

# Local Government Internship and First Nations Government Internship Host Application Guide



## Program Overview

Northern Development provides grant funding for municipalities, regional districts, and First Nations 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 First Nations 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 First Nations governments
- Support capacity building and succession preparation in local and First Nations governments in Northern B.C.
- Accelerate operational learning and permanent career placement in local government and First Nations government in Northern B.C.
- 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.

## Host Eligibility and Criteria

All municipalities, regional districts and First Nations 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 First Nations 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
- A 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 First Nations 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 First Nations 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 First Nations governments that are selected and approved are required to:

- Participate in the interview, and selection process of intern candidates (see “Key Dates”)
- Conduct meeting between host and intern prior to start of placement to provide overview of next steps, need to know information and community intel
- 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
- Conduct a meeting with the intern prior to start of placement to provide an overview of next steps, need to know information, community intel and support with housing search
- Provide ongoing mentorship, training and professional development opportunities to the intern
- Facilitate onsite orientation for intern at start of placement
- Authorize the intern to participate in Northern Development’s internship orientation
- Participate in quarterly host government connection calls
- Conduct performance evaluations with the intern
- Complete reporting (see “Reporting”)

## Funding Terms

Local and First Nations 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 \$55,000 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 receives up to \$45,000 through the grant towards the salary of the intern. The host government is required to pledge a minimum financial contribution of \$10,000 towards the salary of the intern.
- The host government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB, EHT). Additional benefits (such as extended health, medical, dental, bonuses), or allowances (such as phone or travel) may be offered. These expenses are not eligible for reimbursement.
- The intern will receive a professional development budget of \$7,500 to support registration and travel costs related to training and professional development for the intern. This is paid by the host government and up to \$5,000 is reimbursed to the host government in accordance with reporting (excluding GST). The host government is required to pledge a minimum contribution of \$2,500 towards the professional development of 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)
- Up to \$10,000 may be provided as a housing allowance (see “Housing Allowance”)

## Housing Allowance

Local and First Nations government interns may be provided a housing allowance of up to a maximum of \$10,000 over the 12-month period to support the cost of rent (dependent on local rental costs) and/or initial relocation expenses, subject to pre-approval by Northern Development.

Interns who have a monthly rent greater than \$1,000 are eligible to apply to the housing allowance and, if approved, will be provided with 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). Northern Development recommends the housing allowance not exceed \$850 per month to mitigate overpayment.

To apply, the intern must e-mail a copy of the signed tenancy agreement (or equivalent), and/or relocation cost estimates to Northern Development for review and approval. If approved, Northern Development will forward confirmation to both the intern and host government. Northern Development and the host government must be advised of any changes to living arrangements as this may impact eligibility. For relocation expenses, actual invoices/receipts are required to be submitted to the host government for review and reimbursement.

Housing allowance payments are made by the host government to the intern. Northern Development will reimburse the host government based on interim and/or final reporting submitted. Funds related to rent should be paid to the intern on their paycheck as a taxable benefit.

### 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, \$100 would be eligible)
- Direct relocation expenses related to moving to the host community (e.g. shipping, transportation, movers)

### 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 the overall cost of rent (i.e.: utilities, 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 \$1,500 is split three ways, the intern would not be eligible to apply)
- Security, damage, or pet deposits
- Payment for any damages
- Renters insurance
- Temporary accommodations such as hotel or vacation rental
- Rent beyond the final internship day worked
- Rent beyond the date the intern vacated the tenancy (if vacated prior to the end of the lease)
- Travel expenses for house hunting trips before moving
- Food/meal expenses
- Expenses not supported by invoices/receipts
- Furniture and household items
- Cleaning or repair expenses

- Mail forwarding costs and costs related to change of address
- Costs related to cancelling a lease or the sale of a home
- GST

## Reporting

Host local and First Nations governments who would like to receive an interim reimbursement may provide an interim report up to December 31<sup>st</sup> 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 Nations government and the intern. These forms are available on Northern Development's website.

## Key Dates

December 15	Deadline for interested local and First Nations governments to submit application
January 31	Host local and First Nations government applicants are notified of application status
February 1	Host local and First Nations governments announced
February 15	Deadline for interested internship candidates to submit application
Mid March	Northern Development and host local and First Nations governments will conduct panel interviews and select intern from pool of candidates. Host local and First Nations government complete employment contracts and sign grant agreement.
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 First Nations governments interested in hosting an intern must submit their completed application package to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca) by 11:59 PM on **December 15<sup>th</sup>**. 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?

### **Northern Development Initiative Trust**

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