



City of St. Albert
CITY COUNCIL POLICY

CAO Limitations on Financial
Conditions and Activities

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C588-2002	11 04		C64-2005 C384-2006	02 07 07 17

Policy

The CAO shall protect the City from fiscal jeopardy and shall make certain that actual expenditures do not deviate materially from Council priorities established in the City's Business Plan and the budget.

Standards

The Chief Administrative Officer (CAO) shall:

1. Settle and properly account for payroll and debts in a timely manner.
2. Pursue receivables responsibly.
3. Provide quarterly financial reports to Council.
4. File all tax payments or other government-ordered payments or filings accurately and in a timely manner.
5. Approve and enter into revenue contracts provided that the annual revenue to the City does not exceed \$100,000.
6. Approve and enter into contracts for the supply of goods or services. If the value of the contract exceeds \$100,000 the contract can only be approved by the CAO if:
 - a. the funds for the contract are within an approved budget
 - b. the contract has been subject to a competitive bid process; and
 - c. the contract is to be awarded to the lowest qualifying bid.
7. Approve and enter into contracts for professional services provided that the value of the contract does not exceed \$100,000. If the value of the contract for the professional services has a value greater than \$100,000 and less than \$1,000,000 the contract can only be approved by the CAO if:
 - a. the professional services are required as part of a larger capital project approved by Council;
 - b. the contract has been subject to a competitive bid process;
 - c. the contract is to be awarded to the lowest qualifying bid; and
 - d. the contract and sub-contracts are within the approved budget.
8. Approve and enter into licenses for use of City-owned land or facilities provided the term of any such licenses do not exceed five years.



9. Approve and enter into leases of City owned land and buildings if:
 - a. selection of the tenant was based on a competitive process;
 - b. the rent to be charged is at fair market value;
 - c. the term of the lease does not exceed ten (10) years (including renewals); and
 - d. the rent to be paid to the City, excluding any amounts paid to the City as a sharing of revenue earned by the lessee, does not exceed \$100,000 per year.

10. Approve and enter into leases of land and buildings for City use if:
 - a. the term of the lease does not exceed ten (10) years (including renewals); and
 - b. the provision for the payment of the rent has been included in an approved budget.

11. Approve and enter into agreements required as a result of the development or subdivision of land within the City including development/servicing agreements and capital recreation contribution agreements, provided that the standard forms for such agreements, approved by Council, are utilized.

12. Approve and enter into an agreement on behalf of the City to sell real property provided that:
 - a. the amount to be paid for the property is the highest amount offered up to the time of approval;
 - b. the amount to be paid is equivalent to or greater than the market value of the property, which market value shall be determined on an annual basis and expressed as the range that is +/-5% of a City-commissioned appraised value, which appraised value shall be reviewed as conditions warrant, consistent with Land Sale Policy C-ED-01;
 - c. the proposed use of the property is consistent with the City's applicable land use bylaws and policies; and
 - d. the amount offered does not exceed \$499,999.

Legal References: *Municipal Government Act*, Sections 203(2), 208, 242-249, 429, 436.21

Cross References: Policy C-FS-01, Financial Reserves; Policy C-ED-01, Land Sale

