

COMMUNITY GOVERNMENT OF WHATÌ

BYLAW NUMBER 70-2024

A BYLAW OF THE MUNICIPAL CORPORATION OF THE COMMUNITY GOVERNMENT OF WHATÌ IN THE NORTHWEST TERRITORIES TO APPOINT A SENIOR ADMINISTRATIVE OFFICER, PURSUANT TO THE PROVISIONS OF THE TŁĪCHQ COMMUNITY GOVERNMENT ACT, S.N.W.T. 204, CHAPTER 7, SECTION 38(1).

WHEREAS the Tłıchq Community Government Act, S.N.W.T. 204, Chapter 7, Section 38(1), authorizes the Municipal Corporation of the Community Government of Whatì to appoint a Senior Administrative Officer.

NOW, THEREFORE, BE IT ENACTED by the Council of the Community Government of Whatì, at a meeting duly assembled, as follows:

SHORT TITLE

1. This Bylaw may be cited as the "Senior Administrative Officer Bylaw."

DEFINITIONS

2. In this Bylaw:
 - 2.1. "Act" means the Tłıchq Community Government Act, being Chapter 7, of the Statutes of the Northwest Territories, 2004.
 - 2.2. "Community Government of Whatì" means the Municipal Corporation of the Community Government of Whatì as defined under the Act.
 - 2.3. "Council" means the duly elected representatives of the Community Government of Whatì.
 - 2.4. "Senior Administrative Officer", or "SAO", means the position established by Section 38 of the Act and the term 'Senior Administrative Officer' or 'SAO' may be used interchangeably.

GENERAL PROVISIONS

- 3.1. Effective June 3, 2024, Mr. Sherbaz Muhammad is appointed as the Senior Administrative Officer for the Community Government of Whatì. The terms of his employment are attached in Schedule A of this bylaw.
- 3.2. The Senior Administrative Officer will be responsible for carrying out the duties and exercising the powers outlined in Section 42(2) of the Act.

3.3. Bylaw 55-2015 - SAO Bylaw is repealed by this bylaw.

3.4. This Bylaw comes into effect on the day of its final passage.


Read a first time this 3rd day of June, 2024.

Read a second time this 3rd day of June, 2024.

Read a third and final time, and passed this 17th day of June, 2024.




Chief Alfonz Nitsiza



Sherbaz Muhammad, SAO

As per Section 71(1)(d) of the Tłı̨cẖo Community Government Act, I hereby certify that this Bylaw has been made in accordance with the requirements of Tłı̨cẖo Community Government Act, and the Bylaws of the Municipal Corporation of the Community Government of Whatı̨.



Sherbaz Muhammad, SAO



COMMUNITY GOVERNMENT OF WHATÌ

SCHEDULE "A"

Duties and Responsibilities of the Senior Administrative Officer

The Senior Administrative Officer (SAO) shall follow the rules, regulations, and legislation governing the role and responsibility as outlined in the Tìchq Community Government Act, as well as any additional applicable legislation.

In addition to the duties outlined in the Tìchq Community Government Act and other applicable legislation, and for greater clarity, the Council of the Community Government of Whatì further directs that:

1. The SAO shall annually assist the Council in developing, maintaining, and reporting on a five-year strategic plan, and provide bi-annual progress reports.
2. The SAO shall oversee the preparation and submission of quarterly financial reports to the Council and Municipal and Community Affairs (MACA), with the Finance Manager responsible for the detailed preparation of these reports.
3. The SAO shall regularly review various safety and emergency plans and programs, scheduling annual reviews and/or exercises as required, to ensure the Council and Staff are properly familiar with these plans.
4. The SAO shall regularly review current Bylaws and policies, periodically making recommendations to the Council when updates, replacements, or repeals are needed.
5. The SAO is responsible for conducting elections within the Community Government of Whatì.