



LOCAL GOVERNMENT MANAGEMENT INTERNSHIP PROGRAM 2010/11 SUMMARY OF HOST LOCAL GOVERNMENT WORKPLANS

Five local governments have been invited to host Management Interns for 2010/11. These local governments are:

Town of Creston
Town of Ladysmith
Northern Rockies Regional Municipality
Village of Slocan
City of Surrey

Below is a description of each host local government's proposed workplan and compensation package.

TOWN OF CRESTON

	Program Grant	Town of Creston Contribution		Total Contribution
		\$ Contribution	In-Kind Contribution	
Management Intern Reimbursement (Salary & Benefits)	\$27,000	\$10,000	\$5,000¹	\$42,000
Expenses	\$9,000		\$5,000²	\$14,000

¹ Includes in-kind contribution to benefits package

² Includes in-kind contribution to training

Questions and responses from host application.

1. Single Application
2. What the Town of Creston Can Offer

The Town of Creston will be able to provide the successful Intern candidate with a comprehensive educational experience in both the corporate and operational management settings. With a dedicated senior municipal management team of six qualified and experienced personnel, the Town of Creston will be able to provide a wide range of exposure to many different aspects of local government management. Senior managers and Council are very enthusiastic about the possibility of hosting an Intern. We understand that management accessibility, along with a clear and achievable work plan and a supportive working environment are crucial to the success of the work term. We are committed to delivering on those key elements, and are intent on providing a very rewarding experience for both parties.

In addition, the Town of Creston is in the midst of some very exciting and dynamic projects, each of which will contribute to some very unique, skill-building opportunities for prospective interns, including implementation of a 3-1-1 information system, a comprehensive downtown revitalization and significant improvements in regional recreation services and facilities. Involvement in these and other higher-level strategic initiatives will ensure that the work term is varied and stimulating, offering exposure to municipal operations, as well as to key projects and initiatives.

Our staff and our Mayor and Council are committed to our community, and to sharing their energy, passion, enthusiasm and professionalism with an Intern, thereby creating inspiration and learning opportunities to support a lifelong career.

3. What Approach and Activities Can Be Offered to the Management Intern

The Town of Creston will use a direct, hands-on approach to training and development, ensuring the Intern receives very practical experience and is able to build very transferable knowledge, skills and competencies so that their work in Creston will serve them throughout their local government career. The Town Manager and senior management team believe that a hands-on approach is the best way to absorb knowledge and develop skills.

They also believe that collaboration and open communication with each other and their staff teams is crucial to the Town's collective success. With this goal in mind, the management team meets weekly to provide each other with a status report and seek input, advice and feedback from their colleagues. Consistent with the Town's hands-on and inclusive approach, the Intern would be a regular participant in these weekly meetings, allowing them to gain valuable insight into management challenges and perspectives from each of the key departments.

4. Mentor

The mentor for the Intern will be James Thackray, Town Manager. James holds a Bachelor of Arts and a Diploma in Public Sector Studies from the University of Victoria. He has been employed in Local Government since 1993 and has served as Chief Administrative Officer in both small and medium-sized municipalities. The Intern will be also working alongside and receive guidance from a strong and talented management team who are educated and experienced in a variety of local government-related capacities.

5. Staff and Financial Resources Available for the Project

Council and staff for the Town of Creston are very excited about the prospect of hosting an Intern, and we are absolutely committed to the concept and principals espoused by the program.

Each manager has provided input to the proposed work plan, and is aware of and willing to provide the time, focus and mentorship necessary to ensure a successful work term.

Council has passed a resolution endorsing the program and this application, and the Mayor and the Town Manager have signed a joint letter of support outlining the Town's level of support for the program.

The financial resources, as well as in-kind contributions and staff resources are confirmed. While we do have a code of conduct policy we have also adopted the LGMA Internship Program Host Local government code of conduct policy statement and believe in the core values it represents.

6. Start Date

The Town of Creston would like to begin the program on May 1, 2010.

Town of Creston Workplan

Profile

Creston is a town of 4,826 people situated in the Kootenay region of South Eastern British Columbia, Canada. The town is located just a few kilometres north of the Porthill, Idaho border crossing into the United States and about a three-hour drive north from Spokane, Washington, and is about a one-hour drive southwest from Cranbrook, British Columbia along the Crowsnest Highway. The world famous 120 km long Kootenay Lake is just a 20-minute drive north.

Exciting changes are happening in Creston. The Town is in the process of a five-year downtown revitalization project that will make downtown more attractive and pedestrian-friendly. Major upgrades are underway at the Community Complex, including the construction of an indoor aquatic facility for all Creston Valley residents and visitors to enjoy. Creston is the beneficiary of a recently announced 4.8 million Federal/Provincial infrastructure grant to renew its aging wastewater treatment plant. The Town of Creston is an award-winning Local Government organization.

The Creston Valley's economy is largely resource-based, with agriculture and forestry being the most important. Many are employed in the service sector, and tourism is increasingly prominent, while government services and education comprise a large portion of the labour force. Since 1959, Kokanee beer has been brewed in Creston at the Columbia Brewery, the Town's largest employer. The town is also home to two-grain elevators. Many apples, cherry, pear, and plum orchards grow around the town, and the Valley is also an important dairy centre. The Skimmerhorn Winery is now producing award-winning wines, and the valley shows great promise as a wine region, with other growers cultivating vines. Creston has a great climate with four distinct seasons and exceptional, year-round opportunities for recreational enthusiasts.

Overview

The workplan has been designed according to the goals and objectives of the Internship Program. We have aimed to provide a plan that integrates the interests of both prospective interns and the municipality. Please note that the Town is willing to be flexible on the plan in order to accommodate any specialized education or areas of interest that a prospective intern may bring, as long as the goals fit within the municipality's mandate and strategic planning objectives. Objectives of this workplan include:

- To introduce the Intern to local government management and administration in a variety of departmental contexts;
- To provide an attractive blend of operational and unique, project-based learning opportunities;
- To help the Intern develop competencies essential to local government administration and provide a work term that inspires continued interest and employment in the sector;
- To support the Intern's training through direct contact, collaboration and positive support from a number of experienced and knowledgeable municipal managers.

Governance and Administration:

Working with the Town Manager; the Director of Finance and Corporate Services; and the Executive Assistant, the Intern will work in all areas of local government administration and finance. The Intern will:

- play a key role in the review and amendments of bylaws, agreements, policies and other legal documentation;
- be exposed to Council meeting procedures, including agenda preparation, recording of minutes and action follow up. A key role will be played in the review of benefits and costs of electronic meetings, and if justified, the implementation of such;
- be closely involved with the management team and external consultants to assist with the capital management plan development;
- working closely with the Town Manager, the Intern will learn the structure of local government within the context of the applicable legislative framework, which will include an introduction to the Community Charter, Local Government Act and other local government legislation;
- learn the intricacies of multi-tasking and interchanging job skills to fill positions in a small municipality;
- have the opportunity to research and prepare and report to council on various topics, as requested, under the guidance of the Town Manager.

Finance:

Working closely with the Director of Finance and Corporate Services and staff, the Intern will:

- be exposed to a variety of different finance related tasks;
- be involved with the budget process from the beginning to the end;
- be involved in the public consultation process for the five-year financial plan to gain an understanding of revenue sources and municipal expenditures;
- learn how the municipality calculates and levies property taxes. This will be an excellent opportunity to learn about the relationship between the property owners and the collector and how local governments generate the revenue they need to provide all the services that are delivered;

- witness and assist with the preparation of annual tax notices;
- assist with the collection and posting of tax payments;
- assist with a major version upgrade of Town's financial software (Vadim);
- be exposed to the Town's accounting systems and receive training on how such systems are integrated throughout the departments for cost control and reporting purposes;
- assist the Director and IT Consultant with initiating the 311 call tracking system to improve service and efficiency for departments using Sharepoint software;
- be provided the opportunity, with appropriate mentorship from the Director and Town Manager, to manage a capital project from start to finish.

By the end of the term, the Intern will have a full understanding of the Town's finance systems and its budget processes, including amendments to accommodate new opportunities and challenges that arise throughout the year.

Planning:

The Development Services Department of the Town of Creston encompasses Planning, Bylaw Enforcement and Building Inspection services. Working closely with the Director of Development Services and the Municipal Services Coordinator, the Intern will take an active role in the day-to-day activities of the department, including direct contact with citizens and customers.

The Intern will work closely with the Director to provide research-related information to Council related to emerging land-use policy, bylaw and planning issues. The research will include providing options and recommendations for Council's consideration.

Key elements of the assignment may include:

- participation in long-range and current strategic planning initiatives affecting the Town of Creston;
- learning how the community plans for its future through the Official Community Plan, Zoning Bylaw and Development Permit processes;
- working as part of the Development Services team to assist developers through rezoning, development permit, building permit and development variance processes.

Public Works:

Working closely with the Director of Engineering and Public Works, the Intern will:

- be introduced to the many aspects of the Director's duties - as with many smaller municipalities, the Director of Engineering and Public Works wears many hats and is involved with every aspect of public works;
- be exposed to the responsibilities and challenges of supervising an employee crew;

- assist with researching and developing a water conservation strategy for the Town;
- assist with updating the Town's water bylaws, including conservation and backflow prevention;
- assist with updating safety and maintenance procedures.

Proposed Workplan Timeline

May 2010

- Introduction to general administration and governance
- Management Team meetings
- Researching electronic meetings / project 311

June 2010

- Introduction to meeting preparation (agendas, minutes & action items)
- Introduction to bylaw review and undertake updates as required
- If the budget allows, attend the LGMA 2010 Annual Conference in Whistler

July 2010

- Introduction to policy manual, undertake updates and/or draft new policies
- Assist with the Capital management plan

August 2010

- Introduction to municipal planning (Zoning and Land Use Bylaws, and the Official Community Plan)
- Attend MATI Foundations Program
- General municipal research

September 2010

- Introduction to the Development Permit process
- Introduction to Subdivision requirements and Approving Officer functions
- Introduction to Development Services duties & operations
- Assist with planning-related research and reporting to Council

October 2010

- Introduction to municipal financial management
- Assist with the development of the Financial Plan for 2011
- Develop a capital project proposal for budget

November 2010

- Continued assistance with preparation of the Financial Plan for 2011
- Backflow prevention

December 2010

- Introduction to the preparation of Utility Billings & introduction to the applicable bylaw
- Introduction to the Town's water bylaws

January 2011

- Introduction with preparation for financial year-end
- Introduction to utility bill collection
- Continue with policy and bylaw research

February 2011

- Introduction to Public Works
- Undertake updates to the Public Works safety and maintenance procedures process
- Research water conservation strategies in other jurisdictions and prepare a recommended action/implementation plan

March 2011

- Continue with introduction to financial year-end
- Continue with water conservation research & action plan

April 2011

- Assist Director of Finance & Corporate Services with finalizing Budget & Taxes
- Wrap-up implementation of the Intern's capital project

TOWN OF LADYSMITH

	Program Grant	Town of Ladysmith Contribution		Total
		\$ Contribution	In-Kind Contribution	
Intern Reimbursement (Salary & Benefits)	\$27,000	\$27,000		\$54,000
Expenses	\$9,000	\$9,000	\$2,200¹	\$20,200

¹ Leadership BC Central Island \$1,700; Town of Ladysmith Professional Development \$500

Questions and responses from host application.

1. Single Application*

*Program Note - for grant funding purposes of the Internship Program this application has been defined as a single application (where local governments only are eligible to apply); however, the Town's application identifies the program as a joint application with the Stz'uminus First Nation as the Intern will work with both governments.

2. What the Town of Ladysmith Can Offer

This joint application between two very different governments will provide the Intern with a wide variety of experience in the different structures. The Intern will benefit from insight into two government models, as well from two distinct learning and networking opportunities.

By the end of the year, the Intern will have had experience in a City administration of a small municipality and in a First Nations government, giving broad exposure to the differences and similarities.

As managing partner, The Town of Ladysmith will provide the majority of work experience, and the Intern will be based primarily in Ladysmith. The Intern will receive training and exposure to all functional areas within the Town of Ladysmith including Governance and Administration; Financial Services; Development Services; Public Works, Recreation, Culture, Heritage & Social Services; Protective Services; and Human Resource Management.

The Town of Ladysmith is an ideal municipality for an Intern experience. Council and staff are widely acknowledged to be innovative and creative, with a strong commitment to sustainability. The Town has won national awards for initiatives such as its 2008 Community Sustainability Visioning initiative and its organic waste curbside collection program. As a smaller municipality, Ladysmith offers the opportunity for the Intern to enjoy a significant level of responsibility and accountability in conducting hands-on project work in a variety of settings.

The Intern will have a unique opportunity to work on initiatives that promote the implementation of the historic 2007 Community Accord between the Town of Ladysmith and the Stz'uminus First Nation. The intent of the accord is to promote development of mutually beneficial opportunities and support the ongoing improvement of working relationships between the two governments. Current joint initiatives include the rehabilitation of the waterfront lands in Ladysmith Harbour and a mutual interest in watershed protection. In addition, the Intern will attend the joint monthly meetings between the Town of Ladysmith and the Stz'uminus First Nation.

Ladysmith has stated in its current strategic plan its intention to achieving a place in the roster of Top 100 Employers. As such, the Town will be able to offer the Intern valuable exposure to positive and innovative examples of management and leadership.

Ladysmith's knowledgeable and experienced senior management team have reviewed the program and are committed to supporting the Intern in developing competencies essential to local government administration. They recognize the value that mentors have had in their own career development, and are enthusiastic about offering the same opportunity to a management Intern in the Town of Ladysmith.

The Town is aware that the Intern is required to attend networking and professional development opportunities outlined by the program such as MATI Foundations and executive training in Victoria. The Town fully supports this professional development.

A significant component of professional development for the Intern is that Ladysmith will sponsor the Intern in the Leadership BC Central Vancouver Island Program. The objectives for participants of the Leadership BC Central Vancouver Island Program are:

- Understand the community leadership competencies & performance indicators
- Become familiar with his/her own strengths and areas for development as a leader
- Discuss the components of effective teams and team building strategies
- Develop a personal learning plan
- Explore a variety of leadership models and theories

The program is hosted by the Ladysmith Chamber of Commerce and leads to a Certificate in Leadership from Vancouver Island University.

There are several examples of the Town's support for superior workplace standards of conduct and enjoyment. In moving toward its Top 100 Employer goal, Ladysmith has developed policies on workplace standards of conduct including a Confidentiality Policy, IT/Email Policy, Harassment Policy, etc. The Town has a well established health and safety program including a signed policy

by Management and the Union committing to ensuring compliance with the Workers' Compensation Act.

The Joint Employee Wellness Committee, established in 2004, has developed and implemented an employee wellness program that includes free access to the Town's recreational programs and facilities.

The Town offers a generous employee benefits package that will be available to the Intern.

The Town hosts quarterly *Global Staff Meetings*. All staff are encouraged to attend these sessions, which offer training in such varied topics as leadership, Meyers Briggs, teambuilding, customer service (Carol Boothroyd and Don Bell-Westjet), values (David Gouthro) and Worksafe BC Due Diligence.

It goes without saying that the Town is committed to providing the Intern with a reasonable work environment including office space and the use of computer and all related office equipment.

The Town is well aware that one of the keys to a sustainable community – particularly a smaller community such as Ladysmith -- is its ability to attract and retain younger, skilled workers in key positions in the community. The Intern program is an opportunity for the Town of Ladysmith to recruit a new manager and learn first-hand from him or her the kind of facilities, amenities and services the community needs to offer.

Finally, the Town of Ladysmith enjoyed being a participant in the pilot phase of the LGMA Internship Program in 2008/2009. We believe that there is significant value in a second opportunity to participate in the program. We have had the opportunity to reflect on our experience in the first session, and to refine our approach and what we offer to the Intern accordingly.

Below is an unsolicited testimonial offered by our 2008/2009 LGMA Intern, Erin O'Melinn:

"The Town of Ladysmith has provided me with a unique opportunity to see and engage in the inner workings of local government. The level of investment the staff have made in me has been second to none. My mentors in particular have supported, challenged, and guided me through this dynamic process that has served as an invaluable learning experience. I couldn't have asked for better."

3. What Approach and Activities Can Be Offered to the Intern

Approach

By working directly with the Senior Manager of each department the Intern will be exposed to all key aspects of local government structure, management and operations and will develop necessary competencies in local government administration.

Activities / Work Plan

The Town of Ladysmith has developed a work program that will provide a diversified, challenging and rewarding learning opportunity for the Intern by working on initiatives that are integral to the organizational needs of Ladysmith and the Stz'uminus First Nation. The ultimate goal of our participation in this program is that on completion, the Intern will have gained valuable and directly applicable skills and experience, and therefore be highly desired as an employee with any local government.

Ladysmith will be able to expose the Intern to the complexity of various local government operations. Ladysmith has a close working relationship with the Stz'uminus First Nation. The two governments signed a Community Accord in 2007, and are currently working together on sustainable development and remediation of the Ladysmith Harbour waterfront.

The workplan consists both of tasks that provide real value to the organization and also a variety of tasks that will expose the Intern to key aspects of local government administration. The focus, when identifying tasks to be included in the work plan, will be developing the Intern's understanding of government structure, management and operations in order to advance the Intern's competencies in these areas. The 'green thread' running through the majority of the Intern's assignments and work with the Town of Ladysmith will be sustainability. Some of the learning opportunities that the Town has identified for the workplan are as follows.

Governance and Administration:

- Assist with the implementation of the Sustainable Ladysmith Visioning Initiative, both within the organization and in the community. Note that this initiative will span several departments of the Town administration.
Learning Outcome: familiarity with the inter-relationships between municipal departments and the impact of local government decisions on community; understand how to incorporate citizen desires into local government policy and planning
- Participate in strategic planning sessions for the organization and for the community. *Learning Outcome: understand public consultation processes*
- Develop and implement a Project Management system for Town staff.
Learning Outcome: familiarity with successful project management as a tool for successful administration
- Assist with a Bylaw review project, including developing and implementing a searchable data base and recommending bylaw consolidations as appropriate, as well as proposing amendments to bylaws with a focus on sustainability. *Learning Outcome: familiarity with the purpose and structure of municipal bylaws, and with the process of creating and amending bylaws*

- Learn how Council/Committee agendas and minutes are compiled and completed. *Learning Outcome: understating the fundamentals of corporate services*
- Work to support the ongoing implementation of the Community Accord with the Stz'uminus First Nation, and learn first Nations culture and protocol *Learning Outcome: learning how to build bridges and working relationships between local governments and First Nations governments*

Financial Services:

- Assist with development of the annual budget and an updated financial plan *Learning Outcome: understanding the financial aspects of local government and how they impact other municipal departments*
- Assist with annual audit *Learning Outcome: familiarity with the audit process*

Development Services:

- Support the implementation of the Sustainable Ladysmith Visioning Initiative, as described above, including assisting with updates to the Official Community Plan and Waterfront Area Plan. *Learning Outcome: an understanding of public processes leading to creation and updating of development plans*
- Develop business report writing skills by working with staff on a policy report or report about a development application. *Learning Outcome: hands-on experience with effective written communication including inter-department collaboration.*
- Support the implementation of the Economic Development Strategy including leading target sector marketing initiatives and assisting with the development of investor templates. *Learning Outcome: hands-on experience with local government economic development initiatives working with a Town commission and Regional economic development staff.*

Public Works:

- Increase Public Works engagement in corporate sustainability by assisting the department to find and cost out sustainable products and best practices. *Learning Outcome: familiarity with the day-to-day operations of Public Works in maintaining the Town's infrastructure*
- Assist with improvements to reporting out to the public and Council on progress (public consultation) and completed work. *Learning Outcome: understanding service provision options and alternatives*

Recreation, Culture, Heritage and Social Services:

- Assist in the development of a new playfield complex for the Town, including researching environmentally sustainable approaches and assisting with project management. *Learning Outcome: familiarity with the requirements and processes involved in creating a new municipal recreation resource / infrastructure*
- Preparation of an in-house recreation program brochure. *Learning Outcome: familiarity with the extent of public recreation services in a municipality*
- Research affordable housing needs in the community.

Protective Services:

- Undertake research on crime prevention strategy for the community, specifically drawing from experiences in Nanaimo.

Human Resource Management:

- Work with the City Manager and Director of Corporate Services to develop and implement a strategy and timeline for Ladysmith to become a Top 100 Employer. *Learning Outcome: familiarity with the importance of proactive staff development and developing a positive and healthy workplace*
- Assist with the development of a disability management program. *Learning Outcome: familiarity with equal opportunity employment practices*
- Review and make recommendations for a revised employment opportunities section of the Town of Ladysmith website. *Learning Outcome: understanding the challenges of recruiting employees in a highly competitive environment.*
- Assist with the development of a succession plan. *Learning Outcome: develop a familiarity with long term human resources planning initiatives including recruitment and retention strategies.*

The Town of Ladysmith and Stz'uminus First Nation, if selected to be hosts, are committed to carry out the agreed upon Work Plan, and to supplement the above activities with other initiatives that may arise.

4. Mentor

The primary mentor for the Intern will be Town of Ladysmith City Manager Ruth Malli. She is highly supportive of the Intern Program as she strongly believes in the benefits to the Intern participants. She also believes that the opportunity of hosting an Intern will benefit the Town through the introduction of new ideas and approaches from the Intern. Ms. Malli is committed to actively serve as a mentor throughout the internship.

Ms. Malli has twenty years of senior management experience, holds an MBA in Leadership and is a Certified Management Consultant and a Certified General Accountant.

Ms. Malli is a former member of the board of directors for the GFOA and holds a Certified Local Government Coach designation. She is keenly interested in leadership development and is the Chair of Vancouver Island University's Institute of Community Leadership and Innovation. She volunteers as a facilitator for a number of groups, including the LGMA and UBCM.

Ms. Malli is motivated by assisting other people to succeed in their passions.

5. Staff and Financial Resources Available for the Project

While Ms. Malli is committed to act as a mentor, support will also be provided by the Town's Director of Corporate Services, Sandy Bowden. Ms. Bowden has been employed with the Town since June 2008 and has 20 years experience in the local government sector.

With a work plan that provides training opportunities and assignments in several functional areas of three local governments, the Town of Ladysmith and its partners are committed to having the Intern work closely with Senior Managers of each operational unit. This structure will facilitate the Intern's development of important contacts within municipal government.

The Town of Ladysmith and Council are aware of the funding arrangement established by the program (75% paid upon completion of agreement, 25% paid after the completion of the internship and the completion of reporting requirements) and agree to the signing of a conditional funding agreement. In addition, the Town will contribute \$27,000 and an in-kind contribution in the form of sponsorship in the Leadership BC Program and access to additional training (\$2,000).

6. Start Date

The Town is flexible on the Intern's start date. Any date between May 1 and June 30, 2010 can be accommodated.

NORTHERN ROCKIES REGIONAL MUNICIPALITY

	Program Grant	Northern Rockies Regional Municipality Contribution		Total
		\$ Contribution	In-Kind Contribution	
Intern Reimbursement (Salary & Benefits)	\$27,000	\$18,000 \$ 2,400¹		\$47,400
Expenses	\$9,000		\$5,000²	\$14,000

¹Monies in lieu of benefits at 6% of wages

²Includes \$1,000 membership costs and training costs associated with such memberships; and \$4,000 contribution to additional travel expenses (Orientation Session, MATI Foundation, applicable conference attendance, etc) as well as office expenses such as computer, office space, and supplies.

Questions and responses from host application.

1. Single Application
2. What the Northern Rockies Regional Municipality Can Offer

Although this is a single application, the Northern Rockies Regional Municipality (NRRM) can offer a wide range of opportunities. Through our partnerships with the Fort Nelson First Nations, we are hoping to offer on Intern exposure to two government structures. As well as traditional municipal functions, the NRRM also owns the local Regional Airport as well as manages land use functions for a large percentage of the province (10%).

Additionally, as BC's first 'Regional Municipality', an Intern will have exposure to many of the unique aspects of running a Regional Municipality. Incorporated on February 6th, 2009, the NRRM is the first Regional Municipality in BC and officially combines the former entities of the Town of Fort Nelson and the Northern Rockies Regional District. The boundaries of the NRRM mimic that of the previous Regional District, encompassing about 10% of the provinces landmass (85,808 km² or 9500 square miles).

While the majority of business items arising from the incorporation have been concluded, several small items do still come up that would provide an excellent learning opportunity.

3. What Approach and Activities Can Be Offered to the Intern

The NRRM approach would be a hands-on learning environment with exposure to many of the key aspects of local government. Our plan is to have to Intern work in the following departments within the Municipality and our partners:

- Corporate Services
- Community Development and Planning Services
- Public Works
- By-Law Enforcement and Protection Services
- Parks and Recreation Services
- Financial Services
- Mayor and Council
- First Nation's Government

The Intern's time within each department would be spent learning each department's function and purpose as well as completing an individual project aimed at increasing the Intern's understanding of the department function. The Intern's projects undertaken in each department will greatly benefit not only Intern but will also provide value to the receiving department.

Corporate Services:

In this department the Intern would work closely with the Corporate Manager, the Deputy Corporate Manager, the Human Resources, Safety & Research Officer and various support staff.

Key learning would include:

- Exposure and experience with bylaw development
- Policy development
- Records management
- Public meetings
- Staff reports
- Grant proposals
- Labour relations and human resources functions
- General matters relating to the overall management of the Municipality

Community Development and Planning Services:

In this department the Intern would work closely with the Director of Community Development and Planning, the Economic Development Officer, the Community Development Officer, the Planner, the Building Inspector, and various support staff.

Key learning would include:

- Exposure and experience with zoning bylaws
- Development variances
- Permits and applications

- Building inspection process from permit to occupancy
- The planning process including land use bylaws
- Community Tourism initiatives

Public Works:

In this department the Intern would work closely with the Director of Public works and various staff in the Public Works and Water Treatment facilities.

Key learning would include:

- Exposure and experience with the functions of a Public Works department
- Coordinating and managing various Public Works upgrade and repair projects
- Responding appropriately to public inquiries and complaints regarding Public Works
- Exposure and experience with water treatment legislation and regulations
- Preparing and planning for seasonal changes in relation to public safety

Bylaw Enforcement and Protection Services:

In this department the Intern would be working with our Fort Nelson Fire Rescue team which is comprised of both career (full-time) and Paid-on-Call Fire Fighters as well as our Bylaw Enforcement Officer.

Key learning would include:

- Exposure and experience with bylaw review and enforcement
- Experiencing all aspects of providing emergency fire services (including working with volunteers)
- Exposure and experience with community policy

Parks and Recreation Services:

In this department the Intern would be working with the Director of Recreation, Recreation Program Manager, and various support staff.

Key learning would include:

- Involvement and exposure with a major capital project (rebuilding of community recreation facility)
- Planning and developing community programs
- Legislation and regulations governing operation of recreation facilities such as ice arenas and aquatic centres
- Working with volunteers and community groups

Financial Services:

In this department the Intern would be working with the Treasurer, Deputy Treasurer, and various support staff.

Key learning would include:

- Exposure and experience with local government financial services legislation
- Budget preparation
- Local government taxation
- Year end preparation
- Utility bill processing and collection
- Business license application and processing
- Payroll
- Accounts payables

Mayor and Council:

The Intern would be working with the Mayor and Council as well as Corporate Services Department.

Key learning would include:

- Exposure and experience with Mayor and Council roles and responsibilities
- Community leadership
- Agenda and minute preparation and review
- Council meeting information dissemination
- Rules of conduct for meetings (procedural and Roberts' Rules of Order)

First Nation's Government:

Key learning would include:

- Experience and exposure to first nation's governance
- Financial administration for reserve lands
- First nation's youth issues
- Working with Band Councils

The District intends for the Intern to work with the entire management team through various assignments, at times working with more than one member of the team on a single project. Some of the projects the Intern will be working on will be multi-faceted, requiring expertise from two or three departments. The workplan for the Intern will be varied in focus, resources, and function. Specific mentors are identified through assignment to the workplan, as outlined below.

4. Mentor

The proposed mentor for the Intern is Jack Stevenson, Director of Community Development and Planning Services. In addition to his Director position, Mr. Stevenson is also the Approving Officer for the Northern Rockies Regional Municipality.

5. Staff and Financial Resources Available for the Project

The local staff and Mayor and Council are very supportive of our application and are excited at the prospect of hosting an Intern. The employees of the Northern Rockies Regional Municipality are a diverse group of dedicated professionals who are well versed in all aspects of local government and bring a valued perspective to living and working in Northern BC.

6. Start Date

The Municipality is flexible with a start date and can accommodate the preferred start date (within the program guidelines) of the Intern.

VILLAGE OF SLOCAN

	Program Grant	Village of Slocan Contribution		Total
		\$ Contribution	In-Kind Contribution	
Intern Reimbursement (Salary & Benefits)	\$27,000	\$13,000		\$40,000
Expenses	\$9,000	\$1,000	\$3,000¹	\$13,000

¹Includes equipment/computer costs & office supplies

Questions and responses from host application.

1. Single Application
2. What the Village of Slocan Can Offer

The Village of Slocan is in a position to offer the Intern vast experience in many areas of local government. The Village is in the process of repositioning itself from a one-industry, forestry dependent town and will have completed the sustainability plan just prior to the start-date of the Intern. This will provide the Intern with an opportunity to have direct experience with implementing the outcomes of the plan. One key aspect of the plan includes the construction of a micro-hydro plant on a neighbouring creek. The Village will have completed all feasibility studies by May of next year and will be in a position to move the project forward throughout the Intern's tenure with the Village.

The Village has recently embarked on a sub-regional sustainability/economic development plan that included New Denver and Silverton, our municipal neighbours to the North. This sub-regional collaboration will allow the Intern to work with neighbouring municipalities and areas of the Regional District.

In 2010, the Village intends to update its OCP. In 2009, the Village held several public educational meetings and has established an OCP advisory select committee. The Intern would be very involved in the OCP revision process. The Intern will have an opportunity to work with skilled and experienced contractors during the revision process.

If an Intern has a strength or interest in a particular area of local government, the Village is willing to restructure this training opportunity to make the most of this experience for both the Intern and the Village.

3. What Approach and Activities Can Be Offered to the Intern

The Village of Slocan's approach will be to have the Intern shadow the CAO. This approach will allow the Intern to experience the role of the CAO and gain a true understanding of the administration of a small local government. The workplan will provide a more detailed outline; however, the Village would have two main objectives to support the Intern's learning. First, the Intern would gain an understanding of all of the legislative requirements for municipalities by assisting with the preparation of bylaws and other reporting requirements as they are required throughout the year and second, the Intern would assist in moving several projects forward throughout the year, most significantly, the micro-hydro project. The schedule would be flexible to accommodate unexpected issues as they arise, but the workplan would be reviewed monthly to ensure that all aspects of the workplan are being completed.

4. Mentor

The mentor would be Shana Paivarinta, Chief Administrative Officer. The CAO has seven years of municipal experience in various capacities and over one year as CAO for the Village of Slocan. The CAO participated as a mentor in the internship program for the City of Nelson before taking the CAO role in the Village and holds a Certificate in Local Government Management and an Instructors Diploma for adult education.

5. Staff and Financial Resources Available for the Project

Council is extremely supportive of not only creating this learning opportunity within the Village of Slocan, but also supportive of engaging and supporting youth in local government. This Council intends on initiating a youth engagement program in the community and participation in this internship program would further support the initiative. Staff is also fully supportive, having had direct experience in the program, staff is well prepared for the expectations and responsibilities to the Intern and the program itself. The Village is able to secure financial resources as well as in-kind contributions and staff resources to see this project succeed.

6. Start Date

The Village of Slocan would prefer the Intern to begin the program on May 1, 2010, however we are flexible with the start date.

Village of Slocan Workplan

Profile

The Village of Slocan is situated 72 kms (43 miles) north of both Nelson and Castlegar. An easy one hour drive through the Valley, it is the perfect peaceful beautiful place if you want to get away from the hustle and bustle of urban centres. Now home to about 350 people, Slocan Village is a good choice from which to explore the great outdoors. The recreation facilities in the area are excellent, and different areas are easily accessible depending upon experience and fitness level. Slocan has a fitness centre, a state-of-the-art skateboard park, tennis courts, a curling rink, and endless outdoor recreational opportunities with a lake, river and mountains at virtually every doorstep.

Located at the very southern end of 45 km long (28 miles) Slocan Lake, the village has B&B and camping accommodation and a couple of restaurants. It's a compact and quiet town just off the main highway. To the north is the mostly deserted, clean and clear Slocan Lake. Looking west, the spires of Valhalla Park loom over the village and lake. To the east is Idaho Peak and Kokanee Glacier Park.

From a boat launch in town canoeists, kayakers and sail boaters can discover beaches and coves where cars can't go. Often you will be the only vessel in sight! Fishing is a surreal experience. Hikers can find a myriad of trails beginning near here, from a short and easy stroll to a full day of difficult climbing. Bicyclists can choose from an easy ride on the highway, to quiet back roads suitable for the family, or extreme bike trails worthy of the most dedicated masochist. Photography and bird watching are especially rewarding around Slocan Village.

The proximity to Nelson allows residents to experience the recreational, cultural and social opportunities of an urban setting and return to the quiet village life for peace and tranquility.

Overview

The Intern would work 35 hours per week over a four-day work week. The time allocation would be distributed as follows:

Project	Disciplines Covered	Learning Opportunities	Est. Time Allocation (hours)
Prepare Council Agendas, Attend Council Meetings & Public Meetings	Parliamentary procedure	Gain skills in preparing Council reports and exposure to Council & Public Meetings	80
	Legislative responsibilities		

Assist with Bylaw Preparation	Legislative & Administrative	Understanding of the Community Charter and local government authority	30
Assist with Policy Development	Administrative & Governance	Understanding of the development and use of policies in local government	30
Strategic Planning, Financial Planning and budget preparations	Finance	Participate in budget meetings, public meetings and gain an understanding of the process used to prepare a budget.	20
Year-end and audit process	Finance	Understand financial statement preparations, including TCA recording, gain practical knowledge of MAIS accounting system and of auditor's expectations for municipalities.	70
Assist with grant applications and grant reporting	Finance and Administration	Learn how to write grant applications and what is expected in terms of reporting to the funders	70
Assist in issuing tax notices & utility billings	Finance	Understand the process of revenue collection in municipalities	35
OCP update	Planning and Development	Work with planning contractor to review and revise OCP and Land-Use Bylaws	140
Plan Checks	Planning	Learn to complete plan-checks for building inspection permits	5
Apply for Crown tenure	Planning and Administrative	Assist with obtaining Crown tenure on several properties	35
Capital Works Projects	Public Works	Assist with monitoring capital works projects and assist with preparation of correspondence to public, government agencies and private consultants	35
Review Water distribution maintenance schedule	Engineering and Public Works	Review existing distribution maintenance schedule and prepare revised 10 year replacement plan	70
Apply recommendations from Sub-regional sustainability strategy	Administration, Recreation, Culture, transportation, Economic Development	Assist committee with implementing recommendations from sub-regional strategy	70

Recruit medical practitioner for health clinic	Health, Social Services	Continue to promote Slocan Wellness Centre to health care professionals	35
Provide advice to Fitness Centre and Library Committees	Recreation, Culture, Social Services	Leadership opportunities in programming and recommendations for use of facility	70
Emergency Operations	Protective Services	Intern will be appointed to committee and be enrolled in EOC Introduction and EOC Level 1.	70
Fire Department Liaison	Protective Services	Intern will attend several Fire Dept meetings to understand the role of fire service delivery and the operation of a volunteer fire service	35
Performance Management Review of Public Works Resources	Public Works and Human Resources	Review current public works structure and make recommendations regarding improvements to service delivery and deployment of resources	70
Finalize Employee Handbook	Human Resources	Review and finalize draft employee handbook for Village	35
Develop HR Policies	Human Resources and Administrative	Recommend and draft policies to support effective HR practices	35
Assist with development of community-owned micro-hydro project	SPECIAL PROJECT	Assist CAO in working with contractors, engineers, Council and other stakeholders in developing micro-hydro facility in Slocan	500
Orientation to program and orientation to Village	Orientation	Orientation to program and introduction and orientation to Village	35
Continuing education – MATI Foundations, local LGMA meetings	Professional Development	MATI Foundations	35
Wrap-up Session	Wrap-up		24
Relevant opportunities as they present themselves throughout the year	Professional Development	LGMA chapter meetings and local training sessions	35

CITY OF SURREY

	Program Grant	City of Surrey Contribution		Total
		\$ Contribution	In-Kind Contribution	
Intern Reimbursement (Salary & Benefits)	\$27,000	\$23,000		\$50,000
Expenses	\$9,000			\$9,000

Questions and responses from host application.

1. Single Application
2. What the City of Surrey Can Offer

With 460,000 residents and counting, the City of Surrey is one of Canada's fastest growing municipalities. Surrey has amazing diversity in its people and its geography with 1000's of acres of parkland, beaches and agricultural land to complement its host of residential and business neighbourhoods, its two universities, its town centres, and its emerging City Centre.

Mayor and Council are developing and implementing a series of innovative initiatives to better serve Surrey's residents. These initiatives include the Sustainability Charter, the Crime Reduction Strategy, the Economic Investment Action Plan and the Liveability Accord. They provide a wide range of opportunities for City Staff to work on challenging and fulfilling work. The City has repeatedly been identified as a Top Employer in BC.

The City of Surrey will be able to offer an Intern practical experience in the following diverse aspects of local government:

- Sustainability – the Intern will work with key stakeholders (both internal and external) in the implementation of components of the City's Sustainability Charter.
- Crime Reduction – the Intern will work with the Crime Reduction Manager in the implementation of key components of the Crime Reduction Strategy with a focus on community consultation, RCMP integration and best practice research.
- City Clerk's Office – the Intern will work in the City Clerk's Office to understand its function and contribute to its ongoing operation. He/she will gain experience with protocol, Council structure, meeting requirements, FOI, etc.
- RCMP Civilian – upon achieving an enhanced security clearance, the Intern will have the opportunity to work as a member of the City Staff that supports the largest RCMP detachment in Canada. The Intern will have a

supervision opportunity, gain insight to the complexity of support activities, and support current growth initiatives.

3. What Approach and Activities Can Be Offered to the Intern

As one of the fastest growing cities in the country, Surrey will have several opportunities in various departments that will provide an Intern with a broad cross-section of experience in local government operations.

The City of Surrey's approach would be to take advantage of project or seasonal opportunities in the areas of Finance, Human Resources, Planning and Development, Engineering and Parks, Recreation and Culture. These experiences would be in addition to the Sustainability Office, Crime Reduction Office, Legislative Services, and RCMP Administrative Support Services opportunities outlined above.

As an example, the Intern could be assigned to the Finance Department to assist with financial planning. Another opportunity would be to assist our Planning and Development Department with a Neighbourhood Concept Plan.

An assignment to Human Resources could include an opportunity to work on our change management strategy as the City prepares to move City Hall from its current location to its Central City location. An assignment to Engineering could include an opportunity to undertake an analysis of the City's water metering program or assist Engineering Operations with a strategy for a "green fleet".

The above examples are areas that the City anticipates will require some attention as part of the 2010/11 workplan. A comprehensive work plan will be developed to ensure exposure and participation in all aspects of municipal administration. The work plan will include learning opportunities and involvement in governance and administration, financial services, public safety, and Council initiatives, while providing experience in successful communication with Councils, residents, staff, media and other stakeholders.

4. Mentor

The Intern will be mentored by Dan Bottrill, Deputy City Manager. He has extensive experience in the municipal field with both the City of Abbotsford and the City of Surrey, combined with his Bachelor of Commerce and his Chartered Accountant certification.

5. Staff and Financial Resources Available for the Project

The City of Surrey is willing to contribute staff resources to this project. We see this as being an excellent opportunity not only for an Intern to learn, but also for our existing staff to learn and grow in their roles.

6. Start date

The City is flexible on the start date.