

2025

Q1 OPERATIONAL UPDATE



COUNTY OF ST. PAUL

Admin Office

 5015 49 Avenue, St. Paul AB

 780-645-3301

 countysp@county.stpaul.ab.ca

 county.stpaul.ab.ca

Public Works

 5618 57 Street, St. Paul AB

 780-645-3006



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Q1 SUMMARY

With the beginning of the new year, Q1 is the time when the prep work for the upcoming spring and summer kicks into high gear. Administration focused on finalizing the 2025 budget, using information gained from the 2024 Financial Audit and annual property assessments. With new full-time hires in the Agricultural and Parks areas, Community Services has been preparing for campground openings and ASB programming. Public Works has been busy in the shop, rotating through equipment to have all tune ups and services complete so everything is ready to go for the 2025 Construction Program.

On January 1, the nomination period for the 2025 Municipal Election also opened. During Q1, there were no nomination packages filed with the County. Those who are interested in running can find the Nomination Form, financial forms, and Notice of Intent to Run on our [2025 Municipal Election webpage](#).

As you review this document, we encourage you to look at it in tandem with the [2025 Operational Plan](#). The Operational Plan lists the tactics noted for each department's strategy; while the strategies are repeated in this document, the tactics are not. In looking at the two documents side by side, you will see how the updates listed here align to the tactics of the Operation Plan.

We look forward to sharing our progress as we continue with our 2025 operations.

-Jason Wallsmith, Chief Administrative Officer

NEXT STEPS FOR

ADMINISTRATION

DEPARTMENT STRATEGY

ADMINISTRATION

1. Governance

1.1 - TRANSPARENCY TO DEMONSTRATE ACCOUNTABLE GOVERNANCE

- January-March Council Highlights and Remuneration published on the website under Governance > Council Activity Report
- 2025 Strategic and Operational Plans published on the website under Governance > Strategic Plan

1.2 - CONTINUOUS IMPROVEMENT OF SERVICES AND OPERATIONS

- Final Budget Review held on March 24
- 2024 Financial Audit took place between January-March

1.3 - COLLABORATE WITH MUNICIPAL PARTNERS

- Three out of four ACP Grant Applications approved for the following regional projects:
 - Iron Horse Trail Staging Areas Development Plan (managed by Summer Village of Horseshoe Bay)
 - Evergreen Waste Study (managed by Town of St. Paul)
 - Agricultural Strategy (managed by County of St. Paul)

1.4 - PARTICIPATE ON COMMITTEES THAT CONTRIBUTE TO GOVERNANCE AND SERVICES PROVIDED IN THE COUNTY

- Councillor Krekoski and Councillor Fodness to sit as members of the new Regional Housing Inventory and Needs Assessment Committee

NEXT STEPS FOR **ADMINISTRATION**

DEPARTMENT STRATEGY

ADMINISTRATION

1. Governance

1.5 - APPROVE APPROPRIATE POLICIES FOR THE COUNTY

- Amended: ADM-9 St. Paul Rodeo Cleanup Policy; ADM-32 Donation, Sponsorship, and Recognition Policy; PW-3 Driveway Snow Removal Policy
- Rescinded: ADM-3 Promotional Items Policy and ADM-6 Recognition of Milestones Policy, as they were consolidated into ADM-32

1.6 - IMPROVE RELATIONSHIPS WITH INDIGENOUS NEIGHBOURS

- Regional OH&S Director and Regional FCSS Director attended UNBQ's Cultural Awareness Training

1.7 - SUPPORT CRIME PREVENTION EFFORTS WITHIN THE COUNTY

- Council toured the RCMP K-Division RTOC office and learned about the dispatch process

1.8 - REALLOCATE EXISTING DOLLARS FOR STRONGER COST AND SERVICE EFFICIENCIES

- Awaiting audit results to determine potential surplus for reserves

1.9 - FINANCIALLY SUPPORT COMMUNITY GROUPS

- Seven community group/event donations, valued over \$12,000
- To provide \$192,000 in matching funds as part of Elk Point AG Ross Arena Operating Committee's successful ACI grant application for a new ice plant

DEPARTMENT

STRATEGY

ADMINISTRATION

1. Governance

1.10 - ADEQUATELY FUND LIBRARY SERVICES WITHIN THE COUNTY/REGION

- 50% of 2025 operational funding provided to the County Library Board; remaining balance to be provided based on final budget

1.11 - PROVIDE SCHOLARSHIPS TO SUPPORT STUDENTS IN THE ST. PAUL REGIONAL EDUCATION DIVISION AND ECOLE DU SOMMET

- To add a fifth scholarship, also valued at \$1,000, for students entering a field of study in healthcare

1.12 - WORK TOWARDS A MUNICIPAL CENSUS, INTERMEDIATE TO THE FEDERAL CENSUS, TO ENSURE ACCURATE GRANT FUNDING

- Assess with 2025 Federal Election

1.13 - CONDUCT THE 2025 MUNICIPAL ELECTION

- Potential candidates can find resources on the election under the 2025 Municipal Election page on the County website, including the new “Notice of Intent to Run” form

2. General Administration

2.1 - CONTINUE WORK ON ASSET MANAGEMENT PROJECT, MAKING INFORMED DECISIONS ON THE REPLACEMENT AND MAINTENANCE OF COUNTY EQUIPMENT AND INFRASTRUCTURE

- Administration staff undergoing training for new financial software; to go live later this year

2.2 - CONTINUE BUILDING POSITIVE RELATIONSHIP BETWEEN THE ADMINISTRATION OFFICE AND PUBLIC WORKS SHOP

- Cohort of 11 (five Administration, six Public Works) completed Leadership & Team Building training

2.3 - IMPROVE CUSTOMER EXPERIENCE, UPDATING COMMUNICATION METHODS TO CREATE A MORE USER-FRIENDLY DIGITAL EXPERIENCE

- QR Codes to the Utility PAD form included with Utility monthly billing to encourage residents to sign up

ADMINISTRATION

3. Corporate
Services**3.1 - CONTINUE TO IMPROVE THE HUMAN RESOURCES FRAMEWORK TO IMPROVE EXPERIENCE FOR MANAGEMENT AND EMPLOYEES**

- Employee Handbook provided to new hires during onboarding

3.2 - CONTINUE TO RESEARCH OPPORTUNITIES FOR GRANT FUNDING

- No key updates to report.

3.3 - ENSURE ADDITIONAL NAMED INSURED ORGANIZATIONS UNDERSTAND INSURANCE REQUIREMENTS, PROTOCOLS, AND TOOLS

- Follow up with ANIs on inquiries from ANI meeting in January

3.4 - DEVELOP A CLOUD-BASED RECORDS MANAGEMENT SYSTEM THAT INCLUDES LAND FILES AND GENERAL DOCUMENTS

- No key updates to report

3.5 - CONTINUE TO MAINTAIN AND UPGRADE COUNTY-OWNED BUILDINGS AND FACILITIES

- Scope of work approved for Public Works HVAC System, estimated at \$218,600, for a substantial changeover to bring the shop to building standards

3.6 - INCREASE PROACTIVE COMMUNICATION ON COUNTY INITIATIVES AND INFORMATION

- 2025 Communication Plan completed

3.7 - ENSURE ALL COUNTY DEPARTMENTS AND STAFF ARE SUPPORTED WITH QUALITY, TIMELY, AND EFFECTIVE COMMUNICATION

- Q1 focuses: Municipal Election, Regional Housing Strategy, Snow Plow Naming Contest, Campground Bookings, Hwy Cleanup, Road Restrictions

DEPARTMENT

STRATEGY

ADMINISTRATION

3. Corporate Services

3.8 - INCREASE PUBLIC INFORMATION ABOUT COUNTY HISTORICAL, TOURISM, ECONOMIC DEVELOPMENT, EVENTS, ETC. THAT WILL INCREASE INTEREST IN LOCAL EVENTS

- Held first St. Paul/Elk Point Regional Destination Marketing Committee (STEP DMC) meeting

4. Freedom of Information and Protection of Privacy (FOIP)

4.1 - PROVIDE PUBLIC WITH THE PROCESS TO OBTAIN INFORMATION THROUGH THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- Awaiting legislation changes from the Province

5. Planning and Development

5.1 - DEVELOPMENT OF AREA STRUCTURE PLANS AROUND URBAN NEIGHBOURS TO REDUCE EXPENSE FOR DEVELOPERS

- Public Hearing held for the adoption of the St. Paul North Intermunicipal Area Structure Plan; working on further consultation with the landowners

5.2 - RESURVEY IDENTIFIED LOCATIONS WITHIN THE COUNTY TO RESOLVE OWNERSHIP CONCERNS

- No key updates to report

5.3 - DETERMINE OPPORTUNITIES TO ENCOURAGE DEVELOPMENT AND REDUCE RED TAPE

- No key updates to report

5.4 - PROVIDE EDUCATION OPPORTUNITIES AND RESOURCES TO THE PUBLIC ON PLANNING TOPICS

- No key updates to report

6. Economic Development

6.1 - CENTRALIZED ECONOMIC DEVELOPMENT, ALIGNING REGIONALLY ON PRIORITIES AND PROCESS

- Paused intake for the Rural Renewal Stream, with municipal partners

6.2 - FOCUS ON KEY INDUSTRY SECTORS, WHICH INCLUDE AGRICULTURE, ENERGY, TOURISM, MANUFACTURING, AND FILM

- Concluded tourism project to identify opportunities within the accommodations, arts and culture, winter activities and e-bike realm
- Working with stakeholders to hire a contractor to assist local operators to register and prepare for Open Farm Days in August
- Develop scope of work for Agricultural Strategy

6.3 - INVESTMENT ATTRACTION, FROM SITE SELECTION TO LEAD GENERATION AND ENGAGEMENT

- Conducting Windsor Plant site feasibility to enhance marketing for investment attraction; supported through NRED funding; site selection visit held with Invest Alberta of the plant
- Utilizing GOA Site Selector Dashboard to upload available land and buildings
- Ongoing networking and investment attraction

6.4 - PARTNERSHIPS AND ADVOCACY, FOSTERING LOCAL, REGIONAL, AND PROVINCIAL PARTNERSHIPS TO ADVOCATE FOR REGIONAL PRIORITIES

- MD of Bonnyville's ACP grant for a meat processing facility feasibility study approved
- Applied for the Rural Transit Solutions Fund: Capital Stream for the eligible sum of \$250,000 to support the development and expansion of locally-driven transit solutions by helping residents of rural, remote, Indigenous and Northern communities
- Attend Economic Developers Alberta conference

DEPARTMENT

STRATEGY

ADMINISTRATION

7. Emergency Management

7.1 - ENHANCE REGIONAL EMERGENCY MANAGEMENT PREPAREDNESS

- No key updates to report

7.2 - INCREASE PUBLIC AWARENESS AND EDUCATION ON PUBLIC PARTICIPATION.

- No key updates to report

8. Occupational Health & Safety

8.1 - CONTINUOUS IMPROVEMENT OF SAFETY MANAGEMENT SYSTEM

- Waiting for new 2025 OH&S Codes

8.2 - CONTINUED ACCESS AND USE OF THE REGIONAL SAFETY MANAGEMENT SYSTEM

- Preparing orientation materials for seasonal staff

8.3 - ESTABLISH ENHANCED OH&S TRAINING STANDARDS AND TRACKING

- In Case of Emergency (ICE) form added to OH&S orientation, on a voluntary basis
- Ammonia Training completed by County's Mallaig Arena employees

8.4 - ESTABLISH SYSTEM FOR THE ASSURANCE OF COMPETENCY ASSESSMENT

- To perform competency assessments for heavy equipment operators in house

8.5 - CONTINUED USE OF ENHANCED SYSTEM FOR THE COLLECTION AND COMPLETION OF INCIDENT REPORTS/ANALYSIS ALONG WITH CORRECTIVE ACTION TRACKING

- Incident cost tracking, approximately \$12,500 for Q1

8.6 - IDENTIFY AND IMPLEMENT EFFICIENCIES RELATIVE TO ADMINISTRATION OF REGIONAL SAFETY MANAGEMENT SYSTEM

- Testing electronic forms for Field Level Risk Assessments and Daily Tailgate Meetings

8.7 - ENSURE CONTRACTOR COMPLIANCE TO SAFETY PROGRAM

- Preparing for OH&S orientation and document intake for contractors conducting work as part of the 2025 Road Construction Program

NEXT STEPS FOR COMMUNITY SERVICES

DEPARTMENT STRATEGY

COMMUNITY SERVICES

1. Parks and Recreation

1.1 - INCREASE USAGE OF OUR PARKS, CAMPGROUNDS, AND RECREATIONAL FACILITIES

- Looking at developing regional packages under the STEP DMC to hand out to campers as they sign in
- Established a new agreement with Lakeland Cross Country Ski Club for the Westcove, commencing February 11, 2025, until April 30, 2027

1.2 - MAINTAIN, STREAMLINE, AND UPGRADE PARKS AND RECREATIONAL FACILITIES AND OPERATIONS

- Full-time Municipal Enforcement & Parks Coordinator began in January
- Most seasonal staff returning for the 2025 season
- Advertised to recruit new caretakers for Stoney Lake campground; Floatingstone, Lac Bellevue, and Westcove caretakers all returning and have signed contracts for the new season

1.3 - ENHANCE VALUE IN PARKS AND RECREATION OPERATIONS

- Working on transition from Camp Reservations to another provider

2. Waste Management

2.1 - IMPLEMENT EXTENDED PRODUCER RESPONSIBILITY (EPR) PROGRAM

- Reviewing insurance requirements to participate in the EPR program before finalizing agreement with Circular Materials

2.2 - IMPROVE PUBLIC AWARENESS ABOUT WASTE MANAGEMENT

- No key updates to report

NEXT STEPS FOR COMMUNITY SERVICES

DEPARTMENT STRATEGY

COMMUNITY SERVICES

2. Waste Management

2.3 - MAINTAIN, STREAMLINE, AND UPGRADE WASTE MANAGEMENT FACILITIES, EQUIPMENT, AND OPERATIONS

- Held a spring training session with transfer station caretakers, which included a presentation on what can/cannot go into Class 3 facilities as well as updates to the SOP for burning materials at transfer sites

3. Agriculture Services

3.1 - BUILD PUBLIC AWARENESS ABOUT AGRICULTURAL SERVICES

- Discussing the possibility of cohosting/organizing an Open Farm Days event with St. Paul Ag Society
- Updated the County's Agriculture webpage to make information more easily accessible for residents
- Increased sharing of LARA programs and events

3.2 - MAINTAIN AND IMPROVE PROGRAMS FOR AGRICULTURAL SERVICE BOARD

- Committing to 3-year funding agreement with LARA, providing \$70,000 per year starting in 2025
- Staff studied for the Pesticide Applicators Exam in preparation for the summer season
- Coordinated with Seed Cleaning Plant to carry Zinc Phosphide and Ramex (mouse poison) on behalf of the County

3.3 - MAINTAIN EQUIPMENT AND FACILITIES

- Purchase gopher poison applicator devices, holding at Public Works should residents be interested in testing the device on their land (at no cost)

4. Fire Services

4.1 - MAINTAIN EQUIPMENT AND FACILITIES

- The three new fire pumpers (on order for July 2025) are in Canada; some parts still coming to finish outfitting the trucks
- Public Works shop worked on deck assembly and wiring for two new F-450 Bush Trucks

4.2 - SUPPORT THE ATTRACTION AND RETENTION OF VOLUNTEER FIREFIGHTERS

- No key updates to report

4.3 - SHARE COMMON STRATEGIES FOR POLICIES, PROCEDURES, AND OPERATIONS BETWEEN REGIONAL DEPARTMENTS

- No key updates to report

4.4 - ENGAGE RESIDENTS IN FIRE SAFETY INFORMATION AND PROGRAMS

- No key updates to report

4.5 - MAINTAIN AND CONSIDER NEW OPPORTUNITIES FOR REGIONAL COLLABORATION WITH OUR NEIGHBOURS

- Renewed a Mutual Fire Aid Agreement with the County of Vermilion, which expires May 2029

5. Bylaw Enforcement

5.1 - EFFECTIVE AND EFFICIENT BYLAW ENFORCEMENT

- Full-time Municipal Enforcement & Parks Coordinator began in January
- No fines issued, but majority of complaints were related to Dog Control and Unsightly Premises

5.2 - ENGAGE AND EDUCATE THE COMMUNITY

- No key updates to report

DEPARTMENT

STRATEGY

COMMUNITY SERVICES

6. Cemeteries

6.1 - MAINTAIN COUNTY-OWNED CEMETERIES

- No key updates to report

6.2 - MAINTAIN AND UPDATE RECORDS MANAGEMENT

- No key updates to report

6.3 - ASSIST PRIVATELY-OWNED CEMETERIES WITHIN THE COUNTY

- No key updates to report

7. Regional Family & Community Support Services (FCSS)

7.1 - PROVIDE FUNDING FOR REGIONAL FAMILY & COMMUNITY SUPPORT SERVICES

- Funding included in the 2025 budget

7.2 - REPORT ON PROGRAMMING WITHIN THE COUNTY COMPLETED BY REGIONAL FCSS

- Researched resources to conduct a Needs Assessment survey
- Full Day PD programming, Run Jump Skip & TC Gym Night in Elk Point
- Learners Education in Ashmont
- Provided Pink Shirt Day materials to regional schools

7.3 - PROVIDE SUPPORT, INFORMATION, AND PROGRAMMING FOR RESIDENTS THAT IS AFFORDABLE AND ACCESSIBLE

- Filled open Regional Director, Programmer, and Receptionist positions; based in the St. Paul office
- “Let’s Talk” mental health program rebranded to “Behind the Mask”
- Caregiver programs under LFRN, including Mom’s Matter, DAD-urday, Emotion Coaching, Kids have Stress Too, and Triple P Parenting
- Volunteer Income Tax Program opened March 3 to assist with 2025 tax filing (seniors and low income)
- Home Alone program in Elk Point
- Interagency meetings held on Jan 14 and Mar 11
- Hosted MyCRA workshop with a Canada Revenue Agency staff member, registering residents for a MyCRA account to set up direct deposit and find their documents

COMMUNITY SERVICES

7. Regional
Family &
Community
Support
Services
(FCSS)**7.4 - PROVIDE SUMMER PROGRAMMING
THROUGHOUT THE REGION**

- Summer Programmer hired to plan programming

**7.5 - RECOGNIZE THE VOLUNTEERS IN OUR
COMMUNITIES**

- Collected volunteer numbers from local organizations to distribute correct amount of Caring Cups coupons
- Arranged to put up National Volunteer Week banners in the Town of St. Paul, recognizing community volunteerism

7.6 - INCREASE SENIOR SUPPORT

- Office drop-in Tuesday & Wednesday to learn about Alberta Seniors Benefit and other senior specific programs available
- Continue Meals on Wheels program
- Continue Snow Angels sidewalk shoveling program

7.7 - INCREASE YOUTH SUPPORT

- Hired a youth mentor to facilitate the current St. Paul Youth Council (SPYC) and Teen Connect (TC)
- Launched “Teen Connect”, for ages 13-18; events included a monthly board game night, sledding in Lagasse Park, a Learner’s Education Class, paint night, master chef, and a bonfire hang outs
- Continued Tot Time in Mallaig
- Continued After School program in Ashmont

NEXT STEPS FOR
PUBLIC WORKS

DEPARTMENT	STRATEGY
PUBLIC WORKS	
1. Transportation	1.1 - ENSURE SAFE ROAD AND BRIDGE INFRASTRUCTURE FOR PUBLIC <ul style="list-style-type: none">Completed all 2024/2025 Maintenance Brushing projects (Rge Rd 121U; Twp Rd 571A; Rge Rd 93)Completed two of three 2025 Construction Brushing projects (Rge Rd 102; Rge Rd 75)Construction & Special Project schedule set for the 2025 Construction ProgramReplenished pickled sand sheds to offset what was lost from the freezing rain in JanuarySteam trucks and mini hoes addressing blocked culverts and drainage areas to allow for proper run-offRoad Restrictions in effect as of March 26 at 7 a.m.
	1.2 - IMPROVE THE COMMUNITY AGGREGATE MANAGEMENT PROGRAM <ul style="list-style-type: none">Advertised for the 2025 Q1 Application date (March 20); to review applications in April
	1.3 - LEVERAGE THE GRAVEL SALES PROGRAM <ul style="list-style-type: none">Gravel sales program opened March 1
	1.4 - MAINTAIN EQUIPMENT AND FACILITIES <ul style="list-style-type: none">Purchased a new Volvo 220 Loader for \$795,250, including a 5-year warranty period (or 6000 hours); to be used in the gravel pitRepairs completed in house on older 220 Volvo loader and D-3 dozer. Winch truck sent away for work.Seasonal servicing and inspections completed on the crusher, buggies, packers, work and fire trucks

PUBLIC WORKS

2. Utilities

2.1 - ENSURE SAFE SUPPLY OF WATER TO RESIDENTS OF MALLAIG, ASHMONT, LOTTIE LAKE, AND ALONG THE TRANSMISSION LINES

- 90% Lottie Lake distribution system design almost complete. Soil sample holes and hydrovac locations used to aid the design (e.g. depth of water main)

2.2 - MAINTENANCE OF SANITARY LAGOONS AND COLLECTIONS SYSTEMS

- Seeing improvement in the number of manifests submitted from haulers
- Hauling from Lafond and Whitney Lake to ensure space - usage incredibly high in Lafond

2.3 - MAINTAIN A CONSISTENT RATE STRUCTURE FOR THE USE OF COUNTY WASTEWATER FACILITIES

- Rates unchanged for 2025

2.4 - EXPLORE ALTERNATIVE WASTEWATER TREATMENT PROCESSES AT ASHMONT OR MALLAIG LAGOONS TO REDUCE MAINTENANCE COSTS AND IMPROVE EFFLUENT QUALITY

- Routine maintenance for plants
- Monitoring ground water coming up on Railway Ave in Ashmont to ensure there's no chlorine

3. Energy
Management**3.1 - IMPROVE ENERGY EFFICIENCY AT ALL COUNTY BUILDINGS AND FACILITIES**

- No key updates to report

4. Airports

4.1 - COLLABORATE WITH TOWN OF ST. PAUL FOR MAINTENANCE AND IMPROVEMENTS AT LOCAL AIRPORTS

- Elk Point Airport operations transferred to the County

NEED MORE INFORMATION?

CONTACT US

JASON WALLSMITH, CHIEF ADMINISTRATIVE OFFICER

EMAIL: jwallsmith@county.stpaul.ab.ca

ADMINISTRATION OFFICE

5015 49 Avenue, St. Paul, AB T0A 3A4

780-645-3301

www.county.stpaul.ab.ca

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