



Municipal Clerk/Library CEO

Tay Township - Employment Opportunity

Full-Time, Permanent Position (On-Site)

Tay Township, located on the vibrant, sunset shores of Georgian Bay, is seeking an individual to join #TeamTay as the **Municipal Clerk/Library CEO**. The successful candidate thrives in a collaborative environment, is committed to continuous improvement, and is dedicated to making a positive impact both within the organization and across the community. If you are looking for a place to challenge yourself, contribute meaningfully, and grow professionally, we invite you to explore this opportunity with Tay Township.

This is a full-time, permanent opportunity to fill an existing vacancy, offering a competitive hourly rate of \$66.04 to \$77.26 based on a 35-hour workweek. The role requires regular attendance at evening Council meetings, as well as occasional attendance at other meetings and events outside regular business hours.

Reporting to the Chief Administrative Officer/Deputy Clerk and working collaboratively as a member of the Senior Leadership Team, the Municipal Clerk/Library CEO fulfills the statutory duties of the Clerk under the Municipal Act and is responsible for ensuring compliance with applicable legislation, policies, and procedures. In addition, this position fulfills the duties of the Library CEO in accordance with the Public Libraries Act.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation and Benefits Package
- OMERS Pension
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Key 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.
- Five (5) to seven (7) years of related, public sector work experience, preferably

in a municipal environment, at least three (3) of which were at a management level, preferably senior management.

- Completion of the AMCTO Municipal Administration Program and formal leadership and coaching/mentoring training.
- Working experience with and knowledge of local government functions and responsibilities, federal and provincial government, and associated agencies, as they relate to clerk responsibilities, practices, and applicable legislation.
- Experience working with the Public Libraries Act and Public Library operations is considered an asset.

Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m. (EST), October 28, 2026**, to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference the employment opportunity reference number **(2026-011)** within the email subject line.
- Please indicate how you heard about this opportunity within your application email.

Click Here to Apply Now!

We appreciate the interest of all applicants; however, only those applicants selected for consideration will be contacted, and only applications submitted through email communication will be accepted. Applicants must provide the Township with a valid email address for recruitment communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. The Township does not use artificial intelligence or automated decision-making tools in any stage of its recruitment or selection processes. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need. Posted: 2026-09-16



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Municipal Clerk/Library Chief Executive Officer	
Position Classification: Senior Leadership	Pay Band: 11
Department/Division: Corporate Services/Legislative Services & Library Services	Reports to (Directly): Chief Administrative Officer/Deputy Clerk
Direct Reports: • Head Librarian • Legislative Coordinator	Indirect Reports: • Circulation/Technical Services Clerk • Library Services Coordinator • Library Services Assistant • Library Summer Clerk
Revision Date (s): September 2026; June 2025; June 2024; June 2022; August 2021; March 2020	Hours Per Week: 35

Position Summary:

Reporting to the Chief Administrative Officer/Deputy Clerk ("CAO"), or their designate, and working collaboratively as a member of the Senior Leadership Team ("SLT"), the Municipal Clerk/Library Chief Executive Officer ("Clerk") fulfills the statutory duties of the Clerk under the Municipal Act and is responsible for ensuring compliance with applicable legislation, policies, and procedures.

The Clerk is the Council Secretariat and the Returning Officer for Municipal Elections and oversees the delivery of Legislative Services activities of the Township, including but not limited to Council and Committee governance, Records Management, Municipal Cemetery Services and Operations, Licensing, Accessibility, Freedom of Information Requests and privacy matters, and Municipal Elections.

The Clerk's key priorities, in alignment with the Township's values and strategic plan, include leading Legislative Services in a manner that is compliant, best-in-class, and sustainable, and ensures that the needs of the Township's departments, Community Members, Staff, and Council are met. The Clerk provides sound and insightful advice to the CAO, Council, and Staff in the establishment and execution of Township strategies and processes, which result in the formulation and

achievement of the Township's goals and objectives with a focus on fostering a positive workplace culture while demonstrating a high level of acumen and integrity.

The Clerk shall fulfill the Library Chief Executive Officer's duties per the Public Libraries Act.

Responsibilities:

1. As a member of the SLT, champions the Township's Strategic Plan and contributes to the development, implementation, and achievement of corporate and departmental objectives; participates in Leadership and SLT meetings; provides strategic input on organizational initiatives, service delivery, continuous improvement, customer service, technology, and process enhancements; leads and/or participates in corporate projects and initiatives as assigned; and provides support, guidance, and advice to Council, the CAO, Staff, and external agencies; works collaboratively to promote service excellence, organizational effectiveness, and cross-departmental cooperation in support of the Township's operational and strategic goals.
2. Works collaboratively with the Leadership Team and Staff to foster a positive workplace culture and identify opportunities that support the Township's goal of being an Employer of Choice, including initiatives focused on employee attraction, engagement, retention, and long-term organizational success.
3. Leads the Legislative Services Division in the delivery of customer service-focused services in a manner that is best-in-class and sustainable and ensures that the needs of the Township's community members, Staff, departments, and Council are met.
4. Leads with a strong commitment to service, in a spirit that is inclusive, engaging and rewarding; coordinates and evaluates team efforts; leads by supporting/encouraging others in gaining personal mastery, autonomy, and purpose; models the Township's values by learning, being comfortable with new ideas and having the curiosity to seek innovation and the courage to seek change; explores new technologies and/or best practices to re-think practices and identify initiatives that can deliver greater benefit for the Township.
5. Oversees the day-to-day administration, coordination, and supervision of the Legislative Services Division; assigns, directs and monitors reporting staff and demonstrates methods and techniques to accomplish assigned tasks; oversees initiatives and work plans and holds regular, individual check-in meetings with staff; responsible for reporting-staff position matters concerning, but not limited to employment, recruitment and selection, training and development, and progressive discipline, and takes action to address and correct issues in collaboration with the CAO, and/or Human Resources, as appropriate.
6. Conducts and coordinates performance management activities for reporting staff; works collaboratively with staff to establish SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) objectives; checks in with staff on regular intervals to discuss progress and provide support to ensure

staff feel equipped to reach their objectives.

7. Performs and executes the statutory duties of the Clerk under the Municipal Act or any other applicable Act; ensures legislative compliance on behalf of the Township with legislation applicable to Legislative Services such as but not limited to Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Municipal Elections Act, and the Funeral, Burial and Cremation Services Act (FBCSA).
8. Executes documentation/affidavits as a Commissioner of Oaths; acts as the Division Registrar for Vital Statistics; performs duties as a Signing Officer of the Corporation as required.
9. Manages and performs all Council secretariat services including Council/Committee agenda and minutes preparations, and attendance at meetings; performs independent research and authors By-laws, motions, and reports for consideration by Council and Committees; prepares and schedules delegations and presentations; creates and distributes virtual Council and Committee meeting links.
10. Provides advice on parliamentary procedures during meetings to the Mayor and Council, Staff, and the Public; sets the stage for members of Council to discuss, hear from Staff and the Public and make decisions in an open and accessible manner while ensuring legislative compliance; acts as the principal procedural adviser, advising the Mayor and Council on questions of procedure and interpretation of the rules and practices provided for in the Procedural By-law.
11. Attends Closed Council Meetings, as appropriate, overseeing related proceedings and records of Closed Council meetings with an understanding of confidentiality requirements.
12. Leads communications with Council, Committee/Board members and liaises with Leadership Team regarding legislative matters; primary contact and coordinator for Ombudsman, Integrity Commissioner, and Closed Meeting Investigator communication and matters; liaises with legal counsel pertaining to land and procedural matters.
13. Prepares Council reports pertaining to Legislative Services, makes recommendations and presentations, and attends Council, Committee, community group, public, and/or other meetings, as required; represents the Township at applicable events, meetings, and seminars arranged by various municipal associations and provincial ministries.
14. Provides oversight and coordinates with the Legislative Coordinator for the publishing of the Council Information Package (CIP) weekly, as required.
15. Oversees the utilization and maintenance of meeting and agenda software; acts as the primary software point of contact for the Township.
16. Leads the Corporate real estate function related to the acquisition/disposition of municipal lands, in accordance with the Sale of Land Policy.
17. Liaises with ratepayers, surveyors, appraisers, and lawyers to prepare easement, encroachment, and private road agreements.

18. Monitors proceedings of the Provincial Legislature and Provincial Courts for matters of municipal significance to ensure the municipality can plan and execute/deliver municipal services, and reports findings to municipal subject matter experts for their action deemed appropriate.
19. The Clerk, as the appointed Head of the Township in accordance with the MFIPPA and Township's By-law, is responsible for facilitating access to records of the corporation and protecting the information holdings from access where appropriate; responsible for the statutory function of Freedom of Information (FOI) access requests and Routine Disclosure requests.
20. Provides strategic oversight of the Township's Records Management Program including, but not limited to, retaining, and preserving the records of the Township Council, Committees, and local boards in a secure and accessible manner; promoting the principles of openness, integrity, and accountability across the Township and throughout its administration; leads the Township towards a more transparent culture, where information is routinely available to the public, while ensuring legislative compliance as it relates to privacy and accessibility.
21. Provides strategic oversight of Cemetery Services for Township-owned and operated cemeteries, ensuring legislative compliance, policy development, operational effectiveness, and adherence to the FBCSA and associated regulations; provides guidance, support, and operational backup to the Legislative Coordinator and assumes responsibility for cemetery operations during the Legislative Coordinator's absence or as operationally required.
22. Reviews and approves required annual cemetery management reporting to the Bereavement Authority of Ontario (BAO) and internal reporting to the Financial Services Division.
23. Researches, reviews, and provides recommendations on Corporate policies, procedures, by-laws, and related documents to ensure legislative compliance and alignment with applicable legislation, municipal best practices, and Township requirements.
24. Issues Marriage Licences; liaises with prospective couples; coordinates and prepares marriage ceremonies; solemnizes marriages on and off-site.
25. Oversees the issuance of Lottery Licences; ensures reporting requirements are met under the Alcohol and Gaming Commission of Ontario (AGCO) regulations; oversees the licensing process for other licenses issued by the Legislative Services Division (i.e., Refreshment Vehicles).
26. Responsible for Corporate Video Security Surveillance Program including responding to requests for access by reviewing and extracting where applicable in accordance with the related Township policy.
27. Provides strategic oversight of the Township's Accessibility Program, ensuring legislative compliance, policy development, and organizational accountability under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR); provides guidance and support to the Deputy Clerk in their role as Accessibility Coordinator and assumes responsibility for accessibility matters as required.

28. Acts as the Returning Officer for Municipal Elections; facilitates, in collaboration with the Legislative Coordinator, municipal elections and any electoral matters pursuant to the Municipal Elections Act.
29. Responsible for the coordination and execution of Council Corporate events such as Council Inaugural and Council Orientation, etc. in collaboration with the Legislative Coordinator, Executive Assistant, and assistance/input from other applicable Staff, as required.
30. Prepares and monitors division budget for recommendation to the CAO and ultimately Council; monitors, once approved, working co-dependently with Financial Services; exercises expenditure management in area(s) of responsibility.
31. Member of the Community Control Group for Emergency Management acting as a Section Chief in a primary backup capacity.
32. Reviews potential grants pertaining to the Legislative Services Division, self-identified or identified by the Executive Assistant, and determines eligible projects based on current needs within the Township; works with the Executive Assistant and the Financial Analyst to prepare the related application; if an application is successful, works with the Financial Analyst to ensure that all reporting requirements are met.
33. Leverages the use of technology to optimize efficiency and effectiveness of the Township operations and associated management controls for performance measurement/management; supports the complex and challenging change efforts necessitated by the evolution of technology, customer service models, privacy requirements and legislative requirements.
34. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology, organizational theory and practices relating to the functions of the Township in order that professional competency is maintained.
35. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities and public sector organizations to remain current and invested in shared services and programs.
36. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
37. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by:
 - a. Enforcing and/or following the Township's Health and Safety program, procedures, and best practices.
 - b. Ensuring due diligence in all health and safety matters including but not limited to safe work practices, training, risk assessments, workplace inspections, investigations, procedures, and reporting/correcting hazards.
38. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the

position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Library Chief Executive Officer:

39. Fulfills the duties of the Library Chief Executive Officer in accordance with the Public Libraries Act; supports the Head Librarian, as required, in providing advice and guidance, to the Tay Township Library Board with respect to personnel and service levels, policies, programs, legal, legislative changes, and general governance matters ensuring that the appropriate communication to the Council of the Township of Tay is considered; makes recommendations as required.
40. Supports the Head Librarian in collaboration with Human Resources and the Chief Administrative Officer, as required, with Library Staff matters concerning, but not limited to, employment, discipline, performance management, recruitment and selection, and training and development.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education from an accredited educational institution in Public Administration, Business Administration, Office Administration, Political Science, Law, or another relevant discipline.
- ❑ Completion of Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Administration Program.
- ❑ Formal leadership and coaching/mentoring training.
- ❑ Intermediate First Aid and CPR Certification in good standing.
- ❑ Class 'G' Driver's License in good standing.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.
- ❑ Certified Municipal Officer (CMO) or Accredited Municipal Professional (AMP) designation provided by the AMCTO is considered an asset.
- ❑ AMCTO Municipal Law certificate (or equivalent) is considered an asset.
- ❑ Basic Emergency Management training is considered an asset.

Experience

- ❑ Five (5) to seven (7) years of related, public sector work experience, preferably in a municipal environment, at least three (3) of which were at a management level, preferably senior management.
- ❑ Working experience with and knowledge of local government functions and

responsibilities, federal and provincial government, and associated agencies, as they relate to municipal clerk responsibilities, practices, and applicable legislation.

- ❑ Experience in dealing with Council, ratepayers, and officials in other municipalities, the County, and Federal and Provincial governments regarding Legislative-related issues.
- ❑ Experience facilitating and/or administering Records Information Management Systems, ensuring legislative/retention compliance and providing guidance/training to stakeholders working with The Ontario Municipal Records Management System (TOMRMS).
- ❑ Experience participating in the coordination of at least one (1) election cycle.
- ❑ Experience with developing and engaging teams around common goals and culture, building the capability and capacity of the team to enhance the employee experience, solutions, and service provisions.
- ❑ Experience assisting with preparing, analyzing, and administering operating budgets is considered an asset.
- ❑ Experience working with the Public Libraries Act and public library operations is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - iCompass
 - Geographic Information Systems – Interactive Mapping
 - Laserfiche
 - Video Surveillance Software
 - Zoom

Knowledge

- ❑ Thorough working knowledge of Clerk principles and practices, and applicable legislation and regulations and a developed interest in and awareness of current social, economic, and political priorities.
- ❑ Sound knowledge of applicable acts and federal, provincial, and municipal legislation, as well as local government functions and responsibilities such as but not limited to:
 - Legislative requirements related to Ontario municipalities;
 - Municipal Act;
 - Municipal Administration and Law;
 - Municipal Elections Act;
 - By-laws and related legislation and regulations as they may apply to the Township;
 - MFIPPA;
 - AODA;
 - FBCSA;
 - Development Charges Act; and

- AGCO regulations.
- Knowledge of the Public Libraries Act is considered an asset.

Skills and Competencies

- Inclusive, innovative, and transparent leader; motivates, develops, empowers, and engages others; positively influences; encourages, inspires, and supports others to deliver; can understand how individuals, at all levels, operate and how best to use that understanding to achieve objectives.
- Advanced computer skills including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; ability to manage technological change and support others in this transition; internet-based research proficiency is essential.
- Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- Politically astute with superior acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to always exercise integrity, tact, and good judgement.
- Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.
- Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; driven towards results while constantly problem-solving and learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- Establishes an efficient execution of work and motivates subordinates to develop to the highest potential of their capabilities; directs, coordinates, and reviews the work of subordinates; delegates effectively and ensures individual and team accountability; makes decisions and takes actions to resolve issues.
- Demonstrated team building and relationship management skills; ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Resolves workplace conflicts without major disruption to workflows or interpersonal relationships.

- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; required attendance at evening Council meetings and the occasional requirement to attend other events/meetings outside of the regular workweek; attendance/response is required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in an indoor, office environment; environments also include out-of-office events/meetings and an off-site outdoor environment in variable weather conditions for Cemetery responsibilities; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position requires the ability to lift and carry up to 30 lbs, primarily to transport record boxes.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- ❑ Position requires the strategic analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving excellent results; a superior degree of accuracy and autonomy is required. There is a requirement for strategic thinking, independent judgement, initiative and creativity, and original research; a superior level of accountability for quality and timeliness of work and reliability in achieving excellent results.
- ❑ Decision-making, problem-solving, and conflict resolution efforts and responsibilities include a superior, and multi-faceted degree of analysis; decisions are to be made with a macro view, and strategic mindset and within the corporate mandate by approving, adapting, and coordinating methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Outcome of Error:

- ❑ Strategic errors made by this position can result in the increased risk of municipal litigation or liability (legal and financial), the loss of Council's and public confidence, the loss of trust in management, poor employee morale, and reduced public safety.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.