



Internal / External Job Posting
Legislative Coordinator
Competition #2025-23

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Reporting to the Director of Legislative Services/Municipal Clerk "Municipal Clerk", or their designate, the Legislative Coordinator is responsible for providing proficient, administrative, and legislative support to the Municipal Clerk, including the coordination of Legislative Services-related responsibilities such as but not limited to Council and Committee governance support, Records Management and Operations, Licensing, Accessibility, and Municipal Elections. The Legislative Coordinator is responsible for the facilitation and monitoring of the Town's Records Information Management System including, but not limited to retention, destruction, implementation, and sustainable continuity of the System

Duties include but are not limited to:

- Facilitates and monitors the Town's Records Information Management System; ensures legislative compliance and provides training and guidance to Town Staff regarding the Town's system in both paper and electronic format according to The Ontario Municipal Records Management System (TOMRMS);
- Prepares Special Council, Council and Committee of the Whole Agendas in the absence of the Municipal Clerk and publishes Council and Committee meeting materials.
- Prepares and publishes the Council Information Package bi-weekly, in collaboration with the Municipal Clerk.
- Performs research, drafts by-laws, prepares reports, schedules delegations, and presentations and prepares Council directives;
- Maintains and updates Legislative Services Division webpages, as required
- Responsible for supporting the coordination and execution of Council Corporate events such as Council Inaugural and Council Orientation, etc. in collaboration with the Municipal Clerk, and assistance/input from other applicable Staff, as required
- Participates in the development and delivery of Accessibility Plans and policies for the Town as set out in the requirements of the Accessibility for Ontarians with Disabilities Act;
- Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
- Acts as a deputy issuer of Marriage Licences; liaises with prospective couples and Town officiants and coordinates wedding ceremonies.
- Acts as a Deputy Division Registrar issuer of Death Registrations; approves, issues and tracks death registrations on behalf of the municipality; liaises with local funeral directors to ensure registrations are accurate and complete; submits registrations to the Office of the Registrar General
- Acts as deputy issuer of Lottery Licences such as Nevada, Break Open and raffle; and Tracks cGaming monthly reporting from cGaming organizations;
- In the absence of the Municipal Clerk, administers Freedom of Information requests on behalf of the Municipality while adhering to the *Municipal Freedom of Information and Protection of Privacy Act*.

Required Qualifications:

- Completion of post-secondary education from an accredited educational institution, in Public Administration, Business Administration, Office Administration, Political Science, Law, or another relevant discipline preferred

- Advanced computer skills including document management, word processing, spreadsheet and presentation software, internet and email programs and related office equipment. Advanced internet based research proficiency is essential.
- Working experience with and knowledge of local government functions and responsibilities an asset
- Commitment to continuing education and professional development
- Completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Administration Program (MAP) preferred;

Compensation: The current pay for this position is \$40.84 - \$47.78 per hour, based on a 35-hour workweek.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on July 31, 2025** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.