



PLANNER III – LONG RANGE

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/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 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The role is responsible for coordinating and leading a wide range of planning projects, such as Official Community Plan updates, neighbourhood plans, environmental programs, policies, studies, and bylaw development, often with limited supervision. The position may also be involved with the review and assessment of complex land use applications, including Comprehensive Development Plans, OCP and zoning amendments, development permits, and subdivision to ensure compliance with City bylaws as well as Provincial and Federal legislation. The role liaises with consultants, committees, Provincial ministries, applicants, and other stakeholders, providing professional planning advice. Additional responsibilities include preparing and presenting Council reports, serving as staff liaison for committees, analyzing data (e.g. demographic, environmental), maintaining project administration and records, responding to public inquiries, and facilitating public consultation processes. The position also provides guidance to other planning staff, assists with onboarding new team members, and performs other related duties as needed.

Our Ideal Candidate:

- Bachelor's Degree in a planning related field, or equivalent combination of education and experience
- A minimum of 5 years of experience in a related position
- Membership in the Planning Institute of British Columbia or the Canadian Institute of Planners
- Class 5 BC Driver's License
- Extensive knowledge of local land use policies and regulations, environmental legislation, as well as provincial and federal legislation related to planning
- Knowledge in land-use planning, environmental information, 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. 25-80E | Opens November 17, 2025 | Closes December 15, 2025

Full Time – Permanent | 35 hrs/wk | \$50.49/hr

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