



**Come for the Outdoor Adventure and Stay for the Job**

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a **Director of Planning & Development Services** to join their dedicated team. This is a permanent fulltime position with a starting salary of \$123,923.80 and a comprehensive benefits package.

If awe-inspiring, natural scenery and breathtaking views is what you crave, then The Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both the Coast Mountain College and a University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitksan, Wet'suwet'en, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km<sup>2</sup> the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, New Hazelton and the Village of Hazelton.

Director of Planning and Development Services is accountable for the provision of effective leadership, advice and support on all planning and land use functions of the Regional District. The Director is responsible for the short and long-range planning, RDKS Board priority projects, provide strategic advice and direction on the development process, coordinating and advising planning staff on development applications and processes, communicating planning issues with other departments and jurisdictions, participation in public and technical meetings and represents the planning department at Board meetings.

**Direct Reports:**

GIS Coordinator  
Bylaw Coordinator  
Planner(s)

**Major Duties and Responsibilities:**

- Ensure the effective application of RDKS policies, bylaws, applicable legislation, common law and professional best practices pertaining to the work of the Development Services Department.
- Supervise, mentor and manages the performance of Development Services staff.
- Prepare and review staff reports for the Board, Committees and Commissions.
- Development, review and update of Official Community Plans, regulatory and administrative bylaws, operational policies, and associated business processes and documents.
- Provide project management for bylaw development and initiatives undertaken by the Department.
- Represent the RDKS in the subdivision requirements of land development proposals and review of applications for consideration by the Provincial Subdivision Approving Officer.



- Prepare the budget for the Development Services Department and work with the CFO in the preparation of the overall Departmental budget.
- Attend Board and Committee meetings, public hearings, public meetings, Advisory Planning Commission, community association meetings to represent the Regional District provide information and make recommendations, as required.
- Participate in employee recruitment, development and retention.
- Liaise with and respond to enquiries from elected officials, external agencies, First Nations, and the public on land use and development matters.
- Any other related duties or tasks as required.

### **Working with others:**

Work cooperatively with other RDKS departments on regional project and provide advice on planning and land use implications and legislation.

Responsibility for preparing specific component of comprehensive projects including population projections, demand forecasts, climate impacts.

Work with First Nations Governments on a variety of issues including land use planning, policy development, cooperation agreements, memorandum of understanding.

Represent the Regional District on inter-agency and intergovernmental technical and advisory committees including provincial and federal environmental assessment review, Traffic Safety Committee, Subdivision Referral Agency Review Committee, Northern Health Authority Healthy Communities, Terrace Food Association, among others.

### **Skills and Abilities:**

- Strong communication skills (both oral and in writing), in public relations, and in related people skills.
- Possess and exhibit a sound understanding of the principles of land use planning and the application of these principles specifically in the context of the regional districts.
- Possess strong knowledge of mapping and map interpretation in a variety of formats and map attributes.
- Possess a strong knowledge of land use regulatory mechanisms in place in the various service areas.
- Familiarity with the local land use planning history and anomalies that impact on the daily delivery of the planning services.
- Ability to use, operate, manipulate all department equipment and systems in the performance of planning tasks.
- Conduct site inspections and compile field information necessary to process applications, to



respond to public inquiries or provide information for other departments.

- Ability to develop and maintain positive working rapport with related local and regional regulatory agencies. A sound understanding of the jurisdictional mandates of other regulatory agencies.
- Prepare documentation for bylaw enforcement purposes; such documentation may include file summation, on-site inspection information, and regulatory criteria, meeting with property owners and developers.
- Prepare concise reports to the RDKS Board on a variety of planning related subjects.
- Research, draft and prepare, correspondence to property owners, solicitors and government agencies on matters of planning and regional district significance.
- Provide assistance to other staff members on matters relating to land use planning.
- Develop ongoing familiarity with associated legislation, regulations and court precedents that may impact on land use planning application within the RDKS.

#### **Specific Training and Experience:**

- University degree preferably at the masters level in planning or related field.
- Minimum of 8-10 years planning experience preferably with a municipal or regional government.
- Sound understanding of local government bylaws and provincial planning legislation, planning law and related acts and statutes.
- Strong written and verbal communication skills.
- Sound understanding of federal legislation and related acts.

#### **Financial Responsibilities:**

- With the CFO prepare and manage department budgets
- Manage project budgets and review for accuracy invoices from consultants
- Manage purchase of equipment for planning and GIS function
- Manage training opportunities for department staff

#### **Work Environment:**

- Evening and occasional weekend meetings both in and outside the main office
- Overnight travel sometimes required
- Extra hours as required to complete projects and meet project deadlines
- Outside work to conduct site visit
- Dealing with difficult and sometimes abusive individuals
- Assist and direct planning staff in dealing with difficult individuals and contentions issues
- Represent the RDKS and present at public meetings at times on contentious issues
- Address planning department personnel issues

#### **Physical, Mental and Visual Demands**



- Intense visual, listening and concentration
- Occasional physical demands to conduct site visits or property assessment
- Mental demands in dealing with difficult individuals
- Multi-tasking to address competing interests and demands, and meet required deadlines

#### **Required Licenses/Certifications**

- Certified member of the Canadian Institute of Planners (CIP) and the Planning Institute of BC (PIBC)
- Valid Class 5 Driver's Licence

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any reasonable adjustments to enable participation at any stage of the recruitment process, please contact in confidence [hr@rdks.bc.ca](mailto:hr@rdks.bc.ca).

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine applications will be accepted until the role is filled. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

Director of Administration/Human Resources  
Regional District Kitimat – Stikine  
Suite 300 – 4545 Lazelle Avenue  
Terrace, B.C. V8G 4E1  
**Email: [hr@rdks.bc.ca](mailto:hr@rdks.bc.ca)**