

## Request for Decision

<b>Title</b>	<b>2023/2024 Municipal Internship Program Application - Land Use Planner Stream</b>
<b>Proposed Motion</b>	That Council direct Administration to submit an application to host a Land Use Planning Intern in 2023/2024 through the Government of Alberta's Municipal Internship Program.
<b>Administrative Recommendation</b>	Administration recommends that Sturgeon County put forward an application for a Land Use Planning Intern through the Government of Alberta grant program that provides funding for full-time resources at a subsidized cost.
<b>Previous Council / Committee Direction</b>	None
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• Alberta Municipal Affairs has a long-standing program designed to help build the administrative capacity of local governments and rejuvenate the municipal government sector in Alberta.</li> <li>• Some of Sturgeon County's senior administrators are program alumni.</li> <li>• The 2023/2024 Municipal Affairs Internship Program provides an 18-month internship term with start dates in April or May of 2023.</li> <li>• To qualify for the Land Use Planner stream, host municipalities must provide first-hand planning experience through a municipally owned agency or an in-house planning department. The intern must also have access to a planner with a Registered Professional Planner (RPP) designation to be able to sign off the intern's logbook requirements for accreditation.</li> <li>• Municipal Affairs has indicated that the grant funding for the 2023/2024 applications is \$60,000 over an 18-month period.</li> <li>• Administration considers these positions as an opportunity to continue to enhance County services, programs, projects, and support while also supporting new municipal professionals.</li> <li>• Sturgeon County's Planning &amp; Development Services department would provide a rich and vibrant environment for a municipal intern. The department has numerous registered professionals, a diverse program structure, and is engaged in many industry-leading initiatives (major</li> </ul>

area structure plans, land use bylaw modernizations, major regulatory reviews, full-scale municipal development plan review, a wave of urbanized development applications, and much more).

- Administration is also supportive of the internship and will benefit from the additional capacity and energy that interns provide. The intern would be expected to support several routine tasks and specific projects across the department during their employment.

External Communication

- Administration will engage Municipal Affairs on the matter. All other external communication is provided by Municipal Affairs.

Relevant Policy/Legislation/Practices:

None.

**Implication of Administrative Recommendation**

Strategic Alignment:

**Operational Excellence** – Approval of the funding for the internship position would provide a resource towards the betterment of cost-effective service delivery for the County.

Organizational:

The municipal interns have historically supported several routine tasks and specific projects across the County during their employment. The ability to host interns is a great benefit to departments and the overall municipal environment by building professionals with a broad understanding of municipal operations.

Financial:

The grant provides a total of \$60,000 in funding. The compensation contribution is \$53,000 and \$7,000 for expenses. Qualifiable expenses to offset against the \$7,000 include recruitment, relocation, professional development, safety equipment, association membership fees, electronic equipment, and travel costs for supervisors to attend in-person internship workshops.

The County’s portion for the intern position would equate to 55% of the total estimated compensation, which would be funded through a reserve allocation through the 2023 proposed budget, with no impact to taxation.

**Estimated Salary/Benefits & Funding**

Internship Stream	2022 Cost	2023 Cost	Total Cost	Staff Funding	County Cost	County %
Land Use Planner	51,428	65,570	<b>116,998</b>	53,000	63,998	55%

**Alternatives Considered**

Council could decide not to apply for the Municipal Internship Program.

**Implications of Alternatives**

Strategic Alignment:

**Operational Excellence** – Not proceeding with the application would result in not acquiring an additional resource at a subsidized cost.

	<p><u>Organizational:</u> Departments would not have access to the additional administrative capacity offered by the intern.</p> <p><u>Financial:</u> None.</p>
<b>Follow up Action</b>	Submit grant application (Planning & Development Services and Corporate Finance & Treasury, September 2022).
<b>Attachment(s)</b>	None.
<b>Report Reviewed by:</b>	<p>Sabrina Duquette, Manager, Corporate Finance &amp; Treasury</p> <p>Bonnie McInnis, Manager, Planning &amp; Development Services</p> <p>Travis Peter, General Manager, Development &amp; Strategic Services</p> <p>Andrew Hayes, General Manager, Financial Services &amp; Chief Financial Officer</p> <p>Reegan McCullough, County Commissioner – CAO</p>

## Strategic Alignment Checklist

**Vision:** *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

**Guiding Principles:** Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
<b>Planned Growth</b>			
<ul style="list-style-type: none"> <li>Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Modern broadband and digital capabilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Low cost, minimal red-tape regulations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Thriving Communities</b>			
<ul style="list-style-type: none"> <li>Beautiful, surprising places with high standards; integrated natural spaces &amp; trail systems; healthy and resilient</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Engaging cultural, historical, and civic amenities; strong community identity and pride</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Stewardship</b>			
<ul style="list-style-type: none"> <li>Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Sustainable development; partnerships with industry and others to drive emission reductions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Collaborative Governance</b>			
<ul style="list-style-type: none"> <li>Predictable and stable external relationships; volunteer partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Meaningful connections with Indigenous communities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Respectful and informed debate; clear and supportive governance processes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<ul style="list-style-type: none"> <li>Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Future focused thinking to proactively respond to emerging opportunities and challenges</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Alternative revenue generation and service delivery models integrated strategic and business planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>