



## Community Government of Behchokò BYLAW NUMBER 146-16

A bylaw of the Community Government of Behchokò in the Northwest Territories to appoint a Senior Administrative Office pursuant to the provisions of the *Tłı̨chʔ Community Government Act, S.N.W.T., 2004, c-7 with amendments up to and including 2013.*

**WHEREAS** the Council for the Community Government of Behchokò ("The Community Government") is required to appoint, by bylaw, a Senior Administrative Officer;

**AND WHEREAS** the Community Government wishes to appoint Larry Baran as its' Senior Administrative Officer;

**AND WHEREAS** Larry Baran wishes to accept the Community Government's appointment as Senior Administrative Officer;

**NOW THEREFORE**, the Council of the Community Government of Behchokò, in a meeting duly assembled, enacts as follow:

- a) That Larry Baran is appointed to the position of Senior Administrative Officer for the Community Government effective August 1, 2016 at the pleasure of the Council of the Community Government of Behchokò.
- b) That Larry Baran shall, for the purpose of the Community Government be called the "Senior Administrative Officer".
- c) That the duties and responsibility of the Senior Administrative Officer shall be outlined in Schedule "A" that is attached and forms part of this bylaw.
- d) That terms and conditions of the employment shall be set out in the Letter of Offer of Employment dated August 1, 2016 and the Personnel Policy of the Community Government of Behchokò.

Read a First time this 12<sup>th</sup> day of July, 2016.

Read a Second time this 9<sup>th</sup> day of August, 2016.

Read a Third and Final time, and passed this 9<sup>th</sup> day of August, 2016.



Chief Clifford Daniels



Larry Baran, SAO

As per Section 71(1)(d) of the *Tłıchq Community Government Act*, I hereby certify that this bylaw has been made in accordance with the requirements of *Tłıchq Community Government Act*, and the bylaws of the municipal corporation of the Community Government of Behchokò.



Larry Baran, SAO



# Community Government of Behchokò

## Schedule "A"

### Duties and Responsibilities of the Senior Administrative Officer

1. The Senior Administrative Officer shall follow the rules, regulations and legislation governing the role and responsibility of the Senior Administrative Officer as outlined in the *Tłìchq Community Government Act* as well as any additional applicable legislation.

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

2. The Senior Administrative Officer, or designate, shall provide Council with Quarterly Financial Report that are required to be submitted to Municipal & Community Affairs.
3. The Senior Administrative Officer, or designate, shall annually assist Council in developing, maintaining, and reporting on a Five Year Strategic Plan. Such progress reports to be provided, at minimum, bi-annually.
4. The Senior Administrative Officer, or designate, shall regularly review various safety and emergency plans and programs and, where required, schedule such annual reviews and/or exercises so as to ensure that Council and Staff are properly conversant with these plans.
5. The Senior Administrative Officer, or designate, shall regularly review current bylaws and policies, and periodically make recommendations to Council when certain bylaws and policies need to be updated, replaced or repealed.
6. The Senior Administrative Officer, or designate, is responsible for conducting elections within the Community Government.