Request for Expressions of Interest (EOI) - Extended

Municipal Clerk Professional Services

The Township of Val Rita-Harty is inviting Expressions of Interest from qualified individuals or firms to provide professional Municipal Clerk services and assist the Township in developing a modern and sustainable service delivery model for the Clerk function.

This opportunity is intended to attract experienced municipal professionals who are interested in supporting a progressive northern municipality that is exploring innovative approaches to governance, public service delivery, and municipal administration.

Council recognizes that the Municipal Clerk plays a critical role in legislative compliance, records management, procedural integrity, Council support, public transparency, and effective local government. As part of its long-term organizational vision, the Township is seeking a service model that combines strong professional expertise with modern technology, virtual administration tools, and responsive customer service.

The Township is open to submissions from either:

- Individual consultants;
- Municipal professionals seeking contract or part-time arrangements; or
- Firms specializing in municipal administration or governance services.

Scope of Services

The successful proponent may be responsible for providing some or all of the following services:

- Acting as Municipal Clerk in accordance with the Municipal Act, 2001;
- Preparing Council and Committee agendas and minutes;
- Providing legislative and procedural advice to Council and staff;
- Managing records, by-laws, policies, and statutory notices;
- Coordinating elections, freedom of information requests, and public meetings as required;
- Supporting accessibility, transparency, and public engagement initiatives;
- Assisting with modernization initiatives, including virtual office systems and technology-enabled service delivery; and
- Providing professional administrative support in a small municipal environment.

Council is open to creative and flexible proposals that demonstrate how services can be delivered effectively, efficiently, and professionally.

Ideal Qualifications

The Township is seeking proponents who demonstrate:

- Experience in Ontario municipal government administration;
- Strong knowledge of the Municipal Act and related legislation;
- Excellent organizational and communication skills;
- Ability to work independently and collaboratively with Council and staff;
- Strong judgment, professionalism, and political acuity;
- Experience supporting electronic meeting management and virtual service delivery; and
- A commitment to professionalism, accountability, and public service.

AMCTO certification or equivalent municipal experience would be considered an asset.

Submission Requirements

Interested proponents are invited to submit:

- A cover letter or statement of interest;
- A summary of relevant municipal experience and qualifications;
- A proposed service delivery approach;
- Availability and proposed start date;
- Proposed fee structure or pricing model; and
- References or examples of similar work, if available.

Submission Deadline

Expressions of Interest will be accepted until 4:00 p.m. December 10, 2026.

Submissions may be sent electronically to:

E4m Human Resource Team

HR@e4m.solutions

Additional Information

This Expression of Interest is intended to gather information and potential service approaches. The Township reserves the right to accept, reject, or negotiate with any proponent and is not obligated to proceed with any specific proposal or procurement process.

The Township thanks all interested proponents for their interest in supporting the future of municipal governance in Val Rita-Harty.