



Job Opportunity: Town Clerk

In all we do, we have the freedom to be our best self, belong, excel....

Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. With several exciting projects underway such as Orbit and the development of a new South Campus of the Royal Victoria Regional Health Centre, Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

We are a "family-first" organization that provides employees with flexible options to focus on what's most important in life! Options include flexible work arrangements, compressed work weeks, and Hybrid Work Arrangements – just to name a few.

Why You?

We are looking for a dynamic, creative, and forward-thinking leader who wants to make an impact on our organization and community as Town Clerk! In support of the Town of Innisfil's Strategic Plan 2030, you will take a "Community First" approach to performing all statutory duties of the municipal Clerk including election functions, legislative services to Council and Committees, Vital Statistics, and the Freedom of Information program.

As a member of the Town's Leadership Team, the Town Clerk will provide recording services and policy advice to Council and Committees and is responsible for the preparation of reports, resolutions, by-laws, and minutes, as well as:

- ✓ Executing the statutory responsibilities of a municipal Clerk in accordance with the provisions of the Municipal Act, 2001, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, 1996 and other relevant statutes
- ✓ Overseeing the provision of Council secretariat functions and attending Council, Committee, public hearings, public and/or other meetings, as required
- ✓ Providing advice, guidance and interpretation on procedural matters, legislative requirements and/or historical background information
- ✓ Preparing reports for Council review on matters pertaining to the responsibilities of the Clerk and on matters of general municipal business as required or as directed by Council
- ✓ Managing the Corporation's access and privacy programs and procedures, including processing requests received under the Municipal Freedom of Information and Protection of Privacy Act; overseeing the operation, maintenance, administration, and

- continuous improvement of the Corporation's records and document management program
- ✓ Managing all aspects of municipal elections pursuant to the Municipal Act and the Municipal Elections Act

The preferred candidate holds:

- ✓ A university degree in Public Administration, or related discipline.
- ✓ AMCTO accreditation. Full membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), CMO designation or pursuit thereof.
- ✓ Minimum of five (5) years of demonstrated Management/Supervisory experience in local government administration including Council/Board secretariat experience, elections experience and supervisory experience.
- ✓ Thorough working knowledge of municipal legislation/regulations including Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act, Municipal Elections Act and of issues facing local government in Ontario and municipal operations in general.
- ✓ A valid Class "G" driver's licence in good standing and reliable vehicle to use on corporate business and availability to attend evening and/or weekend meetings or other events as required.

Closing date is **August 18, 2025**.

The salary range for this position is \$115,053 - \$146,841 per annum (Based on a 35-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

