



Township of Adelaide Metcalfe Job Description

TITLE:	Legislative Services Manager / Clerk		
DEPARTMENT:	Township Administration		
REPORTS TO:	Chief Administrative Officer		
EFFECTIVE DATE:	September 2020	POSITIONS SUPERVISED:	1.5

POSITION SUMMARY:

Under the direction of the Chief Administrative Officer, the Legislative Services Manager / Clerk is responsible for performing the statutory and administrative functions of a Municipal Clerk. This includes the council/committee secretariat function, licensing, municipal by-laws, contracts, records management, municipal and school board elections and supports council and staff members to ensure that proper procedure and protocol are followed in accordance with the Municipal Act. The Legislative Services Manager / Clerk will manage the Corporate Records within the organization and as such, respond to information requests under the Municipal Freedom of Information and Protection of Privacy Act.

In addition, the Legislative Services Manager / Clerk is a member of the senior management team and provides guidance to senior staff, Council and external agents; including but not limited to advising on corporate policy and Council by laws. The Legislative Services Manager / Clerk must be able to oversee and direct administrative staff to ensure the continuity of municipal administrative operations.

PRINCIPLE RESPONSIBILITIES:

- Perform all statutory duties under the Municipal Act and is responsible for the provision of all corporate and administrative services to ensure compliance with policies and statutes.
- Organizes and maintains all records of Council and official documents (active and inactive) of the Township in accordance with the record classification system and records retention by-law and responsible for training staff in this regard.
- Provides leadership to, and directs the general management and day-to-day administration of the Municipal Clerk's Division comprised of the Council/Committee secretariat function, licensing, records management, vital statistics, and freedom of information, municipal elections.
- Prepares agendas, minutes, correspondence, reports/recommendations, by-laws and other materials for meetings of Council and all Committees; distributes by appropriate deadlines, ensuring all necessary material included.
- Develops and implements internal and external communications plans and strategies.
- Participates in human resources management responsibilities including recruitment, training, conflict resolution, discipline, scheduling and performance management.



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- Schedules delegations for Council and Committee meetings and ensure appropriate time is allotted for presentations.
- Attends and records Council, Committee, community and other public meetings as required; makes presentations and provides advice/guidance on by-laws and regulatory/compliance requirements, rules of procedure for meetings, municipal election processes, and Provincial municipal initiatives.
- Monitor contracts and other agreements, ensuring they are signed, recorded in a timely manner, and confirming that the Township's insurance requirements are met.
- Acts as resource to Council advising on Council procedures and the duties and responsibilities of Council members.
- Liaises with Members of Council, staff, other municipal and governmental organizations, local businesses and the public providing advice and information on matters of the administration, policy and operations of the Corporation as required.
- Acts as the secretary for the Township of Adelaide Metcalfe Property Standards Committee.
- Acts as Secretary-Treasurer to Committee of Adjustment.
- Works with planning department to coordinate planning applications in accordance with Planning Act, creating and circulates planning notices as required under the Planning Act; Prepares Record of Adoption (OPA), LPAT Municipal Submissions and LPAT Document Briefs, as required.
- Appointed as Community Emergency Management Coordinator (CEMC) Alternate and responsible for annual Township compliance, with Ontario Fire Marshal and Emergency Management.
- Functions as Municipal Freedom of Information & Protection of Privacy (MFIPPA) Co-Ordinator for all Township operations.
- Conduct elections in accordance with the Municipal Elections Act legislation which includes, being Returning Officer, under, preparing election, appointing returning officers, recounts, maintaining peace and order in connection with the election, and submitting necessary legislated reports.
- Responsible for the administration and licensing of the Municipal Cemeteries, including liaison with Funeral Home representatives and bereaved families, preparation and issuance of all related documentation/reports and processing of payments for final arrangements.
- Performs as a strategic partner to lead innovation, involving influencing change and new processes.
- Responsible for the compliance with the Alcohol, Cannabis and Gaming Regulation and Public Protection Act and the Alcohol Gaming Commission of Ontario (AGCO).
- Administers the Wildlife Damage Compensation program.
- Respond to complaints regarding alleged violations, and work closely with By-law Enforcement Officer as necessary.
- Assist with various special projects when required.
- Other duties as assigned and all other statutory duties of the Clerk not outlined above.



KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of related legislation such as Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, Planning Act, Funeral, Burial, Cremation Services Act; and demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions
- Highly developed political acuity, organizational sensitivity and a demonstrated passion to serve Council and the citizens of Adelaide Metcalfe while committing to the values required to be exhibited by all Municipal staff.
- Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving and report-writing skills.
- Ability to provide research and analyze report findings on variety of corporate and legislative initiatives.
- Superior presentation and communication skills and the demonstrated ability to clearly communicate a vision and lead others to define and achieve goals.
- Strong computer skills and working knowledge of Microsoft Office Suite.

MINIMUM QUALIFICATIONS:

- A related post secondary education or community college diploma in Public Administration, Local Government or related discipline.
- Three to Five year's progressive public sector experience in administration or Clerk's department.
- Accredited Municipal Clerk Treasurer (AMCT), Certified Municipal Manager (CMM), Certified Municipal Officer (CMO), or Accredited Ontario Municipal Clerk (AOMC) accreditation is an asset
- Valid driver's license and access to a vehicle as required to attend events, meetings, or otherwise.

WORKING CONDITIONS:

- Normal work is 35-hours per week, Monday to Friday. Evening and/or weekend work will be required at times.