



Summary of tasks – City Clerk

This role is administrative and non-political.

Among many other tasks, the City Clerk is responsible for advising Council on the municipality's legal affairs, obligations and compliance; drafting of legal public notices; acting as Corporate Secretariat; preparing minutes and all Council meeting documentation; receiving resident communications; ensuring privacy of information; acting as Commissioner of oaths; and representing the municipality on inter-municipal committees.

The position requires legal education and/or experience. Knowledge of municipal affairs is an asset. The position is volunteer with symbolic remuneration.

Please submit any candidatures by email prior to January 31, 2018, to the attention of Lise Simoneau (lisesimoneau@gmail.com).