



**CITY OF ORILLIA  
CORPORATE SERVICES DEPARTMENT  
CITY CLERK**

**ABOUT ORILLIA**

With a population of 32,000, Orillia is a sustainable and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Lakehead University, Georgian College and the Ontario Provincial Police headquarters. Orillia offers an excellent quality of life with four-season recreation and cultural opportunities for every age including an impressive parks and trail system, festivals, galleries, music and live theatre. Located in the heart of Ontario's Lake Country, Orillia is a great place to live, work and explore.

**POSITION OVERVIEW**

**SUMMARY**

Pursuant to Section 228 of the *Municipal Act*, the City Clerk is responsible for recording all resolutions, decisions, and other proceedings of City Council. Responsible for planning, directing and administering all activities of the Clerk's Division, preparing Council agendas, administering oaths, conducting the municipal election, vital statistics registrar, maintaining the Municipal Code and Policy Manual, records management, lottery licensing and responsible for customer service at the main counter. This position reports to the General Manager of Corporate Services and City Solicitor.

**KEY RESPONSIBILITIES**

- Exercise the statutory responsibilities of a City Clerk in accordance with the *Municipal Act*, such as recording all resolutions, decisions and other proceedings of Council; recording the name and vote of every voting member on any matter or question that requires a vote; keeping the original copies of all by-laws and all minutes of Council proceedings. Provide advice on parliamentary procedures during meetings to Head of Council/Committee Chair and provide advice to Council and staff on procedural matters, legislative requirements and/or historical background information. Provide support to certain Committees of Council.
- Responsible for the preparation of all Council agendas; providing supporting documentation; drafting by-laws; and completion of follow-up correspondence. Attendance required at all meetings of Council, Council Committee, and Council Committee in Closed Session. Conducts research and prepares reports and resolutions for Council consideration.
- Ensure that notice requirements and meetings/hearings are properly conducted pursuant to the *Municipal Act*, *Planning Act*, and the *Development Charges Act*. Oversee and direct the coordination of provincial/municipal required notices, letters, advertisements, circulation of by-laws, appeals to the Ontario Municipal Board, affidavits, etc. in accordance with the provincial legislation.
- Act as Issuer of Marriage Licenses; execute documentation/affidavits as a Commissioner of Oaths; act as Division Registrar for vital statistics; and perform duties as signing officer of the Corporation as appropriate.



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- Oversee the day-to-day operations of the Clerk's Division; act as a primary information access point for the public; including the corporate customer service and reception functions; booking of corporate boardrooms.
- Responsible for the Municipal Code and Corporate Policy Manual. Distribute and provide updates to the Corporation.
- Conduct municipal elections, including the establishment of voting subdivisions; preparation of the voters' list; hiring and supervision of staff; purchase and preparation of supplies; location of voting stations; training election staff; and monitoring elections staff performance. Also responsible for preparation of the Council Inauguration Event and for ensuring ongoing governance training for Members of Council.
- Oversee the corporate records management program, including the annual records purge and electronic database and oversee the issuance of all lottery licenses; ensure reporting requirements are met under the Ontario Alcohol and Gaming Commission regulations.
- Prepare, review and recommend annual Clerk's Division budget; monitor/administer approved budget and report on same; and authorize payment of accounts.
- Freedom of Information and Protection of Privacy Coordinator (FOI): responsible for the statutory function of decision-making on FOI access requests under the *Municipal Freedom of Information and Protection of Privacy Act* Legislation, including acting as City's representative in appeal and representation processes; up-to-date knowledge of MFIPPA legislation through courses; submission of annual report to Information and Privacy Commissioner of Ontario. Act as resource person for the public/staff/Council/Committees giving advice on privacy/access issues; reviewing personal information banks and procedure manual.

**POSITION EDUCATION, SKILLS AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university with major course work in public/business administration, political science, or a closely related field.
- At least five years of significant progressive management experience in a municipal environment or an administrative tribunal.
- Thorough working knowledge of the *Municipal Act*, *Municipal Elections Act*, *Planning Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and other legislation applicable to municipalities and knowledge of municipal-level parliamentary practices, municipal politics, and governance.
- Professional accreditation (e.g., CMO, AMP, AOMC) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) would be considered as an asset.
- University Degree in Law (LL.B.) or J.D. with a license to practice as a Lawyer by the Law Society of Ontario is an asset.
- Experience developing strategic and operational plans, processes, and policies to support municipal by-laws, legislative requirements, and corporate objectives.



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- Demonstrated leadership, negotiation, communication and political acuity to deal effectively and tactfully with Council, staff, citizens, other levels of government, and the media.
- Strong analytical, critical thinking and problem-solving skills and demonstrated ability to maintain a high standard of professionalism, transparency, sound judgment, diplomacy, and confidentiality.
- Ability to present issues and reports to Council and committees and represent the division on various committees; or experience presenting to large groups at a senior leadership level.
- Ability to work and alter hours as needed to attend evening Council/Committee meetings and to meet deadlines.
- Excellent computer skills using MS Office Suite including Outlook, Excel, Word, PowerPoint, Outlook, Teams, Share Point and the Internet.
- Must possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$110,872 to \$129,706 (2023 rates) pursuant to the Salary Grid for exempt employees based on a 35-hour work week, plus a comprehensive benefits package. Applications will be accepted until January 2, 2023 at noon.

**Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>**

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.