

Municipal Internship Program

2025 Host Profile for City of Leduc ([website](#))



Community

For a young professional looking to start their career, the City of Leduc is an ideal place to begin. We are a vibrant and rapidly growing community of more than 37,000 residents within Alberta's Capital Region. Located 20 minutes south of Edmonton, conveniently located adjacent the Edmonton International Airport, Leduc offers all the services required to pursue an active lifestyle. With a recreational centre, shopping opportunities at Leduc Common and Downtown (including the relocated Farmers' market), and a full range of housing options, Leduc is a complete community which is an attractive and affordable option. The multiway

trail provides a community-wide alternative for pedestrians, cyclists and other non-traditional forms of transport. In addition, Leduc's public transit system offers an on-demand service which links the community and reaches into the City of Edmonton. With a bustling arts and culture scene, ample natural spaces, and community groups run by dedicated volunteers, Leduc is as friendly as it is active.

Leduc is built on a strong history of agriculture, oil/gas, recreation, arts and culture, and tourism. The beautiful Leduc Recreation Centre hosts everything from local community groups to international artists. Enjoy the Downtown District's restaurants and shops in the heart of Leduc including the recently opened Leduc Brewing Company. If you are into nature, then Telford Lake is one of many options and has multiway trails for birdwatching, paddleboarding and boating. The MacLab Centre for the Performing Arts is the preeminent performing arts facility serving the Leduc region where you can experience a variety of world and local stage live entertainment acts. When you come to Leduc, you feel like you are coming home.

Municipal Projects

The intern will be contributing to both major planning projects and daily regulatory processes, gradually taking on more responsibility. Here are some of the projects the intern will be involved with: updating the Municipal Development Plan (which includes stakeholder engagement), rewriting the Land Use Bylaw, implementing the Urban Centre Area Redevelopment Plan and the Industrial Area Redevelopment, and updating the East Telford Lake Area Structure Plan.

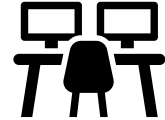
If successful with an application for the Federal Government's Housing Accelerator Funding program, there will be a range of projects related to accelerating the delivery of housing in the city. The intern would be engaged on population projections, land consumption, downtown parking, and other projects.

The Top Three

It is critical to ensure the intern is the right fit so they will be a valuable support on a range of projects within a dynamic team and the experience will be of long-term value to the intern. We are looking for an intern who **has a curious approach to solving problems** and an **engaging manner** that supports a willingness to work within a dynamic team environment. A key skill set, the intern will need the skills and training to **undertake geospatial data analysis** and to translate that analysis into **creating supporting mapping**.

Work

New employees work in the office for the first weeks to months as they learn their responsibilities and new role. Once their manager is comfortable that the employee is in a good place in terms of their work, the opportunity to work at home for two to three days a week is the employee's choice.



Accommodations

Leduc's housing market is in a very good state with many housing options available for a new employee. The City has not needed to assist new employees in either finding housing or in meeting current market costs. Most renters find housing within one to two months.

Equity, Diversity, and Inclusion

The City of Leduc recognizes that the staff of the City of Leduc are in a powerful position to create an environment where people can thrive, knowing that they truly belong and the differences they bring are welcome and respected. To support this, the corporate learning objectives are to develop a collective understanding and awareness of diversity, inclusion and belonging, develop the skills and competencies required to work inclusively; and cultivate a shared sense of responsibility for creating and sustaining an inclusive workplace where everyone feels valued for their contributions and can fully participate. To facilitate these learning objectives, in 2024 all employees were required to complete the online offering of Gender-based Analysis Plus (GBA+).

The City of Leduc is celebrated for its role as a hub for industry, commerce, and innovation. Its proximity to Edmonton International Airport and major transportation routes, including the QEII Highway, makes it a strategic location for business and travel, while fostering a growing economy centered on oil, gas, technology, and manufacturing. Here are some links you can explore to learn more:

[Leduc's 40th Anniversary Video](#)

[ICMAtv Video Feature on City of Leduc](#)

[This is Our Leduc: Local Business Community](#)

[Instagram reel showcasing services offered](#)

Workplace

"What I enjoy most about working for the City is being able to work on and get involved in different projects of varying complexities—both in current and long-range planning. These projects allow you to collaborate with various departments and understand other perspectives for better decision-making. We also have a lot of knowledgeable and friendly staff across departments!" - Jessica Lui, Planner I

"A friendly environment with a supportive team that have the common goal of making the City of Leduc a good place for people to live, work, and play. There are plenty of really great learning opportunities for someone who is starting their career in planning." - Emily Rypstra, Planner I

Transportation

Having a valid driver's licence for site visits will be a benefit, and the City provides vehicles for this purpose. Some staff prefer to use their own vehicles and the mileage is covered by the City. Leduc's public transit system offers on-demand service, with a commuter route to Edmonton.

Designation

The Planning department will support the intern to pursue their professional designation. The intern's supervisor will work closely with the intern, considering short-term and long-term training and professional development needs over their work term with the City. The planning team has a number of members who are RPP and others in the process of obtaining their designation. The intern will be well supported by municipal policy, their management team and their planning colleagues.

Salary

The City's salary range for this position is between \$77,863.39 and \$97,329.23 plus an annual training budget of approximately \$2,500 (2024 Budget amount for training, 2025 amount to be confirmed).