



**Town of Erin**  
Corporate Services

**Director of Legislative Services & Town Clerk**

*Job description and duties are currently under review*

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**Business Unit:** Corporate Services

**Position Title:** Director of Legislative Services & Town Clerk

**Reports To:** Chief Administrative Officer

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**The Opportunity**

Reporting directly to the Chief Administrative Officer (CAO), the Director of Legislative Services & Town Clerk is responsible for managing the daily departmental operations of the business unit and for the direction, organization, coordination, facilitation and administration of the Town's legislative functions including Council and Committee support services; Licensing and Administration services; Corporate Records and Freedom of Information services; Vital Statistics; Animal Control services; and, all general administration of the Clerk's Department.

**Overall Scope of Position**

The incumbent in this position will assume the duties of a Municipal Clerk listed in the Ontario Municipal Act.

**Major Responsibilities**

- Manages the day to day operations and administration of the Legislative Services Business Unit.
- Performs the necessary duties assigned to the Clerk under Municipal Freedom of Information and Protection of Privacy Act, Vital Statistics Act, Emergency Management Act, Municipal Conflict of Interest Act, Municipal Elections Act, etc.
- Attends all Council meetings to provide procedural advice to Members of Council and staff.
- Oversees Town Committees
- Oversees the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; bylaw preparation; distribution of all supporting material, minutes and video recordings, decisions, instructions, and resolutions to Council and appropriate parties.
- Manages the implementation of directives, policies, instructions and decisions approved by Council as recorded at any regular Council meeting or special meeting, in a prompt, efficient, thorough and orderly manner as assigned, directed or delegated by Council and/or the CAO.
- Manages and maintains an up-to-date database of all Council resolutions, including status updates.
- Prepares department reports and by-laws for Council consideration.
- Provides direction to Council and staff on administrative and government policies.
- Develops and implements procedures to communicate Council's decisions across the organization
- Assists the Town's Planning Unit in the preparation of legal notices of public hearings and any other related administrative duties pursuant to the Planning Act.
- Performs the function of "the Head" as it pertains to the Freedom of Information and Protection of Privacy (FOI) Act, managing and implementing all corporate policies, procedures and training. Represents the Municipality on appeals submitted to the Information and Privacy Commissioner as it pertains to the FOI Act.
- Responsible for the Town's Record Management Program- ensuring that appropriate systems (both manual and electronic) are in place to manage the corporation's records and protect vital information in accordance with established by-laws and policies, and facilitating all record training for Town Staff.
- Performs Marriage Solemnization Services in accordance with the Marriage Act

- Division Registrar for all responsibilities relating to vital statistics, and responsible for the management of the Town's vital statistics inventories.
- Works the Town's legal counsel as directed by the CAO on the resolution of legal issues affecting the corporation.
- Acts as a Commissioner of Oaths and Affidavits and Division Registrar in accordance with the Commissioners for Taking Affidavits Act
- Receives, reviews and processes Livestock evaluation claims for the Ontario Wildlife Damage Compensation Program
- Oversees all licensing processes (lottery, kennel, marriage, etc)
- Act as the Returning Officer for Municipal and School Board Elections.
- Responsible for ensuring that assigned areas of responsibility are performed within budget through cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, and time.
- Manages the Accessibility reporting/Audits under the Accessibility for Ontarians with Disabilities Act, and oversees the maintenance of the Town's Accessibility Multi-Year Plan.
- Promotes teamwork and provides leadership within the office and throughout the corporation.
- Supervises the legislative services business unit in all of its functions- including IT, and Human Resources.
- Directs and advises other departments on matters relating to Council, legislative duties, records management, privacy management, archives and elections.
- Leads the Legislative Services team in the implementation of new initiatives, provides the documentation and materials necessary for their implementation such as policies, procedures, training and/or communicating with corporate staff in order to implement these initiatives/changes.
- Respond to inquiries from the public and deal with complaints using tact and judgement; refer inquiries to other staff as appropriate.
- Manages the full recruitment and selection process in consultation with the CAO
- Supports the development and implementation of the Corporations HR policies and systems in consultation with the CAO
- Responsible for the Towns AODA compliance and Reporting
- Develops and Monitors the Towns training and development programs in consultation with the CAO
- Assists with workplace investigations and disciplinary procedures under the direction of the CAO
- Identifies opportunities for improvement and participates in the development of new wellness initiatives
- Responsible for overseeing and managing the Town's performance appraisal cycle in consultation with the CAO.
- Responsible for developing and overseeing the implementation of HR policies and initiatives aligned with the overall corporate strategy
- Acts as a management representative on the Town's Joint Health and Safety Committee
- In the event of an Emergency, responsible for minute taking and logistics for the Town's Emergency Response Team.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.

## **Position Requirements**

### ***Education***

- Successful completion of a University degree in Government Administration or a relevant field.
- Post graduate qualifications are highly desirable.
- CMO / AMP designation from AMCTO is preferred.
- Basic Emergency Management Course as offered by EMO would be an asset.

### ***Experience***

- 5-7 years of directly related municipal government experience in a Clerk's Office.
- 3-5 years of previous experience as a municipal Deputy Clerk or Committee Coordinator.
- Experience working on municipal elections in a Clerk's office is required.
- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Municipal Freedom of Information and Protection of Privacy Act and other legislation related to municipal government.

- Superior knowledge and understanding of policies and legislative requirements related to Ontario municipalities and municipal by-laws, government administration and Council processes and procedural activities.
- Effective planning, time management, proof reading, research, analytical reasoning and problem solving skills.
- Knowledge and experience with municipal government processes and parliamentary procedures.
- Effective leadership skills with an ability to communicate effectively with all levels of staff, elected officials, management, local boards and general public.

#### **Working Conditions and Environment**

- This incumbent in this position will be working primarily out of the Town offices.
- The foregoing represents a reasonable statement of the requirements of this position.
- This position is for a 40-hour a week position.
- Normal office hours are 8:30am-4:30 pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- The compensation range for this role is \$113,710.18 - \$ 133,024.83
- The Town of Erin provides an excellent comprehensive benefit package as well as enrollment in the OMERS pension plan.

Interested applicants may submit their resumes to [HR@Erin.ca](mailto:HR@Erin.ca). Resumes will be accepted until 4:00 pm on March 22<sup>nd</sup>, 2024

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The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.

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