

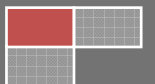
2012

Strategic Business Plan

County of St. Paul No. 19

The Strategic Business Plan for the County of St. Paul No. 19 is intended to serve as a guide for programs, services and the operations of the municipality as well as coordination of the development of new programs and services based on identified areas of greatest opportunity and improvement.

Developed by the residents, staff and Council of the County of St. Paul, the Strategic Business Plan reflects the multifaceted and dynamic needs of the municipality. The strategic planning process has resulted in a plan unique to The County of St. Paul, to better serve the residents of the municipality.



County of St. Paul

Strategic Business Plan – 2012

Vision:

The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy

Core Values:

- ☐ Balance
- ☐ Respect
- ☐ Fairness
- ☐ Integrity
- ☐ Accountability
- ☐ Service/Serving

Guiding Principles:

- 1) Balance the rural character of the County with regional vitality, orderly growth and diversified economic opportunities.
- 2) Promote environmental stewardship and conservation of natural resources.
- 3) Foster innovation and research to improve the community.
- 4) Seek collaborative approaches for effective service delivery and quality of life improvement.
- 5) Strive for operations efficiency and stability to provide affordable services to residents.

Goal 1 –Improved Infrastructure Management			
Action	Lead	Target Date	Quarterly Update
Categorize roads for oiling, grading, gravel, construction, and plowing	Leo/Sheila	June 2012	<p>Quarter 1 – Administration staff have met with Accurate Assessment and Urban Systems to map out a process to categorize roads and service levels. Will be used in the asset management project.</p> <p>Quarter 2 – Administration team has met to determine best way to gather data for the categorizing roads – Grader Beat maps will be produced for operators to code – how often they are currently grading roads, having gravel applied, traffic volume/type, etc. Once the data has been collected this will be shared with Council prior to determining categories.</p> <p>Quarter 3 – Grader Operators have worked on their maps. Administration will be compiling the information for presentation to council in the 4th quarter.</p> <p>Quarter 4 - Council has been consulted with the work to date on activities and traffic volume on roads. Urban Systems has taken the data and is working on the development of 4 categories c/w level of service and assignment of roads to the categories.</p>
Examine the use of MG30 for road oiling (desktop exercise)	Leo/Ken		<p>Quarter 3 – have been talking with MD of Bonnyville, they have used a lot of this project during the course of 2012. We will continue to get information from them as to how the MG30 is working and holds up from them.</p>
Complete an asset management project to determine life of assets within the	Sheila/Darlene	Dec 2012	<p>Quarter 1 - Administration staff have met with Accurate Assessment and Urban Systems to map out a process to record our</p>

municipality			linear assets in the GIS system. Quarter 2 - See road categorization above. Quarter 3 – work is continuing on road classification. Accurate Assessment is working on providing road identifiers in the GIS system that the TCA data will be converted to. Quarter 4 - Waiting for road identifiers from Accurate to convert TCA data. Carry forward to Spring/Summer of 2013. DS This project will continue into 2013 as we are near yearend and will continue with this following the yearend audit. Realistically the project will be an ongoing project each year. We expect to get the roads attached to identifiers by the end of the 2nd quarter of 2013. SK
Examine transfer stations for snow removal to increase efficiency of snow removal	Leo/Dennis	Jan 2012	Quarter 2 - Use of a front mounted snow blower, when required. Quarter 4 – Completed...but on Going
Road and Bridge Construction			
CNRL paving 0.5 miles to Lindberg Plant	Leo	2012 Season	Quarter 1 – In progress Quarter 2 - Tender for paving has been awarded will be completed in 2012 Quarter 3 – paving contractors have commenced work. Quarter 4 - Paving crew did not arrive – paving to take place in spring 2013.
Laurier Lake 1 mile	Leo	2012 Season	Quarter 1 – Cancelled until 2013
CCS tender repairs	Leo	2012 Season	Quarter 3 – Bridge work has been tendered out and awarded Quarter 4 – work to be completed in winter 2013 (jan/feb)
Langdon Rd 1 mile *CNRL contribution	Leo	2012 Season	Quarter 1 – In progress

			<p>Quarter 3 - scheduled for completion in 4th quarter</p> <p>Quarter 4 – road completed – fencing is not completed due to weather.</p>
CNRL Paving 5.5 miles * grant available	Leo	2012 Season	<p>Quarter 1 – In progress</p> <p>Quarter 2 - Tender for paving has been awarded will be completed in 2012</p> <p>Quarter 3 - Regrading of the road is complete, Paving has commenced</p> <p>Quarter 4 – Paving crew did not arrive – paving to take place in spring 2013.</p>
WNW 12-57-07-W4M bridge file	Leo	2012 Season	Quarter 2 - complete
Bugera Rd 2 miles *CNRL contribution	Leo	2012 Season	<p>Quarter 1 – In progress</p> <p>Quarter 2 – Brushing done</p> <p>Quarter 3 - Re-grading is in process</p> <p>Quarter 4 - completed</p>
N. Valley Rd 3miles *pending resource grant	Leo	2012 Season	<p>Quarter 1 – In progress</p> <p>Quarter 2 - in progress – paving tended has been awarded</p> <p>Quarter 3 - paving contractors have commenced work.</p> <p>Quarter 4 - Paving crew did not arrive – paving to take place in spring 2013.</p>
Stark Rd 1.5 mile	Leo	2012 Season	<p>Quarter 1 – Being surveyed. Waiting for Transportation for approval</p> <p>Quarter 2 - have been in conversation with Ducks Unlimited who have a statement of concern regarding the project. Administration is working with them to address their concerns.</p> <p>Quarter 3 - Following a meeting of the Councillor with the residents, PW has been working on a new design for the road that does not affect the wetland as much. The design has been forwarded to our Enviromac</p>

			to work on the necessary permits for the new design of the road. PW is working on the easements that would be required for the new design. Quarter 4 - negotiations are still in progress with landowner to allow the road to stay on current alignment, however will need an easement in order to improve the road. Will still require permits regarding water way.
Dakin Rd 1 mile	Leo	2012 Season	Quarter 1 – In progress Quarter 2 – Brushing done Quarter 3 - construction will be done 2013
Bridge File 77775	Leo	2012 Season	Quarter 2 - BF 71794 complete BF 77775 in progress Quarter 3 - Complete
Tkachyk Rd brushing	Leo	2012 Season	Quarter 3 – no work has been done yet Quarter 4 – brushing commenced in December
Beau Rivage 2 miles	Leo	2012 Season	Quarter 1 – In progress Quarter 2 – Brushing done
Abilene Rd 1 mile	Leo	2012 Season	Quarter 1 – In progress Quarter 2 – Brushing done Quarter 4 – construction started, not complete due to weather, ½ mile left to complete in 2013.
Owlseye Rd 1 mile	Leo	2012 Season	Quarter 1 - Waiting for approve from Environment Quarter 4 – final information has been sent to Alberta Environment – awaiting approval.
Roeder Rd 2 miles pending water line	Leo	2012 Season	Quarter 1 – In progress Quarter 2 - Complete
Flat Lake Rd ½ mile bridge file	Leo	2012 Season	Quarter 1 – In progress Quarter 4 – culvert is complete – construction to occur spring 2013

Beaver Rd 2.5 miles	Leo	2012 Season	Quarter 1 – In progress Quarter 2 - Complete
St. Lina Tender repairs – Bridge file	Leo	2012 Season	Quarter 3 - bridge files have been tendered and tender has been awarded. Quarter 4 – work will be completed in winter 2013 (jan/feb)
Oiling and Dust Control			
Pavement to CNRL plant 0.5 miles *resource grant	Leo	2012 Season	Quarter 1 – In progress Quarter 2 - Tender for paving has been awarded will be completed in 2012 Quarter 3 – Paving will commence in Oct Quarter 4 - Paving delayed until spring of 2013.
Northern Valley Rd. Pavement 2 miles *resource grant	Leo	2012 Season	Quarter 1 – In progress Quarter 2 - Tender for paving has been awarded will be completed in 2012 Quarter 3 – Paving has commenced Quarter 4 - Paving delayed until spring of 2013
Repaid Orr Rd for oiling	Ken	2012 Season	Quarter 1 – TBA Quarter 4 – Will not get done in 2012
Moose Hill slide	Leo	2012 Season	Quarter 1 – In progress Quarter 3 - PW has been using the Reclaimer to level out the Moose Hills Slide when it has dropped. We have received projected costs from AMEC regarding proposed repairs to the road.
Moose Hill and Murphy Rd. Patching	Leo/Bobby	2012 Season	Quarter 1 – In progress Quarter 2 - Murphy Road Patching complete, Moosehills Road – Reclaimer being used to address slide
Murphy road check for overlay	Leo/Bobby	2012 Season	Quarter 1 – TBA Quarter 2 - AMEC has been out – overlay

			<p>should be done 2013 or 2014</p> <p>Quarter 3 - Council has approved Engineering to prepare grant application for future overlay</p> <p>Quarter 4 - Made application under the Resource Road Grant – however Alberta Transportation has indicated that we do not qualify for funding until next year. They will keep our grant application for next year.</p>
Pavement Hwy 41 to Rg Rd 61 5 miles *resource grant	Leo	2012 Season	<p>Quarter 1 – In progress</p> <p>Quarter 2 - Tender for paving has been awarded will be completed in 2012</p> <p>Quarter 4 – paving delayed until spring of 2013</p>
Pavement Rg Rd 64 0.5 miles *resource grant	Leo	2012 Season	<p>Quarter 1 – In progress</p> <p>Quarter 2 - Tender for paving has been awarded will be completed in 2012</p> <p>Quarter 4 - Paving delayed until spring of 2013</p>
Zenko Rd – re-oiling	Ken	2012 Season	<p>Quarter 1 - TBA</p> <p>Quarter 3 – Will not be done in 2012</p>
Danyluk Rd – re-oiling	Ken	2012 Season	<p>Quarter 1 – TBA</p> <p>Quarter 2 – Partially Complete</p> <p>Quarter 4 - complete</p>
Ron Plante South 1 mile	Ken	2012 Season	<p>Quarter 1 – TBA</p> <p>Quarter 3 - Complete</p>
Armistice Rd (after water line construction) 3 miles	Ken	2012 Season	<p>Quarter 1 – TBA</p> <p>Quarter 3 – Will not be done in 2012</p> <p>Quarter 4 – delayed due to waterline construction delays – deferred to 2013</p>
North Rg Rd 91 1.5 miles	Ken	2012 Season	<p>Quarter 1 – TBA</p> <p>Quarter 3 – Will not be done in 2012</p>
RR 84 1.5 miles	Ken	2012 Season	<p>Quarter 1 – TBA</p> <p>Quarter 3 - Complete</p>

French Quarters 2.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012
Crestview Rd & Development 2 miles South St. Paul 1.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 2 - Complete
Ternovoy Rd 1 mile	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012
Chamberland Rd 1.5 miles Sunset Bay Rd 1 mile	Ken	2012 Season	Quarter 1 – TBA Quarter 2 - Complete
Flat Lake Rd 2 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012
Dolstad Rd 1.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 4 - complete
Willow Grove Cemetery	Ken	2012 Season	Quarter 1 – TBA Quarter 4 - complete
Ashmont Development (south) 0.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012
West Mallaig 1 mile	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Complete
St. Lina South 1 mile	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012
Transfer Station Rd Mallaig 0.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Complete
Railroad Ave – Mallaig (reclaiming) 0.5 miles	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Complete
St. Lina North 1 mile	Ken	2012 Season	Quarter 1 – TBA Quarter 3 – Will not be done in 2012

Goal 2 – Successful Safety Program			
Action	Lead	Target Date	Quarterly Update
Adapt tailgate meeting forms to be more job specific	Bryan	April 2012	Quarter 1 - Form updated and in use. Awaiting feedback from staff. Quarter 2 – Form being used with no issues.

Increase the number of safety meetings with staff	Bryan	Dec 2012	Quarter 1 – Ongoing Quarter 2 – Ongoing Quarter 4 - Internal audit shows that we still need to ensure that staff safety meetings are held monthly
Develop a safety rewards program	Bryan	March 2012	Quarter 1 - Under review. Quarter 2 – Under review. Quarter 4 – had a staff team building event put on by the Safety Committee.
Make safety vests and gloves more accessible to staff	Bryan	Jan 2012	Quarter 1 - More inventory for staff. Quarter 2 – Inventory available for staff.
Emergency disaster training should be completed for all staff	Dennis/Bryan	Dec 2012	Quarter 1 - Scribe course offered in March to applicable staff. Look into Incident Command System training for all staff in 2012. Quarter 2 – ICS training should be held in the fall/winter as all staff are busy now. Quarter 3 – On Going
Goal 3 – Effective External Committees			
Action	Lead	Target Date	Quarterly Update
Review the library board structure and committee	Sheila	Jun 2012	Quarter 1 – Irene VanBrabant provided an update to Council regarding County Library Board role and responsibility. I spoke to Northern Lights regarding this issue during AAMDC Spring Convention. Will provide recommendation to Council later in Spring. Quarter 3 - recommendation to go to Council during strategic planning session Quarter 4 - Northern Lights Library Board has indicated recently that they will not be the board of record if required to operate local libraries. The County Library Board will be required to continue. Once the 2013 Municipal Elections occur, Council will need

			to follow Provincial Statute regarding the selection of Library Board Members as the Act indicates how many years Library Board Members can serve.
Review regional economic development – Community Futures – Portage College Funding – HUB funding increase	Sheila	March 2012	Quarter 3 – the County is taking part in a Community Investment Readiness program offered through Alberta Enterprise and Advanced Education. To date we have completed a self assessment tool which will be analyzed at the next meeting.
Review agricultural external committees including LARA and AESA	Dennis	Feb 2012	Quarter 2 – On going. Quarter 3 – On going Quarter 4 – Nothing to report
Goal 4 – Transparent Communication			
Action	Lead	Target Date	Quarterly Update
Weekly County print ads in both Elk Point and St. Paul regarding what we do and what we are doing	Sheila	Feb 2012	Quarter 4 – deferred to 2013
Process understanding for public – education regarding services and accessing services	Sheila	Jun 2012	Quarter 2 – Public Open Houses for residents affected by the 2 waterlines in the County have been held. Regular communication has been sent out to residents regarding these lines. Quarter 3 - Policies that affect the public have been placed on the website.
50 th anniversary celebration	Sheila	May 2012	Quarter 1 – 50 th Anniversary Celebration scheduled for Saturday, June 9, 2012 at the Public Works Shop from 11:00 a.m. to 3:00 p.m. Some 50 th Anniversary promotional items will be ordered pens/travel mugs. Quarter 2 – Anniversary celebration went well.
LUB/MDP public consultation	Dennis/Krystle	Jun 2012	Quarter 1 - Tentative Date April 26, 2012

			<p>Quarter 2 - Landowner survey has been sent out to residents regarding proposed changes to the LUB/MDP – deadline is July 15 – approx 300 have been received back.</p> <p>Quarter 3 - 627 surveys were received. Information from the survey was complied, presented to County Council and will be incorporated into the draft LUB/MDP.</p> <p>Quarter 4 - have postponed Public Hearing on the LUB/MDP in order for staff to review in detail the document as well as have a legal review prior to bringing forward for 1st reading again.</p>
Increase website content	Paulette	Jun 2012	<p>Quarter 1 - Added Policies, St. Paul Alberta News & Linked, Agricultural Newsletter, our new Brochure promoting the County/Town and the regular monthly add ons. The Town & County video promoting Dr. Recruitment will be added when ready.</p> <p>Quarter 2 – Added the Municipal Development Plan & Land Use Bylaw Survey online. Added the Public Meetings/Open Houses that occurred in this quarter. 2012 Census Survey will be finished end of June. Working on a new slideshow along with Townlife promoting our parks and special events held in our County for the 3rd quarter.</p> <p>Quarter 3 – All professional pictures for the slideshow were taken this summer. The preview of the photographs will be release shortly. Pictures will also be stored in a library to pull from for other events/brochures. Now I'm adding all the development permits that are advertised in the newspaper.</p>

FCSS newsletter to be published twice a year	Janice/Debbie	Ongoing	Quarter 1 - 1 st issue was sent out January 2012. Quarter 2 – 2 nd issue was sent out in June
Council and staff reporting on conferences and training	Council/Staff	Ongoing	Quarter 3 - Ongoing
Public survey of services	Paulette	Jul 2012	Quarter 1 - Questions for the Survey are welcome. Quarter 2 – No questions came forth to enter in survey. Quarter 3 – Council decided against sending a survey in 2012.
Send out a request for day labour list of contractors – also request safety credentials for contractors	Sheila	Mar 2012	Quarter 1 – an advertisement will be put in the local papers the 1 st week of April according to our new policy. Quarter 2 - Complete

Goal 5 – Examine Enhanced Services			
Action	Lead	Target Date	Quarterly Update
Waste Storage Sites for Sunset Bay and Garner Lake	Dennis	Nov 2012	Quarter 2 - Presently will be developing waste storage site at Sunset Bay only. Garner lake looking for proper area, and will not be completed in 2012. Quarter 3 - Waste storage site Sunset bay, concrete slab is complete. Fencing will be completed in spring 2013. No other sites to be developed. Quarter 4 – Nothing to report
Explore joint Lagoon with the County of Two Hills for Lac Sante area	Sheila	Sept 2012	
Laurier Lake park – examine the feasibility	Sheila/Leo	Dec 2012	Quarter 2 - this was put on hold following announcement that the Province was re-opening Whitney lake for overnight camping.

Explore Tank loaders for non-potable water	Sheila/Dennis/Leo	Dec 2012	Quarter 2 - Nothing to report Quarter 3 – Nothing to report Quarter 4 – Nothing to report
Explore water to interested developments	Sheila	As requested	Quarter 4 – no requests (other than along regional water lines)
Reclamation of Non-potable wells in subdivisions	Sheila	Nov 2012	Quarter 4 - deferred to 2013.
Explore business case to support LED lighting with ATCO (new)	Sheila	Jun 2012	Quarter 1 – New policy regarding request for lighting indicates that LED lighting will be used for new lights Quarter 4 - Policy committee asked to amend the policy to include replacement lights to be LED lighting. Administration is waiting to hear from ATCO regarding availability and cost of lighting to ensure that Council wants to make this change at this time.
Explore the cost of providing water to the whole County	Sheila	Jun 2012	Quarter 2 – would like to defer – currently working on two waterlines
Purchase additional front load bins	Dennis	Dec 2012	Quarter 2 – Completed and received.
Coyote bounty for predation control	Dennis	April 2012	Quarter 1 – The Coyote bounty commenced in January and was completed on March 20 with 1414 coyotes being brought in for a total of \$21,210. Quarter 3 - Council decided to continue Coyote bounty for 2013 (not starting in the fall as we are out of budget for that expense for 2012) at ASB meeting – will increase budget in case they plan to start in the fall of 2013 rather than wait for Jan 2014.
Beaver control – problem areas	Dennis	Dec 2012	Quarter 2 – On going. Quarter 2 – Working on Beaver Control Policy Quarter 3 – Will continue to develop policy

			Quarter 4 – Develop policy on beaver trapping for infrastructure
Explore transportation options (removed to Edmonton)	Janice	Jun 2012	<p>Quarter 1 – Bus is running from St. Paul to Edmonton. Driving Miss Daisy should be operational in May 2012 – will be able to provide service to wheelchair clients. Another volunteer is willing to take clients. Any requests from residents should be forwarded to FCSS.</p> <p>Quarter 2 – Done. Two service providers in our Community and Elk Point.</p>
Examine additional hours for Elk Point transfer station	Dennis	March 2012	<p>Quarter 2 - There has been no discussion, with the town of Elk Point on this. Will be required to have this on the agenda at the next joint meeting.</p> <p>Quarter 3 - Recommend not to expand the hours at the Elk point transfer station.DB – was discussed at the Joint meeting held in September. Will look at hours and allocation between County/Town for the 2013 budget. SK</p> <p>Quarter 4 - Elk Point is looking to amend the Transfer Station agreement – 50/50 – as it has not been addressed since 2001. Administration will bring an amended agreement to Council in the new year.</p>
Examine expanding recycling program	Dennis	Sep 2012	Quarter 4 – Nothing to report
Water quality should be improved in Ashmont and Mallaig	Bryan	2013	<p>Quarter 1 - Treatment upgrades for Ashmont ongoing.</p> <p>Quarter 2 – Treatment upgrades for Ashmont ongoing.</p>
Upgrade Mallaig lagoon for sewage truck dumping	Bryan	Sep 2012	<p>Quarter 1 -Discussion with Leo on construction ongoing.</p> <p>Quarter 2 – In permit stage.</p>

			<p>Quarter 3 - based on response from residents, Council have instructed Administration to review different access route to the lagoon before they will approve the upgrade.</p> <p>Quarter 4 - Deferred to spring 2013 – as PW is working on access agreement to the lagoon to avoid the areas that were of concern to residents.</p>
Make application under the Community Broadband Infrastructure program to ensure high speed internet is available for all residents of the County of St. Paul	Sheila	Sept 2012	<p>Quarter 2 – RFP was sent out and awarded to MSCNet to assist the County with making this application under the Community Broadband Infrastructure program. Application should be complete in July or August.</p> <p>Quarter 3 - Application has been sent to Alberta Rural Development to fund additional communication towers in the County to expand high speed internet access to all residents of the County.</p>

Goal 6 – Specific Equipment			
Action	Lead	Target Date	Quarterly Update
Upgrade mower and side arm	Dennis	Jun 2012	<p>Quarter 1 – Approved in the 2012 budget</p> <p>Quarter 3 – Received new mower – complete with spray unit (not approved in the budget, but approved by Council resolution) has been purchased and is in service. Complete.</p>
Shop building efficiency – lighting and overhead doors, air handling and heating.	Sheila/Ken	Dec 2012	<p>Quarter 1 – Administration is presenting recommendations to Council regarding energy efficiencies as per our MCCAC grant approval as part of the 2012 Budget.</p>

			<p>Quarter 2 - lighting is almost complete. Engineers were in to determine/assess current system and provide recommendations for proceeding with upgrades. Oil Furnace installed. Welding shop has been cleaned up.</p> <p>Quarter 3 - Engineers putting together a tender sheet for bidding of the upgrades to the office as per their report.</p>
New 2012 Equipment and Capital Assets			
14M grader	Leo	Jun 2012	<p>Quarter 1 – ordered</p> <p>Quarter 2 – Complete</p>
14M grader	Leo	Jun 2012	<p>Quarter 1 – ordered</p> <p>Quarter 2 - Complete</p>
14M grader	Leo	Jun 2012	<p>Quarter 1 – ordered</p> <p>Quarter 2 - Complete</p>
Rock truck	Leo	Jun 2012	Quarter 1 - Received -Purchased \$402,800.00
Bobcat	Leo	Jun 2012	Quarter 1 – Removed from 2012 budget
Gravel truck tandem	Leo	Jun 2012	Quarter 3 - Complete
Ashmont/Mallaig Fire Hall	Sheila/Dennis	Dec 2013	<p>Quarter 2 - Building design almost complete. Site preparations have started</p> <p>Quarter 3 – Preparing to do stripping and grading. Buildings will be tendered in Jan 2013.</p> <p>Quarter 4 – tender documents have been complete – tender to be released 1st week of January 2013 – closing Jan 24, 2013.</p>
Pick-ups (\$100,000)	Leo	Jun 2012	<p>Quarter 1 – Budget reduced to \$70,000</p> <p>Quarter 2 – Ordered - Complete</p>
Playground Floating Stone	Leo/Ken	Nov 2012	<p>Quarter 1 - Cancelled until 2013</p> <p>Quarter 3 – Application was made under the CIIF Grant program (Federal Gov't) for playground improvements in parks/hamlets</p>
Mower for West Cove	Leo/Ken	May 2012	Quarter 1 - Mower was bought for Grass

			Cutting Crew
Stoney Lake Playground	Leo/Ken	Nov 2012	Quarter 1 - Cancelled until 2013 Quarter 3 – Application was made under the CIIF Grant program (Federal Gov't) for playground improvements in parks/hamlets
Power at Stoney Lake campground	Leo/Ken	Nov 2012	Quarter 1 – Due date by late fall Quarter 4 - deferred to 2013 – was unable to get crews out prior to the ground freezing.
Lindbergh Playground	Leo/Ken	Nov 2012	Quarter 1 - Cancelled until 2013 Quarter 3 – Application was made under the CIIF Grant program (Federal Gov't) for playground improvements in parks/hamlets

Goal 7 – Proficient Organization			
Action	Lead	Target Date	Quarterly Update
Administrative Re-Organization – Finance Officer, transfer of utilities duties	Sheila	Jan 2012	Quarter 1 – Darlene Smereka has moved into the role of Finance Officer – this move was advantageous during yearend audit. Paulette Mudryk has taken over the duties of Utilities processing – this transfer has gone very smoothly. COMPLETE
Succession Planning	Sheila	Dec 2012	Quarter 2 – Administration is looking at Interactive Solutions as a process to work on Succession Planning – will be bringing Council more information at the July Council meeting. Quarter 3 – Council was not interested in Interactive Solutions project – due to budget dollars not included in 2012 budget. Will bring forward to 2013 Strategic Planning session.
Team Building for all staff	Sheila	Dec 2012	Quarter 1 – presentations on Employee

			<p>Benefits – Blue Cross has been presented. BBQ's at Public Works every other Friday at lunch. Plans for bowling??</p> <p>Quarter 2 – Annual Staff BBQ – June 9</p> <p>Quarter 3 – Team Building afternoon scheduled for Oct 11</p> <p>Quarter 4 - team building event was very well received by the staff.</p>
Planning and Development Summer Student	Sheila	May 2012	<p>Quarter 1 – presented in the 2012 Budget</p> <p>Quarter 2 – Hired - Complete</p>
Automated vehicle locating (Public Works)	Sheila	Dec 2012	<p>Quarter 1 – presented in the 2012 Budget</p> <p>Quarter 2 - have met with Accurate Assessment regarding the commencement of this project. Project will start with Fire Department rollout – there could be an opportunity for partnership with the Town of St. Paul for Peace Officers. Have received \$2500.00 funding from SV of Horseshoe Bay for the project</p> <p>Quarter 3 – Accurate Assessment is reviewing updated program/equipment – they are waiting to recommend until they are sure we are getting the best deal and that it works properly. Will work on completion in 4th quarter.</p> <p>Quarter 4 - equipment has been ordered for the AVL however will not be installed until 2013.</p>
Wi-fi at the shop to allow for repair research	Sheila	Feb 2012	Quarter 1 - COMPLETE
Explore guaranteed wage changes	Sheila	Jan 2012	Quarter 1 – approved in Council with salary negotiations. COMPLETE.
Increase Blue Cross benefits	Sheila	Jan 2012	Quarter 1 – Health Spending Account approved with salary negotiations.

			COMPLETE.
Explore a health spending account	Sheila	Jan 2012	Quarter 1 – approved with salary negotiations. COMPLETE.
Explore rewards for staff who properly utilize sick days	Sheila	Sept 2012	Quarter 4 – nothing to report
Professional training for shop techs to keep up with current technology	Leo	Dec 2012	Quarter 4 – offered to staff as needed.
Joint Bellamy training for Public Works and Office staff	Sheila/Leo	Dec 2012	Quarter 3 – have received webinar information regarding training – this has been forwarded to Public Works staff and Office staff.
Professional training for all staff	Sheila	Dec 2012	Quarter 4 – offered to staff as needed.
Dealing with difficult people training	Sheila	Dec 2012	
Dedicated safety officer	Sheila		

Goal 8 – Responsible Policy			
Action	Lead	Target Date	Quarterly Update
Explore year round burning permits to decrease false calls	Dennis	Sept 2012	Quarter 2 – To be reviewed later this year. Quarter 3 – Fire Bylaw and permits to be reviewed. Quarter 4 – On going
Contributions to political parties policy	Sheila	June 2012	Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.
Rural addressing sign policy	Sheila	June 2012	Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.
Procedure for dealing with ratepayer/resident's concerns and difficult issues (per policy ADM-10)	Sheila	June 2012	
Street light request policy	Sheila	June 2012	Quarter 1 – policy approved at March 2012

			Council Meeting. COMPLETE.
Pathways at lake subdivision policy	Sheila	June 2012	
Fee schedule bylaw	Sheila	June 2012	Quarter 4 – presented to Policy Committee in Dec/2012 – will complete for budget 2013.
Council Policies	Sheila	June 2012	Quarter 1 – Council Remuneration policy approved at March Council Meeting. COMPLETE.
Heavy Equipment Contracted Services Policy	Sheila/Leo	June 2012	Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.
Replacement of dust controls following new road construction	Sheila/Leo	June 2012	
Explore shelter belt policy for new road construction	Sheila/Leo	June 2012	Quarter 3 - Complete
Consistent speed limits within subdivisions	Sheila/Leo	June 2012	Quarter 3 – signs have been changed in hamlets and subdivisions to be standard. Administration is working on Speed Control Bylaw to be presented to Council in 4th quarter. Quarter 4 - Have draft bylaw completed and have consulted with RCMP regarding enforcement of the bylaw. Will bring to Council for approval in early 2013.

Goal 9 – Foster Safe and Healthy Communities			
Action	Lead	Target Date	Quarterly Update
Develop a regional emergency management plan Develop disaster social services plan	Sheila/Dennis	Dec 2012	Quarter 2 - Will require further meetings with the town of Elk point and St. Paul. Quarter 3 – On going
Work towards developing new fire halls in Ashmont and Mallaig	Sheila/Dennis	2013	Quarter 1 – presented in the 2012 budget. Quarter 2 - Building plans are almost complete. Site preparations have commenced.

			Quarter 4 – tender packages for the new Fire Halls are complete – to be tendered in early January 2013 – closing date Jan 24, 2013.
Develop a “welcome baby” program	Janice	Dec 2012	Quarter 1 – welcome baby packages have been sent to St. Paul Health Unit. Completed January 2012. COMPLETED Quarter 4 – Ongoing distribution
Have a Seniors Festival	Janice	Dec 2012	Quarter 2 – Hall is booked in Elk Point for November 29, 2012. Quarter 4 – COMPLETED – great attendance and reviews.
Participate in Rural Crime Watch	Janice	Dec 2012	Quarter 1 – Fan out calling system has been updated. Produced pamphlets for Rural Crime Watch and continue to photocopy as needed. Quarter 2 – Print monthly agendas and other info as requested. Quarter 3 – Print monthly agendas and other info as requested. Post minutes on website. Quarter 4 – Completed - Ongoing
Promote an Elder Abuse Awareness	Janice	Dec 2012	Quarter 1 – Grant application has been sent in – waiting from response. Quarter 2 – Grant approved – kick off was June 4, 2012. Quarter 3 – Newsletter sent out in June, Purple ribbon campaign. Completed. Quarter 4 – Newsletter send out in December 2012 - Ongoing
Provide a “mom’s and tot’s” program	Janice	Ongoing	Quarter 1 – New Coordinator hired for Ashmont Mom’s and Tot’s starting on April 5, 2012. Quarter 2 – On going... Quarter 3 – On going...

			Quarter 4 – Complete - On going...
Encourage volunteerism by the public	Janice	Dec 2012	Quarter 1 – increased volunteers by 2 people. One will do senior visits. Quarter 2 – On April 20 th we held a volunteer appreciation and recruitment event. Quarter 3 – On going... Quarter 4 – On going...
GPS for 911	Sheila	Jun 2012	Quarter 2 – See AVL Project above.
Training for emergency vehicles in rural addressing	Linda	May 2012	Quarter 4 – will be addressing this with the AVL project that will be implemented in early 2013
Explore a Community Peace Officer to enforce bylaws, road bans, unsightly properties, speed limits – generating revenue to repair infrastructure as well as saving on court costs	Sheila	Jun 2012	Quarter 4 - not approved in 2012 budget or 2013 Strategic Plan – administration will try to accommodate enforcement of bylaws within current staffing – where possible.
Clean up unsightly areas	Sheila	Dec 2012	Quarter 2 – home demolished in Ashmont. Letters sent out to several properties in the municipality – in Crestview, St. Lina, rural.
Work with Wellness Center to insure quality medical care	Steve/Tim	Dec 2012	Quarter 2 – Council has given 1 st reading to Borrowing Bylaw to provide the Town of St. Paul with \$1,000,000 funding towards the Wellness Centre. Quarter 4 - \$1,000,000 debenture received and monies forwarded to the Town of St. Paul.
FCSS to meet with schools twice per year for needs assessment	Janice	Dec 2012	Quarter 1 – Janice met with Bridgette Noel February 29, 2012 to review needs within County schools. Quarter 3 – Meeting with Brigitte from the School Division Oct 3, 2012 feedback from the schools will be submitted to Janice.
Have joint board meetings with the	Janice	Dec 2012	Quarter 1 – meeting with Town of St. Paul

Town of St. Paul FCSS			<p>FCSS to occur April 3, 2012.</p> <p>Quarter 2 – April 3, 2012 meeting completed. Next meeting on October 18, 2012 at 10:30am</p> <p>Quarter 3 – Meeting with the Town on October 18th.</p>
Aid residents with income tax and seniors benefits	Janice	Dec 2012	<p>Quarter 1 – Seniors income tax is very busy this quarter. Staff/Volunteers will be attending Mallaig, Ashmont, and Heinsburg to complete tax returns on scheduled days. Heinsburg was done March 27 – no seniors showed up.</p> <p>Quarter 2 – Seniors forms ongoing.</p> <p>Quarter 3 – Income Tax completed; senior's benefits ongoing...</p>