

EMPLOYMENT OPPORTUNITY

Legislative Services and FOIPP Coordinator

Temporary Full Time | External
Legislative Services
Competition No: 2025-1034



rdncareers@rdn.bc.ca



www.rdn.bc.ca

SKILLS & ABILITIES

- Considerable knowledge of parliamentary procedure, the *Local Government Act*, *FOIPPA*, and related Office of the Information and Privacy Commissioner rulings, and Records Management practices is required.
- The ability to interpret legislation, bylaws, policies, and regulations is required.
- Excellent oral and written communication skills are essential.

APPLICATION DETAILS

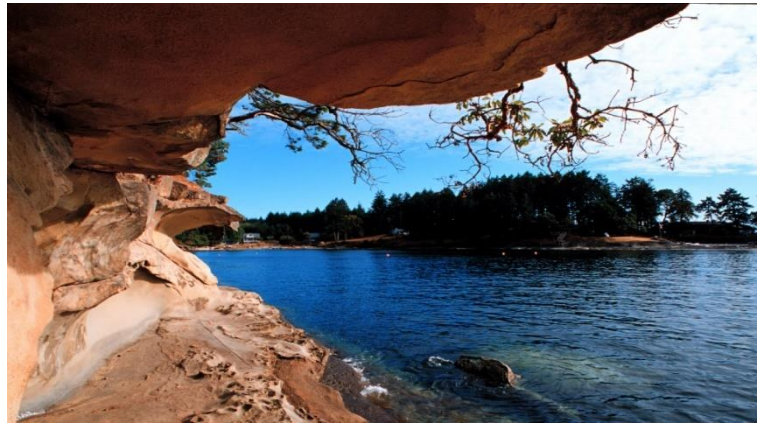
To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1034 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on May 11, 2025.**

Date posted: April 24, 2025.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Legislative Services and FOIPP Coordinator based at the RDN Administration Building.

The Legislative Services and FOIPP Coordinator is responsible for providing administrative and organizational support to the Board and its Committees, including coordinating the preparation of agendas, bylaws, and other legal documents. This position monitors and directs the bylaw approval process, including Ministry approvals, ensuring that procedural and legal requirements are met within specified time frames. Under the general direction of the FOI Head and Privacy Officer, this position acts as the Freedom of Information (FOI) and Privacy Management Coordinator.

EXPERIENCE & QUALIFICATIONS

Qualifications include a degree in Public Administration, Political Science, Law, or related discipline, plus five years of recent job-related experience, including supervisory experience. Considerable knowledge of parliamentary procedure, the *Local Government Act*, *FOIPPA*, and related Office of the Information and Privacy Commissioner rulings, and Records Management practices is required. Professional designation related to local government or legal administration and completion of *FOIPPA* courses is an asset. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Exempt position for 18 months, with the possibility of ending early or extension based on operational needs. The salary range for this position is \$99,975-\$111,083. *This salary is based on the 2024 exempt management salary structure and does not reflect the results of the salary review that is currently underway in accordance with the exempt compensation policy.* This position provides comprehensive extended health and dental benefits.

POSITION TITLE: Legislative Services and FOIPP Coordinator

DEPARTMENT: Legislative Services

REPORTS TO: Assistant Manager, Legislative Services

DIRECT REPORTS: Admin Associate (2)
Administrative Assistant (3)
Legislative Services and FOIPP Clerk

POSITION SUMMARY

Responsible for providing administrative and organizational support to the Board and its Committees. Coordinates the preparation of agendas, bylaws, and other legal documents. Under the general direction of the FOI Head and Privacy Officer, acts as the Freedom of Information (FOI) and Privacy Management Coordinator. Drafts, finalizes and reviews bylaws. Monitors and directs the bylaw approval process, including Ministry approvals, ensuring that procedural and legal requirements are met within specified time frames.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinates the provision of administrative support services to the Board, its committees, and central legislative services.
- Advises on the preparation of Board and Committee agendas. Approves and finalizes minutes. Maintains an outstanding items list on all Board requests for information and ensures that Board follow-up and correspondence are completed in a timely manner.
- Prepares reports and recommendations to the Assistant Manager of Legislative Services for forwarding to the Committee and to the Board. Attends regular and in camera Committee and Board meetings, as required.
- Manages Committee meetings and provision of parliamentary advice to staff and elected officials.
- Drafts, finalizes, and reviews bylaws. Monitors and directs the bylaw approval process, including Ministry approvals, ensuring that procedural and legal requirements are met within specified time frames.
- Provides guidance on procedural rules and authority ensuring compliance with relevant bylaws and legislation.
- Assists with the preparation of the Department budget and approves expenditures within defined limits. Monitors expenditures and recommends budget revisions.
- Coordinates the processing of Special Event Permit applications and prepares reports as required.
- Supports the coordination and maintenance of the Regional District's Records Management system.
- Assists with the management of the Regional District's electronic document management system to ensure that all corporate documents including departmental reports, minutes, agendas, policies, agreements, correspondence, and bylaws are available and accessible on the Regional District's intranet system.
- Performs the function of the FOI Coordinator and undertakes the compilation, review and severing of documents requested under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
- Liaises with a wide range of FOI applicants on issues related to requests, fees, and any other questions or concerns they may have.
- Assists with developing, recommending, and implementing policies and procedures for the Regional District in accordance with *FOIPPA* related to FOI and privacy management.
- Supervises assigned staff including performance management and directing work and also providing leadership through positive team building initiatives and mentorship.

- Performs the function of the Privacy Management Coordinator and provides guidance to Regional District departments to support their continued participation in the privacy management program.
- Assists in the training of staff throughout the organization in FOI and privacy management practices and procedures.
- Conducts ongoing research with respect to FOI and privacy management.
- Assists with petition processes, elector approval processes, and elections acting as the Deputy Chief Election Officer as required.
- Keeps current on applicable laws, statutes, and acts associated with the scope of responsibilities.
- Conducts background research and collects information on projects as requested.
- Provides routine information and answers general inquiries from the public.
- Acts as the Assistant Manager of Legislative Services in the Assistant Manager's absence.
- In an emergency situation that requires the activation of the Regional District's Emergency Operations Centre (EOC), may be called upon with other Regional District employees and assigned roles and/or tasks to support the EOC. Courses and/or workshops may be offered by the Regional District to support this role.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties as directed by the Assistant Manager of Legislative Services.

REQUIRED EDUCATION AND EXPERIENCE

- Degree in Public Administration, Political Science, Law, or related discipline.
- Five years of recent, related experience, including supervisory experience.
- Professional designation related to local government or legal administration and completion of FOIPPA courses is an asset.
- An equivalent combination of education and experience may be considered.

REQUIRED SKILLS AND ABILITIES

- Considerable knowledge of parliamentary procedure, the *Local Government Act*, *FOIPPA*, and related Office of the Information and Privacy Commissioner rulings, and Records Management practices is required.
- Excellent oral and written communication skills are essential
- Strong interpersonal skills and demonstrated ability to develop and maintain positive and respectful working relationships with internal and external contacts and the ability to deal tactfully and effectively with elected officials, staff and the public are essential to the position.
- Strong problem solving and analytical abilities with the ability to analyze, interpret, and make recommendations on complex issues.
- High degree of accuracy and attention to detail.
- Exceptional organization skills and the ability to work well under pressure and manage multiple activities to completion under tight deadlines and with minimal supervision.
- Ability to interpret legislation, bylaws, policies, and regulations.
- Exceptional computer and data management skills.
- Knowledge of the principles and practices of relevant information management systems.