

Job Title:	Legislative & Records Management Coordinator
Department:	Legislative Services
Reports To:	Clerk / Director of Legislative Services
Last Update:	January 2025

Job Summary:

Provide administrative support to the Legislative Services Department. Responsible for the development, implementation and maintenance of the corporate records management system according to TOMRMS – (The Ontario Municipal Records Management System). Develop, maintain and train all staff on the Electronic Records and Information Management System, as well as perform the FOI -Freedom of Information functions and duties under MFIPPA -Municipal Freedom of Information and Protection of Privacy Act.

Duties and Responsibilities:

1. Legislative Services Administrative Support

- a) Attend Council and Committee of the Whole meetings and provide technical support to the Clerk and Deputy Clerk, as required.
- b) Respond to cemetery inquiries
- c) Commissioner of Oaths & Affidavits
- d) Provide election assistance when required.
- e) Perform other tasks as assigned by the Clerk.
- f) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- g) Ensure confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- h) Comply with and perform duties in accordance with the Code of Conduct.

2. Records Management

- a) Implement, develop and maintain an Electronic Records and Management System.
- b) Maintain township filing system in both paper and electronic format according to TOMRMS.
- c) Classify, file, and retrieve records according to TOMRMS and municipal retention schedule and creates new files as needed.
- d) Update annually, amend and comply with retention schedule and prepare documents for shredding/destruction/archive transfer.
- e) Manage Electronic Records and Information Management System, scan and upload documents, and maintain database of records.

- f) Organize the file room vault and ensure record integrity is maintained.
- g) Coordinate with departments to manage onsite and offsite records and require the centralized filing of records.
- h) Coordinate with County Archives items for records transfer and to request information for staff.
- i) Regulate and enforce compliance of the records and information management system to ensure corporate-wide standardization.
- j) Respond and educate staff on records and information management matters.
- k) Develop, recommend and implement policies, procedures and best practices associated with records management.
- l) Responsible for training new staff in general records management (MFIPPA), EDRMS usage and routine disclosures.
- m) Participate in and act as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.

3. Access & Privacy:

- a) Perform the functions and duties under MFIPPA - Municipal Freedom of Information and Protection of Privacy Act.
- b) Process information requests.
- c) Respond to requests from staff and public on FOI matters.
- d) Ensure appropriate balance is maintained between access to information and protection of personal information.
- e) Answer questions regarding RDAD - Routine Disclosure and Active Dissemination.
- f) Prepare annual MFIPPA Report for the province.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Minimum Grade 12
- Completion of a Two (2) year College program preferred
- Two (2) years of experience providing Administrative Support
- Two (2) years of experience in a Municipal Environment
- Proven ability to exercise discretion, good judgement, diplomacy and a high level of confidentiality
- Proficiency in Microsoft applications

Required Certifications:

- None



Applicable Regulations:

- None

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.