



PLANNER II / III

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.

Help shape the future of West Kelowna by working on exciting new developments and policy initiatives! Our ideal candidates are those who are excited at the prospect of helping to shape the City's future growth with bold housing initiatives in response to the City's new Official Community Plan, Housing Strategies, and new Provincial legislation.

What We Offer:

Improved vacation package - 3 weeks prorated 1st year/4 weeks vacation at 2 years, updated Planner wages, excellent benefits, employee wellness incentives, an earned time off program and professional development opportunities.

Summarized Position Responsibilities:

The City has positions available within either the current (development) or long-range (policy) planning units.

The development focused Planner II or III will support the team in managing various land use applications in a high-growth, fast-paced environment. These positions are responsible for managing development applications such as Official Community Plan and Zoning Bylaw amendments, Comprehensive Development Plans, Development Permits (residential, industrial, and commercial), agricultural applications, and subdivisions.

The policy focused Planner II or III will implement the City's vision in preparing land use bylaws, policies, and key housing initiatives while ensuring compliance with applicable legislation. This position will assist with administration and oversight for consultant-led projects, and provide recommendations in the development of policy through the assembly, analysis, and interpretation of statistical, demographic, environmental, and other relevant data.

Our Ideal Candidates:

- Bachelor's degree in a planning related field, or equivalent combination of education and experience
- A minimum of 3 years experience in a related position
- Eligible or member in the Planning Institute of British Columbia or the Canadian Institute of Planners
- Knowledge of local land use policies and regulations, provincial legislation land-use planning, environmental information, as well as techniques of analysis and synthesis of information
- 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
- Valid Class 5 BC Drivers License

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. 25-38E | Opens March 14, 2025 | Open until filled
Full Time – Permanent | 35 hrs/wk | \$45.45 – \$50.49/hr
Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years