

Request for Decision

Title	2017 Second Tri-Annual Management Report
Proposed Motion	<ol style="list-style-type: none"> 1. That Council approve the 2017 Second 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 defer the Villeneuve Airport and Community Planning Initiative – Service Agreement to future planning.
Administrative Recommendation	That Council approve the 2017 Second 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><u>June 13, 2017:</u></p> <p>Motion 271/17: That Council approve the 2017 First Tri-Annual Management Report.</p> <p>Motion 272/17: That Council direct Administration to use the report as the basis for efforts during 2017 as well as planning for 2018-2020.</p> <p>Motion 273/17: 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.</p> <p><u>February 14, 2017:</u></p> <p>Motion 057/17: That Council approve the 2016 Third Tri-Annual Management Report and Year in Review.</p> <p>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><u>December 13, 2016:</u></p> <p>Motion 449/16: That Council approve the 2017-2019 Corporate Business Plan.</p>

Motion 455/16: That Council approve the 2017 Operating and Capital Budget as presented in the 2017 Budget Document.

Report

Background Information

- The Tri-Annual Management Report provides 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 May to August 2017.

Of the 24 Initiatives:

- Five (5) initiatives are **complete**.
- Fifteen (15) initiatives progressing **on time and budget**.
- Four (4) experiencing **some delays** in progress:
 - Modernized Municipal Government Act (MMGA);
 - Sturgeon Valley Area Master Plan;
 - Capital Region Board – Support Growth Plan Approval; and
 - Villeneuve Airport and Community Planning – Service Agreement.

Delays with these four Initiatives are due to waiting on information or action by external parties.

Financial Reporting

The Variance Analysis Report for the period ended August 31, 2017 is presented to Council.

Property Tax revenue is higher than budgeted due to assessment growth in non-residential in the amount of \$564,847. Council allocated \$218,000 to the Contingency Reserve by motion. The remaining \$364,847 was a result of an assessment change after the tax bylaw was passed.

Divisionally, variance in revenues and expenses may provide an early indication of a surplus/deficit, employing 67% (or 8/12th) as the benchmark:

Division	Operating Revenues	Operating Expenses
CAO & Council	100.2%	70.2%
Corporate Support	77.1%	63.3%
Integrated Growth	68.5%	63.3%
Municipal Services	61.4%	57.1%
Municipal Services-Infrastructure	62.5%	36.1%

CAO & Council:

The trend indicates that overall, the budget is on track. It should be noted that budgeted Council expenses will continue through to the end of 2017. As Nomination Day nears we will have a clearer indication of the election-related costs for Legislative Services.

Corporate Support:

Revenues and expenses are within target at this point of the year. The County continues to yield positive results on investments and well-drilling license fees. Sturgeon County practice is to budget conservatively.

Integrated Growth:

The division is expected to be on-track for 2017. General development in the County is lower than expected, as seen through the number of permits being issued. The County Bounty Culinary Cookout occurred in August with record attendance and is a break-even event. Sturgeon County also supported the Edmonton Air Show that occurred in August. Engineering is in full swing with construction projects.

Municipal Services:

Overall revenue and expenses are on-track with budget for 2017. Summer seasonal work is coming to an end and is anticipated to be on budget.

Municipal Services – Infrastructure: Water and Wastewater revenues are down compared to budget. The actual wastewater and water sales have not met budget targets specifically due to estimates on industrial use. Estimates for 2018 have been adjusted to reflect 2017 actual industry use.

Capital Highlights

In Transportation, capital purchases reflected since the last report include two trucks, a packer and grader that have come in under budget. Utility capital project work and progress payments continue, as expected.

Agriculture has purchased their UTV trailer, UTV Sprayer and rotary cutter. Overall, the capital purchases are within budget. The Fleet shop vehicle has also been replaced and came in under budget.



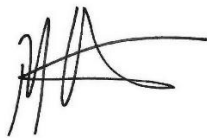


Information Services has purchased the ink plotter and switched from leasing to ownership to save money. As such the plotter is funded from operations budget and capital.

External Communication

None.

Relevant Policy/Legislation/Practices:

	<ul style="list-style-type: none"> Sturgeon County Strategic Plan Policy, (PLY_GOV_ELE_Strategic Plan_2014) Sturgeon County Strategic Plan 2012-2021 Sturgeon County Corporate Business Plan (2017 – 2019)
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>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 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	That Council refers the 2017 Second Tri-Annual Report back to Administration for further information.
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	<ol style="list-style-type: none"> The information included in this report will be reviewed as part of the 2018 budget process and with the development of the recommended 2018-2020 Corporate Business Plan. Administration will provide the Third Tri-Annual Report on the 2017-2019 Corporate Business Plan February 2018.

Attachment(s)	<ol style="list-style-type: none"> 1. 2017 Second Tri-Annual Management Report 2. 2017 Second Tri-Annual Operational Highlights 3. 2017 August Capital Projects Report 4. 2017 August Variance Report 5. 2017 August Capital Summary Report 6. 2017 August Road Report
Report Reviewed by:	<div data-bbox="532 338 906 415">  </div> <div data-bbox="532 415 1063 453"> <p>Danielle Figura, Business Strategy Manager</p> </div> <div data-bbox="532 495 714 533"> <p><i>Teri Stewart</i></p> </div> <div data-bbox="532 548 1128 585"> <p>Teri Stewart for Ed Kaemingh, Manager, Finance</p> </div> <div data-bbox="532 625 737 724">  </div> <div data-bbox="532 730 1421 804"> <p>Susan Berry for Ian McKay, P. Eng. General Manager, Municipal Services Division</p> </div> <div data-bbox="553 846 758 982">  </div> <div data-bbox="532 989 1274 1026"> <p>Rick Wojtkiw, General Manager, Corporate Support Division</p> </div> <div data-bbox="532 1066 774 1165">  </div> <div data-bbox="532 1178 1344 1215"> <p>Stephane Labonne, General Manager, Integrated Growth Division</p> </div> <div data-bbox="553 1255 813 1354">  </div> <div data-bbox="532 1360 1101 1398"> <p>Peter Tarnawsky, County Commissioner - CAO</p> </div>

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"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<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"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<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"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<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"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<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"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<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"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>