

PIC HERON BAY INDIAN RESERVE # 50

BY-LAW # 6

Enacts under Section 80 s.s.(c) and Section 81 s.s.(1) & (2) of the Indian Act.  
Being a By-Law to create the position of Band Administrator.....  
(Title of Position)

WHEREAS it is necessary to appoint a Band Administrator.....  
(Title of Position)  
to interpret and promote the enforcement of all Band By-Laws and carry out  
such other duties as may be assigned by Council

THEREFORE the Council of the ..... Pic Heron Bay ..... Band

ENACTS AS FOLLOWS:

1. THAT the position of Band Administrator..... is hereby created for  
(Title of Position)  
the ..... Pic Heron Bay ..... Band:
2. THAT the said position shall be filled by competition advertised in  
accordance with the policy of the Band Council and expressed by  
resolution:
3. THAT the incumbent of the said position shall hold office during the  
pleasure of and subject to the By-Laws of the Band Council:
4. THAT the said incumbent shall upon appointment file with the Band Council  
and indemnity bond in the sum of \$..... issued by a recognized  
bonding company, subject to the premium of such bond being paid from the  
revenue funds of the ..... Pic Heron Bay ..... Band:
5. THAT the said incumbent shall be paid a salary of \$.1,200.00. per annum  
with increases of \$..... per annum upon satisfactory service until  
a maximum of \$..... is reached:

6. THAT the salary of the said incumbent shall be payment in full for all services required of him and all fees or emoluments of any kind according to him by virtue of any Act or Statute of the Federal or Provincial Government or of any By-Laws of the Band shall be paid to the .....  
Pic Manon Bay..... Band and credited to the funds of the Band:

7. THAT the duties of the said Band ... Administrator..... shall be as follows:  
(Title of Position)

- (a) To attend all regular and special meetings of Council and to truly record, in a book authorized for this purpose, without note or comment, all resolutions, decisions and other proceedings of the Band Council; unless this responsibility is delegated to another:
- (b) To record the names of all Council members present and the name and vote of every member of Council voting on any matter or question:
- (c) To keep in his office or in the place appointed for this purpose, the originals of all By-Laws and of all minutes of the proceedings of the Band Council:
- (d) To maintain or cause to be maintained, an adequate bookkeeping system showing all receipts and expenditures during each fiscal year of all monies transacted in connection with the business of the Band:
- (e) To keep and ensure that all records, accounts and correspondence, acted upon by the Band Council, are preserved and filed:
- (f) To have an audit of the books carried out within sixty days after the close of each fiscal year by an audit firm appointed by the Band Council and to have copies of such audit reports made available for the Band Council and Indian Affairs Branch as required:
- (g) To acquaint himself with all By-Laws of the Band and ensure they are carried out and to bring to the attention of Council, any case where a By-Law is inadequate or being improperly enforced:
- (h) To acquaint himself with all provisions of the Indian Act and any other Act of the Federal and Provincial Governments that bear upon the well-being of the .....  
Pic Manon Bay..... Band or any member thereof:

- (i) To perform such other duties as may be necessary for the conduct of Band Affairs or as assigned to him by resolution of the Band Council:
- (j) To file, before taking over his duties as Band Administrator..... a Declaration of Office (Title of Position) on Form 200.

Approved and dated at PIC#50..... this 28<sup>th</sup> day of FEBRUARY, 1969 by the undersigned members of the ..... Pic Heron Bay..... Band Council.

Chief *Toussant Michano*  
 .....  
 Toussant Michano

Councillors *Mrs. J. Beaumont* .....  
*Arthur Fisher* .....  
 .....  
 .....  
 .....  
 .....