LOWERNICOLAINDIANBAND



Chief and Council Policy

Amended & Signed September 13, 2016

Lower NicolaIndian Band Council Resolution

181 NAWISHASKIN LANE, MERRITT, BRITISH COLUMBIA V1 KOA7 TEL.: 250-378-5157 FAX: 250-378-6188

WHEREAS the Chief and Council of the Lower Nicola Indian Band wishes to establish a comprehensive Chief and Council Policy to ensure good governance within the Lower Nicola Indian Band community;

AND WHEREAS the Chief and Council of the Lower Nicola Indian Band at a duly convened meeting does hereby adopt the following document as the Lower Nicola Indian Band Chief and Council Policy with the understanding that this document is subject to periodic changes as approved at a duly convened Chief and Council meeting;

NOW THEREFORE BE IT RESOLVED this policy shall come into force immediately upon resolution by Chief and Council and shall be deemed to be in compliance with all applicable Band laws and policies. Compliance with this Policy by all members of Chief and Council shall be required to the letter and this compliance is also to include and encompass the spirit of any additional applicable laws, policies, guidelines or other declarations.

This Band Council Resolution is supported by a majority of a quorum of 5 (five) at a duly convened meeting of Chief and Council on September 13, 2016.

Aaron Sam, Chief

Arthur Dick Councillor

Nicholas Peterson, Councillor

Robert Sterling, Jr., Councillor

Clarence Basil, Jr., Councillor

Harold A. Joe, Councillor

Clyde Sam, Councillor

Molly Toodlican, Councillor

Contents

PURP	OSE	4
1.0	GUIDING PRINCIPLES	5
1.1	VISION STATEMENT OF THE LOWER NICOLA INDIANBAND	5
1.2	CORE PURPOSE	5
1.3	VALUES	5
1.4	MISSION STATEMENT	6
2.0	LEADERSHIP	6
2.1	GOVERNING STYLE	6
3.0	CODE OF CONDUCT	6
3.1	AUTHORITY	6
3.2	LOYALTY	7
3.3	CONFIDENTIALITY	7
3.4	COMMONICATIONS	8
3.5	REPORTING AND ACCESS TO INFORMATION	8
3.6	CHIEFAND COUNCILEMPLOYMENT AND SERVICE CONTRACTS	8
3.7	CHIEF AND COUNCIL REMUNERATION POLICY	8
3.8		
3.9	ENFORCEMENT	9
4.0	COUNCIL ROLES AND RESPONSIBILITIES	9
4.1	GOVERNANCE	9
4.2	CHIEF AND COUNCIL POWERS AND RESPONSIBILITIES	9
4.3		10
4.4	FINANCE	10
4.5	CAPITAL PROJECTS	11
4.6	AGREEMENTS (NONAdministrative)	11
4.7	OTHER GOVERNMENTS	11
4.8	CHIEF AND COUNCIL MEETINGS	11
4.9	PORTFOLIOS	11
4.10	CHIEF 5 ROLE	12
4.11	REASONS FOR DISQUALIFICATION AND REMOVAL	12
4.12	PENALTIES FOR CHIEF AND COUNCIL	13
4.13	REPLACEMENT UPON REMOVAL FROM OFFICE	13
4.14	VACANCY	13
5.0	COUNCIL ORIENTATION	13
5.1	CORE PURPOSE	14
5.2	ORIENTATION TO LOWER NICOLA INDIAN BAND	14
5.3	ORIENTATION TOTHE COUNCIL	14
	UNITY OF CONTROL	14
7.0	PROPERTY OF CHIEF AND COUNCIL	15
8.0	COMPLAINTS AND DISPUTE RESOLUTION PROCEDURE	15
9.0	POLICY REVISIONS	15
APPENL	DIX A	16
APPEN	IDIX B	17
<i>APPENE</i>	DIX C	20
APPENE	DIX D	23
APPEND	DIX E	24
APPFN	IDIX F	26

PURPOSE

The purpose of the Chief and Council Policy is to provide a transparent and comprehensive Policy to Chief and Council in order to provide the members of the Lower Nicola Indian Band proficient leadership, positive role models and a unified Chief and Council where the voice of all members is considered equal. This Policy describes the political, functional and legal roles and responsibilities of the Chief and Council and defines the operational procedures to ensure and promote good governance.

The Chief and Council of the Lower Nicola Indian Band desires to serve the people fairly and efficiently; accordingly, the Chief and Council is mandated to establish and maintain an effective working relationship among all Councillors and all members of the Lower Nicola Indian Band.

By the Policies contained herein, the Chief and Council hereby affirms the objective of the separation of politics and administration. The Chief and Council is responsible for the strategic planning and visionary leadership of the First Nation. The day-to-day activity of administration and staff management is the task of the Executive Director.

1.0 GUIDING PRINCIPLES

1.1 VISION STATEMENT OF THE LOWER NICOLA INDIANBAND

We, the people of the Lower Nicola Indian Band, commit ourselves to being a peaceful prosperous and secure community made up of healthy individuals rooted in the Nlaka'pamux culture, respecting ourselves, each other, the environment and all of Creation. We will honour and protect our children, the sacred gifts from the Creator, and our elders, the wisdom keepers.

Together as one, we will take responsibility to regain control of our own destiny and rebuild our relationships with other people on a firm footing of respect and justice.

We will possess our traditional territories and defend our hereditary and Aboriginal rights as Nlaka'pamux people, and promote the unity and strength of the Nlaka'pamux Nation as a whole.

We will be a sovereign community with a government based on traditional values, guided by leaders who know and respect the language, culture, and people.

We recognize that injustices have been committed against our people: our lands have been occupied, our culture eroded, and our sovereignty denied. We will not allow this to continue and will ensure that it never happens again.

In this, the Lower Nicola Indian Band will be a model community that others look to for direction and inspiration. We will realize true power, fulfill our responsibility to our ancestors, and create peace for future generations.

1.2 CORE PURPOSE

The Chief and Council's core purpose is to respectfully, and in a transparent and accountable manner, represent the Lower Nicola Indian Band membership in all areas that may come to impact the community's rights and integrity and to collectively work in a positive manner towards strengthening the fundamental foundation of the community for the present and future generations.

1.3 VALUES

Our community values require Council to:

- 1. Maintain as a priority a constant focus on the LNIB community;
- 2. Support the involvement of all community members who participate in advancing the interests of the LNIB community;
- 3. Respect LNIB history and culture;
- 4. Respect the land and all creatures within the Nlaka'pamux Territory;
- 5. Respect each Chief and Council member equally;
- 6. Respect various perspectives, opinions and beliefs;
- 7. Wisely use a variety of resources to achieve the LNIB established g o a l s.

Amended & Signed: September 13, 2016

1.4 MISSION STATEMENT

The Chief and Council, through the strength of its people and through the principles of cooperation and coordination, shall strive for a healthy and respected community. Therefore the Chief and Council is required to:

- Set an example of good conduct, citizenship and brotherhood within the community;
- 2 Uphold the laws of the community;
- 3 Establish and maintain a healthy, forward-looking community by providing quality governance with fair and equal representation for all Members;
- 4 Practice and promote cultural values;
- 5 Protect and manage all of the Lower Nicola Indian Band's resources;
- 6 Operate ina fair, honest and transparent manner.

2.0 LEADERSHIP

2.1 GOVERNING STYLE

The governing style of Chief and Council is to focus on leadership that will:

- 1. Ensure the sustainable future of LNIB;
- 2. Define a clear separation of Elected Leaders and Administration;
- Practice pro-activeleadership;
- 4. Emphasize accountability and transparency.

Inthis spirit, Chief and Council will:

- 1 Have a primary responsibility to make themselves available and accessible to all the membership of the Band, the staff and to fellow Chief and Council members in the performance of their duties and obligations;
- 2 Restrict its primary role to strategic planning and governance rather than day-today administrative matters;
- Direct, control and protect LNIB by carefully studying, reviewing and establishing LNIB policies;
- 4 Initiate policy and not merely react to staff initiative;
- 5 Ensure attendance at any meeting or event that requires the attendance of an Elected Official;
- 6 Value the role of the each member of Chief and Council and treat each with dignity and respect;
- 7. In public, speak with one voice, representing all Council members;
- 8 Respect and comply with all LNIB by-laws, codes, rules, regulations and policies;
- 9 Enforce self-policing when any member of Chief and Council strays from good governance and the policies contained in this Chief and Council Policy;
- 10 Chief and Council, regardless of whether they are the LNIB Council Representative or receive remuneration, are subject to all of this policy.

3.0 CODE OF CONDUCT

The Chief and all Councillors are expected to conduct themselves in an ethical, legal and professional manner. This expectation includes proper use of authority and appropriate and professional group and individual behaviour at all times.

3.1 AUTHORITY

Except as explicitly set forth in this policy and any other applicable LNIB policies, neither the Chief nor any Councillor shall attempt to exercise individual authority *over* the Lower

Amended & Signed: September 13, 2016

Nicola Indian Band, any other member of Chief and Council, the Executive Director or Band staff or any Band owned corporate entity.

Therefore:

- 1. Chief and Council must speak publicly with one voice;
- 2. Only Chief and Council as a whole has the authority to direct the Executive Director, except as noted in these and other applicable policies or laws;
- 3. Neither the Chief nor any Councillor has any authority to interact with the media or other such entities on behalf of Chief and Council regarding any issue or issues that affect or may affect LNIB without prior discussion of such issue or issues and approval by way of a valid Motion regarding such interaction;
- 4. Neither The Chief nor any Councillor will not make any judgment of the Executive Director's or staff performance unless that performance is assessed against explicit Chief and Council policies by the official process governing such performance;
- 5. The Chief and all Councillors will respect all documents and instruments signed by approved signing authorities acting on behalf of the Band, including, without limitation, valid Band Council Resolutions, valid Motions, contracts, purchases and payments. The Chief and all Councillors will also respect all approval procedures for such documents as established froln time to time;
- 6. Neither the Chief nor any Councillor may initiate any legal action or investigation against the Chief or any fellow Councillor without a valid Band Council Resolution;
- 7. Neither the Chief nor any Councillor may reduce the number of quorum of five (5) at any time;
- 8. Under no circumstances will the Chief and Council directly advise, instruct, direct or discipline staff, except through the Executive Director;

3.2 LOYALTY

The Chief and Council's ultimate loyalty is to the LNIB and its members. This loyalty supersedes:

- 1. Loyalty to any advocacy or special interest groups, and membership on other boards or staffs;
- 2. The personal interest of the Chief or any Councillor acting as an individual user of LNIB's programs and services.

Defamatory, inflammatory or false statements made by the Chief or a Councillor about LNIB or its operations will not be tolerated and will be subject to immediate disciplinary procedures.

Neither the Chief nor any Councillor will represent LNIB at anytime in a way that a reasonable person would understand may adversely affect the LNIB's public image or credibility.

3.3 CONFIDENTIALITY

Neither the Chief nor any Councillor will use or divulge to anyone any information acquired as a result of his/her role as Chief or Councillor for his/her own benefit or advantage or for the benefit or advantage of anyother Person.

Neither the Chief nor any Councillor will divulge any personal or other confidential information that is acquired as a result of his/her office which must be kept confidential in the best interest of LNIB as determined by the Council, acting reasonably, and Council will take all steps that are necessary to ensure that any such information is kept confidential.

The minutes, records or proceedings of any in-camera (closed to the public) Chief and Council meeting will be kept in confidence in accordance with this policy by the Chief and every Councillor attending the meeting.

Violations of Confidentiality by the Chief or any Councillor will not be tolerated and will be subject to immediate disciplinary procedures.

3.4 COMMUNICATIONS

Council communications will be guided by the following principles:

- 1. Deal with all persons in a fair, responsible and ethical manner and with honest, respectful communication;
- 2. Maintain close communications with the Membership regarding LNIB policies, programs and services;
- 3. Review, address and respond to all written correspondence received from membership in a timely manner.

3.5 REPORTING AND ACCESS TO INFORMATION

Chief and Council will report, on a quarterly basis or with such greater frequency as may be reasonably required, to the Membership on the LNIB's financial statements and LNIB administered programs and services. Subject to this Policy, Chief and Council shall permit LNIB members access, at all reasonable times, to the non-confidential minutes of Chief and Council meetings, LNIB bylaws and resolutions, the LNIB's approved annual budget, quarterly financial statements, audited financial statements and LNIB's administrative policies. Personal information about members will not be disclosed to any person except in

accordance with the LNIB's privacy laws and policies and, in the absence thereof, generally accepted privacy principles.

3.6 CHIEFAND COUNCILEMPLOYMENT AND SERVICE CONTRACTS

No Chief or Council member shall hold any paid administrative position within the LNIB operations with the exception of the appointed position of LNIB Council Representative. Chief and Council members are entitled to enter into professional service contracts with and as requested by Administration. This provision is meant to ensure that Band members who own their own businesses or may provide services to the Band are not penalized financially by committing themselves to Public Service. Each such contract must be approved by way of a valid Motion and Membership must be advised of each such contract at the next Band General Meeting.

3.7 CHIEF AND COUNCIL REMUNERATION POLICY

Amended & Signed: September 13, 2016

Chief and Council is bound by all Administration Policies where applicable, and all monies dispersed to any member of Chief and Council for remuneration or any member holding the LNIB Council Representative position are subject to all terms of the Chief and Council Remuneration Policy found in Appendix E.

3.8 ACCOUNTABILITY

Chief and Council is accountable to the LNIB membership for the performance of its duties and obligations.

The Chief and all Councillors must carry out their duties in good faith and with diligence, care and skill.

3.9 ENFORCEMENT

Chief and Council has the authority to make and enforce its own rules and penalties for the Chief or any Councillor(s) who are found negligent in carrying out (or failing to carry out) their duties or are otherwise in contravention of these policies.

4.0 COUNCIL ROLES AND RESPONSIBILITIES

4.1 GOVERNANCE

- 1. The Chief and Council's primary responsibility is to govern as one;
- 2. The Chief has limited additional roles including chairing meetings and being the spokesperson for Chief and Council. Individual Councillors, including the Chief, cannot make decisions on their own on behalf of Council or on behalf of LNIB:
- 3. The Executive Director is obligated to follow the direction of Chief and Council, but never obligated to follow the direction of the Chief or an individual Councillor acting alone.

Without limiting the generality of the foregoing, Chief and Council will govern with an emphasis on:

- 1. Collective leadership;
- 2. Acknowledgement of and appreciation for differing viewpoints;
- 3. Respect for the separate roles and responsibilities of Chief and Council and the administration; and
- 4. Sustainable development of the LNIB community.

Chief and Council is responsible for the interests of the Membership and the community as a whole and not special interest groups.

Chief and Council is responsible for the best interests of the LNIB membership regarding matters affecting LNIB's rights and LNIB's monies. In this respect, the LNIB's responsibility extends to Members who live away from the reserve territory.

4.2 CHIEF AND COUNCIL POWERS AND RESPONSIBILITIES

Chief and Council's powers and responsibilities include:

1. To make and approve laws, bylaws, regulations, rules, codes, directives, guidelines or other authorizations, standards, declarations, notices, requirements and

- directions;
- 2. To accept and approve funding agreements for programs and services;
- 3. To authorize the expenditure of LNIB program funds on behalf of and in the best interests of the LNIB membership;
- 4. To appoint the Trustee/Shareholder of any LNIB owned corporation by way of a valid BCR;
- 5. To provide the Trustee/Shareholder of any LNIBowned corporation with direction and monitor performance;
- 6. To schedule and conduct regular LNIB meetings;
- 7. To call and hold referendums;
- 8. To approve all LNIB policies and ensure that the Executive Director enforces them;
- 9. To approve new programs, services, including all job postings &job descriptions;
- 10. To communicate with the Executive Director in accordance with these regulations and other applicable LNIB policies;
- 11. To hire and dismiss the Executive Director, according to the procedures described in the Personnel Policy;
- 12. To approve rules governing Chief and Council's own procedure;
- 13. To support the Executive Director in decisions made in accordance with this policy and other LNIB policies;
- 14. To establish and maintain relationships with community membership;
- 15. To notify fellow Council members and/or the Executive Director and if required, the manager of any band owned entity or Shareholder on any meeting absences prior to meeting whenever possible;
- 16. To execute the Oath of Office, as amended from time to time, (Appendix A) within 10 days of being duly elected at an election or bi-election;
- 17. To be a resident in the Nlaka' pamux territories.

4.3 STRATEGIC PLANNING

Chief and Council recognizes the importance of strategic planning to the future of LNIB. Accordingly, Chief and Council will undertake the following:

- Establish and review the LNIB's vision, long and short term goals, objectives, policies, laws, bylaws, regulations and procedures related to LNIB's administrative programs and services and ensure that they are followed and implemented.
- 2. Ensure that all programs and services within its jurisdiction are being effectively administered, and that related policy guidelines, objectives, laws and regulations are followed.
- 3. Regularly review and approve LNIB's strategic plan.

4.4 FINANCE

With respect to LNIB's finances, Chief and Council's responsibilities include the following:

- Establish and maintain a detailed Finance Policy or Financial Administration Law;
- 2. Approve the LNIB's annual budget and individual budgets for all LNIB programs and services and approve a yearly Chief and Council Donation budget;
- 3. Approve funding arrangements with Aboriginal Affairs and Northern

 Development Canada as well as with other government departments for program funding that falls within the LNIB's jurisdiction, and for which the

Chief and Council has assumed responsibility;

- 4. Be fully accountable to the LNIB membership and to LNIB's funding agents and establish such policies that may be necessary to ensure financial accountability;
- 5. Appoint an independent auditor on an annual basis to audit the finances for LNIB.

4.5 CAPITAL PROJECTS

Chief and Council shall by way of a valid Motion and valid Band Council Resolution:

- 1. Adhere to the Comprehensive Community Plan for LNIB;
- 2. Review and approve capital budgets prior to commencement of projects and
 - a. Approve any new capital or infrastructure projects for LNIB only insofar as they pertain to required or basic needs of the Membership and
 - b. Seek and obtain the Memberships' support for all other major capital projects.

4.6 AGREEMENTS (NonAdministrative)

Chief and Council shall ensure that all contracts and agreements to which LNIB is a party are carried out according to their terms.

All contracts, agreements, documents or any instruments requiring execution on behalf of LNIB will be signed by the LNIB Chief and Council, except as provided under this Policy or other applicable signatories on behalf of the LNIB council.

4.7 OTHER GOVERNMENTS

Chief and Council shall:

- 1. Subject to these policies, liaise with all levels of government and government agencies and departments on all matters affecting LNIB:
- 2. Represent the LNIB's interests and the concerns of its members at meetings and conferences and report back to the Membership on key issues and concerns raised at these meetings and conferences.

Chief and Council has the discretion to delegate non-decisional authority to designated bodies at the regional, provincial and national level, to speak on behalf of the LNIB community on matters pertaining to LNIB's interests.

4.8 CHIEF AND COUNCIL MEETINGS

Chief and Council shall conduct its meetings in accordance with the procedures in Appendix B of this Policy and any other LNIB Policies that may apply.

4.9 PORTFOLIOS

Chief and Council may establish portfolios whereby an individual Councillor will be delegated a specified area of Chief and Council's jurisdiction or a Band department. Portfolio holders will be responsible to acquire a sound knowledge and understanding of

that jurisdiction or department, meet with staff to discuss key issues concerning that jurisdiction or department and, report on a monthly basis to Chief and Council. Portfolio holders shall at no time direct staff.

4.10 CHIEF'S ROLE

The Chief is responsible for providing leadership to the Council and ensuring the integrity of Chief and Council's internal processes is preserved such that Chief and Council behaves consistently with its own rules and those rules legitimately imposed upon it by persons having jurisdiction to do so.

Accordingly, the Chief:

- 1. Is the first among equals, which means the position has no exclusive decision- making powers;
- 2. Speaks on behalf of Chief and Council or the Lower Nicola Indian Band only in so far as any communication is not inconsistent with the decisions, valid motions and valid Band Council Resolutions and has been agreed to by way of a valid Motion, or may delegate this authority by way of a valid Motion;
- 3. Signs documents on behalf of Chief and Council or the Lower Nicola Indian Band only in so far as any documentation signed is not inconsistent with the decisions, valid Motions and valid Band Council Resolutions and has been agreed to by way of a valid Motion or may delegate this authority by way of a valid Motion;
- 4. Chairs LNIB Band General Meetings if she/he is in attendance;
- 5. Represents LNIB at ceremonial and other special functions or may delegate this authority by way of a valid Motion;
- 6. Chairs the Chief and Council meetings if she/he is in attendance and ensures that the meetings are conducted in an orderly and business-like manner;
- 7. Ensures that all meetings and deliberations involving Chief and Council and Members will be fair, open, thorough, and orderly and allocated the appropriate amount of time keeping in mind the other matters before Council. If the Chief is unable to carry out these responsibilities, she/he shall relinquish the chair to another Councillor at that meeting;
- 8. Shall ensure that the meeting content will be limited to those issues that, according to Chief and Council Policy, clearly fall exclusively within Chief and Council's jurisdiction and not the Executive Director's;
- 9. Maydelegate to another Councillor any of his/her roles and responsibilities if agreed to by a valid Motion;
- 10. The Chief may occupy a designated office at the LNIBAdministration offices only. In order to avoid a perceived conflict of interest, at no time shall the Chief occupy any other office at any other location including any other LNIB Departmental Building or any LNIB owned entity building.

4.11 REASONS FOR DISQUALIFICATION AND REMOVAL

Notwithstanding section 3.10, the Chief or any Councillor is disqualified from holding his/her office and will immediately relinquish his/her position as the Chief or Councillor, if the Chief or Councillor:

- 1. Is absent from two (2) consecutive Chief and Council meetings without proper authorization and reasonable cause;
- 2. Is absent, in one year, from four (4) Chief and Council meetings without proper

Page **12** of **32**

- authorization and reasonable cause;
- 3. Uses his/her influence in contravention of Section 3.5;
- 4. Uses confidential information for his/her or others benefit in contravention of Section 3.6;
- 5. Exceeds authority, violates or contravenes section 4.7;
- 6. Is convicted of an indictable offence while in office;
- 7. he/he dies or resigns;
- 8. If she/he is found to be a physically or mentally incompetent person or becomes of unsound mind.

The Chief or any Councillor may be disqualified if she/he becomes aware that either the Chief or any other Councillor is acting or has acted in a manner that constitutes grounds for disqualification under section 4.11 and she/he fails to notify Council of such actions within a reasonable period of time.

If it appears that the Chief or any Councillor is disqualified under section 4.11 and is continuing to act in his/her capacity as the Chief or as a Councillor, in addition to all available remedies, any Member may file a complaint under section 8.0.

If the Chief or any Councillor is removed from Office under this Policy she/he will be ineligible to run for either Chief or Council in the next election or by-election.

4.12 PENALTIES FOR CHIEF AND COUNCIL

Any member of Chief and Council who commits any <u>substantial</u> transgression or who has committed a violation under Section 4.11may be subject to a penalty imposed by way of a valid Band Council Resolution. Such penalties are limited to:

- 1. Suspension from all Chief and Council activities with or without pay or honorarium for a period of up to one (1) month;
- 2. Suspension from all Chief and Council activities without pay or honorarium for a period of up three (3) months;
- 3. Removal of all or certain appointments;
- 4. Removal from Office;
- 5. Any decision of Chief and Council under Section 4.12 must be reported to the people of Lower Nicola Indian Band as soon as is reasonably possible.

4.13 REPLACEMENT UPON REMOVAL FROM OFFICE

In the event that the Chief or another Councillor is removed from office pursuant to section 4.12, Chief and Council will call an election by way of a valid Band Council Resolution if the time to the next election is greater than twelve (12) months to replace that Chief or Councillor within thirty (30) days of the date of removal to replace that Chief or Councillor.

4.14 VACANCY

Where there is a vacancy or vacancies on Chief and Council, the remaining Chief and Councillors may continue to exercise all the powers of Chief and Council until a new Chief or Councillor is elected, so long as a quorum of Chief and Council remains in office.

5.0 COUNCIL ORIENTATION

Amended & Signed: September 13, 2016

5.1 CORE PURPOSE

The purpose of orientation is to acquaint the Chief and each Councillor with the LNIB community, the Council, and the obligations and responsibilities of the Chief and each individual Councillor. Orientation will be an ongoing process.

5.2 ORIENTATION TO LOWER NICOLA INDIAN BAND

Orientation to LNIB will include the following:

- 1. The broad general scope of LNIB, including Chief and Council's purpose, vision, values, history, programs and services of the Chief and Council.
- 2. The roles, responsibilities, relationships and structure of all levels of the LNIB's operations including Chief and Council and all band owned entities.
- 3. Lower Nicola Indian Band service agreements.

An initial orientation should be done before the first Chief and Council meeting. It shall cover the above information, and the past or incumbent Chief (as the case may be) will review the Chief and Council information while the Executive Director will review information about the operation of the LNIB's administration. Outgoing Chiefs and Councillors will act honestly and in the best interest of LNIB for the purpose of assisting the new Chief and Council in the orientation process and to facilitate the transition between Councils and Councillors.

5.3 ORIENTATION TOTHE COUNCIL

Orientation of the Council will be done before or at the first meeting of the new Chief and Councillors. A discussion of relevant topics will help re-orient incumbent Councillors and introduce the new Chief and Councillors to the operation, roles and responsibilities of Council. Supporting information will be distributed at this meeting together with the LNIB Chief and Council Policy.

Orientation will focus on four areas:

- 2. The importance of the Council and its contribution to meeting the needs of LNIB's membership;
- 2. A review of the Chief and Council Policy and all appendices to such;
- 3. A review of the current LNIB Departmental budget;
- Council's relationship with other organizations, groups andgovernment.

6.0 UNITY OF CONTROL

Only decisions of the Council acting as one are binding on the Executive Director. The Executive Director's Responsibilities are detailed in Appendix C.

Accordingly:

- Decisions or instructions of the Chief or individual Councillors are not binding on the Executive Director, except in rare situations when the Chief and Council specifically authorizes the exercise of such authority by way of a valid Motion.
- 2. If the Chief or an individual Councillor requests information or assistance without Council authorization, the Executive Director can refuse those requests that require (in the reasonable opinion of the Executive Director) a material degree of staff time or funds, or are disruptive to the Executive Director's other

Page **14** of **32**

- responsibilities.
- 3. All requests from individual Chief or Council members for information must be made in writing. Personal information about other Band members will not be disclosed except in accordance with the LNIB's privacy policies and, in the absence of which, generally accepted protection of privacy measures.
- 4. Except as provided in this LNIB Chief and Council Policy or other LNIB policies, the Executive Director is the Chief and Council's only link to administrative activities and conduct.

Therefore:

- 1. Chief and Council will never give instructions to persons who reportdirectly or indirectly to the Executive Director.
- 2. Chief and Council will refrain from evaluation, either formally or informally, of any staff other than the Executive Director.
- With respect to the treatment of paid and volunteer staff, Chief and Council and the Executive Director will operate within the guidelines of the LNIB's Personnel Policy.

7.0 PROPERTY OF CHIEF AND COUNCIL

Exiting members of Chief and Council are not entitled to remove any files, documents, papers, equipment, or any other items which has been provided to him/her by the Chief and Council or its affiliated departments and committees. All such items remain the property of LNIB.

8.0 COMPLAINTS AND DISPUTE RESOLUTION PROCEDURE

Any LNIB member who believes that a member of Chief and Council or the Executive Director are not following the regulations contained in this policy can direct his or her concerns in writing (and in person if she/he so requests) to the LNIB Chief and Council. The Chief and Council shall respond to the complainant within 15 working days.

9.0 POLICY REVISIONS

From time to time, the sections in the Chief and Council Policy may require revision. Chief and Council will review this policy on a regular basis. Amendments to policy will be made by way of a valid Motion.



OATHOFOFFICE



We, the Chief and Council of the Lower Nicola Indian Band, hereby declare that we have been elected as Chief or Councilor of the Lower Nicola Indian Band and do declare that:

- We are of Nlekepmx ancestry;
- We will faithfully perform the duties of our office with dignity and respect for others and strive to earn the respect of others;
- We will not allow our business or personal affairs to influence our decision making and we will always consider the best interests of the community when making a decision;
- We will uphold the laws of the Band as approved by Band Council and as learned from general meetings and at large from the Band Members, Elders and Youth;
- We will strive to preserve and enhance our culture and heritage and strive to maintain a proper place for our Band Members in society;
- We will resign from our elected position whenever we have been found to be in contravention of the Band's election rules and Chief and Council Policy or of this Oath of Office;
- 7. We will not abuse the consumption of alcohol or drugs while a member of Band Council.

This oath is in addition to all duties/obligations imposed on us by any applicable law.

SWORN at or near the City of Merritt, BC on Date	} } Chief }
	} Councillor }
	Councillor }
{A Commissioner for taking Affidavits In the Province of British Columbia)	Councillor }
	Councillor
Witness	} Councillor }
Witness	} Councillor
	}

POLICY FOR THE CONDUCT AND CONTENT OF CHIEF AND COUNCIL MEETINGS

1.0 MEETINGS OF THE COUNCIL

- 1. Chief and Council will collectively schedule regular meetings in the LNIB community and convene a quorum of Chief and Council not less than twice per month to conduct its business. Furthermore, Chief and Council meetings shall not have an interval of greater than one (1) month unless approved by way of a valid Motion.
- 2. Chief and Council will hold its first meeting within seven (7) days immediately following an election and set a schedule of meeting dates for the following term by way of a valid Motion.
- 3. The Chief and each Councillor will receive adequate notice in writing of the date, time and location of any changes to Chief and Council meeting dates and other meetings which Chief and Council is expected to attend.
- 4. The Chief or any Councillor may call an emergency meeting of the Council to discuss important business which cannot wait until the Council's next regular meeting.
- 5. The Chief and each Councillor will attend all Chief and Council meetings and follow all approved meeting procedures.
- 6. Each member of Chief and Council shall give regular reports to the Council on her/his Council activities.
- 7. If absent, the Chief or Councillor must provide legitimate reasons for his/her absence, including: illness, weather, LNIB related travel or meetings, and family emergency; and this absence will be recorded in the minutes.
- 8. If the Chief or any Councillor is incapacitated for health reasons or cannototherwise be contacted, Chief and Council has no obligation to contact the absent Chief or Councillor and may make decisions without that absent Chief or Councillor during the period of incapacity provided all other Chief and Council procedures, including rules governing quorum, are followed.
- 9. Neither the Chief nor any Councillor may be absent for more than two (2) consecutive duly convened meetings without being so authorized by way of a valid Motion.
- 10. If the Chief or any Councillor is absent from two (2) consecutive duly convened meetings without authorization, they will be disqualified and removed from their Council office immediately.
- 11. If the Chief or any Councillor leaves a Chief and Council or Band General Meeting except in the case of a legitimate reason including illness or family emergency and without being so authorized by way of a valid Motion, the Chief or Councillor will be deemed absent without authorization from the entire meeting and this absence will be recorded in the minutes.
- 12. All Chief and Council Meetings and Band General Meetings may only be adjourned by way of a valid Motion.
- 13. The Chief or any Councillor may attend a meeting by way of teleconference.

2.0 QUORUM

- A quorum for a duly convened Chief and Council meeting is five (5) members of Chief and Council in good standing.
- Passing of valid Band Council Resolution or valid Motion requires a majority vote at a duly convened meeting.
- If a quorum is not present within one (1) hour of the time appointed for the meetings, the names of the Member(s) present will be recorded and the Chief and Council will adjourn all matters until the next meeting.

3.0 CHIEF AND COUNCIL DECISIONS

- 1. Band Council Resolutions shall be presented and signed at a duly convened Chief and Council meeting.
- 2. All valid Band Council Resolutions and valid Motions are considered immediately accepted and enforceable.
- 3. All Councillors present shall vote unless they abstain due to a conflict of interest.
- 4. Council shall attempt to seek consensus whenever p o s s i b l e.
- 5. On every vote taken, Councillors shall declare their vote by a show of hands unless a secret ballot is requested.
- 6. On every vote taken, the Chief or any Councillor may request the recording secretary note their vote, regardless of whether it is a vote in favour of or a vote against the proposed Band Council Resolution or Motion and the reasons for the Chief or Councillor's vote.
- 7. Any member of Chief and Council may withdraw their support of any valid Band Council Resolution or valid Motion. The period of time for this withdrawal extends only to the next duly convened Chief and Council meeting. The withdrawal may only be done during the next Chief and Council meeting and must be done in writing with reasons for withdrawal. Any and all communication and reasons for withdrawal must be directed only to the Chief and Council table and to the Executive Director. The Chief and Council may then if required revisit the decision.
- 8. No vote on a Motion or Band Council Resolution may be made in -camera.

4.0 ORDER OF BUSINESS AT REGULAR MEETINGS

The order of business at Chief and Council meetings shall be:

- 1. Adoption of the Agenda with any additions by way of a valid Motion;
- 2. Presentations from individual LNIB members or groups;
- 3. Reading, correcting and adopting the minutes of the previous meeting;
- 4. Unfinished business from the previous meeting;
- 5. New business;
- 6. Presentation and reading of correspondence;
- Presentations and consideration of reports and petitions;
- 8. Adjournment by way of a valid Motion.

5.0 MINUTES

- 1 Chief and Council will retain minutes of all Chief and Council and Band General Meetings. The Executive Director shall appoint a member of staff to take the minutes at each meeting.
- The minutes of Chief and Council Meetings and Band General Meetings shall be made available to Membership following their adoption at the next regular meeting. The Executive Director will instruct administration staff to provide copies of minutes. to Members upon request.
- 3 Personal information about LNIB members or LNIB staff will not be disclosed in

- accordance with generally accepted protection of privacy measures unless otherwise agreed to by the Member or LNIB staff and approved by way of a valid Motion.
- 4 Chief and Council must file the minutes of in-camera meetings in a secure place. The Chair of the meeting or a Council member designated will be responsible for the taking of these minutes.
- No member of staff or membership or the public may take part in in-camera meetings unless they are a party to the subject of the in-camera meeting.

6.0 MEMBERSHIP ATTENDANCE AND PARTICIPATION IN COUNCIL MEETINGS

- 1. Band General Meetings will be held on the last Monday of each month. In the event that there are exceptional circumstances such as the passing of a community Member, the Band General Meeting shall be rescheduled for the following Monday.
- 2. Except for meetings held in-camera and discussions that deal with personal information or that the Chief and Council considers confidential or is otherwise protected under generally accepted Privacy law, regular Chief and Council meetings are open to all Members to attend.
- 3. Any Member who wishes to speak to an issue must first be recognized by the Chair.
- 4. No Member will be excluded or removed from a Chief and Council or a Band General Meeting except for conduct deemed disruptive by Chief and Council.
- 5. Chief and Council will refrain from having management staff attending Chief and Council meetings where and whenever possible to be mindful of overtime issues.

7.0 AGENDA

- 1. The Executive Director will prepare an agenda for each meeting.
- 2. The agenda lists the order of items to be discussed and resolutions to be considered.
- 3. The agenda and all documents pertinent to the meeting including:
 - a) minutes of the previous meeting;
 - b) Briefing Notes;
 - c) proposed Band Council Resolutions;
 - d) proposed Motion requests;
 - e) correspondence to be reviewed by Chief and Council;
 - f) any additional information and

will be distributed 2 business days in advance to ensure that the Chief and all Councillors have an opportunity to properly prepare for the meeting.

8.0 ADDITIONS TO AGENDA

If a quorum is reached but not all Councillor Members are present at a meeting at which a proposal is made to add a matter to the agenda, Chief and Council may add the matter to the agenda for consideration by way of a valid Motion and a decision may be made on that matter.

EXECUTIVE DIRECTOR RESPONSIBILITIES

1.0 GENERAL RESPONSIBILITIES

The Executive Director will be responsible for the day- to-day operations of LNIB. This includes:

- 1. The implementation of LNIB's policies, programs and services that have been approved and ratified by Chief and C o u n c i l.
- 2. All other responsibilities specified or delegated by Chief and Council.

2.0 OPERATIONAL PRACTICES

When performing his or her duties, the Executive Director will not engage in, cause or allow any practice, activity, decision or organizational situation which is unlawful, imprudent, violates the commonly accepted business and professional ethics or adversely impacts the reputation of LNIB.

The Executive Director will not use or divulge to any person information acquired as a result of his/her role as Executive Director for his/her own benefit or advantage or for the benefit or advantage of any other person.

3.0 DELEGATION

While Chief and Council are ultimately accountable for the performance of the LNIB, it must, to the greatest extent possible, be free from involvement in the day-to-day operations of the LNIB administration. Chief and Council therefore supports the principle of delegation of administration of both day-to-day operations and staffing to the Executive Director.

4.0 STAFFING AND STAFF POLICY DEVELOPMENT

To promote the utmost performance, Chief and Council will delegate staffing and staff policy development to the Executive Director. These policies must guide the Executive Director and staff. Within the limits of these policies, the Executive Director will establish and maintain:

- Administrative policies and procedures that ensure operational and administrative control, efficiency and consistency and make them available to all staff;
- 2. A procedure that limits conflicts of interest to ensure openness, equal opportunity, and equal access to otherwise "inside" information.

The Executive Director will be responsible for:

- 1. Ensuring staff job descriptions meet administrative needs;
- 2. Ensuring new staffing positions are implemented as required and fall within current budgetary constraints that have been approved by Chief and Council as per Section 4.2.9.

5.0 FINANCIAL MANDATE

With respect to planning financial matters, the Executive Director will adhere to the Finance Policy and will not depart from Chief and Council's stated strategic goals or jeopardize the fiscal standard of Chief and Council or the Lower Nicola Indian Band. Thus, the Executive Director will ensure:

- 1. That accounting and reporting systems are consistent with generally accepted accounting principles (GAAP);
- 2. That the expenditures in any fiscal year do not exceed the operating funds that are projected for that period;
- 3. That an annual budget is presented to Chief and Council for approval before the end of each fiscal year;
- 4. That the financial reports are reviewed with Departmental Managers monthly;
- 5. That consolidated financial statements are presented quarterly to Chief and Council, and to Band Membership at Band General Meetings.

6.0 FINANCIAL ACTIVITIES AND CONTROL

The Executive Director will oversee LNIB's finances in a sound, responsible and prudent manner to limit risk to LNIB and ensure the proper allocation of funds. Thus, the Executive Director will ensure not to:

- 1. Commit nor expend more funds than have been provided for in a duly approved budget without prior approval from Chief and Council;
- 2. Cause LNIB's liabilities to exceed the levels provided for in a duly approved budget;
- 3. Commit any long term reserves without authorization;
- 4. Make a single purchase or financial commitment of greater than \$5,000.00 that is not contained in the annual budget without prior approval from Chief and Council;
- 5. Signs documents on behalf of Chief and Council or the Lower Nicola Indian Band that are not consistent with the decisions, valid motions and valid Band Council Resolutions of Chief and Council;
- 6. Acquire, encumber, sell, transfer or otherwise dispose of assets and real property which exceeds \$2,000.00 in value without valid Band Council Resolution.

7.0 EXECUTIVE DIRECTOR AND POLICIES

The Chief and Council will instruct the Executive Director through written policies that describe the goals to be achieved and situations and actions to be avoided. The Executive Director will interpret these policies in a prudent, ethical and reasonable manner consistent with LNIB's vision, values and strategic plan. Therefore:

- 1. The Executive Director will take all actions and develop all activities that are consistent with Council'sapproved policies;
- Chief and Council will respect the Executive Director's choices and decisions if a
 policy is absent, provided the Executive Director acts in accordance with this
 Policy;
- 3. Through a valid Band Council Resolution, the Chief and Council may rescind any area of the Executive Director's authority at any time;
- 4. The Executive Director will inform the Chief and Council immediately in writing if the Chief or any Councillor attempts to direct or influence the Executive Director to contravene any part of the Chief and Council Policy;
- 5. When any other LNIB policy has been contravened, the Executive Director will inform the Chief and Council immediately in writing, upon becoming aware of the contravention;

- 6. The Executive Director, by reporting all contraventions to the Chief and Council, guarantees that no contravention is intentionally kept from Chief and Council;
- 7. The Executive Director will also report contraventions of policy to the Chief and Council as part of their normal reporting;
- 8. The Executive Director's may only delegate his/her responsibilities with the consent of Chief and Council by way of a valid Motion.

8.0 ASSET PROTECTION

The LNIB's assets must be properly cared for, including property, equipment, membership lists, and computerized data. The Executive Director is responsible for adequately maintaining the assets and protecting them from unnecessary risks. To this end the Executive Directorwill:

- 1. Ensure all equipment is maintained adequately, reasonablewear and tear excepted;
- 2. Make purchases with consideration of a balance between cost and long-term quality;
- 3. Not knowingly place information and files at risk of loss or significant damage;
- 4. Arrange for all risks insurance coverage for the LNIB's property in an amount as deemed appropriate.

Amended & Signed: September 13, 2016 Page 22 of 32

CHIEF AND COUNCIL REMUNERATION POLICY

The purpose of the Chief and Council is to provide the members of the Lower Nicola Indian Band with proficient leadership, positive role models and a unified Chief and Council.

- 1. All members of Chief and Council are entitled to receive remuneration at a rate to be established prior to the beginning of each fiscal year subject to the budgetary limits as set forth in the annual budget submitted by the Executive Director and subject to other provisions as specified elsewhere in this policy.
- 2. Such remunerations are intended to cover costs related to travel, meals, babysitters, etc. while Chief and Council members are performing their duties in the LNIB territory.
- 3. Subject to the annual budget, members of Chief and Council may each be entitled to a total spending allowance of \$200.00 per fiscal year on matters related to Chief and Council business.
- 4. All amounts paid directly to or on behalf of Chief and Council as elected members of Council will be reported to Membership on an annual basis.

Acceptable spending allowance usage includes:

- 1 Expenditures for publicrelations;
- 2. Expenditures which exceed the LNIB Administration Travel Policy but are reasonable and avoid excessive spending or conflict of interest.

The spending allowance is subject to the following restrictions:

- Donations (Donations are to follow the Lower Nicola Indian Band Donations Policy Appendix G);
- 2 No expenditures are allowed for contributions to any election;
- Receipts and appropriate claim forms must be submitted and are subject to review by Chief and Council;
- 4 This allowance in not transferable;
- 5 All unused portions of this allowance are not redeemable.

APPLICATION OF PERSONNEL POLICY

The LNIB Administration Travel Policy is applicable to all members of Chief and Council; however Council members may not claim mileage to sign cheques, attend meetings of Chief and Council or Band General Meetings or departmental or committee meetings when such meetings are held on the Shulus Indian Reserve #1. Chief and Council travel must be approved prior to travel by way of a valid Motion and all advances or travel claims must be processed as per the LNIB Administration Travel Policy.

FULL TIME CHIEF AND COUNCIL REPRESENTATIVE

- 1. Within twenty-one (21) days after a full election of Chief and Council, the position of Full-Time Chief and Council Representative must be filled. This position shall be named the LNIB Council Representative.
- 2. The position of LNIB Council Representative is deemed an appointed position by Chief and Council and not to be considered a contractual position or position of employment with the Lower Nicola Indian Band.
- 3. In order to avoid a perceived conflict of interest, the LNIB Council Representative shall occupy a designated office at the LNIB Administration offices only. At no time shall the Representative occupy any other office at any other location including any other LNIB Departmental building or any LNIB owned entity building.
- 4. The Chief or any Councillor may apply for the position of LNIB Council Representative by way of submitting their resume with an attached cover letter to the Executive Director within seven (7) days after the election.
- 5. The Executive Director will make sufficient copies of each applicant's resume and cover letter for all members of Chief and Council.
- 6. At a duly convened Chief and Council meeting, during an in-camera session, resumes for the position will be distributed and all applicants for the position will be interviewed individually by Chief and Council.
- 7. Each applicant will be judged on the following criteria:
 - a. Prior experience on Chief and Council;
 - b. Experience working in a Band office or a First Nations organization, c. Knowledge of LNIB Policies;
 - d. Knowledge of First Nations business practices, Title and Rights, and First Nations Governance;
 - e. Communication skills, both oral and written.
- 8. Chief and Council will, after interviewing each applicant and by way of a valid Motion, name the successful applicant and the successful applicants' appointment to the position will begin as soon as agreed upon.
- 9. The successful LNIB Council Representative will be responsible for all duties in the detailed job description.
- 10. The successful LNIB Council Representative's performance of their duties will be evaluated by Chief and Council, with input from the Executive Director, during an incamera meeting at a duly convened Chief and Council Meeting every six (6) months.
- 11. In the event that the LNIB Council Representative is not able to carry out their duties due to:
 - a. Illness or injury;
 - b. Family emergency;
 - c. Any penalty imposed upon the LNIB Council Representative under Section 4.12 of the Chief and Council Policy or
 - d. A valid Motion of non-confidence is passed.

The position shall be deemed vacant and within twenty-one (21) days of the day of vacancy the position shall be filled again following the preceding Sections 2 through 7 inclusive.

12. The LNIB Council Representative is entitled to receive remuneration at a rate to be established prior to the beginning of each fiscal year subject to the budgetary limits as set forth in the Chief and Council Remuneration Budget (Appendix H) and subject to Amended & Signed: September 13, 2016 Page 24 of 32

- other provisions as specified elsewhere in this policy.
- 13. The LNIB Council Representative is not entitled to receive both the general remuneration paid to Chief and Council and the remuneration paid for the position of LNIB Council Representative in the same period.
- 14. There is no provision in this position for sick days or any other type of personal leave days. Vacation pay will be paid at the base honorarium rate.

APPENDIX F

LOWER NICOLA INDIAN BAND DONATIONS POLICY

The Lower Nicola Indian Band is committed to providing support in the creation of a healthy community by providing financial assistance to Lower Nicola Indian Band Community Members and/or Community Groups.

Donations are one of the methods that will be promoted by the Lower Nicola Indian Band to recognize and encourage individuals and or groups committed to the premise of developing a healthy community through cultural, educational, recreational or social activities. This Policy is also is also intended to assist Band members in emergency or crisis situations.

The Lower Nicola Indian Band receives a number of requests from members and community groups throughout the year for donations and sponsorship. Having a framework for the assessment of applications ensures:

- a. transparency and accountability to the community,
- b. an unprejudiced assessment of each application or request received, and
- a standard process for applicants to follow when requesting emergency aid or donations.

Assessment Criteria

Donation requests for specific projects and events will only be considered under the following categories:

- a. Cultural and or Language Activities
- b. Recreational and sporting events or fees
- c. Personal development
- d. Special Circumstances or Emergency Needs
- e. Eider's Assistance
- 1 The perceived benefit of the event or activity to the individual or group making the application will be evaluated.
- 2. Additional funding requests or donations from other sources will be confirmed.
- 3. Previous funding requests; individuals or groups will only be considered for a donation or sponsorship once per year.
- 4. Requests for personal use such as; hydro bills, car insurance, personal loans, etc. will not be considered.
- 5. Individual or Group contribution to the costs by way of fundraising activity or other efforts will enhance the application.
- 6. As part of the approval process, individuals or groups may be requested to submit receipts or financial statements of activities utilizing the Lower Nicola Indian Band Donation Fund.
- 7. Applicants will be informed in writing of the Chief and Council decision and reasons regarding the decision will be clearly outlined.
- 8. All decisions for financial assistance through the Donations Policy made by the Chief and Council are done by way of a valid Motion and deemed final.

Application Process

- 1. All applicants must complete a Lower Nicola Indian Band Donation Fund Application.
- 2. The application must include a summary or copy of all expenditures or fees that are required for their participation in the event that they are applying for a donation.
- 3. Applications should be submitted at least one month in advance of the event or activity so the necessary steps to determine the eligibility for donation can be determined.
- 4. Exceptions may be made in emergency situations.

Donation Fund Value

- Applicants can apply for a maximum of a \$250.00 individual donation or a team or organization can apply for a donation to a maximum of \$800.00.
- Assistance for extenuating or emergency circumstances for transportation costs, accommodation and meals for emergencies may be approved, subject to costs not being covered by other departments. Travel costs will be based on the LNIB Administration Travel Policy rates.

Lower Nicola Indian Band Donation Fund Application

Name of Individual or Organization:	
Address:	
Telephone #:	Cell #:
Email:	Band #:
Reason for applying for funding or donation: (Ple sources, attach additional pages if required)	ease note any fund-raising or personal contribution from yourself or other
Have you applied for any funding/ donation in the past year?	If you have applied for any funding/donation in the past year please give details.
Yes No	
Have you confirmed that you are not eligible for funding or assistance from any other source?	Amount of funding/donation requested:
Yes No	
Signature:	Date:
CHIEF AND COUNCIL DECISION	
Date Received:	Date presented to Chief and Council:
Application Approved:	Application Approved in Amount of: \$
Yes No Receipts Required:	Signature of Council Chairperson:
Yes No	
If Application not approved, reason(s):	

Implementation April 1, 2012

- The 2012-2013 Chief and Council Remuneration is to include both an honorarium as an
 elected official of the Lower Nicola Indian Band and an hourly rate for attendance at Council
 and membership meetings, and other meetings that the Chief or Councillor has been
 appointed by a majority of a quorum of Chief and Council to represent LNIB.
- 2. There will be no honorarium for training or for attendance at conferences unless an honorarium is offered by a third party for participation.
- Any conference or meeting participation honorarium will be paid at the normal hourly rate up to the amount of the third party payment, and third party payment will be reimbursable to LNIB.
 2012-2013 Chief and Council Budget Details
- 1. Councillors who are not full-time (hereinafter referred to as "Councillors in regular time"), are required to file a quarterly report (to be submitted at the end of March, June, September and December) outlining the activities that they were engaged during that period.
- 2. For improved accountability, Full-time Chief and Full-time Councillor are required to file and prepare a monthly report on meetings, events and activities that they participated, including the date, duration of time, and purpose or nature of the meeting or engagement.
- 3. Honorarium for Councillors in regular time (not full-time):
- 4. Councillors in regular time will be paid the honorarium in the amount of \$1,650.00 per month.
- 5. Lower Nicola Indian Band Council will no longer have the half-time Councillor position. Instead, this Councillor position will be paid the same amount as a Councillor in regular time (\$1,650 per month) plus time spent in tasks assigned by Chief and Council, at the rate of \$25.00 per hour, for which the Councillor is required to file a claim for payment, which must include a time sheet with details of the meetings attended or tasks assigned by Chief & Council.
- 6. Honorarium for full-time Councillor position:
- 7. We suggest that a full-time Councillor be paid a base honorarium payment of \$1,000.00 per month plus an additional amount based on an estimate of time on a rate of \$25.00 per hour per meeting, based on 7 hours per day, 5 days per week, and 52 weeks per year. Based on this model, the full-time Councillor will be paid a total of \$57,500.00 per year (rounded to \$4,800.00 per month).
- 8. Honorarium for Full-time Chief position:
- 9. The current annual amount of honorarium paid to full-time Chief of \$80,0000 be reduced to \$72,000.00
- 10. Effective date of this update of Honorarium Policy; Sert 21, 2014
- 11. This policy is effective October 1st, 2014.
- 12. Payments to Chief and Council for hourly pay will be paid on the 15th day of the following month for time recorded on timesheets. A signed timesheet must be submitted to the Executive Director by the 5th day of the following month in order to receive hourly compensation to be paid by the 15th monthly.
- 13. Cell phones are considered a required communications tool of the elected officer, and will be provided under LNIB's account to accommodate reasonable business usage, at LNIB Administration discretion. Alternate arrangements for Chief or Councillor personal cell phones will be acceptable by a valid Motion.
- 14. No meeting payment will be made for any absence, including illness, vacation, or family obligations. No honorarium will be made for vacation periods taken away from LNIB territory.
- 15. Subject to the annual budget, members of Chief and Council may each be entitled to a total

spending allowance of \$200.00 per fiscal year on matters related to Chief and Council business.

16. When a meeting is scheduled, and quorum cannot be met, Chief and Council members that attended shall be compensated with 2.5 hours of time to their timesheets.

This update of the Honorarium Policy of LNIB Council is based on the recommendations of the committee established by Chief and Council at the meeting of September 16th, 2014, comprised of Chief Aaron Sam, Councillor Robert Sterling Jr., and Helder Ponte, Executive Director of LNIB, presented at the Chief and Council meeting of September 25th, 2014.

Group Benefits

Elected officials will be insured for the duration of their term of office at LN IB cost for:

- 1. Life insurance,
- 2. Accidental death and dismemberment,
- 3. Long-term disability.

Optional coverage: Elected officials may be insured at own cost (50%) and LNIB cost (50%) for extended medical coverage as provided by the LNIB group insurance provider. This optional coverage is available for all members or none / individual eligibility.

All insurance coverage is subject to the terms of the LNIB group insurance contract.

Amended & Signed: September 13, 2016 Page 30 of 32

Lower Nicola Indian Band Chief and Council - Appointed Full-time -Service Hours

Name:	Month of:

Date	Total Hours Worked (maximum of 7)	Date	Total Hours Worked (maximum of 7)
1		17	
2		18	
3		19	
4		20	
5		21	
6	The second section of the second seco	22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		Total for Month	

In accordance with the Lower Nicola Indian Band Chief and Council Remuneration Policy and my Oath of

Office, I ______ submit this timesheet and attest to its accuracy.

Signature ______ Date

Lower Nicola Indian Band

Chief and Council – Meetings – Hours

Date	Meeting Purpose	Total Hou
		1 14 17 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1,735,434		
ere di Serie di A		
14.33.93.13 33.93.13		
47.60 13.417	마시 하는 사람들은 사람들이 되었다. 그는 사람들에 발표를 발표하면 되었다. 	
	Total Hours (maximum 40	hours)
		The state of the s
وترسوني ليان المناف	dance with the Lower Nicola Indian Band Chief and Council	Dominosation Bolicy an
Oath of	dance with the tower Nicola mulan band ther and Council	remuneration roncy an
m èës i	en e	Anna Sala and Sala an
Office, I accuracy		timesheet and attest to
	•	