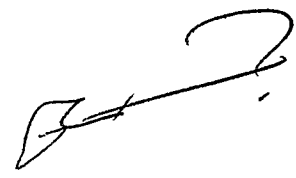


SCHEDULE
" A "
to
BY-LAW #549 (1979)



JOB DESCRIPTION FOR THE
POSITION OF CLERK

REPORTS TO: The Mayor & Council

BASIC FUNCTION: To co-ordinate the affairs of the Corporation as approved by Council and be the head of staff of the municipality.

PRINCIPAL DUTIES: Subject to the provisions of the Municipal Act and other statutes, the duties and responsibilities of the Clerk shall be to:

- (1) Co-ordinate the affairs of the Town in accordance with the policies and directions established and approved by Council.
- (2) Direct the activities of the Finance, Planning, Building & Clerks Department and Recreation Department and co-ordinate the activities of the Works Department and Fire Department.
- (3) To obtain and submit or cause to be obtained and submitted to Council at its meetings all relevant material and reports which may assist Council in making decisions.
- (4) To implement the decisions of Council and to direct other officers and employees of the Corporation to ensure that the decisions made by Council are carried out, and that any reports or other information required by Council are furnished promptly by such officers and employees.
- (5) Have full control and direction of all employees of all departments under his direct responsibility with authority to:
 - (a) recommend the appointment, employment, suspension or dismissal of department heads and deputy department heads
 - (b) appoint and employ all other employees of the Town except the staff of the Works Department and Fire Department in accordance with procedure established by Council and dismiss or suspend such employees for cause subject to the right of any employee to resort to grievance procedure subject to consultation with the appropriate Department Head.
- (6) To meet regularly with all Department Heads.
- (7) To have full control and direction of all officers and employees under the jurisdiction of Council, subject to and in accordance with any statutory provisions prescribing the powers and duties of any such officers.
- (8) Co-ordinate the preparation and compilation in concert with the Treasurer of the annual estimates of revenue and expenditures and the five year capital forecast.
- (9) To keep Council advised of the financial condition of the Corporation and its future needs and to make such recommendations concerning the same as may seem to him desirable in concert with the Treasurer.
- (10) Attend all Council meetings and be entitled to speak there at with the consent of the presiding officer.
- (11) To make recommendations to Council from time to time of any changes or improvements which he considers might assist in the development of the Corporation to improve the efficiency of its operations.

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- (12) To perform such other duties as Council may from time to time by by-law or resolution direct.
- (13) Deployment of the office staff in conjunction with the needs of the various departments.
- (14) Statutory duties of the Clerk as provided by the Municipal Act and other related Acts.
- (15) Certification of petitions.
- (16) Vital Statistics.
- (17) Issuing of licenses such as lottery, raffle, hawkers and peddlars and kennel applications.
- (18) Courts of Revision.
- (19) Assessment roll documentation, appeals and tax appeals and sittings regarding the same.
- (20) Poultry and livestock claims.
- (21) Responsible for the voting proceedings including voters lists, nominations, election and/or questions.
- (22) Recording of Council's resolutions, decisions and other proceedings and the preservation of originals of all by-laws and minutes of the Council's proceedings.
- (23) Arranging civic functions, inaugural meetings, civic receptions, recognition dinners, receptions and other public relation events as directed by Council.
- (24) Responsible for property management of all properties and buildings of the Corporation.
- (25) Responsible for the related duties involved in:
 - by-law and agreement executions (authorized by by-law)
 - public hearings, e.g. OMB, Drainage, Assessment Review Court
 - tile drainage applications
 - record retention and disposal
 - receiving tender calls
 - maintaining files containing by-law agreements, contract and other important documents of the Corporation
 - dealing with the public inquiries relating to the Clerk's responsibilities and duties
- (26) Responsible for all personnel matters.

SCHEDULE
" B "
to
BY-LAW #549 (1979)

JOB DESCRIPTION FOR THE
POSITION OF TREASURER

REPORTS TO: Clerk for Administration Direction.

BASIC FUNCTION: Directs department for all financial matters affecting the Corporation.

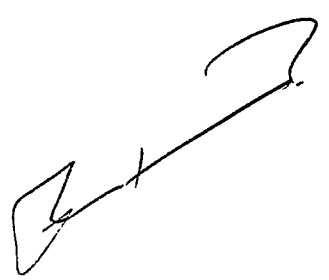
PRINCIPAL DUTIES:

- (1) Primary duties are those set forth in the Ontario statutes or in instructions from the Ministry of Treasury, Economics & Intergovernmental Affairs or the Ontario Municipal Board; in by-laws of the municipality and formal resolutions of its Council; and in the technical requirements of the office whether or not they are spelled out in statutes, by-laws, resolutions, and any other matters or duties as may be assigned by the Council or the Clerk.
- (2) The primary duties that are expected of the Treasurer, including those required by the Province under the Municipal Act.
- (3) Receive and take charge of the money of the Corporation, including the maintenance of accounts in one or more chartered banks or other approved places of deposit.
- (4) Develop and maintain a proper accounting records to provide an internal check on all revenue and expenditure.
- (5) Assist the Council and the Clerk in preparing current and capital budget estimates and in the subsequent control over expenditures in relation to the current estimates and capital budget as subsequently approved.
- (6) Maintain an up-to-date calendar showing dates to be observed in the payment of municipal money for various purposes and in the collection of money in taxes, rates, special charges, licenses, etc.
- (7) Institute controls to ensure that money raised for any specific purpose is reserved for payment as intended.
- (8) Assure that all borrowing of money, temporary or otherwise, has been properly authorized beforehand.
- (9) Pay debentures and interest coupons when due or called and to cancel and file them when paid.
- (10) Close the books for the year, and prepare various statements in the form recommended by the Ministry of Treasury, Economics & Intergovernmental Affairs for inclusion in the audit showing the financial position of the municipality.
- (11) Prepare interim and additional year end statements to further enlarge the available information on the financial affairs of the municipality.
- (12) Assist the municipal auditor in carrying out the audit.
- (13) Submit annual returns to the Ministry of Treasury, Economics & Intergovernmental Affairs and to other departments of the Provincial Government, as required.

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- (14) Directs a department in which the following functions are administered:
- accounting, purchasing, water billing and collection, collection of miscellaneous revenue, payment of corporation liabilities, payroll, tax billing and collection, billing, bookkeeping and collections of accounts for other boards or commissions, such as the Pelham Hydro-Electric Commission, and any ancillary duties as connected with the above functions. e.g. the tax billing and collection function out of necessity includes updating of assessment roll with names, address or other changes; preparing and submitting to Council tax write-offs as provided for in the Municipal Act; issuing of tax arrears certificates; having notices sent out regularly to delinquent taxpayers; preparing and submitting applications for grants in lieu of taxes as provided in various statutes. e.g. L.C.B.O., Ontario Hydro, St. Lawrence Seaway, Province of Ontario, etc.; maintain special area rate files and local improvement files for tax billing purposes.
- (15) Act as a financial advisor to Council on all matters and questions affecting the finances of the Municipal Corporation.
- (16) Provides advice to other department heads on all matters relating to finance, revenue, expenditures, budget control.
- (17) Deals with complex accounting problems facing the accounting section of the Department.
- (18) Initiate and recommends the engagement of staff and the dismissal of unsatisfactory personnel in the department to the Clerk.
- (19) Act as Secretary of the Finance Committee.
- (20) In the absence of the Clerk, the Treasurer shall assume the responsibilities of the Clerk with respect to the daily routine operation of the municipality.
- (21) Secondary responsibilities are those further responsibilities that are implicit in the Treasurer's expected relationship with the Council and other bodies and individuals in authority.

SCHEDULE
" C "
to
BY-LAW #549 (1979)



JOB DESCRIPTION FOR THE
POSITION OF DEPUTY CLERK

REPORTS TO: Clerk

BASIC FUNCTION: Under the direction of the Clerk to handle all matters relating to planning in the municipality, co-ordinating the activities of the two municipal cemeteries and generally assisting the Clerk with the Clerk's responsibilities.

PRINCIPAL DUTIES: Subject to the direction of the Clerk and the provisions of the Municipal Act and other statutes, the duties and responsibilities of the Deputy Clerk shall be to:

- (1) Assist the Clerk to carry out the duties of the Clerk as assigned by Provincial Statutes or Council. e.g. control of assessment rolls, court of revision, election procedures, school support.
- (2) Carry out duties as assigned by the Clerk.
- (3) Performs the duties of planner for the municipality, responsible for all planning matters including the preparation of draft planning by-laws, acting as Secretary of the Planning & Development Committee of Council.
- (4) Attends Council meetings as required by the Clerk.
- (5) Performs the duties of Secretary of the Town of Pelham Committee of Adjustment.
- (6) Co-ordinates the activities of the cemeteries in relation to the sale of lots, interments, markers, foundations, etc. and the recommendation of policies affecting the cemeteries.
- (7) Assists the Building Department in relation to planning matters,
- (8) In the absence of the Clerk to perform the statutory duties of the Clerk.
- (9) Direct school crossing guards, canine control officer and janitor of the municipal building.