

CHAPTER 8 - TOWN CLERK & 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 five 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 office of, Treasurer of the Town,  
Clerk of the Committee on the poor and insane,  
Collector of all taxes,  
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 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) deposit in such chartered banks as the Council determines to the creditor 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 himself and the Mayor.

(k) keep all accounts of the Town in such books and in such a way 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 such service.

(l) during the first week in April 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, "The Town's Incorporation Act" or these by-laws, or that are from time to time required of him by the Council.

TOWN SOLICITOR

3. *abolished February 14, 1969*

ANNUAL APPOINTMENTS

4. Every annual appointment shall be made by open voting of the Council at any time.

5. If the Council does not complete the appointment of all the officers on the day fixed for that purpose, it may do so at any adjourned or subsequent meeting.

6. The Council may discontinue or omit the appointment of any officer appearing to it not necessary to be re-appointed.

SUPERINTENDENT OF STREETS

7. The Superintendent of Streets shall, in all matters be subject to the control of the Council and of the committee on streets.

8. He shall, subject as aforesaid to approval of the Council or the Committee on Streets,

(a) hire such men, teams and applicances as are necessary for the performance of any work under his supervision.

(b) take care of and direct all works on the streets.

(c) discharge or suspend without pay any men under his control or dispense with any other services.

(d) keep account of all services performed by him on behalf of the Town, and submit the same to the committee on streets when so required.

(e) report to the committee on all works done by him or under his superintendence and all work which he considers necessary.

(f) enforce observance of every by-law in respect of the streets and report every violation thereof to the Chairman of the Committee.

(g) perform any duties in respect of the streets which are, or may be required of him by the Council or the committee on streets.

(h) have no power to spend money without the consent of the committee on streets, except in case of emergency.

(i) be responsible for all property under his charge, and for the due performance of all work entrusted to him.

(j) perform all other duties prescribed by Statute or by-law of the Town.

SUPERINTENDENT OF WATER WORKS AND SEWERAGE

9. The Superintendent of Water Works and Sewerage shall perform such duties as are prescribed by any Statute, or required by regulations made by the Council, or directed by the Committee on Public Works.

10. He shall keep the water and sewerage system in a thoroughly effective and serviceable condition, and shall when necessary, from time to time report thereon to the Chairman of the Committee on Public Works.

11. He shall enforce observance of every regulation and by-law in respect to the water and sewerage system, and shall forthwith report every violation thereof to the Chairman of the Committee on Public Works.

12. He shall have power to do all things reasonably necessary to the performance of the above duties.