



Township of McNab/Braeside Job Description	Job Title: <u>Manager of Legislative Services/Clerk</u>	Page 1 of 5
Location: Township Office Department: Administration	Reports To: <u>CAO/Deputy Clerk</u>	Revision date: July 2026
		Salary: Group 11

Position Summary:

The Manager of Legislative Services/Clerk is responsible for overseeing the legislative and governance functions of the municipality. This includes supporting Council and Committee operations, managing multiple records, administering elections and licensing, and ensuring compliance with applicable legislation. The role serves as a key advisor to the CAO and Council on procedural and statutory matters and contributes to the development and implementation of corporate policies. The role serves as the designated Community Emergency Management Coordinator (CEMC) for the municipality and ensures compliance with the *Emergency Management and Civil Protection Act* (EMCPA) by overseeing the development, implementation, and maintenance of the municipal emergency management program.

Qualifications:

- Post-secondary education in Public Administration, Political Science, Law, or related field.
- Minimum five years of progressive experience in municipal government, preferably in a Clerk's or legislative services role.
- Thorough knowledge of the Municipal Act, Elections Act, and other relevant legislation.
- AMCTO certifications is preferred.
- Strong organizational, analytical, and communication skills.
- Proficiency in Microsoft Office and municipal software systems.
- Experience with records management systems and meeting management software.
- Successful completion of required Provincial CEMC training courses considered an asset.
- Thorough working knowledge of the *Emergency Management and Civil Protection Act* (EMCPA) considered an asset.
- Experience in emergency planning, crisis management, or disaster response operations considered an asset.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of McNab/Braeside.

2. Council & Committee Support

- Prepare and distribute agendas, minutes, and correspondence for Council and Committee meetings.
- Attend meetings and accurately record proceedings.
- Ensure compliance with procedural by-laws and legislative requirements.
- Maintain the official records of Council decisions, by-laws, and resolutions.
- Provide guidance to Council and staff on legislative and procedural matters.

3. Legislative Compliance & Records Management

- Oversee the municipality's record management system, ensuring secure and accessible documentation.
- Acts as the Freedom of Information (FOI) Coordinator under MFIPPA.
- Maintain vital statistics records and act as the local registrar.
- Lead Accessibility
- Coordinates property dispute resolution mechanisms under the Line Fences Act and oversees the formal appointment of municipal Livestock Valuers.
- Reviews, updates, and submits the municipal Emergency Response Plan to Emergency Management Ontario annually.
- Ensures compliance with all statutory annual emergency program requirements.

4. Elections & Licensing

- Serve as returning officer for municipal elections.
- Administer lottery licensing and other statutory licensing functions.
- Coordinate and manage election processes, including candidate nominations, voting logistics, and compliance reporting.

5. Policy & By-law Development

- Draft and review municipal by-laws and policies in consultation with the CAO and legal counsel.
- Ensure by-laws are properly enacted, recorded, and published.

6. Public and Interdepartmental Liaison

- Respond to public inquiries related to governance, records, and licensing.
- Liaise with provincial ministries, legal counsel, and other municipalities on legislative matters.

- Support interdepartmental coordination on governance-related initiatives.
- Develops and delivers public education programs regarding community emergency preparedness.

7. Other Duties

- Support the CAO in implementing Council decisions and strategic initiatives.
- Perform other duties as assigned by the CAO.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Activates the Emergency Operations Centre (EOC) and coordinates municipal resources during a declared emergency or crisis situation.
- Acts as the primary liaison with provincial emergency agencies, neighboring municipalities, and first responders.

Human Resources

- Assists with onboarding and orientation for new Council members or committee appointees.
- Participates in the recruitment process for administrative or legislative staff.

Financial Resources

- Assists in preparing the annual budget for legislative services, Council operations, and elections.
- Monitor expenditures and ensure alignment with approved budgets.
- Authorize purchases related to council meetings, election supplies, licensing materials, and records systems.
- Ensure procurement follows municipal policies and legislative requirements.
- Provide financial updates or reports to the CAO related to legislative services.
- Track revenues from licensing, FOI requests, and other administrative fees.
- Act as a signing authority in the absence of the CAO, if designated.
- Assists in preparing and monitoring the annual budget for emergency management programs, training exercises, and Emergency Operations Centre (EOC) supplies.

Material Resources

- Ensures the safety, confidentiality, and proper management of all municipal records, including council minutes, by-laws, agreements, and vital statistics.
- Oversee the maintenance and proper use of office equipment and software systems related to legislative services (e.g., records management, agenda preparations, election tools).

- Ensure secure storage and retrieval of sensitive documents in compliance with legislative requirements.
- Monitor inventory and order supplies necessary for council meetings, elections, and administrative functions.
- Ensures the operational readiness, technology compliance, and equipment maintenance of the municipal Emergency Operations Centre (EOC).

Physical Skill and Effort

- Requires manual dexterity to operate computers, printers, and other standard office equipment.
- Prolonged periods of sitting and concentration while preparing agendas, minutes, reports and reviewing legislation.
- Occasional lifting and moving of files, boxes of records, or election materials.
- Ability to maintain focus and accuracy during extended Council or Committee meetings, often outside regular working hours.
- Must be able to manage multiple tasks simultaneously and work under pressure to meet legislative deadlines.
- Ability to maintain peak cognitive focus, emotional resilience, and rapid decision-making capacity under high-stress crisis conditions.

Decision Making and Judgement

- Works under the general direction of the CAO, with access to established policies, procedures, and relevant legislation.
- Exercises independent judgement in interpreting and applying legislative requirements, especially regarding council procedures, records management and elections.
- Prioritizes workload to meet statutory deadlines and council timelines, often under pressure.
- Makes decisions regarding the preparation and distribution of agendas, minutes, and by-laws to ensure accuracy and compliance.
- Determines appropriate responses to public inquiries and complaints related to governance, licensing, and records.
- Advises the CAO and Council on procedural matters, legislative changes, and policy implications.
- Ensures confidentiality and integrity in handling sensitive documents and information.
- Applies discretion when coordinating with legal counsel, government agencies, and external stakeholders on legislative matters.
- Exercises independent operational judgment when coordinating the Municipal Emergency Control Group (MECG) during critical response phases.

Interpersonal Skills/Contacts

- Excellent interpersonal and communication skills required to interact effectively with Council, staff, external agencies, and the public.

- Maintains professional relationships with elected officials, department heads, and committee members to support governance and legislative processes.
- Interfaces with provincial ministries, legal counsel, auditors, and consultants to exchange information, coordinate compliance, and resolve legislative matters.
- Responds to public inquiries with tact and professionalism, often involving sensitive or confidential information.
- Facilitates collaboration across departments to ensure consistent application of policies and procedures.
- Negotiates and reviews contracts, agreements, and by-laws in consultation with legal counsel and the CAO.
- Represents the municipality in discussions with external stakeholders regarding legislative, procedural, and governance matters.

Internal:

- Regular interaction with the CAO and department heads to coordinate legislative processes, policy development, and council support.
- Collaborates with administrative staff to ensure accurate records, meeting preparation, and compliance with municipal procedures.
- Provides guidance and support to Council members regarding procedural rules, legislative updates, and governance matters.
- Works with IT and communications staff to maintain the municipal website and digital records systems.
- Coordinates with department heads and Council to design and execute annual emergency mock training exercises.

External:

- Liaises with provincial ministries, agencies, and regulatory bodies to ensure compliance with legislation and to obtain guidance on statutory matters.
- Coordinates with legal counsel, auditors, and consultants on matters related to by-laws, agreements, elections, and governance.
- Responds to inquiries from the public, providing information on council decisions, licensing, elections, and municipal procedures.
- Engages with other municipalities and professional associations (e.g., AMCTO) to exchange best practices and stay informed on legislative changes.
- Interfaces directly with Sector Specialists from Emergency Management Ontario, local first responders, and regional hazard authorities.

Environment

- Works primarily in a professional office setting with frequent use of computers and standard office equipment.
- Occasionally travels for training, conferences, or inter-municipal collaboration.

- Frequently interacts with the public, including handling inquiries and complaints, which may involve sensitive or contentious issues.

Control over Work Schedule

- Work is subject to unyielding deadlines that are imposed by legislation or Council policy.
- Occasionally works beyond normal working hours to achieve these deadlines.
- Attends Council and Committee meetings.
- Occasional out of town travel required.
- Subject to 24/7 on-call availability and immediate recall to duty to manage local emergencies, severe weather events, or public safety crises.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.