

**BAND COUNCIL RESOLUTION  
RÉSOLUTION DE CONSEIL DE BANDE**

NOTE: The words "From our Band Funds" must appear in all resolutions requesting expenditures from Band Funds.  
NOTA: Les mots "des fonds de notre bande" doivent paraître dans toutes les résolutions portant sur des dépenses à même les fonds des bandes

THE COUNCIL OF THE LE CONSEIL DE LA BANDE INDIENNE	<b>KAHKEWISTAHAW BAND</b>		Capital balance Solde de capital	\$ _____
AGENCY AGENCE	<b>YORKTON DISTRICT</b>		Committed - Engagé	\$ _____
PROVINCE	<b>SASKATCHEWAN</b>		Revenue balance Solde de revenu	\$ _____
PLACE NOM DE L'ENDROIT	<b>BROADVIEW, SASKATCHEWAN</b>		Committed - Engagé	\$ _____
DATE	<u>THIRTEENTH</u> DAY - JOUR	<u>SEPTEMBER</u> MONTH - MOIS	AD 19	<u>71</u> YEAR - ANNÉE

DO HEREBY RESOLVE:

DÉCIDE, PAR LES PRÉSENTES:

THAT the Council of the Kahkewistahaw Band of Indians, at a meeting held September 13, 1971, make the following by-law:

By-Law No. 3

To create the position of a Band Clerk-Secretary, WHEREAS it is necessary to appoint a Band Clerk-Secretary to assist in the administration of Band affairs and to carry out such other duties as may be assigned by the Band Council. THEREFORE the Council of the Kahkewistahaw Band ENACT AS FOLLOWS:

1. That the position of Band Clerk-Secretary is hereby created for the Kahkewistahaw 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 file, before taking over his duties as Band Clerk-Secretary, a Declaration of Office on a form prescribed by the Band Council.
5. That the said incumbent shall be paid a salary of \$3,600.00 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.

BAND COUNCIL RESOLUTION  
RÉSOLUTION DE CONSEIL DE BANDE

Chronological No. - Numéro consécutif

**KAHKEWISTAHAW NO. 37**

H.Q. Reference - N° de réf. du b. pr.

**673/28-7-15**

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DATE	<b>THIRTEENTH</b> <b>SEPTEMBER</b> <b>71</b>		
	DAY - JOUR      MONTH - MOIS      AD 19      YEAR - ANNEE		

DO HEREBY RESOLVE:  
DECIDE, PAR LES PRÉSENTES:

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 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 Kahkewistahaw Band and credited to the funds of the Band.
  
7. That the duties of the Band Clerk-Secretary shall, under general direction of the Band Administrator and subject to the policies and regulations of the Band Council, be as follows:
  - perform general office clerical and stenographic duties.
  - assist clients in making application for welfare assistance or welfare housing repairs.
  - handle matters of a routine nature when the Band Administrator or Welfare Aide are absent from the office.
  - perform general clerical duties in the Band office.
  - maintain office records, issue equipment and supplies as required by office programs.
  - maintain records of all employees and time sheets and ensure pay lists are made up and pay cheques issued.
  - receive inquiries by telephone and at the reception counter, making appointments when necessary, and answering routine questions.
  - receive, open, sort, date stamp, record and distribute incoming mail, and sort, stamp and post outgoing mail.

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DO HEREBY RESOLVE:  
 DÉCIDE, PAR LES PRÉSENTES:

- maintain an office filing system and index, obtain, record and distribute the files and other records.
- complete forms and keep attendance, leave and pay records for casual or hourly-rated employees.
- duplicate forms, circulars, minutes, by-laws, regulations and distribute them according to established practice.
- operate various types of office equipment and machines such as typewriters, calculators and duplicators.
- check and code invoices, proposed expenditures and compile pay lists.
- maintain an inventory of office stationery, supplies and equipment, record the issue of same, and prepare purchase orders for the replacement.
- extract statistical data from reports or records, making simple calculations, and compiling reports in a prescribed form.
- type a variety of correspondence, reports, minutes, and by-laws from handwritten, printed or typed copies and, where required, may take simple dictation.
- perform other such duties as assigned by the Band Administrator.

ORIGINAL SIGNED BY :

William G. Francis #179 ..... (Chief - Chef)	Louis Taypotat #258 ..... (Councillor - conseiller)	Urbin Louison #293 ..... (Councillor - conseiller)
Leslie Sparvier #256 ..... (Councillor - conseiller)	..... (Councillor - conseiller)	..... (Councillor - conseiller)
Carlson Taypotat #280 ..... (Councillor - conseiller)	..... (Councillor - conseiller)	..... (Councillor - conseiller)
..... (Councillor - conseiller)	..... (Councillor - conseiller)	..... (Councillor - conseiller)
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FOR HEADQUARTERS USE ONLY - RÉSERVÉ AU BUREAU PRINCIPAL				
1. TRUST ACCT COMPTE DE FIDUCIE	2. CURRENT BALANCES - SOLDES COURANTS	3. Expenditure Dépenses	4. Authority - Autorité Indian Act Sec Art. de la Loi sur les Indiens	5. Source of Funds Source des fonds <input type="checkbox"/> Capital <input type="checkbox"/> Revenu
	A. Capital \$ _____	B. Revenue - Revenu \$ _____		
6. Recommended - Recommandé				
Date	Authorised Officer - Fonctionnaire autorisé	Date	Assistant Deputy Minister - Sous-ministre adjoint	