

Appendix A

**Community Administrative Officer By-law**

Incorporated Community of \_\_\_\_\_  
By-Law Number \_\_\_\_\_

**Being a By-law to Establish the Position of Community Administrative Officer.**

**WHEREAS** Subsection 132(1) of *The Northern Affairs Act* provides that every council must establish the position of community administrative officer and must appoint a person to that position.

**AND WHEREAS** Subsection 132(2) of *The Northern Affairs Act* provides that for an incorporated community, the appointment of a person to the position of community administrative officer must be made by by-law.

**AND WHEREAS** Subsection 132(4) of *The Northern Affairs Act* provides that a council may give the position of community administrative officer any title the council considers appropriate.

**NOW THEREFORE BE IT RESOLVED** that the Council of Incorporated Community of \_\_\_\_\_ enacts as follows:

1. THAT the position of Community Administrative Officer be established in the Incorporated Community of \_\_\_\_\_.
2. THAT \_\_\_\_\_ be appointed as Community Administrative Officer for the Incorporated Community of \_\_\_\_\_.
3. THAT the title of the position be Community Administrative Officer.

**DONE AND PASSED** as a By-law of the Incorporated Community of

\_\_\_\_\_ in the Province of Manitoba this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Community Administrative Officer

Read a first time on this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

Read a second time on this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

**Resolution**

**Community Council** \_\_\_\_\_ 20

**Moved by Councillor:** \_\_\_\_\_

**Seconded by Councillor:** \_\_\_\_\_

**WHEREAS** Subsection 132(1) of *The Northern Affairs Act* provides that every council must establish the position of community administrative officer and must appoint a person to that position.

**AND WHEREAS** Subsection 132(4) of *The Northern Affairs Act* provides that a council may give the position of community administrative officer any title the council considers appropriate.

**NOW THEREFORE BE IT RESOLVED** that the \_\_\_\_\_ Community Council enacts as follows:

- 4. **THAT** the position of Community Administrative Officer be established for the \_\_\_\_\_ Community Council.
- 5. **THAT** the title of the position be Community Administrative Officer.

\_\_\_\_\_  
Mayor

Resolution # \_\_\_\_\_ / \_\_\_\_\_