

THIRD READING

No. 12-99

COUNCIL OF \_\_\_\_\_ SESSION, \_\_\_\_\_ 19\_\_

Moved by John Chally Seconded by Albert Wader

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, Albert Wader

SECOND READING

No. \_\_\_\_\_

COUNCIL OF \_\_\_\_\_ SESSION, \_\_\_\_\_ 19\_\_

Moved by Jch Seconded by John Chally

That a by-law to \_\_\_\_\_

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

Carried, Albert Wader

FIRST READING

No. 12-99

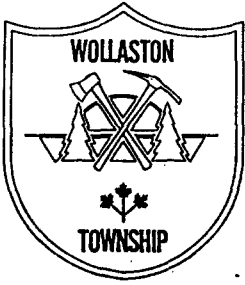
COUNCIL OF \_\_\_\_\_ SESSION, \_\_\_\_\_ 19\_\_

Moved by Jch Seconded by Jch

That a by-law to hire Teena Gibbs as Clerk-Treasurer and Tax Collector effective Jan 1/99 at a starting salary of 19,000, annually based on a 35hr. 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 six months, employee must show intent to complete successfully be received and read a first time.

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 of recourse. Carried, Albert Wader

Attached Part A + B. New clerk to take over full responsibility Mar 2/99



# WOLLASTON TOWNSHIP

Clerk-Treas.  
P.O. Box 99  
Coe Hill, Ontario K0L 1P0  
Tel.: (613) 337-5731  
Fax.: (613) 337-5789

January 6, 1999

Teena Gibbs  
P.O. Box 16  
Coe Hill, Ontario  
K0L 1P0

Dear Ms. Gibbs:

The following resolution was passed in open Council on January 5, 1999.

9-99

Council approves the hiring of Teena Gibbs for position of Clerk/Treasurer subject to security check and presentation of grade 12 diploma.  
Carried

The rate of pay as follows:

Probation - Start to 6 months	- \$19,000
After 6 months	- \$21,000
After 1 year	- \$22,500
After 2 years	- \$25,500
After 3 years	- full pay(yet to be determined)

Please let me know whether you accept this offer and when you can start.

Yours Truly,

Jacqueline M. Dalby, A.M.C.T  
Clerk-Treasurer

PART "A"

BY-LAW NO. 12-99

Being a By-law to hire teena Gibbs as Clerk-Treasurer and Tax Collector effective January 11, 1999, at a starting salary of \$19,000.00 annually based on a 35 hour week, for a probationary period of six months, with the performance to be reviewed monthly at each Council meeting and possibly extended an additional 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.

New Clerk to take over full responsibility March 2, 1999  
Attached Part A and B

Albert Vader  
Albert Vader, Reeve

Jacqueline M Dalby  
Jacqueline Dalby, Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

**BY-LAW NO. 12-99**

Being a By-Law to hire Teena Gibbs as Clerk-Treasurer,  
Tax Collector on a probationary period (part A) and adapt  
Job Description for the position of Clerk-Treasurer,  
Tax Collector (Part B)

Read a first, second and third time this 19th day  
of January, 1999.

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

Albert Vader  
Albert Vader, Reeve

Jacqueline Dalby  
Jacqueline Dalby, Clerk-Treas.

THE CORPORATION OF THE  
TOWNSHIP OF WOLLASTON

requires a  
Clerk-Treasurer  
and Tax Collector

DUTIES

The successful applicant would perform the following functions:

- \* develop and maintain budgets, systems and procedures necessary to implement and administer Council's financial policy decisions;
- \* collect fees and taxes and pay accounts, levies, apportionments in accordance with Council policy; and
- \* provide financial advice, banking and accounting services to Council.
- \* other duties as Council may require from time to time.

QUALIFICATIONS

It would be beneficial but not necessary to have the following training: municipal administration; financial experience; and A.M.C.T. designation or willing to complete the A.M.C.T program. A benefit package is included.

Jacqueline Dalby  
Clerk-Treasurer  
P.O. Box 99  
Coe Hill, Ontario  
K0L 1P0

**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 the Council.
- f) To review the Municipality's organization and departmental structure and recommended 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 as 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 administration.
- i) To meet with Department heads regularly to explain and discuss matters of policy approved by Council for co-ordination of all departmental activities and communications.

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

  
\_\_\_\_\_  
Teena Gibbs

- 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 record 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 favorable image for the Corporation by ensuring effective communications with the public.
- o) To act as the Emergency Measures Co-ordinator for the Corporation.
- p) To prepare and/or assist in 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 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.

Teena Gibbs  
Teena Gibbs