

BAND COUNCIL RESOLUTION

Chronological No. <b>COWESSESS NO. 36</b>
H.Q. Reference <b>673/28-7-12</b>

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

COUNCIL OF THE	<b>C O W E S S E S S</b>	BAND	FOR HEADQUARTERS USE ONLY
AGENCY	<b>YORKTON DISTRICT</b>		
PROVINCE	<b>SASKATCHEWAN</b>		
PLACE	<b>BROADVIEW, SASK.</b>		
DATE	<b>THIRD</b> DAY	<b>MARCH</b> MONTH	

DO HEREBY RESOLVE:

THAT the Council of the Cowessess Band of Indians at a meeting held March 3, 1971 make the following by-law:

By-Law No. 1

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 Bandpromoted programs and by-laws and to carry out such other duties as may be assigned by Council, THEREFORE the Council of the Cowessess Band ENACTS AS FOLLOWS:

1. THAT the position of Band Administrator is hereby created for the Cowessess 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;
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

(Chief)

.GE 2  
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AGENCY <b>YORKTON DISTRICT</b>	
PROVINCE <b>SASKATCHEWAN</b>	
PLACE <b>BROADVIEW, SASK.</b>	
DATE <u>THIRD</u> DAY <u>MARCH</u> MONTH AD 19 <u>71</u> YEAR	

DO HEREBY RESOLVE:

- the Band shall be paid to the Cowessess 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) 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 in accordance with the Band Council and Financial Regulations.
  - (b) Ensure an audit of the books is carried out within sixty days after the close of each fiscal year by an audit firm appointed by the Band Council and Indian Affairs Branch as required;
  - (c) 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) Oversees and supervises the affairs and programs of the band including - public works and utilities, housing, recreation, law enforcement, land matters and band enterprises.
  - (e) Maintain records of all employees and time-sheets and ensure pay-lists are made up and pay-cheques issued.
  - (f) Maintain records related to leases, loans and band projects;
  - (g) 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 Cowessess Band or any member thereof;
  - (h) Acquaint himself with all by-laws of the Band and ensure that they are carried out and to bring to the attention of Council, any case where a by-law is inadequate or being improperly enforced;

F 33  
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PROVINCE	SASKATCHEWAN		
PLACE	BROADVIEW, SASK.		
DATE	THIRD DAY	MARCH AD 19 77 YEAR	

DO HEREBY RESOLVE:

- (i) Supervise directly any office support staff and provide administrative supervision to other Band employees by keeping them informed on the financial circumstances of the programs and reports to Council on any problem foreseen in completing projects within assigned budgets;
- (j) To co-operate with other agencies dealing with the Cowessess Band including Provincial and Federal Government agencies such as welfare, health, guidance, placement, economic development and education and other non-government agencies engaged to provide benefits or service to the Indian people of the Cowessess Band.
- (k) To attend all regular and special meetings of the Council and to report as required the activities carried out by the incumbent.
- (l) To perform such other duties as may be necessary for the conduct of Band Affairs or as assigned to him by the Band Council.

ORIGINAL SIGNED BY:

Harold Lerat #360 (Councillor)	Victor Sparvier #314 (Chief)	
J. Sparvier #291 (Councillor)	Norman Delorme #389 (Councillor)	
Edwin Pelletier #272 (Councillor)	Clifford Lerat #317 (Councillor)	
David Agecoutay #287 (Councillor)	Gordon B. Lerat (Councillor)	

FOR HEADQUARTERS USE ONLY

1. TRUST ACCT	2. CURRENT BALANCES		3. Expenditure	4. Authority Indian Act Sec.	5. Source of Funds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue
	A. Capital	B. Revenue			
6. Recommended			7. Approved		
Date			Date		
Authorized Officer			Assistant Deputy Minister,		