

CHAPTER II.

By-Law in relation to the City Clerk.

BE it ordained and enacted by the Council of the City of Montreal, as follows :

City Clerk
to attend
meetings.

To keep
minutes.

Sec. 1. The City Clerk shall attend all meetings of the Council and of the several Committees, and shall keep minutes of all such meetings respectively : he shall have proper records of such minutes made and kept in his office in books to be provided for that purpose.

He shall keep
a book for
By-laws.

Also a Letter-
book.

Sec. 2. It shall be the duty of the said City Clerk to keep a separate and distinct book, in which shall be entered in full all By-laws and Regulations made and enacted by the Council ; and also to enter in a separate book, copies of all letters written by order of the Council or of any Committee.

City Clerk shall
have charge of
the City Seal.

Sec. 3. It shall be the duty of the said Clerk to keep under his charge and custody the Common Seal of the City, and to affix the same to all documents or instruments in writing which may, from time to time, be made, granted or issued, by order of the Council or signed by the Mayor.

Fee for Seal.

Sec. 4. There shall be paid to the City Clerk by every person who shall desire the Seal of the said City to be affixed to any document whatsoever, in which the Corporation shall be in no wise concerned, the sum of fifty cents.

Notices to
members.

Sec. 5. It shall be the duty of the said Clerk to issue or cause to be issued to the respective members of the different Committees, notices of all meetings thereof, and also notices to all persons whose attendance may be required before such Committees, when directed so to do by the Chairman of any Committee.

Papers and
documents to be
delivered to
members.

Sec. 6. It shall be the duty of the said Clerk, when required by the Mayor or the Chairman of any Committee, to deliver to the same all papers and documents under his charge, which