



The Corporation of the Township of Plummer Additional

38 Railway Crescent Bruce Mines, ON P0R 1C0

T: 705-785-3479

F: 705-785-3135

info@plummertownship.ca

Mayor: Beth West

CAO/Treasurer: Line Webster

Clerk: Liisa Cotnam

JOB OPPORTUNITY

Job Title: CLERK

Employment Type: Full-Time

Salary Range: \$39.00 - \$42.00 per hour

Location: Township of Plummer Additional

Reports to: Chief Administrative Officer (CAO)

About the Position

The Township of Plummer Additional is seeking a motivated, organized, and detail-oriented individual to fill the position of Municipal Clerk. The successful candidate will be responsible for providing legislative, administrative, and clerical support to Council and municipal staff while ensuring the municipality's records, meetings, and statutory responsibilities are managed in accordance with applicable legislation.

The ideal candidate will have strong organizational and communication skills, demonstrate professionalism and confidentiality, and be comfortable working in a small municipal office where flexibility and teamwork are essential.

Key Responsibilities

- Prepare agendas, minutes, by-laws, resolutions, and other documentation for Council and Committee meetings.
- Attend Council meetings and accurately record minutes and decisions.
- Ensure compliance with the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Municipal Elections Act, 1996, and other applicable legislation.
- Maintain and manage municipal records, including by-laws, agreements, policies, and official documents.
- Administer requests under MFIPPA and coordinate records management and retention requirements.
- Assist with municipal elections and other statutory responsibilities.
- Prepare correspondence, reports, notices, and public communications.
- Maintain the municipal website and assist with public notices and information requests.
- Provide administrative support to the CAO, Council, and other municipal departments.
- Respond to inquiries from residents, agencies, and the public in a professional and courteous manner.
- Assist with the preparation and maintenance of municipal policies, procedures, and records.
- Perform other related duties as assigned.

Qualifications and Experience

- Post-secondary education in municipal administration, public administration, business administration, or a related field would be an asset.
- Municipal experience, particularly in a Clerk's department, is preferred.
- Knowledge of the Municipal Act, 2001, MFIPPA, the Municipal Elections Act, 1996, and other relevant legislation would be an asset.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office and general office technology.
- Ability to work independently, prioritize competing deadlines, and maintain confidentiality.
- Strong interpersonal skills and the ability to work effectively with Council, staff, residents, and external agencies.
- AMCTO training or municipal administration courses would be considered an asset.

What we Offer

- Competitive compensation based on qualifications and experience.
- Enrollment in the OMERS pension plan.
- Employee benefits package, subject to applicable plan terms and eligibility requirements.
- A supportive team environment in a small municipal office.
- An opportunity to contribute to the effective operation of local government and serve the community.

How to Apply

Interested applicants are invited to submit a cover letter and résumé outlining their qualifications and relevant experience to:

Township of Plummer Additional
Attention: Chief Administrative Officer
38 Railway Crescent
Bruce Mines, ON P0R 1C0
Email: lwebster@plummertownship.ca

Please include “ **Clerk Position**” in the subject line of your email.

The full job description is available at www.plummertownship.ca

Application Deadline: 4:00pm Friday November 20, 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Township of Plummer Additional is committed to providing an inclusive and accessible recruitment process in accordance with applicable legislation. Accommodation is available upon request during the recruitment process.

