

**THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN**

**BY-LAW No. 2022-38**

**BEING A BY-LAW TO APPOINT A DEPUTY 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.

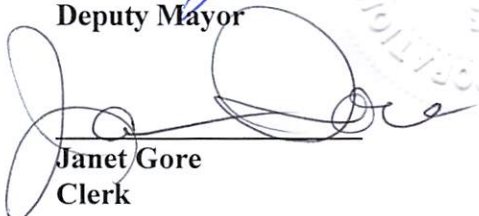
**AND WHEREAS** Council deems it necessary to appoint a Deputy Clerk-Treasurer for the municipality;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN HEREBY ENACTS AS FOLLOWS:**

1. THAT Cheryl Swanson be and is hereby appointed Deputy Clerk-Treasurer for the Corporation of the Township of Matachewan effective December 14<sup>th</sup>, 2022.
2. THAT, as delegated by the Clerk-Treasurer, Cheryl Swanson shall perform all the duties of the Clerk-Treasurer under any statutory authority and any other duties which may, from time to time, be imposed by the Municipality.
3. THAT this By-law shall come into force on the 14<sup>th</sup> day of December, 2022.
4. 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 AND THIRD TIME AND FINALLY PASSED THIS 14<sup>th</sup> DAY OF DECEMBER, 2022.**

  
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Michael Young  
Deputy Mayor

  
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Janet Gore  
Clerk

