

## No. 12.

ANNO TRIGESIMO SEPTIMO.

*Municipal By Law to define the duties and fix the remuneration of the Clerk of the Municipal Council, and Clerk of the Police Court.*

Be it enacted by the Mayor and Council of the Corporation of the City of Victoria as follows:

1. It shall be the duty of the Clerk of the Municipal Council of this Corporation: Duties of the Municipal Clerk defined.

- (a) To convene all special meetings of the Municipal Council: To convene special meetings.
- (b) To attend all meetings of the Municipal Council, whether regular or special, and to take and enter proper minutes of the proceedings of all such meetings, and prepare and draw up in proper form all resolutions proposed or suggested at any such meeting: To attend and take minutes of such.
- (c) To give the necessary and proper notices to the Councillors of all meetings of the Municipal Council except regular adjourned meetings, and to state in such notices the subject matter of the business for which the meeting is called: To notify Councillors of such meetings and their object.
- (d) To conduct all the correspondence of the Municipal Council subject to the control and direction of the Mayor and Council: To act as correspondent.
- (e) To prepare and complete all such agreements and contracts between the Corporation and any person or persons, body or bodies corporate, as may from time to time be required, and all bonds and securities to be required by any officer or contractor with the Corporation: To prepare all documents etc.
- (f) To prosecute or defend, under the direction of the Mayor and Council, all actions, suits and proceedings by or against the Corporation or in any manner affecting the property or rights of the Corporation: To conduct all legal proceedings in the direction of the Mayor & Council.
- (g) To keep proper books of accounts and records of the transactions, receipts, payments, and property of the Corporation in such manner and form as shall from time to time be required by the Finance Committee of the Municipal Council. To keep accounts of all business transactions.
- (h) To do and perform all such other acts and duties as are imposed upon him by any of the acts, ordinances or by-laws now in force or which may properly be included in or relate to the duties of the Clerk of the Municipal Council of the Corporation: To conform to duties imposed by other by-laws.
- (i) To give and execute to the Corporation forthwith, and from time to time, such security by way of bond or bonds for the true and faithful performance of his duties as herein defined as shall be required and approved by the Mayor and Council. Security by him.

2. The remuneration of such Clerk of the Municipal Council for the true and faithful performance of the duties hereinbefore defined shall be at the rate of \$1,080 per annum. Remuneration to Clerk.

## DUTIES OF THE CLERK OF THE POLICE COURT.

3. It shall be the duty of the Clerk of the Police Court for the City of Victoria: Duties of Clerk of the Police Court.

- (a) To take down and enter in the Charge Book all charges preferred and being or reasonably supposed to be within the jur- General duties.