

Municipal Career Spotlight Guide

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Introduction

The Municipal Career Spotlight Guide, published November 2019, has been developed to assist administrators and elected officials in hosting their own Municipal Career Spotlight. The purpose of hosting a Municipal Career Spotlight is to engage, educate and promote interest of high school students in municipal careers.

This guide provides users with the tools needed to host their own Municipal Career Spotlight. The material provided in this guide are samples and can be adapted to suit local needs.

Background

To highlight the importance of municipal careers and in response to challenges faced by municipalities with retirements, recruitment and retention of qualified municipal staff, particularly administrators, the Ministry of Government Relations (GR) partnered with the Regina District Industry Education Council (RDEIC) to facilitate a Municipal Career Spotlight as a pilot project. The event was hosted by the Town of Lumsden and the Rural Municipality of Lumsden No. 189 in November 2018.

The event ran from 10:00 a.m. – 2:00 p.m. and included the following activities for the participating Grade 9 and 12 students from the local high school:

- A classroom learning session;
- A tour of municipal facilities;
- A mock council meeting; and
- Lunch for the participants.

The mayor and administrator took part in the mock council meeting and the public works staff toured the students around the Town Shop/Fire Hall and the Water Treatment Plant. The municipalities sponsored a pizza lunch for the participants. Representatives from GR, Saskatchewan Urban Municipalities Association (SUMA) and Saskatchewan Association of Rural Municipalities (SARM) were also invited to attend to give greetings and highlight the event as part of *Local Government Week*.

Students reported that the Career Spotlight increased their knowledge of: municipal job prospects, municipal operations, potential earnings and municipal career paths.

DISCLAIMER: This guide was prepared by the Ministry of Government Relations as a resource for Saskatchewan municipalities. The content reflects statistics available at the time of publication.

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Planning a Municipal Career Spotlight

Things to consider when planning a Municipal Career Spotlight include: time commitment, potential partnerships, activities, budget and participants. Below is a more detailed look at each of the planning elements.

Time Commitment

The time it will take to plan and host a Municipal Career Spotlight will depend largely on the scope of event that the municipality chooses to host.

Tasks related to planning an event include:

- Determining what activities will be involved and planning for those activities;
- Determining if there will be partnerships, other than the local school(s), involved (other municipalities, private businesses, etc.) and securing those partnerships;
- Working with the local school(s) to get buy-in as well as determining necessary permissions, authorizations, transportation, etc.
- Preparing the material for the event; and
- Hosting the event.

Potential Participants and Partnerships

The municipality will want to consider potential participants and partnerships for the event. The local school(s) will certainly be an essential partner to work with, but there may be others. Questions that may be helpful in determining who to approach for potential participants/partnerships include:

- Are there other municipalities that would be interested in participating?
- Are there private businesses that could be involved? Perhaps there's a local business that might sponsor lunch for the participants, a local business that would attend the event to talk about their reliance on municipal staff and services to operate their business, etc.?
- Are there individuals (staff, council members, guest speakers, etc.) that could be involved?

Activities

A big factor in all of the planning considerations will be determining the activities that will be part of the event. The activity samples included in this guide are a Classroom Learning Session (Appendix D) and a Mock Council Meeting (Appendix E).

The Classroom Learning Session will provide students with the basic knowledge on Saskatchewan municipalities, the responsibilities of municipal administrators, characteristics and qualifications required to become a municipal administrator.

The Mock Council Meeting is an interactive session which will create an opportunity for students to get a sense of what it is like to be a member of council, how a meeting is run, the different roles and how members of the public can present issues to their local council.

There may be more (or different) activities that the municipality wishes to include: such as guest speakers (council members, municipal employees or someone from outside the organization), facility tours, etc.

Things for the municipality to think about when determining possible activities:

- What municipal service and/or facility can be showcased to highlight municipal careers?
- What activities would be engaging for the students and provided to them in a way they can relate to?

Budget

Hosting a Municipal Career Spotlight may have costs associated with it. Costs will depend on the extent of activities chosen for the day, guest speakers, participants involved, proximity to local school, etc. Cost considerations for budget planning may include:

- Transportation costs: Costs may be incurred depending on the location of the event from the participating school(s) and would be determined when speaking with the school(s). There may also be transportation costs if a guest speaker has to travel to the event.
- Lunch for participants, if desired.
- Printing of Materials: Costs will depend on the municipality's ability to produce the printed materials needed for the event, such as the agenda, the PowerPoint presentation, etc.

Step by Step

In general terms, following are steps for hosting a Municipal Career Spotlight. The steps can be customized to suit local needs and processes.

1. Determine Scope of the Event

- a. What activities will be held?
- b. Where will the event take place?
- c. Who will be involved in the event (e.g. other municipalities, local school(s), municipal staff, council members, etc.)?

2. Approach the local school(s)

- a. Contact the local school(s) that have been identified as potential partners, explain the proposed event and the purpose for it.
- b. Discuss the processes for students to attend the event.
- c. Discuss transportation considerations.
- d. Discuss any applicable waivers that might be needed for students to attend.
- e. Discuss students (grades/classes) that may attend.
- f. Obtain their interest in participating in the event.
- g. A sample of a poster is included as Appendix A to help promote the event within the school(s), or to use within the community if desired.

3. Budget

- a. Based on the scope of the event and information obtained from the school(s), estimate a budget for the event.
- b. Obtain resolution from council to proceed.

4. Approach Potential Partners/Participants

- a. Contact participants and/or partners identified, explain the event and request their participation.
- b. Discuss their role and responsibilities for the event.

5. Confirm Attendance of Participants and Partners

- a. Contact all involved in the event, providing them a reminder and confirming their attendance.
- b. Ensure any required paperwork is completed for the students to attend e.g.) waivers, etc.

6. Host the Event

- a. Have all printed materials ready for students and other participants. This includes doing any edits to the appendices that may be needed to suit local situations.
- b. Ensure lunch arrangements are in order, if applicable.
- c. Ensure session leader has all the information they require.

7. Evaluate the Event

- a. Measure the success of the event using the participant survey (Appendix F). As with any of the samples, the participant survey can be adjusted to suit local needs.

8. Post Event

- a. Report to council on the event and evaluations.
- b. Send a thank you to the participants/partners.
- c. Provide information to the public on the results of the event (e.g. social media, website, etc.), if desired.
- d. Provide feedback to the Ministry of Government Relations at the noted contact information in this guide. Ministry officials would appreciate hearing about your event.

Event Day

For the purpose of this guide, the sample Municipal Career Spotlight utilizes the resources contained in the appendices. Activities, scripts and material can be tailored to suit local needs. For the event, a session leader will be needed to keep on schedule and facilitate the activities.

Introduction and Overview

The session leader will go through an Introduction and Overview for the students. A sample script is provided in Appendix C for the session leader to use and modify to suit their own needs. This session consists of the following:

- Introductions of session leader, each of the students and any other participants;
- Review any safety considerations e.g.) emergency exits, washrooms, etc.;
- Administrator to provide an overview of why they chose their career, the training they've taken, their skills, what they enjoy about their job, how they find it rewarding, etc.;
- Any other municipal staff that are involved can do the same e.g.) public works staff, recreation staff, etc.; and
- Present the overview and the agenda for what their day will look like and the activities planned. A sample agenda is provided in Appendix E.

Classroom Learning

This session will educate the students on the following:

- Levels of Government in Canada and the municipal system in Saskatchewan;
- Who elected officials are and what they do;
- Municipal revenue sources; and
- Role and qualifications of an administrator.

This session will involve the sample PowerPoint presentation in Appendix D. The sample PowerPoint should be modified to suit local circumstances. The session leader will provide each student with a paper copy of the presentation so they can complete the written exercises. Ideally, this content would be projected onto the wall for students to follow along. However, if a projector is unavailable, the printed copy of the presentation will work fine.

The sample presentation consists of slides and, under the note section, the directions and the script for the session leader.

Mock Council Meeting

In this session, students will get to participate in a Mock Council Meeting by role playing and debating an issue. A sample of a Mock Council Meeting is provided in Appendix E. The sample consists of an agenda and an outline of a debate on the issue of whether or not there should be a curfew imposed for teenagers in the community.

The purpose of this session is to provide the students with an example of how a council meeting is conducted, how council decisions are made and the role of the administrator at the meeting.

Students will be assigned roles to play throughout this session. If possible, the municipality's administrator would be best to act as the administrator for the meeting to explain processes and provide guidance to the students.

Students that are assigned the roles of the public will be speaking to the issue. They will be provided questions to consider when they are formulating their argument. Students that are assigned a council role will be provided the same questions and will be involved in making a decision (resolution) after hearing the presentations.

Participant Survey

Appendix F is a survey for the students to complete so that the event can be evaluated and success can be measured. The survey can be adjusted to suit the level of feedback that is desired by the municipality.

Further Information

For further information or to share your feedback on a Municipal Career Spotlight that you hosted, please contact:

Ministry of Government Relations
Advisory Services and Municipal Relations
1010 - 1855 Victoria Avenue
REGINA SK S4P 3T2
Phone: (306) 787-2680

APPENDIX A

MUNICIPAL CAREER SPOTLIGHT - POSTER

Manage a local multi-million-dollar corporation right in your own hometown.

Be responsible for the day-to-day operations of a municipality, from advising municipal council to managing staff.

Relay decisions of council to the public and ensure legislation is followed.

Levy and collect taxes and prepare financial statements.

Oversee a municipality's assets (everything from equipment to buildings), and find out how municipalities treat water for health and safety.

Insert photo of your municipal office or staff here

MUNICIPAL ADMINISTRATION AND PUBLIC WORKS LEARNING SESSION

Date:

Time:

Location:

For more information, contact:

APPENDIX B

CAREER SPOTLIGHT EVENT AGENDA

INSTRUCTIONS: *This is a template agenda that you can adjust according to your needs and organizational details. An agenda is necessary in order to successfully organize the event. The agenda will help you to outline the activities, their location and time.*

WHEN	WHAT	WHERE
10:00 a.m.	Welcome & Introductions (est. 20 min.)	<i>Council Chambers</i>
10:20 a.m.	Classroom Learning Session (est. 40 min.)	<i>Council Chambers</i>
11:00 a.m.	Mock Council Meeting (est. 60 min.)	<i>Council Chambers</i>
12:00 p.m.	Lunch (est. 40 min.)	<i>Council Chambers</i>
12:40 p.m.	Tour of a Municipal Facility (est. 60 min.)	<i>Water Treatment Plant</i>
1: 40 p.m.	Wrap-Up / Participant Survey (est. 20 min.)	<i>Council Chambers</i>
2:00 p.m.	Prepare to Leave (est. 10 min.)	<i>Municipal Office Parking Lot</i>

ADDRESSES

(include all locations that participants will visit during the event and the addresses)

Municipal Office -

Water Treatment Plant –

CONTACTS

(add the name of the contact person, their position, and phone number/email)

Administrator – Phone: _____ Email: _____

APPENDIX C

INTRODUCTION AND OVERVIEW (Est. 20 minutes)

SESSION LEADER INSTRUCTIONS: Content in *underlined italics* is to be revised to suit the local situation. Content in *italics* are directions for the session leader and is not read to the participants.

Welcome everyone to the *(insert municipality name here)* Municipal Career Spotlight. My name is *(insert name here)* and I am the *(role)* here in *(municipality name)*.

Let's go around the room, introduce ourselves, and talk a little bit about why you signed up for this Career Spotlight event. *Let each participant introduce themselves.*

Let's begin the day with a few general questions:

- Who can tell me what a municipal administrator does? *(let them guess, but don't tell them the answer yet)*
- Has anyone ever considered a career in municipal administration? *(wait for answer)*
- How much do you think a municipal administrator might earn in a year (or per hour)? *(let them guess, but don't tell them the answer yet)*
- What education do you think a municipal administrator needs to do their job? *(let them guess)*
- Which personality traits do you think you would need to manage a multi-million-dollar corporation like a municipal office? *(let them guess)*

Have the municipal administrator speak briefly about how they became one and have them mention some career highlights – have them speak to their educational background, how they decided to live here, what training they've taken to do the work, any mentoring, what they love about living in their municipality, what skills they find help them do their job well, etc. If other municipal staff (e.g. public works foreman, community planner, etc.) are present, have them come introduce themselves and speak a bit about their roles. Finish this session by presenting an overview of the day, what activities are included and what participants can expect. Don't forget to provide them with emergency plans and a central phone number to call if needed.

APPENDIX D

CLASSROOM LEARNING SESSION (Est. 40 minutes)

**MUNICIPAL CAREER SPOTLIGHT
PRESENTATION**

- *Insert Name of Municipality, Date*

APPENDIX E

MOCK COUNCIL MEETING (Est. 60 minutes)

SESSION LEADER INSTRUCTIONS: In this session, students will get to participate in a mock council meeting and debate an issue. Content in *italics* are directions for the session leader and is not read to the participants. You will need copies of a meeting agenda for each participant. A sample agenda is provided below.

COUNCIL MEETING AGENDA

(name of the municipality)

Regular Council Meeting held on *(date)* at *(time)*

Customize this council meeting agenda for your mock council meeting. Feel free to add or delete any of the agenda items to suit your event.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. STAFF REPORTS
4. FINANCIAL REPORTS
5. ACCOUNTS FOR APPROVAL
6. APPROVAL OF MINUTES
7. COMMITTEE REPORTS
8. DELEGATIONS
 - a. Supporters of the Teen Curfew Bylaw
 - b. Those Against the Teen Curfew Bylaw
9. COMMUNICATIONS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. ADJOURNMENT

APPENDIX E (Con't)

INSTRUCTIONS AND SCRIPT FOR HOLDING COUNCIL MEETINGS

- *Begin by assigning council meeting roles to the students:*
 - *If possible, have the municipality's administrator act as the administrator in the mock council meeting.*
 - *Head of Council (Mayor/Reeve) (1)*
 - *Council members (3-4)*
 - *Members of the public (everyone else) – half of them will be pro-curfew and half will be anti-curfew (more on this later), some as teens, some as parents, some as general members of the public.*
- *The meeting will begin with the head of council calling the meeting to order. The administrator will walk the students through the usual procedures of the meeting, item by item (e.g. the Call to Order, Approval of Agenda, Approval of prior Minutes, Reports, Communications, Delegations, New Business, etc.) providing a brief explanation of the purpose for each agenda item. Students will be given a quick explanation of the municipality's Council Procedures Bylaw.*
- *When it comes time to deal with the Council Agenda "DELEGATIONS" item, the student designated as mayor will read the following script:*

As you may know, over the last long weekend, some under-aged youth were caught openly drinking and smoking cannabis in the park. Some of those young people were alleged to have spray painted some inflammatory remarks on the sides of a couple of buildings, including the municipal office. The police were called, and the teens scattered. At least two of the teens in the vicinity were questioned, and then later released to the custody of their parents. Council has been discussing whether or not to create a teen curfew bylaw for anyone under the age of 18. A similar bylaw was passed in the Town of Anywhere to deal with the growing problem of youth drinking and vandalism. We have a delegation of parents and students in the community with us tonight to present both FOR and AGAINST the creation of this teen curfew bylaw for our municipality. I would like to call our delegates one by one to address council.

- *At this point in the exercise, those assigned to be "members of the public" will gather in their respective groups, either for the curfew bylaw or against the curfew bylaw. Each group (including the designated council members) will be given a slip of paper with the following questions for consideration in developing their argument:*
 1. *What are the benefits of the curfew? What are the consequences of the curfew? Will the curfew make the community safer?*
 2. *What if a teen works until after the curfew hours start?*
 3. *How might this relate to the Charter of Rights and Freedom? (The Charter protects every Canadian's right to be treated equally under the law. Under the charter, citizens have the freedom of assembly and of association.)*

4. Underage drinking and smoking cannabis are prohibited until a teen turns 19 in Saskatchewan. Even still, it is illegal to have open liquor and cannabis in a public park. How should the teens be handled?
 5. If a curfew bylaw comes into effect, how do you think it might be enforced? What is the punishment? What do you do to repeat offenders?
 6. Should parents be held responsible when their teen breaks curfew?
 7. Will this be a permanent curfew or is this a pilot test case?
- *Each group will be given 5 – 10 minutes to develop their arguments for or against the curfew.*
 - *Once each side has developed their arguments, the administrator will guide the delegations and council through the debate. As each delegate comes forward to address council, those students acting as council members will ask questions and provide further insight into the debate.*
 - *Once the delegations are complete, a student acting as a council member will put forward a resolution for the administrator to prepare a report on the proposed teen curfew bylaw to present to council at the next council meeting for further consideration on the matter.*
 - *Proceed through the remainder of the meeting agenda items if any and adjourn the meeting.*
 - *Once the mock meeting is adjourned, ask the students the following questions and invite them to share their responses with the group:*
 1. What did you learn from this exercise?
 2. Were you aware of the different duties and obligations involved in holding a council meeting?
 3. What surprised you the most? What are you taking away from this experience?
 - *If time permits, this would be a good opportunity for students to explore the actual municipal office. The administrator could show students what a tax notice looks like, explain how the mill rate is set, and delve into the day-to-day business of the role.*

APPENDIX F

CAREER SPOTLIGHT EVENT PARTICIPANT SURVEY

Your answers to this survey will help to improve future Career Spotlight events.

Please indicate how much you agree with the following statements by checking your response using the scale provided:

1 = Strongly Disagree - 2 = Disagree - 3 = Neutral - 4 = Agree - 5 = Strongly Agree

	1	2	3	4	5
The workshop was useful.					
My understanding of the labour market and job prospects increased.					
My knowledge about career pathways and possible earning increased.					
I feel better equipped to make informed career and training decisions.					
The activities I participated in were valuable.					
My knowledge about Saskatchewan municipalities increased.					
I am considering a career in this area.					
I would recommend participating in the Career Spotlight.					

What did you like most about the Career Spotlight event?

What aspects of the Career Spotlight event could be improved?

What did you learn today?