Township of
Leeds and the
Thousand Islands

Job Description

Position Title: Clerk

Reports To: Chief Administrative Officer

Subordinate Positions: None

Date: November 2026

Position Summary:

As a member of the Senior Management Team, reporting to the Chief Administrative Officer, the Clerk is responsible for the statutory duties of the Clerk detailed in the *Municipal Act* and requirements under various Acts, Statutes and Regulations. This includes the provision of administrative and advisory support in a range of areas including, but not limited to records management, by-laws, agenda and minute preparation, accessibility, Freedom of Information administration (MFIPPA), vital statistics, and is the Returning Officer for municipal elections. The Clerk attends all Council and standing committee meetings and is responsible for the preparation of by-laws and resolutions, the accurate recording of all resolutions, decisions, and proceedings of Council. The Clerk provides effective leadership and direction to Council and staff with respect to parliamentary procedures, procedural by-laws and relevant legislation including the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, 1996* and *Accessibility for Ontarians with Disabilities Act*.

Responsibilities:

- Carries out the duties of the Clerk as set out in the *Municipal Act*. Oversees all matters pertaining to the conduct of effective Council meetings. Attends both open and in camera Council and Committee meetings, as directed by the Chief Administrative Officer.

- Carries out duties of the local registrar for vital statistics, lottery licensing officer and returning officer for municipal elections.

- Provides research and reports on business relating to legislative responsibilities, interpretation of legislation, meeting scheduling, procedural issues and policy development/revisions, and regularly reviews and implements policies and legislation changes applicable to the Municipality.

- Serves as the Freedom of Information & Protection of Privacy Coordinator.

- Responsible for overseeing and managing the legislative processes and related activities for Council, standing committees and ad hoc committees. This includes attending Council and Committee meetings and accurately recording minutes of the proceedings and resulting decisions. Ensures that Council's decisions are

communicated promptly with all applicants, petitioners and to persons, agencies and other interested parties required to be advised of decisions and/or as required, disseminates Municipal information to internal and external stakeholders.

- Responsible for compiling and reviewing Council reports from Staff, preparation and circulation of Council packages, and meeting agenda preparation as well as conducting research and preparing reports to Council when needed.

- Coordinates all Council/Committee appointments as required. Coordinates all requests for delegations before Council.

- Responsible for the development and management of the Municipality's Records Management System in accordance with applicable legislation including, but not limited to, retention schedules/by-laws, security/access requirements, needs assessment, policy and procedure development/implementation, archival selection, record destruction and Staff training.

- Responsible for the management of cemeteries owned and operated by the Township, including facilitation of burials, BAO licencing requirements and sale of plots.

- Assists the Communications and Community Engagement Coordinator with updates to the website for pages related to the Clerk's duties and legislative updates ensuring compliance with AODA.

- Processes applications for fence viewers and livestock evaluations.

- Communicates effectively, professionally and courteously with all levels of Staff, elected officials, other levels of government and the general public, both verbally and in writing.

- Maintains a thorough knowledge of trends and developments in legislation, Provincial policy directives and other legal and economic matters that impact the Municipality.

- Provides support services to and liaises with the Chief Administrative Officer and other Department Heads as required.

- Prepares and monitors annual budget for various accounts related to areas under the Clerk's responsibility.

- Advises Council and its Committees to ensure the proper and orderly conduct of all business before them, and compliance with legislation, procedural by-laws and Roberts Rules of Order.

- Coordinates the receipt and processing of all claims for damages and civil matters made against the Township. Serving as the liaison where requested between the Departments and the solicitor for the collection dissemination of information and reports.

- As the Returning Officer for municipal elections, oversees all aspects of municipal elections to ensure the security and integrity of the vote, including ward and polling subdivisions revisions, location of polling stations design and acquisition of ballots and voting systems, candidate nominations and registration processes, etc.

- Ensures compliance with *Accessibility for Ontarians with Disabilities Act* and regulations; assists in the development and maintenance of the Township's Accessibility Plan.

- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act.*

- The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be a detailed and all-inclusive representation of the duties that may be inherent in this classification.

Qualifications:

- Post-secondary education in public administration, law, business administration or related field or an equivalent combination of education and experience;
- CMO, AMP or AOMC designation from AMCTO or related designation;
- A minimum of five (5) years related experience in a municipal government;
- Thorough knowledge of the *Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act* and other legislation related to municipal governance;
- Thorough knowledge of municipal administration, council structure and statutory authority, applicable legislation and municipal law; understanding of parliamentary procedures, public policy, local government, procedural by-laws, *Municipal Act* and other pertinent legislation;
- Experience with formal filing systems required; Laserfiche filing system experience an asset;
- Experience with eScribe software or similar meeting management software;
- Experience conducting virtual Council and Committee meetings;
- Excellent oral and written communication skills, including superior report writing and presentation skills. Ability to draft by-laws, prepare minutes and resolutions with accepted practices;
- Excellent organizational, project/time management and problem-solving skills along with ability to think and act strategically and appropriately in a political and community service environment. Excellent interpersonal, organizational, analytical, problem-solving skills along with ability to think and act strategically and appropriately in a political and community service environment;
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, ratepayers, elected officials and the general public;
- Ability to demonstrate tact and discretion when handling matters that are politically sensitive or confidential in nature; ability to maintain confidentiality;
- Advanced knowledge of all office procedures, proven advanced abilities with computer software (i.e., Microsoft Office programs);
- Possess and maintain a valid Ontario Driver's License – Class "G";
- Obtain and maintain a satisfactory Criminal Record Check.