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Presented by: Kevin Scoble, City Manager

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Date	Ver.	Action By	Action	Result
5/23/2017	1	City Council	receive as information	Pass

TAMRMS#: B06

2017 Q1 Corporate Report

Presented by: Kevin Scoble, City Manager

RECOMMENDATION(S)

That the agenda report entitled “2017 Q1 Corporate Report”, dated May 23, 2017, be received as information.

PURPOSE OF REPORT

The City of St. Albert Corporate Quarterly Report - First Quarter 2017 provides Council with regular and formal communication from the City Manager about progress during the quarter ending March 31, 2017 related to City Council Policy C-CG-02, City of St. Albert Strategic Plan approved by Council on February 6, 2017.

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 6, 2017:

(AR-17-050)

That City Council Policy C-CG-02, City of St. Albert Strategic Plan, as amended by substituting Schedule C to City Council Policy C-CG-02, City of St. Albert Strategic Plan, provided as an attachment to the February 6, 2017 agenda report entitled "Council's Strategic Priorities & Planning", be approved.

BACKGROUND AND DISCUSSION

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 in the City of St. Albert Strategic Plan.

Projects related to the 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. Administration also provides Council Members with a monthly Administrative Progress Reports.

The 2017 Corporate Quarterly Report - First 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 "2017 Quarterly Report, Executive Summary, First Quarter").
2. City's Strategic Plan Projects Status Update - includes progress update on 65 projects that link to the City's Strategic Plan, and identifies the timeline, status and progress for each project. (Attachment "2017 Quarterly Report, City of St. Albert Strategic Plan Projects Status Update Report, First Quarter").
3. 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. (Attachment "2017 Quarterly Report, Financial Summary, First Quarter").

The online StATRACKER Performance Dashboard (<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 Four 2016

In Quarter Four 2016, the following eight projects were completed and were therefore removed from 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 nine projects were completed in Quarter One 2017 and will be removed for the Quarter Two 2017 report:

- Community Sustainability Framework - The final celebration was held on January 12, 2017 with the placement of a time capsule / public art in St. Albert Place that will be opened in 50 years.
- Capital Partnership Program - Capital Partnership Program Advisory Committee Bylaw 15/2013 has been repealed and Council Policy C-FS-18 Capital Partnership Program Principles has been rescinded.
- Continuous Improvement Project 2016 Public Engagement Phase 3 - The C-CAO-20 Public Participation Policy was approved by Council on March 20, 2017.
- Continuous Improvement Project 2016 Service Levels Benchmarking Phase 1 - Phase I of this project is complete with approval of the Services and Service Levels Inventory. Phase II of this project is underway with Departments to further refine and finalize the inventory.
- Fiscal Responsibility and Accountability - The financial system has been upgraded and the application upgrade will be done once every year to stay current.
- City's Emergency Plans - New Emergency Management Bylaw received 1st reading March 21, the 2nd and 3rd reading on April 3rd.
- Advocacy Plan for Ray Gibbon Drive - The Advocacy Plan was written and advocacy efforts continue in line with the plan. Ray Gibbon Drive was included in the unfunded capital projects list of the Provincial Government's 2017 Budget, which indicates that it meets priority criteria and fits within the three pillars of the Provincial Capital Plan.
- Collective Bargaining with all trade Unions: IAFF 2130, CUPE 941 and CUPE 5141 - Collective Bargaining Negotiations with all three unions have been successfully completed and a three-year collective agreement for each bargaining unit achieved

- Park and Ride Transit Centre Land Agreement - A final agreement has been signed off, so the focus will be on finalizing the purchase agreement with the province.

The following project was incorporated into core services in Quarter Four 2016 and has been removed for Quarter One 2017 report:

- Ray Gibbon Drive Environmental Approval Monitoring - Phase 3 Wetland

The following six projects were incorporated into the Capital Project Summary as part of the Financial Summary in Quarter Four 2016 and have been removed for the Quarter One 2017 City of St. Albert Strategic Plan Project Status report:

- Founders' Walk - Phase Three
- Healing Garden
- Heritage Park - French Canadian Farm
- Heritage Sites Phase Two Restoration - Cunningham and Hogan Houses/Brosseau Granary
- Renovation of Progress Hall
- Community Story Telling Project

The following 12 projects commenced in Quarter One 2017 and have been added to the report:

- City Facility Energy Conservation Project - Solar Power Retrofits - Placement of solar photovoltaic arrays on existing City facilities to provide 15-20% of energy requirements.
- Incubation Strategy - A strategy that outlines how the City of St. Albert ensures that local businesses and start and grow
- Employment Lands Action Plan - Develop a clear and actionable plan for the Employment Lands.
- Community Satisfaction Survey - A statistically representative sample of the community is surveyed every two years. Survey results are presented to Council in October, prior to budget deliberations. Survey results are shared with Departments after Council has received them.
- Long Range Financial Capital Plan - Phase I - Develop a long range financial plan for both operating and capital finances (municipal and utility) that that aligns with the strategic framework and supports the City of St. Albert Strategic Plan.
- Canada's 150th Public Art Project - Plan and install a public art piece to commemorate Canada's 150 th Birthday.
- Incubation Strategy - A strategy that outlines how the City of St. Albert ensures that local businesses and start and grow
- Capital Region Board Transition - Actively participate in the transition from the Capital Region Board to the new Growth Management Board.
- Annexation Negotiations with Sturgeon County - Lead the Annexation Negotiating Committee to an uncontested annexation application to the Municipal Government Board.
- Service Levels Documentation - In alignment with the corporate continuous improvement project, to complete the documentation and development of service standards for all external services.
- Community Partnership Program - Development of a community group inventory, criteria for community groups and engagement with the community groups to determine current satisfaction levels.
- Fountain Park Pool Peninsula Removal - That an architectural/engineering review and

construction estimate is performed to determine the costs, feasibility and timelines required to remove the peninsula in the Fountain Park Pool, and up to \$15,000 be allocated for this, to be funded through the Stabilization Reserve.

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.

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.)

- 2017-2019 Corporate Business Plan and 2017 Budget

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

Report Date (Council Meeting Date): May 23, 2017

Author(s): Nicole Duley, Corporate Planning Coordinator

Committee/Department: Corporate Strategic Services

General Manager: Michelle Bonnici (Acting)

City Manager: Kevin Scoble