

Deputy Clerk

Position Details:

Current Rate of Pay: Min = \$42.87/hr, Max = \$49.68/hr (April 1, 2025 rate)

Employment type: Permanent Full-Time

Hours of work: 35 hrs/week

Work location: Head Office

Division: Legislative and Property Services

Business unit: Clerk's Office

Travel: 10%

Hybrid Work: No

Existing Vacancy: Yes

About TRCA:

With more than 60 years of experience, Toronto and Region Conservation Authority (TRCA) is one of 36 Conservation Authorities in Ontario, created to safeguard and enhance the health and well-being of watershed communities through the protection and restoration of the natural environment and the ecological services the environment provides.

TRCA is considered the provincial leader in conserving, restoring, and managing natural resources to advance safe and sustainable development.

To apply to this posting, click on the "Apply" icon. Please submit your resume and cover letter in one PDF or Word file prior to 11:59 pm on April 4, 2025.

How you will contribute as part of the TRCA team:

The Deputy Clerk provides administrative and secretariat support to the Clerk and Manager, Policy for Toronto and Region Conservation Authority (TRCA) Board of Directors, Executive Committee, Toronto and Region Source Protection Authority (TRSPA), Toronto and Region Conservation Foundation (TRCF), Natural Science and Education Committee (NSEC), Regional Watershed Alliance (RWA), Partners in Project Green Executive Management Committee (PPG EMC) and internal staff committees through an effective governance operating model.

Major Responsibilities:

- Prepares and distributes open and closed meeting agendas for Board of Directors, Executive Committee, Advisory Boards and Committees, staff meetings and internal staff committees, using TRCA's meeting management software
- Acts as the Recording Secretary for Board of Directors, Executive Committee, Advisory Boards and Committees, and staff meetings using the meeting management software
- Prepares correspondence in response to public inquiries, relevant legislation, and Board-related matters for Clerks' Office distribution
- Supports the lifecycle of agenda reports from conception, through review and to approval by the Chief Executive Officer (CEO)

- Maintains report and policy listings for Board of Directors, Executive Committee, advisory board meetings, Policy Committees, and Agenda Review Team meetings
- Assists with procedural advice, with support from the Clerk and Manager, Policy to staff, members of TRCA's Board of Directors, and the public relating to the TRCAs Closed Meeting Protocol, Administrative By-Law, the Conservation Authorities Act, and the Municipal Act
- Facilitates Board Members inquiries and concerns to appropriate TRCA and/or TRCF staff, while keeping SLT involved as appropriate
- Maintains the effective implementation of TRCA's meeting management software (i.e. eSCRIBE) for all Boards and Committees of the Board
- Assists the Clerk in updating report listings, policies, procedures, and manuals to align with legislative updates
- Prepares statistical reports related to the agenda production cycle, actions of the Board and Committees as well as other various workflow processes supported by the Legislative and Property Services Division
- Organizes and leads training and development sessions for staff in relation to meeting management software best practices and report writing
- Support other divisional and corporate functions and duties as required
- Assists the Clerk with corporate policy research to determine best practices amongst municipal partners for consideration by the Senior Leadership Team
- Maintains records and version control of all active and superseded policies, reports, and documents
- Supports the Clerk's Office, Board of Directors, Advisory Boards and Committees in performing policy analysis and research duties as well as special projects, responding to and developing communications for stakeholders.

What will you need to succeed:

Education (degree/diploma/certifications/licenses)

- Post-secondary diploma or degree in Public Administration, Business Commerce, Information Management or a related field

Experience

- 3+ years of experience providing administrative support to Boards and Committees
- Demonstrated experience developing, analyzing and reviewing policies
- Experience with Roberts Rules of Order for meeting procedures

Knowledge/Skill/Ability - Competencies

- Knowledge of participating municipalities and conservation authority board rules and regulations
- Experience with Municipal Freedom of Information and Protection of Privacy Act, and the Orders of the Information and Privacy Commissioner governing access and privacy
- Knowledge of meeting management software (i.e., eScribe) and records retention
- Knowledge of legislation pertaining to local government, and in particular, the Conservation Authorities Act, Municipal Act, Planning Act, and the Statutory Power Procedures Act
- Discretion in dealing with sensitive and confidential matters with tact and diplomacy
- Ability to work well in a high-volume environment with multiple competing priorities
- Ability to use critical thinking to evaluate problems, gather information, understand causes, and identify best possible solutions

- Excellent written and verbal communication skills to communicate to various audiences
- Able to comprehend written documentation and procedural guidelines; skilled in writing clear correspondence (concise, logical, grammatically correct)
- Proficiency in MS Office suite including online software such as MS teams, WebEx, and SharePoint

What TRCA has to offer you:

As part of a progressive team you will have the opportunity to make a positive impact to preserving and protecting nature, while maintaining a balance between the natural environment and built environment. Working with experts within our field, you will join a team of colleagues that are committed to TRCA's core values by demonstrating the following behaviours; **integrity, collaboration, accountability, respect, and excellence (icare).**

You will be part of a diverse and inclusive organization that:

- Makes a positive difference in the communities we serve.
- Fosters high performance and collaborative teams.
- Provides continuous learning and development opportunities.
- Offers a comprehensive compensation and benefits program (including Defined Benefit Pension Plan – OMERS/OTPP).
- Pregnancy & Parental Leave Top-Up Program.
- Provides unique TRCA Perks.
- Provides flexible work arrangements.
- Offers potential for career growth and advancement.

While the Toronto and Region Conservation Authority (TRCA) thanks all applicants for their interest, only those under consideration will be contacted for interviews. Please be advised that successful incumbent(s) may be required to undergo a vulnerable sector screening and/or driver's abstract check as a part of the final step in the hiring process.

TRCA is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and TRCA Policies, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the TRCA. We welcome applications from all qualified persons.

Personal information you provide through the TRCA recruitment, selection, and onboarding process is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C.27. Collection of this personal information is necessary for the proper administration of this recruitment process for employment and volunteer positions with TRCA. Personal information is protected from disclosure pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Any questions regarding this collection activity should be directed to the Manager of Records and Information, 5 Shoreham Drive, Toronto, ON, M3N 1S4, (437) 880 2308.