

# Town of Truro – Bylaws

**Subject:** Town Clerk and Treasurer  
**Bylaw Number:** B120-001  
**Approval Date:** September 14, 1916  
**Departments:** All Departments

1. (1) 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.
- (2) The Council may, by resolution, direct how and where such security shall be kept for safety.
2. The clerk shall:
  - (1) be, and perform the duties appertaining to the offices of:
    - (a) treasurer of the Town;
    - (b) clerk of the committee on the poor and insane;
    - (c) collector of all taxes;
    - (d) clerk of the police office.
  - (2) 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;
  - (3) Attend all meetings of the Council and take correct minutes of the proceedings thereat;
  - (4) He shall under the direction of the Mayor, make out a list of the business matters, properly grouped, which it appears requisite to lay before the Council for their consideration. Such list shall be termed the Order of the Day, a copy of which shall be laid on the table for the inspection of members of the Council and a copy placed in the hands of the Mayor or Presiding Councillor;
  - (5) Attend the meetings of any committee when required;
  - (6) Attend to all correspondence appertaining to his office or required by the Council or any committee;
  - (7) Issue all licenses on behalf of the Town;
  - (8) Give all notices on behalf of the Town, or required on behalf of the Council or any committee;

- (9) Receive all moneys paid to the Town, and give and take receipts for all moneys received by him on account of the Town;
  - (10) 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;
  - (11) Pay out moneys as the Council by resolution directs, by cheque, signed by himself and counter-signed by the Mayor;
  - (12) 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 expenditure for each service.
  - (13) During the first week in January and July of each year submit to the auditors all accounts of the moneys received and disbursed by the Town during the previous year; and
  - (14) Perform all other duties that are prescribed by “The Town’s Incorporation Act”, or these bylaws, or that are from time to time required of him by the Council.
3. He shall attend at his office for the transaction of public business on such days and during such hours as the Council from time to time by resolution determines.