

be selected from the public at large. Each Chairman will engage himself with the problems peculiar to his area of responsibility, and will report and make recommendations to Council for final approval and decision. Each Chairman will have a relative proportion of the Municipal Budget under his oversight; and each is to handle relative problems, requests or complaints issuing from the rate-payers.

It is believed that this system will be of benefit to everyone concerned.

6. COUNCILLORS' STIPENDS

Council members were paid at the following per annum rates for 1977.

1. Councillor Pennock	\$1,000.00
2. Councillor Moran	1,000.00
3. Councillor Law	1,000.00
4. Deputy-Reeve Charbonneau	1,300.00
re Hospital Board attend.	125.00
5. Reeve Knight	1,600.00
for Road Chairman duties.	<u>600.00</u>

TOTAL \$6,625.00

These amounts remain unchanged and the same for the year 1978.

7. MINUTES

Minutes are kept of each Council meeting, and then written into the official Township minute book. Any ratepayer has the right to read this minute book in the Township Office. Municipal business is not a secret! And the best source of information is to be found in the Township Office. Minutes are also copied and sent to each Councillor.

ADMINISTRATION

1. CLERK-TREASURER

Mr. Bernard Valiquette is the Clerk-Treasurer of the Township, having assumed that position in the spring of 1972. The experience he has gained, and his dedication to the job, combine to make a very helpful public servant. The Clerk's duties are related to all responsibilities involved in the municipal operation.

2. STAFF

The many administrative tasks requiring attention in the Township Office have been growing in number and complexity during the past few years. Consequently, additional staff has been hired on a casual basis to assist the Clerk, Mrs. Cathy Reddy fills the position of Senior Office Clerk. She also acts as Secretary for Council meetings, and later prepares the Minutes. Mrs. Glenna Valiquette assumes certain office tasks as necessary.

3. OFFICE HOURS

Office hours extend from 9:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. Monday through Friday.

4. OFFICE LOCATION

The Township office is located adjacent to Highway 508 at Calabogie, in a red brick bungalow-type building containing the Medical Centre. In 1976 basement space was utilized to construct an office facility which has since proven its worth. Additional space is available, and in all likelihood will be utilized for a new room which will double as a Council Chamber and an office where interviews, counselling and discussions of a confidential nature may be treated in privacy. The cost of the room