



Job Description

Deputy Clerk



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting to the Clerk, assists in fulfilling the statutory responsibilities of the City Clerk, including, but not limited to, *Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Vital Statistics Act, Marriage Act, Drainage Act, etc.*

Provides a broad range of advice concerning legislative and governance matters.

Assists in the preparation of agendas, and minutes. Conducts research and assists in preparing resolutions, by-laws, reports, policies and procedures. Assists in overseeing the operation of the City's corporate records management system. Assists the City Clerk in administering municipal elections and referenda. In the absence of the City Clerk, fulfills the statutory duties of the Clerk and manages the Legislative Services Division. Serves as the City's Deputy Returning Officer and helps to implement all functions related to municipal elections and referenda. Responsible for promoting an open and transparent political process and supporting adherence to the principles of accountability and transparency within the Corporation. In addition to daily Deputy Clerk duties this position acts as the Risk Management and Liaison Officer in the Emergency Operations Centre (EOC).



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Customer Service and Support: Assists in the provision in the following functions of the Legislative Services Division:</p> <ul style="list-style-type: none"> • Responds to telephone, e-mail, and in-person enquiries. Provides general information to the public. • Responds to and resolves customer service issues in a courteous and respectful manner. • Issuer of Marriage Licences in accordance with the <i>Marriage Act</i> and Division Registrar in accordance with the <i>Funeral, Burial and Cremation Services Act</i> and the <i>Vital Statistics Act</i>. • Serves as a Commissioner of Oaths. • Assists in administering the business and lottery licensing functions of the Corporation. • Responds to and resolves customer service issues in a courteous and respectful manner on matters which have escalated to a supervisor, as needed. 	15%
<p>Governance:</p> <ul style="list-style-type: none"> • Assists in the management of the City's legislative governance processes, ensuring fair, open and democratic practices are followed. • Coordinates the legislative services provided to Council and Committee, including: <ul style="list-style-type: none"> ○ Schedule Council meetings (booking, confirming quorum, ensuring requirements for statutory public notice have been satisfied, etc.). ○ Schedule and conduct statutory public meetings, when required. ○ Prepare and distribute Council and Committee agendas and associated supporting materials. ○ Register delegates and presenters (register those wishing to speak or make a presentation during a Council meeting in accordance with the Procedural By-law). ○ Coordinate audio/visual equipment and assistive listening devices. ○ Manage the technical preparation, recording, transcription and distribution of the official decisions of Council. ○ Update and keep record of legislatively required conflict of interest registry. ○ Prepare correspondence arising out of Council and Committee meetings. • Reviews and approves all By-laws submitted for Council's approval, to ensure correctness and that legislative requirements are satisfied. 	30%

<ul style="list-style-type: none"> • Oversees the execution and maintenance of by-laws and official records of Council. • Assists in the review and revision of staff reports submitted to Council. • Train staff on report writing process. • Train staff and Council on use of electronic management system. • Attends Council and Committee meetings. • Assists in the operation of virtual Council meetings. • Regularly manages confidential information and maintains strict confidentiality. • Implements procedures and policies that ensure the municipality's statutory and legislative obligations are met. • Develops best practices in public administration, service level enhancements, and efficiencies designed to improve governance and/or operations. • Monitors and maintains current knowledge of legislative changes. 	
<p>Agencies, Boards and Committees:</p> <ul style="list-style-type: none"> • Manages all aspects of recruitment and appointment of members to the City's Agencies, Boards and Committees (ABCs) and other appointed positions (annually and on an as needed basis), including: monitoring vacancies and resignations, issuing public notice, receiving applications, making recommendations to Council, corresponding with successful and unsuccessful applicants on behalf of Council, managing membership lists, and maintaining records. • Prepares reports and provides recommendations to Council concerning appointments and other ABC governance related matters. • Oversees adherence to the City's Appointments to Agencies, Boards, and Commissions policy. • Provides recommendations to Council, staff, chairs, and appointed members on governance and legislative requirements for all of the City's ABCs. • Provides guidance and advice concerning the establishment of new ABCs and the preparation of terms of reference. • Oversees the receipt and filing of ABC minutes and forwarding same to Council for receipt. • Coordinates the quasi-judicial functions related to hearings under the City's Animal Control By-law, respecting appeals of vicious dog/notice to muzzle orders in accordance with the provisions of the <i>Statutory Powers Procedure Act</i>. • Coordinates the quasi-judicial functions of the Compliance Audit Committee related to hearings held for the purpose of considering applications related to violations of the campaign finances rules under the <i>Municipal Elections Act, 1996</i>. 	15%

<ul style="list-style-type: none"> • Provides policy advice and recommendations to Business Improvement Area Boards of Management. • <p>Municipal Drainage:</p> <ul style="list-style-type: none"> • Oversees the preparation of statutory notices under the <i>Drainage Act</i> regarding petitions, assessments, engineer's reports, maintenance, and hearings. • Oversees billing and accounting duties related to drainage matters. • Coordinates Court of Revision and Drainage Tribunal hearings. • • 	
<p>Research and Analysis:</p> <ul style="list-style-type: none"> • Collects technical and administrative information and compiles data for the preparation of reports to Council. • Develops and makes recommendations on policies and procedures to the Clerk. 	10%
<p><u>Freedom of Information and Protection of Privacy Coordinator:</u></p> <ul style="list-style-type: none"> • Coordinates all functions related to access to information and protection of privacy, including: <ul style="list-style-type: none"> ○ Identifies and retrieves records responsive to access requests, including those in custody of other departments. ○ Identifies records for which a transfer of the access request is appropriate. ○ Prepares an index of all responsive records. ○ Identifies documents subject to mandatory or discretionary exemptions under MFIPPA; ○ Evaluates the need for third party notice(s) and coordinates the provision of same. ○ Maintains ongoing communication with requesters, third parties, and other stakeholders concerning access and privacy requests. ○ Researches and reviews Orders and Judicial Review of Orders issued by the Office of the Information & Privacy Commissioner with regard to the application of MFIPPA. ○ Issues formal decisions regarding the disclosure, severance, or application of exemptions, in accordance with the provisions of MFIPPA. ○ Complies with all statutory time frames set out under MFIPPA. ○ Liaise with legal counsel on complex access requests, when required. ○ Issues statutory notice of extension and fee estimates to applicable parties. ○ Records and recovers all eligible costs from requester. ○ Prepares policies and procedures respecting access to corporate records, routine disclosure/active dissemination, and protection of privacy. 	15%

<ul style="list-style-type: none"> ○ Trains and educates staff regarding access and privacy. ○ Provides guidance and recommendations to staff respecting access to information, the collection of personal information, and protection of privacy. ○ Receives and coordinates the City's response to appeals submitted to the Office of the Information & Privacy Commissioner in response to decisions (serves as the City's primary contact with the Office of the Information and Privacy Commissioner, prepares the City's representations concerning the appeal). ○ Responds to and investigates privacy breaches, reports same to Office of the Information & Privacy Commissioner, provides statutory notice to victim, identifies methods of containment, identifies and oversees the implementation of corrective action, prepares and submits final report to the Office of the Information & Privacy Commissioner. 	
<p><u>Risk Management and Protection:</u></p> <p>Claims and Insurance:</p> <ul style="list-style-type: none"> ● Coordinates the receipt and registration of insurance claims and litigation filed against the City. ● Oversees the management of claim records and the Legislative Services Division section of the Insurance Claims Database. ● Liaise with the City's external insurance provider, adjuster, and legal counsel regarding ongoing claims, recoveries, and insurance coverage. ● Responds to claims and communicates with claimants. ● Works with the City's external insurance adjustor to ensure that all claims falling within the City's deductible limits are promptly addressed. ● Provides recommendations on the appropriate settlement of claims. ● Coordinates payment of related invoices and settlements. ● Coordinates the handling of claims for damages under the Ontario Wildlife Damage Compensation Program, including receipt of applications, dispatch of Livestock Valuer, receipt and evaluation of Valuer's reports including payment calculations and exercise of reasonable care, payment of claims, preparation and submission of grant applications to the Ontario Ministry of Agriculture, Food and Rural Affairs, and coordinate appeals. <p>Receipt and Opening of Tenders:</p> <ul style="list-style-type: none"> ● Oversees the receipt and opening of all public Requests for Proposals and tenders, in accordance with the City's Procurement By-law and the standard operating procedures of the Clerk's Division. 	<p style="text-align: center;">10%</p>

<ul style="list-style-type: none"> • Participates in the determination of non-compliant bids, and oversees the return of associated bid documents. • Oversees the return of tender deposits and securities. • <p>Authorized Requester Agreements:</p> <ul style="list-style-type: none"> • Manages the City’s Authorized Requester Agreements with the Ontario Ministry of Transportation for the purpose of accessing confidential driver’s licence information through the Authorized Requester Information Services (ARIS) database for parking ticket purposes. • Coordinates applications for new licenses, when required. • Re-verifies agreements and completes Annual Declarations using the ARIS database. • Manages and coordinates authorized access to the ARIS database by staff <p>Emergency Management and Response:</p> <ul style="list-style-type: none"> • Serves as the Risk Management and Liaison Officer in the City’s Emergency Operations Centre (EOC) • ensures required agencies are represented at the EOC, serves as the primary contact with external agencies, coordinates EOC activities, meetings and actions, ensures risk management practices are applied through the response and recovery stages of an emergency, assesses damage and financial losses resulting from an incident, identifies and analyzes liability loss exposures, serves as an advisor to the EOC. 	
<p>Management of Legislative Services Division:</p> <ul style="list-style-type: none"> • Indirectly supervises Legislative Services Division staff on various tasks. • In the absence of the Clerk, supervises staff of the Legislative Services Division. • In absence of the City Clerk acts as the statutory officer of the municipality and serves as one of two statutory signing officers of the Corporation. 	5%
<p>Municipal Elections:</p> <ul style="list-style-type: none"> • Serves as the City’s Deputy Returning Officer in accordance with the <i>Municipal Elections Act, 1996</i> to assist in the coordination and implementation of all aspects of municipal elections, by-elections, and referenda, and ensure readiness to administer an open, fair and accessible election whenever required, including: <ul style="list-style-type: none"> ○ Ballot preparation (direct the content, design, review, and printing of ballots, and oversee contractors procured to carry out associated work) ○ Receipt of the Preliminary List of Electors, and liaise with Municipal Property Assessment Corporation on preparation, 	Regular elections take place every four years. Intensive preparation carried out over the year immediately preceding a regular election.

downloads, changes, and associated reporting regarding the Preliminary List of Electors and the Voters' List.

- Correction of errors on the Voters' List (removing duplicate names, address corrections, removing names of deceased electors, correcting name anomalies, ward and poll information, unassigned addresses, spelling, incorrect or inconsistent spelling of street names, incomplete elector information, errors caused by new developments, etc.)
- Reproduction, revision, certification, and appropriate dissemination of the Voters' List.
- Amendments to the Voters' List (receipt and administration of applications to for voters to be added or removed from the voters' list during the revision period, up to and including voting day).
- Ongoing management of the Voters' List (including updating the List after each advance vote to strike voters on the List and ensure the List is ready to be used on the subsequent voting day).
- Electronic management of Voters' List data.
- Preparation of Voter Notification Cards (content, design, review, printing, and mailing, and oversight of responsible contractor).
- Administration of ward boundary reviews, revisions, and descriptions.
- Logic and accuracy testing, preventative maintenance, repair, and procurement of Vote Tabulator equipment.
- Programming and testing of vote tabulator memory cards.
- Receipt and certification of candidate nominations, as well as withdrawal or amendment to nominations.
- Declaration of acclamations.
- Preparation of nomination packages, resource materials, and statutory notices and forms for candidates.
- Calculate campaign expense limits.
- Advertisement of statutory public notices (in both official languages).
- Schedule and administer advance voting days.
- Identification, inspection, rental, and payment of voting places.
- Preparation of Election Accessibility Plan, completion of accessibility evaluations, layout, floor plans, for voting places.
- Organize training sessions for candidates/potential candidates regarding their responsibilities under the *Municipal Elections Act, 1996*.
- Recruitment, training, evaluation, and overall management of election workers (approximately 80 employees).
- Administration of appointments and statutory oaths for election workers.
- Conduct training sessions for election workers for each position (Poll Clerks, Deputy Returning Officers, Affidavits Clerks, Vote Tabulator Deputy Returning Officers, Poll Supervisors, and City staff).

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| <ul style="list-style-type: none"> ○ Procurement, organization and dissemination of all advance poll and election day supplies for every employee and voting place. ○ Carry out site visits on advance voting days and election day to supervise, troubleshoot, and resolve challenges. ○ Receive incoming election results from voting places, track, tabulate, and post preliminary election results. ○ Certify and post official election results. ○ Track, manage and maintain all election records. ○ Prepare for and conduct recounts, as required by law. ○ Arrange statutory requirements for the inaugural council meeting and administer the completion of the Declaration of Elected Office to elected officials. ○ Provide information to electors, candidates and persons who are eligible to be electors to enable them to exercise their rights under the legislation. ○ Receipt of candidate financial information returns and auditor's reports. ● Ensures compliance with all statutory timelines. ● Maintains peace and order and directs the response to any emergencies that may take place during an advanced vote or on election day. ● Researches and prepares all election-related policies and procedures and oversees the implementation of same. Ensures legal compliance with all proceedings in accordance with <i>Municipal Elections Act, 1996</i>, in a manner that is predominantly independent from Council and administration. ● Exercises authority and control over the costs incurred in discharging election-related responsibilities (election budget is largely independent from the Clerk's Division budget - election reserve account is maintained by the City). ● Ensures the election is carried out with fairness and procedural integrity, and ensure that public confidence in the electoral process is maintained. ● Ensures the election is carried out an independent and neutral manner, free from political or other external influence. ● Ensures the secrecy and confidentiality of the voting process. ● Ensures the election is accessible to all voters. ● Ensures that the integrity of the process is maintained throughout the election. ● | |
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*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(Description of training required in order to perform the major responsibilities)

- Occupational Health and Safety Act
- Accessible Customer Service (Accessibility for Ontarians with Disabilities Act)
- Violence in the Workplace and Workplace Harassment
- Workplace Hazardous Materials Information System
- Incident Management System 100 and 200
- Municipal Administration Program (Association of Municipal Managers, Clerks and Treasurers of Ontario)
- Attend professional conferences, webinars and seminars regarding statutory duties of the City Clerk, legislation, and matters of corporate interest.
- Municipal VoterView Training (election-related software).

*Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

- University degree in public administration, political science, business administration, or related discipline.
- Driver's Licence.

Experience

- At least two years of increasingly responsible experience within a municipal clerk's environment.

Knowledge/Skill/Ability

- Municipal Government - broad knowledge of municipal administration, parliamentary procedure, municipal elections, licensing, corporate records/information management, and customer service.
- Legislation - working knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act, 1996*, and other applicable statutes and regulations.
- Communication - excellent written and verbal communication skills, and attention to detail.
- Problem-Solving – strong problem-solving and critical thinking skills with the ability analyze information and exercise judgement and discretion when implementing solutions (under the direction of the City Clerk).

- Time Management – ability to coordinate and manage workloads, deal with conflicting demands, and concentrate on work requirements under pressure to meet competing deadlines.
- Project Management - strong project and time management skills. Requires strong analytical and research skills.
- Personal Management - political and organizational awareness and skills to effectively manage interactions with various internal and external contacts with tact and discretion. Ability to ensure integrity, impartiality and professionalism in the conduct of duties.



Preferred Qualifications
(The ideal candidate)

Education (degree/diploma/certifications)

- Certified Municipal Officer, or equivalent professional designation.

Experience

- At least three years of experience within a municipal clerk’s environment.

Knowledge/Skill/Ability

- Experience supervising staff.



Work Setting
(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
City Council	Frequent	In the absence of the City Clerk, inform, advise, recommend, explain, guide, problem solve, interpret, train, mediate.

Contact	Frequency	Nature of Interaction
City Staff (at all levels)	Constant	Inform, direct, advise, recommend, explain, guide, problem solve, interpret, train, notify, persuade, mediate, negotiate.
Citizens	Constant	Advise, recommend, explain, guide, teach, train, problem solve, inform, interpret, problem solve, persuade, mediate, negotiate, dissolve conflict and resolve.
Region of Niagara	Regular	Consult, collaborate, plan, inform, coordinate, notify, apprise, advise.
Local Area Municipalities	Regular	Consult, collaborate, plan, inform, coordinate, notify, apprise, advise.
Legal Counsel	Regular	Consult, inform, advise, collaborate.
External Agencies (Police, EMS, St. Lawrence Seaway Management Corporation, etc.)	Regular	Inform, notify, advise, consult.
Professional Associations	Regular	Inform, consult, notify, participate.
Federal and Provincial Levels of Government and Ministries	Regular	Inform, notify, advise.
Members of Parliament and Provincial Parliament	Regular	Consult, collaborate, plan, inform, notify, advise.
Contractors/Suppliers	Occasional	Assist with procurement, instruct, guide, inform, advise.
Election Stakeholders (candidates, electors, campaign staff, election workers, etc.)	Municipal Elections take place once every four years, but contact is constant for a period of one year prior to the election.	Inform, advise, explain, guide, problem solve, interpret.

Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

Office Environment (enclosed office).

35-hour workweek.

Attendance at evening meetings is required.

Overtime required during municipal elections.

On-call for emergencies requiring the Emergency Operations Centre.



Accountability & Initiative

Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- Ability to work independently and take initiative is required. Position is supervised by the City Clerk and work is occasionally checked.

Consultative Decision Making

List examples of decisions made or duties performed which require consultative approval from your supervisor.

- Accountable to the City Clerk and Director of Corporate Services. Consults with City Clerk where established policies or procedures do not exist.

Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

- Decision making framework is governed by statutes and other relevant legislation regulating municipal government (by-laws, policies, procedures, case law, orders, etc.).

Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

- Occasional processing of invoices and cheque requisitions.



Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

Physical Skill

Physical Effort

*Legend

N/A = Not applicable **Occasional**= Up to 30% **Frequent** = Up to 80% **Constant** =Over 80%

Demands	Duration
<p>Minimal Exertion – a variety of sitting, standing, walking: There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday.</p>	Constant
<p>Moderate Exertion – some climbing, extensive walking: Sufficient mobility required to work in an office setting and operate office equipment. Occasionally required to use ladder/step stool, climb stairs, and transport materials, supplies and equipment. Walking or driving a car to various locations outside of City Hall.</p>	Occasional
<p>Heavy Exertion – constant standing and/or walking; pushing/pulling:</p>	N/A
<p>Lifting – provide average weight/example: Occasionally required to transport materials and supplies weighing up to 30 pounds (records management, filing, and retrieval, election supplies and equipment).</p>	Occasional
<p>Keyboarding: Drafting (for review and approval of the City Clerk) reports, polices, procedures, correspondence, resolutions, motions, by-laws, responding to e-mail enquiries.</p>	Constant
<p>Intensive visual concentration - (e.g., reading reports, data analysis): Research, analysis, reading correspondence, reports, legislation, policies and procedures, requiring lengthy periods of concentration. Required to read small print, computer screens and other documents.</p>	Constant
<p>Intensive listening concentration (e.g., interviews, taking minutes): Preparation, recording, transcription and distribution of minutes.</p>	Frequent
<p>Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration): Interpretation, reasoning, analysis, critical thinking, and problem solving, requiring lengthy periods of mental concentration.</p>	Constant

****Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.



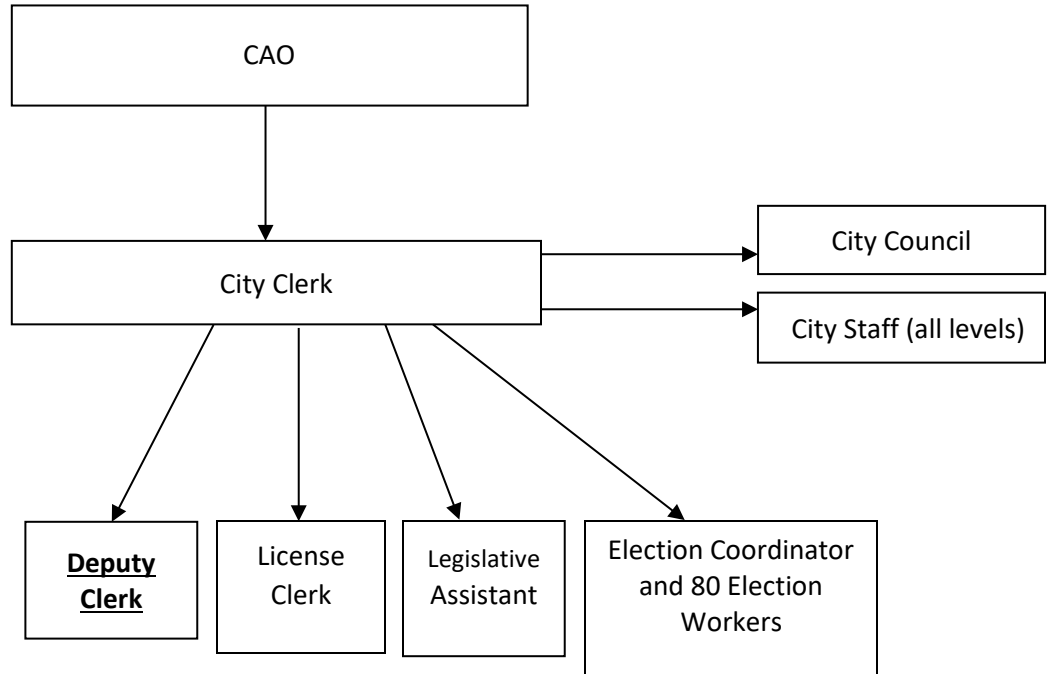
Position Classification

(Where this position fits)

Position Title: Deputy Clerk	Division: Clerk's Division
Department:	Classification:
Positions Supervised Directly: None.	Reports to (Direct): City Clerk
Effective Date:	Positions Supervised Indirectly: Committee Assistant 80 Election Workers
Salary Grade:	Revision Date:
	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

Director's Approval: _____

Date: _____

CAO's Approval: _____

Date: _____