

Request for Decision

Title	2017 First Tri-Annual Management Report
Proposed Motion	<ol style="list-style-type: none"> 1. That Council approve the 2017 First Tri-Annual Management Report. 2. That Council direct Administration to use the report as the basis for efforts during 2017 as well as planning for 2018-2020. 3. That Council direct Administration to use the Sustainable Roads Improvement Strategy report provided to Council March 14, 2017 and proceed with the Implementation phase of the Sustainable Roads Improvement Strategy Initiative.
Administrative Recommendation	That Council approve the 2017 First Tri-Annual Management Report, and accompanying motions, as the report provides Sturgeon County Council with a report on the progress of the 2017-2019 Corporate Business Plan, and related budget information.
Previous Council Direction	<p>February 14, 2017 – Motion 057/17 That Council approve the 2016 Third Tri-Annual Management Report and Year in Review.</p> <p>February 14, 2017 – Motion 058/17 That Council direct Administration to use the report as the basis for efforts during 2017, as well as planning for 2018 and 2019.</p> <p>December 13, 2016 – Motion 449/16 That Council approve the 2017-2019 Corporate Business Plan.</p> <p>December 13, 2016 – Motion 455/16 That Council approve the 2017 Operating and Capital Budget as presented in the 2017 Budget Document.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • The Tri-Annual Management Report provides Sturgeon County Council with a report on the progress of the 2017-2019 Corporate Business Plan, and related budget information (as available). • The 2017 Corporate Initiatives within the Corporate Business Plan highlight Administration’s actions in addressing the Focus Areas identified within Council’s 2012-2021 Strategic Plan.

Corporate Initiative Report

The Status Report summarizes progress on the Corporate Initiatives that were scheduled during January to April 2017.

Of the 23 Initiatives:

- Four (4) initiatives are complete.
- Fifteen (15) initiatives progressing on time and budget.
- Three (3) experiencing some delays in progress:
 - Villeneuve Airport and Community Planning – Service Agreement;
 - Sturgeon Valley Fire Protection Plan;
 - Capital Storm Drainage.
- One (1) starts later in the year.

Financial Reporting

The Variance Analysis Report for the period ended April 30, 2017 is presented to Council. The County has been operating during this period on 5.9% of revenues and 23.6% of expenses being reported. This is typical for a municipal government at this time of year and is not an indicator that Sturgeon County is in a deficit position.

Property Tax Revenue is recognized in May. Overall, Sturgeon County will raise \$45,904,715 in net municipal taxes – \$220,917 more than originally budgeted, with \$218,000 of this surplus, Council-approved, to be transferred to the Council Contingency Reserve.

Divisionally, variance in revenues and expenses give early evaluation of where divisions are performing using 34% (or 4/12th) as the benchmark:

Division	Operating Revenues	Operating Expenses
CAO & Council	0.4%	26.2%
Corporate Support	36.8%	32.3%
Integrated Growth	22.3%	27.4%
Municipal Services	30.0%	23.8%
Municipal Services-Infrastructure	25.8%	11.1%

CAO & Council: CAO and Council expenses are below target, but it is anticipated to be on track once all Council expense claims are received for 2017. Election planning is proceeding with the premise of elections in all wards. This will be confirmed once nominations close in September. As such there is no anticipated surplus.

Corporate Support: Overall, revenues and expenses are on track for 2017. All departments within the Division are seeing better than budget results. Budgeting conservatively in license fees for drilling and return on investments has yielded positive results in this reporting period. It has also been determined by the Government of Alberta that linear assessment costs will not be incurred by the County.

Integrated Growth: This Division anticipates being on track for 2017. There is a slower start to permits being issued during the reporting period, which had a slight impact on revenues. Construction season is just starting with engineering; the County Bounty Culinary Cookout is looking at greater than previous years' turnouts, and work is progressing on the Sturgeon Valley SSA (Special Study Area), which will incur expenses in the next reporting period. The second of three payments for the CN Athabasca Rail Line funding was received and transferred to the Economic Development Reserve.

Municipal Services: Generally, on track with 2017 budget projections. Temporary summer staff will start in May for a busy schedule in all departments. Operating revenues are close to target while operating expenses are below target but expected to pick up with the summer season.

Municipal Services – Infrastructure: Water and Wastewater revenues are down and below budget with expenses also below budget, while Storm is over budget marginally. Capital storm/drainage work had not started during this reporting period.

Capital Highlights

Information Services will be on target with capital purchases for 2017.

Machinery and Equipment replacement has started for 2017. Protective Services has received all of their equipment that was to be replaced/purchased for 2017. Transportation has some additional items in their fleet yet to acquire. Agriculture has started their equipment replacement for 2017. To date, there is a surplus in capital purchases of \$38,500, of which \$22,000 will remain in reserve.

Progress payments continue for River's Gate Lift Station and the Allin Ridge Reservoir/Pumphouse project.

External Communication

None.

Relevant Policy/Legislation/Practices:

- Sturgeon County Strategic Plan Policy, PLY_GOV_ELE_Strategic Plan_2014
- Sturgeon County Strategic Plan 2012-2021
- Sturgeon County Corporate Business Plan

Implication of Administrative Recommendation

Strategic Alignment:

Strong Local Governance and Regional Leadership – The Strategic Plan Policy and the Strategic Plan are the highest order direction that Council provides to County Administration. Development of the 2012-2021 Strategic Plan was completed in parallel with the Sturgeon County Municipal

	<p>Development Plan, ensuring that the land use development framework is integrated with strategic municipal objectives.</p> <p><u>Organizational:</u></p> <p>The information provides Council the status of Corporate Initiatives and allows Administration to monitor the time and resources necessary for the completion of the initiatives in 2017 or to determine if certain initiatives need to be carried forward into 2018, 2019 or a later date.</p> <p><u>Financial:</u></p> <p>The reports do not have direct financial impact on the organization. Presentation of the material aims to enhance the progress and financial reporting of the organization by providing a timely update to Council.</p>
--	---

Alternatives Considered	<p>1. That Council refers the 2017 First Tri-Annual Report back to Administration for further information.</p>
--------------------------------	--

Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <p>None.</p> <p><u>Organizational:</u></p> <p>The alternative considered would delay approval of the Tri-Annual Report, and further reporting would require resources currently committed to completing Corporate Initiatives.</p> <p><u>Financial:</u></p> <p>None.</p>
-------------------------------------	---

Follow up Action	<p>1. The information included in this report will be reviewed as part of the 2018 budget process and development of the 2018-2020 Corporate Business Plan.</p> <p>2. Administration will provide Tri-Annual Reports on the 2017-2019 Corporate Business Plan in September 2017 and February 2018.</p>
-------------------------	--

Attachment(s)	<ol style="list-style-type: none">1. 2017 First Tri-Annual Management Report2. 2017 First Tri-Annual Operational Highlights3. 2017 April Capital Projects Report4. 2017 April Variance Report5. 2017 April Capital Summary Report6. 2017 April Road Report
----------------------	---

Report Reviewed by:	 Danielle Figura, Business Strategy Manager
	 Ed Kaemingh, Manager, Finance
	 Ian McKay, P. Eng. General Manager, Municipal Services Division
	 Adam Scharmann, on behalf of Rick Wojtkiw, General Manager, Corporate Support Division
	 Stephane Labonne, A/County Commissioner - CAO

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans, policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Staff have the knowledge, skills and capability to perform their jobs</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>