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**Title:** 2016 Q4 Corporate Report  
Presented by: Kevin Scoble, City Manager

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**Attachments:** 1. 2016 Quarterly Report City of St. Albert Strategic Plan Projects Status Update Report - Fourth Quarter, 2. 2016 Quarterly Report Executive Summary Fourth Quarter, 3. 2016 Quarterly Report Financial Summary Fourth Quarter

Date	Ver.	Action By	Action	Result
2/27/2017	1	City Council	approved	Pass

TAMRMS#: B06

**2016 Q4 Corporate Report**

Presented by: Kevin Scoble, City Manager

**RECOMMENDATION(S)**

That the "2016 Quarterly Report City of St. Albert Strategic Plan Projects Status Update Report - Fourth Quarter", the "2016 Quarterly Report Executive Summary Fourth Quarter" and the "2016 Quarterly Report Financial Summary Fourth Quarter", provided as attachments to the February 27, 2017 agenda report entitled "2016 Q4 Corporate Report", be received as information.

**PURPOSE OF REPORT**

The City of St. Albert Corporate Quarterly Report - Quarter Four 2016 provides Council with regular and formal communication from the City Manager about progress during the quarter ending December 31, 2016 related to City Council Policy C-CG-02, City of St. Albert Strategic Plan approved by Council on February 1, 2016.

**COUNCIL DIRECTION**

Council passed the following motion on November 18, 2002:

(C633-2002)

That the City Manager provide Corporate Quarterly Reports to Council that report on the administrative progress related to Council priorities, financial status of the Corporation, economic development activity and the R.C.M.P.

Additionally, Council Policy C-CAO-05, CAO Limitations on Financial Conditions and Activities, requires quarterly financial reporting to Council and C-FS-03, Debt Management Policy requires quarterly reporting on compliance with that policy.

The City Manager Bylaw 13/2002 states that (2) The City Manager 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 February 1, 2016:

(C235-2016)

That City Council Policy C-CG-02, City of St. Albert Strategic Plan, be amended by substituting City Council Policy C-CG-02, City of St. Albert Strategic Plan, provided as Attachment 1 to the February 1, 2016 agenda report entitled "Council's Strategic Priorities & Planning".

## **BACKGROUND AND DISCUSSION**

In February 2016, Council approved the City of St. Albert Strategic Plan. Administration has consequently aligned the Corporate Quarterly Report with the 2016 City of St. Albert Strategic Plan, the Community Vision and Pillars of Sustainability and guiding statements.

The Corporate Quarterly Report provides updates on major projects approved in the corporate business plan and budget or approved through a Council motion. These major projects are aligned with a specific goal and strategy under each of the Pillars of Sustainability.

Projects related to City's core service delivery (annual/ongoing operational work) are not included in the report but are highlighted during the City Manager's presentation to Council. 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. To supplement Council's desire for operational information, Administration endeavors to provide annual operational reports to Council, such as the Report on the Environment, Report on Culture, Report on Recreation, Report on the Social Master Plan, etc.

The 2016 Corporate Quarterly Report - Fourth Quarter consists of three parts:

1. Executive Summary - provides a highlight of key project accomplishments that move the City of St. Albert Strategic Plan forward and a link to the online StATRACKER dashboard. (Attachment "2016 Quarter Four Quarterly Report Executive Summary").
2. City's Strategic Plan Projects Status Update - includes progress update on 99 projects that link to the City's Strategic Plan, and identifies the timeline, status and progress for each project. (Attachment "2016 Quarter Four City of St. Albert Strategic Plan Project Status Update Report").
3. Financial Summary - provides a quarterly update on the City's financial position. (Attachment "2016 Quarter Four Financial Report"). Included in this section of the report on Pgs. 9 and 18 are three charts each for municipal and utility capital projects, showing: budget vs. forecast, project progress and project schedule.

The online StATRACKER Performance Dashboard ([statracker.stalbert.ca](http://statracker.stalbert.ca) <<https://stalbert.ca/cosa/admin/statracker/>>) provides updates on key performance indicators for the City where quarterly data is available. This tool is reviewed on a regular basis and will continue to evolve as the City's performance measurement program matures.

## Summary of Changes Compared to Quarter Three 2016

In Quarter Three 2016, the following eleven projects were completed and were therefore removed from the Quarter Four 2016 report:

- 50+ Club Buiding (Red Willow Place) - The grand opening of the newly named Red Willow Place was celebrated on September 21, 2016.
- The Collective (FKA Youth Hub) - The Collective opened in March 2016.
- Smart City Master Plan Development and Alberta Smart City Alliance - The Smart City Master Plan was approved on October 3, 2016.
- St. Anne Street Realignment - The St. Anne Promenade was opened officially on August 31, 2016.
- Founders' Walk - Phase Two - Official Opening ceremony was held on September 30, 2016.
- Juneau House - This project was completed and a lease agreement executed with the Michif Cultural Connection Company Ltd. with a possession date of September 1, 2016. The grand Opening Celebration was held on September 30, 2016 with 80-100 people in attendance.
- Lacombe Park West Construction - Minor deficiencies at Lafleur Park have been addressed and the formal park opening was held on September 24, 2016.
- North Ridge Park - Construction is now complete and the park is open to the public.
- City Playground Lifecycle Program - All four sites are now complete and a formal opening was held September 24, 2016.
- Grosvenor Slide - The slide was installed and available to the public as of May 28, 2016.
- Census 2016 - Census data was analyzed and interpreted, with the final report completed at the end of September.

The following eight projects were completed in Quarter Four 2016 and will be removed for the Quarter One 2017 report:

- Employment Lands Plan Framework - Employment Lands Principles approved by Council October 17, 2016. Principles to be incorporated into Community Design Principles (2017). Area Structure Plan was not approved in 2017 budget.
  - Branch Library Conceptual Plan - The results of the project have been presented and the project is complete.
  - Government Relations Program - Development of an Advocacy Strategy - A strategic advocacy plan was presented to Council on June 13, 2016 and approved by Council. The updated plan has been circulated to stakeholders and placed on the website for public access.
  - Service Standards for Benches, Garbage Cans and Other Amenities - The inventory of recreation amenities including benches, garbage cans and other amenities has been completed through a partnership between Recreation and Parks and Public Works.
  - St. Albert Place Wayfinding Signage - Information Kiosk is set up and in place.
  - Offsite Levy Policies - Administration presented a full Management Plan for Developer Built Infrastructure including the revision of related Project Charters to Standing Committee of the Whole in September 2016, prior to Budget.
  - HR Organizational Restructure and Philosophy Alignment - The HR Organizational Structure is now complete and we continue to build the business partnership model.
  - SCADA System Upgrades - a SCADA Master Plan has been prepared and presented to Administration. Implementation of system upgrades as recommended in the Master Plan will commence in 2017 through approved Capital Budget funding.

The following project was incorporated into core services in Quarter Three and has been removed for the Quarter Four report:

- Corporate Policy and Bylaw Review - Develop a work plan to review and update as necessary to 81 Council policies.

The following 11 projects were incorporated into the Capital Project Summary as part of the Financial Summary in Quarter Three and have been removed for the Quarter Four City of St. Albert Strategic Plan Project Status report:

- Lions Park Drainage - The purpose of this project is to address the existing drainage issues in Lion's Park and put infrastructure in place to ensure that the Park remains viable for both general public use as an events venue. Working in conjunction with DARP a long term plan for the Park will be completed.
- North Interceptor Sanitary Trunk Line Phase 3 (Project 9) - The design and installation of a sanitary trunk line to convey the terminus of the existing Phase 1 North Interceptor at St. Vital and St. Albert Trail to the existing sub line at the ACRWC St. Albert Pump Station. This will facilitate growth within the downtown, Riel South, and west of Ray Gibbon Drive.
- Baseball Diamonds Safety Fencing - To install safety fencing along the sides of 21 City owned baseball diamonds to protect the benches and spectator sidelines.
- City Parks Refurbishment Plan - The purpose of this project is to upgrade and replace parks infrastructure.
- Everitt Park - Development of adjacent park space to Lois E Hole School.
- Joyal Park - Development of adjacent park space to Sister Alphonse Academy and Joseph M. Demko School
- Riel Park Phase 5 - Design and Construction and Amenities Building - Completion of the Riel Park facility enhancements including trail development and landscaping and paving of the multi-use parking lot and bus turn around and completion of the Riel Park facility enhancements including design and construction of the amenities building.
- Sport Field Refurbishment Program - The purpose of the project is to address the maintenance requirements of the City's sports fields.
- 6<sup>th</sup> Arena Servus Design - To determine the feasibility and complete design for a sixth ice surface for St. Albert, located at Servus Place.
- Servus Expansion - Determine the costs and feasibility of expanding the Servus waterpark to include a lane swimming pool and change room expansion.
- Servus Place Exterior Improvements - Improvements to the exterior of Servus Place including electronic sign, replacement of entrance sign, additional signage, and replacement of parking lot signage.

The following projects commenced in Quarter Four 2016 and have been added to the report:

- Capital Project Estimating and Process Review - This project analyzes the actual estimates provided within a three-year horizon for key growth projects and also examines the process utilized, to determine if process changes will improve the overall result.
- Policing Committee - Establish a formal policing Committee pursuant to the Police Act.

## **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

The Corporate Quarterly Report is posted to the City website upon Council's acceptance.

## IMPLICATIONS OF RECOMMENDATION(S)

### Financial:

None at this time.

### Legal / Risk:

None at this time.

### Program or Service:

None at this time.

### Organizational:

None at this time.

## ALTERNATIVES AND IMPLICATIONS CONSIDERED

None at this time.

## STRATEGIC CONNECTIONS

City of St. Albert Strategic Plan (Policy C-CG-02)

### Governance Strategy

Council is committed to ensuring that the City of St. Albert is a responsive, accountable government that delivers value to the community.

*Quarterly reports provide an update to the community on the progress towards the City of St. Albert Strategic Plan, major projects status and a quarterly financial update. The report contributes to information sharing and transparency.*

Long Term Plans (e.g. MDP, Social Master Plan, Cultural Master Plan, etc.)

- City of St. Albert Strategic Plan
- Cultural Master Plan
- Environmental Master Plan
- Recreation Master Plan
- Social Master Plan
- Economic Development Master Plan
- Red Willow Park Master Plan
- Stormwater Master Plan
- Tourism Master Plan
- Transportation Master Plan
- Utility Master Plan

Department Long-term plans

- Business and Tourism Development Long-Term Department Plan
- Long Range Plan Fire Services
- Public Works Long-Term Department Plan
- Transit Long-Term Department Plan
- Servus Place A Plan for the Future 2013
- Information Technology Long-Term Department Plan

*Updates are provided within the quarterly report on projects connected to community long-term plans.*

Corporate Objectives (See Corporate Business Plan)

- Deliver programs and services that meet or exceed our standards
- Exercise strong fiscal management
- Ensure our customers are very satisfied

*The quarterly report and financial summary provides an update and forecast for Council's Strategic Plan and approved budget.*

Council Policies, Bylaws or Federal/Provincial statutes

*The quarterly report is compliant with the following policies.*

- C-CG-02, City of St. Albert Strategic Plan
- C-CAO-18, Public Communication
- C-CAO-05, CAO Limitations on Financial Conditions and Activities
- C-FS-03, Debt Management Policy
- C-FS-05 Budget and Taxation Guiding Principles

Other Plans or Initiatives (Business Plans, Implementation Strategies, etc.)

- 2016-2018 Corporate Business Plan and 2016 Budget

*The quarterly report provides updates on the progress on plans and budgets identified in these plans.*

Report Date (Council Meeting Date): February 27, 2017

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