



REQUEST FOR DECISION

Meeting: August 11, 2025

Municipal Internship Program

DESCRIPTION/BACKGROUND:

The Government of Alberta's has a Municipal Internship Program which supports municipalities in developing future municipal leaders by providing recent post-secondary graduates with hands-on, paid work experience in local government. The Municipal Internship Program is one of the longest running programs of its kind in Canada. Since its reintroduction in 2002, the Municipal Internship Program has supported over 350 interns in more than 100 municipalities. Today, more than two-thirds of the program's alumni remain employed in Alberta's municipal sector or other public sector roles.

By hosting a municipal intern, municipalities benefit from having a dedicated, energetic staff resource for an 18-month period. The program offers three internship streams: Administrator, Finance and Land Use Planning. The C.A.O. and Director of Corporate Services have discussed the internship program and are interested in applying under the Administrator stream to support general municipal operations, policy development, and special projects.

The next round of internships begins in May 2026 and runs for 18 months. Applications to host an intern must be submitted to Municipal Affairs by October 2025. Selected municipalities receive a \$60,000 provincial grant to help offset the costs of hosting the intern, with the host municipality contributing through top-ups to intern compensation/benefits and/or contributions to expenses for the intern. In addition to grant funding, Municipal Affairs provides extensive recruitment, training, coaching and mentorship support to both interns and supervisors.

To be considered, host municipalities must:

- Assign a qualified supervisor (typically a CAO or senior manager)
- Provide a comprehensive work plan and mentorship environment
- Offers a broad exposure to various areas of municipal governance and operations

DISCUSSION/OPTIONS:

Hosting an intern presents the Town with an opportunity to build organizational capacity with a motivated new professional, advance special projects or research initiatives, contribute to developing future leaders in Alberta's municipal sector, and potentially identify and develop long-term talent for the organization.

This program could aid the Town in succession planning strategies and strengthens the Town's visibility as a learning organization and employer of choice within the municipal sector.

As mentioned, host municipalities participating in the Municipal Internship Program will receive \$60,000 in funding through the Alberta Community Partnership program to help offset the costs of hosting an intern over the 18-month period. The funding is to be allocated with \$53,000 designated for intern compensation (salary, benefits, and payroll deductions) and the remaining \$7,000 for related expenses such as recruitment, relocation, professional development, equipment, and travel.

Should Council approve administration moving forward with the application, the grant funding and costs associated with the internship program would be included as part of the 2026 budget presentation.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to direct Administration to make a host application for the 2026-2027 Municipal Internship Program.

ATTACHMENTS:

- 1.) Municipal Internship Program Website - [Municipal Internship Program | Alberta.ca](https://www.alberta.ca/municipal-internship-program)

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Jennifer Place, Director of Corporate Services

APPROVED BY: Abe Tinney, CAO

DATE: August 5, 2025
