

Township of Stirling-Rawdon Job Description

Position Title: Clerk

Department: Clerk's Office

Reports to: Chief Administrative Officer

Status: Full-Time

Date Revised: October 9, 2025

Job Summary / Purpose

As a key member of the Senior Management Team, the Municipal Clerk contributes to the strategic vision and effective governance of the Township through the leadership and management of the Clerk's Office. Reporting to the Chief Administrative Officer (CAO), the Clerk provides administrative and legislative support to Council and staff and serves as a statutory officer under the *Municipal Act* and other applicable legislation.

The Clerk acts as the Corporation's Commissioner of Oaths and Signing Authority, Access and Privacy Information Officer, Accessibility Coordinator under the Accessibility for Ontarians with Disabilities Act (AODA), and main liaison with the Ombudsman's Office and the Integrity Commissioner.

The position oversees Council and Committee administration, corporate records management, licensing, vital statistics, elections, real estate transactions, and related legislative services. The Clerk ensures that departmental operations comply with Township policies and by-laws, supporting transparency, accountability, accessibility, and good governance across the organization.

Duties and Responsibilities

1. Leadership and Strategic Management

- Participate as an active member of the Senior Management Team, contributing to the Township's strategic vision and goals.
- Provide leadership and direction to the Clerk's Department, ensuring effective service delivery and alignment with Council priorities.
- Develop and implement annual and departmental goals and objectives consistent with the Township's strategic plan; monitor and evaluate departmental effectiveness.
- Ensure departmental operations comply with Township policies and by-laws.
- Foster a culture of customer service excellence and continuous improvement within the department.
- Supervise departmental staff through coaching, mentoring, and formal performance management processes.

- Address performance issues through guidance and performance improvement plans.
- Manage the operating and capital budgets for Legislative, Clerk Services, Cemetery and Elections.
- Oversee departmental procurement, invoice approvals, supply coordination, and related financial administration.
- Administer departmental revenues and applicable grants.
- Serve as a corporate signing officer and Commissioner of Oaths for the Corporation.
- Participate as a member of the Emergency Control Group.
- Carry out special assignments for Council or as directed by the CAO.
- Perform other related duties as assigned.

2. Statutory and Legislative Responsibilities

- Execute the statutory duties of the Municipal Clerk under the *Municipal Act* and other relevant legislation.
- Act as parliamentary advisor to Council on procedure, protocol, and meeting conduct.
- Advise Council and staff on legislative and regulatory changes and ensure compliance across departments.
- Serve as Access and Privacy Information Officer under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- Serve as Accessibility Coordinator under the *Accessibility for Ontarians with Disabilities Act (AODA)*, ensuring compliance with accessibility standards and promoting inclusivity in municipal services and programs.
- Act as the primary and main liaison with the Integrity Commissioner, Ombudsman's Office, and other accountability officers, ensuring timely coordination and response to complaints, investigations, and inquiries.
- Provide confidential administrative and legislative support to Council and Committees.
- Ensure all departmental activities adhere to corporate policies, by-laws, and statutory requirements.

3. Council and Committee Administration

- Oversee the preparation, review, and distribution of Council and Committee agendas, minutes, by-laws, resolutions, and motions.
- Manage and maintain electronic agenda software, ensuring appropriate user access and data security.
- Coordinate recruitment, selection, and support for Committees of Council.
- Organize and deliver orientation and training for new Council members.
- Facilitate hybrid (in-person and electronic) meetings for Council and Committees, including livestreaming, recording, and conferencing system management.

4. Elections and Democratic Services

- Serve as the **Returning Officer** for municipal and school board elections, ensuring full legislative compliance.
- Develop and implement election policies, procedures, and training materials.

- Act as **Screening Officer** under the *Administrative Monetary Penalties System (AMPS)*.

5. Records and Information Management

- Serve as corporate coordinator for all municipal records and ensure compliance with retention and destruction requirements.
- Maintain Records Retention By-laws and policies in accordance with legislative, legal, and insurance standards.
- Collaborate with Senior Management to address departmental record management needs and ensure consistent practices.
- Promote secure handling, storage, and disposal of corporate records.
- Respond to Freedom of Information (FOI) requests under *MFIPPA*, including search, compilation, and redaction of information.
- Research and provide historical records, resolutions, and by-laws as required.

6. Licensing, Vital Statistics, and Regulatory Functions

- Serve as Registrar under the *Vital Statistics Act*, responsible for registering deaths and issuing marriage licenses.
- Perform civil marriage solemnizations as stipulated by by-law in accordance with provincial authority.
- Authorize and coordinate municipal approvals for liquor license applications under the *Alcohol and Gaming Commission of Ontario (AGCO)*.
- Serve as Lottery Licensing Officer in accordance with AGCO regulations.
- Serve as Cemetery Licensee under the *Funeral, Burial and Cremation Services Act*, overseeing cemetery records and interment arrangements.
- Administer business, animal, and other municipal licensing programs and respond to related public inquiries.

7. Real Estate and Legal Administration

- Manage the Township's real estate portfolio, including the sale and disposition of surplus lands, road allowances, easements, leases, and related transactions.
- Coordinate real estate matters with legal counsel and external parties.
- Review and provide input on policies, by-laws, and agreements drafted by staff to ensure legislative and procedural compliance.

8. Communications and Public Information

- Oversee the corporate website, communication systems, and mail administration services.
- Disseminate corporate and public information through print and electronic channels.
- Respond to inquiries from Council, staff, residents, and external stakeholders in a professional and timely manner.

Knowledge, skills and abilities

- Thorough knowledge of the *Municipal Act*, *Elections Act*, *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, *Accessibility for Ontarians*

with Disabilities Act (AODA), Vital Statistics Act, Marriage Act, Funeral, Burial and Cremation Services Act, and other relevant legislation.

- Comprehensive understanding of municipal governance, processes, parliamentary procedure, and meeting management.
- Strong administrative, organizational, and minute-taking skills with exceptional attention to detail.
- Demonstrated political acuity, sound judgment, and the ability to make informed decisions under pressure.
- Strong grasp of records retention, information management, and best practices in data governance.
- Working knowledge of procurement policies, real estate transactions, and municipal accountability frameworks.
- Skilled in research, analysis, and problem-solving to support effective decision-making.
- Excellent written and verbal communication skills — professional, clear, and concise.
- Proven ability to build trust, resolve conflict with diplomacy, and foster collaboration across teams.
- Flexible, organized, and able to meet deadlines in dynamic, fast-paced environments.
- Proficient in Microsoft Office, cloud-based applications, and electronic meeting, agenda, and records management systems.
- Customer-service focused and committed to inclusiveness, professionalism, and teamwork.

Qualifications and Experience

- Post-secondary education in Public Administration, Political Science, Law, or a related field.
- Completion of the Municipal Administration Program (MAP), Municipal Law Program, or Diploma in Municipal Administration (DMA) through AMCTO, or equivalent combination of education and experience.
- Five (5) to seven (7) years of progressive municipal experience, within Clerk's or Legislative Services.
- Demonstrated experience with municipal elections, by-law and policy development, Council and Committee governance, and records management.
- Knowledge of and experience with MFIPPA, AODA, and related municipal legislation.
- Certification or eligibility as a Commissioner of Oaths, Marriage Officiant, or Accredited Ontario Municipal Clerk (AOMC) considered an asset.
- Experience liaising with Integrity Commissioners, Ombudsman, and Accessibility advisory bodies is an asset.

Direct Reports

- Deputy Clerk, Elections Co-ordinator

Working Conditions

- Office environment and some travel within the municipality to various locations for meetings and outside municipality (courses, seminars, meetings, special functions).
- This position will be scheduled to work regular full-time hours. Due to workload, overtime may be required from time to time.
- Attends Council and Committee or Board meetings as required.
- Attends other meetings, such as budget, meetings with outside agencies, or consultants as required.
- May be seated for long periods (3-4 hours).
- Occasional lifting, carrying, and moving of items may occur.

Note: *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*