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## Administration Office

The Administration Office, located in the Town Hall, manages and oversees the delivery of the Town of Stellarton's budget. The department is comprised of staff that administers the operating and capital revenue and expenditures of the Town, including tax revenue, water revenue, other accounts receivables, payroll and accounts payable.

The Town of Stellarton Council designates a Town Clerk to manage the administrative branch of the government of the municipality and act as a treasurer. The Clerk is responsible to the Council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the Council. The Clerk keeps the record of all proceedings of the Council, of all by-laws and policies of the municipality, and performs other duties as prescribed by the Council.

Administration Office (902)752-2114.