

COMPREHENSIVE GOVERNANCE POLICY MANUAL 2023

Underlying principles upon which the policies contained in this Comprehensive Policy Manual are based include:

- Council will act with integrity and discipline
 - We will conduct ourselves with fairness, honesty, and in good faith
 - In the performance of our duties, we will not accept offers or gifts, or other benefits, from any person or group, or allow them to influence us in the performance of our duties
- Council will be respectful
 - We will always treat each other respectfully and with courtesy
 - We will not tolerate harassment, workplace harassment, sexual harassment, or violence
 - We will treat all persons in the workplace with respect and dignity
 - We will not tolerate any behaviour that is threatening, intimidating, humiliating, or causes discomfort or offence
- Council will be caring
 - We recognize that we are all human and we all make mistakes
 - We will treat each other as equals
 - We will conduct ourselves with gratitude, giving thanks for the life within us and all life
 - We will continuously seek the courage and wisdom to grow a little more each day
- Council will conduct OKIB business in a professional manner
 - We will be conscientious and honest
 - We will strive to always give our best efforts
- Council will act in a good way so that we can remain focused on a common purpose
 - We will inform ourselves of the duties, ethics, and legal obligations of being a Council member and conduct ourselves according to such duties, ethics, and legal obligations
 - We will take time to prepare ourselves to perform the duties that are expected of us
 - We will use our knowledge, expertise, and experience when performing our duties
 - We will listen intently to the ideas of others, sharing our own ideas, exercise independent judgement when deciding to support ideas that are good, even if they are different from the ones we have.
 - We will act in accordance that Council speaks with one voice; the hurt of one is the hurt of all; the honour of one is the honour of all.

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1.0 GOVERNANCE POLICY FORMAT (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **
Section:		Drafted:	NOV. 2022
Subject:	Policy Format	Approved:	TBA
	All manual holders	Amended:	

Introduction

1. The policies contained in this manual need to be easily identified as being policies that are identifiable as a document that sets out the governance practices of OKIB's Chief and Council.

Purpose

2. This policy ensures that those who draft or amend policy use an identical format so that the document is identifiable as a governance policy.

Definitions

3. Each policy shall include a definition section.

Format

4. All policies shall be published on 8 ½ by 11-inch paper and placed in a 3-ring loose-leaf binder.
5. The format for each page must be Arial, 12 point.
6. Each policy shall contain a header similar to what is shown at the top of this page and shall contain a unique identification number.
7. Each policy shall contain the following headings:
 - Introduction**
 - Purpose**
 - Definitions**
8. After the headings described in s.7, a policy may include interpretive headings.
9. All headings shall be in bold font.
10. All paragraphs shall be sequentially numbered in a manner that is like that shown in this policy.

2.0 INTERPRETATION POLICY (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **
Section:		Drafted:	NOV. 2022
Subject:	Interpretation Policy	Approved:	TBA
	All manual holders	Amended:	

Introduction

1. The policies contained in the Comprehensive Governance Policy Manual need to be easy to read and understand.

Purpose

2. This policy ensures that words used in all governance policies have identical meanings.

Definitions

3. In each governance policy the following definitions shall apply,

“Band member” means a person who is registered in the OKIB’s band registry”

“Chair” means the Chief, or if the Chief is absent, a Councillor appointed as Chair by a majority of Councillors present at a duly convened meeting;

“Chief” means the person elected to hold office as Chief of the OKIB;

“Confidential Information” means any information regarding legal issues, real property, management performance, and labour relations matters, or regarding personal information about a person, or regarding financial information about OKIB or any business that OKIB has an interest and includes any information that is provided to Council with the expectation of the person providing the information that the information will be kept confidential;

“Council” means the Chief and all Councillors;

“Councillor” means the person elected to hold office as a Councillor of the OKIB;

“Director” means a director of an OKIB Department;

“duly convened meeting” means a regular, In camera, or membership forum meeting;

“elector” means an OKIB member who is 18 years of age or older who is eligible to vote at band elections;

Employee” means a person who holds a position under an employment contract with the OKIB;

“Executive Director” means the person appointed as the Executive Director of OKIB from time to time and includes her delegate;

“Fiscal year” means the year commencing April 1st of a calendar year and ending on March 31st of the next calendar year;

“In Camera meeting” means in private;

“Motion” means a formal proposal made by a Council member that the Council undertake or approve a specified course of action

“OKIB” means the Okanagan Indian Band;

“Point of Order” means an objection that the pending matter or proceeding is in violation of a Council rule set out in policy;

“Question” means the subject matter of a proposal contained in a Motion

“Reserve” means all reserves of the OKIB;

4. In all governance policies, words importing the singular include the plural and words importing the male person include the female person.
5. If need be, a governance policy may include additional definitions that are not included in this Interpretation policy.

3.0 ETHICAL STANDARDS OF CONDUCT (formerly 12.0.3)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **
Section:		Drafted:	NOV. 2022
Subject:	Ethical Standards of Conduct	Approved:	2010?
	All manual holders	Amended:	

Introduction

1. The proper operation of a democratic Council requires that elected officials be independent, impartial, and duly responsible to OKIB members. To this end, it is imperative that:
 - a. Council decisions and policies may be made through the proper channels of government structures;
 - b. public office must not be used for personal gains; and
 - c. that OKIB members have confidence in the personal integrity of its Council members.

Purpose

2. The purpose of this policy is to establish rules and guidelines for all Council members so that they may carry out their duty with impartiality and equality of service to all, recognizing that the basic functions of elected Council members is to serve all OKIB members to the best of their ability.

Definitions

3. n/a

General

4. To ensure that Council members can carry out their duties to the best of their abilities, certain ethical principles should govern the conduct of all Council members in order that they shall maintain the highest standards of conduct in office and faithfully discharge the duties of their office without fear or favor.
5. Council Members shall:
 - a. carry out their duties with impartiality and equality of service to all;
 - b. maintain the highest ideals of honor and integrity in public and personal relationships and discharge faithfully the duties of office;
 - c. avoid any situation which could impair their judgment in the performance of their duties or give that impression to others;

- d. not use Confidential Information for the personal benefit of themselves or others nor shall they misuse public time in the pursuit of such objectives;
 - e. declare their direct or indirect interest in any enterprise which proposes to transact business with the OKIB;
 - f. continually strive to improve their professional ability and to encourage the development competence of their associates in serving the OKIB members;
 - g. report to the Chief any conflict of interest or potential conflict of interest of which he/she is aware of involving himself/herself or their family;
 - h. not knowingly engage in any unlawful activity;
 - i. not conduct themselves in any way that would detract from the image of integrity or professionalism of the OKIB;
 - j. for a period of twelve (12) months after leaving office, abide by those ethical standards of conduct listed above, except those related to confidential information that shall apply in perpetuity.
6. Council Members shall not assume that any unethical activities not covered by or specifically prohibited by these ethical standards of conduct, or by any legislation, are therefore condoned.

4.0 TRAVEL REIMBURSEMENT (formerly 12.05 Council Travel Procedures)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **BC
Section:		Drafted:	NOV. 2022
Subject:	Travel Reimbursement	Approved:	
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council members may wish, or have been asked to attend a function from time to time to as an OKIB representative. Attending a function may require a Council member to pay for travel and sundry expenses. Accordingly, Council members who have received Council approval to travel will receive travel reimbursement to attend these functions.

Purpose

2. This policy establishes the rules and procedures concerning travel approval, reimbursements, and financial accountability.

Definitions

3. In this policy,
“function” means a meeting, conference, political event, or similar event hosted by a person or organization who is not part of OKIB”

“travel approval” means authorization that has been provided by a majority vote and without debate by Council members present at a duly convened meeting.

“travel reimbursement” means payment cost of travel and includes meals, mileage, car rentals, parking costs, airfare, accommodations, and incidentals.

Permission to attend a function

4. To qualify for travel reimbursement a Council Member must first advise Council of the purpose of the function and then ask for permission to attend.

Reimbursement

5. Travel reimbursement shall not be provided if:
 - a. travel approval was not given; or
 - b. travel has occurred before travel approval was given.
6. Travel reimbursement shall be paid for travelling a distance of more than 100km, as measured in road kilometers, from the Head of the Lake Hall.

7. The amount of reimbursement shall be calculated according to Treasury Board of Canada rates that are in force at the time of travel.
8. Council Members are to receive travel reimbursement regardless of perks received at hotels and airlines.
9. Lowest Airfare rates is the priority for consideration for out-of-town travel; Council members choosing to drive their own vehicles shall be paid mileage and must have business insurance coverage on their vehicle.
10. When a car rental is required, the number of occupants to travel in the car is to be taken into consideration. Council member's comfort and safety should be a deciding factor in car rental.

Travel Claim and arrangements

11. The Council Secretary is responsible for preparing the Council travel claim, and making travel arrangements, this must be done in consultation with the Council member.

Cancellation & Change to Travel

12. If a Council member cannot attend the function for which travel arrangements have been made, the Council member must notify the Executive Director immediately.
13. Changes to travel must be directed from the Council Member to the Executive Director. The Executive Director is responsible for directing Employees to implement changes on behalf of Council member. Employees do not have the authority to make changes, amend, or question Council travel. An Employee is to bring the issue to the attention of the Executive Director, who is responsible for addressing the issue with the Council member.

5.0 ATTENDING A FUNCTION: reporting requirements (new)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Reporting Requirements when attending Functions	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council members may wish or have been asked to attend a function from time to time to represent the interests of the OKIB.

Purpose

2. This policy establishes reporting requirements for Council members who have attended a function regardless of whether travel reimbursement pursuant to Policy 4.0 "Travel Reimbursement" has been approved.

Definitions

3. In this policy,
"function" means a meeting, conference, political event, or similar event hosted by a person or organization who is not part of OKIB.

Reports

4. Council members who attend a function must provide a concise written report detailing the purpose of the function and any discussions raised or decisions made. The report will be presented at the first regular Council meeting following the date of the function, or such other time established by a majority vote and without debate by Council members present at a regular meeting.

6.0 COUNCIL STIPEND (formerly 12.0.4 Council Honorarium)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Council Stipend	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council may from time to time agree to pay Council members a stipend.

Purpose

2. This policy establishes the process whereby Council may receive a monthly stipend.

Definitions

3. In this policy,
“stipend” means the monthly payment made to Council members in recognition of the services they provide and is intended to help cover some of the basic costs of providing such services.

Process

4. On or before, the third regular meeting of Council after an election, Council members must vote on whether to receive a stipend, and if so, the amount of the stipend.
5. If at a regular meeting described in s.4 a majority vote with debate by Council members present is in favor of Council members receiving a stipend at a stipulated amount, the initial stipend shall not be prorated.

7.0 POLICY DEVELOPMENT (formerly 12.08 Procedures for Making Policies)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	Policy Development Process	Approved:	2010?
Issue to:	All Manual Holders	Amended:	

Introduction

1. From time to time, it will be necessary for the effective management and operation of the OKIB to establish specific policies to be followed in operations and program delivery.

Purpose

2. The purpose of this policy is to ensure that policies and procedures will be developed using a standard process and involving specific Directors.

Definitions

3. n/a

General

4. The adoption of new policies and the amendments of existing policies are the responsibility of Council.
5. The Council shall make all policy decisions, along with any guidelines or procedures, pertaining thereto. Formal adoption of policies shall be recorded in the regular Council meeting minutes, and a copy of the policy appended to the official minutes.
6. The Council delegates to the Executive Director the analysis of policy needs, the consideration of alternatives, and the initial drafting of policy proposals and amendments.
7. Policy needs may be indicated to the Executive Director through a Motion passed by a majority of a quorum, or as required to meet a goal or objective that is set out in a Strategic Plan.
8. In instances where a policy proposal received is at the same time an item being negotiated, the Council will not normally act upon the policy item until the bargaining is completed. This provision does not limit the Council prerogative of approving a proposed policy for implementation on an interim basis before completion of negotiations.
9. The Executive Director shall provide the Chief and Council with a clear policy proposal to fulfill a recognized policy for comment and input.

10. Specific policies may delegate the formulation of instructions and guidelines to senior Employees or managers if the policy specifically establishes the delegation.
11. All policies will be organized and maintained in the OKIB Comprehensive Council Policy Manual, and in each case, the date of the Council approval or amendment will be shown.
12. Policies will be reviewed annually by the Executive Director or whoever is expressly authorized to do so under a specific policy. Policies will be revised, when necessary to meet changing needs, in accordance with the procedure outlined below.
13. All policies shall be written, clearly defined, and based on OKIB philosophy and goals, showing a thorough understanding and appreciation of local needs.

Policy Adoption

14. The following procedures shall be followed for the adoption of new policies or amendments to existing ones:
 - a. the Standing Committee or Executive Director shall submit proposed new policy or amendments to the Council for its consideration;
 - b. the policy proposal or proposed amendment shall be introduced on the Council agenda for the first time as first reading. If Council approves first reading, the policy proposal shall be circulated as soon as possible to the Employees, concerned individuals and groups, advising them of the date scheduled for further consideration by the Council and inviting comments and suggestions;
 - c. at a subsequent meeting, the Council shall consider the policy proposal for second reading. Comments received will be considered. The Council will directly hear any input on the policy from Employees and concerned individuals and groups. If Council approves second reading, the proposal, including any amendments, which have been approved at this stage, will be circulated as soon as possible to Employees for further review and comment;
 - d. at a subsequent meeting, the policy is again open for discussion and amendment. Upon third reading, Council may by Motion give the policy proposal or proposed amendment final approval; and
 - e. amendments to policy that do not substantially change the policy shall be described as technical amendments and shall be given one reading, followed by discussion and a vote on the amendment. If passed, this shall constitute an amendment to the policy. A policy being considered for first reading may also be

adopted as interim policy if, in the opinion of the Council, this course of action is the most appropriate.

Policy Dissemination

15. Policies are passed at regular or special meetings of the OKIB.
16. The Executive Director will ensure that copies of all policies passed shall be inserted in all policy manuals and distributed to those that have expressed an interest in the policy.
17. The Executive Director is charged with the responsibility of ensuring that appropriate policy is conveyed to all Employees and other interested parties.
18. The Directors and managers also have the responsibility of ensuring that all copies of the Comprehensive Governance Policy Manual in their department are:
 - a. easily accessible to all Employees members; and
 - b. kept up to date with regard to the most recent amendments.

All persons making use of the Comprehensive Governance Policy Manual are reminded that it is provided to departments and to Employees for their convenience of reference only. Should a question arise to the currency of any policy in this consideration, the Comprehensive Governance Policy Manual located at the Band Office should be consulted.

Policy Review and Evaluation

19. The Executive Director shall ensure that the Comprehensive Governance Policy Manual is reviewed on an annual basis, to identify areas of policy that:
 - a. need amendment in the light of current goals, objectives and practices of the system;
 - b. need to be developed;
 - c. need to be amended or updated; or
 - d. can be deleted.

Emergency Procedures

20. When taking the time required to follow the procedures set out above could have an adverse effect on the OKIB, Council may waive the consultation period and take

immediate action to adopt new policies or amend existing ones. Where new policies are adopted or existing policies are amended in this manner, as soon as practicable, the policy changes will be reviewed in accordance with the full procedure for policy changes set out above.

21. The operation of any section or sections of policies duly established may be temporarily suspended by a two-thirds majority vote of Council members present at a regular or special meeting. Where a policy is suspended in this manner, the Band Council Resolution suspending the policy will indicate the length of the suspension.
22. In instances or on matters where no policy exists, the Executive Director or person designated to act in his absence is authorized to act in accordance with best established practice, subject to ratification by Council. In doing so, the Executive Director shall use as a guide the following criteria:
 - a. the position that is in keeping with the OKIB's philosophy;
 - b. the position that best meets the legal requirements;
 - c. the position that is most appropriate to the given situation; and/or
 - d. the position that appears to be the most appropriate for the Department.
23. Where immediate action is required, the Executive Director shall request ratification of an action that involves the application of an interim policy at the next regular meeting of the Council.

8.0 MEETING PROCEDURES (formerly 12.0.1.2)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	Meeting Procedures	Approved:	2010?
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council wishes to ensure meetings are effective and efficient.

Purpose

2. This policy establishes rules and processes according to which the proceedings at various types of meetings are to be governed and conducted.

Definitions

3. In this policy, unless the context otherwise requires:

“Council secretary” means the person appointed by Council to record the minutes of Council meetings.

“prior authorization” means authorization that has been provided by a majority vote without debate by Council members present at Meeting that excuses a Council member from attending all or part of a Meeting.

“Meeting” means a Regular, Membership Forum, Special or In camera meeting.

General

4. Subject to s.5, Meetings shall be in-person and take place within the boundaries of OKIB IR #1 or IR#4, except when the Council has resolved to hold a meeting or meetings outside those boundaries.
5. Council members who are sick may attend a Meeting virtually by using “Zoom” or a similar electronic application.

Confidential Information

6. **COUNCIL MEMBERS SHALL ENSURE THAT, WHEN USING ZOOM, NO PERSON IS ABLE TO SEE OR OVERHEAR ANY PORTION OF AN IN CAMERA MEETING. IN ADDITION, CONFIDENTIAL INFORMATION SHOULD NOT BE INCLUDED IN**

ANY EMAIL MESSAGES, TEXTS, FACEBOOK, OR OTHER SIMILAR APPLICATIONS.

Regular Council meetings

7. Regular meetings shall be open to Band members and no Band member shall be excluded except for improper conduct.
8. All acts whatsoever authorized or required by this policy to be done by the Council, and all other questions, including questions of adjournment that may come before the Council, shall save when otherwise so expressed, be done and decided by the majority of the members of the Council who shall be present at a meeting.
9. The Chief, if present, shall preside at all meetings.
10. In all cases where the votes of the members of Council then present include the vote of the Chief, or other person presiding, are equal for and against a question, the question shall be negative, and it shall be the duty of the member presiding to so declare. When sitting in Committee of the Whole, the same procedures shall apply, except that any member of the Council may preside.
11. The Council shall decide from time to time, by Motion when regular meetings shall be held.
12. The Chief may, on two clear working days, provide written notice, given through the Executive Director's office, postpone any regular meeting of the Council to the day to be named in such notice.
13. Prior to each meeting, the Executive Director shall prepare an agenda of all business to be brought before the Council at such meetings. To enable the Executive Director to do so, all documents intended to be submitted to the Council must be delivered to the Executive Director not later than Twelve Noon, four working days preceding the day, of the Council meeting. The agenda shall be approved by the majority of the Council members prior to the opening of the meeting.
14. The order of items of business of any meetings may be altered by an affirmative vote of 2/3 of full Council members present at such meeting.
15. In preparing the agenda, the Executive Director shall state the business for consideration of the Council in the following order:
 - a. Approval and Adoption of Agenda
 - b. Visitors and Delegations
 - c. Adoption of Minutes of previous meetings.
 - d. Business arising from previous meetings
 - e. Monthly Financial Report *

- f. Departmental Submissions
- g. Correspondence
- h. Committee Reports
- i. Executive Directors Report
- j. Chief and Council Submissions and Reports
- k. Information Only

16. If the Chief desires to leave the Chair for the purpose of taking part in the debate, or otherwise, he/she shall call upon another Councilor or delegate to take his/her place until the Chair is resumed. The Council member or delegate may decline to Chair if they choose.
17. The Chief is a member of Council and a quorum of the Council shall consist of a majority of the total Council.
18. As soon after the hour of the meeting as there is a quorum present, the Chief shall take the chair and call the Council members to order.
19. If the Chief does not attend within fifteen (15) minutes after time appointed for a meeting, the Executive Director, shall call the members to order, and if a quorum is present, the Council members shall choose a Chair who shall preside during the meeting or until the arrival of the Chief.
20. If a quorum is not present within thirty (30) minutes after the time fixed for a meeting, the Council Secretary shall record the names of the Council Members present and the Council shall stand adjourned until, the next regular meeting.
21. As soon as Council members are called to order the Chief/Chair shall call for change and/or additions to the agenda, then shall call for a Motion of adoption of the agenda. For greater certainty any Council member may ask that an urgent issue be placed on the agenda. The agenda, including the addition of an urgent issue, must be approved by the majority of Council prior to the opening of the meeting.
22. The Chief/Chair shall then ask the Council if there are any objections to the minutes of previous meetings or any motion to correct and shall forthwith ask Council to declare by Motion the minutes adopted. Upon adoption, the minutes shall be signed by the Chief/Chair, one Council Member and the Council Secretary. Each page shall be initialed by the same three persons.
23. **No Council member shall fail to attend all or part a Meeting without first obtaining prior authorization.**

24. When a resolution/Motion is not put by reason of the Council breaking up for want of a quorum the resolution/Motion not so put shall be proceeded with and disposed of at the next meeting of the Council.
25. All regularly scheduled Council Meetings will be a maximum of four (4) hours in length, unless a majority of Council Members agrees to extend the meeting.

Special meeting

26. A Special Meeting of the Council may be called at any time by the Chief:
 - (a) previous to a Special meeting, a notice of the day, hour, and place of the Special meeting shall be given at least twenty-four (24) hours before the time of the meeting, leaving one copy of the notice for each member of Council;
 - (b) Council at the place to which he has directed such notices to be sent (Council Mailboxes at the Administration Office), unless all the members of the Council being then and there present the notice is waived by the unanimous vote of all members of the Council. Each copy of the notice shall be signed by the Chief, and Chairman or by the Executive Director;
 - (c) a notice shall be deemed to have been delivered if it is mailed forty-eight (48) hours before each meeting;
 - (d) two or more members of the Council may, in writing request the Chief and/or Executive Director to call a Special Meeting;
 - (e) if the Chief or Executive Director, within twenty-four (24) hours after receiving the request, refuses or neglects to call a Special meeting to be held within seven (7) days upon which the request is received by her, or if the Chief or Executive Director is absent, then two or more members of the Council may call a Special Meeting.
 - (f) notice of any meeting called under sub-section (2) or (3) shall be given according to sub-section (1) except at a notice of a meeting called under sub-section (3) shall be signed by the said members.
 - (g) in the event of an emergency the Council may choose to supersede a regular council meeting with an emergency meeting by an affirmative vote of two-thirds of the Council Members present. If the Council chooses to do this, it should be clearly specified when the regularly scheduled meeting will be held.
27. If, in the opinion of the Council, the public interests so require, the Council may exclude Band members other than its members and officers from a Special meeting.

In camera meeting

28. Council may meet In camera to discuss and deal with particularly sensitive issues such as legal, personnel, real property, management performance, or labour relations matters, or where personal information about a volunteer, Employee, Band member will be disclosed, or when a majority of Council considers a topic to be confidential.
29. All information discussed during an In camera meeting is deemed to be confidential.
30. No Band member, Employee or member of the public may attend or participate in any portion of an In Camera meeting unless they are party to the subject of the In camera meeting.
31. To maintain confidentiality, the minutes shall only record that a topic was raised, discussed, and voted on. Consequently, no record shall include information on who made or seconds a Motion or who voted; merely that a Motion was passed or not¹. Because tape recordings of an In camera meeting could identify how a Council member voted, no tape recordings of an In camera meeting shall be made.
32. No Council member having a conflict of interest in a matter shall attend that portion of an In camera meeting at which the matter is being discussed and that Council member shall not have access to the portion of minutes which pertain to the matter that the Council member had a conflict of interest.

Membership Forum Meetings

33. Membership Forum meetings are intended to provide Band members the opportunity to bring issues before Council; consequently, no OKIB staff shall attend, and no official business shall be conducted. However, from time to time, OKIB staff may appear for purposes of presenting information to assist the membership in understanding a particular issue.
34. Membership Forum meetings shall be held on the second Monday of the month between 6:00pm and 9:00pm, unless a majority of Council Members vote to extend the meeting for an additional hour.
35. Prior to each Membership Forum meeting, the Council Secretary shall make best efforts to prepare an agenda of topics Band members wish to be bring before the Council. To enable the Council Secretary to do so, Band members are encouraged to contact the Council Secretary as soon as possible prior to the meeting date to inform her of the topic and, if required, the Band member should provide any documents intended to be discussed at the meeting.

¹ Confirmed by a legal opinion from JFK Law dated Oct 6, 2021.

36. The Council secretary shall keep minutes of each Membership Forum meeting.

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9.0 RULES OF MEETING CONDUCT & DEBATE (formerly 12.0.1.4)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	Rules of Conduct and Debate During Meetings	Approved:	2010?
Issue to:	All Manual Holders	Amended:	

Introduction

1. The effective and efficient meetings require all those who attend to follow certain rules and processes.

Purpose

2. This policy sets out the rules of conduct expected by all those who participate in meeting.

Definitions

3. n/a

General

4. Every person, on speaking to any Motion or Question, shall only address the Chair
5. No person shall be permitted to attend a Council Meeting while under the influence of alcohol and/or drugs.
6. Persons shall restrict discussions to pertinent issues related to the agenda item being discussed.
7. No person shall resist the rules of the Council or disobey the decision of the Council on Points of Order or upon interpretation of the rules of the Council.
8. If any person resists or disobeys, the Chair may order him to leave the meeting, and in case of refusing to do so, the Chair may order the police to remove her.
9. However, in case of apology, being made by the person, the Council may, by a show of hands, permit the person to return to the meeting.

Point of Order

10. The Chair or any Council member may raise a Point of Order while another person is speaking.

11. When such action is taken, the Chair shall immediately suspend the debate and the person in question shall refrain from speaking until the Point of Order is determined.
12. Points of Order shall be determined by the Chair without debate.
13. Decisions of the Chair may be appealed by a Council member and the appeal shall be decided without debate, by a majority of Council members, by a show of hands.

Question

14. When the Chair is putting the Question:
 - a. no Council Member shall leave the meeting;
 - b. when a Council member is speaking, no other Council member shall interrupt the speaker, nor pass between the speaker and the Chair except to raise a Point of Order;
 - c. any Council member may request the Question under discussion to be read for their information at any period of the debate, but not so as to interrupt a person speaking;
 - d. no Council member shall speak more than twice to the same Question without the leave of the Chair, except in explanation of the material parts of their remarks, which may have been misunderstood, but in such cases, he/she shall not be permitted to introduce any new matter;
 - e. all Council members shall have the opportunity to speak to the Question prior to any Council member speaking on the Question for a second time;
 - f. a reply shall be allowed by the Council member who initiates the Motion, but not to any Council member who has moved an amendment.

Motion

15. No person shall speak to any Motion in reply for a longer time than five (5) minutes without leave of the Chair.
16. After the Motion is finally put by the Chair, no Council member shall speak to the Motion nor shall any other Motion be made until after the result of the vote has been declared.

Vote

17. The Chair will decide when the issue is ready for a vote.
18. Whenever a decision of the Council is taken for any purpose, each member of the Council present and voting shall vote upon the resolution by raising of a hand, the Chair shall declare the results of the vote, and the Council Secretary shall record the same.
19. Where a proposed resolution contains distinct propositions, any Council Member may request that the vote on each proposition to be taken separately and ruling on the request shall be made by the Chair.

20. Whenever a proposed resolution is not carried unanimously the names of those Council Members voting in favor and against shall be recorded.
21. The Chair will inform the Council members who abstained that their vote will be deemed to have voted in favor before the vote is recorded.

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10.0 FILE SECURITY POLICY (formerly 13.2.0)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	File Security	Approved:	2010?
Issue to:	All Manual Holders	Amended:	

Introduction

1. OKIB is expected to, and required by law, to protect personal, financial and other sensitive information.

Purpose

2. The purpose of this policy is to ensure the information obtained by the OKIB is handled appropriately. Council must ensure the confidentiality of some records is restricted to authorized OKIB Employees, auditors and Indian Affairs. Not all records of the OKIB membership are restricted. The Privacy Act and Access to Information Act have been used to delineate between exempt and non-exempt files.

Definitions

3. n/a

Social Development Department

4. Individual and family social assistance records are the property of the Okanagan Indian Band. ***The files must be kept in a locked filing cabinet.***
5. OKIB Administration must ensure the confidentiality of personal records of its clientele by restricting access to such records except for authorized Social Development Employee, Indian and Northern Affairs, and the OKIB's Auditor's.
6. The clientele shall be given access to review their respective files in the presence of the Social Worker or obtain a copy of their own personal information by writing to the Social Assistance Worker.
7. If the information is to be mailed to the client, the Social Assistance Department shall send information using the double registered mail route. Using the ordinary mail route or registered route is not permissible

OKIB Membership Records

8. OKIB membership records are the property of the OKIB. ***The files must be kept in a locked filing cabinet.***

9. The OKIB Membership clerk must ensure the confidentiality of personal records of the OKIB Membership by restricting access to such records except for authorized Employees, Auditors, and Indian & Northern Affairs Personnel.
10. OKIB Members must make a written application to view their own file. The OKIB Member shall view the file in the presence of the OKIB Membership Clerk.
11. Personal information about a person may not be disclosed to any other party without the person's written consent, except under specific circumstances authorized by and described fully in the Privacy Act

Social Housing Program

12. Social Housing files are the property of the OKIB. ***The files must be kept in a locked filing cabinet.***
13. The Public Works and Housing Director must ensure confidentiality of personal records of the OKIB member by restricting access to such records except for authorized Employees, auditors, Council, CMHC personnel, OKIB Legal council, and the Renter. **Collection or termination notices sent to the Renter must be sent via double registered mail route.**

Post Secondary Education Program

14. Post secondary student files are the property of OKIB. ***The files must be kept in a locked filing cabinet.***
15. The Education Coordinator must ensure the confidentiality of student records by restricting access to such records except for authorized Employees, auditors, and INAC personnel.
16. The Education Coordinator shall not release information to an Educational Institute or an Employer unless written authorization is obtained from the OKIB member whom the transcripts belong to.

Personnel records

17. Personnel records are the property of OKIB. ***The files must be kept in a locked filing cabinet.***
18. The Human Resources Director must ensure the confidentiality of the Employee's records by restricting access to such records except for authorized Employees.

OKIB Council minutes

19. Council minutes are the property of the OKIB. Council minutes must be signed and approved by the Council Secretary and Chief. The agenda and Council Kits shall be filed with the minutes and tape recordings to make up the permanent part of the record.

The files must be kept in a locked filing cabinet.

20. Minutes of In camera meetings are the property of the OKIB. In camera minutes must be signed and approved by the Council Secretary and the Chair. The In camera agenda and Council Kits shall be filed with the minutes to make up the permanent part of the record. ***The files must be kept in a locked in a separate filing cabinet from the Council minutes.***

21. Any Council member wishing to view a copy of the In camera minutes must make a written application to the Council Secretary. ***The Council Secretary shall ensure that no Council member who applies to view In camera minutes shall have access to those parts of the minutes that dealt with the matter to which the Council member has a Conflict of Interest.***

22. Land Files

23. All decisions concerning land allocations and property boundaries derive from Band Council Resolutions and therefore are a matter of public record. As such, the registry of land transactions must be reasonably open to scrutiny by OKIB members.

24. Decisions concerning land allotments both temporary and permanent shall be made available to the OKIB membership for review under the supervision of the Lands Department.

25. A fee of \$0.25 per page shall be charged to the OKIB member who wishes to obtain information.

Estate Files

26. Wills are private documents. These documents are protected under the Privacy Act. Access to this information is restricted. ***The files must be kept in a locked filing cabinet.***

11.0 Position Vacancies (formerly 14.0.0)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	Position Vacancies	Approved:	2010?
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council is responsible for hiring the Executive Director.

Purpose

2. This policy sets out the hiring process for the Executive Director.

Definitions

3. n/a

General

4. Chief and Council will be responsible for handling vacancies for the Executive Director position and for Management Positions.
5. The Executive Director will be responsible for handling all other staff vacancies in consultation with the Human Resources Director.
6. A review of any pending vacancy will be commenced within ten (10) working days of an Employee's notification of resignation, or a vacancy created by other means.
 - a. the position description and salary or wage scale will be reviewed and updated if necessary, and
 - b. a decision will be made to choose an appropriate course of action which will include whether to:
 - i. recruit immediately,
 - ii. delay recruitment,
 - iii. abolish the position, or
 - iv. reorganize and absorb the position's duties

22. If recruitment is to be delayed the reason for the delay will be documented and a follow up will be done at least once a month thereafter until a final decision is reached.
23. Where the decision is to recruit to the position, the policy and procedures for Recruitment and Selection will be followed.
24. In the case of a vacancy in the Executive Director position, Council will appoint an acting incumbent to assume those duties within five (5) working days of the vacancy.
25. Council will decide whether recruitment of Management positions should be delegated to the Executive Director.

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12.0 Lot Allotment (formerly 16.0.0)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	NOV. 2022
Subject:	Lot Allotment	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. In 2021, the Lands Department started developing an updated allotment policy and if the new policy is approved it will replace the 1986 version that is contained herein.

Purpose

2. To establish an efficient, effective and fair lot allotment process.

Definitions

3. In this policy:

Certificate of Occupation" means a certificate of occupation as contemplated by Section 20 of the Indian Act;

"Certificate of Possession" means a certificate of possession as contemplated by Section 20 of the Indian Act

Notification of Current Applicants

4. All persons who have made land applications on or after January 1, 1980, that have not yet been dealt with by Council will be notified of the application process and asked to renew their application if they wish to pursue it.

Lands Eligible for Allotment

5. Applicants will be considered only for unimproved land that is suitable for growing crops, housing, or pasture.
6. Individuals requiring land for non-agricultural, commercial ventures shall be required to either purchase or lease land at market rates. Improved agricultural lands would only be available on a lease basis
7. Allotments will not be made to recognized or validate transactions involving sales of land where the seller did not have a certificate of possession to the lands sold.

Limitation on Lot Size

8. Limitations on lot sizes shall be as follows:
 - a. Lots of housing purposes shall be limited to one acre;

- b. Lots for housing and pasture shall be limited to 3 acres (including both uses);
- c. Lots for housing, pasture, and agricultural purposes shall be limited to 20 acres provided not more than three acres of housing and pastureland is included. In other words, a lot of 20 acres would include not less than 17 acres of land suitable for growing crops.

Conflicting Land Applications

- 9. Where two or more land applications have been made that is in conflict (i.e., they are for the same parcel of land), they shall be dealt with in chronological order.

Certificates of Occupation

- 10. Where the Council has resolved to make an allotment, a certificate of Occupation shall be issued prior to the issuing of a Certificate of Possession. The Certificate of Occupation shall state clearly the conditions that the applicant must fulfill prior to the issuing of a Certificate of Possession.

Preparation of a Legal Survey Plan required to Facilitate Allotments

- 11. Where the Council has resolved to make an allotment, a legal survey plan must be completed of the land to be allotted. A legal survey plan is necessary to ensure that the land allotted is clearly defined and that the correct location of the allotment can be established in the future should any disputes arise.

Costs

- 12. The following costs related to the application process shall be the responsibility of the OKIB:
 - a. All honorariums paid to Council Members, and committee members related to meetings and field trips;
 - b. All staff and office costs related to research, meetings, field trips, and administrative work, and;
 - c. All Council, committee, and Employee travel expenses.

Conditions that Applicants must meet prior to Certificate of Possession being issued

- 13. Where Council has resolved to make an allotment, the following conditions must be met prior to the issuing of a Certificate of Possession pursuant to the Indian Act:
 - a. the costs related to the preparation of a legal survey plan required to facilitate the conditional allotment are to be reimbursed to OKIB at a predetermined interest rate (even if there is no interest rate);
 - b. The land shall not be transferred, assigned, leased, or rented by the applicant prior to the issuing of a Certificate of Possession.
 - c. If the allotment is for housing purposes, a domestic water supply is to be established at the applicant's expense
 - d. If the allotment includes land that is to be used for pasture, the pasture land is to be cleared of underbrush, disturbed areas seeded and the boundaries of the pasture land are to be properly fenced at the applicant's expense;

- e. If the allotment is for the growing of crops, the land must be cleared, cultivated, and seeded at the applicant's expense;
- f. The conditions of the allotment must be met within two years from the date the resolution is passed making the conditional allotment. At the discretion of the Council, the conditional allotment may be extended to a further period of two years.
- g. Special conditions could be established for certain allotments. For example, the Council and an applicant might agree that the applicant would be required to relocate an existing road that runs through land that the applicant has been allotted. A condition of the allotment would be that the new road shall be in place prior to the issuing of a Certificate of Possession.

Application process

14. The following process shall apply to all land applications:

Step 1: A letter of application with a rough description of the parcel of land applied for and a description of the proposed land use is submitted to the Executive Director by the Applicant.

Step 2: Within 30 days of receiving a land application, a brief report shall be prepared by the Executive Director to assist the Council to decide whether or not to proceed further with the application. The Executive Director's report shall include such information as:

- a. The extent and estimated value of the applicant's current land holdings;
- b. The extent and estimated value of the applicant's previous land holdings; if any;
- c. The history of the parcel of land applied for;
- d. Any other information pertinent to the application.

Step 3: The letter of application and the Executive Director's Report are considered by Council. All applications would first be submitted to Council to screen them out. This will prevent the surveys committee from spending time (and money) reviewing applications where the Council has no intention of making an allotment. Applications would *not* be automatically referred to the surveys committee.

Step 3A: If the Council considers the application worthy of consideration, it would be referred to surveys committee.

Step 3B: If the Council has no intention of making an allotment, the application would be rejected and a letter would be sent the applicant outlining reasons for the rejection.

Possible reasons for rejecting the application at this stage could be:

- a. the extent or value of the applicant's existing land holdings, or;

- b. the extent or value of the applicant's previous land holdings, or,
- c. the unsuitability of the land for the proposed use, or
- d. an undesirable use is proposed by the applicant, or
- e. the slope of the land makes it unsuitable for development, or,
- f. The value of the land applied for (i.e. it could include valuable gravel or mineral deposits, range land, forest land, recreational land, potential housing land or commercial land).

If the Application were rejected by the Council at this point, the application process would be complete.

Step 4: If the application is referred by Council to the Surveys Committee, the applicant would then be instructed by the Executive Director to mark the parcel with wooden posts. The purpose of marking the land applied for is to avoid any misunderstanding between the applicant, the committee and the Council about the size and location of the parcel of land applied for.

Step 5: After the property has been marked by the applicant, a field trip would be made by the surveys committee with the applicant to view the parcel of land.

Step 6: If the application were for the growing of crops, soil testing would be done to determine the suitability of land for growing crops. Soil testing would consist of the digging of test holes to a depth of two feet to determine the availability of topsoil. The number and location of test holes will be determined by the Committee. Backfilling of the test holes would be the responsibility of the applicant

Step 6A: After their field trip, if the Committee deems the land not suitable for the intended use, the Committee and applicant would then negotiate agreement on the size of the parcel and any conditions of the allotment. The committee may want lot sizes and boundaries change or reduced to:

- a. Protect Band water
- b) supplies and water bodies, or;
- c) Remove side hills, or;
- d) Remove land not suitable for the intended use, or;
- e) Remove property which has potential for development for purposes of benefit to the entire community, or;
- f) Protect road, waterline, and power line rights-of-way

Once agreement has been reached between the applicant and the Committee on the size of the parcel, the boundaries of the proposed allotment would then be remarked by the applicant and the Committee. Any invalid markers would be removed by the applicant.

Step 7: Once the size of the parcel and the conditions of the allotment have been agreed to between the Committee and the applicant, a formal application would be

made by the applicant to Council which would be accompanied by a recommendation from the surveys committee

Step 8: A field trip would be made by the whole Council to view the land applied for. NO COMMITMENT TO THE APPLICANT WOULD BE MADE AT THAT TIME.

Step 9: Once a field trip has been made by Council, the formal application and the Committee's recommendation would be considered by the Council in camera and a decision made.

Step 9A: If the Council decides against the allotment, a letter would be sent to the applicant notifying her of the Council's decision and the reasons for the decision. If the application were rejected by the Council at this point, the application process would be complete

Step 9B: If the Council decides to allot the parcel of land on a conditional basis, notice of the Council's intent to make the allotment would be posted for a period of 30 days and distributed to each Band Member household. The notice would include a description of the land applied for and any conditions that the applicant will be required to fulfill prior to the issuing of a Certificate of Possession.

Step 10: If any protests were received within the time set out in the notice, the application would be reviewed in light of the protest. If no protests were received, the process would continue.

Step 10A: If the Council decides that a legitimate protest has been made and that the application should be rejected, the applicant would be notified of the Council's decision and the reasons for the decision. If the application were rejected by the Council at this point, the application process would be complete

Step 10B: If the Council decides that a legitimate protest has not been made and dismisses the protest, the process would continue.

Step 11: If no legitimate protests are received within the time set out in the notice, the Council would authorize the preparation of a legal survey of the land at the OKIB's expense.

Step 12: Once the legal survey plan has been completed, accepted and registered, conditional allotment of the land would be made by Council and the issuing of a Certificate of Occupation pursuant to section 20 of the Indian Act would be requested.

Step 13: After a period of two years from the date of the Conditional allotment, the application would be reviewed.

Step 13A: If all the conditions of the allotment have been met, the Council would request that a certificate of possession be issued pursuant to Section 20 of the Indian Act.

Step 13B: If the conditions of the allotment have not been met, the application would be reconsidered by Council.

Step 14: If after a two-year period the conditions of the allotment have not been met, a decision shall be made to either extend the Certificate of Occupation for a further two year period or cancel it.

Step 14A: If the Council decides against the extension, the applicant shall be notified of the decision and the reasons for it. The Council would then request that the Certificate of Occupation be cancelled and that the land be made available for re-allotment.

Step 15: If a Certificate of Occupation were extended for a two-year period, the application would be reviewed after a period of four years from the date of the initial conditional allotment.

Step 15A: If all the conditions of the allotment have been met, the Council would request that a Certificate of Possession be issued pursuant to section 20 of the Indian Act.

Step 15B: If the conditions of the allotment have not been met the Certificate of Occupation would be cancelled and the land would be made available for re-allotment.

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13.0 Funeral Protocol 2021 (GP 1.03.BC)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	GP 1.03.BC²
Section:		Drafted:	Sept 9, 2021
Subject:	Funeral Protocol	Approved:	Sept/ 13. 2021
Issue to:	All Manual Holders	Amended:	Mar./22

The format of this policy has been altered to conform with policy #1.0 – the content has not been changed.

Introduction

1. It is Council's wish to establish a meeting protocol that balances the interests of respectfully observing the passing of an OKIB member while also allowing Council to carry out its governance and administrative responsibilities.

Purpose

2. This policy establishes meeting protocols for the OKIB Council and its Committees in the event that an OKIB member passes away and also repeals Funeral Protocol GP 1.0BC that was approved on January 27, 2015.

Definitions

3. In this policy,

"Bereavement Leave" means the time off that Council members receive for the death of an Immediate Family member;

Bereavement Policy" means the bereavement policy outlined in the Okanagan Indian Band Personnel Policy & Procedures Manual;

"Committee" means a Committee of the OKIB Council. A Committee's membership is comprised of the Chief and at least 3 Councillors and any non-Council members that the Council wishes to appoint;

"Council" means the Chief and Councillors of the OKIB;

² Numbering will change if the policies in this manual are approved; for now the current numbering will remain.

<i>“Funeral”</i>	means a ceremony or service held shortly after an OKIB member’s passing, usually including the burial or cremation;
<i>“Immediate Family”</i>	means the immediate family as defined in the OKIB Personnel and Procedures Manual;
<i>“OKIB”</i>	means the Okanagan Indian Band;
<i>“OKIB member”</i>	means a registered member of the OKIB and includes an immediate family member of an OKIB member, such as a spouse or child that is generally an accepted member of the OKIB community;
<i>“On-reserve”</i>	means one of the following reserves: Okanagan Indian Band Reserve No. 1; Otter Lake Reserve No. 2; Harris Reserve No. 3; Swan Lake Reserve No. 4; Priest Valley Reserve No. 6; and Duck Lake Reserve No.7;
<i>“Wake”</i>	means the community practice of gathering after the passing of an OKIB member. The length of a Wake is typically from the date of passing until the morning of the Funeral. This gathering is typically held at either a community hall or a family residence;
<i>“Wake Prayers”</i>	means the community practice of gathering for the reciting of prayers. This practice typically takes place the evening before the day of the Funeral.

Responsibilities

4. The Executive Director, in collaboration with the Council Secretary, is responsible for rescheduling and communicating changes to meeting times and locations to the expected attendees.

References and Related Statements of Policy and Procedure

5. H.R. 4.06 OKIB – Bereavement Leave

Bereavement

6. OKIB employees appointed to a Committee wishing to attend the Wake, Wake Prayers or Funeral that occur during the employee’s regular working hours will follow the applicable procedures set out in H.R. 4.06 Bereavement Leave.
7. Council members who are entitled to Bereavement Leave, may be absent from Council or Committee meetings during the bereavement period. The absent Council member

shall have the words “Bereavement Leave” recorded next to their name in the attendance section of the meeting minutes.

8. Council members who are not entitled to Bereavement Leave, consistent with the provisions of this Protocol, may opt to be absent from Council or Committee meetings and will have the word “Apologies” recorded next to their name in the attendance section of the meeting minutes.

On-reserve Wakes or Funerals

9. If a scheduled Council meeting occurs during the Wake or Wake Prayers for an OKIB member is taking place, Council may if a majority of Council members are in agreement, postpone the meeting and reschedule it to a date and time of their choosing.
10. If a scheduled Committee meeting occurs during the Wake or Wake Prayers for an OKIB member is taking place, Committee members may, if a majority of Committee members are in agreement, postpone the meeting and reschedule it to a date and time of their choosing.
11. If a scheduled OKIB Council or Committee meeting occurs on the day of a Funeral of an OKIB member the meeting shall be postponed to a later date agreed upon by the Council or Committee members.
12. If a scheduled OKIB public information or consultation session occurs during the day of a Wake or Funeral of an OKIB member, then that meeting shall be postponed to a later date as agreed upon by the majority of Council.

Off-reserve wakes or funerals

13. In the event of an OKIB member’s passing where the remains are not repatriated for the Wake and Funeral to occur On-reserve, then the Council may order that the OKIB will observe the passing of the OKIB member by lowering all OKIB flags half-mast from the time of passing until the day of the Funeral to pay respects to the OKIB member who has passed away and to the families of that member.
14. In the event of an OKIB member’s passing where the remains are not repatriated for the Wake and Funeral to occur On-reserve, then the family of the OKIB member may submit a written request to Council for its consideration to apply the On-reserve observances and protocols as stated above.

Meetings required by law

15. Meetings and votes that are a legal requirement of an election or referendum process shall continue on the date and at the time and place scheduled for the meeting or vote.

16. ATTACHMENTS

None

17. REPEALS

Funeral Protocol GP.1.0.BC

DRAFT

14.0 Conflict of Interest (Gov 1.01 OKIB)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov 1.01.OKIB ³
Section:		Drafted:	July 2022
Subject:	Conflict of Interest	Approved:	Sept. 7/22
Issue to:	All Manual Holders	Amended:	

The format of this policy has been altered to conform with policy #1.0 – red font indicates where the original wording has been changed.

Introduction

1. This Okanagan Indian Band Conflict of Interest Policy has two purposes:
 - a. to assist in the identification of situations that present real and potential conflicts and to provide a procedure to manage conflicts in accordance with legal requirements and the goals of accountability and transparency in all aspects of Band Governance; and
 - b. to replace the Conflict of Interest Policy 12.0.1 that is set out in the Okanagan Indian Band - Personnel Policy & Procedures Manual.

Purpose

2. This Statement of Policy and Procedure applies to all Council members when they are exercising a power, duty or responsibility relating to the OKIB.
3. This Statement of Policy and Procedures supplements the *Okanagan Indian Band Financial Administration By-law 2018* (By-law). In the event of a conflict between this policy and the By-law, the provisions of the By-law apply to the extent of the conflict.

Definitions

4. In this policy,

Agents means a person who acts on behalf of the OKIB in an official capacity as appointed by the Council or the Executive Director;

Conflict of Interest means a situation where a reasonable person, being aware of the Council member's Personal Interest, would believe that the interest is sufficiently

³ Numbering will change if the policies in this manual are approved; for now the current numbering will remain.

connected to the Council member's official duties and responsibilities that it influences the exercise of those official duties and responsibilities;

Contractor means a person under contract with the OKIB or a corporation or society of the OKIB to perform work or a service for a limited term or to complete a defined project;

Council member means the elected Chief and Councillors of the Okanagan Indian Band;

Family Member means a Council member's parents, children, grandparents, grandchildren, aunts, uncles, nieces and nephews, Spouse, stepchildren, foster children, adopted children, parents-in-law, siblings-in-law, or any relative who resides permanently with the Council member or with whom the Council member permanently resides;

"Meeting" means a duly convened Regular Council, In camera, Membership Forum, Special meeting;

Nominal Value means \$20 or less;

OKIB means the Okanagan Indian Band;

"prior authorization" means authorization that has been provided by a majority vote without debate by Council members present at Meeting that excuses a Council member from attending all or part of a Meeting.

Personal Interest means a real or perceived interest of a Council member that is inconsistent with the interests of the OKIB, leading to conflicting loyalties or the perception thereof, including but not limited to:

- a business interest, whether as a shareholder, director or officer of a corporation, or an economic interest in any other business;
- any financial interest, whether through commitment, investment, relationship, obligation, involvement or otherwise, directly or indirectly;
- contract opportunity for the Council member, Family Member, or Related Organization;
- educational, medical or other social benefits for the Council member or a Family Member;
- payment of any money, or Valuable Consideration to the Council member, Family Member or Related Organization; or

- an allotment, lease or other grant of an interest in Reserve lands or OKIB-controlled lands to the Council member, Family Member or Related Organization;

Related Organization means a corporation or other organization in which the Council member has an interest and includes any association the OKIB is affiliated with that may or may not require membership dues;

Spouse means either of two persons who have entered into a legal marriage in good faith or have been living in a conjugal relationship for a period of at least **twelve** continuous months;

Valuable Consideration means something of economic value, including money, goods and services.

Conflict of Interest

- Conflicts of Interest may be economic in nature, or may be related to increased social stature, career advancement or courting future good will from external persons.
- Conflicts of Interest do not arise where:
 - the interests are the same as those of a broad class of people or a broad class of OKIB members;
 - the interests relate to remuneration, leave and benefits owed to all Council members; and/or
 - the interests are so remote or insignificant that they could not reasonably be regarded as likely to influence the individual in the exercise of a power or performance of a duty or function.
- Council members are prohibited from acting in an official capacity where there is a Conflict of Interest.
- All declarations of a Conflict of Interest shall be recorded on the Declaration of Interest Form.

Avoidance of Conflicts of Interest

- All Council members must arrange their private affairs and conduct themselves in a manner to avoid a Conflict of Interest. For example, Council members:
 - must avoid placing themselves in circumstances where their ability to exercise a

power or perform a duty or function of their office or position could be influenced by the interests of any person to whom they owe a private obligation and who may expect to receive a benefit or preferential treatment; and

- (b) must not be involved in any transaction, decision or matter where they are in a Conflict of Interest.

RESPONSIBILITIES

10. **As soon as practicable after being elected**, each Council member must complete a Declaration of Conflict of Interest Form and return it to the Council Secretary as soon as practicable. Each Council member is also responsible to ensure that their Declaration of Conflict of Interest Form is kept up to date during their term in office.
11. Council is responsible for ensuring all **Council members** comply with the obligations under this Statement of Policy and Procedures.
12. The Executive Director is responsible for informing the **Council members** of their obligations under this Statement of Policy and Procedure and ensuring a record of Declarations is established and maintained.
13. The Council Secretary is responsible for establishing and maintaining **a Conflict of Interest register, which shall contain** of all information disclosed in a Declaration of Conflict of Interest or a **Conflict of Interest** as determined by Council.

PROCEDURE

Becoming aware of a Conflict of Interest

14. If, **during a Meeting**, a Council member **while listening to the discussion believes** that they might be in a Conflict of Interest situation, that Council member must immediately disclose the nature and extent of the **Conflict of Interest**.
15. **Upon hearing from the Council member, the remaining Council members shall immediately suspend all discussion and the Chair shall call for a vote, by a show of hands on whether a Conflict of Interest exists.**
16. **If the vote is that no, the affected Council member shall remain in the Meeting.**
17. **If a majority of Council members agree that a Conflict of Interest exists, the Chair shall:**
 - a. **call for a vote on whether to issue a prior authorization; and**

- b. have the Council Secretary add the Member's Conflict of Interest into the Conflict of Interest registry.

Undisclosed conflicts of interest

18. If a Council member has reason to believe that another Council member is or may be in a Conflict of Interest, the Council member shall request clarification of the circumstances from the affected Council member during a Meeting.
19. Upon hearing from the affected Council member's clarification, the Chair shall call for a vote, by a show of hands on whether a Conflict of Interest exists. If a majority of Council members agree that a Conflict of Interest exists, the Chair shall follow the process described in paragraph 17.

Conduct in the event of a Conflict of Interest

20. After a Conflict of Interest is determined by a majority vote of Council and a prior authorization is issued, the affected Council member must leave all or part of a Meeting, as the case may be, where the circumstances in which that Council member has a Conflict of Interest are being discussed or voted on.
21. A Council member with a Conflict of Interest shall:
 - (a) not take part in the discussion of or vote on any question in respect of the matter;
 - (b) not sign a Band Council Resolution, letter or any official document in respect of the matter;
 - (c) not attempt in any way, whether before, during or after the meeting, to influence the opinion or vote of the Council on any question in respect of the matter;
 - (d) not influence or attempt to influence in any way before, during or after a Council meeting any discussion or vote on any decision respecting the circumstances in which the person has a conflict of interest; and
 - (e) will refrain from engaging on social media forums in respect to the matter under consideration.
22. The minutes of a Council meeting must record
 - a. a Council member's disclosure of a real, or potential Conflict of Interest;
 - b. note the affected Council member's absence from the meeting,
 - c. when the matter at issue was discussed or voted on; and
 - d. when the affected Council member returned to the meeting.

23. Where, as a result of a Conflict of Interest, a quorum of Council cannot be established in relation to a decision, the matter should be voted on by Council absent quorum and brought before Council at the next duly scheduled meeting for ratification; the Council meeting minutes shall record the event as a motion absent quorum due to Conflict of Interest.
24. If a Council member has a right to be heard on a matter, or if there is an interest that should be heard, then, the affected Council member should appoint another person to speak on the subject.

Resolution Despite Conflict

25. Council may, by Band Council Resolution, approve a transaction, decision or matter that is the subject of a Conflict of Interest where:
- (a) the affected Council member has complied with the Procedures set out in this Statement of Policy and Procedure; and
 - (b) Council has determined that the transaction, decision or matter is fair and reasonable.

Gifts and Benefits

26. A Council member must not solicit, receive or accept a gift or benefit where such action could reasonably be inferred as influencing that Council member in the exercise of their powers or in the discharge of that Council member's duties or functions.
27. Notwithstanding paragraph 26, where a gift or benefit is given to a Council member in their capacity as Council member, they must advise the Council and the gift must become the property of the OKIB.
28. Despite the foregoing, a gift or benefit may be accepted if the gift or benefit would be considered within:
- (a) normal protocol exchanges or social obligations associated with that person's position;
 - (b) normal exchanges common to business relationships, as the case may be; or
 - (c) normal exchanges common at public events of the Nation or of related bodies; and/or
 - (d) Is of Nominal Value or is of a type that policies and directions of Council have

determined would be acceptable if offered by the OKIB to another person.

29. If a Council member is unsure of their obligations under this Statement of Policy and Procedure, they should take timely steps to determine their obligations, and seek clarification from the Executive Director if in doubt.
30. A Contractor or Agent must not attempt to obtain preferential treatment from the OKIB by offering gifts or benefits that a Council member is prohibited from accepting under this policy.

Specific Provisions related to financial benefits of Band Council members

31. Prior to approving an employment opportunity; contract; educational; medical or other social benefits; honorarium; Valuable Consideration; an allotment, lease or other grant of an interest in Reserve lands or OKIB controlled lands; to a Council member, the Council must determine whether doing so is consistent with this Statement of Policy and Procedure and with standards of other federal governing Boards.
32. All Council discussions and resolutions concerning the benefits described in paragraph 31 payable to Council members must be made at a Meeting.

Consequences of failing to comply with this Statement of Policy and Procedure

33. Any Council member who fails to make or makes an incomplete disclosure of a Conflict of Interest must pay to the OKIB a sum of money equal to the value of any and all benefits that the Council member, Family Members or Related Persons received from the undisclosed Conflict of Interest notwithstanding any other disciplinary action the Council may take.
34. If a decision is made in contravention of this Statement of Policy and Procedure, Council may void the decision at a subsequent duly convened meeting of Council.

ATTACHMENTS

35. Declaration of Conflict of Interest Form

REPEALS

36. Conflict of Interest: Okanagan Indian Band - Personnel Policies and Procedures #12.0.1

15.0 Membership Transfer (Gov.1.02.BC)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov1.02 ⁴ .BC
Section:		Drafted:	Mar. 30/16
Subject:	Membership Transfer	Approved:	Sept. 25/17
Issue to:	All Manual Holders	Amended:	Nov. 14/17 Dec.21/20

The format of this policy has been altered to conform with policy #1.0 – the content has not been changed.

Introduction

1. A person who is either entitled to be or is registered under section 6 of the *Indian Act* can, pursuant to section 12, apply to have their name entered into a Band's membership list, if the admitting Band's Council provides its consent.

Purpose

2. This policy establishes procedures for obtaining the consent of Chief and Council pursuant to section 12 of the *Indian Act* for the admission to membership in the Okanagan Indian Band of any person who:
 - a. is entitled to be registered under section 6 of the *Indian Act*, but not entitled to have his or her name entered in the OKIB Membership List, or
 - b. is a member of another band.
3. This Policy also establishes the circumstances in which:
 - a. Chief and Council may consent to the admission of a person to the OKIB Membership List under section 12 of the *Indian Act* without a Community Vote; and
 - b. Chief and Council will refer an application for admission to the electors of OKIB for a Community Vote prior to consenting to the admission of a person to the OKIB Membership List under Section 12 of the *Indian Act*.

Definitions

4. In this policy,

⁴ Numbering will change if the policies in this manual are approved; for now the current numbering will remain.

Administration Fee means a one-time, non-refundable fee of \$750.00 for the purpose of administering a Community Vote.

Applicant means a person seeking Chief and Council's consent under this policy to become a Band Member, pursuant to section 12 of the *Indian Act*.

Band Member means a person on the OKIB Membership List.

Chief and Council means the elected Chief and Council of OKIB.

Community Vote means the non-binding vote by eligible OKIB electors in person, at a vote called by Chief and Council, on whether or not an Applicant should be added to the OKIB Membership List.

Filing Fee means a one-time, non-refundable processing fee of \$250.00 dollars to be paid before OKIB processes an application under this Policy.

INAC means the Ministry of Indigenous and Northern Affairs Canada and any successor ministry or department.

Indian Registry Administrator means the OKIB staff person responsible for maintaining a list of Band Members for the Indian Registrar and registering status Indians on behalf of INAC.

Majority Vote means a simple majority of fifty percent plus one of the OKIB electors in attendance at a Community Vote.

OKIB Ancestry means a connection by line of descent to a current or former Band Member

OKIB Membership List means the Band List of the Okanagan Indian Band maintained under section 8 of the *Indian Act*.

OKIB means the Okanagan Indian Band.

Spouse means either of two persons who have entered into a legal marriage in good faith or have been living in a conjugal relationship for a period of at least twelve continuous months.

Statutory Declaration means a solemn declaration that meets the requirements of section 41 of the *Canada Evidence Act*.

Supporting Documents means all documents submitted by the Applicant and the documents listed in the Attachments portion of this policy.

Sylx Ancestry means a connection by line of descent to a current or former member of one or more of the Colville Confederated Tribes, Lower Similkameen Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Band, Upper Similkameen Indian Band and Westbank First Nation.

Well-Established Community Residence means a person has been living on one of the OKIB Reserves for at least five consecutive years.

Applicants with OKIB or Sylx Ancestry

5. The Chief and Council may, by band council resolution, consent to the admission of an Applicant to the Membership List without a Community Vote where the Applicant is registered under section 6 of the *Indian Act* and:
 - a. was formerly registered as a Band Member and was involuntarily transferred to the membership of another band, including transfer as a child;
 - b. was formerly registered as a Band Member and voluntarily transferred to the membership of another band;
 - c. is of OKIB ancestry and has provided evidence satisfactory to the Chief and Council of OKIB Ancestry; or
 - d. is of Sylx Ancestry and has provided evidence satisfactory to the Chief and Council of Sylx Ancestry, Well-Established Community Residence and current familial and community ties to the OKIB.

Other Applicants

6. Chief and Council may, by Band Council Resolution, refer an application to a Community Vote where an Applicant:
 - a. does not meet the criteria in section 5 of this Policy;
 - b. is a registered Indian under section 6 of the *Indian Act*;
 - c. has provided some evidence of Well-Established Community Residence; and
 - d. has provided some evidence of current familial and community ties to OKIB.
7. Subject to section 8, Chief and Council may, by Band Council Resolution, consent to the admission of an Applicant to the Membership List where the Applicant:
 - a. does not meet the criteria in section 5 of this Policy;

- b. is a registered Indian under section 6 of the *Indian Act*; as provided evidence satisfactory to the Chief and Council of Well-Established Community Residence; and
 - c. has provided evidence satisfactory to the Chief and Council of current familial and community ties to OKIB.
- 8. Chief and Council will consider the results of a Community Vote under section 6 in deciding whether to grant consent under section 7.
- 9. For greater certainty, Applicants under section 7 may include a spouse, parent or step-child of an OKIB member.

Denial of Admission to Band Membership

- 10. Chief and Council will, by Band Council Resolution, deny the admission of Applicants to the OKIB Membership List who do not meet the criteria in at least one of sections 5 and 7.
- 11. OKIB understands and complies with its obligation not to discriminate on the basis of criminal convictions for which a pardon has been granted or in respect of which a suspension of record has been ordered. However, to the extent it is permitted by the *Canadian Human Rights Act*, Chief and Council may deny the admission of an Applicant to the OKIB Membership List who has been deemed by Chief and Council to pose a risk to the safety and social well-being of OKIB Band Members because of criminal activity.
- 12. Chief and Council may deny the admission of an Applicant to the OKIB Membership List who holds a Certificate of Possession for lands on the reserve of another band or who owes outstanding debts to another band.
- 13. An Applicant who applies to the OKIB Membership List and is denied may not re-apply to the OKIB for at least **five** years following the Applicant's last application, except if the Applicant is able to provide new evidence of OKIB Ancestry or Syilx Ancestry.
- 14. The OKIB will take reasonable steps under section 14.2(1) of the *Indian Act* to remove from the OKIB Membership List a person admitted based on false or incorrect information.

Admission of Minors and Dependent Adults

- 15. A parent, trustee or legal guardian may apply for consent to transfer membership under this policy on behalf of an Applicant who is under the age of **eighteen** years or a dependent adult.⁵

⁵ Policy Amendment – approved by Band Council at a duly convened meeting on November 14, 2017

16. In giving consent to the admission of an Applicant who is under the age of **eighteen** years or a dependent adult, Chief and Council makes no determination as to whether the parent, trustee or legal guardian has the legal authority to act on behalf of the Applicant. The parent, trustee or legal guardian may have to provide proof of such authority to INAC before the Applicant's membership can be transferred.⁶

Responsibility

17. The Indian Registry Administrator is responsible for providing recommendations to Chief and Council with complete applications and all Supporting Documents.
18. Each Applicant is responsible for providing the Indian Registry Administrator with the documents required by this policy. Incomplete applications will not be processed.

Applicants with OKIB or Syilx Ancestry – Application Requirements

19. Where an Applicant applies under section 5:
- a. The Applicant must submit a signed, dated Membership Transfer Application and Filing Fee to the Indian Registry Administrator accompanied by the following documents:
 - i. A photocopy of the Applicant's current Indian registration card;
 - ii. The Applicant's original long form birth certificate; and
 - iii. If the Applicant is a member of a band governed by section 10 of the *Indian Act*, a signed letter or Band Council Resolution from the originating band confirming the Applicant is a member.
 - b. Applicants **eighteen** years of age or older must provide the following additional information:
 - i. Criminal Record Check;
 - ii. Signed letter from the originating band stating the Applicant does not hold a Certificate of Possession on any of the band's lands; and
 - iii. Signed letter from the originating band stating the Applicant does not have any outstanding debts to that band.
 - c. The Applicant may submit evidence of OKIB Ancestry, if applicable, including any one or more of the following:

⁶ Policy Amendment – approved by Band Council at a duly convened meeting on November 14, 2017

- i. Full form birth certificate;
 - ii. Full form baptismal certificate;
 - iii. A Statutory Declaration of **one or more** parents or grandparents of OKIB Ancestry declaring that person's knowledge or belief as to the OKIB Ancestry of the Applicant;
 - iv. Statutory Declarations of **three** other persons of OKIB Ancestry declaring their knowledge or belief as to the OKIB Ancestry of the Applicant; or
 - v. Any other evidence satisfactory to the Chief and Council of an Applicant's OKIB Ancestry.
- d. The Applicant may submit evidence of Syilx Ancestry, if applicable, including any one or more of the following:
 - (i) Full form birth certificate;
 - (ii) Full form baptismal certificate;
 - (iii) A Statutory Declaration of **one or more** parents or grandparents of Syilx Ancestry declaring that person's knowledge or belief as to the Syilx Ancestry of the Applicant;
 - (iv) Statutory Declarations of **three** other persons of Syilx Ancestry declaring their knowledge or belief as to the Syilx Ancestry of the Applicant; or
 - (v) Any other evidence satisfactory to the Chief and Council of an Applicant's Syilx Ancestry.
- e. The Applicant may submit evidence of Well-Established Community Residence, if applicable, including any one or more of the following:
 - i. Tenancy agreement, lease or other agreement of purchase or occupation in the name of the Applicant for an address on an OKIB reserve;
 - ii. Driver's licence or other government-issued photo identification showing an address on an OKIB reserve;
 - iii. Utility bills, or mail from a bank or government agency addressed to the Applicant at an address on an OKIB reserve;
 - iv. Statutory Declarations of **two** Band Members declaring their knowledge as to the Applicant's Well-Established Community Residence; or
 - v. Any other evidence satisfactory to the Chief and Council of an Applicant's Well-Established Community Residence.
- f. The Applicant may submit evidence of current familial and community ties to OKIB, if applicable, including any one or more of the following:
 - i. Full form birth certificate;
 - ii. Marriage certificate;

- iii. Statutory Declarations of **two** Band Members declaring their knowledge as to the Applicant's current familial and community ties to OKIB; or
 - iv. Any other evidence satisfactory to the Chief and Council of an Applicant's current familial and community ties to OKIB.
- g. The Indian Registry Administrator will review the complete applications and submit a recommendation including all Supporting Documents to Chief and Council.
- h. Upon receipt of the Indian Registry Administrator's recommendation at a duly convened Council meeting, Chief and Council will, by band council resolution, give or deny their consent to the Applicant becoming a Band Member.
- i. Chief and Council's decision under subsection 0h is effective as of the date of the Band Council Resolution.

Other Applicants – Application Requirements

20. Where an Applicant applies under section 7:

- a. The Applicant must submit a signed, dated Membership Transfer Application inclusive of the Filing Fee and the Administration Fee to the Indian Registry Administrator accompanied by the following documents:
 - i. A photocopy of the Applicant's current Indian registration card;
 - ii. The Applicant's original long form birth certificate;
 - iii. If the Applicant is a member of a band governed by section 10 of the *Indian Act*, a signed letter or Band Council Resolution from the originating band stating the Applicant is a member; and
 - iv. A 100-word biography for the mail-out to Band Members;
- b. Applicants **eighteen** years of age or older must provide the following additional information:
 - v. Criminal Record Check;
 - vi. Declaration from originating band stating the Applicant does not hold a Certificate of Possession for any of that band's reserve lands.
 - vii. Declaration from the originating band's accounting department stating the Applicant has no outstanding debts.
- c. The Applicant may submit evidence of Well-Established Community Residence including any one or more of the following:

- i. Tenancy agreement, lease or other agreement of purchase or occupation in the name of the Applicant for an address on an OKIB reserve;
 - ii. Driver's licence or other government-issued photo identification showing an address on an OKIB reserve;
 - iii. Utility bills, or mail from a bank or government agency addressed to the Applicant at an address on an OKIB reserve;
 - iv. Statutory Declarations of **two** Band Members declaring their knowledge as to the Applicant's Well-Established Community Residence; or
 - v. Any other evidence satisfactory to the Chief and Council of an Applicant's Well-Established Community Residence.
- d. The Applicant may submit evidence of current familial and community ties to OKIB including any one or more of the following:
 - i. Full form birth certificate;
 - ii. Marriage certificate;
 - iii. Statutory Declarations of **two** Band Members declaring their knowledge as to the Applicant's current familial and community ties to OKIB; or
 - iv. Any other evidence satisfactory to the Chief and Council of an Applicant's current familial and community ties to OKIB.
- e. The Applicant must provide all required documents and evidence by the first day of August in order to be considered for a Community Vote in that calendar year.
- f. The Indian Registry Administrator will review the complete applications and submit a recommendation including all Supporting Documents to Chief and Council.
- g. Upon reviewing the recommendation of the Indian Registry Administrator, Chief and Council will decide whether to refer the application to a Community Vote under section 6.
- h. Applicants who require a Community Vote to be admitted to the OKIB Membership List must pay an Administration Fee of \$750.00

Other Applicants – Community Vote

- 21. Subject to section 2, a minimum of **five** Applicants deemed qualified by Chief and Council under section 6 is required to proceed with a Community Vote.
- 22. A Community Vote will be held every **two** years when the minimum number of Applicants required by section 21 is met. When the minimum number of Applicants is not met, the vote

will take place **five** years from the date of the last Community Vote, unless the Applicant is willing to pay the full cost of the Community Vote, in which case a Community Vote may be held sooner than five years.

23. The Community Vote will meet the following notice and scheduling requirements:

- a. Chief and Council will direct the Indian Registry Administrator to publish notice of the intent to hold a Community Vote not less than **30** days prior to the vote;
- b. A list of Applicants will be published on the OKIB Website on a membership only webpage **30** days prior to the Community Vote;
- c. A list of Applicants will be mailed to Band Members, including the biography of 100 words or fewer provided by each Applicant, not less than **30** days prior to the Community Vote;
- d. A community meeting will be held **two** weeks prior to the Community Vote to provide Band Members with information about the Community Vote;
- e. In a year in which a Community Vote is held, it will occur in the second week of September; and
- f. The OKIB will hold the Community Vote between the hours of 12:00pm and 8:00pm.

24. The Indian Registry Administrator will conduct the Community Vote pursuant to this Policy by a confidential process that maintains the anonymity of the vote and follows the following procedure:

- a. The list of Applicants on the ballot for membership consideration will include the following information for each Applicant:
 - i. The full name of the Applicant inclusive of any applicable alias;
 - ii. The Applicant's current band membership; and
 - iii. If the Applicant so chooses, the name of the Applicant's parents and grandparents.
- b. The ballots will include a "yes" or "no" option for each Applicant to be added to the OKIB Membership List.

25. The Indian Registry Administrator will provide Chief and Council a final report within **14** days of the Community Vote at a duly convened Council meeting.
26. After receiving the Indian Registry Administrator's report under section b, Chief and Council will, by band council resolution, give or deny their consent to the Applicant becoming a Band Member in accordance with sections 7 and 8.

Notice of Decisions on Band Membership

27. After a final decision on an application has been made by Chief and Council, the Indian Registry Administrator will send a formal letter to each individual Applicant stating:
 - b. whether the Applicant's application was approved or denied;
 - c. Chief and Council's reasons for approving or denying the application; and
 - d. the effective date of the approval or denial.
28. Where an application has been approved, the Indian Registry Administrator will also send a formal letter to the originating band of each successful Applicant giving notice that the Applicant's transfer to OKIB has been approved.
29. The results of any Community Vote will be posted in the Senk'lip newsletter and on the OKIB website.

Attachments

Band Transfer Request-Statement of Consent Form
Statement of Consent for Transfer of a Minor (Under 18 years of age)
Statement of Consent for Transfer of a Dependent Adult
Statement of Consent for Transfer of an Adult Membership
Transfer Application (OKIB, Syilx and All Other Applicants)

Repeal Membership Transfer Policy approved October 6, 2010

16.0 Financial and Other Assistance for Funerals (GP 3.01.BC)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	GP 3.01. BC
Section:		Drafted:	Oct.2021
Subject:	Financial and Other Assistance for Funerals	Approved:	Oct. 15, 2021
Issue to:	All Manual Holders	Amended:	Mar. 2022

The format of this policy has been altered to conform with policy #1.0 – the content has not been changed.

Introduction

1. The OKIB is committed to providing assistance when a family experiences the loss of a loved one.

Purpose

2. This policy outlines the provision of compassionate, financial, internment, and moral support that the OKIB may provide following the death of a Member, Spouse, or an Immediate Family member; sets out who may be buried in a Community Cemetery and repeals Burial Policy 13.2.9
3. This policy applies to Council, Employees, Members, Spouses and Immediate Family members.

Definitions

4. In this policy,

“*Community Cemetery*” means a cemetery located on Reserve;

“*Council*” means the elected Chief and Counsellors of the OKIB;

“*Elder*” means a Member who is sixty-five years of age or older;

“*Employee*” means a person who works under a contract of employment with the OKIB and who works at the Administration Department, Health and Wellness Department, Social Development Department, or the Public Works and Housing Department;

“*Family Representative*” includes:

- a. the personal representative named in the deceased’s will;
- b. Spouse;

- c. an adult child of the deceased;
- d. an adult grandchild of the deceased;
- e. if the deceased was a minor, a person who was a legal guardian at the date of death;
- f. a parent of the deceased;
- g. an adult sibling of the deceased;
- h. an adult nephew or niece of the deceased;
- i. an adult next of kin of the deceased, determined on the basis provided by sections 89 and 90 of the Province of British Columbia's *Estate Administration Act*; or
- j. an adult person having a personal or kinship relationship with the deceased, other than those referred to in paragraphs (b) to (d) and (f) to (i).

"Immediate Family" includes:

- a. a parent, parent in-law, step-parent, foster parent or guardian;
- b. a child, step-child, foster child, or of the Member or Spouse;
- c. grandparent, step-grandparent, grandchild, or step-grandchild;
- d. the Spouse of the deceased's child/children;
- e. deceased's brother-in-law, sister-in-law;
- f. any person who lived with the deceased as a member of the immediate family.

"Member" means a status Indian (as defined in the *Indian Act*) that is listed as a member in the OKIB's Membership List;

"OKIB" means the Okanagan Indian Band;

"Reserve" means Okanagan Indian Reserve No.1, Otter Lake Indian Reserve No.2, Harris Indian Reserve No.3, Swan Lake Indian Reserve No.4, Priest's Valley Indian Reserve No.6, and Duck Lake Indian Reserve No.7;

"Spouse" includes a Member's husband, wife, common-law wife, common-law husband, or same-sex partner;

"Wake" means the community practice of gathering and the duration of a Wake is typically from the date of passing until the morning of the funeral.

Condolences

5. Upon being notified, OKIB will send condolences to the Family Representative with a floral tribute on behalf of the Council and Administration.

Financial assistance

6. Upon the passing of:
 - a. a Member living on or off Reserve, the OKIB will provide funeral financial assistance not to exceed \$3000.00 made payable to the Family Representative; and

- b. a Spouse or a Member's child (adopted or natural born) who resides on Reserve, the OKIB will provide financial assistance not to exceed \$700.00 made payable to the Family Representative.

Community Cemetery Burial

7. The following deceased may be interred in a Community Cemetery: Members, Member's Spouse, and Member's children (adopted and natural born).
8. OKIB will only provide burial related services for those persons described in s.2.04 who will be laid to rest in a Community Cemetery.

Assistance and Services provided by Public Works and Housing

9. Public Works and Housing (PWH) will:
- facilitate reserving the Head of the Lake Hall for the Wake and funeral. [While there is no key deposit, it should be noted that a lost key costs the OKIB roughly \$1000.00 in having to redo the locks, so please take care not to lose the key]. Items that can be included in the Hall rental:
 - water for drinking and cooking (until HOL water system is fixed);
 - full set-up of clean chairs and tables; and,
 - putting tables and chairs away as well as a full clean-up of the Hall after the funeral;
 - provide and set up a tent where the Family Representative has advised that Member/Spouse/Immediate Family wish to host the Wake;
 - assist the Family Representative in selecting a burial site in a Community Cemetery
 - provide for grave digging at the Community Cemetery; and
 - provide a custom-made Crib for burial.

Moral and Other Support

10. The Health and Wellness Department will supply firewood for Wakes.
11. The Social Development Department will each advise the Family Representative that Employees will be available to the Immediate Family for moral support and to provide information about financial support and services that the family may require and/or be eligible for.

Responsibilities

Member/Spouse/Immediate Family

12. The Member, Spouse and/or Immediate Family members are responsible to appoint a Family Representative as soon as practicable after the death of a loved one.
13. In the event that the Member, Spouse and/or Immediate Family members cannot agree upon who to appoint as a Family Representative, the Member, Spouse and/or Immediate Family members must contact a Council member, provide a list of potential candidates and ask that Council meet and decide who from the list should be appointed. When asked to do so, Council is responsible to meet and make a decision on who should be appointed.
14. The Member, Spouse and/or Immediate Family are responsible for all ceremonial costs (e.g. drummers, singers, Elders, etc.).

Family Representative

15. The Family Representative:
 - a. shall be the sole point of contact with OKIB;
 - b. will confer with the Member, Spouse and/or Immediate Family members and complete the Funeral Preparation Guide, reach consensus, and then complete the Wake/Funeral/Burial Checklist Form and deliver them to a Front-line Employee at the Band Office, Health Department, Public Works and Housing, Social Development, and be the point of contact in case an Employee is unclear on any instruction; and
 - c. answer any questions about the Wake, funeral or burial instructions that an Employee may have.

Finance

16. Finance will provide a cheque for funeral assistance made payable to the Family Representative as soon as practicable after being notified of the Member/Spouse/Immediate Family member's passing.

Social Development

17. Social Development will develop a Funeral Preparation Guide and will forms to the Family Representative required to apply for:
 - a. the Indigenous Services Canada Funeral Supplement,
 - b. Canada Pension Death Benefits, and
 - c. funds from the Ministry of Social Development and Poverty Reduction (SDPR) Funeral Assistance Program.

Public Works and Housing

18. The Public Works and Housing will provide those services set out in the Wake/Funeral/Burial Checklist Form that have been requested.

Health

19. The Health Department will provide firewood for the Wake, moral support, and other supports and services that may be required by the surviving Member, Spouse, and/or Immediate Family members.

Council

20. Council will decide whether a Spouse or an Immediate Family may be interred in a Community Cemetery.

Administration

21. The Band Council Secretary or Band Office Receptionist will purchase a bouquet of flowers upon the passing of an Elder and have it delivered to the person who the Family Representative has advised it should be sent to.

General

22. Front-line Employees at the Band Office, Health Department, Public Works and Housing, and Social Development shall each be responsible to provide a copy of the Funeral Preparation Guide and the Wake/Funeral/Burial Checklist Form to any person who attends their office and indicates that a Member, Spouse or Immediate Family member has passed away and to ensure that completed forms are delivered to the applicable department personnel.
23. To eliminate Employees from receiving conflicting instructions from a Member, Spouse and/or Immediate Family members regarding Wake funeral and burial instructions, no Employee shall take instructions from anyone other than the Family Representative.

PROCEDURE

24. Front-line Employees at the Band Office, Health and Wellness, Public Works and Housing, and Social Development shall each be responsible to provide a copy of the Funeral Preparation Guide and the Wake/Funeral/Burial Checklist Form to any person who attends their office and indicates that a Member, Spouse or Immediate Family member has passed away.
25. The Member, Spouse and/or Immediate Family will appoint a Family Representative who will liaise with Finance, Health and Wellness, Public Works and Housing, and Social Development regarding:
 - a. obtaining financial assistance from the Department of Finance;
 - b. providing details about the Wake, funeral and burial; and
 - c. what financial assistance and services are available from the OKIB and other government sources.

26. Finance, upon being advised of the passing of a Member/Spouse/Immediate Family member, will provide a cheque made payable to the Family Representative as soon as practicable.
27. Public Works and Housing will provide the services requested by Family Representative and if necessary, meet with the Family Representative to discuss:
- a. details about the burial services requested; and
 - b. selection of a burial site.
28. Health and Wellness will provide firewood for Wakes.
29. Social Development, when contacted by the Family Representative, will make arrangements to meet with the Family Representative to discuss providing other support that may be required

REPEALS

Burial Policy 13.2.9

17.0 Dispute resolution (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Dispute resolution	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. The OKIB is committed to establish a process to amicably resolve disputes among Council members, or between Council member(s) and the Executive Director.

Purpose

2. This policy provides an effective problem-solving and dispute resolution process that can utilized to settle a dispute in a fair, transparent, and efficient manner.
3. This policy applies to Council, and the Executive Director.

Definitions

4. n/a

Pre-selecting Mediators

5. Within 2 months of a Council's term in office, Council shall by a majority vote at a duly convened Regular Council meeting, approve a list of at least 3 people having experience and training with mediation or restorative justice processes.

Council member Disputes

Informal resolution process

6. A Council member who is in a dispute with another Council member or believes that a situation may soon result in a dispute, shall, within 5 days, discuss the issue(s) they have with that other Council member. If the other Council member does not want to participate in the informal process, or if the parties cannot resolve the dispute themselves within 5 days, either Council member may seek the assistance of Council.
7. Council shall, after receiving a request for assistance, schedule the matter to be heard during the In camera portion of the next Regular Council meeting.

8. If the matter cannot be resolved to each Council member's satisfaction, during the In camera meeting either Council member may initiate a formal resolution process.

Formal resolution process

9. A Council member described in s.8 may retain one of the people described in s.5, for purpose of convening a formal process designed to resolve the dispute between the parties. The formal process used will depend on the mediator and agreement of the parties. Each Council member shall be responsible to pay 50% of the cost of the mediation.

Disputes between Council member(s) and the Executive Director

Informal resolution process

10. A Council member who is in a dispute with the Executive Director or believes that a situation may soon result in a dispute, shall, within 5 days, discuss the issue(s) they have with the Executive Director.
11. If the informal resolution process fails to solve the dispute within 5 days, either party may retain a person described in s.5 for purpose of convening a formal process designed to resolve the dispute between the parties. The formal process used will depend on the mediator and agreement of the parties.
12. Council shall pay the full cost of the mediation and may vote on whether to have the Council member(s) involved in the dispute resolution process reimburse Council with all or part of the cost of mediation.

18.0 Harassment protection (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Harassment Protection	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. Council is committed to providing an environment in which all people are treated with respect and dignity and will take proactive measures to prevent harassment and violence that occur during a meeting.

Purpose

2. This policy provides Council with a process to protect any person who attends a meeting against being the object of harassment or violence.
3. This policy supplements but does not supersede the Workplace Harassment and Violence Prevention Policy Human Resources 6.12. which is required under the Canada Labour Code.

Definitions

4. In this policy,
“harassment” means the use of vexatious comments or engagement in conduct against a person, which is known, or ought to be reasonably known, to be unwelcome. This includes unwelcome words or actions that are known or should be known to be offensive.
“Meeting” means a duly convened Regular Council, In camera, Membership Forum, Special meeting, and includes a Public engagement meeting;
“Public engagement” means a meeting that is not a duly convened meeting for purposes of conducting business and making motions; it is merely a meeting at which some or all Council members may attend for purposes of discussing a topic or topic and obtaining feedback from OKIB membership;
“violence” means any threat, behaviour, or action directed at a person that could reasonably be interpreted as intending to intimidate, harm or endanger the safety of a person.

Scope

5. This policy applies to Council, OKIB Members and OKIB employees.

Responsibility

6. The Chair, at the beginning of each Meeting/Public engagement, must warn Meeting participants that harassment and violence will not be condoned and that the provisions of this policy will be strictly enforced.
7. The Chair is responsible to ensure that the enforcement provisions are carried out.
8. Councillors are responsible to act if the Chair fails to warn a person who is harassing or committing violence against another person during a Meeting.

Prohibition

9. No person may harass or commit violence against another person during a Meeting.

Zero Tolerance against Violence

10. Council shall not excuse violence being committed by any person against any other person during a Meeting.

Enforcement

Harassment

11. If, during a Meeting, a person alleges that they are being harassed, Council shall immediately suspend all discussion and the Chair shall call for a vote, by a show of hands on whether harassment has occurred. If a majority of Council members agree that harassment has occurred, the Chair shall issue a verbal warning to the harassing person to cease the behaviour immediately or face being evicted from the Meeting. If during the Meeting the person who has been given a verbal warning is again accused of committing harassment, Council shall immediately suspend all discussion and the Chair shall call for a vote on whether harassment occurred. If a majority of Council members agree that harassment has occurred, the Chair shall immediately have the harassing person evicted from the Meeting.

Violence

12. If violence is alleged, Council shall immediately suspend all discussion and the Chair shall call for a vote, by a show of hands on whether violence is occurring. If a majority of Council members agree that violence has occurred, the Chair shall immediately have the person committing the violence evicted from the Meeting.

19.0 Enforcement and Penalties (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Enforcement and Penalties	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. The OKIB is committed to ensuring Council members perform their duties to the best of their abilities and do not contravene the policies contained in this Comprehensive Policy and Procedure Manual.

Purpose

2. This policy provides Council with authority to make and enforce its own rules and penalties for Council members who fail to fully carry out their duties or are otherwise in contravention of the policies contained in this manual.
3. This policy applies to Council.

Definitions

4. In this policy, "prior authorization" means authorization that has been provided by a majority vote and without debate by Council members present at a Meeting that excuses a Council member from attending all or part of a Meeting.

"Meeting" means a duly convened Regular, In camera, Membership Forum, or Special meeting.

"violence" means any threat, behaviour, or action directed at a person that could reasonably be interpreted as intending to intimidate, harm or endanger the safety of a person.

Emergencies

5. If prior to a Meeting, a Council member suffers a medical emergency, or if the Council Member's Spouse, or immediate family suffers a medical emergency, the Council member shall be excused from attending the Meeting.

6. The decision to excuse the Council Member described in s.5 shall be done via issuing a prior authorization.
7. If, during a Meeting, a Council member suffers a medical emergency, or if the Council learns that the Member's Spouse, or immediate family has suffered a medical emergency, the Council member shall be excused from attending the remainder of the Meeting.
8. The decision to excuse the Council Member described in s.7 shall be done via issuing a prior authorization.

Reasons for imposing a penalty

9. A Council member may face a penalty under this policy if he/she:
 - a. is absent from all or part of a Meeting without having prior authorization;
 - b. either refuses to:
 - i. engage in the informal resolution process described in the Dispute Resolution policy, or
 - ii. agree to settle the dispute during the formal dispute resolution process;
 - c. uses confidential information for personal benefit, or the benefit of a family member; or
 - d. has been evicted from a Meeting for committing violence against another person.

Penalties

10. Any Council member who is absent from all or part of a Meeting without prior authorization, as described in 9(a), shall forfeit up to 25% of their monthly stipend. Forfeiture shall be imposed by way of a valid BCR.
11. Any Council member who commits any actions set out in s.9(b), (c), or (d) may be subject to a penalty imposed by way of a valid BCR. Such penalties are limited to:
 - a. suspension from all activities without pay for a period of up to one month; or
 - b. suspension from all activities without pay for a period of up to three months.
12. Any decision made under s.11 must be reported to OKIB membership as soon as is reasonable.

20.0 Council Orientation (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Council Orientation	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. After each election, Council members must quickly be acquainted with their roles and duties. A discussion of relevant topics will assist in re-orientating the incumbents and introduce the newly elected members to the operation, roles, and responsibilities of Council.

Purpose

2. This policy establishes the requirements and processes for acquainting elected Council members with their roles and responsibilities.

Definitions

3. n/a

Orientation

4. Orientation will include the following topics:
 - a. good governance practices;
 - b. general overview of OKIB, including the roles of Chief and Councillors, Council's purpose, vision, values, programs, and services;
 - c. importance of the Council and its contributions to meeting the needs of the OKIB;
 - d. a review of the 2020-25 Strategic Plan, Fiscal management and budgeting;
 - e. roles, responsibilities, relationships,- and structures of all levels of OKIB's operations including all band owned entities; and
 - f. all relevant service agreements.
5. The past (or incumbent) Chief shall present the Council information and the Executive Director, or designate shall present global information about the operation of OKIB's administration. A short presentation from each Department will provide a brief overview of each Department's function.

Orientation to the Council

6. Orientation to the Council may commence before or at the first Regular meetings of Council and may continue at Regular meetings of Council over subsequent weeks until such time as Council has been fully briefed.

DRAFT

21.0 Oath of Office (New)

POLICY AND PROCEDURE MANUAL			
Chapter:	Governance	SPP No.	Gov **.BC
Section:		Drafted:	Jan. 2023
Subject:	Oath of Office	Approved:	TBA
Issue to:	All Manual Holders	Amended:	

Introduction

1. The OKIB is committed to ensuring Council members perform their duties to the best of their abilities and do not contravene the policies contained in this Policy and Procedure Manual.

Purpose

2. This policy requires all newly elected Council members and incumbents to sign two oaths that Council member must sign at the beginning of their term in office.

Definitions

3. n/a

Scope

4. This policy applies to Council members.

Form and Content of Oaths

5. The Council Oath of Office shall be as follows:

COUNCIL OATH OF OFFICE

I, _____, do solemnly and sincerely declare and affirm to all of the members of the Okanagan Band, past, present and future, that I will truly and faithfully to the best of my skill and knowledge, execute and perform the duties that devolve upon me as a Chief/Councillor of the Okanagan Band, including the duty to:

- act with prudence and diligence and to be fully informed when managing the Okanagan Band's affairs and property, trying to foresee the consequences of a course of action before taking it and to avoid taking unreasonable risks;*
- avoid being conflicted between the interests of the Okanagan Band and my own personal interests, and to report any conflicts of interest to the Okanagan Band Council;*

- *not disclose, without due authority, any confidential information which may be made known to me by reason of my office with the exception of those matters as I may be required to communicate in order to properly carry out my duties;*
- *avoid using my position as a Chief/Councillor of the Okanagan Band to serve my personal interests;*
- *act honestly and in good faith and in the best interests of the Okanagan Band;*
- *keep the members of the Okanagan Band fully and properly informed on all matters affecting their interests as members of the Band;*
- *consistently prepare myself and fully perform all the work expected of me as a Chief/Councillor to the best of my ability;*
- *listen intently to others, sharing my own ideas and exercising independent judgement when deciding on any matter being discussed;*

And that I will do such things only, which I truly and conscientiously believe promote the objectives and interests of the Okanagan Band and the Okanagan Nation, consistent with the Okanagan Nation Declaration.

APENDIX A

Indian Band Council Procedure Regulations

C.R.C., c. 950

INDIAN ACT

Regulations Respecting Procedure at Indian Band Council Meetings

Short Title

1 These Regulations may be cited as the [Indian Band Council Procedure Regulations](#).

Interpretation

2 In these Regulations,

Assistant Deputy Minister means the Assistant Deputy Minister, Indian and Eskimo Affairs of the Department; (*sous-ministre adjoint*)

council means the council of a Band elected pursuant to section 74 of the [Indian Act](#); (*conseil*)

Department means the Department of Indian Affairs and Northern Development; (*ministère*)

Minister means the Minister of Indian Affairs and Northern Development; (*ministre*)

secretary means the person appointed by the council of a Band to record the minutes of the council meetings; (*secrétaire*)

superintendent means the Superintendent or Senior Field Officer of the Indian Affairs Branch in charge of the Agency, and includes the Indian Commissioner for British Columbia, all Regional Supervisors, all Assistants Indian Agency, and any other officer acting under the instructions of the Minister or the Assistant Deputy Minister. (*surintendant*)

Meetings of the Council

3 (1) The first meeting of the council shall be held not later than one month after its election, on a day, hour and place to be stated in a notice given to each member of the council, and meetings shall thereafter be held on such days and at such times as may be necessary for the business of the council or the affairs of the band.

(2) No member of a council may be absent from meetings of the council for three consecutive meetings without being authorized to do so by the chief of the Band or superintendent, with the consent of the majority of the councillors of the band.

4 The chief of the Band or superintendent 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.

5 The superintendent shall notify each member of the council of the day, hour and place of the meeting.

Order and Proceedings

6 A majority of the whole council shall constitute a quorum, but where a council consists of nine or more members five members shall constitute a quorum.

7 If no quorum is present within 1 hour after the time appointed for the meeting, the secretary shall call the roll and take the names of the members then present and the council shall stand adjourned until the next meeting.

8 The chief of the Band or, with the consent of the majority of the councillors present at the meeting, the superintendent shall be the presiding officer.

9 (1) Upon a quorum being present, the presiding officer shall take the chair and call the meeting to order.

(2) A chairman shall be chosen

(a) in the absence of the chief, or

(b) where the superintendent is not chosen the presiding officer pursuant to section 8,

from among the members present who shall preside during the meeting or until the arrival of the chief or until the superintendent is chosen as the presiding officer.

10 The presiding officer shall maintain order and decide all questions of procedure.

11 The order of business at each regular meeting shall be as follows:

(a) reading (correction, if any) and adoption of the minutes of the previous meeting;

(b) unfinished business;

(c) presentation and reading of correspondence and petitions;

(d) presentation and consideration of reports of committees;

(e) new business;

(f) hearing deputations;

(g) adjournment.

12 Each resolution shall be presented or read by the mover, and when duly moved and seconded and placed before the meeting by the presiding officer, shall be open for consideration.

13 After a resolution has been placed before the meeting by the presiding officer it shall be deemed to be in the possession of the council, but it may be withdrawn by consent of the majority of the council members present.

14 When any member desires to speak, he shall address his remarks to the presiding officer and confine himself to the question then before the meeting.

15 In the event of more than one member desiring to speak at one time, the presiding officer shall determine who is entitled to speak.

16 (1) The presiding officer or any member may call a member to order while speaking and the debate shall then be suspended and the member shall not speak until the point of order is determined.

(2) A member may speak only once on a point of order.

17 Any member may appeal the decision of the presiding officer to the council and all appeals shall be decided by a majority vote and without debate.

18 (1) All questions before the council shall be decided by a majority vote of the councillors present.

(2) The presiding officer shall not be entitled to vote but whenever the votes are equal the presiding officer, other than the superintendent, shall cast the deciding vote.

19 Every member present when a question is put shall vote thereon unless the Council excuses him or unless he is personally interested in the question, in which case he shall not be obliged to vote.

20 A member who refuses to vote shall be deemed to vote in the affirmative.

21 Whenever a division of the council is taken for any purpose, each member present and voting shall announce his vote upon the question openly and individually to the council and, when so requested by any member, the secretary shall record the same.

22 Any member may require the question or resolution under discussion to be read for his information at any period of the debate, but not so as to interrupt a member who is speaking.

23 (1) The regular meetings shall be open to members of the band, and no member shall be excluded therefrom except for improper conduct.

(2) The presiding officer may expel or exclude from any meeting any person who causes a disturbance at the meeting.

24 The council may at the first meeting thereof appoint in lieu of the committee of the whole council the following standing committees:

(a) Finance;

(b) Roads and Bridges; and

(c) Welfare.

25 The council may appoint special committees on any matters as the interests of the Band may require.

26 A majority of the members of a committee shall be a quorum.

27 The chief of the Band shall *ex officio* be a member of all committees and be entitled to vote at all meetings thereof, and other members of the council may attend meetings of a committee and may with the consent of the committee take part in the discussion but shall not be entitled to vote.

28 The general duties of standing and special committees are,

(a) to report to the council from time to time as often as the interests of the Band may require, all matters connected with the duties imposed on them respectively and to recommend such action by the council in relation thereto as they may deem necessary and expedient; and

(b) to consider and report upon all matters referred to them by the council or by the chief of the band.

29 Special meetings of committees shall be called at the request of the chairman or a majority of the committee or, in the absence of the chairman on request of the chief of the Band or the superintendent.

30 Any representative of the Minister present at a council meeting may

(a) address the council, and explain to and advise the members thereof upon their powers and duties;

(b) explain to and advise the members thereof upon any question of procedure; and

(c) give such information as may be requested by any member of the council relating to the administration of the affairs of the band.

31 The council may make such rules of procedure as are not inconsistent with these Regulations in respect of matters not specifically provided for thereby, as it may deem necessary.