



August 18, 2006

To all Ontario Municipal CAOs:

The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Ministry of Municipal Affairs and Housing (MAH) are pleased to introduce the Municipal Internship Program.

The Municipal Internship Program was announced by the Honourable John Gerretsen, Municipal Affairs and Housing Minister, at the recently-concluded 2006 Association of Municipalities of Ontario's annual conference. The primary aim of the program is to attract and develop new leaders to be future managers and administrators of Ontario's municipalities.

According to AMCTO's 2005 membership survey, over 40 per cent of senior municipal staff plan to retire within the next 10 years. The internship program provides a timely avenue for the recruitment and development of the next generation of municipal leaders. We invite your municipality to participate in this exciting venture that endeavours to inspire our young people to share their ideas and hone their skills in Ontario's communities.

2007 will be the pilot year for the program. A small, select number of interns who have recently completed post-graduate studies at a prominent Ontario university will be considered in the first year.

The Municipal Internship Program is open to all Ontario municipalities regardless of size or location. We encourage you to apply as a host municipality. Under the program, the province will provide 50 per cent funding (up to \$20,000 per intern) to participating municipalities to subsidize intern salaries, plus up to \$5,000 per intern for ongoing training and other ancillary expenses over the 12-month period. During the program year, the intern will gain hands-on experience in key function areas under the supervision of a Chief Administrative Officer or similar designate.

Feedback obtained in the first year will help us evaluate how the program is being received and what can be done to improve it.

The program will expose each intern to a variety of key municipal business areas through work assignments proposed by the municipality as well as a structured program curriculum. The program will also provide orientation and networking sessions for program interns as well as professional development opportunities. As an added bonus, interns will obtain credits toward obtaining AMCTO's Certified Municipal Officer designation, the professional designation in municipal administration and management.

The pilot will commence in June 2007. In early fall 2006, application packages will be available for interested municipalities at AMCTO and in all MAH's Municipal Services Offices. Applications must be submitted by late fall 2006 (date to be determined). Interns will be matched to the successful municipalities over the winter.

For more information about the Municipal Internship Program, visit AMCTO's website at <http://www.amcto.com> this fall. For any questions, call AMCTO at (905) 602-4294 or MAH's Municipal Programs and Education Branch at (416) 585-6096.

Join us in our search for future leaders of Ontario's municipalities.

Sincerely,

John Burke, Deputy Minister
Ministry of Municipal Affairs and Housing

Andy Koopmans, Executive Director
AMCTO