

Type of Decision									
Meeting Date	Thursday, May 16, 2019				Report Date	Tuesday, May 8, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Report #16/05/19/1101- Appoint Municipal Clerk/ Deputy Treasurer

SUBJECT: Appoint Municipal Clerk/ Deputy Treasurer

RECOMMENDATION:

That Council pass by-law 2019-13 to appoint a Municipal Clerk/ Deputy Treasurer.

BACKGROUND/EXECUTIVE SUMMARY:

The Municipal Act states that a municipality must appoint a Clerk whose duty it is:
to record, without note or comment, all resolutions, decisions and other proceedings of Council;
if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
to keep the originals or copies of all by-laws and of all minutes of the proceedings of Council;
to perform the other duties required under this Act or under any other Act;
and to perform such other duties as are assigned by the municipality.

The Municipal Act also states that the municipality may appoint a Deputy Treasurer who shall have all the powers and duties of the treasurer under the Act.

It has been past practice that the Clerk is also appointed as Deputy Treasurer and vice versa to facilitate continuity of operations.

The holder of the Clerk/Deputy Treasurer position resigned as of April 25, 2019 leaving the position vacant.

Financial Considerations/Budget Impact:

None at this time.

Others Consulted:

Peggy Young- Lovelace, Expertise for Municipalities
Debbi Grills, Mayor

Approved and Recommended by the Clerk

Crystal Fischer,
Interim Clerk