

City Clerk

City of Brampton



Position Profile and Candidate Brief

January/February 2024

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the **City Clerk** role prepared on behalf of the City of Brampton.

I trust that this document will provide you with all necessary background information on the City of Brampton, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the City of Brampton are available on the website: <https://www.brampton.ca/en/pages/welcome.aspx>

On behalf of Legacy Partners and the City of Brampton, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
Legacy Executive Search Partners
416 271 4397 (mobile)
Kartik.kumar@lesp.ca
www.lesp.ca



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City of Brampton Overview



At the City of Brampton, our focus is our people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 115 languages. Recognized by Forbes as one of Canada's top employers and Maclean's best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion. From a settlement in the early 1800s, to an officially

designated city in 1974, Brampton has grown into a dynamic and vibrant city with a proud past and bright future.

The City of Brampton is Canada's 9th largest city, moving from a small population of 500 in 1853, to 656,480 in 2021. It is the fastest growing of Canada's largest 25 cities, and Brampton's growth represents 90.2% of the net population growth within the Region of Peel (between 2016 and 2021).

The City is located northwest of Toronto, within close proximity to Toronto Pearson International Airport. It is home to more than 75,000 businesses, the City's major business clusters include manufacturing, retail and wholesale trade.

The City boasts many [festivals, arts events](#) and access to [nature trails, parks](#) and unique geological locations, like the [Cheltenham Badlands](#). As well, the City offers access to family friendly sports programs, free fitness programs, fully equipped community centres and indoor/outdoor facilities. More information can be found [here](#).

S&P Global affirmed the City of Brampton's Triple 'A' rating for 2021, the highest credit rating a municipality can receive, with a stable outlook. We are energized by our diverse communities, we attract investment, and we are embarking on a journey to lead technological and environmental innovation. We partner for progress to build a healthy city that is safe, sustainable and successful.

The City of Brampton website:

<https://www.brampton.ca/en/pages/welcome.aspx>

Twitter: <https://twitter.com/CityBrampton>

Facebook: <https://www.facebook.com/CityBrampton>



Job Description

Position Summary:

This is a mandatory statutory position as set out in the Municipal Act, 2001, with mandated responsibilities established across various statutes. This position is responsible to City Council for parliamentary proceedings and meeting management. This position is responsible to the corporation for corporate records management. Additionally, the City Clerk's position has total responsibility for Municipal Elections, is designated the "Head" for the institution for information requests and privacy protection matters, functions as the Registrar for marriages and deaths, and fulfils other statutory functions.

Key Responsibilities:

- 1. Clerk to the Council of The Corporation of the City of Brampton**
 - Manage and schedule Council and Committee meetings.
 - Interprets and advises on procedural rules for Council decision-making.
 - Record, manage and preserve Council and Committee meeting agendas, votes, resolutions, minutes, by-laws and correspondence.
 - Responsible for public notice of meetings and Council decisions
 - Responsible for administrative support to the Council Office

- 2. Responsible for Corporate Records Management Program.**
 - Lead corporate records management program for lifecycle management and disposition of all corporate records
 - Act as delegated "Head" for the institution for the purpose of administration of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
 - Responsible for information access and privacy protection management program awareness, education and compliance

- 3. Responsibility for the Conduct of the Municipal and School Board Elections.**
 - Serve as the Returning Officer for all municipal and school board elections, in accordance with the Municipal Elections Act.
 - Responsible for all aspects of the organization, administration and conduct of the election, in accordance with legislation

- 4. Statutory Responsibility and Services Delivery for Various Legislative Areas.**
 - Responsibility for the Provincial Offences Act (POA) Municipal Court, including court administration function
 - Responsibility for the Administrative Monetary Penalty System (AMPS)
 - Responsibility as Registrar under the Marriage Act and Vital Statistics Act
 - Responsibility for duties as Commissioner for municipal documents in accordance with the Commissioner For Taking Affidavits Act, as serving as a Commissioner of Oaths for various documents requested by the public
 - Receive Claims served against the municipality for distribution to the appropriate parties.

- 5. Corporate Governance, Services Delivery and Departmental Management.**
 - Lead Divisional management team in service delivery and operations.
 - Responsible for Council and Administrative Services Division capital and operating budget
 - Participate as member of the Senior Management Team to ensure corporate coordination of operational matters service delivery.
 - Participate as member of Corporate Services Departmental Management Team to ensure effective and efficient departmental operations.
 - Participate on various governance, corporate and cross-departmental teams and initiatives to further Council goals and corporate objectives.

The Ideal Candidate

Education:

- University degree or post-graduate degree in public administration or equivalent field.
- Membership in AMCTO, and accreditation as an AMCTO Certified Municipal Official (CMO) an asset.

Experience:

- 5 years' experience in municipal government at a senior level within a Clerk's Office environment, with direct experience managing and clerking municipal council meetings, or equivalent experience.
- 2-3 years senior leadership experience in a public sector environment.

Other Skills and Assets:

- Full understanding of municipal government operations and legislation affecting municipalities.
- Political acumen, sensitivity and confidentiality.
- Strong change management and relationship-building skills.
- Exceptional communication and influencing skills, including verbal communication and superior report writing.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a City Clerk at the City of Brampton interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar at careers@lesp.ca by February 11th 2024 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the City of Brampton are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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careers@lesp.ca
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[Contact Us](#)

