

Director of Legal and Legislative Services / Clerk

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Director of Legal and Legislative Services / Clerk."

Position Summary:

Reporting to the Chief Administrative Officer, the Director of Legal and Legislative Services / Clerk is responsible for providing legal advice, interpretation of by-laws and legislation, and for the drafting and review of various Municipal agreements and contracts. In addition, the Director of Legal and Legislative Services / Clerk shall be responsible for the statutory responsibilities of the Municipal Clerk and shall advise Council and the Senior Management Team on matters related to Municipal policy, procedure and law. The Director will be responsible for the day-to-day oversight of the Legal and Legislative Services Department and will be the lead for the delivery of a suite of programs and services offered by the Department.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Responsible to provide daily direction, functional guidance and managerial leadership within the Legal and Legislative Services Department, which also includes, development, mentoring, coaching and training of staff to support departmental operations, goals and initiatives to assist with the delivery of services including:
 - Council/committee process and follow up; and,
 - Management of cemeteries, animal control, and licensing (taxi cabs, marriages, lotteries etc.).

- Serve as a member of the Senior Management Team, and as an active participant in a variety of organizational strategic initiatives while managing the service delivery of the Legal and Legislative Department including maintaining appropriate service levels, strategic/business planning, and Human Resources planning
- Create a high performance environment by setting clear and realistic goals and work plans, providing open and consistent feedback and coaching to maximize individual and team talents
- Select, train, motivate and evaluate professional, technical and clerical staff
- Prepares, administers and monitors departmental budget. Interprets financial information to assess the short-term and long-term fiscal conditions
- Approves departmental invoices for payment and authorizes the ordering of all supplies and equipment for the department
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of legislative requirements
- Acts as a member of the Community Emergency Management Team, responding in the event of an emergency, participating in training and mock exercises as required
- Co-ordinate records and information as required by the legal counsel appointed by the insurer
- Manage the administration of sensitive legal files and ensures the effective management of confidential and highly sensitive information
- Complete administrative responsibilities for direct reports (example: time sheet approval; approval of requests for time away from work etc.) using the appropriate tools and software
- Guide staff toward the realization of the departments' strategic direction and priorities
- Responsible for the development and application of consistent policies as it relates to the Department
- Provide a healthy, safe and positive work environment for staff
- Prepare reports, make recommendations and represent the Legal and Legislative Department at Council, public meetings and at other functions as may be directed by Council or the Chief Administrative Officer
- Develop policies and by-laws in accordance with provincial legislation and/or as directed by the appropriate authority
- Act as a signing officer of the Corporation with the authority to bind the Corporation
- Perform duties as a Commissioner of Oaths for the swearing of affidavits and signing of official documents for the public
- Provide unbiased advice and guidance to Council, committees and staff on legislative and procedural matters
- Ensure that recommendations, reports, committee and staff activities are properly presented before Council and draft the appropriate by-laws and reports for Council's consideration
- Responsible for the execution of various statutory responsibilities in accordance with provincial legislation
- Responsible to attend council meetings (public and closed) and record resolutions, decisions and other proceedings of Council. Oversee committee secretariat services, council agenda preparation.
- Conduct municipal elections every four years in accordance with the Municipal Elections Act.
- Respond to enquiries from council, staff, public, media and other levels of government with regard to procedures, legislation, and by-law
- Ensure that recommendations, reports, committee and staff activities are properly presented before council and draft the appropriate by-laws and reports for Council's considerations
- Perform all duties identified under Section 228(1) of the Municipal Act, 2001 – Practices and Procedures related to Clerk
- Oversee the management of the Municipality's records management system to ensure the Municipality's legal obligations are adhered to

- Oversee the Municipality's obligations for the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and make final decisions on access to information.
- Provide advice to staff on the provisions of MFIPPA.
- Oversee requests and responses related to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Personal Health Information Protection Act
- Oversee investigation and response to privacy breaches
- Update and maintain a file of current corporate policies.
- Review new legislation and amendments and report on statutory changes and regulations as it relates to the Clerk's portfolio of responsibilities and develop the appropriate by-laws or polices to ensure compliance
- Research new policies as assigned by the Chief Administrative Officer or through Council and its committees
- Assist the Chief Administrative Officer with Council orientation and inauguration
- Perform other related duties as assigned

Qualifications:

- Post-secondary education in Public Administration, Political Science, Business Administration or a closely related field. Equivalent combination of education and experience will be considered
- Minimum eight (8) years of management and/or supervisory experience
- Minimum five (5) years of previous Municipal experience, with specific experience working as a Clerk, Deputy Clerk or equivalent
- Acute sense of confidentiality and judgement
- Thorough knowledge of Municipal Law and Provincial Legislation as it affects Municipalities in general
- Sound working knowledge of the Municipal Freedom of Information and Protection of Privacy Act as it relates to both access to information and the protection of personal privacy and of the Municipal Elections Act, 1996 as it relates to the conduct of Municipal elections
- A proven track record leading and managing a diverse portfolio of responsibilities and staff oversight
- Experience developing and managing operational budgets
- Excellent strategic planning, performance management, problem solving, and decision making as well as strong leadership skills
- Excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials, consultants, contractors and the general public
- Understands and ensures compliance with the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures
- Able to attend meetings outside normal work hours and/or responding to after-hours emergencies as required
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- A satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 9 – \$115,060.40 to \$143,834.60 per year (2025 rates)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing Vacancy

Closing Date: April 22, 2025 @ 12:00 PM

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.