

Municipal Internship Program

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



Community

Chestermere, Alberta, is a vibrant, fast-growing city just 15 minutes east of Calgary. Known for its picturesque lake and active lifestyle, Chestermere offers the perfect balance between urban convenience and small-town charm. With its diverse housing and family-friendly neighborhoods, it's an ideal place for young professionals seeking to lay roots. Chestermere Lake is the heart of the community, providing year-round recreation like kayaking, paddleboarding, skating, and even ice fishing. The city's extensive pathways and parks encourage an outdoor lifestyle, while local cafes, shops, and markets add to its close-knit community feel.

Imagine starting your career in a dynamic economic region while enjoying the perks of lake living and a supportive, growing community. Whether you're passionate about outdoor adventures, networking opportunities, or building a future in a forward-thinking city, Chestermere is a hidden gem waiting to welcome you.

Municipal Projects

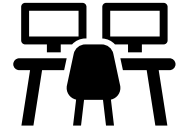
The Planning Intern will have the opportunity to contribute meaningfully to a variety of projects and initiatives within the City of Chestermere's Planning Department. The intern will provide essential administrative support, providing knowledgeable instruction regarding development regulations, statutory documents, the Land Use Bylaw, permit regulations, and internal policies and procedures. They will also guide clients on submission requirements for complete applications, enhancing their understanding of regulatory frameworks and customer service. Throughout the internship, the intern will have the opportunity to work on various planning-related projects that could range from reviewing development applications to drafting public announcements related to new policies or upcoming consultation. The intern will also have exposure to strategic initiatives that involve collaboration across various city departments, such as infrastructure and community services, enabling them to gain a holistic perspective of municipal operations. This will provide valuable insight into how different departments work together to achieve the City's growth and development goals. In addition to the immediate tasks, the intern will also benefit from mentorship from senior planners. This blend of hands-on experience, administrative support, and mentorship will equip the intern with a strong foundation in land-use planning and municipal operations.

The Top Three

1. *Strong communication:* We value candidates who can articulate their ideas clearly, both verbally and in writing, and collaborate effectively with team members and stakeholders.
2. *Adaptability and willingness to learn:* The ideal intern is open to new challenges, eager to acquire new skills, thrives in a dynamic and fast-paced environment.
3. *Proactive problem solving:* We look for candidates who take initiative, approach tasks with creativity, and demonstrate a resourceful attitude when addressing challenges or completing projects.

Work

The role is primarily in-office to provide interns with valuable mentorship and hands-on learning experiences. Hybrid opportunities may be considered based on performance, team needs, and project requirements.



Accommodations

As Chestermere is one of the fastest growing municipalities in Canada, there are rental opportunities within the City. As well, we are in close proximity to a major metropolitan city (Calgary), where there are additional options.

Equity, Diversity, and Inclusion

At the City of Chestermere we take EDIA seriously, and try our best to be inclusive. We have an internal DEI Committee, composed of staff, that the intern can join if they are interested. We also have a DEI policy, and try to incorporate inclusion and diversity in a lot of our other staff policies. For example, in our Communications policy we encourage preferred pronouns on both business cards and email signatures. We have also included both hearing aid amplifiers and translation devices in the City building for meetings or public use, as a way to accommodate differently abled persons.

Want to learn more about the City of Chestermere?

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

[Chestermere Today](#) is a great source of information about the Community.

[The best places to live in the Calgary Metropolitan Region](#) - Chestermere is on the list!

Workplace

“Working in Chestermere is never boring. As one of the fastest growing municipalities in Alberta, you be exposed to a wide variety of projects, and gain valuable experience across the broad spectrum that is community planning. From development to policy planning, you will have the opportunity to build foundational skills to begin your career.” - Jack Shipton, Planner 1

“A great learning environment with supportive leadership and team collaboration.” - Josh David, Planner 1

Transportation

A driver’s licence is preferred as some projects require site visits; however, accommodations can be made for the right candidate. Public transit is available through the [Chestermere Transit Link](#).

Designation

The intern will benefit from mentorship from senior planners. Supervisors will guide the intern in their professional development and growth, ensuring they receive feedback, support, and learning opportunities that align with their career goals, including preparation for potential accreditation as a Registered Professional Planner (RPP).

Salary

The City of Chestermere is offering a competitive annual salary.

