

Request for Decision

Title	2022 Canada Summer Job Grant Applications
Proposed Motion	That Council direct Administration to submit Canada Summer Job Grant applications for five temporary positions, and if the positions are approved, fund the balance of \$51,684.75 from the General Operating Reserve.
Administrative Recommendation	Administration recommends that Council approve applications to the 2022 Canada Summer Jobs Grant.
Previous Council / Committee Direction	None.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> The Canada Summer Job Grant is a government program that provides funding to trusted employers to help them create quality jobs for those between 15 and 30 years of age and who are legally entitled to work in Canada. The grant program is flexible, allowing employers to hire for part-time or full-time positions for a minimum of 6 weeks and maximum of 18 weeks in duration. The employment dates can be between April 25, 2022 and September 3, 2022. Participating employers will be subsidized up to 50% of the provincial hourly minimum wage, which in Alberta is currently \$13 for those under 18 years or age and \$15 for those 18 and older. Any earnings above employment standards are not subsidized. Employers must attest that the job would not be created without the financial assistance provided under the potential contribution agreement. Any position that the County already planned on hiring for, or that is currently active, does not qualify for funding. Administration is seeking Council's approval to apply for five temporary positions through the Canada Summer Job Grant program for a total funding requirement of \$76,997.25. The position details are as follows: <ul style="list-style-type: none"> A Research Support Officer to conduct research and related tasks (historic, best practice, and systems-based data analysis) that will contribute to progressing strategic priorities of the organization related to ESG (Environmental, Social, Governance) policy

	<p>development, strategic management efforts, and intergovernmental activities.</p> <ul style="list-style-type: none"> ○ A Finance Clerk to support front desk operations, accounts payable and receivable, and digitizing and documenting record management practices. This would include helping to support proper documentation of procedures, review of process, and necessary internal correspondence updates. ○ An Economic Development Summer Student who would assist efforts to expand, retain, and attract business and provide event and corporate initiatives support and engagement with the business community. ○ A Digital Communications Assistant to assist with developing new and cataloguing existing digital content such as articles, videos, and photography. This would include helping to enhance the search functionality of the County's website (external) and the County's existing digital assets (internal). ○ An Information Services Summer Student to assist with system monitoring and maintenance, responding to issues reported to the Service Desk, creating and maintaining user self-help and orientation documentation, and providing relief for other Information Services positions and duties. <ul style="list-style-type: none"> • Administration views this program as an opportunity to increase capacity to complete projects as noted, evolve processes to align with the new operating environment, and develop municipal professionals in the region while providing employment opportunities to the public through a subsidized program. • For 2023, Administration will propose including reserve funding to support approved positions under the Canada Summer Job Grant program in the operating budget. This will allow Council to use their time more effectively and Administration to complete applications as soon as the program is launched by the Government of Canada each year. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • All communication is provided by Service Canada. • If approved, positions would be posted following regular recruitment practices. <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>Thriving Communities – Providing job opportunities for young workers helps foster a strong local workforce and contributes to citizens' quality of life.</p> <p>Operational Excellence – Additional resources allow departments to achieve operational excellence.</p>

Organizational:

This recommendation would enable Information Services, Corporate Communications, Economic Development, Financial Services, and Corporate Planning and Intergovernmental Services to undertake and complete projects with assistance from the grant program.

Financial:

If approved by Council and by the granting agency, the total County cost, net of the grant, would be \$51,684.75:

Position	Estimated Total Expense	Estimated Grant Funding	County Funding
Research Support Officer	15,774.75	5,062.50	10,712.25
Finance Clerk	14,586.75	5,062.50	9,524.25
Economic Development Summer Student	15,174.00	5,062.50	10,111.50
Digital Communications Assistant	14,586.75	5,062.50	9,524.25
Information Services Summer Student	16,875.00	5,062.50	11,812.50
	\$ 76,997.25	\$25,312.50	\$ 51,684.75

Alternatives Considered

1. Council could decide not to apply for the 2022 Canada Summer Job Grant.
2. Council could support applying for fewer than the five temporary positions proposed.

Implications of Alternatives**Strategic Alignment:**

- While immaterial, not proceeding with the applications would forego increased capacity by employing part or full-time staff at a subsidized rate.

Organizational:

- Not proceeding with the applications for these positions would increase the time required for listed projects and other support that could be received through this recruitment.

Financial:

- Alternative 1 – None.
- Alternative 2 – Would vary dependent on which position(s) are selected for application. The balance of such would be funded through the General Operating Reserve.

Follow up Action

1. Submit grant applications as approved by Council (Financial Services, January 2022).

Attachment(s)

1. Reserve Policy

Report Reviewed by:

Sabrina Duquette, Manager, Financial Services
 Andrew Hayes, Director, Financial, Assessment and Procurement Services
 Scott MacDougall, Acting County Commissioner – CAO

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
Planned Growth			
<ul style="list-style-type: none"> Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Modern broadband and digital capabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Low cost, minimal red-tape regulations 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thriving Communities			
<ul style="list-style-type: none"> Beautiful, surprising places with high standards; integrated natural spaces & trail systems; healthy and resilient 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Engaging cultural, historical, and civic amenities; strong community identity and pride 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environmental Stewardship			
<ul style="list-style-type: none"> Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Sustainable development; partnerships with industry and others to drive emission reductions 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collaborative Governance			
<ul style="list-style-type: none"> Predictable and stable external relationships; volunteer partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Meaningful connections with Indigenous communities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Respectful and informed debate; clear and supportive governance processes 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Excellence			
<ul style="list-style-type: none"> Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Future focused thinking to proactively respond to emerging opportunities and challenges 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Alternative revenue generation and service delivery models integrated strategic and business planning 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>