



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### DEPUTY MUNICIPAL CLERK PERMANENT FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Deputy Municipal Clerk is responsible for ensuring departmental and statutory compliance while managing situations and events that promote excellent customer service, uphold public trust, and enhance residents' quality of life. This position involves reviewing internal processes and programs to identify opportunities for improving efficiency, containing costs, and discovering alternative revenue sources. The role operates under policy direction, corporate management procedures, legislation, by-laws, and contemporary administrative standards of practice. Additionally, the Deputy Municipal Clerk oversees the day-to-day operations of the Legislative Services Division, the records management system, all Access to Information requests and supports the CAO's Office. In this capacity, the Deputy acts as the official representative of the Municipal Clerk.

#### **Major Duties & Responsibilities:**

##### Legislative Services

- Responsible for the coordination, preparation and distribution of various documents of Council, Committee of Whole, Advisory committees, business corporation and NPO; related internal and external correspondence.
- Prepares reports, making recommendations and prepares agendas for Council and Committee of the Whole.
- Attends all Council and Committee of the Whole meetings.
- Preparation of closed session agendas, attendance at meetings and preparation of closed session minutes and related follow-up.
- Records proceedings, prepares minutes and conducts follow-up by preparing necessary correspondence regarding actions taken by Council.
- Ensures the accurate and complete maintenance of the official corporate records of Council, Committees and business corporations/NPO's.
- Ensures certified copies of Council decisions, by-laws, agreements are provided for statutory hearings and certification of official documentation enacted.
- Manages the agenda management software system including initializing and training of new users, troubleshooting with staff and the service providers.
- Collaborates and provides input to the Manager of Legislative Services & Municipal Clerk in developing and implementing election policies and procedures.
- Deputy Returning Officer for the Municipal Election.
- Manages the Voter's List, serves as an Election Official and provides support to the Municipal Election process and support to other departmental and corporate functions.
- Provides input/information into the development of Council Training and Orientation Program, including information on Municipal Conflict of Interest legislation.

- Ensures meeting schedules agendas, minutes, and associated changes, notices, etc., are posted to the Township's website.
- Supervises Marriage Licence Issuers, issues marriage licenses and maintains provincial application systems and record of licenses issued in accordance with the Marriage Act.
- Records and maintains death register for Centre Wellington and communicates with other jurisdictions; Prepares Division Registrar Report for the Office of the Registrar General.
- Executes documentation / affidavits as a Commissioner of Oaths; Deputy Division Registrar for Vital Statistics; and performs duties as the signing officer of the Corporation as required.
- Researches Council decisions and staff reports, summarizes and distributes information as required.
- Maintains and updates knowledge on changing legislation, technical skills, developments, trends and service knowledge related to customer and legislative services.
- Researches and prepares draft by-laws and accompanying reports to Council.
- Collaborates with staff in various departments to develop corporate policies.
- Develops and maintains a system to track complaints as required under the Municipal Act.
- Fulfills the statutory duties under the Line Fences Act including the processing of applications and appeals, provides notices and schedules site visits as required.
- Assumes the rights, powers and duties of the Manager of Legislative Services & Municipal Clerk.
- Reviews, manages Township contracts, agreements and programs with the area of responsibility.
- Assists with the development, evaluation and preparation of the annual departmental budgets and related quarterly reports. Prepares draft budget for Finance (Questica).
- Reviews, monitors and approves invoices for payment within Legislative Services and By-law Enforcement.
- Leads the development of Privacy Impact Assessments with various Township departments.
- Conducts research and provides assistance and interpretation to other departments and responds to inquiries on legislation and municipal by-laws.
- Organizes special events and civic ceremonies.
- Acts as the Screening Officer under the Administrative Monetary Penalty System, meets with individuals to resolve disputed offences.
- Organizes and schedules matters deferred to the Hearings Officer.
- Coordinates the ordering of supplies for Corporate Services, Human Resources and the CAO's Office.
- Coordinates and designs the "congratulations and well-wishing" certificates on behalf of the Mayor.

#### Records/Access and Privacy

- Leads the management and maintenance of the municipal corporate records management program.
- Manages the division's databases and ensures secure storage of original by-laws and minutes.
- Oversees active and inactive records storage, including off-site storage facility.
- Reviews and maintains the Corporate Records Classification System, policies and procedures for updates.
- Acts as the Access and Privacy Coordinator.
- Leads Privacy Impact Assessments with staff in various departments, ensuring compliance with legislation, providing advice regarding privacy and access to information issues and oversees management of the privacy breach protocol.
- Coordinates and responds to requests for Access to Information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Responds and negotiates appeals to the Information and Privacy Commission.
- Administration and maintenance of the Corporate electronic document signing program (DocuSign), including set up and training of new users.
- Oversees compliance with the Township's Video Surveillance Policy
- Manages the division's databases, legal agreements and ensures secure storage of original by-laws and minutes.

- Responsible for the implementation, education and maintenance of the Municipal Records Management Program.
- Responds to inquiries from staff regarding proper classification of records, interpretation of the by-law and records management policies and protocols.

#### Customer Service

- Develops customer service policies, procedures and protocols to provide excellent service to the public and collaborates on resolutions to customer problems.
- Provides staff with guidance in handling difficult issues, and if appropriate, where to forward complaints and disputes within the organization.
- Directly supervises the Customer Service staff in the delivery of financial and non-financial transactions. Indirectly supervises taxation staff in cooperation with the Manager of Finance, coordinating customer service counter coverage, vacation approvals, work schedules, etc.
- Manages the civil marriage ceremony process and act as an Officiant for Civil Marriage Ceremonies in accordance with the Marriage Act.
- Prepares and coordinates the preparation of statistics and reports related to the customer service function for management.
- Ensures email inquiries generated through the website and public folders are monitored and responded to.
- Responsible for the administration of sworn statements and affidavits, and for the authentication and certification of official documents.
- Provides information and advice regarding municipal procedures and protocols and conduct to members of Council, staff, ratepayers and the general public as required.
- Responds to enquiries from Councillors, staff and the general public regarding by-laws, policies, resolutions, decisions and general information.
- Reviews and evaluates all incoming confidential correspondence and takes appropriate action, including referring to Council or Committees or various departments with recommended action.
- Operates, maintains and troubleshoots Council Chamber audio visual equipment to provide livestreaming of all Council and Committee of the Whole meetings.
- Writes, verifies, updates and approves content for the legislative services website pages.

#### Management

- Directly supervises Customer Service Associates and the Cemetery Administrator & Licensing Officer within Legislative Services & assigns daily work and special projects.
- Indirectly supervises the Municipal Law Enforcement Officer and the Legislative Coordinator.
- Schedules and ensures daily staff coverage of customer service counter, training, setting objectives, performance management, approving vacation scheduling, lieu and flex time, etc.
- Performs staffing needs analysis when opportunity arises and participate in the recruitment and selection of new staff.
- Makes recommendations to the Manager of Legislative Services & Municipal Clerk with respect to the efficiency and effectiveness of operations within Legislative Services, Corporate Customer Service and By-law Enforcement.
- Develops, administers and monitors policies and procedures related to sphere of responsibilities.
- Provides leadership, coaching, mentoring, feedback, guidance, two-way communication and direction on the job for those employees who require encouragement and support.
- Assumes the roles and responsibilities of the Manager of Legislative Services & Municipal Clerk in accordance with the Township's emergency response plan and participates in annual community control group emergency management exercises.
- Other duties as assigned and/or required.

**Minimum Qualifications and Requirements:**

- Post-secondary degree or diploma in business administration, public administration, law, political science or related discipline.
- Professional certification for the Association of Municipal Managers, Clerks and Treasurers of Ontario.
- Five (5) years related experience in municipal government administration, preferably in the role of a Clerk, Deputy Clerk or similar.
- One (1) year of previous supervisory experience.
- Comprehensive knowledge of municipal government administration and municipal and provincial legislation.
- Analytical and problem-solving skills to plan and develop objectives and determine goals.
- Ability to organize and manage staff and operations to achieve goals and objectives.
- Ability to lead, develop, motivate and support staff in achieving objectives in a team environment and enhance relationships with Council, management, staff and the public.
- Ability to handle sensitive and/or confidential material.
- Ability to think and act corporately.
- Excellent administrative, report writing and communication skills.
- Proficiency in use of computer software, including MS Office, Voterview, iCompass, and Adobe.

**Annual Salary:** \$ 107,236 - \$ 120,625 per annum [2025 Rate]

**To Apply:** Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **April 30, 2025**, at 11:59 p.m. Please quote job posting 2025-35 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.*