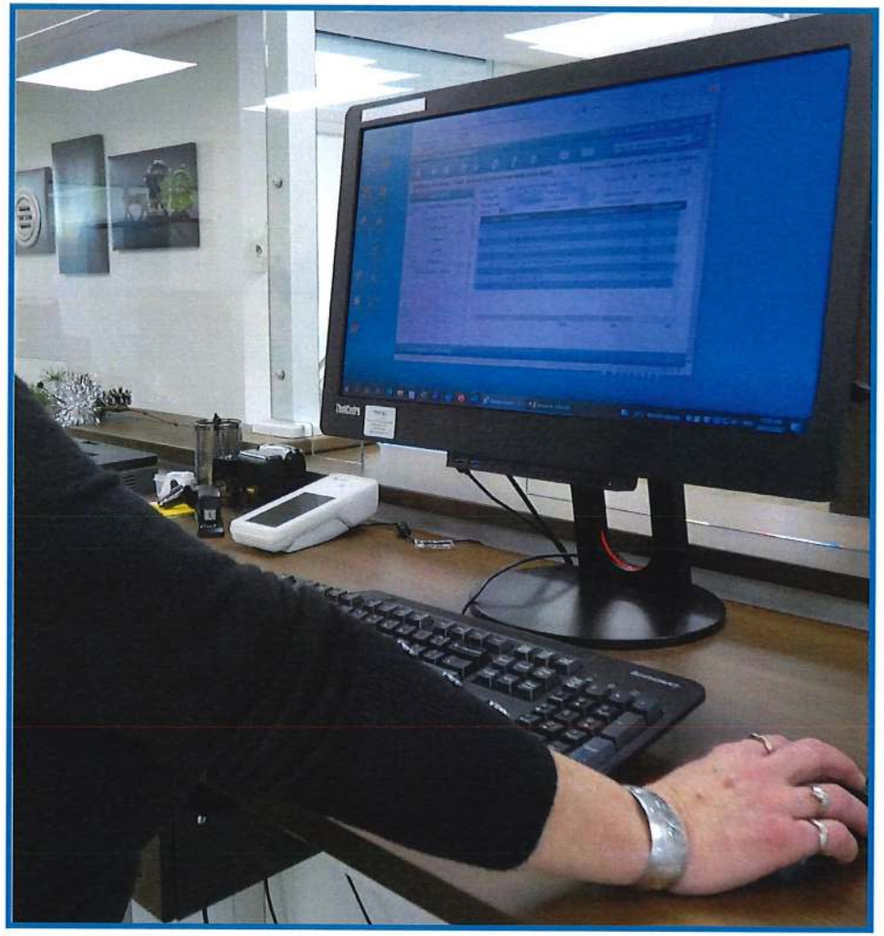
County of St. Paul

5015 - 49 Avenue
St. Paul, AB T0A 3A4
780-645-3301

www.county.stpaul.ab.ca

Operational Updates
October to December 2021



Value - Accountability in Action

County of St. Paul

5015 - 49 Avenue
St. Paul, AB T0A 3A4
780-645-3301

www.county.stpaul.ab.ca

Value - Accountability in Action

Meaning:	Leads us to:
We are reliable, consistent, accessible and informative.	Develop strategic and communications plans.
We take responsibility and understand that we must answer to the public.	Provide council minutes which are easily accessible.
Follow through is expected and delivered upon.	Host public engagement opportunities in the community.

Administration: 2021 Quarterly Reporting						
Department	**Strategy**	**Action**	**Q1: January to March**	**Q2: April to June**	**Q3: July to September**	**Q4: October to December**
	Strategy		Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.
1. Governance	**Strategy 1.1**					
	Provide communication to demonstrate accountable governance.	Communicate about the Annual General Meeting (AGM) to the public.	AGM not yet planned. Determination to be made as to whether virtual AGM will be held.	County Council decided not to have an AGM due to COVID-19 restrictions		
		Book AGM meeting in a community hall, rotating community locations each year. Consider virtual delivery if provincial COVID-19 guidelines continue.				
		County Strategic Plan and narrative budget available online.	2021 Strategic Plan on the County website. Narrative budget to be posted in 2nd Q.	Narrative budget has been posted to the County's webpage.		
		Proactive communications - see Communications Plan.		Overarching County Comm Plan, Branding Doc and Best Practises (one doc) in development		Draft overarching communication plan complete. To be send to CAO in January for consideration.
	Strategy 1.2					
	Collaborate with municipal partners.	Meet with Town of St. Paul and Town of Elk Point at least once a year to discuss collaborative opportunities.	No scheduled meetings in Q1.	A Joint Regional Municipalities meeting was held June 29 to discuss Economic Development opportunities as well as application for grants to undertake a Regional Recreation Facility Feasibility/Recreation Governance Study.		Joint Council meeting with Town of Elk Point was held in December to kick off South Area Structure Plan
		Continue to support Inter-municipal Agreements.	Budget includes amounts agreed to in ICF agreements.			Council is proposing to increase taxes to fund increased contribution for Recreation in 2022.
		Explore meetings with First Nations and Metis Councils.	No scheduled meetings in Q1.	No scheduled meetings in Q2.	No meetings scheduled in Q3	Applied for grant to partner with Blue Quills University for relationship building and economic development. Unfortunately our grant application was unsuccessful

1. Governance		Complete Storm Water with Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay, and HR Framework and economic development project with 4 partners.	HR Framework consultant work is mostly complete. Each partner is working on implementation of policies. Balance of consultant work will be to provide training to staff on new policies. In regard to Economic Development project - an Economic Development Officer has been hired in a term position that will report to the STEP Committee from April 2021 to March 2022, The work on all the Storm Water projects with each of our partners is continuing.	Administration continues to bring the new HR policies forward to the Policy Committee. Plan is to approval all policies Summer of 2021. The Economic Development Officer (EDO)is carrying out duties as identified by the STEP Economic Development Alliance. Storm Water Projects are continuing in all three municipalities with anticipated completion dates in 2021.	The last of the HR policies have been reviewed by the Policy Committee with the last three scheduled for the October Council meeting. The STEP project is continuing and the municipalities will need to determine if we continue the contract with our EDO past March 2022 based on the progress made since April 2021. The Storm Water Projects are continuing in all three municipalities with completion expected by end of 2021.	HR Framework project is complete. There are a few ends to tie up in order to complete the Storm Water Management Implementation projects.
		Continue to apply for available provincial grants around collaboration.	The County was successful in receiving new Alberta Community Partnership Grants announced in March 2021. We will be undertaking an Area Structure Plan with the Town of St. Paul north of St. Paul (north and south of TWP 582) and each of Hwy 881 in the Town. We will also do an Area Structure Plan with the Town of Elk Point on the south end of Elk Point.	The Town of St. Paul and County have contracted ISL (following and RFP process) to complete the St. Paul North Area Structure Plan. The County of St. Paul has put out to RFP the Town of Elk Point South Area Structure Plan. The RFP closes July 16. A consultant will be selected following review of the proposals submitted.	The County and Town of Elk Point have now reviewed the responses to the RFP for the Town of Elk Point South Area Structure Plan and will be providing a recommendation for consultant at the October County Council meeting. The regional CAO's are currently exploring ideas for Alberta Community Partnership grant application ideas for 2022. Grant applications will be due in early January 2022.	The County is participating in a number of partnership grant applications for 2022: Recreation Facility Feasibility Study (County managing partner); Regional Tourism Strategy (SV of Horseshoe Bay managing partner), Regional Services Study (Town of St. Paul managing partner; Elk Point Airport Area Structure Plan (Town of Elk Point managing partner); Update Ortho Photo project (County of Two Hills managing partner)
		Explore further options for regional service delivery.	No action in Q1	No action in Q2.	No action in Q3 - consideration as an Alberta Community Partnership grant application project.	The County along with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay are applying for a Regional Services Study through an Alberta Community Partnership Grant
	Strategy 1.3					
	Provide scholarships to support students in the St. Paul Regional Education Division.	Provide 3 scholarships of $1000 each for students based on high marks, community involvement and volunteerism entering full-time studies.	This is included in the municipal budget.	St. Paul Education has provided the County with the application for these scholarships to make a selection of award.	Successful scholarship recipients have been approved. The County has made a resolution to continue the provision of these scholarships for an additional five years.	
		Provide 1 scholarship of $1000 for students entering a trade.	This is included in the municipal budget.	St. Paul Education has provided the County with the application for this scholarship to make a selection of award.	The successful scholarship recipient have been approved. The County has made a resolution to continue the provision of these scholarships for an additional five years.	
	Strategy 1.4					
	Council to financially support community groups.	Continue to support community groups through Recreational Facility Grant Funding.	The County's budget includes a budget amounts to help fund specific groups that run recreation facilities in the County and in Elk Point.		Council has spent $29,925 as part of our commitment to the Elk Point Curling Club's Community Facility Enhancement Grant to upgrade the Elk Point Curling Club's ice surface and building.	The County provided $108,000 to various community groups in December to assist with insurance and utility costs. The County also provided $75,000 to three facilities in Elk Point as per the 2021 budget.

1. Governance		Consider additional funding to community groups.	The County's budget includes some discretionary amounts to provide some funding for community groups.		Council has spent $55,000 as of Q3 to support community groups.	The County provided $59,100 throughout the year to support community groups.
		Utilize Municipal Operating Support Transfer (MOST) Grant to assist community groups during pandemic with costs associated with pandemic i.e. PPE	The MOST grant was used primarily to offset costs or lost revenues incurred by the County. However, approximate $23,000 was used to offset the increased requisition from the MD Foundation which was increased significantly due to COVID.	The expenditures on this grant have been reported to the Province.		
	Strategy 1.5					
	Approve appropriate policies for the County.	Proactively manage emerging policy issues.	The Policy Committee will be meeting monthly in 2021 in order to work on the implementation of the HR Framework project which will modernize the County's HR policies. They will also be dealing with other emerging policy issues. The Committee met twice in the first quarter.	The Policy Committee has been meeting monthly. They are focused on the HR policies. Additionally, the County has approved an Encroachment Agreement/License Policy. The Policy Committee is also vetting Bylaw's before they come to Council. A Littering Bylaw has been approved.	The Policy Committee has continued to work on the HR Policies coming out of the Regional HR Framework Project. Council has also worked on amendments to the Reserve Lands Management Policy as part of the changes to Planning and Development documents to reduce red tape.	The Policy Committee concluded the work on the HR Framework, approving the last of the HR policies. The committee also approved a Municipal Fleet Idling Policy, as part of the MCCAC project.
	Strategy 1.6					
	Support efforts to ensure safe communities in our County.	Continue to advocate for provincial policing cost as a separate tax rate.	The Reeve, Deputy Reeve, and CAO met with the Minister of Municipal Affairs in April and this item was on the agenda.	The County has been informed that the Province does not support municipalities to separate policing costs as its own tax rate.		
		Continue to advocate to Federal and Provincial governments for increased RCMP in rural communities.	Based on recent meetings with the RCMP staff sergeants in Elk Point and St. Paul the RCMP member staffing is increasing.		RCMP in both Elk Point and St. Paul have reported increased staffing levels.	
		Continue to contract Bylaw Enforcement Officer Services and promote services. Consider 3 year contract.	The County has entered into a 3 year contract with the Bylaw Enforcement Officer.			
	Strategy 1.7					
	Transparency and Accountability to the Public.	Continue to publish Council Remuneration.	Published monthly on the County website.	Published monthly on the County website.	Published monthly on the County website.	Ongoing.
		Council report on conferences and committee meetings attended by Council.	No action taken on development of reporting mechanism for Councillors to report on committees and conferences attended.	No Action on this item in 2nd quarter.	No Action on this item in Q3	Councillors are verbally reporting on conferences/committee meetings during the monthly Council meeting
		Allow Councillor virtual attendance at Council meetings.	This continues during the pandemic.	This continued through the 2nd quarter.	While we had a few in-person meetings during Q3, we are back to virtual council meetings as the fourth wave is upon us.	We continue to toggle between in person and virtual meetings as we deal with Covid

		Live stream Council meetings. Improve Council room technology.	Council meetings and Public Works meetings are live streamed. No improvements to Council chambers in Q1.	Council meetings continue to be livestreamed. There were no in person meetings in 2nd quarter so improvements in Council Chambers was not pursued.	Council meetings continue to be live streamed. We are working with Eye-Tech to consider options for upgrading technology to be considered in budget 2022.	Council meetings continue to be live streamed. We are working with Eye-Tech to consider options for upgrading technology to be considered in budget 2022.
	Strategy 1.8					
	Municipal General Election 2021.	Hire Contract Returning Officer.	No action in Q1. Advertisement to be done in April.	Roxanne Bergheim has been selected as the County's Returning Officer.		
		Review Election Polling Stations.	Administration has reviewed historical polling stations and costs associated with. We have also reviewed requirements due to continuing pandemic.	Council has determined the Polling Stations for the Election as well as the dates/locations for Advanced Polls. This information will be advertised closer to the Election.	One polling station has had to be moved due to condition of the hall at St. Vincent in Division 5. We will now be using the Boscombe Hall. All polling stations are listed on the County's website.	

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.	Integrate Asset Management into Core County operations.	A meeting is scheduled with our consultant for April to continue with the road condition assessment project resulting in risk assessment of roads. This will eventually include all gravel roads in the County.	Administration and Public Works staff have been working with the consultant to assess several roads in the County and apply Risk Assessment to them. This will be presented to County Council at a workshop in August.	In Q3, Administration presented to County Council that the roads condition and risk assessment has been completed. These roads included newly build roads as well as roads scheduled for construction. The process has resulted in informing our team with where the priorities should be placed for road re-construction. Any new roads identified for improvement will be put through this process to ensure they are prioritized correctly.	Administration included asset management information in new Council orientation to bring new council up to speed on asset management processes
		Defer any purchase of software to 2021 or beyond.	No action or budget for this in 2021.			Has not been considered in 2022 budgets
		Review the Road Classifications and continue to develop 5 to 20 year plan.	This will be part of the General Municipal Service Standards Review that is underway.	Administration has been working with ISL to update the County's General Municipal Services Standards. We are also working on a project to match the Tangible Capital Assets to the Road Network on the GIS system. This project has identified other road classifications that are required for the County.	The road classification will be changed with amendments to the General Municipal Servicing Standards that will be brought to the Council meeting in October. The Asset Management Team is working on a 10 year plan to review all gravel roads through the use of the road condition assessment tool and risk assessment model. Grader operators and other Public Works staff will be used to help identify roads that should be prioritized for assessment.	Public Works continues to work on road condition assessment in the fall, but will resume again in the spring after the snow thaw.
		Consider annual contribution to reserves for departmental capital equipment purchases.	Council continues to budget for reserve contribution in the Fire and Waste Management departments for the replacement of vehicles.		The 2022 Strategic Plan includes consideration for contribution to reserves for some Public Works equipment - i.e. Scrapers, Reclaimers.	The 2022 preliminary budget still only considers reserve contributions for fire and waste equipment.
		Continue implementation of Road Condition Assessment tool.	Public Works staff have worked on entering roads that were recently done as well as roads that are on the next three year's construction schedule to have a good sample for the workshop in April.	Public Works staff continue to work with the tool to assess roads that have been identified in future capital budgets. We plan to conduct these assessments when roads are identified by Councillors to ensure that they meet the requirements for repair /replacement.	A 10-year plan to review all gravel roads through the Road Condition Assessment tool is being developed by the Asset Management Team.	Public Works continues to work on road condition assessment in the fall, but will resume again in the spring after the snow thaw.
		Implement Munisight Asset Management software for linear assets.	No action in Q1	No action in Q2.	We are using this tool to balance County roads on the GIS map to roads in the financial software. We are also developing a process to continually to tie these two systems together.	The project to tie roads from our GIS system to our financial system is complete. We have developed processes to ensure that the two remain in balance.

2. General Administration		Communicate progress on Asset Management Plans to Council and public.	Newsletter will be included with the 2021 property tax mailout and posted on the website.	Completed.	Administration and Council reviewed levels of service provided by all departments in the County prior to presentation of Operational Plans and changes to the Strategic Plan.	
		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.	No action in Q1.	Staff have been working with consultant and through the Asset Management Committee to prepare for Levels of Service discussion to take place in August with County Council.	Administration and Council reviewed levels of service provided by all departments in the County prior to presentation of Operational Plans and Strategic Planning.	During the 2022 Preliminary Budget discussions, Council has confirmed that all services delivered externally and internally will need to be reviewed in 2022 to determine if and how we continue to offer these services.
	Strategy 2.2					
	Build positive relationships between County Administration Office and Public Works Office.	Continue Team Building for all staff - minimum 2 events per year, including one Regional Team Building meeting.	No action in Q1.	No action in Q2 - due to Covid.	A planned staff BBQ was cancelled at the last minute due to rising Covid numbers. We are still hopeful we may have a Christmas party in 2021.	Christmas party was cancelled. Both Administration and PW held departmental Christmas parties, but nothing together.
		Consider team building/ leadership courses.	No action in Q1.	Leadership Courses are being planned and cost will be partially covered through the HR Framework Grant.	Leadership Courses (4 1/2 day modules) were held for specific staff in leadership roles funded through the HR Framework Grant.	
	Strategy 2.3					
	Improve customer experience.	Promote social media and website to customers as County Information source.	Links to website and Facebook included on print advertising and radio ads.	Links to website and Facebook included on print advertising and radio ads.	Links to website and Facebook included on print advertising and radio ads.	ongoing
		Promote Citizen Self-Serve.	Information is on Facebook an on the news section of the website. Will be promoted in the newsletter that will accompany tax notices.	Ongoing promotion.	Ongoing promotion.	ongoing
		Promote various pay options to the County that customers may select.	Information is on Facebook and on the news section of the website. Will be promoted in newsletter that will accompany tax notices.	Ongoing promotion.	Ongoing promotion.	ongoing
		Promote monthly payment/ autopay for taxes and utilities.	Information is on Facebook and on the news section of the website. Will be promoted in newsletter that will accompany tax notices.	Ongoing promotion.	Ongoing promotion.	ongoing
		Complaint system available to public on website.	No action in Q1.	No action in Q2.	No action in Q3. Working with Munisight to determine opportunities to rollout in Q4.	No action in Q4
		Promote use of GIS system available to public, realtors, lawyers.	No action in Q1.	This is ongoing through front office staff on request.	This is ongoing through front office staff on request.	This is ongoing through front office staff on request.

3. Corporate Services	**Strategy 3.1**					
	Implement Human Resources framework to improve experience for management staff and employees.	Cross training of staff.	Summer staff positions are advertised to assist staff during period of vacation over the summer. Management Team prioritizing areas for cross training during performance management conversations	Summer staff have been hired and have assisted staff with the tax collection process. We have trained some staff to undertake duties to allow for separation of duties required by our financial processes i.e. Executive Assistant sends out AP cheques.	We have several staff running in the upcoming municipal election. As such we have moved staff into temporary roles and increased responsibilities of others which has resulted in cross training. However, dependent on the results of the election, we may need to replace the staff permanently. This exercise has increased the importance of cross training to cover off absences.	We have cross trained the registration of roads to PW staff. We continue to move some duties at the Administration office to Public Works as it makes more sense for them to be undertaken there.
		Make application to Alberta Municipal Affairs Internship Program under Finance stream.	Application was unsuccessful for 2021. Council to determine if we apply in the fall.		Council made a motion to apply for an Administrative Intern. The application deadline is October 15.	Application was submitted
		Implement new employee handbook.	The Employee Handbook is ready to roll out to staff once several new HR policies are approved. Roll out scheduled for April 2021.	Employee Handbook available on the staff Intranet.	Employee Handbook is being revised as new HR policies are being approved.	Revised Employee Handbook available on the staff Intranet.
		Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff.	The new Performance Management tools were rolled out the end of 2020 and in the first quarter of 2021. Feedback was positive for the new forms so far.	No action in Q2.	We are amending the forms for front line Public Works staff to better meet the needs of the employee and supervisor.	
		Conduct Exit interviews.			We continue to conduct exit interviews if/when an employee leaves the County.	
		Include "Cultural Sensitivity Training" for all staff.	No action in Q1	No action in Q2.	On September 30, Truth and Reconciliation Day, County staff participated in education training by watching the film 'We Were Children' which is about Residential Schools. County staff were also provided orange shirts to wear that day to honour the 1st National Truth and Reconciliation Day.	No action in Q4
		Include "Conflict Resolution" training for appropriate staff.	No action in Q1. This will be included with some of the scheduling for the HR Framework project - orientation to new policies.	The Policy regarding Harassment and Bullying has been approved. Training for staff has started and will continue in Q3.	Training for staff was scheduled in Q3, but has been delayed due to September 30 being recognized as National Truth and Reconcilation Day. We had planned in person training in early October, but will be reviewing the plan and potentially moving to virtual training.	Harassment and Bullying as well as Diversity and Inclusion training for all staff took place in Q4
		Ensure supervisory staff are trained regarding their role for success of staff.	No action in Q1. This will be included with some of the scheduling for the HR Framework project - orientation to new policies.	The Regional CAOs have confirmed that Leadership Training will be a component of the HR Framework Project that will provide learning opportunities for supervisory staff to succeed.	Leadership Training took place in Q3 for specific employees in leadership roles.	

3. Corporate Services		Implement employee recruitment procedures are required.	Ongoing.	Ongoing.	Ongoing	Ongoing
		Implement employee on boarding process.	Ongoing.	Ongoing.	Ongoing	Ongoing
		Implement Intranet for staff to access policies, handbook, etc.	Completed.	Intranet is updated as policies and Employee Handbook are revised. News items, additional information posted on the Intranet.		We are considering changing information available on Intranet to WorkHub platform implemented by Occupational Health and Safety
		Approve new HR/OH&S policies from HR framework.	Completed.			Completed
	Strategy 3.2					
	Continue to research opportunities for grant funding.	Continue to explore Alberta Community Partnership grant opportunities with regional partners.	The County was successful in receiving new Alberta Community Partnership Grants announced in March 2021. We will be undertaking an Area Structure Plan with the Town of St. Paul north of St. Paul (north and south of TWP 582) and each of Hwy 881 in the Town. We will also do an Area Structure Plan with the Town of Elk Point on the south end of Elk Point.	The Regional municipalities have decided to apply for grant(s) to undertake a Regional Recreation Facility Feasibility Study. This would look at aging facilities as well as the feasibility of a Fieldhouse for the Region. The first application will be through a Federal Grant program due July 23. Other grant programs will include CFEP, and the Alberta Community Partnership Grants.	Regional CAO's have started discussions on what projects we could undertake under the Alberta Community Partnership Program for 2022. The Town of St. Paul and County are considering application under the Watershed Resiliency Program Grant to implement some of the recommendations/identified projects coming out of the Storm Water Management Implementation Grant Project.	The County is participating in a number of partnership grant applications for 2022: Recreation Facility Feasibility Study (County managing partner); Regional Tourism Strategy (SV of Horseshoe Bay managing partner), Regional Services Study (Town of St. Paul managing partner; Elk Point Airport Area Structure Plan (Town of Elk Point managing partner); Update Ortho Photo project (County of Two Hills managing partner).
	Strategy 3.3					
	Re-familiarize Additional Named Organizations with Insurance requirement and protocol.	Hold meetings with Additional Named Insured Organizations.	No action in Q1.	No action in Q2.	No action in Q3.	No Action in Q4
	Strategy 3.4					
	Continue to transfer land files into digital record system.	Develop a plan to complete this project by 2021.	Summer staff are hired to work on this project in summer 2021.	Summer staff are very busy with this project. The number of scanned files to date is 4,553.	This project has been continuing with the use of summer staff.	This project continued utilizing FCSS staff in Q4 - but only as filler work
		Continue to work on project utilizing summer staff.	Summer staff are hired to work on this project in summer 2021.			The 2022 Preliminary budget includes staffing to do this work in 2022.
	Strategy 3.5					
	Have accurate assessment of County properties.	Continue to work with assessors and province on centralization of designated industrial properties.	The County received a letter from the Province January 4, 2021 indicating that the County's Designated Industrial Assessment will be changed from the Hybrid Agreement to being Centralized effective July 4, 2021. The County has extended a contract with Accurate Assessment to review DIP properties annually.		All assessment files for Designated Industrial Properties have been sent to the Province. We have not yet met with the Assessors who will be responsible for conducting these assessments for the County.	Municipal Affairs staff attended the County office in Q4 to discuss the assessment of DIP properties and our concern regarding the format of information when we receive it in February.

3. Corporate Services		Verify that designated industrial property assessment is properly stored and recorded in the assessment software program and transferred to financial program for taxation purposes so reporting is balanced.	Complete for 2021.			Expressed concerns to Municipal Affairs staff in Q4
		Update ortho photos $74,500.	This was not included in the 2021 budget.		Considering application under the Alberta Community Partnership to undertake this project in partnership with other rural municipalities in 2022.	The County is part of an Alberta Community Partnership that would see ortho photos updated in the County, County of Two Hills, Smoky Lake County and Lamont County. County of Two Hills is the managing partner
	Strategy 3.6					
	Continue to maintain and upgrade Administration Building.	Upgrades to telephone system, lower Board Room and Security.	Telephone system updated in 2020. Security system included in the budget, but no budget to update the lower Board Room in 2021	No action in Q2.	Administration has requested a quote to update the security system, but has not received any information at this time.	Administration has requested a quote to update the security system, but has not received any information at this time.
		Ensure safety of staff during pandemic.	COVID protocols continue in 2021 as well as increased cleaning.	Covid Protocols and increased cleaning continued through Q2.	Covid Protocols and increased cleaning continued through Q2.	Looking at increasing cleaning in January 2022 due to Omicron variant
		Improve technology in Council Room.	No action in Q1.	No action in Q2.	Administration is exploring options to update technology in Council room with Eye-Tech. We are awaiting a quote to determine viable/affordable options.	Administration is exploring options to update technology in Council room with Eye-Tech. We are awaiting a quote to determine viable/affordable options.

4. Planning and Development	**Strategy 4.1**					
	Consider revision and approval of St. Paul North ASP following completion of IDP with Town of St. Paul.	Review St. Paul North Area Structure Plan (ASP)documents as they relate to the Inter-Municipal Development (IDP) Plans, if funded by a provincial government grant, and consider revisions to present to Council and public.	We received an Alberta Community Partnership Grant in 2021 that will cover the cost of updating this ASP. The Town of St. Paul is the managing partner and currently has an RFP out for this project.	ISL has been selected to work with the County and Town of St. Paul on this project. A kick-off meeting has been held with each Council. ISL will be conducting background work as well as providing the public the opportunity to participate in the development of the Area Structure Plan.	Background work on this project is continuing.	ISL has met with stakeholders in Q4. They are continuing to gather information for this project.
	Strategy 4.2					
	Resurvey Plan 527MC Block 1 at Vincent Lake to have house be situated on the lots.	Finalize survey. Apply for accretion and close roadways adjacent to plan area.	The survey has been finalized. Council has provided 1st reading to road closure bylaws adjacent to the plan. Once we have Ministerial approval and 3rd reading completed, the accretion can proceed.	The road closure bylaws have been sent to the Minister of Transportation to approve. No further action regarding the subdivision can happen until the County is able to close these roads.	We are still waiting for approval of road closure bylaws.	Discovered that not all lot owners had responded to the road closure. Administration is currently trying to ensure we get all responses back before this can be sent to the Minister. There was some wires crossed between Explore Surveys who is doing the work and Administration.
		Sell the land that is currently Environmental Reserve but would become the landowners after re-survey to the appropriate lot owners.	Will be later in the process.	Will be later in the process.	Will be later in the process.	Later in the process.
		Registration of land titles and new titles issued to landowners and County.	Will be later in the process.	Will be later in the process.	Will be later in the process.	Later in the process.
		Determine legal access for all properties.	The residents have agreed to register an 5 meter road through the lots that will become legal access. Council has approved budget to improve this access road in 2021.	This road has been improved by the County Public Works department in Q2.		
	Strategy 4.3					
	Resurvey of Mallaig lots along Railway Avenue.	Complete resurvey, sell and consolidate lots	Survey is complete - waiting on one resident to approve so we can complete the project.	Still waiting on one resident to approve the survey to finalize the project.	Still waiting on one resident to approve the survey to finalize the project.	Still waiting on one resident to approve the survey to finalize the project.

4. Planning and Development	**Strategy 4.4**					
	Determine opportunities to encourage development and reduce red tape.	Review the Land Use Bylaw, Municipal Development Plan and General Municipal Servicing Standards.	ISL Engineering & Planning has been hired to undertake a review of the LUB/MDP/GMSS. Work is underway in Q1 with meetings with Administration and Council completed. As well 8 stakeholders have been identified for targeted feedback. An online opportunity will be available for the public to provide input and feedback in Q2.	ISL and Administration have continued work on this project through Q2. We will be presenting proposed revisions to County Council in early August and then provide an opportunity for the targeted stakeholders and the public to review the proposed changes and provide feedback.	Revisions have been completed and 1st Reading of bylaws have been completed for the Land Use Bylaw and Municipal Development Plan. We have public hearings scheduled for October 12 and anticipate that Council may provide 2nd and 3rd readings to these bylaws at that time. At the same time, ISL and Administration have been working on amendments to the General Municipal Servicing Standards that will reduce red tape and remove some of the conflicting Planning and Development wording from the document. Council will consider the amendments at the October Council meeting. Other changes have been made to the Reserve Lands Management Policy and a new policy has been added - the Encroachment Agreement/ License Policy. All of these documents tie together.	All these documents have been amended and approved in Q4

5. Economic Development	**Strategy 5.1**					
	Make it easier for businesses and residents to connect to the internet and potentially attract new business technologies.	Support Internet Service Provider (ISP) growth in communities in the County.	The County has provided letters of support to various ISP's in their efforts to receive federal grants to improve connectivity in the County.	The County has entered into two agreements with MCSNet who is extending fibre into several locations in the County.	The County has entered into one more agreement which will provide fibre to the west edge of the County into Saddle Lake.	
		Explore opportunities to increase broadband coverage for the County and region.	See above.	See above.	See above.	
	Strategy 5.2					
	Work toward Regional Economic Development Strategic Plan.	Regional Economic Development Strategy.	The St Paul Elk Point (STEP) Economic Development Alliance is currently working with consultant to develop Regional Economic Development Strategy	An Economic Development Officer has been hired by the STEP Economic Development Alliance and is carrying out the work of that committee.	The STEP Economic Development Alliance continues to work on this strategy.	Falls under the work of the Regional EDO and STEP Economic Development Alliance
		Work with Regional Partners and Chambers of Commerce.	The STEP Committee included the St. Paul Chamber, regional municipalities, HUB, Community Futures.	The STEP Committee included the St. Paul Chamber, regional municipalities, HUB, Community Futures.		
		Use STEP Economic Development Alliance to conduct: a) Workforce Development and Business Retention and Expansion Survey. b) Determine Regional Economic Development Strategic Plan. c) Hire Regional Economic Development Officer (EDO) for 18 months, and consider cost-share shortfall. d) Set up website for STEP Economic Development to maintain.	The workforce development and business retention and expansion survey has been completed. Work continues on the Regional Economic Development Strategic Plan. A Regional Economic Development Officer has been contracted until March 2022 with the regional municipalities picking up the shortfall in the cost. A website has been developed.	This work is continuing.	The EDO and STEP Committee are working on a number of initiatives including: Agriculture - Hemp Profiles, potential workshops, Local Food Initiatives; Portage College - information sharing regarding AI/ML, drone training; Regional Tourism participation Hub - Drone Video project, finance packages for businesses; Film Industry - Regional Policy developed and approved by municipalities; Broadband; Airports - Profiles for municipal websites, aviation projects, flight schools; Waste - waste to energy opportunities; Recreation - submission of grant applications for Recreation Facility Feasibility Study; Technology - Artificial Intelligence project ideas/opportunities; Stakeholder Engagement - working with municipalities and Chambers to keep everyone in the loop; Workforce Development - grant application with the County as the managing partner to attract and retain workers in the region; Attendance at conferences benefiting Economic Development opportunities.	All municipalities have agreed that the Regional EDO position is beneficial to our region. All partners have included funding to December 2022 in their preliminary budgets. We will be executing a new contract to cover this extension of the position in January 2022.

	Strategy 5.3					
	Participate in Regional Tourism Initiative.	Assist/ Provide/ Resource/ Information and participate in the Regional Committee that includes Municipalities, Chambers, Destination Marketing Organizations, Alberta HUB, etc.	Ongoing.	Ongoing.	Destination Development Worksheet discussed and to be utilized by Committee to evaluation resources over the next several months. Working with Travel Alberta to make an application under the Cooperative Investment Program. Planning to develop and advertise local tour itineraries.	An Alberta Community Partnership Grant has been submitted to develop a Regional Tourism Strategy. RTIC is also making an application for a grant to cover destination development.
		Look at consolidating committee to reduce duplication of effort.	After a delegation by Marianne Janke, Linda Sallstrom, and Penny Fox, it was determined that the RTIC Committee has a narrower focus on the County of St. Paul and our urban neighbours within the County boundary which the group felt was important.			

6. Emergency Management	**Strategy 6.1**					
	Ensure Regional Emergency Management Preparedness.	Maintain and update the Regional Emergency Management Plan.	All regional municipalities have approved the updated Regional Emergency Management Plan and have updated our bylaws appropriately.			
		Provide training for staff and Councillors.	Ongoing.	No action in Q2 - due to Covid.	No action in Q3 - due to Covid.	Trevor Kotowich and Henry Thomson have met with municipal staff to ensure they have the prerequisite training as they will be teaching ICS200 course in Feb 2022. Elected official training will be deferred to early 2022 as training officer seconded to BC.
		Exercise the Incident Command System Plan in conjunction with Emergency Management Agency, and in conjunction with legislation.	No action in Q1.	Planning is underway for a tabletop exercise later in 2021.	No action in Q3 - due to Covid.	Exercise has been scheduled for March 2022.
	Strategy 6.2					
	Increase public awareness and education on public participation.	Communicate and educate public to improve community readiness.	Encouraging people to sign up for Alberta Emergency Alert (AEA) in newsletter that will accompany tax notices. Wildfire season put out with link to AEA. Communications worked with Deputy Fire Chief to promote FireSmart Bingo, producing print, radio, social media, and poster for program.	Information about Wildfire Season continues to be on Facebook and in the County website. Winner or the FireSmart Bingo contest was announced on Facebook.		
		Use Alberta Emergency Alert to notify public regarding incidents.	As required.	As required.	As required.	As required
	Strategy 6.3					
	Ensure safety of our staff.	Maintain and update Joint Workplace Health and Safety Plan.	Regional HR/OHS policies have been approved by all three municipalities.	We have hired a new Regional Director of OHS. Jayson Nelson is reviewing our processes and in planning changes that will improve our Plans and processes.		
		Provide orientation and training to all staff.	Ongoing.	Ongoing.	Ongoing.	Working on updates to regional safety orientation program
		Provide management support system.	Ongoing.	Ongoing.	Ongoing.	Ongoing
		Conduct regular inspections and worksite visits to ensure regular safety practices.	Administration Office inspection took place in March.	Administration Office inspection took place in June. The new Director of OHS has been touring County facilities with a focus on safety.	Inspections have been completed of the County transfer stations and parks. Administration quarterly office inspection has been completed.	Administration quarterly office inspection was completed.

		Maintain Work Alone system.	Current system will be terminated in May. Work Alone will be implemented in May.	Current system will be terminated in May. Work Alone will be implemented in May.	New work alone system is working well.	ongoing
		Annual audit or either internal or external as required.	Internal audit will be scheduled - documentation audit only again due to Covid.	Internal audit was completed.		

7. Occupational Health & Safety	**Strategy 7.1**					
	Continuous improvement of Safety Management System.	Design and implement a Health and Safety page on the Intranet.	Completed and all policies and procedures, to date, have been uploaded.	Ongoing review of OHS element (incident analysis, inspections, etc.) programs, processes and forms.	Moving OHS policies/SOP/etc. to Work Hub a program that will be rolled out to Work Place Health and Safety team members in Q4 and staff in 2022.	Work Hub has been rolled out to JwHSC members. Will be rolled out to balance of regional staff in 2022. JWHSC has been consolidated into one committee in December 2021
		Standardize Standard Operating Procedures (SOP's).	Work is continuing on this.	Approximately 75% complete for the Region.	Approximately 85% complete for the Region.	
		Develop an action plan for Certificate of Recognition (COR) Audit results from 2020.	Completed.	Awaiting results of 2021 COR Maintenance Audit.	Scored 85%, awaiting complete report for 2021 COR Maintenance Audit.	
	Strategy 7.2					
	Ensure staff are trained to effectively and safely do their jobs.	Provide mobile equipment training for operators.	Completed train the trainer courses for 2 staff. Specific mobile equipment training has been/is being developed for each piece of equipment the County has.	No further action.		
		Revise the regional orientation to align with health and safety requirements in the region.	In progress.	Regional Orientation will be updated and revised for relaunch in Spring 2022.		
		Develop a two day supervisor course (one for office supervisors, one for field supervisors) to encompass all aspects of their health and safety responsibilities.	On hold - due to Director leaving - new Director commences duties in May.	Planning underway for Safety Leadership training in 2022 - Q1.		
	Strategy 7.3					
	Reduce costs for services that can be completed in house.	Purchase an audiometric booth and spirometer to conduct in house hearing testing, lung capacity testing and fitness testing.	No action in Q1.	Further review of inhouse audiometric spirometric testing deemed not feasible due to legislative and facility restrictions.		
	Strategy 7.4					
	Reduce risks associated with conducting work.	Develop detailed hazard assessments for major scopes of work (road building, confined spaces, maintenance, etc.) that can be used.	Complete.	Projects planned for greater than five (5) days or with significant determined risk are having Project specific Hazard Assessments completed.		

Community Services: 2021 Quarterly Reporting						
Department	**Strategy**	**Action**	**Q1: January to March**	**Q2: April to June**	**Q3: July to September**	**Q4: October to December**
			Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.
1. Parks and Recreation	**Strategy 1.1**					
	Increase usage of our parks, campgrounds and recreation facilities.	Increase public awareness of our parks through promotions, marketing and social media.	See below. Brochure begin revised for Tourist Information sites.	Brochure revised and on website and at UFO Information Centre. Full page ad in Go East. Full page ad promoting campsites placed in Two Hills paper and Respect Seniors Paper (special edition featuring recreation across the region), updates continue on Facebook, updated photos of sites and drone overheads placed on website. Updated photos, drone overheads and photos of renumbered sites sent to Camp Reservations Canada.		
		Review our rates and assess how they can be more flexible.		Floatingstone, Lac Bellevue and Stoney Lake Parks offer daily and weekly rates. Westcove offers daily, weekly and monthly rates for the 2021 season.	Rates discussed with Park Caretakers at year-end meeting on September 7. The consensus was not to change daily, weekly and monthly options next year.	New rates for powered and non-powered sites approved in December for the upcoming 2022 season. New rates posted on County website.
		Modify campsites to accommodate demand for more groups sites.		Public Works has enlarged site at Stoney Lake and Westcove Parks. New D-Loop constructed at Floatingstone offering 13 non-powered sites.	Lac Bellevue sites 14 to 24 delineated to make it easier to administer. West of boat launch at Lac Bellevue expanded to accommodate additional boat/trailer parking. Public Works to commence expansion of waste site at Floatingstone to accommodation boat/trailer parking.	Updated the Parks maps and forwarded to Camp Reservations Canada to upload on reservation system for the 2022 season. New maps loaded onto County campground website.
		Promote on-line reservation system opening on March 1, 2021.	March 1 of reservation system widely promoted through radio, social media. County website, Council Highlights and sponsored feature that highlighted campgrounds and opening (Frigid Fishing Sweepstakes).			
		Conduct public engagement survey for campground needs.	Survey in development - working towards survey launch just prior to campgrounds opening on May 20.	Communications provided draft survey to Director for consideration.	Deferred to 2022.	

1. Parks and Recreation	**Strategy 1.2**					
	Maintain and upgrade parks and recreation facilities.	Maintain and improve boat launches.	Completed spreadsheet listing County owned, Provincial owned, Community owned and abandoned boat launches. Working on plotting site on MuniSight.	Boat Launch maintenance plan submitted to Urban System to be used for future approval with AEP. Boat Launch plotted on MuniSight.	Urban Systems submitted work program for the coordination of a comprehensive Water Act application for the routine maintenance of 14 County operated boat launches. Desktop and Field Data collection to be completed by the end of September.	Urban Systems completed Task 1 (Desktop and Field Data Collection) for the 14 boat launches. Tasks 2 to 4 to be completed in 2022.
		Continue to upgrade and maintain playground structures at all sites.		3 new playgrounds components installed at both Floatingstone A-Loop and next to shower building at Stone Lake Park.	New playground installed at Lac Bellevue. Completed September 22.	Approved for $10,000 in 2022 preliminary budget for playground updates.
		Conduct customer satisfaction survey with Communications Coordinator to include what improvements can be made.	Survey in development - working towards survey launch just prior to campgrounds opening on May 20.	Communications provided draft survey to Director for consideration.	Deferred to 2022.	
		Modify campsites to accommodate demand for more groups sites.		Public Works has enlarged site at Stoney Lake and Westcove Parks. New D-Loop constructed at Floatingstone offering 13 non-powered sites.		
		Construct new playground at Lac Bellevue.	Ordered structure from PlayWorks.	Playground to be installed after Park season ends on September 6.	New playground installed at Lac Bellevue. Completed September 22.	
		Upgrade playground at Stoney and Floatingstone campgrounds.	Ordered structure from PlayWorks.	Completed.		
		Power upgrade at Floatingstone for site 47 to 51.	Not in 2021 Budget.			
		Construct a new campsite loop at Floatingstone.		Completed. Park Caretaker booking sites as of July 5th.	Booking of sites within D-Loop deferred to 2022.	
		Purchase 2 new golf carts for Floatingstone and Westcove.	Ordered Yamaha's from Oakcreek.	Motors on backorder. Vendor provided 1 used unit for Westcove at no cost.	Received grant to purchase electric golf carts. 2021 funds to be deferred to 2022. Delivery of new carts will not be until 2022.	
		Upgrade Floatingstone Park Office.		Completed. New flooring, counter tops, cupboards, hot water tank and repainted inside and exterior.		

	Strategy 1.3					
	Review Parks and Recreation governance.	Continue to conduct playground and campground inspections.		Scheduled for July 22.	Safety inspections at all Parks completed for 2021 season.	
		Continue to train staff.				
		Complete an Emergency Response Exercise.			Deferred to 2022.	

2. Waste Management	**Strategy 2.1**					
	Increase recyclable segregation options.	Allow for cardboard recycling at Transfer Stations.		Carboard bins installed at all 6 Transfer Stations.		1 new 30 yard cardboard bin approved in 2022 preliminary budget.
		Continue to explore other options for recycling.			Purchased a unit to remove the valves from 1 lb. non-refillable propane tanks. Tanks can now be placed in the metal pile for recycling after valves are removed.	Exploring the option to enter into an agreement with a contractor for the removal of propane tanks from County Transfer Station.
		Explore Littering Bylaw.		Littering Bylaw passed at the June 8th Council meeting. Information about the new bylaw was posted on Facebook and the website.		
	Strategy 2.2					
	Public awareness about waste management.	Conduct a customer satisfaction survey.	Survey in development. Working towards survey launch in May.	Communications provided draft survey to Director for consideration.	Deferred to 2022.	
		Continue to include information about Waste Management Communication plan with Communications Coordinator.		Draft in progress.		Deferred to 2022. Draft completed. To be sent to Director in January for consideration.
		Continue to provide information about waste management on County social media and other communication.	Ongoing. Developed additional Trash Talk on Battery Recycling. Radio ads and print ads planned in addition to social media when sites switch to Summer Hours on May 1, and on Spring Cleanup.	Ongoing.		Ongoing
		Host events related to waste management.		Deferred to 2022 due to COVID-19		
		Grant funding for toxic waste round up.		Evergreen to explore.		
		Improve signage at sites.		Ongoing.		Ongoing
		Continue with spring clean-up program to remove Freon from fridges, freezers and watercoolers.	Media campaign planned for Spring Cleanup.	Print and radio ads ran in late April and throughout May. Information/ updates posted on Facebook along with Summer hours, and in County news and Waste Management pages.		

2. Waste Management	**Strategy 2.3**					
	Streamline waste collection and operation.	Review Transfer Station operating days and hours to ensure they accommodate the public needs.		To be discussed during Levels of Services with Council in August.	Status quote for 2022.	
		Review unmanned bin sites.		To be discussed during Levels of Services with Council in August and 2022 Strategic Planning.	Status quote for 2022.	
		Annual capital contribution for waste management vehicles to be set up in reserves.		$120,000 approved in the 2021 budget.		$120,000 approved in 2022 preliminary budget.
		Explore options with the Town of Elk Point for Elk Point Transfer Station/ Landfill.		Draft Joint Operating/Capital Agreement with Terms of Reference of a Joint Committee developed and forwarded to TEP for consideration.	Agreement passed by both Town of Elk Point and County. County to appoint 2 members at Organizational meeting in October.	1st meeting of Joint Transfer Station Committee held on December 20, 2021.
		Explore cost of asset tracking system for bins.		Ongoing.	Deferred to 2022.	
		Purchase six-8 yard Cathedral bins.	Ordered and received bins for EMW.			
		Complete reclamation of inert waste Cell 2 at Ashmont Transfer Station.			Deferred to 2022.	

3. Agriculture Services	**Strategy 3.1**					
	Build public awareness about Agriculture Services	Communicate effectively about Agricultural Service Board (ASB) programs and services.	Ongoing through website and Facebook.	Ongoing. And include information pulled from LARA and Alberta Ag newsletter and other Ag sites.	Ongoing. And include information pulled from LARA and Alberta Ag newsletter and other Ag sites.	Ongoing information posted on website and Facebook.
		Communicate Lakeland Agricultural Research Association (LARA) initiatives and newsletter.	Ongoing information on LARA posted on County website and Facebook. LARA programs/ sponsorship of featured in ASB Spring 2021 Newsletter.	Ongoing monitoring of Facebook and website and promoted when there are new programs.	Ongoing monitoring of Facebook and website and promoted when there are new programs.	Ongoing as information becomes available.
		Produce a bi-annual ASB newsletter for public dissemination.	Spring 2021 ASB Newsletter to be included with tax mailout and will be posted on the website and launched also on Facebook. Approved by Board at March meeting.	Four page newsletter included with property tax mailout, targeting owners who live within the County.		Newsletter not produced in fall due to Municipal Election.
		Educate public on noxious and prohibited weeds.	Two page section included in ASB Spring Newsletter as well as information on additional Ag resources.	See previous.	News article regarding water hemlock being toxic to cattle when hayed was advertised on Facebook and the County webpage.	
		Continue with clubroot education, surveying and notifications.		Section on clubroot included in ASB newsletter.	Surveys completed for the year. 4 fields tested positive for clubroot.	Clubroot presentation to Public Works Staff on December 22, 2021.
	Strategy 3.2					
	Maintain and improve programs for Agricultural Service Board.	Design more efficient ASB program planning			Administration presented cost analysis on County vs private mowing to Council at Strategic Planning. Administration to bring to budget meetings the cost to hire a contractor to mow additional roads not mowed by the County currently.	Additional mowing not in 2022 preliminary budget. Status quote to self preform mowing services.
		Continue with Beaver Reduction Program.	Program promoted in Spring Ag newsletter and on Facebook.	Spring program commenced on April 15 and ended June 25.	Fall program commenced September 1.	2022 Beaver Reduction Program deferred to 1st qtr. ASB meeting in 2022.
	Strategy 3.3					
	Maintain equipment and facilities.	Maintain capital assets.				
		Replace spray truck with components.	Truck ordered from Stone Blue in Calgary.	Spray Truck with new deck operational as of June 3rd.		
		Replace LB-30 24' trailer with a 20' hydraulic tilt trailer truck.	No new purchase. Public Works will pass down a trailer from their fleet.	Deferred to 2022.		$10,000 in the 2022 preliminary budget.

4. Fire Services	**Strategy 4.1**					
	Maintain fire equipment and facilities.	Review equipment/ supply needs for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.		Supply budgets for Ashmont and Mallaig reduced by $5000 for each department in the 2021 budget.		
		Continue annual capital contribution for fire equipment to be set up in Reserve.		$136,000 approved in the 2021 budget.		$136,000 approved in the 2022 preliminary budget.
		Purchase Mallaig Fire Department request for ATV with Skid Unit and Trailer.	CanAm 6x6 ordered from 54 North Power Merchants in Bonnyville.	UTV in service. Cost $42,950, budget $50,000. SVHB contributed $6000 towards unit.		
		Purchase of new pumper rescue truck for Ashmont Fire Department.	Rosenbaurer chasses ordered in January.		Chassis has arrived at Rosenbaurer plant in South Dakota and is currently staged for pump and bumber install. Chassis paid for in September.	Apparatus scheduled to arrive 1st qtr. of 2022.
	Strategy 4.2					
	Attract and retain volunteer fire fighters.	Continue to have semi-annual Fire Chiefs' meetings		Spring meeting held on April 8th via ZOOM.		Joint Fire Chief's meeting held in Mallaig on December 15th. 11 members present.
		Hold appreciation/ recruitment event at each Firehall in conjunction with FCSS movie night.		Deferred to 2022 because of COVID-19.		
	Strategy 4.3					
	Share common strategies for policies, procedures and operations between departments.	Review policies and procedures		County assumed invoicing for the Elk Point Fire Department calls as of May 1, 2021. New Fee Schedule for Fire Calls approved on May 14th. All Departments notified.		
		Review Fire Permit/ Fire Bylaw.		Fire Bylaw to be brought to the August Policy meeting. New fees for Fire Calls implemented May 14 - can be found on the County Fee Schedule Bylaw on the website.	Amended Fire Bylaw passed at September Council meeting to address fireworks.	
		Develop Building Inspection form for Fire Halls.	Fire Hall inspections completed at Elk Point, Ashmont and Mallaig Fire Halls with Director, Fire Chief and Regional Safety Officer.		Safety inspections completed at Ashmont and Mallaig Firehalls. Work on inspection list is ongoing.	

4. Fire Services		Standardize training and reporting		Ongoing.		Ongoing
	Strategy 4.4					
	Engage residents in fire safety programming.	Engage residents in Fire Smart program, Fire Prevention week, and Fire Smart Home Assessment program.	Working with Assistant Fire Chief to promote FireSmart Bingo Contest for April and May.	Information about Wildfire Season continues to be on Facebook and in the County website. Winner or the FireSmart Bingo contest announced on Facebook.	FireSmart home inspections deferred to 2022. Grant extensions amended to October 31, 2022.	
		Provide information to the public on response call fees, responsibilities with the bylaw, and burning guidelines.	Information currently on County website and information about fees/ insurance included in general information newsletter that will be included with the property tax mailout.	New fees promoted on Facebook, website updated, information included in Council Highlights.		
		Promote Fire Departments, host events in conjunction with FCSS at each Firehall.		Deferred to 2022 due to COVID-19.		
	Strategy 4.5					
	Maintain and consider new opportunities for regional collaboration with our neighbours.	Review and update Mutual Aid Agreements and Fire Protection Services Agreements with rural and urban neighbours.		Amended Fire Services Agreement with the TEP drafted and forwarded to Town for consideration. Agreement approved with amendments at the Joint Fire Services Committee on June 17th. The St. Paul Fire Committee has approved amended Fire Services Agreement, it will be brought forward to each Council to approve in Q3.	New Joint Fire Services with the Town of St. Paul signed by both parties. Agreement effective January 1, 2022 to December 31, 2024.	Working on new Fire Services Agreement with Summer Village of Horseshoe Bay and Mutual Aid Fire Agreement with Smoky Lake County.

Public Works: 2021 Quarterly Reporting						
Department	**Strategy**	**Action**	**Q1: January to March**	**Q2: April to June**	**Q3: July to September**	**Q4: October to December**
	Strategy		Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.
1. Transportation	**Strategy 1.1**					
	Ensure safe road infrastructure for public.	Maintenance Program.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
		Road Construction.	Ongoing.	Construction as per budget approval. Equipment is being procured as per budget.	Construction as per budget approval. Equipment is being procured as per budget.	Construction wrapped up in November for the 2021 season.
		Continue monthly reporting to Council.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
		Implement road condition assessment software.	Ongoing.	Staff have been working with Asset Management Committee to assess roads that have been identified for construction as well as recently constructed to assess Risk.	Staff continued working with Asset Management Committee to assess roads that have been identified for construction as well as recently constructed to assess Risk.	Staff continued working with Asset Management Committee to assess roads that have been identified for construction as well as recently constructed to assess Risk.
		Application for grants to improve roads.	Ongoing.	MSI/Federal Gas Tax grants have been sent in for 2021 projects.	Received approvals for two bridge files through STIP.	Nothing to report.
		Appendices for construction, oiling and equipment purchase.	Ongoing.	Construction as per budget approval. Equipment is being procured as per budget.	Construction as per budget approval. Equipment is being procured as per budget.	Preliminary Budget has Public Works only purchasing the 4 graders, 2 for 2021 and 2 for 2022
		Continue to produce high quality aggregate for road maintenance and construction.	Ongoing.	Ongoing. Council has entered into an agreement to contract crush gravel for Mantle Group.	Started crushing at the private pit for the Mantle group.	Completed the contract with Mantle.
		Consider contract maintenance of Northern Valley Road.	Not pursuing this.	Have not pursued at this time.	Started discussions with CNRL.	No new developments.
		Obtain rates from local contractors for types of equipment for rent and rates.	Not pursuing this.	Have not pursued at this time.	Obtain quotes as per County policy if required to rent equipment.	Obtain quotes as per County policy if required to rent equipment.
		Consider annual capital contribution for Public Works equipment to be set up in reserve.	No action this quarter.	No action on this Q2.	This is being contemplated in the 2022 Operations Plan	Nothing done yet in this regard.

1. Transportation	**Strategy 1.2**					
	Improve communications with residents about Public Works.	Implement concern/ complaint tracking system that creates work orders.	Utilizing Remind APP.	Using Remind App as well as Munisight to track complaints/work orders.	Using Remind App as well as Munisight to track complaints/work orders.	Using Remind App as well as Munisight to track complaints/work orders.
		Be proactive in providing advance notice of road work to residents.	Ongoing.	Ongoing. Promoted road work on Facebook, on radio and updated website. Included information on lifting of road bans and 2021 road projects.	Ongoing.	No action this quarter.
		Assist communications department with educational videos about services and issues.	No action this quarter.	No action this quarter.	No action this quarter.	No action this quarter.
		Communicate about winter maintenance and brushing scopes of work.	Ongoing through January to March 2021 through Facebook, website, Council Highlights and radio ads		Ongoing through 2021 through Facebook, website, Council Highlights and radio ads.	Updates can be found in monthly Public Works report.
	Strategy 1.3					
	Improve the Aggregate Management Program.	Review the Aggregate Cap Levy.	Implemented this in January.	First Quarter Reporting has been sent out to Operators.	Second Quarter Reporting has been sent out to Operators. Terms of Reference has been developed for the County of St. Paul Gravel Levy Committee that will determine how these funds are spent in the community. We will be looking for members following the municipal election.	Committee has been formed. Planning a first meeting.
		Review Aggregate Pit Status.	Ongoing.	Inventory of product at Pits as well as status is up to date.	Ongoing.	Ongoing.
		Review and amend the planning and development permitting for active pits and new pit registrations.	Ongoing.		Ongoing.	Ongoing.
		Implement a quarterly reporting structure on producing pits.	Reporting is occurring.		Reporting is occurring.	Reporting is occurring.
	Strategy 1.4					
	Leverage the Gravel Sales Program.	Review the Aggregate Private Sales Program.	Review was conducted late last year.		In progress.	In progress.
		Increase the amount allowed through pick up only.	Only on eliminations are we allowing this.		No change.	No change.
		Increase the pricing per tonne.	Rate was amended effective January 2021		No change.	No change.

2. Utilities						
	Strategy 2.1					
	Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines.	Maintenance of transmission and distribution lines.	Ongoing.	Council has approved Urban Systems to undertake a Infrastructure Replacement Plan for water distribution lines and waste water collection systems.	Ongoing in Q3.	Ongoing in Q4.
		Review costs of water rates for those communities.	Ongoing.	Ongoing.	No action.	No action.
		Track Water Line Breaks on GIS.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
	Strategy 2.2					
	Continue to explore alternatives for water and sewer for Riverview residents.	Prepare Request for Pricing (RFP) on Riverview water and septic installation.	Prepared and issued.	Contractors have been selected to carry out this project in Q3. Tenders have come in within budget.	This project was completed successfully within this quarter.	Nothing to report.
	Strategy 2.3					
	Ensure maintenance of sanitary lagoons and collective systems.	Report on maintenance.	Ongoing.	Council has approved Urban Systems to undertake a Infrastructure Replacement Plan for water distribution lines and waste water collection systems. Banner Engineering has been successful in finding a solution for release of water from Whitney Lake Lagoon. Project to be implemented in Q3.	Banner Engineering has been successful in finding a solution for release of water from Whitney Lake Lagoon. Approval for this solution has been obtained from Alberta Environment for a period of 3 years. Project is underway.	On hold.

2. Utilities						
	Strategy 2.4					
	Consider consistent rate structure for use of County wastewater facilities.	Consider installation of flow point equipment at Whitney Lake lagoon.	Still under review.	This is on hold until we have a solution for Whitney Lake Lagoon release of treated water.	This is on hold until we have completed the solution for Whitney Lake Lagoon release of treated water.	This is on hold until we have completed the solution for Whitney Lake Lagoon release of treated water.
		Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available.	No action this quarter.	No action in Q2	No action in Q3.	No action in Q4.
		Track Septic trucked loads from all approved contract haulers in order to: i. Determine the usage of Lafond Wastewater Transfer Station ii. Determine what is going to all Lagoons.	Ongoing.	Trucked waste is tracked at both the Ashmont Lagoon and the Lafond Wastewater Transfer Station.	Trucked waste is tracked at both the Ashmont Lagoon and the Lafond Wastewater Transfer Station.	Trucked waste is tracked at both the Ashmont Lagoon and the Lafond Wastewater Transfer Station.
	Strategy 2.5					
	Explore alterative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality.	Gather more information from wastewater treatments.	Ongoing.	No action in Q2.	The County is working with Banner Engineering on an innovative solution for the wastewater at the Whitney Lake Lagoon.	On hold.
		Explore funding opportunities for new technologies.	have not reviewed this in first quarter	No action in Q2.	No action in Q3.	No action in Q4.

3. Airport	**Strategy 3.1**					
	Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.	Snow removal at both airports.	Ongoing - creating a specific plan that is relative to both airports and covers all of the scenarios for maintaining and preventing ice build up.		Ongoing - creating a specific plan that is relative to both airports and covers all of the scenarios for maintaining and preventing ice build up.	Snow clearing is going good, other than the latest incident at Elk Point where three lights were damaged by a grader.
		Participate in capital upgrades for both airports.	No action this quarter.	No action in Q2.	No action in Q3.	No action in Q4.
		Apply for funding for capital upgrades.	No action this quarter.	No action in Q2.	No action in Q3.	No action in Q4.
4. Energy Management	**Strategy 4.1 (Added 3rd Quarter)**					
	Work with the regional municipalities on improving energy efficiency throughout the municipal owned buildings and facilities.				Compiled energy usage for our municipal buildings and continue to review the energy audits already completed by the Town of St. Paul on a number of their facilities.	Finalizing presentation for both towns and County Councils
					Conducted a meeting with the Town of St. Paul and short-listed the buildings and project to focus on.	
					Compiled budgetary numbers for items we would like to address in the 2022 budget.	

Department	Strategy	Action	Q1: January to March	Q2: April to June	Q3: July to September	Q4: October to December
	Action Plan 2021		Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.
		Goal 1: Make all services affordable for everyone.				
		Goal 2: Provide more opportunity and recognition for volunteerism in our communities.				
		Goal 3: Create a sense of community and acceptance for all.				
FCSS in the County of St. Paul and Elk Point	**Action**	**Relevant Goals**				
	Janice to coordinate Seniors Week events by June 30th. This will be measured by tracking the number of participants and providing a feedback survey to participants, then compare results from year to year.	Goal 1	Preparing mugs with dirt and seeds for seniors to be handed out during Seniors Week June 7 to 13.	Delivered mugs to Sunnyside, Ashmont and Elk Point lodges. Total of 157.	Completed.	Completed.
	Janice and Terry to administer the Volunteer Income Tax Program by June 30. This will be measured by tracking the number of participants and that will compare results from year to year.	Goal 1, 2 and 3	Completed 89 to date.	Completed. 162 Tax Returns.	Completed.	Completed.
	Janice to complete the Annual Report as required by the Province by June 30th. If this is not complete, funding will be held.	Goal 1, 2 and 3	Waiting on provincial government document to be released.	Completed.	Completed.	Completed.

FCSS in the County of St. Paul and Elk Point	Janice and Terry will coordinate the Elk Point Community Information night by September. This will be measured by tracking the number of participants and providing a feedback survey to participants then compare results from year to year.	Goal 3	Ongoing.	Allied Arts Centre booked for September 7, 2021.	159 people attended. The event was very well received by the community.	Completed.
	Janice to coordinate and manage the annual Mallaig Summer Programs by September 30. This will be measured by tracking the number of participants and providing a pre and post feedback survey to participants then compare results from year to year.	Goal 1 and 3	To be determined dependent on AHS COVID-19 restrictions.	Ashmont and Mallaig Summer Programs going ahead. Both programs are full and there is a waiting list.	The Summer Programs were a success with 45 attendees in total.	Completed.
	Janice will manage and coordinate the Community Connector Trailer by September 30. This will be measured by tracking the number of participants and providing user survey to participants then compare results from year to year.	Goal 1, 2, 3	To be determined dependent on AHS COVID-19 restrictions.	Not going out this year due to COVID-19 restrictions.	The Community Connector was at the following events -- Elk Point Heritage Days, the St. Paul Block Party, and it was in the St. Paul Parade.	Completed.

FCSS in the County of St. Paul and Elk Point	Janice will coordinate the 'Movies in the Community' at Cork Hall, Heinsburg, Ferguson Flats. Also 4 movies in partnership with the fire departments.(Mallaig, Ashmont, St.Paul, Elk Point) including the licensing requirements for new movies by September 30. This will be measured by tracking the number of participants and then compare results from year-to-year.	Goal 1 and 3	Not yet booked. Summer staff to follow-up.	No movies this year. Communities did not want to host movies due to COVID-19.	No movies this year due to COVID-19.	Completed. No movies this year due to COVID-19 restrictions.
	Janice will organize the YOU ROCK event by Sept 30.	Goal 1 and 3.	Program will proceed.	Rocks being hidden on June 30 in Elk Point, Ashmont and Mallaig.	This was a success with a total of 33 young people participating.	Completed.
	Janice to arrange Red Cross Babysitting Course and Home Alone courses in Elk Point. This will be measured by tracking the number of participants.	Goal 1	To be determined dependent on AHS COVID-19 restrictions.	To be considered for the fall if COVID-19 is under control.	The Home Alone program is in the planning stage with the program to start in October.	Completed.
	Janice to coordinate summer community events by October 16th to include sandcastles, Block Party with Town of St. Paul, Mallaig and Ashmont Summer Programs, and 3 parades. Science days at Fergson Flats and with the Library at Elk Point. This will be measured by tracking the number of participants and then compare results from year to year.	Goal 1 and 3	To be determined dependent on AHS COVID-19 restrictions.	Programs going ahead. Sandcastle Competition at Whitney Lake on July 23, Iron Horse Scavenger Hunt in August, You Rock! In August, Science Days in Elk Point and Ferguson Flats, Block Party with the Town of St. Paul FCSS on August 13, Elk Point Heritage Days and parade on August 7, 2021. .	There were no attendees at the Sandcastle Competition which may have been due to the windy weather or people's concern over COVID, FCSS participated in 3 parade (Ashmont, Elk Point Heritage Days, St. Paul). The Iron Horse Scavenger Hunt had 4 participants. You Rock! had 33 participants. Science Days in Elk Point 15 attendees/ Ferguson Flats 9 attendees.	Completed.

FCSS in the County of St. Paul and Elk Point	Janice to complete Outcome Measures as required by the province by October 30. Funding will be held if not complete.	Goal 1, 2, and 3		Completed May 21, 2021. I	Completed.	Completed.
	Janice will organize and host the Seniors Festival to be held in Elk Point in 2021. This will be measured by tracking the number of participants and providing feedback survey to participants then compare results from year to year.	Goal 1, 2 and 3	To be determined dependent on AHS COVID-19 restrictions.	Allied ARTS Centre booked for November 24, 2021.	Although the venue has been booked, moving forward with it will depend on COVID restrictions.	Due to Covid restrictions, no event was held but 300 meals were distributed to seniors.
	Janice will administer the Community Counselling Adult program throughout the year. Clients complete an application, once approved they will begin to receive the services. This will be measured quarterly by tracking the number of participants and then compare results from last year.	Goal 1	Ongoing. Program is very busy.	Ongoing. Still very busy.	Ongoing. Still very busy.	Ongoing. Busy.
	Janice, and Terry will provide referrals and support to individuals who request assistance. Measured by staff who keep daily records of people served throughout the year.	Goal 1	Ongoing.		Ongoing.	Ongoing.
	Janice to administer the Mallaig and Ashmont 'Moms and Tots programs throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.	Goal 1 and 3	To be determined dependent on AHS COVID-19 restrictions.	Both programs are starting up during the first week of July 2021.	The program started again in September with 18 participants.	Ongoing.

FCSS in the County of St. Paul and Elk Point	Janice and Terry to administer the 'Meals on Wheels' program throughout the year. Volunteers deliver the meals. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.	Goal 1, 2 and 3	Ongoing.	Ongoing.	Ongoing.	Ongoing.
	Janice and Terry will manage the 'Welcome Baby' program, administer and implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year.	Goal 1, 2 and 3	Ongoing.	Ongoing.	Ongoing.	Ongoing.
	Janice and Terry will manage the 'Welcome to the County and Elk Point' packages, administer and implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year.	Goal 1 and 3	Ongoing.	Ongoing.	Ongoing.	Ongoing.

Communications: 2021 Quarterly Reporting						
Department	**Strategy**	**Action**	**Q1: January to March**	**Q2: April to June**	**Q3: July to September**	**Q4: October to December**
			Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.	Notes that detail progress of action that supports that corresponding strategy.
1. Communication Methods	**Strategy 1.1**					
	Continue to improve, review and update communication methods to create a user-friendly digital experience for everyone.	Sustain social media accounts (Facebook) and the County website.	Ongoing information posted on both	Ongoing information posted on both.	Ongoing information posted on both.	Ongoing.
		Review guidelines for the use of social media as a feedback tool.		Reviewed and no changes to be made.	Reviewed and no changes to be made.	
	Strategy 1.2					
	Increase proactive communication on County initiatives and information.	Increase use of proactive communication tools such as news release, Public Service Announcements, and 'free advertising' (news stories that are not paid for i.e. road work, initiatives at Transfer Stations, etc.)	Ongoing.	Promoted Spring Clean-up and Parks Opening (including news releases), Beaver Program, FireSmart Bingo, mailout of Taxes, Office Re-opening, upcoming FCSS Summer Events, Acknowledgement of High School grads and National Indigenous Peoples Day, widely promoted Land Use Monkeysurvey	Ongoing promotion of campgrounds and availability at each location, FCSS Summer Events, Fire Bans, Election Information, State of Agricultural Disaster, LARA programs, FireSmart programs, Road Construction updates, Land Use survey, Council regular and Public Works meetings.	Ongoing. Very busy with election website development, updates, et al.
		Proactively plan information the County will communicate through the year via radio and local newspapers, annual calendar, newsletters, brochures, publications and Reception-area monitor.	Working schedule for 2021 developed and revised as required with new information and programs.	Ongoing and updated as additional work comes up.	Ongoing and updated as additional work comes up. See above	Ongoing with municipal election information, FCSS programs, LARA programs, Fire Prevention Week, Burn Permits, Snow Clearing Flags, Transfer Station winter hours, Christmas hours.
		Complete a Branding identify/ Standards Guide for internal and external use.		Draft in progress.	Draft in progress. Draft will be completed by end of year.	Ongoing. This is a work in progress as time allows. To be completed in 2022.

1. Communication Methods		Complete targeted communication plans for Waste Management, ASB (draft presented to ASB in 2019), Public Works, Community Services.		To be worked on over summer.	Draft in progress to be included with Standards guide. Draft will be completed by end of year.	Draft Communication plans completed. To be sent to Directors in January for consideration.
		Complete a communication plan for over-arching County communication.		Draft in progress.	Draft in progress to be included with Standards guide. Draft will be completed by end of year.	Draft Overarching Communication plan completed. To be sent to CAO in January for consideration.
	Strategy 1.3					
	Proactively plan ahead to improve County communications with the public and support County departments. .	To communicate information in a precise, open, honest and timely manner.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
		Generate an annual County calendar that promotes all services provided, including relevant information.	2022 calendar to be determined		Calendar in working draft form. To be completed with new Council information. Will go to printers in mid-November.	Calendar sent to printers in mid-November. Delayed due to Municipal Election. Received for distribution in mid-December.
		Continue to expand/ develop County activities scan to ensure programs/ activities are promoted.	Ongoing - revised as required.	Ongoing - revised as required.	Ongoing - revised as required.	Ongoing.
		Continue to produce communication materials such as Tax insert, Council Highlights, Trash Talk and Campground brochure.	Ongoing: General information Tax Insert, Asset Management and Ag Newsletters will be included with property tax mailout. Campground brochure will be revised once decisions are made on operations i.e. any COVID-19 restrictions.	Ongoing.	Ongoing. Planning for fall Ag Newsletter and possible Asset Management update or information on Fire response fees.	Ag and Asset management newsletters not produced due to Municipal Election.

1. Communication Methods	**Strategy 1.4**					
	Ensure that all County departments are supported with quality, timely and effective communication.	Increase public awareness and education of County Services, Agriculture Services (including LARA workshops), Bylaw Officer, Fire Smart program and Fire Prevention week, winter maintenance and others.	Ongoing as Ag events come up i.e. monitor LARA Facebook site for workshops, working with Deputy Fire Chief on FireSmart Awareness program (Bingo game) to launch in April, have promoted March 22 road restrictions on radio, Facebook, website. Draft of ASB Newsletter presented to Board on March 25 that will inserted with Tax mailout.	Promoted Spring Clean-up and Parks Opening (including news releases), Beaver Program, FireSmart Bingo, mailout of Taxes, Office Re-opening, upcoming FCSS Summer Events, Acknowledgement of High School grads and National Indigenous Peoples Day, widely promoted Land Use MonkeySurvey.	Ongoing promotion of campgrounds and availability at each location, FCSS Summer Events, Fire Bans, Election Information, State of Agricultural Disaster, LARA programs, FireSmart programs, Road Construction updates, Land Use survey, Council regular and Public Works meetings.	Ongoing as per previous information.
		Promote events related to FCSS, Parks and Waste Management.	Widely promoted the March 1 online campground booking, produced Batteries Trash Talk, promoted FCSS programs (including radio) such as Income Tax and Reaching Home programs.	See above.	See above.	See previous information.
		Proactively provide notice of road work to residents.	Have promoted winter road work and March 22 road restrictions on radio, Facebook, website.	Ongoing, Promote through Facebook, website, radio, print ad roadwork on TWP 582 and 57 street, removal of road bands, revised progress of road work as per Public Works Directors information.	Ongoing, Promote through Facebook, website, radio, print ad roadwork on TWP 582 and 57 street, Armistice Road, removal of road bands, revised progress of road work as per Public Works Directors information, promoted gravel sales.	Ongoing.
		Create education videos about Public Works and Community Services.			Will likely not undertake in 2021 due to other commitments, such as the Municipal Election.	Deferred to 2022.
		Complete a communication plan for the Regional Emergency Management Plan that is in line with the REMP.			Moved to 2022 due to other commitments, as Municipal Election.	Deferred to 2022 after tabletop exercises.
	Strategy 1.5					
	Maintain policies related to communication methods.	Review privacy policies related to online terms of use.	Ongoing.	Reviewed - no changes needed at this time.	Reviewed - no changes needed at this time.	

1. Communications Methods	**Strategy 1.6**					
	Increase public information about County historical, tourism, events, etc. that will increase interest in locate events.	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.	Ongoing at information become available.	Ongoing as information become available.	Ongoing as information become available.
		Ensure the County campgrounds are promoted through information such as reservations opening, weekly campsite openings, campground brochure, paid advertising, free advertising, et al.	Widely promoted the March 1 online campground booking, Communications will continue prior to campground opening on May 20.	Ongoing. Update campsite availability on Facebook, and update information pertaining to COVID guidelines. Brochure updated and available at the campground and at the UFO Information Centre.	Ongoing. Update campsite availability on Facebook, and update information pertaining to COVID guidelines. Brochure updated and available at the campground and at the UFO Information Centre. Paid advertising in Two Hills Regional Chronicle (feature on parks in the region) and Respect paper.	No promotional activity in this quarter as campgrounds closed in September. New campground maps and rates posted on website.
		Continue to promote local community events on the website 'Events' calendar.	Ongoing.	Ongoing.	Ongoing. Continue to monitor local community event.	Ongoing.
	Strategy 1.7					
	Employee Communications	Oversee completion of Intranet including populating policies, OH&S information and ensuring site's upkeep.	Have uploaded all current HR and OH&S policies on the Intranet. Continue to post news about employees (new, job changes) on the site.	Ongoing as new/ revised policies become available.	Ongoing as new/ revised policies become available.	Ongoing as new/ revised policies become available.
		Ongoing management of Intranet once launched.	Ongoing	Ongoing as new/ revised policies become available.	Ongoing as new/ revised policies become available.	Ongoing as new/ revised policies become available.
		Continue to produce 'County Chronicle' at least 6 issues per year.		Summer Issue released to employees on June 28.	Issue for Fall in development.	Fall issue deferred to Winter Issue due to Election. Delayed also to include Service Award recipients. Distribution in early January 2022.

	Strategy 1.8.					
	Municipal General Election 2021	Support communication needs as required for the Municipal General Election 2021.	Information about 2021 Election changes, nomination forms, et al were posted on the website prior to January 2021 since the nomination period began in early January.	Requested Octopus Creative develop Election Specific pages. Reviewed pages with Deputy Returning Officer before going live at the end of June. Pages on nominated candidates and Election results created and will go live at appropriate times.	Ongoing information on Municipal Election provided on website, Facebook and on radio (nomination date), advance polls. Also posted information on the website and Facebook about the Senate Elections and Referendum questions.	Ongoing information on Municipal Election provided on website, Facebook and on radio (nomination date), advance polls. Ongoing results updates provided during Election Night. Website updated with new Councillor information. Information also posted on Facebook.
Freedom of Information and Protection of Privacy Act: 2021 Quarterly Reporting						
	Strategy 1.1					
	FOIP	Ensure the public FOIP requests are addressed in timely manner as required under legislation.	Ongoing as requests are made. Every attempt is made to fill request within one week (30 days are required in legislation) of when request is made. Most requests have pertained to copies of development permits, et al as properties are listed for sale.	Ongoing, as required.	Ongoing, as required. No FOIP request this quarter.	Ongoing, as required. No FOIP requests this quarter.
		Ensure that FOIP page on the County Internet is completed and County FOIP process is promoted.	Page completed.		Website reviewed to ensure information is up-to-date.	
		Continue to ensure that FOIP records and statistics are kept for reporting as required.	Ongoing. Only one FOIP request in to date in 2021.	Ongoing. One request for information but formal FOIP request not needed.	Ongoing, as required. No FOIP request this quarter.	Ongoing, as required. No FOIP requests this quarter.