

Department: CAO's Office

Division: Legislative Services

Reports to: Clerk/Manager of Legislative Services

Position Objective/Summary

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.

Duties and Responsibilities

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Responds to telephone, email, and in-person inquiries.
- Issuer of Marriage Licenses in accordance with the Marriage Act and Division Registrar in accordance with the Funeral, Burial and Cremation Services Act and the Vital Statistics Act.
- Serves as a Commissioner of Oaths.
- Assists in administering the business and lottery licensing functions of the Corporation.
- 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.
- Schedule Council meetings (booking, confirming quorum, ensuring requirements for statutory public notice have been satisfied, etc.).
- 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.

- Oversees the execution and maintenance of by-laws and official records of Council.
- Train staff and Council on use of electronic management system.
- Attends Council and Committee meetings.
- 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.
- 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 dogs/notie to muzzle orders in accordance with the provisions of the Statutory Powers Procedure Act.
- 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 Municipal Elections Act, 1996.
- Provides policy advice and recommendations to Business Improvement Area Boards of Management.
- Oversees the preparation of statutory notices under the Drainage Act regarding petitions, assessments, engineer's reports, maintenance, and hearings.
- Oversees billing and accounting duties related to drainage matters.
- Coordinates Court Revisions and Drainage Tribunal hearings.
- 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.

- Coordinates all functions related to access to information and protection of privacy.
- 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 provisions of same.
- Maintains ongoing communication with requesters, third parties, and other stakeholders concerning access and privacy requests.
- Research and review Orders and Judicial Review of Orders issues 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 requesters.
- Prepares policies and procedures respecting access to corporate records, routine disclosure/active dissemination, and protection of privacy.
- 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.
- 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.
- 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.
- Participates in the determination of non-compliant bids and oversees the return of associated bid documents.
- Oversees the return of tender deposits and securities.
- 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
- 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.
- 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.
- Serves as the City's Deputy Returning Officer in accordance with the *Municipal Elections Act, 1996* 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
- Correction of errors on the Voters' List

- Reproduction, revision, certification, and appropriate dissemination of the Voters' List.
- Amendments to the Voters' List
- Ongoing management of the Voters' List
- Electronic management of Voters' List data.
- Preparation of Voter Notification Cards
- 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
- 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 *Municipal Elections Act, 1996*, 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 in 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.
- Other duties as assigned

*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 the Corporate Safety policies, procedures and programs. In addition, all necessary personal protective

Position Requirements

- University Degree in Public Administration, political science, business administration, or related discipline.
- Driver's license.
- At least two years of increasingly responsible experience within a municipal clerk's environment.

Knowledge/Skill/Ability

- Broad knowledge of municipal administration, parliamentary procedure, municipal elections, licensing, corporate records/information management, and customer service.
- 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.
- Excellent written and verbal communication skills, and attention to detail.

- Strong problem-solving and critical thinking skills with the ability to analyze information and exercise judgement and discretion when implementing solutions (under the direction of the City Clerk)
- Ability to coordinate and manage workloads, deal with conflicting demands, and concentrate on work requirements under pressure to meet competing deadlines.
- Strong project and time management skills. Requires strong analytical and research skills.
- 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.

Work Conditions

- Office environment (enclosed office)
- 35-hour workweek
- Attendance in evening meetings is required.
- Overtime required during municipal elections.
- On-call for emergencies requiring the Emergency Operations Centre.