



**BAND COUNCIL RESOLUTION**

Chronological No. <i>3/69-70</i>
H.Q. Reference <i>By Law 574/3-10-9</i>
<b>#4</b>

NOTE: The words "From our Band Funds" must appear in all resolutions requesting expenditures from Band Funds.

COUNCIL OF THE <u>SANDY BAY</u> BAND	<b>FOR HEADQUARTERS USE ONLY</b>
AGENCY <u>Brandon District</u>	
PROVINCE <u>Manitoba</u>	
PLACE <u>Sandy Bay Indian Reserve</u>	
DATE <u>23</u> <u>April</u> AD 19 <u>69</u> DAY MONTH YEAR	

DO HEREBY RESOLVE: Whereas the Council of the Sandy Bay Band of Indians, in the Province of Manitoba, at a Meeting held at Sandy Bay, Manitoba, this 23 day of April, A.D. 1969, makes the following By-Law pursuant to paragraph (g) of Section 80 of the Indian Act.

A By-Law of Rules and Regulations governing the Sandy Bay Employee Service:

- I
1. A Sandy Bay Band Employee Service shall be established as the administrative Branch of the Sandy Bay Band and Sandy Bay Band Council.
  2. The Service shall be non-political and have continuity of service, even though the Band Council may be changed by election.

II Appointment of Band Manager

1. A Band Manager shall be appointed by the Band Council for the management of all Band Affairs and be responsible directly to the Chief and Band Council.
2. The Band Manager shall be subject to discipline only by the Chief and Band Council.

**RECOMMENDED**  
REGIONAL DIRECTOR  
OF INDIAN AFFAIRS  
MANITOBA

1 of 3 pages

..... (Councillor)	<i>George D. Ireland</i> ..... (Councillor)	<i>Harold Starr</i> ..... (Councillor)
..... (Councillor)	<i>Henry ...</i> ..... (Councillor)	..... (Councillor)
..... (Councillor)	..... (Councillor)	..... (Councillor)
..... (Councillor)	..... (Councillor)	..... (Councillor)

FOR HEADQUARTERS USE ONLY				
1. TRUST ACCT	2. CURRENT BALANCES		3. Expenditure	4. Authority Indian Act Sec.
	A. Capital	B. Revenue		
	\$	\$	\$	\$
6. Recommended			7. Approved	
Date			Date	
Authorized Officer			Assistant Deputy Indian Affairs	

### III Duties of Band Manager

The Band Manager shall:

1. Be responsible for the supervision and to co-ordinate the work of all Band Employees.
2. Attend all Band Council and Committee Meetings. In the case of Committee Meetings, the Band Manager shall make arrangements to be represented if he cannot attend in person.
3. Advise the Band Council and Committees on progress of projects, programmes and recommend changes where necessary.
4. Liaise closely with the Department of Indian Affairs, Provincial and Municipal officials.
5. Prepare Council Resolutions for signature and other reports and correspondence for the operation of the Band Administration.
6. Assist in the financial co-ordination of joint Band and Federal projects and programmes.
7. Review projects and programmes and encourage Council to initiate policies for implementation and improvement where necessary.
8. Be responsible to draw up Agendas for all Council and Committee Meetings.
9. Present monthly financial and budget information to the Council.
10. Initiate interviews with Band members and the general public.
11. Initiate action on requests received by Council.
12. Keep all records pertaining to Band employees regarding salaries, leave, travelling expenses, mileage and other related personnel records.
13. Report semi-annually to the Band Council, in writing, on the performances of all Band employees in the months of March and September.
14. Have the authority to issue oral or written reprimands to any employee for misconduct or negligence, the full facts of which shall be reported, in writing, to the Band Council.
15. Have the authority to suspend, to a maximum of two weeks, any employee for misconduct or negligence, the full facts of which shall be reported to the Band Council, in writing.

### IV Other Appointments

1. The Band Manager shall deal with all appointments, promotions, conditions of service and salaries in consultation with the Band Council, of all Band employees.
2. The Band Manager in consultation with the Band Council, shall set the qualification standards for all job positions.
3. Vacancies of all permanent positions shall be advertised, if the Band Manager so desires, in public places throughout the Reserve, for a period of time, as may be determined by the Band Manager in consultation with the Band Council.
4. The Band Manager shall submit, in writing, to the Band Council a list of suitable candidates, in order of preference, with their education, experience and recommendation from the Reserve.

6. Band employees shall serve a probationary period of a minimum of six months. They may be removed by the Band Manager, through the Band Council, for negligence or misconduct.
7. All permanent positions shall be advertised by written description of the duties to be performed. Such job sheets as drawn up by the Band Manager, shall be approved by the Band Council before the position may be filled. In addition to the description of duties, the job sheet shall include the following:
  - a) Position title
  - b) Rate of pay
  - c) Designation of supervisor
  - d) Positions to be supervised
  - e) Date of approval by Band Council

## V Conditions of Service

### 1. Working Weeks:

A working week shall consist of 40 hours, Monday through Friday inclusive, except for those employees who are engaged in essential services. Beside the above, all Band employees shall be on call in case of emergency e.g. fire, flood and other disasters.

### 2. Leave:

(a) Vacation Leave. Annual paid leave shall be granted at the rate of one and one quarter days per month, subject to a maximum of fifteen working days per annum. Annual leave is based on the fiscal year April 1 to March 31. There shall be no carryover of vacation leave into the next year. The following paid holidays shall be observed:

New Year's Day  
Good Friday  
Easter Monday  
Victoria Day  
Dominion Day  
Labour Day  
Thanks giving Day  
Remembrance Day  
Christmas Day  
Boxing Day

One Indian Day, as may be declared by the Council, and any other holiday as may be declared by the Governor in Council.

- (b) Sick Leave. Sick Leave shall be granted at the rate of one day per month subject to a maximum of twelve days per annum. Sick leave shall be accumulated from year to year. If an employee is unable to perform his duties because of sickness or injury, he may be granted sick leave with pay as a charge against his unused sick leave credits, or leave of absence without pay if he does not have unused sick leave credits. After two days of absence due to illness, a medical certificate will be required.
- (c) Study Leave. Employees shall be granted leave for study purposes with or without pay or reduced pay according to the circumstances and subject to the recommendations of the Band Manager to the Council.
- (d) Special Leave. Leave of absence on account of bereavement such as death in the family or marriage, will be at the discretion of the Band Manager.

### 3. Elections:

- (a) A Band employee may become a candidate for Band Council election, and if elected, he must resign his position as a Band employee.
- (b) All Band employees who are working on the day of a Band election or Band referendum shall be given time off, with pay, to vote.