



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 **THAT** By-Law #2003-09 is hereby rescinded.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 1st time short and passed this 4th day of November 2011.

TAMMY LEA STEWART, REEVE

MELINDA REITH, CLERK