



Employment Opportunity – Township of North Dundas Director of Corporate Services/Clerk

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre and numerous community events throughout the year.

The Township of North Dundas is actively seeking a motivated, dedicated, individual for the position of Director of Corporate Services/Clerk. As part of the Senior Leadership Team, this position is responsible for performing all statutory duties of the Clerk in accordance with the *Municipal Act* and other legislation. Responsibilities also include preparing By-laws and resolutions, accurately recording the proceedings of Council and acting as the Returning Officer for Municipal Elections.

The ideal applicant should possess a university degree in Public or Business Administration, a CMO designation, as well as five to eight years of progressive management experience, preferably in a municipal environment, and thorough knowledge of the *Municipal Act* and other relevant legislation and superior communication skills.

A general position description follows below.

This is a full-time (35 hour/week) position with a salary range of \$103,927 to \$123,723 and a comprehensive benefits package including participation in the OMERS pension plan.

To apply to become part of our team, please
submit your resume and cover letter by 4:00pm on **Monday, March 16th, 2026**, to
Human Resources
Township of North Dundas
636 St. Lawrence St., PO Box 489,
Winchester, ON K0C 2K0
Fax: 613-774-5699
E-Mail: careers@northdundas.com
Posting #: CS-2026

The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS
JOB DESCRIPTION**

Title: Director of Corporate Services/Clerk	Department: Corporate Services
Reports To: Chief Administrative Officer	Date Approved: July 27, 2021
Wage Grade: Grade 12 (\$103,927-\$123,723)	Revised: March 2, 2026

Position Profile

- Reports to the Chief Administrative Officer (CAO).
- Performs all statutory duties of the Clerk under the Municipal Act and related legislation.
- Administers Access to Information requests (MFIPPA) and oversees the corporate Records Management System.
- Attends all Council and Committee of the Whole meetings.
- Prepares by-laws, resolutions, and ensures accurate recording of Council decisions, proceedings, and minutes.

Legislative and Governance Responsibilities

- Oversees legislative processes for Council, standing committees, and ad hoc committees.
- Compiles and reviews Council reports; prepares and circulates agendas and packages.
- Provides procedural advice and guidance to Council members.
- Coordinates Council and Committee appointments and delegation requests.
- Ensures issuance of required public notices and by-law/motion preparation in consultation with Township solicitors.
- Performs statutory duties including: Returning Officer for elections, Civil Marriage Officiant, Commissioner of Oaths, Municipal Licensing and Lotteries, Ontario Drainage Act requirements, and death/burial registration.

Corporate Services Leadership

- Participates in the Management Team, corporate planning, and strategic initiatives.
- Supervises Corporate Services staff, and other assigned staff.
- Acts as Emergency Programs Manager / CEMC or alternate.
- Oversees the Communications Portfolio within the organization in conjunction with other departments.
- Prepares and monitors the Corporate Services budget.
- Maintains professional relationships with staff, elected officials, municipal counterparts, and external stakeholders.
- Supports with preparation of grants and prepares applications as required.
- Maintains municipal insurance portfolio and manages claims.

Records and Governance Compliance

- Develops and manages Records Management System (retention schedules, policy implementation, archival selection, destruction).
- Maintains corporate records including by-laws, policies, resolutions, minutes, agreements, and archives.

- Administers MFIPPA and ensures compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and related reporting obligations.
- Ensures secure storage and confidentiality of sensitive data.

Qualifications and Competencies

- Degree/diploma in Public/Business Administration, or a related field; CMO designation or equivalent, or equivalent combination of education and experience.
- Minimum 5 years of progressively responsible experience within the Municipal Clerks function, with at least 3 years in a supervisory or leadership role.
- Thorough working knowledge of the Municipal Act, MFIPPA, Municipal Elections Act, and other relevant legislation.
- Strong knowledge of parliamentary procedures, procedural by-laws, and contemporary issues in municipal government, operations, and electoral processes.
- Excellent communication skills (oral and written), with ability to communicate effectively with staff, Council, partners, and the public.
- Knowledge of complaint resolution mechanisms and compliance with provincial, Ombudsperson, and Integrity Commissioner processes.
- Advanced computer skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint, Teams) and Council Chamber technologies (e.g., eSCRIBE).
- Works in a high-detail, deadline-driven environment requiring confidentiality, professionalism, and adherence to Health & Safety policies.

Working Environment

This position is primarily office-based and requires attendance at evening Council and Committee meetings, with flexible hours as required to support Council business and legislative obligations.

Note: This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.