



The Municipality of Trent Hills
Invites Applications for the Vacant Position of
Clerk

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 Chief Administrative Officer, the Clerk is responsible for fulfilling the statutory duties outlined in the Municipal Act, 2001 and other applicable legislation. The Clerk provides leadership to the Legislative Services Department and oversees municipal governance, legislative compliance, Council and Committee services, records management, municipal elections, and statutory functions. Serving as the Municipality's Information Officer, the Clerk also administers access to information and privacy matters in accordance with the Municipal Freedom of Information and Protection of Privacy Act, while providing procedural and legislative guidance to Council, the CAO, and senior staff.

Preference will be given to candidates who possess post-secondary education in public administration, business administration or a related field. A minimum of five years of progressively responsible experience in a municipal Clerk's office is required. The candidate must have thorough knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act, 1996*, *Vital Statistics Act*, and other applicable legislation as well as experience administering municipal and school board elections.

The salary range for this vacant 35-hour work week position is \$92,334 - \$108,018. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan.

Work Location: 66 Front Street South, Campbellford Ontario.

Resumes will be received until **2:00 p.m. on Tuesday, June 2, 2026**. Please send resumes marked "Clerk 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: Clerk
Department: Legislative Services
Reports to: Chief Administrative Officer



Come for a visit. Stay for a lifestyle.

Position Summary:

Reporting to the Chief Administrative Officer, the Clerk is the statutory officer responsible for fulfilling the duties prescribed under the *Municipal Act, 2001* and other applicable legislation.

The Clerk provides leadership and strategic oversight of the Legislative Services Department and is responsible for ensuring effective municipal governance, legislative compliance, and the integrity of the Corporation's decision-making processes.

The Clerk acts as the Municipality's Information Officer and is responsible for the administration of access to information and protection of privacy in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

The Clerk provides authoritative advice to Council, the CAO, and senior staff on procedural, legislative, and governance matters, and ensures the effective delivery of Council and Committee services, records and information management, elections, and statutory functions.

Duties and Key Responsibilities:

1. Statutory and Governance Responsibilities

- Fulfills all statutory duties of the Clerk in accordance with the *Municipal Act, 2001* and other applicable legislation.
- Provides authoritative advice to Council and staff on procedural by-law, governance practices, and legislative requirements.
- Serves as the primary point of contact for Council on procedural and legislative matters.
- Ensures the accuracy, completeness, and integrity of Council and Committee proceedings, including agendas, minutes, and by-laws.
- Signs and certifies by-laws, resolutions, agreements, and other official documents as required.
- Ensures municipal actions and decisions are carried out in accordance with applicable legislation and established governance practices.

2. Information Governance, Access and Privacy

- Serves as the Municipality's Information Officer and is responsible for the administration and oversight of access to information and protection of privacy in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- Acts as the Head or delegated Head for the purposes of MFIPPA, including making decisions respecting access requests, exemptions, and disclosure of municipal records.
- Provides strategic oversight of the Corporation's records and information management program, ensuring compliance with legislation, corporate policies, and best practices.
- Establishes and maintains policies and procedures related to information governance, privacy protection, and records retention.
- Advises Council, the CAO, and staff on matters related to access to information, privacy, and information governance risks.
- Oversees the processing of access requests and privacy matters, delegating operational responsibilities to the Deputy Clerk.

3. Legislative Services Leadership

- Provides leadership and oversight to the Legislative Services Department.
- Directly supervises the Deputy Clerk and Legislative Services Coordinator.
- Delegates day-to-day operational supervision and coordination of departmental activities to the Deputy Clerk, while maintaining overall accountability for statutory functions and service delivery.
- Establishes departmental priorities, policies, procedures, and service standards to ensure effective and compliant operations.
- Supports succession planning, staff development, and continuous improvement within the department.

4. Elections and Statutory Functions

- Acts as Returning Officer for municipal and school board elections in accordance with the *Municipal Elections Act, 1996*.
- Oversees election planning, administration, and compliance, delegating operational responsibilities as appropriate.
- Performs duties as Division Registrar under the *Vital Statistics Act*.
- Acts as Commissioner of Oaths.
- Oversees municipal licensing and lottery administration in accordance with applicable legislation and municipal by-laws.

5. Corporate Advisory Role

- Provides strategic advice to the Chief Administrative Officer and the Leadership Team on governance, legislative compliance, and procedural matters.
- Identifies and mitigates governance and legislative risks.

- Supports corporate initiatives related to transparency, accountability, and public trust.
- Maintains effective working relationships with Council, staff, external agencies, and the public.

6. Management and Supervision

- Provides leadership and oversight to the Legislative Services Department.
- Directly supervises the Deputy Clerk and Legislative Services Coordinator.
- Delegates day-to-day operational responsibilities to the Deputy Clerk.
- Ensures effective and efficient delivery of legislative services.
- Fosters a collaborative, professional, and service-oriented work environment.

7. Position Qualifications

- Degree or diploma in Public Administration, Business Administration, or a related discipline;
- Successful completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Administration Program (MAP) or equivalent designation is an asset.
- Minimum five (5) years of progressively responsible experience in a municipal Clerk's office environment.
- Demonstrated experience in municipal governance, legislative services, and statutory compliance.
- Thorough knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act, 1996*, *Vital Statistics Act*, and other applicable legislation.
- Experience administering municipal and school board elections.
- Strong leadership, organizational, and decision-making skills.
- Excellent written and verbal communication skills.
- Demonstrated tact, discretion, and political acuity in a municipal environment.
- Proficiency in Microsoft Office and municipal legislative management systems (e.g., iCompass).
- Valid Class "G" Driver's Licence in good standing.
- Ability to attend meetings outside normal working hours, including evenings and weekends.
- Valid and satisfactory Criminal Record Check.

8. Working Relationships

Internal

Maintains professional working relationships with Council, the Mayor, Chief Administrative Officer, members of the Leadership Team, Extended Leadership Team, and municipal staff.

External

Maintains regular contact with provincial ministries, regulatory agencies, other municipalities, legal counsel, and members of the public.

9. Approval and Revision History

Approved By: Chief Administrative Officer

Signature:



Name: Karen Frigault

Date Approved: May 11, 2026

10. Employee Acknowledgement

I acknowledge that I have read and understand the duties and responsibilities of this position.

Employee Signature: _____

Date: _____