



## Municipal Clerk, Manager of Legislative and Regulatory Services

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**This posting closes at 4:00 p.m. on Wednesday, June 3, 2026**

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Due to an upcoming vacancy, a leadership position within the Township has become available for our next team player to join.

The Township of East Garafraxa is a vibrant and growing rural community of 2,974 residents, located in Dufferin County. Known for its scenic landscapes, no sidewalks, strong agricultural roots and close-knit community, the Township offers a high quality of life while remaining within commuting distance to major urban centres.

The Municipal Clerk, Manager of Legislative and Regulatory Services is responsible for all the statutory requirements of the Municipal Clerk as set out in the Municipal Act, 2001, and coordinates the delivery of information technology, communications, and compliance services for the corporation.

Reporting to the CAO, and as a member of the leadership team, the position operates within policies and guidelines as set out by provincial legislation, and Council. The general duties include:

- Fulfilling the Statutory Officer role and its functions as the Township's Municipal Clerk
- Receives and screens complaints and coordinates by-law and/or animal control enforcement
- Administers the corporation I/T services contract with the County of Dufferin
- Guides website and communication/engagement efforts

As an integral member of the leadership team, the Municipal Clerk - Manager of Legislative and Regulatory Services will be engaged and active in the development of various policies, initiatives and strategic investments, and act on behalf of the CAO during absences.

### **Job Duties and Responsibilities:**

Please refer to the detailed job description for a non-exhaustive summary of duties and responsibilities.

### **Qualifications:**

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

This role requires strong organizational skills, attention to detail, the ability to manage multiple priorities in a municipal environment and a commitment to continuous education. Minimum qualifications include:



## **Municipal Clerk, Manager of Legislative and Regulatory Services**

1. An undergraduate degree related to the position or a Dipl. M.A. (AMCTO).
2. Serving as an appointed Municipal Deputy Clerk for a minimum of 5 years in Ontario.
3. Experience as the Deputy Returning Officer for Ontario municipal and school board elections
4. Providing leadership in supervising, hiring, conducting performance appraisals and developing and coaching employees.
5. Developed a portfolio of experience in public speaking and making formal reports and presentations to large audiences.

### **The successful candidate will be asked for the following:**

- Proof of your authorization to work in Canada.
- Verification of your current and valid certificate(s) and/or educational qualifications.
- Ontario Driver's License abstract.
- Criminal Record Check.

### **Compensation:**

This is a non-union position with a salary range (2026 rates) of \$105,970.00 - \$124,766.00 commensurate with previous leadership experience. We offer a comprehensive benefits package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

### **Hours of Work:**

Monday to Friday, 8:30 a.m. to 4:00 p.m. (35 hours per week).

### **Location and Environment:**

This is an in-person permanent full-time position working business hours at the Township Administration Office: 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.

### **Deadline: 4:00 p.m. Wednesday, June 3, 2026**

Please email a cover letter and resume confidentially to: [pavgoustis@eastgarafraxa.ca](mailto:pavgoustis@eastgarafraxa.ca)

*The Township of East Garafraxa is an equal opportunity employer. If you require any accommodation at any point during the application and hiring process, please contact our office. Any information received relating to accommodation will be addressed confidentially.*

We thank all applicants; however, only those selected for an interview will be contacted.