



## **CORPORATION OF THE COUNTY OF MIDDLESEX JOB DESCRIPTION**

<b>TITLE:</b>	Legislative Services Manager/Clerk		
<b>DEPARTMENT:</b>	Administration		
<b>REPORTS TO:</b>	Chief Administrative Officer		
<b>EFFECTIVE DATE:</b>	September 2022	<b>POSITIONS SUPERVISED:</b>	Three

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### **POSITION SUMMARY:**

Reporting to the Chief Administrative Officer, the Legislative Services Manager/Clerk is a contact for internal and external customers, relating to matters pertaining to Council and Administration. This position has regular contact with County Council and is responsible for administering the production of agendas; attending Council/Committee meetings to perform recording secretary duties; drafting and updating bylaws, policies, and procedures; and Commissioner of Oaths duties.

The Legislative Services Manager/Clerk also serves as the primary contact for all matters pertaining to the interpretation and application of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### **PRINCIPLE RESPONSIBILITIES:**

- Provides overall leadership and direction to Legislative Services staff, including work planning, scheduling, staff mentoring/coaching and monitoring of working conditions.
- Provides advice to Council on the proper conduct of all meetings of the Municipal Council and fulfils the statutory duties of the Clerk under the *Municipal Act*.
- Attend meetings of Council and committees of Council, ensures meetings are conducted according to the County's Procedural By-law and makes observations, suggestions and recommendations on statutory matters.
- Maintains the County's administrative policies, operational procedures and legislative programs, including: reviewing administrative procedures and processes, and developing and implementing improvements.
- Provides advice to Legislative Services staff, committee members and Council, including explanation and interpretation of by-laws, meeting protocols, procedures and rules of order, and legislative requirements.
- Prepares the Department's annual project-based business plan and budget tied directly to the Strategic Plan and participates in the budget process with Council.

- Maintains best practices and protocols regarding Council meeting administration, corporate records management, and keeps current on legislative changes that affect local government.
- Establishes operating procedures, work methods and standards covering the delivery of services in the areas of Council meetings, public notices, corporate records management, and carries out corrective action as required.
- Oversees the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; by-law preparation; distribution of all supporting material and minutes, decisions, instructions, and resolutions of Council to appropriate parties.
- Acts as Commissioner of Oaths and Affidavits.
- Maintains custody of the County Seal, processes official documents related to land transactions, contracts, leases and agreements.
- Acts as the Privacy Officer for the County and Middlesex-London Paramedic Services, and provides advice and interpretation of legislation to Council and Corporate staff.
- Provides advice and consultation to staff related to the collection, use, disclosure, storage and security of personal information as required under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, and develops solutions that balance business needs with privacy requirements and other related risks.
- Processes, analyzes, and makes access decisions for Freedom of Information (FOI) requests received under MFIPPA.
- Prepares responses to the Information and Privacy Commissioner (IPC) relative to MFIPPA.
- Conducts privacy breach investigations, prepares breach reports, and provides breach notification to affected individuals and the Information and Privacy Commissioner (IPC).
- Provides advice to staff at Middlesex-London Paramedic Service on matters relating to Freedom of Information Requests under the *Personal Health Information Protection Act (PHIPA)*.
- Provides guidance and advice to the Accessibility Coordinator for the County to ensure compliance under the *Accessibility for Ontarians with Disabilities (AODA)*.

- Oversees all aspects of corporate records management for the County, including minutes of Council/Committee meetings, and original Contracts and Agreements.
- Maintains an up-to-date database of all Council resolutions, including status updates.
- Attends meetings of department heads, management meetings, and sits on certain internal and external committees.
- Coordinates and organizes various corporate and departmental events (meetings, board functions, workshops, information sessions, annual golf tournament, etc.) and manages the budgets assigned to these events.
- Develops and implements internal and external corporate communications plans and strategies.
- Research, write, edit and distribute media relations materials, including media releases, key messages, media guides and media notes.
- Provide media relations support in order to build and enhance relationships with reporters, editors and content producers by acting as the liaison between the media and the County.
- Provides guidance and advice to the senior management team on corporate communications.
- Manages and monitors the County's website and social media presence as it relates to content and compliance.
- Reviews design work and content creation prepared by Communications staff to ensure accuracy of key message and branding.
- Prepares reports, briefing notes, speeches, and presentations, for the Chief Administrative Officer and Warden, as directed.
- Develops and delivers comprehensive AODA and Privacy training for staff, Department Heads and Council.
- Carries out and provides research, expertise and analysis on legislation, policies and briefing materials received by the County.
- Explores all possible areas of funding to ensure that the maximum number of grants are obtained to minimize the costs to the Legislative Services department and the County.



- Provides assistance in the writing of grant applications to the Federal/Provincial governments funding agencies.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- A degree in Public Administration, Law, or Political Science, including course work in municipal government.
- Minimum five (5) years' experience in a supervisory role in a municipal administration, preferably in a Municipal Clerk's Office.
- Valid driver's license and access to a vehicle as required to attend events, meetings or otherwise.
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to the County of Middlesex.

### Knowledge, Skills and Abilities

- Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis with professionalism, integrity, tact and diplomacy.
- Thorough knowledge of related legislation such as Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, Planning Act.
- Superior written and verbal communication skills, including thorough knowledge of business and technical English, spelling, and language.
- Thorough administrative, organizational, strategic and analytical thinking, problem solving and project management skills.
- Ability to research, interpret, and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility.
- Ability to provide direction and leadership in the provision of legislative, governance and administrative services in accordance with statutory requirements.



- Ability to deal with highly sensitive and confidential issues.
- Ability to draft policies and bylaws