



<b>Job Title:</b>	Special Projects Coordinator – Legislative Services (8-month contract)
<b>Department:</b>	Legislative Services
<b>Reports To:</b>	Director of Legislative Services/Clerk
<b>Salary Band:</b>	Band 7
<b>Last Update:</b>	March 2026

### Job Summary:

Reporting to the Director of Legislative Services/Clerk, the Special Projects Coordinator – Legislative Services is responsible for providing foundational research, special project coordination, and draft development for several core projects within the Legislative Services Division, as well as filling in additional support for key division services on an as-needed basis.

### Duties and Responsibilities:

#### 1. Project Coordination

- a) Reporting to the Director of Legislative Services/Clerk, coordinate planning and project management for key divisional projects following, including:
  - a) Boards and Committees Governance Review, including background research, benchmarking, document review, interest-holder and community consultation, development of options, and preparation of draft materials to support future consideration of the 2026-2030 term of Council.
  - b) Multi-Year Accessibility Plan Update, including research, coordination, consultation support, and preparation of draft documentation in alignment with accessibility requirements for consideration of the 2026-2030 term of Council.
  - c) Targeted policy and bylaw review projects (e.g. inventory, filing organization, housekeeping updates) as assigned.
  - d) Other projects may be assigned based on the successful candidate's experience and interests.
- b) Develop defined project plans, timelines, and milestones, and support planning for benchmarking, data gathering, consultation with staff and other interest-holders, communications and community engagement, and drafting of final recommendations, reports, and supporting documents as required, and presentation of recommendations to the Township's Senior Leadership Team.

#### 2. Legislative and Administrative Support

- a) Provide back-up support on an as-needed basis for key legislative services processes, including Access to Information requests, records management requirements, and supporting Committee and Council agenda preparation, motions, reports, and minutes.
- b) Occasionally attend and participate in Council and Committee of the Whole meetings and provide technical support to the Clerk, including, but not limited to, running and setting up electronic meetings.
- c) Assist with the 2026 Municipal and School Board Election process on an as-needed basis.
- d) Provide routine administrative and clerical support to the Director of Legislative Services/Clerk and administrative support to the Legislative Services Division as required.
- e) Perform other tasks as assigned by the Clerk.

### **3. General**

- a) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- b) Ensure confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- c) Comply with, and perform duties in accordance with the Code of Conduct.

#### **Supervisory Responsibilities:**

- None

#### **Education, Experience and Qualifications:**

- Post-secondary diploma in Office Administration, Public Administration, Business Administration, or a related field
- 2+ years administrative and project management experience, preferably within municipal government or a public-sector environment
- Experience supporting accessibility initiatives, compliance with the *Accessibility for Ontarians Act (AODA)*, and/or development of accessibility plans
- Completion of the AMCTO Municipal Administration Program or equivalent is an asset
- Experience in access to information, records management, and council/committee/board meeting support is an asset
- Proficiency in Microsoft 365
- Ability to maintain confidentiality, political acuity, and sound judgment
- Customer-service focused with a professional and approachable demeanor
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle



- An acceptable Criminal Record Check is required for this position prior to the commencement date, at the incumbent's expense.