

THIRD READING

No. _____

COUNCIL OF _____ SESSION, Dec 21 1993

Moved by *Sc Nelson* Seconded by *Al Paige*

That a By-law to _____

as reported by the Committee of the Whole be read a third time, passed and numbered _____ and that the said by-law be signed by the _____ and clerk, sealed with the seal of the Corporation, and be engrossed in the By-law Book.

Carried. *Norman Corbin*

SECOND READING

No. _____

COUNCIL OF _____ SESSION, Dec 21 1993

Moved by *Geoff McNamee* Seconded by *Sc Nelson*

That a By-law to _____

be read a second time and be referred to a committee of the whole council.

Carried. *Norman Corbin*

FIRST READING

No. 31-93

COUNCIL OF *Twp. of Walkerton* SESSION, Dec 21 1993

Moved by *Al Paige* *Jacqueline Dalby* Seconded by *Albert Uder*

That a By-law to *hire Clerk Treasurer, Tax Collector on a*

probationary period (Part A) and adopt job description for position of Clerk Treasurer, Tax Collector (Part B)

be received and read a first time.

Carried. *Norman Corbin*

BY-LAW

Being a By-Law to adopt the Job Description for the position of Clerk -
Treasurer for the Corporation of TOWNSHIP OF WOLLASTON.

WHEREAS, the Municipal Act, R.S.O., 1980, Chapter 302, Section 77 provides for the describing of the various duties of the Clerk,

AND, WHEREAS, Section 208, paragraph 45 provides for the prescribing of duties of officers and servants.

NOW, THEREFORE, the Council of the Corporation of Township of Wollaston enacts as follows:

1. It is the responsibility of the Clerk-Treasurer to report regularly to Council.

2. PURPOSE OF POSITION

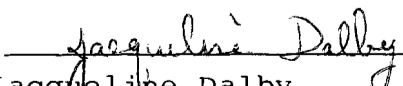
To act as Municipal Clerk and carry out all the statutory duties as outlined in the Municipal Act and every other Act.

To co-ordinate all the administrative functions of the Corporation of the Township of Wollaston.

The Duties and Responsibilities shall be as follows:

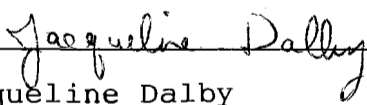
- a) To prepare all agendas for Council and Committee of the whole meetings in conjunction with the Reeve.
- b) To prepare resolutions and by-laws.
- c) To attend all Council meetings and Committee meeting.
- d) To interpret, support and follow through all decisions of Council for the purpose of assuring policies determined by Council are properly implemented.
- e) Where a member of the public, press or local board requests the Clerk to state an opinion on a matter of legislative policy, they shall be expected to express the opinion of Council.
- f) To review the Municipality's organization and departmental structure and recommend any changes that would improve the effectiveness and efficiency.
- g) To receive correspondence and reports and direct same for appropriate action.
- h) To obtain from any Department heads such reports and information with respect to any aspect of such Department activities as he/she may consider advisable for the purpose of obtaining the best possible administration.
- i) To meet with Department heads regularly to explain and discuss matters of policy approved by Council and for co-ordination of all departmental activities and communications.

I agree to fulfill these duties to the best of my ability.


Jacqueline Dalby

- j) To assist Council in the preparation of and the annual review of a policy statement outlining the goals and objectives of the Municipality.
- k) To ensure that advertisements on matters relating to tendering, major purchases, contractual agreements, notices, proclamations, declarations are effectively placed and controlled.
- l) To establish in conjunction with the Treasurer a proper filing and records system.
- m) To co-ordinate with the Treasurer and Department heads the annual estimates of revenues and expenditures, a capital budget for the current year, a five year forecast of expenditures and revenues in accordance with the requirements of legislation and instructions of Council.
- n) To create and maintain a favourable image for the Corporation by ensuring effective communication with the public.
- o) To act as the Emergency Measures Co-Ordinator for the Corporation.
- p) To prepare and/or assist the Corporation's insurance agent in the preparation of an annual insurance review, including any necessary recommendations for changes, deletions and additions.
- q) To receive applications for all employment with the Corporation and assist with the interviews.
- r) To issue marriage licenses. (This is up to the Clerk.)
- s) To perform the duties and exercise the power which from time to time may lawfully be assigned to him by Council.
- t) To prepare Re-zonings and Minor Variance Applications.

I agree to fulfill these duties to the best of my ability.



Jacqueline Dalby

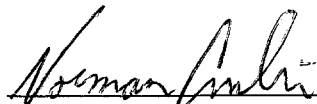
THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 31-93

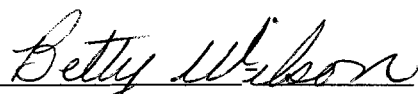
Being a By-Law to hire Jacqueline Dalby as Clerk Treasurer, Tax Collector on a probationary period (Part A) and adapt Job Description for position of ClerkTreasurer, Tax Collector (Part B).

Read a first, second and third time this 21st. day of December, 1993.

Passed, sealed and entered into the By-Law Book.



Norman Conlin, Reeve



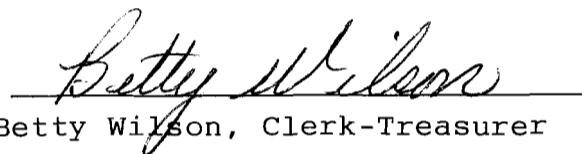
Betty Wilson, Clerk-Treas.

Being a By-Law to hire Jacqueline Dalby as Clerk-Treasurer and Tax Collector effective January 4, 1994, at a starting salary of \$17,000.00 annually based on a 35 hour week, for a probationary period of six months, with performance to be reviewed monthly at each council meeting and possibly extended and additional six months at discretion of Council. At the end of first six months, employee must show good intent to complete, successfully A. M. C. T. course.

During the first year, if job performance is not satisfactory, employee may be terminated at discretion of Council without benefit or recourse.



Norman Conlin, Reeve



Betty Wilson, Clerk-Treasurer