




## Request for Decision

<b>Title</b>	<b>Municipal Internship Program Application - Finance Officer</b>
<b>Proposed Motion</b>	That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.
<b>Administrative Recommendation</b>	That Sturgeon County take advantage of government grant programs which provide funding for a full-time term resource.
<b>Previous Council Direction</b>	<p><u>August 28, 2018 – Motion 266/18:</u> That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>August 23, 2016 – Motion 288/16:</u> That Council approve the application to host a first-year Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>August 26, 2014 – Motion 258/14:</u> Council approves the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>December 9, 2014– Motion 391/14:</u> Council approves the Finance Officer Intern through the 2015 Operating Budget.</p> <p><u>December 8, 2015 – Motion 394/15:</u> Council approves the second-year funding of the Finance Officer Intern through the 2016 Operating Budget.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• The grant application deadline has not yet been announced by the Province; however, in past years, the deadline has been September 1.</li> <li>• If approved by Council, the application for a Municipal Finance Intern through the Provincial Municipal Internship Program will be brought forward as part of the 2020 budget process.</li> <li>• The Municipal Affairs' program objective is to help build the administrative capacity of local governments in Alberta.</li> </ul>

	<ul style="list-style-type: none"> <li>• The financial intern program is a one-year program with the option of a second-year extension.</li> <li>• To qualify, host municipalities will provide comprehensive experience in the financial services area of the municipality and provide a commitment of resources, both financial and staff, for mentoring and development.</li> <li>• Sturgeon County's estimated annual cost, net of the grant, would be \$22,000 for year one and \$40,500 for year two, funded through the general 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.</li> <li>• In 2019, host municipalities received \$43,000 for the first year and \$23,000 for the second-year interns to assist with the costs of hosting the intern. We anticipate funding to be similar for the 2020/2021 grant program.</li> <li>• The grant program allows a first-year intern and second-year intern to be placed at a municipality consecutively.</li> <li>• Currently, the County is hosting a first-year finance intern until April 2020. Should Council approve this motion, contingent on grant approval, the new intern would start between April and May 2020.</li> <li>• 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.</li> <li>• The intern also provides operational and technical support to the Finance department and organization.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>• All communication is provided by Municipal Affairs.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Implication of Administrative Recommendation</b>	<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.</p>
<b>Alternatives Considered</b>	<ol style="list-style-type: none"> <li>1. Do not apply for the Finance Officer Intern government grant.</li> <li>2. Put forward a Service Enhancement for an additional summer student to assist with the seasonal increase in activity.</li> </ol>
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> <li>• Not proceeding with the application could result in the inability to meet service level requests in an efficient and cost-effective manner.</li> </ul> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• Grant funding, estimated at \$43,000 for year one and \$23,000 for year two, would not be received.</li> </ul>
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>1. Administration will submit the grant application prior to the due date, which we anticipate being September 1, 2019.</li> </ol>
<b>Attachment(s)</b>	None.
<b>Report Reviewed by:</b>	<div>   Ed Kaemingh, Manager Financial Services </div> <div>   Rick Wojtkiw, General Manager, Corporate Support </div> <div>   Reegan McCullough, County Commissioner – CAO </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
<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 and MDP pg. 36)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports a strong thriving business environment to strengthen our economic foundation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Plans for responsible growth through the MDP and regional growth plan.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Manages growth for current and future developments through:                             <ul style="list-style-type: none"> <li>transparent bylaws, policies and processes to enable responsible land development</li> <li>targeting growth around existing and identified future growth areas</li> </ul> </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 and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides access to programs and services that have a positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides access to safe and reliable infrastructure assets</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports the safety of people and property</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Strong Local and Regional Governance</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Fosters collaborative intergovernmental partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 and MDP pg. 27)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Support and/or collaborate with voluntary organizations in the region</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Stewardship</b>			
<i>We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Plans and partnerships that minimize environmental impact on natural areas</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides awareness of environmental issues impacting the County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>