



## Rural Municipal Administrator Internship Program

### HOST MUNICIPALITY APPLICATION GUIDE

#### *The Internship*

Municipal administration is a rewarding career that offers unlimited opportunities. Recent surveys indicate upwards of 50 percent of current municipal administrators anticipate retiring or leaving the field within the next ten years. To assist municipalities in addressing this challenge, Rural Municipal Administrator Internship Program (Rural MAIP) has been developed to assist municipalities in recruiting and retaining educated, qualified professionals to Saskatchewan's municipal sector.

The program is:

- A 52-week paid internship open to all rural municipalities that meet eligibility requirements.
- The Saskatchewan Association of Rural Municipalities will provide host rural municipalities (RM) with a grant of \$20,000 to cost-share the intern's salary, and the RM will be required to hire the intern as an employee for the duration of the placement, provide a salary and working space, and provide opportunities to attend other training seminars and conventions.
- RMs unable to meet all requirements may partner with a neighboring municipality to participate in the program.

The intent of the program is to make municipal administration a desirable career choice. It is vital that municipalities interested in hosting an intern provide an excellent work experience so candidates choose to stay in the field when their internship is complete. Equally as important, interns will be expected to receive training in all core functional areas of municipal administration so they may be certified as a Municipal Administrator and employed following completion of the internship.

Benefits of being a Host Rural Municipality include:

- An opportunity to promote your municipality and community;
- An opportunity to train and secure a potential successor for your retiring administrator (if applicable);
- An opportunity for your administrator to grow and become a trainer in their field; and
- A chance to be proactive in increasing the attractiveness of careers in municipal administration.

Participation in this program will require unanimous support of council. A supervising administrator will be expected to dedicate a significant amount of time to ensure interns receive proper training.

### ***Selection Criteria***

Your rural municipality **MUST** meet the following minimum eligibility criteria to be considered for a host position:

- Be open full-time business hours;
- Have existing strong council/administrator relationship;
- Have financial and resource commitment (in-kind and actual) from council;
- Provide a copy of the signed application form showing council's unanimous support to authorize the municipality's participation in Rural MAIP;
- Have sufficient space and infrastructure for intern;
- Meet training requirements as specified in the program teaching guide;

***Note:** Interns will be considered an employee of the municipality and will be subject to all applicable wage deductions. Municipalities must follow applicable legislation and regulations according to labour standards, occupational health and safety, and provide a harassment and discrimination free workplace.*

In addition, your municipal administrator (intern supervisor) **MUST** meet the following criteria:

- Must hold Rural Class A Certificate of Qualification from the Rural Board of Examiners, and have five or more years' experience as a municipal administrator;
- Must be a member in good standing with the Rural Municipal Administrators' Association (RMAA);
- Must have attended or agree to attend the 4 hour train-the-trainer program offered by SARM each May/June (date/location TBA in April);
- Must commit an appropriate amount of time and resources to properly train the intern in all areas of municipal administration; and
- May attend convention and training seminars with intern.

If your municipality does not meet the above criteria, you may join with a neighboring municipality to participate in the program. Please contact program staff if this is an option you would like to pursue.

## ***Financial and Time Commitment***

Rural MAIP is a cost-sharing program. It is important that municipalities are aware of their cost commitment for the duration of the internship placement and of the in-kind commitments associated with training an intern.

Municipalities will be required to hire their intern as an employee for the placement, provide a minimum salary of \$36,000 (cost-shared by grant from SARM), and sufficient working conditions. They may also be required to provide resources for their intern to attend the SARM Annual Convention, the RMAA Annual convention and any applicable training throughout the 52-week placement.

In-kind commitments may include a significant amount of your administrator's time ensuring interns receive proper training, and supervisors may be expected to participate in internship program workshops/seminars. They may also be required to attend conventions with the intern.

Approximate financial commitments are listed below:

### **Rural MAIP Cost Analysis – Intern Salary at \$36,000**

Salary Cost	\$36,000 + MERC* =	\$42,360
Grant from SARM		- \$20,000
<b>Financial Contribution for Salary</b>		<b>\$22,360</b>

*\*MERC is mandatory employer related costs, such as EI, CPP, etc.*

Other financial costs may be required throughout the year for training, travel, etc., as indicated above.

## ***How to Apply***

- The Program accepts applications on an ongoing basis.
- To apply to host an internship complete and submit the Host RM Application Form below.
- If you are interested in hosting a specific intern please indicate their name in your application form and have them submit a Rural MAIP Intern Application.

## ***Selection Process***

- Host RM applications will be evaluated by a committee consisting of officials from SARM and the RMAA.
- Approved Host RM Applicants will be notified by the committee when their application is approved.
- RMs should indicate in their application if they are applying jointly with an intern in mind for the internship.

- If RMs aren't applying jointly with an intern then the applications of Approved Interns will be shared with Host RMs to consider.
- Approved host RMs can then contact approved interns they are interested in interviewing for an internship in their RM.
- Once an RM finds an approved intern they would like to undertake the internship with they notify SARM and a formal funding agreement is created.

### ***More Information***

Visit our website at [http://www.sarm.ca/aboutsarm/member\\_services/MAIP](http://www.sarm.ca/aboutsarm/member_services/MAIP), or contact:

Laurel Feltin  
Saskatchewan Association of Rural Municipalities  
E-mail: [lfeltin@sarm.ca](mailto:lfeltin@sarm.ca)  
Phone: 306.761.3733, Fax: 306.565.2141

# *Municipal Administrator Internship Program*

## **HOST MUNICIPALITY APPLICATION FORM**

*Please include this document with your application package.*

To apply to be a host municipality, complete the following as part of your application package. You may provide additional information that may increase an intern's interest in your municipality, such as accommodation or recreation information.

*Note: Incomplete packages may not be considered.*

### ***Information to include in application package:***

Contact information;

Answers to questions 1 to 11 below, including documentation of your administrator's qualifications (question 8) and an accommodation plan for the intern (question 9); and

Council and administrator's signatures in area provided below.

### ***Contact Information***

Name of Municipality:

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Name of Supervising Administrator:

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Address:

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Telephone:

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Email:

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### ***Questions for Host Municipalities***

Please provide the following information:

1. Why is your municipality interested in hosting an intern? Explain why you think your municipality could offer a positive experience.
2. What do you think your intern's expectations of their placement will be?

3. What do you expect an intern to contribute to your municipality?
4. How will you ensure your municipality meets both the intern's and municipality's goals of the placement?
5. Interns will be expected to gain work experience in a wide variety of functional areas municipal administrators are responsible for. In what functional area(s) does your municipality:
  - a. Spend the majority of its time (likely your municipality's and administrator's greatest strengths)?
  - b. Have a shortage or lack of activity in (areas not particularly relevant to your municipality)?
6. How will your municipality ensure your intern receives training/experience in the required functional areas you have identified in number 5, that your municipality might not be able to provide (i.e. arrange training in a neighbouring municipality)?
7. Part of the Rural Municipal Administrator Internship Program's goal is to allow interns to gain enough experience so upon completion of their placements, they are ready to enter the field fully certified. Is your municipality willing to accommodate your interns potential commitment required to attend the necessary training/seminars to ensure their certification upon completion of the program?
8. Please provide supportive documentation (transcripts, letters of reference, resume, etc.) demonstrating your administrator's advanced certification, willingness to commit to train an intern, willingness to attend a train-the-trainer session, etc. Why do you think that your administrator would be a good mentor/trainer for an intern?
9. Please provide your plan (description of space or photographs, etc.) to accommodate an intern in your office i.e. working space, and housing in your community.
10. Will your municipality consider hosting an intern willing to relocate from other parts of the province?
11. Is there anything else that an intern should consider to accept a placement in your municipality?

## ***Municipal Commitment***

To help ensure interns have a positive, memorable work experience, council must be highly supportive. In addition to the host municipality's administrator agreeing to act as the intern's supervisor, all members of Council must be well informed of the commitment, and supportive of hosting an intern.

To demonstrate Council's commitment, support, and understanding of the requirements, and municipality's contribution for hosting an intern in this program, each Council member and the training administrator must sign below.

Reeve:

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Administrator:

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Councillor:

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Councillor:

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Councillor:

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Councillor:

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Councillor:

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Councillor:

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**Submit your completed application package to:**

Laurel Feltin  
Saskatchewan Association of Rural Municipalities  
E-mail: [lfeltin@sarm.ca](mailto:lfeltin@sarm.ca)  
Phone: 306.761.3733, Fax: 306.565.2141

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