



## **Deputy Clerk – Legislation POSTING 202110**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Town Clerk & Director of Legislative Services, this position is responsible for providing support in the effective delivery of legislative services including coordination of administrative services for Council and its Standing Committees, and acting as a key liaison between Town Council, Administration, external government agencies and members of the public.

Performs the delegated duties of the Town Clerk in their absence including applying and providing direction regarding the statutory and regulatory requirements of numerous pieces of legislation including but not limited to the Municipal Act, Municipal Elections Act, Liquor License Act, Vital Statistics Act, Marriage Act and all other relevant legislation and other Town related by-laws and policies pertaining to projects.

### **Accountabilities:**

#### **Deputy Clerk**

- Manage the production and records of Standing Committees of Council documentation; attend public meetings & provide procedural, legislative process and statutory compliance advice
- Act as Commissioner of Oaths for the municipality pursuant to the *Commissioner for Taking Affidavits Act* and certify Town documents and documents for the public, in the absence of the Town Clerk act as signing officer for the Corporation
- Perform the statutory duties of the Clerk as required under the *Municipal Act*, *Planning Act*, *Ontario Heritage Act*, and any other provincial legislation and Municipal by-laws, as assigned. Maintain official records and prepare correspondence relating to the Town Clerk's statutory responsibilities under the *Planning Act* and the *Line Fences Act*
- Perform other job-related duties as assigned

#### **Legislative Services**

- Establish the annual Council and Committee Calendar and report deadlines

- Process agendas, by-laws, minutes, contracts, agreements and confidential documentation for Council and Committee meetings and ensure safe storage of these documents
- Responsible for follow-up after meetings including internal and external correspondence
- Provide administrative support to Council Advisory Committees by assisting with agendas and notices of meeting
- Coordinate the Committee Application process, including arranging for advertisement of vacancies, coordination of interviews and preparing reports and by-laws to appoint committee members
- Assist the Clerk with special projects and initiatives relating to policy and program development, including research of legislation, regulations, provincial policy and municipal best practices
- Draft reports, by-laws, presentations, policies and procedures associated with assigned research projects and initiatives
- Work with departmental staff to ensure the timely submission of staff reports and presentations. Responsible for the electronic submission of items into an electronic agenda management system, the publication of final agendas for hard copy and electronic distribution and publication to the Town's website
- Attend meetings to provide support for the related technology components, draft minutes and interface with staff and the public to ensure that meetings run efficiently and effectively
- Provide guidance, explanations and interpretations to staff, Members of Council and the public with respect to meeting procedure as it relates to Council's Procedure By-law and the Municipal Act
- Participate on committees, task forces, work groups and special projects as directed
- Maintain up to date knowledge of government legislation as it relates to municipalities, including the Corporations policies, procedures and by-laws

## **Elections**

- Assist the Clerk with the production of the election work plan; and assist with the execution of key elements of the plan
- Assist with the creation of operational policies and procedures
- Receive and respond to information requests from the public, candidates, co-workers, government agencies, vendors, service providers and other stakeholders regarding the election process
- Assist with securing polling locations; coordinate advance and regular poll logistics; coordinate the preparation, deployment and use of voting equipment/technology; assist with the coordination, tabulation and finalization of election results and election statistics
- Perform the duties of an election official at polling locations and other tasks delegated by the Clerk

- Assist with the development and distribution of communications materials, including public notices and website content
- Perform administrative and clerical tasks in support of election process; produce correspondence and reports
- Assist with the coordination of the Council inaugural

### **Diversity and Inclusion**

- Provide subject matter expertise and guidance to the Corporation to support its efforts in creating a more diverse workforce, relative to our community and to foster a more inclusive organizational culture
- Monitor current social, economic and political trends and issues, including legislative proposals that impact on the integration of diverse communities
- Participate and represent the Town on internal and external relevant committees, work groups, task forces and special projects as assigned

### **You possess:**

- University Degree or College Diploma in Business Administration, Political Science or relevant education and experience
- Minimum of 5 years' of related experience in municipal government, preferably in the Clerk's department or any related governance department, interpreting legislation, writing and presenting reports and by-laws, attending Council and Committee meetings and assisting with municipal elections
- Experience related to a diversity/equity/inclusion portfolio in a municipal setting is considered an asset
- Full membership with the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
- Certified Municipal Officer designation from AMCTO designation is preferred
- Completion of the AMCTO Parliamentary Meeting Protocol Course
- Thorough knowledge of municipal and applicable provincial legislation and regulations such as the Municipal Act, Municipal Elections Act, Vital Statistics Act
- Excellent administrative, organizational, and time management skills
- Advanced public relations skills to resolve public inquiries and ability to interact effectively and tactfully with all levels of staff and government, elected officials, local boards and commissions, community groups, the general public
- Strong technical background with advanced skills in a variety of software programs (e.g. Word, Excel, PowerPoint and Microsoft Office and other software such as AMANDA and eScribe Meeting Management)
- Effective interpersonal skills, to mediate, negotiate, diffuse situations and manage communications with ability to maintain confidentiality in all operations
- Excellent written and oral communication skills including report writing
- Creative problem solving and ability to use sound judgment in making decisions and recommendations

- Ability to handle all manner of confidential materials with the utmost professionalism
- Ability to manage the work unit and staff in a busy work environment with frequent interruptions
- Keen thinking skills in order to respond quickly and concisely in a public forum such as Committee meetings

**Compensation:**

The salary for this position (35 hours per week) is \$79,687 - \$94,864 per annum. This position will be required to work scheduled and unscheduled overtime as needed with the flexibility to attend evening meetings.

**Application:**

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., March 5, 2021. Please quote Posting No. 202110 on your cover letter.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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