



**Municipal Clerk,  
Manager of Legislative and Regulatory Services  
Job Description  
13 May 2026**



**Position Synopsis and Purpose**

This position 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.



**Major Responsibilities**

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<p><b>MUNICIPAL CLERK</b></p> <ul style="list-style-type: none"> <li>• Provides Parliamentarian advice to Mayor and Council</li> <li>• Serves as the Returning Officer and administers the municipal and school board elections</li> <li>• Serves as designated Head under MFIPPA and oversees information requests ensuring compliance with MFIPPA legislation, providing advice regarding privacy and access to information issues and oversees management of the privacy breach protocol</li> <li>• Facilitates the public process, ensuring fair, open and accountable practices for open and closed session meetings with transparency and professional integrity</li> <li>• Attends Council and Standing Committee meetings</li> </ul>	

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>• Provides confidential correspondences and other communications on Committee and Council agenda</li> <li>• Reviews and edits reports and motions for clarity, accuracy, and consistency prior to Committee and Council meetings, and works with report authors regarding format, process, and reporting standards</li> <li>• Ensures completion of Planning Circulations as required for all applications under the Planning Act</li> <li>• Performs the functions of the Secretary-Treasurer of the Committee of Adjustment</li> <li>• Ensures that Ontario Land Tribunal (OLT) submissions related appeals are prepared and submitted within the legislative timeframes</li> <li>• Ensures applications received under the Drainage Act and Tile Drain Act are processed in accordance with applicable legislation and regulations</li> <li>• Ensures corporate compliance with the Accessibility for Ontarians with Disabilities Act (AODA), including accessibility planning, reporting, and legislative requirements</li> <li>• Reviews and signs corporate contracts/ agreements, and by-laws as signatory</li> <li>• Administers oaths to the public, as a Commissioner of Oaths and prepares affidavits</li> <li>• Ensures applications for road closing and conveyance applications are addressed including sending correspondence to Township Staff, government agencies, etc., and preparing recommendation reports and by-laws, etc.</li> <li>• Organizes and supervises the Township's records management program for the retention and destruction of municipal records according to corporate policy, legislation, and contemporary records management practices</li> <li>• Oversees the coordination and administration of lottery licence applications</li> <li>• Performs other duties as may be assigned in accordance with corporate objectives</li> <li>• All other duties of the Clerk as defined under the Municipal Act, 2001, and other applicable legislation</li> </ul>	50%
<p><b>LEGISLATIVE AND REGULATORY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Administers By-law Enforcement and Animal Control</li> <li>• Coordinates I/T &amp; Telecommunication Services</li> <li>• Oversees website, corporate mailings, newsletter and communications, engagement program for the Township</li> <li>• Coordinates the Provincial Offences Act and Administrative Penalties System</li> <li>• Administers and coordinates cemetery administration for the Township</li> </ul>	30%
<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Participates as a member of the leadership team, working collaboratively with other departments to effectively and efficiently implement and execute work plans</li> <li>• Performs a defined role in the Emergency Operation Centre in accordance with the Emergency Response Plan</li> </ul>	15%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>• Responsible for the overall management and oversight of the department.</li> <li>• Provides strategic oversight and long-term visioning for departmental and corporate objectives</li> <li>• Works in conjunction with the CAO to review the status of goals, objectives, and priorities of the department and Township</li> <li>• Provides ongoing performance feedback and coaching; develops, guides long-term career development plans.</li> <li>• Supervises departmental staff including staff development, performance management/review, coaching/mentoring, health &amp; safety, discipline, and termination.</li> </ul>	
<p><b>FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Prepares and monitors the departmental budget, including long-term project forecasting for capital works</li> <li>• Analyzes past data and recommends annual capital and operating budget based on trends and future needs for the department</li> <li>• Responsible to seek out grant opportunities for the department</li> <li>• Prepares tenders and negotiates and administers contracts for goods, services and capital project in accordance with Township policies</li> </ul>	5%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Decision Making and Independence

- 1. List examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.**

### SUPERVISION

Managing and supervising employees is fundamental in the workplace and this position is the go-to point for support, guidance and sometimes even conflict resolution. As a small team, setting the tone with clear communications assists with performance and productivity in ensuring the wellness and safety of the of the team. As the senior expert, you will be involved with continuous training and development of your team as an essential part of being able to delegate tasks effectively.

### PARLIAMENTARIAN

The position of Clerk is one of the most important roles for Mayor and Council. Formal protocols and rulings made by the Clerk ensure unbiased transparency in elections, Council meetings and decision making in upholding local democracy. The ability to make rulings that are subject to scrutiny and appeal to outside agencies.

## RECORD KEEPING

Keeping accurate records such as Council agendas and enforcement logs that may be used in litigation. Ensuring that all necessary documentation is properly circulated, signed and logged efficiently and that all records are complete and in order.

## PRESCRIBED DIRECTIVES INCLUDING TIMELINES

Courts, Tribunals and Provincial Regulations all impose prescribed directives that require adherence to strict compliance to avoid placing the corporation into a compromising position or into litigation.

### 2. List examples of situations or problems that are referred to the supervisor for direction or resolution.

Struggling to meet a deadline or completing a task or lack full understanding of a task. Also, receiving and understanding instructions from CAO regarding direction given by Council with respect to their initiatives and goals for the Township, and preparation of documentation/reports accordingly.



### Required Training (Description of training required in order to perform the major responsibilities)

\*Attends training, workshops and seminars where appropriate and as required to remain as an Accredited Ontario Municipal Clerk.



### Minimum Qualifications

#### Education (degree/diploma/certifications)

1. An undergraduate degree related to the position or a Dipl. M.A. (AMCTO).
2. Accredited Ontario Municipal Clerk (AMCTO) designation preferred and membership in AMCTO.

#### Experience

1. Appointed as a Municipal Deputy Clerk in Ontario for a minimum of 5 years.
2. Experience as the Deputy Returning Officer for Ontario municipal and school board elections
3. Demonstrated experience in supervising, hiring, conducting performance appraisals and developing and coaching employees.
4. Portfolio of experience in public speaking and making formal presentation to large audiences.

## Knowledge/Skill/Ability

- Working knowledge of the Municipal Act, Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act, Accessibility for Ontarians with Disabilities Act, Ontario Heritage Act, Vital Statistics Act, Marriage Act, Drainage Act, Funeral, Burial and Cremation Services Act, Planning Act, and other relevant legislation related to municipal governance;
- Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving and report-writing skills.
- Strong computer skills, including Microsoft Office programs and eScribe agenda, minutes, reports and management software.
- Demonstrated knowledge, skills and ability in conflict resolution and political acuity while maintaining discretion in a confidential environment.
- Adaptable at developing and maintaining cooperative working relationships both within and outside the organization, dealing effectively with members of the public, staff, Council and other government agencies and organizations,
- Excellent at prioritizing workloads and meeting deadlines while contributing to, and building upon, a positive and healthy work environment
- Highly detail-oriented individual who routinely demonstrates initiative and a commitment to accuracy and quality improvement, with a willingness to share process improvement initiatives with others.
- Strong administrative skills in order to be able to plan, organize and coordinate department.
- Good knowledge of and ability to interpret policies, regulations, acts and guidelines relating to Legislative Services department functions.
- Strong interpersonal, communication (written & verbal), planning, time management and organizational skills including presentation skills and demonstrated ability to anticipate the needs of elected and appointed officials.
- Knowledge and experience in business administration and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge and experience in principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Ability to maintain good working relationships with other staff members, Council and the public.



**Work Setting**  
(Description of the work environment and nature of people interactions)

**Contacts**

<b>Frequency Legend</b>
<b>Constant</b> – every day for most of the day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

<b>Contact</b>	<b>Frequency</b>	<b>Nature of Interaction</b>
CAO	Constant	Communicating on Council agenda needs, planning applications and bylaw enforcement.
Treasurer	Regular	Budget matters
Administrative Assistants	Constant	Matters they are assisting your department with.
Public Works Director	Regular	Relating to bylaw enforcement on municipal right of way
External Planning Consultant	Constant	Statutory Notices and Decision Reports under the Planning Act
External Township Solicitor	Regular	Title Registration related to land severances or bylaw enforcement matters
County of Dufferin	Regular	I/T Services and/or Planning Act requirements
Public	Regular	Related to planning applications, Council/Committee agendas, elections, and other Council matters
Other agencies	Regular	

# Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
<b>Constant</b> – every day for most of the day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

## 1. Hours of Work

Normal (i.e. 8:30 am – 4:00 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
On-Call	<input type="checkbox"/>
Over-time (How often? Expand below)	<input checked="" type="checkbox"/>

### Examples:

Occasional overtime is required to attend Council, Board and/or Committee meetings.

## 2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100%
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40%
Time spent travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40%
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%
					100%

### Examples:

Interruptions are usually from administrative assistants regarding day-to-day duties. CAO including discussions regarding Council direction, and strategic planning requirements. Discussions with the public related to planning applications, Council Meetings items and/or By-law enforcement/administration. Typically, if a customer becomes aggressive with administrative assistants the matter will be forwarded to the Clerk, if it is an item related to the Department.

### 3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Examples:**

N/A

### 4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Standing</li> <li>• Sitting</li> <li>• Walking</li> <li>• Climbing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (list max weight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> <li>• Computer</li> <li>• Calculator</li> <li>• Phone</li> <li>• Council Conference System</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Examples:**

Working at a desk and computer for extended periods of time. Taking hand minutes during Council meetings for extended periods of time. Reading and proof-reading documents and preparing fine details and particulars for signatures.

**5. Mental Requirements**

	<b>Constant</b>	<b>Frequent</b>	<b>Regular</b>	<b>Occasional</b>
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Examples:**

Responsible for legislated deadlines.  
 Responsible for accuracy.  
 Frequent high volume of workload.  
 Flexibility and adaptability.  
 Spontaneity and able to switch direction/focus frequently.



## Position Classification (Where this position fits)

<b>Position Title:</b> Municipal Clerk, Manager of Legislative and Regulatory Services	<b>Division:</b>
<b>Department:</b> Administration	<b>Classification:</b>
<b>Work Location:</b> Office	<b>Reports to (Direct):</b> CAO
<b>Position(s) Supervised Directly:</b> Administrative Support Specialists	<b>Position(s) Supervised Indirectly:</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Salary Range:</b>	<b>Hours per Week:</b> 35

### Organizational Chart

List the reporting relationship of this position to others within the immediate department.

