



## Legislation Details (With Text)

**File #:** AR-17-333    **Version:** 1    **Name:**  
**Type:** Agenda Reports    **Status:** Passed  
**File created:** 6/19/2017    **In control:** City Council  
**On agenda:** 6/26/2017    **Final action:** 6/26/2017  
**Title:** Amendment to City Manager's Delegation Policy C-CAO-01  
Presented by: Kevin Scoble, City Manager

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. C-CAO-01 City Manager Delegations (amendments incorporated), 2. C-CAO-01 City Manager Delegations (amendments highlighted)

Date	Ver.	Action By	Action	Result
6/26/2017	1	City Council	approved as amended	

**TAMRMS#: B06**

### Amendment to City Manager's Delegation Policy C-CAO-01

Presented by: Kevin Scoble, City Manager

### RECOMMENDATION(S)

That City Council Policy C-CAO-01, City Manager Delegations be amended by deleting it in its entirety and replacing it with the version of City Council Policy C-CAO-01, City Manager Delegations provided as an attachment to the June 26, 2017 agenda report entitled "Amendment to City Manager's Delegation Policy C-CAO-01".

### PURPOSE OF REPORT

The purpose of this report is to recommend policy changes that would eliminate delay and redundancy regarding the approval of:

- i. budgeted consultation contracts, and
- ii. licenses of use or occupation.

### COUNCIL DIRECTION

n/a

### BACKGROUND AND DISCUSSION

#### Professional Services Procurement Authority

Under the City Council Policy C-CAO-01, City Manager Delegations, the City Manager may approve

goods and services contracts valued up to \$100,000. The City Manager may approve a higher value goods or services contract provided it falls within the allocated budget and is the highest evaluated proposal submitted under a competitive bid process. A nearly identical provision exists for the approval of professional (consulting) services, with the added condition that the City Manager may approve consulting contracts between \$100,000 and \$1,000,000 provided the services are required “as part of a larger capital project approved by Council”.

However, some budgeted consulting services are not accompanied by a Council-approved “larger capital project”. For example, the City may consult on the development of a complex master plan that may (or may not) include recommendations for future capital improvements yet to be approved. Where these high-value stand-alone consulting contracts are within budget and competitively bid, it seems inefficient and redundant to seek further approval of Council. Therefore, Administration recommends that policy City Council Policy C-CAO-01 be amended to remove the distinction between approvals of regular goods/services contracts and professional (consulting) services contracts.

#### License approval authority

The City frequently enters into leases, licenses and easement agreements with 3<sup>rd</sup> parties for the occupation and use of City property. The authority of the City Manager is limited to 5-year license term approvals, while the City Manager may approve leases (under conditions) with terms of up to 10 years. Unlike a license, a lease provides 3<sup>rd</sup> parties with an exclusive, caveatable interest that “runs with” the land. A license is merely permission to use or occupy property, typically terminating upon the transfer of the licensed property.

It is recommended that the City Manager’s license-approving authority under City Council Policy C-CAO-01 be extended to ten (10) years. This amendment would allow for more flexibility and efficiency in the administration of license approvals.

### **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

Over the years a variety of internal departments and third parties have been impacted by the policy sections now presented for amendment.

### **IMPLICATIONS OF RECOMMENDATION(S)**

**Financial:** There are no financial implications of particular note. If the proposed amendments are approved, the professional services contracts that may be approved by the City Manager are within budget.

**Legal / Risk:** There is no notable risk if the recommendations are approved as presented.

**Program or Service:** As noted, these amendments, if approved, will create efficiencies and greater flexibility.

**Organizational:** n/a

### **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

As an alternative, Council could either:

- i. direct policy amendments of a nature that differs from the recommendation; or
- ii. do nothing and accept the *status quo*.

## 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.

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

- N/A

c) Corporate Objectives (See Corporate Business Plan)

- Exercise strong fiscal management

d) Council Policies, Bylaws or Federal/Provincial statutes

- City Manager Bylaw 13/2002
- Policy C-CAO-01 - City Manager Delegations

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

- N/A

Report Date: June 26, 2017

Author(s): Gene Klenke

Committee/Department: City Manager's Office

General Manager: n/a

City Manager: Kevin Scoble