

Internship Workplan

Municipal Internship Program

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Workplan Guide
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Program Overview

The Municipal Internship Program (MIP) is designed to attract recent post-secondary graduates to the municipal field. The objective to the program is to train, mentor and develop recent graduates to become future leaders in government by providing hand-on work experience, professional development opportunities, mentoring and coaching, and involvement in meaningful projects that help the host organization accomplish its goals.

Workplan

The Internship Workplan is a guiding document to help host supervisors plan their intern's experience over the course of their internship. Host supervisors will structure their general plans for their intern based on current needs and work being carried out in the municipality. Once an intern has started his/her employment, the supervisor and intern will review the workplan to edit and customize it to a plan that can be used both as a guide and a means to track activities.

The Workplan was created with input from municipal professionals from a variety of municipalities. It includes key tasks and topics in functional areas of municipalities to help interns understand municipal government.

The Workplan is designed to meet the following objectives:

- Provide a document to record projects the intern will be working on;
- Track professional development (courses and conferences) and other hands-on training through involvement with other municipal staff, site visits to surrounding municipal offices and municipal experts;
- Ensure interns are exposed to key functional areas within the municipality;
- Reference for inter-supervisor one-to-one meetings; and
- Establish expectations of completing the internship and outline competencies and skills that will be developed through the internship experience.

A municipality that does not have all of the functional areas outlined in the tables below may wish to partner with another municipality (i.e., a neighboring municipality, or another current host municipality) or the service provider (e.g. regional services commission, contracted assessor or bylaw enforcement officer) to fulfill the requirements of the Workplan.

NOTE: Municipalities selected to host an intern will be required to submit a customized Workplan as a requirement of the Alberta Community Partnership conditional grant agreement. An editable template will be provided to the selected host municipalities.

Administrator Stream

The goal of the program for Administrator interns is to expose interns to as many functional areas of municipal government as possible so that interns have a broad, well-rounded internship experience.

It is recommended that interns have the opportunity to learn about, take on tasks, and perhaps become in projects in the main functional areas listed on the left-hand side of the table below. Once interns have had an opportunity to become oriented to the municipality and the main functional areas, they should also have the opportunity to experience other functional areas of the municipality (those on the right-hand side of the table).

Main Functional Areas:	Other Functional Areas:
Municipal Government	Agriculture Services
Governance	Assessment Services
Administration	Communications
Human Resources	Community Services
Financial Services	Economic Development
Land Use Planning	Environmental Services
	Legislative Services
	Infrastructure and Public Works / Utilities
	Protective/Emergency Services
	Public Library Services
	Transit / Airport
	Other areas specific to the host municipality

Finance Officer Stream

The goal of the program for Finance Officer interns is to provide experience in municipal finance and also provide additional opportunities to learn about the other functional areas within the municipality.

It is recommended that finance are exposed to and take on tasks in the main functional areas. The areas included in addition to Finance Services are key to the interns learning as exposure to these helps develop their understanding of municipal operations. Additional functional areas to expose the finance intern to are listed on the right-hand side of the table and can further enhance the interns learning, build relationships in other work areas, and improve financial processes.

Some finance interns might be pursuing their Chartered Professional Accountant (CPA) designation, therefore it is important for hosts of these interns to ensure their work tasks will help fulfill the requirements of the “Experience Verification” route of the CPA designation.

Main Functional Areas:	Other Functional Areas:
Financial Services <ul style="list-style-type: none"> • Legislative Framework and Accounting Standards • Budget and Financial Planning • Property Assessment and Taxation • Municipal Expenses • Borrowing and Debt • Investments • Financial Statements and Reports 	Agriculture Services
Municipal Government	Assessment Services
Governance	Communications
Administration	Community Services
Human Resources	Economic Development
	Environmental Services

	Infrastructure and Public Works/Utilities
	Land Use Planning
	Public Library Services
	Protective/Emergency Services
	Transit and Airport
	Other areas specific to the host municipality

Land Use Planner Stream

The goal of the program for Land Use Planner interns is to provide experience in the different areas of land use planning. Interns in this stream will work primarily in their municipality’s planning department (or with an Intermunicipal planning agency) to learn about the topics in the main functional areas outlined on the left side of the table below. However, to help build understanding of how planning relates to all other areas of the municipality, other key areas should also be included in the intern’s workplan.

Some interns may wish to pursue their Registered Professional Planner accreditation, therefore it is important for supervisors of these interns to consider and work with their intern to help him/her gain the necessary experience requirements.

Main Functional Areas:	Other Functional Areas:
Land Use Planning <ul style="list-style-type: none"> • Municipal Land Use Planning • Provincial Planning Legislation and Authorities • Municipal Planning Authorities; • Land Use Bylaw • Municipal Planning Documents • Use of Land – Subdivision 	Agriculture Services

<ul style="list-style-type: none"> • Development Permits • Building and Safety Codes Permits • Finding Locations (Addressing) • Compliance Certificates and Real Property Reports • Enforcement of Planning Legislation 	
Municipal Government	Assessment Services
Governance	Communications
Administration	Community Services
Human Resources	Economic Development
Financial Services	Elections and Census – Legislative Services
	Environmental Services
	Intergovernmental Relations and Policy Development
	Intergovernmental Relations and Policy Development
	Infrastructure and Public Works
	Public Library Services
	Protective Services
	Transit and Airport

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