



## MANAGER, GOVERNANCE AND LEGISLATIVE SERVICES

Box 220 Station Main  
White City, SK. S4L 5B1

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[whitecity.ca](http://whitecity.ca)

*Your way of life*

The Town of White City is a community bustling with activity and is the fastest growing community in Canada for the past 10 years. The Town currently serves approximately 3,400 residents and a residential and business area of over 6,000 people. With a progressive Council and administration, the Town has an exciting future focused on achieving its vision as ***“A city with an innovative attitude, driven by residents, businesses and leaders who are creative and engaged.”***

The Town is seeking an experienced and innovative leader to deliver effective outcomes that meet contemporary standards of civic and corporate governance. This will require the capability to engage others in the application of governance processes, bylaws, legislation and the Town’s strategic objectives.

As the successful candidate, you will report to the Town Manager and will have the mandate to ensure that the Council and the organizational governance framework is well founded, transparent, inclusive and complies with all legislative and policy requirements.

You will be responsible for the delivery of support services to the Mayor and elected members in line with their legislative responsibilities and operational needs.

Your responsibilities include the management of the Town’s bylaws, freedom of information requests and records retention, ensuring up-to-date regulatory controls, enforcement and applicability.

You will work with the Town Manager to track and analyze corporate performance to ensure strategic objectives are delivered and reported annually to residents.

You will have proven experience in providing strategic governance advice to organizations, particularly a CEO, CAO, Town Manager or elected members.

Applications are invited from both public and private sector candidates who have extensive experience in managing either public administration or corporate governance functions, with expertise in policy development, bylaw development and enforcement, strategy implementation and monitoring, records retention, risk management and privacy legislation.

The Town of White City offers a competitive salary and benefits package dependent on qualifications and experience.

For more information on this position, visit [whitecity.ca/news-and-events/employment](http://whitecity.ca/news-and-events/employment).

Submit your applications to:

**Town of White City  
P.O. Box 220, Station Main,  
White City, SK S4L 5B1**

Or Email to:

[townoffice@whitecity.ca](mailto:townoffice@whitecity.ca)