

Manager, Legislative Services/Clerk

Saugeen Shores: Both city and town, wrapped in a village.

Choosing to work and live in Saugeen Shores gives you an unparalleled choice of easy-going lifestyles, economic opportunities and nature at every turn. You can truly create your own village in this growing, diverse community of neighbourhoods and amenities. You can replace long commutes with easy lakeshore rides. You can choose to be as active or relaxed as you want to be. You can make all these great choices without sacrificing family life, schools, and even access to the wide world. Nestled on the shores of Lake Huron with forests and farms all around, Saugeen Shores is the promise of both cities and towns, wrapped in a village.

The Team:

We take our team-first culture so seriously; we wrote a Team Saugeen Charter to celebrate and protect it. Our shared role is to keep Saugeen Shores safe, well-serviced, growing and vibrant in ways that respect the public and reflect our team. We develop careers from the inside first. We engage each other personally and professionally. We welcome change. we embrace new ideas. We do more than live with work processes; we seek to continuously improve them. And we have each other's backs - because that is what great teams do.

The Position at a Glance:

As the **Manager of Legislative Services/Clerk**, reporting to the Director of Corporate Services, you will carry out the statutory, operational, and advisory responsibilities required by the Municipal Act and other legislation. Your role includes supporting Council and its Committees in their operations. Additionally, you'll act as the corporate secretary for the municipality, ensuring all legal obligations are met and providing procedural advice on matters of democratic governance.

What You'll Do:

- **Strategic Leadership & Advisory:** Serve as strategic advisor to the Director of Corporate Services, representing the division externally, supporting Council and Committees, and ensuring alignment with municipal procedures and statutory requirements under relevant legislation.
- **Planning & Performance Management:** Develop and implement divisional and annual strategic plans, monitor progress towards business plans, prepare and deliver reports, and facilitate annual goal setting and performance reviews for staff.
- **Team Development & Operations:** Oversee Clerk's Office operations, promote staff development, manage recruitment and coaching, and encourage continuous improvement, corporate initiatives, and the adoption of new tools and opportunities.
- **Financial Oversight:** Prepare and manage divisional budgets, and communicate fiscal responsibility to staff.
- **Governance & Legislative Support:** Prepare by-laws, resolutions, agreements, and correspondence; ensure public meeting notifications, timely minutes, and facilitate smooth business for Council and Committees. Attend all Council meetings, communicate decisions, and submit planning appeals as required.
- **Records, Compliance & Accessibility:** Manage municipal records, coordinate AODA requirements, oversee licensing and permits, ensure compliance with MFIPPA, and administer information requests.

- **Elections & Public Engagement:** Act as Returning Officer for municipal and school board elections, interpret and communicate by-laws and policies, address public concerns, and provide orientation and administrative support to Council members and committees.
- **Policy & Health and Safety:** Ensure regular review and development of policies, programs, and procedures, and promote Health and Safety initiatives division-wide.

Education:

- A post-secondary degree or college diploma in Business or Public Administration or in a related field.
- Accredited Ontario Municipal Clerk (AOMC) or Certified Municipal Officer (CMO) designation is considered an asset.
- Successful completion of the Municipal Administration Program is an asset.

Experience and Knowledge:

- A minimum of 7 years of relevant progressive experience including 5 years of municipal management experience is preferred.
- Significant experience in local government administration including Council/Board Secretariat/procedural experience, elections experience, and supervisory experience.
- Expert knowledge of the Municipal Act, Planning Act, Municipal Elections Act, Vital Statistics Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal By-Laws, Provincial Offences Act, and other applicable legislation.

Skills and Competencies you bring to the role:

- **Leadership:** Demonstrated ability to guide teams, foster collaboration, and drive organizational improvements by inspiring confidence and accountability.
- **Analytical:** You can collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing. You can effectively provide detailed reports that are professional, researched and suited to the needs of the audience.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly and efficiently and you actively promote positive outcomes of conflict to improve learning and effectiveness.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and work proactively to achieve organizational goals rather than waiting for others to lead.
- **Integrity:** You exhibit a high level of integrity and work ethic. You are trustworthy and reliable, and you practice and encourage open and honest communication. You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Political Acuity:** You have proven success working effectively and collaboratively with Council or a policy-making Board and with other government agencies. You exhibit strong political astuteness, tactfulness, with a knowledge of municipal government processes and parliamentary procedure.



- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Relationship Building:** You foster positive relationships with other municipalities, local boards, agencies, and other levels of government at the administrative level to identify and address legislative issues and improvements and ensure effective service delivery.

What We Offer You:

- **Salary:** \$128,449 to \$145,965 per year (depending on qualifications and experience)
- **Hours of work:** 35 hours per week (8:30 am to 4:30 pm). The successful applicant will be expected to attend all Council and relevant committee meetings which typically occur outside of regular working hours.
- **Vacation:** A generous number of vacation days per year in addition to 10 paid personal days.
- **Benefits:** Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan and enrollment in the OMERS pension plan.
- **Professional development:** A passion for investing in our workforce through continuous learning and development.

How to Apply

To explore this opportunity please apply via **email by Wednesday December 17, 2025 or sooner to careers@waterhousesearch.net** quoting project **SS-CL**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

Please note: Qualified candidates may be considered in advance of the closing date.

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We are committed to equal employment opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Information received relating to accommodation needs of applicants will be addressed confidentially in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used for the purpose of this employment opportunity only.

If you require an accommodation to submit your resume for an employment opportunity, or for more information on accommodation during the recruitment process, please contact the Human Resources Coordinator at jobs@saugeenshores.ca or by phone at 519-832-2008 x.161.