



CENTRAL COAST REGIONAL DISTRICT

DATE: 13 March 2014

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: **Northern Development Initiative Trust – Local Government Management Internship Program application**

RECOMMENDATION

THAT the Chief Administrative Officer (CAO) be authorized to enter into a conditional grant agreement with Northern Development Initiative Trust, on behalf of the Central Coast Regional District, for the purpose of participating in the Local Government Management Internship program and drawing down the grant funding of \$35,000 for the program; and

THAT the CAO be authorized to enter into an employment contract with a suitable Local Government Management Intern, for the term of 12 months commencing the 1st May 2014 and expiring on 30 April 2015.

STRATEGIC PLAN

- Goal 1: Effective Planning and Implementation of Services: Strategies 9 and 10
- Goal 2: Investment & support for Public Infrastructure & Services
- Goal 3: Enhanced and Strengthened Region
- Goal 4: Organizational Capacity Development

The work assigned to the intern will assist CCRD in meeting Goals and Objectives in its Strategic Plan at all four levels. Specific reference is made to Goal 1, Strategies 9 and 10 to secure long term funding for economic development and the preparation and implementation of a multi-year economic development strategy.

BACKGROUND

Northern Development Initiative Trust has on offer Local Government Management Internship Program funding for central and northern local governments to host and mentor an intern for a 12 month period with the first internships starting in May of each year.

This management internship program recognizes and builds on the education, training and career opportunities that exist in central and northern British Columbia communities. The program prepares young people for an exciting career in local government, while supporting



capacity building and succession preparation for retiring senior staff in smaller, rural northern local governments.

One of the goals of the internship program is to provide insight into the wide range of rewarding careers available within local government. Careers include opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works and economic development to name just a few. The internship program promises to provide a high level of professional development and training that will prepare university graduates for more senior leadership roles in local government as well as the contacts to obtain a permanent position.

At its 12 December 2013 meeting, the Board of Directors considered whether to put an application forward for the Local Government Management Intern Grant, and resolved:

"13-12-25 M/S Directors Anderson/McCullagh that the Central Coast Regional District make an application to Northern Development Initiative Trust to receive a \$35,000 grant from the Northwest Regional Account to host an intern under the Local Government Management Internship Program;

AND THAT the Central Coast Regional District approves an application to the Coast Sustainability Trust for matching funding;

AND THAT the application be contingent on 2014 budget approval."

CONSULTATION

None required

LEGISLATION /POLICY

Not applicable

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:

The 2014 budget is yet to be approved, however within that budget the internship program has factored in a small CCRD contribution.

Requires further budget consideration

Yes - now NDIT have approved the grant Administration will apply for matching funding from Coast Sustainability Trust, as per the December 2013 Board decision.

RISK MANAGEMENT

Administration has evaluated potential risks with the proposal and assessed these as negligible with no requirements for controls.

DISCUSSION

In accordance with the December 2013 decision and application was made. Northern Development Initiative Trust (NDIT) has informed administration that the Central Coast Regional District (CCRD) grant applicant to host a Local Government Management Intern has been successful. To that end, NDIT has agreed to make a one-time conditional grant in the amount of \$35,000 to the CCRD pursuant to the authority under the Local Government Management Internship Program, to permit the hiring by CCRD of a management intern for a 12 month term.

The CAO and eight CAO's from other communities interviewed nine (9) applicants for positions in each local government. Verbal agreements were reached between each CAO and potential interns for available internships within each community. The interns will commence from 1 May 2014 to 30 April 2015 in their respective local government.

The intern will work closely with the Chief Administrative Officer, who will mentor the intern. It is intended the intern learn the structure of regional district and working within the context of legislative authority and the Community Charter.

The intern will be expected to participate fully in all aspects of administration. Critical to the internship is learning the intricacies of multi-tasking and interchanging jobs to fill positions in a small regional district. The interns work program will include involvement and assistance in all integrated strategic work and priorities for 2014 and reviews, including: the Strategic Plan; Financial Plan; Official Community Plan, Risk Management Plan; Business Continuity Plan; Capital Investment Plan; Workforce Planning; Airport Development Plan; Solid Waste Management Plan and Recycling Education program; Economic Development; Waste Water Townsite Planning; Denny Island Water Feasibility Study.

The CAO is seeking authorization from the Board to enter into a conditional grant agreement with Northern Development Initiative Trust, for the Local Government Management Internship Program allowing us to draw down on the grant. The CAO is also seeking authorization to enter into an employment contract with a successful intern.

It should be noted that the terms of all the intern's employment contracts are similar, to ensure they are all treated equally.

In accordance with the previous resolution of the Board, relevant to the Local Government Management Internship, the CAO will write to the Community Sustainability Trust to seek matching funding, now CCRD know their grant application to the NDIT local government management internship program has been successful.

CONCLUSION

Following the 12 December 2013 Board meeting, the CAO implemented the decision of the Board to make a grant application to Northern Development Initiative Trust's Local Government Management Internship Program.

Administration has been advised of the Central Coast Regional District success in our grant application, along with eight other local governments. NDIT organized interviews with nine interns and each local government had the opportunity to choose their preferred candidate.

NDIT have sent copies of the Local Government Management Internship program Conditional Grant Agreement and a draft employment contract to be used by CCRD (to ensure consistency between all local governments). The CAO is seeking authorization from the Board to enter into a conditional grant agreement with Northern Development Initiative Trust, for the Local Government Management Internship Program allowing us to draw down on the grant and to enter into a 12 month term employment contract with a successful intern.

Respectfully submitted

A handwritten signature in blue ink that reads "D. Blake." The signature is written in a cursive style with a large, stylized initial "D".

Darla Blake
Chief Administrative Officer