



EMPLOYMENT OPPORTUNITY

The Town of Pelham Clerk's Department is now accepting applications for the following position:

Deputy Clerk (Temporary Contract)

Reporting to the Town Clerk, the Deputy Clerk is actively involved with all statutory responsibilities under the *Municipal Act* and other pertinent acts such as the *Municipal Elections Act*, *Conflict of Interest Act*, *AODA*, *MFIPPA*, *Planning Act* and *Drainage Act*. This position provides secretariat and parliamentary services to Council and committees as required at public meetings.

What You Will Do:

- Fulfill the role of Town Clerk 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
- Coordinate and support the Committee of Adjustment functions in collaboration with the Legislative and Committee Coordinator, ensuring compliance with all statutory requirements. Responsibilities include overseeing public notification of hearings, preparing agendas, attending meetings, recording official minutes, providing procedural and legislative advice to committee members, circulating decisions, issuing final certifications, and processing appeals to the Ontario Land Tribunal (OLT). 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
- Coordinate various Council and committee meetings; compile, prepare and distribute agendas, attend and record minutes and resolutions, attend and clerk all Committee of Adjustment and public meetings under the *Planning Act*, and provide parliamentary and secretariat services for same
- 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

- Process Freedom of Information Requests for the Town in accordance with *MFIPPA*
- Act as a Screening Officer for parking and non-parking 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 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
- Issue marriage licenses and officiate civil marriages
- 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
- Comply with the *Occupational Health and Safety Act* and the policies, procedures and practices developed by the Town. Perform work in a safe and healthy manner, and ensure timely reporting of any observed hazards or lapses in the functioning of any health and safety measure or procedure
- Other duties as assigned

What We're 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.
- University degree in Political Science, Public Administration, Law or related field
- Certificate in Local Government Administration; CMO or AMCT designation
- 5 years' experience in an administrative role
- Knowledge of the *Municipal Act, Municipal Conflict of Interest Act, Statutory Powers Procedures Act, Parliamentary Procedures, Municipal Elections Act, Planning Act.*
- Previous experience as Secretary-Treasurer to the Committee of Adjustment and knowledge of municipal records management is preferred
- Excellent communication, computer, and organizational skills



- Ability to maintain discretion and confidentiality of information is critical

What's In It For You:

- A competitive salary ranging between **\$89,823 to \$105,080** with a 35-hour work week (8:30am to 4:30pm Monday to Friday). Some overtime will be required
- A flexible work environment, including the ability to work from home up to three (3) days per week
- 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

Resumes must be submitted directly to the Manager of People Services at hr@pelham.ca by 4:30pm on **Monday, May 12, 2025.**

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 our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

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.