



PLANNER II – LONG RANGE (TWO YEAR TERM)

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 in 1st year, competitive salaries, excellent benefits, numerous employee wellness incentives, and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Planner II – Long Range is a two-year term position responsible for developing and implementing housing policies and programs that support the City's Housing Accelerator Fund (HAF) Program. This role leads and supports a variety of housing policy initiatives and works collaboratively with internal and external stakeholders. The position also coordinates with the Development Planning and Long-Range Planning teams to integrate new housing policies and support ongoing policy implementation. In addition, this position will contribute to long-range planning projects—such as Urban Centre Plan development, long-range studies, and bylaw amendments—by conducting research, preparing draft materials, and leading projects under the guidance of senior planning staff. The role also involves gathering, analyzing, and interpreting demographic, housing, and related data to support monitoring and reporting for both the City and senior levels of government.

Our Ideal Candidate:

- Bachelor's Degree in a planning related field, or equivalent combination of education and experience
- A minimum of 3 years of experience in a related position
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners
- Class 5 BC Driver's License
- Necessary knowledge of local land use policies and regulations, as well as provincial and federal legislation related to planning
- Knowledge in land-use planning, housing policy, as well as techniques of analysis and synthesis of information
- Demonstrated computer skills in Microsoft Office 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. 25-79E | Opens November 17, 2025 | Closes December 15, 2025

2 year term | 35 hrs/wk | \$45.45/hr

Benefits | Municipal Pension Plan