

# Ontario Municipal Internship Program

## FAQ's (Frequently Asked Questions)



## **1. What is the Ontario Municipal Internship Program?**

The Ontario Municipal Internship Program is designed to encourage talented young university graduates to enter, and ultimately rise to leadership positions in Ontario municipal corporations. The program provides a 50% salary subsidy (up to \$20,000.00 per intern) to participating municipalities in support of their hiring and training of an intern for a 12-month period.

The Municipal Internship Program has been developed in partnership by AMCTO (Association of Municipal Managers, Clerks and Treasurers of Ontario), and the Ontario Ministry of Municipal Affairs and Housing (MMAH), with additional funding support from the Federal Economic Development Initiative for Northern Ontario (FedNor) during its first two years of operations.

Interns will gain hands-on experience in the key function areas involved in managing a municipality under the direct supervision of the CAO or designate. The program will also provide orientation and networking sessions for participants, as well as professional development opportunities

## **2. What are the objectives of the Municipal Internship Program?**

Several studies indicate that over 40% of senior municipal staff plan to retire within the next 10 years. In order to address this impending loss of top experienced professional staff, there is a critical need to attract and develop the next generation of competent, well-rounded leaders and administrators for Ontario's municipalities. The primary aim of the program is to attract and develop new leaders to be future managers and administrators for Ontario's municipalities.

## **3. What criteria are used to select Host Municipalities for this initiative?**

All municipalities in the Province of Ontario, regardless of population size or location, are eligible to participate in the Ontario Municipal Internship Program as long as they are able to provide the necessary work experience and training opportunities for the intern in the key municipal operation areas as outlined in the program curriculum.

In order to ensure that interns gain the greatest benefit possible from their participation in the program, municipalities are expected to meet the following basic eligibility criteria:

- There must be a strong commitment from the CAO, council, and senior management team to have an intern;
- There must be an organizational commitment to the Internship Program's vision and goals;
- The CAO or a senior manager must agree to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made;
- There is an ability and willingness to provide training in a wide range of municipal functions as outlined in the internship curriculum;
- There is a strong interest in sharing knowledge and experiences with the intern, and in working with the intern to complete the Workplan.
- There must be comprehensive workplace harassment and discrimination policies in place;
- There must be an up-to-date health & safety policy in place, including a training program in this area;
- There must be an accessibility Plan in place

**4. Does the program consider joint applications from two municipalities?**

If a municipality on its own is not able to provide an environment that can support the curriculum, we encourage joint applications by two or more municipalities that are willing to work together to host an intern. However, one municipality in the partnership must be designated as the managing partner for the initiative and submit the application to AMCTO on behalf of the partnering municipalities.

**5. What criteria are used to select interns for the program?**

Only recent graduates from University Masters level programs or recent graduates possessing bachelors level degrees from relevant university programs.

In order to be considered as a participant in the Ontario Municipal Internship Program, candidates must have the following:

- A Masters level university degree, or a bachelors university degree from a relevant program of study.
- A commitment to apply theory to work in a municipality
- Work or volunteer experience that is related to the skills needed in municipal administration
- Willingness to relocate to host municipality if necessary, or to the MAH regional office for a month during the internship
- Two reference letters (work, educational or volunteer related)
- A valid Ontario driver's license

- Ability to work in Canada
- A satisfactory criminal reference check

Host municipalities may include additional criteria pertaining to the specific needs of their municipality.

**6. Will municipalities have the opportunity to interview potential candidates or is AMCTO going to assign interns to municipalities based on a predetermined set of criteria?**

AMCTO will review all intern applicants to ensure they meet the basic program requirements. ALL intern application packages will then be forwarded to those municipalities chosen to serve as hosts for the pilot program. The municipality is responsible for interviewing, and selecting their intern candidates, making a job offer and entering into an employment contract with the selected intern.

**7. What are the benefits to a municipality for participating in this program?**

- Interns participating in the pilot program are talented young university graduates who can provide new ideas and a fresh perspective that will add significant value to your municipal corporation
- The program (through the Province and FedNor) will provide 50 per cent funding of your intern's salary (assumes an annual salary of \$40,000), plus up to \$5,000 per intern for ongoing training and other ancillary costs over the 12-month period, and a structured curriculum that augments the interns' learning
- The Municipal Internship Program is a great tool to help you begin to address your own succession planning needs

**8. Are current employees within the municipality eligible to be considered as an intern?**

The intent of the Ontario Municipal Internship Program is to attract talented new people to the field of local government and provide an opportunity for recent graduates to enter municipal administration as a career choice. It is not the intent to have municipalities hire an individual who is already in their employ. A municipality may not hire an individual who is currently employed by the municipality or who has worked for the municipality in the past 12 months (excluding casual or summer students).

**9. Is a Host Municipality obligated to provide a job for the intern at the end of the placement?**

There is no expectation of Host Municipalities to hire the intern at the completion of the internship. Participating municipalities, however, are welcome to approach the intern with a job offer or encourage him/her to apply for a position within the host municipal corporation.

**10. What are the timelines for participating as a Host Municipality for the Intern program?**

The 2007/08 program is currently underway. The 2009/2010 program will commence in June of 2009. Application packages for the 2009/2010 program year are now available for interested municipalities from AMCTO. Interested municipalities must submit their applications to AMCTO by **December, 15<sup>th</sup>, 2008**. Matching of interns will occur over the winter.

**11. What are the timelines for participating as an *Intern* for the program?**

Application packages for the 2009/10 program are now available for interested internship candidates. Interested candidates must submit their completed applications to AMCTO by January 28<sup>th</sup>, 2009.

**12. Whom do I contact for more information about the program?**

If you have any questions about the application process, please contact:

**Craig Wellington**  
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