

TOWN CLERK AND TREASURER BY-LAW

1. a. The Clerk shall, before entering upon his duties, and during his continuance in office, furnish and keep in force security to the satisfaction of the Council for the faithful performance of his duties in the amount of \$2,000.00, or such additional amount as the Council from time to time requires.

b. The Council may, by resolution, direct how and where such security shall be kept for safety.
2. The Clerk shall in accord with the Towns' Act:
 - a. Be and perform the duties appertaining to the office of Treasurer of the Town; be Collector of Taxes (but he may appoint a deputy collector of Taxes subject to the approval of the Council, said deputy to be paid or renumerated as the Council shall determine);
 - b. Be the custodian of all public books, accounts, documents and records, except his own security and shall at all times have the same arranged and filed in a convenient manner for use and reference;
 - c. Attend all meetings of the Council and arrange to have taken correct minutes of the proceedings thereat;
 - d. Attend the meeting of any committee when required;
 - e. Attend to all correspondence appertaining to his office or required by the Council or any committee;
 - f. Issue and record all licenses on behalf of the Town;
 - g. Give all notices on behalf of the Town, and take receipts for all monies received and paid by him;
 - h. When warranted, deposit in such chartered bank as the Council determines, to the credit of the Town, and take receipts for all monies received and paid by him;
 - i. Pay out monies as the Council by resolution directs, by cheque signed by himself and countersigned by the Mayor, or any other person authorized by Council to do so;
 - j. Keep all accounts of the Town in such books as is directed by the Committee of Finance and so as to show conveniently, distinctly and separately, the income from all sources and the expenditure for each service;

k. During the first week in January of each year, submit to the auditors all accounts of the monies received and disbursed by the Town during the previous year; and

l. Perform all other duties that are prescribed by the Town's Act or the Town By-Laws, or that is from time to time required of him by Council;

m. He shall attend at his office for the transaction of public business on such days and during such hours as the Council may from time to time be determined by resolution;

n. Co-ordinate the work of his subordinates and promote the public image of his office.