

Band Council Resolution

of the

Chief and Council of the Pabineau First Nation

Date: April 14, 2010

In Attendance: Chief David Peter-Paul
Councillor Barbara Calderone
Councillor Edmond Richardson

Quorum: 2

Re: Roles & Responsibilities of Band Managers

WHEREAS the Chief and Council of the Pabineau First Nation presently employ three “band managers” who on April 14th, 2010 were assigned specific roles related to the management and administration of the daily operations of the Pabineau First Nation, and

WHEREAS on April 14, 2010, the newly elected Chief and Council of the Pabineau First Nation hired these three “band managers” to perform specific duties for a specified term of 2 years (April 14th 2010 to April 14th, 2012), and

WHEREAS the three managers hired to these positions on April 14, 2010 (and their weekly wage rates) are as follows:

<u>Position</u>	<u>Employee</u>	<u>Gross Wages</u>
Chief Financial Officer:	David Peter-Paul	\$1,000 per week
Human Resource Manager:	Barbara Calderone	\$1,000 per week
Project Manager:	Edmond Richardson	\$1,000 per week

and

WHEREAS the Chief and Council of the Pabineau First Nation wish to clarify, in writing, the roles and responsibilities of these three employees who “manage” the operations and daily administration of the Pabineau First Nation,

BE IT RESOLVED THAT the roles and responsibilities of the Financial Manager, Staff Manager, and Project Manager are as follows:

Chief Financial Officer (David Peter-Paul):

- Manage the fiscal operations, i.e., oversee the daily revenues and expenditures of the Pabineau First Nation
- Oversee, review, and assist in the daily accounting work of Cora Drysdale, the Pabineau First Nation accountant, and provide advice and direction on financial matters, as required,
- Assist the Chief and Council in the negotiation and preparation of fair and equitable contribution agreements with various funding agencies, e.g., INAC, Health Canada, DFO, CFS, HRSD, etc.,
- Establish and maintain productive working relationships with funding agencies,
- Lobby government and other funding agencies for funding, programs, and infrastructure needed by the Pabineau First Nation community,
- Prepare applications/proposals for funding to various funding agencies for programs that will benefit the Pabineau First Nation community;
- Prepare financial reporting for all government departments as required by various funding agencies
- Assist Cora Drysdale, the Pabineau First Nation accountant, in the creation and organization of financial source documents, the preparation of financial statements, and all activities associated with the Pabineau First Nation's preparation for annual audits,
- Advise and assist program staff in the effective management of program funds and resources,
- Assist Cora Drysdale and auditors with all activities associated with annual audits,
- Present annual audits, including detailed explanations of financial activities, to the members of the Pabineau First Nation community at General Band Meetings, and
- All other band management duties specified by a quorum of the Chief and Council.

Human Resource Manager (Barbara Calderone):

- Oversee the daily work activities of all administrative and office-oriented staff,
- Report to Chief and Council and financial staff any observations or complications that may require their attention and/or assistance,
- Maintain a record of the work-weeks and hours-of-work for all employees of the Pabineau First Nation,
- Advise financial staff, i.e., Cora Drysdale and David Peter-Paul, and Chief and Council of any and all required changes in payroll as a result of time missed by a staff member,
- Maintain a record of all vacation and sick leaves, and keep employees advised of their specific vacation and sick leave entitlements,
- As Comprehensive Community-Based Planner, undertake all responsibilities of the Comprehensive Community-Based Planning portfolio for the duration of existing program,

- As Comprehensive Community-Based Planner, establish and maintain communication with all parties associated with the delivery of the Comprehensive Community-Based Planning program, i.e., INAC, the Atlantic Policy Congress of First Nation Chiefs, training institutions and facilitators, etc.,
- As Comprehensive Community-Based Planner, provide advice to the Chief and Council and financial officers, Cora Drysdale and David Peter-Paul on the past, present, and proposed use of available funding,
- As Education Director, maintain contact with local schools (i.e., teachers, counselors, administrators, etc.), District 15 office staff, parents, etc., as required,
- As Education Director, complete the annual Nominal Role of elementary and secondary students,
- As Education Director, act as a liaison between members of the Pabineau First Nation and the Post-Secondary Education Program of the North Shore Micmac District Council,
- As Cultural Education Director, organize cultural education activities within the Pabineau First Nation community, including craft classes, Mi'gmaq language classes, the celebration of National Aboriginal Day (June 21st) and Treaty Day (September 24th), etc.,
- All other band management duties specified by a quorum of the Chief and Council.

Project Manager (Edmond Richardson):

- Oversee the work undertaken by all Project Coordinators and/or project staff employed on all Pabineau First Nation-sponsored projects (e.g., Salmon Enhancement, Commercial Fisheries, Forestry, Silviculture, Housing, Community Improvement, Summer Student Program, etc.) to ensure that all project employees report to work and are accountable for their time and that the prescribed work of all projects is undertaken in a timely, orderly, and professional fashion, as per the expectations of the Chief and Council of the Pabineau First Nation,
- Report to Barbara Calderone, HR Manager, any time missed by project employees,
- Gather reports from all Project Coordinators and submit the same to the Chief and Council,
- Prepare and submit formal written reports to the Chief and Council on all band-sponsored projects, including those that have not been assigned project coordinators (e.g., Community Improvement Project, Summer Student Project, etc.),
- Prepare and submit formal written reports to the Chief and Council on all band-sponsored projects,
- Report to the Chief and Council the weekly, monthly, and yearly progress of each band-sponsored project,
- Oversee the Community Water Monitor, Steven Randy Peter-Paul, all required duties, assist in activities as determined needed by the monitor, participate in

- training, and ensure all necessary and required testing is being completed by assigned deadlines,
- All other band management duties specified by a quorum of the Chief and Council.

BE IT FURTHER RESOLVED THAT the hours of work shall be Monday to Friday, 9:00 AM to 4:00 PM

BE IT FURTHER RESOLVED THAT the employee shall be paid his/her gross weekly wage provided that he/she work faithfully under the direction of the quorum of the Chief and Council of the Pabineau First Nation and perform all of the required duties outlined above.

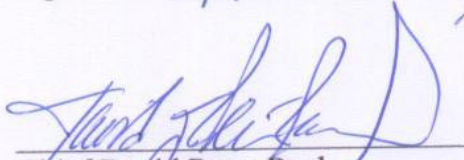
BE IT FURTHER RESOLVED THAT the employee's duties, wages, and hours of work may be modified at the discretion of the Chief & Council, but only by agreement of a quorum of the Chief and Council at a duly convened Chief and Council meeting. If the employee neglects to faithfully perform all of the required duties listed below, the Chief and Council of the Pabineau First Nation may administer appropriate disciplinary action, adjust the salary, or if warranted, terminate the employee.

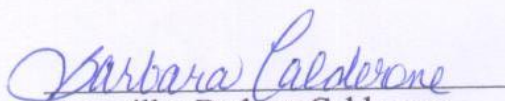
BE IT FURTHER RESOLVED THAT the employee shall be entitled to vacation leave and sick leave, as outlined in the Pabineau First Nation Personnel Policy.

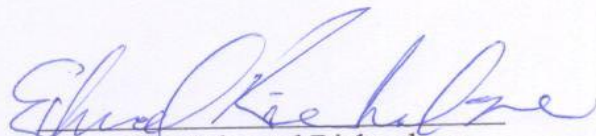
BE IT FURTHER RESOLVED THAT this resolution supersedes any and all employment arrangement that may have existed between the present or any previously elected Chief and Council of the Pabineau First Nation.

BE IT FINALLY RESOLVED THAT this agreement cannot be modified, unless the specific modifications are agreed to by a quorum of Council at a duly convened Chief and Council meeting.

Signed this 14th day of April, 2010.


Chief David Peter-Paul


Councillor Barbara Calderone


Councillor Edmond Richardson