

Local Government Internship and Indigenous Government Internship Host Application Guide



Program Overview

Northern Development provides grant funding for municipalities, regional districts, and Indigenous governments* within [Northern Development's service region](#) to host and mentor an intern for a 12-month period starting in May.

*Note: Tribal councils and wholly owned economic development corporations are eligible to apply.

Program Objectives

The local government internship and Indigenous government internship program objectives are:

- Provide a high level of professional development and hands-on training to help prepare recent graduates with the skills, experience and connections needed to propel their career forward
- Provide post-secondary graduates with insight into the wide range of careers available within local and Indigenous governments
- Support capacity building and succession preparation in local and Indigenous governments in Northern B.C.
- Accelerate operational learning and permanent career placement in local government and Indigenous government in Northern B.C.
- Allow for the flexibility of learning experiences where local and Indigenous governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Host Eligibility and Criteria

All municipalities, regional districts and Indigenous governments located within the [Northern Development's service 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 Indigenous government.

Host applications for the internship programs will be assessed to ensure the following criteria is met.

- Ability to meet required financial contributions (see "funding terms")
- Strong, organizational commitment to the vision and goals of the internship program
- Strong working relationships exist between administrative staff and elected leadership
- Dedicated senior member of staff has agreed to serve as the mentor throughout the internship, to provide mentoring, training and professional development opportunities to the intern. An alternate mentor has been identified in case of prolonged absence from primary mentor
- A demonstrated willingness to provide training in and exposure to, a range of local or Indigenous government duties and responsibilities (as outlined in proposed work plan)

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

Successful Host Requirements

Host local and Indigenous governments that are selected and approved are required to:

- Participate in the recruitment, interview, and selection process of intern candidates (see “Key Dates”)
- Provide a copy of the signed employment agreement (using Northern Development’s template) to Northern Development
- Sign a contract with Northern Development outlining the agreement of the grant and its terms
- Provide ongoing mentorship, training and professional development opportunities to the intern
- Participate in quarterly host government connection calls
- Conduct meeting between host and intern prior to start of placement to provide overview of next steps, need to know information and community intel
- Facilitate onsite orientation for intern at start of placement
- Authorize the intern to participate in Northern Development’s internship orientation
- Conduct performance evaluations with the intern
- Complete reporting (See “Reporting”)

Funding Terms

Local and Indigenous governments approved as host governments under the internship program receive a grant to support with the cost of hosting an intern for a 12-month period. Interns receive compensation funded jointly by Northern Development and the host governments. Compensation is as follows.

- The intern will receive a base salary of \$45,000 for the 12-month placement. A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required.
- The host government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB, EHT) and may choose to offer additional benefits (medical, dental, etc.) to the intern.
 - Local government hosts receive up to \$35,000 through the grant towards the salary of the intern.
 - The host local government is required to pledge a minimum financial contribution of \$10,000 towards the salary of the intern.
 - Indigenous government hosts receive up to \$45,000 through the grant towards the salary of the intern.
- \$5,000 is to be paid by the host to support registration and travel costs related to training and professional development for the intern.
 - Local government internships require participation in the Municipal Administration Training Institute (MATI) Foundations course. Northern Development will pay the MATI registration fee directly. The remaining balance is to be used to support further training and professional development opportunities, which Northern Development will reimburse to the local government in accordance with reporting (excluding GST)
 - Indigenous government hosts are required to pledge a minimum financial contribution of \$5,000 towards training and professional development opportunities
- Up to \$10,000 may be provided as a housing allowance (see “Housing Allowance”)

Housing Allowance

Local and Indigenous government interns may be provided a housing allowance of up to a maximum of \$10,000 to support with the cost of rent. Interns who have a monthly rent greater than \$1,000 are eligible to apply to the housing allowance and if approved, will be provided the difference in excess of \$1,000. (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).

To apply, the intern will be required to e-mail a copy of the signed tenancy agreement and receipts as required, to the Northern Development for review and approval. If approved, the internships program manager will forward confirmation to the intern and host government directly.

Funds are paid 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.

Note – If the intern should vacate the tenancy prior to end of lease date, the housing allowance will be pro-rated to reflect the number of days the intern occupied the tenancy. Northern Development recommends the housing allowance not exceed \$850 per month to mitigate overpayment if the housing allowance is pro-rated.

Eligible Expenses

The following expenses are eligible to be covered under the housing allowance

- Utilities that are included in cost of rent (water, sewer, gas)
- Additional costs included in rent (i.e.: parking, internet, etc.)
- Rent greater than \$1,000 that is shared by a spouse/ partner
- Intern's portion of the rent greater than \$1,000 after splitting between others in the dwelling (i.e.: If an intern has a roommate and the total rent of \$2,200 is split two ways, the intern would be eligible to apply)

Ineligible Expenses

The following expenses are not eligible to be covered under the housing allowance

- Additional associated costs with tenancy that are not included in overall cost of rent (i.e.: telephone, internet, cable, parking, etc.)
- Rent that is shared by others in the dwelling, where the intern's portion of rent is less than \$1,000. (i.e.: If an intern has two roommates and the total rent of \$1500 is split three ways, the intern would not be eligible to apply)
- Security, damage or pet deposits
- Payment for any damages
- Temporary accommodations such as hotel or vacation rental

Reporting

Host local and Indigenous 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 Indigenous government and the intern. These forms are available on Northern Development's website.

Key Dates

December 15	Deadline for interested local and Indigenous governments to submit application
January 31	Host local and Indigenous government applicants are notified of application status
February 1	Host local and Indigenous governments announced
February 15	Deadline for interested internship candidates to submit application
Mid March	Northern Development and host local and Indigenous governments will conduct panel interviews and select intern from pool of candidates. Host local and Indigenous government complete employment contracts and sign grant agreement.
Early May	Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement.

To Apply

Host local and Indigenous governments interested in hosting an intern must submit their completed application package via the [online application system](#) by 11:59 PM on **December 15th**. Applications must include:

- Completed application
- Designated lead applicant and contact information
- Proposed 12-month work plan
- Proposed job description
- Resolution of support from authorized governing leadership

Resources

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

Questions?

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