

**TOWN OF INUVIK
BY-LAW #2628/APP/19**

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

PURSUANT TO the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c. 22 as amended;

WHEREAS it is deemed desirable and necessary to appoint employees to act on behalf of any officer who is absent or unable to act;

AND WHEREAS the Town of Inuvik deems it desirable and necessary to make a 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 their behalf during a temporary absence;

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

1. During a vacancy in the position of 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 their absence, the Mayor is hereby authorized, based upon a poll taken of available Council members, to appoint an Acting interim Senior Administrative Officer for the period of vacancy. Such appointment will be ratified by Council at its 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 supervisory staff to act on their behalf during the temporary absence. At the discretion of the Senior Administrative Officer, the Acting Senior Administrative Officer position may be rotated amongst supervisory staff.
3. In the absence of the Senior Administrative Officer, the Acting Senior Administrative Officer shall perform the following duties of the Senior Administrative Officer, including:
 - i) such duties as the Mayor and/or Council may, by policy, delegate in accordance with the *Cities, Towns and Villages Act* as amended;
 - ii) sign cheques if approved as a municipal cheque signing authority;
 - ii) sign by-laws enacted by Council; and,
 - iv) sign other Town of Inuvik documents as approved by Council.
4. By-law 1459/APP/96 and any previous by-laws to appoint an Acting Senior Administrative Officer are hereby repealed.
5. This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS 27TH DAY OF MARCH, 2019 A.D.

READ A SECOND TIME THIS 27TH DAY OF MARCH, 2019 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF APRIL, 2019 A.D.


MAYOR



SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Town of Inuvik.


SENIOR ADMINISTRATIVE OFFICER