

County of St. Paul Strategic Business Plan – 2011

Sustainable Priorities

The County of St. Paul believes that to be a sustainable community we must:

- 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 of recreation, residential, lake-oriented residential and the overall County
- 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, 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 of 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

| Lead/Actions | Target/Date | Quarterly Report |
|---|--------------------------------------|---|
| 1.1 Reeve/CAO – Ensure Co. of St. Paul perspective is communicated to North Saskatchewan River Basin Land Use Framework | Unknown at this point | <p>Quarter 1, 2010– Councillor Ockerman’s name has been sent in to the Land Use Secretariat as an interested party to sit on the RAC for the North Saskatchewan River Basin, however no indication has been received regarding the appointment of this RAC.</p> <p>Quarter 1 2011 – Glen Ockerman’s name has been submitted to AAMDC as they are providing recommendations to the province for municipal representation on the RAC.</p> |
| 1.2 Reeve/CAO – Move forward with Regional Water Commission | Jun 30 2010 Revised Date-Mar 2011 | <p>Quarter 1, 2010 - A Regional Partnership Initiative Grant has been applied for (and approved) that will help fund the services of John Van Doesburg and his work to organize the Regional Water Commission for the County of St. Paul and the Town of Elk Point. Also a grant application has been submitted to Alberta Transportation under the Water for Life Program to fund the Regional Water Line from Ashmont to Lottie Lake as well as the plant upgrade required at Ashmont for this increase in capacity.</p> <p>Quarter 2, 2010 - The Regional Partnership Initiative Grant has been approved and work is commencing on the Commission documents. The June 15, 2010 meeting was cancelled due to the Town of St. Paul being unable to attend. Indications from Alberta Transportation is that no funding will be available in the current fiscal year, however there may be dollars to work on some engineering aspects. Need to reset the Target Date for this item to year-end.</p> <p>Quarter 3, 2010 – The Regional Water Committee is currently working on the Business Plan that will accompany our application to become a Commission. Draft document was discussed by the committee in September. Committee decided to hold a meeting in November for all Councillors from the three municipalities to have an update on the project – scheduled for November 4, 2010.</p> |

| | | |
|---|---|---|
| | | <p>Quarter 1 2011 – The Committee decided to split the St. Paul/Elk Point water line from the Ashmont/Lottie Lake line. The consultants have separated the Business Plans. The Ashmont/Lottie Lake project has been approved by Alberta Transportation with a grant of over 4 Million. The County will now need to coordinate this project and make decisions on future utility costs.</p> <p>Quarter 2, 2011 – We have received Requests for Proposals from engineering firms for the Ashmont Water Treatment Plant upgrade and Water Transmission line to Lottie Lake. The funding has been announced for the St. Paul-Elk Point line. County Council is still deciding if they will participate as part of the Commission – this decision will be made once numbers are determined for connection of rural residents to this line.</p> |
| 1.3 Reeve/Sheila – Develop a vision statement | <p>Jun 2010 Revised date -1st quarter 2011</p> | <p>Quarter 2 2010 - No work to date has been done regarding this item – need to amend target date to September 2010</p> <p>Quarter 3 2010– No work to date has been done regarding this item – need to amend target date to December 2010</p> <p>Quarter 1 2011 – No statement has been brought forward to Council for consideration yet. Expect this will be done in the 2nd quarter of 2011.</p> |
| 1.4 Council/Sheila – Work together with the Town of St. Paul and the doctors at Medical Clinic to determine course of action/funding for new Medical Clinic and budget for municipal contribution | <p>March 2010 Revised Date – June 2011</p> | <p>Quarter 1 2010- The Medical Clinic Committee has worked to form the Community Health Care Development Corporation – including Elected Officials, Doctors, and Members at Large. This group has been reviewing proposals from developers for the construction of a new Professional Health Centre.</p> <p>Quarter 2 2010– a site for the new medical clinic has been chosen, the committee is working on the funding for the building.</p> <p>Quarter 3 2010– no new information or progress made in this quarter. Still waiting to hear from the Province regarding potential funding.</p> <p><i>-meeting scheduled for December 21, 2010 with Infrastructure.</i></p> <p>Quarter 1, 2011 – The Province of Alberta has provided support for the project of 2.5 Million. The committee is still working to get funding from the Federal Government for this project.</p> |

| | | |
|--|---|--|
| 1.5 Council/Sheila – Portage College Residence – consider support for and provide budget dollars | March 2010 2011 Budget-\$50,000 MSI Capital | Quarter 1 2010- Council has resolved to support Portage College Residence Project for a total of \$250,000 - \$50,000/year for 5 years commencing 2010. This amount is included in 2010 budget. Quarter 2 2010- Invoice has been received and payment to be made for the 2010 portion of the support. – Construction of the Residence has commenced. COMPLETE for 2010 Quarter 1, 2011 – unfortunately the Portage College Residence has burned down during construction. Council has allocated the required contribution of \$50,000 in the 2011 budget |
| 1.6 Council – adopt Council policies regarding Role of Council, Role of Council Members, Council Committees, Policy Making, Delegation of Authority | Feb 2011 Revise to Quarter 2 | Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies. |
| 1.7 Council/Administration – draft policies on: - Road Building - Dust Controls - Gravel Sales - Mulching policy - Approaches - upgrades - Signs/Pathways/Approaches in Subdivisions - Blocked Roadways | Mar 2011 Revise to Quarter 2 | Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies. Quarter 2, 2011 – Council will be discussing Public Works policies at a Special Council Meeting July 8, 2011. |
| 1.8 Council/Sheila – draft new bylaws: - Environmental Bylaw - with bylaw enforcement??? - Speed limits through subdivisions - amendment to Tax Penalty Bylaw - - | Mar 2011 | Quarter 1, 2011 – Council did not approve amendment to the Tax Penalty Bylaw. Not other bylaws have been presented to Council at this time. |

| | | |
|--|--|--|
| <p>1.9 Council/Sheila – Increase Citizen Engagement through---satisfaction survey, participation in strategic planning (facilitated workshop), annual report</p> <ul style="list-style-type: none"> • Web Page Survey – monthly questions?? • Survey with Tax Notice • 2012 Strategic Planning • Annual Report | <p>Each month</p> <p>May 2011 Fall 2011 April 2011</p> | <p>Quarter 2, 2011 – Administration has developed a questionnaire that is available on the County website as well as distributed with the 2011 Tax Notices. A compilation of this survey will be provided to Council and the Management team following the tax collection deadline. In addition, 2 council members and 2 administration staff met with residents of Ashmont to hear their concerns – June 23, 2011.</p> |
| <p>1.10 Council – ensure council members have the opportunity to take part in municipal education, training or development - EOEP</p> | <p>Ongoing</p> | <p>Quarter 1, 2011 – courses attended:</p> <ul style="list-style-type: none"> • Emerging Trends – All Council • ASB Provincial Conference – All Council • Northern Lights Library System Board Orientation – D. Dach, M. Fodness • Trails of 1885 Input conference – D. Dach • AAMDC Spring Convention – All Council (except G. Ockerman) • Growing Rural Tourism Conference – D. Dach • Reynolds Mirth Richards Farmer Law Seminar – All Council (except G. Ockerman) • Model Process for Subdivision Approval & Private Sewage Training – D. Dach, M. Fodness • EOEP, Regional Partnerships & Collaboration – D. Dach • Federation of Canadian Municipalities Conference – D. Dach, S. Upham <p>Quarter 2, 2011</p> <ul style="list-style-type: none"> • Municipal Health & Safety Auditor Course – S. Jeffrey • Economic Developers Alberta Annual Conference & AGM – Dach • Alberta Operations Practices Act Focus Group – Martin • RUSA Executive Meetings – Bepalko • Alberta Recreation Facility Personnel – Warholik, |

| | | |
|--|--------------|--|
| | | Weinmeier <ul style="list-style-type: none"> • North Saskatchewan Watershed Alliance Regional Forum – Dach, Martin, Bergheim, Fedoretz • Employment Standards Code Seminar – deMoissac, Mahdiuk • Economic Developers Alberta course for Elected Officials – All Council Members • Cold Lake Oil Sands Area (CRISP) Community Advisory Group – Upham • EOEP Land Use Development Approval – All Council Members • Alberta: P3 Introductory Workshop – Kitz, Mahdiuk • Alberta Emergency Alert Training Sessions – Bergheim, Mahdiuk • 1 Day - Alberta Fire Chief's Association & Trade Show – Bepalko, Duperron • Alberta Emergency Alert Training Sessions – Bergheim, Mahdiuk |
| 1.11 Council/Admin – ensure that council and the Management team have the opportunity to have a planning retreat that is not open to the public (following public consultation – item 1.9) to set strategic direction for the upcoming year. | Nov/Dec 2011 | |

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.

| Actions/Lead | Target/Date | Quarterly Report |
|--------------|-------------|------------------|
|--------------|-------------|------------------|

| | | |
|--|---|--|
| 2.1 Sheila/Phyllis – Review bylaws ensure that in-force bylaws are put on website and organized in electronic directory | Sept 2011 | Quarter 2, 2011 – Current bylaws have been added to website. Will be working on organizing them. |
| 2.2 Tim/Phyllis – Implement alternative software that is better streamlined with existing software for creation of Council agendas, minutes, tracks action items, good calendar and can serve more groups – Call to Order software by Bellamy Software | 2010 estimate \$14,000 Received revised quote for the program of \$19,000 + \$4,000 annual maintenance. Jan 2011 | Quarter 1 2010 – Waiting to meet with Bellamy. Quarter 2 2010 – Still waiting for coordination between Phyllis and Bellamy to view program Quarter 3 2010 – No progress made. Tim has been in touch with the Regional School Board who also has interest in this program to have a joint information session with Bellamy – he is also going to discuss with the Town of St. Paul who is now running the Bellamy Program. <i>Nov 24 – Defer to 1st quarter of 2011</i> Quarter 1 2011 – the Call to Order software has been purchased and implemented by Administration staff. Council is being trained in its use. There are currently connection issues for the software from home that are being rectified by the IT vendor. Quarter 2, 2011 – Software is working and home connection issues have been worked out. Council will be trained on accessing agenda package online. |
| 2.3 Sheila - Research avenues to assist with increasing by-law enforcement, especially around lakes See – bylaws under governance??? | | Quarter 2, 2011 – Council met with the RCMP who has indicated that they will increase their patrolling of lake subdivisions. |
| 2.4 Building upgrades: Tim -Admin Bldg – Replace exterior doors, replace lighting in lower level – to T8's, staff office chairs, Council chairs Leo/Ken -Public Works Bldg – Security System to encompass access to property and within building, replace lights in service bays, replace XX number of overhead doors and come up with a | Annual Budget \$150,000 for building maintenance Commence May 2011 following budget | Quarter 1 2011 – Building upgrades have been identified in the 2011 budget Quarter 2, 2011 – Council approved the replacement of the exterior door for the Administration Building – they have been ordered and will be replaced before winter. Lighting in the Admin building has been replaced in the lower lever with T8 lighting. Some of the staff office chairs have been updated. ATCO EngerySense has been contracted to do an audit of the Public Works Shop to provide the County with a report as to what changes we should make to reduce our energy costs and bring the shop up to date. The entrance gate to the shop has been ordered. |

| | | |
|---|---|---|
| replacement plan for all overhead doors, sprinkler system installation – per insurance company, wash bay | | |
| 2.5 Tim – review extended Health Care/Benefit package | Jan 2010 Revised date 1 st quarter 2011 | <p>Quarter 1 2010- AUMA has been approached for proposals to upgrade our benefit package, however they have not been able to provide the information we have requested – defer resolution of this item to the 2nd quarter.</p> <p>Quarter 2 2010– Still no response from AUMA – defer to 3rd quarter – implementation defer to 2011.</p> <p>Quarter 3 2010– Nothing new to report – unable to get information from AUMA regarding Benefit Package. – defer to 4th quarter</p> <p><i>Still trying to get quote from AUMA, Tim to get quote from Alberta Blue Cross as well. Would defer any change to 2011.</i></p> <p>Quarter 1, 2011 – received quotes from the two companies. Have not presented any changes to Council at this time.</p> <p>Quarter 2, 2011 – Council approved adding an Employee Assistance Program to the benefit package for staff effective July 2011.</p> <p>Complete.</p> |
| 2.6 Tim/Sheila – Address Janitorial Services for both Administration and Public Works buildings | January 2011 | Complete. |
| 2.7 Sheila – ensure that County staff have opportunities for professional development – as determined by Council's budget – through performance appraisals. | Ongoing | <p>Quarter 1 2011 approvals:</p> <ul style="list-style-type: none"> Emerging Trends Municipal Law Seminar – S. Kitz, D. Bergheim, L. deMoissac ASB Provincial Conference – D. Bergheim, J. Robinson, S. Kitz Construction Expo – L. deMoissac, B. Kinjerski Michelin Safety Training & Tour – K. Warholik AAMDC Spring Convention – S. Kitz, T. Mahdiuk, K. Warholik Municipal Administration Leadership Workshop – s. Kitz Reynolds Mirth Richards Farmer Law Seminar – S. Kitz, D. Bergheim, L. deMoissac, K. Fedoretz |

| | | |
|--|-------------|--|
| | | <ul style="list-style-type: none"> • Jubilee Insurance – T. Mahdiuk • Model Process for Subdivision Approval & Private Sewage Training – C. St. Arnault • Alberta Water Wastewater Operator Seminar – D. Weinmeier • Alberta Assessors Assoc. Annual Conference – G. Zayac, M. Yacyshyn • Community Planning Assoc of AB – D. Bergheim, K. Fedoretz, C. St. Arnault |
| 2.8 Sheila/Managers – establish standards for delivery of service – ie snow removal, gravelling, utilities, rural addressing signs etc | Jun 2011 | |
| 2.9 Sheila – maintain a working relationship with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay CAO's and other staff - CAO Meetings | Quarterly | Quarter 2, 2011 – Met with Administrations of all municipalities to discuss the opportunity of a Regional GIS. Will be meeting at the end of June to continue these discussions as well as explore the idea of a Regional Emergency Management Plan. |
| 2.10 Sheila/Managers/Staff – explore the opportunities to participate in the Municipal Affairs Internship program for either Administration or Planning | Summer 2011 | |
| 2.11 Sheila/Admin Staff – develop procedure manual for Administrative Procedures. Tim – Payroll Phyllis – Cash Receipts Darlene – AP Darlene – Gravel Darlene – Tangible Capital Assets Crystal – Utilities Crystal – Development processes Betty – AR | Sept 2011 | |

| | | |
|---|--|--|
| Linda/Carolyn – Taxes Paulette – Website Paulette – FOIP Requests Paulette – Records Retention Tammy/Jan – FCSS processes | | |
|---|--|--|

Goal 3 – Assessment

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

| Actions/Lead | Target/Date | Quarterly Report |
|--|--------------------------------|--|
| 3.1 Glenn - Complete farm polygons in GIS asap – This process started in 2010 and will be complete by spring of 2011 | Budget 2011 \$33,000 | Quarter 1 2010 - Have negotiated that Accurate Assessment will commence work on the Farm Polygons in 2010 and bill the County over a three year period for the work. \$33,000/ year. Quarter 2 2010 - The Statement of Work for this project has been signed and the project has commenced. Quarter 3 2010 – The project is 13% complete at the end of September. <i>Project is in progress – will be complete before spring 2011 – payment to be in 2011, 2012.</i> Quarter 1 2011 – Have included the required payment in the 2011 budget. Project is still ongoing. |
| 3.2 Glenn/Linda – revise Tax/Assessment notices as per Municipal Affairs for the 2011 Tax Season | January 2011 | Complete |

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

| Actions/Lead | Target/Date | Quarterly Report |
|---|----------------|--|
| 4.1 Sheila - Research avenues for undertaking active economic development and present plan to Council | | Quarter 3 2010 – Have met with the Regional Economic Development Officers with HUB several times – the County will be hosting a workshop in October to provide input on the mechanics of the Regional Economic Development Engagement Framework. Defer outcome to Dec 2010 and 2011 Strategic Plan. |
| Identify Economic Development activities. | March 2011 | |
| Plan for further Economic Development | September 2011 | |

Goal 5 – Fire/Disaster Services

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

| Actions/Lead | Target/Date | Quarterly Report |
|---|---|--|
| 5.1 Dennis/Bryan – Develop a plan for emergency generators CIP/CFEP applications for generator/wiring of buildings through Ashmont Fire Department | County Cost \$30-40,000 | Quarter 1 2010 – Not done yet. Quarter 2 2010 – Talked to SPERD about wiring schools in Ashmont and Mallaig. Ok to do so. Will look at a need for 1 or 2 generators. Quarter 3 2010 – No new development – Review in the 4 th quarter. <i>Defer to 2011 strategic plan</i> Quarter 2 2011 - No new development- to date |
| 5.2 Terry – Budget for purchase new Rescue Truck for St. Paul. Total cost = \$330,000 Split Town/County/JEPP/CIP Grant/Lakeland Safety Service | \$75,000-\$100,000 County portion Defer MSI grant to 2011 as County pmt will not be required till 2011 | Quarter 1 2010 – Council has resolved to support the Rescue Truck for St. Paul in the amount of \$75,000 to be funded from MSI Capital. Quarter 2 2010 - Funds in place at end of quarter = County \$75,000 Town \$75,000 – CIP Lakeland Safety \$75,000 – JEPP \$40,000 – Lakeland Safety \$18,000. Spec. has been sent out to 4 possible builders for RFP. Closing July 6 th . (Extension may be granted to |

| | | |
|--|--|---|
| | | <p>July 16th)</p> <p>Quarter 3 2010– Council has approved additional expenditure for the Rescue Truck based on the quotes received and the shortfall that will be shared by the Town of St. Paul and the County. Additional expenditure approved is \$16,000 – total County contribution will equal \$91,000.</p> <p><i>-truck has been ordered, however will not have any expenses in 2010 – will defer payments to 2011 – budget MSI monies to be set up as deferred revenue.</i></p> <p>Quarter 2, 2011 – the new Rescue Truck has been received. <i>March-2011-Truck has arrived and is in service. App.for JEPP funds has been send. Town will invoice the County once all Grant funding is final. TS</i></p> <p>Complete</p> |
| <p>5.3 Terry - Develop a plan for firefighting water supply</p> <p>Consideration for Tank Loading facilities – to be coordinated with ASB requirements.</p> | <p>3rd quarter 2010</p> <p>Defer to 2011</p> | <p><i>Terry has been working on this project, but does not have complete – he has identified issues for tank filling in some areas that the County may need to address in 2011 budget.</i></p> <p>Quarter 1, 2011 – additional water storage that would increase water supply for firefighting is included in the Ashmont/Lottie Lake Business Plan in future years. Tank Loading facilities are being explored, but not included in the 2011 budget.</p> |
| <p>5.4 Sheila - Make GIS system available for emergency services as soon as rural addressing program is finished</p> <p>(delayed this to 2011 due to decision to change 911 Dispatch – transition to take place January 15, 2011 – should be able to provide to emergency services in January)</p> | <p>Feb 2010</p> <p>Revised Date Jan 2011</p> | <p>Quarter 1 2010- Rural addressing program is still incomplete at this time. Awaiting some final signs to be delivered and installed. Expect completion of sign installation in Quarter 2 – will access to emergency services once the 911 update has been completed.</p> <p>Quarter 2 2010- Rural addressing numbers have been incorporated into the GIS system. Numbers should be uploaded to the 911 system by the end of July 2010. Final signs are being installed.</p> <p>Quarter 3 2010– Final signs have been ordered and will be installed by mid-October – this includes halls, cemeteries, and churches as per Council resolution. County staff has been working to assist Telus with matching Rural Addresses to land phone lines. This will be sent to Telus by October 8, 2010. Telus will require 2 weeks to format in their system. 911/Address</p> |

| | | |
|---|---|--|
| | | <p>information will be sent to Bonnyville 911 Dispatch to be ready for our implementation with them. This information will not be sent to Strathcona 911 as we will be terminating our agreement with them. <i>Staff has finished going through the list matching addresses to phone lines and Telus has received the corrected version.</i></p> <p>Quarter 1 2011 – have explored ideas for getting this information to Emergency Services. Have set up a meeting for May 25, 2011 with GIS provider to look at options to have this data available, current, and on a system that will ensure the integrity of the data for liability purposes.</p> <p>Quarter 2, 2011 – have had meeting with the municipalities affected and will be putting together a grant application under the Regional Collaboration Grant that will look for Provincial Assistance with this project.</p> |
| 5.5 Terry/Dennis – Transition to the 911 dispatch services from the MD of Bonnyville. | <p>January 15, 2011</p> <p>\$3.30/capita budget</p> | <p>Quarter 1 2010- \$37,000 has been identified in the 2010 capital budget for upgraded 911 communications. The study has been completed and in a nutshell cost may be as high as \$60,000 for four Fire departments. Still working on what the ongoing costs will amount to (SuperNet charges) (March 17, 2010) TS</p> <p>Quarter 2 2010- No change at this time. Uncertainty of provincial EMS dispatching centers has muddled the waters.</p> <p>Quarter 3 2010– Delegations from the County of St. Paul, Town of St. Paul and Town of Elk Point went to the MD of Bonnyville 911 Dispatch to have a presentation on what they could offer the Region for 911 Dispatch Services. Based on that meeting and requirements for equipment upgrade if we stayed with Strathcona 911, Council decided to give notice to Strathcona and enter into an agreement with Bonnyville 911 in 2011. Agreement has been signed with a tentative change over date of January 27, 2011.</p> <p>Complete. Per capita amount included in 2011 budget</p> |
| 5.6 Sheila – Explore implementing a Regional Emergency Management Agency | <p>Mar 2010</p> <p>Revise date Dec 2011</p> | <p>Quarter 1 2010 - no action taken on this item – deferred to 2nd Quarter.</p> <p>Quarter 2 2010- no action taken on this item – the province is setting new standards for Regional Agencies – will ensure any</p> |

| | | |
|--|--|---|
| | | <p>action by County will meet the new requirements.</p> <p>Quarter 3 2010– no action on this item – currently AEMA does not have a district officer for this region, making it difficult to coordinate the different stakeholders. Defer to 2011 Strategic Plan.</p> <p>Quarter 2, 2011 – met with the new Field Officer for AEMA – Ian Fox to discuss the benefits of a Regional Emergency Management Agency. Have scheduled a meeting with the Towns and SV to explore the idea before bringing to Councils</p> |
| <p>5.7 Dennis/Terry – Develop a capital plan for fire services</p> <p>New Fire Hall – Ashmont</p> <p>New Fire Hall – Mallaig</p> <p>Rescue Boat – Ashmont??</p> <p>Breathing Compressor – St. Paul – fund 50%</p> | <p>Expected budget required</p> <p>\$700,000</p> <p>\$700,000</p> <p>Commence plans in 2011 to evaluate site and study infrastructure</p> <p>2011 budget \$30,000</p> <p>\$7,500 – 2011??</p> <p>\$9,000 (cost \$18,000)</p> | <p>Quarter 1 2011 – have had several preliminary meetings to tour existing fire halls at Ashmont and Mallaig and to determine needs/desires of volunteer fire fighters. Have toured the Glendon Fire Hall as an example of a small rural fire hall. Will be setting up tours at New Sarepta and Thorsby to see their fire halls. Have set aside capital dollars in the 2011 budget that will assist in acquiring land, and planning of new buildings.</p> <p>Quarter 2, 2011 – Council agreed on a purchase price for land at Mallaig for the location of a new fire hall.</p> <p>Dennis in process of Land deal for Mallaig location. Ashmont and Mallaig Fire departments feel that a hall similar to Glendon's work well. TS</p> <p>Presently negotiating with landowner from Mallaig to purchase property. Nothing to report in regards to Ashmont - DB</p> |
| 5.9 Sheila/Dennis – Review and update Fire Services Agreement with Town of St. Paul | Mar 2011 | Complete |
| 5.10 Dennis/Terry/Bryan – Mock Disaster – test of Emergency Response Plan | Oct 2011 | Quarter 2 2011 - Nothing to report presently |
| 5.11 Alberta Emergency Management Agency – Council orientation regarding Emergency Management | Jan/Feb 2011 | Complete |
| 5.12 Sheila/Dennis/Terry – Negotiate Fire Services Agreement with | Mar 2011 | Quarter 1, 2011 – no action taken on this item yet. |

| | | |
|---|--|--|
| Summer Village of Horseshoe Bay – change from current Mutual Aide Agreement | | |
|---|--|--|

Goal 6 – Public Works/Transportation

| Goal 6: Services provided by Public Works minimize negative impact on agricultural land and, in a safe and cost-effective manner, enhance quality of life for residents. | | |
|--|--|--|
| Actions/Lead | Target/Date | Quarterly Report |
| <p>6.1 Sheila – Review Blackberry phones – coverage area</p> <p>Bluetooth for all staff required to carry cell phone – due to new Provincial Legislation.</p> | <p>Jan 2011</p> <p>Jun 2011</p> | <p>Quarter 1 2010 – No action taken on this item – defer to 2nd Quarter</p> <p>Quarter 2 2010– List of staff who currently have county mike cell phone/email has been made. Sheila to negotiate with Telus on switch to Blackberry – quarter 3.</p> <p>Quarter 3 2010– Switch to blackberry phones have been made. COMPLETE</p> <p>Quarter 1 2011 – have identified that blackberry phones have issues with coverage area. May be eligible for an update later in the summer.</p> <p>Quarter 2, 2011 – have negotiated a new contract with Telus for cell phones. Will be able to change out the Blackberry's purchased in 2010 with hspa devices – which will increase cell coverage. This will take place in July.</p> |
| 6.3 Bryan – Update safety program with items identified in 2010 Safety Audit | Mar 2011 | |
| <p>6.4 Sheila GIS system – updated Ortho Photos – (2/3 of price due to other municipalities in area doing photos as well)</p> <p>GIS Support, AIMS install (Agricultural Infestation Management System), ePad integration, Cadastral</p> | <p>Oct 2011 \$50,000</p> <p>Budget \$100,000</p> | <p>Quarter 1 2011 – have included these items in the 2011 budget.</p> <p>Quarter 2, 2011 – have signed an agreement with Tarin Resources to commence flying for the production of Ortho photos in the summer of 2011.</p> |

| | | |
|---|--------------|--|
| updates (increase to monthly as quarterly not timely enough for Planning and Development and Taxation staff), start of AVL, Annual Maintenance | | |
| 6.5 Bryan – Identify needs and develop a plan to install defibrillators throughout the County – defibrillators for Administration and Public Works Buildings. | April 2011 | Quarter 1 2011 – have included 2 defibrillators in 2011 budget for Admin and PW Buildings |
| Staff Orientation on defibrillator use | January 2011 | |

| Strategy 6.5 – Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads | | |
|---|--------------------|-------------------------|
| Actions/Lead | Target/Date | Quarterly Report |
| 6.5a Leo - Construction schedule 2011 - 2013 (attached) | | |
| 6.5b Leo - Gravel schedule 2011(attached) | | |
| 6.5c Leo - Road oiling schedule 2011 - 2013 (attached) | | |
| 6.5d Leo - Bridge file schedule 2011 - 2013 (attached) | | |
| Strategy 6.6 - Public works equipment is maintained and upgraded on a regular basis | | |
| Actions/Lead | Target/Date | Quarterly Report |
| 6.6a Leo - Develop a capital replacement plan for public works equipment (attached) | Jan 2011 | |

| | | |
|--|-------------------------------|--|
| 6.6b Leo - Equipment replacement schedule 2011-13 (attached) | | |
| 6.6c Leo - Capital equipment schedule 2011 (attached) | | |
| 6.6d Leo/Ken – Plan/Installation of Welcome signs – may need to allocate easement \$\$ where highway ROW is too narrow for Alberta Transportation to approve | Oct 2011 Budget \$5,000??? | |

Goal 7 - Utilities

| Goal 7: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services | | |
|---|--------------------|--|
| Actions/Lead for 200 | Target/Date | Quarterly Report |
| 7.1 Danny - Resolve water meter reading issues – 50% issues remaining | Dec 2011 | |
| 7.2 Sheila/Bryan - Upgrade Lottie Lake or Ashmont water plants - or construct water line from Ashmont to Lottie Lake | Oct 2011 | <p>Quarter 1 2010- Grant has been applied for from Alberta Transportation – no information received at this time.</p> <p>Quarter 2 2010- Same information as last quarter.</p> <p>Quarter 3 2010- Still waiting for response from Alberta Transportation on Water for Life grant application for Regional line from Ashmont to Lottie Lake.</p> <p><i>Project has been accepted and waiting for funding.</i></p> <p>Quarter 1 2011 – project has been accepted working with consultant to plan project implementation.</p> <p>Quarter 2, 2011 – have received proposals from Engineering firms for this project – will be awarding the Engineering at the July Council meeting.</p> |
| 7.3 Bryan/Danny – Research and develop a capital replacement plan for water distribution lines – Have engineering firm do an evaluation of the water/sewer lines in Ashmont and Lottie Lake – in order to provide a | \$70-75,000 | <p>Quarter 1 2011 – deferred to 2012 in Ashmont/Lottie Lake Business Plan.</p> <p>Quarter 2, 2011 – working on an Asset Management Infrastructure Plan with Urban Systems to review all County infrastructure to provide a capital replacement for 20 years.</p> |

| | | |
|--|---|---|
| replacement plan | | |
| 7.4 Sheila – Develop a plan for Bayview Beach water distribution system | Sep 2011 | <p>Quarter 2 2010– A preliminary quote was obtained from Associated Engineering regarding the cost of putting in water distribution line into the Bayview Beach subdivision. The Reeve, Councillor Sloan, S. Kitz, and B. Bespalko attended a public meeting at the subdivision at the end of June to provide lot owners with the projected costs on a per lot basis or frontage basis if the project were to proceed and funded by a Local Improvement Tax. No further action will be done unless there is contact from the lot owners indicating they are interested in proceeding based on the information provided.</p> <p>Quarter 3 2010– Scope of project has changed to look at a water distribution line in a phased in approach. Phase one will look at provision of water service to 54 lots. Estimated costs have been reviewed by the Water Committee and the community leaders are reviewing options with the residents in the area.</p> <p><i>Community leaders are exploring other options for water line installation.</i></p> <p>Quarter 1, 2011 – no further development at this time.</p> |
| 7.5 Mallaig Raw Water Line installation – complete with new pumps for well Application under Water/Wastewater Program | Budget \$250,000 (75% covered by AT) Spring 2011 | <p>Quarter 1 2011 – budget includes this water line. Administration has been in contact with AT to update them on the scope of the project in order for project to be approved under Water/Wastewater Program 2011/12 Fiscal year.</p> <p>Quarter 2, 2011 – Project is in progress expect it to be completed in July 2011.</p> |
| 7.6 Backup pump/generator combo for water plants | Getting budget numbers | |
| 7.7 Fire Hydrant upgrade for Mallaig for fire tanker water fill | Budget \$1,000 - 2011 | |
| 7.8 Mallaig Sewer Lift station upgrade | Budget \$65-70,000 | Quarter 1 2011 – included in 2011 budget. |

Goal 8 – Waste Management

| Goal 8: Waste management enhances and encourages “best practices” in waste disposal | | |
|--|--|--|
| Actions/Lead for 200 | Target/Date | Quarterly Report |
| 8.1 Dennis/Sheila – Recycling Program at St. Paul Transfer Station – meeting on Dec 13 | Total expense \$115,000 – County share 13% \$14,950 Jan 2011 | Quarter 1 2011 – Recycling Agreement has been developed between the Town and County, however there are still a couple of items that need resolving. Will be brought back to the May 2011 Council meeting for approval. Quarter 2, 2011 – Recycling Agreement with the Town has been approved. The Transfer Station Committee is monitoring the progress with this program.- SK Completed and to be reviewed at end of 4 th quarter - DB |
| 8.2 Dennis – Construct containment areas for 2 community bins – in 2011 and 3 community bins in 2012 | Oct 2011 \$30,000? | Quarter 2, 2011 – the Planning and Development Department is working on obtaining a variance of the restrictions for development around the containment areas. No further containment will be constructed until this is received. - SK Attempting to have them completed by 3 rd quarter - DB |

Goal 9 – FCSS

| Goal 9: FCSS services conserve and enhance the rural lifestyle of residents. | | |
|--|-------------|---|
| Actions/Lead | Target/Date | Quarterly Report |
| 9.1 Tammy - complete social services portion of Emergency Preparedness Plan | | Quarter 1 2010 - An attempt was made to meet with the current contact, North East Alberta District Field Officer, Bill Boswick. He is currently away and possibly will not be returning to work. We are currently waiting to get direction from this department as to who will be able to provide us with information that is relevant to our area so that the County of St. Paul FCSS department can proceed to get a clearer understanding of the responsibilities in regards to Disaster Social Services. |

| | | |
|---|----------|---|
| | | <p>Quarter 2 2010– Have completed a DSS - 72 hour are you prepared pamphlet and enclosed this with the 2010 tax notices as well as the County website.</p> <p>Quarter 3 2010- DSS, The North East District Field Officer position has not yet being filled as of yet due to the Provincial hiring freeze. However, the recruiting process is in process, the position will be an open completion in the near future.</p> <p>Quarter 2, 2011 – the FCSS staff have been busy making changes to the Emergency Management binder. Janice helped with the Reception Centre at Athabasca during the Slave Lake incident – so wants to ensure that our plan reflects the lessons learned from that experience. SK – Janice has met with the new field officer in Ian Fox and Disaster Plan is being developed. - JF</p> |
| <p>9.2 Tammy – FCSS Events</p> <p>Farm Safety Camp</p> <p>Christmas Gala</p> | Dec 2011 | <p>Quarter 2, 2011 – New programs are being implemented in the County of St. Paul hamlets based on individual community needs to this point, no one has requested the Farm Safety Camp if they do, this request will be explored.- JF</p> <p>Christmas Gala – Janice is meeting with community members June 27, 2011 to explore partnership for this event.- JF</p> |
| 9.4 Sheila/Council – explore joint FCSS program with urban neighbours through application of Regional Collaboration grant?? | Jun 2011 | <p>Quarter 2, 2011 – will put this on hold as new staff in the department are building relationships with surrounding FCSS departments – that will not see this required.</p> |

Goal 10 – Agriculture

Goal 10: Agricultural services are designed to assist the continuation and enhancement of agricultural activities.

| Actions/Lead | Target/Date | Quarterly Report |
|---|----------------------|---|
| 10.1 Jeremy/Dennis - Continue to support portion of ASB 5 year plan focused on agriculture viability (\$150,000+ grant per year) | Entering year 4 of 5 | Quarter 1 2010 – Money was applied for and accepted. Quarter 2 2010 – Funding received. COMPLETE |
| 10.2 Jeremy/Dennis – AESA Programming – refer residents to Provincial Extension person. Continue to support AESA environmental type programs – ie Grazing workshops, water well workshops | | On going |
| 10.3 Jeremy/Dennis - Continue to support agricultural research and development through LARA | \$40,000 | |
| 10.4 Jeremy/Dennis - Continue to support good stewardship of the land through ASB budget devoted to services | | On going |
| 10.5 Jeremy/Dennis - Continue to work with the Seed Cleaning Plant to support the services and value added opportunities available to the residents of the County of St. Paul | Ongoing | On going |
| 10.6 Jeremy – Ensure population of ASB spraying/mowing/mulching data as it is done | Oct 2011 | |
| 10.7 Jeremy – Explore options for urban weed control with the Town of St. Paul and the Town of Elk Point – shared position – negotiate agreement with the Towns | Spring 2011 | |
| 10.8 Capital Equipment List – 2011 – 2013 attached | | |

Goal 11 – Planning & Development

| Goal 11: Development is environmentally sound and sensitive | | |
|--|---|--|
| Actions/Lead | Target/Date | Quarterly Report |
| <p>11.2 Sheila - Update IDP with Town of St. Paul –</p> <p>Joint Public Hearing with Town of St. Paul</p> <p>2nd & 3rd readings of Bylaw</p> | <p>Begin Jan 2010</p> <p>Jan 2011</p> <p>March 2011</p> | <p>Quarter 1 2010 – Meetings regarding IDP amendment have taken place.</p> <p>Quarter 2 2010- Proposed changes to the IDP have been sent to the Town of St. Paul and the Planner for consideration in the amendments.</p> <p>Quarter 3 2010– An information and public consultation meeting was held regarding the IDP September 7, 2010. The IDP Committee reviewed the concerns and information brought out at this meeting and have agreed on some changes to the document. Should be able to give 1st reading to an amended IDP document at the Oct Council Meeting.</p> <p>Waiting to hear back from Focus – if document is what was agreed to will bring to Dec 14 Council meeting for 1st reading.</p> <p>Quarter 1 2011 – Public meeting was held in January and IDP passed 2nd and 3rd readings.</p> <p>COMPLETE</p> |
| <p>11.3 Krystle/Crystal – Implement ePad GIS software</p> | <p>1st quarter 2011</p> | <p>Quarter 1 2010 - Development software has been identified in the budget.</p> <p>Quarter 2 2010- no action taken – waiting for the commencement of new staff prior to purchase and training. Defer to 3rd quarter.</p> <p>Quarter 3 2010– Planning and Development Staff will be attending a session regarding the ePad software at the end of September. Expect implementation of the program prior to December 31, 2010. Program will be installed prior to yearend – training to take place in 2011.</p> <p>Quarter 1 2011 - Installed and being utilized.</p> <p>Complete</p> |
| <p>11.7 Dennis/Krystle/PW - Establish Engineering Servicing Standards for</p> | <p>\$50,000 – Jun 2011</p> | |

| | | |
|--|--|---|
| municipality | | |
| Dennis/Krystle – Complete update of Land Use Bylaw and Municipal Development Plan | \$25,000 – Commence 2011 | Quarter 1 2011 – RFP completed |
| Krystle – Geomedia License and training – will assist her in processing subdivision application and reduce costs for residents | \$15,000 (use 2010 \$9,000 carryover to help fund this) (this is included in GIS budget above. | Quarter 2 2011 – have received the license – training to take place in 3 rd quarter. |
| Sheila/Dennis/Krystle – Commence IDP discussions with Town of Elk Point | Jan 2011 | Quarter 1 2011 – application was made under the Regional Collaboration Grant to assist with this project. The project was estimated at \$61,900. We were successful in getting \$35,600 funding from Municipal Affairs for the project. Will be sending out RFP for consultant to work on IDP in April 2011. Quarter 2 2011 – RFP's for planners have been sent out and IDP Committee members have been chosen – the Committee will review the RFP at the end of June. RFP completed and committee established.= KF |

| Strategy 11.8 – Develop Area Structure Plans for all lakes to ensure they are protected | | |
|---|----------------------------|--|
| Actions/Lead | Target/Date | Quarterly Report |
| 11.8a Sheila - Complete ASP for Lac Sante | March 2010-Lac Sante | Quarter 1 2010 – Public Hearing for Lac Sante ASP was held. Quarter 2 2010 – Council is weighing the options for allowing further development. No decision made yet for Lac Sante. Garner Lake meetings held in June and scheduled for July. Anticipate that Public Meeting will be held in August 2010 at Garner Lake. Quarter 3 2010 – Lac Sante ASP has received 3 rd Reading. The Garner Lake ASP meeting was cancelled and has not yet been re-scheduled. <i>Garner Lake meeting scheduled for December 9, 2010.</i> |
| Garner Lake ASP Public Hearing Approval | Spring 2011 Summer 2011 | |
| Commence ASP on other lake – maybe Floating Stone or Lower Therien (Crestview)?? (would like to defer to later in term as we would like to focus on LUB/MDP in 2011) | 2012 or 2013 | |

Goal 12 - Recreation

Goal 12: Recreation opportunities are available to the public through the County of St. Paul or partnerships

| Actions/Lead for 200 | Target/Date | Quarterly Report |
|---|------------------------------------|---|
| 12.1 Ken/Danny - Expand Stoney Lake Campsite. To be done with County equipment & personnel | Commence 2010 Complete 2011 | Quarter 2 2010 – Surveyed and fenced. Quarter 3 2010 – In the mapping stage. Equipment will work there when available. <i>Defer to 2011</i> Quarter 1 2011 – identified county work to upgrade campsite in 2011 budget. |
| 12.2 Ken/Danny - Upgrade equipment for maintaining campsites Mini Golf? Playground equip – Floating Stone – btwn Loop B & C | \$25,000 - 2012 | |
| 12.3 Sheila/Tim – Negotiate 3 year Recreation Agreement with the Town of St. Paul | Sept 2011 | |

Goal 13 – Library

Goal13: Public libraries conserve and enhance the rural lifestyle of residents by providing easy access to information, reading and educational materials

| Actions/Lead | Target/Date | Quarterly Report |
|---|--|--|
| 13:1 Council - Continue to support Northern Lights Library system | Budget for 2011 Request \$25,656 (\$4.33/capital 5925 pop) | Quarter 1 2011 – identified in 2011 budget. |
| 13:2 Council - Continue to support County Library Board | Budget \$30,000 for 2011 | Quarter 1 2011 – identified in 2011 budget. |