

As a recognized leader in emergency communications, E-Comm is an organization that provides first responders and the public with critical life-safety services in communities across British Columbia. Our people are passionate about their work and public safety, and we are looking for someone to join our team who shares that same spirit of collaboration and wants to contribute to our vision of *safer communities in British Columbia through excellence in public safety communication*.

At E-Comm 9-1-1, we are committed to building a diverse and inclusive workforce that represents the many communities that we proudly serve.

### **Assistant Corporate Secretary**

E-Comm 911 is seeking an experienced **Assistant Corporate Secretary** to join our Governance and Legal Services team.

Reporting to our Vice President, Governance & Legal Services, and Corporate Secretary, the Assistant Corporate Secretary acts as the day-to-day liaison between our Board, Executive team, shareholders, key stakeholders, and clients regarding all Board and governance matters. The successful candidate will be responsible for facilitating and coordinating the activities of the Board and Committee to ensure the smooth and effective running of the Board and corporate governance structures.

A skilled communicator with exceptional attention to detail, the Assistant Corporate Secretary will coach and support senior management throughout the meeting preparation process to ensure Board requirements are clearly understood and that reports are properly and professionally prepared, ensuring completeness and inclusion of all required elements and compliance with statutory and other legislative authorities.

The successful candidate will also be responsible for administering obligations under the *Freedom of Information and Protection of Privacy Act*.

Your day-to-day duties will include:

- Planning, organizing, directing, and controlling the preparation of agendas, minutes, bylaws, correspondence, and meeting schedules; proofreading all meeting materials before distribution.
- Undertaking statutory responsibilities related to matters such as annual general meetings, extraordinary general meetings, Board meetings, filing of changes, and management of consent resolutions; in consultation with the Corporate Secretary, dealing with legislative amendments and their application.
- Attending meetings of the Boards and committees, recording proceedings, and preparing minutes.
- Ensuring the accurate legal wording of Board resolutions and ensures that minutes are certified and appropriately stored at E-Comm and the designated company's records office.
- Providing advice and support to Board and various standing committees, including procedural advice on applicable legislative matters, rules, regulations, and articles of incorporation; developing meeting schedules and plans to support these meetings.
- Supporting the development of Board orientation and onboarding for new and existing Directors, as well as providing orientation sessions to new Board members as required.

- Administers the *Freedom of Information and Protection of Privacy Act*, responding to applicants within statutory guidelines, retrieving information from appropriate departments, and determining suitability for release.

## **What you'll need:**

- Completion of a Bachelor's Degree supplemented by experience in public safety, local government, or business; or an equivalent combination of education, training, and experience.
- Knowledge of the functions and objectives of the Boards and relevant committees and the rules and procedures governing meetings.
- Knowledge of the legislation, regulations, and policies applicable to the work performed.
- Ability to provide administrative support and procedural guidance to the Board and various committees and to follow up on member commitments.
- Ability to perform report management functions and to research and advise on a variety of matters related to the work.
- Demonstrated ability to maintain corporate records.
- Knowledge of business English and current office practices and procedures.
- Ability to communicate effectively orally and in writing and to prepare clear, concise, and complete reports and correspondence on matters related to the work.
- Ability to administer the Freedom of Information and Protection of Privacy Act is an asset but not essential.

## **What we offer:**

- Meaningful work - work with a sense of purpose, supporting the public and first-responders.
- Competitive salary with comprehensive extended health and dental benefits.
- Generous vacation plan.
- Earned Time Off - eligibility to participate in our Accumulated Time-Off Program.
- Pension - we are members of the Municipal Pension Plan, a defined benefits fund.
- Career development - we are supportive of developing your skills while pursuing your career at E-Comm.

As a condition of employment at E-Comm, the required Police Security Clearance applicable to the position must be acquired and maintained. This process is carried out by our law enforcement partner agencies, facilitated by E-Comm. The minimum residency in Canada to qualify for this position, as established by our law enforcement partner agencies, is roughly 3 to 5 years.

To qualify for this process, a candidate may be a Canadian Permanent Resident or Canadian Citizen. We regret any candidates under Student, Visitor, or Work Visas are not eligible for consideration.

E-Comm offers a competitive salary of between \$85,115 and \$ 100,484; this position is based in Burnaby, with the opportunity for hybrid working arrangements.

*We are committed to accommodating persons with disabilities during the recruitment process, and we will provide reasonable accommodations as requested. If you require assistance or accommodation due to a disability, please email [talent@ecomm911.ca](mailto:talent@ecomm911.ca)*

# **E-Comm 9-1-1**

Helping to Save Lives and Protect Property

*The Covid-19 Vaccination Policy for E-Comm and PRIMECorp staff has been suspended. Should the Policy be reinstated, it will be a requirement for all employees to be fully vaccinated or accept a reasonable accommodation, such as submitting to regular rapid testing, as a condition of ongoing employment. Upon reinstatement of the Policy, prospective candidates will be required to be fully vaccinated and may only be exempted from this requirement if they request and are approved for an accommodation based on a characteristic protected by the British Columbia Human Rights Code.*