



The Corporation of the Town of New Tecumseth

**Planning Summer Student**  
**Temporary 4-Month Contract**  
**#2018-19**

Reporting to the Director of Planning and Development, you will be involved in a wide range of land use and planning activities in our quickly growing community and will be an integral part of our Planning and Development Department.

**RESPONSIBILITIES:**

- Updating Town planning documents
- Assisting on various planning application reviews
- Provide assistance with respect to counter enquiries
- Undertake research initiatives as required
- Review/comment on building permit applications for zoning compliance and/or urban design guideline compliance
- Assist in completing public notices and circulations respecting planning applications
- Other duties as assigned.

**QUALIFICATIONS:**

- University student – Planning program or related field
- Computer skills - Microsoft office suite
- Valid driver's licence and own means of transportation

**Hourly Rate: \$17.38/hour**

**Contract Dates: April 30, 2018 – August 31, 2018**

**Please submit your cover letter and resume in Word or PDF format to [careers@newtecumseth.ca](mailto:careers@newtecumseth.ca) no later than 3:30 pm on March 14, 2018.  
Please quote competition #2018-19 in the subject line of your email.**

**The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**

**We thank you for your interest, however; only those selected for an interview will be contacted**

All information will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act