

Employment Opportunity

Director of Planning and Development Services

Planning and Development Services Department

Full-Time, Exempt, Permanent

November 13, 2025

The City of Fernie invites applications from experienced, collaborative leaders in Development and Planning to serve as the next Director of Planning and Development Services.

POSITION SUMMARY

Reporting to the Chief Administrative Officer, the Director of Planning and Development Services provides strategic leadership and professional oversight of the City's planning and development functions. Their primary focus is the delivery of best-in-class development services, excellence in service to the sector, and effective, engaged, and inspiring long-range planning.

The Director oversees two core business units in their department, Development Services and Planning, and will serve as the primary lead for land use and development considerations and investment attraction. The Director also supports the Manager of Planning in advancing long-range planning initiatives such as the Official Community Plan, Zoning Bylaw updates, Master Planning and updates to the bylaws, policies and procedures that support a sustainable service area and deliver on the commitments in Council's Strategic Plan, the Official Community Plan, and Fernie's Housing Needs Report. The Director oversees the review and processing of development and subdivision applications, coordinating with other Approving Officers and internal functions including Engineering, to ensure compliance with the Local Government Act, Land Title Act, and municipal bylaws, while supporting responsible and sustainable community growth.

As a key member of the Senior Leadership Team, the Director collaborates across departments to advance excellence in sustainable service delivery while fostering a safe, healthy, and inclusive workplace culture. The Director engages meaningfully with Council, staff, the development community, and residents to help realize the City's vision of a vibrant, resilient, and sustainable Fernie.

AUTHORITIES

The **Director** will take any reasonable action necessary to carry out the responsibilities assigned to them, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policies or bylaws, or approved municipal practices and procedures.

The **Director** may delegate portions of their job responsibilities to members of the Department but may not delegate or relinquish responsibility and accountability for the performance of their function.

DUTIES AND RESPONSIBILITIES

The **Director** will:

- Provide strategic leadership and oversight of the City's Development Services, ensuring effective and timely review of development and subdivision applications in accordance with the Local Government Act, Land Title Act, and municipal bylaws to advance sustainable, affordable and appropriate housing and development in the community.
- Ensure building permit applications are processed in a timely manner and are in compliance with related provincial statutes and regulations.
- Provides technical advice and guidance as it relates to related Building bylaws, policies, and application procedures and requirements.
- Support the Building Officials in the review of building permit applications, for compliance with subdivision and/or zoning regulations, procedures, Official Community Plan policies, development permit guidelines and other applicable bylaws and policies.
- Directs building permitting and inspection services including managing/supervising the Building Officials.
- Exercise statutory authority as the City's Approving Officer, ensuring subdivision approvals uphold legislative requirements, sound planning principles, and the public interest.
- Lead engagement with the building and development sector to continually enhance the service area and maintain a collaborative and respectful relationship with stakeholders.
- Support and provide oversight to the Manager of Planning in leading the long-range planning initiatives, including updates of the Official Community Plan, Zoning Bylaw, and related planning documents, ensuring alignment with legislative requirements, community and Council objectives, and best planning practices.
- Advise Council, the CAO, and senior management on planning, land use, and development matters, providing professional recommendations and analysis to inform policy and decision-making.
- Lead, mentor, and manage departmental staff, overseeing recruitment, performance, and employee relations while fostering a collaborative, accountable, and healthy workplace culture in alignment with City policies and in consultation with Human Resources and the CAO.
- Coordinate and manage the drafting, negotiation, and implementation of development and servicing agreements, ensuring alignment with municipal standards and long-term community objectives.
- Represent the City in meetings and formal engagement efforts with residents, developers, stakeholders, and regional partners, maintaining positive and constructive relationships to promote cooperative planning and development practices.
- Prepare, review and present reports, bylaws, and recommendations to Council, Committees, and the public, clearly communicating planning and development concepts and impacts.
- Collaborate across departments to ensure planning decisions align with infrastructure capacity, asset management priorities, and approved budgets, supporting sustainable and financially responsible service delivery.
- Oversee the development and amendment of bylaws, policies, and procedures, monitoring trends and best practices in community and land use planning to ensure the City's regulatory framework remains current, effective, and aligned with legislation, Council priorities, and community values.
- Cultivate a workplace culture that prioritizes employee health, safety, and wellness while upholding the City's organizational values and commitment to an inclusive, respectful, and high-performing workplace.

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

VALUES Directors are expected to champion the City of Fernie's Corporate Vision, Mission, and Values, embedding these principles in their leadership approach and team operations to foster a culture of excellence and continuous improvement:

Vision

An inclusive workplace where people are supported, excited and proud.

Mission

Prioritize a healthy and respectful organization that enables quality service delivery.

Core Values

- Safety and Wellness
- Initiative
- Accountability
- Integrity
- Teamwork

Required Qualifications

- Bachelor's degree in planning, or closely related field (Master's Degree preferred)
- Registered Professional Planner in good standing with Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP), or eligibility for membership.
- A minimum of five to ten years of progressively responsible municipal or regional development and planning experience, including leadership and supervisory responsibilities, budget oversight, and demonstrated expertise in the building and development sector, development approvals, subdivision, zoning, and long-range planning.
- Comprehensive understanding of applicable legislation, including the Local Government Act, Community Charter, Land Title Act, and related provincial regulations and policies.
- Proven ability to develop, interpret, and administer bylaws, policies, procedures, and planning frameworks that align with Council priorities and legislative requirements.
- Strong leadership skills with the ability to mentor and empower staff, foster collaboration, and promote a culture of accountability, innovation, and service excellence.
- Demonstrated ability to assess complex issues, evaluate alternatives, and provide sound professional recommendations that balance community needs, fiscal realities, and long-term sustainability.
- Exceptional communication skills, coupled with sound political acumen and the ability to navigate complex issues, build trust, and engage effectively with Council, staff, community members, and external partners.
- Strong knowledge of local government legislation, policies, and operations, with proven experience developing and implementing bylaws and policies that reflect ethical, transparent, and inclusive decision-making.
- Experience in departmental budgeting, project management, and resource allocation to support efficient, cost-effective service delivery.
- Demonstrated understanding of local government operations and public administration, with strong analytical, strategic, and organizational skills, and the ability to navigate cross-departmental priorities, allocate resources effectively, and make ethical, transparent, and inclusive decisions.

Work Conditions

- Works in a busy office environment with frequent interaction across departments, with Council, and with external stakeholders including developers, consultants, and the public.
- Requires sound judgment, diplomacy, and political acumen when managing sensitive or high-profile matters.
- Evening meetings and occasional overtime are required to support Council or community engagement.
- Operates standard office technology and manages multiple priorities in a fast-paced setting.

ACKNOWLEDGEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The City of Fernie offers competitive benefits and a competitive salary depending on the applicant's experience and abilities. The Director of Planning and Development Services' role is a full-time (35 hours/week), permanent, Exempt position. Salary bands for this exempt role are considered at a Manager 3 level, ranging from \$122,500-\$140,600 per year, depending on education, certifications and experience, supplemented with competitive benefits and pension, and will receive the higher benefits between the CUPE Local 2093 and IAFF Local 2827.

Interested applicants are requested to submit a resume and cover letter in pdf format before 12:00PM (MST) **December 4, 2025**, to careers@fernie.ca titled “*Director of Planning and Development Services Application*”:

Michael Boronowski
Chief Administrative Officer
cc: Human Resources
careers@fernie.ca
PO BOX 190, 501-3rd Avenue
Ferne, BC V0B 1M0

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

The City of Fernie is committed to diversity, equity and inclusion in the workplace and during the recruitment process. We welcome applicants from all qualified individuals, including those who belong to equity-deserving groups. If you require accommodation to participate in the recruitment process, please inform us when you apply, and we will make every effort to meet your needs. Staff can be reached at careers@fernie.ca or reached at 250-423-2242 to arrange for accommodation.

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.