

Municipal Internship Program

2025 Host Profile for Lacombe County ([website](#))



Community

Lacombe County in central Alberta offers a unique blend of rural charm and urban convenience, located near Red Deer, Lacombe, and Blackfalds. The County is home to a mid-sized planning team recognized for its innovative work, earning five provincial awards since 2018. Employees enjoy a collaborative, supportive environment that values their input and fosters teamwork. It's a respectful, flexible workplace where work-life balance is prioritized, and ideas are celebrated. Residents and visitors alike enjoy vibrant cultural events, from farmers' markets and festivals to historical sites and museums that showcase the region's rich heritage. With local eateries, cozy cafés, and unique boutiques, there's always something to discover in this dynamic and connected community.

Municipal Projects

Lacombe County faces unique planning challenges as a rural municipality intersected by the QEII Highway corridor and home to three major recreational lakes. Balancing agricultural and environmental priorities with industrial, commercial, and residential development pressures keeps the planning department engaged in dynamic, impactful work. As an intern, you'll gain hands-on experience in current and long-range planning, tackling projects like multi-lot and heavy industrial developments. Key responsibilities include analyzing development proposals, designing community engagement processes, providing planning expertise, and contributing to policy updates and development. You'll assist in updating an area structure plan, two intermunicipal development plans, the Economic Development Strategy, and the County's Municipal Development Plan and Land Use Bylaw. A major project is the Lacombe Lake Management Plan, where you'll collaborate with County Council, multiple departments, and the Town of Blackfalds. This involves engaging with residents and stakeholders through public meetings, surveys, and discussions, fostering a sense of community ownership. To round out your experience, you'll have opportunities to cross-train with other departments, gaining a comprehensive view of the County's operations.

The Top Three

When applying for the internship position at Lacombe County, candidates can stand out by demonstrating three key qualities:

- *Creativity*, fresh knowledge and opinion. Demonstrated enthusiasm for learning and contributing new ideas.
- *Solid communication skills*. You will be expected to communicate both internally with all staff and Council, and externally with ratepayers, developers, other municipalities and government agencies in a courteous and professional manner which represents the County.
- *An integral member of the team*. The County itself is close-knit community that prides itself on teamwork and the planning department is indicative of this, therefore you must have the ability to work as part of a team within the planning department but also within an interdisciplinary capacity.

Work

Lacombe County is dedicated to fostering a vibrant, safe, and inclusive workplace where employees feel valued and respected. With approximately 100 full-time staff—42 in the administration office—and an additional 30-50 seasonal employees. We prioritize a collaborative and supportive work culture. We offer a work-life balance supported by an excellent compensation package, including a defined benefit pension plan, comprehensive health and dental benefits, a health/wellness spending account, professional development opportunities, and a positive work environment. Lacombe County recognizes the need for flexibility, allowing remote work arrangements under our Administrative Directive for Remote Working. An employee (including you) may be considered suitable for this



remote work. This ensures a balance between serving the public and providing employees with flexibility, combining in-office and remote staff to maintain seamless service delivery.

Accommodations

Most employees choose to reside in nearby communities such as Lacombe, Blackfalds, Red Deer, or Sylvan Lake. These locations offer a convenient commute, typically ranging from 10 to 30 minutes. Lacombe County can provide guidance and resources to help navigate the local housing market. Our goal is to ensure you feel comfortable and well-settled in the community, enhancing your overall experience with us.

Equity, Diversity, and Inclusion

At Lacombe County, we are committed to fostering an inclusive and respectful workplace that values equity, diversity, inclusion, and accommodation (EDIA). We strive to create a workplace where all individuals are treated with dignity and respect, regardless of their race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical or mental disability, marital or family status, source of income, or sexual orientation. Our Respectful Workplace Policy outlines our commitment to ensuring a positive and supportive work environment.

Want to learn more about Lacombe County?

Here are a few links where you can explore more about this vibrant community.

Watch our [3-minute intern video](#) to discover more about our community, organization, team, and the intern work plan: [Want to learn more about our planning awards?](#) Here are two videos from our most recent awards:

[Ministers Award Video](#) and [APPI Planning Award Video](#). Hit that follow or like button to stay up to date!

Facebook: facebook.com/lacombecounty **Instagram:** instagram.com/lacombecounty

Workplace

Here is an insight from a previous intern, who is now a Planner/Development Officer in our department:

At Lacombe County, you will have opportunities to gain experience in all levels of Alberta's planning hierarchy within your internship. Your regular scope of work will include everything from helping update plans or creating new plans, presenting in front of Council, doing site visits, facilitating community engagement, creating communications on planning topics, doing research on interesting planning topics, creating reports/recommendations for complicated development / subdivision applications, working with other municipalities on regional planning projects, and working on economic development initiatives. Try fitting all of that on a resume in 18 months!



Transportation

There is no public transportation available in our municipality. The candidate will need a valid Class 5 Alberta driver's licence, a clean driving record, and a personal vehicle to commute to work with. Planning Services does have a fleet truck that we share amongst our team to attend site visits, meetings, conferences, etc.

Designation

Should you choose to pursue professional designation as a Registered Professional Planner (RPP), the Director will support the planning intern by formally mentoring you. As well two of our team are also pursuing their designations.

Salary

Lacombe County is offering an annual salary of \$68,927 and benefits include a comprehensive group health and dental plan, an annual health/wellness spending account, and vacation pay