



Job Title:	Clerk
Department:	Corporate Services
Reports To:	Director of Corporate Services / Legal
Salary Band:	Band 11, 35 Hours per week
Last Update:	April 2026

Position Summary:

The Clerk serves as a statutory Township officer pursuant to the *Municipal Act*. The Clerk is generally responsible for supporting, recording, and preserving of all Council decisions, resolutions, by-laws, and proceedings. The Clerk plans, directs, and administers the operations of the Legislative Services Division and provides procedural and legislative support to Council.

The Clerk reports to, and operates in close collaboration with, the Director of Corporate Services / Legal to ensure legislative compliance, coordinated corporate services, and effective risk management across the organization.

Key responsibilities include supporting Council through the preparation of agendas and minutes, administration of oaths, conducting municipal elections, managing Vital Statistics functions, and overseeing corporate records management. The Clerk plays an essential role in ensuring legislative compliance, organizational integrity, and transparent municipal governance.

1. Duties & Responsibilities

- a) Exercises the statutory responsibilities of the Township Clerk in accordance with the *Municipal Act, 2001*, including the accurate recording and safekeeping of all by-laws, resolutions, decisions, and proceedings of Council and its Committees. Ensures awareness of, and compliance with, the Township's procedure by-law as well as maintaining the official records of Council proceedings. Provides procedural advice and guidance to the Head of Council, Committee Chairs, and Members of Council during meetings to support lawful and effective decision-making.
- b) Provides advice to Council, Committees, and staff on procedural matters, legislative requirements, municipal policies, and historical background information. Supports Council-appointed and ad hoc committees by providing administrative, procedural, and governance-related assistance, as required.
- c) Prepares, coordinates, and distributes Council and Committee agendas, minutes, and supporting documentation. Drafts by-laws and resolutions and ensures appropriate follow-up on Council decisions, including correspondence and

- implementation. Attends all meetings of Council, Committees of Council, and closed sessions as required. Conducts research and prepares reports, recommendations, and background materials for Council consideration.
- d) Ensures that all statutory notice and public meeting requirements are met in accordance with applicable legislation, including the *Municipal Act*, *Planning Act*, and *Development Charges Act*. Oversees the coordination of public notices, advertisements, circulation of by-laws, correspondence, affidavits, and supports appeals to the Ontario Land Tribunal, ensuring legislative compliance and procedural fairness.
 - e) Administers oaths and executes affidavits as a Commissioner of Oaths;; and performs duties as an authorized signing officer of the Corporation, as required.
 - f) Provides leadership and oversight of the day-to-day operations of the Legislative Services Division.
 - g) Acts as Returning Officer for municipal and school board elections in accordance with the *Municipal Elections Act, 1996*. Responsibilities include establishing voting subdivisions, preparing and maintaining the voters' list, recruiting and training election staff, securing voting locations, administering voting processes, and overseeing election results. Coordinates Council Inauguration activities and supports orientation and ongoing governance training for Members of Council.
 - h) Oversees the Township's corporate records management program, including the classification, retention, security, digitization, and authorized disposition of records in accordance with approved retention by-laws and legislative requirements.
 - i) Oversees the issuance and administration of liquor licences and ensures compliance with reporting and regulatory requirements under the Alcohol and Gaming Commission of Ontario (AGCO).
 - j) Assists the Director of Corporate Services / Legal with the preparation and administration of the Legislative Services Division annual budget; monitors expenditures within approved limits; authorizes payments in accordance with delegated authority; and reports on financial performance as required.
 - k) Prepares reports, recommendations, and presentations and attends Council, Committee, closed session, community group, public, and inter-municipal meetings, as required.
 - l) Provides oversight and coordination support to Council appointed Boards & Committees, including committee appointments, mandates, meeting practices, and reporting to Council.
 - m) Supports Freedom of Information and Protection of Privacy Coordination and decision-making on access requests under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Ensures compliance with legislative timelines, submits required reports to the Information and Privacy Commissioner of Ontario, and provides guidance to Council, staff, and the public on access and privacy matters.

- n) Serves as the administrative lead for the Joint Accessibility Committee and is responsible for coordinating committee activities, supporting compliance with accessibility legislation, and leading the development, maintenance, implementation, and ongoing review of the Multi-Year Accessibility Plan.
- o) Performs other related duties as assigned in support of the Township's objectives and legislative responsibilities.

2. Compliance & Accountability

The Township Clerk is responsible for ensuring that the Township's legislative, procedural, and governance practices comply with applicable federal and provincial legislation, municipal by-laws, and approved corporate policies.

Key compliance responsibilities include:

- Ensuring Council and Committee proceedings are conducted in accordance with prescribed legislative requirements, procedural by-laws, and recognized parliamentary practices.
- Monitoring changes in legislation affecting municipal governance and advising senior management of impacts, risks, and required actions.
- Ensuring compliance with statutory notice, meeting, election, access to information, records retention, privacy, and open meeting requirements.
- Acting in support of Privacy matters and ensuring compliance with MFIPPA.
- Ensuring corporate records, by-laws, policies, and minutes are accurately maintained, accessible, and retained or disposed of in accordance with approved retention by-laws.
- Supporting ethical, transparent, and accountable decision-making by Council through sound procedural advice and consistent application of legislative requirements.
- Collaborating with senior leadership to identify and mitigate governance, procedural, and compliance risks.
- Ensuring compliance with internal controls, delegated authorities, and reporting requirements related to Clerk's Division operations.

3. Education, Skills & Experience

- a) Bachelor's Degree from an accredited college or university with major coursework in public administration, business administration, political science, law, governance, or a closely related field, or an equivalent combination of education and experience.
- b) A University degree in Law (LL.B. or J.D.) and licence to practice as a Lawyer in good standing with the Law Society of Ontario is considered an asset.
- c) A minimum of five (5) years of progressively responsible experience in a municipal environment or administrative tribunal, preferably in a legislative, governance, or senior administrative capacity.

- d) Strong working knowledge of legislation applicable to municipalities, including the *Municipal Act, 2001*, *Municipal Elections Act, 1996*, *Planning Act*, *Drainage Act, 1990*, and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, as well as municipal parliamentary procedures, governance principles, and the political environment within which Ontario municipalities operate.
- e) Professional designation or working toward designation (e.g., AOMC, CMO, AMP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is considered a strong asset.
- f) Demonstrated experience developing, reviewing, and implementing policies, by-laws, procedures, and administrative processes to support legislative compliance, Council decision-making, and corporate objectives.
- g) Demonstrated leadership, communication, negotiation, and diplomacy skills, with the ability to work effectively and tactfully with Council, senior staff, advisory committees, residents, community partners, other levels of government, and external agencies.
- h) Strong analytical, problem-solving, and decision-making skills, with the ability to exercise sound judgment and maintain a high level of professionalism, integrity, confidentiality, transparency, and ethical conduct.
- i) Ability to prepare and present reports, recommendations, and information to Council, Committees, and advisory bodies, and to represent the Clerk's Division at meetings or public forums. Experience presenting to elected officials or senior leadership is preferred.
- j) Ability to work flexible hours, including evenings and occasional weekends, to attend Council and Committee meetings and meet operational deadlines.
- k) Demonstrated proficiency with standard office software and collaboration tools, including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Teams, SharePoint, and internet-based applications. Experience with agenda management or records management systems is an asset.
- l) Must possess a valid Ontario Class "G" driver's licence and have access to a reliable vehicle.
- m) A satisfactory Criminal Record Check is required and must be provided prior to commencement of employment, at the incumbent's expense.

Supervisory Responsibilities:

- The Township Clerk supervises and provides leadership to a complement of staff and offers guidance and support to the Senior Leadership Team and Council on governance, legislative, and procedural matters.

Applicable Regulations:

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and associated regulations
- *Alcohol and Gaming Regulation and Public Protection Act, 1996*
- *Archives and Recordkeeping Act, 2006* (as applicable to municipal recordkeeping)
- *Development Charges Act, 1997*
- *Drainage Act, 1990*
- *Employment Standards Act, 2000*
- *Human Rights Code*
- *Municipal Act, 2001*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*
- *Occupational Health and Safety Act, 1990*
- *Ontario Evidence Act* (as it relates to affidavits and oaths)
- *Ontario Land Tribunal Act* and related regulations
- *Planning Act, 1990*
- *Vital Statistics Act, 1990*
- Applicable municipal by-laws, policies, and procedural by-laws of the Township of Ramara

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform other job-related duties as required by the Director and/or the CAO. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.