Township of Georgian Bluffs
177964 Grey Road 18,
Owen Sound, ON N4K 5N5

Georgian Bluffs

Manager of Legislative Services/Clerk

Temporary Full Time | 13 Month Maternity Leave Coverage| Internal/ External

About Us

The Township of Georgian Bluffs serves approximately 11,000 residents across a diverse rural and waterfront community along the shores of Georgian Bay and the Niagara Escarpment. Guided by our values of Community, Service, Integrity, and Respect, we are committed to delivering responsive municipal services, fostering transparent and ethical governance, and supporting the well-being of our residents. As a member of our leadership team, you will contribute to a collaborative organization dedicated to excellence in public service and continuous improvement.

The Role

Reporting to the Director of Corporate Services/Deputy CAO, the Manager of Legislative Services/Clerk is responsible for fulfilling the statutory duties of the Clerk under the Municipal Act, 2001 and providing leadership for the Township's legislative services functions. The position oversees Council and Committee administration, records management, freedom of information, licensing, cemetery administration, and corporate policy governance. The Manager of Legislative Services/Clerk provides legislative and procedural advice to Council, senior leadership, and staff while ensuring compliance with applicable legislation and promoting transparent, accountable municipal governance.

Responsibilities

- Fulfill the statutory duties and responsibilities of the Clerk under the Municipal Act, 2001.
- Coordinate and oversee Council, Committee, and Board meetings, including agenda preparation, minutes, by-laws, resolutions, and legislative processes.
- Provide procedural and legislative advice to Council, senior administration, and staff.
- Lead the Township's records management and information governance programs.
- Administer the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) program and coordinate responses to requests.
- Oversee municipal licensing, lottery licensing, cemetery administration, commissioner of oaths services, and other statutory functions of the Clerk's office.
- Lead legislative services staff and support professional development, performance management, and continuous improvement initiatives.

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- Prepare reports, policies, procedures, and recommendations for Council and senior leadership.
- Participate in strategic planning, corporate policy development, and organizational initiatives.
- Develop and administer departmental budgets and monitor expenditures.

Qualifications

- Degree or diploma in Public Administration, Political Science, Business Administration, Law, or a related field.
- Minimum five (5) years of progressively responsible municipal experience in legislative services, clerk's services, or municipal administration.
- Experience supporting Council and Committee meetings and providing procedural advice.
- Strong knowledge of the *Municipal Act, Municipal Elections Act, MFIPPA*, and other legislation related to municipal governance.
- Completion of the Municipal Administration Program (MAP) and/or Municipal Clerks' Institute courses considered an asset.
- Accredited Ontario Municipal Clerk (AOMC) designation, or commitment to obtaining the designation, is considered a strong asset.
- Demonstrated supervisory experience and strong leadership, communication, and organizational skills.
- Experience with electronic agenda management and records management systems, including eScribe and Access E11, is considered an asset.
- Valid Ontario driver’s licence in good standing.

The Township recognizes that candidates may not possess every qualification listed in this posting. An equivalent combination of education, training, and relevant municipal experience will be considered. If you are interested in this opportunity and believe you can contribute to our team, we encourage you to apply.

Position Details

This is a temporary full-time, non-union position working 40 hours per week to provide maternity leave coverage. This posting is for an existing vacancy. The position requires regular attendance at Council and Committee meetings outside of regular business hours. The anticipated start date for this position is mid-January 2027, or as mutually agreed upon.

The salary range is $121,139.20 to $151,444.80.

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How to Apply

Qualified candidates are invited to submit a resume and cover letter in confidence to **hr@georgianbluffs.ca** no later than Monday, November 30, 2026, at 12:00 p.m.

Job Posting #2026-27

Interviews will take place at the Administration office between December 14th to 16th.

Additional Information

- Accommodations are available at every stage of the recruitment process. Applicants are encouraged to identify any accommodation needs when applying.
- This recruitment process does not use artificial intelligence (AI) to screen or evaluate applicants. All applications are reviewed by the Township's hiring team.
- We thank all applicants for their interest; only those selected for an interview will be contacted.
- Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- Pre-employment screening may include reference checks, education and credential verification, criminal record checks, and driver's abstract reviews, where relevant to the position requirements.