

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW NO. 2023-09

BEING A BY-LAW TO APPOINT A CHIEF ADMINISTRATOR OFFICER/CLERK-TREASURER.

WHEREAS the Municipal Act, 2001, c.25, Section 228(1) provides that a municipality shall appoint a Clerk whose duty it is:

- a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or under any other Act; and
- e) to perform such other duties as are assigned by the municipality.

AND WHEREAS the Municipal Act, 2001, c.25, Section 286(1) provides that 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 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.

AND WHEREAS Council deems it necessary to appoint a Chief Administrative Officer/Clerk-Treasurer for the municipality;

NOW THEREFORE we, the Council of the Corporation of the Township of Matachewan **HEREBY ENACTS AS FOLLOWS:**

1. THAT Cheryl Swanson be and is hereby appointed Chief Administrative Officer/Clerk-Treasurer for the Corporation of the Township of Matachewan upon final passing thereof.
2. THAT Cheryl Swanson shall perform all the duties required under any statutory authority and any other duties which may, from time to time, be imposed by the Municipality.
3. THAT Cheryl Swanson shall hold office until such time as Council deems necessary and is subject to the by-laws to the Corporation.
4. THAT this By-law shall come into force March 19, 2023.
5. THAT all other by-laws or resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.

READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED this 15th day of March, 2023.

Mark Stickel
Mayor

Janet Gore
Clerk