

Position Profile and Candidate Brief

Township of Elizabethtown-Kitley



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October-November 2025

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the **Director of Development Services** role prepared on behalf of the Township of Elizabethtown-Kitley.

I trust that this document will provide you with all necessary background information on the Township of Elizabethtown-Kitley, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Township of Elizabethtown-Kitley are available on the website: <https://www.ektwp.ca>

On behalf of Legacy Partners and the Township of Elizabethtown-Kitley, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
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Township of Elizabethtown-Kitley Overview



Elizabethtown-Kitley Township is a flourishing rural community with the added benefit of a nearby urban setting. It is an ideal place to call home for those who appreciate a peaceful rural lifestyle, balanced with an abundance of recreational opportunities and a strong sense of community. Located in southeastern

Ontario, this vibrant township within the United Counties of Leeds and Grenville is known for its picturesque beauty, safety, and diverse population of approximately 10,000 residents.

Elizabethtown-Kitley offers the perfect blend of natural beauty, modern amenities, and community engagement. Whether you enjoy exploring scenic parks, participating in sports, attending cultural events, or simply enjoying a peaceful walk in the woods, Elizabethtown-Kitley provides a great quality of life. It's a place where you can easily connect with nature and your neighbors while benefiting from a welcoming, family-oriented atmosphere.

The Township of Elizabethtown-Kitley and its surrounding region are a hub of activity in terms of festival events, whether it is spring, summer, fall or winter. And whether your interest is in food, agriculture, boat racing, music and the arts or Christmas activities, the area is sure to offer something for the young and old alike.

Regular seasonal activities starting in spring and running into summer include Farmer's markets, a multicultural festival, annual Hydroplane Boat Race and high performance boat Poker Run, Art Colony tours in the homes of local area artisans, Shakespeare in the Park, Canada Day celebrations, and the Tall Ships Festival (every 3 years) on the water's edge. The fall and winter offer up excellent agricultural events like Cornfest and Maple Syrup Festivals in various communities in the region, along with long standing fairs such as Delta Fair and Spencerville Fair. Many festivals also have a heritage theme and during the Christmas season, there are events abound – from concerts, to theatrical presentations, etc. For a much considered "small town", Elizabethtown-Kitley and its surroundings have big city appeal in terms of the many things to do and see, albeit all deliver a certain hometown charm that cannot be matched anywhere!

Elizabethtown-Kitley also boasts a municipally run business park, and many leading businesses and industries are located within the Township – including nationally and internationally recognized names such as Burnbrae Farms and James Ross Limited (member of IBS Paper Performance Group). The community has a unique blend of businesses and industries, allowing residents to enjoy a rural lifestyle with urban conveniences for business and family.

The Township of Elizabethtown-Kitley is served by a variety of educational institutions, including English Public, English Catholic, French Public, and French Catholic school boards. There are also a number of Post-Secondary College and University campuses within a two-hour drive. Elizabethtown-Kitley provides

affordable residential real estate, including rural residential and heritage homes, hobby farms and full agricultural operations, village settings, and subdivisions. This makes the Township of Elizabethtown-Kitley a desirable place to live, work and raise a family.



The main municipal office of Elizabethtown-Kitley is located approximately 20 minutes away from the Brockville General Hospital and 40 minutes away from the Smiths Falls & Perth District Hospital. The Fire and Emergency Services, also known as the Elizabethtown-Kitley Fire Department (EKFD) is comprised of a dedicated group of volunteers responding to calls from three Fire Stations.

Opportunities Ahead

Elizabethtown-Kitley is pioneering innovative housing solutions, including a partnership with Campus Habitations to develop workforce housing on a 30-acre former fairgrounds site. This project will feature 680 affordable rental units and is a welcome addition to the growing township. Uniquely, the project will offer a variety of options, from single-room suites with a shared kitchen to multi-bedroom apartments, as well as recreational amenities including walking trails, a basketball court, a beach volleyball court, and a rink. In addition, the Township has acquired 140 acres on the Brockville border, with plans for a mixed commercial use development, focused on boosting industry.

[Source: Business View Magazine](#)

Learn More about the Township:

[Township of Elizabethtown-Kitley Website](#)

[Facebook](#)

[Instagram](#)



Detailed Description of Key Projects This Role Would Participate In

Rows Corners Fairground

The Township is working with a developer to construct an apartment development on unused municipal fairgrounds. For more information, please consult the following report in the local press: [Apartment development planned for Row's Corners | Brockville Recorder & Times](#)

North Augusta Road Development

The Township's sole business park, situated between Spring Valley and Tincap, has fewer than 25 acres remaining, with negotiations currently ongoing for 8 of these acres and several inquiries on the remaining acreage. In 2021, the Township acquired nearly 140 acres of land bordering on nearby City of Brockville with the intention of establishing a new industrial park to accommodate future employment growth.

A Planning Rationale has recently been completed for these lands with a recommendation of:

- *Official Plan Amendment (OPA)* to the United Counties of Leeds and Grenville Official Plan, redesignating the lands from *Rural* to *Locally Significant Employment Area (LSEA)*;
- An *Official Plan Amendment (OPA)* to the Township of Elizabethtown-Kitley Official Plan, redesignating the lands from *Rural* to *Industrial/Business*;
- A *Zoning By-law Amendment (ZBLA)* to rezone the lands from *Rural (RU)* to *Business Park Industrial (MBP-H)*, subject to Holding provisions and Site Plan Control.

The Director will be leading in this process and the subsequent development of these lands for a new industrial/business park.

Other Significant Development Projects

There are also several larger scale residential and industrial development projects that the Township is anticipating coming forward, these include:

- Deerbourne Estate Development - Over 165 acres of land in the *Thousand Islands* Region on the St. Lawrence River will be home to some 77 residences.
- Hallecks Road / County Road 2 development of approximately 100+ residential lots, along with one commercial lot and one for a retirement home
- Woods Road/Rowsome Road – 13 ha industrial/commercial development with proposed gas station and convenience store, landscape depot, 8 retail units with 40 residential units above, contractor's yard, and storage facility

Planning Policy

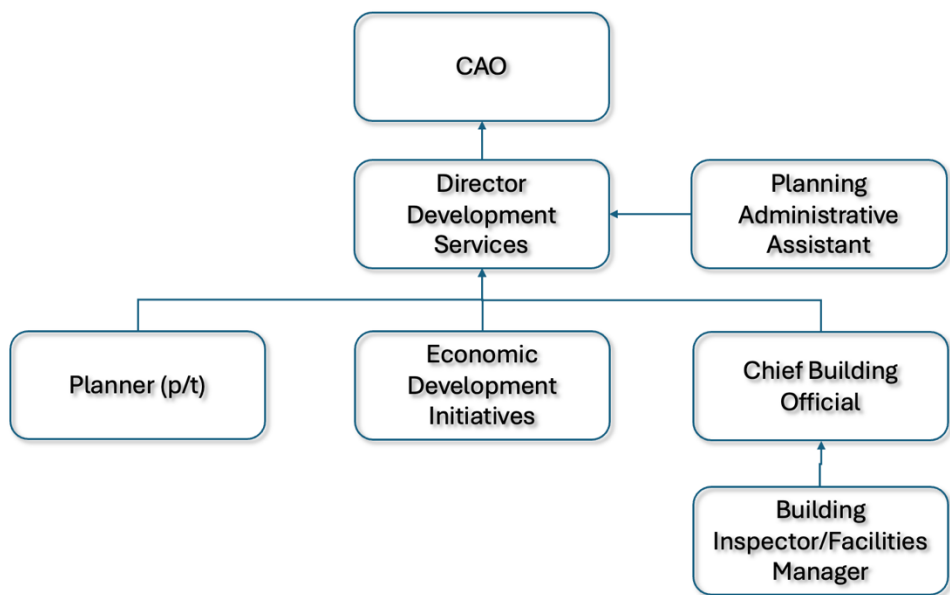
The new Director would participate in the United Counties of Leeds Grenville Growth Management Strategy and ultimately the Counties Official Plan Review in 2026.

The Township's Official Plan will be updated in 2028 with a Zoning bylaw update following the possible development of a Community Improvement Plan.

Currently, the Township does not have any Development Charges, the Director will be asked to provide guidance to Council on the benefits of implementing a DCs bylaw, and if approved, will manage a DC background study.

This role is perfect for someone looking to lead the Township through these projects and the establishment of new policies and guidelines!

Organizational Chart



Job Description

The Township of Elizabethtown-Kitley is committed to delivering a coordinated, efficient, and supportive development process that serves individuals, businesses, and developers. The Director of Development Services will play a pivotal role in achieving this objective by providing strategic leadership, management, and oversight of the Township's planning, building, and economic development functions.

The Director will be responsible for collaborating with economic development agencies and stakeholders to encourage the establishment of new industries and support the expansion of existing businesses. They will ensure that applications submitted under the *Planning Act*—including zoning by-law amendments, official plan amendments, plans of subdivision and condominium, site plan applications, and minor variance applications—are administered and processed in a timely, transparent, and consistent manner.

The Director will provide oversight and direction to the Chief Building Official, ensuring that building services are seamlessly integrated into the overall development process. The incumbent will also work in close coordination with other municipal departments to interpret, apply, and enforce by-laws and policies related to planning and development.

Position Summary:

Delivery of Planning / Building / Economic Development Services

- Serve as a member of the senior management team, collaborating with colleagues to advance the Township's strategic goals, priorities, and corporate objectives.
- Provide oversight of departmental processes related to planning applications and land use policies, including the review and preparation of reports and recommendations; conduct field inspections as required to assess development and land use suitability.
- Direct and oversee the review and approval of site plan and subdivision applications, including all related engineering assessments and technical approvals.
- Lead the review and update of the Township's Official Plan and Zoning By-law, including the development of long-range planning objectives and strategies, identification and evaluation of special study areas, facilitation of meaningful public consultation, and preparation of comprehensive reports and recommendations to Council.
- Coordinate, in consultation with legal counsel and the senior management team, the Township's position and representation before boards, courts, and other tribunals related to departmental matters.
- Provide leadership to building services by working closely with the Chief Building Official, offering strategic direction and ensuring alignment between building and planning functions.
- Oversee the Township's economic development activities, including support to the Economic Development Committee and collaboration with key partners such as the

United Counties of Leeds and Grenville Economic Development Office and the St. Lawrence Corridor Economic Development Commission.

- Support the retention and expansion of existing industrial, commercial, and retail enterprises through technical assistance, government liaison, and facilitation of business development opportunities.
- Oversee the preparation and presentation of Council reports related to planning, building, and economic development, ensuring accuracy, clarity, and alignment with strategic objectives.

Human Resources

- Develop and implement annual departmental goals and objectives that align with Council's strategic priorities and the Township's long-term vision.
- Provide leadership and direction to the Planning and Building Department (4 staff), ensuring compliance with Township policies, procedures, and regulatory requirements.
- Oversee the recruitment, training, and professional development of staff, including the completion of annual performance appraisals, to build a skilled and motivated team.
- Promote a positive and collaborative workplace culture by supporting staff, addressing challenges proactively, and fostering a high-performance, engaged team environment.
- Cultivate a culture of accountability, innovation, and continuous improvement, empowering staff to deliver exceptional services in alignment with the Township's strategic commitments.

Financial Resources

- Plan, develop, and recommend the Department's annual operating budget, ensuring alignment with Council priorities, strategic objectives, and operational requirements, and monitor expenditures to maintain fiscal accountability.
- Present and clearly communicate departmental budgets, financial reports, and related recommendations to Council, providing rationale and context for informed decision-making.
- Oversee the development, administration, and management of tenders and contracts for consulting services in accordance with the approved annual budget, ensuring compliance, transparency, and value for the Township.

The Ideal Candidate

- **Education and Designation:**
 - University degree or equivalent in Planning or equivalent planning education in a comparable field.
 - Membership with the Ontario Professional Planners Institute (OPPI) and RPP Designation.
- **Experience and Technical Knowledge:**
 - Minimum five (5) years' experience in planning with a minimum two (2) years in a municipal government setting and a minimum of two (2) years experience in a supervisory/managerial role.
 - Good working knowledge of the Planning Act, Municipal Act and Provincial Policy Statement, hearing procedures and other related legislation and regulations.
 - Working knowledge of the Ontario Building Code and Township by-laws would be an asset.
 - Experience in economic development activities would be an asset.
 - Computer proficiency required in the use of MS Word, Excel, PowerPoint, GIS and other computer applications related to Planning and Building.
- **Strong Communication Skills and Political Acuity:**
 - Ability to convey and exchange information with people inside and outside the Corporation.
 - Ability to deal diplomatically with inquiries from the public.
 - Strong ability to communicate effectively both verbally and in writing, including presentation.
 - Ability to read and interpret legislation bylaws and related documents and to convey these to staff, Council and the public.
- **Analytical and Problem-Solving Skills:**
 - Demonstrated ability to deal with complex problems with an attention to detail and accuracy.
 - Judgement is exercised in accordance with statutory requirements and interpretation of legislation.
 - Judgement is exercised in preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
 - Working with staff to identify problems, developing solutions, and maintaining a positive team attitude.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of the Director of Development Services at the Township of Elizabethtown-Kitley interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **November 18, 2025 @ 11:59pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Township of Elizabethtown-Kitley are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

