

OVERVIEW

Objectives of the work plan include:

- § To support host local governments with a structure to guide the intern's training and learning
- § To ensure that interns are exposed to the key aspects of local government administration and gain an understanding of local government structure, management and operations
- § To help the intern develop competencies essential to local government administration
- § To support the intern's training through contact with a number of experienced and knowledgeable individuals, and information from various resources
- § To position the intern to be successful in permanent career placement in central and northern B.C. local governments
- § The work plan is set up according to the key aspects of local government operations but should be adjusted to reflect actual operations of the host local government and interests of the intern
- § Supervisors, projects and timeframes are expected to be described for each of the following areas where possible:
 - Governance and administration
 - Financial services
 - Planning and development services
 - Economic development
 - Public works (sewer, water, waste management, environmental protection, transportation services)
 - Recreation, culture, heritage and social services (housing, seniors, youth)
 - Protective services
 - Human resource management
 - Special interest/projects
 - Orientation/professional development/training/wrap-up session

LEARNING OUTCOMES

The work plan should expose interns to the complexity of operations of local government. In some cases, local governments may wish to partner with neighbouring local governments to provide opportunities not otherwise available in their local government. Assignment to departments or project work should capture the learning outcomes identified below.

Governance and Administration

- § Understanding the structures of local government
- § Understanding the legislative authority under which local government operates
- § Understanding the relationship and interface between local government and more senior levels of government
- § Understanding the relationship and interface between elected and appointed officials
- § Understanding the decision-making process and its implementation
- § Understanding the roles and responsibilities of elected and appointed officials
- § Understanding meeting rules and operations
- § Understanding local law making tools, their implementation and enforcement
- § Understanding public participation
- § Understanding service provision and operations
- § Understanding the local government election system
- § Understanding records management
- § Exposure to strategic planning
- § Examples of work that could be undertaken by an intern include:
 - Drafting procedure for public participation at council/board meetings
 - Reviewing and recommending amendments to the election bylaw
 - Drafting council/committee agendas and taking minutes
 - Participating in strategic planning session

Financial Services

- § Understanding the local government financial services legislative framework
- § Understanding the relationship between revenue generation and expenditures
- § Understanding local government financial management and reporting requirements and opportunities
- § Understanding budget preparation and implementation
- § Understanding the local government taxation system
- § Understanding local government borrowing authorities and implementation
- § Understanding asset management
- § Examples of work that could be undertaken by an intern include:
 - Drafting payroll time sheets
 - Participating in tax roll preparation
 - Compiling background information on budget item for budget preparation
 - Implementing and applying PSAB (tangible capital asset) legislation
 - Developing a parcel tax bylaw

Economic Development (Training and projects provided by Northern Development)

- § Understanding and developing products to move the community along the investment attraction continuum
- § Understanding how to develop business retention programs and buy local campaigns
- § Understanding the collaborative network of economic developers in central and northern B.C.
- § Communicating and implementing the strategic advantages of a community, its 'brand' and attracting business and new residents to the lifestyle and business advantages that are offered
- § Examples of work that could be undertaken by an intern include:
 - Writing grants, researching funding, developing presentations
 - Learning how to do website maintenance and harness 'Google analytics'
 - Updating investment profiles and building community, regional marketing products
 - Building Business Retention databases and doing interviews with business people
 - Developing content for buy local campaigns including websites, print materials, and supplier directories
 - Creating and managing events associated with a community brand

Planning and Development Services

- § Understanding the local government planning and development legislative framework
- § Understanding the role of official community planning, zoning and subdivision approvals
- § Understanding the role of the public in decision-making
- § Understanding the changing economic and demographic environments and how they impact successful planning and development work
- § Understanding building inspection and the relationship to a vibrant built environment
- § Examples of work that could be undertaken by an intern include:
 - Working through a rezoning application
 - Drafting development cost charge bylaw
 - Assist in new mapping initiative
 - Assist building inspector prepare inspection reports

Public Works

- § Understanding the legislative framework relating to public works
- § Understanding the components that make up public works and their operations – transportation, utilities, sewer, water, solid waste management, transit
- § Understanding the role of and need for asset management and long term planning
- § Understanding the relationship between healthy infrastructure and a vibrant built environment
- § Understanding service provision options and alternatives
- § Understanding the importance and the role of senior levels of government in infrastructure planning and funding
- § Examples of work that could be undertaken by an intern include:
 - Assess regulatory compliance with local government public works bylaw (e.g. street side garbage pickup)
 - Prepare material for environmental public education program
 - Review road maintenance schedule
 - Participate in utilities inspection

Recreation, Culture, Heritage and Social Services

- § Understanding the legislative framework for these services
- § Understanding the components that make up the recreation, culture, heritage and social services, how they operate and what type of service they provide
- § Understanding the importance of, and the relationship to, other local governments, senior levels of government, private partners and social organizations in service provision
- § Understanding the role of volunteerism
- § Understanding the importance of public engagement in and input on service provision
- § Understanding public and private service provision options and alternatives
- § Examples of work that could be undertaken by an intern include:
 - Participate in development of recreation programming brochure
 - Participate in drafting heritage protection bylaw
 - Review stock of public green space
 - Undertake research for senior housing project

Protective Services

- § Understanding the policing, fire protection and emergency services legislative framework
- § Understanding the components that make up protective services, how they operate and what type of service they provide
- § Understanding the importance and the relationship to other local governments and senior levels of government in service provision and funding
- § Understanding the role of volunteers in service provision
- § Examples of work that could be undertaken by an intern include:
 - Participate in review of emergency planning bylaw
 - Undertake research on crime prevention strategy (e.g. Block Watch) for community
 - Reviewing animal license scheme
 - Reviewing volunteer firefighter recruitment training program

Human Resource Management

- § Understanding the broad legislative framework for human resource management
- § Understanding the union/exempt staff environment
- § Developing an understanding of the sensitive and important role of human resource department in the workplace
- § Understanding the importance of human resource development and processes such as succession planning in successful organizational management
- § Developing good listening and negotiating skills
- § Examples of work that could be undertaken by an intern include:
 - Drafting an occupational health and safety policy
 - Reviewing and making recommendations for a revised employment opportunities website
 - Preparing parental leave handbook