



Municipal Internship Program – Host Profile

Lethbridge County

Program stream: Land Use Planner

<https://lethcounty.ca/>

Lethbridge County is an innovative rural municipality in southern Alberta which is home to more than 10,000 residents. Making up a large geographic area, the County surrounds the City of Lethbridge, the towns of Coaldale, Coalhurst, and Picture Butte, and the villages of Nobleford, and Barons which brings an interesting blend of opportunities in living, services, and labour, as well as some unique challenges. The successful Municipal Intern will work with the Planning and Development Department as well as the GIS and Asset Management Team. The Intern will gain a broad range of skills that will set them up for a successful career.

About the Lethbridge County

The Lethbridge County Administration Office is in the heart of the City of Lethbridge. The City offers all major services and amenities, with excellent access to recreation, shopping, and professional services.

About Lethbridge County as an employer

Lethbridge County has a diverse and collaborative team. The County has a combination of long service staff, seasoned local government practitioners, and recent graduates all working to make a difference in the local region. Lethbridge County believes in a healthy work/life balance and offers some flexible working arrangements. At the County office we offer a small gym with shower facilities for staff to use on their free time. The County also has wellness and social activities throughout the year.

The Manager of Planning and Development is a designated RPP/MCIP and will mentor an intern who wants to pursue their RPP/MCIP designation. The Manager can help suggest course work, work assignments, or other training required to meet the RPP/MCIP requirements. There are also many other RPP/MCIP's in the region that the intern can meet and learn from.

Please see our [Lethbridge County careers page](#) to learn more about our organization.

What's happening in Lethbridge County?

Lethbridge County is currently working on a Land Use Bylaw Review and Update which is anticipated to be completed in 2024. Upcoming planning projects include the review and update to some Intermunicipal Development Plans and Hamlet Growth Studies. In other parts of the organization some initiatives are:

- Asset Management
- Maintenance Manger Development
- Records Management
- Digitizing paper records

Proposed intern activities

As an intern, some of the activities you will be involved with will likely include:

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- Assisting with the review of the Intermunicipal Development Plan
- Assisting with the review and update of the Hamlet Growth Studies
- Assisting with the review and update to the Grouped Country Residential Land Use Strategy
- Working on the Land Inventory
- Review and data development in coordination with the GIS and Asset Management Team
- Reviewing and updating the Road Licensing Program in coordination with the GIS and Asset Management Team.
- Attending and participating in the Development Review Meetings

Employment Details

Work arrangements: Flex scheduling is an option. The Planning and Development Department staff currently have the option to work a compressed work week schedule with every other Friday off.

Driver's Licence: Required, as intern may be required to complete site visits or attend meetings off site that may require driving on their own.

Public Transit: There is a public transit system in the City of Lethbridge.

What Lethbridge County is looking for in a candidate

Lethbridge County is looking for an individual with:

- a passion for local government
- a positive team building attitude,
- adaptability
- a desire to learn and share ideas, and
- attention to detail.

Other desirable attributes include:

- strong listening skills
- strong communication skills in working with internal and external partners
- ability to build and maintain relationships

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