



# Director of Development Services

---

## Opportunity Profile

April 2026

[www.ladysmith.ca](http://www.ladysmith.ca)

GET CONNECTED   



LADYSMITH



## The Location

Ladysmith is situated on the 49th Parallel in the beautiful Cowichan Valley on Vancouver Island. Tucked in at the base of hillsides and fronted by the beautiful Ladysmith Harbour, our turn-of-the-century town is a highly sought-after place to live, work and play. Reason being, Ladysmith is full of small-town charm while offering a full complement of services and amenities, and it is just a short distance from the major centres of Nanaimo, Victoria, and Vancouver.

Our location also offers world-class outdoor recreational opportunities; a renowned trail system through picturesque forests; first-class shopping and dining in the historic downtown area; and fun-filled waterfront activities at pristine Transfer Beach.

We are among the fastest-growing communities in British Columbia. Ladysmith's appeal as a highly unique and desirable community for people of all ages has been a major factor in the town's ongoing growth. Lastly, Ladysmith is known for its abundance of community spirit - share in the excitement at any of our legendary annual celebrations, such as the Festival of Lights in November or Ladysmith Days in August.

**CONTACT US** 250.245.6400 / [info@ladysmith.ca](mailto:info@ladysmith.ca)

410 Esplanade **MAIL** PO Box 220 . Ladysmith . BC . V9G 1A2

[www.ladysmith.ca](http://www.ladysmith.ca)

**GET CONNECTED**   





## Why Work Here

Our team, across the entire organization is united by a shared commitment to purpose, balance and community. Our organizational values reflect the importance of courage, respect and integrity in everything we do.

We are all fully engaged in creating a safe, caring and well-managed work environment that reflects the quality and dedication of our people.

As your employer, we recognize the importance of work/life balance. The Town of Ladysmith supports employees through a competitive total rewards package that includes, vacation, comprehensive health, dental and vision benefits, wellness programs, including family and employee assistance programs, and the flexibility to manage personal and family-related matters.

We also recognize that enjoying your work and the people you work with is essential. At the Town of Ladysmith, we are continually growing and evolving, creating a motivating and dynamic work environment that keeps our community engaged and inspired. We are colleagues, mentors and friends.

Ladysmith's Mediterranean-like climate offers dry, sunny summers and mild winters, making it a liveable and loveable place to work, play and call home.

To learn more about the Town of Ladysmith visit our website at:

[www.ladysmith.ca](http://www.ladysmith.ca) and [tourismladysmith.ca/](http://tourismladysmith.ca/)



## The Position

### General Accountability

Reporting to the CAO, the Director provides strategic planning and policy leadership in urban design, community planning, and development. The role oversees major development initiatives, including long range plans and Council priority projects, from conception through implementation and project management.

Oversees building inspection and bylaw functions and leads the development of key social, environmental, and sustainability policies. Provides Council with balanced, well-informed policy advice that integrates economic, social, and environmental considerations to advance the Town's long-term vision.

Provides oversight of the Town's permitting process to ensure timely, client focused service delivery and appropriate resourcing. Leads implementation of the Waterfront Area Plan and fulfills statutory duties as the Approving Officer.

### Brief Overview:

The Director oversees the Development Services department, providing both strategic and day to day leadership across planning, development approvals, project management, and administrative functions. The role requires strong collaboration and relationship building with internal staff, senior leadership, consultants, developers, community partners, and the general public. The Director also works closely with elected officials from the Town and Stz'uminus First Nation and may need to travel within the province.



# Accountabilities

**Summary of Specific Accountabilities (please see job description for more specific details):**

## **Client Services**

Oversees Planning operations and major land use bylaws; provides senior planning, development, and project management expertise to Council, the CAO, staff, partners, and the public; leads committees and project teams; prepares technical reports to support strategic decisions; and serves as Approving Officer in accordance with legislation and bylaws.

## **Project and Operations Management**

Provides strategic, administrative, and technical leadership for Development Services, overseeing policy and bylaw development, long range and current planning, and complex land use applications. Builds effective workflows for a high performing unionized team, engages directly with landowners and developers, oversees amendments to major planning bylaws, and ensures projects meet milestones through clear, performance reporting.

## **Resource Management**

Coordinates Development Services input into the annual budget and ensures operations remain within financial limits. Manages effective financial and administrative systems, develops and manages development related business plans aligned with strategic priorities, and secures federal and provincial funding to support departmental initiatives.



## **Relationship Management**

Provides leadership in building and sustaining effective partnerships that advance strategic, sustainable community planning and development. Cultivates collaborative, solution-oriented relationships with Council, staff, community stakeholders, external agencies, and First Nations. Champions a positive, service-driven organizational culture and meaningful public engagement, while ensuring effective oversight of development projects from design review through to agreements, documentation, and project delivery.

## **People Management**

Leads and supports a positive and inclusive work environment within Development Services, including coaching, performance management and staff development for unionized employees. Works collaboratively with HR to address people management matters in accordance with collective agreement and Town policies. Provides leadership and oversight of the division's strategic direction, including land use application review, municipal plans and bylaw development, and implementation of planning projects, ensuring alignment with policies, timelines, and sound planning practices.

## **Strategic Planning**

Leads the development and monitoring of multi year and annual economic and community development plans aligned with Council's strategic direction. Fulfills statutory land use planning responsibilities and represents the Town in major development planning initiatives and negotiations. Initiates and collaborates on implementation studies with subject matter experts to support informed and sustainable community planning decisions.

## **Required Competencies**

### **Presenting and Communicating Information**

Demonstrates an ability to communicate effectively in a wide variety of methods and situations applying diplomacy and interpersonal skill to successfully complete positional duties and establish and maintain productive relationships.

### **Client Focus**

The ability to demonstrate a high level of focus on internal and external client service delivery, setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

### **Knowledge and Expertise**

The ability to make use of the skills, knowledge, and professional proficiencies required by the position, and the use of this expertise to serve the objectives of both the department and Town as a whole.

### **Builds Leadership & Culture**

The ability to utilize transparency and accountability to develop leadership effectiveness in Council, various committees, administration, and our culture.

### **Cultivates Strong Relationships**

Building strong and trusting relationships and bringing a taxpayer-centric mindset and focus to all elements of the organization.

### **Drives Operational Excellence**

Leverage business insight, financial acumen, and operational rigor to maximize resources, productivity, and build long-term, sustainable success.

### **Inspires Courage & Innovation**

Model and enable creative thinking, curiosity, and calculated risk taking to create new solutions.

### **Leads Transformation**

Anticipates emerging trends and creates opportunities that continue to improve the Town of Ladysmith.

### **Organizational Awareness**

Demonstrates understanding of the Town of Ladysmith – including plans, policies, systems and structure and uses this knowledge to improve both personal and team effectiveness.

### **Flexibility and Adaptability**

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

### **Valuing Diversity**

The ability to promote a workplace where diversity is welcomed, valued, and expressed in practice.



## The Requirements

To be successful in this senior leadership role, the incumbent will possess a master's degree in planning or a related field and a minimum of seven (7) years of progressively responsible management experience in the planning profession, including experience supervising staff in a unionized environment. An equivalent combination of education and experience also considered.

Please view the Director of Development Services Job Description for additional details related to the qualifications and responsibilities of this position:

<https://www.ladysmith.ca/city-hall/careers-volunteering/current-vacancies>

The Town of Ladysmith offers a competitive salary and excellent benefits package, a supportive team-oriented work environment and opportunities for career and professional development. Additional Information:

- Employees currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center
- Hours of work: 35 hours/week
- Salary Range: \$137,180 – 154,098 (Band 5, Step 1-5)
- Applicant must provide proof of legal eligibility to work in Canada

If you are interested in applying for this opportunity, please submit your combined resume and a covering letter quoting competition #2026-23 by 4:00pm Monday, May 18, 2026, to:

Trish McConnell, Manager of Human Resources

E-mail: [careers@ladysmith.ca](mailto:careers@ladysmith.ca)

