

BE IT RESOLVED that the following be and the same is hereby adopted and enacted as a by-law of the Town of Mahone Bay when and if the same has received the approval of the Minister of Municipal Affairs, and that the Town Clerk be and he is hereby instructed to forward the same to the Minister and request his approval hereof.

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BY-LAW NO 8

A BY-LAW RESPECTING THE TOWN CLERK

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|-----|---|---------------------|
| 1.1 | This by-law shall be known as and may be cited as the "Town Clerk By-law". | Short title |
| 2.1 | The Town Clerk shall give security for the faithful performance of his duties and for the accounting to the Town of all moneys entrusted to his care or custody as Town Clerk by providing a bond or policy of a guarantee company approved by the Governor in Council under the Securities Act; such bond or policy shall be in the amount of Twenty-Five Thousand Dollars (\$25,000.00) or such further sum as Council may determine. | Bond |
| 2.2 | The Council shall by resolution direct how and where such security shall be kept. | Custody of security |

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3.1 The Town Clerk shall be the custodian of all public books, accounts, contracts, agreements, documents and records of the Town except his own security, and shall at all times have the same arranged and filed in a convenient manner for use and reference.

Keeper of records

4.1 The office of the Town Clerk shall be open for the transaction of public business between the hours of 9:00a.m. and 12:00a.m. and from 1:00p.m. until 5:00p.m. Monday through Friday and such hours shall be posted up in a conspicuous place in his office.

Office open

5.1 The Town Clerk may, with the concurrence of Council, appoint a deputy to perform any or all of his duties, and he shall be responsible for the acts of such deputy.

Deputy

6.1 The Town Clerk shall attend all meetings of the Council and take or cause to be taken correct minutes of the proceedings and matters considered thereat, which shall be entered in a book to be kept for that purpose.

To attend Council

7.1 The Town Clerk shall, except as provided by by-law, give all notices required to be given by the Towns Act and required to be given by or for the Council. He shall also notify all persons

To give notices

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interested in any action of the Council upon any matter and shall, as soon as practicable after such meeting of the Council, supply the chairman of every committee with a memorandum of all business referred to such committee.

8.1 When acting as Treasurer the Town Clerk shall receive all moneys payable to the Town and pay all moneys payable by the Town and he shall give and take receipts and vouchers for all moneys received and paid by him.

Duties as Treasurer

8.2 The Town Clerk shall pay into a bank named by the Council to the credit of the Town, as received, all moneys whatsoever that may come into his hands for and on account of the Town.

Moneys to be deposited

8.3 The Town Clerk shall only pay out moneys on the order of the Council. All cheques must be signed by the Mayor or such Councillor appointed by the Council and the Treasurer.

Payments

8.4 The Town Clerk shall keep the accounts of the Town in such books and after such manner as may be prescribed by the Council, so as to

Accounts

show conveniently, distinctly and separately the income from all sources, and the expenditure for such service. The books shall be kept neatly and promptly written up so as at all times to show the condition of the several accounts.

8.5 Invoices or accounts must be furnished for supplies and services of any kind. Such accounts must be approved by a majority of the committee under whose charge they are contracted, and certified by the chairman or secretary before being laid before the Council, and no accounts are to be entered in the account books of the Town unless passed by the Council. This also applies for salaries of town employees and interest on bonds and debentures.

Invoices
and account

9.1 The Town Clerk shall in addition to the duties above prescribed perform all other duties imposed upon him by the Towns Act and such other duties as he may be directed by Council from time to time to perform.


Other
duties

10.1 All former Town Clerk By-laws of the Town are hereby repealed and this by-law substituted therefor.

Repeal

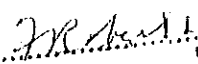
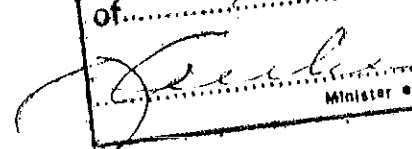


This is to certify that the foregoing A By-law Respecting
The Town Clerk, Number/_____, is a true copy of
a By-law passed by the Council of the Town of Mahone Bay at a duly
called meeting held on the twenty-ninth day of September, 1980.



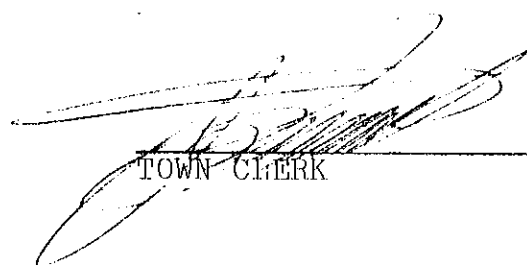
TOWN CLERK

Dated at Mahone Bay, this thirtieth day of September, 1980

DEPARTMENT OF MUNICIPAL AFFAIRS	
Recommended for approval of the Minister	
	Departmental Solicitor
APPROVED this 26 th	day
of 29 th September	1980
	Minister of Municipal Affairs

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This is to certify that the foregoing A By-law
Respecting Drains is a true copy of a By-law passed
by the Council of the Town of Mahone Bay at a duly
called meeting held on the twenty-ninth day of September,
1980.



TOWN CLERK

Dated at Mahone Bay, this nineteenth day of January, 1981.