



Municipal Internship Program – Host Profile

Town of Smoky Lake

Program stream: Administrator

<https://www.smokylake.ca/> (currently launching a new website)

*“We may be small, but we are mighty!”
The Town of Smoky Lake is situated only an hour NE of Edmonton,
is known for being the “Pumpkin Capital of Alberta,”
and is home to the Great White North Pumpkin Fair and Weigh-off.
The population has grown in the last five years from 964 to 1,031.
Here, you can enjoy the perks of small town living
while still being a hop, skip and a jump away from a major city.*

About the Town of Smoky Lake

The Town of Smoky Lake has a beautiful 9-hole golf course and a clubhouse with home-cooked meals. The Ag Complex has an ice rink, a hall, and a curling rink; hockey and curling are popular sports in the winter. Summer activities include Pickle Ball, hiking, biking, quadding and horseback riding. Minutes away, soak up the sun north of Smoky Lake at the popular Hanmore Lake. The camping area is comprised of two campgrounds, where you can enjoy an assortment of watersports, a beach, and playground areas or head down to Metis Crossing to enjoy a Metis Cultural experience. The Alberta Iron Horse Trail is a multi-use trail and is perfect for year-round adventure, head out with your ATV or electric bike in the warmer months and bring out the snowmobile and the horse-drawn sleigh when the snow falls.

Smoky Lake is home to some amazing restaurants and treats like the famous Betsy’s Burger Shack and the Old-Fashioned Bread Bakery. There is also a Farmers’ Market held every Saturday from March to December. The Town is equipped with EV Charging Stations and high-speed internet. The Smoky Lake Healthcare Centre has a 24-hour emergency department, Lakeland Primary Care Network, a new K-12 school, RCMP station, grocery stores, pharmacies, dental office, hardware store and much more.

[Watch video about the town of Smoky Lake](#)

About the Town of Smoky Lake as an employer

*“Culture eats strategy for breakfast, operational excellence for lunch, and everything else for dinner.”
Quoted by Peter Drucker. (did Peter Drucker quote someone who said this or the quote is his?)*

We strive to provide a healthy work/life balance to our employees and a positive atmosphere. We want our employees to be happy when they come to work every day and feel empowered, supported, and engaged. Our organization encourages employees to work as a team which contributes to success in the workplace and the community.

What’s happening in the Town of Smoky Lake?

- The 2024 Operating and Capital budgets have been approved and included are many projects. The biggest project is the construction of a new water reservoir that will cost over 4 million dollars.
- Recently, an outdoor rink package has been ordered for the community members to enjoy, that is if we get some winter weather!
- Infrastructure and road projects will take place in the warmer months.

Find out more at www.alberta.ca/municipal-internship-program.aspx

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- Staff training is encouraged and ongoing.

Proposed intern activities

The intern will mainly shadow the Chief Administrative Officer and will be required to:

- attend various meetings, including council meetings,
- work on updating policies and bylaws and other council projects,
- work with neighboring municipalities on collaborative projects such as regionalizing the fire department.

Other staff will work with the intern to provide them additional training and experiences.

Employment Details

Work arrangements: We offer a flexible work environment which includes the option of occasionally working from home. We would anticipate the intern working in the office as much as possible to get the most from this experience.

Driver's Licence: This will depend on the proximity of their residence to the Town Office.

Public Transit: No

What the town of Smoky Lake is looking for in a candidate

- Adaptability.
 - Staff wear multiple hats, and each day is different so workloads may vary. Adapting to small town living/working.
- Research and Analysis.
 - Will be asked to research various information and research for bylaws and policies.
- Initiative. Able to work without waiting to receive direction for every task and willingness to help others.
- Communication skills
- Team player
- Problem solving
- Optimistic
- Willingness to learn
- Critical thinking

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