

# THE CORPORATION OF THE COUNTY OF MIDDLESEX

## BY-LAW #7121

A BY-LAW to appoint Marcia Ivanic, Manager of Legislative Services/Clerk of the Corporation of the County of Middlesex.

WHEREAS Section 228 (1) of the *Municipal Act 2001*, S.O. 2001 c. 25, provides that the Council shall by by-law appoint a Clerk whose duty it is:

- a) to record, without note or comment, all resolutions, decisions and other 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.

THEREFORE the Council of The Corporation of the County of Middlesex enacts as follows:

1. That Marcia Ivanic is hereby appointed Manager of Legislative Services/Clerk, County of Middlesex, effective July 1, 2021 and the position description is attached hereto as **Schedule "A"**.
2. That the Manager of Legislative Services/Clerk, subject to procedural, organizational and other requirements of Council, shall:
  - a) record, without note or comment, all resolutions, decisions and other proceedings of the council;
  - b) if required by any member present at a vote, record the name and vote of every member voting on any matter or question
  - c) keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
  - d) perform the other duties required under this Act or under any other Act; and
  - e) perform such other duties as are assigned by the municipality.
3. That Marcia Ivanic shall be paid such salary or other remuneration as Council shall from time to time determine.
4. Pursuant to Section 228(4) and (5) of the *Municipal Act, 2001*, S.O. 2001 c. 25, the Clerk may delegate in writing to any person other than a member of council, any of the Clerk's powers and duties under the *Municipal Act, 2001* or any other Act, and that in spite of this delegation, the Clerk may continue to exercise the delegated powers and duties.
5. That By-law #6001 be hereby repealed effective July 1, 2021.

PASSED IN COUNCIL this 22<sup>nd</sup> day of June, 2021.

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Cathy Burghardt-Jesson, Warden

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Kathleen Bunting, County Clerk