

FLETCHER CREEK IMPROVEMENT DISTRICT

BYLAW NO. 43
SECRETARY/TREASURER/ASSESSOR ESTABLISHMENT BYLAW

A bylaw to establish the position of Secretary-Treasurer and Assessor and to establish the powers, duties and responsibilities of this officer.

The Trustees of Fletcher Creek Improvement District ENACT AS FOLLOWS:

The position of Secretary-Treasurer:

- a) This officer shall be responsible for corporate administration under section 738.2 of the Local Government Act; including
 - i. The establishment and maintenance of the business office of the District.
 - ii. The regular filing of official documents as required by the District.
- b) This officer shall be responsible for financial administration under section 738.3 of the Local Government Act; including
 - i. The establishment and maintenance of the financial records of the District.
 - ii. The preparation of required financial statements on behalf of the District.

In addition to the powers, duties and functions assigned to the Secretary-Treasurer in sections a) and b) above:

- i. The officer shall act as tax assessor and collector on behalf of the District.
- ii. Additional duties as may be assigned from time to time by the Board of Trustees.

This bylaw may be cited as the Secretary/Treasurer/Assessor Establishment Bylaw No. 43

INTRODUCED and given first reading by the Trustees on the 12th of December, 2002

RECONSIDERED and finally passed by the Trustees on the 12th of December, 2002

Original signed by:

Jake Van Smeden
Chair of the Trustees

Patricia Clapp
Secretary-Treasurer of the Trustees

I hereby certify under the seal of the Fletcher Creek Improvement District that this is a true copy of Bylaw No. 43 of the Fletcher Creek Improvement District passed by the Trustees on the 12th of December, 2002

Patricia Clapp
Secretary-Treasurer of the Trustees

Registered in the office of the Inspector of Municipalities on December 24, 2002