



Employment Opportunity

Manager of Legislative Services / Deputy Clerk Corporate Services

Permanent Full-Time

Salary Range: \$96,574 - \$112,978

Reporting to the Director of Corporate Services / Municipal Clerk, this role carries out the statutory duties of the Clerk's Office pursuant to the Municipal Act, 2001, the Planning Act, and other legislative and regulatory frameworks. It oversees the daily operations of the Legislative Services and Customer Service divisions, including municipal governance processes, records and information management, elections, and front-line customer service. Responsibilities include attending Committee and Council meetings, managing the full production cycle of agendas, minutes, and related correspondence, guiding and developing staff, and preparing and managing divisional budgets and annual work plans.

MAJOR RESPONSIBILITIES:

Legislative Services

- Manage statutory functions of the Municipal Clerk, including requirements under the Municipal Act, Municipal Elections Act, Planning Act, Vital Statistics Act, and AGCO.
- Prepare and review Council and Committee agendas, minutes, by-laws, and resolutions (including closed session materials).
- Provide procedural advice to Council, Committees, staff, and the public.
- Oversee the implementation and maintenance of governance documents and develop/maintain policies related to accountability and transparency.
- Coordinate municipal elections in accordance with the Municipal Elections Act.
- Support Township boards, advisory committees, and quasi-judicial bodies.
- Administer electronic meeting management systems, audio-visual systems, and related technology; train and support Council, staff, and Committee members.
- Act as Deputy Division Registrar for Vital Statistics and Commissioner of Oaths.
- Serve as Accessibility Coordinator, ensuring compliance with the Accessibility for Ontarians with Disabilities Act and supporting the Accessibility Advisory Committee.

Records, Information Management and Freedom of Information (FOI)

- Lead the re-establishment and modernization of the corporate records and information management program, ensuring compliance with regulatory standards and best practices while integrating principles of open access and transparency.
- Champion the implementation and ongoing optimization of the Township's Electronic Records and Document Management Solution (Microsoft SharePoint).
- Manage the full records lifecycle for both digital and physical records, ensuring secure retention, timely disposition, and easy retrieval.
- Deliver training and ongoing support to staff to ensure records and information are managed in compliance with corporate standards, policies, and best practices.
- Manage the receipt, processing, and response to FOI requests made pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

- Work with staff to develop routine disclosure policies, routine release processes, and other initiatives to facilitate public access to municipal information.

Customer Service

- Lead the Customer Service division, including front desk reception, mail and supply room, correspondence tracking, and public inquiries.
- Oversee the issuance of marriage licences, commissioner of oaths services, vital statistics registrations, and various other licences.
- Maintain a professional, respectful, and responsive customer service environment.
- Enhance service delivery by contributing to a corporate service inventory, streamlining internal processes, and expanding digital service options.

QUALIFICATIONS:

- Degree or diploma in Public Administration, Municipal Administration, Political Science; or an equivalent combination of education and experience.
- Three to five years' experience in municipal legislative services or a Clerk's Office.
- Completion of the AMCTO Municipal Administration Program (MAP) preferred.
- Accreditation as a Certified Municipal Officer (CMO) or Accredited Ontario Municipal Clerk (AOMC) is an asset.
- Experience in records and information management, with related certification or formal training (e.g., ARMA, AIIM, or equivalent) considered an asset.
- Experience in conducting municipal elections and managing records and information management programs is strongly preferred.

SKILLS AND COMPETENCIES REQUIRED:

- Strong knowledge of municipal governance, parliamentary procedure, municipal policy and applicable legislation related to accountability and transparency.
- Proven ability to prepare agendas, minutes, public notices, as well as follow-up Council actions with precision and timeliness.
- High level of political acuity, confidentiality, and discretion.
- Proficiency in meeting management software, AV solutions, Microsoft 365, website content management, and records systems (MS SharePoint, Laserfiche).
- Strong leadership, coaching, and team management skills.
- Excellent communication, research and analysis as well as report writing abilities.
- Commitment to continuous improvement through process optimization, technology, and by way of fostering innovation and collaboration.
- Strong organizational and time management skills with an ability to work under pressure and meet tight deadlines.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

Please submit a cover letter and resume to Valerie Ratchford, Human Resources at resumes@scugog.ca no later than 4:30 p.m. on **Monday September 8, 2025**.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted. Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.