



**AMCTO**  
THE MUNICIPAL EXPERTS

# **AMCTO-Mitacs Municipal Innovation Internship Program**

2025-2026 Application Guide



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## Overview

The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and Mitacs have partnered to create the new [Municipal Innovation Internship Program \(MIIP\)](#) to promote talent development in Ontario's local government sector.

The AMCTO-Mitacs MIIP is an application-based program that matches Ontario municipal governments with post-secondary students studying in Ontario to work on innovation and/or research projects over an eight (8)-month period. This collaboration is designed to address gaps in innovation and/or research while providing students with invaluable exposure to life in municipal government in communities across Ontario.

Any Ontario municipality and post-secondary student studying in Ontario that meets the program eligibility criteria set out in this guide is encouraged to apply. A total of 20 municipal projects and part-time student internships will be awarded. The internships will run from January 1, 2026 to August 31, 2026.

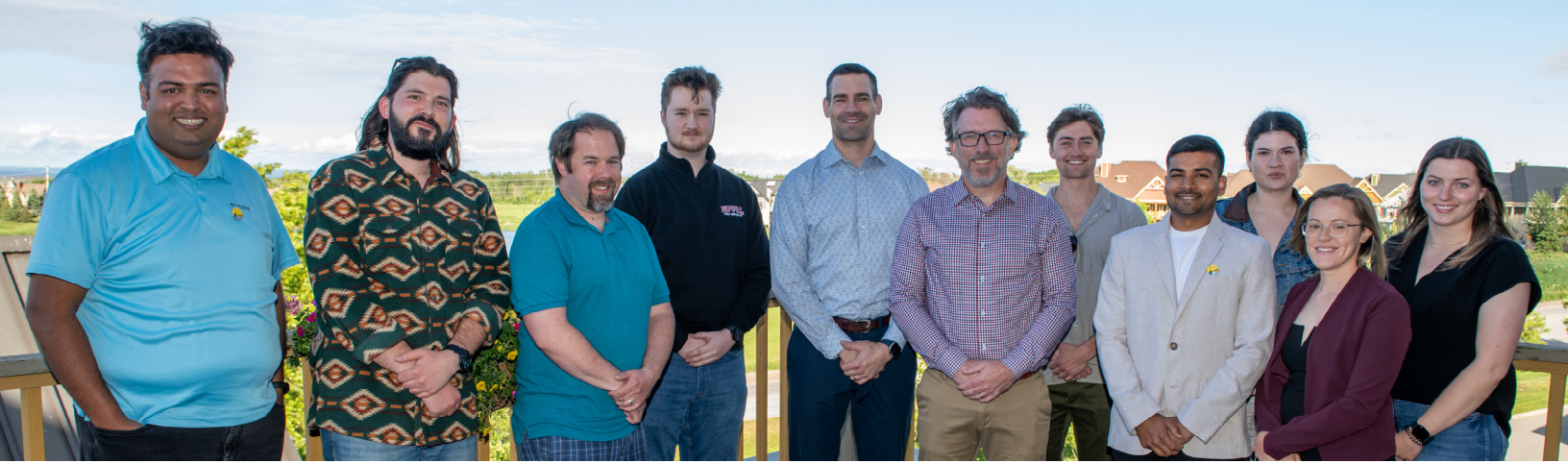
Each student in the MIIP will receive a research stipend in the amount of \$30,000 CAD. The lead municipality hosting the student (either individually or jointly with other municipalities), and Mitacs will contribute equally to the stipend which will be paid via the student's academic institution.

The success of this program is contingent on having a lead municipality identified for each project, and that the student has an academic supervisor that acts as the conduit between the academic institution and the student for the purpose of remitting payment in these projects.

The MIIP's application process is comprised of three (3) phases:

- **Phase 1 - Municipal Project Application(s): Due May 9, 2025 at 12:00pm EST**
  - Each municipality can submit a maximum of two (2) applications
- **Phase 2 - Student Application(s): Due July 25, 2025 at 12:00pm EST**
  - Each student can submit a maximum of three (3) applications
- **Phase 3 - Mitacs Funding Application: Due Fall 2025**
  - A maximum of 20 matched projects will be funded by Mitacs

This guide is intended for use by both prospective municipal and student applicants for the 2026 internship year.



## Goals & Outcomes

The goal of the MIIP is to support the development of the next generation of staff leadership in the Ontario municipal sector while encouraging innovation in local government.

### ***Benefits of Participating in the MIIP***

The MIIP is designed to provide Ontario municipalities with:

- A cost-effective resource to help identify, advance, improve and/or solve important innovation and/or research challenges facing their community(ies)
- Succession planning support at the senior municipal staff level by identifying post-secondary students that have relevant experience and/or a desire to work in local government

The MIIP expands work placement opportunities for students enrolled or interested in public administration positions, integrates well with existing co-op programs, and provides valuable research to municipalities on behalf of academic institutions.

The program is designed to provide post-secondary students in Ontario with a paid part-time opportunity (\$30,000) to have a meaningful and direct impact on their community(ies) and experience local government careers first-hand.

In addition, the students will have:

- An opportunity to develop new skills and experience in the municipal sector
- An opportunity to build and/or strengthen their local government and community networks
- Access to the [Mitacs Edge](#) training platform
- Access to AMCTO's [student membership](#) which includes:
  - Complimentary virtual admittance to up to three (3) AMCTO professional development forums during the internship
  - Complimentary AMCTO conference registration including accommodations for the 2026 event
  - The opportunity to access AMCTO member affinity program offers, the AMCTO job board, member discussion forums, other tools and resources, and participate in year-round programming including mentorship, committees, volunteer opportunities, etc.



## Program Eligibility

There are program eligibility requirements for both municipal governments and post-secondary students.

### *Municipal Projects*

Any municipal government in Ontario can submit up to two (2) applications to the MIIP. To be eligible for the program, projects must:

- Propose to advance the modernization of the local government's programs and services and have outcomes that would benefit the municipality
- Be innovation-based: introduces something new to the local government, but not necessarily the world; or
- Be research-based: advances the process of creating ideas, processes, technologies, services, or techniques that are new to the world
- Be feasible to be completed through a hybrid work arrangement within eight (8) months (January 1, 2026 - August 31, 2026)
- Be appropriate for a student to complete with support from the municipal team
- Identify a municipal lead contact who will be responsible for managing and interacting with the student
- Include an experiential (i.e. hands-on) learning component to ensure that the student is exposed to various aspects of municipal governance and operations
- Include a maximum of four (4) in-person visits by the student to the municipality during the eight (8)-month project.
  - Note: All costs related to travel are the responsibility of the student. Additional travel to the municipality can be arranged if agreed to by the municipality and the student.
- Involve the design, integration, improvement (i.e. modernization), and/or implementation of any of these activities:
  - Comprehensive reviews and audits
  - Corporate strategic plans, roadmaps and master plans
  - Efficiency and optimization reviews
  - Feasibility and system reviews

- Modernization reviews and streamlining
- Service delivery and operational reviews
- System implementation, integration and improvement

For a list of more specific examples of potentially eligible municipal projects, see Appendix A.

Municipalities that have ideas that fall outside of these activities are encouraged to contact us by email at [amcto@amcto.com](mailto:amcto@amcto.com) with details as soon as possible to confirm whether the project proposal would be in scope/eligible to apply.

## ***Post-Secondary Students***

Post-secondary students in Ontario are eligible to participate in the MIIP, provided they are eligible to participate in the [Mitacs Accelerate program](#).

Students from all academic programs will be considered; however, preference will be given if their studies are related to:

- Local government administration and/or
- Programs of relevance to individual municipal projects

In applying to the MIIP, students must:

- Clearly describe their interest in local government as a career
- Be legally permitted to reside and work in Canada by the award start date and live in Ontario for the duration of the internship
- Be registered/enrolled as a full-time student in an undergraduate, college, masters, or PhD program at a publicly-funded academic institution in Ontario for the duration of the internship (January 1, 2026 – August 31, 2026)
- Be able and willing to work with the municipality through a hybrid work arrangement on a part-time basis (i.e. less than 30 hours a week)
  - Note: the exact number of hours worked with part-time employment varies based on the role, employer, and job responsibilities. Work hours are to be determined by the municipality in collaboration with the student.
- Recognize that this part-time opportunity is intended to run simultaneously with existing school terms (and course workload)
- Be able and willing to make a maximum of four (4) in-person visits to the municipality during the eight (8)-month project, as determined by the municipal project lead
  - Note: All costs related to travel are the responsibility of the student. Additional travel to the municipality can be arranged if agreed to by the municipality and the student.
- Identify an academic supervisor at their institution that:



- Agrees to be actively engaged in the project
- Is eligible to hold and administer research awards at your academic institution (e.g. Natural Sciences and Engineering Research Council (NSERC) or Social Sciences and Humanities Research Council (SSHRC) grants)
- Agrees to be responsible for administering the project funding at the academic institution (i.e. be the conduit between the academic institution and the student for the purpose of remitting payment)

## ***Diversity, Equity and Inclusion***

AMCTO invites all interested individuals to apply. AMCTO is committed to diversity, equity and inclusion and values the voices, lived experiences and perspectives of individuals of all backgrounds. It is important that AMCTO reflects the diverse communities we serve. We strongly encourage individuals from diverse backgrounds to apply.

## ***Existing and Previous Municipal Employment & Conflict of Interest***

Students cannot participate in a municipal project if they are employed by that municipality during the internship timeframe (January through August 2026). Conflicts may also exist if a student is a current or returning employee of the project municipality and/or the student has family members directly involved with the municipal project.

All students moving on to Phase 3 (Mitacs Application) will be required to complete a Mitacs Intern Eligibility and Conflict of Interest Declaration Form.

Any further questions related to student eligibility can be directed to [amcto@amcto.com](mailto:amcto@amcto.com).

## ***Selection Process***

Municipal project and student applications will be reviewed by the AMCTO MIIP Review Committee (AMCTO Management Committee, Executive Director and staff) on an ongoing basis up until the Phase 1 (May 9, 2025) and Phase 2 (July 25, 2025) deadlines. Applications will be evaluated based on how closely the applicants meet the eligibility criteria in addition to how closely projects align with Mitacs' [research](#) and [innovation program](#) guidelines.

For more information or questions about the review and selection process, please contact us by email at [amcto@amcto.com](mailto:amcto@amcto.com).





# Funding

The MIIP leverages co-funding from the applicant municipality and Mitacs to provide a research stipend to the selected student. A breakdown of project contributions is shown in the table below:

Contribution from the lead municipality sponsoring the project (per student)	\$15,000 +HST
Contribution from Mitacs (per student)	\$15,000
<b>Total Project Stipend (per student)</b>	<b>\$30,000</b>

The municipal contribution to the project will be \$15,000 plus HST. AMCTO will invoice the municipality for their contribution once a student match has been selected by the AMCTO Review Committee and has been confirmed to their project prior to the submission of the Mitacs Funding Application (Phase 3).

The municipality is required to arrange payment to AMCTO as the receipt of the contribution is necessary for AMCTO to provide final sign off on the Mitacs Funding Application. Should any municipal project not be approved by Mitacs, funds will be returned to the individual municipality(ies) by AMCTO.

The total project funding will flow to the academic institution at which the student named to the MIIP project is registered. All project funding will be allocated to the student as a stipend to be administered via the standard process for student work placements defined by the academic institution.

A breakdown of student payment is shown in the table below:

<b>Total Project Stipend (per student)</b>	<b>\$30,000</b>
Stipend payment semester 1*	\$15,000
Stipend payment semester 2*	\$15,000

\* Less any deductions by the academic institution

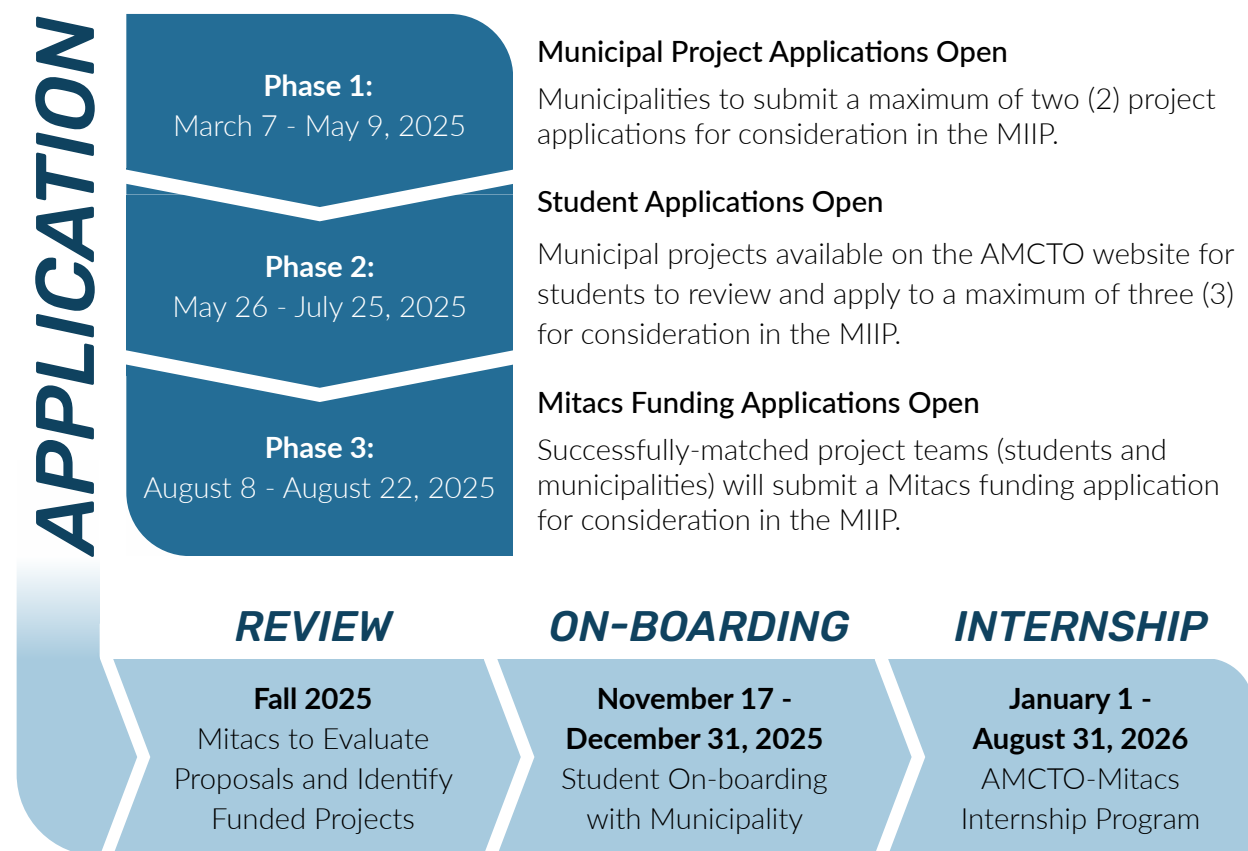




## Internship Process

The MIIP consists of three (3) application phases. The first phase is the Municipal Project Application(s), followed by the Student Application(s) phase, and the Mitacs Funding Application phase. The figure below illustrates the timing and sequencing of the MIIP:

Figure 1: The AMCTO-Mitacs MIIP Process



## ***Phase 1: Municipal Project Application(s)***

**Opens:** Friday, March 7, 2025  
**Deadline:** Friday, May 9, 2025 @ 12:00pm EST

A local municipality – either individually or jointly with other local municipalities – is (are) invited to submit a maximum of two (2) municipal project applications to the MIIP.

Note: the MIIP intends to provide a variety of different projects across as many municipalities as possible. Therefore, only one (1) project per municipality will move forward to the final selection.

### **Each Municipal Project Application must include information about:**

- The proposed innovation and/or research project that the municipality is proposing to undertake with a post-secondary student
  - Note: The application forms request that the municipality rank the project applications in order of preference. In cases where the maximum number of applications is exceeded, the first two (2) will be evaluated in the order that they were received by AMCTO.
- Clear and reasonable project goals and timelines (i.e. a business plan)
- The experiential learning opportunity component that is being provided to the student, and how it will be delivered (e.g. in-person or hybrid)
- The local municipality(ies) involved in the project, and the senior staff person who will lead the project and be accountable for the student during the internship
- Anything else that municipality deems relevant for the AMCTO Review Committee to know in the context of evaluation

No late submissions will be permitted.

AMCTO will review the applications received and may contact the applicants to provide additional information about their proposal. Mitacs will also review the applications based on eligibility criteria for Mitacs programs. Applicants will be notified by AMCTO with the outcome of these reviews by the end of May 2025.

Municipal project applications that align with the program criteria will be posted publicly on the [AMCTO website](#) for student to apply to in Phase 2.

Note: the MIIP is a competitive opportunity with limited funding. Project approval is dependent on identifying and securing a student match. Projects that are posted for student matching are not guaranteed to proceed to Phase 3.

### **Key Resources:**

- [Municipal Project Application Form](#)
- [Register for the Municipal Information Webinar](#): March 18, 2025 (12:00pm-1:00pm EST)



## ***Phase 2: Student Application(s)***

**Opens:** Monday, May 26, 2025  
**Deadline:** Friday, July 25, 2025 @ 12:00pm EST

Post-secondary students are invited to review municipal projects posted on the [AMCTO website](#) and apply to up to three (3) MIIP projects that are of interest to them.

Note: the MIIP intends to provide a variety of different projects to as many students as possible. Therefore, only one (1) project per student will move forward to the final selection.

Each student application must include information about:

- The academic program and post-secondary institution that the student is enrolled in, and their expected graduation date
- Their level of understanding of the municipal sector and clarity around what role they would like to undertake in the municipal project, why it is relevant to their studies, and their interest in pursuing a career in local government
- Anything else that the student deems relevant for the AMCTO Review Committee to know in the context of evaluation

No late submissions will be permitted.

Eligible and complete applications will proceed to the project matching process for review by the AMCTO MIIP Review Committee.

### **Key Resources:**

- [Student Application Form](#)
- [Register for the Academic Institution Webinar:](#)  
June 19, 2025 (12:00pm-1:00pm EST)

### **Review and Matching Process**

AMCTO will convene an MIIP Review Committee (i.e. AMCTO Management Committee and the Executive Director) that will, with the support of AMCTO staff, review all student applications and identify student matches for each of the municipal project applications.

AMCTO will notify the successfully-matched project teams and facilitate an introduction of the project partners – the student, academic supervisor, and lead municipality – for the purpose of providing instructions on how to proceed to Phase 3.

As part of this step, the lead municipality and the student will be expected to meet remotely to ensure that all parties are aware of their respective roles in putting the funding application together.



All municipalities and students who submitted eligible projects – regardless if they are approved by the AMCTO Committee or not – will be notified by AMCTO as to the status of their application.

Note: The MIIP is a competitive opportunity with limited funding. Projects will be assessed against program criteria by the AMCTO MIIP Review Committee. Only projects with the highest alignment with program criteria will be selected to proceed to Phase 3.

### ***Phase 3: Submit Mitacs Funding Application***

**Deadline:**      **Fall 2025**

Successful project teams will be invited to submit a Mitacs funding application. Detailed instructions and an application package will be included with your invitation.

Applicants will be invited to submit an application to one (1) of two (2) Mitacs programs:

- [Accelerate \(Research Projects\)](#)
- [Business Strategy Internship \(Innovation Projects\)](#)

At this time, the applicants will be connected with the Mitacs advisor for the participating academic institution. This advisor will help to direct the applicants to relevant contacts and processes for their institution.

All project partners will have actions to take in compiling the funding application. All partners will also be required to sign the project memorandum prior to submission.

AMCTO will arrange for the funding contributions from each individual lead municipal applicant and send to Mitacs on the municipality's behalf. Should any municipal project not be approved by Mitacs, funds will be returned to the individual municipality(ies) by AMCTO.

The review of Mitacs applications and administration of funding will follow standard procedures for Mitacs programs. The review process for Mitacs programs is non-competitive.

### ***Student On-boarding with Municipality***

Once Mitacs has identified the funded MIIP projects, students (and their academic supervisors, where appropriate) will work with the lead municipality to ensure that all forms to begin work are complete, the academic institution has issued payment, and other on-boarding needs are completed on time for a January 1, 2026 start.

Mitacs advisors and grants teams will be available to support the administration of projects awarded. AMCTO and Mitacs will conduct a student on-boarding webinar in late 2025 to provide an orientation and answer questions that MIIP participants have prior to the internships starting.



## Internship Evaluations

Once the internships have started, AMCTO will ensure that students receive their Association membership benefits.

Additionally, AMCTO will conduct two evaluations (June and September 2026) that the lead municipality and student will be asked to complete for the purpose of program improvement. These evaluations will be conducted through online surveys and/or direct contact as required.

The metrics that AMCTO will use to help measure the success of the MIIP could include, but are not limited to:

- The level of satisfaction with the work and learning environment
- The measure to which the municipality(ies) has been able to complete tasks in a more innovative, efficient, and effective way
- How the new collaboration between post-secondary students and local governments has encouraged new networks to be developed

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AMCTO and Mitacs are proud to provide students with an opportunity to earn valuable work experience and professional development resources through this unique program. In addition, MIIP provides a cost-effective resource to assist research and innovation projects in advancing the modernization of municipal programs and services.

“Through this partnership, we will connect municipalities in Ontario with the talent that can help them address some of their most pressing challenges, and create increased connections between the post-secondary population and municipal governments to assist with broader recruitment challenges within the sector.”

- Paul Shipway, 2024-2025 AMCTO President

“Mitacs has a long history of working with government and post-secondary institutions to provide talent that supports innovation and research-driven initiatives within the broader public service. We’re proud to partner with AMCTO to develop the next generation of municipal innovators through this new offering.”

- Dr. Stephen Lucas, CEO, Mitacs

## Contact Us

If there are specific questions on the MIIP, please do not hesitate to contact us:

### AMCTO

David Arbuckle  
Executive Director  
[darbuckle@amcto.com](mailto:darbuckle@amcto.com)

### Mitacs

Sarah Fairlie  
Senior Advisor, Social Innovation  
[sfairlie@mitacs.ca](mailto:sfairlie@mitacs.ca)



## **Appendix A: Examples of Potentially Eligible Municipal Projects**

This list of examples has been provided to assist municipalities in considering which project application topics to focus on.

To start, innovation and/or research projects that involve the design, integration, improvement (i.e. modernization), and/or implementation of the following types of [municipal service delivery and efficiency projects](#) would be in scope.

Below are some more specific project examples that Mitacs has considered the past:

### **Equity, Diversity, and Inclusion (EDI) & Social Well-being**

- Enhancing EDI practices in municipal workforce and community services
- Strengthening trust and inclusion for Indigenous and underrepresented communities
- Assessing safety challenges for marginalized populations
- Fostering inclusive pathways to employment and economic participation
- Addressing homelessness and social well-being in rural and urban areas

### **Housing & Urban Development**

- Advancing innovative and affordable housing solutions
- Exploring new models for inclusive and accessible housing
- Developing small-scale housing for affordability and sustainability
- Enhancing data-driven strategies for housing development
- Leveraging digital technologies for efficient housing design and construction

### **Sustainability & Climate Adaptation**

- Integrating climate adaptation into municipal planning and infrastructure
- Analyzing urban heat islands and their impact on communities
- Mapping climate risks and green infrastructure opportunities
- Developing water management strategies for sustainable urban environments
- Planning for climate-resilient land use and transportation systems

### **Waste Management & Circular Economy**

- Promoting circular economy in urban development and waste management
- Optimizing construction and demolition waste reduction strategies
- Scaling up community-based composting initiatives
- Assessing carbon footprint and waste reduction strategies
- Improving plastic recycling and waste diversion practices



### **Infrastructure, Mobility & Transportation**

- Enhancing traffic safety and multi-modal transportation planning
- Exploring the role of micromobility in sustainable urban transportation
- Expanding access to electric vehicle charging infrastructure
- Optimizing waste collection and fleet operations in cities
- Developing data-driven approaches for road and infrastructure maintenance

### **Public Health & Safety**

- Designing public spaces for accessibility and aging populations
- Improving driver safety and reducing roadway risks
- Assessing homelessness and emergency shelter needs
- Enhancing emergency response through AI and data analytics
- Supporting vulnerable populations through social and health services

### **Water & Natural Resource Management**

- Strengthening municipal water supply and infrastructure resilience
- Improving urban rainwater management and flood prevention
- Optimizing drinking water treatment and distribution systems
- Advancing sustainable wastewater and resource recovery solutions
- Enhancing forest and natural resource conservation strategies

### **Economic Development & Tourism**

- Developing strategies for sustainable economic growth and investment
- Creating inclusive entrepreneurial opportunities for diverse communities
- Assessing the economic and social impact of tourism
- Revitalizing urban spaces to support local businesses and innovation
- Strengthening Indigenous economic development and partnerships



### **Digital Transformation & Smart Cities**

- Leveraging AI and data analytics for smart city innovations
- Developing digital twins for urban planning and infrastructure challenges
- Using AI to address social and housing issues in cities
- Evaluating the digital transformation of municipal services
- Establishing open data frameworks for transparent governance

### **Community Engagement & Cultural Development**

- Strengthening community engagement and public awareness initiatives
- Expanding access to arts, culture, and heritage in urban spaces
- Enhancing public participation in urban and social development projects
- Developing inclusive governance models for diverse communities
- Mapping and supporting community-based green and social initiatives







The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) represents excellence in local government, management, and leadership. Since 1938, we have provided education, accreditation, leadership, and management expertise for Ontario municipal professionals. With 2,200+ members working in municipalities across the province, we are Ontario's largest association of local government professionals and the premier organization for professional development in the sector.

Our mission is to deliver professional growth, networks, advocacy, and leadership to support and strengthen the knowledge, skills, and capabilities of municipal professionals now and into the future.

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