



DIRECTOR OF ADMINISTRATIVE SERVICES / CLERK

The Director of Administrative Services / Clerk's key responsibilities are:

- Execution of various statutory duties in accordance with provincial legislation
- Council/Committee Secretariat functions
- By-law preparation and review
- Corporate records and information management
- Conducting municipal elections
- Vital Statistics
- MFIPPA Administration
- [Line Fences Act](#), Line Fences Act, Licensing (Lottery, Transient Trader, Patio)
- Corporate Insurance
- Commissioner of Oaths
- By-law Enforcement
- Animal Control
- [Crossing Guards](#)
- Crossing Guards
- Accessibility Plan and Training