



2297 Highway 12,
PO Box 130
Breachin, Ontario L0K 1B0
p. 705-484-5374
f. 705-484-0441

Job Title:	Deputy Clerk
Department:	Legislative Services
Reports To:	Director of Legislative Services/Clerk
Salary:	Band 10, 35 hours per week
Last Update:	January 16, 2024

Job Summary:

Reporting to the Clerk, the Deputy Clerk will assist with all statutory duties of the Municipal Clerk as defined in the Municipal Act and providing administrative support and assistance to the Clerk's Department and Township Council, as required. The Deputy Clerk, along with the Clerk ensures compliance with all related legislation.

Primary Duties and Responsibilities

1. General:

- a) Carry out statutory duties of the Municipal Clerk in the absence of the Municipal Clerk;
- b) Monitor and administer day-to-day operations of the Clerk's Department and its committees;
- c) Manage information and documentation to support legislative processes;
- d) Provide routine guidance, explanations and interpretations to staff, Members of Council and the public with respect to meeting procedures as it relates to Council's policies and procedures, Procedure Bylaw, the Municipal Act and other related legislation;
- e) Ensure timely responses to the public, staff and Council;
- f) Act as a Commissioner of Oaths and Affidavits for the execution of documents for the Township and members of the public;
- g) Certify Township documentation as required;
- h) Comply with government regulations and best practices and provide advice to the public, staff and Council;
- i) Comply with the Occupational Health and Safety Program, related policies and procedures;
- j) Ensure confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- k) Ensure confidentiality of all information, discussions, etc. of Closed Sessions;

- l) Comply with and perform duties, and ensure staff under the Deputy Clerk comply with and perform duties in accordance with the Code of Conduct;
- m) Provide advice on procedures to staff and Council to ensure openness and transparency;

2. Council/Committee

- a) Provide Council secretariat services, including agenda preparation, resolution preparation, meeting attendance, recording minutes using electronic system as required;
- b) Manage agenda items including correspondence, reports and bylaws;
- c) Assign and follow up on directives of Council;
- d) Assist staff to ensure proper submission of staff reports, bylaws and presentations to the appropriate agenda in a timely manner;
- e) Research (including consulting with outside agencies, internal staff, engineers, solicitors, etc. as required) and prepare reports and recommendations to Council;
- f) Oversee appointments of Members of Council to Committees, Boards and outside agencies such as County Council, Lake Simcoe Region Conservation Authority; Lake Country, Chambers of Commerce, etc.;

3. Committees and Boards

- a) Advertise for vacancies on Township Committees and Boards;
- b) Monitor, maintain and manage appointees to Committees and Boards;
- c) Ensure appointees comply with training requirements, Criminal Record Checks, insurance waivers, etc.
- d) Prepare, submit, monitor and process payments for Livestock Investigations;
- e) Prepare and publish notices of special meetings, public meetings, bylaw amendments, etc.
- f) Participate on committees, task forces, working groups and special projects as directed.

4. Lagoon City Parks & Waterways Commission

- a) Provide secretarial duties to the LCPW Commission including agenda preparation, resolution preparation, meeting attendance, recording minutes using electronic system;
- b) Manage agenda items including correspondence, reports and provide recommendations to the Commission;
- c) Assign and follow up on directives of the Commission;
- d) Report and request Council regarding LCPW initiatives;
- e) Prepare and publish requests for quotations and follow procedures of the Township's Procurement Bylaw;

- f) RFQs include weed spraying, grass cutting, janitorial
- g) Liaise with Township's solicitors and engineers on special projects and directives of the Commission;
- h) Research (including consulting with outside agencies, internal staff, engineers, solicitors, etc. as required) to prepare reports and recommendations to the Commission.

5. Property Matters

- a) Property matters include road closings, road openings, encroachments, easements and sale of land matters;
- b) Review Offers to Purchase Township owned lands and negotiate with prospective buyers;
- c) Report and make recommendations to Council;
- d) Ensure proper procedures are adhered to in accordance with legislation and Township policies;
- e) Order and review surveys and appraisals;
- f) Liaise with the Township's solicitors

6. Elections – Deputy Returning Officer

- a) Remain current on the Municipal Elections Act;
- b) Assist Clerk with reports, bylaws and recommendations to Council regarding the Election process;
- c) Prepare procedures, accessibility plans, Compliance Audit Committee Appointments; Declarations of Oaths of Office;
- d) Train Election staff in their duties as it relates to the Municipal Election;
- e) Oversee Council orientation for the Council-Elect by all departments;
- f) Train Council with regard to the Procedure Bylaw, Agenda meeting software (iCompass) and Accessibility;
- g) Organize, manage and oversee the inaugural meeting including setting date, time and location, creating guest lists, sending invitations, arranging for and inviting dignitaries, speakers, preparation, printing and distribution of Agenda;

7. Accessibility Coordinator

- a) Remain current on Accessibilities for Ontarians with Disabilities Act (AODA) legislation and regulations;
- b) Member of the Joint Accessibility Committee with Severn Township;
- c) Monitor, manage and administer the Township's Multi-Year Accessibility Plan, policies and procedures in accordance with AODA;
- d) Organize and administer the Annual Accessibility Plan Public Meeting (AAPP);
- e) Prepare and publish notice of the AAPP;

- f) Prepare public meeting presentation;
- g) Prepare and publish annual status updates in accordance with the AODA;
- h) Attend training sessions as required;
- i) Oversee, advise and provide information regarding accessibility for the Township staff, Council;
- j) Respond to public, staff and Council inquiries in a timely manner;
- k) Report and make recommendations for Council's consideration on accessibility issues to be actioned and/or budgeted;

Education, Experience and Qualifications

- Three (3) years of community college/university or equivalent;
- Five (5) years of administrative experience in a Clerk's Office;
- Experience in the Election Process;
- Effective verbal and written communication skills;
- Proficient in Microsoft Applications including the creation of accessible documents;
- Proficient in Adobe applications including the creation of accessible documents.

Required Certifications

- AMCTO Municipal Administration Program (MAP)
- Accredited Municipal Professional (AMP)
- Certified Municipal Officer (CMO) or willing to obtain
- Accredited Ontario Municipal Clerk (AOMC) or willing to obtain
- Valid Driver's License

Application Legislation

- The Municipal Act, 2001
- Accessibility for Ontarians with Disabilities Act (AODA)
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Municipal Elections Act

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.