

Planner, Economic Development

Job Requisition	JR-2026-187 Planner, Economic Development (Open)
Job Family	Exempt
Start Date	2026-07-23
End Date	2026-08-22
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Planner--Economic-Development_JR-2026-187
Description	Application Closing Date:

Aug 22, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$103,257.92 - \$121,479.90

Accepting applications until position is filled. Hiring will occur on an ongoing basis throughout the posting period.

Reporting to the Senior Manager, Partnerships & Innovations, the Planner, Economic Development provides and coordinates planning services to serve the business community, including all manner of development applications and policy development, as well as to provide support to economic development initiatives.

Duties Include:

- Performs specialized professional level planning work in the processing of development applications, including all manner of commercial and industrial development applications and policy development.
- Provides support in implementing the Economic Development Strategy.
- Responds to enquiries and correspondence from businesses, realtors, other City departments, consultants, developers and various other groups concerning matters of policy, bylaws and plans governing growth, development and land use control.
- Coordinates the preparation and execution of restrictive covenants, statutory rights-of-way, easements and development agreements related to zoning and subdivision matters.
- Carries out on-site inspections relating to assigned projects.
- Acts as the Economic Development representative on Committees and Committees of Council, including the Advisory Planning Committee, Board of Variance, Development Review Group, Economic Development Advisory, and others, as required.
- Reviews Building Permit applications, Business License and Signage applications for compliance with the Zoning Bylaw, Official Community Plan, Development Cost Charge Bylaw and any Council planning/land use policy or Land Use Contract governing such application.
- Participates in the development of administrative and technical systems, methods, and procedures utilized in the Planning, Development and Engineering Services Division.
- Coordinates the referrals and advertising, and writes reports related to liquor and cannabis licensing applications.
- Writes reports, bylaws and studies related to planning, development applications, land use, development and subdivision matters, development guidelines and associated information

- materials, including presentation to Council and Public Hearings, as required.
- Implements and interprets bylaws and plans and provides general direction to development community.
- Coordinates Public Hearings, community engagement sessions, and information meetings, as required.
- Maintains and updates inventory of available commercial and industrial land and buildings within Vernon.
- Develops and maintains relationships with Vernon's business community including the Greater Vernon Chamber of Commerce, Downtown Vernon Association and Community Futures North Okanagan.
- Meets with individuals examining Vernon for business and development opportunities, and actively promotes Vernon as a location to do business.
- Liaises with School District, Agricultural Land Commission, Okanagan Indian Band, Ministry of Transportation and Infrastructure, Regional District of North Okanagan, adjacent jurisdictions and other agency staff, as required.
- Undertakes research and field inspections.
- Coordinates and participates in the operations of relevant Council Committees.
- Shall perform related work and duties, as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- This position may perform the role of Planning Function Alternate as assigned by the City, for the assistance and coordination of the Emergency Operation Committee.

Required Education and Experience:

- Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning evidenced by completion of a Master's Degree in Urban Planning or related field.
- Minimum 8 years progressively responsible current planning experience, with particular emphasis on commercial development.
- Extensive experience in the processing of development permits, variance permits, rezoning, subdivision and other development applications.
- Eligible for membership in the Canadian Institute of Planners.
- BC Driver's Licence Class 5.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the methodologies utilized to prepare, update and utilize zoning bylaws, land use plans and studies, including accepted statistical and research techniques.
- Thorough knowledge of local government, provincial, and federal planning legislation and regulatory requirements.
- Considerable knowledge of economics, municipal finances, and sociology, as applied to urban planning.
- Demonstrated exceptional customer service skills.
- Desire to be part of a team environment where Planning and Economic Development are fully integrated.
- Must have an extensive working knowledge of all requirements, tools, instruments and mechanisms associated with and available to both Planning and Economic Development.
- Thorough knowledge of and ability to use Microsoft Office programs.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting

“apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Economic Development & Partnerships