



**NORTH COAST REGIONAL DISTRICT
ELECTORAL AREA ADVISORY COMMITTEE MEETING AGENDA
Held at 14-343 3rd Avenue West, Prince Rupert, B.C.
Friday, December 13, 2019 at 12:00 p.m.**

1. CALL TO ORDER

The Electoral Area Advisory Committee acknowledges the traditional territory of the Tsimshian on which this meeting takes place.

2. CONSIDERATION OF AGENDA (additions/deletions)

3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES

3.1	Minutes of the Electoral Area Advisory Committee Meeting held November 7, 2019	Pg 1-3
3.2	Minutes of the Electoral Area Advisory Committee Meeting held November 15, 2019	Pg 4-6

4. FINANCE

None.	---
-------	-----

5. CORRESPONDENCE

None.	---
-------	-----

6. REPORTS / RESOLUTIONS

6.1	J. Bagnall, Corporate Officer – NDIIT Local Government Management Intern Grant Application	Pg 7-21
-----	--------------------------------------------------------------------------------------------	---------

7. NEW BUSINESS

None.	---
-------	-----

8. OLD BUSINESS

None.	---
-------	-----

9. PUBLIC INPUT

10. IN-CAMERA

None.	---
-------	-----

11. ADJOURNMENT



**NORTH COAST REGIONAL DISTRICT
ELECTORAL AREA ADVISORY COMMITTEE**

MINUTES of the Electoral Area Advisory Committee meeting held by Teleconference
1-877-385-4099; 3761822# Thursday, November 7, 2019 at 6:30 p.m.

PRESENT

PRIOR TO ADOPTION

- Chair E. Putterill, Electoral Area E

- Directors D. Nobels, Electoral Area A
 K. Bergman, Electoral Area C
 J. Young, Electoral Area D

- Staff D. Fish, Chief Administrative Officer
 S. Landrath, Treasurer
 J. Bagnall, Corporate Officer

1. CALL TO ORDER 6:31 p.m.

The North Coast Regional District acknowledges the traditional territory of the Tsimshian and Haida on which this teleconference meeting took place.

2. CONSIDERATION OF AGENDA (additions/deletions)

MOVED by Director Nobels, SECONDED by Director Young, that the November 7, 2019 Electoral Area Advisory Committee agenda be adopted as presented.

037-2019

CARRIED

3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Electoral Area Advisory Committee Meeting held October 18, 2019

MOVED by Director Young, SECONDED by Director Nobels, that the minutes of the October 18, 2019 Electoral Area Advisory Committee meeting be adopted as presented.

038-2019

CARRIED

4. FINANCE

None.

5. CORRESPONDENCE

None.

6. REPORTS / RESOLUTIONS

6.1 D. Fish, Chief Administrative Officer - Northern Capital and Planning Grant (“NCPG”) Allocation

MOVED by Director Nobles, SECONDED by Director Young, that the staff report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation” be received;

AND THAT the EAAC recommend to the Board the presented funding model for allocation of the NCPG funding between Regional and Local Priorities with the following amendments: allocate the remaining \$1,566 of proposed Area A allocations to “Recreation A – Recreation Facilities Plan”; allocate the remaining \$50,439 of proposed Area C allocations to “Recreation C – Area C Recreation Capital & Planning”; allocate any interest accrued from the Northern Capital and Planning Grant investment to the Electoral Administration Reserve for contribution to the NCRD Building;

AND THAT the EAAC recommend to the Board allocation of NCPG funding between the various Regional District services to be contributed to reserves.

039-2019

CARRIED

NEW BUSINESS

None.

7. OLD BUSINESS

None.

8. PUBLIC INPUT

There were 0 questions from the public.

9. IN CAMERA

None.

10. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Bergman, that the meeting be adjourned at 6:51 p.m.

040-2019

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



**NORTH COAST REGIONAL DISTRICT
ELECTORAL AREA ADVISORY COMMITTEE**

MINUTES of the Electoral Area Advisory Committee meeting held 344 2nd Avenue West, Prince Rupert, B.C. Friday, November 15, 2019 at 6:30 p.m.

PRESENT

PRIOR TO ADOPTION

Chair E. Putterill, Electoral Area E

Directors D. Nobels, Electoral Area A
K. Bergman, Electoral Area C
J. Young, Electoral Area D

Staff D. Fish, Chief Administrative Officer (*via Teleconference*)
S. Landrath, Treasurer
J. Bagnall, Corporate Officer

1. CALL TO ORDER 6:30 p.m.

The North Coast Regional District acknowledges the traditional territory of the Tsimshian and Haida on which this teleconference meeting took place.

2. CONSIDERATION OF AGENDA (additions/deletions)

MOVED by Director Nobels, SECONDED by Director Young, that the November 15, 2019 Electoral Area Advisory Committee agenda be adopted as amended:

Reorder agenda to move item 5.1 “Oona River Resources Association – Request for Letter of Support for an Application to Northern Development Initiative Trust’s Community Hall’s and Recreation Facilities Program - Education Centre” to item 8.1.

041-2019

CARRIED

3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. FINANCE

None.

5. CORRESPONDENCE

None.

6. REPORTS / RESOLUTIONS

6.1 D. Fish, Chief Administrative Officer - Northern Development Initiative Trust
2020 Nominal Funding Allocation

MOVED by Director Nobles, SECONDED by Director Young, that the staff report entitled “Northern Capital and Planning Grant (“NCPG”) Allocation” be received for information.

042-2019

CARRIED

7. NEW BUSINESS

None.

8. OLD BUSINESS

8.1 Oona River Resources Association – Request for Letter of Support for an
Application to Northern Development Initiative Trust’s Community Hall’s and
Recreation Facilities Program - Education Centre

MOVED by Director Putterill, SECONDED by Director Nobels, that the
correspondence from the Oona River Resources Association with respect to a
request for a letter of support for an application for the education center project
to Northern Development Initiative Trust’s Community Hall’s and Recreation
Facilities Program be received;

AND THAT the EAAC recommends that the Board requests additional financial
information be requested for the Oona River Resources Association Education
Centre project for their application to the Northern Development Initiative
Trust’s Community Hall’s and Recreation Facilities Program;

AND THAT the EAAC recommends that the Board will postpone this request for
reconsideration after receiving additional information regarding the Northern
Development Initiative Trust NCRD nominal account.

043-2019

CARRIED

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Bergman, that the meeting be adjourned at 6:47 p.m.

044-2019

CARRIED

Approved and adopted:

Certified correct:

Chair

Corporate Officer



Staff Report

Date: December 13, 2019
To: D. Fish, Chief Administrative Officer
From: J. Bagnall, Corporate Officer
Subject: NDIT Local Government Management Intern Grant Application

RECOMMENDATION:

THAT the EAAC recommends that the NCRD Board supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the North Coast Regional District Nominal Funding Account;

AND THAT that the North Coast Regional District is committed to providing sufficient financial and staffing resources, training and exposure opportunities to host an intern;

AND THAT that the Board resolves to include an expenditure of \$10,000 plus overhead employment costs in the 2020-2024 Financial Plan.

BACKGROUND:

The Local Government Internship Program (“the program”) provides grant funding of \$35,000 to Local Governments to hire an intern, supported by a minimum \$10,000 funding commitment from the Local Government. The program aims to address the skills gap that challenges succession planning for local government management positions in

northern British Columbia. Northern Development Initiative Trust (“NDIT”) programs have supported more than 80 internship placements throughout the region since 2009. Of these placements, 93% of the interns found employment in northern B.C. during or immediately following their internship, with many taking senior positions in northern local governments.

DISCUSSION:

The proposed 2020 intern workplan will see the intern gain exposure to Legislative and Corporate Services, Financial Management, Communications/Marketing, and Human Resource Management.

Internship opportunities are not intended for positions otherwise covered by collective agreements, and it is expected that the duties of the Intern will provide exposure to management duties and responsibilities.

The internship program objectives are to:

- accelerate operational learning and permanent career placement in local government;
- provide results focused professional training with Northern Development Initiative Trust and host communities;
- make local government a career of choice by financially supporting internship opportunities for post-secondary graduates;
- promote career development, advancement opportunities, and quality of life in Northern B.C.; and
- help interns develop competencies essential to local government administration.

Host local governments are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000 as well as pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary. The host local government may choose to offer additional benefits (medical, dental, etc.) to the intern.

Interns must also attend the program orientation session with NDIT and the MATI (Municipal Administration Training Institute) Foundations session, which is covered by the \$5,000 professional development allocation included in the \$35,000 grant.

Host local governments are required to submit their completed host local government application package by January 7, 2020 to be considered. If authorized to apply to this program, staff would submit an intern work plan to be submitted with the grant application. If the NCRD is awarded this grant, the prospective intern would be contracted to start their 12-month term in May 2020.

RECOMMENDATION:

That the NCRD Board authorizes staff to apply to the Northern Development Initiative Trust Local Government Management Internship program for \$35,000, and that the NCRD Board allocate \$10,000 plus overhead into the financial plan for this initiative.

ALTERNATIVES:

The NCRD may choose to partner with other municipalities or First Nations communities in the region to share an intern and the costs associated with this project.

**North Coast Regional District
NDIT Local Government Management Internship Application
2020-2021 Proposed Intern Work Plan**

The North Coast Regional District proposes the following work plan, providing the potential intern with training and experience in managing a municipality's administrative, financial and communications functions.

The potential intern would be supervised by the Chief Administrative Officer and collaborate on projects with the appropriate department head from time to time.

This proposed work plan may be altered to allow the intern to develop their skills and abilities in a specific area, such as Administration, Finance, Human Resources, etc. This alteration would be done in consultation with the potential intern and based on their skills, abilities, and interests. Additionally, the aim of this "specialized learning experience" is to further enhance the intern's employability within a general area of local government, after the employment term.

Learning Outcomes

Administration:

1. Gain a thorough understanding of the relationship between regional district staff, the Chief Administrative Officer and the regional district Board;
2. Develop a general understanding of the organization and governance of local governments and the delegation of duties and responsibilities;
3. Develop an understanding of the legislative authority under which regional district governments operate;
4. Develop an understanding of how regional districts interact with other levels of government;
5. Develop a thorough understanding of local government decision making processes;
6. Develop a basic understanding of the employee recruitment and retention process;
7. Develop a basic understanding of human resource management and conflict resolution within a unionized environment; and
8. Develop an understanding of the challenges faced by small regional districts.

Corporate Services/Human Resources:

1. Develop a general understanding of the role of the Corporate Officer within a municipal setting;
2. Develop an understanding of the *Community Charter, Local Government Act, and Freedom of Information and Protection of Privacy Act*;
3. Prepare and develop bylaws and policies;
4. Prepare and develop procedures and directives for other staff; and
5. Develop a basic understanding of records management and access to information and protection of privacy within a government setting.

Economic Development:

1. Develop an understanding of the roles local governments and community groups play within community economic development; and
2. Develop a general understanding of grant applications, administration, and reporting requirements.

Finance:

1. Develop a general understanding of the role that the Financial Officer plays within a local government setting;
2. Develop a general understanding of the legislative framework for regional district finance;
3. Develop a general understanding of the relationship between revenue generation, expenditure, and reporting;
4. Develop a basic understanding of the requirements for local government financial management and reporting requirements; and
5. Assist in the preparation of the Five Year Financial Plan.

Communications/Marketing:

1. Develop an understanding of communications tools and applications are used; and
2. Assist with marketing and communications projects.

Proposed Work Plan Schedule

Dates	Area/Field	Activities
May 2020	NDIT Training	<ul style="list-style-type: none">• Participate in NDIT training
2020-2021	General	<ul style="list-style-type: none">• Welcome tour• Introduction to senior & office staff• Introduction to the Board• Participation in senior staff meetings
Summer 2020	Training & Education	<ul style="list-style-type: none">• MATI Foundations• JIBC courses
2020-2021	Corporate Services	<ul style="list-style-type: none">• Assist with records management program and digitization• Assist in a review of policies, bylaws and procedures• Update central tracking sheet to record history of amendments, repeals• Assist with social media platforms
2020-2021	Human Resources	<ul style="list-style-type: none">• Assist in research for human resource management projects• Assist in developing corporate culture initiatives
2020-2021	Economic Development/Finance	<ul style="list-style-type: none">• Assist with grant research, applications, and reporting

2020-2021	Finance	<ul style="list-style-type: none"> • Assist with budget preparations and planning • Assist in preparation of 2021-2026 financial plan bylaw • Assist in finance committee meetings
2020-2021	Communications	<ul style="list-style-type: none"> • Spearhead marketing projects on regional district initiatives • Develop understanding of regional district communications tools.
	Specialized Learning Experience	<ul style="list-style-type: none"> • Determine goals and objectives for specialized learning experience
April 2021	Administration	<ul style="list-style-type: none"> • Prepare final report to NDIT on intern activities and results.

Job Description

Job Title: LOCAL GOVERNMENT MANAGEMENT INTERN

EXEMPT: Yes	DIVISION: Administration
SALARY LEVEL:	DEPARTMENT: N/A
LOCATION: Prince Rupert, British Columbia	SUPERVISOR: Chief Administrative Officer
APPROVED BY: Chief Administrative Officer	DATE: November 27, 2019

SUMMARY: The Local Government Management Intern performs specialized and confidential administrative work in the areas of Administration, Corporate Services, Human Resources, Communications, and Finance. This position is directly mentored by the Chief Administrative Officer and assists with tasks assigned by Department Heads.

KEY RESPONSIBILITIES:

- As per the approved Local Government Management Intern workplan; and
- May be assigned other duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Formal Education and Training:

- Completion of post-secondary education in business, general studies or public administration or related discipline.



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.
Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Lead Applicant Profile

Local government:	Is this a joint application with another local government or First Nation?
	Yes ✦ If Yes, please complete section 2. No
Telephone:	Website:

2. Partner Applicant Profile (if applicable)

✦ *Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.*

Partner applicant (if applicable):	
Telephone:	Website:
If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.	

3. Supervision and Mentoring

Mentor/supervisor name:	Title:
Telephone:	Email:
What qualifies the mentor to provide training and supervision for the proposed intern? ✦ <i>For example, supervisory experience, previous Northern Development interns, knowledge/experience in government administration)?</i>	
If the mentor is absent for a prolonged period, please identify an alternate mentor/supervisor:	
Alternate mentor/supervisor name:	Title:
How will you measure the intern’s progress and outcomes throughout the course of the placement? ✦ <i>For example, regular meetings, progress reports, performance development plans?</i>	

4. Position Details

What is the purpose/objective of the proposed internship?

What are the specific key duties and responsibilities that the intern will undertake during the course of the placement?
What educational backgrounds or fields of study are best suited for the internship position?
What approach would you use to provide interns with exposure to key aspects of local government structure, management and operations and develop competencies in local government administration?

5. Budget and Funding

How will you allocate the program grant and what will your local government be contributing towards salaries and expenses?

Expense item:	Program grant:	Community contribution:	Total:
Salary	\$	\$	\$
CPP, EI, and other benefits	\$	\$	\$
Training and Travel (Professional Development)	\$	\$	\$
TOTAL BUDGET:	\$	\$	\$

★ *Host local governments are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000 as well as pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary. The host local government may choose to offer additional benefits (medical, dental, etc.) to the intern.*

★ *Interns must attend the program orientation session with Northern Development and the MATI Foundations course.*

6. Authorization

I have read and understand the [Local Government Internship – Host Local Government Application Guide](#).

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, and Northern Development staff.

If approved, I agree to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant and the terms and conditions.

If approved, I agree to submit reporting using [Northern Development’s Reporting Form](#).

Lead Applicant:

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO or equivalent): ✦ Please type name.	Position/title:	Date:

7. Required Attachments

✦ Please ensure each of the following are included in your host local government grant application package:

Completed Local Government Internship grant application form.

Copy of 12-month intern work plan.

Copy of position description.

Copy of local government workplace standards or completed Appendix 1: host local government code of conduct policy statement.

Local government resolution.

Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the (insert regional development account name). The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

8. Submitting Your Application

Completed host local government grant application forms (with all required attachments) should be provided to Northern Development by email or mail no later than **January 7**: ✦ Please do not scan this form.

Email: info@northerndevlopment.bc.ca

Appendix 1: Host Local Government Code of Conduct Policy Statement

A safe and healthy work environment for all employees is vitally important to the successful operation of the local government. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct.

Name (CAO or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date:

Local Government Internship

Host Local Government Application Guide



Program Overview

The Local Government Internship program provides grant funding for municipalities and regional districts within Northern Development's service area to assist with the cost of hosting a local government intern for a 12-month period.

The internship program provides a high level of professional development and training that will prepare recent graduates for a career in local government.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government
- Provide results focused professional training with Northern Development Initiative Trust and host communities
- Make local government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Promote career development, advancement opportunities, and quality of life in Northern B.C.
- Help interns develop competencies essential to local government administration

Internship opportunities are not intended for positions otherwise covered by collective agreements. Host local governments are responsible for undertaking consultation with their respective unions to clarify the objectives of this program.

Funding Terms

Local governments are eligible to receive up to \$35,000 from Northern Development to assist with the cost of hosting a local government intern for a 12-month period.

- Up to \$30,000 will go toward the salary of the intern. Host communities are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000. The local government must pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance to support registration and travel costs related to training and professional development for the intern. Participation in the Municipal Administrators Training Institute (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee. The remaining balance of the training and travel allowance can be used to support further training and professional development opportunities identified by the host local government.

Key Dates

November	Northern Development begins intern recruiting process
January 7	Deadline for interested local governments to submit their application package
January 15	Grant applications reviewed and host local governments are shortlisted
January 30	Deadline for interested internship candidates to submit their intern application package
Mid March	Northern Development and host local governments will conduct interviews
March 27	Host local government deadline to extend offers to successful applicants
May 1	Interns begin with a two-week orientation and training at Northern Development's office in Prince George, followed by the remainder of the 12-month placement with their host local government

Host Community Eligibility and Criteria

All municipalities and regional districts within the Northern Development Initiative Trust region are eligible to apply to host an intern.

Northern Development staff will review all applications from local governments for this program to ensure that all criteria are met. The criteria are:

- Demonstrated willingness to provide training in, and exposure to, a range of local government duties/responsibilities
- A 12-month work plan, submitted with the application, that demonstrates exposure to multiple departments and proposed projects to be undertaken by the intern
- Position description submitted with the application
- Demonstrated organizational commitment to the vision and goals of the program
- Strong council/board and administration relationship exists
- Chief administrative officer or senior manager has agreed to serve as the mentor throughout the internship
- Financial contribution toward the intern's salary and expenses
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to a positive work environment
- Host local government agrees that any disciplinary issues will be managed in collaboration Northern Development
- Provide an interim and/or final report to Northern Development using the provided template

Position Description and Work Plan

Host local governments are expected to create and carry out an agreed upon work plan. The objectives of the work plan include:

- Demonstrate the host local government’s commitment to the intern’s mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of local government administration and operations
- Clearly articulate the duties to be performed and qualifications required by the host local government for the position
- Assist in the recruitment and selection of applicants that are well aligned with the roles, responsibilities and key duties outlined by the host local government
- Form the basis of performance reviews and help determine professional development opportunities
- Help prospective interns understand the duties and responsibilities associated with the position

Reporting

Host local governments may provide an interim report halfway into the internship to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local government and the intern. These forms are available on Northern Development’s [website](#).

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Host local governments interested in hosting an intern must submit a completed [application form](#) with all supplementary materials to info@northerndevelopment.bc.ca by **January 7th**.

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue
Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca