

**Nova Scotia Municipal Internship Program  
Frequently Asked Questions  
Host Municipalities**

**1. When should I apply to host an intern for the 2008 Municipal Internship Program?**

- Host municipalities can apply at any time to participate in the program.

**2. When will the host municipalities be selected?**

- The selection of the host municipalities will take place on April 1, 2008.

**3. When will the intern be expected to begin their term?**

- The date the intern will begin their term is dependent upon the municipality. There is no fixed date. Intern applications will be reviewed by the host municipality, short listed and interviews will be held etc. The process may be different for each municipality.

**4. What are the applications for a municipal intern evaluated on?**

- The application should demonstrate how the municipality plans to provide a broad range of experience and training in municipal administration.
- There should be a strong council-administration relationship with demonstrated commitment from both groups to host an intern.
- The CAO agrees to serve as the intern supervisor for the term.
- There is sufficient commitment of resources, both financial and staff, to ensure the success of internship.
- If a municipality is not able to provide experience in some aspects of the workplan, the host municipality must demonstrate how those aspects of the workplan will be addressed.

**5. How much detail should be provided in the application?**

- Applications do not need to provide specific details on each area of the workplan but must demonstrate that the applicant has become familiar with the expectations and can provide the training necessary. Municipalities applying for the program should assume that the selection committee knows nothing about the municipality and what can be offered to the intern. The more information you can provide on the application, the better.

**6. If my municipality would like to partner with a neighboring municipality to host an intern, who should fill out the application form?**

- If a partnership arrangement is planned, one of the partners must agree to be the primary host for the intern and be ultimately responsible for the intern. The partnership application should clearly demonstrate what role each of the partnering municipal units would play in hosting the intern.

**7. Do I need to submit a detailed workplan with my application?**

- No, the workplan may be customized for each host municipality after the host municipalities have been selected. However, the more information provided in the application, the better informed the selection committee will be on what the municipality has to offer an intern.

**8. Do I need to submit proof of council approval with my application?**

- The application for hosting a municipal intern must be signed by both the CAO and the mayor/warden of the host municipality.

**9. If my municipality has previously hosted an intern, will we be eligible to apply again?**

- Yes, if you have previously hosted an intern you are welcome to apply again.

**10. How much will it cost to host an intern?**

- The grant from the Province to host a municipal intern is \$25,000. The host municipality will be expected to contribute an amount equal to the difference between the provincial grant and the overall cost of hosting an intern.

**11. What expenses will the host municipality be expected to cover?**

The host municipality will be expected to provide:

- Suitable workspace and equipment (computer etc.) for the intern
- Employee benefits that would normally be provided to an employee of the municipality
- Expenses incurred by an intern for travel, attending conferences, participating in committee work, etc.
- Any salary costs over the \$25,000 provincial grant.

**12. What salary will the intern be paid?**

- The interns will be recent post secondary graduates of university programs and will have certain basic salary expectations. Also, municipalities are competing with the private sector to acquire the best talent available and should keep this in mind when setting the salary for the intern. With all things considered, depending upon individual circumstances, salaries should fall within the \$30,000 - \$45,000 range.

**13. What conferences etc. are the interns expected to participate in?**

- The interns should attend both the spring and fall conferences of the Association of Municipal Administrators, at least one of the Union of Nova Scotia Municipalities conferences, and one of the Municipal Planning Directors conferences during the 12 month term of their internship.
- In addition, interns are expected to work with the AMA (or the UNSM) on special projects or committees. There may be additional projects sponsored by SNSMR, the AMA, or the UNSM that require support from the interns.

**14. Will the host municipality be expected to hire the intern on a permanent basis at the end of the internship?**

- There is no expectation that a permanent position will be offered to the intern at the end of their term with the municipality. However, it is hoped that the intern will become a valued employee during the course of their internship and will be either made an offer of employment, or assistance will be provided to help the intern find a suitable position in another municipality.