



## PLANNER I – 2 Year Term

West Kelowna is a thriving city and 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:

Excellent 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:

This position is well suited for a planner early in their career who is eager to build hands-on experience while helping shape how West Kelowna grows and evolves. The Planner I plays a key role in coordinating a broad range of land use and development applications, working within established municipal policies, bylaws, and applicable provincial legislation, and under the guidance of senior planning staff.

The position also offers exposure to a variety of long-range planning initiatives, including policy and bylaw development, community and environmental planning projects, studies, and implementation initiatives—providing valuable opportunities to grow professional skills across multiple areas of planning practice.

This is a highly collaborative, people-focused role that values strong communication, relationship building, and a solutions-oriented approach. The Planner I works closely with applicants, internal departments, advisory committees, provincial agencies, and community stakeholders to move planning and development projects from concept through implementation. The position also provides professional planning advice and customer-focused service to applicants, developers, agencies, and the public on land use regulations, development processes, and legislation.

### Our Ideal Candidate:

- 2 year Diploma in Planning Technology, or equivalent combination of education and experience
- A minimum of 2 years of experience in a related position
- Class 5 BC Driver's License
- Knowledge of local land use policies and regulations as well as provincial and federal legislation
- Knowledge in land-use planning, environmental information, as well as techniques of analysis and synthesis of information
- Excellent customer service and communication skills
- 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

Applications are accepted online at [westkelownacity.ca/jobs](https://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. 26-29E | Opens May 11, 2026 | Closes June 8, 2026**

**Full Time – 2 Year Term | 35 hrs/wk | \$43.59/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program**