



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-079

TO: Mayor and Members of Council
FROM: Desirée Kennedy, City Treasurer
RESOURCE STAFF: Stephen Dickey, Deputy Treasurer
DATE OF MEETING: January 24, 2012
SUBJECT: Municipal Finance Internship Pilot Program

EXECUTIVE SUMMARY:

Staff are currently finalizing an application for submission to the Municipal Finance Officers' Association of Ontario (MFOA) to participate in the Municipal Finance Internship Pilot Program (MFIPP). The MFIPP involves the placement of a university graduate intern for a 12 month period, beginning in the summer of 2012. Through a combination of municipal work experience, education programs and planned project initiatives, as well as a commitment to ongoing supervision and mentoring by the City Treasurer or delegate, interns are encouraged to pursue innovative perspectives on municipal government.

The application is due to MFOA on or before February 1, 2012 and requires demonstration of commitment and approval of both council and senior management from the Finance department. Funding of \$20,000 is available to offset salary costs and up to \$5,000 is available to fund program related expenses, such as training and conference attendance. Should the City be selected as a host municipality, we will be required to submit a signed Conditional Grant Agreement which outlines the terms of the MFIPP and how the grant funding may be used.

RECOMMENDATION:

THAT Council authorize the Mayor and City Treasurer to sign the Municipal Finance Internship Pilot Program Application; and

THAT Council authorize the Mayor and City Treasurer to sign the Municipal Finance Internship Pilot Program Grant Agreement, subject to the satisfaction of the Legal Services Department, should the City of Kingston be selected as a host municipality.

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AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Desirée Kennedy, City Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

The City has the opportunity to apply for grant funding and participate in the Municipal Finance Internship Pilot Program (MFIPP), which was developed by the Municipal Finance Officers' Association of Ontario (MFOA) in partnership with the Ontario Ministry of Municipal Affairs and Housing (MMAH). The MFIPP involves the placement of a university graduate intern for a 12 month period, beginning in the summer of 2012. The objective of the MFIPP is to attract and cultivate the next generation of municipal finance leaders, allowing for new graduates with new perspectives to contribute to the management of both financial administration and local governance as leaders.

The MFIPP provides funding of \$20,000 towards salary costs. Remaining salary and benefit costs are the responsibility of the municipality. In addition each intern has access to a maximum of \$5,000 to fund program related expenses, such as training and conference attendance. The municipality's share of costs related to the Intern program will fit within 2012 approved budgeted salary estimates and 2013 budget projections. There is no obligation to employ the intern beyond the proposed 12 month period.

The intern will be exposed to a variety of learning experiences, including orientation and networking, professional development opportunities, a variety of work projects and activities as well as a 4-6 week placement at a Ministry of Municipal Affairs and Housing Municipal Service Office. Upon successful completion of the MFIPP, interns will be better prepared to occupy leadership positions in Ontario municipalities, addressing the critical need for succession planning at the municipal level. In addition, the municipality welcomes the fresh ideas that an intern with a strong financial training background would provide.

Staff are currently finalizing the application for submission to MFOA which considers a variety of potential work projects and activities for the program including development of a corporate performance measurement framework, enhanced cash flow management strategies, corporate policy review, long-term financial planning and budgeting and corporate systems and process improvements. At least one of the projects must produce a deliverable that can be provided to MFOA for presentation or distribution to other municipalities in order to benefit the rest of the municipal sector. The final work plan can be refined once an intern has been selected so that the chosen activities reflect their interests and capabilities. In addition, there must be commitment from the City Treasurer or designate to serve as the intern's mentor for the duration of the program.

The application is due to MFOA on or before February 1, 2012 and requires demonstration of commitment and approval of both council and senior management from the Finance department. Should the city be selected as a host municipality, we will be required to submit a signed Conditional Grant Agreement which outlines the terms of the MFIPP and how the grant funding may be used.

EXISTING POLICY/BY LAW:

There are no existing Policies/By-laws concerning this subject, on record, to date.

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NOTICE PROVISIONS:

There are no existing notice requirements under the Municipal Act concerning this subject, on record, to date.

ACCESSIBILITY CONSIDERATIONS:

Copies of reports may be available in alternative formats.

FINANCIAL CONSIDERATIONS:

MFOA will provide \$20,000 to fund 50% of the salary of the intern. Up to \$5,000 in additional funds is available to subsidize ancillary expenses such as travel and accommodations for the intern to attend training programs, workshops, and conferences that are part of the intern's program experience. Remaining salary and benefit costs are the responsibility of the municipality. The city's share of the Intern program will fit within 2012 approved budgeted salary estimates and 2013 budget projections.

CONTACTS:

Desirée Kennedy, City Treasurer
Stephen Dickey, Deputy Treasurer

Ext 2220
Ext 2370

OTHER CITY OF KINGSTON STAFF CONSULTED:

Alan McLeod, Senior Legal Council
Patricia Burns, Director of Human Resources and Organization Development

EXHIBITS ATTACHED:

Not applicable