



**Recruitment Package for
the Position of Manager of
Community & Corporate
Services / Clerk**





Welcome!

Dear Potential Candidates,

Thank you for your interest in an upcoming leadership opportunity with the Township of Selwyn!

The Manager of Community & Corporate Services / Clerk is a key member of the Township's senior management team and is responsible for the operation, administration and budget of the Clerk's Department as well as the coordination of corporate services, administration services and community development activities.

The Township of Selwyn is a progressive, inclusive, and friendly workplace, where employees are committed to delivering innovative, effective, and transparent services that meet and exceed the needs of our community. We recognize that our success depends largely on the talent and dedication of our staff, and as such, we offer competitive compensation, a comprehensive benefits program, and support for ongoing professional development.

We are seeking an experienced and forward-thinking administrative professional who is enthusiastic about joining our organization. This position presents a unique opportunity to help shape the future of this growing and evolving municipality.

I hope you will find this recruitment package helpful as you consider submitting your application. Should you require additional information, please do not hesitate to contact me or our HR Coordinator, Kim Berry.

Sincerely,

Jennifer Moore

Jennifer Moore
Chief Administrative Officer

Jennifer Moore, C.A.O.
Email: jmoore@selwyntownship.ca
Phone: 705-292-9507 ext.212

Kim Berry, HR Coordinator
Email: kberry@selwyntownship.ca
Phone: 705-292-9507 ext.244



**The Township of Selwyn
Invites Applications for the Position of
Manager of Community & Corporate Services / Clerk**

In anticipation of a planned retirement, the Township of Selwyn is seeking a Manager of Community & Corporate Services / Clerk who will, as part of the Senior Management Team, perform the statutory duties of Clerk as defined in the Municipal Act and other such Acts or Legislation. This position is responsible for the operation, administration and budget of the Clerk's Department as well as the coordination of corporate services, administration services and community development activities, and will work with the Management Team to ensure efficient and effective operation of the municipality.

The ideal candidate will possess post-secondary education in business or public administration or a related discipline, and a minimum of five (5) years municipal experience. Candidates holding the Accredited Municipal Clerk-Treasurer (AMCT) credential will be preferred, and the Certified Municipal Officer (CMO) designation would be considered an asset.

The successful individual will demonstrate excellent knowledge of all Federal/Provincial regulations and programs pertaining to Municipal government as well as experience in emergency management, administration and training. Possessing strong research and analytical skills, and the demonstrated ability to manage multiple priorities, meet legislated deadlines, and maintain a high standard of professionalism, confidentiality and public service is essential.

The present salary range for this position is \$125,133 - \$152,235 based on a 40 hour work week.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to the undersigned by 12 noon, Monday November 9, 2026.

Interviews are expected to be conducted the week of November 23, 2026.

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Office Location
1310 Centre Line
Phone: 705-292-9507
Email: kberry@selwyntownship.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.



Recruitment Timeline

Application Period Opens	Wednesday October 14 th , 2026
Application Period Closes	Monday November 9 th @ 12:00PM, 2026
1 st Round Interviews	Week of November 23 rd , 2026
2 nd Round Interviews	Week of November 30 th , 2026
References/Qualifications Check	Week of December 7 th , 2026
Anticipated Start Date	January 2027

About the Township of Selwyn

The Township of Selwyn is the largest lower-tier municipality in the County of Peterborough. With a population of 18,653 and more than 8,000 households, Selwyn is a large, lively rural community that includes four distinct urban centres: Lakefield, Bridgenorth, Ennismore and Young's Point. Selwyn Township ranks high on the quality-of-life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, it is home to one of Peterborough County's most stable economies.

Unmatched for leisure activity and recreation options, the Township is home to several golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. The Township offers entertainment and recreation that caters to all ages – students, young professionals, families and retirees. The Township has a variety of options for enjoying the culture; a night out on the town or a fun-filled day of sports and recreation are just minutes away at one of the Kawartha Lakes. Many residents have lake homes and cottages that serve as peaceful getaways. Fishing, boating, water sports and winter sports are popular activities, as is putting your feet up and watching the spectacular sunset.

There are tangible reasons why Selwyn Township is considered a wonderful place to be, and include an overall low crime rate, clean air and water, a great mix of housing types, schools and medical facilities local to the broader community. In summary, Selwyn boasts a sense of community, a focus on families, solid values, and a genuine concern for others. The Township hums with activity and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, play and work here.

With a combined operating and capital budget of approximately \$28M and close to 100 permanent and part-time staff, the [Township of Selwyn](#) is committed to meeting the needs of residents and the business community by delivering efficient and effective services.



The Township of Selwyn's Strategic Plan

Vision – A pro-active and sustainable community.

Purpose – Leader in advancing effective and efficient municipal services.

Our Values

- Integrity
- Trust & Respect
- Environmental Responsibility
- Professionalism & Accountability
- Inclusivity

Strategic Documents

- [2024 Strategic Plan](#)
- [2025 Report Card](#)

The Benefits of Working with the Township of Selwyn

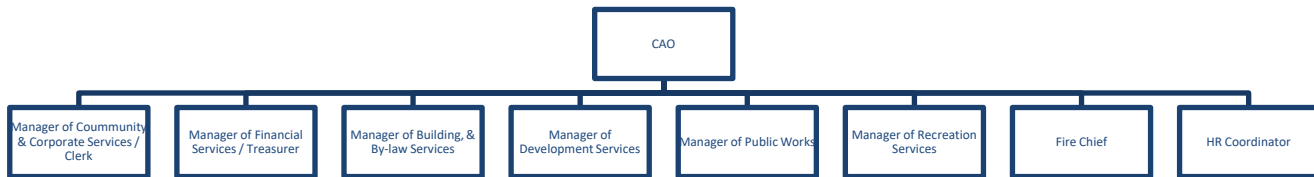
There are many benefits to joining our team!

- Competitive annual salaries
- Comprehensive benefits plan including:
 - Life Insurance
 - Long Term Disability coverage
 - Short Term Disability coverage
 - Accidental Death & Dismemberment coverage
 - Dental benefits
 - Health benefits (including but not limited to):
 - Drug Plan
 - Semi-private accommodation in hospital
 - Audio, Medical Items
 - Professional Services
 - Vision
 - Travel benefits
- OMERS Pension Plan
- Employee Assistance Program (EAP)
- Healthy Lifestyle Benefit
- Professional development and training opportunities
- Focus on employee Work/Life Balance



Selwyn Township Organizational Chart

(A full organizational chart is available upon request.)



Community & Corporate Services Department Organizational Chart





Manager of Community & Corporate Services / Clerk Job Description

Job Summary:

To perform the statutory duties of Clerk as defined in the Municipal Act and other Acts of Legislation. Reporting to the C.A.O., responsible for the operation, administration and budget of the Clerk's Department. Responsible for the coordination of corporate customer services, administrative services and community development activities. Works with Management Team to ensure effective and efficient operations of the Municipality.

Duties and Responsibilities:

1. Responsible to perform all statutory duties of the Clerk in accordance with the Municipal Act and various other Acts of Legislation, ensuring that all legislative and regulatory requirements are adhered to.
2. Attends Council meetings and is responsible for the accurate recording of all resolutions, decisions and other proceedings of Council and for the timely preparation, distribution and maintenance of minutes in accordance with established procedures.
3. Responsible to review all incoming correspondence to the Clerk's office and Council and to take appropriate action to ensure that matters come before Council.
4. Responsible for the preparation of various Bylaws to be presented to Council, for ensuring any required notifications are made, any required approvals obtained, and for the maintenance of Bylaws.
5. Responsible for the preparation and distribution of agendas, background information and all related correspondence to Council prior to meetings.
6. Responsible for ensuring that Council's decisions are communicated to all applicants, petitioners and to persons, agencies and other interested parties who are required to be advised of these decisions and procedures, ensuring that all applicable legislative requirements are adhered to.
7. Provides advice and assistance to Council, CAO and Department Managers regarding the legislative requirements/policy considerations with respect to matters under discussion.
8. As required, responsible to compile and provide information to the Municipal Solicitor in order to obtain legal opinions with respect to various matters being considered by Council.
9. Responsible for the development, co-ordination, implementation, administration and monitoring of various policies, programs and services established by Council, and assists the Management Team with the same.



10. Attends meetings as required. Represents the municipality and/or Council at various functions or circumstances as required.
11. Prepares reports and recommendations to Council with respect to various matters and acts as a resource person to Council in regard to various matters including meeting procedures and their responsibilities as elected members.
12. Maintains an awareness of administrative developments within the Municipality and the County, Provincial and Federal Government Legislation and general Municipal trends.
13. Responsible for the establishment of an effective records management and retention system and electronic document management system in accordance with the Municipal Retention Bylaw and other legislative requirements.
14. Responsible to perform the duties of Freedom of Information Coordinator in accordance with the Municipal Freedom of Information & Protection of Privacy Act.
15. Investigates and responds to requests and concerns related to Community and Corporate Services matters and acts as a liaison with other municipal departments, where appropriate, to coordinate responses and ensure effective resolution of inquiries from taxpayers, lawyers, other levels of government and various agencies to ensure resolution.
16. Reviews problems with staff and co-workers and provides guidance as to the methods, priorities or other assistance that may be required.
17. Supports the coordination of the Customer Service and Administrative Support Team, ensuring that the administrative and clerical workload is shared across departments to address customer service and administrative demands.
18. Recommends to the CAO the appointment, promotion, dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
19. Acts as the Alternate Community Emergency Management Coordinator (CEMC), liaising with Emergency Management Ontario, Township Officials and other Officials as required in response to pending or current emergency situations.
20. Oversees the corporate insurance program. Liaises with the Township's insurer, broker and adjuster for insurance claims. Responds to risk analysis reports issued by the insurance company to reduce risk and potential liability to the Township. Oversee and implement a Township Risk Management program in conjunction with the CAO and the Management Team.
21. Act as a Commissioner of Oaths for the swearing of affidavits for the benefit of the Corporation and the general public.
22. As Division Registrar, responsible for the maintenance of all vital statistics information, including the recording of births and deaths and the issuance of burial permits, in accordance with the Vital Statistics Act.



23. Responsible for the licencing of lottery schemes in accordance with Provincial Regulations and Municipal policy as Lottery Licencing Officer.
24. Responsible for the issuance of marriage licenses pursuant to the Marriage Act as Issuer of Marriage Licences.
25. Prepares the the annual operational and capital budget for the Community & Corporate Services / Clerk's department. Ensures accurate administration and monitoring of department related expenditures.
26. Responsible for carrying out duties of Returning Officer in accordance with the Municipal Elections Act.
27. When assigned, performs the duties of Chief Administrative Officer in their absence, in consultation with the appropriate Department Manager.
28. Responsible for corporate communications including the municipal website(s), social media, marketing and general communications in accordance with commonly agreed upon standards including the establishment of related policies and guidelines.
29. Responsible for developing and maintaining the Township's Annual Accessibility Plan in accordance with the Accessibility for Ontarians with Disabilities Act and Ontarians with Disabilities Act. Responsible to interpret the Acts and provide assistance to the Committee and staff on requirements to ensure compliance.
30. In conjunction with other designated staff, available 24 hours per day, 7 days per week to respond to emerging issues and incidents and undertaking appropriate action in accordance with established Township procedures and/or legislated duties, excluding periods of approved vacation unless extenuating circumstances warrant contact or response.
31. Ensures all revenues and invoicing information is submitted to the Finance Department in an accurate and timely manner.
32. Responsible to approve purchases in accordance with the municipal purchasing policy, verify and submit all department related billings for purchases to the Accounting Assistant in an accurate and timely manner.
33. Prepares cost estimate, tender, quotation and proposal documentation as required and in accordance with the approved purchasing policy for consideration by Council, and assists the Management Team with the preparation of the same.
34. Oversees applications for funding from Provincial/Federal governments and the submission of reports/claims, and assists the Management Team with the same.
35. Produces and maintains any forms, records, reports and correspondence as required.
36. Assists with the facilitation of partnerships and collaboration to building community development capacity. Act as a resource for community groups, providing resources and support, and offering recommendations about community development opportunities.



37. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
38. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under his/her supervision adhere to the same.

Supervision:

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Community & Corporate Services / Clerk's Department and to coordinate the customer service and administrative support team.

Contacts:

Internal: With Council and its' Committees and Boards to perform the statutory duties of Clerk.

With the Chief Administrative Officer and the Management Team for the purpose of obtaining and providing information to ensure the completion work assignments.

With the members of the Customer Service & Administrative Support Team for the purpose of supporting the coordination of the Customer Service function within the Township.

External: With various Municipal/Provincial/Federal officials to obtain information on policy, to co-ordinate funding, negotiate grants and to discuss municipal problems and issues and further municipal objectives.

With solicitors, auditors, bankers, insurance companies, suppliers, developers, contractors and consultants to provide and seek information, discuss municipal problems and issues, further municipal objectives and co-ordinate the completion of projects.

With the media.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal.

Regularly required to attend meetings outside of normal office hours. Work is subject to many legislated and unyielding deadlines.

Exposure to sensitive and challenging issues, public scrutiny, and commentary from Council, staff, residents, and stakeholders, including through social media.

May be required to travel within the Township. Occasional travel within the Province (for example to attend conferences).



Job Knowledge:

Post secondary education in business or public administration, five years municipal experience. A.M.C.T. required. C.M.O. preferred.

Excellent knowledge of all Federal/Provincial regulations and programs pertaining to Municipal government.

Demonstrated experience in emergency management, administration and training. Completion of emergency management related courses are an asset.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Excellent Microsoft Office computer skills (Power Point, Word and Excel).

Excellent organizational, management, and written and verbal communication skills.

Proven ability to deal with the public.

Ability to cope with several different requests and subjects simultaneously.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Leadership
- Organization and Planning
- Strategic Thinking/ Business Acumen

Moving Forward!

We invite qualified and motivated professionals to consider this opportunity to join the Township of Selwyn's senior leadership team. This role offers the chance to make a meaningful impact on the long-term sustainability of a dynamic and growing municipality. If you are a collaborative, strategic, and service-oriented municipal leader, we encourage you to submit your application and explore how your skills and experience can contribute to Selwyn's continued success.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to the undersigned by 12 noon, Monday November 9th, 2026.

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Office Location
1310 Centre Line
Phone: 705-292-9507
Email: kberry@selwyntownship.ca