



**MUNICIPALITY OF THE COUNTY OF PICTOU
MUNICIPAL OFFICERS POLICY**

WARDEN

1. The Warden and Deputy Warden shall be chosen by Ballot.
2. (1) The Warden shall do, perform and carry out all acts duties and things required of a Warden by the Statutes of Nova Scotia, and the By-Laws, Resolutions and Orders of the Council.

(2) In the absence or inability of the Warden to act, or in the event of the office of Warden being vacant, the Deputy Warden shall do, perform and carry out all acts, duties and things required of a Warden by the Statutes of Nova Scotia and by the By-Laws, Resolutions and Orders of the Council.

CLERK

3. (1) The Clerk shall be chosen by ballot.

(2) The Clerk shall do, perform and carry out all acts, duties and things required of a Municipal Clerk by the Statutes of Nova Scotia and by the By-Laws, Resolutions and Orders of the Council.

(3) The Deputy Clerk if required to act as Clerk shall do, perform and carry out all acts, duties and things required by a Municipal Clerk by the Statutes of Nova Scotia and By-Laws, Resolutions and Orders of the Council.
4. Every Clerk or Deputy Clerk, before entering upon or continuing to perform the duties of his office, shall give security in an amount not less than TEN THOUSAND DOLLARS (\$10,000.00) for the faithful performance of the duties required of him as Clerk or Deputy Clerk and in the performance of any other office held by him under the Council.

TREASURER

5. The Treasurer shall be the collector of rates and taxes for the Municipality under the provisions of the Assessment Act.

6. Every Treasurer or Deputy Treasurer before entering upon or continuing to perform the duties of his office, shall give security in an amount not less than TEN THOUSAND DOLLARS (\$10,000.00) for the faithful performance of the duties required of him as Treasurer or Deputy Treasurer and in the performance of any other office held by him under the Council.
7.
 - (1) The Treasurer shall do, perform and carry out all acts, duties and things required of a Municipal Treasurer by the Statutes of Nova Scotia and by the By-Laws, Resolutions and Orders of the Council.
 - (2) All payments made for charges lawfully incurred by the Municipality shall be paid by cheque signed by one of the Treasurer, Deputy Treasurer, or Deputy Clerk and countersigned by one of the Warden or Deputy Warden.
8. Notwithstanding anything contained in this Part, the Treasurer or Deputy Treasurer may refer any account charged the Municipality to the Financial Services Committee for direction and approval of payment.

SOLICITOR

9.
 - (1) Subject to subsections (2) and (3) of this clause, the Council shall at each regular April Meeting which next follows the general election of Councillors, choose by ballot a Barrister of the Supreme Court of Nova Scotia to be the Solicitor of the Municipality, at an annual retainer and fees which shall be determined by the Council, and who shall hold office until the regular April Meeting following the next general election of Councillors.
 - (2) Notwithstanding subsection (1) of this clause, the Solicitor for the Municipality, for cause, may be removed by a resolution of Council.
 - (3) Notwithstanding subsection (1) of this clause, the present Solicitor of the Municipality shall remain in office at the annual retainer and fees earlier determined by Council until the regular April Meeting which follows the next general election of Councillors.
10. The Municipal Solicitor shall attend all meetings of Council, and
 - (a) advise the Warden, Clerk, Treasurer, and Councillors on laws in relation to the performance of their duties of their respective offices;
 - (b) attend meetings of committees, boards and commissions of Council when requested;
 - (c) draft and revise all legal documents required by the Municipality;

- (d) act as Solicitor and counsel for the Municipality, its boards and commissions, in all proceedings in which the Municipality or its boards or commissions are parties;
- (e) draft all legislation on behalf of the Municipality and all necessary documents in connection therewith;
- (f) attend before any Committee of the House of Assembly on behalf of the Municipality upon direction from Council.

11. All former policies heretofore enacted with respect to Municipal Officers are hereby repealed.