



# CENTRAL COAST REGIONAL DISTRICT

DATE: 4 September 2014

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: **Northern Development Initiative Trust – 2015- 2016 Local Government Management Internship Program**

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## RECOMMENDATION

**That the Board of the Central Coast Regional District requests the Chief Administrative Officer submit an application to the Northern Development Initiative Trust, for the 2015 – 2016 Local Government Management Internship program, in time to meet the November 2014 deadline.**

## STRATEGIC PLAN

Goal 4 – Organizational capacity development  
 Strategy 4 – We will provide adequate human resource capacity and allocate funding

## BACKGROUND

At its December 2013 meeting the Board agreed to put forward a late application to the Northern Development Initiative Trust – Local Government Management Internship program. The CCRD were successful in gaining a local government management intern from 1 May 2014 until 30 April 2015 and the \$35,000 grant toward the cost of hosting the intern.

Applications to the 2015 - 2016 Local Government Management Internship Program are now open.

## CONSULTATION

N/A

## BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	N/A
Requires further budget consideration	Yes, from May 2015 to 30 April 2016

**Board Meeting**  
 SEP 11 2014  
 CCRD ITEM     (4)

## **RISK MANAGEMENT**

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

## **DISCUSSION**

The Chief Administrative Officer is seeking Board support to submit an application to the Northern Development Initiative Trust 2015 - 2016 Local Government Management Internship Program, with a closing deadline of 28 November 2014.

The Northern Development Initiative Trust (NDIT), in partnership with the University of Northern British Columbia and the Local Government Management Association establish the Northern Development Local Government Management Internship Program.

In addition to preparing and supporting young people interested in a career in local government management the program also supports capacity building in smaller and rural communities like the Central Coast Regional District (CCRD).

A grant of \$35,000 is provided to each local government by NDIT to assist with the cost of hosting an intern. The actual cost to host an intern is approximately \$45,000. There is a contractual requirement that the hosting local government contributes to the difference in costs to host an intern (\$5,000 top up to the minimum salary of \$40,000 and the \$5,000 towards training and professional development).

The CCRD are currently hosting Krista Ediger, a recent graduate in Political Science and International Studies from UNBC. In the short time Krista has been with CCRD, she has made a significant contribution to activities being undertaken by CCRD and the Administration.

Examples of Krista's contributions include but not limited to the following:

- Coordinating all the community consultation for our recent integrated strategic planning workshops.
- Collating and preparing the submissions received for discussion by the board for their 10 September workshop.
- Creating a list of businesses and key stakeholders to take part in the collaborative economic develop meeting to be held in the late September early October 2014.
- Initiated and established the CCRD Facebook page and taught staff how to manage the information
- Researched and prepared the FOIPPA Bylaw; she is also researching and developing the regulatory aspects of a proposed noise bylaw
- Other work to be undertaken will include assisting with the Economic Development Plan review process
- Assisting the Public Works Manager with education on solid waste management public information and assist with some of the Solid Waste Management Plan review.
- Assisting with the upcoming elections and the processed involved with the elections.

Should CCRD be successful in an application for a local government management intern for 2015 -2016, that person will be instrumental in assisting the Board and Administration with undertaking and achieving the new Integrated Strategic Planning initiatives, as well as continuing the work to complete informing documents like an Asset Management Plan, Economic Development Plan and other key documents that require updating.

## **CONCLUSION**

Applications are now open to the NDIT Local Government Management Internship Program for 2015-2016. The closing date for applications is 28 November 2014.

Hosting an intern not only supports the development of future local government managers, but also supports the local government in small rural remote communities to build capacity in the delivery of its services.

Our current intern (Krista Ediger) has brought genuine value to the CCRD in her short time with CCRD, with tangible results on number key tasks and more to come as we move toward 2015. Many of these achievements would not have been possible without significant pressure on our limited human resources or the use of consultants.

The actual cost to host an intern should be viewed as a good return on investment for our communities, given there is a grant of \$35,000 toward the cost of hosting the intern, and a CCRD contribution of approximately \$10,000 (to cover a top up of \$5,000 to the minimum salary plus training and professional development costs of \$5,000 - both required as part of the agreement).

If CCRD's application was successful, the intern's work plan would include undertaking the new Integrated Strategic Planning initiatives and continuing the work to complete informing documents like an Asset Management Plan, Economic Development Plan in addition to assisting with other key documents that require updating.

It is also a way for CCRD to support the development of future local government managers, by supporting and hosting local government management interns. It is therefore recommended the Board requests the Chief Administrative Officer submit an application to the Northern Development Initiative Trust, for the 2015 – 2016 Local Government Management Internship program, in time to meet the November 2014 deadline.

Respectfully submitted



Darla Blake  
**Chief Administrative Officer**