



TOWN OF LAKE COWICHAN
DIRECTOR OF BYLAW AND DEVELOPMENT SERVICES

The Town of Lake Cowichan has an immediate opening for a full-time permanent position for a Director of Bylaws and Development Services.

Lake Cowichan is a vibrant and growing community that is located on the eastern end of Cowichan Lake (26 km long) and the headwaters of the famous Cowichan River designated a heritage river. It is only one hour from the capital Victoria BC and 45 minutes from Nanaimo BC. A beautiful drive to Port Renfrew, only 45 minutes to the West coast. Where one can find great fishing, surfing and other outdoor activities.

Position Summary:

This exciting new role will lead a comprehensive portfolio that includes **building inspection, bylaw enforcement, and community planning and development services**. With major projects on the horizon—including subdivision applications representing a significant pipeline of units—you'll play a key role in shaping the future of our community.

As a member of the senior leadership team, you will:

- Provide professional oversight and leadership for planning, building, and bylaw services.
- Serve as the **Approving Officer** for subdivisions.
- Lead bylaw and policy reviews to modernize processes, ensure efficiency, and support digital service delivery.
- Work collaboratively with staff, Council, residents, and developers to ensure fair, transparent, and timely decision-making.
- Support sustainable growth and a safe, vibrant community.

We are seeking candidates with:

- University degree in urban planning, public administration, business administration, geography, or related fields required.
- Certified planner and membership in good standing with the Canadian Institute of Planners required.
- Minimum of 5 years professional experience in a supervisory/leadership capacity with responsibility in municipal planning, development services, or a related field.
- Strong knowledge of relevant legislation, bylaws, and building codes.
- Exceptional communication, problem-solving, and relationship-building skills.



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- A proven ability to manage complex files with professionalism, impartiality, and integrity.

Why Join Us?

This is an opportunity to have a meaningful impact on a growing municipality while working with a supportive Council and staff team. The position offers a competitive salary **(\$110,000 to \$140,000)** and benefits package, professional development opportunities, and the chance to shape the long-term future of our community.

How to Apply

The position will remain open until **March 26, 2026**. Please submit your resume and cover letter, quoting *Director of Bylaw and Development Services*, to John Thomas, Chief Administrative Officer.

Email: HR@lakecowichan.ca

A full job description is attached for reference.