

Planning Internship (Full-time - Contract)

Duration: **4 months** (May 6, 2024 – August 30, 2024)

Human Services Department, Region of Peel

- Are you **passionate about finding innovative and creative solutions to address housing challenges** in our communities?
- Do you believe **good planning can create complete communities** that can make a positive impact for the residents of Peel?
- Are you **research-savvy and an analytical thinker** who can **synthesize and visualize complex information** to support the work done in the Human Services department?

If you answered yes to any of the questions, **Region of Peel's Housing Development Team** is a place where you want to spend your summer working. For more information: <https://peelregion.ca/housing/development/>

Employer: Region of Peel, Housing Development Team, Housing Services Division

Job Position: Planning Intern (**1 Position**)

Duration: Approximately from May 2024 – August 2024

How to Apply: Email your cover letter and resume to angela.d'agostino@peelregion.ca, Coordinator, Project Support, Housing Development Team, **by 4:30 pm, Monday, February 26, 2024.**

What will you do?

- Undertake independent research on assigned planning and housing related topics to inform programs and initiatives to increase affordable housing in Peel
- Prepare related briefing notes, reports, or presentations to share the findings with other staff or management
- Monitor and analyse key planning issues and initiatives at federal, provincial (Bill 23, *More Homes Built Faster Act, 2022*, in particular) and local level and provide summaries and recommendations on trends, risks and opportunities
- Assist in organizing stakeholder and public consultation events as well as internal and external meetings, and attend these events to represent the Region's and Human Services interests
- Assist with preparing Council reports, briefing materials, newsletters, technical reports, social media messaging, and website updates
- Assist in the preparation and delivery of presentations to various groups within the corporation, community groups, and other public and private agencies
- Provide data analysis on assigned topics, for example conducting housing need assessments for the Region's housing development projects
- Develop graphical analysis and designs such as maps, tables, charts, infographics, and displays to support the work of the Housing Development (HD) Team
- Work effectively with staff teams across the organization and the local municipalities
- Respond to requests for information from other departments, agencies, and the public
- Provide support to HD Team staff as needed

Beyond the duties described above, there may be events or meetings which the successful intern will be given the opportunity to attend. This way, a broad understanding of the municipal government structure, operations, community engagement and decision-making will be established.

Skills Required

Currently enrolled in a planning program or graduate studies at a recognized university, the ideal candidate should be/have:

- In good academic standing
- Enthusiastic in researching a range of planning and housing policies, programs, issues, and solutions
- Knowledge and understanding of municipal government, including the role of Regional Council
- Strong research and analytical skills with attention to detail and ability to synthesize complex information and produce reports
- Knowledge of planning application approval processes, keeping in mind the changes being brought by the Provincial government through Bill 23
- Knowledge of housing related legislation, policy planning, program design, development, and evaluation processes
- Proficient in Microsoft Office (e.g., Access, Word, Excel, and Outlook)
- Excellent organizational and creative problem-solving abilities; including the ability and experience in organizing events such as workshops and forums
- Excellent oral, written communication, interpersonal skills to work with all levels of staff, elected officials and members of the public
- Comfortable working in a fast-paced environment requiring collaboration and commitment
- Well-developed time management skills along with the ability to learn quickly and in detail
- Ability to work independently, and as part of a team
- Good judgement and maintain confidentiality

Location: As a result of Covid-19, some of the teams only work remotely to protect the health and safety of employees, clients, and community. This position will be required to work remotely, with coming in-person occasionally. The meeting locations would normally be Regional Offices located at either 10 Peel Centre Drive, Brampton or 7120 Hurontario Street, Mississauga.

Hours: 35 hours per week/ Monday-Friday, hours of work are typically from 8:30 AM – 4:30 PM, Monday to Friday.

Interview: Our recruitment process will be conducted through a video conference through Microsoft Teams.

The Region of Peel serves a vibrant and culturally diverse community of more than 1.5 million residents and 88,000 businesses in Brampton, Caledon and Mississauga. Committed to service excellence, transparency in decision-making and responsible tax management, the Region delivers a wide range of municipal services that are customer-focused and cost-effective. To learn more about the Region of Peel please visit our website: www.peelregion.ca