

TOWN CLERK AND TREASURER

1. (1) 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 Ten Thousand Dollars or such additional amount as the Council from time to time requires.

(2) The Council may, by resolution, direct how and where such security shall be kept for safety.

2. The Clerk shall:—

(a) be and perform the duties appertaining to the office of:

Treasurer of the Town;
Clerk of the Committee on Poor and Insane;
Collector of all taxes;
Clerk of the Police Force.

(b) Be the custodian of all the 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 the meetings of the Council and take 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 all licenses on behalf of the Town;

(g) give all notices on behalf of the Town, or required on behalf of the Council or any Committee;

(h) receive all moneys paid to the Town, and give and take receipts for all moneys received and paid by him.

(i) each day, other than a bank holiday, deposit in such chartered bank as the Council determines, to the credit of the Town, all moneys received by him on account of the Town.

(j) pay out money as the Council by resolution directs, by cheque, signed by himself and the Mayor;

(k) keep all accounts of the Town in such books as is directed by the Committee on Finance, and so as to show conveniently, distinctly and separately the income from all sources and the expenditure for each service;

(l) on or before the 15th day of January of each year submit to the auditors all accounts of the moneys received and disbursed by the Town during the previous year; and

(m) perform all other duties that are prescribed by "The Town's Incorporation Act" by these By-Laws, or that are from time to time required of him by the Council.

3. He shall attend at his office for the transactions of public business on such days and during such hours as the Council from time to time by resolution determines.