



Job Title:	Legislative Services Coordinator
Department:	Legislative Services
Reports To:	Director of Legislative Services / Clerk
Salary Band:	Band 7
Last Update:	January 2024

Job Summary:

Reporting to the Director of Legislative Services/Clerk the Legislative Services Coordinator is responsible for providing support and coordination of administrative duties for Council appointed Committees and Boards

Duties and Responsibilities:

1. General

- a) Provide routine administrative and clerical support to the Manager of Legislative Services/Clerk and Deputy Clerk and administrative support to the Department including maintaining inventory, conference/seminar registration, travel/accommodation arrangements, document tracking, creating purchase orders/cheque requisitions and maintaining contact lists.
- b) Prepare General Committee and Council agendas, motions, reports, minutes in iCompass as required.
- c) Attend and participate in Council and Committee of the Whole meetings and provide technical support to the Clerk and Deputy Clerk. Including, but not limited to, running and setting up all electronic meetings.
- d) Attend meetings with special interest groups, community consultations, professional network tables and other meetings as required.
- e) Prepare staff reports, memos and bylaws as required.
- f) Assist with general property matters and real estate.
- g) Ensure the correct information/documentation is provided/received for all citizen appointments to Committees and Boards (Code of Conduct, Honorariums, Accessibility Training, Police Checks, insurance waivers).
- h) Responsible for maintaining a list of appointed members to the Committees, Local Boards and Agencies, ensuring noted vacancies are filled in accordance with Council Policy.
- i) Manage and maintain all Board and Committee information in iCompass.
- j) Assist with general election tasks.
- k) Arrange for Canadian and Township Flags at Township facilities.
- l) Provide support to the Accessibility Coordinator as required.
- m) Commissioner of Oaths and Affidavits – Key Contact
- n) Manage and maintain the Legislative Services section of the Township website.

- o) Organize the annual volunteer appreciation dinner.
- p) Assist with the organizing the inaugural meeting for newly elected council by creating the guest list, sending invitations, inviting the dignitaries (Clergy and taking of oaths), making the event arrangements to Committees and Boards, in co-ordination with the Manager of Legislative Services/Clerk or the CAO.
- q) Perform other tasks as assigned by the Clerk and Deputy Clerk.
- r) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- s) Ensure confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- t) Comply with, and perform duties in accordance with the Code of Conduct.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Three (3) years of community college/university
- Five (5) years' Municipal experience
- Proficiency in Microsoft applications
- Experience in the election process
- Experience with meeting management software (iCompass)

Required Certifications:

- None

Applicable Regulations:

- None