

BAND COUNCIL RESOLUTION

Chronological No.
WHITE BEAR NO. 51
H.Q. Reference
673728-7-26

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

COUNCIL OF THE	W H I T E B E A R	BAND	FOR HEADQUARTERS USE ONLY
AGENCY	YORKTON DISTRICT		
PROVINCE	SASKATCHEWAN		
PLACE	WHITE BEAR BAND OFFICE, CARLYLE, SASK.		
DATE	FIRST DAY	MARCH MONTH	

DO HEREBY RESOLVE:

THAT the Council of the White Bear Band of Indians at a meeting held March 1, 1971, make the following by-law:

By-Law No. 5

To create the position of a Band Administrator, WHEREAS it is necessary to appoint a Band Administrator to interpret and promote the enforcement of all Band promoted programs and By-laws and to carry out such other duties as may be assigned by Council, THEREFORE the Council of the White Bear Band ENACTS AS FOLLOWS:

1. THAT the position of Band Administrator is hereby created for the White Bear Band;
2. THAT the said position shall be filled by competition advertised in accordance with the policy of the Band Council 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 an indemnity bond in a sum adequate to ensure protection on moneys entrusted to his care and Trust Account issued by a recognized bonding company; subject to the premium of such bond being paid from the Administration Grant.

File before taking over his duties as Band Administrator a Declaration of Office on a form prescribed by the Band Council.

5. THAT the said incumbent shall be paid a salary of \$6,294.00 per annum on a semi-monthly basis and such salary may be adjusted by Band Council Resolution according to the increase or decrease of responsibility of the position and that this shall be on the basis of a 40-hour week;

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AGENCY	YORKTON DISTRICT		
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DATE	FIRST DAY	MARCH MONTH AD 19 71 YEAR	

DO HEREBY RESOLVE:

6. THAT the salary of the said incumbent shall be payment in full for all services required by him and all fees or emoluments of any kind accruing 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 White Bear Band and credited to the funds of the Band;

7. THAT the duties of the Band Administrator shall, under the general direction of the Band Council and subject to its policies and regulations, be as follows:
 - (a) administers the finances of the band which is under Council control:
 - by submitting recommendations related to sound financial management including financial regulations;
 - by ensuring the preparation annually of an estimate of all band revenues and proposed expenditures under Council control;
 - by ensuring the preparation of a five year capital works project;
 - by presenting monthly, comparative financial statements;
 - by implementing a budgetary control system;
 - by recommending adjustments to the budget from time to time;
 - by ensuring that all requirements of the annual audit are met;
 - by ensuring the exact recording of all financial transactions;
 - by authorizing the expenditure of monies, and the acceptance of tenders or contracts for items within the approved budget without prior Council approval to an amount not exceeding \$1,000 and with prior Council approval for amounts

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AGENCY <u>YORKTON DISTRICT</u>	
PROVINCE <u>SASKATCHEWAN</u>	
PLACE <u>WHITE BEAR BAND OFFICE, CARLYLE, SASK.</u>	
DATE <u>FIRST</u> DAY <u>MARCH</u> MONTH AD 19 <u>71</u> YEAR	

DO HEREBY RESOLVE:

- greater than \$1,000;
- by preparing contracts and tenders.
- (b) acts as a liaison and public relations officer for the Council in matters of administration:
 - by meaningful contacts and dialogues with officials of the federal, provincial, and municipal governments, Indian bands and organizations and other agencies;
 - by counselling individual band members;
 - by publicising the Council's policies and programs;
 - by preparing such statements, reports, and information related to these duties as may be required.
- (c) advises the Council and its committees on matters under their control or direction:
 - by attending council and committee meetings;
 - by inspecting activities and programs and reporting on their progress;
 - by submitting recommendations for amending or implementing band facilities, services, policies, and programs;
 - by providing Council and its committees with background material and information to enable the Council and its committees to make sound decisions;
 - by supervising the preparation of agendas, minutes, and by-laws for council and committee meetings.

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DO HEREBY RESOLVE:

- (d) conducts correspondence arising from or related to these duties; submits recommendations and reports related to these duties and the powers and programs of Council;
- (e) Performs or supervises general office clerical duties:
 - (i) Receive inquiries by telephone and at the reception counter, making appointments when necessary, and answering routine questions.
 - (ii) Receive, open, sort, date stamp, record and distribute incoming mail, and sort, stamp and post outgoing mail;
 - (iii) Maintain records of all employees and time-sheets and ensure paylists are made up and pay cheques issued. Issue all cheques that are made on Band funds and Band Trust Account; and ensure they are signed by authorized officials;
 - (iv) Complete forms and keep attendance, leave and pay-records for casual or hourly-rated employees;
- (f) 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.

ORIGINAL SIGNED BY :

Alfred McArthur #317	Norman Shepherd #427	
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Cecilia McArthur #346 (Councillor)	Rose Ewack #358 (Chief)	
.....	
Angus Littlechief #506 (Councillor)	Sandy Lonethunder #359 (Councillor)	(Councillor)
.....	
Francis Lonechild #541 (Councillor)	Sandy Sparvier #340 (Councillor)	(Councillor)
.....	
	(Councillor)	(Councillor)