



Municipal Internship Program – Host Profile

Town of Slave Lake

Program stream: Administrator

<https://www.slavelake.ca/>

About the Town of Slave Lake

Our mission at the Town of Slave Lake is “Working Together, building a Better Community” which is a statement that all our employees and residents live by. After a wildfire destroyed over 40% of the Town of Slave Lake in 2011, the Town and residents banded together to rise above the many challenges ahead to make this community one to be proud of. Characterized by many as the “Jewel of the North,” Slave Lake is a dynamic town and one of Canada’s 10 youngest communities. Slave Lake is located 250km north of Edmonton.

Slave Lake is a tourist hub - within 15 minutes of town you will discover the Lesser Slave Provincial Park, Alberta’s 6th largest Provincial Park, Canada’s most northern Bird Observatory, Alberta’s easternmost foothills, Marten Mountain, and the most beautiful white sand beaches in Alberta! Lesser Slave Lake is the largest lake in Alberta and offers a lot of recreational activities throughout all four seasons, including but not limited to, camping, fishing, ice fishing, hiking, off-roading, skiing, sledding, and boating. The municipality has multiple facilities to foster fun recreational activities – including an aquatics centre, a multi-recreational centre and various parks and playgrounds.

[Watch video about the Town of Slave Lake](#)

About the Town of Slave Lake as an employer

As our Mission Statement states, “Working together, building a better community,” our organization values are based on a strong commitment to the municipality and teamwork. We welcome diversity of thought and ideas, and we encourage innovation and creativity.

Please see our [Town of Slave Lake careers page](#) to learn more about our organization.

What’s happening in the Town of Slave Lake?

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

- **Downtown Revitalization Program:** In 2016-17, the Town of Slave Lake undertook an extensive public engagement initiative and developed the Downtown and Main Street Area Structure Plan. This Plan provides a framework for revitalization of downtown and Main Street areas and outlines a series of catalyst projects with several initiatives completed including, but not limited to, the Rennie Hall Plaza redesign.
- **Business and Commercial Municipal Tax Incentive Program:** providing a municipal tax incentive to attract commercial and industrial investors and promote expansion by existing investors through providing an exemption to a portion of municipal property taxes attributable to the differential between the pre-construction assessment and the post-construction assessment for eligible property.
- **Rural Renewal Stream:** The Rural Renewal Stream supports the attraction and retention of newcomers to rural Alberta through a community-driven approach that supports local economic development needs and contributes to

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the community. The Rural Renewal Stream empowers rural communities to recruit and retain foreign nationals to live, work, and settle in their communities.

- Indigenous Cultural Training for Staff: As per the Truth and Reconciliation Commission's Call to Action #57: We call upon federal, territorial, and municipal governments to provide education to public servants on the history of Aboriginal people, The Town of Slave Lake has hosted one Indigenous led cultural training session for staff with more sessions planned in 2024.

Proposed intern activities

Some key and vital initiatives the intern will undertake include:

- Assisting with the implementation of Community Engagement Programs, working alongside our Communications and Economic Development team to implement the strategic communication plan.
- Working alongside administration to assist with the roll-out of an ERP (Enterprise Resource Planning) system.
- Identifying and assisting with applications for government grant projects, for example, renewable energy.
- Assisting with the development, modification and implementation of Council and Administration policies.

As the intern acquires experience throughout these areas, they will gain a deeper understanding of municipal government operations. In addition, they will learn about the Council-Administration relationship and gain an appreciation for project management, strategic planning and how our departments work simultaneously with one another. The intern will gain an appreciation of how municipal decisions and initiatives are formed and performed.

Employment Details

Work arrangements: We value teamwork and collaboration and feel that the best work arrangement to foster this is working together in the office.

Driver's Licence: A drivers license is not required, but is an asset.

Public Transit: There is no public transit in Slave Lake, but there are a few taxi options to choose from.

What the Town of Slave Lake is looking for in a candidate

The Town of Slave Lake is looking for an individual who:

- has interest in municipal government
- wants to become involved in the community
- has the basic understanding and knowledge of writing proposals, reports and/or grants and
- has strong written and verbal communication skills

This individual should:

- be a team player
- not be afraid of a challenge
- continuously asks questions
- possess strong work ethic and
- be keen on innovation and ingenuity

We want an intern who has the energy, enthusiasm, and desire to learn about the Town of Slave Lake and what we offer our community.

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