

The Corporation of the Municipality of Brockton



By-Law 2022-004

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Being a By-Law to Appoint Sarah Johnson as the Deputy Clerk for the Municipality of Brockton.

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**Whereas** the *Municipal Act, 2001*, R.S.O., 2001. S.O. 2001, Chapter 25, Section 9, as amended assigns to Municipal Councils the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under the Act or any other Act which includes the hiring of employees;

**And Whereas** Section 228(2) of the Municipal Act directs that a municipality may appoint a Deputy Clerk;

**Whereas** the Council of the Corporation of the Municipality of Brockton deems it necessary to appoint a Deputy Clerk to fulfill the statutory, and administration duties of the Clerk in the Clerk's absence and to act as Commissioner for Taking Affidavits under the authority of the Commissioner for taking Affidavits Act.

**Now Therefore** the Council of the Corporation of the Municipality of Brockton enacts as follows;

- 1.0 That the Corporation of the Municipality of Brockton Council hereby appoints Sarah Johnson as the Deputy Clerk for the Corporation of the Municipality of Brockton effective January 1, 2022.
- 2.0 That the position description for the Deputy Clerk be attached as "Schedule A" and forms part of this By-Law.
- 3.0 This By-Law shall come into full force and effect upon final passage.
- 4.0 This By-Law may be cited as the "Appoint Sarah Johnson as Deputy Clerk By-Law".

**Read, Enacted, Signed and Sealed this 11th day of January, 2022.**

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Mayor – Chris Peabody

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Director of Legislative and Legal Services (Clerk) –  
Fiona Hamilton

**Deputy Clerk**  
Municipality of Brockton  
Task List



<b>Summary:</b>	Provides support to the Clerk. Performs a variety of administrative tasks, processes lottery licenses, deaths, marriage certificates and assists in maintaining all records for the Municipality. Ensures excellent customer service to internal and external stakeholders. Acts as the Communications coordinator for municipal information.		
<b>Location:</b>	Brockton	<b>Group:</b>	(none)
<b>Department:</b>	Administration	<b>Family:</b>	
<b>Scenario:</b>	Brockton	<b>Reports To:</b>	Clerk
<b>Reports: N/A</b>		<b>Last Updated:</b>	January 1, 2022

**Tasks:**

**Deputy Clerk**

1. Acts as a Deputy Returning Officer for the Municipal Election.
2. Acts as Commissioner for Taking Affidavits as per the Commissioner for taking Affidavits Act.
3. Records Minutes for Council Meetings and other meetings as assigned by Clerk.
4. Attends Council meetings to assist Clerk when requested
5. Assists Clerk with drafting Agreements, coordinating completion of Agreements;
6. Trains staff on report writing software;
7. Drafts reports for Council's consideration;
8. Assists Clerk with drafting Committee Terms of Reference
9. Assists Clerk with reviewing legislation changes and provides quarterly legislative updates for Council;

**Administration**

10. Operates various computer software programs.
11. Assists in Preparing and distributing Council and committee meeting and information packages.
12. Prepare and circulate correspondence resulting from Council and Committee meetings.
13. Provides support for the research and development of policies and procedures and the drafting of by laws and resolutions according to statutory requirements
14. Ensures maintenance of the Municipality's Policies and Procedures manual.
15. Assesses lottery applications for lottery licenses to ensure applications meet Ontario Alcohol and Gaming regulations.
16. Issues lottery license applications, follows up and reports to Commission.
17. Maintains all archival records, bylaws and agreements.
18. Oversees the development and maintenance of the TOMRMS/FileHold records management system for the municipality, ensuring compliance with the records retention by-law; trains and supervises staff in the implementation of the system as directed by the Clerk.
19. Responsible for the destruction of documents in accordance with the retention schedules and in compliance with relevant legislation.
20. Updates minutes, bylaw and resolution files, both paper and computer programs.
21. Responsible for the updating of the Agreement files both paper and electronic.
22. Provides recording secretary services to Committees as required, and at the direction of the Clerk
23. Assists with filing records generated through Council meetings, including all agenda items, reports, by-laws, correspondence and information and the file coding of paper and electronic documents for filing.
24. Assists Clerk with confidential matters which require professionalism.
25. Provides secretarial services for Mayor, Council, the Clerk and Senior Administration staff.
26. Acts as website administrator, posting website and social media content and approving posts of other users and publishers; sets user permissions and approval processes; trains and assists staff in using content management system; ensures content and documents meet accessibility standards. Acts as lead for the Brockton Community Engagement Website.
27. Provincial Offences Act-ensures compliance and processing of fines issued under the POA: completes all searches, files and reports in accordance with POA.
28. Acts as the Alternate Information Officer for the Emergency Control Group
29. Assist in the administration of applications under the Planning Act as required; assists County Planning department with the zoning and severance notifications within municipality.
30. Assists with implementing the Ontario Wildlife Damage Compensation Program (OMAFRA) Program.

**Deputy Clerk**  
**Municipality of Brockton**  
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- 31. Prepares marriage licenses and records in registry.
- 32. Deputy Registrar for deaths and births.
- 33. Responsible for the review and preparation of municipal taxi licence as directed by the municipal taxi licensing bylaw.
- 34. Types and word processes a variety of documents such as letters, memos, reports, licenses, statements, certificates, motions of Council and bylaws.
- 35. Responsible for the continued maintenance of the Municipal Voters List-computerized.
- 36. Draft Municipal Policies and Procedures for review by the Clerk
- 37. Assists in ensuring all municipal documents comply with Accessibility legislation
- 38. Responsible for Brockton Buzz newsletter and other community engagements as directed/necessary
- 39. Assists Clerk with Freedom of Information Requests
- 40. Assists Clerk with municipal drain applications, general knowledge of municipal drains
- 41. Liases with Animal Control Officers and Fence Viewers.

**Public Relations/Communications**

- 42. Responds to public concerns, complaints, questions, suggestions and inquiries.
- 43. Responds to telephone and counter inquiries, gives out information and redirects calls.
- 44. Assists with creating and publishing public notices about land dispositions, committee members, public meetings and other information.
- 45. Maintains Municipal Website content. Responsible for day to day maintenance and updating of the Municipal website, electronic news items, and calendar listings; prepares content and uploads documents, policies and by laws as directed; remove outdated and redundant data as necessary, updates the Municipal website homepage and photos on internal pages seasonally.
- 46. Maintains the Municipal social media accounts. Responsible for day to day maintenance and updating of the Municipality's Social Media accounts and pages; design and implement content strategies, prepare and post content, tracks comments
- 47. Maintains the Municipality's intranet site. Responsible for day to day maintenance and updating content for the Municipality's intranet site; inputs user profiles, permissions, and contact management for new and current employees
- 48. Review, evaluate, and report on website and social media analytics and performance to improve community engagement results.
- 49. Work with Department Heads and staff to coordinate website and social media communications, municipal news items, and other corporate communications (i.e. Brockton Buzz) and community engagement initiatives as necessary/directed.
- 50. Assists with the development of presentations speeches press releases, news releases and media opportunities.
- 51. Design and update promotional materials as required
- 52. Ensure that all website/intranet data is AODA compliant to WCAG 2.0 AA standards
- 53. Sit as a member of the Website Design Team and attend scheduled meetings, take minutes
- 54. Assist other staff members in the use of the website content management system and conversion of Word documents to Adobe PDF
- 55. Contacts the media and local newspapers to create advertisements for the municipality as assigned.

**Other**

- 56. Receives fees and issues receipts.
- 57. Attends staff and Department Head meetings to share and receive information as required
- 58. Complies with Municipality of Brockton policies and procedures.

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59. Performs other related tasks as assigned by management.

**Experience**

1. Demonstrated progressive responsibility and experience including administrative experience, advanced computer skills, general legal knowledge and a good understanding of financial principles.
2. At least three (3) years of experience in the Clerk's Department.
3. Completion of or working towards the AMCTO, Municipal Administration Program
4. AMCTO AMP designation considered an asset
5. Other pertinent courses pertaining to the Clerk's department considered an asset
6. Demonstrated familiarity with the Municipal Act, 2001, the Planning Act, the Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act (AODA) and other municipal legislation.
7. Strong Verbal and written communication skills