

Local Government Internship and First Nations Government Internship

Host Local and First Nations Government Application Guide



Program Overview

Northern Development provides grant funding for municipalities, regional districts and First Nation governments* (see “Funding Terms”) to host and mentor an intern for a 12-month period starting in May. The Local Government and First Nations Government Internship Programs provide a high level of professional development and training to prepare recent graduates for a career in local or First Nations government, while supporting capacity building and succession preparation in communities in northern B.C. The internship programs support local government and rural, Indigenous communities to recruit and retain talented young professionals. Only communities located in the [Northern Development service area](#) are eligible to apply.

One internship program goal is to provide insight into the wide range of careers available within local and First Nations government. This includes opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works, external relations and membership engagement, health, education and economic development. The internship program promises to provide a high level of professional development and training that will prepare university and/or college graduates for more senior roles in local and First Nations government.

*Note: Tribal councils are not considered eligible applicants.

Program Objectives

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government and First Nations government in Northern B.C.
- Provide results focused professional training with Northern Development and host communities
- Help interns develop competencies essential to local government and First Nations government administration
- Make local and First Nations government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Develop professional, long-term capacity in local and First Nations government administration
- Allow for the flexibility of learning experiences where local and First Nations governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Internship opportunities are not intended to be for positions covered by collective agreements. Host local and First Nations governments are responsible for undertaking consultation with their respective unions, if applicable, to clarify the objectives of this program.

Host Eligibility and Criteria

All municipalities, regional districts and First Nations bands located within the [Northern Development region](#) are eligible to apply to host an intern and may apply either as a single applicant, or as a joint applicant with another local or First Nations government.

An advisory committee for the program will review all First Nations government applications and Northern Development staff will review all local government applications. Applications for the internship programs will be reviewed to ensure all criteria are met. The criteria are:

- Strong, organizational commitment to the vision and goals of the program
- Strong council/board – administration relationship exists
- The chief administrative officer, band manager, or senior manager has agreed to serve as the mentor throughout the internship and an alternate mentor identified in case of prolonged absence from primary mentor
- Sufficient resources, both financial and staff
- A demonstrated willingness to provide training in and exposure to, a range of local or First Nations government duties and responsibilities
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to a positive work environment
- Position description submitted with the application
- A 12-month work plan, submitted with the application, that demonstrates exposure to multiple departments and proposed projects to be undertaken by the intern
- The host local / First Nations government agrees that any disciplinary issues will be managed in collaboration with Northern Development
- Financial contribution toward associated expenses involved in hosting an intern

Successful Host Requirements

Host local and First Nations governments that are selected and approved will be informed and receive an approval letter by the end of January. Approved host local and First Nation governments will be required to participate in the recruitment, interview, and selection process of intern candidates (see “Key Dates”). Upon selection and designation of placement of the intern, the host government will be responsible for obtaining a satisfactory criminal record check from the designated intern. Approved hosts will be required to provide a copy of the signed employment agreement (using Northern Development’s template), then sign a contract with Northern Development outlining the agreement of the grant and its terms.

Position Description and Work Plan

Host local and First Nations governments are expected to create and carry out an agreed upon work plan. The work plan must reflect the operational needs of the host local or First Nations government and must provide the intern with exposure to the complexities of local or First Nations government operations.

The host government and intern will review the work plan at the beginning of the internship and set goals and objectives. The host government and intern are expected to undertake periodic reviews of these goals and objectives.

The objectives of the work plan include:

- Demonstrate and support the host local or First Nations government's commitment with a structure to guide the intern's mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of local or First Nations government administration and operations
- Ensure the intern is exposed to the key aspects of local or First Nations government administration to understand and further competencies essential to government structure, management and operations
- Support the intern's training through contact with several experienced and knowledgeable individuals, and information from various resources
- Clearly articulate the duties to be performed and qualifications required by the host local or First Nations government for the position

Networking and Professional Development

Interns participating in the Local Government Internship Program and First Nations Government internship program are encouraged to attend relevant training, which can be determined with host organizations, such as Aboriginal Financial Officers Association of BC's workshops, or the Municipal Administration Training Institute (MATI) Foundations course (required for Local Government Internship). Interns are encouraged to participate in ongoing discussions with each other, including required monthly group conference calls, to document and share learning and experiences during the internship.

Ongoing Support

The host local or First Nations government and intern can expect ongoing support throughout the internship. The program does not guarantee permanent employment with the host government at the end of the internship. Northern Development and host local and First Nations governments are expected to promote the interns to other First Nations and local governments in central and northern B.C. to fill permanent career opportunities.

Funding Terms

Local Government Internships

Host local governments are eligible to receive a grant of up to \$50,000 from Northern Development to assist with the cost of hosting a local government intern for a 12-month period.

- Up to \$35,000 must be used toward the salary of the intern. Host communities are required to provide \$10,000 toward the salary of the intern (a base salary of \$45,000 is required). A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - The local government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance to support registration and travel costs related to training and professional development for the intern. These funds are distributed directly by the host local government and reimbursed in accordance with reporting.*
 - Participation in the Municipal Administration Training Institute (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee from this allowance
 - * Northern Development will pay the MATI registration fee directly and will update the host local government of the available remaining balance.
 - The remaining balance of the allowance can be used to support further training and professional development opportunities identified by the host local government (excluding GST)
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

First Nations Government Internship

Host First Nations governments are eligible to receive a grant of up to \$55,000 from Northern Development to assist with the cost of hosting an intern for a 12-month period.

- Up to \$45,000 must be used towards the salary (a base salary of \$45,000 is required). A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - The First Nations government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) and may choose to offer additional benefits (medical, dental, etc.) to the intern
- The First Nations government will be required to pay \$5,000 to cover registration and travel costs related to training and professional development for the intern
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

Housing Allowance

Local and First Nations government interns may be provided a housing allowance of up to \$10,000 dependent on local rental costs. The housing allowance is to be used to support the cost of rent for the intern. The funds cannot be applied to additional costs associated with the tenancy (i.e: hydro, communications, etc.). Interns who have a monthly rent greater than \$1,000 independently, (are not sharing the cost with a roommate, partner, spouse) are eligible to apply to the housing allowance and will be required to submit proof of eligibility prior to being approved. Documents that will be accepted to prove eligibility include a rent receipt, signed housing agreement, or a letter from the landlord verifying the tenancy. Approval is through the host local or First Nation government in collaboration with Northern Development. Once approved, the difference will be distributed to the intern (i.e: if the cost of rent is \$1,300, the intern would be eligible for \$300 monthly up to a maximum of \$10,000 over the 12-month term). Funds are allocated by the host government and reimbursed to the host by Northern Development at the end of the placement in accordance with the final report. The funds are distributed to the intern, in addition to salary, on their paychecks as a taxable benefit.

Reporting

Host local and First Nations governments who would like to receive an interim reimbursement may provide an interim report up to December 31st to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local or First Nation government and the intern. These forms are available on Northern Development's website.

Key Dates

The program is designed to provide 12 months of training for each intern. The program starts at the beginning of May and ends April 30th the following year. This starting date has been designed to capture the greatest number of students who are graduating from post-secondary institutions. Students are encouraged to gain contacts and pursue permanent employment within a local, or First Nations government, in central or northern B.C. following (or during) their 12-month internship.

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| November | Northern Development and post-secondary institutions begin to publicly promote the program and begin recruiting process for host local and First Nations governments and intern candidates |
| January 7 | Deadline for interested local and First Nations governments to submit their application package |
| January 28 | Host local and First Nations government applicants are notified of application status |
| January 31 | Host local and First Nations governments announced |
| February 11 | Deadline for interested internship candidates to submit their intern application package |
| Mid March | Northern Development and host local and First Nations governments will interview and select internship candidates and complete contracts for employment |
| May 2 | Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement. |

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Host local and First Nations governments interested in hosting an intern must submit a completed application package to info@northerndevelopment.bc.ca **by midnight on January 7th** and include:

- Completed Application Form (*available on Northern Development's website*)
- Proposed 12-month work plan
- Proposed job description
- Copy of (band) council resolution

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

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