

cash deposit equal to ten per cent of the whole amount of the contract for which such tender shall be made or put in, when the amount of the contract does not exceed one thousand dollars, and for all contracts over one thousand dollars the amount of such cash deposit shall be five per cent. of the whole amount of the contract: and every such cheque or cash deposit shall be forwarded to and remain in the custody of the Chamberlain of the Corporation, or be placed by him to the credit of a special account, entitled "Contractors' Deposits," until the contract for which such tender shall have been put in is awarded, when the cheques and deposits of unsuccessful tenderers or a payment by the City shall be returned to him or them; but the cheque or deposit of the successful tenderer shall remain on deposit until after the execution of the contract, and bond, if any required, for the work or materials, as the case may be, to the satisfaction of the City Solicitor; and in all cases where a tender has been accepted, and the party tendering fails to execute his contract and furnish the requisite bond and sureties, the sum deposited shall be forfeited to the use of the City.

132. No contractor or other person found by the City Engineer, or person in charge of the Engineer's department, or by any committee of the Council or declared by a resolution of the Council or ascertained by a judicial decision, to have been guilty of defrauding, or of attempting to defraud the City shall again be employed in any capacity on behalf of, or receive any contract from the City, without the express sanction of the Council. It shall be the duty of the various officers of the corporation, to forthwith report all such frauds or attempted frauds of which they become cognizant to their superiors, and for superiors to report the same to the committee to whose department the subject of the fraud belongs.

GENERAL CLAUSES.

133. Copies of all Reports of Committees for the current week shall be sent to every member of the Council, at their residence or usual place of business, on or before the last day of the week.

134. Any officer who shall refuse or wilfully fail or neglect to perform any duty enjoined upon him by any by-law or resolution of the Council, or shall fail, in the discharge of his official duty, be guilty of any fraud, extortion, oppression, favoritism, partiality or wilfully wrong or injustice, shall be subject to removal from office, to and a fine in each case of not less than one dollar, or more than twenty dollars.

135. In order the more conveniently to carry out the provisions of this by-law there shall be attached to each and every minute of the proceedings of the Council a progressive number in each year, and each document or certified copy of a minute, communicated to any committee of the Council, as herein before required shall have the same number of the Council, to which it refers.

136. Official hours for the transaction of business in the various offices in the City Hall, excepting the Mayor's office, shall be as follows:

City Clerk, 10 a. m. to 3 p. m.

Chamberlain, 10 a. m. to 3 p. m.

City Engineer, 10 a. m. to 3 p. m.

Fire and Building Inspector, License Inspector, Health Inspector, 10 to 12 a. m.

Except on Saturday, when all the civic offices shall be closed at 1 o'clock p. m.