

POSITION TITLE:	Director of Strategic Initiatives	POS. NO:	160
DEPARTMENT & DIVISION:	Under review – formerly Community Safety Services	EFFECTIVE DATE:	March 2025
REVIEWED	March 24, 2025	APPROVED BY:	CAO

POSITION FUNCTION

Reporting to the Chief Administrative Officer (CAO), the Director of Strategic Initiatives supports the CAO in the development and implementation of the Township’s strategic initiatives, including oversight of key civic projects, development and maintenance of the Council Priorities Plan, and the results-focused process that supports delivery of the outcomes outlined in that plan.

The Director’s main function is to support the CAO in the creation or renewal of measures that address Council’s Good Governance and Organizational Excellence area of focus, touching on new ways to do business planning, performance measurement and governance. The role requires an experienced Director who is action-oriented and practical in nature but understands business processes, policy development and governance in a way that effectively supports Council’s long-term needs.

This Director is also currently responsible for oversight of the municipal bylaw enforcement function and coordination of policing services. The position currently has two direct reports: Bylaw Management Officer and the licencing clerk. Organizational modernization work (led by this Director) in the 2025-2027 time frame may result in changes of reporting structure and resources assigned to Strategic Initiatives.

KEY DUTIES

Contribute to Township-wide leadership and culture, enabling effective service delivery across departments and participating as a high functioning member of the senior Leadership Team.

Seek creative solutions to complex municipal challenges while developing and implementing tools to deliver operational excellence and support Council’s strategic aims.

Oversee critical short- and long-range municipal-wide special projects and plans.

Lead business process reviews and audits of programs and services to achieve efficiencies and improve service delivery.

Serve as single point of contact for liaison between the Township and the police agency of jurisdiction for policing services.

Oversee bylaw enforcement services within the Township.

Contribute to the public relations activities of the Township as they pertain to public awareness, citizen inquiries, inter-agency cooperation, and effectiveness.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township’s core values in all program activities.

Proven leadership, management, and organizational skills

Adaptable and strategic thinker with the capacity to lead change

Strong communication skills, both verbal and written

Excellent relationship building and interpersonal skills

Proven ability to build partnerships in the community and working proactively with other governments, First Nations, and the public

Genuine, collaborative, high emotional intelligence.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Relevant Undergraduate Degree or assessable equivalency in education and experience.

Experience:

Minimum of 6 years of related senior level experience involving a broad range of management, operational and administrative responsibility, preferably in a local government setting.

Experience with strategic planning, project management, implementation of business efficiency and performance management

Experience in policing and law enforcement, crime prevention, bylaw enforcement, security, and investigations, would be an asset.

Certification:

The successful candidate should be capable of gaining a Canadian Federal Government security clearance sufficient to be able to interact effectively with police agencies on classified matters. A valid British Columbia driver’s license is also necessary.

OTHER

Length of time to become familiar with job duties and responsibilities: 12 months.