



# Municipal Internship Program – Host Profile

## City of Lloydminster

### Program stream: Land Use Planner

<https://www.lloydminster.ca/en/index.aspx>

*The City of Lloydminster is a growing and vibrant municipality located on the border of Alberta and Saskatchewan. Due to this unique bi-provincial nature, we hold a Planning Framework unlike any other municipality.*

*Legislation in our community is governed by the Lloydminster Charter which provides unique and exciting challenges as well as a diverse range of experiences facilitating the implementation of both Alberta and, at times, Saskatchewan legislation. Recently the City annexed an additional 26.5 quarter sections of land from the County of Vermilion River, and is in the process of updating many of our planning documents. In 2023, the City Council approved a new Municipal Development Plan and we are continuing to work through an implementation strategy to be utilized by internal departments as well as residents. Additionally, for 2023/2024 the Planning Team has been diligently working through a comprehensive rewrite of the City's Land Use Bylaw. We are anticipating approval in Q3 2024. Following the review of the Statutory documents, the City is eager and excited to open up our community to new and existing projects! Building internal capacity will allow the Planning Team to take on more projects internally and continue to grow the experiences and knowledge of our Planning Team members.*

### About the City of Lloydminster

The City of Lloydminster is seen as a regional hub, centrally located between Edmonton, Alberta and Saskatoon, Saskatchewan. For the smaller communities nearby, our city provides them with retail and commercial amenities, recreational facilities, theatre, and outdoor amenities such as parks and greenspaces, which enables the city to draw a significant transient population to Lloydminster. Within the municipal boundary of the city, we are also home to Bud Miller Park which is the city's largest community park with amenities such as disc golf, mini golf, winter skating, swimming, and cross country skiing. The City of Lloydminster is home to many amenities, community groups, volunteer opportunities and we encourage the successful candidate to immerse themselves within the community and engage in opportunities by making connections as they arise.

Watch this video about the City of Lloydminster: [Discover Lloydminster](#)

### About the City of Lloydminster as an employer

As an employer, Lloydminster offers employees opportunities for Flexible Work Arrangements, a competitive benefits package with \$1,000 annually towards a Health Spending Account or Personal Spending Account, optional Voluntary Vacation Payment Plan, minimum three week paid vacation, pension contribution from the employer and access to City amenities (swimming pool, fitness facility and Lloydminster Museum). Additionally, you will be eligible for discount membership to the City of Lloydminster golf course. Living in Lloydminster offers a range of urban, recreational and outdoor activities, including:

- Enjoying local restaurants;
- Attending community events including Canada Day Festivities, Heritage Days, Street Fest, Winter Fest, and Lloyd Ex Fair;
- Recreating at Bud Millar Park partaking in tennis, pickleball, disc frisbee, beach volleyball, mini golf, walking, skating, cross country ski, and swimming;
- Visiting the movie theater;
- Shopping at big name stores and local shops;
- Attending numerous community and sports events;
- Easy day trips to Edmonton or Saskatoon; and,
- Camping, hiking, and fishing at nearby lakes.

Find out more at [www.alberta.ca/municipal-internship-program.aspx](http://www.alberta.ca/municipal-internship-program.aspx)

Lloydminster is a youthful and active community ready to welcome you!

The City of Lloydminster embraces the One City One Team mentality throughout our organization. The Planning Team specifically is a small and close-knit group of individuals who work independently as required, however, we regularly step up and support each other or other departments as needed. We pride ourselves on the internal relationships we've built with each other and our ability to come together as a team and accomplish great tasks. Integration into this team dynamic is critical to the success of the successful candidate and as a City we are committed to supporting you in this transition. The Manager, Planning is actively involved in the team and team dynamic and engages in weekly meetings individually with team members to determine if additional support is needed or even just to support a friendly conversation and check in on how individuals are doing. Throughout the organization, an open-door policy is encouraged, and it is not uncommon to see the City Manager walking through the office engaging and connecting with staff.

If you want to pursue your Registered Professional Planning designation, the City of Lloydminster's Manager, Planning is prepared to offer support as a Mentor or Sponsor as required. Additionally, the Planning Team is connected to Planners across the Provinces of Alberta and Saskatchewan who are more than willing to step up and support as needed. The City of Lloydminster has committed funds to provide our intern and existing staff with educational opportunities annually either internally or externally. We support our Planners in attending events held by the Provincial Affiliate organizations or other education institutions as applicable to their role. Acknowledging that obtaining an RPP is critical to the future and growth of any Planner, the City of Lloydminster's Planning Team is committed to providing a diverse range of experiences touching on various facets of land use planning to ensure that upon completion of the internship they are a well-balanced Planner prepared to embark on new adventures within the Planning Industry.

Please see our [Career Page](#) to learn more about our organization.

## What's happening in the City of Lloydminster?

If selected as our Intern, you will see these things happening in our community and organization:

- The City of Lloydminster is currently undergoing a comprehensive review of our Land Use Bylaw (LUB).
- The implementation of the Downtown Area Redevelopment Plan (DARP) is in full swing.
- In 2023 the City focused on numerous underground improvements, and in 2024 will start the soft landscaping and beautification as recommended in the DARP. This is a multi-year project which will continue into the future.
- In 2023, City Council granted approval for the construction of Cenovus Energy HUB which is more than an event facility; it's a visionary Entertainment District. This project is budgeted at over 90 million dollars and is anticipated to be complete in 2025. <https://www.lloydminster.ca/en/recreation-and-culture/cenovus-energy-hub.aspx>
- The City of Lloydminster also offers internal training opportunities available to all employees which pertain to various applicable topics, including but not limited to, leadership, unconscious bias training, Freedom of Information and Protection of Privacy, project management, procurement, retirement savings, emergency response, etc.
- Annually, the City hosts a MOSH week (Minds on Health and Safety) which is a week full of interactive events to explore and learn about workplace health and safety.
- The City of Lloydminster offers a Social Club, allowing those who contribute a small monetary amount to take part in numerous activities, including an annual golf tournament, curling, children's Christmas party, easter egg hunts and more!

## Proposed intern activities

Some of the activities you will be a part of include:

- Land Use Bylaw Rewrite Project - this project will be in phase three and approaching completion. Our planning intern will be able to participate in the final phase of this project, including Public Hearing and Council final decision on the Bylaw being presented.
- Municipal Development Plan (MDP) Implementation - being that the MDP was approved in 2023, we continue to work through and create the implementation strategy. The successful intern will have the ability to participate in this process and engage with internal departments and projects that come to fruition related to the MDP's recommendations.

Find out more at [www.alberta.ca/municipal-internship-program.aspx](http://www.alberta.ca/municipal-internship-program.aspx)

- Intermunicipal Relations - the City of Lloydminster facilitates these relations with both our partners on the Alberta side and the Saskatchewan side. The successful proponent will have the ability to be immersed in both committees.
- Additionally, the Intermunicipal Liaison Committee (Alberta) is in the early stages of negotiating a new Intermunicipal Development Plan, this project is anticipated to take 12-18 months and we look forward to the Intern shadowing the Manager through this process.
- The Planning Team facilitates a range of applications including but not limited to Development Permits, Letter of Compliance, Subdivision Applications, LUB and MDP Amendments, all of which the Intern will be able to experience and aid in processing and rendering a decision.
- The Planning Team supports various internal projects and initiatives from other departments. We sit on steering committees pertaining to the City of Lloydminster's Housing Needs Assessment, Master Plans, Public Transportation Master Plan, Area Redevelopment Plans, etc. The Intern will be able to participate in these discussions and engage in providing input.
- In 2024, the Planning Team in conjunction with the internal Engineering Team is preparing to engage in the writing of an Area Structure Plan for a significant portion of the newly annexed area. Being that this project is anticipated to be completed internally, the Intern will have the opportunity to participate in public engagement, stakeholder consultation, mapping, policy drafting, refinement, public hearing and bylaw approval.

## Employment Details

**Work arrangements:** Currently the City of Lloydminster operates Monday - Friday from 8:00 am - 5:00 pm in office (with a lunch break from 12:00 - 1:00 pm); however, there is opportunity to engage in a Flexible Work arrangement.

**Driver's Licence:** Required

**Public Transit:** Not available - There are several taxi companies operating within our community.

### What the City of Lloydminster is looking for in a candidate

Our Planning Department is seeking a highly motivated individual who's ready to learn and adapt to the ever-growing City we call home. As the successful candidate, you are willing to adapt and to learn about the legislative challenges we face as a Bi-Provincial City, are able to respond professionally and creatively to unexpected challenges and shifting workload priorities, and are an independent thinker and problem solver who works well in a collaborative environment.