

**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**SPECIAL MEETING OF COUNCIL  
AGENDA**

**MONDAY, JANUARY 19<sup>TH</sup>, 2015  
7:00 P.M.**

**MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET  
MATTAWA, ONTARIO**

**THE CORPORATION OF THE TOWN OF MATTAWA  
SPECIAL MEETING AGENDA  
MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET  
MATTAWA, ONTARIO  
MONDAY, JANUARY 19<sup>TH</sup>, 2015 @ 7:00 P.M.**

1. Call to Order
2. Disclosure of Pecuniary Interest and Nature Thereof
3. Committee Reports / Discussions
  - 3.1 Ward Jones (Teleconference) – Advertisement and criteria for vacant Administrator/Clerk/Treasurer position.
  - 3.2 Update on New OPP Billing Model Contract
4. In Camera (Closed) Session
5. Presentation of By-laws/Resolutions/2/3 Special Resolutions:
  - 5.1 By-law to appoint Municipal Clerk for an Interim Period
6. Return to Regular Session
7. Adjournment

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: MONDAY JANUARY 19<sup>TH</sup>, 2015

## THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: FRANCINE DESORMEAU

TITLE: INTERIM CLERK APPOINTMENT

15-04 Draft By-Law                      \_\_\_\_\_ Item                      \_\_\_\_\_ Policy Recommendation

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### Mayor D. Backer and Members of Council:

With the recent retirement of the Acting Administrator/Clerk/Treasurer, an interim Clerk must be appointed by By-law.

The Municipal Act makes it mandatory that a municipality 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 the 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.

Francine Desormeau, who is presently the Deputy-Clerk, will assume this responsibility until such time that an Administrator/Clerk/Treasurer is hired.

### Recommendation:

That Francine Desormeau be appointed by By-law as Municipal Clerk for an interim period as required by the Municipal Act.

Respectfully submitted  
Councillor L. Mick

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW 15-04**

BEING a By-law to appoint a Clerk for an interim period commencing January 19, 2015.

WHEREAS the Municipal Act (section 228(1) ) provides that a Council of a Municipality shall pass a by-law for appointing officers and servants as deemed necessary for the purposes of the Corporation;

AND WHEREAS it is deemed expedient to appoint a Clerk;

NOW THEREFORE the Council of the Corporation of the Town of Mattawa enacts as follows:

1. That Francine Desormeau be and hereby is appointed as Clerk for an interim period effective January 19, 2015.
2. That the said Francine Desormeau shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by statute or by by-law are or may be conferred or imposed upon and any other duties that may be imposed by Council.
3. This By-law shall be effective as of January 19, 2015.

READ, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk