



2023 Quarterly Reporting: Fourth Quarter

Administration

1. Governance

Strategy 1.1 – Provide communication to demonstrate accountable governance

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
County Strategic Plan, Budget Narrative, and Audited Financial Statements are available on the County website.	Council is in the process of finalizing the 2023 budget and will post it on the website in Q2.	Budget Narrative was approved on April 25, 2023.	2024 Strategic Plan was approved October 25, 2023.	Completed for the year.
Proactive Communications (see 4. Communications)				

Strategy 1.2 – Collaborate with municipal partners

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Meet with the Town of St. Paul, the Town of Elk Point and the Summer Village of Horseshoe Bay min. once a year to discuss collaborative opportunities.	Have met with both the Town of St. Paul and the Town of Elk Point to discuss Intermunicipal Area Structure Plans we are working on with them in Q1.	Open Houses communicated through social media, newspaper ads, and websites.	Municipalities have worked together to submit four (4) joint applications for the ACP grant program.	Municipalities were successful with four (4) grant applications - see below.
Continue to support Intermunicipal Agreements.	Financial support as per agreements is included in Preliminary budget.			
Explore meetings with First Nations and Métis Councils.	County Council met with Frog Lake First Nation in February to discuss matters of mutual interest.	No other meetings with First Nation or Metis Councils in Q2.	Administration has reached out to Saddle Lake looking for a meeting to discuss a Fire Agreement.	No response from Saddle Lake yet.
Complete regional Alberta Community Partnership (ACP) grant projects with our partners.	Continued work with partners on several of ACP Grants, including: - Stormwater Implementation Grant for the Town of St. Paul - ACP Grants for Intermunicipal Areas Structure Plans (two in Elk Point, one in St. Paul, and one for the Elk Point Airport) - Regional Recreation Facility Feasibility Study - Regional Tourism Strategy - Regional Services Study - North Saskatchewan River Management Study	Same as Q1. All projects are moving ahead.	Projects are continuing.	- Stormwater Implementation: extension to June 2024 - Elk Point ASPs: the Town is applying for an extension to December 2024 on both grants - St. Paul North ASP: the Town will be applying for an extension - Elk Point Airport: project moving forward - Regional Recreational Feasibility Study project is completed - North Sask. Management Plan: waiting on Federal approval

2023 Quarterly Reporting: Fourth Quarter

Continue to apply for available provincial grants around collaboration.	The County and our regional partners were successful in obtaining 3 new ACP Grants: Regional Trail Master Plan; Regional Investor Readiness Plan; and Regional Immigration Readiness/ Newcomer Supports.	All three grants are being managed through STEP. RFP is currently out for the Regional Trail Master Plan, and other service contracts have been entered into regarding the other grant projects.	The ACP Grant program intake was moved up to October 3, 2023 - usually, we apply in January. Applications for submission include: - Regional Recreation Facility Condition Assessments (St. Paul Swimming Pool, St. Paul Visual Arts Centre, Elk Point AG Ross Arena, and Elk Point Curling Rink) - Lake Health Assessments - Housing Strategy - Joint Servicing Study, for St. Paul/County and Elk Point/County	Working with our Regional partners, we were approved for the following grants: - Regional Housing Inventory and Needs Assessment - \$195,000 - Regional Industrial Park Utilities Master Plan - \$200,000 - NE AB Commercial-Industrial Investment Attraction Assessment Plan - \$187,000 - Feasibility Study on Stranded Assets - \$124,000 (with MD of Bonnyville)
Explore further options for regional service delivery.	Currently working with KPMG on a grant-funded Regional Services Study to determine what service areas the Region may wish to explore soon.	KPMG is continuing their work on this project, anticipating to be complete in Q3.	KPMG has completed their work and has presented their findings to all four Councils. Discussion regarding next steps to take place in Q4.	Ongoing.
Participate/Coordinate in a regional municipal meeting once per year.	Regional Municipal elected officials met in January to take an Economic Development Course. Also met in January to discuss Seniors Housing in the Region.	Regional Municipal Elected officials met on June 7 to discuss the Regional Recreation Facility Feasibility Study preliminary report.	Q4 Regional Meeting scheduled.	Regional Meeting scheduled for January 9, 2024.

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Provide three (3) scholarships of \$1,000 each for students entering full-time studies based on grades, community involvement, and volunteerism.	Included in the Preliminary budget.	Scholarship recipients selected.	Scholarships awarded.	
Provide one (1) scholarship of \$1,000 to a student entering a trade.	Included in the Preliminary budget.	Scholarship recipient selected.	Scholarship awarded.	
Council has made a three-year commitment to 2024 regarding these scholarships.	No changes.			

2023 Quarterly Reporting: Fourth Quarter

Strategy 1.4 – Council to financially support community groups.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
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.	Ongoing support for community groups.	Council reviewed the list of Community Groups funded during Strategic Planning sessions. No changes made at this time.	No action in Q4.
Consider funding to community groups.	No action in Q1.	Funding was provided to numerous community groups.	Funding was provided to groups when requested, upon consideration of Council.	No action in Q4.

Strategy 1.5 – Approve appropriate policies for the County.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Proactively manage emerging policy issues.	Bylaws approved include: <ul style="list-style-type: none"> - 2023-06 Keeping of Animals - 2023-08 Meeting Procedure Policies updated include: <ul style="list-style-type: none"> - ADM-12 Tangible Capital Assets Policy. - HR-7 Conference & Education Attendance Policy - HR-16 Pay Administration Policy -HR-34 Driving and Vehicle Use Policy -PW-4 Vegetation Maintenance/Brushing Policy 	No Policy Committee meetings were held in the second quarter.	Updated: <ul style="list-style-type: none"> - 2023-14 Assessment Review Board Bylaw - DEV-4 Reserve Lands Management Policy - DEV-7 Encroachment Agreements/Licenses Policy - DEV-8 Cleanup of Deadfall on Reserve Lands - PW-3 Driveway Snow Removal Policy New: <ul style="list-style-type: none"> - PW-9 Dust Control Policy 	Updated: <ul style="list-style-type: none"> - ADM-28 Public Participation Policy - HR-19 General and Declared Holidays Policy - HR-20 Termination of Employment Policy New: <ul style="list-style-type: none"> - PW-19 Towing Policy

Strategy 1.6 – Support efforts to ensure safe communities in our County.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to advocate to the federal and provincial governments for increased RCMP in rural communities.	Reeve and other Council members attended an Open House in March with the Minister of Justice and the Minister of Public Safety and Emergency Services.	No action in Q2.	St. Paul Staff Sergeant presented to Council regarding the last quarter's stats.	No action in Q4.
Increase communication with RCMP regarding safety and emerging issues in the County.	St. Paul Staff Sergeant attended the March Council meeting.	RCMP Online Crime Reporting posted on the County's Facebook and Fire, Emergency Services and Safety webpage.	No action in Q3.	No action in Q4.
Request increased presence of the RCMP in the County campgrounds during the summer open season.	This is part of the RCMP workplan for 2023.			

2023 Quarterly Reporting: Fourth Quarter

Explore Memorandum of Understanding with the Town of St. Paul regarding the speed limit on Twp Rd 582.	No action was taken in Q1.	No action was taken in Q2 – the Town of St. Paul has limited staff.	No Action Taken.	No Action Taken.
--	----------------------------	---	------------------	------------------

Strategy 1.7 – Transparency and Accountability to the Public.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to publish the Council Remuneration.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Council to report on conferences and committee meetings attended throughout the month.	Ongoing.	Ongoing.	Ongoing.	Ongoing - Reports circulated or provided orally
Allow Councillor virtual attendance at Council meetings.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Improve Council Room Technology.	Improvements completed in March 2023.	Completed. Working well. The basement technology was upgraded with old Council Room Technology. That is also a good improvement.		

Strategy 1.8 – Conduct a Municipal Census to ensure accurate funding for grants.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Consider conducting a Municipal Census as the Province will continue to accept Municipal Census data in 2023. This will ensure more accurate population numbers which are used for the calculation of some grant programs and joint project contributions with our neighbours. Historical cost is \$30,000.	This is not included in the 2023 budget. Municipal Affairs has only provided new documentation/rules regarding conducting a census in April 2023. This would need to be deferred to 2024 at the earliest.			

Strategy 1.9 – Improve relationships with Indigenous neighbours.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Include Cultural/Sensitivity training for Council.	Not yet scheduled.	Not yet scheduled.	Not yet scheduled.	Not yet scheduled.
Schedule meetings with our Indigenous neighbours.	Met with Frog Lake First Nation in February 2023.	No meetings in Q2.	No meetings in Q3.	No meetings in Q4.
Explore grant opportunities that include Indigenous partners (Alberta Community Grant Partnership grants, Economic Development grants).	No action in Q1.	No action in Q2.	STEP EDO communicates with Indigenous Partners regarding strategic plans to determine how we can further this strategy.	

2023 Quarterly Reporting: Fourth Quarter

Strategy 1.10 – Adequately fund Library Services in the County/Region.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Provide funding to the County Library Board for the operation of Ashmont and Mallaig libraries.	Included in the Preliminary budget.	The first half of the funding was provided after the Preliminary budget. The final half was provided in April after the Budget was approved.		
Provide funding to Town of St. Paul and Town of Elk Point Libraries through the County Library Board.	Included in the Preliminary budget.	Funding provided.		
Provide funding to Northern Lights Library System (NLLS), as per requisition.	Included in the Preliminary budget.	Funding was provided to NLLS at \$5.31 per capita, based on 2021 census.		

2. General Administration

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Integrate Asset Management into core County operations.	Continuing to work on Road Condition Assessments for all gravel roads to determine maintenance and mitigation strategies for the level of service identified on roads. Working with Asset Management Consultant to determine a path forward on infrastructure replacement phasing-in plan for Ashmont, Mallaig, and Lottie Lake.	Asset Management Team is working on using Condition Assessments for Roads to inform 5-year road construction/maintenance planning. Other Level of Service documents are being updated to present to Council in Q3.	Administration has worked with Council to determine the Level of Service delivery for all service areas. The services that Council has determined to continue have transferred into the Strategic/Operational Planning sessions held in Q3 as well.	Adopted a Calendar for Council and staff to align tasks, reports, and discussions on LOS and Strategic Planning throughout the year, which will be implemented in 2024.
Review the Road Classifications and continue to develop a 5-to-20-year plan.	Levels of services are reviewed with Council annually in Q3.	Asset Management Team is working on strategies/ideas to better define Road Classifications and determine a policy that outlines how road classifications can change (e.g. from Country Road to Collector Road).	Council has agreed to work with Toop Consulting and Azimi Consulting to determine criteria for road classifications including traffic counts. This will assist Council in determining when a road would move from one classification to another (e.g. from gravel to cold mix).	Reviewed the Alberta Transportation traffic count data with Toop Consulting and Azimi Consulting and leveraged info from the report. Purchased traffic cameras and determined a plan to begin traffic counting in Q2 of 2024 in tandem with the road condition assessment.

2023 Quarterly Reporting: Fourth Quarter

Consider an annual contribution to reserves for departmental capital equipment purchases.	Annual Contributions for Fire and Waste trucks are included in the Preliminary Budget.	Administration staff are planning to work with the Long-Term Financial Planning tool to determine recommendations for other reserve contributions.	Council has directed Administration to recalculate the contribution for reserves – particularly for Fire and Waste trucks due to inflation – to better represent replacement values.	Identified areas requiring additional consideration during interim budget discussions for implementation in 2024.
Continue implementation of Road Condition Assessment tool.	No action in Q1.	Road Condition Assessment was completed on 112 km of roads, all in May. The Public Works team met to review risk and mitigation strategies.	Administration has worked with our Asset Management Consultant and Public Works team to develop a road condition assessment tool for cold mix roads in the County. We have reviewed several roads to test out the new toolkit. This will help inform maintenance programs in the future.	Ongoing
Use Munisight Asset Management software for linear assets.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Communicate progress on Asset Management Plans to Council and the public.	Working on County Communicator to be included with tax notices.	Tax Notices included information on Asset Management in the newsletter insert.	Council supported the plan to develop communication regarding infrastructure replacement phasing-in project in Ashmont, Mallaig and Lottie Lake.	Working on communications (print, social, web) and additional webpage for infrastructure replacement phasing-in project.
Implement the Long-Term Financial Plan Model that is tied to Asset Management.	No action in Q1.	Will hold a planning session in Q3 to work with the new Finance Officer and Administrative staff to understand the Long-Term Financial Plan Model.	Training is complete and the model is being revised to include assessment and taxation revenue stream in the financial model tool.	Testing on the Taxation and Assessment Review stream was completed and data entry started. Waiting for MD Foundation funding approval and Water/Wastewater project approval to populate the future Debenture section.
Ensure Council discusses Levels of Service and Risk associated with all services prior to Strategic Planning – both those associated with physical assets as well as those provided by staff.	Levels of services are reviewed with Council annually in Q3.	Scheduled LOS meetings for Q3.	Levels of Service meetings were held in Q3 before the Strategic and Operational Planning meetings.	Strategic Planning approved, based on Levels of Service Discussions.
Review the TCA Policy to reflect the life/replacement of equipment.	Complete – TCA Policy updated in February 2023.			

2023 Quarterly Reporting: Fourth Quarter

Strategy 2.2 – Build a positive relationship between the County Administration Office and the Public Works Office.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue Team Building for all staff with a of minimum 2 events per year, including one Regional Team Building meeting.	No action in Q1.	Scheduled team building event for October 20.	Regional Team Building event scheduled for November 16.	Held both Team Building events: - October 20 with Lane Quinn Presenting - November 16, Regional Team Building event
Consider team building/leadership courses.	No action in Q1.	No action in Q2.	Included in strategic/operational planning.	Courses scheduled for 2024.

Strategy 2.3 – Improve customer experience.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Promote social media (Facebook and Instagram) and website to customers as County Information source.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Promote Citizen Self-Serve using radio spots and information bulletins with monthly billings.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Promote various pay options for County Ratepayers.	Communication through newsletter, radio, social media, Council Highlights, and website.	Ongoing and included in the County Communicator insert with tax mailout.	Ongoing.	Payment options printed on the back of A/R Invoices, A/R Statements, and Tax statements
Promote monthly payment/Autopay for taxes and utilities.	Communication through newsletter, radio, social media, Council Highlights, and website.	Ongoing - see above.	Ongoing.	Ongoing - continual update from residents.
Launch a Complaint System that would be available to the public through the website.	Timing to be determined. No action in Q1.	No action in Q2.	Considering new technologies regarding this strategy.	No action in Q4.
Promote that the use of the GIS system is available to the public, realtors, and lawyers.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Continue to promote the use of the County website for permits, forms, etc.	Communication through newsletter, radio, social media, Council Highlights, and website.	Ongoing.	Ongoing.	Working on improvements to Fire Permitting System.

2023 Quarterly Reporting: Fourth Quarter

3. Corporate Services

Strategy 3.1 – Continue to improve the Human Resources framework to improve the experience for management staff and employees.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Cross-training of staff. Prepare manuals/training notes for duties (e.g. A/P, Cemeteries, Insurance, etc.)	Ongoing.	Shifting duties for front-end staff to assist with cross-training.	Ongoing.	Ongoing.
Provide training to front-end staff to best serve residents and set expectations regarding service. Ensure everyone is on the same page regarding standardized messaging.	Ongoing.	Messaging becoming more consistent with the use of standard reply emails to customers.	Ongoing as we have new staff members join the County in the front office.	Ongoing.
Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff.	No action in Q1.	No action in Q2.	No action in Q3.	No changes for 2023.
Conduct Exit Interviews.	Exit Interviews are conducted when staff leave by HR consultant.	Ongoing.	Ongoing.	Ongoing.
Include 'Cultural Sensitivity Training' for all staff.	No action in Q1.	No action in Q2.	Available on Workhub for staff to take online.	Available on Workhub for staff to take online.
Include 'Conflict Resolution' training for appropriate staff.	Managerial/Supervisory staff provided Psychological First Aid in Q1.	Joint Health and Safety Committee provided Psychological First Aid in Q2.	Determined that Psychological First Aid will be offered to any staff members who would like to take it.	No action in Q4.
Ensure supervisory staff are trained regarding their role for success of staff.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Implement employee recruitment procedures, as required.	Postings as per policy.	Postings as per policy.	Postings as per policy.	Postings as per policy.
Implement employee onboarding process.	Checklist used - ongoing.	Checklist used - ongoing.	Checklist used - ongoing.	Checklist used - ongoing.
Use Workhub for staff to access policies, handbook, safety info, etc.	This is part of the Employee Orientation Process.	This is part of the Employee Orientation Process. Employees are notified when information is posted to Workhub.	This is part of the Employee Orientation Process. Employees are notified when information is posted to Workhub.	This is part of the Employee Orientation Process. Employees are notified when information is posted to Workhub.
Consider Employee Self-Serve in preparation to move to bi-weekly pay for salaried staff in 2024.	Deferred due to new Finance Officer position.	No action in Q2.	Will implement when we move to the new Financial program.	No action in Q4.

2023 Quarterly Reporting: Fourth Quarter

Develop a Management Succession Planning Strategy.	CAO working with the Management Team and Council regarding this.	CAO announced retirement, with their last day on December 31, 2023. Recruitment for new CAO to begin in Q3.	Recruitment Firm hired to assist Council with hiring new CAO.	New CAO was hire, with a start date of January 8, 2024.
--	--	---	---	---

Strategy 3.2 – Continue to research opportunities for grant funding.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to explore Alberta Community Partnership grant opportunities with regional partners.	The County and our regional partners were successful in obtaining three (3) new ACP Grants: Regional Trail Master Plan; Regional Investor Readiness Plan; and Regional Immigration Readiness/Newcomer Supports.	No action in Q2.	The County is partnering on five (5) Alberta Community Partnership Grant applications which are closing October 3.	The County and our regional partners were approval for the following grants: - Regional Housing Inventory and Needs Assessment - \$195,000 - Regional Industrial Park Utilities Master Plan - \$200,000 - NE AB Commercial-Industrial Investment Attraction Assessment Plan - \$187,000 - Feasibility study on stranded assets - \$124,000 (with MD of Bonnyville)
Explore grant opportunities under Energy Efficiency.	No action in Q1.	Determined that the RMA has a micro-grant for Economic Development Opportunities, which is being considered for the Regional Renewable Energy feasibility study.	The county was unsuccessful in getting the RMA micro-grant.	No action in Q4.

Strategy 3.3 – Re-familiarize Additional Named Organizations with insurance requirements and protocols.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Hold meetings with Additional Named Insured Organizations (ANI's).	Meetings scheduled for ANI's in April 2023.	RMA did a site visit of Mallaig Ag Society buildings. Waiting on the report. Rolled out Instant Risk Coverage to ANIs as an option for renters to obtain liability insurance when renting out their facilities.	No action in Q3.	Continual uptake from Members for Instant Risk Coverage as an option for renters.

Strategy 3.4 – Continue to transfer land files into digital record system.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Complete this project by 2022-23.	Summer staff hired, expected to start in Q2 to work on this project.	Summer staff began work on the project.	Summer staff continued on the project. Administrative staff worked on this as time permitted.	Admin staff working on current information as time permits.
Continue to work on project utilizing summer staff.	Summer staff to start beginning of May.	Summer staff continued to work on project.	Summer staff continued to work on project until end of their term.	

2023 Quarterly Reporting: Fourth Quarter

Work with IT stakeholders to ensure that all GIS users can access scanned files.	GIS/IT Coordinator working with IT Consultants as well as Laserfiche and GIS to solve problems.	Scan files are available on GIS system. Working on providing specific staff with access. Will roll out to all appropriate staff in Q3 or Q4.	Files are now available through the Laserfiche cloud platform and appropriate staff have been provided access.	
Continue to incorporate current subdivision files/planning and development files into digital record system.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Explore options to move all files into a digital record system.	No action in Q1.	Exploring other options available through Laserfiche.	Working with Government Frameworks to implement online forms which will be filed in Laserfiche as well. Implementation is to happen in Q4 2023 and Q1 2024.	Working on the Fire Permit System before moving forward with other forms.

Strategy 3.5 – Have an accurate assessment of County properties.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Work with provincial assessors to ensure an 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.	Ongoing communication with Provincial Assessor.		Ongoing communication with Provincial Assessor.
Verify that designated industrial property assessment (DIP) and linear property assessment are properly stored and recorded in the assessment software program and transferred to the financial program for taxation purposes so reporting is balanced.	Balanced.			
Continue to work with Accurate Assessment to ensure 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.	Accurate Assessment will continue to review the assessment to ensure DIP assessments are complete and properties were not missed.	No changes.	No changes.

Strategy 3.6 – Continue to maintain and upgrade Administration Building.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Upgrade Lower Board Room.	Moved Smart Board to Lower Level Board Room - improving technology there.	No action in Q2.	No action in Q3.	No action in Q4.

2023 Quarterly Reporting: Fourth Quarter

Improve technology in the Council Chambers.	Complete in March 2023.	
---	-------------------------	--

4. Communications

Strategy 4.1 – Continue to improve, review, and update communication methods to create a user-friendly digital experience for everyone.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Sustain social media accounts (Facebook and Instagram) and the County website.	Ongoing. Attempting to integrate Instagram without the use of the Communication Coordinator's personal Facebook page.	Struggling with the Fire Permit program. Working with Catalis to find solution.	Signed an Agreement with Government Frameworks to digitize 25 forms for the County. Starting immediately with implementation of Fire Permit.	Finalizing Fire Permit before moving forward with other forms.

Strategy 4.2 – Increase proactive communication on County initiatives and information.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Increase use of proactive communication tools such as news releases, public service announcements, and 'free advertising' (news stories that are not paid for; e.g. road work, initiatives at Transfer Stations, etc.)	Ongoing. January-March are slow news times but communicated gravel sales, campground reservations opening on March 1, and Wild Fire Season beginning March 1. Prepared a FireSmart Home Inspection radio et al. that started mid-March.	Ongoing. Included campground openings and weekly updates on Facebook regarding site availability, fire restrictions, Spring Cleanup program, beaver program, ASP Open Houses, employment opportunities, campsite availability, et al.	Ongoing. Continued promotion of fire permits and community events, including the Lakeland Rodeo Association Finals.	Ongoing. Included messaging for Fire Permits, Snow Flags, transfer station hours, and holiday hours.

Strategy 4.3 – Proactively plan ahead to improve County communications with the public and support County departments.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Communicate information in a precise, open, honest, and timely manner.	Continue to update communication scan with new initiatives/changes to ensure information is released in timely manner (e.g. Gravel Sales, ASB/LARA events).	Ongoing. Planned ahead for Aggregate Funding, campground openings and availability, road work, fire restrictions, burn permits, community events, et al.	Ongoing. Planned ahead for Aggregate Funding, road work, Fire Smart campaign, snow flags, Lakeland Rodeo Association Finals, burn permits, community events, et al.	Ongoing. Increased messaging for Snow flags, Fire Permits etc.
Continue to expand/develop County activities scan to promote programs/activities.	See above.	See above.	See above.	Pulled local holiday event information for the Events calendar on the County website.
Continue to produce communication materials such as Tax Insert, Council Highlights, Trash Talk, and Campground brochure.	Began planning and writing of Tax Insert. Requested information from other departments/staff for inclusion. Campground brochure updated.	Completed and insert mailout out with taxes.	Developed communication piece for Ashmont, Mallaig, Lottie Lake water infrastructure improvements -- in draft.	Developed letter for residents regarding change to Dust Control Policy.

2023 Quarterly Reporting: Fourth Quarter

Engage the media with positive local agriculture stories.	No action in Q1.	No action in Q2.	No action in Q3.	No action in Q4.
---	------------------	------------------	------------------	------------------

Strategy 4.4 – Maintain policies related to communication methods.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review privacy policies related to online terms of use.	Reviewed and no changes required.			
Review 'Communications Guiding Principles' document that includes branding standards, website and social media policies, communication plans, communication best practices, et al.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 4.5 – Ensure that all County departments are supported with quality, timely, and effective communication.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue building public awareness and education of County Services, Agriculture Services (including LARA workshops), Bylaw Enforcement Officer, Fire Smart program and Fire Prevention week, winter maintenance and others.	Generic radio ads were produced that the radio station will run to fill empty ad time and air them for free. Ads were created on the topics of payment options, keeping addresses up to date, development permits, safety permits, recycling at the Transfer Stations, recycling beverage containers at the Transfer Stations, and fire permits.	Ongoing. Included campground openings and weekly updates on Facebook regarding site availability, fire restrictions, Spring Cleanup program, beaver program, ASP Open Houses, et al.	Ongoing. Included campground openings and weekly updates on Facebook regarding site availability, thanks you after closure of campgrounds, fire restrictions, assessors in County, Aggregate Level Funds, burn permits, etc. al.	Ongoing. Included notice of Transfer Station seasonal hours, promotion of Ag government programs, approval of 2024 Strategic Plan, winter safety tips, holiday hours, et al.
Promote events related to FCSS, Parks and Waste Management.	Campground online reservations opening on March 1 promotion started in mid-February (Facebook, website, radio, Council Highlights). Provided County material for Go East ad. Photo taken at Floating Stone featured prominently in ad.	See above.	See above.	See above.
Communicate progress on Asset Management plan to the public.	Material to be included/ revised in Tax insert.	Information included County Communicator that was mailed with taxes.	Ongoing as information becomes available. Updated construction project work on Public Works webpage.	No new information provided during this time. Will promote as information becomes available.
Proactively provide notice of road work to residents.	As information becomes available. General notice about safety around snowplows pushed out.	Safety message communicated about traveling around graders, road restrictions put on/lifted.	See above.	See above.

2023 Quarterly Reporting: Fourth Quarter

Promote Citizen Self-Serve, monthly payments/Autopay for taxes and utilities other payment options available for County ratepayers.	Ongoing. Worked with Director of Corporate Services and Bylaw Enforcement Officer to provide online payment option for Letter of Consent.	Steady increase in number of residents signing up for Tax Autopay. Increased use of Option Pay during Tax Season.	Ongoing information on website and Facebook.	Steady increase in number of residents signing up for Tax Autopay.
Draft a communication plan for the Regional Emergency Management Plan that is in line with the REMP, as needed.	In development.	No action in Q2.	Revised Media Contact list if required in an emergency situation.	No action in Q4.

Strategy 4.6 – Increase public information about County historical, tourism, economic development, events, etc. that will increase interest in local events.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to participate in the Travel Lakeland/Alberta's Iron Horse Trail committees as a non-voting member to proactively assist with promoting the region through communications.	Ongoing. Promoting regional events on County Events Calendar and Facebook, when appropriate.	Ongoing.	Ongoing.	Ongoing.
Ensure the County campgrounds are promoted by sharing reservations opening, weekly campsite openings, campground brochure, paid advertising, free advertising, et al.	Campground online reservations opening on March 1 promotion started in mid-February (Facebook, website, radio, Council Highlights). Campground brochure revised.	Ongoing promotion.	Ongoing throughout the summer. Weekly camp site availability posted on Facebook.	Campgrounds closed for the season, pause on promotion.
Continue to promote local community events on the website 'Events' calendar.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 4.7 – Employee Communications.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to produce 'County Chronicle' at least 3 issues per year.	Issue planned for late spring.	Issue planned for summer.	Issue in development for late fall.	Issue circulated Mid-December.
Provide communication to employees through Workhub.	CAO, Director of Public Works, and Director of Community Services reports posted to staff monthly.	Change of benefits provider communicated to staff. Continuing to provide CAO, Director of Public Works, and Director of Community Services reports.		Ongoing

2023 Quarterly Reporting: Fourth Quarter

5. Freedom of Information and Protection of Privacy Act

Strategy 5.1 – Provide the public with the process to obtain information through the Freedom of Information and Protection of Privacy Act.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Ensure the public FOIP requests are addressed in timely manner as required under legislation.	No FOIP requests this quarter.	One request for personal property information (not a formal FOIP).	Two requests for property information (development permits).	No requests in Q4
Ensure that FOIP page on the County website is up-to-date with any provincial legislative changes.	Reviewed material on website and no revisions needed.			FOIP Coordinator contact information updated
Promote availability of County FOIP process.	Ongoing information available.	Ongoing information available.	Ongoing information available.	Ongoing information available.
Ensure that FOIP records and statistics are kept for reporting, as required by FOIP/provincial government.	No action in Q1.	Statistical reporting submitted on May 10.	No action in Q3.	No action in Q4.
Provide information card for Council.	Completed in February 2023.			
Develop FOIP Policy.	No action in Q1.	No action in Q2.	No action in Q3.	No action in Q4.

6. Planning & Development

Strategy 6.1 – Development of Area Structure Plans around urban neighbours to reduce red tape and expense for developers.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Work with the Town of St. Paul on a joint Area Structure Plan (ASP) on the north side of the town into the County - funded by Alberta Community Partnership (ACP) Grant.	Work is continuing on this project. Public Open House is scheduled for May 24.	Public Open House held. Waiting for Alberta Transportation's comments on the Traffic Impact Assessment before bringing the Area Structure Plan document to the Council for 1st Reading of the Bylaw approval.	Still waiting for Alberta Transportation comments.	Alberta Transportation has requested a number of changes. The Town will be applying for extension.
Work with the Town of Elk Point on a joint ASP on the north side of the town into the County - funded by ACP Grant.	Work is continuing on this project. Public Open House is scheduled for May 25.	Public Open House was held. Town of Elk Point has halted work on this plan for the moment.	Still waiting for Alberta Transportation's comments. To hold a meeting in Q4 with the Town of Elk Point to discuss contingency funds.	Need to apply for scope change. Elk Point applying for an extension to December 2024.

2023 Quarterly Reporting: Fourth Quarter

Work with the Town of Elk Point on joint ASP on the south side of the town into the County - funded by ACP Grant.	Work is continuing on this project. Public Open House is scheduled for May 25.	Public Open House was held. Waiting for Alberta Transportation's comments on the Traffic Impact Assessment before bringing the Area Structure Plan document to Council for Bylaw 1st Reading.	Still waiting for Alberta Transportation's Comments. To hold a meeting in Q4 with the Town of Elk Point to discuss contingency funds.	Agreed to use contingency funds to move stormwater pond out of North ASP. Elk Point applying for an extension to December 2024.
Work with the Town of Elk Point on a joint Area Structure Plan at Elk Point Airport.	Work has started on this project with the consultant providing some background reports for Administration to review in Q1.	Public Open House was held in June. The consultants are working on the Area Structure Plan draft and supporting documents. Councils approved the use of contingency funds to develop an Operations Manual for both Airports.	Nearing completion. The winter section of the Operations Manual has been circulated to municipalities.	Training has been arranged for Public Works Staff who look after Airport. An invite for this training was extended to other Zone 5 rural municipalities.
Consider other ASP projects through grant funding.	No action in Q1.	No action in Q2.	No action in Q3.	Applied for six (6) grants with our regional Partners by October 3.
Determine zoning changes/Land Use Bylaw Amendments for the Lottie Lake area to provide clarity on Recreational Vehicles on lots.	Planning and Development Staff are working on a strategy for new wording for the LUB amendment. Considering engaging residents prior to bringing the proposed wording forward.	An Open House was held for Lottie Lake Residents in June. Residents expressed their preference for Land Use Bylaw wording changes regarding Recreational Vehicles on lots within the Hamlet. These and other changes will be incorporated in the Land Use Bylaw to bring forward in Q3.	Planning and Development met with Council to determine what changes they would like to see regarding Alternate Energy in the Bylaw. Starting to work on changes for the LUB to bring forward in Q4.	Council gave 1st reading to the Bylaw to amend the LUB.

Strategy 6.2 – Resurvey Plan 527MC Block 1 at Vincent Lake to have houses situated on the lots.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Finalize survey. Apply for accretion and close roadways adjacent to plan area.	Roadways have been closed. Accretion has been approved. Survey has been finalized. Lot owners have received an update from the County with next steps and to approve Core Geomatics to act on their behalf to apply for the subdivision.	The re-subdivision of these lots has been applied for. Council has approved a bylaw to remove Reserve Designation on lands previously designated as Environmental Reserve. These lands will be sold to the landowners with the new subdivision, and a new Environmental Reserve will be established on accreted lands.	Subdivision has received conditional approval. P&D working with lot owners on review of on-site septic systems.	Received a legal opinion regarding septic systems.
Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners.				

2023 Quarterly Reporting: Fourth Quarter

Registration of land titles and new titles issued to landowners and County.				
Determine legal access for all properties.	An internal road has been improved by the County in 2021 and is included in the plan of survey to provide legal access to all lot owners once new subdivision is approved.	This road is included in the subdivision application. Administration is confirming if rural addressing will change as a result.		

Strategy 6.3 – Resurvey of Mallaig lots along Railway avenue.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Complete survey, sell and consolidate lots.	Road closure bylaw has been given 1st reading and is in the Alberta Transportation process for closure.	Bylaw is still awaiting approval by Alberta Transportation.	Still waiting for Alberta Transportation.	Still waiting for Alberta Transportation.

Strategy 6.4 – Determine opportunities to encourage development and reduce red tape.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to contract Superior to complete Safety Code Permits - agreement to December 2023.	Superior Safety Codes has been completing Safety Code Permits since February 2022 with no issues.	Contracting continues with no issues. Administration will be developing a Request for Proposals for Safety Code Services in Q3 ahead of the end of the current service agreement.	Current Agreement ends in March 2024 - RFP to go out in early 2024.	RFP to be posted on Alberta Purchasing Connection in January.
Improve training of staff to assist residents with subdivision process.	Working on scheduling an opportunity for Planning Officer to work with MPS to understand their process.	No action in Q2.	No action in Q3.	No action in Q4.
Improve online Development Permit through Catalis Planner program. Explore if Safety Code Permits can also be completed through this platform.	No action in Q1.	This item has been put on hold due to challenges with Fire Permitting process.		

2023 Quarterly Reporting: Fourth Quarter

7. Economic Development

Strategy 7.1 – Centralize Economic Development within the region.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
<p>Regional engagement</p> <ul style="list-style-type: none"> - Develop a centralized source for regional economic development information from municipalities, Alberta Government, educational institutions and businesses to: 1) Foster information sharing; 2) Reduce duplication; and 3) Leverage economies of scale. - Marketing and Communications - Investment attraction capacity building - Coordination of site selection information and marketing with municipalities - Provide materials and resources as per stakeholder requests. - Plan for future instances of regional economic disruption. 	<ul style="list-style-type: none"> - Represent all municipal partners in conversation and discussions in relation to economic development. - Work collaboratively with each municipal Council and Administration. - Confirmation of ACP funding through the Summer Village of Horseshoe Bay and CanExport Community Investments funding through the County for the Investor Readiness Project across the STEP region. 	<ul style="list-style-type: none"> - Represented all municipal partners in conversations and discussions in relation to economic development with stakeholders and government departments. - Initiatives or projects (Rural Renewal Stream, trade deficit, tourism, investor readiness, etc.) have a regional impact or reach. - Extended invite to municipal CAOs to attend STEP Committee meetings to foster greater information sharing. 	<ul style="list-style-type: none"> - Continued representation of all municipal partners in conversations and discussions related to economic development with stakeholders and reps. - Support Shared Service Study to look at areas of collaboration between municipal partners. - Support regional SOP development of maintenance, operations, and management of St. Paul and Elk Point airports. - Develop marketing materials and investor readiness work for all municipal partner communities and assets. - Prepare ACP grant applications for regional projects (housing inventory and assessment, lake health, regional recreation assessments) for submission. - Support regional businesses through the Rural Renewal Stream (RRS) program. 	<ul style="list-style-type: none"> - Ongoing representation of STEP municipalities to stakeholders and investors. - Requested a regional marketing meeting amongst municipalities. - Deliver the Rural Renewal Stream (RRS) program across the STEP region. - Extend an invitation to lender/investor groups to tour the STEP region and meet with municipalities and stakeholders. - Confirmation of regional ACP project funding - Regional Housing Inventory and Assessment and Stranded Asset Use Case - Meet with MLA Cyr to discuss STEP objectives and projects.

Strategy 7.2 – Support growth of priority industry sectors.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
<p>Leverage existing industry drivers within the region to increase economic potential (agriculture, tourism, transportation and logistics, etc.)</p>	<ul style="list-style-type: none"> - Working with key stakeholders (i.e. Invest Alberta, Alberta Ag) and industry to drive agricultural opportunities. - Confirmed Northern and Regional Economic Development funding and ACP funding through the County for tourism projects - Continue to work with consultants on tourism strategy; working with stakeholders (Travel Alberta, Travel Lakeland, 	<ul style="list-style-type: none"> - Continue to work on the Investor Readiness Project to prepare site selection criteria (labour, land and buildings, utilities, taxes/incentives, QOL) to support key industries of agriculture, tourism, and energy, as well as emerging industries such as film and UAV/aviation. Efforts include: attending the Site Selection Conference with international speakers and site 	<ul style="list-style-type: none"> - Ongoing Investor Readiness Project - including Pitch Deck and Marketing Materials. - Agriculture - met with Invest Alberta and Investor around vertical grow opportunity; identified Ag profiles to be developed; attended local food meetings; connected with local producers and provided resources; drafted local food infographic; defined Ag Investor 	<ul style="list-style-type: none"> - Ongoing work on Investor Readiness initiative. - Agriculture - continue to work on local food initiatives and food processing; met with Leduc Ag Svc Board local food contact; ag tourism; ag pitch deck. - Tourism - deliver Tourism report to Councils; launch Master Trail Plan; ongoing work with DMO; gather tourism data; confirm Lisa Roper filming in

2023 Quarterly Reporting: Fourth Quarter

	Conseil de développement économique de l'Alberta, Go East) to identify and plan regional tourism. - Engage with stakeholders concerning transportation and logistics corridors, including roads, rail, and air.	selectors; proposing a regional approach to an Ec Dev GIS modelling towards land and buildings; meeting with Invest Alberta and investors; ag and ag food meetings on local food initiative, Portage food processing, and attending trade fair with processor.	Pitch Deck for development; worked with Portage to define scope for research project around food processing space; meet Alberta Agriculture Business Development Officer to tour Portage College and meet value-add processors/producers. - Energy - assist MD of Bonnyville with ACP grant application based on Stranded Asset Use Case with Strathcona Resources; submit RMA grant for Regional Energy project. - Tourism - Regional Tourism Opportunity Identification and Destination Development Report complete; meet with Lisa Roper and Travel Lakeland DMO to discuss film opportunities on North Saskatchewan River; continued work with Travel Alberta and DMO on regional projects toward funding.	2024 - Energy - confirmed ACP funding for Stranded Asset Use Case project; Pathways meeting and open house.
Identify new and emerging economic opportunities to diversity and grow the region (AI/ML artificial intelligence/machine learning, film, waste, etc.)	Identifying and engaging in emerging trends, including film and technology conversations and drivers, that appear to be feasible in the region or with regional stakeholders (e.g. post secondary, ag, energy).	- Continued to develop Film Profile and website content. - Connect with Alta/ML to review AI Airport project, share project scope with aviation industry for feedback.	- Support STEM Society on Regional Science Fair; provide contacts/opportunities - Refine Film Profile/web information - Continued examination of UAV opportunities	- Support STEM Society on the Science Fair & Tech Symposium. - Conversations on Drones; airport use
Advocate and plan for expanded, lower cost, higher quality broadband across the region.	No activity.	No activity.	Discussions with MCSNet regarding fibre expansion throughout the County.	No activity.

Strategy 7.3 – Position workforce development as a cornerstone of regional economic development.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Workforce Attraction: Brand and promote the region to attract workers to the region; promote high demand jobs in the region to the workforce; support newcomer projects.	- Confirmed extension of LMP funding held by County to align with other project funding received. - Received Rural Renewal Stream (RRS) Community Designation across the STEP region. Implementation of work plan initiated.	- Labour Market Partnership (LMP) skills gap consultations underway and employer toolkit continued. - County of St. Paul and Town of Elk Point videos completed. - Rural Renewal Stream launched with 16 approved employers, 20 Letters of Endorsement issued. Letter to	- Labour Market Partnership (LMP) Skills Gap report completed for review. - Working on Community Profiles for Employer Toolkit. - Rural Renewal Stream (RRS) program continued management; provided feedback to Ministry and MLAs on program challenges.	- LMP project complete and reported; employer toolkit available. - Work with AB Hub and Portage College on regional Trade Labour initiative. - Rural Renewal Stream program ongoing.

2023 Quarterly Reporting: Fourth Quarter

	<ul style="list-style-type: none"> - Confirmed ACP funding through the Town of St. Paul for implementation of RRS workplan. - Investigation of rural/remote worker marketing opportunities. 	MLA drafted for feedback on the program.		
Worker Retention: Youth retention/Ag retention; human resources for small business.	Implementation of RRS workplan includes newcomer supports to retain workers in the region.	<ul style="list-style-type: none"> - Worked with Portage and Village App to ensure community supports are in place for Rural Renewal. Program to support worker retention. - Looked at QOL factors and projects that support worker retention including rural transit and attainable housing. 	<ul style="list-style-type: none"> - RRS First Point of Contact hired by Portage College Community Adult Learning Program (CALP) to support and retain newcomers to the region - ACP grant scoped and developed for Housing Inventory and Assessment made on behalf of the Town of St. Paul - Work with Azimi Consulting to prepare for Rural Transit Solutions Fund grant application 	<ul style="list-style-type: none"> - RRS community supports are being put in place for retention. - AB Hub trade initiative to include retention factors. - ACP funding confirmed for the Housing Inventory and Assessment. - Rural Transit Fund application submitted
Worker Development: Work with stakeholders to identify training needs; develop partnerships to address training gaps; highlight and leverage customer service throughout the region.	<ul style="list-style-type: none"> - Labour Market Partnership project work resumed, including skills gap analysis and employer toolkit. - In partnership with Travel Lakeland, through Prairies Can funding, identify and work with Portage College to deliver Super Host Customer Service training across the region. 	Spoke with business and industry regarding the "trade deficit" current and anticipated. Arranged a meeting with industry and post-secondary (Portage and Lakeland Colleges) and Alberta Trades. Request support of Alberta Hub as a regional initiative.	<ul style="list-style-type: none"> - Assist with the scope development for an Alberta Hub lead LMP application for a Trades Initiative in collaboration with the MD and Town of Bonnyville, City of Cold Lake, Lakeland College, Portage College, and Industry - Work with Lakeland DMO and Portage College to support the development of SuperHost customer service training for regional employees based on employer consultation/feedback 	<ul style="list-style-type: none"> - Work with Portage College on worker development (trades, tourism, hospitality, nursing). - Develop local food resources/talent. - Proposal for Indigenous flight training in the region; aviation training identified across the province as a priority - Attend Alberta Chamber of Commerce and Alberta Post Secondary Network Talent Symposium.

Strategy 7.4 – Support regional economic development through partnerships and advocacy.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Build partnerships and advocate on behalf of municipalities within and beyond the region (i.e. recreation, Indigenous relations, newcomer supports, entrepreneurship, etc.)	<ul style="list-style-type: none"> - Building and maintaining partnerships and advocacy within and beyond the region through attendance at the Economic Developers Association Conference (EDO), Alberta Aviation Council Conference, and other events. - Partner with stakeholders and other northeast Alberta communities on projects that align and leverage resources 	<ul style="list-style-type: none"> - Attend Alberta Hub AGM and EDO meetings to bring together regional partners for a regional discussion and allow for alignment of projects and partnerships. - Discussions with the MD of Bonnyville about an energy/food project with industry. - Met with business and industry at the gas and oil show identifying the current and 	<ul style="list-style-type: none"> - Work with the MD of Bonnyville to define ACP grant application for Stranded Asset Use Case based on collaboration with Strathcona Resources - Work with other designated communities through the RRS program - Continue to develop contacts and relationships with consultants, investors, government, etc. to promote the 	<ul style="list-style-type: none"> - MD of Bonnyville a confirmed receipt of ACP funds for the shared Stranded Asset Use Case Project. - Meet with UnBQ to discuss the Indigenous flight training proposal. - Attend Portage College's launch of the Bachelor of Nursing program in partnership with U of C.

2023 Quarterly Reporting: Fourth Quarter

	such as greenhouse feasibility, NE regional airport discussions, and engagement on northern corridors.	anticipated 'trade deficit', connecting with other regions and turning to AB Hub for a regional approach. - Liaise with Whitecourt EDO re: Rural Renewal Program. - Advocated for STEP and NE region at events and meetings.	region and advance economic growth	- Continue to work with stakeholders: Chambers; Canadiens Alumni; AB Hub; regional EDOs.
--	--	--	------------------------------------	--

Strategy 7.5 – Support the STEP (St. Paul and Elk Point) Economic Development Alliance continuation beyond a pilot project.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Regionally budget for STEP Economic Development Alliance Officer for a 5-year period, ending December 2027.	No activity on long-term budgeting.	No current activity on long-term budgeting.	Plan for work in 2024 on STEP structure and strategic pillars for release in 2025	Work on the Small Communities Opportunity grant application for submission in January 2024 for Ec Dev strategy and STEP sustainability.
Review budget for additional staffing and operational budget, as required, and as the department grows, including funds for grant matching when necessary.	Work with County CAO to leverage Intern for the remainder of 2023 and budget for a full-time tourism coordinator/ STEP support position in 2024.	Intern/Tourism Coordinator resigned from the position. Looking at a temporary County position to fill the administrative and project support for six months while reviewing the STEP structure. Waiting for shared services study feedback and working with a consultant.	- Hired Municipal Economic Development Assistant as a County of St. Paul staff member until December 31, 2023 - Budget for 2024 to include staffing for this Assistant position	2024 STEP budget received preliminary approval.

8. Emergency Management

Strategy 8.1 – Ensure Regional Emergency Management Preparedness.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Maintain and update the Regional Emergency Management Plan.	No updates in Q1.	No updates in Q2.	Information session for regional staff held during the Team Building Event on November 16 by DEM Kotowich.	No updates in Q4
Provide training for staff and Councillors.	Annual update provided to Council in January 2023.	No action in Q3.	Identify regional employees to serve in IMT for vacant positions.	No action in Q4
Exercise the Incident Command System Plan in conjunction with Emergency Management Agency, and in conjunction with legislation.	No action in Q1.	No action in Q2.	Ongoing operational readiness. No action in Q3.	Operational readiness during cold weather and alerts regarding electricity outages.

2023 Quarterly Reporting: Fourth Quarter

Continue to collaborate with Regional Industry Partners to ensure a mutual understanding of each other's capabilities.	Emergency Management Department informed of Council's approval to use County land in Heinsburg for the Western Canadian Spill Services training in June 2023.	Planning to bring Emergency Management personnel into discussion with Wind Energy developer to ensure we understand emergency response responsibilities.	Pre-emergency planning session with CNRL planned for Q4 (December).	Ongoing communication with industry partners regarding preparedness and response.
--	---	--	---	---

Strategy 8.2 – Increase public awareness and education on public participation.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Communicate and educate the public to improve community readiness.	No action in Q1.	No action in Q2.	No action in Q3.	Year-end messaging for citizens regarding inclement weather and travel.
Use Alberta Emergency Alert to notify public regarding incidents. <i>(Note: this will be converted to the National Public Alerting system on March 1, 2023. No action is required from the public. Staff authorized under the old system will complete migration training by the end of 2022.)</i>	Complete.			

9. Occupational Health & Safety

Strategy 9.1 – Continuous improvement of Safety Management System.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review of existing County OHS policies.	Ongoing as policies come up for review.	Ongoing as policies come up for review.	Ongoing as policies come up for review.	Ongoing as policies come up for review.
Refinement and amendment of County OHS policies into the Regional Safety Management System (RSMS) Structure.	All policies are uploaded in Workhub. No further action.			
Incorporation of Regional Safety Management Structure into a virtual format.	No action in Q1.	Everything is on Workhub. No further action.		

Strategy 9.2 – Continued access and use of the Regional Safety Management System.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to use and promote Workhub as the Region's web-based safety management system.	Ongoing. Refresher training on Workhub for returning seasonal staff.	Ongoing. Refresher training on Workhub for returning seasonal staff.	Ongoing. Refresher training on Workhub for returning seasonal staff.	Ongoing. Refresher training on Workhub for returning seasonal staff.

2023 Quarterly Reporting: Fourth Quarter

Development training and support materials, as required.	Added psychological first aid in the certificate section.	Added flagger training in certificate the section.	Added hearing protection fit testing in the certificate section.	Training completed on the new PW-19 Towing Policy.
Orientate new staff to use WorkHub.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 9.3 – Establish enhanced OHS training standards and tracking.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review and update the current OHS orientation presentation, as required.	No updates required.	No updates required.	No updates required.	No updates required.
Establish virtual self-paced OHS training courses for all regional positions.	Updating as positions change (e.g. Joint Health and Safety Committee).	No updates required.	No updates required.	No updates required.
Continued monitoring of all regional training standards and renewals.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Facilitate Safety Leadership training (LSE) for outstanding managers, supervisors, and foremen.	No action in Q1.	Will book in late fall.	Booked for November.	Completed.
Coordinate training specific to ATV use, Chainsaw operation, Flag Person, Ground Disturbance, and First Aid.	Ground disturbance and first aid training complete.	Chainsaw and flagger training complete.	No action in Q3.	No action in Q4.
Conduct air quality testing at the Crusher site for silica dust.	Will be completed in the Q2.	Completed, awaiting report.	Report received. Masks purchased for the areas they are required to be worn in.	Completed.
Coordinate audio-metric testing every two years for employees exposed to high noise levels.	Obtaining quotes for testing.	First round of testing completed May 25/26th.	No action in Q3.	No action in Q4.
Coordinate Psychology First Aid for management with the management team providing support to employees.	First session completed March 23, 2023.	Second session completed May 26th.	No action in Q3.	No action in Q4.

Strategy 9.4 – Establish system for the assurance of competency assessment.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review existing competency assessment components of various municipal departments.	No action in Q1.	No action in Q2.	No action in Q3.	In review process.
Establish web-based assurance and filing of competency assessments.	Available in Workhub.	Available in Workhub.	Available in Workhub.	Available in Workhub.

2023 Quarterly Reporting: Fourth Quarter

Identify tasks and positions requiring development of competency assessments.	No action in Q1.	No action in Q2.	No action in Q3.	Met with PW Construction and Maintenance to discuss.
Establish timeline for competency assessment review.	No action in Q1.	No action in Q2.	No action in Q3.	No action in Q4.

Strategy 9.5 – Continued use of enhanced system for the collection and completion of incident reports/analysis along with corrective action tracking.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continued use of web-based incident investigation process for completion of incident analysis.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Monthly monitoring of supervised centered corrective action system for inspection and incident corrective actions.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 9.6 – Identify and implement efficiencies relative to the administration of the regional safety management system.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Maintain web-based system for collection, storing, and tracking of safety management forms (inspections, incidents, meetings, training).	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Work with Workhub to establish a web-based system to replace hardcopy reports when submitting Field Level Risk Assessments and Daily Tailgate meetings.	No action in Q1.	Workhub cannot provide this service for FLRA's and Tailgate meetings. Will need to look at other options or continue with paper copies.	No further action.	No further action.

2023 Quarterly Reporting: Fourth Quarter

Community Services

1. Parks and Recreation

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Increase public awareness of our parks through promotions, marketing, social media, and events.	Radio, Facebook, website, and Council Highlights promotion initiated in mid-February. Initial radio ads ran until mid-March. Additional radio to come. Floating Stone beach featured in Go East for its 2023 publication.	Ongoing promotion of the campgrounds. Ad placed in Summer in the City and radio. Weekly Facebook updates on the availability of sites. Updated photos on the website, such as the Westcove beach area.	Ongoing promotion throughout the summer. Weekly campsite availability posted on Facebook. Brochure was available at UFO Information Centre.	Utilizing assistance from STEP to work with Camp Reservations to gather additional information on campers and how to better promote parks and the region.
Promote online reservation system opening on March 1, 2023.	See above.	Promotion and weekly update of information on Facebook pertaining to campsite availability.	See above.	Ongoing - referring people who contact the County to the online system.
Conduct public engagement survey for campground needs.	Deferred to Q2.	Deferred to Q3.	Deferred - to start planning for further discussion.	Discussed and removed.
Consider the recommendations of the Regional Tourism Opportunity Identification & Destination Development Strategy.	No update from consultant.	Draft report received.	Ongoing	Ongoing

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Maintain and improve boat launches. Consider construction and installation of one boat launch each year as the budget allows.	Lac Bellevue Boat Launch to be completed during Q2. No new boat launch construction approved in the 2023 budget.	Lac Bellevue boat launch complete.	No action in Q3.	Floating Stone considered to be next on the list.
Continue to work with Alberta Environment and Parks to get approval to perform regular routine maintenance at County-owned boat launches.	No update from Urban Systems.	Ongoing - no update.	Ongoing - no update.	Ongoing - no update.
Continue to maintain equipment and buildings in the parks.	Deferred to Q2.	Underway.	Underway.	Bellevue caretaker cabin floor damaged and removed. Contractor contacted for repair.

2023 Quarterly Reporting: Fourth Quarter

Repurpose tennis court at Westcove.	Deferred.	Deferred.	Deferred.	Discussed at budget - on hold.
Contract wood processing.	3-year Service Contract signed with A & T Water & Septic Ltd. on January 24, 2023.	Contractor providing bundles of wood to parks as needed.	Completed for 2023	
Reroof washroom/shower building/garage/cook shack at Floating Stone Park and Office at Westcove.	Deferred to Q2.	Underway.	Complete.	

Strategy 1.3 – Review Parks and Recreation Operations.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to conduct playground and campground inspections.	Deferred to Q2.	Completed - no issues identified by inspector.		
Continue to train staff.	Deferred to Q2.	Caretaker training complete.		
Complete an Emergency Response and Safety exercise.	Deferred to Q2.	In discussion.	Not completed.	Not completed.
Work with local RCMP Detachment to provide a police presence at the campgrounds during the summer open season.	Deferred to Q2.	Police/Sheriff did at least one unscheduled visit to one park.	Completed.	
Provide playground installation/inspection certification training, as well as Pool Operator Level I Water Systems certification for Parks Foreman.	Park Foreman is scheduled to take the Pool Operator Level 1 Water Systems certification on March 28 & 29, 2023.	Pool operator training complete. Watching for a playground equipment inspection course this fall.	Park Foreman scheduled to take playground equipment inspection training.	See previous update.

2. Waste Management

Strategy 2.1 – Increase recyclable segregation options.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to explore other options for recycling and waste diversion.	Started to divert mattresses at our 6 Transfer Stations. Exploring local options for metal recycling. Approved a new contractor for propane cylinder pickup at our six (6) Transfer Stations.	Ongoing.	Ongoing.	Ongoing - discussions occurring around more efficient handling of cardboard.
Explore composting options for waste diversion at County Transfer Stations.	No update.	Director renewed Compost Operator certification.	Deferred to Strategic Planning	Removed from Strategic Plan - costly to implement due to regulations.

2023 Quarterly Reporting: Fourth Quarter

Strategy 2.2 – Public awareness about waste management.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Consider a customer satisfaction survey.	Deferred to Q2.	In discussion.	Deferred to Strategic Planning.	To be considered in 2024.
Continue to include work on the Waste Management webpage with Communications Coordinator.	Ongoing.	Ongoing.	Ongoing. Information on recycling oil added. Promoted Recycled Beverage Container program began in September.	Ongoing.
Continue to provide information about waste management on the County's social media, the website, and other communication such as the 'Trash Talk' publication.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Continue with Spring Clean-up program during May to remove Freon from fridges, freezers, and water coolers.	Annual Spring Clean-up promotion for the month of May approved on March 28, 2023.	Held in May, complete for 2023.		
Consider using not-for-profit organizations to help with fugitive waste collections at Transfer Stations.	No action in Q1.	In discussion. 4-H did clean up at Evergreen.	In discussion.	In discussion.
Promote school group tours of Transfer Stations.	Deferred to Q2.	In discussion.	Ongoing.	Ongoing.

Strategy 2.3 – Maintain, streamline, and upgrade Waste Management equipment and facilities.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review Transfer Station operating days and hours to ensure they accommodate the public's needs.	Hours promoted on social media and updated on the website as they seasonally change.	Promoted Spring Clean-up on social media, website, Council Highlights, radio, and newspaper.	To be discussed Strategic Planning.	Opened St. Eduoard transfer site one additional day in the winter.
Annual capital contribution for waste management vehicles to be set up in reserves.	Annual capital replacement contribution of \$120,000 approved in the 2023 budget.	Council approved an additional \$250,000 to the Waste Management reserve for the future replacement of waste trucks from 2022 surplus.	Waste trucks to be discussed further at budget time.	Front load truck ordered, roll off truck postponed.
Continue to hold bi-annual training workshops for the Transfer Station staff and regional municipalities.	Deferred to Q2.	First training session held in April.	Planning for fall training underway.	Completed.
Replace PT-11 2011 Landpride Mower.	Grass mowing to be consolidated with Public Works for 2023. Replacement of PT-11 not in the 2023 budget.	No further action.		

2023 Quarterly Reporting: Fourth Quarter

Replace LB-15 2007 Enclosed Cargo Trailer.	2023 Enclosed Cargo Trailer purchased on January 19. No further action.		
Replace LB-17 2009 Gooseneck Trailer.	No action in Q1.	Complete for 2023.	
Explore the purchase of a sandblaster to refurbish used bins.	No action in Q1.	Purchase was removed from budget. No further action.	

3. Agricultural Services

Strategy 3.1 – Build public awareness about Agricultural Services.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Communicate effectively about Agricultural Service Board (ASB) programs and services.	Ongoing. Monitor and promote LARA events.	Ongoing.	Ongoing.	Ongoing.
Discuss ASB Board structure/membership.	Council approved two (2) members at-large with voting rights to sit on the ASB. Members attended their first ASB meeting on February 28, 2023.	Members at large appointed.	Ongoing - to be discussed at Strategic Planning.	Board structure changed as of Org Meeting.
Produce a bi-annual ASB newsletter for public.	In development as an insertion with taxes.	ASB Newsletter included with the tax mailout.	Very little feedback on the spring newsletter - future of this to be discussed at Strategic Planning.	No fall newsletter put out.
Communicate Lakeland Agricultural Research Association (LARA) initiatives and newsletter.	Ongoing as events come up. Monitor LARA Facebook and website. Provide information on Facebook and in the Council Highlights, as necessary.	Ongoing.	Ongoing.	Ongoing.
Continue with clubroot education, surveying and notifications.	ASB board approved to continue providing the same of level of service for clubroot surveying as previous years at the ASB meeting on February 28.	Ongoing. Posted an information/awareness piece on ox-eye daisy and other noxious weeds on Facebook.	Completed by end of the quarter.	

Strategy 3.2 – Maintain and improve programs for Agricultural Service Board.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to improve ASB program planning.	No action in Q1.	Met with GIS provider about Weed Inspection data collection software.	Ongoing.	Weed inspection software ongoing.
Continue with Beaver Reduction Program.	\$10,500 approved for the Beaver Incentive Reduction Program in the 2023 budget.	Completed for the summer.	Ongoing.	Ongoing.

2023 Quarterly Reporting: Fourth Quarter

Continue to work with the County Bylaw Enforcement Officer to assist with the Dog Control Bylaw. Ongoing.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Explore mowing based on road classifications.	Roadside mowing contracted out in 2023.	Contract mower started mid July.	Favourable results from the contract mowing.	Directed to contract out mowing for a 2-year term (2024-2025).
Coordinate seeding and spraying programs with Public Works Road projects and back sloping program/vegetation maintenance.	Community Services and Public Works Supervisor meet on March 10 to coordinated 2023 scopes of work.	Ongoing.	Ongoing.	Completed for the year - spraying brushed areas to be a higher priority going forward.
Explore Wild Boar control in the County.	No action in Q1.	Ongoing.	Ongoing.	Ongoing.
Explore option for the control of Richardson Ground Squirrels.	ABS staff to look into purchasing Zinc Phosphide for the 2023 season, with reports back to this Committee regarding the efficiency of the product.	Availability of product and pricing posted on the Agriculture webpage.	Ag Producers to be directed to Ag Retailers who sell the products.	Ag Producers to be directed to Ag Retailers who sell the products.

Strategy 3.3 – Maintain equipment and facilities.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Replace 2017-M-01 Degelman Mower.	ASB approved to contact out roadside mowing for the 2023 season. Capital replacement of mower not in 2023 budget.	No further action.		
Replace 2012 M-01 Degelman Wet Blade.	ASB approved to contact out roadside mowing for the 2023 season. Capital replacement of wetblade not in 2023 budget.	No further action.		

4. Fire Services

Strategy 4.1 – Maintain fire equipment and facilities.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Fund annual service/supply operations for Ashmont, Mallaig, Elk Point, and St. Paul Fire Departments.	Annual supply budget maintained at previously funded levels in the 2023 budget.	No further action.		
Complete annual building and safety inspections of the fire halls.	Deferred.	Deferred.	Deferred.	Complete - no safety issues, may look at upgrading lighting to LED.

2023 Quarterly Reporting: Fourth Quarter

Continue annual reserve capital contribution for general fire equipment replacement.	Annual reserve capital contributions for \$163,000 approved in the 2023 budget.	Council approved an additional \$750,000 transfer to the fire reserve for the future replacement of fire trucks and \$350,000 to fire reserves to transition from a VHF to an AFRCS radio system in 2023 from the 2022 surplus.	Reserve funding requirements to be discussed further.	Ongoing discussions, RFP issued for 2-3 pumpers. \$500,000 reserve contribution in 2024 and 2025 discussed.
Explore annual reserve capital contribution for the replacement of VHF radios with Alberta First Responders Radio Communications System (AFRRCS).	Council to consider using a portion of the 2022 surplus to fund the future capital replacement of VHF radios with AFRCS.	Funds placed in reserves. Coordinating with Chief Kotowich on an RFP.	RFP awarded	Installation ongoing, should be operational in early 2024.
Replace capital equipment as per the capital replacement schedule.	No capital purchases approved in the 2023 budget.	No action in Q2.	Pumper replacements to be discussed at Strategic Planning and budget.	Pumper replacements for Elk Point, Mallaig, and St Paul discussed. RFP to be issued for pricing.
Implement recommendations from the 2021 radio study.	No update.	No update.	Migrating to AFRCS.	Migrating to AFRCS.
Landscape live fire training area for the Elk Point Fire Department at the Elk Point Landfill.	CIP Grant application denied. Project not scheduled for 2023.	No further action.		
Re-establish cell phone backups for 911 to dispatch if communication link is down for Ashmont and Mallaig.	Ongoing.	Ongoing.	Determined as no longer required because of AFRCS migration. No further action.	

Strategy 4.2 – Attract and retain volunteer fire fighters.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Hold appreciation/recruiting event at each Firehall.	Deferred.	Deferred.	In discussion.	Not completed.
Provide Administrative support to help Fire Departments when recruiting.	Ongoing.	Assisting with coordinating air brakes training for new members.	Looking for areas to support.	Regional Deputy Chief assisting in Elk Point more.
Explore fundraising event with regional departments.	Deferred.	Deferred.	Deferred.	Not completed.

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Share policies and procedures through the use of the St. Paul Regional Deputy Fire Chief.	Ongoing.	Ongoing.	Ongoing.	Regional chiefs speak regularly.
Standardize training and reporting	Ongoing.	Had meeting with GIS provider on emergency routing and equipment tracking/reporting.	Ongoing.	Ongoing.

2023 Quarterly Reporting: Fourth Quarter

Continue to offer regional training coordinated by the St. Paul Regional Deputy Fire Chief.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Hold semi-annual regional Fire Chiefs meeting.	Joint Fire Chiefs meeting scheduled for March 23 at the St. Paul Fire Hall.	Fall meeting being planned.	Fall meeting being planned.	Not completed.

Strategy 4.4 – Engage residents in fire safety information and programs.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Engage and educate residents in Fire Smart program, Fire Smart Home Inspections, and Fire Prevention Week.	Promotion of Fire Smart Home Inspections began in mid-March on radio. Information provided in the Council Highlights, on Facebook and website. Wildfire Season (March 1) awareness communicated.	Ongoing promotion of the program, likely to the end of October (weather dependent). Provided communication support for fire restrictions.	Ongoing promotion of the program (radio, Facebook, website, Council Highlights) until program end in mid-September.	Funds being re-allocated to an educational "demo" site.
Support Fire Departments when participating in community events.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 4.5 – Maintain and consider new opportunities for regional collaboration with our neighbours.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review and update Mutual Aid Agreements and Fire Protection Services Agreements with rural and urban neighbours.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Explore agreement with Saddle Lake.	No update.	Contact found. No response.	Contact found. No response.	Contact found. No response.

5. Bylaw Enforcement

Strategy 5.1 – Bylaw Enforcement Officer.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to contract Bylaw Enforcement Officer Services. * 3 year contract until December 2023 * budget to reflect workload.	Contract to be discussed with Council when approving 5-year operating and capital plans at March budget meetings. Contract extended to December 31, 2026.	No further action.		

2023 Quarterly Reporting: Fourth Quarter

6. Cemeteries

Strategy 6.1 – Maintain County-owned cemeteries.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Complete annual inspections.	Deferred to Q2.	Deferred to Q3.	Director and PW Foreman completed.	
Perform annual vegetation management.	Deferred to Q2.	Deferred to Q3.	Complete for the season.	
Upgrade infrastructure, as required.	Deferred to Q2	Ongoing.	Ongoing.	Ongoing.
Replace chain link fence at St. George's cemetery.	Deferred to Q2.	Deferred to Q3.	Inspected and fence is in better shape than originally thought.	Not required, no further action.
Purchase 'Rules and Regulations' signs.	Deferred to Q2.	Deferred to Q3.	Underway.	Ordered, not installed.
New sign for Holy Eucharist Cemetery in Elk Point.	Deferred to Q2.	Deferred to Q3.	Underway.	Ordered, not installed.

Strategy 6.2 – Maintain and update Records Management.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Update Plot maps.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Update records into County Software System.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Plot cemetery locations with headstone's identified into County's Web Map.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Transfer title of non-owned County managed cemeteries into County's name.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Approve Memorandum of Understanding (MOU) with the St. Michael Cemetery Community Committee.	Draft MOU completed. Site inspection of Union Cemetery planned in March. Draft MOU will then be forwarded to the Town of St. Paul.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed scope of work with the Town CAO.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed scope of work with the Town CAO.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed scope of work with the Town CAO.

Strategy 6.3 – Assist Privately-owned Cemeteries within the County.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Provide grant funding upon request.	Ongoing.	One (1) grant request received.	Ongoing.	Not complete.
Offer Administrative support for records management.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Plot sites into County's Web Map.	Deferred to Q2.	Ongoing.	Ongoing.	Ongoing.

2023 Quarterly Reporting: Fourth Quarter

Improve access road into St. Williams Cemetery NW 36-55-10-W4.	Deferred to Q2.	Deferred to Q3.	Deferred to Q4.	Site visited - will discuss further with PW - deferred to 2024.
Enter into a Memorandum of Understanding with the Town of St. Paul regarding Union Cemetery.	Draft MOU completed. Site inspection of Union Cemetery planned in March. Draft MOU will be forwarded to the Town.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed work scope with the Town CAO.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed work scope with the Town CAO.	Draft MOU completed. Site inspection of Union Cemetery occurred in June. Discussed work scope with the Town CAO.

7. Regional Family & Community Support Services (FCSS)

Strategy 7.1 – Support funding for Regional Family & Community Support Services (FCSS).

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Provide funding to the Town of St. Paul for the Regional FCSS program.	Approved in the 2023 budget.	No further action.		
Provide \$30,000 to the Family Social Liaison Worker (FSLW) program.	Approved in the 2023 budget.	No action in Q2.	No action in Q3.	Paid in November

Strategy 7.2 – Reporting.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Complete the Annual Report, as required by the province.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.
Complete Outcome Measures, as required by the province.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.	Ongoing - managed by FCSS under the Town.

Strategy 7.3 – Report on Programming within the County completed by Regional FCSS.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Coordinate Seniors Week events in Elk Point, Mallaig, Ashmont, Heinsburg, and St. Paul.	Promote FCSS programs on social media and County's Events calendar as they come.	Promote FCSS programs on social media and County's Events calendar as they come.	Promote FCSS programs on social media and County's Events calendar as they come.	Complete.
Coordinate Seniors Festival/ Meal in a Bag.	Planned for November (no longer Meals in a Bag).	Planned for November (no longer Meals in a Bag).	Planned for November (no longer Meals in a Bag).	Complete.
Assist seniors with Seniors Benefits.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Strategy 7.4 – Provide support, information and programming for residents

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Administer the 'Meals on Wheels' program. Volunteers deliver the meals.	Ongoing.	Ongoing.	Ongoing.	Ongoing.

2023 Quarterly Reporting: Fourth Quarter

Manage the 'Welcome Baby' program, administer and implement changes as required throughout the year.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Administer the Mallaig and Ashmont 'Moms and Tots' program throughout the year.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Manage the 'Care Kits', administer and implement changes as required throughout the year.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Administer the Home Alone program on a cost recovery basis.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Administer the Baby Sitting course on a cost recovery basis.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Administer Community Counseling program throughout the year.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Administer the Volunteer Income Tax program.	Planning.	Completed for 2023 in March/April.		
Coordinate Elk Point Community Information Night.	Planning.	Planned for September.	Complete.	

Strategy 7.5 – Provide summer programming throughout the region.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Coordinate 'Colour Run' in Elk Point.	Planning.	Planned for Q3 - changed to Scavenger Hunt.	Complete.	
Block Parties with locations to be determined by the new Board.	Planning.	Ongoing.	Complete for 2023.	
Five 'Movies in the Communities' with location to be determined by the new Board.	Planning.	Promoting movies on County website Event Page, and on Facebook.	Complete for 2023.	
Coordinate 'Summer Programs' in Ashmont, Ferguson Flats and Mallaig.	Planning.	Promoting programs on County website Event Page, and on Facebook.	Complete for 2023.	

Strategy 7.6 – Recognize volunteers.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Administer Volunteer Appreciation during Volunteer Week.	Planning.	Completed in April for 2023.		

2023 Quarterly Reporting: Fourth Quarter

Public Works

1. Transportation

Strategy 1.1 – Ensure safe road infrastructure for public.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue with our Maintenance Program.	Ongoing.	Trying to be more efficient and streamlined.	Continuing to monitor and improve.	Ongoing.
Continue with our Road Construction program.	Road Construction budget is reviewed by Council for 2023.	Road construction projects were approved and are underway.	Road construction projects are ongoing and being completed as per schedule.	Road Construction projects were completed and on schedule.
Continue monthly reporting to Council.	Director of Public Works provides monthly report to Council.	Director of Public Works provides monthly report to Council.	Director of Public Works provides monthly report to Council.	Director of Public Works provides monthly report to Council.
Continue to utilize road condition assessment software.	GIS/IT Coordinator has set up a 10-year plan to review all gravel roads in County.	Assessments are ongoing, then using the data entered to assess and prioritize roads.	Ongoing, will be starting to assess the cold mix roads to determine the quality of roads that need to be repaired to present to council.	Road assessment meeting with transportation rep has taken place and will be doing traffic counts at numerous locations in spring of 2024.
Continue applications for grants to improve roads.	No action in Q1.	Grants applications ongoing, applied for bridge file assistance. Will be applying for future roads.	Ongoing.	No action in Q4.
Continue to improve service for winter maintenance and blading services.	New Snow Flag Program implemented in 2022/23 Winter season. Improvements identified and implemented throughout winter.	No action in Q2.	New county snow flags are being made to distribute to ratepayers for the new year. New lists will be put together for seniors and ratepayers.	Awaiting snow for grader activity, plow trucks have been out only a few times to ensure the oiled roads and subdivisions are maintained.
Continue to produce high quality aggregate for road maintenance and construction.	No crushing in Q1. Crusher maintenance completed in Q1.	Crusher is running at our Richland pit, crushing product for road surfaces and work projects.	Crusher is still running at Richland but will be switching pits and moving to Batty Lake pit late in Q-3	Crusher crew has completed the crushing at Batty Lake pit. North piece of reclamation at this pit done; will complete the south side in 2024. Crusher has returned to the shop for the winter months for maintenance.
Consider implementation of an annual capital contribution for Public Works to be set up in Reserve for specific Road Construction and Maintenance equipment.	Not included in Preliminary budget.	No action in Q2.	No action in Q3.	No action in Q4.
Consider purchasing a Cold Mix Plant and implementing a small crew to start operating in 2023.	Not included in Preliminary budget.	No action in Q2.	No action in Q3.	No action in Q4.

2023 Quarterly Reporting: Fourth Quarter

Continue to work with our industry partners to offset road maintenance and new construction.	Letters sent to CNRL/Strathcona Resources to consider assisting the needed upgrades to Moosehills Road for 2024.	CNRL and Strathcona Resources to partially fund and assist with the Moosehills Road upgrades in 2024.	No action in Q3.	Preparing for Moosehills project 2024 base work, with industry contribution.
Continue to maintain Bridge files, as necessary.	1 BF to complete from 2022 planned for in 2023. Also BF 70647 planned for 2023.	BF 70647 tender was awarded with a start date in August 2023. BF 76291 was completed in 2022, however the road surface needs to be completed by the County in Fall 2023. BF 70105 was submitted for emergency authorization in May 2023 and was approved. This job will be completed in August 2023.	BF 70647 is scheduled to begin later than anticipated, due to weather delays with the contractor. Expected to begin in Q4. BF 76291 road surface now completed by the County and the job is closed. BF 70105 was also completed in September.	BF 70647 completed in December, very good job done on this project with the factors that were presented. Will complete fencing and further erosion control in Spring 2024.
Implement and execute per the Snow Flag Policy for 2022/23 winter season.	Completed.	No action in Q2.	New County snow flags are being made to distribute to ratepayers for the new year. New lists will be put together for seniors and ratepayers.	Flag orders have been completed and the County is now awaiting snow to start the program.

Strategy 1.2 – Improve communications with residents about Public Works.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to use the concern/complaint tracking system that creates work orders.	No action taken in Q1.	No action taken in Q2.	No action taken in Q3.	No action taken in Q4.
Be proactive in providing advance notice of road work to residents via social media, website, and road signage.	As information becomes available. Communicated safety information around snowplows.	Ongoing communication i.e. road bans and closures, graders out, and safety messages. Updated Public Works webpage regarding 2023 road projects.	Ongoing.	Ongoing.
Communicate about winter maintenance and brushing scopes of work.	As needed.	No action taken in Q2.	No action taken in Q3.	No action taken in Q4.
Publicize and share the dollars saved through self-performing the levels of service the County provides.	Council made a resolution to remove sign along TWP 582 in Q1.	No action taken in Q2.	No action taken in Q3.	No action taken in Q4.
Continue to educate our partners and clients on the efficiencies that have been gained.	Heavy Oil Meeting held in Q1 to finalize 2022 results.	Heavy Oil Meeting held on May 30 to discuss future projects and roads in 2023.	Continue to work on jobs that both County and CNRL have agreed upon.	Heavy Oil Meeting held in October to discuss 2023, future projects, and roads in 2024.
Utilize Munsight to 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 maps to update to show requested scopes of work for 2023 and forward. This will be updated on GIS and available for Council members.	Divisional maps were provided with 2023 jobs and projects and were approved in Q2.	Continue progress on approved jobs as per Council.	Ongoing.

2023 Quarterly Reporting: Fourth Quarter

Strategy 1.3 – Improve the Aggregate Management Program.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue with the Aggregate Cap Levy.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Review Aggregate Pit Status and reclamation.	This is part of the Financial Audit each year. Planning by Crusher Supervisor and Construction Manager.	Plans to reclaim Labreque Pit in Q3.	Labreque pit now reclaimed.	North side of Batty Lake pit reclaimed.
Review and amend the planning and development permitting for active pits and new pit registrations.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Continue to administer quarterly reporting structure on producing pits.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Continue to explore for new gravel sources and testing.	Gravel testing commenced in Q1.	Ongoing.	Ongoing.	Testing has taken place in Division 6.

Strategy 1.4 – Leverage the Gravel Sales Program

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue Aggregate Private Sales Program.	Private sales orders commenced March 1.	Private sales program up and running for 2023 season.	Private sales program still ongoing in Q3.	Sales closed for the 2023 season.
Increase private gravel sales to \$18/T.	Complete. No further action needed.			

Strategy 1.5 – Maintain equipment and facilities.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to maintain equipment & facilities.	Ongoing.	Ongoing.	Council approved additional funds to the Q3 maintenance and parts budget.	Additional funds were used and on budget to finish Q4.
Reduce costs towards repairs on equipment & facilities	Ongoing.	Ongoing.	Finding best prices for repairs to equipment and facilities.	Ongoing.
Plan for the replacement of aging equipment.	Equipment replacement planning part of budget process.	Equipment replacement was prioritized and some equipment was ordered to replace aging pieces as per budget allotment.	Continue to monitor and plan for updating aging equipment as required.	Ongoing.
Minimize equipment that is outside of warranty.	Graders on order - long delivery time due to supply chain issues.	One of the new graders arrived, second one to arrive in Q3.	Other grader has arrived and is working.	Ongoing.
Ensure efficient utilization of equipment and assets.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Maximize resale of all equipment.	Review sale options through auction or advertisement. No direct sales.	Sales of aging equipment to be discussed with Council to ensure the proper steps are taken and the best value is available.	No action in Q3.	No action in Q4.

2023 Quarterly Reporting: Fourth Quarter

Continue with a high level of maintenance by all operators and mechanics.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Maintain our facilities/reduce unnecessary repairs.	Planning for upgrade of washroom facilities at Public Works shop.	Ongoing.	Seeking estimates for roof repair at Public works shop, repair to be completed in Q4.	Repairs to poor areas are completed, looking to do further repairs in 2024.
Leverage the Energy Management Program to efficiently operate our facilities.	Ongoing.	Ongoing.	Energy management program no longer in use. Still seeking any grant opportunities or offers that may come through.	No action in Q4.

2. Utilities

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Maintenance of transmission and distribution lines.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Review costs of water rates for those communities.	Currently tracking time to see what hours are spent in each hamlet. Ongoing process.	Ongoing.	Ongoing.	Ongoing.
Track water line breaks on GIS.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Pursue new infrastructure for those hamlets.	Currently working with Urban Systems on design and condition of infrastructure.	Ongoing.	Ongoing.	Ongoing.
Repair outlet line at Lottie Lake to prevent the seepage back into the system.	No action in Q1.	No action in Q2.	No action in Q3.	No action in Q4.
Work towards strategy to implement and fund the replacement of water distribution systems. Consider prioritizing problem areas in phase one including: - 4" Main water line that sits directly under the main street in Ashmont. - Bore a line under the contaminated section of trail in Ashmont. - Inspect manifold system on distribution lines in plant and replace worn out equipment.	Council is considering funds to further examine underground infrastructure in Ashmont to finalize the proposed cost for increased maintenance, relining of sewer lines, and replacement of water lines.	Ongoing. Cam Track is coming into Ashmont in the fall to camera and cut extruding pipes and flushing the system.	Cam track is now complete with Ashmont and Mallaig, working with Urban Systems to review the results of the CCTV.	Review is now complete and Urban Systems will input information towards design.

2023 Quarterly Reporting: Fourth Quarter

Strategy 2.2 – Ensure maintenance of sanitary lagoons and collection systems.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to report on maintenance.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Budget to clean all sanitary lines prior to inspections. Focus on the trouble spots where camera could not access (Ashmont & Mallaig).	No action in Q1.	Projected fall time for flushing of lines.	Flushing is now complete in Ashmont.	No action in Q4.
Continue with annual enzyme treatment program.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Develop strategy to implement and fund the replacement of water distribution systems. Consider prioritizing problem areas in phase one including the replacement of a sewer main crossing Hwy 28 (sagging pipe).	Council is considering funds to further examine the underground infrastructure in Ashmont to finalize the proposed cost for increased maintenance, relining of sewer lines, and replacement of water lines.	To conduct a Sewer System condition assessment in 2023 to help finalize replacement/ maintenance plans.	Ongoing with Urban Systems.	Design being finalized with Urban Systems, so Lottie Lake is shovel ready if funding is granted. Open Houses with hamlets to be held in 2024.

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Review fees for truck dumping at lagoons and Lafond Transfer Station.	Fees increased effective January 1, 2023.	No action in Q2.	No action in Q3.	Council decided to eliminate the fees as per the Strategic Plan and Utility Bylaw.
Review permitting process for sewage haulers.	Completed.	Completed.	Completed.	All three readings of the Utility Bylaw were held, rates effective January 1, 2024.
Implement a reporting structure for all sewage haulers.	Completed.	Completed.	Completed.	Under review.

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue to gather more information from wastewater treatment.	No action in Q1.	Have reached out to Cleartech to come up with some options to move forward; however, everything is extremely pricey.	Ongoing with enzyme treatments.	Ongoing with enzyme treatments.
Continue to explore funding opportunities for new technologies.	No action in Q1.	No action in Q2.	No action in Q3.	No action in Q4.
Continue to discharge Whitney Lake Lagoon onsite per Banner and Alberta Energy Regulation approved guidelines.	Winter - no discharge.	Currently discharging using the banner system and conducting weekly tests.	Ongoing.	Discharge now complete.

2023 Quarterly Reporting: Fourth Quarter

Consider upgrade to alarm systems for sewer/water in Ashmont and Mallaig.	No action in Q1.	Currently waiting for (BIRD) to come in and give us a review of any changes that can be made.	Held a meeting with BIRD; they are now reviewing the controls that could be upgraded with the infrastructure replacement plan.	Bird construction and Urban Systems are reviewing the controls for the lift stations.
Implement aeration pilot with STW Environmental Solutions at Whitney Lake Lagoon. Consider further use of this technology at other lagoons based on results.	Winter - no action.	No action in Q2.	Removed the pumps and no longer required.	No action in Q4.

3. Energy Management

Strategy 3.1 – Work with the regional municipalities on improving energy efficiency throughout the municipal owned buildings and facilities.

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
The Grant Funded MEM (Municipal Energy Manager) is in place until May 30, 2023.	Reviewed.	MEM Grant program ended in May 2023. Staff member retained in Public Works with some energy management duties in his scope of work.	Ongoing.	Ongoing.
Continue to perform energy scans on all facilities owned by the municipalities and community organizations.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Continue to review and apply for all available grants to support the improvement of facilities to become energy efficient.	No action in Q1.	Considering application under RMA Microgrant program.	No action in Q3.	No action in Q4.
Consider the Solar PV Project for Public Works main shop.	Not included in Preliminary budget.	No action in Q2.	No action in Q3.	No action in Q4.
Consider implementation of the Clean Energy Improvement Program.	Council has received presentation - will need to make decisions regarding grant application/funding for program.	No action in Q2.	No action in Q3.	No action in Q4.

2023 Quarterly Reporting: Fourth Quarter

4. Airports

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

Action	Q1: Jan-Mar	Q2: Apr-Jun	Q3: Jul-Sep	Q4: Oct-Dec
Continue with snow/ice removal at both airports.	Ongoing - Working with HM Aero - consultant working on the Elk Point Airport IASP to complete operations plans for both Elk Point and St. Paul Airports as part of ACP project.	No action in Q2.	Awaiting the proposed maintenance operations plan from HM AERO, will have in place in Q4.	Maintenance operation plan has been finalized and reviewed. Training course will be held for airport maintenance in February 2024.
Utilize Industry Standard ice control products for 2023/24 winter season.	Determined this will be part of Operations Plan.	No action in Q2.	Awaiting Operations Plan to ensure the best methods are utilized.	Operations Plan has been reviewed and will be followed in 2024.
Participate in capital upgrades for both airports.	No upgrades planned for 2023.			
Apply for funding for capital upgrades.	No action in Q1.	The Town of St. Paul Airport is considering a STIP application for the pavement overlay on the runway, following a condition assessment by HM Aero.	Planning on partnering with the Town of St. Paul for the 2024 resurfacing of the runway.	Awaiting to hear in 2024 if the Town of St. Paul was successful with their grant application and if the County will be contributing.
Investigate funding for the St. Paul Airport Runway Overlay.	Condition Assessment completed on St. Paul Airport. Will need to look for funding for asphalt overlay in 2024.	See above.	See above.	See above.