



## **Student Planner - Term Position**

The City of Duncan is seeking a planning student or recent graduate for the Development Services Department for a term position. This position is supervised by the Manager of Planning.

Duncan is located on Vancouver Island, in the heart of the 'Warmland' – the Cowichan Valley – mid-way between Nanaimo and Victoria. This compact city offers high-quality living and acts as the commercial centre of a large catchment area of approximately 75,000 people.

The student planner's tasks will focus on development applications, sign bylaw applications, bylaw contravention issues and contributing to finalizing and implementing the new Zoning Bylaw. In addition, the City is looking to refresh the Design Guidelines, amend the Sign Bylaw, and develop a Development Approval Procedures Bylaw. The student may assist in review, research, analysis of policies and draft reports to Council and other committees. Knowledge and experience in land use planning is essential and the ability to think bigger picture and envision innovative approaches to problem solving and policy creation will be a very strong asset.

This is a temporary student position, within the Canadian Union of Public Employees – Local 358, with an hourly rate of \$20.37 (2016 rate), plus 4% in lieu of vacation. The work week is 35 hours and the position lasts for 16 weeks. Candidates must have completed their first degree within the past six months or currently be a student.

The position begins as early as January 3<sup>rd</sup> and ends no later than June 3<sup>rd</sup>, 2016.

Applicants are invited to submit their cover letter and detailed resume, containing full details of education, training and experience, date available, and three references by 4:00 pm Friday, December 5<sup>th</sup>, 2016 to the attention of Dave Pady, Manager of Planning, City of Duncan, 200 Craig Street, Duncan BC, V9L 1W3 or by email to [dpady@duncan.ca](mailto:dpady@duncan.ca)