recycling)	Tim/Warren	Summer 2018	2018 Quarter 1 – Deferred to 2nd quarter
Lights for transfer station offices	Tim/Warren	Summer 2018	2018 Quarter 1 – Deferred to 2nd quarter
Metal Bins at transfer stations	Tim/Warren	1 st quarter 2018	2018 Quarter 1 – Deferred to 2nd quarter
Introduce cardboard recycling bins at bin sites and transfer stations – trial basis at two transfer station. These bins need to be trucked to Bonnyville. Service to be evaluated for use and cost.	Tim/Warren	Dec 2018	2018 Quarter 1 – Deferred to 2nd quarter
Standardize summer/winter hours at transfer stations	Tim	Spring 2018	2018 Quarter 1 – Completed. Standardized winter hours from 10am to 4pm; summer hours from 9am to 5pm for all Transfer Stations. New signage erected at all Transfer Stations
Explore hiring seasonal full-time transfer station attendants and alternate days on which sites are open	Tim	Spring 2018	2018 Quarter 1 – Deferred to 2nd quarter
New Dry waste cell construction at Ashmont transfer station	Tim/PW	Spring 2018	2018 Quarter 1 – Deferred to 2nd quarter
Consider leachate collection/disposal at Ashmont transfer station	Tim/Warren	Spring 2018	2018 Quarter 1 – Deferred to 2nd quarter
Take it or leave it buildings for Ashmont and Mallaig – to be trialed	Tim/Warren	Dec 2018	2018 Quarter 1 – Deferred to 2nd quarter

during 2018.			
Explore re-design of chain link enclosures at fenced bin sites – due to tripping hazard.	Tim/Warren	Dec 2018	2018 Quarter 1 – Completed. Decided to use orange paint to mark fences to better identify tripping hazard.
Discontinue collection of batteries at Transfer Stations – due to increase in theft at Transfer Stations and residents can return to other locations for a refund	Tim/Warren	Jan 2018	2018 Quarter 1 – Completed. Transfer Station Attendants updated and new signage erected to notify public.

Goal 11 – FCSS

Goal 11: FCSS services conserve and enhance the rural lifestyle of residents.

Actions	Lead	Target Date	Quarterly Report
Organize and host Seniors Festival	Janice, Coco, Terry	Dec 2018	Quarter 1 Quarter 2 – Hall booked in Ashmont for November 24,2017
Provide recognition to Community Volunteers	Janice, Coco, Terry	Ongoing	2017 Quarter 1 - Volunteer Alberta grant approved for 2017 Quarter 2- Completed April 24 and June 29. 2018 Quarter 1 – Volunteer Alberta grant approved. Events will occur the week of April 15-21.
Administer the Meals on Wheels Program in Elk Point and St. Paul	Janice, Coco, Terry	Ongoing	2017 Quarter 1 -- 5 people are currently receiving meals on wheels Quarter 2- 2 people are receiving Meals on Wheels 2018 Quarter 1 – 7 people are receiving meals on wheels.

Update FCSS Policy & Procedures Manual as requested	Janice	Ongoing	Ongoing 2018 Quarter 1 – Ongoing
Welcome Baby program, Administer & implement changes as required	Janice, Coco Terry	Ongoing	2018 Quarter 1 – Ongoing
Welcome to the County and Elk Point Packages. Administer & implement Changes as required	Janice, Coco Terry	Ongoing	2018 Quarter 1 – Ongoing
Coordinate and Manage the annual Ashmont and Mallaig Summer Programs	Janice	Sep 2018	2017 Quarter 1 – Staff hired for 2017 program year. Quarter 2 –Program started July 4,2017. 2018 Quarter 1 – All summer students are hired.
Manage and Coordinate the Community Connector Trailer	Janice & Coco	Ongoing	2017 Quarter 1 – Trailer is already booked for the 2017 season. The Trailer is being re-decaled as the Co-op has changed their name. 2018 Quarter 1 - Ongoing
Administer the Mallaig Moms N Tots	Janice	Ongoing	2017 Quarter 1 – Good Attendance 2018 Quarter 1 - Ongoing
Administer the Ashmont Moms N Tots	Janice & Coco	Ongoing	2017 Quarter 1 – Good Attendance 2018 Quarter 1 - Ongoing

Coordinate the Volunteer Income Tax Program	Coco, Terry	Jun 2018	2017 Quarter 1 – Program started March 1 and to date we have completed just under 200 taxes. Quarter 2- Completed 272 to date. 2018 Quarter 1 – 148 completed to date
Coordinate Seniors Week Events	Janice, Coco Terry	Jun 2018	2017 Quarter 1 –Seniors week is June 4-9. Some communities are booked waiting for others to get back to me. Quarter 2- Completed Mallaig 33,Ashmont 22,Heinsburg 18,Elk Point 48. 2018 Quarter 1 – Seniors week is June 3 to 8. Some communities are booked waiting for others to get back to me.
Complete the Annual Report as Requested by the Province	Janice	June 2018	2017 Quarter 1 – Elk Point’s is completed and sent to the Province. County’s is completed but waiting for letter from the auditors. Quarter 2 – Completed all Annual reports. 2018 Quarter 1 – Waiting for the report from the auditors.
Complete Outcome Measures as requested by the Province	Janice	Dec 2018	2017 Quarter 1 – Just working on the final numbers. But the Province is not ready for the input yet. Quarter 2-Completed 2018 Quarter 1 – in the process of completing.
Administer the community Counselling program- & implement Changes as Requested	Janice	Ongoing	2017 Quarter 1 – Not as busy this quarter as last quarter. Quarter 2- Very busy.

			2018 Quarter 1 – average use
Provide Support/Referrals to individuals that Request Assistance	Janice, Coco, Terry	Ongoing	2017 Quarter 1 – Ongoing 2018 Quarter 1 – very busy
Consider contribution to the FSLW Program (request \$30,000) not included in FCSS budget – would be over and above County required contribution for FCSS			2017 Quarter 1 –Awaiting Application from the school board and direction from council. Quarter 2 – Issued cheque 2018 Quarter 1 – Waiting for Grant application from the school division.
Assist the general Public with ongoing support and Direction	Janice, Coco, Terry	Ongoing	2017 Quarter 1 – Ongoing 2018 Quarter 1 – very busy due to New Horizons Grant.
Coordinate the Elk Point Community Information night	Janice, Coco, Terry	Sept 2018	2017 Quarter 1 – Will be booked in September 2017. Quarter 2 – Hall booked for September 5, 2017 2018
Administer the Community Night Movies	Janice	Sept 2018	2017 Quarter 1 – Summer staff hired and 4 STEP applications completed. Quarter2 – First Movie July 1,2017 in Elk Point over 175 people attended.
Coordinate Summer events in the communities			2017 Quarter 1 – Staff hired Quarter 2 – Events are well under way

			2018 Quarter 1 – In the planning stages.
Coordinate and partner with Extreme for community bussing – Arrange 6 community bus trips	Janice	Dec 2018	2017 Quarter 1 – Ongoing, one trip used in February 2017. Quarter 2 – 3 trips booked to date 2018 Quarter 1 - Ongoing
Update the Elk Point Community Directory	Coco, Terry	Dec 2018	2018 Quarter 1 - Ongoing
Support the Elk Point Ambassador Program	Janice	Dec 2018	2018 Quarter 1 - Ongoing
Oversee the Pickleball Court build in Elk Point	Janice	Oct 2018	2018 Quarter 1 - Ongoing
Manage the ECDC activities and events as per the grant	Janice, Coco	Dec 2018	2018 Quarter 1 – Ongoing and very busy
Participate in the Elk Point Extravaganza		Dec 2018	

Goal 12 – Agriculture

Goal 12: 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	Tim/Keith	April 2018	2013 Quarter 2 - Agreed to do some weed control along highways in troubled areas. Costs covered (2013) 2014 Quarter 1- 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

			<p>weed control on highways in the County from the Ministry. Kk</p> <p>2015</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>2016</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>Quarter 3 - Portions of the Provincial Highways were sprayed. This will be charged to Carillion. After some discussion, we were given up to \$5000 to control noxious weeds on the Provincial Highways.</p> <p>2017</p> <p>Quarter 1 – Received notice from province that they are implementing a Hwy Vegetation Management Plan in 2017. Mowing and spraying will take place on a 4-year rotation TM Alberta Transportation has a four-year plan in place. All provincial highways to receive a top spray and top cut. HWY 28, HWY 29 and HWY 36 to receive fence line to fence line spray. KK</p> <p>2018</p> <p>Quarter 1- Highways were mowed and sprayed in 2017 according to the above plan. This year the plan is to have a continuous fence line spray and a shoulder cut on all highways. A list of full width ROW in the County is still being decided.</p>
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Hire 2 summer staff to help with roadside spraying, seeding, clubroot inspections and noxious weed control (currently have one student)	Keith	Spring 2018	<p>2017 Quarter 1 – Will use the FCSS summer student from mid-June to mid-July to check for clubroot in fields with the ASB summer student. Quarter 2 – Clubroot inspections have commenced.</p> <p>2018 Quarter 1 – Clubroot fields in the County were checked in 2017 with 30 fields being issued a pest notice for clubroot. 2 students were hired for clubroot pest surveys/noxious weed control in 2018.</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> <p>Continue program in 2017</p> <p>Continue program in 2018</p> <p>Continue to advocate to our neighbouring municipalities regarding joining this program</p>	Keith /Warren	Dec 2018	<p>2013 Quarter 1 – 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. Quarter 2 – Quarter 4 – Coyote Bounty commenced again November 1, 2013</p> <p>2014 Quarter 1 - The coyote bounty has received approximately 1300 coyotes and 3 wolves from the reduction program as of April 1, 2014. Quarter 4 – Program commenced for winter 2014/2015.</p> <p>2015 Quarter 1 – Budget expended in March 2015. Total from fall to spring. 1602 coyotes, 13 wolves. Quarter 4 – 185 coyotes brought in to date this fall.</p> <p>2016 Quarter 1 – 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. Quarter 3 - Fielded a few calls about the program. Cleaned up tools to be ready for fall.</p> <p>2017</p>

			<p>Quarter 1 – Received 985 coyotes and 5 wolves through the program. 68 ratepayers accessed the program. The program ended March 31, 2017 and will begin again on Nov 1, 2017 if it is continued.</p> <p>2018</p> <p>Quarter 1 – Received 1491 coyotes and no wolves from 68 participants from Nov 2017 to March 31, 2018. \$22,365 payout (Budgeted \$25,000)</p>
Increase funding for private contractors to manage beaver issues	Keith in consultation with PW	Dec 2018	<p>2018</p> <p>Quarter 1 - Budgeted \$60,000 towards beaver related issues. This is about 20,000 more than the previous year.</p>
Continue to monitor the County for noxious weeds. Educate the public when located to assist with control of the same.	Keith/Warren	Dec 2018	<p>2018</p> <p>Quarter 1 – Held a weed identification workshop on March 29, 2017 at Horseshoe Bay. 10 residents attended. Will monitor and control weed issues in Ashmont and Horseshoe Bay in 2018.</p>
Spraying map to be communicated to Bee Keepers in the area. Notification prior to spraying.	Keith	Summer 2018	<p>2016</p> <p>Quarter 3 - Started to Compile a list of Bee Keepers in the County to be sent notifications for 2017.</p> <p>2017</p> <p>Quarter 1 – Compiling a list of beekeepers to send our plans for spraying this year.</p> <p>2018</p> <p>Quarter 1 – Will communicate our spray plans on the County webpage and/or social media</p>
Ensure new road construction/back sloping is reviewed for spraying for up to 5 years.	Keith	Summer 2017	<p>2016</p> <p>Quarter 1 – Maps of back sloping/ new road construction/ mulching are updated for 2016 spray season.</p> <p>Quarter 3 – Areas on maps are checked to see if they need to</p>

			<p>sprayed in 2016. Areas not sprayed will be checked in fall.</p> <p>2017</p> <p>Quarter 1 – Maps of back sloping, new road construction, and mulching are updated for the 2017 spray season.</p> <p>2018</p> <p>Quarter 1 – Maps of back sloping, new road construction and mulching are updated for the 2018 spray season. These areas will be surveyed to determine if they will be sprayed.</p>
<p>Club Root education for producers and for industry. Best Practices.</p> <p>Continue to staff ASB to check all canola fields in the County</p> <p>Send Pest Notice reminders to landowners affected by Club Root.</p> <p>When Clubroot is found at a field, work with the landowner to confirm the existence and develop a rotation plan that follows the County's policy and Provincial Management Plan.</p> <p>Send reminders to landowners with Clubroot that they need to keep to the strict rotation requirements in the first four years.</p>	Keith	Dec 2018 - ongoing	<p>2016</p> <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> <p>Quarter 3 – field inspections of approximately 600 canola fields have taken place. There is potential of 2 fields being identified with the presence of club root. If confirmed, the landowner will be contacted regarding the county's club root policy document.</p> <p>2017</p> <p>Quarter 1 – Summer student hired to complete clubroot surveys in 2017. Clubroot map is saved in our database for comparison to upcoming years.</p> <p>Quarter 2- Field inspections have commenced. Canola was planted on two fields that have pest notice since 2015. Landowner was notified that crops would be destroyed as per the Pest Act. County will seek Court Order to proceed.</p> <p>Quarter 3 – 27 fields have been confirmed as having Clubroot. Keith has been working with affected producers to ensure they understand the requirement of the County Policy and Pest Act.</p> <p>2018</p> <p>Quarter 1- 30 fields were sent pest notices in 2017 for clubroot. These fields will be monitored in 2018 to ensure</p>

			canola is not planted. 50 participants attended meeting held February 26, 2018 at Flat Lake Hall.
Purchase 2 additional Dog Kennels – estimate \$3500	Keith/Warren	Jan 2018	2018 Quarter 1 – Dog houses are built and material for fencing also at the shop. These will be completed this spring when the ground thaws.
Purchase new 140-150 hp tractor for mowing (move old one to PW department)	Keith/Warren	1 st quarter 2018	2018 Quarter 1 – Current quotes were requested with purchase to happen after budget approval.
Replace post pounder – est \$17,000	Keith/Warren	1 st quarter 2018	2018 Quarter 1- New post pounder purchased in January for \$14,007. One of the old post pounders will be put up for sale.
Replace 2004 quad for seeding – estimate \$15,000	Keith/Warren	Spring 2018	2018 Quarter 1- Will purchase new quad after budget approval.
Replace tilt deck trailer with heavier duty trailer	Keith/Warren	1 st quarter 2018	2018 Quarter 1- Will purchase new trailer after budget approval.
Purchase drone with software/lenses – estimate \$10,000	Keith/Warren	1 st quarter 2018	2018 Quarter 1- Drone purchased for \$9460. and Special Flight Operations Certificate (SFOC) granted by Transport Canada. Three employees will be trained on its use in April (Mark Chileen, Andy Pederson and Keith Kornelsen).
Consider contracting out the mowing of private lots in subdivisions and adjust fee to cover the cost.	Tim/Keith	Spring 2018	2018 Quarter 1- With the purchase of the new mower and tractor the County can adequately mow the lots in subdivisions.

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Goal 13 – Planning & Development

Goal 13: Development is environmentally sound and sensitive			
Actions	Lead	Target Date	Quarterly Report
Cross Training of Planning staff to ensure customer support when staff members are absent.	Krystle/ Chelsey	Dec 2018	Quarter 1 – ongoing
St. Paul North ASP to be completed.	Krystle	1 st quarter 2017	<p>2016</p> <p>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.</p> <p>Quarter 3 – no action on this item. Administrative changes at the Town of St. Paul has delayed the scheduling of a joint meeting regarding the ASP. Meeting to be scheduled in 4th quarter.</p> <p>2017</p> <p>Quarter 1 – A joint meeting between the Town and County was held to review the draft that was developed last year. Public Open House held March 30, 2017. Proposed Public Hearings to be held at the Town April 10 and County April 11.</p> <p>Quarter 2 – County did not pass bylaw approving North ASP, the Town of St. Paul has passed the bylaw. The County will meet with residents later to discuss issues regarding the ASP to determine if the County will pursue passing a bylaw.</p> <p>2018</p> <p>Quarter 1 – The St. Paul North ASP is on hold. Council will further discuss during Town of St. Paul and County of St. Paul Intermunicipal Development Plan.</p>
Review and update inter-municipal development plans with Town of St. Paul and Town of Elk Point and	Krystle/Kyle / Sheila	March 2019	<p>2016</p> <p>Quarter 2 – the Province has announced new requirements under the new MGA that pertain to IDP's – will defer review of this</p>

develop an IDP with Summer Village of Horseshoe Bay in accordance with ACP Grant			<p>plan until the MGA has been approved and requirements set for IDP's with our neighbours.</p> <p>2017</p> <p>Quarter 1: ACP Grant application was approved; project will commence in 2nd Quarter</p> <p>Quarter 2: RFP for the project has been posted by the managing partner, the Town of Elk Point; RFP will close in early 3rd Quarter. A consultant will be chosen in early August.</p> <p>2018</p> <p>Quarter 1 - ISL Engineering and Land Services has been awarded the contract to complete the work. The Project commenced in early January.</p>
Update inter-municipal development plan with the Town of Elk Point	Krystle	March 2019	<p>2018</p> <p>Quarter 1 – The project team has reviewed background information, prepared land requirement projections and is preparing a background report. The first round of community engagement is April 19, 2018.</p>
Update inter-municipal development plan with the Town of St. Paul	Krystle	March 2019	<p>2018</p> <p>Quarter 1 – The project team has reviewed background information, prepared land requirement projections and is preparing a background report. The first round of community engagement is April 18, 2018.</p>
Create an inter-municipal development plan with the summer village of Horseshoe Bay	Krystle	March 2019	<p>2018</p> <p>Quarter 1 – The project team has reviewed background information, prepared land requirement projections and is preparing a background report. The first round of community engagement is April 18, 2018.</p>
Draft and implement inter-municipal development plans with the MD of Bonnyville, Lac La Biche County, Smoky Lake	Krystle/Kyle/Sheila	March 2019	<p>2017</p> <p>Quarter 1: ACP Grant application was approved; project will commence in 2nd Quarter</p> <p>Quarter 2: RFP for the project will posted in early 3rd Quarter. A</p>

County, County of Two Hills, and County of Vermilion River in accordance with ACP Grant			<p>consultant will be chosen by mid-August.</p> <p>2018</p> <p>Quarter 1 - McElhanney Consulting Services Ltd has been selected as the consulting firm to complete the project.</p> <p>An advisory committee has been established with members from each municipality to lead the administration of the plan creation.</p> <p>An additional advisory committee comprised of Council and administration representation from each municipality has been established to provide policy direction.</p> <p>Monthly meetings are held to update the project and develop direction.</p> <p>A public launch was completed with landowners from the plan area on February 12, 13 and 14th 2018. From this consultation, trends were established and used to create the white papers for further investigation.</p> <p>A technical charrette was held with all municipalities to provide a policy framework for the IDP on April 4, 2018.</p> <p>An advisory committee meeting was held April 4, 2018 to establish guidelines for dispute resolution and plan administration.</p> <p>Another public consultation will be held April 26, 2018 to gain further direction and guidance from stakeholders.</p>
Create an inter-municipal development plan with Lac La Biche County	Krystle	March 2019	See Above
Create an inter-municipal development plan with the M.D. of Bonnyville	Krystle	March 2019	See Above

Create an inter-municipal development plan with the County of Vermilion River	Krystle	March 2019	See Above
Create an inter-municipal development plan with the County of Two Hills	Krystle	March 2019	See Above
Create an inter-municipal development plan with the County of Smoky Lake	Krystle	March 2019	See Above
<p>Re-Survey Plan 527MC Block 1 MK at Vincent Lake to have houses be situated on the lots. Estimated cost of re-survey \$42,000. Administration is recommending that the residents (15) be responsible for the cost of re-surveying.</p> <p>Sell the land that is currently ER but would become the land owners after re-survey to the appropriate lot owners. Determine cost of the sale of land – market??</p>	Krystle/Sheila	Dec 2018	<p>Quarter 2- an initial letter has been sent to residents of the subdivision kicking off the project. Krystle and Sheila have met with a committee of 3 residents to communicate more on the project. A meeting is planned for August 21 for residents to meet with the County and Explore Surveys to get more information to inform proposed re-subdivision.</p> <p>Quarter 3 – the meeting with residents was held. Public Works will work with the Surveyor to determine a future location of an internal road for the subdivision. Access Agreements for the existing access road will be developed in the interim to ensure access to the lots before a new road can be developed by the County. Explore Surveys will use all this information to determine new lot lines and required property exchange to re-survey/subdivide up the area.</p> <p>On August 8, 2017 Council set the sale value of the land at \$2,000/acre.</p> <p>2018</p> <p>Quarter 1 - Explore Surveys has surveyed the area and created a plan showing all structures. A copy of the plan of survey has been sent to all landowners in order for them to identify ownership of the structures. We have sent the information out a second time for those who have not yet responded.</p>

Goal 14 – Parks & Recreation

Goal 14: Recreation opportunities are available to the public through the County of St. Paul or partnerships

Action	Lead	Target Date	Quarterly Report
<p>Explore developing overflow camping area at Lac Bellevue</p> <p>Delay to 2017</p> <p>Delay to 2018</p>	Tim	Fall 2017	<p>2015</p> <p>Quarter 1 – not included in the 2015 budget</p> <p>Quarter 2 – 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>2016</p> <p>Quarter 2– Administration is working on plans for the overflow camping area as approved in 2016 budget.</p> <p>Quarter 3 – results of survey of the Lac Bellevue campground has resulted in deferring of this project until land purchase from the Crown can be negotiated.</p> <p>2017</p> <p>Quarter 1 – Waiting for approval from Alberta Environment and Parks for a lease amendment</p>
<p>Mallaig Recreation – 5 yr plan</p> <ul style="list-style-type: none"> ○ Gazebo – future 2019/20 - \$190,000 ○ Recycle bins ○ Hockey Arena Zamboni Repaired/Ice Plant Overhauled – 2017/18 - \$40,000 ○ Renovate Change rooms 2017/18 – waiting for quote ○ Add camping 	Sheila		<p>2014</p> <p>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>2015</p> <p>Quarter 4 – Council provided additional funding to Mallaig</p>

<p>stalls/power upgrades – waiting for quote</p> <p>Note Mallaig is looking for support of 50% of unfunded portions of projects.</p>			<p>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> <p>2018</p> <p>Quarter 1 – Mallaig Ag Society attended a council meeting requesting \$50,000 in 2018 for their arena. They are anticipating a project that could cost approx. \$750,000 to be completed in 2019 – when they hope the County could provide further funds – ask is estimated to be approx. \$187,500.</p>
Pursue grants for additional recreational servicing opportunities	Kyle	ongoing	<p>2017</p> <p>Quarter 1: Applying for Agri Spirit Grant in 2nd Quarter</p> <p>Quarter 2 – Agri-Spirit application was sent in to upgrade boat launch at Lac Bellevue</p> <p>2018</p> <p>Quarter 1 – Agri-Spirit grant send in for 12 recycling bins for our transfer stations.</p>
Pursue purchase of Provincial lands for County operated parks that we do not own. Lac Bellevue, Stony Lake.	Sheila/Tim/Linda	Dec 2018	<p>2017</p> <p>Quarter 1 – Waiting for approval from Alberta Environment and Parks for a lease amendment for Lac Bellevue Park. Not purchasing Mallaig Beach area at this time, lease renewed with the Mallaig Chamber of Commerce.</p>
Provide assistance to St. Lina Ag Society for Phase II of their project. County contribution based on CFEP grant application –		Dec 2019	<p>2016</p> <p>Quarter 3 – the St. Lina Ag Society has applied for a CFEP grant that contemplates this as part of their project. County Council has approved a letter supporting their grant application. The motion also approves 25% of the total cost of the project should the grant application be approved.</p> <p>2017</p> <p>Quarter 1 – St. Lina was approved their CFEP Grant, \$45,525 is being considered in the 2017 Operational Budget.</p> <p>Quarter 2- County provide \$45,525 to St. Lina for this grant.</p>
Continue to Explore cost of wifi	Tim	Dec 2018	2017

at all municipal parks 2018 – one more park (completed at Westcove in 2017)			Quarter 1 – Defer to second quarter. Quarter 2 – Wifi is now available at Westcove – this is a partnership with MCSnet – at no cost to the campers.
Explore the upgrade of boat launches at County Municipal parks, and other lake subdivisions in the County 2018 – Lac Bellevue \$150,000 2018 – Survey and design boat launch at Stoney Lake \$20,000	Tim/Bryan	Fall 2018	2017 Quarter 1 – Lac Bellevue Boat Launch budgeted for 2017 Quarter 2 – design of boat launch at Lac Bellevue to being worked on – still need Alberta Environment approval of design – plans to upgrade after the camping season. Quarter 4 – received Environmental approvals needed to build boat launch at Lac Bellevue 2018 Quarter 1 - Lac Bellevue Boat Launch upgrade not included 2018 budget. Stoney Lake boat launch survey design included in the 2018 budget, deferred to 2nd qtr.
Participate in a Parks and Recreation Needs Analysis and Master Plan Study	Tim/Kyle/Sheila		2017 Quarter 1: ACP Grant Application was approved; project will commence in 2nd Quarter Quarter 2: RFP for the project has been posted by the managing partner, the Town of St. Paul; a consultant will be chosen by mid-August Quarter 4 – RC Strategies has been selected as the consultant on this project 2018 Quarter 1 – the project kicked off late Dec 2017. Facilities have been inventoried and some have had engineering reviews. Household surveys, stakeholder surveys & meetings have been completed in the 1st quarter. We had a great response rate for these surveys. We will be surveying youth (grade 6-12) next. We anticipate a joint meeting to be scheduled in May to report on findings of the surveys and next steps.
Start working with Society (if approved) to make application for grants to improve County facilities and cemeteries.			2017 Quarter 1: Legal opinion has been obtained and reviewed Quarter 2: Administration has begun the process of incorporating the society; continuing to work with legal counsel

			2018 Quarter 1 – the Society has been approved. We will look to start applying for grants later in the year. First we need to have a first meeting of the membership.
Prepare a Public Engagement Survey addressing recreational needs within the County. To be handled by Parks staff during the 2018 season			2018
Draft a standard Gazebo Rental Agreement	Tim	Spring 2018	2018
Draft a standard Park Eviction Letter	Tim	Spring 2018	2018
Metal Roof at Floatingstone Park Office	Tim	Spring 2018	2018
Renovation of Floatingstone Shower Building	Tim	Spring 2018	2018
Install motion sensor lights at outdoor washrooms	Tim	Spring 2018	2018
Replace toilet seats at outhouses	Tim	Spring 2018	2018
Explore New Gazebo camp stoves at Floatingstone, Lac Bellevue, and Stoney Lake	Tim	Fall 2018	2018 Quarter 1 – 2 Stoves to be fabricated by Public Works. 1 completed. Material cost of 1500/stove
New Piers at Westcove and Lac Bellevue	Tim	Spring 2018	2018
Explore setting up a temporary seasonal system for fuel storage at Westcove	Tim	Spring 2018	2018
Install above ground additional water tank for the spray park for Westcove	Tim	Spring 2018	2018
Explore use for golf cart for night	Tim	Spring 2018	2018

supervision			
Re-side Stoney lake Park Office	Tim	Spring 2018	2018
Consider new playground for Perch Lake/Crestview Subdivisions – est \$35,000 each	Tim	Summer 2018	2018 Quarter 1 – not approved in the budget
Explore Power upgrade at Floatingstone	Tim	Dec 2018	2018
Cold Mix at Westcove for access to tenting/pickleball area	Tim/PW	Summer 2018	2018
Picnic benches, tables, firepits (10 of each)	Tim	Summer 2018	2018
¾ ton truck for maintenance crew to better haul equipment (passed down from PW)	Tim/PW	Spring 2018	2018
Washer/dryer for Lac Bellevue, Westcove, and Stoney for park attendant buildings	Tim	Spring 2018	2018
Window awning for east windows at Lac Bellevue park office	Tim	Spring 2018	2018 Quarter 1 – Completed. Purchased from 2017 budget. Purchase price of \$116
Line painting for RVs in parking lot at Westcove by the office	Tim	Spring 2018	2018
Explore reservation policy changes for 2018	Tim/Council	Spring 2018	2018 Quarter 1 – Completed. Prebooking for group sites for Westcove/Floatingstone Parks. Monthly site bookings at less desirable stalls to be determined by Park Attendants for Floatingstone, Westcove and Stoney Lake Parks
Contribution to Skate Park in St. Paul if they commence construction - \$30,000	Council	Dec 2018	2018 Quarter 1 – included in the 2018 budget
Consider Contribution to the Town of St. Paul Driving Range	Council	Dec 2018	2018 Quarter 1 – Not in 2018 budget. Town of St. Paul planning

at the Golf Course - \$50,000			for 2019 project pending grant funding.
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Goal 15 – Library/Culture

Goal 15: 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
Potential replacement of the Action Van in St. Paul??		April 2017 - budget	2017 Quarter 1 – request received from the Town of St. Paul regarding their intention to replace the Action Bus in 2017. \$20,000 contribution is being considered in the 2017 Operating Budget. Quarter 2 – \$20,000 budget approved. Waiting for Town to purchase handi-van. Quarter 4 – this van was purchased and contribution provided to the Town of St. Paul
Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts	Sheila/Kyle	Dec 2017	2017 Quarter 1 – No action yet