

NO. 7 TOWN CLERK AND TREASURER

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 one thousand dollars, 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:
  - a. be and perform the duties appertaining to the offices of:
    - treasurer of the town;
    - clerk of the committee of the poor and insane;
    - receive all taxes collected; and
    - clerk of the police office.
  - 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 meetings of the Council and take correct minutes of the proceedings thereat.
  - d. attend the meetings 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 moneys as the Council by resolution directs, by cheque signed by the Clerk and countersigned by the Mayor, Deputy Mayor or any member of council who may be resolution of council, be given temporary signing authority. Cheques drawn on disbursement account need signed by the Clerk or Deputy Clerk only.
  - k. keep all accounts of the town in such books and in such a way as is directed by the committee on finance, and so as to show conveniently, distinctly, and separately, the income from all sources and the expenditures for each service.
  - l. during the first week in 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' Incorporation Act," or these by-laws or that are from time to time required by the Council.
3. He shall attend at this office for the transaction of public business every day, except Sundays and public holidays, between the hours of half-past nine o'clock in the morning and twelve-thirty o'clock in the morning, and two and five 'clock in the afternoon.