

MICHIPICOTEN FIRST NATION CHIEF AND COUNCIL

POLICIES AND PROCEDURES 2015

Chief and Council Policies and Procedures have undergone some minor amendments, which do not effect policy but only where there were found to be inconsistencies from one section to another in reference to the same items. Also the Table of Contents pages have been corrected to indicate the "correct" page numbers for items which was also in error from the 2011 version.

The reference date on the manual has been changed only to indicate the latest version in print.

It would be a recommendation for Chief and Council to review its policies and procedures as a priority in this term and to further clarify sections where required based on current and regulatory research through other First Nations and outside Agencies.



MICHIPICOTEN FIRST NATION



MICHIPICOTEN FIRST NATION

Chief & Council Policies and Procedures

April 2015

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SECTION A

PREAMBLE

1. **Application** - This policy shall apply to Michipicoten First Nation. The rules and regulations contained in this policy shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of the business of Council and its committees except where any statute or legislative requirements otherwise provides.
2. **Legal Authority** - This policy is being developed and presented as a matter of public record according to the Indian Band Council Procedure Regulations.
3. **Purpose of Manual** - This manual has been prepared to assist Michipicoten First Nation by providing general guidelines and policies. In order for any organization to function smoothly, it is necessary to clarify the responsibilities of employees, departments, and committees, as well as the relationships which exist among the various employees and programs.

This manual will assist the Chief and Council, Band employees, and Band members to understand their responsibilities, to carry out their duties efficiently and effectively, and to be aware of the relationships among the Band's programs, staff, Council members, and committees. This manual includes information on the roles and responsibilities of the Chief and Council, guidelines and procedures for Band Council Meetings, the importance of Band Council minutes, the development of Band Government policies, the roles and responsibilities of Committees and the role of Band members, methods of promoting Membership involvement and the roles and responsibilities of various committees.

SECTION B

POLICY STATEMENT

4. **Policy Statement** - It shall be the policy of Michipicoten First Nation to establish policy in regards to the following:
 - a. The proceedings of Council and Committees for the calling, place and proceedings of Meetings.
 - b. Procedures to be followed if a Member of Council or a Committee member has a conflict of interest in a matter.
 - c. Provisions where certain records shall be not disclosed if the subject matters being considered related to certain prescribed issues.
 - d. Setting regulations pertaining to open Public Meetings, Closed (In-Camera) Meetings and conduct at Meetings.

SECTION C

CHIEF AND COUNCIL

5. **Introduction** - The Chief and Council, as the elected representatives of the Band members, are the authorized government and the legal authority on the reserve. As such, they promote Michipicoten First Nation's culture and customs, and have important planning functions. They set goals and objectives for the Band, make or adopt policies and regulations which provide direction to the Band Manager and he/she shall ensure that employees carry out Council's decisions. The Chief and Council must also approve Band budgets and financial transactions. They may set up committees to assist them with their work. However, the areas to be delegated must be clearly defined.
6. **General Aims** - The general aims of the Chief and Council include the following:
 - a. To foster progress in the economic development, education, social, health, recreational and quality of life of the Band membership.
 - b. To promote the culture and customs of the membership.
 - c. To learn and stay abreast (current) of the operations, procedures, laws, powers and jurisdictions related to Council and the administration of Band programs, and any other information which will assist them to do their duties well.
 - d. To promote, maintain, and protect First Nation, Treaty and Aboriginal rights for the membership.
 - e. To cooperate and work with governmental authorities in matters pertaining to Indian interests.
 - f. To ensure the inclusion of on-reserve services and events to off-reserve members as financially permissible.
7. **Role of the Chief** - The Chief is the elected head of the Band Government, and as such, is the officer responsible for governing the Band. The following are the Chief's key responsibilities:
 - a. **Member of Council** - Band Council member
 - b. **Official Spokesperson** - Acts as the Band's official spokesperson or

representative at ceremonial and other special functions and may be called upon to speak for and express the opinions of the Band, either personally or through a spokesperson, when dealing with matters of Band concern.

- c. **Votes on behalf of Band** - As a representative of the Band participates in special initiatives and votes on behalf of the Band on issues relating to those initiatives. If the Chief delegates the representation to a Councillor or other alternate, that person must be provided with a letter of proxy signed by the Chief which will enable him/her to vote so that the interests of Michipicoten First Nation are protected.
- d. **Informing Membership** - Ensures that the membership is fully informed on Band activities while respecting the confidentiality of sensitive information (ie social assistance, child welfare, personnel issues and legal issues affecting specific member(s)).
- e. **Emergency Decisions** - Makes decisions for the Band Council in times of emergency, when a decision must be made quickly and it is not possible to call the Council together. In such cases, the Chief will report to the Band Council on these decisions as soon as possible. At all times, the Chief should remember that the decision that is made represents the Chief and the entire Council. The Chief should *always* attempt to make the decision that he/she feels Council would make if they, as a group, made the decision.
- f. **Special Council Meetings** - Shall call emergency Special meetings of the Band Council to discuss important business, which cannot wait until the Council's next regular meeting.

In emergency or unusual circumstances, as determined by the Chief, the requirements of forty-eight (48) hours notice may be waived and notice may be given by telephone, facsimile or oral communications as circumstances may require. When such action is taken as required it shall be duly confirmed as proper procedure on the Agenda of the Meeting concerned. Attempts must be made to reach all Council Members and a record of all such attempts shall be kept and made available to Council Members if requested.

- g. **Chairperson** - Usually acts as Chairperson at Band Council meetings unless the Chief has agreed to the appointment of Acting Chairpersons.

- h. **Ex Officio Committee Member** - The Chief is officially a member of all committees, and can hold office and does have the right to vote.
 - i. Other duties as assigned.
8. **Role of the Band Council** - The Chief and Band Council are the elected representatives of the Band members, in accordance with Section 74 of the Indian Act, and their powers are delegated in Section 81 and 83 of the Act. As the Band's elected representatives, the Chief and Council are the authorized local government and the ultimate legal authority on the reserve. It is imperative that the Chief and Council conduct all Band business in a professional manner.

Discussions on specific council business should be restricted to council chambers and decisions should only be made after due consideration of the impact of those decisions on the entire membership. See Appendix "A" for Job Description of Councillors.

The Chief and Council are responsible for setting policies and procedures, and seeing that these are properly administered by the Band Manager. [They are responsible for local administration of services for residents on Band-controlled land, including roads, housing, welfare, sanitation, school buses, education, health, etc. The Council is also responsible for the interests of the Band membership regarding matters affecting Aboriginal rights, treaties, and Band capital and revenue funds in trust. In this respect, their jurisdiction extends to Band members who live off the reserve. The Band Council will also deal with matters involving non-Band members with respect to business and industrial interests, such as the regulation of land leases, oil royalties, lumber, tourism, etc.

9. **Roles and Responsibilities** - The specific roles and responsibilities of the Band Council, which should involve working towards attainment of the Council's general aims and objectives, are as follows:
- a. **Professional Development:**
 - Become familiar with any information which may help them to fulfill their roles as Councillors, such as:

- A. the Council's authority, jurisdiction, and duties;
 - B. Band policies, procedures and operations;
 - C. the organizational structure of their Band Government.
- It is essential that each Councillor upgrade their skills to ensure that they can function in their elected role. Every councillor should have access to basic skills training (math, computers, reading, writing) if it is required to help them in their role as councillor.
 - The Council should avail themselves of relevant training programs. (Management and administrative programs for Indian leaders and Band staff are offered by INAC, and are also available at training institutes across Canada. A list of short training courses available to Bands can be obtained from INAC. For further information on Indian Management development training, consult regional or district INAC offices.)
- b. **Governance General:**
- Define/review the Band's objectives, policies, bylaws, regulations and procedures related to Band-administered programs and services, and ensure that they are followed and carried out.
 - Define program and departmental-specific goals, objectives, and policies, in cooperation with program supervisors and committees where applicable, and revise where appropriate.
 - Ensure the membership is fully informed on Band activities while respecting the confidentiality of sensitive information (ie social assistance, child welfare, personnel issues and legal issues affecting a specific member).
 - Ensure that all programs and services within their jurisdiction are efficiently administered, and that Band's policy guidelines, objectives, bylaws and regulations are followed.

c. **Governance - Financial:**

- Plan and budget for the funds and resources required for the administration of Band Government services.
- Negotiate funding arrangements with Indian and Northern Affairs Canada and other government departments, for areas under the Band's jurisdiction, and for which the Band Council has assumed administrative responsibility.
- Monitor overall Band and departmental budgets and services, and approve financial transactions in accordance with the Band's financial administration policies.
- Ensure sound financial management of all Band government programs and services, and be fully accountable to Band members and to funding agencies.
- Ensure that all Band-controlled contractual agreements are met, according to contract agreement specifications.

d. **Governance - Personnel:**

- Define/ratify employee job descriptions and responsibilities.
- Ensure that the Organizational structure requires that employees are adequately qualified for their job responsibilities, carry out their job duties according to their job description, and adhere to Band regulations. The day-to-day responsibilities of this function are delegated to the Band Manager, who acts on the Band Council's behalf.
- Establish a Code of Ethics and Discipline Policy for employees through the Band Manager.
- Ensure that a comprehensive annual evaluation is conducted on Band-controlled programs and Band staff/responsibilities, in cooperation with the Band Manager, Administrators, and committees, where applicable, and revise policies and procedures as recommended or required.

e. **Governance - Public Works:**

- Approve and regularly review a community plan, which sets direction for community development.
- Approve, establish or review policy, at the recommendation or in consultation with committees.
- Confirm standards for building programs, with the assistance of qualified professionals. (Many of these will be subject to standards set by funding agencies.)
- In consultation with professionals, plan and approve designs for capital projects, and invite and approve tenders for these projects. (See also Contracts and Tenders). To ensure Band Manager directs and public works contractors to set and follow management principles; ratify management plans for the scheduling, budgeting, and quality objectives of public works construction, renovations, operating and maintenance plans, and ensure these plans are monitored.

f. **Political - External:**

- Represent the Band and the political concerns of its members at meetings and conferences, etc., and report back to Band members regarding key issues and concerns raised at such meetings.
- Liaise with all levels of government and other relevant agencies.
- The Chief and Council may, as they deem necessary, delegate authority to designated bodies at the regional, provincial, and national level, to speak on behalf of the Band on matters pertaining to First Nation interests.

a. **Political - Internal - Accountability to Band Members:**

- Establish communication strategies with the Band membership regarding policies, program objectives, and

services.

- Report to the membership, at least annually, on Annual Financial Statements, Trusts, finances and program achievements.
- Report to Band members regarding key issues, concerns, and developments on a district, regional, and national level.
- Ensure the confidentiality of all proprietary information, and provide approvals, supported by motions or Band Council Resolutions where required, for the release of specific information.
- Each councillor should ensure that they direct member concerns to the Band Manager and cooperate with the other councillors and administration to resolve issues (ie personnel issues through Band Manager).
- Permit members access, at reasonable times, to copies of the minutes of Regular Band Council meetings, bylaws and resolutions, the annual budget, quarterly financial statements, audit reports, and policies.

10. **Chief or Councillor Employed by Band** - In the event that a Councillor is employed by Michipicoten First Nation, he or she shall not be financially penalized for attending a Regular, Special, or In-Camera Council or Committee meeting or for conducting or attending any Council business during regular work hours. **It is recognized that the primary duty of the employee is to the employer and all absences will require Band Manager approval.**

11. **Conflict of Interest (Pecuniary Interest)** - Conflict of interest applies to all members of Council and committees. The basic principle concerning conflict is that a member must disclose any pecuniary (financial) interest in a matter being discussed before the Chief and Council. When a member is present at a meeting, he/she is required to orally disclose the interest and the general nature prior to any discussion. The member must refrain from taking part in the discussion and make no attempt to influence the voting

any time before, during or after the meeting. The member must refrain from voting. In addition, the member must immediately leave the meeting during the consideration of the matter.

The question that the members of Council or Committees should ask themselves when reviewing an Agenda is:

"Could I or my family or business associates possibly stand to gain or lose anything from the consideration of this matter which could be measured in money?"

If the answer is NO, participate and vote

If the answer is YES, does an exception apply? If an exception applies, participate and vote.

If an exception does not apply, declare the interest at the meeting and when the issue is to be discussed, leave the meeting and return after the vote has been made.

It is important to note that the obligation is on the individual member to declare a pecuniary interest.

SECTION D

DEFINITIONS

The following definitions shall be used when referring to this policy:

12. “**Adjournment**” shall mean the temporary discontinuation of a Meeting or portion of a Meeting with the intent of returning to finish the subject matter on the Agenda.
13. “**Administrators**” shall be defined as staff appointed by the Council responsible for the administration and operations of a specific area or department of the Band and all Administrators report to the Band Manager.
14. “**Agenda**” means a document outlining the items to be discussed at a meeting.
15. “**Agenda deadline**” shall be the deadline date for Agenda items to be submitted to the Chairperson of the Meeting or the Band Manager. The Chairperson, the Chief, the Band Manager and the Executive Secretary shall discuss the agenda items and the Band Manager shall then have the Agenda package prepared.
16. “**Agenda package**” shall be the binder containing the Agenda prepared at the direction of the Band Manager and delivered to the Chief and Council at least three days in advance of the respective Meeting. The package shall contain all background information, staff recommendations including the Band Manager’s, any financial impacts to the Band based on the recommendation and any other pertinent information necessary for Chief and Council to make an informed decision.
17. “**Agreement**” means any written contract between the Band and another party or parties, including the Federal Government, the provincial government or a third party, pursuant to which money is to be paid to the Band. All Agreements are to be signed on behalf of the Band by the Chief and the Band Manager as authorized by Band Council Resolution unless otherwise requiring additional signatures.
18. “**Band**” means a body of Indians:
 - a. for whose use and benefit in common, lands, the legal title to which is vested in Her Majesty, have been set apart before, on or after the 4th day of September, 1951;
 - b. for whose use and benefit in common, money are held by Her Majesty, or

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- c. declared by the Governor in Council to be a band for the purpose of this Act;
and for the purposes of this Policy, shall mean Michipicoten First Nation.
19. **“Band Council Resolution”** means a resolution signed by a majority of the Chief and Council supporting a motion passed at a Meeting of the Council. A Band Council Resolution expresses formally Council’s decision and this form is used to submit to an outside agency that may require a signed Band Council Resolution for its purposes.
21. **“Band Manager”** means the Band Manager appointed by Band Council Resolution of the Council in accordance with the provisions of By-Law No. 2002-01.
22. **“Band Member”** shall have the same meaning as “Member of the Band”.
23. **“Breach of Confidence”** Policy mean if it is determined by Chief and Council that a member of Council has failed to maintain in confidence matters discussed at in-camera sessions of Council, that the Councillor so found to be in breach of confidence shall be excluded by **Band Council Resolution**, for all in-camera meetings of Council until further resolution of Council.
24. **“Budget”** means the forecast of planned expenditures for the forthcoming fiscal year by the Band.
25. **“Chairperson”** shall mean the presiding officer of the Meeting and shall be the Chief of the Band unless an Acting Chairperson has been appointed.
26. **“Chief”** means the Chief of the Band elected by the Membership at the last Regular Election.
27. **“Close”** when referred to in the context of a Meeting shall refer to final act prior to the completion of a Meeting.
28. **“Committee”** means any advisory or other Committee comprised of all Members appointed by the Council.
29. **“Council”** means the Chief and Councillors of the Band elected by the Membership at the last Regular Election.
30. **“Councillor”** means a Band Member elected by the Membership as a Councillor at the last Regular Election.
31. **“Department”** means the Department of Indian Affairs and Northern Development.

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32. “**Executive Secretary**” means the secretary appointed by Chief and Council to act as the Secretary for Chief and Council as directed by the Band Manager.
33. “**Family**” shall mean a spouse, including a common law spouse, children, parent, brother, sister, father-in-law, mother-in-law, uncle, aunt and grandparent, son-in-law, daughter-in-law and also includes any relative permanently residing in the person’s household.
34. “**In-Camera**” Meeting shall be a meeting of the Band Council or of a Committee established by Council closed to the Band Membership to discuss certain items as listed below:
- a. The security of the property of the Band
 - d. Personal matters about an identifiable individual, including Band employees.
 - e. A proposal or pending acquisition of land for Band purposes
 - f. Labour relations or employee negotiations
 - g. Litigation or potential litigation involving the Band
 - h. The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - i. A matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act
 - j. A request under the Federal Access to Information and Privacy Act.
35. “**Indian Act**” means the *Indian Act*, R.S. chapter I-6, s.1.
36. “**Indian Band Council Procedure Regulations**” are the Regulations respecting procedure at Indian Band Council Meetings and shall be referred to as IBCPR in this policy.
37. “**Meeting**” means any Regular, Special, Committee or other Meeting of Council, Committee or Closed (In-Camera).
38. “**Member**” means a member of Council or of a Committee (whichever the content indicates).
39. “**Member of the Band**” means a person whose name appears on the Band list or who is entitled to have his or her name appear on the Band list.
40. “**Membership Information Meeting**” means a Membership Information Meeting held during the term of the Council to discuss issues and concerns of the Membership.

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41. “**Minister**” means the Minister of Indian Affairs and Northern Development.
42. “**Newsletter**” means the Newsletter published by the Band and distributed to those Band Members who have provided their address to the Membership Clerk and authorized the release of their address for Band purposes and other persons or agencies.
43. “**Number of Council**” means the total number of Councillors elected by the Membership at the last Regular Election. By Ministerial Order Dated September 12th, 2002, and as requested by Chief and Council by Band Council Resolution #2002/79, the number of Councillors for Michipicoten First Nation was frozen at six. A copy of the Ministerial Order is attached to this Manual as Appendix “B” .
44. “**Open Meeting**” means any meeting of Chief and Council or part of a meeting that is open to the Membership.
45. “**Personal gain**” shall mean financial benefit for the individual or for the members of his or her immediate family.
46. “**Point of Order**” shall be an appeal by a Member of the Council made to the Chairperson when the member notices or objects to the proceedings of the Meeting. Such objection must be due to the fact that the proceedings are at variance with the governing regulations, the approved procedures of the meeting or on a procedure to deal with a previous decision.
47. “**Point of Privilege**” shall be an appeal by a Member of the Council made to the Chairperson with respect to personal remarks made about that individual or which infringe upon the rights of that individual as a member.
48. “**Policy**” shall mean a process or procedure adopted by the Council by Motion/Band Council Resolution and each Policy shall be reviewed at least annually.
49. “**Presiding Officer**” shall be the Chairperson or Vice Chairperson.
50. “**Quorum**” shall mean a majority of the whole number of members required to constitute the Council or four members of Council.
51. “**Recording Secretary**” means the person appointed by the Council to record the Minutes of the Meeting.

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52. “**Vice Chairperson**” shall mean the Councillor who has been appointed for a specific time period by Band Council Resolution. The Vice Chairperson shall have the same rights and responsibilities as the Chief in a presiding officer capacity during their time as Chairperson. If both the Chief and the Vice Chairperson are absent, then another member of Council shall act as Chairperson when the Chief or the appointed Vice Chairperson are unable to attend.

SECTION E

53. **Agenda Preparation** - The Chairperson shall review with the Band Manager, and the Executive Secretary the Agenda for Council and Committee Meetings prior to distribution.
54. **Conduct at Meetings** - The Chairperson shall ensure that Council and Committee meetings are conducted in an orderly, professional, respectful and businesslike fashion; maintain order and decide all questions of procedure. (The Chairperson may expel or exclude from a meeting any person who causes a disturbance.)
55. **Chairperson Neutrality** - The Chairperson shall conduct the meeting in as neutral a manner as possible.
56. **Vice Chairperson** - Because of the requirement that the Chairperson be "neutral" in conducting meetings, and only vote in case of a tie, some Chiefs have allocated the duty of Chairperson to another Band Councillor. At the Chief's discretion, the Chairperson's responsibilities may be rotated among Band Councillors.
57. **Time Limits for Discussion** - The Chairperson shall maintain order in the meetings and decide all questions of procedure, including limiting discussion on specific issues to fifteen (15) minutes.

SECTION F

VOTING

58. **Majority Vote** - All questions before the Council shall be decided by a majority vote (quorum of four).
59. **Recorded Vote** - Where a vote is taken for any purpose and a Councillor requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Councillor present, shall announce his or her vote openly and any failure to vote by a Councillor shall be deemed to be an affirmative vote and the Recording Secretary shall record each vote.
60. **Responsibility to Vote** - All Council members shall vote, unless they have a personal interest in the question, or conflict of interest, in which case they shall be excused from voting.
61. **Casting Vote** - The Chairperson shall not vote, except when the Council's votes are equal, at which time the Chairperson shall cast the deciding vote.
62. **Councillor Refusal to Vote** - A Council member (in attendance) who refuses to vote shall be counted as a yes vote on the issue before the council.
63. **Appealing Chairperson's Decision** - Any member of Council may appeal the decision of the Chairperson of the Council; all appeals shall be decided by a unanimous vote, without debate of the Council Members present excluding the Chairperson and the individual calling for the appeal. (Vote.)
64. **Adjourn Meeting if Chairperson Overruled** - If the decision or the Chairperson to expel a person for causing a disturbance is overruled by the Council, the meeting is automatically adjourned without debate.

SECTION G

RULES OF ORDER

65. **Points of Order** - A Point of Order shall be an appeal by a Member of the Council made to the Chairperson when that member notices or objects to the proceedings of the Meeting. Such objection must be due to the fact that the proceedings are at variance with the governing regulations, the approved procedures of the meeting or on a procedure to deal with a previous decision.
- a. **Raising Point of Order** - Any Councillor may at any time rise on a Point of Order, interrupting a speaker if necessary, to point out a breach of rules.
 - b. **Chairperson's Response to Point of Order** - The Chairperson shall decide whether the point is well taken and shall state the applicable rule without comment.
 - c. **Chairperson's Ruling to Point of Order** - The ruling of the Chairperson shall be final and binding subject only to appeal to the Council.
 - d. **Appeal to Council to overturn Chairperson's Ruling** - An appeal to the Council will be by verbal Motion duly seconded and requires a majority vote to overturn the Chairperson's ruling. The appeal Motion is not debatable and the result of the vote is final and binding.
66. **Point of Privilege** - A Point of Privilege shall be an appeal by a Member of the Council made to the Chairperson with respect to personal remarks made about that individual or which infringe upon the rights of that individual as a member.
- a. **Questions of Privilege** - Questions of Privilege may be raised in the course of debate, but not so as to interrupt a speaker who has the floor. Such questions usually have to do with the rights or interests of the Council as a whole or of a Councillor personally and arise if in the course of debate it appears that those rights or interests are adversely affected.
 - b. **Chairperson's Response to Questions of Privilege** - The

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Chairperson shall rule whether the question is properly one of privilege and admissible.

- c. **Chairperson's Ruling** - The ruling of the Chairperson shall be final and binding subject only to appeal to the Council.
 - d. **Appeal** - An appeal to the Council will be by verbal Motion duly seconded and requires a majority vote to overturn the Chairperson's ruling. The appeal Motion is not debatable and the result of the vote is final and binding.
67. **Participation by Members** - A Member prior to speaking to any questions or Motion shall address the Chairperson. The Member shall confine himself or herself to the question in debate and shall avoid all discourteous language and references to personalities.
68. **Breach of Proper Decorum** - A Member called to order for breach of proper decorum is expected to comply at once with any directive given by the Chairperson, withdrawing any offensive words or apologizing for any inadvertent infringement of the rules. If he or she does not do so, the Member may be suspended from the Meeting.
69. **Order of Speaking** - When two or more Members wish to speak at the same time, the Chairperson shall name the Members who are to speak and the order in which they are to speak.
70. **No Interruption** - Members shall not be interrupted while speaking except they may be called to order by a Member for transgression of the rules of the Council; in which case all Members shall be silent until the Point of Order has been decided by the Chairperson.
71. **Reading of Question or Resolution** - Council members may request the question or resolution under discussion to be read for their information at any period during a debate, but should not interrupt a Councillor who is speaking, in making their requests.
72. **Motions** - Any proposition made to the Council is called a Motion; when it is stated to the Council for acceptance or rejection it is a Question; and when it is adopted it becomes a Resolution.
73. **Withdrawal of Motion** - After a Motion is read by the Chairperson or the Recording Secretary, it shall be deemed to be in the possession of the Council but it may be withdrawn at any time before the vote is taken with

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the consent of the Mover and Seconder and with the concurrence of a majority of those Members present.

74. **Division of Motion** - Any Member may appeal to the Chairperson to have a Motion divided. If in the opinion of the Chairperson, the Motion under consideration contains two or more distinct propositions, the Chairperson may grant the request and direct the Members to consider and vote on the proposition as separate items.
75. **Chairperson's Ruling** - The Chairperson's ruling shall be final subject only to appeal to the Council in which case a majority vote is required.
76. **Motion in Writing and Seconded** - No Motion or Amendment shall be debated or put to a vote unless the same is in writing and seconded.
77. **Motion to Adjourn or Close** - A Motion to adjourn or close the Meeting shall be in order, except when a Member is speaking or a vote is being taken.
78. **Motion to Table** - A Motion to Table is not debatable. A Motion to Table with a condition is debatable.
79. **Tabling of Question** - When a Question has been tabled, it shall not be taken up at the same Meeting, except by a vote of two-thirds of the Members present.
80. **Amending a Motion** - After a Motion is made and seconded, a Motion to amend may be made, as well as a Motion to amend the amendment. Only two such amendments may be entertained at the same time. One of the amendments must be disposed of before any new amendments can be entertained.
81. **Order of Questions** - All Questions shall be put in the order in which they are Moved, except that amendments shall be put before the Motion, the last amendment first and so on. After the Chairperson has put a Question to vote there shall be no further debate. Every Member present, when a question is put, shall vote thereon unless prevented by Statute, Act or a declared conflict of interest.
82. **Right to Speak** - Every Member has the right to speak twice on the same Question except that the Mover of the Motion may respond to questions on the Motion at the direction of the Chairperson. No Member may hold the floor for more than five minutes at a time.

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83. **Decision not to be Reconsidered at that Meeting** - Any Question, once decided by the Council, at a Regular Meeting shall not be reconsidered at that Meeting.
84. **Reconsideration of Issue at New Meeting** - A Question may be reconsidered at a later Meeting provided any Member shall give written notice for reconsideration. The Question for reconsideration shall be decided by a simple majority vote.
85. **Reconsideration Negative** - If the reconsideration of the Question should be decided in the negative, it shall not be reconsidered again for twelve months unless this rule is suspended by a vote of two-thirds of the Members present.
86. **Notice of Motion** - No principle or main Motion, other than matters of courtesy, shall be given consideration at any Regular Meeting or Council unless a notice of the proposer's intention to introduce such Motion has been given in writing to the Band Manager. Such Notice shall be given to the Band Manager at least seven days before the Meeting for insertion on the Agenda. This rule may be suspended by a vote of two-thirds of the Members present.
87. **Beyond Band Jurisdiction** - A motion in respect to a matter which is beyond the jurisdiction of the Council shall not be in order.
88. **Robert's Rules of Order** - All Points of Order, or procedure, not covered by this Policy shall be referenced in accordance with Robert's Rules of Order, insofar as they are applicable. The most current version in print at the time of question shall be referenced.

SECTION H

INAUGURAL COUNCIL MEETING

89. **Inaugural Meeting** - The Inaugural Meeting of the Council shall be held within two weeks from the start of the new term of office.
90. **Oath and Contract of Office** - No business shall be proceeded with at the Inaugural Meeting until Chief and Council have made their declarations of office (Oath of Office and Contract of Office) attached to this Policy as Appendix “C”.
91. **Agenda Items** - Items for discussion at the Inaugural Meeting shall include the Oath of Office and Undertakings of Office and signing authority for banking purposes only.
92. **Inaugural Meeting Agenda** - The Inaugural Meeting Agenda attached hereto as Appendix “D” is the form of Agenda for the Inaugural Meeting.
93. **Orientation Weeks** - An Orientation shall be provided to the Chief and Council as soon as possible after the Inaugural Meeting and shall continue as needed. This time shall be used to provide information and orientation to Chief and Council by, senior management, Band solicitors and others as requested by Chief and Council and directed through the Band Manager.

SECTION I

REGULAR MEETINGS OF COUNCIL

94. **First Regular Meeting** - The first regular meeting of the Council shall be held not later than one month after the start of the new term, on a day, hour and place to be stated in a notice given to each member of the Council by the Band Manager.
95. **Regular Meetings** - Regular Council Meetings shall be held monthly on the fourth Thursday of each and every month at 6:00 p.m. in the Band Hall.
96. **Change of Regular Meeting Date** - Council may, by Band Council Resolution, direct Regular Meetings to be held on days other than the Thursday noted in the preceding paragraph and proper notice shall be given as set out in the Notice provisions in this next paragraph and an amendment done to this Policy.
97. **Notice** - Chief and Council, the Membership and staff shall be advised of any change to the Regular Council Meeting schedule by ensuring that notice of such cancellation or rescheduling is posted on the Band Office Community Bulletin board, posted publically and/or delivered to the community advising of such change at least forty-eight hours in advance of such change.
98. **Summer Schedule** - During the months of July and August in each year, only one (1) Regular Council Meeting shall be held and that Meeting shall be held on the fourth Thursday of August starting at 6:00 p.m. in the Band Hall or on such other days and at such time as may be necessary for the business of the council or the affairs of the Band as established from time to time by Band Council Resolution.
99. **Location of Meetings** - Regular Meetings of the Council shall be held in the Band Hall or in such other location as determined by the Council at least one month prior to the meeting.
100. **Regular Meeting Agenda Deadline** - Items for discussion for the Regular Council Meeting shall be submitted to the Band Manager and Chief and/or Acting Chairperson one week in advance of the Regular Council Meeting to provide ample time for appropriate research and background information to be gathered and presented.

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101. **Regular Council Meeting Agenda** - The Band Manager shall be responsible for preparing the Regular Council Meeting Agenda prior to being distributed to Council Members. Such Agenda shall be reviewed with the Chairperson prior to distribution.
102. **Regular Meeting Agenda Package** - The Band Manager shall make available an Agenda and a copy of all applicable reports, motions or items on the Agenda to each Council member at least two (2) days prior to the Meeting (the Tuesday prior to the Meeting) at which same are to be considered.
103. **Late Additions** - An issue that must be discussed at the next Regular Council Meeting but was not provided to the Band Manager by the Agenda Deadline nor discussed with the Chairperson shall only be permitted to be discussed at the Council Meeting by resolution of the Chief and Council to add the item as a late addition.
104. **Curfew** - The Council shall not remain in session later than ten o'clock in the evening (10:00 P.M.) unless so determined by a quorum of Council.
105. **Order of Business** - The business before the Council shall be dealt with in the order set out on the attached Appendix "E" - Agenda for Regular Council Meetings.
106. **Open Meetings of Council** - The Regular Meetings shall be open to Band Members and no Band Member shall be excluded except for improper conduct.
107. **Access to Meetings and Minutes of Council Meetings** - Access to Meetings and Minutes of Meetings shall be in accordance with the Indian Act and regulations and any other federal or provincial legislation that may apply.
108. **Exclusion of Persons** - The Chairperson may expel or exclude from any Meeting any person who causes a disturbance at the meeting.
109. **Video Taping of Regular Meetings** – Video Taping or use of cameras and recording devices during public meetings of the First Nation are strictly prohibited unless written permission of Chief and Council or as approved for archival purposes at the direction of the Band Manager. Violations of this policy will result in individual(s)' expulsion from the meeting.

SECTION J

SPECIAL MEETINGS OF COUNCIL

110. **Calling of Special Meetings** - The Chief of the Band may, at any time, summon a special meeting of the Council; and shall summon a special meeting when requested to do so by a majority of the members of the Council.
111. **Notice of Special Meeting** - In ordinary circumstances, notice of a Special Meeting will be delivered to all Council Members, in writing, at least forty-eight (48) hours prior to holding the Special Meeting and confirmed by telephone or facsimile or by email, if deemed necessary by the Chief. Due to the nature of Special Council Meetings, exceptions shall be given to the time lines involved in this process.
112. **Waiving of Written Notice** - In emergency or unusual circumstances, as determined by the Chief or in the absence of the Chief the appointed Vice Chairperson, the requirement of forty-eight (48) hours may be waived and notice may be given by telephone, facsimile or oral communications as circumstances may require. When such action is taken as required, it shall be duly confirmed as proper procedure on the Agenda of the Meeting concerned. Attempts must be made to reach all Council members and a record of all such attempts shall be kept and made available to Council Members if requested.
113. **Special Meeting Agenda** - The Agenda of a Special Council Meeting is limited to the topic(s) listed on the Agenda of the Meeting. No other items shall be added to the Agenda of a Special Meeting unless all Members of Council are present and grant unanimous consent.
114. **Video Taping of Meetings** – Video Taping or use of cameras and recording devices during public meetings of the First Nation are strictly prohibited unless written permission of Chief and Council or as approved for archival purposes at the direction of the Band Manager. Violations of this policy will result in individual(s)' expulsion from the meeting.

SECTION K

IN-CAMERA MEETINGS

115. **Reasons for Holding In-Camera Meetings** - A meeting or part of a meeting may be closed to the Band Membership if the subject matter being considered is:
- a. The security of the property of the Band
 - b. Personal matters about an identifiable individual, including Band employees.
 - c. A proposal or pending acquisition of land for Band purposes
 - d. Labour relations or employee negotiations
 - e. Litigation or potential litigation involving the Band
 - f. The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g. A matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act
 - h. A request under the Federal Access to Information and Privacy Act.
116. **Regular In-Camera Meetings** - Regular In-Camera Meetings shall be held as part of and in accordance with the Regular meetings of Chief and Council, every fourth Thursday of every month as per Band Council Resolution 2007-24. The Meetings shall be opened in the public session at 4:00 pm every fourth (4th) Thursday of the month, with a motion to adjourn to the in-camera session and a report made to the public session if appropriate.
117. **In-Camera Meeting Agenda Deadline** - Items for discussion for the In-Camera Council Meeting shall be submitted to the Band Manager and Chief or Vice Chairperson one week in advance of the In-Camera Council Meeting to provide ample time for appropriate research and background information to be gathered and presented.
118. **In-Camera Council Meeting Agenda** - The Band Manager shall be responsible for preparing the Regular Council Meeting Agenda prior to being distributed to Council Members. Such Agenda shall be reviewed with the Chairperson or Vice Chairperson prior to distribution.
119. **In-Camera Meeting Agenda Package** - The Band Manager shall make available an Agenda and a copy of all applicable reports, motions or items

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on the Agenda to each Council member at least two (2) days prior to the Meeting (the Tuesday prior to the Meeting) at which same are to be considered.

120. **Late Additions** - An issue that must be discussed at the next In-Camera Council Meeting but was not provided to the Band Manager by the Agenda Deadline nor discussed with the Chief or Acting Chairperson shall only be permitted to be discussed at the Council Meeting by resolution of the Chief and Council to add the item as a late addition.
121. **Summer Schedule** - During the months of July and August in each year, only one (1) In-Camera Meeting shall be held and that Meeting shall be held on the fourth Thursday of August starting at 4:00 p.m. in the Band Hall or on such other days and at such time as may be necessary for the business of the council or the affairs of the Band as established from time to time by Band Council Resolution.
122. **Breach of Confidence** means if it is determined by Chief and Council that a member of Council has failed to maintain in confidence matters discussed at in-camera sessions of Council, that the Councillor so found to be in breach of confidence shall be excluded by **Band Council Resolution**, for all in-camera meetings of Council until further resolution of Council.

SECTION L

AGENDAS

123. **Agendas** - The Agenda provides the Council members with an overview of what agenda items will be discussed at the meeting, and in what order these items will be discussed. If background information relevant to the meeting is available when the Agenda is distributed, these should also be attached to the Agenda, to allow the Councillors time to read them through and to be prepared to discuss them at the meeting.

The agenda, the minutes from the previous meeting, and other relevant materials should be distributed to the Council two (2) days prior to the meeting.

124. **Preparation of Agenda** - The Band Manager shall prepare the Agendas for Band Council Meetings in conjunction with the Chief or Vice Chairperson.
125. **Submitting Agenda Issues** - Any councillor wishing to add items to the agenda should submit their request to the Chairperson and Band Manager seven (7) days prior to the scheduled Meeting.
126. **Agenda Items** - The Agenda should include a list of items to be discussed, including motions or resolutions to be passed, and the order in which items will be discussed. It may be necessary to allocate specific time periods for each discussion topic, to help the Councillors stay on course through the meeting.
127. **Record Keeping** - The Executive Secretary will maintain a file containing each Agenda package for a period consistent with the maintenance and destruction of records policy.

SECTION M

AGENDA HEADINGS

128. **Agenda** - A sample Band Council Meeting Agenda is attached to this Manual as Appendix “E” and is explained in this Section.
129. **Call to Order** - Once a quorum of Chief and Council (four members) are present at the meeting, the Chairperson shall call the meeting to order. The Recording Secretary shall note in the Minutes all those present and if not present, note the reason.
130. **Opening Prayer and Ceremony** - An Opening prayer is said and a smudging ceremony performed.
131. **In-Camera Session** - These are issues that are discussed in private by the Chief and the Council that concern an identifiable individual, thus providing the individual the privacy to which they are entitled. Other topics may include items under negotiations, the finances of the Band or any other such item deemed to be discussed in private. The Chief and Council meet at this time with no members of the public present (unless invited). The Minutes will show the time the Chief and Council went in-camera, the topics to be discussed and will show the time the Chief and Council returned to the public session of the meeting.
132. **Return to Public Session and Report, if necessary** - The Chief and Council return from the in-camera session to the public session of the Meeting. At this time, they **may** make a report to the Public Session of the Meeting.
133. **Approval of the Agenda** - This gives the Chief and the Council and the Band Manager the opportunity to request a change, addition or deletion to the Agenda presented in the event of an emergency item or change in a situation.
134. **Declaration of Conflict of Interest** - Any member of Council that believes he or she has a pecuniary or personal interest in an item on the Agenda declares it orally at this point in the meeting and the general nature thereof prior to any discussion. (See section 11) The declaring member must refrain from taking part in the discussion and make no attempt to influence the voting at any time before, during or after the meeting. The declaring member must refrain from voting. The Recording Secretary will note in the minutes the declaration and the general nature thereof. The Council member must remove themselves during the time of the vote.

135. **Staff Presentations** - This section is included in the event that a staff member has been asked by the Band Manager to attend the Meeting to make a presentation to Council or to answer any questions on an issue that may be before the table for a discussion and/or decision.
136. **Reports** - Reports concerning Council travel reports and committee reports are included in this Section. Usually no action is required by Council and is included for information purposes only.
 - a. Chief and Council Reports since last Council Meeting - As part of the current travel policy, Chief and Council provide either a written or verbal report on recent conferences, workshops, meetings attended on behalf of the Band by them. The Report advises of the benefits of attending the session and if any action is required by the Band.
 - b. Reports from Committees - The Chairperson of each active Committee now provides an update to the Chief and Council advising of issues and policies involving that Committee and highlighting any recommendations forthcoming to Chief and Council.
137. **Approval of Minutes** - Copies of draft Minutes of any meetings of the Council are presented and corrections, amendments (if any) and the adoption of the Minutes are made by motion in camera and by Band Council Resolution during the Regular Meeting.
138. **Band Member Request** - Correspondence or issues raised by a Band Member can be discussed here. The Chief and Council do not have to provide an answer to the Band Member's question at this Meeting. If possible, the Band Member is invited to the Meeting. The issue is placed on the Agenda to give the Chief and Council and the Band Member the opportunity to discuss the issue with all parties present at the Meeting. It provides the Chief and Council and the Band Manager the opportunity to hear the issue and discuss it, find solutions to the issue and conduct follow up with the appropriate department. To comply with privacy provisions and access to information, any issue specifically dealing with a Band Member that does not affect all Band Members as a whole is discussed first in-camera to protect the privacy of the requesting Band Member. Council's in-camera decision is announced in the public session in a way to protect the Band Member's identity.
139. **Old Business** - Any item that still requires action or a decision by Chief and Council is included in this section.

140. **New Business** - New issues requiring action by the Chief and Council including By-Laws, if any.
 - a. **Approval of Disbursement Sheets** - All cheques issued are approved by motion in-camera to protect the privacy of individuals. Disbursement Sheets are listed showing cheque number, payee, amount and a brief description.
 - b. **Travel** - All travel for Chief and Council shall be approved according to the existing Travel Policy of the Band.
141. **Membership Questions from the Floor** - Prior to adjournment, a member having a specific question for Chief and Council may direct that question to the Chairperson of the meeting. The Protocol to be followed shall be as set out on Appendix "H". "F"
142. **Close** - Once all items on the Agenda have been discussed, the Meeting is closed until the next Regular Meeting.

SECTION N

BAND COUNCIL RESOLUTIONS

143. **Introduction** - A resolution of Council is a method of expressing a Band Council decision, and is less formal than a bylaw. Resolutions can affect issues which extend beyond the council's term of office; however, council decisions should always consider the impact of their actions on future generations. A Council resolution can be rescinded or amended through a majority vote at another duly called meeting of Council. Resolutions must be read at a Council meeting, moved, seconded, then placed before the meeting by the Chairperson, discussed, and passed in a vote by a majority (quorum) of Councillors.
144. **BCR Form** - The Band Council Resolution form shall be on that form attached hereto as Appendix "F" to this Manual which form shall be used for both purposes of a Motion and a BCR.
145. **When to Use** - A BCR shall be done in the following instances:
- a. When it affects current policy.
 - b. When it is required by an outside agency.
 - c. When it is determined that a permanent record of Council's decision be kept.
 - d. When Council directs that a BCR be signed.
146. **Distributing BCR's** - Each form shall receive a Motion number and when a BCR is required, a BCR number shall be assigned. A copy of the BCR shall be provided to the appropriate agency and the originals BCR's maintained in the BCR register. BCR form is often required to inform an Agency or Funder (i.e. Aboriginal Affairs and Northern Development Canada) of a formal Council decision, and to prompt the Department to act. A BCR conveys a Council's decision in a formal way. A quorum of Council signatures is required to validate a BCR form. All BCR's should be numbered in sequence per fiscal year (i.e. #2003-01), for easy reference. BCR's may be scanned and emailed as required, however, original BCR's and BCR's relating to by-laws are forwarded by priority post mail to Aboriginal Affairs and Northern Development Canada (AANDC) in Thunder Bay for processing.

SECTION O

BY-LAWS

147. **Definition** - A band by-law is a local law that is passed by a band council to help control certain activities within the community. The by-law has absolutely no effect outside reserve boundaries.
148. **Uses of By-Laws** -The band council can make by-laws that will regulate many areas of activity on the reserve. Some of the more important areas are: traffic control, residency, health, nuisances, wildlife conservation and zoning. By-laws are passed when the council decides that it has a need to establish some regulations or control over certain activities on the reserve.
149. **Authority to Make By-Laws** - Canadian Indian bands get their legal authority to make their own local laws through sections 81, 83, and 85.1 of the Indian Act.
150. **Limitations** - By-laws are of a local nature. There are, however, some restrictions on what councils can control through their by-laws. According to section 81 of the Indian Act, band councils may make by-laws so long as they are not contrary to:
- a. the Indian Act,
 - b. the Indian Act regulations enacted pursuant to section 73 of the Indian Act.
 - c. or other federal laws
151. **Guidelines** - By-laws apply to all people on a reserve. These by-laws govern the activity on all of the reserve lands under the control of the council that passed it. By-laws apply to everyone (native or non-native) being on the reserve, whether they normally live on that reserve land or not.
152. **Proper Enactment of By-Law** - A by-law, of course, must also be properly enacted. It is not a law and cannot be enforced in the courts until it has been properly enacted and made into a legally registered federal instrument enacted under a federal law.
153. **General** - By-laws are laws made for specific local purposes by authorized representatives of a local government, and are effective within the jurisdiction of that government.
154. **Section 81 By-laws** - Section 81 of the *Indian Act* lists over 20 purposes for which Councils may make by-laws. These by-laws made by the Band Councils must be forwarded by mail to the Minister of Aboriginal Affairs

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and Northern Development Canada within four (4) business days of when they are passed. Unless a Section 81 by-law is disallowed by the Minister within forty (40) days, it comes into effect. However, the Minister may declare the by-law to be in force at any time within the forty (40) day waiting period.

155. **Section 83 By-Laws** - Money Bylaws: Taxation and Licensing Powers - Section 83 of the *Indian Act* authorizes Councils to make by-laws for local purposes. Under this Section, Band Councils have broad taxation and licensing powers to support Band projects. As a result of the 1988 amendments to the *Indian Act*, the taxation powers of First Nations/Bands were significantly strengthened and expanded. Band taxation powers now clearly apply to non-Indian as well as Indian interests, including leaseholds on reserves and designated (formerly conditionally surrendered) lands. Section 83 also provides a broad authority to license all businesses, professions, trades and occupations.
156. **Powers under Section 83 By-Laws** - Basically, there are three different powers under Section 83. These include:
- a. The right to pass by-laws taxing land use, interests, or rights related to land, which can apply to non-Indians, Indians, or both.
 - b. The authority to license (such as business licenses).
 - c. The authority to raise money from Band members for Band projects. (This might include such things as service fees for supplying water.)

Indian Taxation Advisory Board - Since the coming into force of the Kamloops Amendment (Bill C- 1 15) in July 1988, a band no longer requires to be declared to be in an "advanced state of development" in order to pass money by-laws (section 83). One important point to underline with respect to these money by-laws is that they must receive ministerial approval. These must be sent for review and recommendation to the Minister to the:

Indian Taxation Advisory Board
Terrasses de la Chaudiere
10 Wellington Street
Ottawa, Ontario K1A 0H4

157. **Real Property Taxation** - Real property taxation is based on an assessment of the value of land and buildings or other improvements attached to the land. There are also other fair methods of calculating and assessing taxation of land or land use which can be authorized under Section 83.

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158. **Intoxicant By-Law** - A band council may also pass a by-law relating to intoxicants in pursuant to section 85.1.
159. **Referral of By-Law** - Any proposed By-Law may be referred to a Committee, the Band Manager, the Membership for review and comment, including the Band's legal counsel and any other individual or organization as directed by Council. Other points to remember about band council by-laws are that by-laws should be enacted only when they are needed; before they are enacted, they should have general band membership acceptance. There is no sense enacting a by-law when there is no real need for it, or when the general feeling, of most of the band membership would be against that particular by-law. Often this results in the by-law being, challenged in the courts and sometimes it can even be declared void.
160. **By-Law Enactment** - The Band Council must provide a clear audit trail for the enactment of bylaws which includes:
- a. Proper recording in the minutes of the meeting
 - b. Reading of the By-law three times in chamber
 - c. Proper documenting, numbering, and wording,
 - d. The use of registered mail to forward the by-law to the Minister,
 - e. Copies of Ministerial Approval of all by-laws;
 - f. Accurate and complete files on by-laws and follow the procedural requirements for enacting of by-laws in the Indian Act.
161. **Notice to Membership of Proposed By-Law** - Prior to the by-law being read for the third time and at Council direction through BCR, the By-Law may be printed in its entirety in the Newsletter requesting comments from Band Members for consideration by Chief and Council at the next Meeting to discuss the proposed by-law.
162. **Three Readings of By-Law before Vote** - The by-law must be read out loud at least *three* times before a vote is held to accept or reject it. By-Laws may receive three (3) readings at the same meeting provided that a motion to suspend the rules of order is presented to the Council.
163. **Voting on By-Law** - A by-law is only passed if a majority of the band councillors present at a duly convened band council meeting vote in favour of the by-law. The vote must be properly recorded indicating the names of

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those councillors voting for or against the by-law.

164. **Passing of By-Law** - The By-Law shall be assigned a By-Law number, dated and signed by the Chief, Councillors and the Band Manager as authorized by Motion/BCR.
165. **Ministerial Approval** - The original by-law must be forwarded to the Minister on the next business day along with the original Band Council Resolution authorizing the By-Law. Once Ministerial approval has been received, certified copies of the by-law should be forwarded to the local police, crown prosecutor, and magistrate or judge.
166. **By-Law Register** - A by-law register must be maintained which lists and briefly describes all by-laws.

SECTION P

MINUTES OF MEETINGS

167. **Introduction** - The decisions of a Band Council, like those of other local government authorities, require effective record keeping and documentation. The minutes of Band Council meetings are important records of the Council's decisions on all administrative, financial and governmental matters within their jurisdiction. As such, they may be considered legal documents.

As a result, accurate, formal records must be kept of all Council meetings. All Council decisions, whether of a minor nature, expressed in the form of motions, or more major policy decisions in the form of Band Council resolutions or bylaws, must be accurately recorded in the Council minutes.

168. **Contents of Minutes** - Minutes must include the following information:
- a. the date, time and location of the meeting;
 - b. a list of those present, and those absent;
 - c. matters discussed, item by item,
 - d. the names of those making motions and seconding them, as well as the results of the voting;
 - e. action items assigned, to whom, with expected completion dates and results;
 - f. matters on the agenda not discussed, or decisions postponed, with an explanation;
 - g. the date, time and place of next meeting if not the next Regular scheduled meeting.
169. **Recording Secretary** - The Recording Secretary should sit next to the Chairperson, and when any motions or decisions are made, the Recording Secretary should read them back aloud, to ensure they have been properly recorded. The Chairperson might assist by repeating key points. The Recording Secretary is assigned to take accurate minutes of Band Council meetings. It is therefore useful for the Recording Secretary to have superior skills for recording the meetings. Taping or video recording of minutes are only with the written consent of a majority of Chief and Council. Minutes should be recorded in such a way that the reader can easily understand what went on in the meeting, what decisions were reached, and the reasoning behind them, but should also be recorded in a general manner to protect names or as otherwise required by law.

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The minutes should record all decisions made by the Council, and the reasoning behind those decisions. Band Council minutes can be used as a method of informing staff, Band members, and government departments of the decisions which Council has made. If there is ever a requirement to ensure the legality of a Council decision, it is important that the Council minutes document that proper, legal procedures (such as proper voting procedures, a quorum of Councillors were present, etc.) were followed, and that the decision was accurately recorded.

170. **Distribution of Draft Minutes** - As soon as possible after the Meeting, the Recording Secretary shall prepare and distribute to Chief and Council draft copies of the Minutes of the Meeting. The draft Minutes should be provided to the Band Manager as a method of keeping staff informed of Council decisions and in particular if Council has directed further research or information to be done by the Band Manager. The draft minutes should **not** be distributed to the membership until they have been reviewed, approved by Council and signed by the Chairperson and Band Manager.
171. **Signing of Approved Minutes** - The Recording Secretary should make the necessary revisions to the minutes as directed by Council and file a final copy. Once approved and all the necessary revisions have been identified, the minutes of the Band Council meetings must be signed by the Chairperson at the Meeting and the Band Manager on the last page; the Chairperson and Band Manager should initial all other pages of the minutes.
172. **Safekeeping of Approved Minutes** - Original signed copies of all minutes, by-laws, and BCR's should be filed in a secure (locked) place in the Band office; copies can be filed separately. Copies of the approved Minutes of Council meetings should also be available in a public place, so that Band members can review them and be kept up-to-date on Council decisions.

SECTION Q

GUIDELINES AND PROCEDURES FOR BAND COUNCIL MEETING

173. **Proper Procedures** - All Council meetings should be held in a businesslike manner. It is very important, for legal reasons, that proper procedures be followed for Band Council meetings. It is up to the Chairperson to ensure that the agenda is followed and kept "on track", and that proper meeting procedures are followed. New Council members should familiarize themselves with the proper guidelines and procedures governing the Council Meetings.
174. **Quorum** - A majority of the whole Council (4) shall constitute a quorum.
175. **No Quorum Within One Hour of Scheduled Meeting** - If no quorum is present within one hour after the time appointed for the meeting, the Recording Secretary shall take the names of the members then present, and the Council shall adjourn until the next meeting.
176. **No Quorum At Beginning of Meeting** - If it is known in advance of the scheduled time of the Meeting that there will not be a quorum available to conduct the Meeting, the Recording Secretary shall take the names of the members then present. The Chairperson of the Meeting shall set a new time and date for the Meeting to be held and proper notice shall be given to all of Council, staff and the community. The Minutes of that Meeting shall indicate attendance and the new date scheduled for the Meeting and a copy of these Minutes signed by the Chairperson of the Meeting and distributed to Members of Council, the Band Manager and the Administrators to provide notice of the rescheduled meeting.
177. **Loss of Quorum Because of Declaration of Conflict** - Where the number of members who, by reason of having declared a pecuniary interest, are disabled from participating in a meeting is such that at that meeting the remaining numbers are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two (2).
178. **Missing Meetings without Notice** - No Council member may be absent from three consecutive meetings of the Council without being authorized to do so by the Chief, and with the consent of the majority of the Band Councillors. If a Council member is absent from three consecutive meetings of the Council without authorization, all honorariums payable to

SECTION R

POLICY DEVELOPMENT

183. **Introduction** - It is the responsibility of the Chief and Council to develop policies on various issues regarding Band Government operations, programs, and services. Important decisions made by the Chief and Council to do something, to have something done in a certain way, or to set out a course of action, are called policy. When by-laws are passed, or regulations are made, these are written words of policy. It is the responsibility of the Band Council, as the elected representatives of the people, to make policies and to see that these policies are carried out by the Band staff through the Band Manager.

Policies should be developed through careful consideration of all the issues involved. The clarification of policies ensures that, in the case of a conflict or question arising with regard to any issue, a policy is in place to clearly guide the decision-making of both the Band Council and Band employees, in terms of how a particular issue should be dealt with. Such policies ensure that the Band Council does not have to meet to decide on every minor issue that arises; with policies established, decision-making guidelines are in place to assist Band administrators. Policies should also be clearly defined in writing and accessible to Band members.

Policies should reflect the wishes and concerns of the general Band membership, and be beneficial to the members overall. Committees and meetings have been utilized to ensure that Band Member input was obtained into policy decision-making.

Policies should be regularly examined and updated to reflect changing conditions and Band Member concerns. All new policies should be reviewed quarterly during the first year and annually thereafter. Staff shall submit their recommendations for changes, additions or amendments to the Band Manager.

It should be noted that policy development must consider legal and contractual requirements by funding, regulatory or government agencies. For example, Medical Transportation policies must adhere to guidelines set by Health and Welfare Canada, Medical Services Branch.

184. **General Guidelines for Modifying or Developing Policies** - The development and review of policies should occur on an ongoing basis. Policy development generally involves the following four steps:

- a. **Planning** - Most organizations go through a regular planning process - at least annually - which involves defining or reviewing their mission or purpose (overall, and for each area or department), goals, objectives, and strategies to reach those goals and objectives. The Band might develop plans for both the short term (one year) and long term (up to five years or longer). Such plans are often referred to as "operational plans".

This planning process often involves setting priorities, such as, which are the most important goals to accomplish in the short term. The policies and budgets of an organization would then reflect the decisions, objectives, and strategies which were established in this planning process. Policies for each department are used to determine how resources (staff and funding) will be used.

In the case of Michipicoten First Nation, the wishes and priorities of the Band members are an important part of the planning process. There are various ways to involve Band members in the planning and decision-making processes.

- b. **Directing** - The staff of the organization must then be directed how to implement the goals, objectives and policies developed in the planning process. They would be provided with policy decisions, procedural guidelines, budgetary guidelines, and other directives which resulted from the planning process. They should be instructed as to what is expected of them, in terms of achievements and services.
- c. **Supervising** - The Band Manager, Management or Administrators and designates are responsible for supervising the implementation of the operation plan on a day-to-day basis. This would involve the development of detailed objectives for specific departments, as well as job descriptions (general) and work plans (more specific) for individual staff members. The Band Manager, through Management, Supervisory, individual and group staff meetings, will supervise and assess progress on an ongoing basis.
- d. **Review** - Planning or operational reviews should also be conducted on a regular basis. It is important to review the success of the original plan. For example, an in-depth review of a one year operational plan might be conducted after six months. Factors which affect priorities for programs/projects, as well as the actual implementation of an operational plan, may change, and need to be reviewed. For various reasons, there may be a need to alter the original operational plan. Such reviews may result in changes or "strategic adjustments" to the plan.

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Such reviews also entail a built-in evaluation process. The objectives defined for each program can be measured against what has been achieved. Similarly, objectives for each employee, as defined in their work plans, can also be evaluated. In this way, the staff, management, and Band Council have a more concrete way to evaluate the various services, and can, through these reviews, look for ways to improve them.

SECTION S

BAND MEMBERSHIP INVOLVEMENT

185. **Introduction** - This section includes suggested responsibilities of the Band membership with regard to Band government and methods of obtaining Band Membership involvement and participation.
186. **Role of Band Members in Band Government** - Individual Band members also have responsibilities with relation to their Band government, and their participation can make a difference. They can influence how Michipicoten First Nation is governed by staying well-informed regarding policies and programs, seeing that policies and decisions are made in their best interests, and expressing concerns to Council members about any concerns they have, or changes they would like to see. Concerned Band members should be an active part of the democratic system, and make an effort to assume all or some of the following responsibilities.
- a. Nominate the most qualified people for the positions of Chief and Councillors.
 - b. Vote for the people of choice, not because these people are friends or relatives, but because they are most able, knowledgeable, and fair in making decisions.
 - c. Attend Band meetings, so that they will know what is going on with regard to government programs and policies.
 - d. Express their feelings and concerns on governance issues to Band Council members, either individually, or as part of a group. In addition, Band Members should know and follow the appropriate reporting structure when dealing with Band issues best resolved by Band Administration.
 - e. Offer to serve as a member of a committee, in an area in which they have special interest or knowledge.
 - f. Read minutes of Band Council meetings, financial statements, and Band policy manuals, to become well-informed about Band policies and activities.
 - g. Make recommendations on issues to Chief and Council. Although the Chief and Council are not legally bound by the recommendation,

they will want to take it under advisement.

187. **Band Membership** - All applications for transfer to the Band shall follow the current Transfer to Membership Policy established by Chief and Council.
188. **Promoting Band Membership Involvement** - Band members should be as well-informed and as involved as possible in the development of Band Government policies. Michipicoten has used various methods to help keep the Band membership informed, and to obtain their input and feedback. In order to build Band Member consensus in decision-making, mechanisms have been established to help promote the involvement of the general membership. Some of these are as follows:
 - a. **Meetings** - Attending Band Council Meetings.
 - b. **Requesting a Personal Hearing with Chief and Council** - Requesting a personal hearing with the Council by approaching the Chief, a Councillor, or the Band Manager, in advance, and providing information on the nature of the request, so that the Council can schedule a presentation for their next meeting. The Band Council members should allow some time during their meetings to hear and address public concerns. If time does not permit, the presentation could be re-scheduled to the Council's next meeting.
 - c. **Approaching Council Members** - Band members who have concerns regarding any government policy, action or decision, should be encouraged to approach members of the Band Council to express their concerns. The Band Member or the Chief and Council may request that this matter be discussed at a Regular Council Meeting. If a Band Member has a complaint concerning an employee or service, which cannot be resolved between parties, the Band member shall send a letter to the Band Manager explaining the situation and the steps taken to resolve it. The Band Manager will then set up a meeting within a two-week period to meet with the Band Member and the employee (and the employee's supervisor, if applicable) to see if a solution can be found. If the problem still cannot be resolved the matter should then be submitted in writing to the Chief and Council for final resolution.
 - d. **Access** - Copies of the regular minutes of Band Council meetings shall be placed in a Binder located at the Receptionist area so that Band Members may read about the issues discussed and decisions made at Council meetings. Clarification on items should be

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referred to the Band Manager. Band members should have access, during office hours to policy manuals, etc. Documentation shall be provided to the Band Member in accordance with the current Access to Information policy of the Band attached to this Policy as Appendix “G”.

SECTION T

MEMBERSHIP INFORMATION MEETINGS

189. **Introduction** - If an important issue is to be decided upon, the Council may hold a series of information meetings or workshops on the topic, so that everyone interested in the issue has an opportunity to voice their opinions, and a public consensus can be reached if required.
190. **Discussion at Membership Information Meeting** - The Band Council should hold Membership Information meetings with their Band membership at least annually to present reports regarding Band Government programs and finances, provide updates on policies, as well as to obtain input and feedback from the Band Members on issues of concern to them.
191. **Scheduling of Membership Information Meetings** - Information Meetings shall be scheduled at regular times, and all members shall be notified through a notice posted at the Band Office and through the Band's Newsletter, posted on the MFN website or through the media. Council shall annually set the Information Meeting dates through Band Council Resolution to ensure proper notice is provided to the Band Members.
192. **Financial Statements** - As required by the Indian Act, Council shall present the audited financial statements to the membership at a special meeting held at least annually and the auditor shall present the financial statements.
193. **Attendance at Membership Information Meetings** - The following people may attend Membership Information Meetings:
- a. Band members and any person who is married to or cohabits in a common-law relationship with a Michipicoten First Nation Band Member.
 - b. Any person who is a parent or legal guardian of minor children who are Michipicoten First Nation Band Members.
 - c. Any person who ordinarily resides with a Michipicoten First Nation Band Member.
 - d. The Band Manager and Recording Secretary.
 - e. Any guests invited by Council namely but not restricted to consultants, legal counsel, accountants, auditors, trusts, etc.

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194. **No Quorum Requirements** - There shall be no quorum requirements for a Membership Information Meeting.
195. **Chairperson** - The Chief shall Chairperson the Membership Information meeting. If the Chief will be absent or late, the Vice Chairperson shall preside.
196. **Recording Secretary** - The Chairperson shall ensure that an individual is appointed as Recording Secretary for the meeting.
197. **Maintain Order** - The Chairperson shall maintain order in the meetings and decide all questions of procedure, including limiting discussion on specific issues.
198. **Addressing Chairperson** - Members wishing to speak shall address their remarks to the Chairperson and confine themselves to the topic then before the meeting and may speak only once on a point of order.
199. **Order to Speak** - In the event of more than one member wishing to speak at one time, the Chairperson shall determine who is entitled to speak. The individual speaking shall have the floor until such time as they clearly indicate they are done.
200. **Order of Business** - The order of business at each regular meeting shall be as follows:
 - a. Call to Order
 - b. Opening Prayer and Ceremony
 - c. Introduction of Chief and Council and all others Present including Membership, Invited Staff and Guests
 - d. Scheduled Presentations or Agenda items
 - e. Open Floor Discussion
 - f. Close
201. **Follow up from Membership Information Meetings** - The Recording Secretary shall record general notes from the Membership Information Meeting in a summary of the issues that were raised at the Membership Meeting not verbatim and that these Notes shall be provided to Chief and Council for discussion and/or resolution at a future Regular Council Meeting. The Band Manager shall provide to Chief and Council an update on the Notes of the Meeting so that only those matters requiring direction by Chief and Council be brought to a Council Meeting. A general summary of the meeting may be included in the Band Newsletter or on the MFN

website.

202. **Automatic Adjournment** - If the decision of the Chairperson to expel a person for causing a disturbance is overruled by the membership, the meeting is automatically adjourned without debate.
203. **Disturbances** - The Chairperson may expel or exclude any person who causes a disturbance at a meeting.
204. **Cancellation of Membership Information Meeting** - Membership Meetings shall be cancelled if there is insufficient business, and it is not of a pressing nature. The Chief may use his/her discretionary powers in cancelling a meeting.
205. **Video Taping of Meetings** – Video Taping or use of cameras and recording devices during public meetings of the First Nation are strictly prohibited unless written permission of Chief and Council is provided or as approved for archival purposes at the direction of the Band Manager. Violations of this policy will result in individual(s) expulsion from the meeting.

SECTION U

COMMITTEES

206. **Terms of Reference** - Pursuant to Section 25 of the *Indian Band Council Procedure Regulations*, the Council may appoint special committees on any matters as the interests the band may require. **Terms of Reference shall be prepared for approval by the Council setting out the Committee's goals, objectives, reporting relationship and committee structure and membership.** The Committee Chairperson for each Committee of Council established under this Section shall be the Councillor appointed by Band Council Resolution to this Committee. In the event there are two Councillors appointed to a Committee, the Chairperson shall be the Councillor not yet appointed as Chairperson of a Committee. **A Councillor who is employed by the Band shall not be appointed to any Committee of Council.**
207. **Chief** - The Chief of the Band shall be a member of all committees by virtue of office, and is entitled to vote at these meetings and hold office on these committees or boards.
208. **Band Manager** – The Band Manager shall be a member of all committees and responsible for Committee Agendas.
209. **Appointment of Committee Members** - The members of these Committees shall be appointed by Band Council Resolution of the Council. Representation from membership as available is of prime importance.
210. **Calling of First Meeting of Committee** - The first meeting of a Committee will be called by the Band Manager. Subsequent meetings will be determined by motion on a quarterly basis or the Chairperson may call a Special Committee Meetings when necessary.
211. **Order of Business at First Meeting** - At the first meeting of the Committee, the order of business shall be:
- a. To elect a Committee Chairperson if not yet appointed by Chief and Council.
 - b. To receive the Terms of Reference established by Council.
 - c. To proceed with the Committee business.
212. **Order of Business** - The business before the Committee shall be dealt with in the following order:
- a. Call to Order and Note the Members Present
 - b. Approval of Agenda

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- c. Declaration of Conflict of Interest
 - d. Approval of Minutes
 - e. Reports from Chairperson, Band Manager, Resource Staff
 - f. Old Business
 - g. New Business
 - h. Close
213. **Agenda** - The Band Manager shall consult with the Chief and Chairperson of the Meeting and meet to discuss the proposed Agenda items. The Band Manager will ensure that the Agenda and package is provided to the Committee members within the time frame as set by Committee motion. The Chairperson shall give Notice of Special Meetings together with Agendas and all matters so far as known that are to be brought before the Committee at such Special Meeting. Such Notice shall be delivered to each Committee Member at least forty-eight hours three days prior to the Meeting. Chief and Council shall be provided with a copy of the Committee Meeting Agenda for their reference.
214. **Quorum** - A majority of the Voting Members constituting any Committee shall be a quorum.
215. **Recording Secretary** – The Band Manager shall ensure that the Recording Secretary is available to assist the Chairperson and to record the minutes of the Committee Meeting.
216. **Committee Recommendations** - All recommendations of Committees shall be reported to Council whether carried or defeated. The Chairperson of each Committee shall make a written or verbal report to Chief and Council as required.
217. **Attendance at Committee Meetings** - Members of the Council may attend committee meetings, and may take part in the discussions, with the committee's consent.
218. **Appointment by Band Council Resolution** - All appointments to various committees, boards and agencies for Michipicoten First Nation representation shall be submitted to Chief and Council so that a Band Council Resolution can be prepared and signed by the Chief and Council.
219. **Recommendation of Band Manager if a staff appointment** - If it is recommended that a staff person be appointed, then the Band Manager shall submit a report to Chief and Council outlining the advantages of the appointment of a staff person to the Board or agency.

APPENDIX “C”

UNDERTAKING OF CHIEF AND COUNCILLORS UPON TAKING OFFICE

IN CONSIDERATION of holding the office of Chief/Band Councillor of Michipicoten First Nation I **UNCONDITIONALLY AND IRREVOCABLY UNDERTAKE** as follows:

1. I undertake and agree to familiarize myself with all Government and Administration Policies of Michipicoten First Nation.
2. I undertake to abide by all policies and regulations of Michipicoten First Nation of every nature and kind.
3. I will promote and maintain at all times, in my actions and words, the integrity and dignity of our First Nation and abide by its policies and programs.
4. I will be prompt and conscientious in the performance of my duties.
5. I will fulfill my duties efficiently, effectively, and economically and to the best of my abilities.
6. I will maintain a positive and cooperative attitude in dealing with fellow Councillors, employees, and membership, and will work as a team member towards the betterment of our First Nation.
7. I will conduct myself at all times in a manner which will bring credit to myself, Chief and Council, and membership.
8. I will continually work towards self-improvement and professional development through available training workshops, programs and materials.
9. I will attend all Council meetings punctually unless there is a valid reason for absence or lateness in which case I will contact the Chief or the Band Manager in advance and I will set a schedule to be in attendance at Council meetings unless authorized by the Chief otherwise.
10. I will attend all other meetings, workshops and conferences assigned to myself by appointment as an official delegate of Michipicoten First Nation and will formally report back to Council on the proceedings.

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11. I will not divulge or distribute official and/or confidential information acquired by myself as a result of my elected position unless the release of such information has been authorized by Chief and Council and as permitted by legislation and I acknowledge that to do so may result in my removal from Council.
12. I will not use information obtained as a result of my elected position for personal gain.
13. I will not use equipment, property, or supplies which are owned or rented by the First Nation unless for authorized purposes only.
14. I will not accept any fees, gifts, or other tangibles offered to me in reward for duties performed by virtue of my position.
15. I will support Council in their decisions and not publicly criticize the decisions, or policies of the Council or employees. If I am of the opinion that changes should be considered, I will provide constructive suggestions or alternatives through the process of Council Meetings.
16. If my elected position and private interests may constitute a conflict of interest, I shall declare this conflict of interest to the Chief and Council as required during Council meetings or in any other such circumstances that may constitute a conflict of interest immediately upon becoming aware of any conflict of interest.
17. I will disclose any pecuniary interests, direct or indirect, in accordance with the Conflict of Interest Policy.
18. I will recognize and respect the organizational structure of the Council and Administration and will not interfere, unless otherwise authorized by Council, either directly or indirectly with employees in their duties, and will direct inquiries through the Band Manager in all matters relating to employees and information of the First Nation.
19. I acknowledge that any breach of undertakings contained herein may lead to proceedings being taken against myself as set out in the Michipicoten First Nation Policies and as permitted by law including removal from office.
20. I will not act in any manner which is in conflict with the best interests of the membership of Michipicoten First Nation.

SIGNED and agreed to this _____ day of _____, 2011

Chief/Councillor

Witness

APPENDIX "A"

JOB DESCRIPTION FOR COUNCILLORS

PURPOSE:

To serve, as an elected representatives of Michipicoten First Nation. To be part of an executive and legislative body that provides services to the Membership.

DUTIES:

220. Adheres to the Oath of Office and Undertakings of Office and rules set out in the Chief and Council Policies and Procedures.
221. Reviews agendas, staff reports and other documents in preparation for meetings of Council. Must be prepared to discuss agenda items from a foundation of understanding. May obtain additional information from Band Manager in advance of meetings.
222. Debates, discusses and helps decide issues that are brought before Council and are within Council's jurisdiction to act upon. Keeps dissent internal to the process. When decisions are taken, they are final and not to be re-visited unless and until Council by majority agrees to place them back on the business of the Council.
223. Keeps self informed on service issues that affect the Membership. Brings issues to the council. Does not try to take on supervisory or operational responsibility that is normally managed by the Band Manager or staff.
224. Acts only by motion, Band Council Resolution or by-law of the Council.
225. Participates with Council in strategic planning processes and in the establishment, review and approval of annual operating budgets, capital forecasts and planning goals and objectives that help shape the future of Michipicoten First Nation.
226. Establishes and maintains a proper relationship with staff through the Band Manager.
227. Represents the Council in relations with the Band Membership as a whole; serves as the elected Council representative.
228. Concentrates on broad policy issues and does not get directly involved in administrative or day to day detail of operations.
229. Maintains skills at a high level by taking part in seminars, workshops and with selected reading where available or as required.

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APPENDIX “B”

MINISTERIAL ORDER

APPENDIX “C”

CHIEF AND COUNCIL OATH OF OFFICE

I, _____ (name) do hereby swear that, as a newly elected representative of the Michipicoten First Nation Band, holding the position of (Chief/Band Councillor), I will do my utmost to carry out the duties of my position conscientiously, loyally, honestly, and to the best of my abilities, remembering that my primary duty is to serve the membership of the Band.

I hereby agree to familiarize myself with all Band Government Administration Policy Manuals, and to abide by the policies of the Band as stated in these manuals. I also agree to adhere to the Band's Contract for elected Officers.

These things I do solemnly swear to uphold, throughout my term of elected office as

Michipicoten First Nation

(Chief/Councillor).

Date:

Signature:

Witnessed by:

APPENDIX “D”

INAUGURAL MEETING AGENDA

**MICHIPICOTEN FIRST NATION
CHIEF AND COUNCIL INAUGURAL MEETING
TUESDAY, APRIL _____, 20____ - 6:00 P.M.
BAND HALL**

A G E N D A

- A. OPENING OF MEETING**
 - 1. Call to Order**
 - 2. Opening Prayer and Ceremony**
 - 3. Approval of Agenda**
 - 4. Declaration of Conflict of Interest with Any Agenda Item**

- B. OATH OF OFFICE AND CONTRACT OF OFFICE**
 - 1. Oath of Office and Undertakings of Office**
 - 2. Inaugural Address by Chief**
 - 3. Address by Individual Council Members.**

- C. NEW BUSINESS**
 - 1. Banking and Signing Authorities**

- D. CLOSE OF MEETING**

APPENDIX “E”

AGENDA FOR REGULAR MEETINGS

- A. OPENING OF MEETING
 1. Call to Order
 2. Opening Prayer and Ceremony
 3. Motion to Adjourn to In-Camera Session
 4. Return to Public Session and Report, if Necessary
 5. Approval of Agenda
 6. Declaration of Conflict of Interest with any Agenda Item

- B. STAFF PRESENTATION

- C. REPORTS
 1. Chief and Council Reports since last Council Meeting
 2. Committee Reports

- D. APPROVAL OF MINUTES OF MEETINGS

- E. BAND MEMBER REQUESTS

- F. OLD BUSINESS

- G. NEW BUSINESS

- H. MEMBERSHIP QUESTIONS FROM THE FLOOR

- I. CLOSE OF MEETING
 1. Closing Prayer
 2. Close Meeting

APPENDIX “F”

MEMBERSHIP QUESTIONS FROM THE FLOOR

1. Members shall raise their hand if they have a question.
2. Questions must be directed to the Chairperson. The Chairperson shall acknowledge the Member at which time the Member can then ask the question confining the question to the topic then before the meeting. In the event of more than one member wishing to speak at one time, the Chairperson shall determine who is entitled to speak.
3. An individual will be allowed to ask one (1) question plus a supplementary question. This individual must then wait until everyone has had an opportunity before being allowed another question.
4. Personal attacks on Council or staff will not be tolerated.
5. If Council or staff are unable to respond to any question, the response will be provided at a Regular Meeting of Council and published in the Band's Newsletter.
6. The Chairperson may expel or exclude anyone from the Meeting if the Chairperson decides that the person is causing a disturbance.