



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **MANAGING DIRECTOR OF CORPORATE & LEGISLATIVE SERVICES / MUNICIPAL CLERK PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)**

The Township of Centre Wellington is a thriving, fast-growing community of approximately 35,000 residents, uniquely blending the charm of rural living with the conveniences of nearby urban centres like Guelph and Kitchener-Waterloo. Surrounded by stunning natural landscapes and known for its vibrant arts and festival scene, historic character, and year-round recreational opportunities, our community offers an exceptional quality of life for residents and visitors alike.

The Managing Director of Corporate & Legislative Services / Municipal Clerk is a department head and key member of the Township's Senior Management Team, providing strategic leadership and operational oversight to the Corporate & Legislative Services Department. The role is accountable for the effective governance, direction, and performance of multiple service areas, including Legislative Services (Clerk's Office), By-Law & Licensing, and Communications & Engagement, ensuring these functions are delivered in a coordinated, compliant, and customer-focused manner.

Reporting directly to the Chief Administrative Officer (CAO), the Managing Director leads the Corporate & Legislative Services Department in providing executive administrative and governance support to the Office of the CAO and Council, and serves as a trusted corporate advisor on corporate, legislative, and various operational matters. The position plays a central role in standardizing corporate customer service standards as well as advancing organizational effectiveness, and continuous improvement initiatives across the Township.

The role involves leadership in strategic planning, financial and resource stewardship, legislative compliance, and long-term service planning to meet the evolving needs of the organization and the community. Through the provision of expert advice and sound recommendations to the CAO and Council, the Managing Director contributes to the development and implementation of corporate strategies, business plans, and policy frameworks that enhance service delivery, organizational performance, and the overall quality of life for residents and businesses of the Township.

This is a rare opportunity to step into a senior leadership role that sits at the centre of the Township's corporate governance and community-facing service delivery. As a key member of the Senior Management Team, the Managing Director will help shape organizational direction, strengthen corporate service standards, and provide trusted, high-impact advice to the CAO and Council on complex legislative and operational matters.

With oversight of Legislative Services (Clerk's Office), By-Law & Licensing, and Communications & Engagement, this position offers broad influence across the organization from Council and committee governance processes to records management, elections, corporate communications, and customer experience. The Managing Director will lead a talented team and champion continuous improvement, ensuring services are delivered with integrity, transparency, and a strong focus on residents and businesses.

With the upcoming retirement of the Township's Clerk and an intentional restructure of the department, the successful candidate will have a unique chance to help define the future state of Corporate & Legislative Services. This transition creates space to modernize processes, strengthen governance and service delivery frameworks, and build sustainable systems that support Council, staff, and the community for years to come.

For a politically astute, collaborative leader who thrives in a fast-paced municipal environment, this role provides the platform to make a meaningful difference guiding governance, enabling effective decision-making, and delivering responsive public service. This is an opportunity to join a community that values professionalism, partnership, and progress, and bring expertise to a leadership role where the impact will be visible across the organization.

### **Major Duties and Responsibilities:**

#### **Management and Strategic Direction**

- Provides executive leadership and direction, working collaboratively with the CAO and Senior Management Team to support the effective administration of the Township.
- As a member of the Senior Management Team, contributes to the development and implementation of the Corporate Strategic Plan in partnership with Council and the CAO.
- Develops and leads the annual Corporate & Legislative Services Business Plan, aligning departmental priorities, resources, and initiatives with corporate goals and objectives.
- Leads the development of the Corporate & Legislative Services annual budget, with support from Finance staff. Works with the Senior Management Team to prepare the overall Township budget for Council's consideration annually.
- Maintains accountability for departmental operating and capital budgets, long-term forecasts, and replacement schedules, ensuring sound financial stewardship and alignment with Council priorities.
- Promotes and participates in corporate asset management planning and long-term sustainability initiatives
- Provides leadership in the development, implementation, and evaluation of corporate by-laws, policies, procedures, studies, and strategies, supporting Corporate & Legislative Services and other departments as required.
- Makes recommendations to the CAO and Human Resources Department regarding departmental structure, staffing, and resource allocation to enhance efficiency and service delivery.
- Establishes and maintains effective working relationships with Council and colleagues.
- Attends and supports Council and Committee meetings (including closed meetings) and prepares, reviews, and approves departmental reports and presentations.
- Coordinates the recruitment of Advisory Committee members in association with relevant departments.
- Represents the Corporation and the Corporate & Legislative Services Department as an ambassador at meetings, events, and engagements with citizens, special interest groups, professional associations, municipal and County partners, Federal and Provincial representatives, and other external parties.
- Actively participates in relevant municipal and professional organizations, conferences, and learning opportunities to remain current on legislation, emerging issues, and best practices.
- Participates in emergency management, as a member of the Township control group.
- Acts as the CAO in absences as requested.

### People Leadership

- Leads and supports a diverse team of staff across all Corporate & Legislative Services divisions, ensuring effective coordination of professional, technical, and operational functions.
- Fosters an inclusive, collaborative, and high-performing organizational culture that supports employee engagement, learning, and continuous improvement.
- Provides leadership in performance management, succession planning, and workforce development, including directing employee performance reviews and supporting training and professional growth.
- Works collaboratively with the Human Resources Department on employee relations matters, workforce planning, and the resolution of employee disputes or disciplinary issues.
- Ensures a safe and healthy workplace for employees and the public through oversight of risk management, liability control, and corporate due diligence practices.
- Participates in Township learning and development initiatives, CAO Townhalls, and management forums as both a contributor and leader.

### Administration and Operations

- Provides executive oversight and accountability for the delivery of Corporate & Legislative Services operations, ensuring efficient, compliant, and customer-focused service delivery.
- Establishes, approves, and maintains departmental operating frameworks, procedures, and controls to support consistency, effectiveness, and continuous improvement.
- Leads the implementation of applicable Council decisions, ensuring timely execution, monitoring, and corrective action where required.
- Oversees departmental capital projects, procurement activities, legislative compliance, and financial controls, ensuring fiscal accountability, risk mitigation, and due diligence.
- Champions service excellence across Corporate & Legislative Services, ensuring high standards of customer service. Leads the corporate customer service portfolio, ensuring Township customer service standards are standardized, effective, and at appropriate levels.
- Fulfills all regulatory and statutory obligations and duties of the Clerk as outlined in the Municipal Act and other legislation.
- Oversees Council and Committee governance processes, including agendas, minutes, bylaws, resolutions, advisory committees, and meeting notice requirements, ensuring legislative compliance and high-quality corporate reporting.
- Provides leadership and statutory accountability for governance in the areas of records management, MFIPPA administration, municipal elections management, Council orientation and training, Administrative Monetary Penalty System implementation, animal control services, and marriage solemnization.
- Provides strategic oversight and direct supervision to the By-Law & Licensing Division, ensuring effective enforcement, compliance, and service delivery.
- Provides strategic oversight and direct supervision to the Communications & Engagement Division, ensuring effective corporate communications and compliance with the Community Engagement Charter, Branding Policy, and Social Media Policy.
- Provides advice and recommendations to the CAO in the coordinating and delivering of corporate internal and external communications related to Township initiatives, projects, and priorities.
- Supports the CAO on special projects involving research, strategic planning, report writing, and policy development.
- Provides executive administrative leadership and corporate support to the Office of the CAO and Council and undertakes other duties as assigned by the CAO.

### Minimum Qualifications and Requirements:

- University degree in Business, Public Administration, Law, Political Science, or related discipline.
- Eight (8) to ten (10) years of progressive leadership experience in a municipal government setting or

similar environment in a Clerk and/or Deputy Clerk role.

- Demonstrated experience supporting Council, Committees, and senior leadership in a politically sensitive environment.
- Demonstrated experience leading and managing staff, including performance management and service delivery accountability.
- Demonstrated strong understanding of municipal operations, applicable municipal legislation, council meeting procedures and practices, records management, municipal elections, etc.
- Political astuteness, tactfulness and diplomacy.
- Strong organizational leadership and management skills, including the ability to work effectively as a team member and to lead a team.
- Ability to think and act corporately and to be a strong voice for Corporate & Legislative Services within the corporate environment and the community.
- Proven success in delivering results through developing and implementing effective strategies, policies, programs and systems.
- Excellent interpersonal skills and ability to communicate effectively with all levels of the organization, the community, and elected officials.
- Excellent organizational skills and ability to manage many projects and priorities at once.
- Excellent priority setting, analytical, problem solving and negotiating skills with strong emphasis on excellent customer service.
- Experience in planning and leading complex projects, policy and program development.
- Strong project and change management skills.
- Ability to plan in the short and long term effectively and take a strategic approach to identifying and managing complex or emerging issues.
- Strong verbal and written communication skills with proven ability to communicate and work collaboratively with staff, community groups, customers, and elected officials.
- Experience with the preparation, implementation, and monitoring of business plans with multi-million dollar operating and capital budgets.
- High level of proficiency with computer programs including Microsoft Office.
- A valid Class 'G' driver's license and access to a vehicle are required.

**Work Location:** Township of Centre Wellington Municipal Office (1 MacDonald Square, Elora)

**Annual Salary:** \$174,121 - \$195,862 per annum [2026 Rate]

**How To Apply:** Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **March 24, 2026** at 11:59 p.m. Please quote job posting 2026-23 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*