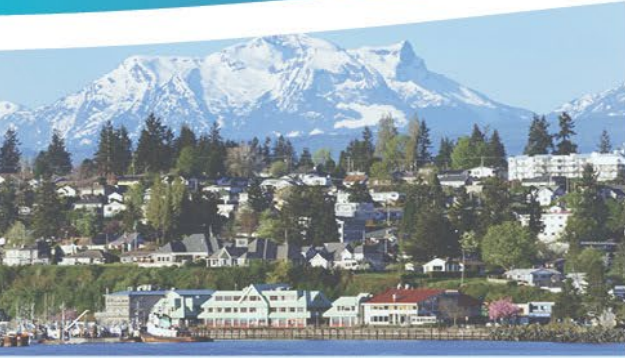


# Legislative Services Manager



## Come Work and Play in Campbell River

This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

### WHY APPLY

- ❖ Competitive compensation package including a salary range of \$111,400 to \$131,200, group benefits and defined benefit pension plan.
- ❖ Flexible work options, including compressed work week schedules.
- ❖ Generous vacation package – 6 weeks in 1<sup>st</sup> year, 7 weeks in 2<sup>nd</sup> year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Work with a dynamic and supportive management team.
- ❖ Strengthen leadership skills and help build community partnerships.
- ❖ Live in a growing city situated along 22.5 scenic kms of ocean front along the Discovery Passage.

### HOW TO APPLY

Please send your resume with cover letter, quoting competition **EXT-24-076** via email to: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

**This posting will close on September 3, 2024.**

Please note that this posting may close ahead of the official closing date if a successful candidate is identified.



### WHAT WE'RE LOOKING FOR

- Undergraduate degree from a recognized post-secondary educational institution specializing in public or business administration, or a related field.
- Minimum of 7 years of progressive experience in a senior role in corporate administration or related field, preferably within local government.
- Minimum of 5 years of managerial experience including 3 years of direct supervisory experience.
- Experience working with politicians, senior staff, public, and the media.
- Considerable knowledge of the Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Parliamentary Procedure, Regulations, Bylaws, Statutes and other legislation.
- Certification as a Municipal Clerk, certificate in Local Government Administration and completion of Municipal Administration Training Institute (MATI) Program courses are considered assets.

### WHAT YOU'LL BE DOING

The successful candidate will:

- Report to the Director of Corporate Services.
- Lead, coach train and mentor a small team of professional staff.
- Oversee the City's legislative, privacy and records management functions.
- Serve as Chief Election Officer.
- Provide professional advice and guidance to Council, the Senior Leadership Team and other City departments in areas of expertise including corporate administration and regulatory processes.

Please see the attached job description for additional information on this position.

We sincerely thank all candidates for their interest: however, only those selected for an interview will be contacted

## LEGISLATIVE SERVICES MANAGER

**Approval Date:** July 2024 **Department:** Legislative Services

IAFF  CUPE  Management

**Title of Management Supervisor:** Director of Corporate Services

### General Accountability:

#### Purpose and Scope

Reporting to the Director of Corporate Services, the Legislative Services Manager is responsible for the direction, organization and administration of the City's legislative, corporate agreements, corporate policy administration, privacy, and records management functions. The Legislative Services Manager provides governance advice and recommendations to Council, advisory committees to Council and City staff, and provides leadership, direction and supervision to the Legislative Services staff. Through planned and orchestrated cross-jurisdictional engagement, the incumbent serves an integral role in ensuring effective and reliable communication between City Council, City staff, Council advisory committees and the general public, as well as senior levels of government, community organizations and special interest groups.

The Legislative Services Manager will be recommended to Council for appointment as the City's *Deputy Corporate Officer* as outlined in the *BC Community Charter*, and serves as the Chief Elections Officer, Freedom of Information Head, and Privacy Officer. As *Deputy Corporate Officer*, the Legislative Services Manager will be required to undertake the duties of the Corporate Officer in their absence.

### Nature and Scope of Work

#### **Leadership/Management:**

- Lead, direct, and manage direct reporting staff with an emphasis on the execution of plans and delivery of services, providing guidance on establishing work priorities and setting goals and objectives, ensuring quality and service standards are met.
- Facilitate and promote learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and succession plans are developed and implemented.
- Provide guidance to departmental staff in mediating and finding constructive solutions to issues, requests and complaints.
- Foster and promote a strong workplace health and safety culture; ensure that all established safe work practices and procedures are followed.
- Develop and administer the department's budget and manage expenses within approved budgets.

#### **Corporate/Council Responsibilities:**

- Assume a leadership role in implementing key aspects of Council's strategic plan with respect to management and governance.
- Ensure that Council conducts its business in accordance with relevant government legislation, City bylaws, corporate policies and procedures and relevant case law.
- Attend, in person or infrequently through a designate, all meetings of Council to ensure that proceedings are conducted in accordance with relevant bylaws, policy and parliamentary procedures.
- Maintain a high level of day-to-day contact with Council to ensure effective communication between staff and Council with regard to operational matters.
- Provide advice, guidance and training to Council and its advisory bodies on legislative and parliamentary procedures and act as liaison between Council, staff and the general public to coordinate presentations, delegations and other business coming before Council.
- Interpret legislation, bylaws, policies and procedures for City Council, staff and the general public, and recommend

amendments as required.

- Manage all correspondence, reports and information intended to be received by Council.
- Provide advice and guidance to staff regarding procedural matters and the Council report approval process; review all staff reports and recommendations for form and content to ensure compliance with Council policy, provincial legislation, and accepted standards.
- Prepare reports, recommendations, bylaws, contracts and agreements on various matters to be considered by Council.
- Manage the preparation and distribution of public notices, agendas and minutes for all Council and Committee of the Whole meetings and any other public meetings and hearings as required by legislation, bylaws and Council.
- Ensure that the minutes, bylaws, contracts, agreements and other records of Council business are maintained, kept safe and are accessible as required by law or authorized by Council.
- Maintain a follow up system for all matters as directed by Council resolution, ensuring that Council's decisions and directions are acted upon, and facilitate required administrative follow-up activities.
- Maintain the City Council Policy and Procedure Manual and recommend amendments as required.
- As Chief Election Officer, provide leadership and procedural oversight for civic elections, ensuring that municipal elections, by-elections, referenda and alternate approval processes are conducted in accordance with relevant legislation, bylaws, policies and procedures.
- As delegated, accept, on behalf of Council or the City, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to Council or the City.

**Privacy:**

- Perform the duties of the Freedom of Information and Protection of Privacy Head to ensure that statutory responsibilities regarding public access to records and the protection of privacy are met; this includes directing exempt staff in other City departments to assemble appropriate required information to meet timelines and ensure compliance with FOIPPA legislation.
- Manage and administer corporate policies, processes and controls related to the appropriate collection, storage, access, use and disclosure of corporate and personal information.
- Conduct FOI file reviews of sensitive and highly confidential cases and investigate alleged violations of privacy regulations, policies and procedures.
- Provide training to City staff on privacy and FOIPPA compliance, conduct Privacy Impact Assessments (PIAs) and perform internal compliance audits.
- Represent the City on appeals submitted to the Information and Privacy Commissioner as it pertains to the FOI Act.

**Records Management:**

- Responsible for ensuring the safekeeping and preservation of all corporate records, providing a strategic, accessible and accurate foundation that meets the needs of all City operations.
- Oversee the development and maintenance of the City's records management system to meet applicable legislation including the classification, retention, retrieval and disposal of all City records throughout their lifecycle.
- Oversee the development, implementation, and audit of a corporate records management bylaw and policy, develop and deliver records management training to City staff. Conduct records and information management compliance audits.
- Establish and maintain a vital records inventory and plan for recovery in the event of a disaster.

**Corporate Policy and Agreements:**

- Oversee the development, review and maintenance of consistent City-wide corporate Administrative and Council policies.
- Manage, administer and coordinate the development, implementation and maintenance of corporate standards and effective processes for maintaining City agreements and other legal documents, ensuring corporate obligations are tracked and met.
- Produce and coordinate bylaws and corresponding public notices, maintaining an accurate record of same; keep current status records of bylaws including updating regulatory bylaws and ensuring that all approvals and registration with other government authorities is completed within guidelines.

**Other Responsibilities:**

- Lead the conduct of research studies related to statutory matters in the areas of corporate, elections, FOI, privacy, and records management policies and bylaws, recommending and implementing amendments and improvements.
- As delegated, administer oaths, take affirmations, affidavits and declarations in matters relating to City affairs.
- As delegated, certify copies of bylaws and other documents as required or requested; accept custody of the corporate seal and have it affixed to documents as required.
- Provide formal departmental representation in various settings as required, including media relations.
- Ensure departmental compliance with relevant policies, procedures, standards, regulations, bylaws and technical initiatives; establish and monitor internal office procedures and practices.
- Analyze administrative processes and develop and implement innovative ways to better deliver services.
- All staff employed by the City of Campbell River may be required to assist the City during emergency events, including but not limited to an Emergency Operations Centre. Duties assigned during an emergency may differ from regular duties.

**Necessary Qualifications**

**Technical Knowledge/Skills:**

- Thorough knowledge of local government operations and governance, corporate records management, corporate administration, and City bylaws, policies, procedures and regulations.
- Thorough knowledge of applicable legislation such as Community Charter, Local Government Act Interpretation Act, Freedom of Information & Protection of Privacy Act, Elections Act and other applicable legislation.
- Thorough knowledge and experience with parliamentary procedures and Robert's Rules of Order.
- Knowledge of the Local Government Management Association's Records Management Plan and thorough knowledge of Records Management or Archival procedures.
- Knowledge of applicable federal and provincial legislation, regulations, standards and guidelines.
- Proficient with all aspects of MS Office Suite.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Working knowledge of the Collective Agreement and the City's Labour Relations Principles.
- Knowledge of budget formulation and maintenance processes.

**Key Competencies:**

- Adaptability and Flexibility
  - Able to adapt readily to rapidly changing demands and circumstances in a changing work environment.
- Collaboration and Negotiation
  - Able to foster collaborative relationships with both internal and external stakeholder relationships.
- Communication
  - Excellent presentation, verbal and written communication skills. Able to provide diverse information and advice to diverse audiences including Council, staff and public. Able to write concise and complex policies, correspondence and reports.
- Conflict Management
  - Able to resolve conflict with a professional manner and calm demeanour, and deal effectively with the public, subordinate and external department staff, contractors, elected officials, and outside agencies.
- Decision Making and Problem Solving
  - Good analytical and problem-solving skills utilizing solid judgment.
- Leadership
  - Able to lead staff, including encouraging, inspiring and supporting others to meet their work goals. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Networking and Relationship Building
  - Superior networking characteristics. Able to establish and maintain effective working relationships with a variety of internal and external customers. Able to develop partnerships, and coach and guide others to do the same. Highly developed political and organizational sensitivity and savvy.

- Planning and Organizing
  - Proficient in planning, developing and implementing policies and procedures. Able to coordinate and manage multiple requests from numerous areas to meet objectives and deadlines.
- Professionalism
  - Exemplifies professionalism and personal integrity in the performance of duties involving highly sensitive and confidential issues.
- Results and Quality Focus/Attention to Detail
  - Proven ability to perform with a high level of attention to detail and accuracy.

**Education/Training/Certification:**

- Post-secondary undergraduate degree from a recognized educational institution in public or business administration or a related field.
- Certificate in Local Government Administration is considered an asset.
- Certified Municipal Clerk designation is considered an asset.
- Completion of Municipal Administration Training Institute (MATI) Program courses is considered an asset.
- Membership in the Association of Records Managers and Administrators (ARMA) Canada is considered an asset.

**Experience:**

- Minimum of seven (7) years of progressive experience in a senior role in corporate administration or related field, preferably within local government.
- Minimum of five (5) years of managerial experience including three (3) years of direct supervisory experience, preferably in a unionized environment.
- Experience working with politicians, senior staff, public and the media.