

Planning Co-Op Student (Temporary Full-Time) - 1565

Close Date: April 2, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is now accepting applications from Co-Op Post-Secondary Urban Planning students to work within our Planning and Development Division as a Temporary Full-Time Planning Co-Op Student. The successful candidate will commit to a four-month work term from approximately May 2025 to August 29, 2025. If you are a current Co-Op Urban Planning (or related) student looking to gain experience and knowledge in municipal government, this could be the opportunity for you!

The successful candidate must have the following qualifications:

1. Must be currently enrolled in a recognized post-secondary co-op education program in Urban Planning or related discipline, such as geography, sociology, urban development, sustainable development, etc.
2. Knowledge of the principles, practices, methods, techniques, and objectives of urban planning.
3. Ability to pay attention to detail and exercise consistent judgement in dealing with a variety of planning matters, problems, and projects.
4. Ability to communicate effectively, orally and in writing.
5. Ability to comprehend the short-range and long-range plans of the City, as they relate to projects and applications.

Typical duties of this position include:

- Research and summarize best practices and present findings.
- Analyze data to represent identified trends visually and verbally.
- Work as part of the planning team on official community plan amendments, zoning bylaw amendments, community-engagement initiatives, community planning studies.
- Assist in the research and assessment of development proposals that require reviews of rules, regulations, bylaws, and policy.
- Attend internal and external meetings as a City representative in a professional planning capacity. Receive input and prepare related notes, correspondence, summaries and/or reports.

Please note that this position falls under the Co-op Student Employment Letter of Understanding. For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 4% in lieu of all benefits, vacation, stat holidays, and health time. This is a CUPE Local 900 position.

As per the LOU, the rate of pay will be: Term 1: \$28.765 (+ 4% in lieu of benefits). Should you be completing more than one term with the City of Kamloops, please refer to the Co-op Employment Letter of Understanding.

All terms of the Co-op Employment Letter of Understanding apply.

Hourly Rate

\$28.765 (as per LOU)

Hours & Days of Work

Monday - Friday
8:00 AM - 4:00 PM

Hours per Week

35

Start Date

May 5, 2025

Approximate End Date

August 29, 2025

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.

Co-op Student Employment

LETTER OF UNDERSTANDING

BETWEEN: CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 900 (The Union)

AND: CITY OF KAMLOOPS (The Employer)

RE: CO-OP STUDENT HIRES

The parties agree there is a benefit to supporting Co-op Student Education and that Co-op Students may be hired for Co-op Work Term(s) at the City of Kamloops.

Prior to hiring a Co-op Student, the City agrees to determine whether a laid off worker with the required skills could accomplish the required work. The employment of Co-op students will not reduce or displace staff complements in the organization.

To that end, the Parties agree to implement a Co-op Student program under the following terms:

1. Co-op Students are hired for four (4), eight (8) or twelve (12) month terms that are relevant to the student's program of study. The length of appointment will normally be four (4) or eight (8) months.
2. Students hired under the Co-op Student Employment Letter of Understanding must be registered in a recognized University or College education program.
3. A maximum of two (2) Co-op Students per department, per term, may be employed under this letter at any one time.
4. The posting and filling of Co-op positions will be done in accordance with their educational institution's recruitment procedures. Article 10 (a)(b)(c)(d) will not apply.
5. The Co-op Students' wages will be in accordance with the following salary rates:
 - i. Co-operative Education Term 1 (first 4 months of work term) – 60% of job rate of job performed.
 - ii. Co-operative Education Term 2 (second 4 months of work term) – 70% of job rate of job performed.
 - iii. Co-operative Education Term 3 (third 4 months of work term and all subsequent work terms) – 80% of job rate of job performed.
6. Consecutive work terms will result in an increase in benefits paid. Work term 1 includes four percent (4%) in lieu of benefits, work term 2 includes eight percent (8%) in lieu of benefits and work term 3 and all subsequent work terms include twelve percent (12%) in lieu of benefits.
7. Co-op Students' hours of work will be the same as the CUPE members working in the same area. Modified work schedules shall be made by mutual agreement of the parties.

8. Co-op Students do not accrue seniority for the term of their appointment.
9. Co-op Students are not eligible for overtime, nor alteration of work hours in a way which prevents a CUPE member from being offered overtime.
10. Co-op Students may be granted unpaid time off with written approval from their supervisor. Such requests must be made in writing at least 1 week prior to the dates requested.
11. This agreement may be reviewed every 6 months upon request and may be cancelled by either party with 30 days notice. If this agreement is cancelled, any current students will be allowed to conclude their work term.

Signed this 22nd day of February 2022.

FOR CUPE LOCAL 900



Ken Davis
CUPE Local 900 President


CUPE NAME

FOR CITY OF KAMLOOPS



David Trawin
Chief Administrative Officer



Colleen Quigley
Human Resources and Safety Director