

BY-LAW NUMBER 5 3 7

By-Law 53
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BEING a By-law appointing a Tax Collector and Water Commissioner for the Town of North Bay and defining his duties.

WHEREAS it is deemed expedient to pass a By-law appointing a Tax Collector and Water Commissioner for the said Town of North Bay and defining his duties.

BE IT THEREFORE ENACTED BY THE MUNICIPAL COUNCIL OF THE TOWN OF NORTH BAY AS FOLLOWS:-

1. That all former By-laws appointing a Tax Collector and Water Commissioner be and the same are hereby repealed.

2. That the duties of the said Tax Collector and Water Commissioner shall be as follows;-

(a) To collect all taxes and water rates for the Town of North Bay at the times fixed by By-laws for the collection of same, and pay same over to the Treasurer of the said Town of North Bay daily, taking his receipt for same.

(b) To send out yearly notices in January to all consumers of water showing the amount of quarterly charges for the current year and arrears if any.

(c) To prepare statement of outstanding water rates on the first day of February, May, August, and November in each year.

(d) To have all water services turned off for non-payment of rates, and to have same turned on again when all rates and charges have been paid.

(e) To receive applications on prescribed forms for the installation or renewal of water services and hand the same over to the Town Engineer for action.

(f) To see that all provisions of the Water-Works By-law are properly enforced and report to the Fire, Water & Light Committee the amount of collections for each quarter, and any other information they may require

(g) The said Tax Collector and Water Commissioner shall be in his office in the Town Hall in the Town of North Bay from nine o'clock in the forenoon until twelve o'clock noon and from one-thirty o'clock in the afternoon until six o'clock in the afternoon, each day of the week except

Sundays and legal holidays, and shall receive taxes and water rates during the following hours:-

1. For the first twenty days of each quarter and also for the first twenty days after the date on which an instalment of taxes is due, his office shall be open to the Public from nine o'clock in the forenoon until twelve o'clock noon, and from one-thirty o'clock in the afternoon, until six o'clock in the afternoon.

2. During the remaining working days of the year his office shall be open to the public from 10 o'clock in the forenoon until 12 o'clock noon and from one-thirty o'clock in the afternoon until four o'clock in the afternoon.

(h) The said Tax Collector and Water Commissioner to devote his whole time to the service of the Town exclusively.

3. That JOHN SMALL, be and is hereby appointed Tax Collector and Water Commissioner for the Town of North Bay.

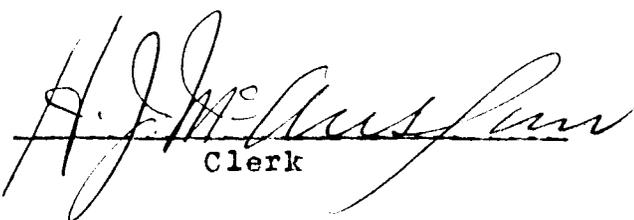
4. That the said JOHN SMALL, shall deposit with the Town Clerk a guarantee bond in sufficient amount to be satisfactory to the Council, and shall keep the same renewed and in force during the term of his office, provided premium for same is paid for by the Town.

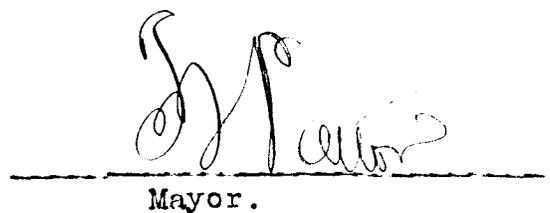
5. That the said Tax Collector and Water Commissioner shall be paid for the faithful performance of his duties the sum of One Thousand Four Hundred Dollars per year, payable in monthly instalments of \$116.66 each month.

6. That the term of engagement of the said Tax Collector and Water Commissioner may be terminated at any time at the pleasure of this Council, without any notice being required to that effect.

This By-law to come into effect immediately after the passing thereof.

Passed in open Council this 6th. day of May 1918.


Clerk


Mayor.