

Third Reading

No. 03-68

Council of the Township of Wollaston

Session _____

200

Moved by Bob Miller

Seconded by Bob Miller

That a by-law to adopt the Job Descriptions for the position of CAO/Clerk, Deputy Clerk and Deputy Treasurer for the Township of Wollaston. See Attached document.

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 Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.

Carried _____

Second Reading

No. _____

Council of the Township of Wollaston

Session _____

200

Moved by Graham Blair

Seconded by Bob Miller

That a by-law to _____

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

Carried _____

First Reading

Council of the Township of Wollaston

Session _____

200

Moved by Bob Miller

Seconded by Graham Blair

That a by-law to _____

be received and read a first time.

Carried _____

Don McCall

The Corporation of the Township of Wollaston

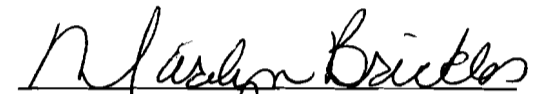
By-Law 03-08

Being a by-law to adopt the Job Descriptions for the position of CAO/Clerk Treasurer, Deputy Clerk and Deputy Treasurer for the Township of Wollaston as per Schedule A attached.

Read a first second and third time and finally passed this 5th day of February 2008.

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


Dan McCaw, Reeve


Marilyn Brickles, CAO/Clerk Treasurer

BY-LAW 03-08

Being a By-Law repealing By-Law 11-01, adopting the Job Descriptions for the positions of CAO/Clerk-Treasurer, Deputy Clerk and Deputy Treasurer for the Corporation of the TOWNSHIP OF WOLLASTON: Whereas, the Municipal Act, 2001, Sections 228,229, 286 provide for the describing of the various duties of management positions as may be necessary for the purposes of the Corporation;

AND WHEREAS the Council feel it is in the best interest of the township to have an adequate way to maintain control over departments, all members of management staff (CAO/Clerk, Deputy Clerk, Treasurer) will be trained to fully overlap all functions and complete an office Procedure Manual;

AND WHEREAS these management positions will be exposed to all elements of a municipal office and will require employees who work well with the general public, the business community and other government agencies;

NOW, THEREFORE, the Council of the Corporation of the Township of Wollaston enacts duties and tasks of municipal office staff as follows:

(LEAD or share specific tasks) (*back-up on specific tasks)

CAO/Clerk-Treasurer	Deputy Clerk	Deputy Treasurer
public reception/assistance	public reception/assistance	public reception/assistance
prepare tax notices for mailing	prepare tax notices for mailing	prepare tax notices for mailing
attend meetings representing Township	attend meetings representing Township	attend meetings representing Township
receive correspondence and reports and direct same for appropriate action	receive correspondence and reports and direct same for appropriate action	*receive correspondence and reports and direct same for appropriate action
exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;	*exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;	
prepare Council agendas & information packages; record, without note or comment, all resolutions, decisions and other proceedings of council; if required, record name and vote of every member voting on any matter or question; keep copies of all by-laws and all minutes of the proceedings of the council; perform other duties required under the Municipal Act or assigned by the municipality	prepare Council agendas & information packages; record, without note or comment, all resolutions, decisions and other proceedings of council; if required, record name and vote of every member voting on any matter or question; keep copies of all by-laws and all minutes of the proceedings of the council; perform other duties required under the Municipal Act or assigned by the municipality	
implement policy and	implement policy and	implement policy and

procedure decisions made by council	procedure decisions made by council	procedure decisions made by council
assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, tax installment payment arrangements for ratepayers	*assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, tax installment payment arrangements for ratepayers	*assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, tax installment payment arrangements for ratepayers
prepare tax arrears property sales	*prepare tax arrears property sales	
collect current and arrears taxes and recording of same in appropriate permanent records, banking	collect current and arrears taxes and recording of same in appropriate permanent records, banking	collect current and arrears taxes and recording of same in appropriate permanent records, banking
Human Resources	*Human Resources	
issue licenses	*issue licenses	
issue tax certificates & zoning information	prepare/issue tax certificates & zoning	*prepare tax certificates & zoning
Emergency Measures Co-ordinator	*Emergency Measures Co-ordinator	
annual insurance review	*annual insurance review	
*monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes	*monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes	monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes
phone/reception/filing	phone/reception/filing	phone/reception/filing
*responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council		responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council
issue Tenders & RFPs	*issue Tenders & RFPs	
planning & Zoning	*planning & Zoning	
building Official Reports	*building Official Reports	
by-laws (writing, revision, enforcement)	*by-Laws (writing, revision, enforcement)	
audit & finance		*audit & finance
budget planning		*budget planning
*accounts payable		accounts payable
*accounts receivable		accounts receivable
	*bank reconciliations	bank reconciliations
payroll (staff & council)		*payroll
county & School payments		*county & School payments
waste Site Planning	*waste Site Planning	
*revitalization	revitalization	
*strategic Planning	strategic Planning	
		recreation/Events Co-ord
union Contract Negotiations	*union Contract Negotiations	
year end processes		*year end processes
Commissioner of Oaths	*Commissioner of Oaths	

