

# Municipality of Northern Bruce Peninsula

## Job Description

Position Title: Clerk

Department: Corporate Services



### Purpose of this Position

Appointed as Municipal Clerk, the Clerk fulfills the statutory duties in accordance with the Municipal Act and other Acts and Regulations and oversees the preparation of Council and Committee agendas and the recording of resolutions and by-laws and/or activities held at Council meetings. The Clerk conducts municipal elections in accordance with the Municipal Elections Act and acts as the Municipal Returning Officer, oversees the issuance of various licenses and maintenance of corporate records, and is the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Coordinator. This position is responsible for the Corporate Services Department which includes legislative/clerk, by-law and planning.

### Key Responsibilities

Carries out all duties of the Municipal Clerk as set out in the Municipal Act, 2001, as amended, and the Municipal Procedural By-law, including but not limited to, the establishment and maintenance of systems for the preparation and appropriate distribution of agendas, minutes, and by-laws. Coordinates information for meetings of Council, other Public Meetings, including liaising with Department Heads.

Ensures that meetings of the Council are held in accordance with the Municipal Act and corporate by-laws.

As a Statutory Officer, executes legally binding documents along with the Head of Council on behalf of the Corporation. Certifies by signature and seal, copies of Council decisions, by-laws and other documents required for statutory, legal or court purposes.

- Acts as Registrar under the Vital Statistics Act.
- Reviews and/or provides guidance on the preparation of all by-laws for Council consideration.

- Seeks and conveys legal advice to Council when required.
- Responds to inquiries from the public in relation to matters before Council.
- Communicates decisions of Council to interested parties.
- Acts as a resource person to Council, advising on Council procedures and the duties and responsibilities of Council members.
- Prepares and presents resolutions, by-laws, and reports to Council as directed or required; Attends Council meetings.
- Assists the public with matters dealing with the position of the Clerk. Acts as Commissioner of Oaths. Certifies true copies of municipal documents.
- Manages Code of Conduct and Closed Meeting Investigation complaints.
- Responsible for monitoring and reporting activities about the Accessibility for Ontarians with Disabilities Act and its regulations. Communicating work required to the CAO for assignment.
- Ensures Municipal website information for the Clerk's department is updated and current.
- Develops policies and procedures related to the responsibilities of the position and assists the Council and the CAO in developing Municipal policies and procedures.
- Fulfills the duties of Returning Officer and conducts municipal elections in accordance with the Municipal Elections Act.
- Fulfills the duties of the Clerk under the Liquor License Act.
- Coordinating the administrative role associated with 'road closings' using professional assistance and advice (e.g. Township Solicitor, Surveyor, Engineer), as required.
- Perform the roles and responsibilities of the Clerk under the Line Fences Act.
- Responsible for administering service delivery associated with Livestock evaluation.
- Performs a defined role in the Emergency Operation Centre and in accordance with the Emergency Plan.
- Performs such other duties as assigned by the Chief Administrative Officer or Council that are associated with the primary responsibilities of the position.

***Records Management:***

- Oversight of a Records & Information Management program including active and inactive storage of records, electronic records, archival and library material and ensure all corporate records are retained or destroyed in accordance with Municipal By-laws.
- Establishes and maintains systems for the retention, retrieval, and destruction of all documents and records, including confidential records of the Municipality.

- Administers the statutory duties of “Head” under the Municipal Freedom of Information and Protection of Privacy Act, including promoting the accessibility of public information, receiving requests for information under the Act, authorizing or denying the release of information/records by the provisions of the Act.
- Oversee the operations of Municipal managed cemeteries. Maintains cemetery records and assists the Treasurer with maintenance of appropriate financial records and reporting as required by legislation.
- Coordinates and maintains corporate policies and procedures manual. Coordinates updating of policies and procedures for the corporation, in conjunction with the respective department.

***Planning:***

- Oversight on planning matters related to planning applications, new policies, by-laws, and procedures.
- Oversight of planning applications and review of.
- Assist in preparation for hearings, Ontario Land Tribunal Appeals, Court of Revision, Appeals Committee, etc.
- Coordinate responses to planning activities as required by the Provincial planning legislation and Ontario Land Tribunal.

***Leadership:***

- Participates as a member of the leadership team, working collaboratively with other departments to effectively and efficiently implement and execute work plans.
- Responsible for the overall management and oversight of the department.
- Provides strategic oversight and long-term visioning for departmental and corporate objectives in addition to acting as a member of the senior management team.
- Works in conjunction with the CAO to review the status of goals, objectives, and priorities of the department and Municipality.
- Provides ongoing performance feedback and coaching; develops, guides long-term career development plans.
- Supervises departmental staff including staff development, performance management/review, coaching/mentoring, health & safety, discipline, and termination.

***Financial Management:***

- Prepares and monitors the departmental budget, including long-term project forecasting for capital works.

- Analyze past data and recommends annual capital and operating budget based on trends and future needs for the department.
- Responsible to seek out grant opportunities for the department.
- Prepare tenders and negotiates and administers contracts for goods, services and capital project in accordance with policy.

## Experience, Education, Skills and Abilities

- Post Secondary education in Public Administration, Political Science, Law, Business Administration, or a related field, or an equivalent combination of education and experience.
- Five (5) years of progressively responsible experience in a Municipal Clerk's Department, with two (2) years of experience at a supervisory or management level, or equivalent.
- Demonstrated knowledge of local government structure and systems and the relevant issues affecting local government.
- Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.
- Ability to provide functional advice to all Municipal staff with regard to Council decisions and provides advice and recommendations to Council, staff, and the public regarding legislation, policies, and procedures.
- Ability to work as part of the senior management team to achieve broad corporate goals under the direction of the Chief Administrative Officer. Must have the capacity to work independently within the policies and objectives of the Corporation Department to achieve results. Develops and once adopted, carries out policies and procedures to attain corporate goals and objectives, referring matters not covered by policy to the Chief Administrative Officer.
- Ability to mentally focus on detailed legal information requiring a high level of acuity and attention to detail.
- Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Municipality. Regularly works with confidential information concerning Municipal and client initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss.
- Strong leadership skills within a municipal setting – acting with tact and discretion as appropriate.

- Excellent computer skills, including knowledge of agenda and minute preparation software, Microsoft Office software and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment.
- Excellent verbal and written communication skills to prepare reports, presentations to Council and provide policy advice.
- Political astuteness, tactfulness and diplomacy.
- Excellent research, analysis and policy development skills.
- Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities.
- Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.
- Thorough working knowledge of municipal legislation/regulations including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, and other legislation. Sound judgment and the ability to critically assess options within the context of applicable legislation to guide decisions is essential.
- Thorough working knowledge of municipal operations, Council secretariat functions and rules of procedure for meetings, electoral processes, etc.
- Maintain a valid and in good standing Class “G” Ontario Driver’s license.

## Working Conditions

- This position will be scheduled to work regular full-time hours. Due to workload, overtime may be required from time to time.
- Attends Council and Committee of the Whole meetings as required.
- Attends other meetings, such as budget, meetings with outside agencies, or consultants as required.
- Problems to be addressed are complex, varied and require expertise and skill to solve.
- Office environment and some travel within the municipality to various locations for meetings and outside municipality (courses, seminars, meetings, special functions).