2024
STRATEGIC PLAN
Q3 Operational Update

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Approved by County of St. Paul Council on October 22, 2024

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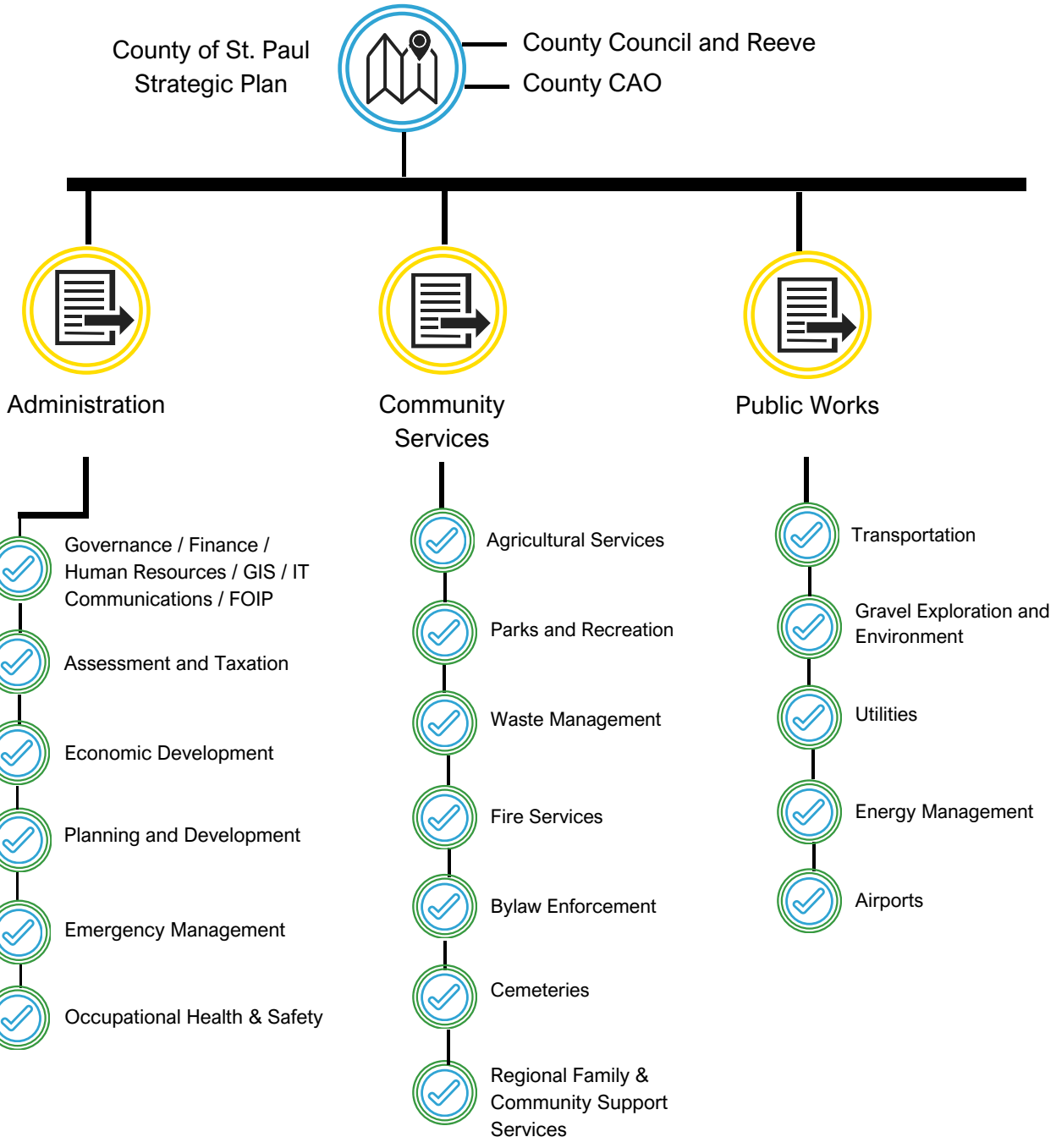
STRATEGIC PLAN RECAP

The Strategic Plan emphasizes the strategies in Administration, Community Services, and Public Works, with individual department operational plans outlining how the County will accomplish these strategies.



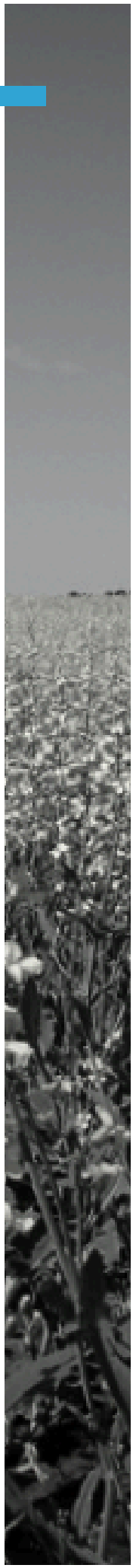
In following these plans, the County is closer to realizing our mission and vision.

OUR MISSION

To create desirable rural experience

OUR VISION

The leader in rural success



2024 Q1 UPDATES - ADMINISTRATION

1. GOVERNANCE

Strategy 1.1 - Provide communication to demonstrate accountable governance

Actions	Q1	Q2	Q3	Q4
County Strategic Plan, Budget Narrative, and Audited Financial Statements available on the County website.	Budget to be approved in April 2024	Budget approved at April Public Works. Budget Narrative approved at May Council. Narrative and financial statement published on website.	Budget Meetings scheduled for beginning of December. Strategic Plan updates posted to website quarterly.	-

Action “Proactive communication” updates are found under Strategy 3.7.

Strategy 1.2 Collaborate with municipal partners

Actions	Q1	Q2	Q3	Q4
Meet with Towns of St. Paul and Elk Point and Summer Village of Horseshoe Bay at least once a year to discuss collaborative opportunities.	No action in Q1	No action in Q2	Joint Meeting for STEP Strategic Plan Document scheduled for October	*To publish in Jan 2025*
Continue to support Intermunicipal Agreements	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Explore meetings with First Nations and Métis Councils	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Complete regional Alberta Community Partnership (ACP) grant projects with our partners	No action in Q1	No action in Q2	2025 ACP projects submitted: Agricultural Strategy, Regional Waste Study, AIHT staging area development	*To publish in Jan 2025*
Continue to apply for available provincial grants around collaboration	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Explore further options for regional service delivery	Ongoing discussions regarding regional planning and airport regionalization	Ongoing discussions regarding regional planning and airport regionalization	Ongoing discussions regarding regional planning and airport regionalization	*To publish in Jan 2025*

Q1 ADMINISTRATION - GOVERNANCE CONT.

Strategy 1.3 Provide scholarships to support County students in the St. Paul Regional Education Division and Ecole du Sommet

Actions	Q1	Q2	Q3	Q4
Provide two $1,000 scholarships to students entering full-time studies, based on grades, community involvement, and volunteerism	No action in Q1. Deadline to apply is June 2024.	Application packages received June 14. Recipients selected, to be announced by schools in the new school year	-	-
Provide one $1,000 scholarship to a student entering full-time studies in an Agriculture-related program (see Community Services)	No action in Q1. Deadline to apply is June 2024.	Application packages received June 14. Recipient selected, to be announced by schools in the new school year	-	-
Provide one $1,000 scholarship to a student entering a trade program	No action in Q1. Deadline to apply is June 2024.	Application packages received June 14. Recipient selected, to be announced by schools in the new school year	-	-

Council has made a three-year commitment (to 2024) regarding these scholarships.

Strategy 1.4 Council to financially support community groups

Actions	Q1	Q2	Q3	Q4
Continue to support community groups through Recreational Facility Grant Funding. Review the list of groups the County is funding.	Preliminary budget included funding for community groups at same rate	Nothing to report in Q2	Rec Facility Grant Applications have been sent out to the community groups	*To publish in Jan 2025*
Review Community Recreation Facility Grants to determine if the allocation is still logical	No action in Q1	To review in Q3 or Q4	No action in Q3	*To publish in Jan 2025*
Consider funding to community groups	No action in Q1	Funding requests reviewed on a case-by-case basis	Funding requests reviewed on a case-by-case basis	*To publish in Jan 2025*

Q1 ADMINISTRATION - GOVERNANCE CONT.

Strategy 1.5 Approve appropriate policies for the County

Actions	Q1	Q2	Q3	Q4
Proactively manage emerging policy issues	**Updated**: Conference and Education Attendance Policy; Hours of Work and Rest Policy; Maternity Leave Policy; Recruitment and Selection Policy	**Updated:** Delinquent Accounts Receivable Policy; Cancellation of Penalties Policy; Local Authorities' Pension Plan Policy **New:** Electronic Funds Transfer Policy	**Updated**: Community Organizations Grants and Loans Policy; Pay Administration Policy; Leaves of Absence Policy	*To publish in Jan 2025*
Address identified policy issues	**Dust Control Policy** completed (includes contribution from residents); **Tow Policy** completed (implemented)	FOIP Policy drafted	FOIP Policy Approved Exploring Process Pro to capture processes for staff	*To publish in Jan 2025*

Strategy 1.6 Support efforts to ensure safe communities in our County

Actions	Q1	Q2	Q3	Q4
Continue advocating to Federal and Provincial governments for increased RCMP in rural communities	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Communicate with RCMP regarding safety and emerging issues in the County	No action in Q1	No action in Q2	Council met Sergeant Siliker in August	*To publish in Jan 2025*
Request increased RCMP presence in County campgrounds during the summer open season	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Previously contracted Bylaw Enforcement Officer Services to December 2026 has ended. Bylaw Enforcement Officer resigned. Advertising has taken place to fill a County position as opposed to a contract position.

Strategy 1.7 Transparency and Accountability to the Public

All Actions for Strategy 1.7 are ongoing:

- Continue to publish Council Remuneration (**occurs monthly**)
- Council to continue reporting on conferences and committee meetings attended throughout the month (**reporting done verbally or through written report in Agenda Package**)
- Continue to Live Stream Council Meetings and Public Works Meetings (**through our YouTube Channel**)
- Allow Councillor virtual attendance at Council meetings (**as needed**)

Q1 ADMINISTRATION - GOVERNANCE CONT.

Strategy 1.8 Conduct Municipal Census to ensure accurate funding for grants

The County was considering a conducting Municipal Census, as the Province will continue to accept Municipal Census in 2024. This would ensure more accurate population numbers, which are used for calculating some grant programs and joint projects contributions with our neighbours. Historical cost has been $30,000. The census was removed from the County's preliminary budget.

Strategy 1.9 Improve relationships with Indigenous neighbours

Actions	Q1	Q2	Q3	Q4
Hold Cultural/Sensitivity training for Council	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Schedule meetings with our Indigenous neighbours	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Explore grant opportunities that include Indigenous partners. e.g. Alberta Community Partnership grants, Economic Development grants	No action in Q1	Working with University of Blue Quills to explore the Indigenous Reconciliation Grant – Economic Stream for an Indigenous Flight Training Feasibility project. Engaged with Cold Lake First Nations, in partnership with MD of Bonnyville, to look at the same funding for a Stranded Asset project in partnership with Strathcona Resources.	No action in Q3	*To publish in Jan 2025*

Strategy 1.10 Adequately fund library services in the County / Region

Actions	Q1	Q2	Q3	Q4
Provide funding to County Library Board for the operation of the Ashmont and Mallaig libraries	Included in Preliminary Budget. Partial payment made in January	2nd Payment of $54,000 made in May after approval of County budget	No action in Q3	*To publish in Jan 2025*
Providing funding to Town of St. Paul, Town of Elk Point, and Northern Lights Libraries through the County Library Board	Done through the Library Board	-	-	-

Q1 ADMINISTRATION - GOVERNANCE CONT.

Provide funding to the Northern Lights Library System as per requisition based on levy with a Board	Included in Preliminary Budget	-	-	-

Strategy 1.11 Council is represented on committees that contribute to the governance and services provided in the County

Actions	Q1	Q2	Q3	Q4
Council appoints Councillors to appropriate committees through the Organizational Meeting each October	No action in Q1. To take place in October	No action in Q2. To take place in October	No action in Q3. To take place in October	*To publish in Jan 2025*
Consider changing structure of ASB Board/Weed Pest Appeal Board as per Community Services Strategic Plan	Implemented changes to ASB Board	No action in Q2 with suspension of the ASB	ASB Bylaw establishing Agricultural Services Board approved	*To publish in Jan 2025*
Appoint Councillor as Chair to the Regional Assessment Review Board	No action in Q1	To be done annually at Organizational Meeting	Councillor Krekoski appointed until 2025	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

2. GENERAL ADMIN

Strategy 2.1 Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County equipment, buildings and infrastructure

Actions	Q1	Q2	Q3	Q4
Complete Traffic Count on specific roads to inform to Road Classification system and update General Municipal Servicing Standards	No action in Q1. Planning for May - September	Some traffic counts have been completed. Work continues.	Traffic counts for 2024 are complete. Compiling data to set standards in relation to road classification.	*To publish in Jan 2025*

Q1 ADMINISTRATION - GENERAL ADMIN CONT.

Consider annual contribution to reserves for departmental capital equipment purchases. Annually review formulas to determine capital reserve contribution factoring in inflation costs	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Use GIS Asset Management software for linear assets	Waiting on new Financial Software. Using Laserfiche to capture some data in the way of bridges.	Nothing to report for Q2	Nothing to report for Q3	*To publish in Jan 2025*
Determine process for subdivision road assessment	To be completed after cold mix assessment	Nothing to report for Q2	Nothing to report for Q3	*To publish in Jan 2025*
Utilize draft Long Term Financial Plan Model to assist Council in understanding financial impacts of capital and operational spending	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Ensure Council discusses Levels of Service and Risk associated with all services prior to Strategic Planning / Operation Planning - associated with physical assets as well as staff	Levels of Services to be reviewed in Q3	Levels of Services to be reviewed in Q3	Levels of Service scheduled for Q4	*To publish in Jan 2025*
Review TCA Policy to reflect life / replacement of equipment	Updated in 2023	Nothing to report in Q2	Nothing to report in Q3	*To publish in Jan 2025*
Ensure County-owned buildings are included in Asset Management - Inventory, Inspection, Risk and Planning	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Q1 ADMINISTRATION - GENERAL ADMIN CONT.

Ongoing actions for 2.1 include:

- Continue integrating Asset Management into Core County operations
- Use Road Condition Assessment for gravel and cold mix roads to inform capital and maintenance plans
- Communicate progress on Asset Management Plans to Council and public.

Strategy 2.2 Build positive relationship between Administration and Public Works

Actions	Q1	Q2	Q3	Q4
Continue Team Building for all staff – minimum two events per year, including one Regional Team Building meeting	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Consider team building/ leadership courses. (consider starting in mid-November to complete in March 2024 - last held 2016)	Refresher course held, planning for Fall program	No action in Q2	Leadership/Team-building Training scheduled to start October 28-February 27	*To publish in Jan 2025*

Strategy 2.3 Improve customer experience. Review and update communication methods to create a user-friendly digital experience for everyone

Actions	Q1	Q2	Q3	Q4
Promote social media (Facebook and Instagram) and website to customers as County information source	Ongoing with feedback from staff as questions arise. No set up of Instagram at this time.	Ongoing	Ongoing	*To publish in Jan 2025*
Continuously improve functionality of website	Scheduling individual department reviews to discuss requested and potential changes	Revisions to Waste Mgmt, P&D, Permits & Apps, and Community Supports & Partnerships pages	Revisions to the Payment Options, Public Works, Utilities, and Economic Development pages	*To publish in Jan 2025*
Promote Citizen Self-Serve - using radio spots and information bulletins with monthly billings	Information included with monthly billings	Information included with monthly billings	Information included with monthly billings	*To publish in Jan 2025*
Promote the various online payment options for County Ratepayers	Information included on the back of A/R invoices and with Tax notices	Ongoing. Exploring improvements for resident communication for 2025 Tax Season	Ongoing. Payment Options webpage updated for clarity (e.g. County names under each bank institution)	*To publish in Jan 2025*

Q1 ADMINISTRATION - GENERAL ADMIN CONT.

Promote monthly payments / Autopay for taxes and utilities	Ongoing. Efforts made to work with residents who are in arrears to get caught up through monthly payments.	Ongoing	Ongoing	*To publish in Jan 2025*
Launch complaint system that would be available to the public through the website (timing to be determined)	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Promote use of the GIS system available to public, realtors, lawyers, etc.	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue to promote the County website for permits, forms, fire permits, etc	Guiding residents over the phone or with screenshots on social media to find the information they are requesting on the website	Ongoing	Ongoing	*To publish in Jan 2025*
Consider implementation of County App	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Implement Government Frameworks FARMER Solution for forms (consider expanding into other solution products)	Agreement to digitize 25 forms, 4 complete to date. Continue to work through the remaining forms.	6 forms completed, which are working very well. 11 forms in the development stage.	10 forms completed and live; 8 in development stage	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

3. CORPORATE SERVICES

Strategy 3.1 Continue to improve Human Resources framework to improve experience for management and employees

Actions	Q1	Q2	Q3	Q4
Cross training of staff. Prepare manuals / training notes for duties i.e. A/P, Cemeteries, Insurance, etc.	Brainstorming to start developing procedures for duties. Staff asked to keep notes on day-to-day	Ongoing	Exploring Process Pro to develop training processes in conjunction with new financial software	*To publish in Jan 2025*
Include 'Cultural Sensitivity Training' for staff through Workhub	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Include 'Conflict Resolution' training for appropriate staff	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Ensure supervisory staff are trained regarding their role for success of staff	No action in Q1	No action in Q2	Leadership training scheduled for Q4	*To publish in Jan 2025*
Implement employee recruitment procedures	Implemented for Seasonal Staff recruitment	No action in Q2	Developed job ad template for future use	*To publish in Jan 2025*
Continue with HR Consultant.	No action in Q1	No action in Q2	No action in Q3 (hiring / interviewing internally)	*To publish in Jan 2025*
Consider moving to bi-weekly pay for salaried staff in 2025 in conjunction with new financial software	Contract for new Software has been signed, which includes Payroll, HR, and an Employee Portal	Implementation of new software to being in Q3	New software still in development stages	*To publish in Jan 2025*
Develop Management Succession Planning Strategy	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Ongoing actions for 3.1 include:

- Provide training to front-end staff to best serve residents, set expectations regarding service, and utilize standardized messaging
- Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff
- Conduct Exit interviews
- Use WorkHub for staff to access policies, handbook, safety info etc.

Strategy 3.2 Continue to research opportunities for grant funding

Actions	Q1	Q2	Q3	Q4
Continue to explore Alberta Community Partnership Grant opportunities with regional partners	$200,000 approved for Recreation Facility Condition Assessments and Aquatics Study - we are the managing partner; $180,000 approved for Waterbodies Access, Health and Feasibility project.	Regional Housing Inventory and Assessment (TSP), $195k; Utilities Study (TEP), final funding TBD; Land and Buildings Project (County of Vermilion River/managed by AB Hub), final funding TBD	2025 ACP projects identified and submitted: Agricultural Strategy, Regional Waste Study, AIHT staging area development	*To publish in Jan 2025*
Explore grant opportunities related to Energy Efficiency	No action in Q1	No action in Q1	ATCO Community Energy Fund for lighting at parks and firehalls was unsuccessful. Exploring funding through MCCAC.	*To publish in Jan 2025*

Strategy 3.3 Ensure Additional Named Insured Organizations understand insurance requirements, protocols, and tools

Actions	Q1	Q2	Q3	Q4
Meet with ANIs and RMA to discuss insurance coverage options and potentially reduced premiums.	Currently reviewing insurance coverage with 2 groups	Working with groups on coverage for Board of Directors	Planning meeting with ANIs for December or January	*To publish in Jan 2025*
Promote use of Instant Risk Coverage (IRC) for liability/PAL for Community Organizations.	Currently used by 7 ANIs	9 ANIs have registered	No action in Q3	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Strategy 3.4 Develop cloud-based Records Management System that includes Land Files and general documents

Actions	Q1	Q2	Q3	Q4
Complete transfer of land files into Laserfiche by 2024 utilizing summer staff	Working with Government Frameworks to simplify process	Project will be completed by end of Q3	Land Files scanned into Laserfiche	-
Continue to incorporate current subdivision files/planning and development files into digital record system	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Explore options to move all files into a digital record system	Process to be determined to complement Financial Software and digital forms	Process to be determined to complement Financial Software and digital forms	Working with Government Frameworks to digitize public-facing forms	*To publish in Jan 2025*
Use Government Frameworks FARMER Solution to enhance transfer of data into Laserfiche	Started with digitizing Forms	Nothing to report in Q2	Transferred some bridge files into Laserfiche	*To publish in Jan 2025*

Strategy 3.5 Have accurate assessment of County properties

Actions	Q1	Q2	Q3	Q4
Work with provincial assessors to ensure accurate designated industrial property assessment	Taxation and Assessment Technician is working with Provincial Assessment staff to identify areas of oil and gas activity to ensure completeness of DIP assessment. Using Road Use Agreements as a tool to identify busy areas.	Nothing to report in Q2	Nothing to report in Q3	*To publish in Jan 2025*
Verify proper storage of designated industrial property (DIP) and linear property assessments recorded in an assessment software program and transferred to financial program for taxation so reporting is balanced	Balanced	Nothing to report in Q2	Nothing to report in Q3	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Continue to work with Accurate Assessment to ensure the DIP and linear assessments are reviewed annually to verify accuracy of assessments	Accurate Assessment continues to monitor assessments provided from the Province to ensure accuracy	Nothing to report in Q2	Nothing to report in Q3	*To publish in Jan 2025*

Strategy 3.6 Continue to maintain and upgrade County-owned buildings and facilities

Actions	Q1	Q2	Q3	Q4
Consider Upgrading Lower Board Room	No action in Q1	Installed a projector, repurposed a SmartBoard, (adding it to a stand), and upgraded PC. Upgrades also done to the small upstairs boardroom (removed old projector, screen, and PC; upgraded PC with TV monitor.	No action in Q3	-
Include County-owned buildings in Asset Management Plans	Ongoing. Will tie into new Financial Software	Ongoing. Will tie into new Financial Software	Ongoing. Will tie into new Financial Software	*To publish in Jan 2025*
Consider adding “facility management“ to a staff member‘s job duties to ensure all buildings/facilities are maintained properly	No action in Q1	No action in Q2	Position created in Q3, falls under Maintenance & Asset Management Supervisor	*To publish in Jan 2025*

Strategy 3.7 Increase proactive communication on County initiatives and information

Actions	Q1	Q2	Q3	Q4
Increase proactive communication such as media releases, public service announcements and 'free advertising' [news stories that are not paid for i.e. road work, initiatives at Transfer Stations, et al]	Developed content calendar to look ahead and prepare/schedule messaging in advance. Q1 included wildfire season, campgrounds, and dust control applications.	Q2 messaging included promoting The Village App, opening of campgrounds, tax season, and fire restriction/ban and lifting of said ban	Q3 messaging included promoting available camp sites, fire bans and restrictions, and utilities issues (i.e. spray park, truck fills)	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Strategy 3.8 Ensure all County departments are supported with quality, timely and effective communication

Actions	Q1	Q2	Q3	Q4
Continue promoting events related to Regional FCSS, Parks, and Waste Management	As needed. Promote FCSS programs and events, such income tax clinics and senior financial support	As needed. Promote FCSS programs, events, and summer openings	As needed. Promote FCSS summer programming and camps	*To publish in Jan 2025*
Continue building public awareness and education of County Community Services, Agriculture Services (including LARA workshops), Bylaw Officer, Fire Smart Program and Fire Prevention Week, winter maintenance, and others	As needed. Promotion of new fire permit system, active development permits, and water service disruptions.	As needed. Promotion of weed & brush control agreements, road construction program, transfer station hours, Spring Clean-up, active development permits, and reopened fire permits	As needed. Promotion of road construction program, active development permits, water service disruptions, and beaver reduction incentive program	*To publish in Jan 2025*
Communicate progress on Asset Management plan	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Proactively provide notice of road work to residents	Road restriction notice advertised on website, Facebook, and radio	Road construction program advertised on website, Facebook, and newspaper. Projects noted on website and Facebook as they commence	Road construction projects noted on website and Facebook as they commence	*To publish in Jan 2025*
Continue to expand / develop annual County activities scan to ensure programs / actives are promoted	Utilize FCSS Interagency Newsletter to pull event info for Events page on website	Utilize Director reports to pull County updates for the website	Continue pulling from FCSS Interagency Newsletter and Director reports	*To publish in Jan 2025*
Continue to develop / promote materials such as Tax Insert, Council Highlights, Trash Talk, ASB Newsletter, campground brochure.	Jan, Feb, and Mar Council Highlights published on Facebook, website, and newspaper. Campground brochure refreshed for Edmonton, Sherwood Park, and Fort McMurray tradeshows	Apr, May, and Jun Council Highlights published on Facebook, website, and newspaper. Tax insert redesigned and included in tax packages. Begin contributing to the Interagency Newsletter	Jul, Aug, and Sep Council Highlights published on Facebook, website, and newspaper. Continuing to contribute to Interagency Newsletter	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Maintain 'Communication Guiding Principles' and include branding standards, website and social media policies, communication plans, best practices, et al.	Prepared an internal staff survey for feedback on current branding and communication tools	Used staff survey results to draft new County Brand Guidelines. Distributed external resident survey for feedback on current branding and communication tools	Launched County Brand Guidelines to staff. Prepared templates for letterhead, PowerPoint slides, email signatures, and business cards.	*To publish in Jan 2025*
Maintain / update Regional Emergency Management Plan contacts in line with the REMP, as needed.	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Strategy 3.9 Increase public information about County historical, tourism, economic development, events, etc. that will increase interest in local events

Actions	Q1	Q2	Q3	Q4
Communications Coordinator to continue participating in the Travel Lakeland/ Alberta's Iron Horse Trail Committees as a non-voting member to proactively assist with promoting the region	Attended March meeting	Attended May meeting	Attended July and August meetings	*To publish in Jan 2025*
Ensure that the County campgrounds are promoted pertaining to opening of reservation system and weekly campsite availability	Promoted March 1 opening date on Facebook and website. Updated each campsite page on County website.	Promoted May 17 opening date for campgrounds on Facebook, website, radio, and newspaper	Promoted weekly campsite openings on Facebook, as well as last weekend on Facebook, radio, and newspaper	*To publish in Jan 2025*
Continue promoting local events on website 'Events' calendar	Ongoing. Events are also added to Facebook Stories.	Ongoing. Events are also added to Facebook Stories.	Ongoing. Events are also added to Facebook Stories.	*To publish in Jan 2025*

Strategy 3.10 Employee Communication

Actions	Q1	Q2	Q3	Q4
Continue to produce 'County Chronicle' with a minimum of three issues per year	Set publication months of April, August, and December	Distributed April County Chronicle to staff	Distributed August County Chronicle	*To publish in Jan 2025*

Q1 ADMINISTRATION - CORP. SERVICES CONT.

Provide communication to employees through Workhub	Ongoing through Safety Department; topics on cybersecurity and protection from cold	Ongoing through Safety Department; topics on eclipse safety and new safe parking procedure	Ongoing through OH&S; topics on extreme heat and overheating equipment/vehicles	*To publish in Jan 2025*
Provide Lunch-and-Learn Opportunities to become better equipped to fully utilize tech/programs (e.g. Teams, Outlook, Phones, GIS, Laserfiche)	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

4. FOIP

Strategy 4.1 Provide the public with the process to obtain information through the *Freedom of Information and Protection of Privacy Act*

Actions	Q1	Q2	Q3	Q4
Address public FOIP requests in timely manner, as required under legislation	No FOIP requests in Q1	No FOIP requests in Q2	One FOIP request in Q3; abandoned, as contact information provided was invalid	*To publish in Jan 2025*
Ensure FOIP webpage is up-to-date with any provincial legislative changes	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Promote availability of County FOIP process	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Keep FOIP records and stats for reporting, as required by FOIP and provincial government	Ongoing	Statistics submitted on June 20 (July 1 deadline)	Ongoing	*To publish in Jan 2025*
Provide information card to Council	COMPLETED	-	-	-
Develop FOIP Policy	No action in Q1	Draft prepared in Q2	FOIP Policy Approved	-

2024 Q1 UPDATES - ADMINISTRATION

5. PLANNING & DEVELOPMENT

Strategy 5.1 Development of Area Structure Plans around urban neighbours and private sectors to reduce red tape and expense for developers

Actions	Q1	Q2	Q3	Q4
Work with Town of St. Paul on joint Area Structure Plan (ASP) on the north side of the town into the County - funded by Alberta Community Partnership (ACP) Grant	Waiting on Alberta Transportation	Received AT comments; Consultant prepared options to address AT concerns; Joint online Councils meeting to review & select preferred option; Consultant to respond to AT.	Waiting on consultant and AT	*To publish in Jan 2025*
Consider other ASP projects through grant funding	No action in Q1	Given current joint ASPs, additional ones will be considered in 2025	-	-
Complete and adopt zoning changes/Land Use Bylaw (LUB) Amendments for Lottie Lake area to provide clarity on Recreational Vehicles on lots	Amendments to the LUB approved in March	Major changes are not being considered at this time. Site specific land use change applications continue to be accepted, considered, and decided upon.	No County-initiated amendments are being considered at this time	*To publish in Jan 2025*
Accept, review, and respond to private sector ASPs	Provided comments on AltaLand ASP; project on hold by Applicant.	Provided comments on Onicikiskwapowin ASP; awaiting response from Applicant.	No responses have been received from the applicants of Altaland or Onicikiskwapowin ASPs	*To publish in Jan 2025*

Strategy 5.2 Resurvey Plan 527MC Block 1 at Vincent Lake to have houses situated on lots

Actions	Q1	Q2	Q3	Q4
Complete the subdivision and plan approved for this neighborhood	No action in Q1	Staff met local contact. Subdivision sewage conditions met on 5 lots, remaining lots working on meeting conditions.	Work underway to address the sewage conditions on 5 lots. The transfer documents have been compiled and are awaiting signatures.	*To publish in Jan 2025*

Q1 ADMINISTRATION - PLANNING & DEVELOPMENT CONT.

Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners	No action in Q1	Overall agreement is in place; draft re-subdivision plan prepared; transfer documents prepared	Further progress awaits the completion of the sewage work	*To publish in Jan 2025*
Registration of land titles and new titles issued to landowners and County	No action in Q1	Awaiting completion of outstanding conditions before plan registered at Land Titles	Awaiting completion of outstanding conditions before plan registered at Land Titles	*To publish in Jan 2025*
Determine legal access for all properties	No action in Q1	No action in Q2	To resolve access upon adoption of survey plan	*To publish in Jan 2025*

Strategy 5.3 Resurvey of Mallaig lots along Railway Avenue

Actions	Q1	Q2	Q3	Q4
Complete resurvey, sell and consolidate lots	No action in Q1	New owners contacted to determine purchase interest; awaiting response.	One owner responded favourably, the 2nd has not responded. The draft survey plan has been prepared. Awaiting final closure approvel from ATEC.	*To publish in Jan 2025*

Strategy 5.4 Determine opportunities to encourage development and reduce red tape

Actions	Q1	Q2	Q3	Q4
Go to RFP for Safety Code Permits - current Agreement expires in March 2024.	Contract awarded to Superior Safety Codes for a 4-year term commencing April 1, 2024	-	-	-
Implement online Development Permit application process through online permitting program. Explore if Safety Code permits can also be completed through this platform. Research options for online Development Permits.	Working with Government Frameworks for online application form	Planning application forms have been edited to allow online submission and processing; form changes reviewed; acceptance and processing procedures being determined	Final edits prepared and submitted	*To publish in Jan 2025*

Q1 ADMINISTRATION - PLANNING & DEVELOPMENT CONT.

Strategy 5.5 Public Planning Education

Actions	Q1	Q2	Q3	Q4
Organize and host a World Town Planning Day event	No action in Q1	No action in Q2	Given weak external interest, event deferred to 2025	*To publish in Jan 2025*
Update information for distribution to the public vs hard copy or via the website	Review potential updates to the Planning and Development section of the County website	Updates to P&D webpage, as well as Permits & Applications, were reviewed, edited, and launched	No action in Q3	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

6. ECONOMIC DEVELOPMENT

Strategy 6.1 Centralized Economic Development within the region

Actions	Q1	Q2	Q3	Q4
Centralized coordination for economic initiatives and programs for the regional municipal partners	Regional efforts to seek funding for housing assessment; transportation planning; assessment of recreation facilities; waterways; economic sustainability	**ACP funding** for region - Recreation (CSP) $200k, Housing (TSP) $295k, Waterways (SVHB) $180k **SCOP funding** for ec. dev. strategic planning and sustainability (CSP) $70k + matching funds **Regional airport** - iART Alliance Partnership monitoring and UAV project; advocacy with Parliamentary Secretary for Economic Corridors and MLA Cyr **Work with ATCO** to access regional data for GIS system **Rural Renewal** - with Portage's CALP to provide newcomer supports	2025 ACP projects identified and submitted: Agricultural Strategy, Regional Waste Study, AIHT staging area development Requested meeting with municipal communications / marketing staff to discuss regional and cross marketing opportunities and messaging. Conduct economic development survey in anticipation of strategic planning in fall.	*To publish in Jan 2025*

Q1 ADMINISTRATION - EC. DEV. CONT.

Support Council with regional perspectives on economic development trends, government priorities, and investment opportunities	Attended or followed Council meetings and happenings; provide information; updates to keep Councils apprised of activity through Committee. Represented partners in discussion with GOA officials (MLA Yao; MLA Getson; MLA Cyr)	Attend or follow Council meetings; provide info and updates; report STEP activities through Committee members; represent regional partners in advocacy and representation; attend NADC roundtable to provide regional perspective on opportunities and barriers.	Continued activities to attend Council meetings and provide updates, monthly reports and STEP meeting minutes	*To publish in Jan 2025*
Develop a centralized source for regional economic development information from municipalities, Alberta Government, educational institutions, and businesses to foster information sharing, reduce duplication, and leverage economics of scale	Monthly reports on engagement with GoA, partners, and other municipalities	Monthly STEP Committee meetings; reporting. Meet regionally with CAOs to discuss regional projects/ACP funding. Centralized economic development website and investment readiness updates.	Continued work on Investment Readiness project and work on redevelopment of website	*To publish in Jan 2025*
Deliver helpful business and workforce development information/ resources to stakeholders	Liaise with Chambers and attend meetings; share resources and information.	Continue to liaise with Chambers and attend meetings; liaise with AB Hub; share resources with relevant stakeholders.	Continue previous activities	*To publish in Jan 2025*
Investment attraction capacity building and marketing across the region	Hosted investor/lenders in region; meet & greet event; completed Ag profiles; continue to build out investment attraction project	Hosted and toured venture capitalist across the region. Liaised with developer on regional opportunities. Prepare and update investment inventory; share with potential partners/investors. Work with AB Hub/consultant on land and buildings project.	Hosted and toured site selector through the region and attended Site Link Conference	*To publish in Jan 2025*

Q1 ADMINISTRATION - EC. DEV. CONT.

Strategy 6.2 Support growth of priority industry sectors

Actions	Q1	Q2	Q3	Q4
Leverage existing industry drivers within the region to increase economic potential across priority sectors: agriculture, energy and tourism	**Agriculture:** Ag./Agrifood work with Portage College; Connect for Food; Open Farm Days; completed Ag profiles; Connect with potential investors on existing facilities; Vertical Grow; Connect business with AB Ag for potential expansion funding **Tourism:** Regional Trail Plan; accommodations study; Arts and Culture strategy; contract winter activities; Lisa Roper Outdoors filming. **Energy:** Meeting with solar company; seek funding for stranded asset project.	**Agriculture:** attend Connect for Food Symposium; work with AB Ag on regional opportunities; support Open Farm Days initiative; support local vertical production. **Tourism:** ACP funding / Master Trail Plan project; NRED funding - Winter Strategy/Westcove and Arts & Culture and Accommodations work; collaborate with Travel Lakeland DMO; Travel Alberta, Economusee and stakeholders; Attend Economusee grand opening of operation in County of St. Paul **Energy:** work with MD of Bonnyville and Strathcona Resources on Stranded Asset project funding; met with solar company; met with energy management company on emissions program and arranged joint council presentation.	**Agriculture:** Submit ACP for Ag Strategy; partner with MD of Bonnyville to submit ACP for Meat Processing Feasibility; contract for leads with consultant; R&D Cassava project; engage with Ag podcaster **Tourism:** ACP submitted on behalf of the Summer Village of Horseshoe Bay for AIHT staging area planning project; follow-up on Westcove; met with entrepreneurs and connected them with DMO and Travel Alberta; Lisa Roper Outdoors filming on North Sask River **Energy:** continue to work with Strathcona Resources and partners toward stranded asset project; met with Windsor Salt CEO; work towards NDAs with municipalities towards energy evaluation project.	*To publish in Jan 2025*
Identify new and emerging economic opportunities to diversify and grow the region (AI/machine learning, film, waste, etc.)	Facilitate municipal membership into iART Alliance (drone network / airport monitoring). Proposal for Indigenous flight training. Support tech event with Science Fair. Support manufacturing event with Canadian Manufacturers and Exporters in the region.	Continue to support manufacturing through meeting with industry, AB Hub and CME with DM JET. Continue to support UAV development. Continue to support aviation opportunities and indigenous flight training proposal.	Continued work to support manufacturing. Meeting with UNBQ for Indigenous Reconciliation - Economic Stream grant submission for Indigenous flight training. Continued work on UAV and airport data collection.	*To publish in Jan 2025*

Q1 ADMINISTRATION - EC. DEV. CONT.

Identify top site selection criteria in relation to priority industries.	Submission to Invest AB on site selection request. Host investor/lender on tour of region and meet and greet.	Work with ATCO to access GIS data; work with AB Hub on land and buildings project; continue work with consultant on STEP website to provide site selection information to potential investors.	Access to ATCO GIS data; request transmission and substation info.	*To publish in Jan 2025*

Strategy 6.3 Position workforce development as a cornerstone of regional economic development

Actions	Q1	Q2	Q3	Q4
Worker Attraction: Brand/promote region to attract workers; Promote high-demand jobs; Support newcomer projects; Support immigration. **Worker Retention:** Youth retention/Ag retention; Identify quality-of-life factors that impact retention and livability. **Worker Development:** Work with stakeholders to identify training needs; Develop partnerships to address training gaps; Highlight and leverage customer service throughout the region.	**Rural Renewal Stream:** working with businesses; AAIP and community supports; connect with Action for Health Communities on extended services into the region; potential Zonal Immigration Partnership and on training workers' rights for newcomers. **Youth:** Support regional Science Fair and Tech symposium toward tech adoption and youth development; Work with Portage College to promote SuperHost program and other programs	Continue to work with partner communities and regional employers to provide Rural Renewal Stream program and work with Portage College CALP to provide regional newcomer supports (both for RRS participants and others). Attend Portage College Community Consultation regarding International Student recruitment and community needs.	Continued Rural Renewal Stream intake and liaise with AAIP on program changes and intake expression of interest. Contracted Portage CALP to deliver additional services under the Newcomer program for all newcomers (not only RRS).	*To publish in Jan 2025*

Strategy 6.4 Support regional economic development through partnerships and advocacy

Actions	Q1	Q2	Q3	Q4
Build partnerships and advocate on behalf of municipalities in- and outside region (i.e. industry, associations / organizations, Indigenous relations, etc.)	Continual work with partners and developing new partnerships and advocacy, including: Portage College, AB Ag, AB Hub, regional municipalities; UNBQ, Chambers, businesses, industry.	Continue advocacy and collaboration with partners: Portage, AB Ag, AB Hub; MD of Bonnyville; Chambers; businesses, industry, First Nations; Travel Lakeland DMO; Travel AB; Economusee; consultants; etc.	Continued advocacy and collaboration	*To publish in Jan 2025*

Q1 ADMINISTRATION - EC. DEV. CONT.

Strategy 6.5 Support the STEP Economic Development Alliance continuation

Actions	Q1	Q2	Q3	Q4
Regionally budget for STEP Economic Development Alliance Economic Development Officer for 5-year period ending December 2027	No action in Q1	Confirmed SCOP funding to support economic development strategic planning and sustainability	Economic Development survey conducted. Ec Dev Strat Planning date for joint council set.	*To publish in Jan 2025*
Review budget for additional staffing and operational budget as required and as the department grows, including funds for grant matching, when necessary	Budget submission for 2024; hired Economic Development Assistant for maternity backfill. Application for funding for continual strategic planning and structure review.	No action in Q2	Budget meeting set	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

7. EMERGENCY MANAGEMENT

Strategy 7.1 Ensure Regional Emergency Management preparedness

Actions	Q1	Q2	Q3	Q4
Ensure the Regional Emergency Management Plan is maintained and updated as needed	Ongoing maintenance, as required	Ongoing maintenance, as required	Ongoing maintenance, as required	*To publish in Jan 2025*
Provide training for staff identified to play a part in the Region's Incident Management Team (IMT)	ICS 200 training completed for those staff needing on March 27-28, 2024	COMPLETED	-	-

Q1 ADMINISTRATION - PLANNING & DEVELOPMENT CONT.

Ensure elected officials have taken the required training as identified in the Local Authorities Emergency Management Regulation (LAEMR).	COMPLETED	-	-	-
Continue to collaborate with Regional Industry Partners to ensure a mutual understanding of each other's capabilities	Ongoing communication and collaboration with industry partners	Met with representatives of Caltex Trilogy and CNRL to discuss ERP's	Ongoing communication and collaboration with industry partners	*To publish in Jan 2025*

Strategy 7.2 Increase public awareness and education on public participation

Actions	Q1	Q2	Q3	Q4
Communicate and educate public to improve community readiness	No action in Q1	Social media posts	Public information for Open House and burn permit requirements	*To publish in Jan 2025*
Communicate and educate public to improve community readiness	No action in Q1	Province-wide testing of AEA	No action in Q3	*To publish in Jan 2025*

2024 Q1 UPDATES - ADMINISTRATION

8. OCCUPATIONAL HEALTH & SAFETY

Strategy 8.1 Continuous improvement of Safety Management System

Actions	Q1	Q2	Q3	Q4
Review existing County OHS policies	No action in Q1	Regional OHS Policy reviewed	No action in Q3	*To publish in Jan 2025*
Refine and amend County OHS policies into Regional Safety Management System (RSMS) Structure.	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Q1 ADMINISTRATION - OH&S CONT.

Strategy 8.2 Continued access and use of the Regional Safety Management System

Actions	Q1	Q2	Q3	Q4
Development training and support materials as required	Created new certificate for the Crusher School Training	Ongoing	Ongoing	*To publish in Jan 2025*

Ongoing actions for 8.2 include:

- Continue to use and promote Workhub as the Region's web-based safety management system
- Orientate new staff to use WorkHub
- Ensure new hires complete all Workhub requirements during their orientation prior to commencing work

Strategy 8.3 Establish enhanced OH&S training standards and tracking

Actions	Q1	Q2	Q3	Q4
Review and update the current OHS orientation presentation as required	N/A	Added the Reverse Parking Procedure	No action in Q3	*To publish in Jan 2025*
Facilitate refresher training for Supervisor Drug and Alcohol Awareness	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Coordinate audio-metric testing and earplug fit testing every two years for employees exposed to high noise levels	Booking for May 2024	COMPLETED	-	-
Coordinate Psychology First Aid for any staff who are interested in taking it	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*

Ongoing actions for 8.3 include:

- Establish virtual self-paced OHS training courses for all regional positions
- Continued monitoring of all regional training standards and renewals.

Strategy 8.4 Establish system for the assurance of competency assessment

Actions	Q1	Q2	Q3	Q4
Review existing competency assessment components of various municipal departments	To discuss in Q2	Decided to stick with the current competency form we have	Met with Rock Solid Equipment to see what they have to offer. Still deciding on course of action.	*To publish in Jan 2025*

Q1 ADMINISTRATION - OH&S CONT.

Establish procedure for competency assessment (in house or contracted)	To dicuss in Q2	Will be conducting in-house assessments with multiple sign-offs	Met with Rock Solid Equipment to see what they have to offer. Sticking to course of action.	*To publish in Jan 2025*
Establish web-based assurance and filing of competency assessments	Capability in Workhub for competency	Capability in WorkHub to file assessments	Capability in WorkHub to file assessments	*To publish in Jan 2025*
Identify tasks and positions requiring development of competency assessments	All equipment operators and related tasks	All equipment operators and related tasks	All equipment operators and related tasks	*To publish in Jan 2025*
Establish timeline for competency assessment review	To discuss in Q2	No timeline set as of yet	No timeline set as of yet	*To publish in Jan 2025*

Strategy 8.5 Continued use of enhanced system for the collection and completion of incident reports/ analysis along with corrective action tracking

Actions	Q1	Q2	Q3	Q4
Continue incident cost tracking reporting	- $4295.00 total in Q1	Still awaiting cost from a June incident	Ongoing, still awaiting cost from Q3	*To publish in Jan 2025*

Ongoing actions for 8.5 include:

- Continued use of web-based incident investigation process for completion of incident analysis
- Monthly monitoring of supervised centered corrective action system for inspection and incident corrective actions
- Hold post incident meetings with employee(s) involved and their supervisor to discuss root cause and corrective actions to promote accountability

Strategy 8.6 Identify and implement efficiencies relative to administration of regional safety management system

Actions	Q1	Q2	Q3	Q4
Maintain web-based system for collection, storing and tracking of safety management forms (inspections, incidents, meetings, training)	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 ADMINISTRATION - OH&S CONT.

Find alternatives to hard copy reports for submitting Field Level Risk Assessments and Daily Tailgate Meetings. Explore using the Government Frameworks FARMER solution	Sent Daily Tailgate and FLRA forms for Government Frameworks to work on	No action in Q2	No action in Q3	*To publish in Jan 2025*
Upload SOP's policies and positional hazard assessment in 'other forms' section of Workhub to ensure all employees have access to them when needed	Policies all uploaded. Updating all SOP's and uploading to Workhub as they are updated.	SOP's updated	-	-

Strategy 8.7 Ensure Contractor Compliance to Safety Program

All Actions for Strategy 8.7 are ongoing:

- Supervisors to inform OHS Department of contractors who will be performing work for the County or working on County property
- OHS Department certifies Contractors' Safety Program along with WCH Clearance or provide necessary orientation prior to the commencement of work.

2024 Q1 UPDATES - COMMUNITY SERVICES

1. PARKS & REC

Strategy 1.1 Increase usage of our parks, campgrounds and recreation facilities

Actions	Q1	Q2	Q3	Q4
Increase public awareness of our parks through promotions, marketing, social media, and events	Booth space purchased with an assigned representative to attend three (3) trade shows.	Ongoing through website and social media	Council approved participation in three (3) trade shows for 2025	*To publish in Jan 2025*
Review our rates and assess how they can be more flexible	Deferred to Q4	Deferred to Q4	Deferred to Q4	*To publish in Jan 2025*
Promote online reservation system opening on March 1, 2024	Advertised on website and social media. Phone inquiries directed to camp reservations website.	Advertised on website and social media. Phone inquiries directed to camp reservations website.	Advertised on website and social media. Phone inquiries directed to camp reservations website.	*To publish in Jan 2025*
Participate in Parks and Recreation related associations and organizations to remain informed of current and future trends	Ongoing as possible	Ongoing as possible	Ongoing as possible	*To publish in Jan 2025*
Utilize data collected on Camp Reservations to better understand our clientele and assess where to focus advertising opportunities	Ongoing with Economic Development Officer (EDO) assistance	Ongoing with Economic Development Officer (EDO) assistance	Ongoing with Economic Development Officer (EDO) assistance	*To publish in Jan 2025*
Consider the recommendations of the Regional Tourism Opportunity Identification & Destination Development Strategy	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - PARKS CONT.

Strategy 1.2 Maintain, streamline, and upgrade parks and recreation facilities and operations

Actions	Q1	Q2	Q3	Q4
Maintain and improve boat launches (consider construction and installation of one boat launch per year)	Floatingstone boat launch replacement budgeted for	Floatingstone boat launch replacement budgeted for	Floatingstone boat launch under construction. 5-year plan for community launches being discussed.	*To publish in Jan 2025*
Continue to work with Alberta Environment and Parks on approval to perform regular routine maintenance at County boat launches	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Perform annual inspections of playground equipment and maintain/replace as necessary	Deferred to Q2	Tentatively scheduled for Q3	COMPLETE	-
Perform an annual facility assessment to assist in future planning for major upgrades or repairs	Deferred, either to Q3 or Q4	Deferred, either to Q3 or Q4	Deferred to Q4	*To publish in Jan 2025*
Perform preventative maintenance as identified and in a timely fashion	Deferred to Q2 when Parks Foreman is back	Ongoing - shower house upgrade at Floatingstone complete	Ongoing	*To publish in Jan 2025*
Research amenities that draw in campers prior to replacing end-of-life facilities	Contact made with vendor for geodomes	Contact made with vendor for geodomes	Contact made with vendor for geodomes	*To publish in Jan 2025*
Explore funding opportunities to purchase rubber mats for Floatingstone (improve beach/boat launch access for those with disabilities)	CFEP grant denied, will reapply	Ongoing	Ongoing	*To publish in Jan 2025*
Explore playground equipment for children with disabilities	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - PARKS CONT.

Strategy 1.3 Review Parks and Recreation Operations

Actions	Q1	Q2	Q3	Q4
Employ a seasonal Parks Foreman and a minimum of two seasonal parks labourers	Foreman and one seasonal returning. To hire one more seasonal.	3 seasonal staff, foreman vacant	3 seasonal staff, foreman vacant	*To publish in Jan 2025*
Parks Foreman to have Pool Operator Level I Water Systems Certification for splash park, playground installation/ inspection certification, and relevant safety training for leading a small team.	Playground course not available prior to camping season. Playground assessments will be completed by other employee with training.	To reassess	To reassess	*To publish in Jan 2025*
Complete an Emergency Response and Safety exercise	Deferred, either to Q2 or Q3	Deferred, either to Q2 or Q3	Did not complete in the season	-
Work with local RCMP Detachment to provide a police presence at the campgrounds during the summer open season	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Implement project costing of parks equipment repairs and maintenance to better assess the quality and reliability of the equipment in service, collecting data for evidence-based decision-making on future capital needs	Process for tracking equipment repairs and maintenance ready to be implemented.	Process for tracking equipment repairs and maintenance ready to be implemented	Process for tracking equipment repairs and maintenance ready to be implemented	*To publish in Jan 2025*
Consider removing the user fee for the Westcove Spray Park	Fee removed from Fee Schedule in 2024. COMPLETE.	-	-	-

Q1 COMMUNITY SERVICES - PARKS CONT.

Explore alternative service delivery options at campgrounds such as: 24/7 caretakers vs day only; locking the gates vs not locking; shower use for non-campers vs only registered campers; firewood sales to non campers vs only registered campers; allowing mobile businesses to set up at parks (e.g. food trucks)	Initial assessment showed employing adequate seasonal staff to provide a comparable level of service was more expensive than the current model. Will need to discuss level of service expectations further with Council.	In discussions with Alberta Tourism and will assess alternative service delivery models	In discussions with Alberta Tourism and will assess alternative service delivery models	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

2. WASTE MANAGEMENT

Strategy 2.1 Increase recyclable segregation options

Actions	Q1	Q2	Q3	Q4
Pre-register for provincial Extended Producer Responsibility program - to obtain information on next steps and options available	Completed through Evergreen - waiting on next steps	Ongoing	Master service agreement and compensation proposal being reviewed	*To publish in Jan 2025*
Explore options to reduce volume of Ag Plastics in Class III Cells	ASB is exploring recycling initiatives	ASB is exploring recycling initiatives	ASB is exploring recycling initiatives	*To publish in Jan 2025*
Divert mattresses to be shredded or recycled (consider including bulky furniture)	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - WASTE CONT.

Research alternative methods of dealing with cardboard to reduce stockpiling materials in Town of St. Paul Transfer Station.	Cost estimate for a contractor hauling cardboard obtained	Continuing existing program; awaiting information from EPR program to assess how this may change in the future	Continuing existing program; awaiting information from EPR program to assess how this may change in the future	*To publish in Jan 2025*

Strategy 2.2 Public awareness about waste management

Actions	Q1	Q2	Q3	Q4
Consider a customer satisfaction survey	Deferred, either to Q2 or Q3	Deferred, either to Q2 or Q3	Deferred to 2025	*To publish in Jan 2025*
Utilize website and social media to promote proper disposal and diversion/ recycling initiatives	Ongoing. Review website's 'Waste Management' page to review updates needed	Ongoing. 'Waste Management' page reviewed and redesigned. More updates to come.	Ongoing	*To publish in Jan 2025*
Review bin rental policy to determine if renting bins in Town of St. Paul and Town of Elk Point is appropriate	Deferred until after an RFQ for contracting out results can be evaluated	Deferred until contract for bin hauling is complete	Deferred until contract for bin hauling is complete	*To publish in Jan 2025*
Improve signage at sites	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Participate in and promote Spring Clean-up program during May to remove Freon from air conditioning units, dehumidifiers, freezers, fridges, and water coolers	Approval from Council obtained	Complete - 65 Freon containing units collected.	-	-
Assess feasibility of using not-for-profit organizations to help with fugitive waste collections at Transfer Stations	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Promote school group tours of Transfer Stations	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - WASTE CONT.

Hire additional seasonal bin site attendants to rotate through more public bin sites and educate and prevent improper disposal.	Program cancelled for 2024	-	-	-
Consider process to round up Ag. Plastics with Evergreen/ CleanFarms	ASB is exploring recycling initiatives	ASB is exploring recycling initiatives	ASB exploring recycling initiative - contact made with Clean Farms to seek additional information	*To publish in Jan 2025*

Strategy 2.3 Maintain, streamline, and upgrade Waste Management facilities, equipment, and operations

Actions	Q1	Q2	Q3	Q4
Review Transfer Station operating days and hours to ensure they accommodate the public needs. Change St. Edouard hours of operation	St. Eduard hours changed to include Tuesdays year-round	Ongoing	Ongoing	*To publish in Jan 2025*
Annual capital contribution for waste management vehicles to be set up in reserves	Ongoing	Ongoing - amount required will be reduced if we no longer need front load trucks	Ongoing - amount required will be reduced if we no longer need front load trucks	*To publish in Jan 2025*
Continue to hold bi-annual training workshops for Transfer Station staff and regional municipalities	Spring meeting to be held in Q2	Spring meeting complete	Looking to schedule a fall meeting	*To publish in Jan 2025*
Assess the feasibility of refurbishing bins vs replacing and develop a replacement strategy for aging bins	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Assess alternative means of servicing bin sites to combat increasing capital cost of equipment	RFQ will go out in Q2	RFQ results presented to Council - motion to pursue and agreement with lowest bidder	Contract negotiations underway	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - WASTE CONT.

Assess the feasibility of Hauling Class III materials directly to Evergreen Regional Landfill	Deferred, either to Q2 or Q3	Deferred, either to Q2 or Q3	Ongoing	*To publish in Jan 2025*
Adjust private bin rental rates to recover costs through user fees	Rates increased in Fee Schedule - COMPLETE	-	-	-
Utilize drone technology to assess the utilization of airspace at Class III landfills	In discussion with Portage College	In discussion with Portage College	Quotes being sought	*To publish in Jan 2025*
Continue to assess options for metal recycling and self-haul vs contractors	Ongoing	ongoing - Evergreen has had several proposals from service providers that are worth considering	Ongoing - not enough material to bring in a contractor. Collecting to get back on Evergreen	*To publish in Jan 2025*
Reduce handling materials and assess transfer station sites to determine if more bins can be placed on the ramp area to allow for more materials to be put in bins by residents as opposed to being loaded by staff afterwards	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Implement project costing of waste management equipment repairs and maintenance, as well as activities, to better assess the quality and reliability of the equipment and services and enable the collection of data for evidence-based decision making on future capital needs	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

3. AGRICULTURE SERVICES

Strategy 3.1 Build public awareness about Agricultural Services

Actions	Q1	Q2	Q3	Q4
Utilize social media and County website to promote programs and services	ASB discussing strategy and content	ASB discussing strategy and content - strategic planning scheduled for August meeting	Ongoing	*To publish in Jan 2025*
Agricultural Fieldman to present a summary of Agricultural Service Board (ASB) activities to Council annually	Deferred to Q2	Deferred	Deferred	*To publish in Jan 2025*
County Administration and Council to direct agriculturally-related groups to communicate directly with ASB	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
ASB to develop annual bursary to mirror AAAF bursary to assist local students attending post secondary school in an agriculturally-related field (university or trades)	ASB to discuss	ASB to discuss at budget	ASB would like to see 3 bursaries through Council and 1 to be given out through the ASB	*To publish in Jan 2025*
Donate prizes and ASB member to attend 4-H Achievement day to present awards	ASB to discuss	ASB to discuss at budget	ASB determined not a priority	*To publish in Jan 2025*
Establish a local Farm Family of the Year Award using BMO Farm Family of the Year	ASB to discuss	ASB to discuss at budget	ASB to discuss at budget	*To publish in Jan 2025*
Discuss ASB Board structure/membership (see 3.2 Weed Control Act).	COMPLETE	-	-	-

Q1 COMMUNITY SERVICES - AG. CONT.

Pursue informal partnership with Portage Collage to utilize Environmental Technologist program educators for soil, water, and plant expertise and potential seasonal staff undertaking community-based learning	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Utilize social media and County website to promote Lakeland Agricultural Research Association (LARA) initiatives and newsletter	Sharing as info is noted or received	Sharing as info is noted or received	Sharing as info is noted or received	*To publish in Jan 2025*
Utilize Alberta Invasive Species Council resources (educate public on noxious and prohibited weeds)	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue with clubroot education, surveying and notifications	Will be completed in Q3	Will be completed in Q3	COMPLETE	-
Engage local media with positive local agricultural stories	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Promote pest control products to be purchased at retailers rather than County	Ongoing	ongoing - ASB direction to have staff sell gopher poison	Staff working to become certified	*To publish in Jan 2025*

Strategy 3.2 Maintain and improve programs for Agricultural Service Board

Actions	Q1	Q2	Q3	Q4
Employ a full-time Agricultural Fieldman	COMPLETE	Departure of Fieldman. Administration is reassessing needs of department	Since departure of Fieldman, Administration is reassessing needs of department	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - AG. CONT.

Ag Fieldman and Manager to attend Association of Alberta Agricultural Fieldmen (AAAF) In Service Training and regional and provincial ASB Conferences to stay informed on emerging issues and new programs	COMPLETE	Budgeted for in 2024	To be held in Edmonton, December 3-5	*To publish in Jan 2025*
50% of ASB members to attend regional and provincial ASB Conference	Provincial conference attended	No action in Q2	Regional conference scheduled for October 25	*To publish in Jan 2025*
ASB to meet at least six (6) times per year to evaluate programs and policy	Ongoing	Two meetings to date	Three meetings to date	*To publish in Jan 2025*
Council to appoint all seasonal staff as pest/weed inspections upon their hire	Deferred to Q2	COMPLETE	-	-
Utilize GIS technology to implement a formal weed inspection program	Funds budgeted for - awaiting final budget approval	Ongoing - on hold due to lack of staff	Ongoing - on hold due to lack of staff	*To publish in Jan 2025*
Utilize GIS technology to track roadside spraying and use that information to assess effectiveness of program	Funds budgeted for - awaiting final budget approval	Ongoing - on hold due to lack of staff	Ongoing - spray truck software to be installed this fall	*To publish in Jan 2025*
Appoint a Weed Control Act Appeal Committee that is independent of the ASB [section 19(1)]	COMPLETE	-	-	-
Ensure ASB is aware of its role as the Soil Conservation Act Appeal Committee	Ongoing	Ongoing	COMPLETE	-

Q1 COMMUNITY SERVICES - AG. CONT.

Appoint an Agricultural Pest Act Appeal Committee that will be in effect from January 1 to December 31 of each year	COMPLETE	-	-	-
Ensure budget is available for Beaver Reduction Program	COMPLETE	Program will run in fall of 2024	Fall program underway	*To publish in Jan 2025*
Ensure budget, staff, and equipment are available to assist County Bylaw Enforcement Officer with the Dog Control Bylaw	COMPLETE	Re-evaluating due to Ag Fieldman vacancy and Bylaw Officer vacancy	Re-evaluating due to Ag Fieldman vacancy and Bylaw Officer vacancy	-
Tender out roadside mowing for a two-year period. Roads to be mowed based on road classifications.	AWARDED	-	-	-
Consider seeding and spraying programs with Public Works Road projects and black sloping program / vegetation maintenance	Ongoing	Further discussions required on timing due to herbicide currently being used not being registered for use on new grass	Further discussions required on timing due to herbicide currently being used not being registered for use on new grass	*To publish in Jan 2025*
Explore Wild Boar control in the County	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Explore options for the control of Richardson Ground Squirrels	Ongoing	Poison applicators purchased	Ongoing	-
Consider tendering out roadside spraying	Tender complete - ASB to discuss further	Tender complete - ASB to discuss further at budget	Tender complete - ASB to discuss further at budget	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - AG. CONT.

Strategy 3.3 Maintain equipment and facilities

Actions	Q1	Q2	Q3	Q4
Implement project costing of Ag Services equipment repairs and maintenance, as well as services, to better assess the quality and reliability of the equipment and services and enable the collection of data for evidence-based decision making on future levels of service and capital needs	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

4. FIRE SERVICES

Strategy 4.1 Maintain equipment and facilities

Actions	Q1	Q2	Q3	Q4
Fund annual service/supply operations for Ashmont, Mallaig, Elk Point, and St. Paul Fire Departments	Funds budgeted for	-	-	-
Complete annual building and safety inspections of the fire halls	Deferred , either to Q3 or Q4	Deferred , either to Q3 or Q4	Deferred to Q4	*To publish in Jan 2025*
Determine appropriate annual reserve capital contribution for fire equipment replacement based on equipment replacement schedule	Budgeted for - COMPLETE	-	-	-

Q1 COMMUNITY SERVICES - FIRE CONT.

Establish a realistic equipment replacement schedule with a focus on replacement prior to major repairs	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Determine an order in which to replace the three pumpers (Mallaig, Elk Point and St. Paul) in the next three years	Three (3) trucks ordered - COMPLETE	-	-	-
Ensure budget is available and expectations are clear that trucks are to be pump tested annually	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Implement project costing of fire equipment repairs and maintenance to better assess the quality and reliability of the equipment in service and enable the collection of data for evidence-based decision making on future equipment replacement	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Strategy 4.2 Attract and retain volunteer fire fighters.

Actions	Q1	Q2	Q3	Q4
Hold appreciation / recruiting event at each Firehall	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Provide Admin support to help Fire Dep'ts when recruiting	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Explore fundraising event with regional departments	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - FIRE CONT.

Strategy 4.3 Share common strategies for policies, procedures and operations between departments

Actions	Q1	Q2	Q3	Q4
Share policies and procedures through the St. Paul Regional Deputy Fire Chief	Ongoing - Spring Joint Chief's meeting held	Ongoing	Ongoing	*To publish in Jan 2025*
Standardize training and reporting	Ongoing - Deputy Chief Thompson looking after	Ongoing - Deputy Chief Thompson looking after	Ongoing - Deputy Chief Thompson looking after	*To publish in Jan 2025*
Continue to offer regional training coordinated by the St. Paul Regional Deputy Fire Chief	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Hold semi-annual regional Fire Chiefs meeting	1st meeting held	Planning on a second meeting for the fall	Planning on a second meeting for the fall	*To publish in Jan 2025*

Strategy 4.4 Engage residents in fire safety information and programs

Actions	Q1	Q2	Q3	Q4
Engage and educate residents in Fire Smart program, Fire Smart Home Inspections, and Fire Prevention Week	Fire Smart demo project at Floatingstone suggested for Q2	Demo project complete	-	-
Provide information to the public on fire call response fees, responsibilities within the Fire Bylaw, and best practices for burning guidelines	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Support Fire Departments when participating in community events	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - FIRE CONT.

Strategy 4.5 Maintain and consider new opportunities for regional collaboration with our neighbors

Actions	Q1	Q2	Q3	Q4
Review and update Mutual Aid Agreements and Fire Protection Services Agreements with rural and urban neighbours	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Explore agreement with Goodfish Lake	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Pursue agreement with Saddle Lake	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

5. BYLAW ENFORCEMENT

Strategy 5.1 Effective and efficient Bylaw Enforcement

Actions	Q1	Q2	Q3	Q4
Continue to contract Bylaw Enforcement Officer Services	Services continuing	Services continuing	Officer resigned - looking to combine parks foreman and bylaw into one role	*To publish in Jan 2025*
3-year contract until December 2026	Contract in place	Contract in place	Contract ended with resignation	*To publish in Jan 2025*
Budget to be based off 3-year average.	Budgeted for	Budgeted for	To assess with potential new position	*To publish in Jan 2025*
Conduct regular patrols, prioritizing areas with high frequency complaints	Ongoing - expecting to be busier in the summer	Ongoing	No staff to conduct patrols	*To publish in Jan 2025*
Address and resolve received complaints in a timely manner	Ongoing	Ongoing	Issues triaged and handled as best as possible	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - BYLAW CONT.

Oversee designated Reserve Lands and manage encroachments when identified	Ongoing	Ongoing	Issues triaged and handled as best as possible	*To publish in Jan 2025*

Strategy 5.2 Engage and Educate the Community

Actions	Q1	Q2	Q3	Q4
Continue to collaborate with community leaders and local associations to gather feedback on bylaw-related concerns and challenges, ensuring community needs are addressed effectively (consider Bylaw Enforcement Officer attending Block Parties to promote bylaws)	Ongoing	Ongoing	On hold	*To publish in Jan 2025*
Continue to directly forward and distribute bylaw information to areas with a high volume of complaints, ensuring residents are well-informed and aware of standards and potential consequences	Ongoing	Ongoing	On hold	*To publish in Jan 2025*
Consider community workshops and information sessions in high complaint areas to directly address concerns, educate residents and promote adherence to bylaws	Ongoing	Ongoing	On hold	*To publish in Jan 2025*
Share Bylaw Report in Director's Report in open Council to demonstrate transparency and show efforts being made	Director’s report shared in the Public Works meetings	Director’s report shared in the Public Works meetings	On hold	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - BYLAW CONT.

Strategy 5.3 Continuous Improvement in Bylaw Enforcement

Actions	Q1	Q2	Q3	Q4
Regularly review and update bylaw regulations to ensure they align with current community needs and challenges	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Undertake cont. education and professional development to ensure updated knowledge on bylaw regulations, enforcement techniques, and best practices, guaranteeing the most effective and informed enforcement for the community	Funds provided in agreement for professional development	Funds provided in agreement for professional development	On hold	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

6. CEMETERIES

Strategy 6.1 Maintain County-owned Cemeteries

Actions	Q1	Q2	Q3	Q4
Complete annual inspections	Deferred, either to Q2 or Q3	Deferred, either to Q2 or Q3	Ongoing	*To publish in Jan 2025*
Perform annual vegetation management	Seasonal staff to be hired in Q2	Ongoing	COMPLETE	-
Upgrade infrastructure as required.	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Purchase 'Rules and Regulations' signs	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
New sign for Holy Eucharist Cemetery	Ongoing	Underway	COMPLETE	-

Q1 COMMUNITY SERVICES - CEMETERIES CONT.

Strategy 6.2 Maintain and Update Records Management

Actions	Q1	Q2	Q3	Q4
Update Plot maps	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Update records into County Software System	On hold due to upcoming financial software upgrade	On hold due to upcoming financial software upgrade	On hold due to upcoming financial software upgrade	*To publish in Jan 2025*
Plot cemetery locations with headstones identified into County's Web Map or other programs if deemed acceptable	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Transfer title of non-owned County managed cemeteries into County's name	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Strategy 6.3 Assist privately-owned cemeteries within the County

Actions	Q1	Q2	Q3	Q4
Consider grant funding upon request	Funds budgeted for - awaiting final budget approval	Funds budgeted for - no requests received	Funds budgeted for - no requests received	*To publish in Jan 2025*
Offer Administrative support for records management	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Plot sites into County's Web Map	As requested	As requested	As requested	*To publish in Jan 2025*
Improve access road into St. Williams Cemetery NW 36-55-10-W4	Deferred, either to Q3 or Q4	Deferred, either to Q3 or Q4	Deferred to Q4	*To publish in Jan 2025*
Enter into a Memorandum of Understanding with the Town of St. Paul regarding Union Cemetery	Discussions ongoing	Discussions ongoing - with upcoming software upgrade, it may change our ability to assist	Discussions ongoing - with upcoming software upgrade, it may change our ability to assist	*To publish in Jan 2025*

2024 Q1 UPDATES - COMMUNITY SERVICES

7. REGIONAL FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Strategy 7.1 Support funding for Regional Family & Community Support Services

Actions	Q1	Q2	Q3	Q4
Provide funding to the Town of St. Paul for the Regional FCSS program	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Provide $30,000 to the Family Social Liaison Worker (FSLW) program	Budgeted for	Budgeted for	Budgeted for	*To publish in Jan 2025*
Appoint a Council member and alternate as well as County members-at-large to the FCSS Board	COMPLETE	-	-	-
Budget to send County Board Members to provincial conferences	COMPLETE	-	-	-

Strategy 7.2 Reporting

Actions	Q1	Q2	Q3	Q4
Support completion of the Annual Report, as required by the province	Deferred to Q4	Deferred to Q4	Deferred to Q4	*To publish in Jan 2025*

Strategy 7.3 Report of programming within the County completed by Regional FCSS

Actions	Q1	Q2	Q3	Q4
Review minutes of FCSS Board meetings	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 COMMUNITY SERVICES - FCSS CONT.

County Council Board member reports on activities at Council meetings	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
FCSS Manager's report included in Public Works meeting as separate report	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*

Strategy 7.4 Provide support, information and programming for residents

Actions	Q1	Q2	Q3	Q4
Support and promote the Volunteer Income Tax program	Will be completed in Q2	COMPLETE	-	-
Support and promote Elk Point Community Information Night and the St. Paul Community Information Night	Ongoing - dates to be determined	Community Awareness Nights booked for September	COMPLETE	-
Support and promote Volunteer Appreciation Week activities	Will be completed in Q2	COMPLETE	-	-
Support and promote Women in Agriculture Coffee Break event	Ongoing - dates to be determined	Ongoing	Complete - also participated in "Feed a Farmer" outreach program	*To publish in Jan 2025*
Support and promote First Responder partners support and connection events	Ongoing - dates to be determined	Ongoing	Ongoing	*To publish in Jan 2025*

These Actions for Strategy 7.4 are ongoing:

- Utilize social media and County website to promote events
- Support and promote the 'Meals on Wheels' program. Volunteers deliver the meals
- Support and promote the 'Welcome Baby' program. Administer and implement changes as required throughout the year
- Support and promote the 'Tot Time' program throughout the year
- Provide the 'Care Kits' when requested
- Support and promote the 'Home Alone' program on a cost recovery basis
- Support and promote the 'Baby Sitting' course on a cost recovery basis
- Support and promote Community Counseling program throughout the year

Q1 COMMUNITY SERVICES - FCSS CONT.

Strategy 7.5 Provide summer programming throughout the region

Actions	Q1	Q2	Q3	Q4
Support and promote community connection events in the region	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Support and promote Camp Sunshine	Ongoing	Ongoing	COMPLETE	-
Support and promote Summer Camps	Ongoing	Ongoing	COMPLETE	-
Support and promote Block Parties in the County	Ongoing	Ongoing	COMPLETE	-

Strategy 7.6 Recognize Volunteers

Actions	Q1	Q2	Q3	Q4
Support and promote Volunteer Appreciation during Volunteer Week	Will be completed in Q2	COMPLETE	-	-

Strategy 7.7 Increase Youth Support

Actions	Q1	Q2	Q3	Q4
Promote life and resiliency skills with after school programming at the youth drop-in centre - to be tried in St. Paul first	Ongoing	Hours adjusted from school year months to summer months	Ongoing - hosting in Ashmont as well	*To publish in Jan 2025*

2024 Q1 UPDATES - PUBLIC WORKS

1. TRANSPORTATION

Strategy 1.1 Ensure safe road infrastructure for public

Actions	Q1	Q2	Q3	Q4
Continue to improve our Maintenance Program	Working to ensure that proper maintenance standards and quality are being completed.	Ongoing process	Ongoing process	*To publish in Jan 2025*
Continue with our Road Construction program and utilize the road condition assessment program to ensure priority roads are being identified	Ongoing process to prioritize and ensure that detailed reports and field work are being completed to present to Council for consideration	Ongoing, road construction has begun and moving forward	Ongoing, many projects complete and still going. Road assessments are being completed	*To publish in Jan 2025*
Continue monthly reporting to Council	Ongoing at the Public Works meetings	Ongoing at the Public Works meetings	Ongoing at the Public Works meetings	*To publish in Jan 2025*
Continue applications for grants to improve County infrastructure	Continuing internal processes to capture funding that may be available	Ongoing process	Ongoing, working with WSP to ensure STIP funding for bridges is applied for	*To publish in Jan 2025*
Continue to improve service for winter maintenance and blading services	Continuing to implement the snow flag program. Identified areas of improvement have been implemented	Ongoing	Ongoing, flags are available for purchase as of mid-September	*To publish in Jan 2025*
Continue to produce high quality aggregate for road maintenance and construction	No crushing in Q1. Crusher maintenance completed in Q1.	Crusher has been set and operating	Crusher has been active throughout Q2 and Q3	*To publish in Jan 2025*
Continue current tender process to ensure the best price is gathered for cold mix production	Completed the tender in March, with a plan to award in April 2024.	Tender awarded to Grynn Contracting for the 2024 season. Mixing began end of May	Grynn Contracting has been going good this summer and finished in Q3	-
Continue to execute and improve the new Snow Flag Policy for 2023/24	Ongoing in Q1	Ongoing in Q2	Ongoing in Q3	*To publish in Jan 2025*

Q1 PUBLIC WORKS - TRANSPORTATION CONT.

Continue to work with industry partners to offset road maintenance and new construction. Expand number of industry partners	Ongoing conversations with industry are being held where applicable	Talks are ongoing, meeting held with CNRL and the oil committee on April 26 to talk about upcoming projects	Ongoing process, Oil Committee will be meeting in November to discuss how the summer went and what we will be doing next year	*To publish in Jan 2025*
Continue to maintain and replace Bridge files, as required	STIP funding awarded for the replacement of the bridge collapse. Continuing to apply for any emergency bridge files we encounter.	Will be applying for further STIP funding in Q3 to further funding on other projects	Projects for STIP funding have been sent to WSP for submission in Q3	*To publish in Jan 2025*

Strategy 1.2 Improve communications with residents about Public Works

Actions	Q1	Q2	Q3	Q4
Continue to use concern/complaint tracking system that creates work orders	No action in Q1	No action in Q2	No action in Q3	*To publish in Jan 2025*
Continue to be proactive in providing advance notice of road work to residents via Social Media, website and road signage	As information is provided, communicated through social media and website	Ongoing in Q2	Ongoing in Q3	*To publish in Jan 2025*
Communicate about winter maintenance and brushing scopes of work	No action in Q1	Ongoing in Q2	Ongoing in Q3	*To publish in Jan 2025*
Continue to utilize GIS to its fullest extent and share our construction, oiling, road gravelling, dust control, mowing, and spraying scopes with our clients and residents through our website	Council has been provided with maps to show the plans for future construction, oiling, brushing, mowing, and spraying	Communication was ongoing in Q2. Updates to the 5-year plan ongoing.	5-year Plan now complete in Q3 and will be used for budget purposes	*To publish in Jan 2025*

Q1 PUBLIC WORKS - TRANSPORTATION CONT.

Strategy 1.3 Improve the Aggregate Management Program

Actions	Q1	Q2	Q3	Q4
Continue with the Aggregate Cap Levy	Gathering and reporting Q1 updates for Council and Cap Levy committee for Q1 review	Ongoing in Q2. Contractors have until end of July to submit, then we will review/communicate.	Ongoing in Q3	*To publish in Jan 2025*
Review Aggregate Pit Status and reclamation	Ongoing with review and reclaiming pits as scheduled	Ongoing	Ongoing in Q3	*To publish in Jan 2025*
Review and amend the planning and development permitting for active pits and new pit registrations	Ongoing	Ongoing	Ongoing in Q3	*To publish in Jan 2025*
Continue to administer quarterly reporting structure on producing pits	Ongoing	Ongoing	Ongoing in Q3	*To publish in Jan 2025*
Continue to explore for new gravel sources and testing	Ongoing search for sources in the north portion of the County	Ongoing	No action in Q3	*To publish in Jan 2025*

Strategy 1.4 Leverage the Gravel Sales Program

Actions	Q1	Q2	Q3	Q4
Continue Aggregate Private Sales Program.	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue with private gravel sales of $18/T	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Explore intergovernmental gravel sale opportunities	Searching for different options	Ongoing	Ongoing	*To publish in Jan 2025*

Strategy 1.5 Maintain Equipment & Facilities

Actions	Q1	Q2	Q3	Q4
Reduce costs towards repairs of equipment and facilities	Ongoing	Ongoing, ensuring proper decisions and repairs are being completed on aging equipment	Ongoing	*To publish in Jan 2025*

Q1 PUBLIC WORKS - TRANSPORTATION CONT.

Utilize Asset Management for building/preventative maintenance of equipment	Ongoing	Ongoing process, will be working closer in Q3 to ensure that equipment is being prioritized for replacement	Continuing to work close with Shop Manager to ensure we are targeting needs over wants	*To publish in Jan 2025*
Minimize equipment that is outside of warranty when possible	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Ensure efficient utilization of equipment and assets	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue to explore all options to maximize resale of all equipment	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue with a high level of maintenance by all operators and mechanics	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Leverage the Energy Management Program to efficiently operate our facilities	Ongoing watch for any funding opportunities towards operation of our facilities	Ongoing	No action in Q3	*To publish in Jan 2025*
Consider allocating facility management to staff members' job duties to ensure all building facilities are maintained properly	ongoing, hoping to have a staff member allocated towards this in Q2	Position created to help monitor and assist with required maintenance and repairs	Position created in Q3, falls under Maintenance & Asset Management Supervisor	*To publish in Jan 2025*

2024 Q1 UPDATES - PUBLIC WORKS

2. UTILITIES

Strategy 2.1 Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines - LAM Project

Actions	Q1	Q2	Q3	Q4
Continue the maintenance of transmission and distribution lines	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Implement new Utility Rates effective January 1, 2024	New rates implemented with notice provided to ratepayers - COMPLETE	-	-	-
Track water line breaks on GIS	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Continue to work on LAM Infrastructure Replacement Phasing in Program by: 1) Complete design of Lottie Lake Water distribution system; 2) Complete facility upgrades at Ashmont and Mallaig; 3) Consider budget for design of water distribution and wastewater collection systems in Ashmont and Mallaig 4) Communication / engagement strategy to affected residents	Ongoing. Open Houses for each community were held Feb 20-22 with Azimi Consulting and Urban Systems to show work to date and allow residents to ask questions about the project. Waiting to confirm if further provincial funding will be available to assist with this project.	Ongoing. Letters included in March utility bills (residents received in April), providing an overview of the Open Houses and a prepared letter to their local MLA to send as part of funding advocacy efforts.	Design phase ongoing in Q3	*To publish in Jan 2025*

Strategy 2.2 Ensure maintenance of sanitary lagoons and collection systems

Actions	Q1	Q2	Q3	Q4
Continue to report on maintenance	Ongoing in Q1	Ongoing	Ongoing	*To publish in Jan 2025*

Q1 PUBLIC WORKS - UTILITIES CONT.

Implement a maintenance program for the flushing of the wastewater line in Ashmont and Mallaig to extend the life until replacement can occur	Continue to complete more frequent flushing of lines to assist with cleaning	Ongoing	Ongoing	*To publish in Jan 2025*
Continue with annual enzyme treatment program	Ongoing in Q1	Ongoing	Ongoing	*To publish in Jan 2025*
Continue to work on Infrastructure Replacement Phasing in Program in Ashmont and Mallaig by: 1) Cold Mix RR112A south and west to Hwy 36 - manholes in the gravel road affect the sewer line to the lagoon; 2) Consider design of wastewater collection system in Ashmont and Mallaig; 3) Communication / engagement strategy to affected residents	Continuing to look to budget towards this cold mix project to help alleviate the gravel going down the manholes and plugging the system, waiting to confirm replacement of lines prior to cold mixing.	Oiling held off, waiting for an answer to see if sewer will be replaced	Waiting to cold mix this section to ensure that if lines are replaced then the cold mix will not be damaged. Ideal to do once the lines are changed	*To publish in Jan 2025*
Review/implement new Utility Rates effective January 1, 2024	New rates implemented with notice provided to ratepayers - COMPLETE	-	-	-

Strategy 2.3 Consider consistent rate structure for use of County wastewater facilities

Actions	Q1	Q2	Q3	Q4
Maintain requirement of lagoon haulers to submit monthly manifest	Ongoing to ensure that haulers are submitting manifest	Haulers working to submit manifests on time, noticing a difference in the numbers coming in	Haulers were submitting, but have slowed down again. Should consider a different process for this	*To publish in Jan 2025*
Review/implement new Utility Rates effective January 1, 2024	New rates implemented with notice provided to ratepayers - COMPLETE	-	-	-

Q1 PUBLIC WORKS - UTILITIES CONT.

Strategy 2.4 Explore alternative wastewater treatment processes at all lagoons to reduce maintenance costs and improve effluent quality

Actions	Q1	Q2	Q3	Q4
Continue to gather more information from wastewater treatment	Ongoing for Q1	Ongoing for Q2	Ongoing for Q3	*To publish in Jan 2025*
Continue to explore funding opportunities for new technologies	Ongoing for Q1	Ongoing for Q2	Ongoing for Q3	*To publish in Jan 2025*
Continue to discharge Whitney Lake Lagoon onsite per Banner and Alberta Energy Regulation approved guidelines.	Ongoing, looking to start again in Q2.	Banner system is up and running until Q4	Banner system is running but will be pulled soon in Q4	*To publish in Jan 2025*
Consider upgrade to alarm systems for sewer/ water in Ashmont and Mallaig	Reached out to BIRD Construction for new information regarding alarm systems. Should see further info in Q2.	No update as of yet, following up soon	No update in Q3, to follow up this fall	*To publish in Jan 2025*

2024 Q1 UPDATES - PUBLIC WORKS

3. ENERGY MANAGEMENT

Strategy 3.1 Improve energy efficiency at all County buildings and facilities

Actions	Q1	Q2	Q3	Q4
Continue to review and apply for all available grants to support the improvement of facilities to become energy efficient	Program is no longer current, but continuing to watch for opportunities.	Ongoing	Ongoing	*To publish in Jan 2025*
Consider implementing the Clean Energy Improvement Program	No longer	-	-	-

2024 Q1 UPDATES - PUBLIC WORKS

4. AIRPORTS

Strategy 4.1 Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports

Actions	Q1	Q2	Q3	Q4
Participate in capital upgrades for both airports	Currently reviewing the status of managing partnerships of both airports moving forward	Conversations and decisions being made to ensure EP airport is transferred to CSP in Q4	Decision made by both EP and CSP Council for the CSP transfer to take place early in Q4	*To publish in Jan 2025*
Apply for funding for capital upgrades	Ongoing	Ongoing	No action in Q3	*To publish in Jan 2025*
Implement new Operations and Maintenance Plan developed by HM Aero for Elk Point and St. Paul Airports	New operations and maintenance plan has been implemented, training course was held in February regarding maintenance practices	Ongoing	Ongoing	*To publish in Jan 2025*
Participate with the Town of St. Paul in Mill and Pave Project for the St. Paul Airport and contribute 50% of the unfunded portion of this project (estimated $204,510)	Awaiting to hear the status of the grant that the town of St. Paul applied for to complete this project	Town of St. Paul has been successful in receiving funds to complete the project, we will be partnering to fund the remaining amount	This work will be taking place in 2025	*To publish in Jan 2025*
Consider amalgamating airports as a Regional Service	Ongoing	Ongoing	Ongoing	*To publish in Jan 2025*
Consider ownership of Elk Point Airport - jointly with the Town of Elk Point	Ongoing	Conversations and decisions being made to ensure EP airport is transferred to CSP in Q4	CSP will be taking ownership in Q4	*To publish in Jan 2025*
Include crack filling of airport runway: 50% cost share at the Elk Point Airport	Awaiting to hear the status of the grant that was applied for towards this project	No news on whether EP has been successful in receiving the funding	No action in Q3	*To publish in Jan 2025*

NEED MORE INFORMATION?

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