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Date: October 6, 2021
To: Mayor and Council
Author: Sandra Kitchen, Acting Clerk
RE: Appoint a Clerk
Report No.: LS-2021-05

RECOMMENDED ACTION

That Council pass By-law 82-2021 appointing a Clerk under Section 228(1) of the *Municipal Act, 2001*.

BACKGROUND

Section 228(1) of the *Municipal Act, 2001* indicates that a municipality shall appoint a clerk whose duty it is,

- a) to record, without note or comment, all resolutions, decisions proceedings of the council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or under any other Act; and
- e) to perform such other duties as are assigned by the municipality. 2001, c.25, s 228(1).

The Clerk also has duties assigned to them within numerous other statutes, including the *Planning Act* and the *Drainage Act*, however, may delegate in writing their duties to any other person.

DISCUSSION

By-law 82-2021, being a by-law to appoint Paula Parker as Clerk is attached for Council's consideration.

LINK TO STRATEGIC PLAN

N/A

Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☒ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities

FINANCIAL CONSIDERATIONS

N/A

CONSULTATIONS

Chief Administrative Officer

Sandra Kitchen

Sandra Kitchen
Acting Clerk

Susan Hirota

Susan Hirota
Director of Legal and Clerk Services/Town Solicitor