



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.

Program Purpose:

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 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;
- A chance to be proactive in increasing the attractiveness of careers in municipal administration; and
- An opportunity for the RM and supervising administrator to receive additional capacity at a subsidized rate to assist with projects or provide backup to the supervising administrator

Participation in this program will require unanimous support of council, as well as financial support of the intern. A supervising administrator will be expected to dedicate a significant amount of time to ensure the intern receives proper training. An honorarium will be provided to the supervising administrator to encourage administrators to take on the additional responsibilities of the important work of supervising an intern and some mandatory training for the supervising administrator will be provided.

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 an existing strong council/administrator relationship;
- Have the necessary financial and resource commitment (in-kind and actual) from council (including the commitment for both the intern and supervising administrator to attend the SARM and RMAA conventions);
- 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 an intern; and
- 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 workplace free of harassment and discrimination.*

In addition, the supervising administrator **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 managing the same RM office 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 train-the-trainer event offered by SARM each May/June (date/location TBA in April);
- Must dedicate a minimum of 24 hours per week of in-person supervision as well as be available by phone and/or email to ensure the intern's proper training to meet the certification requirements of the Rural Board of Examiners;
- Must attend the SARM and RMAA annual conventions and training seminars with the intern;
- Must demonstrate patience and skill in coaching and training, especially early in the internship relationship; and
- If the anticipated intern is not the first intern for the supervising administrator, the supervising administrator must have the approval of the MAIP Committee to take on subsequent interns.

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 \$42,000 (which includes \$17,000 from a subsidy from SARM), and sufficient working conditions. R M s must also 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 will be expected to participate in internship program workshops/seminars.

Approximate financial commitments are listed below:

Rural MAIP Cost Analysis – Intern Salary at \$42,000

Salary Cost	\$42,000 + MERC* =	\$49,476
Grant from SARM		- \$17,000

RM Financial Contribution for Salary **\$32,476**

**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.

Administrator Stipend

The role of supervising an intern is a significant responsibility, a large investment of time, and requires a specific skill set. In order to acknowledge these things, the Rural MAIP has begun to provide an honorarium for the supervising Administrator.

Upon successful completion of the internship, documented by the satisfactory completion and submission of the Supervising Administrator MAIP Close Out Report received by program staff within 30 days of the end of the internship, SARM will provide the RM with funding in the amount of \$3000.00 to be paid to the supervising Administrator in full compliance with all CRA expectations.

Before a supervising Administrator will be eligible to take on subsequent interns, they must receive the recommendation of the MAIP Committee based on the review of their previous supervision as evidenced by the intern's report, the consistent completion of reporting documents, and other criteria at the discretion of the MAIP Committee.

Receiving the Honorarium and Deductions

For host administrators to receive their honorarium, they must complete and submit the “Supervising Administrator MAIP Closeout Report” (within 30 days of the end of the internship) through which they will provide SARM with necessary information to remit payment.

Application Process

- Applications are accepted on an ongoing basis.
- If an RM has already selected an intern they would like to work with:
 - Please submit your host application below and have the potential intern submit an intern application - see link: <http://sarm.ca/programs/sarm-programs/maip>.
- If an RM is still seeking a suitable intern:
 - Please contact the SARM to see if there are any Rural MAIP Intern applications on file that the RM may want to consider.
 - The application forms of any potential Interns Rural MAIP has received will be shared with potential host RMs to consider.
 - RMs can then contact potential interns they are interested in interviewing for an internship in their RM.
 - Once the RM has selected an intern to work with please submit your host application and have the intern submit an intern application.
- All applications will be evaluated by a committee consisting of officials from SARM and the RMAA. Once approval is received from the committee a funding agreement is created with the RM.

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: _____

Name of Supervising Administrator: _____

Address: _____

Telephone: _____

Email: _____

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 intern's potential commitment required to attend the necessary training/seminars to ensure their certification upon completion of the program?
8. Is your supervising RM Administrator able to provide the minimum 24 hours/week of in-person supervision that is required plus additional support via phone and/or email? (Please **provide a copy of certificate(s) demonstrating your administrator's advanced certification**).
9. Please provide a description of the working space available to accommodate an intern in your office (photographs are also welcome).
10. Will your municipality consider hosting an intern willing to relocate from other parts of the province?
11. Has the supervising administrator successfully supervised interns in the MAIP program in the past? If so, has the supervising administrator received the recommendation of the MAIP committee to supervise subsequent interns?
12. Does your municipality have a specific intern candidate they would like to work with.
 - If so please provide their name: _____ and;
 - Anticipated internship start date: _____ / _____ / _____.

Day / Month / Year

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 supervising administrator must sign below.

Reeve:

Administrator:

Councillor:

Councillor:

Councillor:

Councillor:

Councillor:

Councillor:

Submit your completed application package to:

Dustin Resch
Saskatchewan Association of Rural Municipalities
[E-mail:dresch@sarm.ca](mailto:dresch@sarm.ca)
Phone: 306.761.3945, Fax: 306.565.2141
2301 Windsor Park Road, Regina, SK S4V 3A4

For more Information:

Visit our website at <http://sarm.ca/programs/sarm-programs/maip>