

Request for Decision




Title	Municipal Internship Program Application - Finance Officer
Proposed Motion	That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.
Administrative Recommendation	That Sturgeon County put forward an application to host a Finance Officer Intern through the government grant program which takes advantage of funding for a full-time resource at a subsidized cost.
Previous Council Direction	<p>August 23, 2016 – Motion 288/16 That Council approve the application to host a first-year Finance Officer Intern through the Provincial Municipal Internship Program.</p> <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 Municipal Internship Program is being brought forward as part of the 2019 budget process. • Since the application to host a Municipal Finance Intern is due September 11, 2018, and the proposal has a budget impact for 2019; Administration is requesting approval to submit the application. • Host municipalities receive a grant of \$43,000 in the first year and \$23,000 in the second year (if extended) to assist with the costs of hosting an Intern. • Sturgeon County’s approximate annual cost, net of the grant, would be \$22,000 for year one and \$40,500 year two, funded through the general

	<p>operating reserve with no impact to taxation if approved. If approved, the grant would significantly subsidize the County’s contribution for an additional full-time resource.</p> <ul style="list-style-type: none"> • This is a one-year program with the option of a second-year extension. • 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. • The current Finance Intern’s term ends with the County early 2019, 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. • The intern also provides operational and technical support to the Finance department and organization. <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"> • None.
<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>If approved, the County would have an estimated annual cost, net of the grant, of \$22,000 for year one and \$40,500 for year two (if extended) which would be funded through the general operating reserve with no impact to taxation.</p>
<p>Alternatives Considered</p>	<p>1. Do not apply for the Finance Officer Intern government grant.</p>

Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Not proceeding with the application could result in the inability to meet service level requests in an efficient and cost-effective manner. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Financial Services has actively participated in the program for some time now. Not applying for this opportunity would increase existing Finance team members' workload and potentially decrease service levels or the ability to perform ad hoc project work within the Finance department. <p><u>Financial:</u></p> <ul style="list-style-type: none"> Grant funding not received would amount to \$43,000 for year one and \$23,000.
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Follow up Action	1. The grant application is due September 1, 2018. Administration would submit prior to this date should Council approve the motion.
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Attachment(s)	None.
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Report Reviewed by:	 <p>Sabrina Duquette, Acting Manager Financial Services</p>  <p>Rick Wojtkiw, GM Corporate Support</p>  <p>Bill Minnes, County Commissioner – CAO</p>
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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"/>