

# First Nations Government Internship

## Sample Work Plan

### Overview

Host First Nations Governments are required to provide Northern Development with an internship work plan when submitting an application. The work plan is intended to meet the following objectives:

- To support host First Nations governments with a structure to guide the intern's training and learning.
- To ensure that interns are exposed to the key aspects of First Nations government administration and gain an understanding of community government structure, management and operations.
- To help the intern develop competencies essential to First Nations and 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. First Nations and local governments.
- The work plan is set up according to the key aspects of First Nations government operations but should be adjusted to reflect actual operations of the host First Nations government and interests of the intern.

### Work Plan Details

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
- External relations and membership engagement

## Learning Outcomes

The work plan should expose interns to the complexity of operations in a First Nations band or Tribal Council government setting. In some cases, bands or tribal council governments may wish to partner with neighbouring local governments to provide opportunities not otherwise available in their community. Assignment to departments or project work should capture the learning outcomes identified below.

## Governance and Administration

- Understanding the structures of First Nations government, including the differences in roles between elected leaders, appointed leaders, hereditary leaders and traditional decision making processes
- Understanding the legal authority under which First Nations band governments and/or Tribal Councils operate
- Understanding the relationship and interface between First Nations governments and other levels of government such as municipalities, regional districts, the Province of British Columbia and the Government of Canada
- 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, if applicable, their implementation and enforcement
- Understanding public participation
- Understanding service provision and operations
- Understanding the band government or tribal council election system
- Understanding the difference in decision making authorities between treaty and non-treaty First Nations
- 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 structure and operations of First Nations government financial services
- Understanding the relationship between transfer payments, revenue generation and expenditures
- Understanding First Nations government financial management and reporting requirements and opportunities
- Understanding budget preparation and implementation
- Understanding, where applicable, the First Nations government taxation system
- Understanding First Nations 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

## Economic 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 First Nations government planning and development processes and authorities
- Understanding First Nations government land use and decision making processes and authorities
- Understand First Nations government traditional decision making processes and authorities
- Understanding the role, if applicable, of official community planning, zoning and subdivision approvals
- Understanding the role of the public and membership in decision-making
- Understanding the changing economic and demographic environments and how they impact successful planning and development work
- Examples of work that could be undertaken by an intern include:
  - Assist in new mapping initiative
  - Assist in community land use planning initiative
  - Assist in consultation processes for natural resource projects

## Public Works

- Understanding the role of public works in First Nations communities
- 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 First Nations 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 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 and membership 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 policy
  - Review stock of existing available green space in the community
  - Undertake research for seniors housing project

## Protective Services

- Understanding the policing, fire protection and emergency services 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
  - Undertake research on crime prevention strategy (e.g. Block Watch) for community
  - Reviewing animal license scheme, if applicable
  - Reviewing volunteer firefighter recruitment training program

## Human Resource Management

- Understanding the broad legislative framework for human resource management
- Understanding the union/exempt staff environment, if applicable
- 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

## Questions?

### **Northern Development Initiative Trust**

301-1268 Fifth Avenue

Prince George, BC V2L 3L2

250-561-2525

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

[www.northerndevelopment.bc.ca](http://www.northerndevelopment.bc.ca)