

STAFF

Chapter 116 CLERK - APPOINTMENT

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Article 1
APPOINTMENT

116.1.1 Lori Wolfe

Lori Wolfe is hereby appointed Clerk of The Corporation of the City of Brantford, as and from the 5th day of December, 2011.

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, (including the *Municipal Elections Act, 1996*) and 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.

116.1.3 Probationary period

The appointment of Lori Wolfe is subject to the completion by her of a probationary period of employment of one year from the effective date of her appointment, during which time Council may, at any time, without giving cause therefor, terminate the appointment of Lori Wolfe, without notice.

Article 2
FINANCIAL

116.2.1 Remuneration - set by Council

Lori Wolfe 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 Deputy City Clerk, Manager of Legislative Services

The Deputy City Clerk, Manager of Legislative Services is hereby appointed *ex officio* as Temporary Acting Clerk to serve in the absence or inability of Lori Wolfe.

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.

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.

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 143-2011, 5 December 2011.