



JOB VACANCY – MUNICIPAL CLERK

The Township of The North Shore is seeking an experienced, highly motivated and energetic individual to be a Leader with our team!

The Township of the North Shore is located on the Highway 17 corridor and is comprised of the communities of Algoma Mills, Spragge and Serpent River.

Summary of Position:

Reporting to the Council, the Municipal Clerk is responsible for all statutory duties of the Clerk as set out in the *Municipal Act, 2001*, and other related legislation. As a Key Leader with the Township, the Municipal Clerk will work with the Leadership Team in the administration of the Township and providing advice to Council.

Required Qualifications and Skills:

- A post-secondary diploma/degree in a related field or an acceptable combination of education and related experience
- Completion of the AMCTO's Municipal Administration Program is an asset
- Experience in parliamentary procedures
- Minimum three (3) years related experience
- Knowledge of local government and municipal administration
- Demonstrated experience in managing Municipal Elections
- Experience in managing requests made under the Municipal Freedom of information and Protection of Privacy Act
- Experience with website maintenance and social media platforms
- Advanced and proven customer service, analytical and problem-solving skills
- Demonstrated tact, diplomacy, and sound judgement skills
- Advanced level of proficiency in office procedures, business writing and computer applications including Microsoft Office Suite (Word, PowerPoint and Excel)
- A valid G drivers license with access to a personal vehicle is required during the course of employment
- Excellent time management and organizational skills.
- Exceptional attention to detail.
- Demonstrates strong interpersonal and communication skills (oral and written), collaborates effectively with colleagues, and contributes to a positive work environment by resolving conflicts amicably and maintaining professional relationships.

Required Job Duties:

- Perform the statutory duties of the Clerk as set out in the *Municipal Act, 2001*
- Coordinates and prepares agenda packages for Council and Committee Meetings
- Carries out research, prepares reports and makes recommendations to Council
- Manages requests made under the Municipal Freedom of Information and Protection of Privacy Act
- Manages and updates communication through the municipal website and social media platforms
- Coordinates planning activities through the contract planner
- Acts as the registrar for burial permits and cemetery lot purposes and is responsible for BAO filing
- Is the Returning Officer for municipal and school board elections
- Remain up to date with possible funding and grant opportunities. Prepare appropriate funding applications in concert with the Treasurer
- Oversees the Employee pension and benefit programs.
- Interact with residents, local businesses, and other stakeholders to address inquiries and concerns.
- Other duties as assigned.

A complete job description is available at the Municipal Office, or a copy can be requested by emailing municipalclerk@townshipofthenorthshore.ca

Hours of Work: 35 hours per week, with extra time required for Council meetings and peak periods.

Wage Range: \$80,000 to \$92,000 based on qualifications and experience.

How to Apply:

Please submit a Cover Letter and Resume by May 14, 2026 to:

I. Craig Davidson, AMCT, RPA
Acting Clerk/Interim Treasurer
Township of The North Shore
1385 Highway 17, Algoma Mills, ON, P0R 1A0

Or email municipalclerk@townshipofthenorthshore.ca

The Township of The North Shore values diversity in the workplace and are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), within our recruitment process. If you are contacted for an interview, please advise us of any accommodation measures you may require during our selection process. Information received relating to accommodation needs will be addressed confidentially. The Township does not use AI in the employment process.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of 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.