

Deputy City Clerk, Council and Committee Operations City of Brampton



BRAMPTON

Position Profile and Candidate Brief

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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](#). The City also 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. The City of Brampton is energized by its diverse communities, attracts investment, and is embarking on a journey to lead technological and environmental innovation. The City partners 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:

Reporting to the City Clerk, this role is responsible for leadership, management, planning and controlling of all activities within the Council and Committee Operations section to meet operational efficiencies and the corporate goals and objectives. This role will provide strategic leadership, coordinate the day-to-day operation of the Council and Committee Operations section of the City Clerk's Office, and manage the legislative services provided to City Council, its standing and advisory committees, in both open and closed sessions, including attendance at all meetings and administration of the Procedure By-law and related policy and procedures.

As per the Municipal Act, 2001, this role also fulfils the statutory role and operational accountability of the City Clerk, during absence periods of the City Clerk. The Deputy Clerk has all the powers and duties of the City Clerk, under the Act. The role of the City Clerk is a mandatory statutory position as set out in the Municipal Act, 2001, with mandated responsibilities established across various statutes. In the absence of the City Clerk, the Deputy Clerk is required to perform the duties and responsibilities of the City Clerk with the same level of accountability, sensitivity and confidentiality, while upholding legislation and City policies.

Key Responsibilities:

1. Operation Strategy

- Assist with development of Division strategic goals and objectives and budgets
- Provide support and back-up to other members of the Management Team
- Perform the statutory duties and fulfil obligations of the City Clerk in his/her absence
- Assist City Clerk in meeting statutory requirements under provincial legislation, including Municipal Act, 2001, Planning Act, Municipal Conflict of Interest Act, Development Charges Act, etc.
- Responsible for meeting support and administration of the Committee of Adjustment, including supervision of the Secretary-Treasurer, Committee of Adjustment
- Oversee the meeting management program in which agendas, minutes, by-laws, and correspondence are generated within various media as needed, including paper, electronic and web-based documents.
- Lead development and implementation of agenda and meeting management application for supporting meetings and decision-making including remote meeting management, as required.
- Demonstrate continuous improvement of divisional and section operations, streamline work processes, evaluate existing programs
- Ensure efficiencies and service improvements are in place to meet and exceed needs of internal and external stakeholders.
- Support the goals and objectives of the corporate, departmental and divisional service strategies.
- Lead the development of new programs as required, eg. agenda and meeting management software, to ensure that current and future needs are met
- Recommend innovative strategies for service delivery and effective management of resources.

- Update, interpret, apply, and advise on meeting procedures as defined in the Council Procedure Bylaw, and related standard operating procedures to support legislative meetings and decision-making.

2. Staff Management

- Establish position recruitment and selection criteria, training and development opportunities, and recruit, interview and hire program staff to meet the strategic goals and objectives.
- Manage, coach and provide guidance to team of Legislative Coordinators and Legislative Assistants responsible for legislative services to Council and its committees to promote effective employee relations and encourage increased morale, innovation and productivity toward the successful accomplishment of the Service Plan goals and objectives.
- Interview, recruit and hire staff to meet the Strategic goals and objectives.
- Conduct performance management formal process and annual review to monitor and establish recruitment and selection criteria, training and development opportunities through regular meetings to discuss individual performance.

3. Customer Service

- Be available and participate in opportunities to assist other divisions and departments and to advise staff with regard to their legislative obligations such as report writing, by-law amendments and meeting procedures
- Provide workshops and training when required on new and existing initiatives, eg. Escribe, report writing, new Council orientation, advisory committee orientations
- Interact with elected officials and citizen members of all committees to provide advice to ensure the Procedure Bylaw is followed and that City business is achieved in an efficient and effective manner
- Create a service-oriented culture with a focus on teamwork, to be followed by incumbent and direct-report staff
- Oversee, supervise and coach staff in providing excellent customer service in person, by telephone and email, and during meetings
- Communicate at all times to meet the expectations of various target audiences, eg. Council, staff, public
- Provide exceptional front-line service by acting as designated official for issuing marriage licences and burial permits and executing the services as the City's Commissioner of Oaths and Affidavits responsibilities.

4. Relationship Management

- Exhibit sound communication skills and relationship-building at all times to create a positive and professional image for the Division, Department and City
- Build and foster strong working relationships and collaborative arrangements with internal and external customers, stakeholders and government agencies to promote, develop and integrate the Service Plan goals and objectives that drive business solutions.

5. Communication and Reporting

- Prepares and coordinates regular communication of current and relevant program information including project progress reports, portfolio metrics, budget status, resource status and executive briefings for leadership and Council. Prepares and publishes meaningful statistics, reports and other communications to staff, clients and key stakeholders.
- Communicates effectively and establish links with stakeholders to identify needs and evaluate alternative business solutions to meet the strategic goals and objectives.
- Prepare a variety of reports, presentations and other communications to advise Council and staff on division policies, procedures and programs to meet legislative requirements and promote program excellence.

6. Corporate Contribution

- Provides leadership to all activities related to the legislative processes and meeting management.
- Anticipate, assess and evaluate internal and external factors and trends that affect the organization such as technological and organizational practices and recommend strategies to implement measures and mitigate risks.
- Maintain knowledge of collective agreements, City policies and practices, legislation, regulations and Standard Operating Procedures (SOPs).

7. Budget Management

- Assist in preparing the Divisional budget.
- Administer own area's budget, monitor and control spending.
- Manage program procurements and administer service delivery contracts.
- Prepare regular financial reports and detailed cost benefit analysis for recommended changes.
- Reviews recommendations for externally provided solutions and approves or denies acquisitions. Ensure contract payments are made on time.
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.
- Negotiate with internal and external stakeholders and vendors while maintaining optimum cost-benefit relationships.

8. Teamwork, Collaboration and Cooperation

- Provide support and assistance, as required, for other functions of the City Clerk's Office
- Perform various election duties in the municipal election, as required
- Lead and manage projects and program initiatives.
- Ability to foster engagement and contribute to the building of consensus to achieve Service Plan goals and objectives.
- Ability to work collaboratively within a team environment to achieve Strategic goals and objectives while respecting diverse cultural backgrounds and perspectives.
- Demonstrate corporate values at all times.

The Ideal Candidate

Education:

- University degree in Public Administration or related field, plus diploma or certificate in Municipal Administration or equivalent combination of education and experience

Experience:

- Minimum 5-7 years direct municipal experience including supporting and managing municipal council or other deliberative body decision-making processes and meetings
- Minimum 3-5 years experience managing staff, including recruitment, development, engagement, retention and performance management. Ability to lead, coach, motivate and manage staff.
- Project management and municipal finance / budgeting experience
- Experience interpreting and applying provincial and municipal legislation.

Special Requirements:

- Broad knowledge of municipal government sector and applicable legislation
- Thorough knowledge of City and departmental functions, policies and procedures
- Excellent written and oral communication skills
- Staff management and supervisory skills
- Report writing, relationship building and research skills
- Proficiency in agenda and meeting management systems, with extensive knowledge of eSCRIBE meeting management software an asset
- Strong knowledge of corporate systems, including but not limited to M365, including SharePoint, Outlook, OneDrive, Teams
- Prolonged periods of sitting/note-taking with constant attention to details of meetings proceedings, deliberations and the meeting environment.
- Thorough knowledge of Municipal, Regional, Provincial and Federal Governments and applicable Legislations is an asset.
- Outstanding communication, project management and presentation skills to convey complex information to all levels of the company.
- Solid customer service and people management skills; interface with internal and external key stakeholders, government agencies, vendors and consultants
- Solid organizational skills; detail oriented, well organized and able to prioritize complex tasks with critical deadlines
- Evening and weekend work to manage and support decision-making meetings and meet deadlines.

Designation & Memberships:

- Accreditation as AMCTO Member or as Certified Municipal Officer

The Timeline

I trust this Position Profile has enabled you to decide whether the position of Deputy City Clerk, Council and Committee Operations 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 **August 24th 2026 @ 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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