

**The Corporation of the Township of Wollaston**  
**By – Law 23A-17**

Being a By-Law to hire a Community Economic Development Coordinator  
for the Township of Wollaston

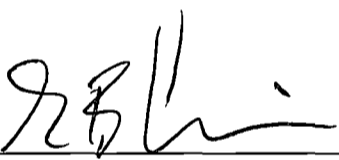
WHEREAS Section 227 of the Municipal Act, 2001, as amended, authorizes the appointment of such officers and employees as are necessary to implement council's decisions and to carry out duties as assigned by the municipality;

AND WHEREAS the Council of the Corporation of the Township of Wollaston deems it necessary to appoint a Community Economic Development Coordinator;

NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:

1. That Schedule "A" to By-Law 20-16 hereby be deleted and replace with Schedule "A" attached hereto;
2. That this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

Passed this the 23<sup>rd</sup> day of May, 2017

  
\_\_\_\_\_  
Graham Blair, Reeve

  
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Jennifer Cohen, Clerk

**The Corporation of the Township of Wollaston**  
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Schedule "A"  
Job Description

**Position Title:** Community Economic Development Coordinator

**Purpose of Position:**

The Community Economic Development Coordinator is tasked with consulting and connecting community members, businesses and organizations to identify the most impactful economic development program(s) or project(s) that the municipality could offer to attract visitors and support local business the Township of Wollaston.

**Work Relationship:**

Responsible to Township Clerk

**Duration:**

Part-time, contract. May 12, 2017 – December 31, 2017, 20 flexible hours per week.

**Major Responsibilities:**

Plan for the Future:

- Facilitate and participate in focus groups, community meetings and business networking events to identify opportunities and potential programs/projects that will attract visitors and support local businesses.
- Work with local businesses to determine/clarify useful and sustainable programs and supports.
- To work with the Economic Development Advisory Board to identify opportunities and potential projects that will attract visitors and support local businesses.
- To work with the Economic Development Advisory Board to create a presentation to Wollaston Council highlighting various ideas identified through the consultation process.
- To conduct research and prepare a report on the feasibility of the project or projects selected by Wollaston Council.
- To research and seek funding for the most impactful and viable economic development program(s) or project(s) that the municipality could offer to attract visitors and support local business the Township of Wollaston.
- To assist individuals, groups and organizations in researching and seeking funding and other resource needs, as approved.
- Regularly report to Wollaston Township Council on accomplishments and project milestones. Track measurable results for the term of the contract to be presented in a Final Report.
- Track all hours and expenses in a manner to be determined by Township staff

Help Connect People:

- Establish relationships with community organizations that will benefit Wollaston Township.
- Encourage partnerships with community organizations that will bring events, support and vibrancy to Wollaston Township.

Host Great Events:

- To work with the Recreation Committee to develop and coordinate tourism events and projects.
- Assist with the administration of township events, as required

Learn about Best Practices:

- Participate in professional development, training sessions and applicable educational opportunities.