

## **MUNICIPALITY OF THE DISTRICT OF ARGYLE**

### **BY-LAW #6**

#### **MUNICIPAL OFFICERS**

1. (a) Every nomination for Warden, Deputy Warden, or for any office or position shall be made by Motion duly made and seconded.  
  
(b) The election of the Warden, Deputy Warden, or other nominee for office, and of all Municipal Officers shall be by Ballot, PROVIDED THAT, except in the case of the election of the Clerk-Treasurer, the Council may, by unanimous consent, dispense with the ballot, and elect by roll call vote.  
  
(c) Where more than two persons are nominated for election by the Council to any office, and no such nominee receives a majority of votes of the Councillors present on the first vote or ballot, the name of the nominee receiving the least number of votes shall be dropped, and the Council shall thus continue to vote or ballot until one of the nominees has a majority of the votes of the Councillors present.
2. All salaries, the charges for which are definitely fixed by law, By-Law or resolution of Council and which are payable by the Municipality, shall be paid by the Treasurer out of the funds provided for the purpose on the certificate of the Warden or any of the authorized signing officers.
3. The oath of office made by any officer of the Municipality shall be transmitted to the Clerk who shall file the same in his office.
4. The Clerk shall mail a notice to each person appointed by the Council to any office or position, or furnish each Councillor with blank notice forms for all persons appointed in the district of such Councillor, and shall furnish copies of all orders or resolutions made by the Council, to the persons who may be affected thereby, or whose duty it may be to exercise such order.

5. At the first meeting after the election of a Council and whenever the office becomes vacant, the Council shall elect a Warden.
6. In the absence or inability to act of the Warden or in the case of death of the Warden, the Deputy Warden shall perform all the duties and functions of the Warden as established by law or resolution of the Council, until a Warden is elected.
7. (a) The Clerk-Treasurer shall perform all the duties prescribed by Section 105 and Section 109 of the Municipal Act, Revised Statutes of Nova Scotia, 1967, Chapter 192, as amended, and by any other law, By-Law or Resolution of the Council.  
  
(b) Before entering upon or continuing in office, the Clerk-Treasurer shall give security in form required by law in the amount of Fifty Thousand (\$50,000) Dollars. The premium for such Bond shall be paid by the Municipality.  
  
(c) The Salary of the Clerk-Treasurer shall be fixed by the Council by Resolution and according to law.
8. (a) The Clerk-Treasurer shall lay before the Council at its Annual Meeting in each year a report of the receipts and expenditures of the Municipality of the preceding year, and also a statement of the Collectors' accounts and of all liabilities and assets of the Municipality as of the 31st day of December of the said preceding year.  
  
(b) The books and accounts kept by him as such Clerk-Treasurer shall be kept in a clear intelligible manner and according to the methods of bookkeeping best adapted to show the financial state of the Municipality and the various bodies for which it acts/ the books shall be the property of the Municipality and shall be open to inspection in accordance with Section 108 of the Municipal Act, Revised Statutes of Nova Scotia, 1967, Chapter 192.

9. (a) At every Annual Meeting the Council shall appoint a firm of Chartered Accountants, to be the auditors of the Municipality;
  - (b) The Auditors so appointed shall report in the manner required by law to the next Annual Meeting of the Council.
  - (c) The compensation of the Auditors shall be determined by Resolution for the Council from time to time.
10. The Council may appoint at the Annual Meeting a Sanitary Inspector for the Municipality, whose duties shall be inspection of sanitary and health conditions in the Municipality and the reporting thereof to the local Board of Public Health.
11. (a) Where any person is appointed herein or under the provisions of the Municipal act or any other law, the said person shall hold office until he is removed or his successor is appointed, and shall exercise his functions throughout the Municipality unless it is otherwise specified in his appointment.
  - (b) The Council may, by Resolution, require an annual report from any fence viewer, pound keeper or any other person appointed herein.

**Chief Administrative Officer's Annotation for Official By-Law Book**

Date of First Reading	
Date of Advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of Advertisement of Passage of By-Law	
Date of Mailing to Minister a Certified Copy of By-Law	
Effective Date of By-Law	
I certify that this Municipal Officers By-Law #6 was adopted by Council and published as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date