



The Municipality of Trent Hills
Invites Applications for the Position of
Legislative Services Coordinator

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Director of Corporate Services/Clerk, the Legislative Services Coordinator is responsible for providing accurate, technical and timely administrative support for various Boards and Committee meetings. This position coordinates and provides support to the Clerk's division, assisting with the statutory functions of legislative services, such as reviewing and/or preparing by-laws, agendas, and minutes, as well as assisting with records management, commissioning documents and affidavits, licensing and acting as an Election Official during municipal elections. The Legislative Services Coordinator also provides leadership to direct reports (Crossing Guards).

Preference will be given to candidates who possess post-secondary education from a recognized community college in a relevant discipline such as Public Administration, Business Administration and/or Law. A minimum of two years' municipal experience with knowledge of parliamentary procedures, office operations, and technology, working knowledge of municipal government functions, operations, and business, as well as the policies of Council and Committees and their relationship with staff and external contacts is required.

The preferred candidate is a skilled people manager who is able to establish and maintain effective working relationships with fellow employees, ratepayers and the general public. The candidate must have a valid Class G driver's license.

The salary range for this vacant 35-hour work week position is \$59,713 - \$69,856 together with a competitive and attractive benefit package and enrollment in the OMERS pension plan.

Resumes will be received until **2:00 p.m. on Thursday, May 29, 2025**. Please send resumes marked "Legislative Services Coordinator Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca
www.trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Legislative Services Coordinator
Department: Administration
Reports to: Director of Corporate Services/Clerk
Union Exempt

Position Summary:

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Duties and Key Responsibilities:

- Coordinates the administration of regulatory permits and licenses provided through the Clerk's division including the facilitation of complete applications, processes, appeals, tracking applications and issuance of permits/licenses, to ensure departmental goals are met with respect to permit timelines and service standards.
- Drafts by-laws and resolutions, after conducting all necessary research and analysis in consultation with the Director of Corporate Services/Clerk and members of the senior administrative team, when required.
- Works closely with other Municipal departments and the By-Law Enforcement Officer to ensure compliance with licensing and other municipal by-laws.
- Provides support with administering all records management functions including the management and administration of corporate records, development and implementation of corporate wide management systems; development, creation and maintenance of records management policies and procedure manuals.
- Prepares draft correspondence in response to public inquiries regarding legislation, regulations, policies and proposed policies and initiatives.
- Performs the duties of Deputy Returning Officer for Municipal and School Board elections.
- Provides support to Committees by attending committee meetings, as directed, using municipal software to prepare agendas and record

minutes, posting, and distributing agendas, and providing procedural advice at Committee meetings.

- Performs the statutory duties as a Commissioner of Oaths, Issuer of Licenses, Deputy Division Registrar and Deputy Returning Officer.
- Processing of livestock claims, including reimbursements, completing annual reports, compliance with regulations and Valuer payments.
- Public recruitment for Committees including facilitating the recruitment drive, tracking applications, developing communication plans, and updating the membership listing.
- Conducts various special departmental research projects as required. The position requires the ability to work independently on day-to-day tasks with little direction but also to collaborate with the team on special projects and meet multiple deadlines while shifting priorities.
- Trains and supervises all School Crossing Guards and works with Customer Services Specialists to provide and maintain a supply of safety clothing and equipment to ensure high visibility to motorists.
- Assists the Director of Corporate Services/Clerk as required in carrying out the duties of the Clerk's Department.
- Adheres to the *Occupational Health and Safety Act* and Municipal policies and procedures. Takes all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions.
- Other duties as assigned.

Position Qualifications:

Knowledge:

- Post-secondary education from a recognized community college in a relevant discipline such as Public Administration, Business Administration, Law or a related discipline.
- Two years of municipal experience with knowledge of parliamentary procedures, office operations, and technology, working knowledge of municipal government functions, operations, and business, as well as the policies of Council and Committees and their relationship with staff and external contacts.
- Demonstrated knowledge of the *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Vital Statistics*, *The Municipal Elections Act*, *The Planning Act* and other legislation relating to municipal administration.
- Knowledge of Municipal and School Board Elections is an asset.

Skills and Abilities:

- Strong independent work ethic, with an ability to prioritize multiple deadlines and work under pressure.
- Demonstrated ability to exercise significant discretion and sensitivity when handling confidential/sensitive information and communicating with individuals regarding controversial matters.
- Strong interpersonal skills and political acuity, with an ability to deal tactfully, courteously, and effectively with Members of Council, staff, and members of the public in a professional manner.
- Availability to work a flexible work week, including working evenings as required to attend Council or Committee meetings, in addition to scheduled or unscheduled overtime hours as needed.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Ability to make sound and timely decisions under stressful conditions, including the ability to conduct quality research and analysis.
- Ability to implement and complete projects as assigned with minimal supervision.
- Strong customer service mindset and ability to perform customer service at a role-model level.
- A skilled people manager with leadership skills, including coaching, team building and employee development.
- Highly self-motivated with an ability to work both independently and in a team environment.
- Superior computer skills with extensive knowledge in Microsoft Office, iCompass and municipal software.

Other:

- Valid and satisfactory 'G' driver's license and access to own vehicle.
- Valid and satisfactory Criminal Record Check.

Contacts:**Internal Working Relationships**

Establishes and maintains working relations with the Clerk's Department, all employees, Directors, Managers, Chief Administrative Officer, Councillors, Mayor and colleagues.

External Working Relationships

Establishes and maintains regular contact with other government agencies, Provincial Ministries, other municipalities and the general public.

Acknowledgement

Employee Signature:

Date:
