

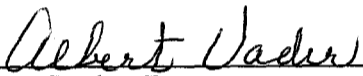
THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 21-00

Being a by-law to accept trailer by-law as per schedule "A" attached.

Read a first, second and third time this 19th day of December 2000.

Passed, sealed and entered into the by-law book.



Albert Vader, Reeve



Teena Gibbs, Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO: 21-00

A TRAILER BY-LAW for the Township of Wollaston.

NOW THEREFORE the Municipal Council of the Corporation of the Township of Wollaston ENACTS AS FOLLOWS:

1. No fee shall be charged in respect of any trailer assessed under the assessment act.
2. Minimum lot size 1 acres with 150' frontage on maintained Township road.
3. Trailer may be permitted providing lot is rezoned to rural-residential-exception 1, with the following exception. Building permit required, built on permanent foundation min. size 893' sq. with proper class 4 sewage system.
 - A) Trailers located in a trailer camp operated under license from the Prov. of Ontario.
 - B) Trailers located in the Township of Wollaston for temporary purposes and used by contractors for construction work;
 - C) Trailers must comply with criteria as set out by Chief Building Official.
4. Any Person who contravenes any of the provisions of this by-law shall be liable on summary conviction to a minimum fine of FIVE HUNDRED (\$500.00) exclusive of costs.
5. That all by-laws of parts thereof: and all and any resolutions of said Council contrary hereto and inconsistent herewith be and same repealed.
6. Existing trailers that are paying rental at the time of the passing of this By-law shall continue to pay the \$20.00 permit per month.

This By-law shall come into force and take effect on the final passing.

Read a first, second and third time this 19 day of December, 2000.

Robert Wader
Reeve

Auraldine Woodbeck
Clerk-Treasurer.

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.

- 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 advertisement on matters relating to tendering, major purchases, contractual agreements, notices, proclamation, declarations are effectively placed and controlled.
- l) To establish a proper filing and record system.
- m) To co-ordinate with the 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 of Council.
- n) To create and maintain a favorable 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 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 as assist with the interviews.
- r) To issue licenses.
- s) To perform the duties and exercise the power which from time to time may lawfully be assigned to them by Council.
- t) To prepare Re-zonings and Minor Variance Applications.
- u) To keep up to date an accurate financial record and accounting to the satisfaction of Council and Auditor.
- v) The successful applicant must be willing to submit to a Police Check.
- w) Applicant must be able to be bonded.

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