

TOWNSHIP OF NORTH HURON

POSITION PROFILE

Position Title **DEPUTY CLERK/PLANNING COORDINATOR**

Department **LEGISLATIVE SERVICES/CLERK'S DEPARTMENT**

Report to Title **DIRECTOR OF LEGISLATIVE SERVICES/CLERK**

Revised June 2023

Pay Range:	Band 6
Position Status:	Full time employee
Pay Method:	Hourly
Normal Work Week:	37.5 hours
Hours over 37.5 to 44.0 hours in a week:	Time off in lieu on a one-to-one basis
Overtime greater than 44.0 hours in a week:	Paid at time & half
Location:	North Huron Municipal Office

A – POSITION DESCRIPTION

1. Scope of Position:

Reporting to the Director of Legislative Services/Clerk, the Deputy Clerk/Planning Coordinator performs a variety of administrative, clerical, legislative and secretarial support functions for the Director of Legislative Services/Clerk, Council, Committees, and other senior staff as required. This position also provides assistance to the Director of Legislative Services/Clerk in fulfilling statutory functions as prescribed by the Municipal Act and other related acts of the Legislature and ensures the timely production of agendas and the accurate recording, preparation and distribution of the minutes of Council and Committees, as required.

This position assists with the implementation and maintenance of the Township's accessibility program, assists with administering municipal elections, and issues various permits and licenses. This position also coordinates the planning functions for the municipality in accordance with the Planning Act.

2. Key Responsibilities:

Legislative Services

- (a) Provides administrative, clerical, legislative and secretarial support for the Director of Legislative Services/Clerk, Council, Committees, and other senior staff as required.
- (b) Provides guidance to Council and Committee members as needed regarding policies, procedures and processes.

- (c) Assists the Director of Legislative Services/Clerk in overseeing the preparation and distribution of agendas, minutes, reports, by-laws, correspondence, and other relevant information for Council and Committees.
- (d) Attends and records proceedings of Council, Boards, and Committees as required, including minute preparation, disposition of resulting actions, unfinished business follow-up, the identification of reports requiring by-law preparation etc.
- (e) Conducts research and prepares reports, by-laws, policies and procedures on various municipal topics, legislation, and other issues.
- (f) Assists the Director of Legislative Services/Clerk in preparing by-laws and related materials arising from Council, Board, or Committee decisions.
- (g) Maintains the conflict of interest registry, corporate by-law and minute books, including electronically.
- (h) Liaises with Council, staff, ratepayers, and other consultants etc. to gather all information required for Council and Committee meetings.
- (i) Ensures the appropriate arrangement of meeting requirements, drawing up of agendas, circulation of minutes, provision of notification to all concerned parties and ensuring compliance with Township procedures and any other relevant legal requirements.
- (j) Provides memorandums and Council resolutions to staff making them aware of Council decisions.
- (k) Assists in the development of the Township Procedure By-law to guide all meetings of Council and Committees and serves as a procedure by-law/parliamentary procedure resource at Committee meetings.
- (l) Acts as a Commissioner of oaths and affidavits.
- (m) Monitors, interprets and responds to changes and ensures compliance with a variety of applicable legislation affecting Council and the Township.
- (n) Acts as the Deputy Returning Officer and assists with administering municipal elections, including administering nomination procedures, compiling voters' lists and ensuring election day procedures are carried out effectively.
- (o) Prepares election information; manages the voter registration list; attends public meetings; coordinates materials and volunteers for municipal elections.
- (p) Assists with the implementation of new technology into the Legislative Services/Clerk's Department.
- (q) Assists the Director of Legislative Services/Clerk and Drainage Superintendent with filing requirements and reports under the Drainage Act.

- (r) Acts as a Deputy Division Registrar under the Vital Statistics Act for keeping records and issuing death and marriage certificates.
- (s) Acts as the Scribe for the Township of North Huron Emergency Operations Control Group under the Emergency Management Plan.
- (t) Contributes to the creation, updating and maintenance of the Township website, advertising, newsletters and other communication vehicles and processes for the Legislative Services/Clerk's Department.
- (u) Prepares and issues Lottery Licenses, Taxi Licenses, Food Truck Licenses etc. as delegated by the Director of Legislative Services/Clerk.
- (v) Is responsible for assisting with all correspondence of the Township.
- (w) Assists in the preparation, printing and distribution of notices and advertisements as required.
- (x) Is responsible for updating and maintaining the Township of North Huron property files.
- (y) Performs other tasks as assigned by the Director of Legislative Services/Clerk that relate to this position.

Planning Coordination

- (a) Coordinates acceptance, review and processing of all planning applications according to strict deadlines and procedures under the Planning Act and associated regulations.
- (b) Oversees the creation and circulation of planning notices as required under the Planning Act.
- (c) Liaises with the upper-tier Planner, relevant staff, engineering and legal consultants, developers, provincial agencies, residents and other relevant parties for the processing of planning applications and to ensure planning occurs within Council goals and objectives, municipal policy, and relevant legislation.
- (d) Coordinates all planning applications for appeals to decisions or conditions imposed by Council or the Committee of Adjustment and prepares all documentation required by the Ontario Land Tribunal (OLT).
- (e) Ensures all planning and development activities are properly documented and communicated.
- (f) Coordinates the preparation and administration of site plan control, development and subdivision agreements including compliance, securities insurance and other monetary requirements; liaising with other staff and agencies as required.
- (g) Consults with the upper-tier Planner and other departments as required in the administration, interpretation and enforcement of local planning documents such as the

Township's Official Plan, Zoning By-Law and other documents as incorporated from time to time.

- (h) Liaises with developers, contractors and government departments and agencies, as necessary.
- (i) Carries out direction of Council and the Committee of Adjustment, as appropriate.

3. Key Relationships:

Internal

Director of Legislative Services/Clerk: daily interaction re: assignments, duties, and affairs of the Township.

Senior Management Team: frequent interaction as required for Council follow-up and to complete assignments.

Municipal Planner: frequent interaction for carrying out planning matters.

Council/Committee members: frequent interaction as required.

External

North Huron ratepayers, neighboring municipal staff, Provincial staff, Township contractors, suppliers & other professionals: as required to fulfill the duties of the position.

4. Decision Making Authority and Judgement Used:

The Deputy Clerk/Planning Coordinator mainly provides support for the Director of Legislative Services/Clerk, Council, Committees, and other senior staff in the municipality as required. There is some authority for independent decision making. If a decision is required outside their authority, they will consult the Director of Legislative Services/Clerk or relevant senior manager.

The Deputy Clerk/Planning Coordinator is encouraged to make recommendations to the Director of Legislative Services/Clerk for improving the efficiency and effectiveness of their duties.

This position would regularly be involved in the development of policy or procedures for the Township.

Judgement is required:

- to prioritize the many projects and tasks at any time and assign appropriate resources to ensure deadlines and quality targets are met.
- to provide guidance and assistance to Council, Committees and other staff.
- to ensure the documents typed are accurate and without spelling or grammar errors.
- to deal with members of the public.

5. Problem Solving Responsibility:

Most of the duties performed by the Deputy Clerk/Planning Coordinator are within established policies and procedures under supervision from the Director of Legislative Services/Clerk. Normally the problems to be solved are predictable and require infrequent research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but may have compensating work experience.

1. Formal Education and Training:

- *Minimum Degree Required:* A Post-Secondary degree in Public Administration, Political Science, Planning, or a related field.
- Completion of the Municipal Administration Program (MAP) or other similar program would be considered an asset.
- Completion of the OACA's Primer on Planning Course (POP) would be considered an asset.

2. Work Experience:

- Three (3) – five (5) years of progressive experience in municipal government, preferably in the Legislative Services/Clerk's Department.
- Experience working in municipal, other government or similar settings, specifically with Councils, Boards, Committees or other public bodies.
- Experience assisting in the coordination of Municipal Elections would be an asset.
- Experience with coordinating the planning functions for a municipality in accordance with the Planning Act would be an asset.

3. Knowledge:

- Strong working knowledge of provincial legislation and regulations, including the Municipal Act, Planning Act, and Municipal Elections Act
- Thorough working knowledge of municipal functions and responsibilities, applicable Provincial legislation, regulations, Council functions, and election requirements and processes.

4. Other Key Skills and Competencies:

- Ability to interpret, apply and explain various pieces of legislation affecting municipalities;
- Proficient in MS Office software and familiarity with document management, scanning functions and various other software for elections, eSCRIBE, Laserfiche, Keystone, Stone Orchard, etc.;

- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality;
 - Ability to be a team player and effectively foster good rapport and cooperative working relationships with individuals, elected officials, organizations, and the general public;
 - Effective communication (oral and written), interpersonal, planning, time management, organizational, research, analytical reasoning and problem-solving skills;
 - Valid Ontario Driver's License in good standing and a personal vehicle for use on the job; and
 - Availability to work evenings for attendance at Council, Board, and Committee meetings as required.
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C – POSITION CHARACTERISTICS

1. Impact and Accountabilities:

The Deputy Clerk/Planning Coordinator is responsible to the Director of Legislative Services/Clerk.

The Deputy Clerk/Planning Coordinator must work independently, but with supervision from the Director of Legislative Services/Clerk.

If the Deputy Clerk/Planning Coordinator is not able to keep up with the workload, important and legislated deadlines may be missed and the municipality may be negatively impacted.

2. Supervisory Responsibility:

None.

D – WORKING CONDITIONS

1. Physical Effort and Environment:

At certain times the Deputy Clerk/Planning Coordinator may have to work in excess of their normal work week, as determined by the Director of Legislative Services/Clerk.

The assignments require many hours sitting at a computer screen.

The Deputy Clerk/Planning Coordinator requires manual dexterity to operate a computer keyboard and other office equipment.

The physical working environment is comfortable, normally indoors in a clean office or meeting room.

2. Mental Effort:

The mental strain resulting from the work of the Deputy Clerk/Planning Coordinator is constant. The volume of work is considerable.

There are frequent interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are varied.