



REGIONAL DISTRICT OF BULKLEY-NECHAKO Planning Summer Student

Job Title: Planning Summer Student
Department: Planning
Reports to: Director of Planning

SUMMARY:

Reporting to the Director of Planning the Planning Department Summer Student position performs a variety of duties in support of the efficient operation of the Planning Department. The position is an ideal opportunity for a student to gain valuable experience working in a local government planning department. The work involves assisting in the receipt and processing of land use and development applications, interpreting, and applying land use bylaws and regulations, providing property information and bylaw interpretation for the public, facilitating public consultation, and performing related work as assigned.

RESPONSIBILITIES AND DUTIES

1. Undertake the clerical and receptionist duties of the Development Services Clerk in the absence of the Development Services Clerk.
2. Organize, schedule, and implement meetings, commission meetings, and public engagement and consultation events and activities including open houses and public hearings.
3. Accept, review, and facilitate the processing of land use and development applications including but not limited to development permits, development variance permits, rezoning amendments, temporary use permits, etc. in accordance with relevant provincial statutes and RDBN bylaws.
4. Track the status of land use and development applications, and, working closely with planners, facilitate their efficient movement through the application review process through to completion.
5. Undertaking the distribution of public notices in accordance with relevant provincial statutes and RDBN bylaws.
6. Provide information and assistance to staff and the general public on planning related matters including property information requests, Planning Department procedures and policy, and land use and development bylaw interpretation.
7. Assist with the preparation, updating, maintenance and administration of the Official Community Plan, Zoning Bylaw, Development Procedures Bylaw, and other planning and land development regulations.
8. Research, write, and present formal and technical reports, policies, working papers, and correspondence.
9. Review building permit application for conformity to land use bylaws, Provincial policy and regulations, and charges on title.
10. Maintain departmental databases, and paper and electronic filing systems.

QUALIFICATIONS

1. Full time enrollment in a post-secondary educational institution in a planning, geography, or related field of study within the last year. Preference will be given to students in a CIP accredited planning program.
2. A basic understanding of the principles and practices used in land use planning.
3. Basic knowledge of Geographic Information Systems and their use.
4. Good written and verbal communication skills.
5. Valid BC Driver's License.

Resumes will be accepted until **4:00 pm, Friday, April 16, 2021** and should be addressed to:

Jason Llewellyn, Director of Planning
Subject Line: Planning Summer Student
Email: hr@rdbn.bc.ca
Mail: PO Box 820, Burns Lake, BC V0J 1E0