

**Town of Caledon**

***make a difference***



**Job Title: Municipal Clerk**

**Closing Date: October 6, 2023 @ 11:59pm**

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting directly to the Commissioner of Corporate Services & Chief Legal Officer, this role is responsible for managing the daily departmental operations of the business unit and for the direction, organization, coordination, facilitation and administration of the Town's legislative functions including Council and Committee support services; Licensing and Administration services; Corporate Records and Freedom of Information services; Vital Statistics; and, all general administration of the Legislative Services business unit. This role is also responsible for executing the statutory duties of the Municipal Clerk as required by the Municipal Act, the Municipal Elections Act and other relevant legislation.

As the Municipal Clerk, you will perform the following duties, including but not limited to:

- Perform the necessary duties assigned to the Clerk under Municipal Freedom of Information and Protection of Privacy Act, Vital Statistics Act, Emergency Management Act, Municipal Conflict of Interest Act, Municipal Elections Act, etc.
- Attend Council and Committee meetings, record, prepare and distribute minutes; provide objective advice on agenda matters, rules of procedures and protocol.
- Oversee the process of meeting scheduling, preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; bylaw preparation; distribution of all supporting material, minutes and video recordings, decisions, instructions, and resolutions to Council and appropriate parties.
- Manage the implementation of directives, policies, instructions, and decisions approved by Council as recorded at any regular Council meeting or special meeting, in a prompt, efficient, thorough, and orderly manner as assigned, directed, or delegated by Council and/or the CAO. Manage and maintains an up-to-date database of all Council resolutions, including status updates.
- Perform Marriage Solemnization Services in accordance with the Marriage Act and act as



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Caledon, ON L7C 1J6  
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Commissioner of Oaths and Affidavits and Division Registrar in accordance with the Commissioners for Taking Affidavits Act.

- Supervise in-house and contracted staff assigned to perform work and activities as defined herein. Collaborate with HR on people-related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching, and mentoring.

## The Ideal Candidate

We are seeking an experienced professional with a post-secondary degree in government administration or a closely related field. Our ideal candidate has 5-7 years of experience in a municipal clerk's office and 3-5 years of experience as a municipal election Deputy Clerk or Committee Coordinator. The candidate should have 3 years of experience in a leadership role.

The ideal candidate will have demonstrated knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Municipal Freedom of Information and Protection of Privacy Act and other legislation related to municipal government. We are seeking an individual with superior and understanding of policies and legislative requirements related to Ontario municipalities and municipal by-laws, government administration and Council processes and procedural activities.

The successful candidate for Municipal Clerk will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$122,330.85 - \$149,916.40 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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