



## LEGISLATIVE OFFICER

### The Job

The Town of Edson is seeking a permanent, full-time, Legislative Officer to join our team. This role offers a unique opportunity to contribute to local government in a meaningful way. The Legislative Officer is responsible for supporting Council and administration by managing legislative processes, ensuring compliance with the Municipal Government Act (MGA), overseeing bylaws and policies, preparing Council meeting packages, coordinating public hearings, responsible for the oversight and management of all boards and committees and handling Access to Information Act (ATIA) and Protection of Privacy Act (POPA) requests. This position plays a vital behind-the-scenes role in helping municipal operations run efficiently and transparently.

### The Candidate

The ideal candidate is a detail-oriented professional with a strong understanding of legislative processes and applicable legislation. Demonstrates exceptional communication, organizational, and analytical skills, and manages confidential and complex matters with discretion and accuracy. Experience in municipal government is preferred, along with the ability to build effective relationships across departments and with external stakeholders. Commitment to transparency, professionalism, and public service is essential. This position offers a meaningful opportunity to support municipal priorities and contribute to the delivery of high-quality public services.

To learn more about the role and expectations, please consult the attached job description.

### About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.



## What do we offer?

### Compensation

The wage range for this position is \$73,900 - \$93,200 per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

### Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

## How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202512 by September 21, 2025.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

**Send your cover letter and resume to:**

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

***Be sure to quote Competition Number: EDSOM-202512***



## Position Description Legislative Officer

### General

Under the direction of the General Manager of Corporate Services, the Legislative Officer is primarily responsible for confidential legislative duties. This position ensures a consistent approach to corporate procedures, Bylaws, Policies, and monitors administrative and Council adherence to municipal legislation and the *Municipal Government Act* (MGA). This position also works closely with Council, municipal staff, boards and committees, regional authorities, and the public.

### Primary Responsibilities and Authority

#### **Legislative Services and ATIA/POPA**

- Responsible for all functional areas of legislative services.
- Manage all relevant Acts, regulations, and related legislation. Undertake research and analysis to assess impacts of new initiatives/legislation.
- Prepare and articulate policy options and recommendations on a wide range of organizational issues.
- Develop, review, and maintain policies, procedures, bylaws, provincial legislation, and other legal documents. Manage and maintain the municipal policy and bylaw registers.
- Prepare and distribute Council and Committee of the Whole agendas and minutes. Act as recording secretary for Council and Committee of the Whole meetings.
- Coordinate public hearings and delegations to Council.
- Act as Parliamentarian for Council and Committees and other meetings as required.
- Manage Council's follow up action lists and other workflow management processes.
- Manage statutory functions, including the planning and administration of elections, by-elections, plebiscites, petitions, and censuses.
- Act as Clerk for Intermunicipal Subdivision and Development Appeal Board.
- Act as a Clerk for the Regional Assessment Review Board.
- Act as Commissioner of Oaths as required.
- Oversee recruitment and management for both Council Boards & Committees and internal boards & committees and provide procedural guidance and support for all boards and committees.
- Respond to public inquiries relating to general legislative matters.
- Manage ATIA/POPA requests and complete all associated processes as the ATIA/POPA Coordinator for the Town.
- Provide administrative support and legislative guidance to Council's strategic planning processes and publication.

#### **Records Management**

- Supports the implementation, and maintenance of the Town's Records & Information Management Program.
- Research new technologies and methods relating to records and information management, including document imaging systems and electronic document management.
- Oversee, implement, and advise on the retention and disposition of municipal records.
- Maintain a central filing program for agreements and other records.



### **Health & Safety**

- Comply with all Town policies, work procedures, rules, safety instructions and relevant directives in the *Occupational Health and Safety Act*, Regulation and Code.
- Promote health and safety initiatives within the Department.
- Comply with roles and responsibilities as outlined in the *Occupational Health and Safety Act*.
- Participate in workplace safety initiatives including conducting/participating in formal and informal worksite safety inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

### **Miscellaneous**

- Serve assigned roles within the Emergency Coordination Centre (ECC) for disaster services.
- Undertake other duties as assigned.

### **Working Conditions**

#### **Hours**

Standard work week hours are 8:00 AM – 4:00 PM. Attendance at Council meetings and committee meeting is required.

#### **Physical Effort**

Office-based work performed typically includes administrative duties and varying levels of physical effort, including moderate lifting (up to 10 kgs), sitting, walking, standing, pushing, pulling, reaching, driving, carrying. Repeated motion of office tasks.

#### **Travel**

Some travel to field sites within and outside the Town under various road and weather conditions. Must maintain alertness and respond appropriately using defensive driving skills in various conditions (traffic, weather, distractions).

#### **Work Environment**

Normal office environment. Locations such as offices and facilities where emergency support services are readily available. Limited to moderate exposure to the public. Potential exposure to client volatility dealing with the public. Potential exposure to client volatility dealing with the public. Hybrid work may be available in accordance with Town policies.

### **Required Skills**

- Ability to interpret and utilize relevant Bylaws and provincial/federal legislation.
- Strong project management skills.
- Establish and maintain effective professional relationships with public and private agencies and organizations involved with the Town.
- Highly developed interpersonal, verbal and written communication skills, with the ability to provide technical and analytical reports appropriate for varied audiences.
- Strong ability to collect, communicate, and present data using the most appropriate research methodologies.
- Proficient with the MS Office suite.
- Flexibility to balance priorities and multiple projects.



- High degree of personal initiative, integrity, professionalism and accuracy.
- Ability to deal with staff, governments, and the public in a courteous, diplomatic, and tactful manner.
- Knowledge of parliamentary procedures would be considered an asset.
- Satisfactory background screening is required for this position, including a Criminal Record Check
- Driver's License with a satisfactory Driver's Abstract

### **Required Education and Experience**

- Post-Secondary Certificate or Diploma or a related field.
- Completion of or working towards a National Advanced Certificate in Local Authority Administration (NACLAA) Level I or II or Certified Local Government Manager (CLGM) designation is preferred.
- 3-5 years of progressively responsible municipal work experience, preferably with a focus on Legislative Services.
- Experience in a political environment and in government relations is considered an asset.
- An equivalent combination of education and experience may be considered.

### **Working Conditions**

The following conditions can be consistently expected in this position.

<b>Physical</b>	<b>Cognitive</b>	<b>Logistical</b>
<input checked="" type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings