

Request for Decision

Title	Application for the Municipal Internship Program – Finance Officer Stream
Proposed Motion	That Council approve the application to host a first-year Finance Officer Intern through the Provincial Municipal Internship Program.
Administrative Recommendation	That Sturgeon County take advantage of senior government grant programs.
Previous Council Direction	<p>August 26, 2014 – Motion 258/14 Council approves the application to host a Finance Officer Intern through the Provincial Municipal Internship Program</p> <p>December 9, 2014– Motion 391/14 Council approves the Finance Officer Intern through the 2015 Operating Budget.</p> <p>December 8, 2015 – Motion 394/15 Council approves the second year funding of the Finance Officer Intern through the 2016 Operating Budget.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • The hiring of a Municipal Finance Intern through the Provincial Internship Program is being brought forward as part of the 2017 budget process. • Since the application to host a Municipal Finance Intern is due October 1, 2016, and the proposal has a budget impact for 2017; Administration is requesting approval to submit the application. • Host municipalities receive a grant of \$43,000 in the first year and \$24,000 in the second year to assist with the costs of hosting an Intern. • This is a 1-year program with the option of a second year extension. • The anticipated salary and benefits for the position are to be equivalent to a graduate degree requirement with an approximate net annual cost to Sturgeon County of \$30,800 year one and \$42,800 year two, funded through the general operating reserve. • To qualify, host municipalities will provide comprehensive experience in the financial services area of the municipality and provide a sufficient commitment of resources, both financial and staff.

	<ul style="list-style-type: none"> • The current Finance Intern will end her term with the County early in 2017 and Sturgeon County must reapply for a new intern to remain in the program. • Administration sees this position as an opportunity to continue with the success the finance department has had developing key policies and procedures without committing Sturgeon County to long-term budget increases. • Finance will continue policy development and has some key initiatives and policy development areas such as the second phase of Risk Management and Policy Development to start in 2017 that will benefit from extending the intern program. • The intern also provides operational and technical support to the Finance department and organization. Initiatives such as the ERP system review will require either system or process changes that the intern can assist with as well. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • All communication is provided by Municipal Affairs. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • N/A
<p>Implication of Administrative Recommendation</p>	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Approval of the funding for the Finance Intern position would consider fiscal stability and sustainability.</p> <p><u>Organizational:</u></p> <p>This recommendation would enable the Finance department to maintain their current service levels within the department.</p> <p><u>Financial:</u></p> <p>The net financial impact to the organization is approximately \$30,800 and \$42,800 for two years respectively.</p>
<p>Alternatives Considered</p>	<ol style="list-style-type: none"> 1. Dissolve the Municipal Finance Intern Position 2. Create new FTE position
<p>Implications of Alternatives</p>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Neither alternatives provide the organization the capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient and cost effective manner.

Organizational:

- Dissolving the Finance Intern position would decrease the service levels within the Finance department.

Financial:

- Creating a new FTE would cause a higher financial impact as part of the Finance Intern's salary is funded by a provincial grant.
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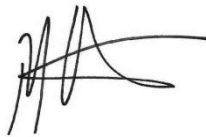
Follow up Action 1. Deadline for the Grant application would take place in time for the October 1, 2016 deadline.

Attachment(s) 1. N/A

**Report Reviewed
by:**



Ed Kaeming, Manager, Financial Services



Rick Wojtkiw, GM, Corporate Support



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
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>