

SUBJECT: Corporate Student Internship Program 2018-2026

TO: Council

FROM: Human Resources

N/A

Report Number: HRS-01-26 Council Remuneration Report 2026 – 2030 Term

Wards Affected: Not applicable

Date to Council: April 20, 2026

This memo is in response to the following HRS-01-26 Council Remuneration Report 2026 – 2030 Term staff direction:

Direct the Chief Human Resources Officer to report to Council regarding all Intern Programs from 2018 to 2026 that includes funds, department and number of interns.

YEAR	Department	Position	Budget	Expense	Variance
2026	➤ Building	➤ Building Policy Intern	\$96,168	\$19,509 To date	\$76,659
	➤ Community Planning	➤ Heritage Planning Intern			
	➤ Customer Experience	➤ CX Intern			
	➤ Recreation, Culture and Community	➤ Community Development Intern			
	➤ Roads, Parks and Forestry	➤ Mechanic's Helper Intern			
2025	➤ Fire	➤ Business Process Intern	\$91,438	\$80,612	\$10,826
	➤ Legal/HCS	➤ Paralegal Intern			
	➤ Mayor's Office	➤ Mayor's Office Intern			
	➤ Transit	➤ Transit Planner Intern			
	➤ Transportation	➤ Transportation Intern			
2024	➤ Building	➤ Building Policy Intern	\$89,386	\$86,481	\$2,904
	➤ Human Resources	➤ Compensation Intern			
	➤ Roads, Parks, and Forestry	➤ Business Services Intern			
2023	➤ Burlington Digital Services	➤ Business Intelligence	\$86,059	\$64,480	\$21,579
	➤ Community Planning	➤ Planning Intern			
	➤ Communications & Engagement	➤ 2022 Research Intern (cont'd)			

YEAR	Department	Position	Budget	Expense	Variance
2022 COVID	➤ Communications & Engagement	➤ Research Intern	\$83,964	\$13,545	\$70,419
	➤ Clerks	➤ Elections Intern			
	➤ Burlington Digital Services	➤ Business Intelligence Intern (Postponed to 2023)			
2021 COVID	Due to COVID the intern program did not run - there was no request for applications. ➤ City Manager's Office/Mayor's Office Intern <i>Additional expenses were paid through the CM's Office.</i>		\$81,409	\$28,540	\$52,869
2020 COVID		➤ Business Process Analyst Intern	\$79,038	\$62,169	\$16,869
	➤ ITS	➤ Mayor's Office Intern			
	➤ Mayor's Office	➤ Planning Intern - cancelled due to Covid			
2019	➤ Transportation		\$76,729	\$69,981	\$6,748
	➤ Corporate Communications & Engagement	➤ Volunteer Management Intern			
	➤ Roads, Parks, and Forestry	➤ Roads Intern			
2018	➤ Building	➤ Planning Intern	\$76,310	\$82,650	-\$6,340
	➤ Capital Works	➤ Energy, Environment, and Asset Management Intern			
	➤ Fire	➤ Emergency Mgmt Intern			
	➤ ITS	➤ Business Intelligence Analyst			

Author:

Sue Evfremidis
Chief Human Resources Officer

Memo Approval:

Supplemental staff memos are reviewed and approved by the Commissioner.