

Neither Mayor nor Councilors to receive any pay as such. 4. Neither the Mayor nor the Councilors shall receive any salary or emoluments from the funds of the town during the time they shall remain in office.

Secretary-Treasurer appointed.

22. 1. The Council at its first general meeting, or at a special meeting, held within fifteen days, which shall follow the first day of such general meeting, shall appoint an officer who shall be called the "Secretary-Treasurer of the Town of Joliette:"

Duties of Secretary-Treasurer.

2. The Secretary-Treasurer shall be the custodian of all the books, registers, valuation rolls, collection rolls, reports, *procès-verbaux*, plans, maps, records, documents and papers kept or filed in the office or archives of the Council; he shall attend all meetings, and shall enter, in a register kept for the purpose, all the proceedings of the Council, and he shall allow persons interested therein to inspect the same at all reasonable hours; and every copy or extract of or from any such book, register, valuation roll, collection roll, report, *procès-verbaux*, plan, map, record, document or paper, certified by such Secretary-Treasurer, shall be deemed authentic; and the Secretary-Treasurer shall be entitled to receive for every such copy or extract, a sum of five cents for every hundred words;

This certificate to make certain documents authentic.

Security to be given by him. Sureties, and for what bound.

3. Every person appointed Secretary-Treasurer shall, before acting as such, give the security hereinafter mentioned;

4. He shall furnish two sureties, whose names shall be approved by a resolution of the Council, before the security bond shall be accepted; such sureties shall be jointly and severally bound together with the Secretary-Treasurer, in the sum of one thousand dollars, and their obligation shall extend to the payment of all sums of money for which the Secretary-Treasurer may at any time be accountable to the Corporation, including principal, interest and costs, to the amount aforesaid, as well as the penalties and damages to which he shall become liable in the exercise of his office;

Security bond

5. Every such security bond shall be made by an Act before a Notary, and accepted by the Mayor, and it shall be the duty of the Secretary-Treasurer to transmit to the Mayor a copy of the same;

To be registered and its effects when registered.

6. Every such security bond, when duly registered in the registry office for the County of Joliette, shall carry with it a hypothec (*hypothèque*) only on such immoveable property as shall have been therein designated; and it shall be the duty of the chief officer of the Council to cause it to be registered immediately on receipt thereof;

The Secretary-Treasurer shall receive and pay out the moneys of the corporation.

7. The Secretary-Treasurer of the Council shall receive all moneys due and payable to the Corporation, and he shall pay out of such moneys all drafts or orders drawn upon him by any person thereunto authorized by this Act, for the payment of any sum to be expended or due by the Municipality, whenever thereunto authorized by the Council, but no such draft or order shall be lawfully paid by the said Secretary Treasurer unless the same shall show sufficiently the use to be made of the sum mentioned in such draft or order, or the nature of the debt to be paid thereby;

To keep the books.

8. The Secretary-Treasurer shall keep, in due form, books of account, in which he shall respectively enter each item of receipt and expenditure, according to dates, mentioning at the same time the names of the persons who have paid any moneys into his hands or to whom he has made any payment respectively, and he shall keep in his office the vouchers for all expenditure;

To render attested accounts.

9. The Secretary-Treasurer shall render to the Council every six months, that is to say, in the months of June and December in each year, or oftener if required by such Council, a detailed account of his receipts and expenditure, attested by him under oath;