



**THE CORPORATION OF
THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
AGENDA**

WEDNESDAY, MARCH 17, 2021 at 6:30 p.m.

Virtual: <https://global.gotomeeting.com/join/352636989>

Canada (Toll Free): 1 888 299 1889

Access Code: 352-636-989

- 1. Call to Order**
- 2. Moment of Silent Reflection**
- 3. Disclosure of Pecuniary Interest**
- 4. New Business**
- 5. Adoption of the previous minutes**

a. Regular Council Meeting

Recommendation: Be it resolved that the minutes of the Regular Council meeting held on Wednesday, March 3, 2021 be adopted as circulated.

b. Special Council Meeting

Recommendation: Be it resolved that the minutes of the Special Council meeting held on Tuesday, March 9, 2021 be adopted as circulated.

6. Business Arising / Activity Log

7. Staff and Committee Reports

a. 2021 COVID-19 Recovery Funding

Recommendation: Be it resolved that the report from the Deputy Clerk Treasurer regarding the 2021 COVID-19 Recovery Funding be received.

b. 2020-2021 Fire Safety Grant

Recommendation: Be it resolved that the report from the Deputy Clerk Treasurer regarding the 2021 Fire Safety Grant be received; and that staff be authorized to complete the application.

c. Discussion – Trefry Centre Office Closure Thursday, March 18, 2021.

d. Discussion – Draft Office Administrative Assistant job description for review

e. Discussion – Administration staff update

8. Closed Session

Recommendation: Be it resolved that Council proceed into closed Session at _____ p.m. in accordance with Section 239 of the Municipal Act in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

a. Staffing

Recommendation: Be it resolved that Council does rise from Closed Session at _____ p.m.

9. Consent Agenda

Recommendation: Be it resolved that items a. through h. on the Consent Agenda be received; and

That the recommended actions be taken.

10. By-Laws

a. By-Law to appoint an Acting Treasurer of The Corporation of the Township of St. Joseph.

Recommendation: Be it resolved that leave be granted to introduce By-law 2021-009 being a By-law to appoint a Treasurer of The Corporation of the Township of St. Joseph and to repeal By-law 2020-50; and

That said By-law be read a first, and taken as read a second and third time and finally passed this seventeenth day of March, 2021.

a. Confirmation By-Law

Recommendation: Be it resolved that leave be granted to introduce By-Law 2021- 010 being a By-Law to confirm the proceedings of the Council meeting held this seventeenth day of March 2021; and

That said by-law be read a first, and taken as read a second and third time and finally passed.

b. Adjournment

Recommendation: Be it resolved that this meeting of the Council of the Township of St. Joseph adjourn at _____ to meet again on Wednesday, March 17, 2021.



**THE CORPORATION OF
THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
MINUTES**

**WEDNESDAY, MARCH 3, at 6:30 p.m.
TOWNSHIP OF ST. JOSEPH COUNCIL CHAMBERS**

Present: Mayor Jody Wildman

Councillor Cheryl Ambeault
Councillor Barry Elliott
Councillor Bryon Hall

Absent: Councillor Steven Adams

Staff: Michelle Pearse, Deputy Clerk/Treasurer

1. Call to Order

Mayor Wildman called the Regular Council meeting to order at 6:35 p.m.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

4. New Business

5. Adoption of the Previous Minutes

Resolution No: 2021 - 044

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it resolved that the minutes of the Regular Council meeting held on Wednesday, February 17, 2021 be adopted as circulated.

Carried

6. Business Arising / Activity Log

The Admin Project List was reviewed; there were no updates added.

7. Accounts

Resolution No: 2021 - 045

Moved by: Bryon Hall

Seconded by: Cheryl Ambeault

Be it resolved that the Cheque Register dated February 17, 2021 in the amount of \$ 162,760.03 be approved as presented.

Carried

8. Staff and Committee Reports

a. Replacement Lights at Centennial Grounds

Resolution No: 2021 - 046

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that the report from the Office Assistant/Healthy Living Coordinator regarding the results of an RFQ for the Centennial Grounds Parking Field Lighting replacement be received; and

That Staff be authorized to proceed with the procurement of the new lighting for the Centennial Grounds Parking Field from the supplier recommended in the report.

Carried

b. Discussion of online meeting to gather feedback regarding pending Credit Union closure.

Mayor Wildman shared the information that he received from his meeting with a representative from the Credit Union.

c. Discussion of Marina Restaurant operations for upcoming season.

Council decided to readvertise for a Lease of the Marina Restaurant. Staff to proceed with local advertisements.

d. Discussion of Vaccine Clinic

A possibility of a local vaccination clinic was discussed. More information to follow from Algoma Health Unit.

e. Discussion of North Shore Health Network Physician Recruitment Letter

Council agreed that a separate donation would not be sent to the NSHN for physician recruitment, as donations are made to our local Hospital for the same.

9. Closed Session

Resolution No: 2021 - 047

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that Council proceed into closed session at 7:49 p.m, in accordance with Section 239 of the Municipal Act in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

a. Recruitment

Resolution No: 2021 – 048-1

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it resolved that Council does rise from Closed Session at 8:29 p.m.

Carried

Resolution No: 2021 – 048-2

Moved by: Cheryl Ambeault

Seconded by: Barry Elliott

Be it resolved that Council adopts the updated job descriptions for the Senior's Program Assistant and Transportation Coordinator positions. These positions will be now be 'Program Coordinator (Lead)' and 'Program Coordinator/Transportation Specialist' respectively; and

That both positions remain in their current positions on the Salary grid.

Carried

Resolution No: 2021 – 048-3

Moved by: Bryon Hall

Seconded by: Cheryl Ambeault

Be it resolved that Asa Chong be moved from the current Transportation Coordinator position to the new Program Coordinator (Lead) position; and

That staff be authorized to start the recruitment process for the Program Coordinator//Transportation Specialist position.

Carried

10. Consent Agenda

Resolution No: 2021 – 048-4

Moved by: Bryon Hall

Seconded by: Barry Elliott

Be it resolved that items a. through j. on the Consent Agenda be received; and

That the recommended actions be taken.

Carried

11. By-Laws

- a. By-Law to appoint a Clerk Administrator of The Corporation of the Township of St. Joseph.

Resolution No: 2021 – 049

Moved by: Cheryl Ambeault

Seconded by: Barry Elliott

Be it resolved that leave be granted to introduce By-law 2021- 006 being a By-law to appoint a Clerk-Administrator of The Corporation of the Township of St. Joseph;

That said By-law be read a first, and taken as read a second and third time and finally passed this Third day of March, 2021.

Carried

12. Confirmation By-law

Resolution No: 2021 – 050

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it resolved that leave be granted to introduce By-law 2021 - 007, being a by-law to confirm the proceedings of the Council meeting held this Third day of March, 2021; and

That said by-law be read a first, and taken as read a second and third time and finally passed.

Carried

13. Adjournment

Resolution No: 2021 - 051

Moved by: Bryon Hall

Seconded by: Barry Elliott

Be it resolved that this meeting of the Council of The Township of St. Joseph adjourn at 8:41 p.m., to meet again on Wednesday, March 17, 2021 at 6:30 p.m.

Carried

Joseph Wildman, Mayor

Michelle Pearse, Deputy Clerk/Treasurer



**THE CORPORATION OF
THE TOWNSHIP OF ST. JOSEPH
SPECIAL COUNCIL MEETING
MINUTES**

**WEDNESDAY, MARCH 9, at 6:30 p.m.
TOWNSHIP OF ST. JOSEPH COUNCIL CHAMBERS**

Present: Mayor Jody Wildman

Councillor Cheryl Ambeault
Councillor Barry Elliott
Councillor Bryon Hall
Councillor Steven Adams

Staff: Michelle Pearse, Deputy Clerk/Treasurer

Guest: Amanda Richardson

1. Call to Order

Mayor Wildman called the Special Council meeting to order at 4:27 p.m.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

4. Closed Session

Resolution No: 2021 - 052

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that Council proceed into closed session at 4:28 p.m, in accordance with Section 239 of the Municipal Act in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

a. Staffing

Resolution No: 2021 – 053-1

Moved by: Steven Adams

Seconded by: Cheryl Ambeault

Be it resolved that Council does rise from Closed Session at 5:00 p.m.

Carried

Resolution No: 2021 – 053-2

Moved by: Steven Adams

Seconded by: Bryon Hall

Be it resolved that the current Treasurer be dismissed and that the incoming Clerk-Administrator be appointed as Interim Treasurer.

Carried

Resolution No: 2021 – 048-054

Moved by: Cheryl Ambeault

Seconded by: Barry Elliott

Be it resolved that staff be authorized to recruit an administrative assistant for a term of six months with the possibility of extension.

Carried

5. Confirmation By-law

Resolution No: 2021 – 055

Moved by: Bryon Hall

Seconded by: Barry Elliott

Be it resolved that leave be granted to introduce By-law 2021 - 008, being a by-law to confirm the proceedings of the Council meeting held this Ninth day of March, 2021; and

That said by-law be read a first, and taken as read a second and third time and finally passed.

Carried

6. Adjournment

Resolution No: 2021 - 056

Moved by: Cheryl Ambeault

Seconded by: Steven Adams

Be it resolved that this meeting of the Council of The Township of St. Joseph adjourn at 5:08 p.m., to meet again on Wednesday, March 17, 2021 at 6:30 p.m.

Carried

Joseph Wildman, Mayor

Michelle Pearse, Deputy Clerk/Treasurer

The Corporation of the Township of St. Joseph
Administrative Projects List

As Of:

March 17, 2021

Item #	Meeting Date	Description	Source	Status / Comments
A	Sept. 2012	Parking by-law for legislated requirements, accessibility, winter maintenance, fire routes	Clerk, Fire and Works Super	Downtown, fire lanes, accessible parking, no overnight parking in winter.
B	Jan. 2014	By-laws to regulate the Sale of Land including Shore Road Allowance.	Mayor will bring forward notes.	Required Sec. 270 of the Municipal Act. Latest draft presented June 17, 2015. Separate SRA policy being developed.
C	Jul. 2014	Remediation by-law, Trespass/Land Use Permit By-law re use of municipal lands	Clerk Admin	Draft presented 2014. . New Bill 68: permits admin penalties
D	Sept. 2015	Mobile Vendors/Transient Traders By-law	Clerk Admin	Draft prepared. Can be brought forward when requested by council.
E	Jan. 2016	Pay Equity Plan and salary grid review	Personnel Committee	Approved in principle; All forms given to personnel committee Oct 2020- not yet sent to consultant
F	Sept. 2016	General Zoning Amendment to impose a minimum lot size or max structure size for temporary accommodation (Bunkie)	Clerk Admin	Council to determine minimum or maximum sizes. Prepare wording, public notice to be circulated under Sec. 34 Planning Act. Acc structures on vacant land.
G	Jan. 2018	Bill 68: update Procedure By-law	Clerk Admin	Draft in progress.
H	Apr. 2018	Digitize Township and Trefry archived records. Review Retention By-law.	Admin	<i>Awaiting final numbers on quotes.</i>
I	Sept. 2018	Culvert By-law (who pays for what, when, under what circumstances)	Works Super/Clerk	To establish a written process for the installation and payment of culverts.
J	Jan. 2019	Shared Use Agreements for maintenance on parts of the K Line with abutting Townships	Clerk/Works Super	Hilton let to Feb 5 meeting; staff to arrange joint council meeting. Deferred due to COVID.
K	Aug. 2019	Storage containers/Sea Cans presented as a general Zoning By-law Amendment	Island Clerks/ Planning Board	First reading March 4/20. Council to decide a date to discuss.
L	Aug. 2019	Open Air Burning By-law to establish requirements, fees, fines, regulations.	Fire Chief / Admin	Fire chief looking for a sample of adequate By-Law. Fire Chief is awaiting information from Fire Marshall's office
M	Feb. 2020	Bell Mobility tower on Admin building		Agreement vetted by Township solicitor. Counsel following up with Bell.
N	Jul. 2020	Service levels on roads; LSR and others.	Works Super and some council.	Review list of public roads and limited service areas. Roads Committee to meet with Works Superintendent.
O	Aug. 2020	Review zoning requirements for backyard chickens	Council	Awaiting COVID restrictions to ease to allow for Public Meeting



THE TOWNSHIP OF ST. JOSEPH
REPORT TO COUNCIL

From: Michelle Pearse, Deputy Clerk-Treasurer

Date: March 17, 2021

Subject: 2021 COVID-19 Recovery Funding

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Deputy Clerk-Treasurer regarding the 2021 COVID-19 Recovery Funding be received.

Background:

COVID-19 restrictions and limitations to services and increased need for support is expected to continue well into 2021. As a result, an additional \$500 million was released from the Ontario Government through the 2021 COVID-19 Recovery Funding for Municipalities Program to help municipalities cope with the additional strain and consequential costs due to the extension of these restrictions. The amount released to each municipality was based on the proportion of COVID-19 cases in the Public Health Unit for each municipality during the period of January 1, 2021 to February 18, 2021. Based on this information, the Township of St. Joseph will be allocated an additional \$36,167.00 for COVID relief funding.

These funds will be used to address the additional costs and pressures due to COVID-19.

There are two separate reporting periods for this funding:

- a) Interim report in June 2021 for Safe Restart Funding; and
2021 estimated COVID-19 costs and plans on how 2021 funding will be used.
- b) A final report will be due for this funding in Spring of 2022.

Financial Implications:

Any funds not used in the time frame listed herein, can be place in a reserve fund to be used for future use.

Michelle Pearse, Deputy Clerk-Treasurer

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



Ontario

234-2021-1005

March 4, 2021

Mayor Jody Wildman
Township of St. Joseph
1669 Arthur Street P.O. Box 187
Richards Landing ON P0R 1J0

Dear Mayor Wildman:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **Township of St. Joseph** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$36,167.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
 - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
 - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: Municipal.Programs@ontario.ca. If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.

The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$36,167.00** is provided to the **Township of St. Joseph** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **Township of St. Joseph** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:
Title:
Signature:
Date:



THE TOWNSHIP OF ST. JOSEPH
REPORT TO COUNCIL

From: Michelle Pearse, Deputy Clerk-Treasurer

Date: March 17, 2021

Subject: 2020-2021 Fire Safety Grant

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Deputy Clerk-Treasurer regarding the 2020-2021 Fire Safety Grant be received; and

THAT staff be authorized to complete the application.

Background:

The ability to train fire service members has been difficult during the COVID restrictions and the opportunity for online and other modes of training has not always been available.

On March 11, 2021 the Government of Ontario announce a one-time \$5 million grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic. The Township of St. Joseph will be eligible to receive up to \$4,900 to assist with those training challenges presented by the COVID restrictions as well as any administrative programming, technology upgrades or associated costs for attending or providing services.

In order to be eligible for this funding, applications must be submitted by March 19, 2021, with funds to be allocated by March 31, 2021. If received these funds must be spent by August 1, 2021, with a full report on how the grant was utilized must be filed with the Fire Marshall's office by September 1, 2021.

Financial Implications:

There is no financial impact to the Township, other than having additional funds available to the Fire Department.

Michelle Pearse, Deputy Clerk-Treasurer

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél.: 647-329-1100
Télééc.: 647-329-1143



MEMORANDUM TO: Mayor Jody (Joseph) Wildman
Administrator/Clerk Michelle Pearse
Fire Chief Fraser Adams

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of St. Joseph is eligible to receive up to **\$4,900.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding the grant may not have time to proceed to municipal council for approval within the

timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal

The Corporation of the Township of St. Joseph
JOB DESCRIPTION

JOB TITLE	Administrative Assistant
REPORTING DEPARTMENT	Administration/Finance
JOB CLASS	14
DATE MODIFIED	March 16, 2021

PRIMARY FUNCTION:

The Assistant will provide support for the administrative and finance departments of the municipality. They will work directly with the Administrative team to assist with daily operations of the office.

REPORTS TO:

- Clerk Administrator – Acting Treasurer

DIRECTION EXERCISED:

- N/A

QUALIFICATIONS:

- Minimum two years working in an office environment, preferably in a related public sector setting.
- Minimum two years working with software and data management, scheduling and reporting experience, or the successful completion of an accredited post-secondary Office Administration program.
- Proper cash handling procedures including petty cash management.
- Basic accounting or bookkeeping knowledge and skills would be considered a definite asset.
- Proficiency in all aspects of Microsoft Office Suite.
- Good command of social media.
- Strong communication, interpersonal and organizational skills to foster collaborative relationships with the public and co-workers.
- Excellent English written and verbal communication skills.
- Adaptability, attention to detail and ability to multitask while meeting strict timelines.
- Must be comfortable in a collaborative work environment, with the ability to effectively demonstrate teamwork.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

RESPONSIBILITIES:

The Administrative Assistant will demonstrate excellent customer service, enthusiasm, empathy and patience, strong attention to detail, teamwork in the performance of a wide variety of tasks required for the position.

Responsibilities will include, but not be limited to:

- Telephone and counter reception including processing tax and utility payments; issue burn permits, landfill vouchers, rental agreements, and dog tags; respond to enquiries about Township programs and services.
- Open and distribute mail daily.
- Data entry for various financial processes including payroll and accounts payable.
- Improvement and maintenance of records management system.
- Assist with the development of promotional material, advertising and public awareness of programs, services and events through social media and print outlets.
- Conduct research and make recommendations regarding best value purchases.
- Order office supplies and maintain equipment maintenance schedules.
- Prepare correspondence and communications pieces for print and social media.
- Contribute to a strong team effort by accomplishing organizational goals and results.
- Other duties and statutory requirements may be assigned from time to time.

HOURS OF WORK

This position works 35 hours per week while the Municipal Office is open, Monday to Friday from 8:30 am to 4:00 pm. Attendance at occasional evening or weekend events may be required.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.