



CITY OF ST. ALBERT  
**ADMINISTRATIVE BACKGROUNDER**

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**TITLE: CORPORATE QUARTERLY REPORT – QUARTER 4**

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**PURPOSE OF REPORT**

The City of St. Albert corporate Quarterly Report – Quarter Four 2020 provides Council with regular and formal communication from the Chief Administrative Officer about progress during the quarter ending December 31, 2020 related to Council Policy C-CG-02 City of St. Albert Strategic Plan.

**PROPOSED MOTION(S):**

That the attachment to the February 16, 2021 agenda report entitled “Corporate Quarterly Report – Quarter 4 2020” be received as information.

**ALIGNMENT TO PRIORITIES IN COUNCIL’S STRATEGIC PLAN**

Progress report for all initiatives related to Council’s Strategic Plan priorities is provided in the Quarterly Report.

**ALIGNMENT TO LEVELS OF SERVICE DELIVERY**

Corporate Reporting – Corporate reports are provided to Council on a quarterly basis to meet Council’s need for regular and formal communication from the Chief Administrative Officer.

**ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION**

Council Policy C-CAO-01, Chief Administration Officer Delegations, requires quarterly financial reporting to Council and C-FS-03, Debt Management Policy requires quarterly reporting on compliance with that policy.

The CAO Bylaw 13/2002 states that 6. The CAO shall ... b) be responsible for advising on and communicating with Council with respect to: (i) the operations of the City, (ii) the financial state of the City, ... (c) prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council.

Council passed the following motion on March 19, 2019:  
(AR-20-042)

That City Council Policy C-CG-02, City of St. Albert Council Strategic Plan provided as an attachment to the April 6, 2020 agenda report entitled "Strategic Plan Approval & Corporate Business Plan Information" be approved. That the Corporate Business Plan 2020 to 2021, provided as an attachment to the April 6, 2020 agenda report entitled "Strategic Plan Approval & Corporate Business Plan Information" be received as information.

## **BACKGROUND:**

The Corporate Quarterly report is produced four times a year to communicate progress made on Council's Strategic Plan presented in the Corporate Business Plan, and to present the City's financial position for the quarter.

There are two parts to this report:

1. Strategic Initiatives Reporting - includes progress update on projects that support Council's strategic priorities.
2. Financial Summary - provides a quarterly update on the City's financial position. Included in this section of the report are three charts each for municipal and utility capital projects, showing budget vs. forecast, project progress and project schedule.

Projects related to City's core service delivery (annual/ongoing operational work) are not included in the report. This streamlined and focused approach provides clearer communication to Council on priority projects related to the Strategic Plan, while still providing highlights of services that may be of interest to Council and the community.

Report Date: February 16, 2021

Author: Darija Slokar

Department: Strategic Services & Communication

Deputy Chief Administrative Officer: Kerry Hilts

Chief Administrative Officer: Kevin Scoble