

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES, TO PROVIDE FOR THE APPOINTMENT OF AN ACTING SENIOR ADMINISTRATIVE OFFICER AND TO SET FORTH CERTAIN TERMS AND CONDITIONS OF SUCH AN APPOINTMENT

WHEREAS pursuant to section 44 subsections (1), and (2) of the Cities, Towns, and Villages Act, R.S.N.W.T. 1988, c.8, which states:

- 44 (1) The council may, by by-law, appoint employees to be officers and authorize them to perform
- (a) any statutory duty assigned to the senior administrative officer by this Act, other than those assigned under section 47; or
 - (b) any other duties the council considers necessary.
- (2) The council may appoint employees to act on behalf of any officer where the officer is absent or unable to act.

AND WHEREAS the Town of Inuvik deems it desirable and necessary to make provision for an Acting Senior Administrative Officer to be appointed in the event there is a vacancy in the Senior Administrative Officer position or when the Senior Administrative Officer is absent or unable to designate an Acting Senior Administrative Officer to act on his behalf during his temporary absence.

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Inuvik in Council duly assembled enacts as follows:

1. That during a vacancy in the position of the Senior Administrative Officer, or when the Senior Administrative Officer is absent or unable to appoint an acting Senior Administrative Officer for the temporary period of his absence; the Mayor is hereby authorized (based upon a telephone pooling of available Council Members present) to appoint an Acting interim Senior Administrative Officer for the period of vacancy in the position or temporary absence of the Senior Administrative Officer. Such appointment will be ratified by Council resolution at the next Regular Council Meeting.
2. For periods of absence, of up to six (6) weeks in duration, the Senior Administrative Officer, exercising his discretion, is hereby authorized and empowered by Council to appoint an Acting Senior Administrative Officer from amongst his supervisory staff to act on his behalf during the period(s) of his temporary absence from work. The Acting Senior Administrative Officer position may be rotated amongst the supervisory staff upon the discretion of the Senior Administrative Officer.

3. That in the absence of the Senior Administrative Officer of the Town of Inuvik, the Acting Senior Administrative Officer shall perform the following duties of the Senior Administrative Officer:
 - (i) Such duties that the Mayor and/or Council may, by policy, delegate in accordance to Sections 47(1) and 47(2) of the Cities, Towns and Villages Act, R.S.N.W.T. 1988, C. C-8.
 - (ii) Such duties in accordance to Section 48 of the Cities, Towns and Villages Act, R.S.N.W.T. 1988, c. C-8.

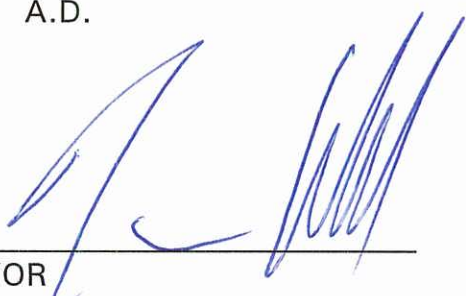
4. Further, that in the absence of the Senior Administrative Officer of the Town of Inuvik, the Acting Senior Administrative Officer shall, in accordance with the Cities, Towns and Villages Act, R.S.N.W.T. 1988, c. C-8:
 - (i) Sign bank disbursements as approved by the current fiscal year budget, or as approved by Council of the Town of Inuvik.
 - (ii) Sign by-laws as enacted by the Council of the Town of Inuvik.
 - (iii) Sign other Town of Inuvik documents as approved by the Council of the Town of Inuvik.

5. That By-Law #94-1312 is hereby repealed.

READ A FIRST TIME THIS 14th DAY OF **AUGUST**, 1996 A.D.

READ A SECOND TIME THIS 14th DAY OF **AUGUST**, 1996 A.D.

READ A THIRD TIME AND PASSED THIS 28th DAY OF **AUGUST**, 1996, A.D.



MAYOR



SENIOR ADMINISTRATIVE OFFICER