



LAND & LEGAL AGENT

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. 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. Join us and grow your career with an organization that supports work-life balance and professional development.

Position Summary:

Reporting to the Director of Legislative & Legal Services, the position provides professional advice to Council and other City departments in all areas of municipal land matters. The position supports the Director of Legislative & Legal Services in reviewing, assessing, and actioning legal related matters affecting the City.

Key Responsibilities:

The Land & Legal Agent supports the Director in acquiring legal advice on policy and process matters related to City Council, Administration, and staff. Responsible for drafting, reviewing, and negotiating complex lease agreements, easements, rights-of-way, and grade releases for City projects. The role includes coordinating Crown grant and land tenure applications and renewals, as well as inspecting properties and reviewing legal documents for real estate acquisition, development, or disposal. The Land & Legal Agent manages the sale, purchase, and disposal of properties, coordinates land issues related to infrastructure upgrades, parks decommissioning, and property donations, and selects and manages consulting services, such as property appraisers. Ensures that land management legislation, policies, and procedures are updated in line with senior government legislation, City Council policies, and external economic factors. Additionally, the position prepares reports, presentations, provide expert advice to Council and District departments, maintain an inventory of City-owned properties, resolve complaints, and promote good public relations. Also assist with coordinating, reviewing, and publishing land use inventories, including commercial and industrial inventories.

Our Ideal Candidate:

Our ideal candidate will hold a Degree in Urban Land Economics, Law, Business, Real Estate, or a related field, or an equivalent combination of education and experience. They will be eligible for membership in the Real Estate Institute of BC (RIBC), the Appraisal Institute of BC (AACI), and/or the Real Estate Institute of Canada (FRI). The candidate will have a minimum of 5 years of related experience in the real estate industry, land development, or with a government lands ministry, agency, or department, with experience in a local government setting being considered an asset.

The candidate will have knowledge of the *Land Title Act*, *Land Act*, and other related regulations, as well as the *Community Charter* and *Local Government Act*. The ideal candidate will also possess strong knowledge of current real estate values, market trends, and the impact of major development projects, be skilled in real estate appraisal, marketing, leasing, acquisition, and disposal, real estate and contract law, real estate conveyance and business case preparation. Strong attention to detail, discretion, communication skills, and the ability to handle confidential information are essential.

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. Applicants will be contacted 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. 25-34E | Opens March 7, 2025 | Closes April 7, 2025
Exempt | Full Time – Permanent | Benefits | Municipal Pension Plan
Wage Range \$101,828 - \$119,798