

THIRD READING

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

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

Moved by Don McLean Seconded by John Dally

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 Vader

SECOND READING

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

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

Moved by John Dally Seconded by Umlau

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

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

Carried. Albert Vader

FIRST READING

No. 11-01

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

Moved by Umlau Seconded by Don McLean

That a by-law to hire new Clerk / Treasurer Marilyn Backler

be received and read a first time.

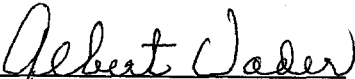
Carried. Albert Vader

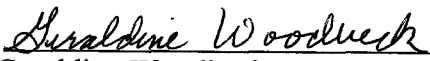
Part "A"

By-Law No. 11-01

Being a By-Law to hire Marilyn Brickles as Clerk Treasurer and Tax Collector effective January 27<sup>th</sup>, 2001, 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. Employee must show good intent to complete, successfully A.M.C.T. course. During the first three years 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 February 14, 2001. Attached part A and B.

  
Albert Vader, Reeve

  
Geraldine Woodbeck,  
Acting 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

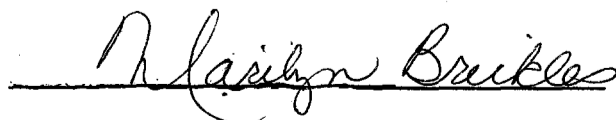
To act as Municipal Clerk and carry out all the statutory duties as outlined in the Municipal Act and every other Act.

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.

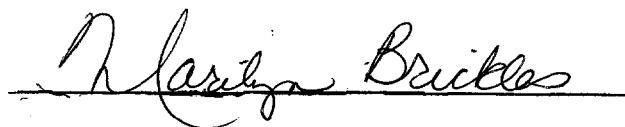
I agree to fulfill these duties to the best of my ability.



Marilyn Brickles

- 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.



Marilyn Brickles

**The Corporation of the Township of Wollaston**

**BY-LAW NO. 11-01**

---

Being a By-Law to hire the new Clerk Treasurer Marilyn Brickles.

Read a first, second and third time this 6<sup>th</sup> day of February 2001

Passed sealed and entered in the By-Law book.

Albert Vader  
Albert Vader:Reeve

Geraldine Woodbeck  
Geraldine Woodbeck, Clerk Treas.