



## Legislation Details (With Text)

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**Title:** 2016- Q3 Report  
Presented by: Chris Jardine, Interim City Manager

### Sponsors:

### Indexes:

### Code sections:

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

Date	Ver.	Action By	Action	Result
11/28/2016	1	City Council	approved	Pass

**TAMRIMS#: B06**

### 2016- Q3 Report

Presented by: Chris Jardine, Interim City Manager

## RECOMMENDATION(S)

That the "2016 Quarterly Report City of St. Albert Strategic Plan Projects Status Update Report - Third Quarter", the "2016 Quarterly Report Executive Summary Third Quarter" and the "2016 Quarterly Report Financial Summary Third Quarter", provided as attachments to the November 28, 2016 agenda report entitled "2016- Q3 Report", be received as information.

## PURPOSE OF REPORT

The City of St. Albert Corporate Quarterly Report - Quarter Three 2016 provides Council with regular and formal communication from the City Manager about progress during the quarter ending September 30, 2016 related to 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 endeavours 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 - Third 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 Three 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 Three 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 Three Financial Report"). **As an enhancement to transparency in the quarterly reporting, the Financial Summary has been updated to include three charts on Pgs. 10-11 for municipal and utility capital projects, showing: budget vs. forecast and project status (progress and schedule).**

## Summary of Changes Compared to Quarter Two 2016

- **Planned Completion:** indicating the intended date for completion when the project begins. This date will remain static as long as the project is reported on within the document.
- **Anticipated Completion:** indicating the best estimated date of completion once the project has commenced. This date will be updated on a quarterly basis based on project progress.
- **Project Stage:** indicating what stage the project is in, such as pre-planning, out to tender, or 25% percentage complete, etc., and
- **Project Status:** indicating if the project is currently on time, ahead of schedule or delayed.

- Transportation Master Plan - The Transportation Master Plan was presented to and approved by Council on April 18, 2016.
- Air Quality Monitoring Station - Installation - The station was installed in April and an opening celebration was held as part of Clean Air Day on June 8, 2016.
- Green Energy Generation - Investigation - The findings were presented to Council on May 16, 2016
- Green Gas Local Action Plan - Energy and Water Conservation Audit of Major City Facilities - The findings were presented to Council on May 16, 2016.
- Natural Area Assessment Plan - The report has been finalized and will be presented to Council in Quarter 4 2016.
- Capital Project Management Policy Update - Policy revisions were approved April 18, 2016.
  - Electricity and Natural Gas Contract - The City completed the tendering and award of a new electricity contract.

- 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 30th, 2016.
- Juneau House - This project is completed and a lease entered into with the Michif Cultural Connection Company Ltd. with a possession a date of September 1st , 2016. The grand Opening Celebration was held on September 30th, 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 has been 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 three projects have been incorporated into core services in Quarter Three and will be removed for the Quarter Four report:

- Lois Hole Centennial Park - The on-going work on Lois Hole Provincial Park has been moved into core services function.
- Corporate Policy and Bylaw Review - The on-going work on corporate policy and bylaws has been moved into core services function.
- Foreign Direct Investment - The final report was received and this project has been incorporated into ongoing business attraction activities.

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

- Branch Library Conceptual Plan - Prepare a viability study and conceptual plan for a new branch library.

## STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

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

## IMPLICATIONS OF RECOMMENDATION(S)

a) Financial:  
None at this time.

b) Legal / Risk:  
None at this time.

c) Program or Service:  
None at this time.

d) Organizational:  
None at this time.

## ALTERNATIVES AND IMPLICATIONS CONSIDERED

None at this time.

## STRATEGIC CONNECTIONS

### a) 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.*

### b) 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  
<<http://stalbert.ca/global/images/uploads/EconomicDevelopment-LongTermDeptPlan.pdf>>
  - Long Range Plan Fire Services  
<<http://www.stalbert.ca>>
  
  - Public Works Long-Term Department Plan  
<[http://www.stalbert.ca/uploads/files/our\\_government/administration/public\\_works/Main%20Transit%20Long-Term%20Department%20Plan.pdf](http://www.stalbert.ca/uploads/files/our_government/administration/public_works/Main%20Transit%20Long-Term%20Department%20Plan.pdf)>
    - Transit Long-Term Department Plan <<http://stalbert.ca/global/images/uploads/Transit-LongTermDeptPlan.pdf>>
  - -ServusHYPERLINK "<http://stalbert.ca/global/images/uploads/ServusPlace-FuturePlan.pdf>" Place A Plan for the Future 2013 <<http://stalbert.ca/global/images/uploads/ServusPlace-FuturePlan.pdf>>
  - Information Technology Long-Term Department Plan

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

- c) 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.*

- d) 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

- e) 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: November 28, 2016  
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