



**MATACHEWAN FIRST NATION  
GOVERNANCE AND ADMINISTRATION CODE**

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## **MFN GUIDING PRINCIPLES**

The following principles are intended to guide Matachewan First Nation (MFN):

MFN makes collaborative, informed decisions to develop effective governance practices that serve the best interests of their Membership;

MFN adopts a unique governance model that reflects community standards, respected and followed by all;

MFN elected officials and Employees are guided by the principles of transparency, knowledge, collaboration, effectiveness, responsiveness, bravery, honesty and uniqueness.

## **INTRODUCTION**

### **1 Application**

1.1. This Code applies to the operations of MFN, including professional conduct, program planning and service delivery.

1.2. This Code applies to all elected MFN officials, MFN Employees and Members.

### **2 Definitions**

“**Administration**” means the Employees of MFN, including the Chief Administrative Officer, any program leads or Managers, who are required to undertake the management and operations of MFN;

“**Agencies**” mean Entities external to MFN that are associated with MFN program and service delivery, for example governmental and non-governmental funding agencies);

“**Agreement**” means any written contract between the MFN and another party or parties, including the Federal Government, Provincial Government, Municipality, or a third party;

“**Annual General Meeting**” means the Elected Officials of MFN in assembly with the Membership of MFN;

“**Appeal Board**” means a body established to address appeals pursuant to this Code, with the purpose of addressing concerns, complaints or conflicts of interest;

“**Assets**” means any item of economic value to MFN, including money, any financial assets, and any physical assets (e.g. infrastructure, capital assets etc.);

**“Band Council Resolution”** means a record of a Council decision made by a majority of the Council Members at a Meeting, typically required to initiate, authorize or approve numerous transactions and activities under the *Indian Act*;

**“Board”** means any board established by MFN;

**“Breach”** means an act of breaking or failing to observe a law, agreement, or code of conduct;

**“Bylaws”** means the Bylaws approved for enforcement by MFN Council to govern the community and its resources;

**“Chairperson”** means a person who leads a Meeting, Council Committee or Board.

**“Chief”** means the duly elected Chief of MFN;

**“Chief Designate”** means an individual who is already a Councilor, who is appointed by the Chief to temporarily carry out the duties of the Chief in a situation where he or she is unable or unavailable to do so;

**“Chief Administrative Officer”** means the individual hired and appointed by the MFN Council to oversee and administer the organization and its operations. In this Code, any reference to Chief Administrative Officer should be interpreted to include a Chief Administrative Officer Designate, as appointed by Council under the terms identified in the MFN Governance and Administration Code;

**“Chief Administrative Officer Designate”** means an individual who is already a member of the MFN Administration, who is appointed by motion of Council, to temporarily carry out the duties of the Chief Administrative Officer in either situation of a vacancy in the office of the Chief Administrative Officer, or a scheduled or unscheduled absence of the Chief Administrative Officer;

**“Code”** means a Code adopted by a vote of the Membership of MFN for the governance of the organization, its structure and processes, including any future amendments to the code that may also be adopted by a vote from time to time;

**“Committee”** means any committee established by MFN;

**“Community Meeting”** means a meeting bringing together the Membership, Administration and Elected Officials, on a quarterly basis;

**“Conflict of Interest”** means an instance where an Elected Official, an Employee or Council Committee Member exercises an official power or performs an official function, when doing so, there is the opportunity to further his or her private interest;

“**Contract**” means any agreement or undertaking providing for the expenditure of funds in exchange for goods and services;

“**Contractor**” means a person who may or may not be a MFN Member and works for the MFN, under a Contract for goods and services;

“**Corporation**” means any corporation established by MFN;

“**Council**” means Chief and Council of MFN;

“**Councilor**” means a duly elected official, elected to the position of Councilor of MFN;

“**Council Committee**” means a committee of Members appointed by Council for a specific purpose and period of time, in accordance with Council Portfolios;

“**Department**” means any division at MFN government;

“**Disallowance of Dual Roles**” means individuals are prohibited from simultaneously holding employment with MFN while also serving as a Councilor;

“**Dispute Resolution Process**” means the process set out in this Code to address concerns, complaints and disputes;

“**Elder**” means a Member who is over the age of 65 years and is a respected Elder in the MFN community;

“**Elder’s Circle**” means a gathering of Elders to address a specific matter and determine an outcome;

“**Elected Officials**” means anyone who is a duly elected member of Council;

“**Election Process**” means the election process defined by the MFN Custom Election Code. In the absence of a ratified MFN Custom Election Code, the MFN election process will be governed by the *Indian Act* Election guidelines.

“**Eligible Voting Member**” means a Member of MFN who is eighteen (18) years of age or older on the date that a vote is held.

“**Employees**” means an individual employed by the MFN government, for example, Chief Administrative Officer, Chief Administrative Officer, Chief Financial Officer, Managers, and any other Employees;

“**Expenditures**” means money spent or liability incurred for some benefit, service or receiving goods. Examples include payroll, purchase of goods, travel expenses, etc.;

**“External Entities”** means any entity that is not part of MFN and is governed by an outside entity (e.g. governments, non-governmental organizations, educational institutions, industry or other First Nations);

**“External Relationships”** means relationships that include, but are not limited to, other First Nation communities, other governments (municipal, provincial and federal), other organizations/agencies not owned or controlled by the MFN, tribal Councils and Political territorial organization’s and other provincial and/or territorial organizations, other First Nations, non-governmental organizations, private businesses within the territory, and non Member residents within MFN’s territory;

**“In-Camera”** means meetings that are closed to the Membership and used to provide an opportunity for Council to discuss matters that are confidential or sensitive in nature;

**“Indian Act”** means the *Indian Act*, R.S.C. 1985, c.I-5, consolidations and amendments thereto made from time to time;

**“Internal Relationships”** means relationships that include, but are not limited to, formal relationships with Entities within MFN (e.g. economic development corporation);

**“Financial Benefit”** means benefits that include, but are not limited to, employment benefits, contract benefits, education, medical or other social benefits, honoraria which exceed the limits previously agreed upon by Council (or under MFN Policies and Procedures), gifts (over and above the rules specified in MFN Policies and Procedures), the payment of any money, and the allotment, leasing or other grant of an interest in MFN lands;

**“Fiscal Year”** means the 12-month financial period beginning on April 1 in a year and ending on March 31 in the next year;

**“Funds”** means all monies belonging to MFN and includes all monies received or collected pursuant to any agreement or funding arrangement;

**“Lands”** means all reserves and lands owned by MFN;

**“Laws”** means the Laws approved for enforcement by the Leadership of the MFN to govern the community and its resources;

**“Majority”** means 50% +1 of the Eligible Voting Membership;

**“Managers”** means any individual who is responsible to plan, lead and organize either a program area or a department at MFN;

**“Meeting”** means a formal gathering, held at regular intervals, to address matters of



importance, share information and make decisions;

“**Member**” means an individual who is registered on the Matachewan First Nation band list;

“**Membership**” means registered band Members of MFN, who collectively form the Membership;

“**Members in Good Standing**” means a Member who is registered with Matachewan First Nation who does not have any outstanding debt with MFN, or who has a repayment plan in place for any outstanding debts;

“**MFN**” means Matachewan First Nation;

“**MFN Entities**” means any entity that is part of MFN and governed by MFN Policies and Procedures;

“**MFN Governance and Administration Code**” means this code, all its provisions and appendices;

“**Personal Information**” means under the “Personal Information Protection and Electronic Documents Act” (PIPEDA), Personal Information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as age, name, ID numbers, income, ethnic origin, or blood type, opinions, evaluations, comments, social status, or disciplinary actions, Employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, and/or intentions (for example, to acquire goods or services, or change jobs);

“**Pledge**” means a promise or undertaking to fulfill certain duties or responsibilities;

“**Policies and Procedures**” means the operating and community policies developed, approved and implementation by the Leadership of the MFN to govern the processes and structures of the organization, which may include but not be limited to policies, regulations and/or codes;

“**Political Leave**” means when an Employee takes a leave of absence from their position with MFN, to pursue a role on the MFN Council;

“**Portfolio**” means a Council Member’s areas of responsibility. Usually, portfolios align with department areas within a First Nation;

“**Portfolio Holder**” means a Council Member who holds additional responsibilities to advance a key priority area of governance (e.g. education, treaty rights, language and

culture);

“**Professional**” means a lawyer, chief executive officer, a representative from nations that constitute the Nishnawbi Aski Nation list, or a Grand Chief, as deemed appropriate;

“**Quorum of Council**” means the minimum number of Council Members that must be present at any Meetings to make the proceedings of that Meeting valid;

“**Related Person**” means a spouse, common-law spouse, child of a spouse, parent, parent-in-law, brother-in-law, sister-in-law, sibling, child, grandparent, grandchild, dependent, aunt, uncle, niece, nephew, first cousin, any person with whom that person currently or a corporation or other organization in which that person has an interest, under the Conflict of Interest rules in this code;

“**Referendum**” means general vote by the Membership on a single political question or particular proposal;

“**Representation**” means speaking or acting on behalf of another person or MFN;

“**Review Committee**” mean a standing committee of MFN with a Terms of Reference contained in this code that serves as the formal resolution body to Council, when called upon by Council, to provide a dispute resolution process for MFN;

“**Rules and Procedures**” means a set of guidelines to assist in the implementation of a function or activity (e.g. Meetings);

“**Term of Office**” means a period of time where an individual holds a position (elected or appointed);

“**Terms of Reference**” means a statement of the objectives, purpose, scope and available resources of a committee or elected body;

“**Unlawful**” means Illegal actions ordinarily found within the Canadian Criminal code (for example, theft, embezzlement, fraud);

“**Useful Purpose**” means that when a Council Committee is established, it must fulfil its purpose set out in its Terms of Reference, advance a key priority area of MFN governance and assist in the decision making process of Council;

“**Youth**” means an MFN Member who is between the ages of 15-32 years old.

### **3 Purpose**

The purpose of this code is to:

- a. Establish the roles and responsibilities of MFN's Chief, Council, the Chief Administrative Officer, the Administration and the Membership;
- b. Ensure MFN programs and services are administered in a fair and equitable manner; and
- c. Promote good strong and appropriate governance of MFN.

## **ROLES AND RESPONSIBILITIES OF ELECTED OFFICIALS**

### **4 Office of Chief**

- 4.1. The office of Chief is a full-time position.
- 4.2. The Chief shall receive a salary.
- 4.3. The Chief shall receive the employment benefits of a full-time Employee.
- 4.4. No honoraria will be provided to the Chief by MFN.

### **5 Role of Chief**

- 5.1. The Chief is the head of the Council.
- 5.2. The Chief has the following role in relation to the Council:
  - a. To represent the best interests of MFN;
  - b. To be neutral and objective in all official business;
  - c. To manage the flow of business discussions and decision making at Council Meetings and where practical, Community Meetings;
  - d. To follow the MFN Policies and Procedures with respect to Quorum of Council;
  - e. To delegate his/her authority as head of the Council to another Council Member when necessary, to ensure the business of MFN is carried out consistently and in a timely manner;
  - f. To conduct the business of MFN in a manner that is consistent with the approved Laws, Bylaws, Codes and Policies and Procedures;
  - g. To act as a liaison between Council and the Chief Administrative Officer to ensure Council directions are carried out in a timely and professional manner;
  - h. To ensure that any negligence, carelessness, or violation of duty is recognized and corrective action taken accordingly using the MFN dispute resolution process, in this Code and other MFN Policies and Procedures;

- i. To communicate to Council any information or recommendations necessary for the good governance of the MFN community and its organizations;
- j. To be a designated signatory for all Laws, Bylaws, Codes, Policies or Procedures, on behalf of the MFN; and
- k. To ensure MFN has a voice, and protect the interests of the community at all regional, territorial or national forums on issues of concern to Members and the MFN Council.

## **6 Duties and Responsibilities of Chief**

6.1. The Chief has the responsibility to represent Membership, provide leadership to Council and ensure effective governance.

6.2. The Chief is responsible to carry out following duties and responsibilities:

- a. To ensure the integrity of Council's internal process is preserved such that Council operates in accordance with MFN Laws, Bylaws, Codes, Policies or Procedures;
- b. To ensure all Meetings and deliberations involving Council and Members will be fair, open, thorough, and orderly, and to allocate the appropriate amount of time keeping in mind the other matters before Council;
- c. To ensure that Meeting content is limited to those issues that, according to Council policy, clearly fall exclusively within Council's jurisdiction and do not fall within the reasonable responsibilities of a Chief Administrative Officer;
- d. To hold the authority of Council to act in good faith of Council in exercising decision making regarding matters which require immediate attention, emergency situations and special circumstances affecting MFN;
- e. To speak on behalf of the Council to the Membership or to media, or delegate the authority to do so, to another Council Member;
- f. To represent MFN at ceremonial functions and other special functions;
- g. To be the lead on inter-governmental affairs issues or to delegate this role to another Council Member or to a suitable employed person as necessary; and
- h. To attend Chief's assemblies and other political assemblies as the official representative of MFN.

6.3. The Chief must make all decisions according to MFN Laws, Bylaws, Codes, and Policies and Procedures.

## **7 Appointing a Chief's Designate**

7.1. A designate may be appointed by the Chief to undertake the responsibilities of the Chief in the event that he or she will be temporarily unable or unavailable to do so. This can occur in instances such as:

- a. Scheduled vacation;
- b. Leave of absence; and

c. Cultural and ceremonial duties.

7.2. The Chief Designate must be an existing Council Member.

7.3. The Chief must communicate his/her decision to appoint a designate to the Members of Council immediately through:

- a. Duly convened Council Meeting; or
- b. In writing.

## **8 Role of Council**

8.1. Council will govern with an emphasis on:

- a. Collective leadership;
- b. Acknowledgement of, and appreciation for, differing viewpoints;
- c. Respect for the separate roles and responsibilities of Council and the Administration; and
- d. Sustainable development of the MFN community.

8.2. Council has the responsibility to represent the Membership and ensure effective governance by providing leadership to MFN.

## **9 Duties and Responsibilities of Council**

9.1. Council will participate in a mandatory Council Orientation meeting within 10 business days of the swearing in ceremony.

9.2. Council shall consult with the Membership on a regular basis, on matters of significance to the Membership.

9.3. The relationship between Council, Administration and the Membership shall be open, transparent and based on the guiding principles of respect and harmony.

9.4. Council is responsible to carry out general duties and responsibilities under the following eight (8) areas:

- a. Decision Making
  - i. To make decisions in the best interests of the MFN membership regarding matters affecting MFN's rights and MFN's monies; and
  - ii. To make decisions in the best interests of MFN Membership extends to Members who live on/off the reserve.
- b. Advocacy and Negotiation

- i. To protect and advance the inherent and Treaty rights of the community and its people, territory and resources;
- ii. To grant interests in MFN's land; and
- iii. To negotiate with the Crown or its designate concerning Treaty rights.

c. Strategic Planning

- i. To recognize the importance of strategic planning to the future of MFN;
- ii. To establish and review the MFN's vision, long and short term goals, objectives, policies, laws, bylaws, regulations and procedures related to MFN's administrative programs and services and ensure that they are followed and implemented;
- iii. To define objectives for the MFN and set goals and priorities, through a vision and a strategic planning process;
- iv. To undertake a comprehensive, annual evaluation and review of MFN's programs and staff roles and responsibilities; and
- v. To regularly review and approve and, where necessary, revise MFN's strategic plan.

d. Policy Development

- i. To make and approve Laws, Bylaws, Codes, Policies and Procedures.

e. Administrative Oversight

- i. To provide administrative oversight through the Chief Administrative Officer;
- ii. To ensure that all programs and services within its jurisdiction are being effectively administered, and that related policy guidelines, objectives, laws and regulations are followed. To develop standards to measure administrative activities (budgeting processes, reporting requirements, etc.); and
- iii. To avoid interference with the activities of the Chief Administrative Officer, managers, Council Committee Members, or MFN Employees.

f. Communication

- i. To deal with all Members in a fair, responsible and ethical manner and with honest, respectful communication;
- ii. To maintain close communications with the Membership regarding MFN policies, programs and services – the official spokesperson for Council in this regard being the Chief, except where another Councilor or an Administrator is authorized under these guidelines to act in such a role (Portfolio holder); and
- iii. To develop a communication strategy as follows:

- a. To obtain meaningful input into the planning, development and implementation of community plans;
- b. To keep the MFN membership better informed and involved in Council's decisions.

g. Community Planning

- i. To establish a process to carry out short, medium and long term community planning based on a vision for the community and its Membership;
- ii. To maintain an open and transparent relationship with the Membership;
- iii. To call and conduct MFN Community Meetings, and other types of Meetings, as required; and
- iv. To call and hold referenda.

h. Financial Management

- i. To allocate or administer funds on behalf of and in the best interests, in accordance with the MFN Financial Management Code.

9.5. Council will engage with Membership regularly including, but not limited to, the following means:

- a. Regular monthly and/or quarterly Community Meetings;
- b. Special Community Meetings for specific purposes;
- c. Community feasts/events;
- d. Monthly newsletters;
- e. Comprehensive annual report;
- f. Surveys/questionnaires;
- g. Community website; and
- h. Home visits.

9.6. Council must be a united community voice when dealing with all External Relationships, in accordance with the Chief and Council Meeting Rules and Procedures Policy.

9.7. For External Relationships that are government-to-government in nature, Council will reflect the values and principles of the MFN when conducting business with these parties and fully participate in those that are supported by the MFN.

9.8. The process for electing Council, including the qualifications and term of office, is established in the MFN Election Process.

## **10 Council Portfolio Duties**

10.1. Members of Council who hold Portfolios will convene the related Council Committee Meeting at a minimum of one Meeting per calendar month.

10.2. Members of Council have the following duties:

- a. To be responsible to become knowledgeable of the program's Policies and Procedures and ensure these are adhered to;
- b. To ensure they have sufficient technical knowledge of their Portfolio to allow for effective decision making and support;
- c. To obtain assistance and training, as required; and
- d. To support the Portfolio system and direct concerns to the appropriate person(s).

10.3. Portfolio Holders will not be responsible for directing and/or administering program finances.

## **11 Council Portfolios**

11.1. The MFN Council operates under a Portfolio system in order to advance key priority areas of governance and enhance decision making by Council, especially where technical knowledge is required.

11.2. The assignment of Portfolios to Members of Council will be done at the beginning of each Term of Office of Council.

11.3. Following an election, the Council will carry out the following responsibilities:

- a. To collectively discuss the various areas of focus and general responsibilities under the Portfolio system;
- b. Members of Council who wish to do so will express an interest in being assigned a Portfolio; and
- c. Members of Council will collectively decide by way of secret ballot, which Members of Council will be assigned each Portfolio to carry out work under each of the Portfolios.

11.4. Council has the ability to change the Portfolios during their Term of Office, as required by circumstances such as:

- a. Following an election of the full Council;
- b. Following Annual Strategic Planning by Council;
- c. Feedback from Membership; or
- d. At the discretion of Council.



11.5. Following a decision to change the Portfolios during their Term of Office, the Council carry out the following responsibilities:

- a. To collectively discuss the various areas of focus and general responsibilities under the Portfolio system;
- b. Members of Council who wish to do so will express an interest in being assigned a Portfolio; and
- c. Members of Council will collectively decide by way of secret ballot, which Members of Council will be assigned each Portfolio to carry out work under each of the Portfolios.

11.6. The purpose of a portfolio system is as follows:

- a. To strengthen communication between Council, Administration and Membership;
- b. To utilize the expertise and experience of individual Councilors to assist in the delivery of quality services;
- c. To provide an opportunity for individual Councilors to increase their knowledge of specific areas; and
- d. To provide program support, including obtaining input from the Membership and/or Council as a whole.

11.7. MFN Council Portfolio areas may include, but are not limited to, the following areas:

- a. Governance;
- b. Inherent Rights and Treaty Rights;
- c. Health;
- d. Education and social development;
- e. Finance;
- f. Public works;
- g. Economic development; and
- h. Natural resources.

## **DUTIES AND RESPONSIBILITIES OF ADMINISTRATION**

### **12 Role of Administration**

12.1. The Administration will carry out the day-to-day operations and management of the community's resources, programs and services, under the Chief Administrative Officer.

12.2. The Administration is obligated to follow the direction of Council, but never obligated to follow the direction of an individual Councilor acting alone.

12.3. At the commencement of employment, an Employee is required to recite a Pledge (Appendix B: Pledge).

### **13 Duties and Responsibilities of Chief Administrative Officer**

13.1. The Chief Administrative Officer has the following specific responsibilities in relation to the Administration of MFN:

- a. To implement the vision, strategic plan and direction of Council;
- b. To enforce all approved Laws, Bylaws, Codes, Policies and Procedures.
- c. To oversee Employees in ensuring Members have equal and fair access to all programs and services;
- d. To ensure planned and approved programs and services offered to the Members are carried out efficiently and effectively;
- e. To ensure all tasks, activities and assignments in a competent and professional manner;
- f. To serve the Membership responsibly and respectfully;
- g. To research and identify potential funding sources on an ongoing basis to enhance and/or offer additional programs and services;
- h. To communicate with the Members; and
- i. To plan and attend Community Meetings, as required and as assigned, to ensure programs and services are consistently Meeting the needs of Members within the guidelines approved by Council.

### **14 Chief Administrative Officer Designate**

14.1. Council may appoint a Chief Administrative Officer Designate to undertake the responsibilities of the Chief Administrative Officer identified above.

14.2. Council must appoint a Chief Administrative Officer Designate by way of Band Council Resolution;

14.3. A Chief Administrative Officer Designate may be appointed by Council in cases where:

- a. There is a foreseeable extended absence of the Chief Administrative Officer (i.e. scheduled vacation in excess of five (5) business days, leave of absence, etc.).
- b. There is an unforeseen absence of the Chief Administrative Officer (i.e. medical leave, bereavement leave, etc.).
- c. There is a vacancy in the office of the Chief Administrative Officer.

14.4. The Chief Administrative Officer Designate will be selected from existing MFN Employees based on his or her qualification to carry out the responsibilities of the office of the Chief Administrative Officer;

14.5. The Chief Administrative Officer Designate will be responsible for carrying out the duties of the office of the Chief Administrative Officer on a temporary basis, for a term not exceeding three months;

14.6. The Chief Administrative Officer Designate will still be responsible for carrying out the imperative duties of his or her permanent role.

14.7. The Chief Administrative Officer Designate required to prepare a plan to delegate other responsibilities to other MFN Employees as appropriate;

14.8. The Chief Administrative Officer Designate will receive appropriate additional compensation for carrying out the duties of the office of the Chief Administrative Officer.

## **DUTIES AND RESPONSIBILITIES OF EMPLOYEES**

### **15 Duties and Responsibilities of Employees**

15.1. Employees have the following specific responsibilities in relation to the Administration of MFN:

- a. To implement the vision, strategic plan and direction of Council, through the Chief Administrative Officer;
- b. To follow all approved Laws, Bylaws, Codes, Policies and Procedures;
- c. To ensure all Members have equal and fair access to all programs and services;
- d. To ensure planned and approved programs and services offered to the Members are carried out efficiently and effectively;
- e. To carry out all tasks, activities and assignments in a competent and professional manner;
- f. To serve the Membership responsibly and respectfully;
- g. To conduct themselves in a manner benefitting the community, Council, Members, Elders and ancestors and future generations;
- h. To plan and attend Community Meetings as required and as assigned, to ensure programs and services are consistently Meeting the needs of Members within the guidelines approved by Council;

## **DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP**

### **16 Duties and Responsibilities of Membership**

16.1. The Membership gives authority to Council, through the election process, to act on behalf of the Membership.

16.2. The Membership is responsible to contribute to a healthy community by working together with Council and the Administration.

16.3. The Membership has the following specific duties:

- a. To nominate candidates for Council who will represent the best interests of the community as a whole;
- b. To exercise their right to vote in the MFN elections and when issues arise that require a Referendum or Ratification vote;
- c. To hold Council accountable for the actions taken on behalf of the Members, as outlined in this code;
- d. To stay informed of and make every effort to comply Laws, Bylaws, Codes, Policies and Procedures;
- e. To attend Community Meetings;
- f. To provide input to Council on issues of concern for themselves, their families, or the community as a whole; and
- g. To respect the decision making process.

## **RIGHTS OF MEMBERSHIP**

### **17 Rights of Membership**

17.1. Every Member a right to be protected under the standards set out under PIPEDA.

17.2. Council or the Administration must obtain a Member's consent when they collect, use or disclose the individual's Personal Information, in accordance with the rules set out by MFN.

17.3. Members have a right to access Personal Information held by an organization and to challenge its accuracy, if need be.

17.4. The Personal Information of Members can only be used for the purposes for which it was collected.

17.5. If MFN determines that the Personal Information of Members will be used for a purpose other than that for which it was collected, consent must be obtained through a written form.

17.6. The Personal Information of Members will be protected by appropriate safeguards.

17.7. A Member may make a complaint to MFN using the Dispute Resolution Process in this code.

17.8. A Member may make a complaint directly to the Office of the Privacy Commissioner of Canada about any alleged breaches of the law.

## **COUNCIL COMMITTEES**

### **18 Council Committees**

18.1. Council may establish a Council Committee for specific and time-limited purposes.

18.2. Council will determine the functions of Council Committees including those required to develop policy and those required for regulatory or operation purposes.

18.3. Council Committee Members are appointed by Council.

18.4. Where appropriate, the Chair of a Council Committee, will be a Council Member who holds the relevant Portfolio.

18.5. The following are eligible to be a Council Committee Member:

- a. MFN Elder;
- b. MFN Youth;
- c. MFN Employee;
- d. MFN Chief; or
- e. MFN Councilor.

18.6. Council will review all Council Committees annually to determine whether they should continue or be dissolved.

18.7. Each Council Committee will have its own Terms of Reference (Appendix C: Terms of Reference Template).

18.8. Council will work to ensure Terms of Reference for any Council Committee in existence at the time of this code's ratification are established.

18.9. The Term of Office of each Council Committee shall be the time of appointment until three months following the next MFN election, at which time a new Council Committee shall be appointed by Council.

18.10. Committees that do not serve a Useful Purpose shall be dissolved.

### **19 Council Committee Rules and Procedures**

19.1. When a new Council Committee is being established, an advertisement to the Membership requesting new Council Committee Members must be published. The

advertisement must contain:

- a. Name and mandate of Council Committee;
- b. Deadline for submissions;
- c. Expectations and commitment of Council Committee Members; and
- d. Request for written submission by interested Member.

19.2. Written responses from interested individuals must be submitted to Council, within the specified timeframe.

19.3. Responses from Council Committee must contain:

- a. Name and contact Information;
- b. Demonstrated commitment and desire to participate;
- c. A summary of relevant knowledge, education and/or experience unique to the responsibility of the specific Council Committee; and
- d. Identification of special notes. (e.g. availability, travel limitations, etc.).

19.4. Council Committee candidates must be Members in Good Standing with MFN.

19.5. Candidates with greater experience in issues related to the role of the Council Committee will be given first priority. Where all other considerations are equal, those with greater experience in the mandate of the Committee will be prioritized.

19.6. To encourage participation by as many Members as possible, candidates not already participating on another Council Committee will be given preference.

19.7. Council will appoint the candidates they deem most qualified based on the established criteria to the various Council Committees.

## **MFN REPRESENTATION**

### **20 MFN Representation on MFN Entities**

20.1. The appointment of Members of Council to MFN Entities will be done at the beginning of each Term of Office of Council.

20.2. The Chief and Members of Council are eligible to be appointed to represent MFN on MFN Entities.

20.3. Following an election, the Council will carry out the following responsibilities:

- a. To collectively discuss the various MFN Entities and their purpose;
- b. Members of Council who wish to do so will express an interest in being assigned to an MFN entity; and

- c. Members of Council will collectively decide by way of secret ballot, which Members of Council will be assigned to each MFN entity, to represent MFN.

20.4. A Council Member on an MFN entity has the following specific duties or responsibilities:

- a. To advocate for MFN's best interests;
- b. To ensure a positive relationship exists between MFN and the organization;
- c. To submit Meeting reports to the Council regarding each Meeting attended on behalf of MFN;
- d. To provide Council with a copy of the organization's most up to date minutes, to be filed;
- e. To ensure Council has access to the organization's founding and corporate documents;
- f. To disclose any honorarium or gifts received from the organization to Council; and
- g. To disclose any expenditures associated with representation.

## **21 MFN Representation on External Entities**

21.1. The following are eligible to be a representative of MFN on an external entity:

- a. MFN Member, including MFN Elder or MFN Youth;
- b. MFN Employee or Strategic Advisor;
- c. MFN Council Committee Member;
- d. MFN Chief; or
- e. MFN Councilor.

21.2. Following an election, the Council will:

- a. Collectively discuss the various External Entities and their purpose;
- b. Members of Council who wish to do so will express an interest in being assigned to an MFN entity; and
- c. Members of Council will collectively decide by way of secret ballot, which individuals will be assigned to each External Entity, to represent MFN.

21.3. The representative on an External Entity has the following specific duties or responsibilities:

- a. To advocate for MFN's best interests;
- b. To ensure a positive relationship exists between MFN and the entity;
- c. To submit Meeting reports to Council regarding each Meeting attended on behalf of MFN;
- d. To provide Council with a copy of the entity's most up to date minutes;
- e. To ensure Council has access to the entity's founding and corporate documents;

- f. To disclose any honorarium or gifts received from the organization to Council;  
and
- g. To disclose any expenditures associated with representation.

## **MEETINGS**

### **22 Council Meetings**

22.1. The Council will hold council Meetings regularly, to address the affairs of MFN.

22.2. The Council's decisions will be effective upon a duly passed Band Council Resolution.

### **23 Council Meetings Rules and Procedures**

23.1 The Council is required to hold its first Meeting within 20 business days of the election.

23.2. The Council will hold scheduled Meetings at a minimum of 2 Council Meetings per calendar month.

23.3. A Councilor must be provided with at least 5 business days notice of regular Council Meeting.

23.4. A Councilor must be provided with an agenda and accompanying materials 3 business days before a regularly scheduled Meeting.

23.5. A Councilor must be present, either physically or by teleconference, at all Council Meetings, unless there are compelling reasons why a Member cannot attend.

23.6. No Councilors may be absent from meetings of the council for 3 consecutive meetings without being authorized to do so by the Chief or the Chief Administrative Officer, with the consent of the majority of the Councilors of the band.

23.7. Quorum for Council Meetings is a majority of Council.

- a. If Quorum for Council is not present within 30 minutes of the time appointed for the Meeting, the names of the Council Members present will be recorded.
- b. If Quorum for Council is not present within 30 minutes of the time appointed for the Meeting, the Meeting may continue for the purposes of information sharing only and no decision-making may occur.

23.8. The Council Members present for a Council Meeting will receive a full Meeting honorarium for their attendance.



23.9. It is the responsibility of Council Members to actively participate in Council Meetings.

23.10. The Chief has a duty to preside over all Meetings of Council or identify an alternate to do so.

23.11. Council Committee Members cannot miss more than three (3) consecutive Council Meetings, without being authorized to do so by the Chief.

## **24 Minutes**

24.1. Council must take and retain minutes of all Council Meetings.

24.2. Council shall appoint the Chief Administrative Officer or Chief Administrative Officer Designate to take the minutes at each Meeting.

24.3. The minutes of Council will be made available to Membership following their adoption at the next regular Meeting.

24.4. Personal Information about Members will not be disclosed in accordance with generally accepted protection of privacy measures.

## **25 In-Camera Meeting Rules and Procedures**

25.1. In-Camera Meetings are Council Meetings that are closed to the Membership and Administration.

25.2. The Chief Administrative Officer is permitted to attend In-Camera Council Meetings.

25.2. In-Camera Meetings are used to provide an opportunity for Council to discuss matters that are confidential or sensitive in nature.

25.3. Matters that give rise to an In-Camera Meeting include, but are not limited to:

- a. A Member who is involved in a civil or criminal court matter;
- b. Personal health information related to a Member;
- c. Human resource matters, including disciplining Employees; and
- d. A concern held by a Councilor regarding another Councilor.

25.4. The minutes, record or proceedings of any In-Camera Council Meeting or portion of meeting held In-Camera will be confidential, and will be available only to Council and those in attendance at the In-Camera Council Meeting or the portion of meeting held In-Camera.

## **26 Special Council Meetings**

26.1. Special Council Meetings will be called in the event of emergencies and other urgent or time sensitive matters.

26.2. No notice is required for Special Council Meetings provided that all Councilors are made aware of the Meeting prior to its convening and that a Quorum of Council is agreeable that an unscheduled Meeting is required.

26.3. At a Special Council Meeting, only emergency or urgent items may be on the agenda. The minutes from the previous Meeting and other non-emergency items must be deferred to a regular Meeting of Chief and Council.

## **27 Council Committee Meetings**

27.1. Council Committee Meetings will be held for the purposes of assisting Council in their policy development and decision making function.

27.2. If an Employee or Employees are assigned to assist a Council Committee with any action items or tasks, their assistance must be approved by the Chief Administrative Officer and their activities (and time allocations) must be consistent with the Council Committee's Terms of Reference.

## **28 Community Meetings**

28.1. Community Meetings will be held for the purposes of consultation with the Membership on matters of a significant nature, such as the ratification or amendment of Codes, development of a community constitution, the development, land claims, Treaty claims and other matters requiring Membership input and/or ratification.

28.2 There will be a minimum of 4 Community Meetings held per year.

## **29 Notice of Community Meetings**

29.1. Community Meetings must be advertised in advance of the Meeting date. The Membership will be given a minimum of 7 business days notice.

29.2. Every reasonable effort will be made to contact all Members about the Community Meeting, its purpose, date, time and location.

## **30 Rules and Procedures at Community Meetings**

30.1. The Chief or Chief's Designate will chair all Community Meetings.

30.2. The Administration is responsible to arrange Community Meetings in consultation with Council.

30.3. Community Meetings can be stopped by a Quorum of Council Members in attendance if it is deemed that the Meeting is being disrupted and cannot continue for the purposes intended.

30.4. If the Meeting is stopped and the disruptive individual or individuals are removed within a reasonable timeframe, the Meeting will continue as scheduled.

30.5. The Council may identify further Rules and Procedures for Community Meetings through MFN Policies or Procedures.

### **31 Special Community Meetings**

31.1. In addition to the regular Community Meetings, Council may call special Community Meetings to do the following:

- a. To inform the Members regarding urgent matters that impact MFN;
- b. To gather input from the Membership; and
- c. To present a matter about which the Membership must vote or provide timely input.

### **32 Community Feasts and Socials**

32.1. Community feasts and socials will be held at various times throughout the year for seasonal and/or special occasions, including for the purpose of introducing each elected Council through a swearing in ceremony.

### **33 Annual General Meeting**

33.1. An MFN Annual General Meeting will be held in September of each year.

33.2. The Annual General Meeting agenda will include, but not be limited to the following:

- a. Presenting the annual audit;
- b. Providing an update on any community development initiatives;
- c. Providing an overview of any changes to federal government programs and services; and
- d. Providing an opportunity for Members to offer suggestions and feedback.

## **34 Notice for Annual General Meetings**

34.1. Notice for Annual General Meetings will be provided a minimum of 20 business days prior to the scheduled Meeting.

34.2. Notices for Annual General Meetings will include the date, time and location of the Meeting.

## **35 Annual Reporting**

35.1. In accordance with the MFN Financial Management Code, Council will report, at minimum, on an annual basis to the Membership on the MFN's audited financial statements, annual budget, and MFN programs and services.

## **ACCESS TO INFORMATION**

### **36 Access to Information**

36.1. Council shall provide MFN Members access, at all regular MFN hours of business, to the following:

- a. Minutes of Council meetings (excluding minutes from In-Camera Council Meetings);
- b. MFN Bylaws and resolutions;
- c. MFN's annual budget;
- d. MFN's annual audited financial statements; and
- e. MFN's administrative policies.

36.2. Personal information about Members will not be disclosed to any person except in accordance with Canada's privacy laws and policies, and generally accepted privacy principles.

## **CODE OF CONDUCT**

### **37 Code of conduct**

37.1. The following Code Of Conduct rules apply to Council as specified.

37.2. At the time the Chief and Councilors take office, at a formal swearing in ceremony, they are required to recite an Oath of Office (Appendix A: Oath of Office).

37.3. The Chief and Councilors must conduct themselves in an ethical, legal and professional manner.

37.4. Employees, and Council Committee Members, must, at the commencement of their position, recite a Pledge (Appendix B: Pledge).

37.5. The Chief and Councilors must not attempt to exercise individual authority over MFN.

37.6. Council must comply with the following duties and responsibilities:

- a. Council will respect the authority and organizational structures of the MFN. Unless otherwise stated in this code, under no circumstances will Council directly supervise, advise, instruct, direct or discipline MFN Employees, and will therefore utilize the process determined to communicate to the Chief Administrative Officer, in accordance with MFN Policies and Procedures;
- b. Council will attend all Meetings, workshops, conferences, and other required activities, assigned as an official delegate of the MFN, and disseminate any relevant information arising these functions, as appropriate.

## **38 Loyalty**

38.1. Council's ultimate loyalty is to MFN and its Members.

38.2. Council's loyalty to MFN and its Members supersedes loyalty to any advocacy or special interest groups, and membership on other boards or staff.

38.3. Council's loyalty to MFN and its Members supersedes the personal interest of any Councilor acting as an individual user of MFN's programs and services.

38.4. Defamatory, inflammatory or otherwise false statements made by Council or a Councilor about MFN or its operations will not be tolerated and will be subject to disciplinary procedures.

38.5. A Councilor will not do anything that she/he knows may adversely affect the MFN's public image or credibility, particularly in ways that would hinder the MFN's accomplishment of its strategic goals.

## **39 Conflict of Interest**

39.1. Council, Employees, and Council Committee Members must avoid all circumstances that may result in actual or perceived Conflicts of Interest.

39.2. Council, Employees, and Council Committee Members must disclose potential conflicts of interests, either potential or actual, using a form (Appendix F: Disclosure of Conflict of Interest).

39.3. Disclosures of Conflicts of Interest (potential or actual), must occur:

- a. Upon taking office;
- b. Annually; and
- c. Any time substantive changes occur.

39.4. A Conflict Of Interest exists when the following occurs:

- a. A Councilor, committee Member or Employee exercises an official power or performs an official duty or function in the execution of his/her office, job or committee Terms of Reference, and at the same time knows or ought to know that in the performance of the duty or function or in the exercise of the power, there is opportunity to receive a financial benefit (real or in kind) for themselves or to provide a financial benefit (real or in kind) to a related person or to otherwise create an advantage for him or her or a related person over and above any other Member; or
- b. A Councilor, Council Committee Member or Employee's personal interests competes with or supersedes with the MFN's best interests.

39.4. Where there is uncertainty as to whether a Conflict of Interest exists, Members of Council, Council Committee Members or Employees have a duty to disclose the potential of a conflict of interest before it arises, excuse themselves from any discussions or decision making process in regards to the matter, and respect the resulting decisions made on the issues.

39.5. Failure to observe and abide by these Conflict of Interest rules may result in a request for resignation or corrective action as deemed appropriate, in accordance with MFN Policies and Procedures.

## **40 Confidentiality**

40.1. Council will not use or divulge to anyone personal or confidential information acquired as a result of his/her role as a Councilor for his/her own benefit or advantage or for the benefit or advantage of any other person.

40.2. Employees will not use or divulge to anyone personal or confidential information acquired as a result of his/her role as an Employee for his/her own benefit or advantage or for the benefit or advantage of any other person.

40.3. Committee Members will not use or divulge to anyone personal or confidential information acquired as a result of his/her role as a Committee Member for his/her own benefit or advantage or for the benefit or advantage of any other person.

## **41 Accountability**

41.1. Council is accountable to the Membership for the performance of its duties and obligations.

41.2. Employees are accountable to the Council for the performance of its duties and obligations.

41.3. Committee Members are accountable to the Council for the performance of its duties and obligations.

41.4. Council must carry out their duties in good faith and with due diligence, care and skill.

41.5. Employees must carry out their duties in good faith and with due diligence, care and skill.

41.6. Committee Members must carry out their duties in good faith and with due diligence, care and skill.

## **42 Enforcement**

42.1. Council has the authority to make and enforce its own rules and penalties for Councilors who are found negligent in carrying out (or failing to carry out) their duties or are otherwise in contravention of this Code, including their removal from office.

42.2. A Councilor may be disqualified from holding office if he/she:

- a. Is absent for three (3) consecutive Council meetings without prior approval;
- b. Contravenes the Code of Conduct in this Code;
- c. Uses his/her influence in contravention of this Code;
- d. Uses confidential information for his/her benefit or the benefit of others, in contravention of this Code;
- e. Is convicted of an indictable offence; or
- f. Is found to be mentally incompetent or becomes of unsound mind.

## **43 Disallowance of Dual Roles**

43.1. In order to ensure a clear separation of MFN political and administrative functions, Councilors are prohibited from simultaneously holding employment with MFN and being a Councilor.

43.2. An Employee or an individual who is on an MFN entity, seeking to run for MFN Council must secure a leave without pay from the MFN Chief Administrative Officer, prior to their candidacy being officially accepted.

43.3. An Employee who is successful in being elected to Council must commence Political Leave prior to being sworn into office and must remain on political leave without pay while holding elected office as a Councilor.

43.4. A Councilor may apply to a position with the MFN which they are a Councilor, but must resign from Council prior to commencing employment with MFN.

43.5. No Councilor may be hired by MFN as a contractor.

## **DISPUTE RESOLUTION**

### **44 Informal Process**

44.1. Members are encouraged at all times to first attempt to resolve their matter on an informal basis through respectful and open discussion with the individual with whom they have a concern.

### **45 Complaints Concerning Council**

45.1. Any MFN Member who believes that Council as a whole, the Chief, or a Councilor has breached the provisions contained in this Code, any Laws, Bylaws, Codes or Policies and Procedures, can direct their concerns in writing to the Chief Administrative Officer (Appendix D: Complaints Form).

45.2. The Chief Administrative Officer will report the complaint to Council for consideration and Council will respond to the complainant within 10 business days.

45.3. If a complainant is unsatisfied following the response of Council, he/she may make an appeal in writing to the Review Committee for consideration and the Review Committee will respond within 10 business days with its decision (Appendix E: Appeals Form).

45.4. Following an appeal, the Review Committee will make a recommendation(s) to Council regarding whether the matter will be resolved through:

- a. A Community Accountability Meeting;
- b. Mediation with a third-party mediator;
- c. Elders Circle; or
- d. Other suitable means, as deemed appropriate.

### **46 Complaints Concerning Administration**

46.1. Any MFN Member who believes that a Chief Administrative Officer, Employee, Committee Member or Board Member has breached the provisions contained in this Code, and any other Laws, Bylaws, Codes, Policies and Procedures, they can direct their concerns in writing to the Chief Administrative Officer (Appendix D: Complaints Form).



46.2. The Chief Administrative Officer will report the complaint to Council for consideration and Council will respond to the complainant within 10 business days.

46.3. If the complainant is unsatisfied following the response of Council, he/she may make an appeal in writing to the Review committee for consideration and the Review committee will respond within 10 business days with its decision (Appendix E: Appeals Form).

46.4. Following an appeal, the Review Committee will make recommendations to Council regarding whether the matter will be resolved through:

- a. A Community Accountability Meeting;
- b. Mediation with a third-party mediator;
- c. Elders Circle; or
- d. Other suitable means, as deemed appropriate.

## **47 Review Committee**

47.1. The Review Committee is a standing committee of the MFN.

47.2. The Review Committee is appointed by Council through secret ballot.

47.3. The Review Committee Members serve on a two year term.

47.4. The Review Committee is governed by a Terms of Reference.

47.5. The Review Committee shall have the following responsibilities and powers:

- a. Act as a formal resolution body to Council, when called upon by Council; and
- b. Provide a dispute resolution process for MFN.

47.6. The Review Committee will be comprised of:

- a. Two MFN Elders;
- b. One MFN Youth; and
- c. One Professional from outside of the community.

47.7. The Review Committee referred to in this code does not have the authority to hear human rights complaints under the Canadian Human Rights Act.

47.8. The Review Committee will operate pursuant to MFN Policies and Procedures.

## **RATIFICATION**

### **48 Ratification**

48.1. This Code will become effective on approval by the Majority (50% +1) of the Eligible Voting Membership who are in attendance at a Community Meeting held for that purpose and choose to participate in the vote.

48.2. A copy of this Code must be made available to Members in advance of the Community Meeting.

48.3. Members must be provided with sufficient notice of the Community Meeting.

48.4. This Code, as ratified by the Membership, will be respected and upheld with honor and integrity.

## **AMENDMENTS**

### **49 Amendments**

49.1. This Code may be amended from time to time as circumstances warrant.

49.2. Amendments to this Code will become effective on approval by the Majority (50% +1) of the Eligible Voting Membership who are in attendance at a Community Meeting held for that purpose and choose to participate in the vote.

49.3. A copy of this Code must be made available to Members in advance of the Community Meeting.

49.4. Members must be provided with sufficient notice of the Community Meeting.

49.5. This Code, as amended by the Membership, will be respected and upheld with honor and integrity.

## **APPENDIX A: OATH OF OFFICE**

**Purpose:** This Oath of office is for elected officials at a swearing in ceremony.

As an elected official of Matachewan First Nation, I will:

Be guided by the principles of transparency, knowledge, collaboration, effectiveness, responsiveness, bravery, honesty and uniqueness;

Approach all First Nation issues with an open and conscientious mind, and will be prepared to make the best decision for the betterment of Matachewan First Nation;

Make informed decisions in the best interests of the Matachewan First Nation;

Protect and advance the inherent and Treaty rights of Matachewan First Nation, its people, territory and resources;

Exercise my fiduciary duties and uphold the highest standards of honesty, loyalty and good faith;

Uphold the integrity and dignity of Matachewan First Nation;

Be an active Councilor;

Recognize my authority as an elected official occurs when we meet as a full Council, unless I have been delegated by the Council to act on behalf of Council;

Exercise confidentiality at all times; and

If my elected position and private interests result in a Conflict of Interest, I will disclose this to the Chief and Council, who will direct in which manner this may be resolved.

Name of official of Matachewan First Nation:

Date:

## **APPENDIX B: PLEDGE**

**Purpose:** This Pledge is for Employees when they commence employment and Committee Members when the term of their Committee commences.

I pledge to serve Matachewan First Nation and Matachewan First Nation Members to the best of my abilities. I will fulfill my duties to the best of my abilities. I recognize my role in strengthening Matachewan First Nation as a whole. I will fulfill my duties to fulfill Council's vision of advancing the inherent and Treaty rights of Matachewan First Nation, its people, territory and resources. I will comply with the laws, codes and policies of Matachewan First Nation. I will exercise confidentiality at all times. I will treat every individual with utmost respect.

Name of Employee/Council Committee Member:

Date:

Name of official of MFN (witness):

Date:

## **APPENDIX C: TERMS OF REFERENCE TEMPLATE**

### Name and Type

- What type of committee is this? (Advisory, Ad Hoc, Standing, Steering, etc.);
- What will this committee be called?; and
- An overview of how and why the committee was established.

### General Purpose and mandate

- Authority given to the committee;
- A statement that the committee will be provided with copies of MFN vision, strategic goals, community plans, program and policy manuals, as required. This will ensure the committee has background materials;
- From whom does the committee receive its authority?; and
- What is the committee expected to achieve on the empowering body's behalf.

### Key Duties and Responsibilities

- What are the strategic goals and objectives of the committee?;
- What are its powers and limitations?; and
- What are the specific tasks of the committee?

### Appointments and Composition

- Term of appointment;
- How are Members selected or approved?;
- Will there be alternate Members and if so, how will they be identified?;
- What is expected of Members in the way of experience, ability, knowledge?; and
- How is the chairperson identified (eg. vote by secret ballot) and does this role rotate?

### Meetings

- How often are Meetings held?;
- A requirement that all agendas be provided to committee Members and Council, in advance;
- Who organizes and notifies other Members of Meetings?; and
- How is the secretary identified (eg. vote by secret ballot) and does this role rotate?

### Resources

#### Financial resources:

- What funds are allocated to the committee?;
- What is the purpose of these funds?;
- Are there restrictions on expenditures?;

- Who can approve expenditures?; and
- Who allocates a budget?

#### Staff

- Which staff will work with committee?;
- How much staff time is allocated to the work of the committee?;
- What restrictions apply?; and
- How does the committee obtain additional support, if required?

#### Specific Annual Objectives

- What are the specific annual objectives that the committee needs to accomplish?

#### Reports and Target Dates

- To whom does the committee report?;
- What is the reporting schedule (eg. bi-annually, monthly);
- What elements must the report contain?;
- Does the Secretary hold the responsibility to prepare reports?;
- How often does the committee meet with the full Council?; and
- Must the committee seek approval from the empowering body before they act, or do they report after the fact?

#### Review and Evaluation process

- How often is the committee evaluated?;
- On what criteria will the committee be evaluated?;
- What will be indicators of success?;
- Who will evaluate the committee?;
- Who will initiate the evaluation process?; and
- Do the Terms of Reference require adjustment for the next term/period?

#### Approval and review date

- All Terms of References shall be dated.



# Complaints Form

## *Matachewan First Nation Governance and Administration Code*

**Date:**

**Name:**

**Address:**

**Email:**

**Phone Number:**

**Cell Number:**

**Details of reason for  
Complaints:**

Attach any supporting  
documentation

**Signature:**

**Witness:**

(Please include name  
in full)



# Appeals Form

## *Matachewan First Nation Governance and Administration Code*

**Date:**

**Name:**

**Address:**

**Email:**

**Phone Number:**

**Cell Number:**

**Details of reason for Appeal:**

Attach any supporting documentation

**Signature:**

**Witness:**

(Please include name in full)





# Disclosure of Conflict of Interest Form

## *Matachewan First Nation Governance and Administration Code*

The purpose of this form is to provide individuals a formal means to report potential or actual Conflict of Interest.

An Elected Official, an Employee or Council Committee Member has a Conflict of Interest if he or she exercises an official power or performs an official function, when doing so, there is the opportunity to further his or her private interest.

**Date:**

**Name:**

**Position:**

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe are a potential or actual Conflict of Interest:

- I have no Conflict of Interest to report.
- I have the following potential or actual Conflict of Interest to report:

**1.**

**2.**

**3.**

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

**Signature:**

**Date:**