



# Raymond Chabot Grant Thornton

L'instinct de la croissance<sup>MC</sup>

**Raymond Chabot Human Resources inc.**  
**Affiliate of**  
**Raymond Chabot Grant Thornton & Co.LLP**  
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## Position Profile

**Director, Legal Services and City Clerk**



### Address

City of Westmount  
4333 Sherbrooke Street West  
Westmount, Quebec H3Z 1E2

### Location

Westmount, Québec

### Immediate Superior

General Director

### Number of employees supervised:

**7 employees**

### Contacts at Raymond Chabot Human Resources Inc.

**Louise Martel**

Partner

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Executive Search

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**Meriem Haddad**

Researcher

## About the City of Westmount

### A Brief History

Founded in 1895, the City of Westmount has grown into a thriving and densely populated City with two commercial hubs, a large number of institutional buildings, high-rise apartments and condominiums, and a unique heritage collection of Victorian and Edwardian homes, interspersed with large parks.

With a population of 20,648 (December 2016), the City lies over 3.9 square kilometres on the western slopes of Mount Royal. It encompasses an urban forest, numerous parks and playgrounds, as well as cultural, religious and educational institutions. With 11,000 trees plus a myriad of carefully tended private lawns and gardens, Westmount's greenery goes far beyond the limits of public green spaces and is a gem in the greater metropolitan setting.

The City has just completed construction of the Westmount Recreation Centre (WRC), which is by far the largest capital project the City has ever undertaken, requiring an investment four times greater than that of the restoration and expansion of the City's Public Library almost 20 years ago. The construction of the WRC has consumed much of the City's political and administrative energy over the past few years, leaving many major and pressing tasks to be undertaken, including the implementation of the traffic master plan, substantial investments in infrastructure and at Hydro Westmount, preparation of an urban development master plan.

However, sound government is a time-honoured tradition at the City of Westmount. In fact, the City treats its residents as both clients and shareholders of the municipal corporation.

### Position Summary

Reporting to the General Director, the Director, Legal Services and City Clerk Registry plans, coordinates, manages and controls all activities related to the City's Corporate Secretariat. The incumbent also has responsibility for providing the necessary support and follow-up for City Council meetings and supporting elected officials.

### Main Duties

- In collaboration with the General Director, determines the Department's directions, strategies, objectives and priorities in accordance with its mission;
- Manages the Department's human, financial, physical and information resources in accordance with the current rules, standards, regulations and collective agreements, ensures staff are trained and suggests and prepares appropriate succession plans;
- Handles all of the City's legal matters (other than labor law and pension plan cases), provides advice, provides relevant information on the legal aspect of the City's measures and actions, hires external lawyers as needed to take charge of certain case files, ensuring the requisite monitoring and management;
- Prepares and follows-up on the Department's operating budget, explains and documents variances and submits recommendations;
- Ensures the management, development and quality improvement of the City's Corporate Secretariat services;
- Participates in identifying local issues, determines priorities, sets objectives and assesses results;
- Oversees preparation of the required documents for regular and extraordinary Council meetings, plenary Council meetings and public consultations, ensures their quality and consistency with various legal requirements; ensures the legitimacy of the City's decision-making process and notifies the General Director of any shortcomings or irregularities in this regard;
- Prepares agendas and explanatory documents for regular and extraordinary Council meetings and plenary Council meetings, drafts minutes, resolutions and question periods and follows up, as necessary, on each of the Council's decisions;
- Establishes and maintains information exchange relationships with public and parapublic partners on the City's territory, private, public and community stakeholders and other partners in order to optimize the quality of the Corporate Secretariat's services;
- Establishes and maintains information exchange relationships with a wide range of groups, organizations, municipalities, government bodies, etc. and proposes solutions to optimize the quality of the Corporate Secretariat's services;
- Serves as custodian of the City's archives and ensures document management in accordance with applicable legislation and rules;
- Ensures implementation of the City's records retention schedule and administrative records classification plan;
- Drafts legal documents such as: contracts, forms, draft bylaws, draft resolutions, public notices, etc.; ensures their compliance with legislative requirements and provides legal advice; reviews and translates draft bylaws and resolutions before they are submitted to the Council as well as public notices;

## Position Profile

Director, Legal Services and City Clerk

3

- Coordinates the preparation of legal proceedings – whether as plaintiffs or defendants – manages these cases and makes appropriate recommendations to the General Director or Council;
- Represents the City before administrative courts and the Small Claims Division of the Quebec Court when dealing with complex cases and, in this respect, conducts the appropriate research, prepares witnesses and presents arguments on behalf of the City or its employees;
- Advises the General Director or relevant administrative units on legal proceedings for the collection of unpaid taxes and electricity bills;
- Ensures the administrative coding of the City's bylaws, analyses them, conducts legal research and prepares policies;
- Prepares legal opinions and reports on various municipal matters at the Council's or General Director's request and conducts research into provincial legislation and regulations;
- As required, drafts private interest bills and manages their presentation at the National Assembly;
- Manages the City's insurance case file, claims and controversial cases;
- Ensures the annual sale of property for unpaid taxes and auctions of lost or forgotten items and City movable property;
- Prepares and reviews reports for elected officials, the General Director or Department Heads on new provincial legislation or regulations that could impact the City's policies or operations;
- Serves as returning officer for municipal elections or referendums in accordance with the *Act Respecting Elections and Referendums in Municipalities* (R.S.Q., Chapter E-2.2), plans, manages and controls the process, trains the electoral staff, reviews the electoral list, receives candidate nominations, manages the required material resources and sets the rules for the candidates;
- Prepares and opens the poll books in accordance with the *Act Respecting Elections and Referendums in Municipalities* (R.S.Q., Chapter E-2.2);
- Receives residents' oaths and delivers certificates of existence on request;
- Oversees the City's access to documents and protection of personal information as defined in the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (R.S.Q., Chapter A-2.1) and renders a decision concerning every request submitted to the City;
- Publishes calls for tenders, opens the bids received and updates the list of the City's contracts on the Quebec electronic calls for tenders site;
- Prepares documents for civil marriage ceremonies and meets with the future spouses;
- Forwards notices of changes to the property tax roles to the persons involved in accordance with the *Act Respecting Municipal Taxation* (R.S.Q., Chapter F-2.1);
- Manages requests for the translation of City documents and ensures that the translations are verified;
- Serves as liaison with the *Office de la langue française* and the *Commission de toponymie*, receives and resolves complaints from these organizations and makes recommendations to the Council;
- Manages complaints efficiently and proposes changes to the systems, database, work methods and use of forms to improve the quality for services provided by the City.

## Position Profile

Director, Legal Services and City Clerk

4

## Qualifications

### Education

- Appropriate bachelor degree for the position, that is, in law or notarial law;
- Member in good standing of the *Barreau du Québec* or the *Chambre des notaires*.

### Experience

Minimum of seven years of experience enabling the incumbent to become familiar with the position's responsibilities, such as:

- Managing activities in this field of expertise;
- Specific regulations for the Corporate Secretariat Department;

### Knowledge

- Able to communicate in both languages (French and English);
- Familiar with the Windows MS Office environment;
- Excellent knowledge of the application of procedures and regulations related to this field of activity.

### Abilities/skills

- Planning and organizational abilities;
- Efficiency and leadership;
- Conflict and problem resolution abilities;
- Ability to serve as advisor in this field of activity;
- Analytical and summarizing skills;
- Political acumen;
- Ability to manage change;
- Solid judgment;
- Interpersonal communications;
- Strategic and rallying leadership;
- Ability to develop relationships of trust with various stakeholders;
- Capacity to advocate and convince stakeholders.

## Why Join the City of Westmount

- Dynamic and challenging environment;
- Scope of challenges and diversity of issues;
- Significance of the position, the challenges and the multitude of projects that come with it;
- Quality of the current team.