

April to June 2019 Operational Plans



County of St. Paul

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Administration - Quarterly Reporting				
Department	Strategy	Action	Q1: January to March	Q2: April to June
	Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.	Notes that detail progress of action that supports the corresponding strategy.
	Provide communication to demonstrate accountable governance.	Communicate about the AGM to the public.	Council to set a date and location for AGM at April 9 Council meeting	Ads were placed in the local paper and the meeting was promoted on the website, Facebook. A post-meeting reporting and meeting photo were published on Facebook
		Book AGM in a community hall, rotating community location each year.		AGM held May 9 in Mallaig - 11 members of the public attended
		County Strategic plan and narrative budget available online.		Ongoing - updated posted after approved by Council
	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.		

	<p>Work with municipal neighbors to develop Inter-Municipal Collaboration Frameworks and Inter-municipal Development Plans.</p>	<p>The Inter-Municipal Development Plans with five Rural Neighbours (County of Two Hills, Smoky Lake County, County of Vermilion River, Lac La Biche County and MD of Bonnyville) are complete. Draft Inter-Municipal Collaboration Framework documents for the Rural Neighbours are currently being worked on at the Administrative level. We have had the first Inter-Municipal Collaboration Framework (ICF) meetings with our Urban neighbours (Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay). Work is progressing well on these ICFs with multi-lateral and bi-lateral agreements being amended as necessary. The Inter-municipal Development Plans with our Urban Neighbours are in progress.</p>	<p>The Inter-Municipal Collaboration Frameworks with our five Rural Neighbours (County of Two Hills, Smoky Lake County, County of Vermilion river, Lac La Biche County and MD of Bonnyville) are nearing completion and drafts have been presented to each council for consideration. Anticipate final completion in the 3rd quarter. In regards to the processes for our Urban Neighbours (Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay), the Inter-Municipal Negotiating Committees have been making progress on items required for the completion of the Inter-Municipal Collaboration Frameworks. Work is progressing well on existing and new multi-lateral and bi-lateral agreements. The Inter-Municipal Development Plans with our Urban Neighbours have been completed and Public Open Houses were held in June. Each Council will be considering the document(s) pertaining to their municipality in July with Public Hearings to be scheduled in August which will allow the public to have one more chance to comment on these Plans.</p>
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1. Governance

	Complete Storm Water, with Town of St. Paul, Rec Study and Street lighting study and economic development project with all 4 partners.	Work is continuing on the Storm Water Management Plan with the Town of St. Paul. They will complete this plan once a full season of weather is tracked by the consultants. The anticipated completion is fall 2019. The Recreation Study is wrapping up and will be available for the public to see and comment on before it is finalized. The Street Lighting Study project has only policy development left to be completed.	The Administrations of the Town of St. Paul and County are currently reviewing the draft Storm Water Management Plan for the St. Paul area. Anticipate that this project will be complete by yearend. The Recreation Study draft has been approved by all 4 municipalities and is currently available for public comment during July on municipal websites. The project should wrap up by the end of the 3rd quarter. The Street Lighting Study project policy development is still ongoing.
	Reconsider regional collaboration MOU to neighboring municipalities.		
	Continue to apply for available provincial grants around collaboration.	The region applied for Alberta Community Partnership Grants in fall of 2018 and was successful in obtaining grants for: Stormwater Management Plans for Summer Village of Horseshoe Bay and Town of Elk Point, Regional HR Framework, as well as the completion of a Regional Economic Development Plan.	
	Complete road condition assessment tool project with County of Two Hills.	This project is nearing completion and the tool will be ready for Public Works departments from both municipalities to use this spring.	The road condition assessment tool will be available for Public Works to use in July.
Strategy 1.3			
Provide scholarships to support students in the St. Paul Regional Education Division.	Provide 3 scholarships of \$1000 each for students who have high marks, community involvement and volunteerism entering full-time studies.	Confirmed with St. Paul Education.	
	Provide 1 scholarship of \$1000 for students entering a trade.	Confirmed with St. Paul Education	
Strategy 1.4			
Council to financially support community groups.	Financially support Riverland Trail Society, the upcoming Skatepark and Mallaig AG Society Arena Upgrade.		
	Consider additional funding to community groups.		
Strategy 1.5			

	Approve appropriate policies for the County.	Review policy manual.	The Policy Committee met in late March to review several policies and make recommendations for approval at the April Council meeting.	Policies approved/amended include: Use of County Spaces Policy, Credit Card Policy, Named Roads and Landmarks Policy, Clubroot Policy, Authorization for Use of Firearms Policy, Coyote and Wolf Reduction Incentive Program Policy, Beaver Reduction Incentive Program Policy, Rescinded the Parks Policy as it was changed to a Parks Bylaw.
		Proactively deal with emerging policy issues.	Policies that relate to Occupational Health and Safety have been referred to the Joint Health and Safety Committees for review before coming back to the Policy Committee.	The Hazard Assessment Policy, Work Along Policy have been updated. A new Workplace Anti-Harassment Policy has been approved.
	Strategy 1.6			
	Support efforts to ensure safe communities in our County.	Advocating to Federal and Provincial governments for increased RCMP in rural communities.		
2. General Administration	Strategy 2.1			
	Continue to work on an asset management project to make informed decisions regarding replacement and maintenance of County infrastructure.	Implementation of Asset Management Strategy - over next 5 years.	Our Asset Management Committee continues to work with our consultant on defining levels of service and risk assessment of our assets.	
		Defer any purchase of software to 2019 or beyond.		
		Review the Road Classifications and develop 5-20 year plan.	This plan will be worked on in conjunction of the road condition assessment tool.	
		Consider annual contribution to reserves for departmental capital equipment purchases.	Annual contribution to reserves for Fire Equipment is part of the budget and in the future budget for Waste Equipment.	
		Implement road condition assessment tool.	See 1.2	
		Implement Munisight asset management software for linear assets.		
		Communicate progress on asset management plans to Council and public.		
	Strategy 2.2			

	Build positive relationship between County Main office and Public Works shop.	Continue Team building for all staff – minimum of 2 events per year.	Regional Team Building to be held April 26th	Regional Team Building was held April 26 with Team Building games. The Annual County Staff BBQ was held May 25, also included a staff golf tournament for those who could attend.
		Consider team building/ leadership courses.		
	Strategy 2.3			
	Improve customer experience through office redesign	Completion of renovation of common area and Council chambers.	The renovation of the office is nearing completion with the Council Chambers being completed in April 2019.	County Office renovations are complete
	Strategy 3.1			
	Implement Human Resources framework to improve experience for management staff and employees.	Cross training of staff positions nearing retirement.	The Taxation and Assessment cross training is nearing completion. We have advertised for a new staff member due to retirement of an administrative staff person.	A new staff member will join the team in the 3rd quarter.
		360 reviews for management team.		Defer to 2020 as we have new people in place and Managers away.
		Consider application to Alberta Municipal Affairs Internship Program.		
		Determine clear expectations for managers when hiring new staff and for managing current staff.	The Management Team and Supervisory team have had a training session regarding managing staff performance.	The Management Team is currently working on a matrix for the different positions within the County to establish standard terms and conditions for employees within each position.
		Determine clear expectations for employees regarding their employment.	The Management Team have been working with our HR consultant to revise the standard letter of hire.	Work on the standard letter of hire has been completed and implemented in June. Administration is currently working with our HR consultant/lawyer to determine the effects of pending changes to the Employment Standards Code.
		Explore development of employee handbook.	This to be part of our regional grant for the HR Framework.	
		Continue to monitor and update the Performance Appraisal system to ensure it meets the needs of management and staff.	This is part of the HR Consultant's scope of work for 2019.	
		Conduct Exit interviews.		

3. Corporate Services

	Include "Cultural/Sensitivity training" for all staff.	The Management Team members took a 2-day training course at Blue Quills University regarding cultural awareness.	
	Include "Conflict Resolution" training for appropriate staff.		
Strategy 3.2			
Continue to research opportunities for grant funding.	HR Framework.	Received Grant	
	Economic Development.	Received Grant	
	Storm water Management	Received Grant	A consultant has been chosen for the Storm Water Management Project with the Town of Elk Point and the Summer Village of Horseshoe Bay. The work on these Plans are underway.
Strategy 3.3			
Continue adding County vehicles to AVL System and/or Working Alone mechanisms.	AVL implementation on Supervisor set for Keith, sprayer truck, two loaders and two patching trucks and a gravel truck.		
	Implement updated aware 360 system.	Training of Managers and Supervisors is taking place to ensure that staff are using the Work Alone system appropriately.	Aware 360 came to update and resolve outstanding issues in June. They also resolved issues for emergency services.
Strategy 3.4			
Re-familiarize Additional Named Organizations with Insurance requirement and protocols.	Hold meeting with Additional Named Insured Organizations.		
Strategy 3.5			
Continue to transfer land files into digital record system.	Include in front office staff job descriptions and summer office staff.	Included in Job Descriptions.	Summer Student will be working on this project during July and August.
	Develop a plan to complete this project by 2021.		
Strategy 3.6			
Have accurate assessment of County properties.	Continue to work with assessors and province on centralization of designated industrial properties.		Ongoing
	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.	Taxation and Assessment staff received the transfer of files from Municipal Affairs successfully and have balanced it to our financial software.	

		Provide proactive communication to residents so they have ample opportunities to discuss with assessors whether the parcels are designated agricultural vs other.	Assessment Open Houses have been scheduled in June 11 & 18, 2019	Communication to affected residents to go out near the end of the calendar year.
4. Planning and Development	Strategy 4.1			
	Review and update Inter-Municipal Development plans in accordance with modernized MGA.	Finalize/update urban inter-municipal development plan with the Town of Elk Point, the Town of St. Paul and Summer Village of Horseshoe Bay.	Draft plans are nearing completion. Will be presented to municipal Councils in April for review and comment.	Open houses held June 10&11 2019. IDP's to be presented to Council for first reading at the July 9, 2019 Council meeting.
		Finalize rural inter-municipal development plans with Lac La Biche County, M.D. of Bonnyville, County of Vermilion River, County of Two Hills, County of Smoky Lake	All IDP plans have been passed via Bylaw by all municipal partners. Grant reporting and finalization to be completed in quarter 2.	Project complete.
	Strategy 4.2			
	Consider revision and approval St. Paul North ASP following completion of IDP with Town of St. Paul.	Council will further discuss during Town of St. Paul and County of St. Paul Inter-municipal Development Plan.		
	Strategy 4.3			
	Re-Survey Plan 527MC Block 1 at Vincent Lake to have houses be situated on the lots.	Finalize survey. Apply for accretion and close roadways adjacent to plan area.	Draft survey completed and sent to residents for comment. Site meeting with landowners to discuss the draft survey to take place in May.	Met with landowners on site May 17, 2019. New draft plan sent to landowners for review.
		Sell the land that is currently Environmental Reserve but would become the land owners after re-survey to the appropriate lot owners.		
		Registration of land titles and new titles issued to landowners and County.		
	Strategy 4.4			
Development	Explore potential resurvey of Mallaig lots along Railway Avenue.	Estimate costs of survey.	Estimate based on all lots participating \$23,000.	Met with residents May 22, 2019. Final cost calculations to be sent to landowners in early July.
		Consider sale of and set price of former road plan adjacent to railway avenue lots.	Council set the sale price of land at \$2000/acre.	
		Resurvey, sell and consolidate lots.		
	Strategy 5.1			
	Make it easier for businesses and residents to connect to the internet and potentially attract new technology businesses.	Explore opportunity around high speed internet for the County.	MCSNet is considering offering internet fiber in hamlets in the County.	
		Support MCSNet growth in communities in the County.	The County is working on agreement for installation of internet fiber in our hamlets.	Agreement has been signed.
		Partner with MCSNet for Wifi in County Parks/Campgrounds.	Wifi will be available in all County municipal parks in 2019.	Wifi is currently available in all our parks
	Strategy 5.2			

5. Economic I	Implement strategies that come out of CARES project report.	Continue path to Regional Economic Development strategy through ACP grant.	Grant was approved.	
	Strategy 5.3			
	Determine opportunities to encourage development.	Review the Land Use Bylaw and General Municipal Servicing Standards.		Planning and Development have been getting feedback from Council on the challenges they have heard from residents in order to determine the changes that we should consider. A workshop with Council will be planned in the 3rd quarter.
6. Emergency Management and OH&S	Strategy 6.1			
	Ensure Regional Emergency Management preparedness.	Maintain and update Regional Emergency Management plan (REMP).	Our new Director of Emergency Management and Occupational Health and Safety has been reviewing the plan and the changes to the Emergency Management Act. will need to re-write a large portion of the plan and will use a consultant to assist the region.	A consultant has been hired to update the plan by early 2020 in consultation with our Director of Emergency Management
		Provide training for staff and councilors.	Training courses are attended as offered.	A session was held with joint councils to discuss the changes to legislation that are resulting in the required updates to our Regional Emergency Management Plan.
		Exercise the REMF in conjunction with Emergency Management agency.		Defer to 2020 - after the changes to the plan are made.
	Strategy 6.2			
	Increase public awareness and education on public participation.	Increase participants in mass notification system.		
		Communicate and educate public to improve community readiness.		
	Strategy 6.3			
	Ensure safety of our staff.	Maintain and update Regional Safety Management System (RSMS).	Our new Director of Emergency Management and Occupational Health and Safety has been reviewing the Regional Safety Management System and the changes to the Occupational Health & Safety Act. We will need to update portions of the plan.	Changes have been made to establish Joint Workplace Health and Safety Committees for each worksite to comply with changes to the OHS Act.
		Provide orientation and training to all staff.	Orientation of new staff is ongoing.	There was increase orientation of staff due to seasonal positions starting in April and May

		Provide management support system.	The Safety Department is providing guidance to the Management Team on changes required to meet the new legislation.	
		Conduct regular inspections and worksite visits to ensure regular safety practice.	Regular inspections are taking place as per the OH&S Act.	Inspections are taking place as per the OHS Act and terms of reference for the Joint Workplace Health and Safety Committees
		Maintain work alone system.	The Safety Department has been orientated to the Work Alone System and will be maintaining and monitoring it now.	

Community Services - Quarterly Reporting				
Department	Strategy	Action	Q1: January to March	Q2: April to June
1. Parks and Recreation	Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.	Notes that detail progress of action that supports the corresponding strategy.
	Increase usage of our parks, campgrounds and recreation facilities.	Increase public awareness of our parks through promotions and marketing.	No action.	Promoted campground opening and new online reservations system. Information brochure produced for the 4 campgrounds that has been placed at the Town of St. Paul Tourist Information Centre, campground Park Offices, County office and on the website (available for downloading).
		Host events in partnership with FCSS and other County departments.		Hosted a Block Party inconjunction with FCSS at Floating Stone campground May Long Weekend. It was well attended.
		Review our rates and see how they can become more flexible.	Approved Spring (May-June) camping permit rate of \$20/night for powered and \$10/night for non powered. Summer camping permit (July-Sept.) \$30/night for powered and \$20/night for non-powered.	New rates implemented
		Modify campsites to accommodate demand for more group sites.	No action.	No action
	Strategy 1.2			
	Maintain and upgrade parks and recreation facilities.	Install WIFI at all our campgrounds.	No action.	Completed
		Reconstruct and improve boat launches.	No action.	No Action
		Reconstruct and upgrade trailer dumping stations.	No action.	No Action
		Develop overflow sites.	Received approval for amended crown lease at Lac Bellevue. Public Works completed brushing and initial ground works.	Campsite improvements near completion at Lac Bellevue overflow area.

2. Waste Management		Purchase new computers for staff to accommodate online booking system.	Completed. Purchased from Trinus 4 new computers for \$7,760.00.	
		Install outdoor showers for beach users.	No Action.	No Action
		Install welcome signs at all parks.	No Action.	No Action
		Complete public engagement survey to know what we can improve on.	No Action.	No Action
		Strategy 1.3		
	Review Parks and Recreation governance.	Review and redraft Parks Bylaw and Policies.	Completed final draft. Passed by Policy Committee on March 26/19. be brought to a future Council Meeting.	Completed
	Strategy 2.1			
	Increase recyclable segregation options.	Allow for cardboard recycling at transfer stations.	Ordered 2 - 30 yard bins from EMW.	Completed
		Increase scale of Styrofoam recycling to meet high demand.	No Action.	on - going
		Investigate plastic shredder for household waste.	No Action.	No Action
		Explore and initiate ways to collaborate with Town of St. Paul for bailing paper and cardboard.	Starting initial discussion with Town of St. Paul to receive cardboard from County Transfer Stations this summer.	Cardboard hauled Wednesdays and baled on Thursday
		Make recycling easier for Floatingstone residents.	No Action.	Cardboard Bin only. We have also hired a seasonal bin site attendant to oversee site. Site is monitored Friday, Saturday, and Sundays.
	Strategy 2.2			
	Public awareness about waste management.	Conduct a public engagement survey with public.	No Action.	No Action
		Add information about waste management to marketing calendar.	No Action.	Information included in draft 2020 calendar
		Host events related to waste management - grant funding for toxic waste round up.	Evergreen Regional Waste Management Commission to apply for the grant through Alberta Recycling.	No Action

		Improve signage at sites.	Working with staff on draft signs.	New signs being replaced on a regular basis
	Strategy 2.3			
	Streamline waste collection and operations.	Review Transfer station hours to make them more accommodating.	No Action.	Completed : 9 - 5 Summer 10 - 4 Winter
		Review bin sites and eliminate unnecessary.	Removed 30 yards bins from Ashmont, Mallaig and Lac Sante.	
		Consider an annual capital contribution for waste management vehicles to be set up in reserves.	Deferred to 2020.	
3. Agriculture Services	Strategy 3.1			
	Build public awareness about Agricultural services.	Communicate effectively about 1) invasive and noxious weeds 2) pests 3) dog control 4) rental equipment.	Held a clubroot meeting with the MD of Bonnyville on Feb 26. Spoke at Seeding For Success on Feb 7. Spoke at a clubroot meeting in Two Hills on March 28. Have met with numerous ratepayers to talk about various pests and weeds in the County.	Information was presented as part of the Block Party in Floatingstone.
		Marketing of public LARA workshops.	Continue to forward workshops to our website.	On - going
		Begin a newsletter for public.	I have continued to provide a monthly newsletter to council. I will work on one that can be seen on the website by the public.	Draft Ag Services newsletter proposed. No further action to date
	Strategy 3.2			
	Maintain and improve programs for Agriculture Service Board.	Begin proactively planning programming for 1) spraying, 2) mowing, 3) road allowances.	No Action.	No Action
	Strategy 4.1			
	Maintain equipment and facilities.	New equipment for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.	No Action.	No Action
		Continue annual capital contribution for Fire equipment to be set up in reserve.	\$136,000 in 2019 budget for Fire Equipment reserve.	
	Strategy 4.2			

4. Fire Services	Attract and retain volunteer fire fighters.	Review results of engagement survey and determine opportunities for success.	Consultant presented survey results to Fire Chiefs on March 28/19. Director to meet with individual departments in April to present results to each department.	The consultant has provided 4 customized survey results that will be presented to each department.
		Continue to have semi-annual Fire chiefs meetings.	Held 1st meeting for 2019 on March 28/19.	
	Strategy 4.3			
	Share common strategies for policies, procedures and operations between departments.	Review policies and procedures.	No Action.	Ongoing part of Deputy Chief's position
		Standardize training and reporting.	Regional Deputy Fire Chief scheduling 1001 training for Elk Point, Mallaig and Ashmont.	Ongoing part of Deputy Chief's position
	Strategy 4.4			
	Engage residents in fire safety programming.	Engage residents in Fire Smart program and Fire prevention week.	1st Block party scheduled for May 18/19 at Floatingstone Park.	Information was presented at Floatingstone Block Party
		Investigate department collaboration opportunities to increase number of residents engaged.	No Action.	No Action
	Strategy 4.5			
	Maintain and consider new opportunities for regional collaboration with our neighbors	Review and update mutual aid agreements with rural and urban neighbors.	Passed the Regional Deputy Fire Chief Joint Servcing Agreement on March 12/19. Other agreements on going.	Mutual Aid Agreements are being reviewed as part of the Inter-Municipal Collaboration Framework process
		Review current agreement with Frog Lake and explore new opportunities for agreements with other surrounding First Nations and Metis Settlements.	No Action.	Draft agreement in place and to be reviewed by all parties

Department	Strategy	Action	Q1: January to March	Q2: April to June
Transportation	Strategy 1.1		Notes that detail progress of action that supports the corresponding strategy.	Notes that detail progress of action that supports the corresponding strategy.
	Ensure safe road infrastructure for public.	Maintenance program.	Proposed a change to the procedures to repair oiled roads using a gravel base course but less cold mix. Approved by Council and currently preparing to tender out the Rip Pack, gravel base course for repairs to oiled surfaces as well as any new stretches of cold mix.	GBC and chip seal has been tendered with a reduced scope. Only TWP 590 from Sec Hwy 881 to Hwy 36 is being constructed in this scope. Carmacks is performing the work.
		Road construction.	Rebuilding roads with issues such as rising water and bank erosion along lake or river plus upgrade of selected roads.	Completed 4 miles of road construction. Cleaned up some outstanding projects (St. Cyr Road, Lac Bellevue Campsite, Rge Rd 62, Capp Road). Re-constructing portions of TWP 590 for the GBC contract. Started Boscombe Road.
		Continue monthly reporting to Council.	Revamped the Public Works agenda layout to enhance the reporting.	Ongoing
		Implement road condition assessment software.	Meetings with Urban to help with design of the assessment software such as what questions will be asked during an assessment.	Plan to implement in July
		Application for grants to improve roads.	Applied for 5 bridge file grants. Applied for a road rebuild and pave project in partnership with the Town of St. Paul.	No progress as there has been no grant information from the GoA.
		Appendixes for construction, oiling and equipment purchase.		
		Continue winter maintenance and services.	Improved our response time to areas in the East end of the County that sees much more heavy traffic 24/7.	
		Continue to produce high quality aggregate for road maintenance and construction.	Purchased a new crusher cone and prepared the crusher for the season.	Producing multiple gradations of spec gravel for road projects.

1. Trans		Continue to explore for new gravel sources and testing.	Tested in 7quarters of land and found another source near Elk point.	No testing this quarter. Discussions with some landowners of potential exploration sites.
		Consider contracting equipment to assist with Public Works in achieving objectives.	Proposed and accepted by Council to contract base prep as well as gravel base course on 33km of oiled roads as well as 11.5 miles of chip seal in an effort to catch up on maintenance of oiled roads and provide long term solutions to reduce future maintenace on the same roads.	GBC and chip seal has been tendered with a reduced scope. Only TWP 590 from Sec Hwy 881 to Hwy 36 is being constructed in this scope. Carmacks is performing the work.
		Consider contract maintenance of Northern Valley Road.	No action	County performing additional maintenance with CNRL contribution.
		Obtain rates from local contractors for types of equipment for rent and rates.	Advertised for equipment rates and availability. Did not get the response we hoped for.	No further action.
		Consider annual capital contribution for Public works equipment to be set up in reserve.	No action	Deferred to future budgets
	Strategy 1.2			
	Improve communications with residents about Public Works.	Implement concern/complaint tracking system that creates work orders.	The county will be implementing a web based sytem set up to track complaints and issues. Set up of this system is under way.	Developed, but still resolving issues before implementation
		Be proactive in providing advanced notice of road work to residents.	Will be working closely with the new Communications Coordinator to find ways to do this.	Some information about road work has been posted on website and on Facebook. Working with Octopus Creative to ensure a section/webpage is included specific to upcoming road work
		Assist communications department with educational videos about services and issues.	No action.	No action.
		Communicate about winter maintenance and services.	No action.	Planned for upcoming winter
	Strategy 2.1			

2. General Administration

Ensure safe supply of water to County residents along the transmission lines.	Maintenance of transmission and distribution lines.	Repair of broken waterlines in Ashmont and Riverview.	Repair of watermain in Ashmont. Contractor to replace a problematic section of watermain in Ashmont east of the hamlet.
	Review costs of water rates for those communities.	No action	No action.
	Upgrade truck fill in Mallaig.	No action scheduled for summer of 2019.	System has been ordered and awaiting delivery. Installation to follow.
	Ensure water meters are working properly or replaced.	Utilities staff working to resolve issues with water meters.	KTI is replacing all meters with new ones at no cost. Full replacement of water meters in hamlets is ongoing by County staff.
	Tracking of water concerns and complaints to determine future actions.	Ongoing	Ongoing
	Consider distribution lines for Ashmont and Lottie Lake.	No Action	No action.
Strategy 2.2			
Continue to explore alternatives for water and sewer for Riverview residents.	Continue to discuss options with Windsor Salt and residents.	No Action	A meeting was held with Riverview residents in May. Offer made to residents for the County to pay for purchase and installation of septic holding tanks in each yard and the residents be responsible for their own septic service. The residents requested more information. A future meeting will be planned to provide this information and move forward.
	Consider implementation of rate structure.	No Action	No action
Strategy 2.3			
Ensure maintenance of sanitary lagoons and collection systems.	Report on maintenance required.	No Issues to report.	No issues to report.
	De-sludge Mallaig Lagoon.	Plans made to de sludge in Summer 2019.	Plans confirmed to desludge lagoon in Summer 2019.
Strategy 2.4			
Consider consistent rate structure for use of County wastewater	Set rate for joint wastewater transfer station.	A rate of \$1.00/cubic meter has been established.	

	facilities.	Consider installation of flow point equipment at Ashmont and Whitney Lake lagoons.	Plans to use grant funding to install Flow point equipment at the Ashmont Lagoon. We will also install this equipment at the Whitney Lake Lagoon at County cost.	Administration is working on implementation strategy
		Review rate structure for residents with collection systems for Ashmont and Mallaig.	Fee Schedule updated	
		Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available.	No Action	No action.
		Decommission septic truck dumping station at Mallaig lagoon.	No Action	No action.
	Strategy 2.5			
	Explore alternative wastewater treatment processes at Ashmont or Mallaig lagoons to reduce maintenance costs and improve effluent quality	Gather more information from wastewater treatment.	No Action	No action
		Explore funding opportunities for new technologies.	No Action	No action
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.	Worked with the Town to utilize their snowblower to help move large volumes of snow over the lights without damaging lights.	
		Participate in capital upgrades for both airports.	County did some mulching at the East end of the Elk Point Runway to increase the safe approach of aircraft. A contribution to the lighting upgrade at the St. Paul airport is contemplated in the 2019 budget.	St. Paul airport lighting project is underway
		Apply for funding for capital upgrades.	Grant funding approved for light upgrades at St. Paul airport 2019. Consultant chosen.	Grand reopening of Elk Point Airport scheduled for July 25. Town of St. Paul Airport permits taken out by contractor.

FCSS - Quarterly Reporting				
Department	Strategy	Action	Q1: January to March	Q2: April to June
FCSS			Notes that detail progress of action that supports the corresponding strategy.	Notes that detail progress of action that supports the corresponding strategy.
	Goal 1: Make all services affordable and accessible for everyone.			
		Coordinate Seniors Week Events	In progress of booking venues.	Completed
		Administer the Volunteer Income Tax Program	In progress: 160 assisted to date.	Completed
		Complete the Annual Report, as required by the Province by June 30	In progress	Completed
		Coordinate and manage the annual Ashmont and Mallaig Summer Programs	Summer staff hired to coordinate programs.	Completed
		Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.	Ongoing
		Update the Elk Point and County of St. Paul Community Directories	Summer students will be merging the two documents.	Completed
		Coordinate the 'Movies in the Community' to most rural communities with the County of St. Paul or Town of Elk Point	Tentative schedule completed.	Ongoing
		Arrange Red Cross Babysitting Course and Home Alone Course in Mallaig	No requests to date.	Booked for July 5 and 6
		Hold a Seniors Clinic on changes to Alberta Seniors Benefits	To be scheduled after July 1.	

	Coordinate summer events in the communities, including Block Parties and Science Days	Summer staff hired: tentative schedule approved by Board.	All events are booked
	Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24.	Completed
	Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.	Waiting on application for funding
	Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.	Ongoing
	Support the Elk Point Ambassador Program	No requests to date.	Request received and going to the FCSS BOARD
	Organize and host the Seniors Festival		Hall booked for November 22
	Administer the Community Counselling program throughout the year	Ongoing	Ongoing
	Provide referrals and support to individuals who request assistance	Ongoing	Ongoing
	Administer the Mallaig and Ashmont Moms and Tots program throughout the year	Ongoing	Ongoing
	Administer the Meals on Wheels program throughout the year	Ongoing	Ongoing
	Goal 2: Provide more opportunity and recognition for volunteerism in our communities.		
	Administer the Volunteer Income Tax Program	In progress: 160 assisted to date.	Completed 226
	Complete the Annual Report, as required by the Province by June 30	In progress	Completed

FCSS	Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.	Ongoing
	Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24	Completed
	Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.	Waiting on funding application.
	Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.	Completed.
	Support the Elk Point Ambassador Program	No requests to date.	Request received.
	Organize and host the Seniors Festival		Hall booked.
	Administer the Meals on Wheels program throughout the year	Ongoing	Ongoing
	Goal 3: Create a sense of community and acceptance for all.		
	Administer the Volunteer Income Tax Program	In progress: 160 assisted to date.	Completed
	Complete the Annual Report, as required by the Province by June 30	In progress	Completed
	Coordinate the Elk Point Community Information night		Hall booked.
	Coordinate and manage the annual Ashmont and Mallaig Summer Programs	Summer staff hired to coordinate programs.	Staff hired and ready.
	Manage and coordinate the Community Connector Trailer	Summer staff hired: tentative schedule approved by Board.	Ongoing
	Coordinate the Movies in the Community to most rural communities with the County of St. Paul or Town of Elk Point	Tentative schedule completed.	Started movies.

FCSS		Hold a Seniors Clinic on Alberta Seniors Benefits changes	To be scheduled after July 1.	Started.
		Coordinate summer events in the communities, including Block Parties and Science Days	Summer staff hired: tentative schedule approved by Board.	Started
		Complete Outcomes Measures, as required by the Province, by October 30	Meeting with Outcomes person on April 24.	Completed.
		Consider contribution to the Family School Liaison Worker Program	Waiting for Council approval.	Waiting on request for funds.
		Provide recognition and events to community volunteers throughout the year	Firefighters recognition on April 7 and 13.	Completed.
		Support the Elk Point Ambassador Program	No requests to date.	Request received.
		Organize and host the Seniors Festival		Hall booked.
		Administer the Mallaig and Ashmont Moms and Tots program throughout the year	Ongoing	Staff hired and ready.
		Administer the Meals on Wheels program throughout the year	Ongoing	Ongoing

Communications - Quarterly Reporting				
Department	Strategy	Action	Q1: January to March	Q2: April to June
			Notes that detail progress of action that supports the corresponding strategy.	Notes that detail progress of action that supports the corresponding strategy.
	Strategy 1.1			
	Improve and expand online communications methods to create a user-friendly digital experience for everyone.	Create and sustain social media accounts – Facebook, Twitter, Instagram, LinkedIn, and Snapchat.	County Facebook in progress.	Facebook active on daily basis. No action at this time required on other social media. High use of Facebook on certain issues, <u>i.e.</u> over 2700 shares on campground reservation system; Bear warning 7400 shares, construction on the correction line near Owlseye 2800 shares.
		Conduct an Request For Proposal for new website host and consultant.	New website host and consultant in place.	No further action. Waiting for Octopus Creative to complete website development. Providing input on wording and new information that needs to be included.
		Generate videos on how to use certain tools that are free and accessible on multiple sites.		No action
		Create guidelines for the use of social media as a feedback tool.	Social Media policy approved by Council in December 2018.	
	Strategy 1.2			
	Improve how we disseminate information through traditional print methods of communication.	Proactively plan what information the County will broadcast through the radio and local newspapers, calendars, newsletters, journals.		Annual County activity log developed and activities continue to be added. Strategy/ Comm plan in development for what/when to communication and through which communication channel
		Create writing style guide for staff and provide training.	No action	Revising/ editing writing style guide that was previously developed.
	Strategy 1.3			

Communications	Improve participatory methods of communication.	Train appropriate staff on methods of engagement and participation.		No action
		Create and advertise public feedback system online.		No action. Proposed to Octopus for new website
		Increase participants at Public events, and AGM.		Increase in promotion of events through Facebook and on the website. Events posted to the top of Facebook.
	Strategy 1.4			
	Proactively plan ahead to improve County communications with the public.	Advertise the County's communication guidelines and policies.		No action
		Generate a County marketing/promotional key messages calendar of all services that we provide and the relevant information on how we provide them.		Annual County activity log developed and activities continue to be added.
	Strategy 1.5			
	Increase number of people attending events, online followers, and people we engage with in general.	Educate public why it is important to attend an open house or engagement workshop.		No action
		Communicate through all channels of communication to ensure public awareness of programming and events.		Communication of events sponsored/hosted by FCSS, Planning and Development, Parks and Recreation, provide awareness of monthly Council meetings
	Strategy 1.6			
	Create policies related to our communications methods.	Create a social media policy.	Council approved December 11 2018	
		Create a crisis communication policy.		Researching Best Practises for Emergency Communication Plan
		Create privacy policies related to online terms of use.		Social Media policy placed in prominent position on Facebook
	Strategy 1.7			
	Rebrand and modernize the County	Hire a consultant to assess and make recommendations to change our brand identity.	Completed. Decision made by Council not to rebrand.	

communication style for the organization.	Develop style guidelines out of re-branding that fit print, online and participatory communication methods.	Not required as County is not rebranding.	
	Design new marketing materials to be distributed widely and used at appropriate events.	Not required as County is not rebranding.	
Strategy 1.8			
Put staff in place to ensure longevity of communications department.	Hire a permanent, full time communications staff member after Intern contract is over.	Completed. Started March 13, 2019.	
	License appropriate programs for staff member's use.		On going, as required
Strategy 1.9			
Ensure all County departments are supported with quality, timely and effective Communication.	Increase public awareness of our community services, agriculture services (LARA workshops), Fire Smart program and Fire prevention week, winter maintenance and services through promotions and marketing.		Promotion of events through Facebook and on Blog (homepage) position on homepage: Local paper, as required. FireSmart and Fire Prevention, Ag Services, winter maintenance featured in draft 2020 County Calendar
	Host events related to parks, waste management,		Communication not involved except to promote activities at Block Parties
	Support development of online campsite booking system.	To be promoted in notice that goes out with taxes, on website.	Promoted in local paper, Facebook and radio (heavily promoted) and on website. Campsite brochure developed that promotes use of on-line booking. Brochure placed in Town of St. Paul Tourist Information Centre. Will also feature in draft 2020 calendar
	Conduct a public engagement survey with public regarding parks.		No action
	Add information about community services and public works to marketing calendar.	In development - Communication Plan drafted.	Included in draft 2020 County Calendar
	Improve signage at camp sites		No action by Communications

	Communicate effectively about 1) invasive and noxious weeds 2) pests 3) dog control 4) rental equipment.		Weed information included in newsletter that was mailed with tax notices. Noxious weed and rental of equipment information featured in draft 2020 calendar.
	Begin a newsletter for public about ASB.		Draft newsletter proposed to ASB staff. No further action taken
	Communicate progress on asset management plans to Council and public.		No action
	Implement concern/complaint tracking system that creates efficient ways to complete tasks.	Public Works is implementing complaint training software. Opportunity to inform public of concerns on Facebook and on website.	With Public Works
	Be proactive in providing advanced notice of road work to residents.	Discussion with Public Works Director on website link and would inform on Facebook.	Working with Public Works to better provide information to public through Facebook and on website (homepage). Example: Over 2800 shares on Facebook regarding correction line road work near Owlseye.
	Create educational videos about public works services and issues.		No action
	Create writing and branding style guide and provide training for staff.		Editing of previously created writing style document