

**2021**  
**Quarterly Status Report**  
**December 2021**

Legend for Status Report: On-time, On-budget, Within Scope		
<b>All good; On-track</b> <b>Green = G</b> <b>(green)</b>	<b>Needs some attention, or Caution/Behind</b> <b>Yellow = Y</b> <b>(yellow)</b>	<b>Needs more than “yellow”;</b> <b>Action and/or Decision Required</b> <b>Red = R</b> <b>(red)</b>

Strategic Theme: OPERATIONS (achieve our vision; fulfill our Mission)							
Outcome: The Town of Rosetown provides effective and sustainable services. Services are organized into all departments.							
4-year Objectives	Measures (Lead)	Targets	Status Report (green) (yellow) (red)				Comments:
			Q1	Q2	Q3	Q4	
<b>1. Provide essential and sustainable services</b>	1.1 Develop/review an annual operations/Dept. Responsibilities timeline (Management) 1.2 Cost to supply essential service (Management) 1.3 Review policies & procedures (Management) 1.4 Review Stat. Holiday – Easter Monday	1.1 Operations documented & reviewed. 1.2 Educating Council & Public regarding essential service we supply. 1.3 Policies & procedures reviewed for identification/classification of what will need revision, elimination, creation. 1.4 Admin Committee review Easter Monday in Q3 – remove for 2022. Motion received no longer a Stat.	Y	Y	Y	Y	1.1 Operation documented on continually reviewed. 1.2 Utilizing Website & CJYM – we will continue to provide education 1.3 Continue to provide Committees with policies & procedures for review. 1.4 Placed on August Agenda for review and motion received – Easter Monday will not remain as a stat for employees.
<b>2. "Great place to work" Recruitment and retention strategies</b>	2.1 Employee consultation Rewards & Recognition Program (Administration) 2.2 Succession Plan (CAO) 2.3 HR Manual (Management) 2.4 Salary Grid (CAO)	2.1 Completion of consultation steps including sharing results with staff. 2.2 Continue to review present staff, retirement dates and adjust succession plan, cross training, as required. 2.3 Annually review & update HR Manual in Q3 2.4 Maintain competitive salaries.	G	G	G	G	2.1 Updated & shared with staff. 2.2 Seccession Plan reviewed by Admin Committee in Feb. 2.3 Review on an on going basis & present amendments to Comm./Council 2.4 2022 Salary Grid to Admin Sept/Oct 2021; Council Oct/Nov 2021. 2022 Salary Grid received 1.5% increase.
<b>3. Ensure a safe workplace</b>	3.1 Ensure that all staff received the appropriate training and assist with the development of staff "Learning Plan". (Management) 3.2 Quarterly Occupational Health & Safety meetings (OH&S Committee)	3.1 Departments learning plans to be developed. Ensure Required safety training is updated & maintained. Add Supervisor Training to the learning plan. 3.2.1 Maintain OH & S quarterly meetings. 3.2.2 Tail Gate meetings. (Public Works & Recreation)	Y	Y	Y	Y	3.1 We continues to ensure staff receive the necessary training & education. 3.2.1 Quarterly OH&S meetings are held 3.2.2 Tail gate meetings held prior to all projects.
<b>4. Protect against risks (i.e. EMO; Liabilities; Fire)</b>	4.1 Succession Plan for Fire Chief/members (Council) 4.2 Mutual Agreements are current & up to date (CAO)	4.1 Ensure that active EMO meetings are maintained 4.1.1 Review Fire Department present members, retirement dates. 4.2 Annually review agreements and update/renew as required.	R	R	R	Y	4.1 EMO CO-ordinator position filled and is reviewing plans. Next meeting - <b>NOV 24</b> 4.1.1 Fire Chief retirement Dec. 2021. succession plan was presented . Ken Franklin Fire Chief, January 1, 2022. 4.2 Mutual Aid Agreements renewed April 15, 2021 (5 year term).

<b>GOAL: MANAGING FISCAL RESPONSIBILITY</b>							
<b>Outcome: The Town of Rosetown is fiscally responsible throughout all economic cycles in the provision of services to citizens: Fiscally appropriate decision-making (“Spending money wisely”) with long-term financial planning and maintain a positive community wide appearance.</b>							
4-year Objectives	Measures (Lead)	Targets	Status Report (green) (yellow) (red)				Comments:
			Q1	Q2	Q3	Q4	
<b>1. Build and sustain healthy financial structure</b>	<b>1.1</b> Prepare to implement an earlier budget planning timeline (CAO)	<b>1.1</b> Collaboration with management team to complete the research and prepare a draft budget by Q1 of each year.	Y	GO	GO	GO	<b>1.1</b> First 2021 Draft Budget prepared Oct 2020. Budget meeting held Dec. 2., Jan 27. Budget approved Feb. 16, 2021.  <b>1.2</b> Investments are included with the monthly Bank Reconciliation.  <b>1.3</b> CAO reviewed services with PCCU, on a continues bases, via phone & in person. New Acct. Manager Lisa Moss  <b>1.4</b> Public Meeting – COVID restrictions public meeting postponed.
	<b>1.2</b> Implement regular reporting of investments with Financial Statement (CAO)	<b>1.2</b> Supply a copy of investment with Financial Statement.	GO	GO	GO	GO	
	<b>1.3</b> Review Financial Institution contract. (CAO)	<b>1.3</b> Complete annual review with Financial Institution regarding services by Q3.	RE	RE	Y	GO	
	<b>1.4</b> Annual Public Meeting (Council)	<b>1.4</b> Host an annual Public Meeting to provide information to the general public.	RE	RE	Y	RE	
<b>2. Ensure adequate funding for building capital reserves</b>	<b>2.1</b> Building capital reserves. (CAO)	<b>2.1</b> Ensure that we continue to fund reserves on an annual basis, in accordance with Asset Management.	GO	GO	GO	GO	<b>2.1</b> Approved transfers to reserves - \$857,000.00 for 2021.  <b>2.2</b> Updated with 2021 Budget.  <b>2.3</b> Included in 2021 Budget, transfer to reserves \$857,000.00.
		<b>2.2</b> Maintain a 10 year financial commitment to fund reserves.	GO	GO	GO	GO	
		<b>2.3</b> Fund Asset Management.	GO	GO	GO	GO	
<b>3. Ensure accountability regarding the Strategic Plan process</b>	<b>3.1</b> Ensure that the Strategic Plan is reviewed annually with Council (CAO)  <b>3.2</b> Ensure that the Vision, mission and value statement are reviewed annually with Council (CAO)	<b>3.1</b> That the Strategic Plan is reviewed with Council in Q3 of each year.	RE	RE	Y	GO	<b>3.1</b> Schedule for review in Q3, Start to work on updating Strategic Plan before December 31, 2022. Review Logic Model at this time. Reviewed on Oct. 23, 2021. Survey out Dec/21 & Jan/22 <b>3.1.1</b> submit Q1 March 2021 to Admin Committee, reviewed in August. <b>3.2</b> Scheduled for review in Q3. Booked James for Oct. 23, 2021
		<b>3.1.1</b> That a Business Plan & Quarterly Status report be submitted to Council.	Y	Y	Y	GO	
		<b>3.2</b> That the vision, mission and value statement are reviewed in Q3 of each year with Council.	RE	RE	Y	GO	

GOAL: COMMUNITY RESPONSIBILITY							
Outcome: The Town of Rosetown takes pride in their community appearance and the availability of Primary Health Services.							
4-year Objectives	Measures (Lead)	Targets	Status Report (green) (yellow) (red)				Comments:
			Q1	Q2	Q3	Q4	
1. Encourage a Positive Community Wide Appearance	1.1 Recreation (Rec. Director)	1.1 Enhance the flower pot program - Completed	G	G	G	G	1.1 This enhancement completed in 2019 & 2020. 1.1.1 Rec. Depart. Has picked the weeds & will spray etc. & continue to maintain 1.2 Bylaw Official is looking at implementation in Q2. Working with RCMP fall 2021 for education at schools 1.2.1 Bylaw Official will continue to work within the Nuisance Abatement Bylaw in Q2 1.3 Started in Q2
	1.2 Bylaw (Bylaw Enforcement Officer)	1.1.1 Develop Plan regarding beautification of the intersection of Highway 7 & 4 and the town	R	R	G	G	
	1.3 Public work (Superintendent)	1.2 No Littering Campaign – Spring	R	R	Y	Y	
		1.2.1 Nuisance Abatement Bylaw	R	Y	Y	Y	
2. Encourage the availability of Primary Health Services for Residents	2.1 Rosetown & District Primary Care Centre (CAO)	2.1 Doctor Recruitment & Retention – working with partners.	Y	Y	Y	G	2.1 Working with partners – Dr. Narang, Final payment completed in September
		2.2 Doctor Recruitment & Retention (CAO)	Y	Y	Y	G	
	2.3 Orange Memories Personal Care Home (CAO)	2.2.1 Co-location of Health Care Professional	R	R	Y	G	2.2 SHA is working on co-location of Health Care Professionals into the Hospital. At present 4 physicians working at Clinic. 2.2.1 The Town of Rosetown has received notification that they will start working on this project once again in 2021.
		2.3 Maintain fiscal responsibilities, oversee Management and provide guidance	Y	Y	Y	G	
2.3 Administration completes all accounting/payroll/administration and continues to provide guidance to the OM Management team.							

GOAL: INFRASTRUCTURE RENEWAL & ASSET MANAGEMENT							
Outcome: The Town of Rosetown is committed to long-term planning regarding infrastructure renewal and asset management.							
4-year Objectives	Measures (Lead)	Targets	Status Report (green) (yellow) (red)				Comments
			Q1	Q2	Q3	Q4	
1. Establish & maintain a comprehensive Asset Management Plan	1.1 Asset Management Plans (Admin)	1.1 Maintain Asset Management Plans.	<span style="color:red">R</span>	<span style="color:red">R</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	1.1 Started utilizing a MuniSoft program as the NAMS we would have to input all our info again as they updated the program. 1.2 2021 Budget included transfers of \$857,000.00. Transfer completed Q2 1.2.1 Started inputting data into the MuniSoft program for asset management.
	1.2 Integrate the Asset Management Plan into the Budget Process (CAO)	1.2 Fund Asset Management Plan within the budget process.	<span style="color:yellow">Y</span>	<span style="color:green">G</span>	<span style="color:green">G</span>	<span style="color:green">G</span>	
		1.2.1 Develop monitoring systems to keep Asset Management Plan current. (CAA)	<span style="color:red">R</span>	<span style="color:red">R</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	
2. Establish & Maintain Long-term planning for streets and underground infrastructure, and facilities	2.1 Create a long-term plan (CAO)	2.1 Maintain 10 year replacement rolling plan regarding all the Town's Assets.	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	2.1 Updated with the 2021 Budget process. Working on Paving Plan.
	2.2 Monitoring of all assets (Management)	2.2 Ensure that proper maintenance is completed on all facilities and equipment to extend life span.	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:green">G</span>	2.2 Continue to monitor and work within approved budgets.
	2.3 Develop master plan of future land use regarding all development. (Management)	2.2.1 Monitoring of all assets to ensure that a liability does not exist.	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:yellow">Y</span>	<span style="color:green">G</span>	2.2.1 Reviewed insurance with Broker & continue to monitor.
		2.3 Establish a master plan that outlines where the Town may require to retain land for future development or renewal of facilities. (ie. Fire Hall, Communiplex, lagoon etc.)	<span style="color:red">R</span>	<span style="color:red">R</span>	<span style="color:red">R</span>	<span style="color:red">R</span>	2.3 Require directive from Council regarding facilities etc. Working on establishing a fall meeting with facility user's etc regarding recreation foot print.

<b>GOAL: ENCOURAGING RESPONSIBLE COMMUNITY GROWTH</b>							
<b>Outcome: The Town of Rosetown has an attractive community with thriving economic development, tourism and Recreation Facilities. The services are organized into the departments of Planning and Development, and Recreation and Culture.</b>							
4-year Objectives	Measures	Target	Status Report (green) (yellow) (red)				Comments
			Q1	Q2	Q3	Q4	
<b>1. Encourage Business Retention, Expansion, &amp; Attraction</b>	<b>1.1</b> Economic restructuring: Business Retention and Expansion including business survey and development of baseline data of business environment; Collaboration with Chamber of Commerce. (CAO)	<b>1.1</b> Completion of Business Retention surveys and Develop Plan, tactics & Delivery					<b>1.1</b> Dependent on Budget. Moved some duties & responsibilities to the Recreation Director job description. Council approved in Q2.
	<b>1.2</b> Marketing of the Town. (CAO)	<b>1.2</b> Completion of Marketing tactics & Delivery					<b>1.2</b> Budget restraints.
	<b>1.3</b> New Industrial Subdivision (CAO)	<b>1.3</b> West Industrial Subdivision development.					<b>1.3</b> Lots 1-4 completed. Phase 2 will be completed in 2021. SK Energy install along Loken Road Nov 2021
<b>2. Promote Housing Development</b>	<b>2.1</b> New Res. Subdivision (CAO)	<b>2.1</b> Advertise Lots for Sale & Infill Tax Incentive					<b>2.1.</b> On Town’s Website, forwarded information to real estate agents – review in Q3. <b>2.11</b> Contacted AECOM for a list of developers. Nothing has developed. <b>2.2</b> Programs forward to Chamber of Commerce Jan. and on Website.
	<b>2.2</b> Infill Residential Construction Incentive & Business Development Incentive policies. (CAO)	<b>2.11</b> Partner with Developer <b>2.2</b> Promote, review and monitor Res. Infill Policy & Bus. Development policies.					
<b>3. Pursue Initiatives to attract and retain population</b>	<b>3.1</b> Welcome to Community (Admin/Rec. Dir.)	<b>3.1</b> Work with Chamber of Commerce to enhance welcome package.					<b>3.1</b> Chamber supplies Office with packages & Admin handout. <b>3.11</b> Continue to promote the Town utilizing website, facebook, news media. on Going.
		<b>3.11</b> Maintain positive image of Community					
<b>4. Facilitate Recreation &amp; Culture</b>	<b>4.1</b> Future Communiplex Development foot print, earmark land location, what’s included, engineer report. (Rec. Director)	<b>4.1</b> Gather information regarding other municipal facilities – what works well, what is their foot print, costs.					<b>4.1</b> Recreation forwarded email to 9 municipalities to gather info – March. Rec. Dir. will organize a user meeting for Q3 regarding what we need for facilities. Due to COVID - postponed
<b>5. Promote Tourism to attract visitors</b>	<b>5.1</b> Promotion: Festivals and events in collaboration with service clubs. (Rec. Dir.)	<b>5.1</b> Complete advertising on Town Website for service clubs and advertise planned events.					<b>5.1</b> Monthly calendar, service clubs listed on website. <b>5.2</b> Grants applied for, positions filled – Open May long weekend 2021.
	<b>5.2</b> Tourism Centre (Rec. Dir.)	<b>5.2</b> Continue to operate Seasonal Tourism Centre.					

GOAL: ENGAGEMENT, COMMUNICATION, AND TEAMWORK							
Outcome: The Town of Rosetown is committed to continued communication and team work.							
4-year Objectives	Measures	Target	Status Report (green) (yellow) (red)				Comments
<b>1. Maintain active internal communication &amp; a positive environment within the Municipal team</b>	<b>1.1</b> Debriefing meetings with Management following Committee & Council meeting. (CAO) <b>1.2</b> Monthly Management meeting. (CAO)  <b>1.3</b> Staff events. (Administration)  <b>1.4</b> Governance Policy (CAO) <b>1.5</b> Annual Council & Staff meeting (CAO)	<b>1.1</b> Continue to maintain debriefing meetings	Y	Y	Y	G	<b>1.1</b> Debriefing meeting held after Committee & Council meetings. <b>1.2</b> Quarterly reports circulated to Management <b>1.3</b> We met as a team – for July Monthly Birthday Cake. COVID restrictions <b>1.4</b> Governance Workshop Jan. 2021 completed-working on following Govn. Model. <b>1.5</b> Hosted in September at Golf Course.
		<b>1.2</b> Utilize Management meeting to review Quarterly Status Report, review policies	Y	Y	Y	G	
		<b>1.3</b> BBQ; Monthly Birthday Cake	Y	Y	Y	Y	
		<b>1.4</b> Develop & Implement Governance Policy	R	Y	Y	Y	
		<b>1.5</b> Oct./Nov. hold a Council & Staff meeting	R	R	Y	G	
<b>2. Cultivate active external communication &amp; a positive environment in the Community &amp; beyond</b>	<b>2.1</b> Town Website (Rec. Dir. & Admin)  <b>2.2</b> Facebook, Twitter, local newspaper (Rec. Dir. & Admin)  <b>2.3</b> Community Newsletter (Bylaw Officer, Rec. Dir. & Admin)  <b>2.4</b> Radio Advertising (CAO & CBD Manager) <b>2.5</b> Monthly Newspaper/media Committee Updates (Mayor)	<b>2.1</b> Maintain active Website	Y	Y	Y	Y	<b>2.1</b> Continue to update and cross train Admin Staff. Presently working on re-design of website. <b>2.2</b> Continue to utilize and cross train Admin Staff. <b>2.3</b> Bylaw Official will review and will look at continuing in 2021. <b>2.4</b> Contract renewed April 2021. <b>2.5</b> News Media(s) have been notified that Mayor Hay will complete the monthly media communications.
		<b>2.2</b> Maintain advertising utilizing Facebook, Twitter and local newspaper	Y	Y	Y	Y	
		<b>2.3</b> Quarterly Community Newsletter is circulated.	R	R	R	Y	
		<b>2.4</b> Budget for Radio Advertising spot(s)	R	Y	Y	G	
		<b>2.5</b> Mayor to provide monthly media communications on behalf of Council – changed Feb. 2021.	Y	Y	Y	G	
<b>3. Maintain an active role in Strategic and Community partnerships</b>	<b>3.1</b> Cultural planning initiatives with Community Partners (Rec. Dir.)  <b>3.2</b> Project planning process include consideration for Strategic Partnerships and additional funding sources. (Rec. Director)	<b>3.1</b> Promotion of events, service clubs, recreation & social clubs. Support groups on website, Facebook, Twitter.	R	Y	Y	G	<b>3.1</b> Utilize month event calendar & website.  <b>3.11</b> August 25, 2021 BBQ.  <b>3.2</b> Met with RM of St. Andrews in Q1. RM of St. Andrews has financially committed to Rec \$500,00.00 over 4 years.
		<b>3.11</b> Volunteer appreciation & registration night. <b>3.2</b> Meet with neighbouring RM's and present the recreation budget and request funding support.	R	R	Y	G	