

TOWN OF KENTVILLE
Officials, Officers, Employees and their Duties Bylaw
Chapter 7

1. Subject to the provisions of the Town's Incorporation Act, Council shall, from time to time, appoint such officials as it deems desirable, including, but not so as to limit the generality, of the foregoing: a Town Clerk, a Town Treasurer, a Deputy Town Treasurer, a Town Solicitor, a Town Engineer, an Assessor or Assessors, a Chief of Police, a Building Inspector and a Medical Health Officer.
2. Any person may be appointed to more than one office, the duties of which are not inconsistent with each other.
3. Every official appointed by the Council shall, before entering upon the duties of the office, take an oath to faithfully perform the duties of the office to the best of his or her ability, which oath shall be administered by the Mayor, the Stipendiary Magistrate or other person duly authorized to administer oaths in the Province of Nova Scotia.
4. A memorandum of the fact of such oath having been taken, shall be made by the Town Clerk.
5. Every official and other employee shall receive such remuneration as it determined by resolution of the Council.
6. Any official, officer or other employee may be dismissed from office at any time, on failure to perform properly and efficiently the duties of the office.
7. The Town Clerk, before entering upon, or continuing to perform the duties of this office, shall give security for the faithful performance of these duties, which shall be in an account of not less than \$5,000.00, and all other employees of the Town who normally handle Town monies, shall be bonded in such amount or amounts, as Council shall from time to time prescribe.
8. The Town Clerk shall perform such duties as are imposed upon Town Clerks by the Towns' Incorporation Act, and by any other Acts of the Legislature of Nova Scotia and by these Bylaws, and as well, such other duties appropriate to the position, as the Council may, by resolution from time to time, require.
9. The Town Clerk may, with the concurrence of the Council, appoint a Deputy to perform any or all of those duties, and shall be responsible for the acts of such Deputy.
10. The Town Treasurer shall perform such duties as are imposed upon Town Treasurers by the Towns' Incorporation Act, and by any other Acts of the Legislature of Nova Scotia and by these Bylaws, and as well, such other duties

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- appropriate to the position as the Council may, by resolution from time to time, require.
11. The Town Treasurer shall receive all monies payable to the Town and deposit the same in a chartered Bank, to the credit of the Town. The Treasurer shall also attend to the payment of all monies payable by the Town.
 12. The Deputy Town Treasurer shall perform such duties appropriate to the position as Council may, from time to time, by resolution require, and in general, shall assist the Town Treasurer in the performance of those duties, and shall perform the duties of the Town Treasurer, in the absence of the Town Treasurer.
 13. The Town Solicitor shall:
 - (a) Give legal advice and assistance to the Mayor and Councillors and other Town Officials, in the performance of the duties of their respective offices.
 - (b) Attend all regular meetings of the Council and when required to do so, attend special meetings of Council, Committees of Council and meetings of the various Boards and Commissions of the Town.
 - (c) Draft and revise all legal documents required by the Town.
 - (d) Act as Counsel and Solicitor for the Town and for its various Boards and Commissions, in all actions in which the Town or Town Boards and Commissions are parties.
 - (e) Take charge of and manage all the legal business connected with the affairs of the Town.
 - (f) Draft all proposed legislation on behalf of the Town and all necessary documents therewith; and
 - (g) Attend before any Committee of the Legislature, on behalf of the Town, when the Council so directs.
 14. The Town Engineer shall advise the Council and Committees thereof, respecting all matters within the scope of professional knowledge and training. He or she shall attend all regular meetings of the Council and when required, special meetings of Council and meetings of the Town's various Boards, Commissions and Committees of Council.

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15. The Town Engineer shall also perform such other duties appropriate to the position, as Council may, from time to time, require.
16. Instead of appointing a full time Town Engineer, Council may from time to time engage the services of a Consulting Engineer, or a firm of Consulting Engineers, who shall perform as many of the duties of a Town Engineer as are contracted for in the contract of employment, made between the Town and the Consulting Engineer or Engineers.
17. The Council shall annually, before the first day of July, in each year, appoint an Assessor for the Town, who shall hold office for one year, or until a successor is appointed.
18. The Assessor shall perform the duties imposed by the Assessment Act.
19. The Council shall, from time to time, appoint a Building Inspector for the Town, who shall have the powers to perform the duties mentioned in Chapter 23 of these By-Laws, entitled "*A By-Law to regulate the Erection and provide for the Safety of Buildings and Structures*".
20. The Building Inspector shall furnish monthly reports, in writing to the Council, respecting the activities of his Department.
21. The Council, at its first meeting, after the election of Councillors each year, may appoint a duly qualified Medical Practitioner, to be the Medical Health Officer for the Town.
22. This Medical Health Officer shall perform the duties prescribed under the Public Health Act and under any other Acts, and by these By-Laws, and as well such duties usual to this position, as the Council, or the Board of Health for the Town, may from time to time, require.