



BAND COUNCIL RESOLUTION

Chronological No.

#1
15/69-70

H.Q. Reference

577/2-10-19

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

COUNCIL OF THE <u>Long Plain</u>	BAND	FOR HEADQUARTERS USE ONLY
AGENCY <u>Brandon District</u>		
PROVINCE <u>Manitoba</u>		
PLACE <u>Long Plain Indian Reserve</u>		
DATE <u>6th</u> <u>February</u> AD 19 <u>70</u>	DAY MONTH YEAR	

DO HEREBY RESOLVE: Whereas the Council of the Long Plain Band of Indians, in the Province of Manitoba, at a Meeting held at Long Plain, Manitoba, this 6th day of FEB, A.D. 1970; makes the following By-Law pursuant to paragraph (q) of Section 80 of the Indian Act.

A By-law of Rules and Regulations governing the Long Plain Employee Service

- I
1. A Long Plain Band Employee Service shall be established as the administrative Branch of the Long Plain Band and Long Plain Band Council
 2. The Service shall be none-political and have continuity of service, even though the Band Council may be changed by election.

II Appointment of Band Manager

1. A Band Manager shall be appointed by the Band Council for the management of all Band Affairs and shall be responsible directly to the Chief and Band Council.
2. The Band Manager shall be subject to discipline only by the Chief and Band Council.

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RECOMMENDED

ORIGINAL SIGNED BY
R. A. CONNELLY

REGIONAL DIRECTOR
of INDIAN AFFAIRS
MANITOBA

<u>William Mupam</u> (Chief)	<u>James Mupam</u> (Councillor)	<u>James Mupam</u> (Councillor)	
<u>James Mupam</u> (Councillor)	<u>Wallace Nelson</u> (Councillor)	<u>James Mupam</u> (Councillor)	
<u>James Mupam</u> (Councillor)	<u>Angus Merrick</u> (Councillor)	<u>James Mupam</u> (Councillor)	
<u>James Mupam</u> (Councillor)		<u>James Mupam</u> (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,		

Duties of Band Manager

The Band Manager shall:

1. Be responsible for the supervision and to co-ordinate the work of all Band Employees.
2. Attend all Band Council and Committee Meetings. In the case of Committee Meetings, the Band Manager shall make all arrangements to be represented if he cannot attend in person.
3. Advise the Band Council and Committees on progress of projects, programmes and recommend changes where necessary.
4. Liaise closely with the Department of Indian Affairs, Provincial and Municipal officials.
5. Compile Council Resolutions for signature and other reports and correspondence for the operation of the Band Administrator.
6. Assist in the financial co-ordination of joint Band and Federal projects and programmes.
7. Review projects and programmes and encourage Council to initiate policies for implementation and improvement where necessary.
8. Be responsible to draw up Agenda for all Council and Committee Meetings.
9. Present monthly financial and budget information to the Council.
10. Initiate interviews with Band members and the general public.
11. Initiate action on requests received by Council.
12. Keep all records pertaining to Band employees regarding salaries, leave, travelling expenses, mileage and other related personnel records.
13. Report semi-annually to the Band Council, in writing, on the performances of all Band employees in the months of March and September.
14. Have the authority to issue oral or written reprimands to any employee for misconduct or negligence, the full facts of which shall be reported, in writing, to the Band Council.
15. Have the authority to suspend, to a maximum of two weeks, any employee for misconduct or negligence, the full facts of which shall be reported to the Band Council, in writing.

IV Other Appointments

1. The Band Manager shall deal with all appointments, promotions, conditions of service and salaries in consultation with the Band Council, of all Band employees.
2. The Band Manager in consultation with the Band Council, shall set the qualification standards for all job positions.
3. Vacancies of all permanent positions shall be advertised, if the Band Manager so desires, in public places throughout the Reserve, for the period of time, as may be determined by the Band Manager in consultation with the Band Council.
4. The Band Manager shall submit, in writing, to the Band Council a list of suitable candidates, in order of preference, with their education, experience and recommendation for employment.

Band employees shall serve a probationary period of a minimum of six months. They may be removed by the Band Manager, through the Band Council, for negligence or mis-conduct.

7. All permanent positions shall be supported by written description of the duties to be performed. Such job sheets as drawn up by the Band Manager, shall be approved by the Band Council before the position may be filled. In addition to the description of duties, the job sheet shall include the following:

- a) position title
- b) rate of pay
- c) designation of supervisor
- d) positions to be supervised
- e) date of approval by Band Council

V Conditions of Service

1. Working Weeks:

A working week shall consist of 40 hours, Monday through Friday inclusive, except for those employees who are engaged in essential services. Despite the above, all Band employees shall be on call in case of emergency e.g. fire, flood and other disasters.

2. Leave:

(a) Vacation Leave. Annual paid leave shall be granted at the rate of one and one quarter days per month, subject to a maximum of fifteen working days per annum. Annual leave is based on the fiscal year April 1 to March 31. There shall be no carryover of vacation leave into the next year. The following paid holidays shall be observed:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Dominion Day
Labour Day
Thanks,iving Day
Remembrance Day
Christmas Day
Boxing Day

One Indian Day, as may be declared by the Council, and any other holiday as may be declared by the Governor in Council.

(b) Sick Leave. Sick Leave shall be granted at the rate of one day per month subject to a maximum of twelve days per annum. Sick leave shall be accumulated from year to year. If an employee is unable to perform his duties because of sickness or injury, he may be granted sick leave with pay as a charge against his unused sick leave credits, or leave of absence without pay if he does not have unused sick leave credits. After two days of absence due to illness, a medical certificate will be required.

(c) Study Leave. Employees shall be granted leave for study purposes with or without pay or reduced pay according to the circumstances and subject to the recommendations of the Band Manager to the Council.

(d) Compassionate Leave. Leave of absence on compassionate grounds such as death in the family or marriage, will be at the discretion of the Band Manager.

3. Election:

(a) A Band employee may become a candidate for Band Council election, and if elected, he must resign his position as a Band employee.

(b) All Band employees who are working on the day of a Band election or Band referendum shall be given time off, with pay, to vote.