



District of Saanich  
Building, Bylaw, Licensing and Legal Services Department  
Bylaw and Licensing Services Division

## **MANAGER OF BYLAW AND LICENSING SERVICES Permanent Full time Position**

The District of Saanich has approximately 114,000 citizens living in an urban and rural municipality on Vancouver Island, BC, north of the provincial capital Victoria. It is the largest municipality on Vancouver Island and the seventh largest in British Columbia. We are a sustainable community where a healthy natural environment is recognized as paramount for ensuring social well-being and economic vibrancy. Our culture holds true to our motto "Populo Serviendo" – this is latin for "Serving the People". We aim to enhance the quality of life for citizens, visitors and future generations in the municipality and the region.

Reporting directly to the Director, Legislative and Protective Services, the Manager of Bylaw and Licensing Services manages the Division and provides oversight of the bylaw enforcement and business licensing regulatory functions, ensuring effective and efficient service delivery. The Manager provides expert advice on municipal bylaws, licensing and related policies, prepares reports to Council providing them with technical advice. This work will include planning, coordinating and supervising the work of the Division and developing and managing budgets.

The Manager leads a skilled team of Bylaw Enforcement Officers and administrative staff and is an adept communicator with proven interpersonal skills. They have working knowledge of applicable provincial legislation, including the Community Charter, Freedom of Information and Protection of Privacy Act, and the adjudication and enforcement processes relating to licensing and bylaw matters. A demonstrated ability to resolve disputes, public complaints and enforcement issues as well as prepare, analyse and present technical information to District Staff, elected officials and other stakeholders are equally as important.

As a qualified candidate, you will hold a Bachelor's Degree in a related field; completion of the Justice Institute of BC's Bylaw Enforcement and Investigative Skills Level 1 and 2 courses; seven years related experience in bylaw enforcement, including five years of supervisory experience and possession of a valid BC Class 5 Driver's Licence. Completion of a local government leadership development program or conflict resolution program is an asset. Candidates with an equivalent combination of education and experience may be considered.

**The annual salary range for this exempt position is between \$115,745 - \$136,125 with an excellent benefits package.** Role profile and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on April 21, 2025, quoting competition 25086 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7.

**The District of Saanich is recognized as one of BC's Top Employers for 2025.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca) in confidence. **We thank all applicants for applying. Only those under consideration will be contacted.**