

## Request for Decision

<b>Title</b>	<b>Policy Analyst, Intergovernmental Affairs</b>
<b>Proposed Motions</b>	<p>1. That Council approve the allocation of \$50,000 from the Contingency Reserve (8.2) for Administration to hire a temporary Policy Analyst, Intergovernmental Affairs in 2017.</p> <p>2. That Council direct Administration to include the Policy Analyst, Intergovernmental Affairs contract position in the base budget for 2018 and 2019.</p>
<b>Administrative Recommendation</b>	<p>That Council equip Administration to address the temporary growing needs within Intergovernmental Affairs, because of Provincial legislative changes, including the requirement to complete Inter-municipal Collaboration Frameworks with municipalities within and bordering Sturgeon County.</p>
<b>Previous Council Direction</b>	<p>December 13, 2016 – Motion 455/16</p> <p>That Council approve the 2017 Operating and Capital Budget as presented in the 2017 Budget Document.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>As part of the 2017 Budget, Sturgeon County Council approved a \$100,000 Service Enhancement for Inter-municipal Special Projects.</li> <li>At the time, this was done in anticipation of future annexations, increased funding requests from the Capital Region Board (CRB), as well as moving parts regarding new Provincial legislation, primarily the <i>Modernized Municipal Government Act (MMGA)</i>.</li> <li>Since approval of the 2017 Budget, further clarity has been gained regarding the <i>MMGA</i> and its impacts on the County. The <i>MMGA</i> (currently awaiting final adoption) notably mandates that Sturgeon County will complete 15 Inter-municipal Collaboration Frameworks (ICFs) and corresponding Inter-municipal Development Plans (IDPs) within a 2-year timeframe, likely starting in September 2017.</li> <li>Further, Administration anticipates new work being added to Administration’s work plan resulting from an expanded Growth Management Board (currently known as the CRB) Regulation which adds Economic Development and a Regional Servicing Plan to the GMB’s mandate.</li> </ul>

- Anticipating these legislative changes, changes to Administration’s work plan and their associated timelines, Sturgeon County Administration is recommending that Council approve the allocation of funds from the Contingency Reserve to maintain Intergovernmental Affairs’ capacity to address these initiatives.
- Should Council approve the recommended Motion, the intent is to have a contracted resource in place by end of summer (at the latest) to properly onboard and to assist in the development of a current-state assessment and inventory of current intermunicipal agreements and to prepare for the ambitious timelines, notably associated with ICFs, imposed by the Province.
- To reduce the impact to Sturgeon County taxpayers, this position would be contracted on a temporary basis, for a maximum of 30 months. The second recommended Council Motion recognizes that financial resources will be required for the balance of 2018 and 2019.
- Should Council commit to securing a contracted resource, Administration will also seek out potential grant opportunities to potentially reduce the impact on Sturgeon County residents, businesses and ratepayers.

External Communication

- None.

Relevant Policy/Legislation/Practices:

*Municipal Government Act, RSA 2000 c.M-26*  
 Sturgeon County Council 2017 Advocacy Plan  
 Alberta Regulation 38/2012 Capital Region Board Regulation

**Implication of Administrative Recommendation**

Strategic Alignment:

**Strong Local Governance and Regional Leadership** – Approval of the recommended Motions will ensure that Administration is equipped to continue to support Council in their strategies to develop inter-municipal working agreements, establish cost-sharing frameworks, and actively participate, influence and represent Sturgeon County’s interests at the regional, provincial and federal orders of government.

**Operational Excellence** – The recommended solution leverages existing resources, looks to utilize partnerships to decrease costs to Sturgeon County (through cooperative grants), and will ensure appropriate capacity to maintain the current level of service provided to the organization and Council.

Organizational:

Administration is looking ahead to the 2018-2020 Corporate Business Plan contemplating the new work created by the MMGA, including organizational compliance and the creation of ICFs. Our ability to effectively execute these items is largely contingent on resource capacity.

Financial:

Should Council approve the recommended Motions, Administration will seek grant opportunities to offset the costs identified below (such programs cannot be pursued until funding is secured). In total, it represents a potential \$245,000 expenditure over a 3-year timeframe.

Eligible costs include the hiring process, salary/benefits, materials/supplies and all other fees associated with a temporary position.

Item	2017	2018	2019	Funding Source
Temporary Policy Analyst	\$50,000			Contingency Reserve
		\$95,000	\$100,000	Tax-levy

**Alternatives Considered**

1. Hire additional Senior Advisor, Intergovernmental Affairs.
2. Hire a permanent Policy Analyst, Intergovernmental Affairs.
3. Status Quo—No Additional Resources.

**Implications of Alternatives**

Strategic Alignment:

**Strong Local Governance and Regional Leadership** – Although under all three alternatives, Sturgeon County would continue to implement this Focus Area, it would be done at inconsistent levels.

**Operational Excellence** – Two of the alternatives would result in a higher service level (likely not required); whereas the status quo would lead to decreased service levels in the coming months. The proposed recommendation is seen as the most effective approach in terms of cost/benefit.

Financial:

- Outside of the status quo, the other alternatives considered would be costlier than the recommendation, and were therefore not recommended.
- While the status quo represents no financial change to the County, an ability to review and analyze external impacts and prepare the organization internally for new work, resulting from legislative changes at a service level consistent to that of today, would be unlikely.

**Follow up Action**

1. Administration will seek to leverage grant dollars to reduce the impact to Sturgeon County residents, businesses and ratepayers (Intergovernmental Affairs).

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Attachment(s) | None.

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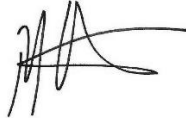
Report Reviewed  
by:



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