



# Legislative Services Student

## Tay Township - Employment Opportunity

### Student, Contract Position (On-Site) – Spring/Summer 2026

The Township of Tay, located on the vibrant sunset shores of Georgian Bay, is seeking an individual to join #TeamTay for the 2026 Summer Term (late April to August) as a Legislative Services Student. Tay Township proudly offers students an experiential learning environment based on variety, development, and mentorship.

Reporting to the Municipal Clerk/Library Chief Executive Officer, the Legislative Services Student is responsible for providing administrative support to the Legislative Services division.

### Key Qualifications

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Business Administration, Office Administration, Public Administration, Political Science, or another relevant discipline is considered an asset.
- Related education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Strong computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment.
- Established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.

**Join #TeamTay today and help transform the way local government connects with the community it serves.**

### Why Join #TeamTay?

- Collaborative and Welcoming Environment
- Experiential Work Based on Variety, Development, and Mentorship
- Explore Municipal Careers
- Staff Celebrations and Events
- Live and Work on Georgian Bay



The pay rate for this Student, Contract position is \$19.78 per hour with a 35-hour regular work week.

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**Interested applicants are encouraged to do the following:**

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m., Tuesday, January 13, 2026**, to the attention of Human Resources ([HR@Tay.ca](mailto:HR@Tay.ca)).

Application Notes:

- Please reference **2026-005** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

**Click Here to Apply Now!**

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2025-12-16



## POSITION DESCRIPTION TAY TOWNSHIP

<b>Position Title:</b> Legislative Services Student	
<b>Position Classification:</b> Student	<b>Pay Band:</b> Student - 1
<b>Department/Division:</b> Corporate Services/Legislative Services	<b>Reports to (Directly):</b> Municipal Clerk/Library Chief Executive Officer
<b>Direct Reports:</b> None	<b>Indirect Reports:</b> None
<b>Revision Date(s):</b> November 2025; December 2024; January 2024; January 2023	<b>Hours Per Week:</b> 35

### **Position Summary:**

Reporting to the Municipal Clerk/Library Chief Executive Officer, or their designate, the Legislative Services Student is responsible for providing administrative support to the Legislative Services division.

### **Learning Objectives:**

- ❑ Explore the responsibilities of a Municipal Clerk and gain a comprehensive understanding of the structure and functions of Municipal Government.
- ❑ Develop an understanding of the municipal legislative process, including learning about Council meetings, proceedings, drafting meeting agendas, meeting minutes, by-laws, etc.
- ❑ Improve communication and customer service skills by interacting with Elected Officials, staff, and the public.
- ❑ Learn to manage and maintain Township records, to ensure compliance with legislation.
- ❑ Gain an understanding of the Freedom of Information Act and how the process of obtaining and complying with Freedom of Information requests works.

### **Responsibilities:**

1. Performs a variety of duties and is involved with the general functions of the Legislative Services Student (2026-005)

Legislative Services division, such as council secretariat duties, records management, burial permits, business licensing, marriage, and refreshment vehicle licensing.

2. Performs administrative functions pertaining to cemeteries within the Township, including but not limited to records management, plot sale documentation, mapping, research, and responding to public inquiries.
3. Assists with planning and coordination of Township events (i.e., Seniors Advisory Committee).
4. Collaborates on special projects as assigned.
5. Provides front-counter backup support for administrative team members as required.
6. Assists with municipal elections and electoral matters pursuant to the Municipal Elections Act.
7. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly; answers telephone, records messages, screens, and redirects calls to convey and receive information; assembles, collates, and distributes written and electronic materials, as required.
8. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
9. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
10. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
11. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
12. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

### **Education, Certifications, and Training**

- ❑ Active enrollment in post-secondary education at an accredited educational institution; enrollment in Business Administration, Office Administration, Public Administration, Political Science, or another relevant discipline is considered an asset.
- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.

### **Experience**

- ❑ Related education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
  - Microsoft 365 Applications
  - iCompass
  - Laserfiche
  - Cemsites

### **Skills and Competencies**

- ❑ Strong computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment.
- ❑ Established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.
- ❑ Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- ❑ Written and oral communication skills, and technical skills.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

**Effort, Physical Demands and Working Conditions:**

- ❑ Regular workweek – generally 35 hours; may be subject to variable hours of work. The position may require attendance at evening Council meetings.
- ❑ Performance of duties normally takes place in an indoor office environment; environments may also include out-of-office events/meetings.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

**Employment Conditions:**

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- ❑ Satisfactory proof of enrollment indicating active enrollment for post-secondary education at an accredited educational institution.