



The wild's calling...dare to answer!  
We're on the lookout for an adventurous spirit to add to our herd:

## DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES

Are you a leader of the pack, able to lure others to your quest while maintaining control in the den? Do you hunger for a challenge and won't lose track of the details? Where others see mountainous obstacles, do you see mountainous opportunities awaiting exploration? If you're a strong communicator and an innate leader, able to adapt to an evolving environment, the District of Elkford invites you to respond to the call of the wild. **For a full description of this exciting opportunity, and to learn more about Elkford, visit <https://www.elkford.ca/careers>.**

## THE COMMUNITY

From the Highway 3 and 43 intersection, continue north on 43 until the road ends—and the wilderness begins. A hidden gem of the East Kootenay, Elkford is a high-altitude Rocky Mountain municipality that calls to the wild at heart and adventurous in spirit. Without a traffic light or big-box store in sight, Elkford's rugged mountain ranges, iconic Canadian wildlife and untamed wilderness are truly an outdoor enthusiast's dream come true.

Wilderness has always been at the core of Elkford's identity. Built in 1971, as a homestead for mining industry workers and their families, this idyllic mountain town currently provides over 2,700 residents with postcard-perfect views, beautifully maintained community parks, a nine-hole golf course, hiking and mountain biking trails, a stunning ski hill, world-class fishing, emerald lakes and endless backcountry to explore.

## THE OPPORTUNITY

Under the general direction of the Chief Administrative Officer, the Director of Planning and Development Services manages the review of various development application processes (OCP, zoning, permits, etc.); the preparation of planning studies, reports, bylaws, etc.; the preparation of economic development initiatives, oversees climate action and sustainability initiatives; oversees the activities related to the enforcement and compliance of municipal bylaws; oversees the development of the District's GIS and Information Technology systems. As a key member of the management team, the position provides advice regarding the operation and affairs relating to planning and development services. Annual salary range: \$99,635 to \$128,938 with an attractive benefits package.

**Interested applicants should forward their cover letter and resume, citing vacancy #DPDS.24 in the subject line, on or before 4 p.m. (Mountain Daylight Time) on October 15, 2024, to:**

District of Elkford  
Attention: Interim CAO Terry Melcer (cell: 250.910.4004)  
744 Fording Drive  
P.O. Box 340, Elkford, B.C., V0B 1H0  
**Email:** [careers@elkford.ca](mailto:careers@elkford.ca) · **Fax:** 250.865.4001

*We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.*



Wild at heart.

District of Elkford

744 Fording Drive PO Box 340 Elkford, B.C. V0B 1H0  
P. 250.865.4000 · F. 250.865.4001 · info@elkford.ca · www.elkford.ca

## EMPLOYEE POSITION DESCRIPTION

**Position Name:** Director of Planning & Development Services

**Date of Revision:** September 26, 2024

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### **JOB SUMMARY**

Under the general direction of the Chief Administrative Officer, the Director, Planning & Development Services manages the review of various development application processes (OCP, zoning, permits, etc.); the preparation of planning studies, reports, bylaws and related documents. A vital component of this position is the preparation of economic development initiatives and acting as the lead and primary contact within the organization. On development initiatives. The Director oversees climate action and sustainability initiatives; oversees the activities related to the enforcement and compliance of municipal bylaws; oversees the development of the District's GIS and Information Technology systems.

### **NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES**

- Reviews or oversees the review of land use and development applications such as OCP, zoning, development permits, development variance permits, sign and tree management protection bylaws; Negotiates requirements with applicants as required ensuring compliance with District bylaws and Provincial legislation; Makes recommendations on the applications for consideration by the Chief Administrative Officer and Council and processes the outcome of their decisions.
- Prepares or oversees the preparation of planning studies and reports, policy documents and strategic plans on a variety of planning issues such as official community plan, economic development, development permit guidelines, climate action strategy, parks acquisition and development plan, or other related matters to guide the future development of the community.
- Oversees or assists with the investigation, enforcement and compliance of municipal bylaws within the District.
- Prepares or oversees the preparation of District bylaws relating to planning, parks and land use matters initiated by Council or staff.
- Manages department staff, including determining the nature of work to be performed, recruiting, development and training, ensuring the quality and quantity of work meets established standards. Resolves staff issues, manages performance and handles discipline problems and participates in grievance processes.

- Attends and makes presentation on community planning and parks matters at Council and other meetings as required. Facilitates and oversees the coordination of public consultations to address development and land use issues.
- Oversees climate action and sustainability initiatives including updating official community plan and applicable bylaws accordingly.
- Reviews or oversees the review of subdivision applications to ensure compliance with District land use bylaws and makes recommendations on the applications for consideration by the District's Approving Officer
- Prepares or oversees the preparation of requires for proposals and assists in the evaluation and selection of consultants and ensures successful implementation of work.
- Assists in preparation of annual and long-range operational budgets for the department, and monitors expenditures of allocated funds within the approved budget.
- Ensures conventional and electronic departmental data, documents reports, drawings and correspondence are maintained in accordance with the District's records management systems.
- Builds and maintains effective communication and coordination with internal and external contacts including other governments and agencies, developers, consultants, stakeholder groups, District staff and general public regarding planning and development services.
- Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and District standards; directs the implementation of emergency procedures as appropriate.
- Undertakes other assigned duties as required.

### **ADDITIONAL DESIRABLE SKILLS**

- Acts as Approving Officer on subdivision applications.
- Oversees or assists in the ongoing maintenance of the District's IT and GIS systems and liaises with other departments to support their needs to deliver quality services.

### **TYPICAL QUALIFICATIONS**

#### **Education:**

- Degree in Land Use Planning or related discipline.

#### **Occupational Certificates, Licenses, Associated Memberships:**

- Membership or eligibility for membership in the Planning Institute of BC
- Valid BC Class 5 Drivers License

#### **Experience:**

- Considerable (3-5 years) experience in the local government or community planning field with management experience

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the philosophies, principles, and practices of municipal planning, sustainability and design
- Strong interpersonal, communication, presentation, negotiation, research, problem solving, analytical, and management skills
- Good office computer skills
- Ability to be creative and use sound judgement in making planning decisions
- Ability to prioritize and meet deadlines
- Ability to plan, assign and direct the work of personnel and lead, coach, and motivate staff in a team environment
- Ability to deal effectively with representatives of government, business and development, the general public, District staff and Council members.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read this job description:

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date