

The Council of the COUCHICHING Band of Indians at a meeting held this FIRST day of APRIL, 19 71, at COUCHICHING RESERVE, (Place)

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. 4

To create the position of a Band ADMINISTRATOR.  
(Title of Position)

WHEREAS it is necessary to appoint a Band ADMINISTRATOR to (Title of Position) 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 COUCHICHING Band ENACTS AS FOLLOWS:

1. THAT the position of Band ADMINISTRATOR is hereby created for the COUCHICHING Band;  
(Title of Position)
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 \$ \_\_\_\_\_ issued by a recognized bonding company, subject to the premium of such bond being paid from the revenue funds of the COUCHICHING Band;
5. THAT the said incumbent shall be paid a salary of \$ 5,632.00 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 COUCHICHING Band and credited to the funds of the Band;
7. THAT the duties of the Band ADMINISTRATOR shall be as follows:  
(Title of Position)
  - (a) To file before taking over his duties as Band ADMINISTRATOR a Declaration of Office on Form C.G.S.S. ; (Title of Position)  
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;
- (h) To 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;
- (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 COUCHICHING Band or any member 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;

Chief

*Raymond Bruyere*

Councillors

*Shirley J. Bruyere*

*Archie McKeown*

*Archie Bruyere*

*Bruce L. Simpson*

*Patrick Bennett*

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