

Employment Opportunity

Supervisor, Legislative Services

Permanent Full-time

Are you the kind of person who reads a legislative update and immediately wants to know what changed, why it matters, and what it means in practice? Do you enjoy making sense of complex requirements, spotting implications others may miss, and helping people navigate governance processes with confidence? Morinville is seeking a Supervisor, Legislative Services who brings strong municipal legislative expertise, sound judgment, political acumen, and a genuine curiosity about legislation — along with an enthusiasm for sharing that knowledge across the organization.

Reporting to the Manager, Communications & Legislative Services, you will lead Morinville's Legislative Services function, serve as the municipality's designated Legislative Officer and have one direct report. As a trusted advisor to Council, the Chief Administrative Officer, senior leadership, and Administration, you will provide authoritative guidance on legislative procedure, governance, statutory compliance, and Council decision-making while building organizational knowledge through practical tools, training, and support.

This is a broad and influential municipal leadership role overseeing Council and Committee processes, municipal elections and census, quasi-judicial boards, bylaw and corporate policy administration, and legislative compliance. This position is expected to strengthen governance practices across the municipality while helping to translate complex legislative requirements into practical processes that support sound decision-making and public trust.

If you are energized by the intersection of legislation, governance, people, and public service — and enjoy helping others understand not just what the rules require, but why they matter — this may be the opportunity for you.

Key Responsibilities:

- Lead and oversee the administration of Council and Committee meetings, ensuring legislative compliance, procedural integrity, accurate records, and effective follow-through on Council decisions.
- Serve as Morinville's designated Legislative Officer and principal organizational resource on municipal legislation, governance, parliamentary procedure, and statutory requirements.
- Provide authoritative procedural and legislative advice to Council, the CAO, senior leadership, and Administration, exercising sound judgment in complex, sensitive, or politically significant matters.
- Oversee agenda development and meeting processes, including reviewing Council reports and materials for quality, consistency, and legislative compliance.
- Lead Morinville's bylaw and corporate policy administration program, including development standards, review processes, templates, version control, approval processes, and continuous improvement.
- Build organizational capacity by developing practical tools, standards, templates, training, and coaching for employees involved in report writing, presentations, bylaws, policies, directives, and other governance processes.
- Serve as Returning Officer and lead the planning and administration of municipal elections, by-elections, votes of the electors, and other legislated voting processes.
- Plan and administer the municipal census and coordinate statutory and quasi-judicial processes, including Assessment Review Board and Subdivision and Development Appeal Board administration, public hearings, statutory notices, petitions, and legislated public participation processes.
- Administer and continuously improve the eSCRIBE meeting management system, including workflows, agenda processes, user access, training, and organizational support.
- Prepare governance-related reports, recommendations, briefing notes, resolutions, and supporting materials for Council and leadership, including matters involving other orders of government.
- Monitor legislative changes and emerging municipal governance practices, assess organizational implications, and recommend updates to bylaws, policies, procedures, systems, and practices.
- Lead, coach, and develop the Legislative Services Administrator while overseeing operational planning, priorities, budget administration, service delivery, continuous improvement, and business continuity for the Legislative Services function.

Requirements:

- Post-secondary degree in Public Administration, Business Administration, Public Policy, Law, or a related discipline.
- Minimum five (5) years of progressively responsible experience in a legislative services role within a municipal environment. Prior leadership or supervisory experience is an asset.
- An equivalent combination of education and experience may be considered.

- Strong knowledge of municipal legislation and regulatory frameworks, including the Municipal Government Act, Local Authorities Election Act, Municipal Census Regulation, access to information and privacy legislation, municipal bylaws, and corporate policies.
- Demonstrated experience interpreting and applying legislation and providing procedural, governance, or statutory compliance advice in a municipal setting.
- Experience leading the development, interpretation, and administration of municipal bylaws and policies.
- Experience managing or coordinating municipal elections and/or census activities.
- Experience with project management, business analysis, parliamentary procedure, and meeting governance practices.
- Strong political acumen, judgment, tact, diplomacy, and discretion, with the ability to navigate complex and sensitive matters professionally.
- Strong leadership, coaching, relationship-building, and communication skills, with the ability to translate complex legislative requirements into clear, practical guidance.
- Exceptional organizational and time-management skills, with the ability to manage competing priorities and work effectively under tight timelines.
- Proficiency with Microsoft Office Suite and experience with electronic meeting management systems; experience with eSCRIBE is an asset.
- NACLA Level I and/or Level II are assets.

Compensation/Hours of Work: Annual salary range of \$91,372 to \$109,103 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: **Monday, August 3, 2026.**

To apply to this position please visit www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.