



Employment Opportunity
Township of McNab/Braeside
Manager of Legislative Services/Clerk (Full Time, Permanent)

The Township of McNab/Braeside is seeking an experienced, knowledgeable, and motivated professional to fill the position of Manager of Legislative Services/Clerk.

Reporting to the Chief Administrative Officer, the Manager of Legislative Services/Clerk is responsible for leading the Township's legislative and governance functions while providing professional support to Council and senior staff. This position oversees Council and Committee administration, municipal records management, elections, licensing, accessibility, and Freedom of Information requests, while ensuring compliance with applicable legislation. The successful candidate will also serve as the Township's Community Emergency Management Coordinator (CEMC).

Key Responsibilities

- Coordinate and attend Council and Committee meetings, including agenda and minute preparation.
- Provide legislative and procedural advice to Council and staff.
- Administer municipal elections, licensing, and statutory responsibilities.
- Oversee records management, MFIPPA administration, accessibility initiatives, and vital statistics.
- Prepare and review by-laws, policies, and governance-related reports.
- Coordinate the Township's Emergency Management Program and act as the Community Emergency Management Coordinator.
- Liaise with government agencies, consultants, legal counsel, and the public on legislative matters.

Qualifications

The ideal candidate will possess:

- Post-secondary education in Public Administration, Political Science, Law, or a related discipline.
- A minimum of five (5) years of progressively responsible municipal experience, preferably in a Clerk's or Legislative Services environment.
- Thorough knowledge of the Municipal Act, Municipal Elections Act, MFIPPA, and other applicable municipal legislation.
- AMCTO certification, or a commitment to obtaining certification, is considered an asset.
- Excellent organizational, communication, analytical, and interpersonal skills.

- Experience with records management systems, agenda management software, and Microsoft Office applications.
- Emergency Management training and CEMC experience are considered assets.

Compensation:

Annual Salary: \$89,095.44-\$103,598.71.

The Township offers a comprehensive benefits package and OMERS pension plan.

Application Deadline:

Friday, August 7, 2026 at 2:00 p.m.

Interested and Qualified candidates are invited to submit a cover letter and resume quoting "Manager of Legislative Services/Clerk" to:

Email: jobs@mcnabbraeside.com

A complete job description is available by visiting www.mcnabbraeside.com.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment. The Township of McNab/Braeside is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request for candidates participating in all aspects of the recruitment process.