



Georgian Bluffs

Council and Committee Coordinator

Temporary Full Time | Minimum Twelve (12) Month Contract | Internal/External

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life, with access to the amenities of nearby Owen Sound, while maintaining the character and setting of a rural community. The Township also offers a flexible and supportive working environment within a small and dedicated team.

What we are looking for:

A dynamic individual to join our Corporate Services Department as the Council and Committee Coordinator. This position will perform administrative support services to Council, Committee of the Whole, Local Boards and Committees. In addition, they will coordinate the Township's Records Management portfolio, support the Clerk with freedom of information requests and assist with municipal elections.

Key Responsibilities

- Provide administrative support to Council, Committee of the Whole, Boards, Committees, and working groups established by Council, ensuring compliance with the *Municipal Act, 2001*.
- Responsible for the preparation and distribution of agendas, reports, and minutes in accordance with internal guidelines established by the Clerk and applicable procedure by-laws.
- Review reports for formatting, accessibility, and compliance with Township policies and procedures.
- Attend all Council, Committee, Board, and working group meetings and record meeting proceedings and decisions.
- Responsible for maintaining all original copies of by-laws and minutes of proceedings, ensuring compliance with records management practices and retention schedules. This includes ensuring appropriate indexing and storage of by-laws, resolutions, and minutes.
- Coordinate meeting preparation including setting up meeting rooms and arranging for refreshments and meals as required.



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- Create and maintain the Council Action Tracking database and quarterly reports to Council on the status of outstanding directions.
- Responsible for scheduling and coordinating public participation at meetings, including managing registration lists, and ensuring all presentation material is included in the agenda package.
- Responsible for the creation of the annual Council, Committee, and Board meeting calendar and coordinating meetings of Committees, Boards, and working groups as required.
- Maintains Council, Committee, and Board information on the Township's website.
- Prepare and distribute correspondence related to resolutions resulting from Council decisions.
- Coordinate professional development registration (conferences, webinars, etc.) for Council, Committee, and Board members.
- Assist in the planning, organizing, and coordination of special events associated with Council, Boards, and Committees, including but not limited to Inaugural Council meetings, volunteer recognition ceremonies, and Council orientation sessions.
- Assist in the drafting of by-laws in consultation with the Clerk and members of the Senior Leadership Team as required.
- Administer the Council Milestone and Volunteer Recognition Policies, including advertising for nominations, compiling nominations for review, and preparing and distributing certificates.
- Assist the Clerk in coordinating, administering, and planning municipal elections including preparing and managing voter lists, drafting procedures and forms, liaising with staff and candidates, providing information to electors, and ensuring fairness, transparency, and integrity of the election process.
- Attends meetings of the Grey County Joint Accessibility Advisory Committee on behalf of the Clerk.

The successful candidate will have:

- Post-Secondary diploma in administration, business, political science, or related discipline or an equivalent combination of education and experience.
- Municipal Administration Program (AMCTO) completion or willingness to complete.



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- Minimum one (1) to three (3) years related experience in municipal government with a demonstrated understanding of legislation and processes related to Records Management and administration of Council/Board/Committees.
- Working knowledge of the *Municipal Act*, *Municipal Elections Act*, and *Accessibility for Ontarians with Disabilities Act*, any other related regulations/acts/statutes/legislations.
- Strong computer skills; knowledge of Microsoft 365, electronic records management systems, agenda management software, meeting livestreaming, budget management software, and experience with website maintenance.
- Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality and privacy.

Application Process

This is a temporary full-time, minimum twelve (12) month contract. The position is a non-union position, working 35 hours per week. The salary range is \$58,713.20 to \$73,382.40. This posting is for an existing vacancy. Qualified candidates are invited to submit a resume and cover letter in confidence to hr@georgianbluffs.ca no later than **Monday, July 20, 2026, at 4:00 p.m. Job Posting #2026-23.**

Additional Information

- Accommodations are available at every stage of the recruitment process. Applicants are encouraged to identify any accommodation needs when applying.
- This recruitment process does not use artificial intelligence (AI) to screen or evaluate applicants. All applications are reviewed by the Township's hiring team.
- We thank all applicants for their interest; only those selected for an interview will be contacted.
- Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- Pre-employment screening may include reference checks, education and credential verification, criminal record checks, and driver's abstract reviews, where relevant to the position requirements.