



Rural Municipality of Lac du Bonnet

Job Title:	Municipal Officer	Job Category:	Administration
Department/Group:	Municipal Office	Date of last revision:	October 2026
Location:	RM of Lac du Bonnet	Travel Required:	Not usually
Level/Salary Range:	Municipal Officer as per collective Agreement	Position Type:	Full time – 37.5 hours weekly
Reports To:	ACAO	Date posted:	October 7, 2026
Education:	CMMA Certificate (preferred)	Posting Expires:	October 19, 2026
Internal & External posting:	Admin Office Bulletin Board, www.rmoflacdubonnet.com , local newspaper.		

JOB DESCRIPTION

COMPANY DESCRIPTION

The RM of Lac du Bonnet is well known as the “Four Seasons Playground” due to its proximity to the Winnipeg and Lee Rivers and the endless possibilities for recreation adventures. The Rural Municipality of Lac du Bonnet is home to approximately 3,500 permanent residents who take great pride in their community. In the summer, the population grows to around 8,000 as seasonal residents and campers take up residence to relax and enjoy.

The Municipal office is located just outside of the Town of Lac du Bonnet on Provincial Road 317. The office is just over a one-hour scenic drive from Winnipeg, 45 minutes from Selkirk and 30 minutes from Beausejour.

The RM of Lac du Bonnet’s value statements is **PEOPLE**.

P – Pride and passion of community

E – Ethics, respect and integrity

O – Open, accountable governance and communications

P – Productive and professional environment

L – Leadership, teamwork and collaboration

E – Environmental sustainability

The RM of Lac du Bonnet offers a comprehensive compensation and benefits package and is committed to the training and education of their employees.

POSITION SUMMARY

Reporting to the ACAO, this position provides administrative support for council meetings including agenda preparation and minutes, researching and drafting applications for grants and funding opportunities, assisting with senior management and council correspondence. This position will also work with management to assist in researching and drafting policies, by-laws and enforcement of by-laws. This position serves as a key member of the Municipal Legislative team.



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DUTIES AND RESPONSIBILITIES

- Prepare agendas, minutes for council meetings including update minutes and bylaw binders (ensure signed, sealed, and filed appropriately) and scan to electronic filing system.
- Responsible for safe keeping of the Municipal Seal – locked and kept in vault.
- Attending Council meetings for recording meeting and minutes taking.
- Management of Council Chambers Booking Calendar – ensure that all meetings/events are recorded in the calendar.
- Management of Council Chambers Set-Ups – responsible to ensure chambers are set up for all meetings (tables, media equipment and that meals/refreshments are organized by the Administrative Clerk)
- Assist the Administrative Clerk with planning and coordinating RM events
- Zoom/Teams Meeting Coordinator – responsible for sending meeting invites in a timely manner to appropriate persons.
- Manage Board of Revision preparations & Board Hearing notices including attendance at meeting.
- Council Conference Coordinator – booking council conference and hotel reservations.
- Manage council meeting action list – recording and tracking council meeting resolutions and following-up to ensure completion.
- Assist in the preparation of resolutions for council meetings.
- Liaison with Manitoba Assessments as it relates to property assessments and land title searches.
- Develop internal and external policies and procedures in consultation with management.
- Assist management in researching and drafting By-Laws and other legislation.
- Maintain an efficient and current policy and by-law tracking system.
- Assist management in drafting agreements and senior management internal and external office correspondence.
- Research for grants and funding opportunities including drafting and preparation of the grant applications.
- Manage the Catalis Service Tracker software program as it relates to By-Law enforcement including preparing for appeal hearings and weekly reporting to management.
- Assist with preparation of internal and external office correspondence.

OTHER DUTIES INCLUDING BACK-UP & CROSS TRAINING

- Primary Back-up Person to Communications Specialist.
- Secondary Back-up Person to Administrative Clerk.
- Act as backup FIPPA Coordinator to ACAO.
- Assist in other work / projects assigned by CAO, ACAO or Finance Officer.
- Assist in the preparation for mailing Annual Tax Statements
- Maintain an up- to-date operations desk manual.
- Provide cross-job training for other staff.



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COMMUNICATION & TEAM BUILDING

- Required to immediately inform management of any concerns and discrepancies related to your position.
- Maintain confidentiality & adhere to FIPPA protocols.
- Work with all members of the RM team to develop a strong working relationship.

JOB KNOWLEDGE

- English writing skills – strong writing skills to develop clear, concise, and accurate policies, correspondence, and communication.
- Customer Service skills – knowledge and ability to ensure delivery of a high level of customer service to ratepayers and stakeholders.
- English reading skills - Demonstrated ability to comprehend and understand correspondence, legislation and agreements.
- Legislation – familiarity of the Manitoba Municipal Act, Planning Act, Freedom of Information and Protection of Privacy Act.

TECHNOLOGY SKILLS

- Meeting Software – Zoom and Microsoft Teams
- Mapping and Service Software – AllNet meetings, Catallis
- Finance Software – Muniware
- Email Software – Outlook

SKILLS

- Communication – ability to speak and write clearly to the team and stakeholders.
- Time Management – ability to organize and allocate time efficiently between different job responsibilities.
- Accuracy – high attention to detail and accurate entry of data.
- Organizational – utilizing time and resources efficiently and effectively.
- Interpersonal – ability to get along with other co-workers.
- Leadership – ability to encourage and support other co-workers in their positions.

WORKING CONDITIONS:

- Works well independently in an open-concept office setting with exposure to typical office noise such as phone calls, front counter customer service and employee interactions.
- Although travel is limited, some travel may be required to pick-up event meals/supplies. Mileage would be expensed.
- Must be available for 7.5 hours shifts from 8:30 – 4:30 p.m. with a 30- minute unpaid lunch
- International of Operating Engineers Local Union 987

Approved By:	CAO	Date:	October 6, 2026
Last Updated By:	ACAO	Date/Time:	October 6, 2026