

## THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

## **BY-LAW NUMBER 2011-25**

**BEING** a by-law to appoint a Treasurer for the Municipality of the United Townships of Head, Clara & Maria.

**WHEREAS** the Municipal Act states at sections 286. (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418. 2001, c. 25, s. 286 (1).

**AND WHEREAS** Ruth Morin the current municipal Treasurer is retiring at the end of 2011 and will work her last day on December 23, 2011;

**AND WHEREAS** Noella Lebreton will assume all duties of municipal Treasurer as of December 26, 2011;

**NOW THEREFORE** the Council of the United Townships of Head, Clara & Maria enacts as follows:

- 1. **THAT** Noella Lebreton be appointed Treasurer/Deputy Clerk of the United Townships of Head, Clara & Maria effective December 26, 2011;
- 2. **THAT** Noella Lebreton will perform the duties of Treasurer as required under all Statutory obligations as well as the municipal job description which may change from time to time;
- 3. THAT By-Law #2003-09 is hereby rescinded.
- 4. THAT this by-law become effective on the date of its passage.

**READ** a 1<sup>st</sup> time short and passed this 4<sup>th</sup> day of November 2011.

TAMMY LEA STEWART, REEVE	MELINDA REITH, CLERK