



Municipality of Naujaat
P.O. Box 10
Naujaat, Nunavut
X0C 0H0
Phone: (867) 462-9952 Fax: (867) 462-4411

HAMLET OF NAUJAAT BYLAW 227

A Bylaw of the Municipal Corporation of the Hamlet of Naujaat in the Nunavut Territory to appoint a Senior Administrative Officer and to establish the duties and powers of the Senior Administrative Officer, pursuant to the provisions of the **Hamlets Act**, S.N. 2003, c.3, s.43.

WHEREAS section 43 of the Hamlets Act provides that every council shall, by by-law, appoint a Senior Administrative Officer; and

WHEREAS it necessary to establish the terms of employment and that the duration of the appointment is at the pleasure of Council,

NOW, THEREFORE, THE HAMLET COUNCIL OF NAUJAAT, at a duly assembled meeting, enacts as follows:

SHORT TITLE

1. This by-law may be cited as the "Senior Administrative Officer By-law".

INTERPRETATION

2. In this by-law:
 - (a) "Council" means the Council of the Hamlet;
 - (b) "Hamlet" means the Hamlet of Naujaat in Nunavut;
 - (c) "Mayor" means the Mayor of the Hamlet;
 - (d) "SAO" means the person appointed as the Senior Administrative Officer of the Hamlet; and
 - (e) "Schedule" means a schedule attached to and forming part of This by-law.

APPOINTMENT

3. Marie Gloria Chantal Pelletier is hereby appointed as the SAO effective October 1, 2025.

CONDITIONS OF EMPLOYMENT

- 4. (a) The SAO shall be an employee of the Hamlet and the conditions of Employment for other Hamlet employees shall apply except as varied by this by-law or offer of employment.
- (b) The SAO shall receive directions from the Council through the Mayor or the Mayor's office.
- 5. The duties and responsibilities of the SAO shall be set out in:
 - (a) the Hamlets Act; and
 - (b) Schedule 1.
- 6. (a) The SAO shall reside within the Hamlet boundaries.
- (b) Salary, staff housing and additional benefits shall be provided for the SAO as set out in Schedule 2.
- 7. The performance of the SAO shall be reviewed annually by the Council prior to the Anniversary of the date of appointment and Where the performance of the SAO is deemed by the Council to have been:
 - (a) Satisfactory, the Council may approve a salary increase with effect from the date of appointment as set out in Schedule 2.
 - (b) Not satisfactory, the Council shall not approve a salary increase and shall Notify the SAO in writing
 - (i) In what areas her performance is considered deficient;
 - (ii) What improvements to her performance are expected including Appropriate time frames; and
 - (iii) What penalties may be applied in default of expected Improvements.
- 8. (a) The SAO shall not have her employment terminated except by by-law and upon two months in writing of termination.
- 9. By-law number **211** is hereby repealed.

READ a first time this 15th day of October, 2025

READ a second time this 15th day of October, 2025



Mayor
Kevin Tegumiar

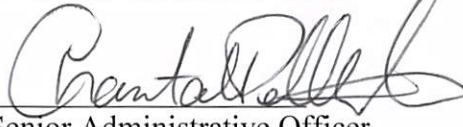


Senior Administrative Officer
Chantal Pelletier

READ a third and final time this 6th day of November, 2026



Mayor
Kevin Tegumiar



Senior Administrative Officer
Chantal

Affix Seal

**Hamlet of Naujaat , Nunavut
By-law Number**

In addition to the statutory requirements of the Hamlets Act, the Senior Administrative

Officer shall perform the following duties:

1. Administrative the business affairs of the Hamlet in accordance with the policies
And plans approved by Council.
2. Coordinating and directing the preparation of plans and programs for submission
To Council for construction, maintenance and rehabilitation of the Hamlet property
And facilities.
3. Coordinating and directing the preparation of the plans and programs for submission
To Council for the development and improvements of the Hamlet services.
4. Coordinating, directing and broadly supervising the implementation of all programs
Approved by Council.

5. Compiling, considering and presenting to Council recommendations arising from
Departmental operations which require the approval of Council, and proposing by-
Laws and resolutions arising from such recommendations.
6. Directing the preparation and compilation of annual estimates of revenues and
Expenditures and presenting them to Council.
7. Exercising general financial control over all departments of the Hamlet, and
Monitoring and reporting compliance with the annual budget to Council.
8. Controlling all Hamlet purchasing, with the authority to incur individual
Expenditures not exceeding \$5,000.00 without prior approval of the
Mayor or
Exempted by resolution of Council.
9. Submitting details of all accounts payable prior to payment, other than those
Exempted by by-law or exempted by resolution of Council.
10. Supervising and directing all Hamlet employees in accordance with
general
Direction of Council.
11. Recommending to Council the appointing, evaluating, training, disciplining both
Verbal and written format any supervisory staff.
12. Employing, evaluating, disciplining, suspending or dismissing employees other
Than supervisory staff and those appointed by by-law, subject to their
rights to
Appeal Council.
13. Presenting financial reports to Council at least monthly.
14. Submitting to external funding agencies such financial reports on Hamlets
business
As the Council may require.
15. Submitting to Council from time such other reports on Hamlet business as
the Council
May reasonably require.
16. Meeting with supervisory staff collectively when necessary to discuss
matters of
Policy approved by Council.
17. Coordinating departmental activities.
18. Attending all Council meetings, whenever possible, with the right to speak
on

Issues before Council, but not to vote and advise the Council on any matters at the
Consent of the presiding Council member.

19. Performing such other duties as the Council may from time to time reasonably
Require.

20. Nothing in this by-law shall be constructed as to give the SAO the power to
Perform any act, which requires a by-law or resolution, unless the Council shall
Have passed such by-law or resolution, unless the Council shall
Have passed such by-law or resolution, and empower the SAO so to act.