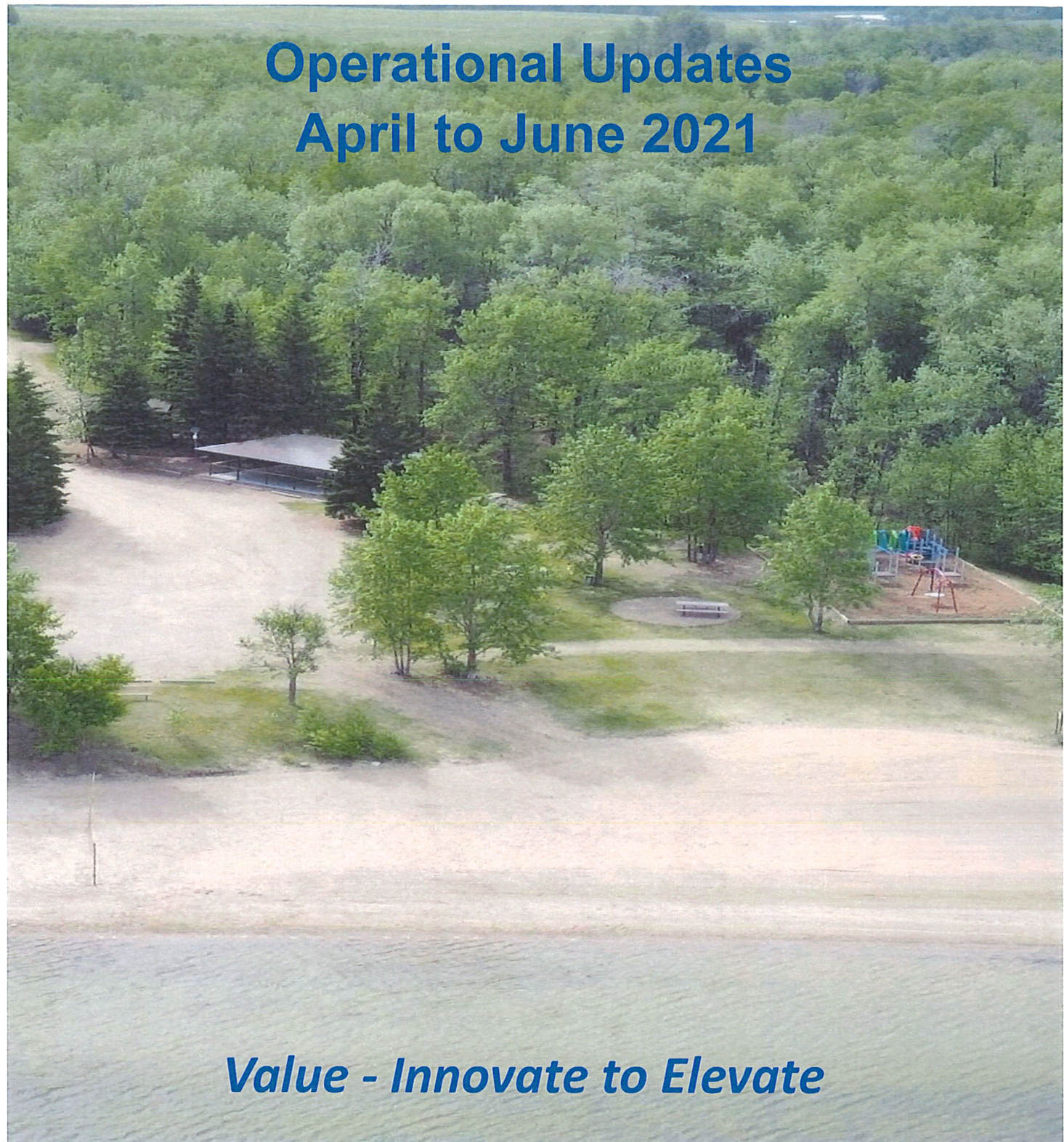
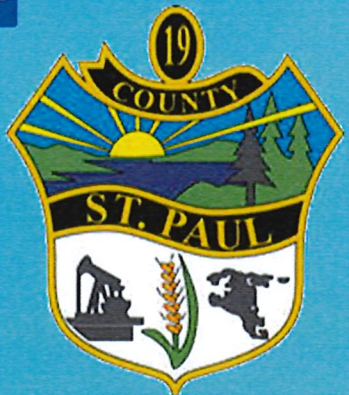


# Operational Updates April to June 2021

County of St. Paul

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

[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)



*Value - Innovate to Elevate*



# *Value - Innovate to Elevate*

## Meaning:

Thinking outside the box and proactively solving problems.

Seeking continuous improvement and fostering growth.

Actively looking for innovative ways to excel and enhance services to stakeholders.

## Leads us to:

Complete an economic development needs analysis.

Provide professional development opportunities.

Complete physical renovations.

Implement new technology.

Provide ways for public and internal input.

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Cover photo of Floating Stone Campground taken with a drone by Dennis Bergheim, May 2021

Administration: 2021 Quarterly Reporting

| Department    | Strategy   | Action  | Q1: January to March  | Q2: April to June   |
|---------------|--|---|---|---|
|               | <b>Strategy</b>  |   | Notes that detail progress of action that supports that corresponding strategy.       | Notes that detail progress of action that supports that corresponding strategy.   |
| 1. Governance | <b>Strategy 1.1</b>  |   |   |   |
|               | Provide communication to demonstrate accountable governance. | Communicate about the Annual General Meeting (AGM) to the public.   | AGM not yet planned. Determination to be made as to whether virtual AGM will be held. | County Council decided not to have an AGM due to COVID-19 restrictions  |
|               |  | Book AGM meeting in a community hall, rotating community locations each year. Consider virtual delivery if provincial COVID-19 guidelines continue. |   |   |
|               |  | County Strategic Plan and narrative budget available online.  | 2021 Strategic Plan on the County website. Narrative budget to be posted in 2nd Q.    | Narrative budget has been posted to the County's webpage.   |
|               |  | Proactive communications - see Communications Plan.   |   | Overarching County Comm Plan, Branding Doc and Best Practises (one doc) in development  |
|               | <b>Strategy 1.2</b>  |   |   |   |
|               | Collaborate with municipal partners.                         | Meet with Town of St. Paul and Town of Elk Point at least once a year to discuss collaborative opportunities.                                       | No scheduled meetings in Q1.  | A Joint Regional Municipalities meeting was held June 29 to discuss Economic Development opportunities as well as application for grants to undertake a Regional Recreation Facility Feasibility/Recreation Governance Study. |
|               |  | Continue to support Inter-municipal Agreements.   | Budget includes amounts agreed to in ICF agreements.                                  |   |
|               |  | Explore meetings with First Nations and Metis Councils.   | No scheduled meetings in Q1.  | No scheduled meetings in Q2.  |



|               |   |  |  |   |
|---------------|---|--|--|---|
| 1. Governance |   | Complete Storm Water with Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay, and HR Framework and economic development project with 4 partners. | HR Framework consultant work is mostly complete. Each partner is working on implementation of policies. Balance of consultant work will be to provide training to staff on new policies. In regard to Economic Development project - an Economic Development Officer has been hired in a term position that will report to the STEP Committee from April 2021 to March 2022, The work on all the Storm Water projects with each of our partners is continuing. | Administration continues to bring the new HR policies forward to the Policy Committee. Plan is to approval all policies Summer of 2021. The Economic Development Officer is carrying out duties as identified by the STEP Economic Development Alliance. Storm Water Projects are continuing in all three municipalities with anticipated completion dates in 2021. |
|               |   | Continue to apply for available provincial grants around collaboration.  | The County was successful in receiving new Alberta Community Partnership Grants announced in March 2021. We will be undertaking an Area Structure Plan with the Town of St. Paul north of St. Paul (north and south of TWP 582) and each of Hwy 881 in the Town. We will also do an Area Structure Plan with the Town of Elk Point on the south end of Elk Point.  | The Town of St. Paul and County have contracted ISL (following and RFP process) to complete the St. Paul North Area Structure Plan. The County of St. Paul has put out to RFP the Town of Elk Point South Area Structure Plan. The RFP closes July 16. A consultant will be selected following review of the proposals submitted.                                   |
|               |   | Explore further options for regional service delivery.   | No action in Q1  | No action in Q2.  |
|               | Strategy 1.3  |  |  |   |
|               | Provide scholarships to support students in the St. Paul Regional Education Division. | Provide 3 scholarships of \$1000 each for students based on high marks, community involvement and volunteerism entering full-time studies.                             | This is included in the municipal budget.  | St. Paul Education has provided the County with the application for these scholarships to make a selection of award.  |
|               |   | Provide 1 scholarship of \$1000 for students entering a trade.   | This is included in the municipal budget.  | St. Paul Education has provided the County with the application for this scholarship to make a selection of award.  |
|               | Strategy 1.4  |  |  |   |
|               | Council to financially support community groups.                                      | Continue to support community groups through Recreational Facility Grant Funding.  | The County's budget includes a budget amounts to help fund specific groups that run recreation facilities in the County and in Elk Point.  |   |



|               |   |   |   |  |
|---------------|---|---|---|--|
| 1. Governance |   | Consider additional funding to community groups.  | The County's budget includes some discretionary amounts to provide some funding for community groups.   |  |
|               |   | Utilize Municipal Operating Support Transfer (MOST) Grant to assist community groups during pandemic with costs associated with pandemic i.e. PPE | The MOST grant was used primarily to offset costs or lost revenues incurred by the County. However, approximate \$23,000 was used to offset the increased requisition from the MD Foundation which was increased significantly due to COVID.                                      | The expenditures on this grant have been reported to the Province.   |
|               |   |   |   |  |
|               | Strategy 1.5  |   |   |  |
|               | Approve appropriate policies for the County.              | Proactively manage emerging policy issues.  | The Policy Committee will be meeting monthly in 2021 in order to work on the implementation of the HR Framework project which will modernize the County's HR policies. They will also be dealing with other emerging policy issues. The Committee met twice in the first quarter. | The Policy Committee has been meeting monthly. They are focused on the HR policies. Additionally, the County has approved an Encroachment Agreement/License Policy. The Policy Committee is also vetting Bylaw's before they come to Council. A Littering Bylaw has been approved. |
|               |   |   |   |  |
|               | Strategy 1.6  |   |   |  |
|               | Support efforts to ensure safe communities in our County. | Continue to advocate for provincial policing cost as a separate tax rate.   | The Reeve, Deputy Reeve, and CAO met with the Minister of Municipal Affairs in April and this item was on the agenda.   | The County has been informed that the Province does not support municipalities to separate policing costs as its own tax rate.   |
|               |   | Continue to advocate to Federal and Provincial governments for increased RCMP in rural communities.   | Based on recent meetings with the RCMP staff sergeants in Elk Point and St. Paul the RCMP member staffing is increasing.  |  |
|               |   | Continue to contract Bylaw Enforcement Officer Services and promote services. Consider 3 year contract.   | The County has entered into a 3 year contract with the Bylaw Enforcement Officer.   |  |
|               |   |   |   |  |



|               |  |   |   |   |
|---------------|--|---|---|---|
| 1. Governance | Strategy 1.7                                   |   |   |   |
|               | Transparency and Accountability to the Public. | Continue to publish Council Remuneration.                                 | Published monthly on the County website.  | Published monthly on the County website.  |
|               |  | Council report on conferences and committee meetings attended by Council. | No action taken on development of reporting mechanism for Councillors to report on committees and conferences attended.                           | No Action on this item in 2nd quarter.  |
|               |  | Allow Councillor virtual attendance at Council meetings.                  | This continues during the pandemic.   | This continued through the 2nd quarter.   |
|               |  | Live stream Council meetings. Improve Council room technology.            | Council meetings and Public Works meetings are live streamed. No improvements to Council chambers in Q1.  | Council meetings continue to be livestreamed. There were no in person meetings in 2nd quarter so improvements in Council Chambers was not pursued.                          |
|               |  |   |   |   |
|               | Strategy 1.8                                   |   |   |   |
|               | Municipal General Election 2021.               | Hire Contract Returning Officer.  | No action in Q1. Advertisement to be done in April.   | Roxanne Bergheim has been selected as the County's Returning Officer.   |
|               |  | Review Election Polling Stations.   | Administration has reviewed historical polling stations and costs associated with. We have also reviewed requirements due to continuing pandemic. | Council has determined the Polling Stations for the Election as well as the dates/locations for Advanced Polls. This information will be advertised closer to the Election. |
|               |  |   |   |   |



|                           |  |  |   |   |
|---------------------------|--|--|---|---|
| 2. General Administration |  |  |   |   |
|                           | Strategy 2.1   |  |   |   |
|                           | Continue to work on an Asset Management Project to make informed decisions regarding replacement and maintenance of County equipment and infrastructure. | Integrate Asset Management into Core County operations.                                | A meeting is scheduled with our consultant for April to continue with the road condition assessment project resulting in risk assessment of roads. This will eventually include all gravel roads in the County. | Administration and Public Works staff have been working with the consultant to assess several roads in the County and apply Risk Assessment to them. This will be presented to County Council at a workshop in August.  |
|                           |  | Defer any purchase of software to 2021 or beyond.                                      | No action or budget for this in 2021.   |   |
|                           |  | Review the Road Classifications and continue to develop 5 to 20 year plan.             | This will be part of the General Municipal Service Standards Review that is underway.   | Administration has been working with ISL to update the County's General Municipal Services Standards. We are also working on a project to match the Tangible Capital Assets to the Road Network on the GIS system. This project has identified other road classifications that are required for the County. |
|                           |  | Consider annual contribution to reserves for departmental capital equipment purchases. | Council continues to budget for reserve contribution in the Fire and Waste Management departments for the replacement of vehicles.  |   |
|                           |  | Continue implementation of Road Condition Assessment tool.                             | Public Works staff have worked on entering roads that were recently done as well as roads that are on the next three year's construction schedule to have a good sample for the workshop in April.              | Public Works staff continue to work with the tool to assess roads that have been identified in future capital budgets. We plan to conduct these assessments when roads are identified by Councillors to ensure that they meet the requirements for repair /replacement.                                     |
|                           |  | Implement Munisight Asset Management software for linear assets.                       | No action in Q1   | No action in Q2.  |
|                           |  | Communicate progress on Asset Management Plans to Council and public.                  | Newsletter will be included with the 2021 property tax mailout and posted on the website.   | Completed.  |



## 2. General Administration

|  |   |  |   |
|--|---|--|---|
|  | Ensure Council discusses Levels of Service and Risk associated with all services prior to Strategic Planning - both those associated with physical assets as well as those provided by staff. | No action in Q1.   | Staff have been working with consultant and through the Asset Management Committee to prepare for Levels of Service discussion to take place in August with County Council. |
| <b>Strategy 2.2</b>  |   |  |   |
| Build positive relationships between County Administration Office and Public Works Office. | Continue Team Building for all staff - minimum 2 events per year, including one Regional Team Building meeting.   | No action in Q1.   | No action in Q2 - due to Covid.   |
|  | Consider team building/ leadership courses.   | No action in Q1.   | Leadership Courses are being planned and cost will be partially covered through the HR Framework Grant.   |
| <b>Strategy 2.3</b>  |   |  |   |
| Improve customer experience.   | Promote social media and website to customers as County Information source.   | Links to website and Facebook included on print advertising and radio ads.   | Links to website and Facebook included on print advertising and radio ads.  |
|  | Promote Citizen Self-Serve.   | Information is on Facebook and on the news section of the website. Will be promoted in the newsletter that will accompany tax notices. | Ongoing promotion.  |
|  | Promote various pay options to the County that customers may select.  | Information is on Facebook and on the news section of the website. Will be promoted in newsletter that will accompany tax notices.     | Ongoing promotion.  |
|  | Promote monthly payment/ autopay for taxes and utilities.   | Information is on Facebook and on the news section of the website. Will be promoted in newsletter that will accompany tax notices.     | Ongoing promotion.  |
|  | Complaint system available to public on website.  | No action in Q1.   | No action in Q2.  |
|  | Promote use of GIS system available to public, realtors, lawyers.   | No action in Q1.   | This is ongoing through front office staff on request.  |



### 3. Corporate Services

| Strategy 3.1  |   |  |   |
|---|---|--|---|
| Implement Human Resources framework to improve experience for management staff and employees. | Cross training of staff.  | Summer staff positions are advertised to assist staff during period of vacation over the summer. Management Team prioritizing areas for cross training during performance management conversations | Summer staff have been hired and have assisted staff with the tax collection process. We have trained some staff to undertake duties to allow for separation of duties required by our financial processes i.e. Executive Assistant sends out AP cheques. |
|   | Make application to Alberta Municipal Affairs Internship Program under Finance stream.                                | Application was unsuccessful for 2021. Council to determine if we apply in the fall.   |   |
|   | Implement new employee handbook.  | The Employee Handbook is ready to roll out to staff once several new HR policies are approved. Roll out scheduled for April 2021.  | Employee Handbook available on the staff Intranet.  |
|   | Continue to monitor and update the Performance Appraisal System to ensure it meets the needs of management and staff. | The new Performance Management tools were rolled out the end of 2020 and in the first quarter of 2021. Feedback was positive for the new forms so far.   | No action in Q2.  |
|   | Conduct Exit interviews.  |  |   |
|   | Include "Cultural Sensitivity Training" for all staff.  | No action in Q1  | No action in Q2.  |
|   | Include "Conflict Resolution" training for appropriate staff.   | No action in Q1. This will be included with some of the scheduling for the HR Framework project - orientation to new policies.   | The Policy regarding Harassment and Bullying has been approved. Training for staff has started and will continue in Q3.   |
|   | Ensure supervisory staff are trained regarding their role for success of staff.                                       | No action in Q1. This will be included with some of the scheduling for the HR Framework project - orientation to new policies.   | The Regional CAOs have confirmed that Leadership Training will be a component of the HR Framework Project that will provide learning opportunities for supervisory staff to succeed.  |
|   | Implement employee recruitment procedures are required.   | Ongoing.   | Ongoing.  |
|   | Implement employee on boarding process.   | Ongoing.   | Ongoing.  |
|   | Implement Intranet for staff to access policies, handbook, etc.   | Completed.   | Intranet is updated as policies and Employee Handbook are revised. News items, additional information posted on the Intranet.   |



|                       |  |   |   |   |
|-----------------------|--|---|---|---|
| 3. Corporate Services |  | Approve new HR/OH&S policies from HR framework.   | Completed.  |   |
|                       | <b>Strategy 3.2</b>  |   |   |   |
|                       | Continue to research opportunities for grant funding.                                  | Continue to explore Alberta Community Partnership grant opportunities with regional partners.       | The County was successful in receiving new Alberta Community Partnership Grants announced in March 2021. We will be undertaking an Area Structure Plan with the Town of St. Paul north of St. Paul (north and south of TWP 582) and each of Hwy 881 in the Town. We will also do an Area Structure Plan with the Town of Elk Point on the south end of Elk Point. | The Regional municipalities have decided to apply for grant(s) to undertake a Regional Recreation Facility Feasibility Study. This would look at aging facilities as well as the feasibility of a Fieldhouse for the Region. The first application will be through a Federal Grant program due July 23. Other grant programs will include CFEP, and the Alberta Community Partnership Grants. |
|                       | <b>Strategy 3.3</b>  |   |   |   |
|                       | Re-familiarize Additional Named Organizations with Insurance requirement and protocol. | Hold meetings with Additional Named Insured Organizations.  | No action in Q1.  | No action in Q2.  |
|                       | <b>Strategy 3.4</b>  |   |   |   |
|                       | Continue to transfer land files into digital record system.                            | Develop a plan to complete this project by 2021.  | Summer staff are hired to work on this project in summer 2021.  | Summer staff are very busy with this project. The number of scanned files to date is 4,553.   |
|                       |  | Continue to work on project utilizing summer staff.   | Summer staff are hired to work on this project in summer 2021.  |   |
|                       | <b>Strategy 3.5</b>  |   |   |   |
|                       | Have accurate assessment of County properties.   | Continue to work with assessors and province on centralization of designated industrial properties. | The County received a letter from the Province January 4, 2021 indicating that the County's Designated Industrial Assessment will be changed from the Hybrid Agreement to being Centralized effective July 4, 2021. The County has extended a contract with Accurate Assessment to review DIP properties annually.  |   |

|                       |   |   |  |  |
|-----------------------|---|---|--|--|
| 3. Corporate Services |   | Verify that designated industrial property assessment is properly stored and recorded in the assessment software program and transferred to financial program for taxation purposes so reporting is balanced. | Complete for 2021.   |  |
|                       |   | Update ortho photos \$74,500.   | This was not included in the 2021 budget.  |  |
|                       |   |   |  |  |
|                       | Strategy 3.6  |   |  |  |
|                       | Continue to maintain and upgrade Administration Building. | Upgrades to telephone system, lower Board Room and Security.  | Telephone system updated in 2020. Security system included in the budget, but no budget to update the lower Board Room in 2021 | No action in Q2.   |
|                       |   | Ensure safety of staff during pandemic.   | COVID protocols continue in 2021 as well as increased cleaning.  | Covid Protocols and increased cleaning continued through Q2. |
|                       |   | Improve technology in Council Room.   | No action in Q1.   | No action in Q2.   |
|                       |   |   |  |  |



4. Planning and Development

|                             |   |  |   |  |
|-----------------------------|---|--|---|--|
| 4. Planning and Development | Strategy 4.1  |  |   |  |
|                             | Consider revision and approval of St. Paul North ASP following completion of IDP with Town of St. Paul. | Review St. Paul North Area Structure Plan (ASP)documents as they relate to the Inter-Municipal Development (IDP) Plans, if funded by a provincial government grant, and consider revisions to present to Council and public. | We received an Alberta Community Partnership Grant in 2021 that will cover the cost of updating this ASP. The Town of St. Paul is the managing partner and currently has an RFP out for this project. | ISL has been selected to work with the County and Town of St. Paul on this project. A kick-off meeting has been held with each Council. ISL will be conducting background work as well as providing the public the opportunity to participate in the development of the Area Structure Plan. |
|                             | Strategy 4.2  |  |   |  |
|                             | Resurvey Plan 527MC Block 1 at Vincent Lake to have house be situated on the lots.                      | Finalize survey. Apply for accretion and close roadways adjacent to plan area.   | The survey has been finalized. Council has provided 1st reading to road closure bylaws adjacent to the plan. Once we have Ministerial approval and 3rd reading completed, the accretion can proceed.  | The road closure bylaws have been sent to the Minister of Transportation to approve. No further action regarding the subdivision can happen until the County is able to close these roads.   |
|                             |   | Sell the land that is currently Environmental Reserve but would become the landowners after re-survey to the appropriate lot owners.   | Will be later in the process.   | Will be later in the process.  |
|                             |   | Registration of land titles and new titles issued to landowners and County.  | Will be later in the process.   | Will be later in the process.  |
|                             |   | Determine legal access for all properties.   | The residents have agreed to register an 5 meter road through the lots that will become legal access. Council has approved budget to improve this access road in 2021.                                | This road has been improved by the County Public Works department in Q2  |
|                             | Strategy 4.3  |  |   |  |
|                             | Resurvey of Mallaig lots along Railway Avenue.  | Complete resurvey, sell and consolidate lots   | Survey is complete - waiting on one resident to approve so we can complete the project.   | Still waiting on one resident to approve the survey to finalize the project.   |
|                             |   |  |   |  |

| Strategy 4.4 |   |  |   |   |
|--------------|---|--|---|---|
|              | Determine opportunities to encourage development and reduce red tape. | Review the Land Use Bylaw, Municipal Development Plan and General Municipal Servicing Standards. | ISL Engineering & Planning has been hired to undertake a review of the LUB/MDP/GMSS. Work is underway in Q1 with meetings with Administration and Council completed. As well 8 stakeholders have been identified for targeted feedback. An online opportunity will be available for the public to provide input and feedback in Q2. | ISL and Administration have continued work on this project through Q2. We will be presenting proposed revisions to County Council in early August and then provide an opportunity for the targeted stakeholders and the public to review the proposed changes and provide feedback. |
|              |   |  |   |   |



|                         |   |  |   |  |
|-------------------------|---|--|---|--|
| 5. Economic Development |   |  |   |  |
|                         | Strategy 5.1  |  |   |  |
|                         | Make it easier for businesses and residents to connect to the internet and potentially attract new business technologies. | Support Internet Service Provider (ISP) growth in communities in the County.   | The County has provided letters of support to various ISP's in their efforts to receive federal grants to improve connectivity in the County.   | The County has entered into two agreements with MCSNet who is extending fibre into several locations in the County.                      |
|                         |   | Explore opportunities to increase broadband coverage for the County and region.  | See above.  | See above.   |
|                         |   |  |   |  |
|                         | Strategy 5.2  |  |   |  |
|                         | Work toward Regional Economic Development Strategic Plan.   | Regional Economic Development Strategy.  | The STEP Economic Development Alliance is currently working with consultant to develop Regional Economic Development Strategy   | An Economic Development Officer has been hired by the STEP Economic Development Alliance and is carrying out the work of that committee. |
|                         |   | Work with Regional Partners and Chambers of Commerce.  | The STEP Committee included the St. Paul Chamber, regional municipalities, HUB, Community Futures.  | The STEP Committee included the St. Paul Chamber, regional municipalities, HUB, Community Futures.                                       |
|                         |   | Use STEP Economic Development Alliance to conduct: a) Workforce Development and Business Retention and Expansion Survey. b) Determine Regional Economic Development Strategic Plan. c) Hire Regional Economic Development Officer for 18 months, and consider cost-share shortfall. d) Set up website for STEP Economic Development to maintain. | The workforce development and business retention and expansion survey has been completed. Work continues on the Regional Economic Development Strategic Plan. A Regional Economic Development Officer has been contracted until March 2022 with the regional municipalities picking up the shortfall in the cost. A website has been developed. | This work is continuing.   |
|                         |   |  |   |  |

| Strategy 5.3 |   |   |  |          |
|--------------|---|---|--|----------|
|              | Participate in Regional Tourism Initiative. | Assist/ Provide/ Resource/ Information and participate in the Regional Committee that includes Municipalities, Chambers, Destination Marketing Organizations, Alberta HUB, etc. | Ongoing.   | Ongoing. |
|              |   | Look at consolidating committee to reduce duplication of effort.  | After a delegation by Marianne Janke, Linda Sallstrom, and Penny Fox, it was determined that the RTIC Committee has a narrower focus on the County of St. Paul and our urban neighbours within the County boundary which the group felt was important. |          |



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

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | Maintain and update Joint Workplace Health and Safety Plan. | Ongoing.   | Ongoing.   |
|  |  | Maintain Work Alone system.                                 | Current system will be terminated in May. Work Alone will be implemented in May. | Current system will be terminated in May. Work Alone will be implemented in May. |
|  |  | Annual audit or either internal or external as required.    | Internal audit will be scheduled - documentation audit only again due to Covid.  | Internal audit will be scheduled - documentation audit only again due to Covid.  |



7. Occupational Health & Safety

|   |   |   |   |
|---|---|---|---|
| <b>Strategy 7.1</b>   |   |   |   |
| Continuous improvement of Safety Management System.               | Design and implement a Health and Safety page on the Intranet.  | Completed and all policies and procedures, to date, have been uploaded.   | Ongoing review of OHS element (incident analysis, inspections, etc.) programs, processes and forms.                         |
|   | Standardize Standard Operating Procedures (SOP's).  | Work is continuing on this.   | Approximately 75% complete for the Region.  |
|   | Develop an action plan for Certificate of Recognition (COR) Audit results from 2020.  | Completed.  | Awaiting results of 2021 COR Maintenance Audit.   |
| <b>Strategy 7.2</b>   |   |   |   |
| Ensure staff are trained to effectively and safely do their jobs. | Provide mobile equipment training for operators.  | Completed train the trainer courses for 2 staff. Specific mobile equipment training has been/is being developed for each piece of equipment the County has. | No further action.  |
|   | Revise the regional orientation to align with health and safety requirements in the region.   | In progress.  | Regional Orientation will be updated and revised for relaunch in Spring 2022.   |
|   | Develop a two day supervisor course (one for office supervisors, one for field supervisors) to encompass all aspects of their health and safety responsibilities. | On hold - due to Director leaving - new Director commences duties in May.   | Planning underway for Safety Leadership training in 2022 - Q1.  |
| <b>Strategy 7.3</b>   |   |   |   |
| Reduce costs for services that can be completed in house.         | Purchase an audiometric booth and spirometer to conduct in house hearing testing, lung capacity testing and fitness testing.                                      | No action in Q1.  | Further review of inhouse audiometric spirometric testing deemed not feasible due to legislative and facility restrictions. |

| Strategy 7.4 |   |  |           |   |
|--------------|---|--|-----------|---|
|              | Reduce risks associated with conducting work. | Develop detailed hazard assessments for major scopes of work (road building, confined spaces, maintenance, etc.) that can be used. | Complete. | Projects planned for greater than five (5) days or with significant determined risk are having Project specific Hazard Assessments completed. |



Community Services: 2021 Quarterly Reporting+A1:E93

| Department              | Strategy  | Action   | Q1: January to March   | Q2: April to June  |
|-------------------------|---|--|--|--|
|                         |   |  | Notes that detail progress of action that supports that corresponding strategy.  | Notes that detail progress of action that supports that corresponding strategy.  |
| 1. Parks and Recreation | Strategy 1.1  |  |  |  |
|                         | Increase usage of our parks, campgrounds and recreation facilities. | Increase public awareness of our parks through promotions, marketing and social media. | See below. Brochure begin revised for Tourist Information sites.   | Brochure revised and on website and at UFO Information Centre. Full page ad in Go East. Full page ad promoting campsites placed in Two Hills paper and Respect Seniors Paper (special edition featuring recreation across the region), updates continue on Facebook, updated photos of sites and drone overheads placed on website. Updated photos, drone overheads and photos of renumbered sites sent to Camp Reservations Canada. |
|                         |   | Review our rates and assess how they can be more flexible.                             |  | Floatingstone, Lac Bellevue and Stoney Lake Parks offer daily and weekly rates. Westcove offers daily, weekly and monthly rates for the 2021 season.   |
|                         |   | Modify campsites to accommodate demand for more groups sites.                          |  | Public Works has enlarged site at Stoney Lake and Westcove Parks. New D-Loop constructed at Floatingstone offering 13 non-powered sites.   |
|                         |   | Promote on-line reservation system opening on March 1, 2021.                           | March 1 of reservation system widely promoted through radio, social media. County website, Council Highlights and sponsored feature that highlighted campgrounds and opening (Frigid Fishing Sweepstakes). |  |
|                         |   | Conduct public engagement survey for campground needs.                                 | Survey in development - working towards survey launch just prior to campgrounds opening on May 20.   | Communications provided draft survey to Director for consideration.  |

|                         |   |  |   |  |
|-------------------------|---|--|---|--|
| 1. Parks and Recreation | Strategy 1.2  |  |   |  |
|                         | Maintain and upgrade parks and recreation facilities. | Maintain and improve boat launches.  | Completed spreadsheet listing County owned, Provincial owned, Community owned and abandoned boat launches. Working on plotting site on MuniSight. | Boat Launch maintenance plan submitted to Urban System to be used for future approval with AEP. Boat Launch plotted on MuniSight.        |
|                         |   | Continue to upgrade and maintain playground structures at all sites.   |   | 3 new playgrounds components installed at both Floatingstone A-Loop and next to shower building at Stone Lake Park.                      |
|                         |   | Conduct customer satisfaction survey with Communications Coordinator to include what improvements can be made. | Survey in development - working towards survey launch just prior to campgrounds opening on May 20.  | Communications provided draft survey to Director for consideration.  |
|                         |   | Modify campsites to accommodate demand for more groups sites.  |   | Public Works has enlarged site at Stoney Lake and Westcove Parks. New D-Loop constructed at Floatingstone offering 13 non-powered sites. |
|                         |   | Construct new playground at Lac Bellevue.  | Ordered structure from PlayWorks.   | Playground to be installed after Park season ends on September 6.  |
|                         |   | Upgrade playground at Stoney and Floatingstone campgrounds.  | Ordered structure from PlayWorks.   | Completed.   |
|                         |   | Power upgrade at Floatingstone for site 47 to 51.  | Not in 2021 Budget.   |  |
|                         |   | Construct a new campsite loop at Floatingstone.  |   | Completed. Park Caretaker booking sites as of July 5th.  |
|                         |   | Purchase 2 new golf carts for Floatingstone and Westcove.  | Ordered Yamaha's from Oakcreek.   | Motors on backorder. Vendor provided 1 used unit for Westcove at no cost.  |



|  |   |  |  |   |
|--|---|--|--|---|
|  |   | Upgrade Floatingstone Park Office.                         |  | Completed. New flooring, counter tops, cupboards, hot water tank and repainted inside and exterior. |
|  | <b>Strategy 1.3</b>                     |  |  |   |
|  | Review Parks and Recreation governance. | Continue to conduct playground and campground inspections. |  | Scheduled for July 22.  |
|  |   | Continue to train staff.                                   |  |   |
|  |   | Complete an Emergency Response Exercise.                   |  |   |

|                     |  |  |   |   |
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| 2. Waste Management | <b>Strategy 2.1</b>                      |  |   |   |
|                     | Increase recyclable segregation options. | Allow for cardboard recycling at Transfer Stations.  |   | Carboard bins installed at all 6 Transfer Stations.   |
|                     |  | Continue to explore other options for recycling.   |   |   |
|                     |  | Explore Littering Bylaw.   |   | Littering Bylaw passed at the June 8th Council meeting. Information about the new bylaw was posted on Facebook and the website.   |
|                     |  |  |   |   |
|                     | <b>Strategy 2.2</b>                      |  |   |   |
|                     | Public awareness about waste management. | Conduct a customer satisfaction survey.  | Survey in development. Working towards survey launch in May.  | Communications provided draft survey to Director for consideration.   |
|                     |  | Continue to include information about Waste Management Communication plan with Communications Coordinator. |   | Draft in progress.  |
|                     |  | Continue to provide information about waste management on County social media and other communication.     | Ongoing. Developed additional Trash Talk on Battery Recycling. Radio ads and print ads planned in addition to social media when sites switch to Summer Hours on May 1, and on Spring Cleanup. | Ongoing.  |
|                     |  | Host events related to waste management.   |   | Deferred to 2022 due to COVID-19  |
|                     |  | Grant funding for toxic waste round up.  |   | Evergreen to explore.   |
|                     |  | Improve signage at sites.  |   | Ongoing.  |
|                     |  | Continue with spring clean-up program to remove Freon from fridges, freezers and watercoolers.             | Media campaign planned for Spring Cleanup.  | Print and radio ads ran in late April and throughout May. Information/ updates posted on Facebook along with Summer hours, and in County news and Waste Management pages. |



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

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| 3. Agriculture Services |   |   |   |   |
|                         | <b>Strategy 3.1</b>   |   |   |   |
|                         | Build public awareness about Agriculture Services             | Communicate effectively about Agricultural Service Board (ASB) programs and services.     | Ongoing through website and Facebook.   | Ongoing. And include information pulled from LARA and Alberta Ag newsletter and other Ag sites.       |
|                         |   | Communicate Lakeland Agricultural Research Association (LARA) initiatives and newsletter. | Ongoing information on LARA posted on County website and Facebook. LARA programs/ sponsorship of featured in ASB Spring 2021 Newsletter.                        | Ongoing monitoring of Facebook and website and promoted when there are new programs.                  |
|                         |   | Produce a bi-annual ASB newsletter for public dissemination.                              | Spring 2021 ASB Newsletter to be included with tax mailout and will be posted on the website and launched also on Facebook. Approved by Board at March meeting. | Four page newsletter included with property tax mailout, targeting owners who live within the County. |
|                         |   | Educate public on noxious and prohibited weeds.   | Two page section included in ASB Spring Newsletter as well as information on additional Ag resources.   | See previous.   |
|                         |   | Continue with clubroot education, surveying and notifications.                            |   | Section on clubroot included in ASB newsletter.   |
|                         |   |   |   |   |
|                         | <b>Strategy 3.2</b>   |   |   |   |
|                         | Maintain and improve programs for Agricultural Service Board. | Design more efficient ASB program planning  |   |   |
|                         |   | Continue with Beaver Reduction Program.   | Program promoted in Spring Ag newsletter and on Facebook.   | Spring program commenced on April 15 and ended June 25.   |
|                         |   |   |   |   |
|                         | <b>Strategy 3.3</b>   |   |   |   |
|                         | Maintain equipment and facilities.                            | Maintain capital assets.  |   |   |
|                         |   | Replace spray truck with components.  | Truck ordered from Stone Blue in Calgary.   | Spray Truck with new deck operational as of June 3rd.   |
|                         |   | Replace LB-30 24' trailer with a 20' hydraulic tilt trailer truck.                        | No new purchase. Public Works will pass down a trailer from their fleet.  | Deferred to 2022.   |



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| 4. Fire Services | <b>Strategy 4.1</b>  |  |  |   |
|                  | Maintain fire equipment and facilities.  | Review equipment/supply needs for Ashmont, Mallaig, Elk Point, St. Paul Fire Departments.  |  | Supply budgets for Ashmont and Mallaig reduced by \$5000 for each department in the 2021 budget.  |
|                  |  | Continue annual capital contribution for fire equipment to be set up in Reserve.           |  | \$136,000 approved in the 2021 budget.  |
|                  |  | Purchase Mallaig Fire Department request for ATV with Skid Unit and Trailer.               | CanAm 6x6 ordered from 54 North Power Merchants in Bonnyville. | UTV in service. Cost \$42,950, budget \$50,000. SVHB contributed \$6000 towards unit.   |
|                  |  | Purchase of new pumper rescue truck for Ashmont Fire Department.                           | Rosenbauer chassis ordered in January.                         |   |
|                  | <b>Strategy 4.2</b>  |  |  |   |
|                  | Attract and retain volunteer fire fighters.  | Continue to have semi-annual Fire Chiefs' meetings   |  | Spring meeting held on April 8th via ZOOM.  |
|                  |  | Hold appreciation/recruitment event at each Firehall in conjunction with FCSS movie night. |  | Deferred to 2022 because of COVID-19.   |
|                  | <b>Strategy 4.3</b>  |  |  |   |
|                  | Share common strategies for policies, procedures and operations between departments. | Review policies and procedures   |  | County assumed invoicing for the Elk Point Fire Department calls as of May 1, 2021. New Fee Schedule for Fire Calls approved on May 14th. All Departments notified. |
|                  |  | Review Fire Permit/ Fire Bylaw.  |  | Fire Bylaw to be brought to the August Policy meeting.  |

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| 4. Fire Services |   | Develop Building Inspection form for Fire Halls.  | Fire Hall inspections completed at Elk Point, Ashmont and Mallaig Fire Halls with Director, Fire Chief and Regional Safety Officer.   |  |
|                  |   | Standardize training and reporting  |   | Ongoing.   |
|                  | <b>Strategy 4.4</b>   |   |   |  |
|                  | Engage residents in fire safety programming.  | Engage residents in Fire Smart program, Fire Prevention week, and Fire Smart Home Assessment program.             | Working with Assistant Fire Chief to promote FireSmart Bingo Contest for April and May.   | Information about Wildfire Season continues to be on Facebook and in the County website. Winner of the FireSmart Bingo contest announced on Facebook.  |
|                  |   | Provide information to the public on response call fees, responsibilities with the bylaw, and burning guidelines. | Information currently on County website and information about fees/ insurance included in general information newsletter that will be included with the property tax mailout. | New fees promoted on Facebook, website updated, information included in Council Highlights.  |
|                  |   | Promote Fire Departments, host events in conjunction with FCSS at each Firehall.                                  |   | Deferred to 2022 due to COVID-19.  |
|                  | <b>Strategy 4.5</b>   |   |   |  |
|                  | Maintain and consider new opportunities for regional collaboration with our neighbours. | Review and update Mutual Aid Agreements and Fire Protection Services Agreements with rural and urban neighbours.  |   | Amended Fire Services Agreement with the TEP drafted and forwarded to Town for consideration. Agreement approved with amendments at the Joint Fire Services Committee on June 17th. The St. Paul Fire Committee has approved amended Fire Services Agreement, it will be brought forward to each Council to approve in Q3. |
|                  |   |   |   |  |



| Public Works: 2021 Quarterly Reporting |   |  |   |  |
|--|---|--|---|--|
| Department                             | Strategy                                    | Action   | Q1: January to March  | Q2: April to June  |
|  | <b>Strategy</b>                             |  | Notes that detail progress of action that supports that corresponding strategy. | Notes that detail progress of action that supports that corresponding strategy.  |
| 1. Transportation                      | <b>Strategy 1.1</b>                         |  |   |  |
|  | Ensure safe road infrastructure for public. | Maintenance Program.   | Ongoing.  | Ongoing.   |
|  |   | Road Construction.   | Ongoing.  | Construction as per budget approval. Equipment is being procured as per budget.  |
|  |   | Continue monthly reporting to Council.   | Ongoing.  | Ongoing.   |
|  |   | Implement road condition assessment software.  | Ongoing.  | Staff have been working with Asset Management Committee to assess roads that have been identified for construction as well as recently constructed to assess Risk. |
|  |   | Application for grants to improve roads.   | Ongoing.  | MSI/Federal Gas Tax grants have been sent in for 2021 projects.  |
|  |   | Appendices for construction, oiling and equipment purchase.                              | Ongoing.  | Construction as per budget approval. Equipment is being procured as per budget.  |
|  |   | Continue to produce high quality aggregate for road maintenance and construction.        | Ongoing.  | Ongoing. Council has entered into an agreement to contract crush gravel for Mantle Group.  |
|  |   | Consider contract maintenance of Northern Valley Road.                                   | Not pursuing this.  | Have not pursued at this time.   |
|  |   | Obtain rates from local contractors for types of equipment for rent and rates.           | Not pursuing this.  | Have not pursued at this time.   |
|  |   | Consider annual capital contribution for Public Works equipment to be set up in reserve. | No action this quarter.   | No action on this Q2.  |
|  |   |  |   |  |

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| 1. Transportation | <b>Strategy 1.2</b>                                       |   |   |   |
|                   | Improve communications with residents about Public Works. | Implement concern/complaint tracking system that creates work orders.                               | Utilizing Remind APP.   | Using Remind App as well as Munisight to track complaints/work orders.  |
|                   |   | Be proactive in providing advance notice of road work to residents.                                 | Ongoing.  | Ongoing. Promoted road work on Facebook, on radio and updated website. Included information on lifting of road bans and 2021 road projects. |
|                   |   | Assist communications department with educational videos about services and issues.                 | No action this quarter.   | No action this quarter.   |
|                   |   | Communicate about winter maintenance and brushing scopes of work.                                   | Ongoing through January to March 2021 through Facebook, website, Council Highlights and radio ads |   |
|                   |   |   |   |   |
|                   | <b>Strategy 1.3</b>                                       |   |   |   |
|                   | Improve the Aggregate Management Program.                 | Review the Aggregate Cap Levy.  | Implemented this in January.  | First Quarter Reporting has been sent out to Operators.   |
|                   |   | Review Aggregate Pit Status.  | Ongoing.  | Inventory of product at Pits as well as status is up to date.   |
|                   |   | Review and amend the planning and development permitting for active pits and new pit registrations. | Ongoing.  |   |
|                   |   | Implement a quarterly reporting structure on producing pits.  | Reporting is occurring.   |   |
|                   |   |   |   |   |
|                   | <b>Strategy 1.4</b>                                       |   |   |   |
|                   | Leverage the Gravel Sales Program.                        | Review the Aggregate Private Sales Program.   | Review was conducted late last year.  |   |
|                   |   | Increase the amount allowed through pick up only.   | Only on eliminations are we allowing this.  |   |
|                   |   | Increase the pricing per tonne.   | Revised the rate last December.   |   |



|              |   |  |                         |   |
|--------------|---|--|-------------------------|---|
| 2. Utilities | <b>Strategy 2.1</b>   |  |                         |   |
|              | Ensure safe supply of water to residents of Mallaig, Ashmont, Lottie Lake and rural residents along the transmission lines. | Maintenance of transmission and distribution lines.  | Ongoing.                | Council has approved Urban Systems to undertake a Infrastructure Replacement Plan for water distribution lines and waste water collection systems.  |
|              |   | Review costs of water rates for those communities.   | Ongoing.                | Ongoing.  |
|              |   | Track Water Line Breaks on GIS.  | Ongoing.                | Ongoing.  |
|              | <b>Strategy 2.2</b>   |  |                         |   |
|              | Continue to explore alternatives for water and sewer for Riverview residents.   | Prepare Request for Pricing (RFP) on Riverview water and septic installation.                                | Prepared and issued.    | Contractors have been selected to carry out this project in Q3. Tenders have come in within budget.   |
|              | <b>Strategy 2.3</b>   |  |                         |   |
|              | Ensure maintenance of sanitary lagoons and collective systems.  | Report on maintenance.   | Ongoing.                | Council has approved Urban Systems to undertake a Infrastructure Replacement Plan for water distribution lines and waste water collection systems. Banner Engineering has been successful in finding a solution for release of water from Whitney Lake Lagoon. Project to be implemented in Q3. |
|              | <b>Strategy 2.4</b>   |  |                         |   |
|              | Consider consistent rate structure for use of County wastewater facilities.   | Consider installation of flow point equipment at Whitney Lake lagoon.  | Still under review.     | This is on hold until we have a solution for Whitney Lake Lagoon release of treated water.  |
|              |   | Explore relationship with Saddle Lake to allow use of Ashmont Lagoon once flow point equipment is available. | No action this quarter. | No action in Q2   |



|              |  |   |   |   |
|--------------|--|---|---|---|
| 2. Utilities |  | Track Septic trucked loads from all approved contract haulers in order to: i. Determine the usage of Lafond Wastewater Transfer Station ii. Determine what is going to all Lagoons. | Ongoing.  | Trucked waste is tracked at both the Ashmont Lagoon and the Lafond Wastewater Transfer Station. |
|              | 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 treatments.   | Ongoing.  | No action in Q2.  |
|              |  | Explore funding opportunities for new technologies.   | have not reviewed this in first quarter   | No action in Q2.  |
| 3. Airport   | Strategy 3.1   |   |   |   |
|              | Collaborate with Town of St. Paul and Town of Elk Point for maintenance and improvements at local airports.                                | Snow removal at both airports.  | Ongoing - creating a specific plan that is relative to both airports and covers all of the scenarios for maintaining and preventing ice build up. |   |
|              |  | Participate in capital upgrades for both airports.  | No action this quarter.   | No action in Q2.  |
|              |  | Apply for funding for capital upgrades.   | No action this quarter.   | No action in Q2.  |

| Department                                   | Strategy   | Action  | Q1: January to March  | Q2: April to June   |
|--|--|---|---|---|
| <b>Action Plan 2021</b>                      |  |   | Notes that detail progress of action that supports that corresponding strategy.                   | Notes that detail progress of action that supports that corresponding strategy. |
|  |  | Goal 1: Make all services affordable for everyone.                                    |   |   |
|  |  | Goal 2: Provide more opportunity and recognition for volunteerism in our communities. |   |   |
|  |  | Goal 3: Create a sense of community and acceptance for all.                           |   |   |
| FCSS in the County of St. Paul and Elk Point | <b>Action</b>  | <b>Relevant Goals</b>   |   |   |
|  | Janice to coordinate Seniors Week events by June 30th. This will be measured by tracking the number of participants and providing a feedback survey to participants, then compare results from year to year. | Goal 1  | Preparing mugs with dirt and seeds for seniors to be handed out during Seniors Week June 7 to 13. | Delivered mugs to Sunnyside, Ashmont and Elk Point lodges. Total of 157.        |
|  | Janice and Terry to administer the Volunteer Income Tax Program by June 30. This will be measured by tracking the number of participants and that will compare results from year to year.                    | Goal 1, 2 and 3   | Completed 89 to date.   | Completed. 162 Tax Returns.   |
|  |  |   |   |   |

FCSS in the County of St. Paul and Elk Point

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|---|-----------------|---|--|
| Janice to complete the Annual Report as required by the Province by June 30th. If this is not complete, funding will be held.   | Goal 1, 2 and 3 | Waiting on provincial government document to be released. | Completed.   |
| Janice and Terry will coordinate the Elk Point Community Information night by September. This will be measured by tracking the number of participants and providing a feedback survey to participants then compare results from year to year.         | Goal 3          | Ongoing.  | Allied Arts Centre booked for September 7, 2021.   |
| Janice to coordinate and manage the annual Mallaig Summer Programs by September 30. This will be measured by tracking the number of participants and providing a pre and post feedback survey to participants then compare results from year to year. | Goal 1 and 3    | To be determined dependent on AHS COVID-19 restrictions.  | Ashmont and Mallaig Summer Programs going ahead. Both programs are full and there is a waiting list. |
| Janice will manage and coordinate the Community Connector Trailer by September 30. This will be measured by tracking the number of participants and providing user survey to participants then compare results from year to year.                     | Goal 1, 2, 3    | To be determined dependent on AHS COVID-19 restrictions.  | Not going out this year due to COVID-19 restrictions.  |



FCSS in the County of St. Paul and Elk Point

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

FCSS in the County of St. Paul and Elk Point

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| Janice to complete Outcome Measures as required by the province by October 30. Funding will be held if not complete.  | Goal 1, 2, and 3 |  | Completed May 21, 2021. I                        |
| Janice will organize and host the Seniors Festival to be held in Elk Point in 2021. This will be measured by tracking the number of participants and providing feedback survey to participants then compare results from year to year.  | Goal 1, 2 and 3  | To be determined dependent on AHS COVID-19 restrictions. | Allied ARTS Centre booked for November 24, 2021. |
| Janice will administer the Community Counselling Adult program throughout the year. Clients complete an application, once approved they will begin to receive the services. This will be measured quarterly by tracking the number of participants and then compare results from last year. | Goal 1           | Ongoing. Program is very busy.                           | Ongoing. Still very busy.                        |
| Janice, and Terry will provide referrals and support to individuals who request assistance. Measured by staff who keep daily records of people served throughout the year.  | Goal 1           | Ongoing.   |  |

FCSS in the County of St. Paul and Elk Point

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| Janice to administer the Mallaig and Ashmont 'Moms and Tots' programs throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.                             | Goal 1 and 3    | To be determined dependent on AHS COVID-19 restrictions. | Both programs are starting up during the first week of July 2021. |
| Janice and Terry to administer the 'Meals on Wheels' program throughout the year. Volunteers deliver the meals. This will be measured by tracking the number of participants and receiving feedback from participants and then compare results from year to year.        | Goal 1, 2 and 3 | Ongoing.   | Ongoing.  |
| Janice and Terry will manage the 'Welcome Baby' program, administer and implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year. | Goal 1, 2 and 3 | Ongoing.   | Ongoing.  |
|  |                 |  |   |



|  |  |              |          |          |
|--|--|--------------|----------|----------|
|  | Janice and Terry will manage the 'Welcome to the County and Elk Point' packages, administer and implement changes as required throughout the year. This will be measured by tracking the number of participants and receiving feedback from participants then compare results from year to year. | Goal 1 and 3 | Ongoing. | Ongoing. |
|--|--|--------------|----------|----------|

| Communications: 2021 Quarterly Reporting |   |  |  |  |
|--|---|--|--|--|
| Department                               | Strategy  | Action   | Q1: January to March   | Q2: April to June  |
|  |   |  | Notes that detail progress of action that supports that corresponding strategy.                | Notes that detail progress of action that supports that corresponding strategy.  |
| 1. Communication Methods                 | Strategy 1.1  |  |  |  |
|  | Continue to improve, review and update communication methods to create a user-friendly digital experience for everyone. | Sustain social media accounts (Facebook) and the County website.   | Ongoing information posted on both   | Ongoing information posted on both.  |
|  |   | Review guidelines for the use of social media as a feedback tool.  |  | Reviewed and no changes to be made.  |
|  | Strategy 1.2  |  |  |  |
|  | Increase proactive communication on County initiatives and information.   | Increase use of proactive communication tools such as news release, Public Service Announcements, and 'free advertising' (news stories that are not paid for i.e. road work, initiatives at Transfer Stations, etc.) | Ongoing.   | Promoted Spring Clean-up and Parks Opening (including news releases), Beaver Program, FireSmart Bingo, mailout of Taxes, Office Re-opening, upcoming FCSS Summer Events, Acknowledgement of High School grads and National Indigenous Peoples Day, widely promoted Land Use Monkeysurvey |
|  |   | Proactively plan information the County will communicate through the year via radio and local newspapers, annual calendar, newsletters, brochures, publications and Reception-area monitor.                          | Working schedule for 2021 developed and revised as required with new information and programs. | Ongoing and updated as additional work comes up.   |

|                          |   |   |  |                                |
|--------------------------|---|---|--|--------------------------------|
| 1. Communication Methods |   | Complete a Branding identify/ Standards Guide for internal and external use.  |  | Draft in progress.             |
|                          |   | Complete targeted communication plans for Waste Management, ASB (draft presented to ASB in 2019), Public Works, Community Services. |  | To be worked on over summer.   |
|                          |   | Complete a communication plan for over-arching County communication.  |  | Draft in progress.             |
|                          |   |   |  |                                |
|                          | Strategy 1.3  |   |  |                                |
|                          | Proactively plan ahead to improve County communications with the public and support County departments. . | To communicate information in a precise, open, honest and timely manner.  | Ongoing.   | Ongoing.                       |
|                          |   | Generate an annual County calendar that promotes all services provided, including relevant information.                             | 2022 calendar to be determined   |                                |
|                          |   | Continue to expand/ develop County activities scan to ensure programs/ activities are promoted.                                     | Ongoing - revised as required.   | Ongoing - revised as required. |
|                          |   | Continue to produce communication materials such as Tax insert, Council Highlights, Trash Talk and Campground brochure.             | Ongoing: General information Tax Insert, Asset Management and Ag Newsletters will be included with property tax mailout. Campground brochure will be revised once decisions are made on operations i.e. any COVID-19 restrictions. | Ongoing.                       |
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| 1. Communication Methods |  |   |  |   |
|                          | Strategy 1.4   |   |  |   |
|                          | Ensure that all County departments are supported with quality, timely and effective communication. | Increase public awareness and education of County Services (including LARA workshops), Bylaw Officer, Fire Smart program and Fire Prevention week, winter maintenance and others. | Ongoing as Ag events come up i.e. monitor LARA Facebook site for workshops, working with Deputy Fire Chief on FireSmart Awareness program (Bingo game) to launch in April, have promoted March 22 road restrictions on radio, Facebook, website. Draft of ASB Newsletter presented to Board on March 25 that will inserted with Tax mailout. | Promoted Spring Clean-up and Parks Opening (including news releases), Beaver Program, FireSmart Bingo, mailout of Taxes, Office Re-opening, upcoming FCSS Summer Events, Acknowledgement of High School grads and National Indigenous Peoples Day, widely promoted Land Use MonkeySurvey. |
|                          |  | Promote events related to FCSS, Parks and Waste Management.   | Widely promoted the March 1 online campground booking, produced Batteries Trash Talk, promoted FCSS programs (including radio) such as Income Tax and Reaching Home programs.  | See above.  |
|                          |  | Proactively provide notice of road work to residents.   | Have promoted winter road work and March 22 road restrictions on radio, Facebook, website.   | Ongoing, Promote through Facebook, website, radio, print ad roadwork on TWP 582 and 57 street, removal of road bands, revised progress of road work as per Public Works Directors information.  |
|                          |  | Create education videos about Public Works and Community Services.  |  |   |
|                          |  | Complete a communication plan for the Regional Emergency Management Plan that is in line with the REMP.   |  |   |
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|                          | Strategy 1.5   |   |  |   |
|                          | Maintain policies related to communication methods.  | Review privacy policies related to online terms of use.   | Ongoing.   | Reviewed - no changes needed at this time.  |
| Strategy 1.6             |  |   |  |   |

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| 1. Communications Methods | Increase public information about County historical, tourism, events, etc. that will increase interest in locate events. | Continue to participate in the Travel Lakeland/ Alberta's Iron Horse Trail committees as a non-voting member to proactively assist with promoting the region through communications.   | Ongoing.  | Ongoing at information become available.  |
|                           |  | Ensure the County campgrounds are promoted through information such as reservations opening, weekly campsite openings, campground brochure, paid advertising, free advertising, et al. | Widely promoted the March 1 online campground booking, Communications will continue prior to campground opening on May 20.            | Ongoing. Update campsite availability on Facebook, and update information pertaining to COVID guidelines. Brochure updated and available at the campground and at the UFO Information Centre. |
|                           |  | Continue to promote local community events on the website 'Events' calendar.   | Ongoing.  | Ongoing.  |
|                           | Strategy 1.7   |  |   |   |
|                           | Employee Communications  | Oversee completion of Intranet including populating policies, OH&S information and ensuring site's upkeep.   | Have uploaded all current HR and OH&S policies on the Intranet. Continue to post news about employees (new, job changes) on the site. | Ongoing as new/ revised policies become available.  |
|                           |  | Ongoing management of Intranet once launched.  | Ongoing   | Ongoing as new/ revised policies become available.  |
|                           |  | Continue to produce 'County Chronicle' at least 6 issues per year.   |   | Summer Issue released to employees on June 28.  |
|                           | Strategy 1.8.  |  |   |   |
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|  | Municipal General Election 2021 | Support communication needs as required for the Municipal General Election 2021. | Information about 2021 Election changes, nomination forms, et al were posted on the website prior to January 2021 since the nomination period began in early January. | Requested Octopus Creative develop Election Specific pages. Reviewed pages with Dep. Returning Officer before going live at the end of June. Pages on nominated candidates and Election results created and will go live at appropriate times. |
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| 1. Freedom of Information and Protection of Privacy Act | Freedom of Information and Protection of Privacy Act: 2021 Quarterly Reporting |  |  |  |
|   | Strategy 1.1   |  |  |  |
|   | FOIP   | Ensure the public FOIP requests are addressed in timely manner as required under legislation.  | Ongoing as requests are made. Every attempt is made to fill request within one week (30 days are required in legislation) of when request is made. Most requests have pertained to copies of development permits, et al as properties are listed for sale. | Ongoing, as required.  |
|   |  | Ensure that FOIP page on the County Internet is completed and County FOIP process is promoted. | Page completed.  |  |
|   |  | Continue to ensure that FOIP records and statistics are kept for reporting as required.        | Ongoing. Only one FOIP request in to date in 2021.   | Ongoing. One request for information but formal FOIP request not needed. |
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