



EMPLOYMENT OPPORTUNITY

Senior Legislative and Bylaw Advisor

Permanent Full-Time | External
Legislative Services
Competition No.: 2025-1122



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Extensive knowledge of the Community Charter, Local Government Act, Freedom of Information and Privacy Act.
- Exemplary writing skills are essential for writing bylaws, reports, and summaries of legal opinions.
- Ability to explain complex or politically sensitive issues to diverse audiences, including Board, senior leadership, and the public.
- Demonstrated knowledge of drafting and administering local government bylaws and contracts, with a solid understanding of applicable legislation.

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 2025-1122 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on September 1, 2025.**

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

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

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Senior Legislative and Bylaw Advisor with the Legislative Services department.

Reporting to the Manager of Legislative Services (Corporate Officer), the Senior Legislative and Bylaw Advisor provides strategic advice on corporate and regulatory matters requiring legislative support. Key responsibilities include drafting and reviewing bylaws, contracts, and policies to ensure legal compliance with relevant legislation and regulations. The Advisor oversees the lifecycle of bylaws to ensure they are properly developed, adopted, interpreted, and maintained in alignment with legislative requirements and organizational standards. Working closely with the Corporate Officer and Deputy Corporate Officer, the Advisor contributes to policy development and provides strategic advice to the Board, Executive Leadership Team, and departments across both the Regional District and Regional Hospital District.

QUALIFICATIONS

The ideal candidate will hold an undergraduate degree in law, public administration, political science, legal studies, or a related field. A paralegal diploma combined with significant experience in local government may also be considered. A minimum of five years of directly related experience in a local or regional government setting is required, with demonstrated expertise in researching, interpreting, and applying a legal lens to policies, bylaws, and legislation. Experience delivering presentations or training on legislative, governance, or related organizational topics is also essential. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours per week with a salary range of \$119,593 to \$137,236. This role includes a comprehensive benefits package, including extended health and dental benefits, participation in the Municipal Pension Plan and optional participation in the RDN's flex days program.

POSITION TITLE: Senior Legislative and Bylaw Advisor

REPORTS TO: Manager, Legislative Services (Corporate Officer)

DIRECT REPORTS: N/A

POSITION SUMMARY

Reporting to the Manager of Legislative Services (Corporate Officer), the Senior Legislative and Bylaw Advisor provides strategic advice on corporate and regulatory matters requiring legislative support. Key responsibilities include drafting and reviewing bylaws, contracts, and policies to ensure legal compliance with relevant legislation and regulations. Overseeing the lifecycle of bylaws to ensure they are properly developed, adopted, interpreted, and maintained in alignment with legislative requirements and organizational standards. The Advisor provides strategic advice for the Regional District and Regional Hospital District, conducts detailed research, analyzes complex legal and procedural issues and prepares clear, concise memoranda and recommendations. Working closely with the Corporate Officer and Deputy Corporate Officer, the Advisor contributes to policy development and provides strategic advice to the Board, Executive Leadership Team, and departments across the organization.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Supports the Corporate Officer and collaborates with the Deputy Corporate Officer in planning and coordinating the legislative and legal activities of the organization.
- Conducts confidential research and provides policy advice and compliance support to the Board, Executive Leadership Team, and departments across the organization.
- Manages the process for drafting and reviewing bylaws, ensuring they are properly developed, adopted, interpreted, and maintained in alignment with legislative requirements and organizational standards.
- Conducts elector approval and petition processes under the legislative authority of the *Local Government Act* and *Community Charter*.
- Advises on and assists with the development and implementation of corporate policies, procedures, and governance frameworks to ensure alignment with legislative requirements and organizational objectives.
- Ensures the Regional District and Regional Hospital District is in compliance with applicable laws, regulations, and governance standards, and provides advice on legislative obligations.
- Provides expert advice to management, elected officials, and departments on a wide range of corporate, regulatory, compliance, and governance matters.
- Drafts, reviews, and advises on contracts, agreements, and memorandums of understanding to mitigate risks and confirm legal compliance, collaborating with external legal counsel as needed.
- Monitors and analyzes legislative developments, emerging legal issues, and regulatory changes to assess their potential impact on the organization and inform decision-making.
- Interprets bylaws, legal instruments, organizational policies, and applicable provincial legislation to support consistent application and informed decision-making.
- Provides advice on sensitive legislative matters, including privacy issues, FOIPPA-related requests, and other confidential or complex legislative issues, while not serving as the primary authority on privacy legislation.
- Assists other departments on legislative matters including requesting, reviewing and interpreting written and verbal legal opinions.
- Collaborates with internal departments and legal teams, and engages external legal counsel as needed, to ensure consistent legislative support and informed decision-making.

Job Description

- Identifies potential risks and recommends strategies to mitigate them, minimizing legal liabilities for the Regional District and Regional Hospital District.
- Monitors and remains current on applicable legislation, statutes, and case law relevant to local government responsibilities.
- Performs other related duties as directed by the Corporate Officer.

REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate degree in law, public administration, political science, legal studies, or other related field.
- A paralegal diploma combined with substantial relevant experience in local government may also be considered.
- Five years of directly related experience in a local or regional government setting, including experience researching, interpreting, and applying a legal lens to policy, bylaws, and legislation.
- Experience delivering presentations or training on legislative, governance, or related organizational topics.
- Certificate or Diploma in Local Government Administration is an asset.
- An equivalent combination of training and experience may be considered.

REQUIRED SKILLS AND ABILITIES

- Extensive knowledge of the *Community Charter, Local Government Act, Freedom of Information and Privacy Act*.
- Demonstrated working knowledge of bylaws, statutes and other relevant legislation, regulations and policies.
- Exemplary writing skills are essential for writing bylaws, reports, and summaries of legal opinions, along with other professional documents.
- Strong communication and presentation skills are necessary to explain complex issues to both technical and non-technical audiences.
- Ability to explain complex or politically sensitive issues at all levels, including, to the Regional Board, Regional Hospital Board, senior management, staff, external agencies, and the public.
- Ability to establish and maintain effective working relationships at all levels.
- Ability to handle highly sensitive situations with tact, diplomacy, judgment, and confidentiality.
- Excellent organizational skills, with the ability to manage complex legislative processes, documentation, and timelines with accuracy and attention to detail.
- Advanced proficiency in Microsoft Office and related software tools used in document preparation, data analysis, and communication.
- Demonstrated knowledge of drafting and administering local government bylaws and contracts, with a solid understanding of applicable legislation.
- An understanding of how legal issues impact local governments with the ability to anticipate potential legal risks.