

Third Reading

Council of the Township of Wollaston

Moved by Graham Blair

Session Nov 4 2009

Seconded by But Goodwin

No. 8309.

That a by-law to disenfranchise Cohen as Admin

Assess for Top of Wollaston effective Nov 2/09

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

Council of the Township of Wollaston

Moved by But Goodwin

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

Session \_\_\_\_\_

Seconded by [Signature]

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

200

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

Carried \_\_\_\_\_

First Reading

Council of the Township of Wollaston

Moved by [Signature]

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

Session \_\_\_\_\_ 200

Seconded by Graham Blair

be received and read a first time.

Carried

[Signature]

**The Corporation of the Township of Wollaston**

**By-Law 83-09**

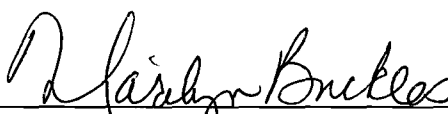
Being a by-law to hire Jennifer Cohen as Administrative Assistant for the Township of Wollaston effective November 2<sup>nd</sup>, 2009.

Job description and rate of pay is outlined in schedule A. attached.

Read a first second and third time and finally passed this 4<sup>th</sup> day of November, 2009.

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

  
Dan McCaw, Reeve

  
Marilyn Brickles, CAO/Clerk Treasurer

**By-Law 83-09**

**Schedule A**

Start Date: November 2<sup>nd</sup>, 2009

Hours: Monday to Friday 9 a.m. to 4 p.m.(flex hours may be arranged with office staff)

Rate of Pay: \$15.00 per hour and then will be evaluated after probation period.

Vacation: As outlined in the Human Resources Policy

Probation period: 3 months

After successful probation period Jennifer will be enrolled in the Manulife benefit plan and OMERS pension plan.

Either party may terminate the agreement in accordance with the provisions of the Employment Standards Ac. Cases of poor performance, misconduct, negligence or any other behaviour harmful to the interest to the Corporation of the Township of Wollaston will cause for termination with no notice required.

By- Law 84-09 references the current job description ( copy attached)

**By-Law 84-09 Schedule A**

**2010 Scenario for job descriptions and task sharing**

**revised June 5, 2009**

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

<b>CAO/Clerk (Chris)</b>	<b>Treasurer/Deputy Clerk (Verna)</b>	<b>Administrative Assistant</b>	<b>Skill required for new hire</b>
Public reception/assistance	Public reception/assistance	<b>Public reception/assistance</b>	Ability to deal with public in a professional manner, both verbally and in writing; ability to work independently and as a team member with staff & Council
Prepare tax notices for mailing	<b>Prepare tax notices for mailing</b>	<b>Prepare tax notices for mailing</b>	Excellent computer skills, including internet navigation, MS Office Word, Excel, Outlook and various tax & accounting programs
<b>Attend meetings representing Township</b>	<b>Attend meetings representing Township</b>	Attend meetings representing Township	Professional manner
	Receive correspondence and direct for appropriate action	<b>Receive correspondence and direct for appropriate action</b>	Excellent administrative, communications, problem solving skills
<b>CAO as per 229 (a): exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;</b>	<b>Treasurer as per 286 (1): Responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council</b>	Deputy Treasurer as per 286 (1): Responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council	Excellent records management skills (financial and administrative)
<b>Clerk as per 228 (1): (a) record, without note or</b>	Deputy Clerk as per 228 (1): (a) record, without note or		

<p><b>comment, all resolutions, decisions and other proceedings of council</b>  <b>(b) record name and vote of every member voting</b>  <b>(c) keep originals or copies of all by-laws and all minutes of the proceedings of council</b>  <b>(d) perform the other duties required under this act, including:</b>  <b>Preparation of Council agendas &amp; information packages</b></p>	<p>comment, all resolutions, decisions and other proceedings of council  (b) record name and vote of every member voting  (c) keep originals or copies of all by-laws and all minutes of the proceedings of council  (d) perform the other duties required under this act, including:  Preparation of Council agendas &amp; information packages</p>		
<p><b>Implement policy and procedure decisions made by council</b></p>	<p><b>Implement policy and procedure decisions made by council</b></p>	<p>Implement policy and procedure decisions made by council</p>	<p>Innovative problem solver able to work with minimal supervision</p>
<p>Tax installment payment arrangements for ratepayers</p>	<p><b>Assessment adjustments, tax write-offs, &amp; supplementaries, MPAC minutes of settlement, severance consolidation, tax installment payment arrangements for ratepayers</b></p>	<p>Assessment adjustments, tax write-offs, &amp; supplementaries, MPAC minutes of settlement, tax installment payment arrangements for ratepayers</p>	<p>Knowledge of general accounting principals</p>
<p><b>Monitor &amp; prepare property tax sales</b></p>	<p><b>Monitor &amp; prepare property tax sales</b></p>		
	<p>Collect current and arrears taxes and recording of same in appropriate permanent records, banking</p>	<p><b>Collect current and arrears taxes and recording of same in appropriate permanent records, banking</b></p>	<p>Ability to multi-task and work with tight deadlines</p>
<p><b>Human Resources</b></p>	<p><b>Human Resources</b></p>		
	<p>Issue licenses</p>	<p><b>Issue Licences</b></p>	
<p><b>Issue zoning information</b></p>	<p>Prepare/issue tax certificates &amp; issue zoning information</p>	<p><b>Prepare tax certificates &amp; zoning requests</b></p>	

<b>Emergency Measures Co-ordinator (Dylinna is back up)</b>			
Annual insurance review	<b>Annual insurance review</b>		
	Monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes	<b>Monitor property ownership changes &amp; address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes</b>	
Phone/reception/filing	Phone/reception/filing	<b>Phone/reception/filing</b>	
<b>Issue Tenders &amp; RFPs</b>	Issue Tenders & RFPs		
<b>Planning &amp; Zoning</b>	Planning & Zoning		
		<b>Submit CMO reports</b>	
<b>By-laws (writing, revision)</b>	By-Laws (writing, revision)		
Audit & finance	<b>Audit &amp; finance</b>		
<b>Budget planning</b>	<b>Budget planning</b>		
	<b>Accounts payable</b>	Accounts payable	
Accounts receivable	Accounts receivable	<b>Accounts receivable</b>	
	<b>Bank reconciliations</b>	Bank reconciliations	
	<b>Payroll (staff &amp; council)</b>	Payroll	
	<b>County &amp; school payments</b>	County & School payments	
<b>Waste Site Planning</b>	Waste Site Planning		
<b>Revitalization/Economic Development</b>		Revitalization	Interest in Revitalization and Economic Development would be an asset
<b>Strategic Planning &amp; ongoing implementation</b>	<b>Strategic Planning &amp; ongoing implementation</b>		Strong research and report writing skills
	Recreation/Events Co-ord (back up to Jeff Post)	<b>Community Centre Permits Fire Permits</b>	
<b>Union Contract Negotiations</b>	<b>Union Contract Negotiations</b>		
	<b>Year end processes</b>	Year end processes	
<b>Commissioner of Oaths</b>	Commissioner of Oaths		
	water testing	<b>water testing</b>	
<b>Health &amp; Safety issues (Waste Site Mgr is lead)</b>			

<b>Staff training website</b>	<b>Staff training</b>	website	
<b>Funding grants (research, writing, reporting)</b>	<b>Funding reporting</b>		
<b>Writing &amp; producing newsletter, writing articles and ads, public awareness campaigns, community open house, Reeve's messages</b>	Writing & producing newsletter, writing articles and ads, public awareness campaigns, community open house, Reeve's messages		
		<b>Maintain Visitor's Centre &amp; Newcomers Package</b>	
	<b>PSAB reporting (Public Sector Accounting Board)</b>	PSAB reporting (Public Sector Accounting Board)	
<b>Job related training/skill upgrading as required</b>	<b>Job related training/skill upgrading as required</b>	<b>Job related training/skill upgrading as required</b>	<b>Excellent potential for advancement</b>
<b>Municipal Elections</b>	<b>Municipal Elections</b>	Municipal Elections	
<b>Perform other duties required under the Municipal Act or assigned by Council</b>	<b>Perform other duties required under the Municipal Act or assigned by Council</b>	<b>Perform other duties required under the Municipal Act or assigned by Council</b>	