

Anna Trippel, DipBM

ASSISTANT MUNICIPAL CONSULTANT OF MATTHEWSON & CO., CARLYLE, SK

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PROFILE	<p>Mrs. Anna Trippel is a dynamic municipal project management and economic development assistant with over five years of experience supporting municipalities through infrastructure planning, grant development, and community initiatives. Her expertise includes securing millions in grant funding for capital, recreation, and infrastructure projects, as well as providing consulting support for asset management, strategic planning, and economic development. Anna is recognized for rapid career progression, strong communication skills, and the ability to adapt quickly in fast-paced, multi-stakeholder environments. She brings experience in client relations, marketing, and providing essential support for municipal projects, including grant development, asset management planning, and community engagement initiatives. Currently completing a Bachelor of Business Administration with a focus on Project Management, Anna's academic background complements her Business Management diploma from Saskatchewan Polytechnic.</p>
EDUCATION	<ul style="list-style-type: none">• Bachelor of Business Administration (Project Management) Yorkville University - <i>In Progress</i>• Business Diploma – Management Saskatchewan Polytechnic - 2019
CORE COMPETENCIES	<ul style="list-style-type: none">• Municipal governance and legislative compliance• Strategic planning processes/documentation• Grant writing• Asset management planning• Policy development• Rural and small-population service delivery• Stakeholder engagement• Webinar coordination and event management• Plain-language communication and reporting

INDUSTRY EXPERIENCE

Investing In Canada Infrastructure (ICIP) Projects

Supported lead consultant on multiple Investing in Canada Infrastructure Program (ICIP) projects, including multi-million-dollar municipal initiatives. Responsibilities included:

- **Grant Development:** Drafted and submitted comprehensive grant applications for infrastructure and recreation projects.
- **Project Coordination:** Maintained accurate records, managed documentation, and made sure funding requirements were met.
- **Stakeholder Engagement:** Liaised with municipal clients, engineers, contractors, and funding agencies to facilitate successful project delivery.
- **Reporting & Compliance:** Prepared claims and progress reports, fulfilled grant reporting obligations, and monitored project milestones.
- **Administrative Support:** Assisted with scheduling, correspondence, and coordination of multi-stakeholder meetings.
 - Village of Glen Ewen – Water Treatment Plant Upgrades (\$376,358)
 - Village of Torquay - Water Treatment Plant Upgrades (\$1,861,020)
 - Village of Torquay – Communiplex Upgrades (\$209,650)
 - Village of Consul – Water Treatment Plant Upgrades (\$975,000)
 - Village of Holdfast - Water Treatment Plant Upgrades (\$675,000)
 - Town of Whitewood - Whitewood and Area Inclusive Outdoor Recreation Activity Park (\$623,142)
 - Town of Whitewood – Lagoon Upgrades (\$3,210,000)
 - Town of Alameda – Lagoon & Lift Station Upgrades (\$2,682,000)

Asset Management Plan Development

- **Data Collection & Review:** Gather and analyze key municipal documents, including TCA registries, maintenance logs, existing plans, policies, and engineering assessments.
- **Asset Inventory & Evaluation:** Develop categorized asset inventories and assist municipalities in rating assets by condition and importance to service delivery.
- **Customized Tracking Tools:** Create tailored logs and templates to streamline ongoing asset monitoring and updates.
- **Capital Planning:** Prepare realistic 10-year capital plans aligned with municipal priorities, funding capacity, and service level goals.
- **Policy Development:** Draft comprehensive Asset Management Plans and supporting policies to guide long-term decision-making.
- **Condition Assessment Integration:** Experienced in incorporating engineering-based condition assessments into asset management strategies when available.
- **Reporting & Compliance:** Deliver clear documentation and reporting for municipal councils and stakeholders, ensuring transparency and accountability.

Webinar Coordination & Event Management

- **Scheduling & Planning:** Organized webinar schedules and coordinated timelines to ensure smooth delivery.
- **Event Setup:** Managed event listings and registrations through Eventbrite, including pricing and ticketing.
- **Marketing & Outreach:** Developed and executed targeted marketing campaigns to attract participants from key audiences.
- **Participant Support:** Onboarded attendees, responded to inquiries before, during, and after sessions, and ensured a positive experience.
- **Content Preparation:** Assisted in creating and refining webinar materials, presentations, and resource packages.
- **Post-Event Follow-Up:** Distributed resources and packages to participants and maintained engagement after sessions.

Economic Development & Community Planning Expertise

- **Strategic Planning:** Support municipalities in developing long-term strategic plans and actionable implementation frameworks.
- **Community Engagement:** Facilitate planning sessions, stakeholder meetings, and outreach initiatives to ensure inclusive input.
- **Research & Opportunity Identification:** Conduct research to uncover sectoral opportunities, inform policy development, and identify potential projects.
- **Policy & Governance Support:** Assist councils and administration with policy development and continuity planning.
- **Partnership Development:** Foster collaboration among municipalities, businesses, and stakeholders to advance economic initiatives.
- **Funding Guidance:** Monitor and communicate upcoming grant opportunities; assist with application preparation and compliance.
- **Project Management:** Oversee initiatives from concept through execution, ensuring alignment with municipal goals.
- **Strategic Outreach Support:** Provide planning and facilitation that informs community branding and promotional strategies.