

The Corporation of the Township of Wollaston
By-Law 28-12

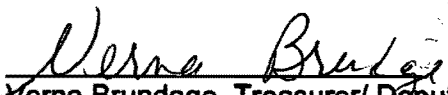
Being a by-law to repeal By-Law 96-09 and enact the appointment of Jennifer Cohen to the position of Clerk/Deputy Treasurer.

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.

NOW THEREFORE, The Council of the Corporation of the Township of Wollaston enacts duties and tasks of the Clerk/Deputy Treasurer and Treasurer/Deputy Clerk as follows in Schedule A attached.

READ a first, second and third time and finally passed, sealed, numbered and entered into the by-law book this April 10, 2012.


Dan McCaw, Reeve


Verna Brundage, Treasurer/ Deputy Clerk

By-Law 28-12 Schedule A

Bold print denotes (LEAD or share specific tasks)

Regular print denotes: (back-up on specific tasks)

Clerk/Deputy Treasurer

Treasurer/Deputy Clerk

Clerk/Deputy Treasurer	Treasurer/Deputy Clerk
General Administration	
Public reception/assistance/phone	Public reception/assistance/phone
Attend meetings representing Township	Attend meetings representing Township
Receive correspondence and direct for appropriate action	Receive correspondence and direct for appropriate action
Community Centre Permits/Fire Permits	Community Centre Permits/Fire Permits
Maintain Visitor's Centre & Newcomers Package	Maintain Visitor's Centre & Newcomers Package
Commissioner of Oaths	Commissioner of Oaths
water testing	water testing
website	website
Co-ordinate Township events (Open House, Holiday Party)	Co-ordinate Township events (Open House, Holiday Party)
Taxation	
Assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, severance consolidation, tax installment payment arrangements for ratepayers	Assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, severance consolidation, tax installment payment arrangements for ratepayers
	Monitor & prepare property tax 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
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
Prepare tax notices for mailing	Prepare tax notices for mailing
Human Resources	
Human Resources	Human Resources
Planning	
Severance Conditions, Sale of Shore Road Allowance, Rezoning Applications	Severance Conditions, Sale of Shore Road Allowance, Rezoning Applications
Revitalization/Economic Development	Revitalization/Economic Development

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Finance		
Audit & finance	Audit & finance	
Budget planning	Budget planning	
Accounts payable	Accounts payable	
Accounts receivable	Accounts receivable	
Bank reconciliations	Bank reconciliations	
Payroll (staff & council)	Payroll (staff & council)	
County & school payments	County & school payments	
Year end processes	Year end processes	
Document Preparation		
Preparation of Council meeting agenda	Preparation of Council meeting agenda	
Preparation of Council meeting minutes	Preparation of Council meeting minutes	
Writing & producing newsletter, writing required ads, public awareness campaigns	Writing & producing newsletter, writing required ads, public awareness campaigns	
Issue Tenders & RFPs	Issue Tenders & RFPs	
Strategic Planning	Strategic Planning	
Union Contract Negotiations	Union Contract Negotiations	
Building Reports to Statistics Canada, CMHC, Tarion and MPAC	Building Reports to Statistics Canada, CMHC, Tarion and MPAC	
By-laws (writing, revision)	By-Laws (writing, revision)	
Issue Lottery Licences	Issue Lottery Licences	
Prepare/issue tax certificates & issue zoning information	Prepare/issue tax certificates & issue zoning information	
Annual insurance review	Annual insurance review	
Municipal Election		
Municipal Elections	Municipal Elections	
Clerk/Deputy Treasurer	Treasurer/Deputy Clerk	Environmental & Safety Services Mgr.
Funding/Grants (research, writing)	Funding/Grants reporting	Funding/Grants (research, writing and reporting)
Emergency Management Alt. CEMC		Emergency Management CEMC
Health and Safety		Health & Safety issues