



Municipality of Northern Bruce Peninsula Job Description

Position: Deputy Clerk (Permanent, Full-Time)

Department: Clerk's Department

Reports to: Clerk

2026 Wage \$80,574 - \$92,625

Purpose of Position

Reporting to the Clerk, the purpose of this position is to support the effective delivery of legislative, administrative, and statutory functions of the Clerk's Department. The role assists in ensuring compliance with applicable legislation, supports Council and committee processes, and contributes to the efficient administration of municipal services, programs, and corporate initiatives.

Overall Scope of Position

The position provides comprehensive support across a broad range of responsibilities, including legislative services, Council and committee coordination, records management, accessibility compliance, licensing administration, and municipal program delivery. It exercises delegated authority in the absence of the Clerk and supports responsibilities under key legislation.

Responsibilities

Legislative

- Execute the statutory duties of the Clerk in their absence, as required.
- Under the guidance of the Clerk, assists with procedures under the Drainage Act and Line Fences Act.
- Officiate civil marriage ceremonies and serve as Deputy Issuer of Marriage Licences in accordance with the Marriage Act.

- Deputy Division Registrar under the Vital Statistics Act, duties include preparation of Marriage Licenses, including maintenance of Marriage register and files, for Marriages, Births and Deaths.
- Commissioner of Oaths for taking affidavits under the Commissioners for Taking Affidavits Act.
- Serves as Deputy Returning Officer for municipal elections, assists the Clerk with administering Municipal elections and legislative responsibilities pursuant to the Municipal Elections Act.

Council and Committee Operations

- Attends all Council meetings, responsible for tech set up and taking minutes.
- Coordinate course/seminar/conference registrations as well as accommodation and travel arrangements for Members of Council and Clerk's Department training and development.
- Prepares and distributes agendas, reports, minutes, resolutions, by-laws, and correspondence arising from Council or committee proceedings.
- Prepares staff reports and by-laws as required.

Accessibility

- Acts as the Accessibility Coordinator for the Municipality.
- Identify accessibility issues, needs, resources, and opportunities for integrated accessibility planning across the Municipality. Undertake research, analysis and gather information about legislation, technology advancements, best practices and community needs and trends as required per the Accessibility for Ontarians with Disabilities Act.
- Responsible for submission of required reporting for the Municipality.

Municipal Cemeteries

- Responsible for record keeping regarding the Municipal cemeteries.
- Provides answers to general inquiries regarding the Municipal cemeteries.
- Communicates with Parks and Facilities staff and cemetery caretaker as required with regards to cemetery maintenance and service delivery.
- Administers plot sales and plot record updates.

Records Management

- Assists the Clerk with Freedom of Information Requests under the Municipal Freedom of Information and Protection of Privacy Act.
- Assists the Clerk with developing work-flows and templates within the Municipality's digital records management system.

- Assists the Clerk with the development, implementation and review of records management policies and procedures and helps maintain the Corporation's filing, retention and disposition systems.
- Assists the Clerk with regular policy and by-law reviews and updates.
- Monitors and initiates subsequent updates to the records retention by-law.
- Promote records management best practices and provide training to municipal staff as required.

Emergency Management

- Acts as alternate to the Clerk during emergency events.

Licensing

- Responsible for administering the Municipality's short-term accommodation licensing program, food truck licensing program, and Bed and Breakfast licensing program.
- Deputy Issuer under Alcohol and Gaming Commission of Ontario, duties include the issuance of Lottery Licences ensuring eligibility requirements are met and follow-up reporting.
- Coordination of Alcohol and Gaming Commission approvals received by the Municipality.

General Operations

- Completes website updates for the department and general communications regarding Council meetings.
- Prepare certificates and recognitions issued by the Municipality.
- Perform clerical and administration functions for the department, which include mail duties, photocopying, binding, scanning, and sorting materials, as required.
- Handles confidential and sensitive information in accordance with applicable legislation, policies, and procedures.
- Performs other duties as required.

Education

Successful completion of a university degree or college diploma in Public Administration, Local Government, Business Administration or an equivalent combination of education and experience. Postgraduate qualifications are highly desirable. CMO / AMP designation from AMCTO is desirable.

Experience

- 3-5 years of related experience.

- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Drainage Act, and Municipal Freedom of Information and Protection of Privacy Act and other applicable legislation.
- Effective planning, time management, proofreading, research, analytical reasoning, and problem-solving skills.
- Requires strong attention to detail, organization, and communication skills.
- Knowledge of municipal government processes and parliamentary procedures.
- Maintain a valid and in good standing Class “G” Ontario Driver’s licence.

Working Conditions and Environment

- This position will be based out of the Municipal Office (56 Lindsay Road 5, Lion’s Head, ON N0H 1W0)
- Normal office hours are 8:30 a.m. - 4:30 p.m., Monday through Friday (37.5 hours/week)
- May be required to attend meetings, events, or emergencies that could take place outside of regular working hours, including evenings and weekends.
- Position is eligible for a hybrid working arrangement, subject to the Municipality’s policies and procedures and manager approval.

Reviewed March 20, 2026