

Municipal Internship Program for Land Use Planners Host Municipality Profile Checklist

This profile provides interested municipalities and planning service agencies with an idea of what is expected of them should they be selected as a host for a planning intern.

Criteria for host organization

The intent of this program is to help train interns so that they may pursue a career in municipal planning. Host organizations are expected to meet the following criteria:

- The municipality has a population between 5,000 and 100,000;
- The planning service agency (which must be municipally-owned) works with between one and three of its member municipalities to provide first-hand planning experience;
- The organization must have a planning department that undertakes in-house the full range of planning services outlined in the Workplan or partners with a neighbouring municipality to be able to do so;
- A strong relationship exists between the administration and planning department and there is strong commitment from the CAO/Director, council, board, and management team to have an intern;
- There is an organizational commitment to the Internship Program for Land Use Planner's vision and goals;
- The senior planner has agreed to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made;
- A member of the planning staff has an AACIP designation or the intern has access to a planner with an AACIP designation to be able to sign off the intern's AACIP Log Book requirements; and
- There is an interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

Commitment by host organization

Hosting an intern is a significant commitment requiring resources in both staff time and money. This program should not be seen as a temporary employment opportunity, but rather the chance to help build the planning strength of local government in Alberta.

When thinking about whether your organization would like to host a planning intern, it is important to consider the following:

- Does your organization have the capacity to train the intern in all core areas included in the Workplan or can you partner with a neighbouring municipality to do so?
- What can your organization offer to an intern that will assist them in pursuing a career in local government generally and planning specifically?
- Are you able to commit the time and resources (both funding and staff) to support an intern?
- Is your senior planner available to supervise an intern and what professional, supervisor, and mentoring skills does this person possess that will help him/her to be an effective supervisor?
- Is there support from both municipal council and administration for hosting an intern?