

Dear Chief Administrative Officer:

The Municipal Internship Program is being offered for a twelfth year, starting in May 2013. To date, more than 175 interns have participated in or are currently part of this program. It brings highly educated, enthusiastic individuals interested in pursuing a career in municipal government into the field and provides these recent graduates first-hand experience and knowledge. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector.

You are invited to be a part of the program by applying to be one of the 20 hosts who will be selected for the May 2013 program. Host organizations receive a grant to assist with costs and are supported in their efforts to train and mentor their interns by a team of ministry staff.

The objective of the Municipal Internship Program is to work with Alberta municipalities and planning service agencies to help address succession issues. To respond to these issues, the program offers two streams:

#### **Municipal Internship Program for Administrators**

- 12 municipalities or municipal partnerships will be selected to host an intern for a 12-month period.
- **Municipalities must have a population between 700 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement.
- The Chief Administrative Officer/senior manager must agree to serve as the intern supervisor for the duration of the program.
- Hosts will provide experience in all major functional areas of the municipality.
- This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- Hosts receive a grant of \$43,000 to help cover the costs of hosting an intern.

#### **Municipal Internship Program for Land Use Planners**

- Eight municipalities, municipal partnerships or intermunicipal planning service agencies will be selected to host an intern for a 24-month period.
- **Municipalities must have a planning department that undertakes in-house the full range of planning services and must serve a population between 5,000 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- Hosts receive a grant of \$62,000 over two years to help cover the costs of hosting an intern (\$43,000 in the first year, \$19,000 in the second year).

## **Municipal Partnerships**

If your municipality feels that it may not have the capacity to host an intern on its own, we encourage you to consider partnering with another municipality or planning service agency. Municipal partnerships enable interns to gain a broader understanding of municipal administration and/or planning, and help develop a wider variety of skills.

For the Administrator stream, partnerships are particularly important if your municipality does not have a specific department or function, such as planning or human resources. In this case, your intern could spend time in another municipality that has these departments. For the Land Use Planner stream, partnerships may allow municipalities that receive their planning services from an intermunicipal planning service agency the opportunity to partner with that agency to provide an intern with direct municipal planning experiences.

You may formally or informally partner to host an intern as long as one of the organizations meets the eligibility requirements and is designated as the project manager for the initiative. The project manager is required to submit the municipal grant application on behalf of the partnering organizations. The application should clearly outline what role each of the municipalities or planning service agency would play in hosting an intern. For more information on municipal partnerships and eligibility requirements, refer to the program website or contact ministry staff.

## **To Apply**

The Municipal Internship Program is part of the Regional Collaboration Program. Details about the Municipal Internship Program, the eligibility requirements and the application information can be obtained through the Municipal Grants Web Portal **later in July**. Check the Internship Program website [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship) for the specific date. Once the Web Portal is updated with the Program Guidelines and Application Form for 2013, the instructions to apply for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream are:

1. Go to the Municipal Grants Web Portal  
[www.municipalaffairs.alberta.ca/municipalgrants.cfm](http://www.municipalaffairs.alberta.ca/municipalgrants.cfm).
2. On the left side of the page, select “**Programs Supporting the Viability and Long-Term Sustainability of Municipalities.**”
3. Scroll down the page and select **#5 – Regional Collaboration Program.**
4. Find **Documents** on the right hand side and refer to the ***Application Guidelines*** and ***Application Form 1.***
5. You can link to the Municipal Internship Program website by selecting “Visit Program Website” and then choosing the Municipal Internship Program, or you can go to the website directly at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship).

To ensure your application is considered, please have your completed documentation returned to the ministry no later than **September 10, 2012**. The Minister will select the hosts for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream by November 2012. Applications can be submitted via email, regular mail or by fax. Mail and fax information is provided on the application form.

If you have any questions about the Municipal Internship Program, please refer to the website at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship) or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225 and ask for:

- Ms. Valerie Hope
  - Municipal Internship Program for Administrators
- Ms. Melanie Wood
  - Municipal Internship Program for Land Use Planners

Thank you for your interest in helping build strong local governments.

Yours truly,

Gary Sandberg  
Executive Director  
Municipal Services Branch