

# STAFF

## Chapter 116 CLERK - APPOINTMENT

### CHAPTER INDEX

#### Article 1 APPOINTMENT

- 116.1.1 Clerk - Appointment - Charlene Jennifer Touzel
- 116.1.2 Authority - duties

#### Article 2 FINANCIAL

- 116.2.1 Remuneration - set by Council

#### Article 3 TEMPORARY ACTING CLERK

- 116.3.1 Appointment - Temporary Acting Clerk

#### Article 4 INDEPENDENCE AND REPORTING RELATIONSHIP

- 116.4.1 Administrative structure - location
- 116.4.2 Exception - procedural advice and services to Council
- 116.4.3 Minutes of meetings - freedom from influence

---

#### Article 1 APPOINTMENT

##### **116.1.1 Clerk - Appointment - Charlene Jennifer Touzel**

Charlene Jennifer Touzel is hereby appointed Clerk of The Corporation of the City of Brantford, as and from the 30th day of January 2018, and the previous appointment of Charlene Jennifer Touzel as Deputy Clerk of The Corporation of the City of Brantford on February 19, 2007 is hereby confirmed and all actions duly taken by her during said appointment are hereby ratified.

## CLERK - APPOINTMENT

### **116.1.2 Authority - duties**

The duties of the Clerk shall be those prescribed in the *Municipal Act, 2001*, as amended from time to time, and those prescribed by any other relevant statutes and regulations, and the Clerk shall perform and assume such other duties as may be assigned by Council and by those persons appointed by Council to supervise and direct the Clerk. Notwithstanding the foregoing, the appointment provided for in this Chapter shall not include any duties of the Clerk as set out in the *Municipal Elections Act, 1996* or any other statute or regulation that prescribes the duties and responsibilities of the Clerk with respect to municipal elections.

## **Article 2 FINANCIAL**

### **116.2.1 Remuneration - set by Council**

Charlene Jennifer Touzel shall be paid such remuneration as is set by Council for the City of Brantford from time to time.

## **Article 3 TEMPORARY ACTING CLERK**

### **116.3.1 Appointment - Temporary Acting Clerk**

The Deputy Clerk is hereby appointed ex officio as Temporary Acting Clerk to serve in the absence or inability of Charlene Jennifer Touzel.

## **Article 4 INDEPENDENCE AND REPORTING RELATIONSHIP**

### **116.4.1 Administrative structure - location**

The Clerk's Department shall form part of the Corporate Services Commission for administrative purposes, and the Clerk shall report to and be subject to the direction of the General Manager of Corporate Services and City Treasurer.

### **116.4.2 Exception - procedural advice and services to Council**

In giving procedural advice to Council and in performing other services to Council where such services have been specifically requested of the Clerk by Council from time to time by by-law, resolution, or other written instrument which has been passed at a meeting at which a majority of the members of Council present have approved the request, the Clerk shall not be subject to the direction of any administrative staff of the municipality but shall report directly to Council.

## CLERK - APPOINTMENT

### **116.4.3 Preparation of minutes - freedom from influence**

When taking and preparing minutes of Council meetings, committees, and other meetings, the Clerk shall be free of an inappropriate political or administrative influences with respect to the content of the minutes, and the Clerk's sole duty shall be to accurately record the proceedings in accordance with the duties of the Clerk under the *Municipal Act, 2001*. The foregoing shall not be construed to prevent the correction of minutes where such correction is approved and required by Council or by such other committee or body for which the minutes were taken.

By-law 14-2018, 30 January, 2018.