



April 21, 2026

PLANNING SUMMER STUDENT (ONE POSITION) JOB POSTING
(Work Term May 18th to August 28th)

POSITION SUMMARIES

Working under the direction of the Director of Planning and Community Services, the Planning Summer Student is responsible for providing support to the District of Lantzville to update various plans and studies. The Planning Summer Student will be assisting with implementation of Provincial housing legislative requirements.

RESPONSIBILITIES

1. Provide technical support for Provincial housing initiatives, including assisting the Planner and Director in preparing Official Community Plan and Zoning Bylaw amendments as needed.
2. Assist with preparing public notice, public information sessions, public meetings and other engagement requirements.
3. Conduct planning-related research and analysis related to attainable housing, servicing, and residential land supply.
4. Collect and compile data and work with other District departments to develop infographics and other tools to document trends in development applications, value of construction, growth related development charges and supporting projects, and associated economic impacts.
5. Assist the Planner and Director in preparing policy documents for the District in accordance with Provincial regulations.
6. Other related duties as assigned.

QUALIFICATIONS

1. Be a returning Urban Planning student in a recognized College or University program and be legally entitled to work in Canada as a student
2. Be self-motivated
3. Have good written and oral communication skills
4. Have the ability to demonstrate professionalism in dealing with the public

5. Strong organizational, interpersonal and time management skills
6. Good technical comprehension of the *Local Government Act* and related regulations and policies
7. Ability to work in a fast-paced team environment and meet deadlines
8. Able to handle information in a confidential manner
9. Competency in GIS, graphic design tools, an asset

WORKING CONDITIONS

Work is in an office environment, 35-hour week, 8am – 4pm. May be required to attend an occasional public meeting outside of office hours.

Hourly Rate of Pay:

\$32.51 per hour in accordance with our Collective Agreement with CUPE Local 401.

Interested applicants must submit a resume and cover letter to the attention of George Robinson (grobinson@lantzville.ca) via email no later than:

4:00 pm on **Friday, May 1, 2026**

All applications are appreciated, however only those selected for an interview will be contacted.

This position is partially funded by the Canada Summer Jobs program.