

201/12-316
August 24/72

The Council of the Naicatchewenin Band of Indians at a meeting held
this First day of March 1972, at Rainy Lake I.R. 17A,

make the following by-law pursuant to Paragraph (q) of Section 80 and Paragraph (c),
Subsection (1) of Section 82 of the Indian Act.

By-law No. 3

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 By-laws and carry out such other duties as may be assigned by
Council. THEREFORE the Council of the Naicatchewenin Band ENACTS AS FOLLOWS:

1. THAT the position of Band Administrator is hereby created for the _____
Naicatchewenin 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 the sum of \$ 1,500 issued by a recognized bonding company,
subject to the premium of such bond being paid from the revenue funds of the _____
Naicatchewenin Band.
5. THAT the said incumbent shall be paid a salary of \$ 5,200 per annum.
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 Naicatchewenin Band and credited to the
funds of the Band.
7. THAT the duties of the Band Administrator shall be as follows:
 - (a) To file before taking over his duties as Band Administrator a Declaration of
Office on Form C.G.S.S. 7540-21-562-8215.
 - (b) 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.
 - (c) 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.
 - (d) 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.
 - (e) 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.
 - (f) To keep and ensure that all records, accounts and correspondence, acted upon
by the Band Council, are preserved and filed.
 - (g) 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.

7. (h) To acquaint himself with all by-laws of the Band and ensure that they are carried out and to bring out to the attention of Council, any case where a by-law is inadequate or being improperly enforced.
- (i) 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 Naicatchewenin Band or any members thereof.
- (j) 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.

George Councillor

CHIEF _____

COUNCILLORS

Norman Cyr

Gilbert Smith