

# **Lac La Ronge Indian Band**

***Advisory Committee Policy***

**2019-01**

**May 28, 2019**

**Amended September 20, 2021**

## TABLE OF CONTENTS

<b>PART 1.</b>	<b>NAME</b> .....	1
<b>PART 2.</b>	<b>DEFINITIONS</b> .....	1
<b>PART 3.</b>	<b>APPLICATION OF POLICY</b> .....	5
<b>PART 4.</b>	<b>TERMS OF REFERENCE</b> .....	5
<b>PART 5.</b>	<b>ADVISORY COMMITTEE ELIGIBILITY REQUIREMENTS</b> .....	6
<b>PART 6.</b>	<b>INELIGIBILITY</b> .....	7
<b>PART 7.</b>	<b>ELECTION TO ADVISORY COMMITTEES</b> .....	8
<b>PART 8.</b>	<b>APPOINTMENT TO ADVISORY COMMITTEES</b> .....	9
<b>PART 9.</b>	<b>DISQUALIFICATION</b> .....	9
<b>PART 10.</b>	<b>VACANCIES</b> .....	9
<b>PART 11.</b>	<b>REMUNERATION</b> .....	9
<b>PART 12.</b>	<b>MEETINGS</b> .....	10
<b>PART 13.</b>	<b>REPORTING</b> .....	10
<b>PART 14.</b>	<b>ORIENTATION</b> .....	11
<b>PART 15.</b>	<b>DISTRIBUTION OF POLICY</b> .....	11
<b>PART 16.</b>	<b>AMENDMENTS</b> .....	11
<b>PART 17.</b>	<b>DATE POLICY COMES INTO FORCE</b> .....	11
	Appendix "A" - Advisory Committees as of October, 2021 .....	13
	Appendix "B" - Criminal Free Declaration .....	14
	Appendix "C" - Terms of Reference Template .....	15
	Appendix "D" - Advisory Committee Oath of Confidentiality .....	17
	Appendix "F" – Advisory Committee Election Procedures.....	20
<b>PART 1:</b>	<b>PRE-NOMINATION PROCEDURES</b> .....	20
<b>PART 2:</b>	<b>THE NOMINATION PROCESS</b> .....	21
<b>PART 3:</b>	<b>PRE-ELECTION DAY PROCEDURE</b> .....	24
<b>PART 4:</b>	<b>EQUIPMENT FOR ELECTION</b> .....	25
<b>PART 5:</b>	<b>ELECTION DAY</b> .....	25
<b>PART 6:</b>	<b>COUNTING OF VOTES</b> .....	29
<b>PART 7:</b>	<b>POST ELECTION PROCEDURES</b> .....	31
	Appendix "G" – Nomination Form .....	32
	APPENDIX "I" – Notice of Withdrawal of Candidacy .....	36
	APPENDIX "J" – Elector Assistance Forms .....	37

**WHEREAS:**

- A.** Chief and Council of the Lac La Ronge Indian Band (“LLRIB”) is the elected government of LLRIB.
- B.** The function of Chief and Council is to provide good government for LLRIB including making laws, by-laws, and policies, strategic planning and fiscal management.
- C.** To assist Chief and Council in the process of good governance, from time to time, “Advisory Committees” may be created by Chief and Council.
- D.** Each Advisory Committee will have an established clear outline of its roles and responsibilities set out in its specific Terms of Reference.
- E.** Advisory Committees are extensions of Chief and Council, created by Band Council Resolution, and are limited in their powers by the authority delegated to them.
- F.** Chief and Council is committed to identifying and addressing issues faced by all LLRIB Members, in all of the LLRIB Communities.

**Now Therefore** Chief and Council of the Lac La Ronge Indian Band hereby enact the following Policy:

**PART 1. NAME**

- 1.1 This Policy is called the LLRIB Advisory Committee Policy.

**PART 2. DEFINITIONS**

- 2.1 For the purposes of this Policy, the following definitions apply:

“**Advisory Committees**” are committees or boards appointed by Chief and Council, or elected by Electors of the LLRIB, to assist Chief and Council in its policy deliberations.

“**Ballot**” means the paper provided for the purpose of voting in accordance with the provisions of this Policy and the *Advisory Committee Election Procedures* (Appendix “F”), and which is to be marked by a Voter and deposited in the Ballot box.

“**Band List**” means a list of LLRIB Band Members maintained by the Band in accordance with Section 5 of the *Indian Act*.

“**BCR**” means a Band Council Resolution, which is the written decision made by a majority of Chief and Council at a duly convened meeting of Council.

“**Candidate**” means a Member who has been nominated pursuant to this Policy and the *Advisory Committee Election Procedures* (Appendix “F”) to run for an elected representative position on an Advisory Committee.

“**Chief and Council**” means the elected Chief and Councillors of the LLRIB.

“**Conflict of Interest**” occurs when an Advisory Committee member exercises an official power or performs an official function knowing that in so doing there is an opportunity to further their private interest.

“**Corrupt Practice**” means an act, including bribery, found to be a corrupt practice by a court of competent jurisdiction.

“**Council of Elders**” means the Council of Elders appointed by Chief and Council.

“**Criminal Free Record**” means, within five (5) years of the nomination:

- a) having no conviction for an indictable offence for offences under the Criminal Code, or the *Controlled Drugs and Substances Act*, or any successor legislation; and
- b) having no conviction for a summary conviction offence which could have been prosecuted by indictment; and
- c) confirming, through a *Criminal Free Declaration* (Appendix “B”), that there are no undisclosed convictions or items from the applicant’s personal, business or professional past that may be deemed embarrassing or detrimental to themselves or the LLRIB, hinder their ability to perform their duties as an elected official or demonstrate a lack of integrity.

“**Election**” means an Election held pursuant to the provisions of this Policy and the *Advisory Committee Election Procedures* (Appendix “F”).

“**Elector**” means a Member who:

- a) is entitled to vote at an Election pursuant to this Policy and the *Advisory Committee Election Procedures* (Appendix “F”), as amended from time to time or its successor Policy and/or procedures;
- b) is registered on the Band List;
- c) is of the full age of eighteen years (18) the day of the Election; and
- d) is not disqualified from voting at the Election.

**“Electoral Officer”** means the officer appointed pursuant to the provisions of this Policy and the *Advisory Committee Election Procedures* to carry out the duties and responsibilities as may be delegated by Chief and Council to administer Advisory Committee elections.

**“Immediate Family”** includes:

- a) Spouses or common-law partners, including same-sex partners;
- b) Father and Mother (natural or adopted);
- c) Father and Mother in laws and their spouses or common law partners;
- d) Children (natural or adopted);
- e) Stepchildren;
- f) Grandchildren;
- g) Brothers or sisters (including natural, step or adopted);
- h) Grandfather and grandmother;
- i) Biological great grandfather and great grandmother; and
- j) Any relative who resides permanently with the member of the Electoral committee.

**“LLRIB Community”** means the six (6) respective LLRIB Communities:

- a) Little Red River, I.R. #106C and #106D;
- b) Grandmother’s Bay, I.R. #219;
- c) Hall (Morin) Lake, I.R. #217;
- d) Sucker River, I.R. #156C;
- e) Stanley Mission, I.R. #157; and
- f) Lac La Ronge, I.R. #156 and Kitsaki I.R. #156B.

**“LLRIB”** means the Lac La Ronge Indian Band.

**“Member”** means a person whose name appears on the LLRIB membership list.

**“Polling Place”** means a place where Electors vote at an Election.

**“Program Director”** means an individual engaged by the Employer to provide leadership, direction and supervision to the staff of a program as delegated by the Executive Director.

**“Program Directors Working Group”** means the committee established to direct the day-to-day operations of the LLRIB and includes the Executive Director and the Program Directors. The Program Directors Working Group shall be responsible for the overall administration of this Policy Manual and shall be responsible for determining personnel needs based on program delivery requirements and budget constraints, developing job descriptions, determining requisite qualifications or experience, advertising and recruitment, employee interviews and selection, employee classification and placement on competitive salary grids and such other duties as may be delegated from time to time by the Executive Director.

**“Quorum”** means 50% plus 1.

**“Run-Off Election”** means the Election held as a result of a tie for an elected Advisory Committee position.

**“Serious Infraction”** means, in the context of just cause for termination of employment, serious misconduct that warrants termination of employment based on a single incident including, but not limited to, theft, fraud, dishonesty, assault or harassment, breach of company rules or practices, conflict of interest or willful misconduct. A Serious Infraction does not include termination of employment for poor performance, tardiness, or absenteeism.

**“Spouse”** means:

- a) the wife or husband of a person; or
- b) a person with whom that person cohabits and has cohabited continuously for a minimum of one (1) year (includes same sex couples);  
or
- c) a person with whom that person is in a relationship of some permanence, if they are the parents of a child.

**“Voters’ List”** includes any list made and revised under this Policy or the *Advisory Committee Election Procedures (Appendix “F”)*, of Members entitled to vote at an Election.

- 2.2 Unless the context otherwise clearly indicates, words used in the singular include the plural, the plural includes the singular, and the neuter gender includes the masculine and the feminine.

### **PART 3. APPLICATION OF POLICY**

- 3.1 This Policy applies to all Advisory Committees listed in Appendix “A”.
- 3.2 Chief and Council may review and change the list of Advisory Committees to which this Policy applies.
- 3.3 Chief and Council may enact any regulations to assist in the administration of this Policy by passing a BCR.

### **PART 4. TERMS OF REFERENCE**

- 4.1 Lac La Ronge Indian Band is committed to the operations and procedures of each Advisory Committee’s purpose and mandate and shall formalize the business of each Advisory Committee through a Terms of Reference (see template in Appendix “C”).
- 4.2 Advisory Committees, as creations of Chief and Council, possess only the authority, structure and mandates that have been delegated to them by Chief and Council and are bound to follow the procedures set out in their Terms of Reference as well as any specific special orders that Chief and Council have issued to them.
- 4.3 The size of an Advisory Committee is determined by Chief and Council and is set out in this Policy and in the respective Terms of Reference.
- 4.4 Advisory Committees cannot authorize spending more than their Advisory Committee budget nor can they strike sub-committees without authorization from Chief and Council.

#### *Composition*

- 4.5 Unless specified otherwise by Chief and Council, the composition of each elected Advisory Committee shall be:
  - a) one elected representative from Little Red River, I.R. #106C and #106D;
  - b) one elected representative from Grandmother’s Bay, I.R. #219;
  - c) one elected representative from Hall (Morin) Lake, I.R. #217;
  - d) one elected representative from Sucker River, I.R. #156C; and
  - e) two elected representatives from Lac La Ronge Indian Reserve #156 or #156B (Kitsaki) and one elected representative from the tri-community (village of Air Ronge or the town of La Ronge) or surrounding area (i.e. Potatoe Lake).

### *Term*

- 4.6 The term of office for elected representatives on Advisory Committees, as elected (or appointed, where necessary) pursuant to this Policy and the *Advisory Committee Election Procedures*, shall be:
- a) for the terms beginning in 2021, for a period ending in May 2023; and
  - b) thereafter, for a period of three (3) years, ending in May.
- 4.7 The term of office for elected representatives shall end on the date and time that the initial nomination period for filling incoming positions closes.

### *During Turnover*

- 4.8 For clarity, if circumstances require Chief and Council to authorize an extension of the nomination period or require Chief and Council to appoint representatives to vacant positions after the close of a nomination period, pursuant to the *Advisory Committee Election Procedures*, creating a gap in Advisory Committee positions being filled during this turnover, Chief and Council may make decisions otherwise made by elected representatives on that Advisory Committee on an as-needed or urgent basis until representatives are elected, acclaimed, or appointed.

## **PART 5. ADVISORY COMMITTEE ELIGIBILITY REQUIREMENTS**

- 5.1 The many LLRIB Advisory Committees offer valuable opportunities to help shape policies and practices responsive to Members and residents. Chief and Council encourage a broad cross-section of applicants that reflect LLRIB's rich diversity, including persons with disabilities and those of different ages, income levels, gender identities and backgrounds.
- 5.2 For any appointment or election to an Advisory Committee, an applicant must meet the following minimum eligibility requirements:
- a) they must be a Member;
  - b) they must be able to demonstrate relevant experience or knowledge, abilities, and skills related to the mandate of the Advisory Committee;
  - c) members nominated for election or appointed to an Advisory Committee may be required to reside in the LLRIB Community in which the Advisory Committee is based out of (residency is based on the LLRIB Membership Population Statistics as of December 31<sup>st</sup> of the preceding year);



- d) they must endeavor to serve for the full term of their appointment or election. If an Advisory Committee member does not serve for the full term of their appointment, they will not be able to run or be appointed to any Advisory Committee for the next term. An Advisory Committee member may be exempt from this section if that member is unable to complete their full term for reasons beyond their control (e.g., health, education and/or work);
  - e) they must sign an “Advisory Committee Oath of Confidentiality” if they become a member of an Advisory Committee (Appendix “D”);
  - f) they must live a healthy lifestyle and be a positive role model; and
  - g) they must have a satisfactory criminal record check completed in the six (6) months preceding their appointment or nomination for election.
- 5.3 With the exception of ad-hoc and non-voting members, each person may be a member of up to two (2) elected Advisory Committees. If a person is elected to more than two Advisory Committees, that person must choose the two Advisory Committees of which that person will be a member.
- 5.4 All Advisory Committee members shall be familiar with, and adhere to, the Roles & Responsibility of an Advisory Committee member, attached as Appendix “E” to this Policy.
- 5.5 Notwithstanding Section 5.2(a), non-Members may be appointed to an Advisory Committee for their expertise; however, they do not have any voting rights as a member of an Advisory Committee.

## **PART 6. INELIGIBILITY**

- 6.1 Applicants are not eligible to sit on an Advisory Committee if any of the following apply:
- a) they have interests adverse to those of LLRIB or sitting on an Advisory Committee would put the applicant in a position of Conflict of Interest;
  - b) they have been a previous employee of LLRIB, who was terminated for just cause for a Serious Infraction in the previous 12 months before being appointed/elected;
  - c) they have debt outstanding to LLRIB (including LLRIB entities, businesses and corporations to which LLRIB is the majority shareholder) and do not have an existing agreement to repay that debt to LLRIB;

- d) they have a spouse sitting on the same Advisory Committee during the same term. If Advisory Committee members marry or cohabit with another Advisory Committee member during their term, one of the members will be required to tender his/her resignation;
  - e) they have a sibling, child or a person to whom they stood in *loco parentis*, as legal guardians or adoptive parents serving on the Advisory Committee during the same term;
  - f) there is a BCR stating they are not allowed to reside in an LLRIB Community; or
  - g) they are elected or appointed to an Advisory Committee that falls under the same department for which they are employed.
- 6.2 Subject to Section 7.2, a Chief or Councillor is eligible to be a member of an Advisory Committee.

## **PART 7. ELECTION TO ADVISORY COMMITTEES**

- 7.1 Elections for positions on Advisory Committees may be called by Chief and Council as needed.
- 7.2 If a Chief or a Councillor is on an elected Advisory Committee, they are a non-voting member of that Advisory Committee.
- 7.3 The election process for Advisory Committees will follow the process set out in this Policy, pursuant to the *Advisory Committee Election Procedures* (Appendix "F"), as amended from time to time or its successor Policy and/or procedures.
- 7.4 Chief and Council shall have the discretion to:
- a) appoint an Electoral Officer; or
  - b) authorize the Program Directors Working Group to assume the role of Electoral Officer,
- to carry out Advisory Committee elections in accordance with the *Advisory Committee Election Procedures*.
- 7.5 Best efforts shall be made to hold Advisory Committee elections on Treaty Days.
- 7.6 Where the election of an applicant is set aside or the applicant has been elected or appointed to more than two Advisory Committees and must remove themselves, the applicant receiving the next highest number of votes shall be declared elected by the Electoral Officer.

## **PART 8. APPOINTMENT TO ADVISORY COMMITTEES**

- 8.1 All Advisory Committee appointments are made by Chief and Council to ensure fair and broad representation of all Communities.
- 8.2 An Advisory Committee will appoint ex-officio (non-voting) Elder(s) and an alternate to each Advisory Committee.
- 8.3 If Chief and Council are considering appointing a person who is a member of a Chief and Council member's Immediate Family, that Chief or Councillor must excuse themselves from the discussion of whether that Immediate Family member should be appointed and may not take part in any decision related to whether or not that Immediate Family member is appointed.

## **PART 9. DISQUALIFICATION**

- 9.1 An Advisory Committee member may be disqualified from holding office:
  - a) if he or she misses three consecutive Advisory Committee meetings, without excuse or reasonable cause;
  - b) if as a result of an appeal or other investigation, he or she is found to be guilty of a Corrupt Practice by a court of competent jurisdiction;
  - c) if he or she fails to maintain a Criminal Free Record;
  - d) if he or she moves from his or her residence in the LLRIB Community where the Advisory Committee is situated;
  - e) if during their term on an Advisory Committee, members marry or cohabit with another member on the same Advisory Committee one of the members will be required to tender his or her leave or resignation;
  - f) if he or she acts in a Conflict of Interest while in office.

## **PART 10. VACANCIES**

- 10.1 Where a seat on an Advisory Committee becomes vacant before the end of the term of the Advisory Committee, Chief and Council must appoint a new member to the Advisory Committee for the remainder of the term.

## **PART 11. REMUNERATION**

- 11.1 Appointed and elected Advisory Committee members will be paid the following remuneration:

	<b>In Community</b>	<b>Out of Community</b>	<b>Out of Province</b>
Daily Rate	\$100.00	\$100 plus approved expenses, consistent with the LLRIB Travel Policy	\$100 plus approved expenses, consistent with the LLRIB Travel Policy

11.2 Elders who are members of an Advisory Committee will be paid the following remuneration:

	<b>In Community</b>	<b>Out of Community</b>	<b>Out of Province</b>
Daily Rate	\$150.00	\$200.00 plus approved expenses, consistent with the LLRIB Travel Policy	\$250.00 plus approved expenses, consistent with the LLRIB Travel Policy

**PART 12. MEETINGS**

*Regular Meetings*

12.1 Notwithstanding Terms of Reference to the contrary, Advisory Committee meetings will be held once every three (3) months, for a total of four (4) meetings per year. Meetings shall not exceed two (2) days in duration.

12.2 Regular meetings will be held prior to regularly scheduled Chief and Council meetings.

*Special Meetings*

12.3 Special meetings may be requested in writing and approved in writing by the Program Director and Chairman of the Committee.

**PART 13. REPORTING**

13.1 Where applicable, and consistent with each Terms of Reference, Program Directors will provide written reports to their respective Advisory Committees at each regular meeting.

13.2 The report shall include staff reports, community events, annual general

meetings, motions, program updates/activities, program policy review, program statistics, program budget update/ financials.

- 13.3 Program Directors will provide an update of an Advisory Committee's expenditures based on its budget to that Advisory Committee in time for their Regular Meeting.

#### **PART 14. ORIENTATION**

- 14.1 An orientation session to familiarize all appointed and elected Advisory Committee members of this Policy, their Advisory Committee's Terms of Reference and all other policies and procedures that may impact their role as a member of an Advisory Committee will be scheduled for all Advisory Committees. The orientation will have a general application component as well as specific orientation for each Advisory Committee.
- 14.2 Attendance at the orientation is mandatory for new members of an Advisory Committee and attendance is highly recommended for all members of an Advisory Committee.

#### **PART 15. DISTRIBUTION OF POLICY**

- 15.1 A copy of this Policy shall be provided to each Advisory Committee member upon commencing their term.
- 15.2 Any amendments to this document shall be provided to all Advisory Committee members as soon as is practicable. The Policy shall be distributed during the Advisory Committee's orientation.

#### **PART 16. AMENDMENTS**

- 16.1 This Policy may only be amended by a quorum of Chief and Council at a duly convened Chief and Council meeting.

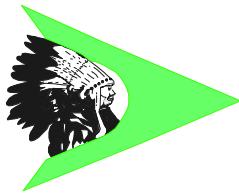
#### **PART 17. DATE POLICY COMES INTO FORCE**

- 17.1 This Policy shall come into force on the date that Chief and Council approve it at a duly convened meeting of Chief and Council.

BE IT KNOWN that this Policy entitled the *Lac La Ronge Advisory Committee Policy 2019-01*, enacted May 28, 2019, is hereby amended by a quorum of Chief and Council at a duly convened Chief and Council meeting of the Lac La Ronge Indian Band held on September 20, 2021.

Chief Tammy Miriam Cook-Searson	Councillor Michael James Bird
Councillor Jimmy Bryce Charles	Councillor Linda Ann Mary Charles
Councillor Gerald Robin McKenzie	Councillor Keith Robert Mirasty
Councillor Ann Rachel Ratt	Councillor Devin Daniel Bernatchez
Councillor Harry Sam Roberts	Councillor John Patrick Roberts
Councillor Norman Paul Ross	Councillor Dennis Bruce Sanderson
Councillor John Richard Halkett	

Quorum of Council is 7.



**Appendix “A” - Advisory Committees as of October, 2021**

**ELECTED ADVISORY COMMITTEES**

**POST SECONDARY/DAY CARE ADVISORY COMMITTEE**

MEMBER-LA RONGE	MEMBER- LA RONGE
MEMBER-LA RONGE	MEMBER-GMB
MEMBER-SUCKER RIVER	MEMBER-HALL (MORIN) LAKE
MEMBER-LITTLE RED RIVER	

**K-12 ADVISORY COMMITTEE**

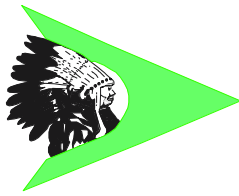
MEMBER-LA RONGE	MEMBER- LA RONGE
MEMBER-LA RONGE	MEMBER-GMB
MEMBER-SUCKER RIVER	MEMBER-HALL (MORIN) LAKE
MEMBER-LITTLE RED RIVER	

**HEALTH ADVISORY COMMITTEE**

MEMBER-LA RONGE	MEMBER- LA RONGE
MEMBER-LA RONGE	MEMBER-GMB
MEMBER-SUCKER RIVER	MEMBER-HALL (MORIN) LAKE
MEMBER-LITTLE RED RIVER	

**HOUSING ADVISORY COMMITTEE**

MEMBER-LA RONGE	MEMBER- LA RONGE
MEMBER-LA RONGE	MEMBER-GMB
MEMBER-SUCKER RIVER	MEMBER-HALL (MORIN) LAKE
MEMBER-LITTLE RED RIVER	



**Appendix “B” - Criminal Free Declaration**

Applicant Information	
Name of Applicant	
Nominated for:	
Electoral Section (If Applicable):	

I, \_\_\_\_\_, hereby declare that:

I have no convictions or outstanding charges for offences under the Criminal Code of Canada or the Controlled Drugs and Substances Act, or any successor legislation, up to and including the date of this declaration; and

I have no other items from my personal, business or professional past that may be deemed embarrassing or detrimental to myself or the LLRIB, hinder my ability to perform my duties as an elected official or demonstrate a lack of integrity.

Signed  
on

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
(day) (month) (year) (printed name)

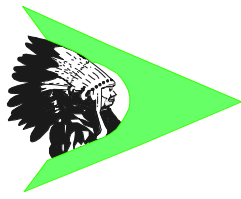
\_\_\_\_\_  
(signature)

In the  
presence of:

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)





## **Appendix “C” - Terms of Reference Template**

**[INSERT COMMITTEE NAME]**

### **TERMS OF REFERENCE**

#### **Name**

- Official name of the Committee.

#### **Members/Composition**

- Identify who the Committee will be made up of (e.g., a broad representation of Members).
- Assign roles and responsibilities to Committee members (e.g., chair, secretary, treasurer, who the Committee reports to).
- Identify any members who are non-voting, if applicable.

#### **Term**

- What are the terms of membership?
  - a set term (e.g., how many years?)
  - a goal (e.g., enactment of legislation or policy?)

#### **Formation Procedure**

- Describe whether the members are appointed by Council or elected by Electors, pursuant to the Advisory Committee Policy.

#### **Goals**

1. Primary
2. Secondary
3. Others

#### **Deliverables**

- Identify specific outputs that have been requested from the Committee (e.g., to review the Membership Transfer Policy and recommend amendments).
- Identify how/when deliverables are expected and who they will be reported to.

### **Scope / Jurisdiction**

- What level of responsibility and authority does the Committee hold?
- What do they need to address and what is outside their area of concern?
- What can they decide on and what needs Council or Program Director input?

### **Resources and Budget**

- Identify the resources required to meet the various objectives of the Committee (e.g., resource people (staff), equipment, materials, rooms, budget).

### **Governance**

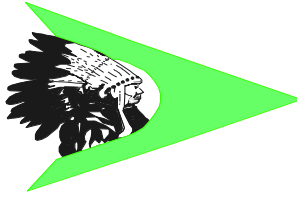
- Identify decision-making technique (e.g., consensus, majority vote or 2/3 or majority vote).
- Identify quorum.
- Identify relationships and authority between the Committee and Council and any associated programs or Departments.

### **Related Laws, By-laws and policies**

- Identify any specific law, by-law or policy that pertains to the Committee
- Note any existing relationships to other Committees, if applicable.

### ***Additional Notes***

- Terms of Reference must be consistent with Advisory Committee Policy.
- There is no need to reiterate terms of the Advisory Committee Policy, but the Terms of Reference can require additional terms (e.g. Additional expertise or skills for election or appointment to a certain Committee)



**Appendix “D” - Advisory Committee Oath of Confidentiality**

All Advisory Committee members shall, as a condition of their appointment or election, take the following *Oath of Confidentiality*:

*I solemnly and sincerely swear that I will faithfully, honestly and impartially to the best of my judgement, skill, knowledge and ability fulfil the duties of the office as a member of the \_\_\_\_\_ [insert name of Advisory Committee] of the Lac La Ronge Indian Band.*

*I further agree to fulfil the duties that devolve upon me by reason of my Advisory Committee membership and I will not, without due authority, disclose, make public, or make known any matter that comes to my knowledge by reason of such membership.*

*I further agree to hold in the strictest confidence any and all information related to the business, political, administrative and operational affairs of the Lac La Ronge Indian Band, its corporations, departments, programs, affiliate organizations, and First Nations that may be revealed to me by reason of such Committee membership.*

Signed  
on

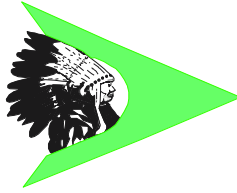
\_\_\_\_\_ by \_\_\_\_\_  
, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year) (printed name)

\_\_\_\_\_  
(signature)

In the  
presence of:

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)



## **Appendix “E” - Roles & Responsibility – Advisory Committees**

### **Belief Statement**

Chief & Council of LLRIB believe that its duly elected and appointed Advisory Committees play a vital role in ensuring that the programs and services of LLRIB enhance, support and promote the well-being, education and independence of its Members.

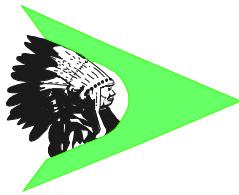
Advisory Committees provide detailed information to Chief and Council on issues of concern to the Members and often provoke important public debate. In addition, because Advisory Committees interact directly with Members, they provide an immediate and visible conduit between Chief and Council and Members.

Chief & Council believe that its Advisory Committee members must act in cooperation with fellow Advisory Committee members to provide a unified vision and purpose for their respective Advisory Committee and that the human and physical resources of that Advisory Committee are focused to meet the needs of all Members and not just specific individuals or communities.

### **Guiding Principles**

- (a) Advisory Committees are created by Chief and Council to serve a purpose as set out in the Advisory Committee Policy and their specific terms of reference.
- (b) Advisory Committee members recognize that it is the "collective will" of the Advisory Committee as a whole that is the decision-making body rather than individual member personal preference.
- (c) Advisory Committee members appreciate and respect that individual members may have differences of opinion or belief, but it is only by thorough discussion, debate and research, that a course of action in the best interests of the LLRIB can be determined and agreed upon.

- (d) Advisory Committee members recognize and support the concept that once a recommendation of the Advisory Committee has been reached by formal motion at a duly constituted meeting that all members of the Advisory Committee will support that recommendation in all public statements, places and circumstances.
  
- (e) Advisory Committee members recognize and accept that they are governors, not administrators, for their Advisory Committee.
  
- (f) Advisory Committee members recognize that they must be fluent in all policies and the terms of reference that govern their Advisory Committee and adhere to all approved policies and terms of reference until such time as policy is amended or withdrawn by Chief and Council.



## **Appendix “F” – Advisory Committee Election Procedures**

### **PART 1: PRE-NOMINATION PROCEDURES**

#### *Appointment of Electoral Officer*

- 1.1 Chief and Council shall appoint an Electoral Officer to perform any of the duties, powers and functions that are required to be performed or exercised under these *Advisory Committee Election Procedures* (the “Procedures”).
- 1.2 The person or people appointed to the office of Electoral Officer shall be at least 18 years of age and have experience in the conduct of Elections.

#### *Program Directors Working Group as Electoral Officer*

- 1.3 Where Chief and Council appoints the Program Directors Working Group as Electoral Officer, any singular member of the Program Directors Working Group may perform any necessary action or role under these Procedures, only if designated to do so by the other members of the Program Directors Working Group.

#### *Creation of Election File*

- 1.4 The Electoral Officer will establish an Election file and place in it copies of all documentation associated with the Election. The file shall then be closed and kept in the Administration Office.

#### *Appointment of Translators and/or Assistants*

- 1.5 The Electoral Officer may appoint one or more translators and/or assistants, each of whom shall work under the direction of the Electoral Officer.

#### *Voters’ List*

- 1.6 The Voters’ List shall contain the following information:
  - (a) the names of Electors in each community, in alphabetical order; and
  - (b) each Elector’s band membership (Treaty) number.

### *Revisions to Voters' List*

- 1.7 The Electoral Officer must revise the Voters' List if it is demonstrated that:
- (a) an Elector's name has been omitted from the list,
  - (b) an Elector's name is incorrectly set out in the list, or
  - (c) the name of a person not entitled to vote is included in the list.

### *Voters' List Corrections*

- 1.8 A person may demonstrate that an Elector's name has been omitted from, or incorrectly set out in, the Voters' List by presenting to the Electoral Officer written evidence from LLRIB that the Elector is on the Band List and will be at least 18 years of age on the day of the Election.
- 1.9 A person may demonstrate that the name of a person not entitled to vote has been included in the Voters' List by presenting to the Electoral Officer written evidence that that person is not in the Band List or will not be at least 18 years of age on the day of the Election.

## **PART 2: THE NOMINATION PROCESS**

### *Notice of Nomination*

- 2.1 At least six (6) days before the day on which nominations open, the Electoral Officer must post a notice of the nomination
- a) in at least one conspicuous place in each community; and
  - b) on the LLRIB website and administration offices.

### *Content of the Notice of Nomination*

- 2.2 A notice of a nomination must include the following information:
- (a) the date, time and duration, of the nominations;
  - (b) the number of Advisory Committee positions to be filled by election in each community;
  - (c) a description of the manner in which an Elector can nominate a Candidate, or second the nomination of a Candidate;

- (d) the date on which the Election will be held and the location of each Polling Place;
- (e) the place where copies of the Policy, Procedures, the Advisory Committee Terms of Reference and the *Nomination Form* (Appendix “G”) may be obtained; and
- (f) the name, email, business address, and business phone of the Electoral Officer.

#### *Nomination Period*

2.3 Nominations must remain open for at least fourteen (14) calendar days.

#### *Extended Nomination Period*

- 2.4 The nomination period may be extended once by Chief and Council if the Electoral Officer advises that no nominations have been made for an elected Advisory Committee position at the close of the original nomination deadline, as long as the extended nomination period also remains open for fourteen (14) calendar days from the date the original nomination period closed.
- 2.5 If Chief and Council extend the nomination period under section 2.4, the Electoral Officer must post an updated notice of nomination per section 2.2, which must also state that the nomination period has been extended by Chief and Council because no nominations were received within the nomination period, and that if no further nominations are received by the close of the extended nomination period, that Council shall appoint a member to fill the position(s).

#### *Nominating Candidates*

2.6 An Elector may nominate a Candidate and second the nomination of a Candidate by signing the *Nomination Form* (Appendix “G”).

#### *Nomination Form*

2.7 All Candidates must complete a *Nomination Form* (Appendix “G”).

#### *Confirmation of Eligibility*

2.8 No person shall accept a nomination for an elected Advisory Committee position if that person is not eligible to be a Candidate pursuant to the Advisory Committee Policy and any prescribed Regulations.

#### *Candidate Declaration*

2.9 To accept a nomination, a Candidate must remit to the Electoral Officer by the nomination deadline:



- (a) a completed and signed *Nomination Form* (Appendix “G”) accepting the nomination for the position for which they have been nominated
  - (b) a completed and signed Advisory Board Candidate Declaration (included in Appendix “G”) attesting to their eligibility to be a Candidate under the Policy;
  - (c) a completed and signed Advisory Board Criminal Free Declaration (included in Appendix “B”) attesting to their eligibility to be a Candidate under the Policy;
  - (d) confirmation of the Candidate’s legal name and the name or names, including nicknames, that the Candidate wishes to have on the Ballot;
  - (e) a Criminal Record Check from within the previous six (6) months;
  - (f) a photo; and
  - (g) if applying to any Education Committees, a Vulnerable Sector Screening Check from within the previous six (6) months, or a signed confirmation that the Candidate will obtain one if elected.
- 2.10 Any Candidate, who, in the opinion of the Electoral Officer, makes a false declaration, shall be automatically disentitled to run for office, and the Electoral Officer shall not be required to place that Candidate’s name forward for Election.
- 2.11 The documents required under this Section may be submitted by mail, email, fax, or in person, or other method acceptable to the Electoral Officer, but must be received before the deadline.
- 2.12 The Electoral Officer shall keep the original documentation with all other electoral documentation.

*Close of Nominations*

- 2.13 As soon as feasible after the deadline expires:
- (a) if the number of Candidates for an elected Advisory Committee position in any community does not exceed the number of positions to be filled, the Electoral Officer must declare those persons to be elected by acclamation pending documentation received;
  - (b) if there are more Candidates than the number of positions to be filled, the Electoral Officer must announce that an Election will be held on the date set out in the notice; and
  - (c) if, after Candidates have been declared elected, and the number of positions filled is less than the number of positions that are required to be filled, or an

extended nomination period under section 2.4 has passed with no additional nominations made, Chief and Council must appoint members to fill the remaining vacancies of otherwise elected positions, in accordance with Part 8 of the Policy.

#### *Notice of Acclamations*

- 2.14 If Candidates have been elected by acclamation pursuant to Section 2.13(a), the Electoral Officer must soon after post, in at least one conspicuous place in the community or communities affected and on the LLRIB website, a notice that sets out the names of the persons who have been elected by acclamation and states that an Election will not be held.

#### *Notice of Appointments*

- 2.15 If Candidates have been appointed by Chief and Council pursuant to Section 2.13(c), the Electoral Officer must soon after post, in at least one conspicuous place in the community or communities affected and on the LLRIB website, a notice that sets out the names of the persons who have been appointed by Chief and Council and states that an Election will not be held.

#### *Withdrawal*

- 2.16 A Candidate may withdraw their candidacy at any time prior to the close of the Election by submitting to the Electoral Officer a *Notice of Withdrawal of Candidacy* (Appendix “H”), signed by the Candidate in the presence of the Electoral Officer, a justice of the peace, a notary public, or a commissioner for oaths.

### **PART 3: PRE-ELECTION DAY PROCEDURE**

#### *Notice of Election*

- 3.1 Whenever an Election is called, the Electoral Officer shall, without any unreasonable delay, post in at least one or more conspicuous places within each community and post to the LLRIB website, a notice that sets out:
- (a) the date on which the Election is to be held and the location and hours of operation of each Polling Place;
  - (b) the number of positions on each of the Advisory Committees in each community to be filled;
  - (c) notice that a copy of the Policy, the Procedures, and the Terms of Reference for the Advisory Committees are available to any Elector upon the Elector’s request, and are available for viewing online on the LLRIB Website and at the Administration Office; and

- (d) the Electoral Officer's name, phone number, email, fax number, and postal addresses.

#### *Preparation of Ballots*

- 3.2 The Electoral Officer shall have prepared a sufficient quantity of Ballots containing the names of the Candidates for Advisory Committees, and if applicable may insert a nickname.
- 3.3 There shall be separate Ballots prepared for each community and those Ballots shall contain a listing of all Candidates for the elected position of Advisory Committee member of the community, listed in alphabetical order. The Ballot shall clearly indicate the number of elected positions open for Advisory Committee members.
- 3.4 Every Ballot shall:
  - (a) be printed on paper of a quality, weight and size determined by the Electoral Officer; and
  - (b) have placed upon it, prior to depositing the Ballot in the Ballot box, in any place on the rear of the Ballot, the initials of the Electoral Officer.

### **PART 4: EQUIPMENT FOR ELECTION**

#### *Ballot Boxes*

- 4.1 The Electoral Officer shall arrange for the procurement of as many Ballot boxes as there are Polling Places and shall cause to be prepared a sufficient number of Ballot boxes for the Election.

#### *Delivery of Ballots*

- 4.2 The Electoral Officer shall, before the Polling Place opens, cause to be delivered the Ballots and materials for marking the Ballot.

#### *Voting Compartments*

- 4.3 The Electoral Officer shall provide a compartment at each Polling Place where the Electors can mark their Ballot free from observation.

### **PART 5: ELECTION DAY**

#### *Voting Procedure*

- 5.1 Voting at all Elections shall be by Ballot in the manner set out in these Procedures.
- 5.2 If an Election is set for election(s) of community representatives for Advisory

Committees, Electors must vote at the Polling Place and time specific to that community, as determined by the Electoral Officer.

#### *Time of Poll*

- 5.3 Polling Places shall be kept open at times determined by the Electoral Officer and Program Directors Working Group.
- 5.4 Any Elector in line at the close of the Polling Place shall be entitled to vote in the Election.
- 5.5 In the event that the Electoral Officer has determined that all eligible Electors have cast their Ballots prior to the closing times, the Electoral Officer may close the Polling Place at such earlier time.

#### *Sealing of Ballot Box*

- 5.6 The Electoral Officer shall immediately, before the opening of the Polling Place:
  - (a) open the Ballot box and call such persons as may be present to witness and verify in writing that the box is empty;
  - (b) lock and properly seal the box to prevent it from being opened without breaking the seal; and
  - (c) shall place it in view for the reception of the Ballots, and the seal shall not be broken or the Ballot box opened or unlocked during the time appointed for voting in the Election.

#### *Campaigning in Polling Place*

- 5.7 No person, including a Candidate, shall, on the day of Election:
  - (a) post or display in or on the exterior surface of a Polling Place, any campaign literature or other material that promotes or opposes the election of a particular Candidate;
  - (b) within hearing distance of a Polling Place, orally promote or oppose the election of a Candidate;
  - (c) in a Polling Place, attempt to influence an Elector to vote or refrain from voting or to vote or refrain from voting for a particular Candidate; or
  - (d) act, or incite another person to act, in a disorderly manner with the intention of disrupting the conduct of the Election in a Polling Place.

### *Order to Leave*

- 5.8 All persons in a Polling Place must refrain from physical abuse and threats, verbal abuse, swearing or causing a disturbance, use of obscene language, and any other form of harassment directed at others, intoxication or being under the influence of drugs.
- 5.9 The Electoral Officer may order a person to leave a Polling Place if the person is committing an offence under this Policy that threatens the maintenance of order at the Polling Place, or if the Electoral Officer believes on reasonable grounds that a person has done so.
- 5.10 A person to whom an order is given under Section 5.9 must obey it without delay.

### *Voting*

- 5.11 Upon a person presenting himself/herself for the purpose of voting, the Electoral Officer, if satisfied that the name of such person is on the Voter's List at the Polling Place, shall provide the Elector with a Ballot on which to mark their vote.

### *Marking of Voters' List*

- 5.12 The Electoral Officer shall cause to be placed in the proper column of the Voters' List a mark opposite the name of every Elector receiving a Ballot.

### *Clarification of Elector*

- 5.13 The Electoral Officer shall, when requested to do so, explain the mode of voting to the Elector.

### *Elector Marking Ballot*

- 5.14 Each Elector receiving a Ballot shall proceed directly to the place provided for marking Ballots and shall mark the Ballot(s) by placing:

- (a) a cross (X); or
- (b) check (√)

opposite the name of the Candidate(s) for whom they desire to vote for and shall then deposit the Ballot in the Ballot box supplied.

### *Alternate Marking of Ballot*

- 5.15 Notwithstanding Section 5.14, the mark on the Ballot may be a mark other than the cross or check mark provided it clearly indicates the Candidate(s) for whom the Elector is voting for and does not in any way reveal the identity of the Elector.

### *Only Elector Allowed in Voting Compartment*

- 5.16 Except as provided in Section 5.17, while any Elector is in the voting compartment for the purpose of marking the Ballot, no other person shall be allowed in the same compartment or be in any position from which they can see the manner in which such Elector marks their Ballot.

### *Assistance in Voting*

- 5.17 Where a person requires assistance, the Electoral Officer shall allow an individual of the Elector's choice to assist the Elector by marking the Ballot in the manner directed by the Elector and, if necessary, shall place the Ballot in the Ballot box for the Elector.

### *Remarks on Voters' List*

- 5.18 Where an Elector votes in accordance with section 5.17, the *Elector Assistance Forms* shall be completed (Appendix "I").

### *Accidental Spoiling of Ballot by Elector*

- 5.19 An Elector who has inadvertently dealt with the Ballot in such a manner that it cannot be used shall return it to the Electoral Officer and be entitled to obtain another Ballot and the Electoral Officer shall write the word "cancelled" upon the spoiled Ballot and preserve it.

### *Refusal by Elector*

- 5.20 Any person who has received a Ballot and who leaves the Polling Place without delivering the same to the Electoral Officer in the manner provided, or, if after receiving the same refuses to vote, shall forfeit their right to vote at the Election, and the Electoral Officer shall make an entry on the Voters' List in the column provided for remarks opposite the name of such person to show that such person received the Ballot and declined to vote, in which case the Electoral Officer shall mark upon the face of the Ballot the word "declined" and all Ballots so marked shall be preserved.

### *Elector's Name Not on Voters' List*

- 5.21 An Elector whose name does not appear on the Voters' List may vote in an Election, provided that the Electoral Officer is provided satisfactory proof that such person is qualified to vote.
- 5.22 Any additions to the Voters' List will be noted by the Electoral Officer, with reasons and evidence.

### *Electors Inside Polling Place at Closing Time*

5.23 Every Elector who is inside the Polling Place at the time for the closing of the Polling Place shall be entitled to vote before the Polling Place is closed.

## **PART 6: COUNTING OF VOTES**

### *Counting the Ballots*

6.1 After the Polling Place has closed, the Electoral Officer shall, in the presence of the community membership present, open the Ballot box and examine all the Ballots.

6.2 The Electoral Officer will reject any Ballot that:

- (a) does not contain the Electoral Officer's initials;
- (b) is not on the Ballot supplied by the Electoral Officer;
- (c) has not been marked for any Candidate;
- (d) has been marked for more than the required number of Candidate(s);
- (e) identifies the Elector; or
- (f) is illegible, and does not identify a particular Candidate, or names someone who is not a Candidate.

6.3 The Electoral Officer shall take note of any objection made by any Candidate to any Ballot found in the Ballot box and decide any question arising out of the objection.

6.4 The Electoral Officer shall number such objections raised under Section 7.3 and place a corresponding number on the back of the Ballot and the word "allowed" or "disallowed", as the case may be, with their initials.

6.5 The Electoral Officer shall count the votes given for each Candidate from the Ballots not rejected and make a written statement of the number of votes given to each Candidate and the number of Ballots rejected and not counted by the Electoral Officer which statement shall then be signed by the Electoral Officer and such persons authorized to be present as may desire to sign the same.

### *Announcement of Elected Advisory Committee Members*

6.6 After the completion of the counting of the votes, the Electoral Officer must, in the presence of everyone present, declare to be elected the Candidates having the highest number of votes.

### *Automatic Recounts and Ties*

- 6.7 A recount must automatically take place if there is a tie.
- 6.8 The Electoral Officer shall establish a time for a recount and publicly announce this time in the presence of those present in the Polling Place(s).
- 6.9 A recount pursuant to Section 6.7 must take place within 24 hours of the announcement by Electoral Officer in the presence of the Candidates.

### *Handling of Ballots*

- 6.10 If the recount is not to be conducted immediately after the counting of the votes, the Electoral Officer must:
- (a) deposit all Ballots in envelopes and seal them in a manner that prevents them from being opened without breaking the seal;
  - (b) place their initials on the seal and have any two people present do the same;
  - (c) deposit the sealed envelopes into a Ballot box and seal that box in a manner that prevents it from being opened without breaking the seal; and
  - (d) ensure the safekeeping of the sealed Ballot box until the time established for a recount.

### *Breaking a Tie Vote*

- 6.11 In the event that a recount fails to determine the successful Candidates for the final position of Advisory Committee member in the community, the Electoral Officer shall hold a Run-Off Election to break the tie by issuing a Notice of Election within 7 days, and the Candidates in that election shall be only those Candidates with the tie vote.
- 6.12 Where a Run-Off Election for a position is required to break a tie, all the provisions of this Policy shall apply to the Run-Off Election, provided:
- (a) The final Voters' List for the Run-Off Election shall be the final Voters' List from the Election which resulted in the tie;
  - (b) The Candidates for office to be determined in the Run-Off Election shall be limited to the Candidates who received an equal number of votes for that office in the original Election;
  - (c) The Run-Off Election date to break a tie will occur within twenty-five (25) days of the original Election; and



- (d) The Electoral Officer in the original Election will continue to serve in their position in the Run-Off Election.

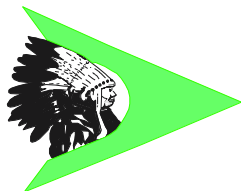
## **PART 7: POST ELECTION PROCEDURES**

### *Declaration of Candidates*

- 7.1 After completing the counting of the votes and establishing the Candidates who have the highest number of votes, the Electoral Officer shall declare the names of the elected Candidates.
- 7.2 Following the declaration of Candidates made pursuant to Section 7.1, the Electoral Officer shall complete and sign an Election report which shall contain:
  - (a) the names of the Candidates;
  - (b) the number of Ballots cast for each;
  - (c) the number of rejected Ballots; and
  - (d) the total number of Ballots printed for each community.

### *Disposition of Ballot*

- 7.3 The Electoral Officer shall destroy all Ballots within ten (10) days in the presence of two (2) witnesses who shall make a declaration that they have witnessed the destruction of them.



**Appendix “G” – Nomination Form**

**ADVISORY COMMITTEE CANDIDATE  
NOMINATION FORM**

**Check List:**

- Nomination Form**
- Candidate Declaration**
- Criminal Record Check (\*Must be within the last 6 months)**
- For Education Committees - Vulnerable Sector Screening Check (\*Must be within the last 6 months)**
- Criminal Free Declaration**
- Picture (candidates to email to: [llrib.elections@llrib.ca](mailto:llrib.elections@llrib.ca))**

**AN INDIVIDUAL IS SEEKING ELECTION TO MORE THAN ONE ADVISORY COMMITTEE, A SEPARATE FORM MUST BE COMPLETED AND SUBMITTED FOR EACH ADVISORY COMMITTEE.**

**SECTION A: NOMINATION**

I \_\_\_\_\_ AM SEEKING CANDIDACY FOR THE ADVISORY COMMITTEE POSITION OF:

- K-12 EDUCATION**
- HOUSING**
- HEALTH**
- POST SECONDARY/DAY CARE**

IN THE COMMUNITY Of:

- LITTLE RED RIVER**
- HALL LAKE**
- GRANDMOTHER'S BAY**
- SUCKER RIVER**
- LA RONGE**

-----  
**NOMINATOR:** \_\_\_\_\_  
Please Print

TREATY NUMBER: 3530 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

-----  
**SECONDER:** \_\_\_\_\_  
Please Print

TREATY NUMBER: 3530 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

-----  
 **I ACCEPT MY NOMINATION**

CANDIDATE: \_\_\_\_\_

TREATY NUMBER: 3530 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION B: CONTACT INFORMATION**

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SECTION C: KNOWLEDGE, SKILLS, AND ABILITIES**

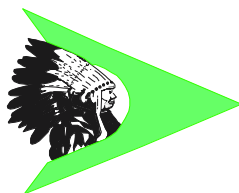
Please provide information on your experience, knowledge, abilities and skills and/or provide a resume. If additional space is required, please attach a separate sheet(s) as required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D: SCHOOL COMMITTEE CANDIDATES ONLY**

I confirm that I:

- am a parent/grandparent/legal guardian of a child within the LLRIB school system
- have at least a high school diploma or certificate of high school equivalency
- have a vulnerable sector screening check



**Appendix “H” – Advisory Committee Candidate Declaration**

I, \_\_\_\_\_, Treaty Number 353 \_\_\_\_\_

reside in the community of \_\_\_\_\_

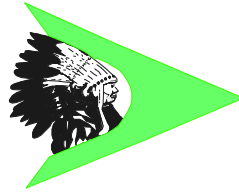
**DECLARE:**

1. That I am the full age of eighteen (18) years.
2. That I am a Member of the Lac La Ronge Indian Band.
3. That I reside in the community to which I have been nominated.
4. That I have a Criminal Free Record and have signed a Criminal Free Declaration.
5. That I have no debt outstanding and unpaid to the LLRIB, including Band entities, businesses or corporations to which the Band is the majority shareholder or has a debt for which there is an existing agreement to repay.
6. That I am able to demonstrate relevant experience or knowledge, abilities, and skills related to the mandate of the Advisory Committee.
7. That I live a healthy lifestyle and am a positive role model.
8. That I know of no other reason why I should be disqualified to run in this election.
9. I am aware that I will be disqualified if my Criminal Record Check is found to be not satisfactory or is not filed with the Electoral Officer.

*Declared before me at \_\_\_\_\_ in the province of  
Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_,  
2021.*

\_\_\_\_\_  
*(Signature of Nominee)*

\_\_\_\_\_  
*Electoral Officer, Justice of the Peace, Notary  
Public/Commissionaire for Oaths for Saskatchewan.  
My appt. expires: \_\_\_\_\_*



**APPENDIX "I" – Notice of Withdrawal of Candidacy**

I, \_\_\_\_\_, hereby withdraw my name as a Candidate for a  
(Name of Candidate) position on

\_\_\_\_\_

Representing the community of

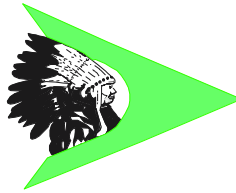
\_\_\_\_\_  
(if applicable)

DECLARED before me at \_\_\_\_\_ )  
in the Province of Saskatchewan, )  
this \_\_\_ day of \_\_\_\_\_, 20 )  
)  
)

\_\_\_\_\_  
(Signature of Nominee)

\_\_\_\_\_  
*Electoral Officer, Justice of the  
Peace, Notary Public/Commissioner  
for Oaths for Saskatchewan.*

*My appt. expires:* \_\_\_\_\_



## **APPENDIX “J” – Elector Assistance Forms**

**Instructions:** Use this form if an Elector requests assistance with voting or completing any paperwork in relation to voting or being added to the Voter’s List. Assistance is limited to: (1) reading the Elector the instructions, Ballot content, or other necessary materials; and (2) marking or casting the Ballot or assisting with signature on other forms requiring signature.

### **PART I – Completed by Electoral Officer**

Printed Name of Elector: \_\_\_\_\_

Treaty Number: \_\_\_\_\_

The Elector named above has requested assistance in voting and is being assisted by:

- A person designated by the Elector (Proceed to Part II) or
- The Electoral Officer (Proceed to Part III)

### **PART II – Completed by Person Designated by Elector**

Printed Name: \_\_\_\_\_

I affirm that:

1. I am not the Elector’s employer or agent of the Elector’s employer;
2. I am not a Candidate on the Ballot;
3. The named Elector asked me to assist with reading, marking, or casting the Ballot;
4. I will assist the Elector only by: (a) reading the Elector the instructions or Ballot content; or (b) marking or casting the Ballot as directed by the Elector;
5. I will not attempt to influence or suggest in any way how the Elector should vote in any contest or question; and
6. I will not disclose the identity of who the Voter voted for.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**PART III – Completed by Electoral Officer**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(witness printed name)

\_\_\_\_\_  
(witness signature)