



Deputy Clerk (Temporary Contract – up to 16 Months)

Department Clerks	Vacancy Existing	Employee Group Non-Union	Position Type Temporary Full Time
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Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Town Clerk, the Deputy Clerk is responsible for supporting the statutory responsibilities of the Clerk's Office while serving as the Town's lead resource for privacy and access to information. The Deputy Clerk oversees the administration of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, supports records management initiatives and policy development, provides secretariat and parliamentary services to Council and committees as required, and assumes all responsibilities in the absence of the Clerk.

About You

What You Will Do

- Fulfill the role of Town Clerk when necessary in their absence, including corresponding with Members of Council and other government agencies, clerking meetings, reviewing and executing corporate documents, receiving legal documents served on the municipality, and attending Senior Leadership Team meetings
- Serve as the Town's designated lead for privacy and access to information

- Administer requests under MFIPPA, including intake, coordination, review, application of legislative exemptions, fee estimates, and preparation of decisions
- Provide advice and recommendations to departments regarding access requests, privacy obligations, records disclosure, and legislative compliance
- Monitor legislative changes, orders, guidelines, and best practices related to privacy, access to information, records management, and information governance
- Lead the Town's Privacy Impact Assessment (PIA) program including reviewing completed PIAs and providing recommendations to mitigate identified privacy risks
- Monitor implementation of recommended privacy controls and follows up on outstanding mitigation measures
- Develop and maintain corporate privacy policies, procedures, standards, and guidelines and deliver education and awareness programs for Council and staff on same.
- Provide assistance (i.e. minute-taking, audio/visual (A/V) support) to the Town Clerk during Council meetings
- 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
- Manage junior Clerk's staff and supervise the day-to-day operations and workflow of the department
- Coordinate, alongside the Clerk, all aspects of the municipal election as per the *Municipal Elections Act*
- Research, interpret and draft municipal by-laws and policies as requested
- Act as appeal authority for AMP tickets and render decisions on behalf of the Town
- Deputy division registrar, responsible for proper recording of vital statistics such as deaths and issuance of burial permits in accordance with provincial regulations
- Commissioner for taking Affidavits for Town legal requirements and residents
- Oversee, in collaboration with the Clerk, maintenance of the Town's official records as per the filing classification system and records retention to ensure that documents are recorded and filed properly and assist with the monitoring, archiving and destruction of documents as per Town policy
- Oversee lottery and licensing issuing, ensuring the Alcohol and Gaming Commission of Ontario rules and regulations are upheld
- Issue marriage licenses and officiate civil marriages when required
- Assist with Town's complaint process as it relates to the Integrity Commissioner
- Review and interpret legal drawings and documents, such as surveys, reference plans and title documents
- Act as liaison between committee members, applicants, the public, and staff and other governmental agencies, boards and commissions
- Other related duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary education in Political Science, Public Administration, Law or related field of study
- 5 years' experience in an administrative role, preferably in a municipal setting
- Certificate in Local Government Administration; CMO designation; or AMCT designation
- Strong analytical, interpersonal, communication, planning, time management and organizational skills including presentation skills
- Ability to maintain discretion and confidentiality of information is critical

What's In It For You

- A competitive salary ranging between **\$99,750 to \$116,694** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$99,750 - \$116,694
- Vacancy: Existing
- Department: Clerks
- Position Type: Temporary Full-Time
- Employee Group: Non-Union
- Work Location: On-site, hybrid option available
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: June 29, 2026
- Application Deadline: Thursday July 16, 2026, by 4:30pm

To apply, please submit a cover letter and resume to hr@pelham.ca **by 4:30pm on Thursday, July 16, 2026**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.