



TOWN OF LAKE COWICHAN
Vancouver Island's best kept secret!

DIRECTOR OF BYLAW AND DEVELOPMENT SERVICES

Job Title	Director of Bylaw and Development Services	Department	Bylaw, Planning, Building, & Development.
Reports To	Chief Administrative Officer	Job Classification	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Union
FTE	1.0 FTE Permanent	Pay Band/Grid	\$110,000 – \$140,000
Benefits	<p>1. Health and Wellness</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Extended Health, Allied Medical Services, Prescription <input checked="" type="checkbox"/> Life Insurance <input checked="" type="checkbox"/> Accidental Death and Dismemberment <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Sick Leave <p>2. Pension Plan</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Defined Benefit Pension Plan (MPP) <input type="checkbox"/> Defined Contribution Pension Plan (RRSP) <p>3. Training and Development</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Support for Professional & Technical Certificate Renewal <input checked="" type="checkbox"/> Support for Tuition Reimbursement <p>4. Work Location</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (Mixed of on-site and remote) 		

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Director of Bylaw and Development Services (Director) provide strategic leadership and oversight for a broad portfolio of community-focused services. As a member of the Senior Leadership Team (SLT), the Director will play a key role in shaping development within the community. Further, this role is responsible for the development, implementation, and administration of policies and procedures related to planning, land use, and bylaw enforcement for the Town. The Director leads and supports a multidisciplinary team including the Building Inspector, Bylaw Enforcement Officer, and Planner to ensure the effective delivery of planning, development, and bylaw services in alignment with the Town’s objectives and regulatory requirements. This position also holds the statutory responsibility of being the Approving Officer.

GENERAL DUTIES

- Manages the Town’s planning, building permitting, inspection, subdivision, bylaw enforcement, and other development services.

JD: Director of Bylaw and Development Services

- Provides professional, accurate, and timely advice to Council, staff, and the public regarding the oversight of the department's portfolio.
- Prepare and present reports, studies, on planning issues to Council and its Committees.
- Attend Council and Committee meetings, public hearings, public meetings, and make recommendations as requested.
- Manage stakeholder conflict situations and work with stakeholders with a goal to overcome identified barriers or challenges by building consensus and/or developing recommendations.
- Ensures the effective and accurate application of municipal policies, bylaws, legislations, and professional best practices pertaining to the scope of responsibilities for the department.
- Confer, coordinate, and cooperate interdepartmentally, inter-governmentally, interagency, to ensure the Town's development and bylaw goals and objectives are met.
- Provides advice on the interpretation of the Town's bylaws, departmental policies, and procedures, legislation, and regulations as it pertains to the functions and duties of the department.
- Prepares, manages, and oversees the departmental budget in accordance with established policies, bylaws, and best practices.
- Lead, manage, and oversee performance management for direct reports. Supports recruitment, training and development, and progressive disciplinary processes for the department.
- Remain current on legislative changes, provide recommendations on policy changes to ensure the Town remains at the leading edge of community development.
- Proactively support efforts to modernize departmental processes and systems by advancing the vertical integration of technologies to assist with workflow management.
- Consistently uphold and demonstrate sound professional judgement, a high standard of professional ethics, and responsiveness to stakeholders.
- Provide assistance in the event of an emergency situation impacting the Town.
- Provide assistance during an election within the Town.
- Participate in the Town's health and safety program.
- Carry out other duties and exercise additional responsibilities as may be reasonably expected for the role of Director, as assigned by the CAO from time to time.

PLANNING SERVICES

- Responsible for land use planning and development functions.
- Develops, reviews, propose draft to the Official Community Plan (OCP), bylaws, and policies related to planning and development within the community.
- Implement development related bylaws and policies including but not limited to the OCP, Zoning Bylaw, DCC Bylaw, and long-range plans adopted by Council.

- Research, prepare planning reports, and where authority has been delegated, decide on development applications.
- Responsible for project management of planning and special projects or studies related to population, land use, development trends, zoning, parks, and bylaw administration.
- Reviews and processes documentation submitted in support of amendments to the Zoning Bylaw, OCP, Development Permits, Temporary Use Permits, Development Variance Permits, and subdivision application.

BUILDING AND DEVELOPMENT SERVICES

- Ensures the Town follows and adheres to the BC Building Code and related regulatory framework.
- Review and evaluate building permit applications to ensure completeness and conformance with bylaws, policies, community plans, and provide clear constructive guidance to the public to support compliance.
- Manage and oversee developmental referrals to internal and external stakeholders. Consults and engages engineers, architects, and other specialists as required.
- Work with property owners, consultants, developers, to resolve issues on complex or challenging development proposals and agreements.
- Works in coordination with the Corporate Services department to issue Stop Work Orders and other related orders for development files.
- Supports the Building Inspector in the implementation and enforcement of development Codes, municipal bylaws, and policies.
- Provides technical advice and guidance as it relates to development bylaws and regulations.
- Provide regular reporting of development statistics for inclusion in Council reports.

BYLAW ENFORCEMENT AND ADMINISTRATION

- Ensures appropriate responses are addressed arising from enquiries and complaints from business, the public, or other departments within the Town regarding applicable bylaws.
- Support the Bylaw Enforcement Officer in overseeing the investigations of reported infractions and complaints including conducting on-site inspections of businesses and private properties to verify compliance with applicable bylaws.
- Ensures bylaw files are handled in a safe and practical manner with appropriate tact, diplomacy, and consideration.
- Reviews and assesses files, recommends legal action, prepares and assembles documentations for adjudication hearings as required.
- Serve as the first reviewer of citation or enforcement notices that are appealed.
- Attend court proceedings, sign affidavits, and prepare background case information for counsel.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- University degree in urban planning, public administration, business administration, geography, or other discipline related to the duties of the role.
- Master's degree in planning is preferred and highly desirable.
- Membership in good standing with the Canadian Institute of Planners and a RPP designation with the Planning Institute of British Columbia is required.
- Minimum of 5 years professional experience in a supervisory or leadership capacity with responsibilities for planning, development, and/or bylaw enforcement and administration.
- Experience in a unionized environment is highly desirable.
- Experience serving as Approving Officer is a strong asset or willingness to be trained.

Skills

- *Project Management:* Demonstrable experience managing projects in a complex, high profile, fast paced environment.
- *Technology:* Able to effectively use Microsoft products (word, excel, team, power-point, browser), and other technologies relevant to the efficient dispensation of the duties.
- *Time Management:* excellent time management and organizational skill, along with adaptability in responding to unexpected and changing priorities.
- *Change Management:* positively and proactively support the planning, coordination and implementation of organizational change management initiatives, fostering staff engagement, clear communication, and smooth transitions to new processes, systems, and ways of working.
- *Communication:* strong written and oral communication skills customary at a director level.
- *Drivers License:* valid class 5 BC Driver's Licence with a driving record that demonstrates satisfactory driving conduct.

Competencies and Abilities

- *Subject Matter Expert:* Strong demonstrable knowledge on planning principles, theory and best practice, legislation, subdivision, land use development, zoning, and bylaw enforcement.
- *Leadership:* able to positively lead, coach, support, develop, performance manage direct reports in a way that aligns with a healthy workplace culture.
- *Strategic Thinking:* leverage critical thinking skills to provide strategic advice to the CAO, Senior Leadership Team, and to Council in the interest of the Town.
- *Conflict Resolution:* knowledgeable in conflict resolution techniques and methodologies along with the ability to effectively implement them.