

## Job Title: Bylaw Inspector 16

## Position: Bylaw Inspector 16 (Temp Full Time)

Division: Community Services  
Department: Planning and Development  
Term: 1 Temporary Full Time position available for approximately 18 months.  
Closing Date: 04/24/2025  
Labour Group: CUPE 59  
Posting: 4236

### Job Summary

Under supervision of the Development Review Manager, this position provides technical and interpretive customer service involving the review and approval of a variety of development permit applications under the provision of The Zoning Bylaw and The Planning and Development Act.

### Duties & Responsibilities

- Responsible for the review of development permit applications, including highly complex development applications such as Direct Control District applications.
- Advises applicants verbally and in writing of specific items of non-compliance with the Zoning Bylaw, and negotiates with applicants to achieve bylaw compliance.
- Approves and issues development permits accordingly and prepares and issues letters denying applications including the reasons for denial.
- Reviews subdivision, rezoning, discretionary use, and condominium applications for compliance with the Zoning Bylaw and other municipal requirements.
- Responds to complex development related inquiries and provides accurate and consistent zoning interpretations to developers, architects, engineers, designers and the general public.
- Maintains effective relationships with members of the development industry;
- Maintains application file systems and records;
- Compiles and organizes statistical information on development applications and related revenues, and prepares information reports, including recommendations on policy and programs.
- Provides technical advice in the preparation of Zoning Bylaw amendments.
- Assists with the preparation of materials in connection with development permit appeals to the Development Appeals Board and the Saskatchewan Municipal Board.
- Assists with the Legalizing Existing Suites (LES) program.
- Perform other related duties as assigned.

### Qualifications

#### Education, Training and Experience Requirements:

- Diploma in Planning Technology, Architectural Technology or related discipline with five years' experience in the application and enforcement of Zoning Bylaw regulations OR a Degree in Planning or related discipline and three years' experience in the application and enforcement of Zoning Bylaw regulations.

#### Knowledge, Abilities and Skills:

- Knowledge of the principles, practices and objectives of city planning.
- Knowledge of applicable municipal bylaws and provincial regulations pertaining to land use planning.
- Ability to establish and maintain working relationships with the public, the development industry, professionals in various fields, and other civic staff.
- Ability to communicate effectively orally and in writing.
- Ability to solve problems and manage conflicts in a positive and timely manner.
- Ability to make clear decisions in a prompt and consistent manner.
- Demonstrated ability to use a computer with Microsoft Office software.

**Weekly Hours:** 36.67

**Salary Range:** \$76,002.48 to \$83,793.60 CAD **per annum** (2025 rates)

### Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://www.saskatoon.ca/diversity)

### Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [talentacquisition@saskatoon.ca](mailto:talentacquisition@saskatoon.ca).

### How to Apply

Applications may be submitted online at <https://www.saskatoon.ca/city-hall/careers-city/careers-city-saskatoon>. Applications will be accepted until 5:00 PM, Thursday April 24, 2025.

Thank you for your interest in this position. Please note that only those selected for an interview will be contacted.