

2024

COMMUNITY SERVICES OPERATIONAL PLAN



COUNTY OF ST. PAUL

5015 - 49 Avenue, St. Paul, AB T0A 3A4
Phone: 780-645-3301
email: countysp@county.stpaul.ab.ca
www.county.stpaul.ab.ca



Approved by County of St. Paul Council on October 24, 2023

ACTION PLAN - 2024

1. PARKS AND RECREATION

Strategy	Action
Strategy 1.1 Increase usage of our parks, campgrounds and recreation facilities	<ul style="list-style-type: none">• Increase public awareness of our parks through promotions, marketing, social media and events.• Review our rates and assess how they can be more flexible.• Promote on-line reservation system which opens on March 1, 2024.• Participate in Parks and Recreation related associations and organizations to remain informed of current and future trends.• Utilize data collected on Camp Reservations to better understand our clientele and assess where to focus advertising opportunities.• Consider the recommendations of the Regional Tourism Opportunity Identification & Destination Development Strategy.
Strategy 1.2 Maintain, streamline, and upgrade parks and recreation facilities and operations	<ul style="list-style-type: none">• Maintain and improve boat launches. Consider construction and installation of one boat launch each year as the budget allows.• Continue to work with Alberta Environment and Parks to get approval to perform regular routine maintenance at County-owned boat launches.• Perform annual inspections of playground equipment and maintain/replace as necessary.• Perform an annual assessment of facilities, to assist in future planning for major upgrades or repairs.• Perform preventative maintenance as identified and in a timely fashion.• Research amenities that draw in campers prior to replacing end of life facilities.• Explore funding opportunities to purchase rubber mats for Floating Stone to allow for persons with disabilities access to the beach/boat launch.• Explore playground equipment for children with disabilities.

ACTION PLAN - 2024

1. PARKS AND RECREATION

Strategy	Action
Strategy 1.3 Review Parks and Recreation Operations	<ul style="list-style-type: none">• Employ a seasonal Parks Foreman and a minimum of two seasonal parks labourers.• 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.• Complete an Emergency Response and Safety Exercise.• Work with local RCMP Detachment to provide a police presence at the campgrounds during the summer open season.• Implement project costing of parks 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 capital needs.• Consider removing the user fee for Westcove Spray Park.• Explore alternative service delivery options at campgrounds such as:<ul style="list-style-type: none">▪ 24/7 caretakers vs only during the day▪ locking the gates vs not locking the gates▪ non-campers using showers vs only registered campers using showers▪ sale of firewood to non campers vs only registered campers▪ allowing mobile businesses to set up at parks i.e. food trucks

ACTION PLAN - 2024

2. WASTE MANAGEMENT

Strategy	Action
Strategy 2.1 Increase recyclable segregation options	<ul style="list-style-type: none">• Pre-register for provincial Extended Producer Responsibility program to obtain information on next steps and options available.• Explore options to reduce volume of ag plastics in Class III Cells.• Research alternative methods of dealing with diverted cardboard to reduce stockpiling materials at Town of St. Paul Transfer Station.• Divert mattresses to be shredded or recycled. Consider including bulky furniture.
Strategy 2.2 Public awareness about waste management	<ul style="list-style-type: none">• Consider a customer satisfaction survey.• Utilize website and social media to promote proper disposal and diversion/recycling initiatives.• Review bin rental policy to determine if renting bins in the Town of St. Paul and Town of Elk Point is appropriate.• Improve signage at sites.• Participate in and promote Spring Cleanup program during May to remove Freon from air conditioning units, dehumidifiers, freezers, fridges and water coolers.• Assess feasibility of using not-for-profit organizations to help with fugitive waste collections at Transfer Stations.• Hire additional seasonal bin site attendants to rotate through more public bin sites and educate and prevent improper disposal.• Promote school group tours of Transfer Stations.• Consider process to round up Agriculture Plastics with Evergreen/ CleanFarms.

ACTION PLAN - 2024

2. WASTE MANAGEMENT

Strategy	Action
Strategy 2.3 Maintain, streamline, and upgrade Waste Management facilities, equipment, and operations	<ul style="list-style-type: none">• Review Transfer Station operating days and hours to ensure they accommodate public needs. Change St. Edouard hours of operation.• Annual capital contribution for waste management vehicles to be set up in reserves.• Continue to hold bi-annual training workshops for Transfer Station staff and with regional municipalities.• Assess the feasibility of refurbishing bins vs replacing and develop a replacement strategy for aging bins.• Assess options for the alternative means of servicing bin sites to combat increasing capital costs of equipment.• Assess the feasibility of Hauling Class III materials directly to Evergreen Regional Landfill.• Adjust private bin rental rates to recover costs through user fees.• Utilize drone technology to assess the utilization of airspace at Class III landfills.• Continue to assess options for metal recycling and self haul vs contractors.• 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.• 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.

ACTION PLAN - 2024

3. AGRICULTURE SERVICES

Strategy

Action

Strategy 3.1
Build public
awareness about
Agricultural
Services

- Utilize social media, and County website to promote programs and services.
- Agricultural Fieldman to present a summary of Agricultural Service Board (ASB) activities to Council annually.
- County Administration and Council to direct agriculturally related groups to communicate directly with ASB.
- ASB to develop annual bursary to mirror Association of Alberta Agriculture Fieldmen bursary to assist local students attending post secondary school in an agriculturally related field (university or trades).
- Donate prizes and ASB member to attend 4-H Achievement Day to award prizes.
- Establish a local Farm Family of the Year award using BMO Farm Family of the Year.
- Pursue informal partnership with Portage College to utilize Environmental Technologist program educators for soil, water and plant expertise and potential seasonal staff undertaking community based learning.
- Discuss ASB Board structure/ membership (see 3.2 *Weed Control Act*).
- Utilize social media and County website to promote Lakeland Agricultural Research Association (LARA) initiatives and newsletter.
- Utilize Alberta Invasive Species Council resources. Educate public on noxious and prohibited weeds.
- Continue with clubroot education, surveying and notifications.
- Engage local media with positive local agriculture stories.
- Promote pest control products to be purchased at retailers rather than County.

ACTION PLAN - 2024

3. AGRICULTURE SERVICES

Strategy	Action
Strategy 3.2 Maintain and improve programs for Agricultural Service Board	<ul style="list-style-type: none">• Employ a full-time Agricultural Fieldman.• Ag Fieldman, and Manager to attend Association of Alberta Agriculture Fieldmen (AAAF) In Service Training and regional and provincial ASB Conferences to stay informed on emerging issues and new programs.• At least 50% of ASB members to attend regional and provincial ASB Conference.• ASB to meet at least 6 times per year to evaluate programs and policy.• Council to appoint all seasonal staff as pest and weed inspectors upon their hire.• Utilize GIS technology to implement a formal weed inspection program.• Utilize GIS technology to track roadside spraying and use that information to assess effectiveness of program.• Appoint a <i>Weed Control Act</i> Appeal Committee that is independent of the ASB [section 19(1)]• Ensure the ASB is aware of its role as the <i>Soil Conservation Act</i> appeal committee.• Appoint an <i>Agricultural Pests Act</i> appeal committee that will be in effect from January 1 to December 31 of each year.• Ensure budget is available for Beaver Reduction Program.• Ensure budget, staff, and equipment are available to assist County Bylaw Enforcement Officer with the Dog Control Bylaw.• Tender out roadside mowing for a two year period. Roads mowed to be based on road classifications.• Consider seeding and spraying programs with Public Works Road projects and back sloping program/ vegetation maintenance.• Explore Wild Boar control in the County.• Explore options for the control of Richardson Ground Squirrels.• Consider tendering out roadside spraying

ACTION PLAN - 2024

3. AGRICULTURE SERVICES

Strategy	Action
Strategy 3.3 Maintain equipment and facilities	<ul style="list-style-type: none">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 level of service and capital needs.

ACTION PLAN - 2024

4. FIRE SERVICES

Strategy	Action
Strategy 4.1 Maintain equipment and facilities	<ul style="list-style-type: none">• Fund annual service/supply operations for Ashmont, Mallaig, Elk Point, and St. Paul Fire Departments.• Complete annual building and safety inspections of the fire halls.• Determine an appropriate annual reserve capital contribution for general fire equipment replacement based on equipment replacement schedule.• Establish a realistic equipment replacement schedule with a focus on replacement prior to major repairs.• Determine an order in which to replace the three pumpers (Mallaig, Elk Point, and St. Paul) in the next 3 years.• Ensure budget is available and expectations are clear that trucks are to be pump tested annually• 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.
Strategy 4.2 Attract and retain volunteer fire fighters.	<ul style="list-style-type: none">• Hold appreciation/recruiting events at each Firehall.• Provide Administrative support to help Fire Departments when recruiting.• Explore fundraising event with regional departments.

ACTION PLAN - 2024

4. FIRE SERVICES

Strategy	Action
Strategy 4.3 Share common strategies for policies, procedures and operations between departments	<ul style="list-style-type: none">• Share policies and procedures through the St. Paul Regional Deputy Fire Chief.• Standardize training and reporting.• Continue to offer regional training coordinated by the St. Paul Regional Deputy Fire Chief.• Hold semi-annual regional Fire Chiefs meeting.
Strategy 4.4 Engage residents in fire safety information and programs	<ul style="list-style-type: none">• Engage and educate residents on Fire Smart program, Fire Smart Home Inspections, and Fire Prevention Week.• Provide information to the public on fire call response fees, responsibilities within the fire bylaw, and best practices for burning guidelines.• Support Fire Departments when participating in community events.
Strategy 4.5 Maintain and consider new opportunities for regional collaboration with our neighbors	<ul style="list-style-type: none">• Review and update Mutual Aid Agreements and Fire Protection Services Agreements with rural and urban neighbors.• Explore agreement with Goodfish Lake.• Pursue agreement with Saddle Lake.

ACTION PLAN - 2024

5. BYLAW ENFORCEMENT

Strategy	Action
Strategy 5.1 Effective and Efficient Bylaw Enforcement	<ul style="list-style-type: none">• Continue to contract Bylaw Enforcement Officer Service.• 3 year contract until December 2026.• Budget to be based off of three year average.• Conduct regular patrols, prioritizing areas with high frequency complaints• Address and resolve received complaints in a timely manner.• Oversee designated Reserve Lands and manage encroachments when identified.
Strategy 5.2 Engage and Educate the Community	<ul style="list-style-type: none">• 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.• 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.• Consider organizing community workshops and information sessions in high complaint areas to directly address concerns, educate residents, and promote adherence to bylaws.• Share bylaw report in Director's Report in open Council to demonstrate transparency, and publicly show efforts are being made.
Strategy 5.3 Continuous Improvement in Bylaw Enforcement	<ul style="list-style-type: none">• Regularly review and update bylaw regulations to ensure they align with current community needs and challenges.• Undertake continuous 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.

ACTION PLAN - 2024

6. CEMETERIES

Strategy	Action
Strategy 6.1 Maintain County Owned Cemeteries	<ul style="list-style-type: none">• Complete annual inspections.• Perform annual vegetation management.• Upgrade infrastructure as required.• Purchase 'Rules and Regulations' signs.• New sign for Holy Eucharist Cemetery in Elk Point.
Strategy 6.2 Maintain and Update Records Management	<ul style="list-style-type: none">• Update Plot Maps.• Update records into County Software System.• Plot cemetery locations with headstone's identified into County's Web Map or other programs if deemed acceptable.• Transfer title of non-owned County managed cemeteries into the County's name.
Strategy 6.3 Assist Privately Owned Cemeteries Within the County	<ul style="list-style-type: none">• Consider grant funding upon requests and within budget.• Offer administrative support for records management.• Plot sites into County's Web Map.• Improve access road into St. William Cemetery NW 36-55-10-W4.• Enter into a Memorandum of Understanding with the Town of St. Paul regarding Union Cemetery.

ACTION PLAN - 2024

7. REGIONAL FAMILY & COMMUNITY SUPPORT SEVICES (FCSS)

Strategy	Action
Strategy 7.1 Support funding for Regional Family & Community Support Services	<ul style="list-style-type: none">• Provide funding to the Town of St. Paul for the Regional FCSS program.• Provide \$30,000 to the Family Social Liaison Worker (FSLW) program when they apply for the grant.• Appoint a Council member and alternate, as well as County members-at-large to the FCSS Board.• Budget to send County board members to provincial conferences.
Strategy 7.2 Reporting	<ul style="list-style-type: none">• Support completion of the Annual Report, and Outcome Measures as required by the province.
Strategy 7.3 Report of programming within the County completed by Regional FCSS	<ul style="list-style-type: none">• Review minutes of FCSS Board meetings.• County Council Board member reports on activities at Council meeting.• FCSS manager report included in Public Works meeting as separate report.

ACTION PLAN - 2024

7. REGIONAL FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Strategy

Action

Strategy 7.4
Provide support, information and programming for residents

- 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 and welcome kits for newcomers. Administer and implement changes as required throughout the year.
- Support and promote 'Tot Time' program throughout the year.
- Provide '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.
- Support and promote the Volunteer Income Tax program.
- Support and promote Elk Point Community Information Night and the St. Paul Community Awareness Night.
- Support and promote Volunteer Appreciation Week activities.
- Support and promote Women in Agriculture Coffee Break event.
- Support and promote First Responder mental health events.

ACTION PLAN - 2024

7. REGIONAL FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Strategy	Action
Strategy 7.5 Provide summer programming throughout the region	<ul style="list-style-type: none">• Support and promote a community connection event in the region.• Support and promote Camp Sunshine.• Support and promote summer camps.• Support and promote Block Parties in the County.
Strategy 7.6 Recognize Volunteers	<ul style="list-style-type: none">• Support and promote Volunteer Appreciation during Volunteer Week.
Strategy 7.7 Increase Youth Support	<ul style="list-style-type: none">• Promote life and resiliency skills with after school programming at the youth drop-in centre - to be tried in St. Paul first.