

Appendix A

Community Administrative Officer Bylaw

The Council of the Incorporated Community of _____
Bylaw Number _____

Being a bylaw 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 bylaw.

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 the 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 bylaw of the council of the incorporated community of

_____ in the Province of Manitoba this ____ day of _____ 20__.

(corporate
seal)

mayor's signature

community administrative officer's signature

Read a first time this ____ day of _____, 20__.

Read a second time this ____ day of _____, 20__.

Read a third time this ____ day of _____, 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:

1. **THAT** the position of community administrative officer be established for the community council.
2. **THAT** _____ be appointed as community administrative officer for the community of _____.
3. **THAT** the title of the position be community administrative officer.

mayor's signature

Resolution # _____ / _____