

Operational Updates January to March 2022



County of St. Paul

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Our Stakeholders include -

- ⇒ Permanent Residents, Temporary Residents, Visitors, Seasonal Residents and Landowners
- ⇒ Agriculture Producers, Industry, Contractors, Small Business
- ⇒ First Nations and Metis Settlements including Good Fish, White Fish, Puskiakinwenin, Unipouheos, Kehewin and Saddle Lake
- ⇒ Federal, Provincial, and First Nations Governments, and Municipal Partners
- ⇒ Students, Educators and Community Volunteers
- ⇒ Our Rural and Urban Neighbours
- ⇒ The Media
- ⇒ St. Paul Council and County Staff



Administration: 2022 Quarterly Reporting			
Department	Strategy	Action	Q1: January to March
	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.	Date for AGM to be scheduled.
		Book AGM meeting in a community hall, rotating community locations each year. Consider virtual delivery if provincial COVID-19 guidelines continue.	AGM to be held in County Public Works shop.
		County Strategic Plan and narrative budget available online.	2022 Strategic Plan available on website. Narrative budget to be posted in the beginning of the second quarter.
		Proactive communications - see Communication Tab.	
	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 meetings scheduled in Quarter 1.
		Continue to support Inter-municipal Agreements.	Amounts agreed upon in the ICF agreements have been included in the 2022 budget.
		Explore meetings with First Nations and Metis Councils.	CAO from County/Town of St. Paul and EDO met with Blue Quills President in March.
		Complete Storm Water Management Plan with Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay, and economic development project with 4 partners, Joint Area Structure Plan (ASP) with Town of Elk Point North and South, Joint ASP with Town of St. Paul.	Economic Development Project complete and Statement of Funding/Expenditures sent in January 2022.
		Continue to apply for available provincial grants around collaboration.	The County was successful in receiving ACP grants for 2022 with our neighbouring municipalities. We were approved for the Regional Recreation Facility Feasibility Study; The Regional Municipal Service Delivery Options, managed by the Town of St. Paul; the Management Plan for North Saskatchewan River under Canada Heritage River System, managed by the Village of Vilna; the ASP for Elk Point and District Airport, managed by the Town of Elk Point and the Regional Tourism Opportunity Identification and Development Strategy, managed by the Summer Village of Horseshoe Bay.
		Explore further options for regional service delivery.	The Town of St. Paul was successful with the ACP grant application for the Regional Municipal Services Delivery Options.

1. Governance	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.	Funding for these scholarships has been included in the 2022 budget.
		Provide 1 scholarship of \$1000 for students entering a trade.	Funding for this scholarship has been included in the 2022 budget.
	Strategy 1.4		
	Council to financially support community groups.	Continue to support community groups through Recreational Facility Grant Funding.	The 2022 budget includes funding for Community Groups that run facilities in the County as well as \$75,000 for recreation facilities in the Town of Elk Point.
		Consider funding to community groups.	Council approved budget dollars for this.
	Strategy 1.5		
	Approve appropriate policies for the County.	Proactively manage emerging policy issues.	The policy committee met in February 2022 and updated three Administration Policies, two HR Policies and two policies for Parks and Recreation.
	Strategy 1.6		
	Support efforts to ensure safe communities in our County.	Continue to advocate to federal and provincial government for increased RCMP in rural communities.	Council met with RCMP during the Spring RMA Convention to discuss policing issues in the County.
		Increase communication with RCMP regarding safety and emerging issues in the County.	Council met with the Elk Point RCMP Staff Sergeant at the March Council Meeting to discuss Community/Police Relations.
		Request increased presence of the RCMP in the County campgrounds during the summer open season.	Council discussed increase RCMP presence in County campgrounds with the Elk Point RCMP Staff Sergeant.
		Continue to contract Bylaw Enforcement Officer Services under 3 years and promote services. Consider 3 year contract until December 2023.	The County has entered year two of the three-year contract with the Bylaw Enforcement Officer.
		Explore Memorandum of Understanding with Town of St. Paul regarding the speed limit on Twp Rd 582.	The County entered into an agreement from November 2021 to October 2022 for Peace Officer enforcement on TWP 582 and County roads leading there at a cost of \$2,400/year.

1. Governance	Strategy 1.7		
	Transparency and Accountability to the Public.	Continue to publish Council Remuneration.	Council remuneration is published on the County website under Governance/Council Activity Report.
		Council report on conferences and committee meetings attended by Council.	Oral Reports are provided by Councillors to update on conferences attended or regular committee meetings.
		Allow Councillor virtual attendance at Council meetings.	On occasion, Councillors have attended Council meetings through zoom.
		Live stream Council meetings. Improve Council room technology.	Council/Public Works Meetings continue to be livestreamed.
	Strategy 1.8		
	Municipal Census	Consider conducting Municipal Census as this will no longer be used by the province who will be using the Federal Census numbers and devising a formula to determine municipality's to determine funding formulas.	Currently the Province has determined they will not accept municipal census numbers.
	Strategy 1.9		
	Library Board	Consider moving to Northern Lights as the County's Board of Record.	Discussions in late 2021 determined that the County Library Board will remain the board of record. The number of board members has changed.

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.	<p>Integrate Asset Management into Core County operations.</p> <p>County continues to work with Asset Management Consultant and Urban Systems on Infrastructure Replacement Phasing in project for water and wastewater in hamlets as well as the Long Term Financial Plan. Administration continues to work with Asset Management Consultant on Levels of Service and Risk Assessment of Road Condition Assessments.</p>
		Defer any purchase of software to 2022 or beyond.
		<p>Review the Road Classifications and continue to develop 5 to 20 year plan.</p> <p>Ongoing</p>
		<p>Consider annual contribution to reserves for departmental capital equipment purchases.</p> <p>Continue to include annual contributions in the Operating budget for Fire and Waste Management Departments</p>
		<p>Continue implementation of Road Condition Assessment tool.</p> <p>10 year plan is being established to conduct road condition assessment on all gravel roads in the County.</p>
		<p>Implement Munisight Asset Management software for linear assets.</p> <p>Ongoing.</p>
		<p>Communicate progress on Asset Management Plans to Council and public.</p> <p>Communication Coordinator is working on this as part of the County Communicator to be included in tax notices.</p>
		<p>Work on Long Term Financial Plan that is tied to Asset Management.</p> <p>Administration continues to work with Urban Systems and Azimi Consulting to complete the Framework for a Long Term Financial Plan.</p>
	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.	Discussions on Levels of Services are scheduled for 2nd Quarter.

2. General Administration	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 Quarter 1
		Consider team building/ leadership courses.	No action in Quarter 1
	Strategy 2.3		
	Improve customer experience.	Promote social media and website to customers as County Information source.	These will be promoted in the County newsletter which will be sent out with the tax notices.
		Promote Citizen Self-Serve - perhaps using radio spots.	Information is available online through Facebook and County website.
		Promote various pay options for County Ratepayers.	Staff continue to promote and encourage residents to make payments online. Information is on Facebook and in the new section of the website. Will be further promoted in the newsletter sent out with tax notices.
		Promote monthly payment/ autopay for taxes and utilities.	Usage continues to increase. Information is on Facebook and in the news section of the website. Will be further promoted in the newsletter sent out with tax notices.
		Complaint system available to public on website.	No action in Quarter 1.
		Promote use of GIS system available to public, realtors, lawyers.	Ongoing through front end staff.
		Continue to promote use of County website for permits, forms, etc.	Ongoing through front end staff.
		Create podcasts to explain processes residents might want to undertake.	

3. Corporate Services

Strategy 3.1		
Implement Human Resources framework to improve experience for management staff and employees.	Cross training of staff. Prepare manuals/training notes for duties i.e. A/P, Cemeteries, Insurance, etc.	Duties will be shuffled to balance workloads and will also provide backup for various duties.
	Provide training to front end staff to best serve residents and set expectations regarding service.	Discussion has been started with staff regarding levels of service.
	Make application to Alberta Municipal Affairs Internship Program under Administration stream.	The County was successful with their application for an Intern in the Administrative Stream. The intern will begin in May 2022.
	Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff.	Ongoing.
	Conduct Exit interviews.	Exit Interviews are conducted when staff leave employ of the County.
	Include 'Cultural Sensitivity Training' for all staff.	No action in Quarter 1.
	Include Conflict Resolution' training for appropriate staff.	No action in Quarter 1.
	Ensure supervisory staff are trained regarding their role for success of staff.	Supervisors received training for WorkHub in 1st quarter - the New Safety program that is on an app for all staff. Hired an HR consultant to assist supervisory staff with HR issues - hiring, etc.
	Implement employee recruitment procedures as required.	HR Consultant has been assisting with recruitment process.
	Implement employee on boarding process.	Employee Handbook is completed and continually updated when HR policies are changed
	Use Intranet for staff to access policies, handbook, etc. Consider transferring this information to Work Hub once it is ready for staff.	Training has started on Work HUB and staff have begun to use the program.
	Consider regional HR person.	The County has entered into a Memorandum of Understanding with the Town of St. Paul, and the Town of Elk Point, for the sharing of Human Resource Consulting services.
	Ensure safety of staff during COVID-19 pandemic.	Ongoing.

3. Corporate Services	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 ACP grants for 2022 with our neighbouring municipalities. We were approved for the Regional Recreation Facility Feasibility Study; The Regional Municipal Service Delivery Options, managed by the Town of St. Paul; the Management Plan for North Sask. River under Canada Heritage River System, managed by the Village of Vilna; the ASP for Elk Point and District Airport, managed by the Town of Elk Point and the Regional Tourism Opportunity Identification and Development Strategy, managed by the Summer Village of Horseshoe Bay.
		Explore grant opportunities under Energy Efficiency, storm water and asset management.	Council has made a motion to send in an Expression of Interest for the Electric Vehicle Charging Station.
	Strategy 3.3		
	Re-familiarize Additional Named Organizations with insurance requirement and protocol.	Hold meetings with Additional Named Insured Organizations (ANI's).	No action in Quarter 1.
	Strategy 3.4		
	Continue to transfer land files into digital record system.	Develop a plan to complete this project by 2022-23.	Administration staff are discussing the streamlining of this project to simplify the process and speed up the project
		Continue to work on project utilizing summer staff.	Two summer students have been hired to move this project forward.
		Work with IT providers/ Laserfiche/ Munisight to ensure that all Munisight users can access scanned files.	Staff are working on a connector which will permit staff to access the files that have been scanned into Laserfiche.
		Develop a plan to incorporate current subdivision files/planning and development files into digital record system.	Staff will begin moving digital copies of subdivision files directly into the Laserfiche system.

3. Corporate Services	Strategy 3.5		
	Have accurate assessment of County properties.	Work with provincial assessors to ensure accurate designated industrial property assessment.	Staff continue to work with the provincial assessors to obtain the necessary information required to update our records accurate and complete. We have requested detailed information from the Province to determine accuracy of information.
		Verify that designated industrial property assessment (DIP) and linear property assessment is properly stored and recorded in the assessment software program and transferred to financial program for taxation purposes so reporting is balanced.	The transfer of assessment data from the Province worked well. We did not get detailed data until requested. We are still needing some data to ensure we have the same information we had prior to integration into centralized assessment with the Province conducting assessments for DIP properties in the County.
		Update ortho photos.	The County, along with the County of Two Hills, Smoky Lake County and Lamont County applied an ACP grant to update ortho photos. We have not received information regarding this grant application yet.
		Continue to work with Accurate Assessment to ensure DIP and linear assessments are reviewed annually to verify accuracy of assessments.	Accurate Assessment is reviewing the data from the Province to see if there are any potential assessments that were missed and need to be reported to the Province.
	Strategy 3.6		
	Continue to maintain and upgrade Administration Building.	Upgrades lower Board Room and Security system.	Lights have been changed in lower level board room. No further building improvements are planned at this time.
		Improve technology in Council Room.	Council has reduced budget for this project so have to review what can be done with the budget dollars available

4. Planning and Development

Strategy 4.1		
Development of Area Structure Plans around urban neighbours to reduce red tape and expense for developers.	Work with Town of St. Paul on joint Area Structure Plan (ASP) on the north side of town into the County.	The consultant worked on stakeholder engagement in 1st quarter. Also met with joint councils to provide background information. They are now working on the design concept for the Area Structure Plan.
	Work with Town of Elk Point on joint Area Structure Plan (ASP) on the north side of town into the County.	This project has a design concept approved. The consultant is now working on writing the Area Structure Plan. Expect to receive document by end of Q2.
	Work with Town of Elk Point on joint Area Structure Plan (ASP) on the south side of town into the County.	The consultant is working on stakeholder engagement for this ASP as well as background information.
	Consider other ASP's through grant funding.	The County is part of an APC grant for an ASP for the Elk Point and District Airport with the Town of Elk point as the Managing partner.
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.	Administration/Explore are working to obtain approval for road closures before they can be submitted to the Minister of Transportation for approval. Some land has changed hands in this subdivision which is causing this project to slow down while lot lines are being reviewed.
	Sell the land that is currently Environmental Reserve but would become the landowners after re-survey to the appropriate lot owners.	
	Registration of land titles and new titles issued to landowners and County.	
	Determine legal access for all properties.	
Strategy 4.3		
Resurvey of Mallaig lots along Railway Avenue.	Complete resurvey, sell and consolidate lots	No progress made in Q1.
Strategy 4.4		
Determine opportunities to encourage development and reduce red tape.	Develop podcasts to assist residents with Planning and Development processes.	
	Increase staffing to handle the number of calls/permits.	In Q1, Council determined to contract out the Safety Code Permits for the County to Superior Safety Codes for the balance of the contract - to December 2023. Our Development Officer has left on a Leave of Absence early so we currently are short staffed through the use of a consultant. Administration continues to recruit for a Development Officer.
	Improve training of staff to assist residents with subdivision process.	This is delayed until Development Officer is filled and trained.
	Create flowsheet/chart for residents to following planning process.	No progress in Q1

5. Economic Development	Strategy 5.1		
	Centralized Economic Development within the region.	Regional Engagement to - Develop a centralized source for regional development information from municipalities, Alberta government, educational institutions and businesses; proactively develop partnerships; deliver helpful business and workforce development information/ resources to stakeholders.	The regional municipalities have agreed to and budgeted for the continuation of the Regional Economic Development Officer (EDO) position under the STEP (St Paul-Elk Point) Economic Development Alliance. She continues to carry out projects and activities identified by STEP.
		Marketing and Communications: Coordinate of site selection information and marketing with municipalities; provide materials and resources a per stakeholder requests.	Updated AB Hub profiles for STEP communities; update site selection information; provide resources to stakeholders; actively working on employer tools for worker attraction. Identify updates and changes required to STEP website to achieve regional branding and communication to stakeholders.
	Strategy 5.2		
	Support growth of priority industry sectors.	Leverage existing industry drivers within the region to increase economic potential (agriculture, tourism, transportation and logistics, etc.)	Building on existing industry drivers to include tourism, agriculture/agrifood, aviation and education. Initiatives include bolstering existing entities/businesses to expand products and services and create new opportunities.
		Identify new and emerging economic opportunities to diversity and grow the region (artificial intelligence/ machine learning, film, waste, etc.)	Identifying, researching and developing new opportunities for the region, including, film, AI/ML, waste, drones. Attend conferences and events to learn about emerging industry trends.
		Advocate and plan for expanded, lower cost, higher quality broadband across the region.	Regional EDO has worked with MCSnet to provide highspeed internet in Elk Point and to the Elk Point Airport. Connect community halls and organizations within the County to MCSNet NFP programs to access broadband services.

5. Economic Development	Strategy 5.3		
	Position workforce development as a cornerstone of regional economic development.	Workforce Attraction: Brand and promote the region to attract workers to the region; promote high demand jobs in the region to the workforce; support newcomer projects.	Workforce Skills Analysis and Regional Attraction Project currently underway to identify skills gaps, provide employer attraction tools, identify high demand jobs and assess rural immigration readiness.
		Worker Retention: Youth retention/ Ag retention; human resources for small business.	EDO collaborates with Chamber who provides programming directed at employee retention.
		Worker Development: Work with stakeholders to identify training needs; development partnerships to address training gaps, highlight and leverage customer service throughout the region.	Workforce Skills Analysis and Regional Attraction Project currently underway to identify skills gaps, provide employer attraction tools, identify high demand jobs and assess rural immigration readiness.
	Strategy 5.4		
	Support regional economic development through partnerships and advocacy.	Build partnerships and advocate on behalf of municipalities within and beyond the region (i.e. recreation, indigenous relations, newcomer supports, entrepreneurships, etc.)	Build relationship with stakeholders, including, regional communities, first nations communities and organizations, entrepreneurs, investors, business and industry. Attend events and conferences to network and develop relationships and partnerships.
	Strategy 5.5		
	Support the STEP (St. Paul and Elk Point) Economic Development Alliance continuation beyond a pilot project.	Allocate a budget for STEP Economic Development Alliance contract Economic Development position from April 2022 to December 2022.	Budget has been approved by each municipality. The County is the managing partner on this.
		Allocate a budget for STEP Economic Development Alliance projects and grant matching requirements.	Budget includes funds for the EDO position along with anticipated projects/grant matching dollars.

6. Emergency Management	Strategy 6.1		
	Ensure Regional Emergency Management Preparedness.	Maintain and update the Regional Emergency Management Plan.	Ongoing.
		Provide training for staff and Councillors.	Municipal Elected Official training took place in March 2022.
		Exercise the Incident Command System Plan in conjunction with Emergency Management Agency, and in conjunction with legislation.	Tabletop Exercise took place March 24, 2022.
	Strategy 6.2		
	Increase public awareness and education on public participation.	Communicate and educate public to improve community readiness.	To be included in County Communicator to be included in tax notices.
		Use Alberta Emergency Alert to notify public regarding incidents.	To be included in County Communicator to be included in tax notices.

7. Occupational Health & Safety

Strategy 7.1		
Continuous improvement of Safety Management System.	Review of existing County OHS policies.	Annual review of Regional OHS Policy completed along with OHS Rights and Responsibilities.
	Establishment of Regional Safety Management System (RSMS) Structure.	Electronic safety management system WorkHub launched to JHSC members and senior leadership team and Supervisors.
	Refinement and amendment of County OHS policies into RSMS Structure.	Ongoing.
	Incorporation of Regional Safety Management Structure into virtual format.	Ongoing.
Strategy 7.2		
Develop improved access and use of the Regional Safety Management System	Establish web-based safety management system.	Launched January 2022.
	Development training and support materials.	WorkHub orientation materials developed.
	Provide training to senior management and managers.	Completed.
	Provide training to supervisors and foreman.	Completed.
	Complete full regional staff rollout of regional web-based safety management system.	Level II (front line workers) training commencing April 2022.
Strategy 7.3		
Establish enhanced OHS training standards and tracking.	Review and update the current OHS orientation presentation.	Regional Orientation updated.
	Establish virtual self-paced OHS training courses for all regional positions.	WorkHub courses assigned for all positions based upon required job function tasks.
	Implement web-based tracking and monitoring of all regional training standards and renewals.	Ongoing.
	Facilitate Safety Leadership training for managers, supervisors and foreman.	Provided as part of WorkHub roll-out training. Completed.
	Coordinate training specific to ATV use, Chainsaw operation, Flag Person, Ground Disturbance.	Booked for May 2022.
Strategy 7.4		
Establish system for the assurance of competency assessment.	Develop detailed hazard assessments for major scopes of work (road building, confined spaces, maintenance, etc.) that can be used.	Currently researching effective and efficient options.
	Identify tasks and positions requiring development of competency assessments.	Assessments underway.

7. Occupational Health & Safety	Strategy 7.5		
	Establish enhanced system for the collection and completion of incident reports/analysis along with corrective action tracking.	Introduce more efficient initial incident reporting process in both hard copy and virtual format.	Single page Initial Incident Report Form implemented.
		Establish tiered level of incident reporting, notification, investigation and required corrective action based upon significance of event.	Currently reviewing.
		Establish web-based incident investigation process for completion of incident analysis.	Incident investigation reports are now able to be completed by investigators via WorkHub.
		Implement supervisor centered corrective action system for inspection and incident correction actions.	Action Item entry and monitoring now activated on WorkHub.
	Strategy 7.6		
	Identify and implement efficiencies relative to administration of regional safety management system.	Review and reorganize current virtual file management system (develop master file directory).	
		Establish web-based system for collection, storing and tracking of safety management forms (inspections, incidents, meetings, training).	Forms Section populated and functional on WorkHub. Several additional forms have been transitioned to digital entry via WorkHub.
		Review cost saving alternative for collection and tracking of Safety Data Sheets (SDS).	Approximately 25% of SDS have been transitioned and uploaded onto WorkHub platform under 'Materials'. There is no cost to this SDS library.

Community Services: 2022 Quarterly Reporting			
Department	Strategy	Action	Q1: January to March
			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, social media and events.	Updated each park map and uploaded drone footage for each parks as a link on Camp Reservations Canada and on the County's website.
		Review our rates and assess how they can be more flexible.	A \$5.00 rate increase approved for powered and non-powered sites for the 2022 season.
		Promote on-line reservation system opening on March 1, 2022.	Radio and social media ads commenced during the month of February to promote the March 1st opening booking date.
		Conduct public engagement survey for campground needs.	No update.
	Strategy 1.2		
	Maintain and upgrade parks and recreation facilities.	Maintain and improve boat launches. Consider construction and installation of one boat launch each year as the budget allows.	Preliminary budget includes new boat launch for Lac Bellevue
		Continue to upgrade and maintain playground structures at all sites.	Preliminary budget includes a few playground pieces.
		Upgrade playground at Westcove Campground and repurpose tennis court.	No update.
		Power upgrade at Floatingstone for site 47 to 51.	No update.
		Purchase 4 new golf carts for Stoney Lake and Lac Bellevue parks. 30% funding by grants in place for two golf carts.	Included in preliminary budget. No action until final budget
		Establish a policy regarding requests from communities for recreation amenities outside County parks.	No update.
	Strategy 1.3		
	Review Parks and Recreation governance.	Continue to conduct playground and campground inspections.	No update.
		Continue to train staff.	No update.
		Complete an Emergency Response Exercise.	No update.
		Work with local RCMP Detachment to provide a policy presence at the campgrounds during the summer open season.	Added this as a priority with Elk Point RCMP Staff Sargent meeting in March 2022

2. Waste Management

Strategy 2.1		
Increase recyclable segregation options.	Allow for cardboard recycling at Transfer Stations and unmanned sites.	No update.
	Continue to explore other options for recycling.	No update.
	Explore equipment options for handing/hauling recyclables.	No update.
Strategy 2.2		
Public awareness about waste management.	Consider a customer satisfaction survey.	No update.
	Continue to include work on Waste Management webpage with Communications Coordinator.	No update.
	Continue to provide information about waste management on County social media, the website and other communication such as the 'Trash Talk' publication.	No update.
	Improve signage at sites.	No update.
	Continue with Spring Clean-up program during May to remove Freon from fridges, freezers and water coolers.	Council approved annual spring cleanup promotion at the March Public Works meeting. Promotion of program and move to summer hours scheduled to start after Easter through social media, website, Council Highlights and radio ads.
Strategy 2.3		
Streamline waste collection and operation.	Review Transfer Station operating days and hours to ensure they accommodate the public needs.	No update.
	Annual capital contribution for waste management vehicles to be set up in reserves.	Included in Preliminary budget
	Explore options with the Town of Elk Point for Elk Point Transfer Station/ Landfill.	St. Paul/Elk Point Joint Transfer Station Committee established in December 2021. Quarterly meetings scheduled for 2022.
	Purchase additional bins.	No Update.
	Complete reclamation of inert waste Cell 2 at Ashmont Transfer Station.	No update.
	Review rates for bin rentals and solid waste disposal fees.	Rates adjusted and approved in Fee Schedule effective January 2022.

3. Agriculture Services	Strategy 3.1		
	Build public awareness about Agriculture Services	Communicate effectively about Agricultural Service Board (ASB) programs and services.	Ongoing communications about information related to agriculture, such change what equipment can be rented through ASB, and non ASB but ag related information such as on Wild Boars. Working on newsletter to be included with tax notices
		Discuss ASB Board structure/ membership.	No Update.
		Produce a bi-annual ASB newsletter for public.	Newsletter planned to be inserted into Taxes.
		Communicate Lakeland Agricultural Research Association initiatives and newsletter.	Ongoing as LARA programs become available.
		Educate public on noxious and prohibited weeds.	No Update.
		Continue with clubroot education, surveying and notifications.	No Update.
	Strategy 3.2		
	Maintain and improve programs for Agricultural Service Board.	Continue to improve ASB program planning.	No Update.
		Continue with Beaver Reduction Program.	No Update.
		Continue to work with the County Bylaw Officer to assist with the Dog Control Bylaw.	No Update.
	Strategy 3.3		
	Maintain equipment and facilities.	Maintain capital assets.	No Update.
		Replace Roadside Mower M-01.	No Update.
		Replace Wetblade for M-01.	No Update.
		Replace Subdivision Mower M-08.	No Update.
		Replace LB-30 24' trailer with a 20' hydraulic tilt trailer truck.	No Update.

4. Fire Services

Strategy 4.1		
Maintain fire equipment and facilities.	Review equipment/ supply needs for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.	No Update.
	Standardize the inspections of the fire halls.	No Update.
	Continue annual capital contribution for fire equipment to be set up in reserve.	Included in Preliminary budget
	Purchase of new pumper rescue truck for Ashmont Fire Department.	Included in preliminary budget
	Implement recommendations from radio study.	No Update.
Strategy 4.2		
Attract and retain volunteer fire fighters.	Continue to have semi-meeting of Fire Chief.	No Update.
	Hold appreciation/ recruiting event at each Firehall in conjunction with FCSS movie night.	Recruitment advertisement included in utility bills for Ashmont/Mallaig/Lottie Lake in March 2022
Strategy 4.3		
Share common strategies for policies, procedures and operations between departments.	Share policies and procedures	No Update.
	Review Fire Permit/ Fire Bylaw.	No Update.
	Complete annual Building and Safety Inspection at each fire hall.	No Update.
	Standardize training and reporting	No Update.
	Investigate online fire permit applications.	No Update.
Strategy 4.4		
Engage residents in fire safety programming.	Engage and educate residents in Fire Smart program, Fire Prevention week, and Fire Smart Home Assessment program.	Promotion of FireSmart Home Assessment began in March on website and social media. Radio ads to start in April after Easter.
	Provide information to the public on response call fees, responsibilities with the bylaw, and burning guidelines.	Information on the website. Promoted awareness of start of Wild Fire Season that started on March 1. Ongoing information on social media and website about the need for fire permits year-round.
	Promote Fire Departments. Host events in conjunction with FCSS at each Firehall.	No Update.

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.
		Fire Protection Agreement renewed for 4 years with Summer Village of Horseshoe Bay on January 15, 2022. Mutual Aid Fire Control Plan updated and approved with AAF on March 8, 2022.
		Explore agreement with Goodfish Lake.
		No Update.

Public Works: 2022 Quarterly Reporting			
Department	Strategy	Action	Q1: January to March
	Strategy		Notes that detail progress of action that supports that corresponding strategy.
1. Transportation	Strategy 1.1		
	Ensure safe road infrastructure for public.	Continue with our Maintenance Program.	Ongoing.
		Continue with our Road Construction program.	Preparing to start the 2022 construction scopes.
		Continue monthly reporting to Council.	Monthly report presented 4th Tuesday of the month at the Public Works meeting
		Continue to utilize road condition assessment software.	Ten road condition assessment plan is being developed. Road condition assessments planned in April with snow melt. Staff continued with Asset Management Committee to assess roads that have been identified as well as well as recently constructed to assess risk.
		Continue applications for grants to improve roads.	
		Continue to improve service for winter maintenance and blading services.	A lot of snow in 2021/22 - staff continued to execute well. Looking at different ways to provide driveway clearing for residents.
		Continue to produce high quality aggregate for road maintenance and construction.	Crusher maintenance was completed in Q1
		Consider implementation of an annual capital contribution for Public Works to be set up in Reserve for specific Road Construction and Maintenance equipment.	This was not included in Preliminary budget
		Continue to work with our industry partners to offset road maintenance and new construction.	Continue to work with CNRL on oil/gravel trade to maintain roads used by CNRL and to benefit County to oil other roads in the County
		Continue to maintain Bridge files, as necessary.	Planning our bridge construction for 2022.

1. Transportation

Strategy 1.2		
Improve communications with residents about Public Works.	Continue to use concern/complaint tracking system that creates work orders.	Complaints tracked in Munisight and with Remind App.
	Be proactive in providing advance notice of road work to residents.	Easements signed ahead of any work performed.
	Explore implementing educational videos about services and issues.	No action Q1
	Communicate about winter maintenance and brushing scopes of work.	Used Facebook to inform residents about maintenance. Updates can be found in Public Works monthly report.
	Publicize and share the dollars saved through self performing the levels of service the County provides.	Public Works is working on signage to be presented to Council for consideration.
	Continue to educate all of our partners and clients on the efficiencies that have been gained.	Presentation for County Scopes of work was completed in 2021 for Council and public. https://prezi.com/view/wc0MxF671N1kHLFIAsk/
	Utilize Munisight to its fullest extend and share our construction, oiling, road gravelling, dust control, mowing and spraying scopes with our clients and residents through our website.	Working with Munisight to understand how we can better use the program to communicate with our residents. Training more staff to use Munisight more efficiently
Strategy 1.3.		
Improve the Aggregate Management Program.	Continue with the Aggregate Cap Levy.	Reporting is ongoing
	Review Aggregate Pit Status.	Ongoing.
	Review and amend the planning and development permitting for active pits and new pit registrations.	
	Continue to administer quarterly reporting structure on producing pits.	In progress.
	Renegotiate and continue the crushing services for Mantle Group in 2022.	Mantle has purchased their own crusher so this will not continue. Implemented Road Use Agreement. Obtained security for RR74.
Strategy 1.4		
Leverage the Gravel Sales Program.	Continue Aggregate Private Sales Program.	Ongoing.
	Increase the amount of screenings tonnage limits through pick up only.	Policy amended.
	Continue with current pricing of \$15/T.	Council determined to increase price to \$16/T and has update Fee Schedule Bylaw to reflect this.

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.
		Review costs of water rates for those communities.	Defer review of rates to 2023.
		Track water line breaks on GIS.	Ongoing.
		Pursue new infrastructure for those hamlets.	Continue working on the Infrastructure Replacement Phasing In project to determine when to complete and how to fund this project.
		Repair outlet line at Lottie Lake to prevent the seepage back into the system.	No action Q1.
	Strategy 2.2		
	Ensure maintenance of sanitary lagoons and collection systems.	Continue to report on maintenance.	Ongoing.
		Budget to clean all sanitary lines prior to inspections (last performed in 2016 in Ashmont).	Council approved CCTV for Mallaig to inform Infrastructure Replacement Phasing In Project for costs of repair/replacement of wastewater lines.
		Mallaig required full clean for inspection.	
	Strategy 2.3		
	Consider consistent rate structure for use of County wastewater facilities.	Consider a cost efficient metering system for Whitney Lake.	Deferred to when system for release of lagoon is commissioned and working
	Strategy 2.4		
	Explore alternative wastewater treatment processes at all lagoons to reduce maintenance costs and improve effluent quality.	Gather more information from wastewater treatment.	Ongoing.
		Explore funding opportunities for new technologies.	
		Continue to work with Banner on implementing new pump out system to reduce the load at Whitney Lake Lagoon.	Utility staff have been working on collecting data/samples throughout the winter to inform the project. Hope to commission the project in Q2.
		Consider upgrade to alarm systems for sewer/ water in Ashmont and Mallaig.	No action Q1.

3. Energy Management	Strategy 3.1		
	Work with the regional municipalities on improving energy efficiency throughout the municipal owned buildings and facilities.	Continue to perform energy scans on all facilities owned by the municipalities and community organizations.	Ongoing.
		Continue to review and apply for all available grants to support the improvement of facilities to become energy efficient.	Applied for an Expression of Interest for Electric Vehicle Charging Station.
	Strategy 4.1		
	Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.	Continue with snow/ice removal at both airports.	Ongoing - working on development of a procedure if ice is prevalent at the airports.
4. Airports		Utilize Industry Standard ice control products for 2021/22 winter season.	Ongoing - working on development of a procedure if ice is prevalent at the airports.
		Participate in capital upgrades for both airports.	Council is considering navigation system for Elk Point Airport as recommended by Airport Committee.
		Apply for funding for capital upgrades.	

FCSS: 2022 Quarterly Reporting			
Department	Strategy	Action	Q1: January to March
FCSS in the County of St. Paul and Elk Point	Action Plan 2022		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.	
	Action	Relevant Goals	
	To coordinate Seniors Week events. 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	Seniors Week events will take place during the week of June 2 to 6. Halls are booked in Ashmont, Mallaig, Elk Point and Heinsburg.
	To administer the Volunteer Income Tax Program. This will be measured by tracking the number of participants and that will compare results from year to year.	Goal 1, 2 and 3	Currently in progress.
	To complete the Annual Report as required by the Province. If this is not complete, funding will be held.	Goal 1, 2 and 3	Director is working on the 'new Annual Report' due April 30, 2022.
	To coordinate the Elk Point Community Information Night. 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	
	To coordinate summer community event Summer Programs in Mallaig, Ashmont (twice a week) and Ferguson Flats (once a week). This will be measured by tracking the number of participants and then compare results from year to year.	Goal 1 and 3	The new FCSS Board decided to decrease Ferguson Flats summer programs to 3 days total during July and August. Ashmont and Mallaig Halls are booked for the summer programs.

FCSS in the County of St. Paul and Elk Point

To coordinate Elk Point Events (Example: Heritage Days, Canada Day). This will be measured by tracking the number of attendees and that will compare results from year to year.	Goal 3	
To coordinate the 'Movies in the Community' in 5 locations to be determined at a later date, including the licensing requirements for new movies. This will be measured by tracking the number of participants and then compare results from year-to-year.	Goal 1 and 3	The Board decided to hold movies as follows: In Ashmont, St. Vincent, Elk Point, Heinsburg and at Cork Hall.
To manage The 'Care Kits' 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.
To arrange Red Cross Babysitting Course and Home Alone course in Elk Point. This will be measured by tracking the number of participants.	Goal 1	The Babysitting Course is booked for April 18 in Elk Point.
To complete Outcome Measures as required by the province. Funding will be held if not complete.	Goal 1, 2 and 3	In progress.
To organize and host the Seniors Festival to be held in St. Paul in 2022. 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	The new Board decided to cancel an in person event and continue with the delivery of gift/information bags and meals to seniors, as per the 2021 initiative.

FCSS in the County of St. Paul and Elk Point

To 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.
To 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.
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	In progress.
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.
To 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.
To 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.

FCSS in the County of St. Paul and Elk Point	To coordinate summer community event Color Run. This will be measured by tracking the number of participants and then compare results from year to year.	Goal 1 and 3	The Board decided the Color Run will take place in Mallaig.
	To coordinate summer community event: 3 parades, one in Elk Point, Ashmont and St.Paul. This will be measured by tracking the number of participants and then compare results from year to year.	Goal 1 and 3	
	Administer Volunteer Appreciation.	Goal 1, 2 and 3	A cheque in the amount of \$700 was issued to the St. Paul Fire Department, as per Board approval, for volunteer training.

Communications: 2022 Quarterly Reporting			
Department	Strategy	Action	Q1: January to March
			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.
		Review guidelines for the use of social media as a feedback tool.	Reviewed and at this time social media tools will not be expanded.
	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 information i.e. Lakeland Cross Country Ski Club partnership at Westcove, snow flags (website, Facebook and radio), graders on roads, changes to safety permit process, changes to FCSS.
		Proactively plan information the County will communicate through the year via radio and local newspapers, annual calendar, newsletters, brochures, publications and Reception-area monitor.	Updates to planning ongoing and updated as required.
		Complete a Branding identify/Standards Guide/ over-arching County communication plan for internal and external use.	Ongoing as time permits.
		Complete targeted communication plans for Waste Management, ASB (draft presented to ASB in 2019), Public Works, Community Services.	Draft working Communication Plans emailed to Directors in January.

1. Communication Methods	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.
		Generate a County calendar, as budget allows, that promotes all services provided including relevant information.	To be determined.
		Continue to expand/ develop County activities scan to ensure programs/ activities are promoted.	Ongoing as programs/ activities added. i.e. changes to FCSS, process change for Safety permits.
		Continue to produce communication materials such as Tax Insert, Council Highlights, Trash Talk and Campground brochure.	Council Highlights ongoing. Currently working on tax insert/ budget highlight documents. ASB to provide content for ASB Spring newsletter.
	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 through radio, website, Facebook and Council Highlights. i.e. LARA workshops, Economic Development information (Hemp information), Wild Fire Season.
		Promote events related to FCSS, Parks and Waste Management.	Promoted Tax Assistance program, change to FCSS, opening of online Camp Reservations.
		Communicate progress on Asset Management plan to the public.	Information will be rolled into planned tax insert document.
		Proactively provide notice of road work to residents.	Ongoing through radio, website and Facebook re: graders on road and priority of snow clearing.
		Promote Citizen Self-Serve, monthly payments/Autopay for taxes and utilities other payment options for County resident.	Ongoing information available.
		Create podcasts to explain processes residents might want to undertake.	

1. Communications Methods

	Support streaming of Council meetings.	Ongoing support provided.
	Complete a communication plan for the Regional Emergency Management Plan that is in line with the REMP.	To be developed after Table Top exercise in March. Media contact list undated.
Strategy 1.5		
Maintain policies related to communication methods.	Review privacy policies related to online terms of use.	Reviewed and no changes required.
	Continue to develop 'Communications Guiding Principles' document that includes branding standards, website and social media policies, communication plans, communication best Practices, et al.	Ongoing as time permits.
Strategy 1.6		
Increase public information about County historical, tourism, economic development, events, etc. that will increase interest in local 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 and promote events as they come up. County 'Events' website calendar updated daily/weekly/as required. Go East ad to focus, again, on campgrounds and local events/ activities.
	Ensure the County campgrounds are promoted through information such as reservations opening, weekly campsite openings, campground brochure, paid advertising, free advertising, et al.	Online Campground reservations opening on March 1 heavily promoted on radio, website and Facebook. Website updated to ensure information is accurate. Go East ad to focus, again, on campgrounds.
	Continue to promote local community events on the website 'Events' calendar.	Ongoing and promote events as they come up. County 'Events' website calendar updated daily/weekly/as required.
Strategy 1.7		
Employee Communications	Manage Intranet including populating policies, OH&S information and ensuring site's upkeep.	Ongoing updates.
	Continue to produce 'County Chronicle' at least 4 issues per year.	Issue released in January to highlight Service Award recipients.

Freedom of Information and Protection of Privacy Act: 2022 Quarterly Reporting			
1. Freedom of Information and Protection of Privacy Act	Strategy 1.1		
	FOIP	Ensure the public FOIP requests are addressed in timely manner as required under legislation.	Ongoing as required. No FOIP requests submitted on this quarter.
		Ensure that FOIP page on the County Internet is up-to-date with any provincial legislative changes.	Page was reviewed in January.
		Promote availability of County FOIP process.	Information available on the County website.
		Continue to ensure that FOIP records and statistics are kept for reporting as by FOIP/provincial government.	Ongoing as required. Stats report to be submitted at the end of April. There was one FOIP request in 2021.