

THE CORPORATION OF THE CITY OF WINDSOR
Office of the City Treasurer - Finance

**MISSION STATEMENT:**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 16922 AF2014	Report Date: December 17, 2013
Author's Name: Janice Guthrie	Date to Council: January 6, 2014
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To: Mayor and Members of City Council

Subject: 2014/2015 Municipal Finance Internship Program (MFIP)

1. RECOMMENDATION: City Wide: Ward(s): _____

THAT City Council APPROVE participation in the 2014/2015 Municipal Finance Internship program (MFIP) and;

THAT City Council AUTHORIZE the CAO and City Clerk to execute an application for participation in the MFIP program and, if successful, a conditional grant agreement with the Municipal Finance Officers Association (MFOA) subject to review as to legal content by the City Solicitor, in technical content by the Executive Director of HR, and technical and financial content by the CFO/City Treasurer.

THAT funding be APPROVED to come from the various projects' budgets that this position would be involved with and from anticipated gapping savings if required.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

In 2009, Administration in co-operation with the Municipal Finance Officer's Association (MFOA) and Ministry of Municipal Affairs and Housing (MMAH) took part in a pilot internship program. As a result of the positive outcomes from the pilot program, a formal program now exists whereby municipalities are provided with the opportunity to provide hands-on experience, for a period of up to one year, to a university or college graduate looking to further their career in a municipal finance.

3. DISCUSSION:

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The mission of the MFIP is to “*attract and cultivate the next generation of municipal finance leaders, allowing for new graduates with fresh perspectives to contribute to the management of both financial administration and local governance as leaders.*” Emphasis of the program is on understanding municipal finance and the roles of the CFO and senior management team. Successful interns will begin in late June/early July 2014 are expected to work directly with and are mentored by the CFO or designate for a full year ending in 2015. Host municipalities must submit a Work Plan designed to expose the intern to at a minimum four key areas of municipal finance which can be selected from a list which includes: financial planning and/or budgeting, asset planning & management, treasury & cash management, property tax billing & assessment, debt & investment etc.

Interns are expected to complete a special project “deliverable” at the end of the program that showcases the work performed and provides an educational tool for MFOA to use as a learning benefit to the municipal finance sector in Ontario.

To be considered as a host, the municipality must demonstrate a strong commitment to the program which includes City Council approval for the program. Administration is recommending that City Council endorse participation in this program for the 2014/2015 program year. Participation in the pilot program was a positive experience and resulted in the development of property tax arrears collection and tax relief programs. The case study presented at the Annual MFOA conference showcased Windsor for its unique response to a serious issue resulting from the economic downturn. The then intern, albeit now working for another municipality, continues to provide input into municipal administration. There are many current financial projects and initiatives that would meet the criteria of the program and would benefit from the assistance of an intern by way of participation in the program. The application deadline for the 2014/2015 program is January 22, 2014. Upon being selected, the host municipality will be required to sign a conditional grant agreement.

4. RISK ANALYSIS:

There is a significant commitment required to take part in this program. The CFO or designate is required to mentor and coach the intern for the duration of the program ensuring that the work plan is properly executed and completed. The mentor is also expected to attend orientation sessions, complete performance evaluations (min 2) and co-author a program evaluation. There is no requirement to retain the intern at the end of the program however the mentor is encouraged to assist and support the intern in their search for a permanent position in municipal finance prior to the program ending.

5. FINANCIAL MATTERS:

Funding of up to 50% of a minimum salary of \$40,000 (or \$20,000) is provided by MFOA. An additional \$5,000 is also available to be used towards training, conferences and travel expenditures which are to be included in the program experience. When the City last participated in the pilot program it was determined that this position would best align with that of a Financial Analyst. Starting salary plus benefits using 2014 rates would be \$59,400. After deducting the contribution from MFOA of \$20,000, this would leave a municipal expense on an annual basis of \$39,405.

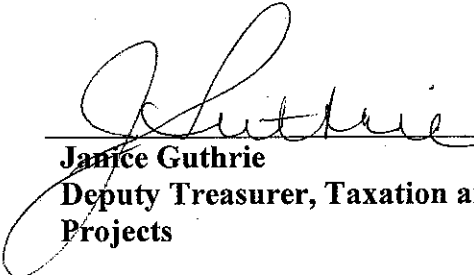
If the City's proposal to participate in the program is successful funding of approximately \$40,000 would be required (approximately \$20,000 in each of 2014 and 2015). Given the significant projects that are ongoing or have been recently approved by Council and anticipated to begin in the near future, it is envisioned that funding for this initiative would come from the various projects' budgets that this position would be assigned to. If additional funding were to be required beyond those noted above, it is expected that funds would be made available from anticipated gapping savings.


6. CONSULTATIONS:

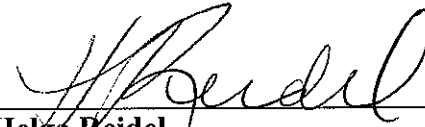
N/A

7. CONCLUSION:

Participation in the pilot program yielded positive results for Administration. There are many current financial projects and initiatives that would benefit by making application to the 2014/2015 program. This also would leverage \$25,000 in funding from MFOA.


 Janice Guthrie
 Deputy Treasurer, Taxation and Financial
 Projects


 Onorio Colucci
 Chief Financial Officer/City Treasurer and
 Corporate Leader Finance and Technology


 Helga Reidel
 Chief Administrative Officer

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APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:
 Name:
 Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX