



Legislation Details (With Text)

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Presented by: Kevin Scoble, City Manager

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Date	Ver.	Action By	Action	Result
8/28/2017	1	City Council	receive as information	Pass

TAMRMS#: B06

**2017 Q2 Corporate Report**

Presented by: Kevin Scoble, City Manager

**RECOMMENDATION(S)**

That the agenda report titled “2017 Q2 Corporate Report”, dated August 28, 2017, be received as information.

**PURPOSE OF REPORT**

The City of St. Albert Corporate Quarterly Report - Second Quarter 2017 provides Council with regular and formal communication from the City Manager about progress during the quarter ending June 30, 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-01, City Manager Delegations, requires quarterly financial reporting to Council and C-FS-03, Debt Management Policy, requires quarterly reporting on compliance with that policy. Council Policy C-CG-06, Strategic Framework, requires quarterly reporting to the community that includes progress towards achieving the Community Vision and Pillars of Sustainability.

The City Manager Bylaw 13/2002 states that 6. (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 are not included in the report. This streamlined and focused approach provides clearer communication to Council on priority projects related to the Strategic Plan. Administrative and core service delivery information is reported to Council through other avenues, 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 Report.

The 2017 Corporate Quarterly Report - Second 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 StTRACKER dashboard. (Attachment "2017 Quarterly Report, Executive Summary, Second 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, Second 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, Second Quarter").

The online StTRACKER Performance Dashboard ([<https://stalbert.ca/cosa/admin/statracker/>](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 One 2017**

In Quarter One 2017, the following nine projects were completed and were therefore removed from

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 1 of this project is complete with approval of the Services and Service Levels Inventory. Phase 2 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 Management Bylaw - Received 1st reading March 21, the 2nd and 3rd reading on April 3rd. The City Emergency Management Plans are being reviewed and updated in Quarter Three and Quarter Four.
- 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 two projects were completed in Quarter Two 2017 and will be removed for the Quarter Three 2017 report:

- Digital Display Update - Council approved Digital Display amendments to LUB April 24, 2017.
- Community Satisfaction Survey - The 2017 Community satisfaction survey results were shared with Council on June 19, 2017.

The following two projects commenced in Quarter Two 2017 and have been added to the report:

- Fire Accreditation Project - The fire accreditation process is designed to assist fire and emergency service agencies to achieve an enhanced delivery of their services to their community following international accreditation standards through the Commission on Fire Accreditation International.
- Wastewater Bylaw Update - The existing wastewater bylaw is due for an update to reflect current operation and existing agreements with external parties such as the Alberta Capital Region Wastewater Commission.

## **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: August 28, 2017

Author(s): Nicole Duley, Corporate Planning Coordinator

Committee/Department: Strategic Services

General Manager: Michelle Bonnici, GM of Corporate Services

City Manager: Kevin Scoble