



PLANNERS

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a city who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

Help shape the future of West Kelowna by working on exciting new developments! We have multiple planner roles focusing on managing various land use applications in a fast-paced environment. Our ideal candidates are those who are excited at the prospect of helping to shape the City's future growth as the City drives forward bold housing initiatives in response to the City's new Official Community Plan, Housing Strategy and new provincial legislation.

Planners provide valuable recommendations to Council on ongoing development projects, public engagement, and coordination with internal departments and external agencies. Typical responsibilities include analyzing development proposals in line with municipal and provincial policies and making recommendations on various land use initiatives. The positions may support long-range planning in the development of housing policies and other projects and initiatives aligned with Council priorities as needed. Workload would be assigned based on both skill-set and departmental needs.

Our Ideal Candidate:

- Bachelors degree in a planning related field, or equivalent combination of education and experience
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners
- Valid Class 5 B.C. Drivers License
- Knowledge of local land use policies and regulations, environmental legislation, provincial and federal legislation related to planning, land-use planning, environmental information, as well as techniques of analysis and synthesis of information
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint) and operating knowledge of Geographic Information Mapping Systems (GIS), basic graphic and mapping skills
- Strong customer service skills, excellent communication skills – verbal and written; the ability to exercise courtesy, tact and diplomacy in the exchange of information with employees and external contacts
- High attention to detail with superior report writing capability, public presentation experience

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-47E2 | Open until filled

Full Time – Permanent | 35 hrs/wk | \$41.15 – 48.49/hr (2025 rates)

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years