



LAC LA RONGE INDIAN BAND

PIMIPATHIHISOWIN

(GOVERNANCE CODE)

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PREAMBLE

- A.** WHEREAS the Lac La Ronge Indian Band is a Treaty 6 First Nation;
- B.** WHEREAS the LLRIB is proud of its heritage and Cree language and of the educational opportunities, economic successes, and social development made possible by many years of strong leadership;
- C.** WHEREAS Council appreciates that as elected officials they are expected to establish high performance standards and have determined that sound governance is critical to the well-being and sustainable development of its communities;
- D.** WHEREAS Council wishes to establish a Governance Code to further ensure good governance practices and procedures for the LLRIB Chief and Council;
- E.** WHEREAS the duly elected Chief and Councillors of the Lac La Ronge Indian Band are responsible for sound leadership, strategic planning and good decision making in the governance of the Lac La Ronge Indian Band and is authorized to enact this law in accordance with Section 81(1)(q) and (r) of the *Indian Act*, R.S.C. 1985, c. 1-5, as amended;
- F.** WHEREAS by virtue of its inherent right to self-government recognized and affirmed under Section 35 of the *Constitution Act*, 1982 and confirmed by the United Nations Declaration on the Rights of Indigenous Peoples, and in particular Articles 3, 4, 5, 8(1) and 34; the LLRIB, through its Council, has full authority to enact this Governance Code;

NOW THEREFORE the Council of the LLRIB, at a duly convened meeting of Council, hereby enacts the PIMIPATHIHISOWIN (Governance Code).

PART 1 - PRELIMINARY MATTERS

1. Title

1.1 This Code may be cited as the PIMIPATHIHISOWIN or Governance Code.

2. Definitions

2.1 Unless otherwise defined in this policy or required by the context, words and expressions used in this Governance Code have the same meaning as they have been given in the Lac La Ronge Indian Band Election Act.

2.2 The following definitions apply in this Code:

"Band Council Resolution" means a written decision made by a majority of Chief and Council at a duly convened meeting of Council, and is made when the format is required; otherwise, decisions of Council are made by Motion.

"Chief and Council" or "Council" means the Members elected as Councillors and Chief in accordance with the terms and conditions of the Lac La Ronge Indian Band Election Act to be the governing body of the Lac La Ronge Indian Band.

"Chief" means the person elected to the office of Chief pursuant to the terms of the Lac La Ronge Indian Band Election Act.

"Clear Days" means, where there is a reference to a number of clear days or "at least" a number of days between two events, in calculating that number of days, the days on which the events happen are excluded, and the counting of Clear Days includes weekends; however, if the time limit for completing an action under this Governance Code expires or falls on a weekend or holiday on which the Administration Office is closed, the action may be completed on the following business day; the use of "Clear Day" indicates the singular.

"Conduct Review Committee" means the committee appointed under section 36 of this Code to hear and decide complaints through the Informal Complaints Process or the Formal Complaints Process.

"Conflict of Interest" occurs when a Chief or Councillor or member of the Conduct

Review Committee exercises an official power or performs an official function knowing that in so doing there is an opportunity to further their private interest.

"Council Member" or "Councillor" means the elected Councillor, and includes the Chief, unless the Chief is explicitly excluded.

"Elector" means a Member who:

- (a) is registered on the Band List, as defined in the LLRIB Election Act;
- (b) is of the full age of eighteen (18) years on the day of signing the complaint, and
- (c) is not disqualified from voting at an LLRIB Election, as defined in the LLRIB Election Act.

"Executive Director" means the Executive Director of LLRIB administration as designated by Chief and Council.

"Elder" means a LLRIB Member who:

- (a) is a fluent Cree speaker; and
- (b) has traditional Woodland Cree knowledge.

"Immediate Family" means:

- a) spouse, including a common law spouse; and
- b) all persons who are members of one's immediate family (by biological, adoptive, step, legal, common-law relation or as customarily accepted by LLRIB), including a child, grandchild, parent, sibling, or grandparent, and including any extended family member, if living in the same residence.

"Indian Act" means the *Indian Act*, R.S.C. 1985, 1-5 and its regulations as amended or replaced from time to time.

"ISC" means Indigenous Services Canada, formerly Indigenous and Northern Affairs Canada.

"Lac La Ronge Indian Band" or **"LLRIB"** means a "band" within the meaning of Section 2 of the *Indian Act*.

"LLRIB Community" means the following communities:

- a) Little Red River Reserve #106C and #106D
- b) Grandmother's Bay Reserve #219
- c) Morin Lake Reserve #217
- d) Sucker River Reserve #156C
- e) Stanley Mission Reserve #157
- f) Lac La Ronge Reserve #156 and Kitsaki Reserve #156B

"Lac La Ronge Indian Band Election Act" or **"LLRIB Election Act"** means the custom Lac La Ronge Indian Band Election Act, as amended from time to time.

"Member" means a person whose name appears on the LLRIB Membership List.

"Motion" means a written decision made by a majority of Chief and Council at a duly convened meeting of Council.

"Quorum" is the minimum number of people required to conduct business, which amounts to a majority of the members of the Council.

3. Purpose

3.1 The purpose of this Code is to support Council in understanding their roles, responsibilities and accountability to LLRIB Members, specifically related to:

- (a) planning;
- (b) leading;
- (c) organizing;
- (d) monitoring; and
- (e) the Code of Ethics.

4. Application

- 4.1 This Code applies to the LLRIB Chief and Council.

5. Acknowledgement of Governance Code

- 5.1 All Council will sign the Governance Code Acknowledgement (Appendix A) indicating they have read and understood this Governance Code and any approved revisions made to it, and pledge that they will follow the rules and policies in this Code.

6. Review of Code

- 6.1 Council recognizes the changing environment, legislative changes, and the changing needs of LLRIB Communities and Members, therefore this Code may be reviewed by Council as needed.

PART 2 - GOVERNANCE

7. Principles of Governance

- 7.1 Council is the democratically elected government of LLRIB. The function of the elected Council is to provide good governance for LLRIB.
- 7.2 Council is autonomous, responsible, and accountable to LLRIB and all Members.
- 7.3 The legal authority conferred upon Council by the Members is based on Council acting as a collective. Council's primary responsibility is to govern as one. Council shall exercise its authority as a whole and shall speak with one, unified voice. No member of Council, including the Chief, can make a decision as an individual that will affect the well-being of LLRIB unless otherwise authorized by Council.
- 7.4 Council must at all times act honestly, impartially and in good faith, for the best interests of LLRIB and the Membership, in accordance with Council's fiduciary obligations.

8. Governing Style

- 8.1 The governing style of Council will focus on leadership that emphasizes clear separation between the roles of Council and administration.
- 8.2 Council shall:
- (a) be accountable to Members for competent, conscientious and effective accomplishments of its obligations;
 - (b) focus on strategic policy development and not on administrative or program implementation and conduct;
 - (c) initiate policy and not merely react to staff initiatives;
 - (d) delegate to the Conduct Review Committee the authority to enforce upon the Chief and individual Councillors whatever discipline is needed to govern with excellence; and
 - (e) establish ongoing and annual quality control and performance monitoring procedures regarding Council's process and performance.

9. Responsibilities of Council

- 9.1 In fulfilling its responsibilities, Council will adhere to this Code and all other LLRIB laws and all applicable statutory and administrative authorities, including the *Indian Act* and other federal and provincial legislation, in accordance with the principles outlined in this Code.

10. Prohibition Against Engaging in Day-to-Day Operations

- 10.1 Except as expressly set out in this Code, Council will not engage in the day-to-day operations and administration of LLRIB.
- 10.2 Council have delegated the day-to-day administration of LLRIB programs to the Program Directors. This authority is an inherent right and is administered under the terms and conditions of the *Indian Act* and under various contribution agreement/arrangements negotiated with ISC and Health Canada, First Nations and Inuit Health Branch.

- 10.3 Notwithstanding section 10.1, if a function of day-to-day operations cannot for any reason reasonably be assigned or delegated to the Executive Director, a Program Director, officer, employee, committee, contractor or agent, Council may take such steps as are reasonable and not in contravention of this Code to exercise such function.

11. Powers, Functions, and Duties of Council

- 11.1 Council's powers and responsibilities include:

- (a) making and enacting laws, bylaws, regulations, rules, codes, directives, guidelines or other authorizations, standards, declarations, notices, requirements and directions;
- (b) setting strategic management and direction for LLRIB;
- (c) establishing specific portfolios for each Councillor;
- (d) maintaining good relations with Members;
- (e) protecting and optimizing community assets;
- (f) fulfilling fiduciary and legal responsibilities;
- (g) regularly reviewing management and financial matters;
- (h) regularly reviewing program and service delivery;
- (i) approving major organizational changes;
- (j) appointing and evaluating the Executive Director;
- (k) establishing boards, authorities, committees or other bodies of Council;
- (l) bringing self-administered LLRIB Communities back into LLRIB's administration when the self-administered LLRIB Community is not in compliance with the Self-Administration Agreement or when mutually agreed upon.

12. Role of the Chief

- 12.1 The Chief serves as the political head and official representative and spokesperson of Council on behalf of LLRIB.
- 12.2 The Chief must always act honestly, impartially and in good faith, in the best interest of the LLRIB and the Membership, and in accordance with Council's fiduciary obligations.
- 12.3 In addition to the duties and obligations set out under the *Indian Act*, the authority, role and responsibilities of the Chief includes:
 - (a) acting as the LLRIB's official spokesperson and representative for internal matters;
 - (b) acting as the LLRIB's official spokesperson and representative for all external matters and agencies which has dealings with LLRIB, including other First Nations, Tribal Councils, and regional, national and international First Nation and non-Indigenous organizations;
 - (c) acting as a positive role model;
 - (d) calling Council meetings and approving the agenda in consultation with the Executive Director;
 - (e) acting as Chair at Council meetings and, as Chair:
 - (i) maintaining order and decorum;
 - (ii) only voting in the event of a tie, unless in a Conflict of Interest;
 - (iii) identifying who may be present for any discussion or vote and who shall be entitled to speak;
 - (iv) excluding persons from the Council chambers or other meeting place for improper or inappropriate conduct or causing a disturbance; and
 - (v) deciding all questions of procedure;
 - (vi)

- (f) authorizing Councillors to be absent from regularly scheduled Council meetings and other special meetings where their attendance is required;
- (g) identifying a Councillor to serve as "acting Chief" for external activities in the event of his/her absence;
- (h) ensuring that Councillors carry out the various responsibilities under this Code.

13. Role of Councillors

- 13.1 The Councillors are the elected representatives of the LLRIB Community that elected them. They are required to assume all duties and obligations set out under this Code and the *Indian Act*.
- 13.2 Councillors must always act honestly, impartially and in good faith, in the best interest of the LLRIB and the Membership, and in accordance with Council's fiduciary obligations.
- 13.3 The authority, role and responsibilities of the Councillor include:
 - (a) acting as the LLRIB's official spokesperson and representative when delegated by the Chief or a Quorum of Council;
 - (b) complying with the agreements, acts, by-laws, laws, rules, policies and procedures of LLRIB or an LLRIB Community;
 - (c) attending all regularly scheduled Council meetings and other special meetings where their attendance is required unless authorized to be absent by the Chief;
 - (d) providing leadership and LLRIB activity reports during meetings by participating in discussions and voting on Motions unless a Conflict of Interest exists;
 - (e) taking every reasonable action for and in the best interests of LLRIB with the objective of peace, order and good government;
 - (f) assuming the duties and obligations of any committee or portfolio assigned by the Chief.

PART 3 - COUNCIL'S CONDUCT

14. Council Salary & Benefits

- 14.1 Compensation paid to the Council shall be according to the rates established during a duly convened meeting of Council.
- 14.2 Chief and Council will be issued a LLRIB cell phone and phone number that must be used for LLRIB business (personal cell phones must not be used for LLRIB business).
- 14.3 Chief and Council will follow, in so far as it is applicable, section 4.5, *"Early Disbursement of Pay Cheques"*, of the LLRIB Personnel Policy Manual, with the following adaptations:
 - (a) Councillors shall submit the written request for approval of early disbursement of pay cheque to the Chief; and
 - (b) in the case of the Chief making the request, the Chief shall submit the written request to a Quorum of Council for approval.
- 14.4 The Chief and Councillors shall receive a yearly travel allowance for the purposes of official travel with the amount, terms and conditions established by Council, in addition to the following travel allowance directives:
 - (a) Expenses shall be reimbursed as incurred, or funds will be advanced on an "as needed basis" when requested;
 - (b) Chief and Councillors are not entitled to be paid out or carry over any unused yearly travel allowance; and
 - (c) When an external organization, agency, or government (an "external party") covers travel expenses or provides stipends for travel, in full or in part, the Chief and Councillors must report the amount, source, and payment details and any documentation to the Executive Coordinator. Where appropriate, the Chief and Councillors should prioritize accepting payments for travel expenses from an external party.

- 14.5 The Chief and Councillors shall not be compensated for activities necessary or incidental to their participation on LLRIB commissions, boards, committees, and institutions.
- 14.6 The Chief and Council shall remit to the LLRIB any honoraria (monetary compensation received in recognition of the Chief or Councillor's attendance) received through events attended in the normal course of their duties:
- (a) Any honoraria received that is generated from "core funding" from either the federal or provincial governments and/or received through an ISC funding agreement *may not* be accepted by the Chief and Council, and in all circumstances, shall be returned to the issuer.
 - (b) Any honoraria received that is generated by any other source *may* be accepted by the Chief and Council; when such honoraria is remitted to LLRIB, it shall be accounted for and then issued to the relevant Chief and Council member(s).
- 14.7 Chief and Council shall vacate his/her office on the Clear Day before the date of the nomination meeting held pursuant to section 7.1 of the LLRIB Election Act. After this date, the vacated Chief and Council shall:
- (a) forthwith return all LLRIB equipment, including but not limited to LLRIB issued cell phones, keys, tablets, and laptops;
 - (b) not be eligible for reimbursement of any travel expenses, including his/her travel allowance;
 - (c) not use any LLRIB office equipment, facilities, and human resources that Candidates who are seeking election would not otherwise have access to.
- 14.8 All remaining compensation owed to Chief and Council at the end of their term shall be paid on the last regularly scheduled pay period before Chief and Council is scheduled to vacate office.
- 14.9 In the event that an elected Chief or Councillor is not re-elected and they:

- (a) fail to return any LLRIB equipment, they shall be personally responsible for paying LLRIB the replacement costs of such equipment.
- (b) either commit LLRIB resources in contravention of this Code or incur expenses in relation to their re-election, they shall be personally responsible for paying all such commitments and expenses.

15. Code of Ethics

- 15.1 Chief and Council are expected to conduct themselves in an ethical, legal and professional manner, consistent with all LLRIB laws, customs, traditions, policies, bylaws and regulations, including this Governance Code.
- 15.2 Council will adhere to the Lac La Ronge Code of Ethics (see Appendix B).

16. Conflict of Interest

- 16.1 Council shall comply with the Conflict of Interest rules (see Appendix C).

17. Oath of Confidentiality

- 17.1 Council shall respect and understand the need for confidentiality during and after their elected term of office and are committed to fulfilling their duty in their service to LLRIB.
- 17.2 At the first meeting of a newly elected Chief and Council and/or holding of a by-election the Oath of Confidentiality (see Appendix D) shall be verbalized and signed by each Councillor.
- 17.3 A copy of the signed Oath of Confidentiality shall be kept on file by the Executive Coordinator.

18. Oath of Office

- 18.1 Pursuant to sections 15.3 to 15.7 of the LLRIB Election Act, a candidate who has been elected Chief or Councillor shall swear the *Oath of Office* within the prescribed timeline.

19. Loyalty

- 19.1 The Chief and Council's ultimate loyalty is to the Members and to the LLRIB.
- 19.2 This loyalty supersedes any personal interest of any Chief or Councillor acting as an individual under of any LLRIB programs or services.
- 19.3 There is no tolerance of defamatory, inflammatory, or otherwise false statements made by Council or a Chief or Councillor about LLRIB's public image or credibility, particularly in ways that would hinder LLRIB's accomplishment of its strategic goals.

20. Insider Information

- 20.1 A Chief or Councillor must never use information they received as a result of their position as a member of Council for their own personal benefit.

21. Gifts

- 21.1 A Chief or Councillor will not, directly or indirectly, accept a gift or personal benefit that is connected with the Chief or Councillor's performance of his/her duties unless the gift or personal benefit is a result of protocol, in which case it will be disclosed, or in authorized compensation.

22. Conduct at Council Meetings

- 22.1 Council shall conduct its meetings in accordance with the procedures in this Code and any other applicable LLRIB laws and policies.
- 22.2 Where this Code or other applicable LLRIB laws and policies do not provide for matters of form or procedure, Council shall rely on Robert's Rules of Order, as amended from time to time.
- 22.3 Council shall establish a regular meeting date and time to occur every quarter and may call special meetings as required.
- 22.4 Council members shall arrive no later than ten minutes before the meeting is scheduled to start.

- 22.5 Unless an in-camera meeting is required, Council meetings shall be open to LLRIB Members.
- 22.6 Councillors who would like issues or BCRs included on the agenda shall inform the Executive Coordinator, who will inform the Executive Director and the Chief, at least one week before the meeting begins. The Executive Director and Chief will consider the request and inform the Councillor if the issue will be added to the agenda.
- 22.7 Council members shall receive a meeting agenda at least 48 hours before the meeting begins.
- 22.8 Attendance at all Council meetings, including special meetings, is required. If a member of Council is unable to attend for any reason, the absence must be brought to the attention of and authorized by the Chief before the meeting commences.
- 22.9 A record of attendance shall be kept in the minutes of each meeting as well as a record of the time of arrival and departure to and from the meeting.
- 22.10 If the Chief or Councillor is absent from a meeting, or any part of a meeting, without authorization from the Chief then the absence will be treated as an "unauthorized leave" and will result in a deduction of salary.
- 22.11 To make a Motion, the Council Member must propose the Motion, and a different Council Member must second the Motion before it may proceed; following this, debate can proceed on the Motion, and any relevant subsidiary Motions (such as amendments or to postpone) may be proposed, before a vote to decide on the main Motion proceeds.
- 22.12 Council meetings will be opened with a prayer by an Elder in accordance with LLRIB practices. After adjournment, the Elder will close the meeting with a prayer.

23. Quorum

- 23.1 Quorum for Council meetings is a majority of Council.
- 23.2 Meeting attendance by Councillors by teleconference or videoconference is permitted, and such attendance is counted towards Quorum. During in-camera meetings or when discussing confidential matters, every attendee using videoconferencing software must put their camera on to show their presence.
- 23.3 If Quorum is not present within ONE hour of the scheduled start of the meeting, the names of the member(s) present will be recorded and the Council will adjourn all matters until the next regular or special meeting.
- 23.4 If Quorum is lost at any time during the meeting, the names of the member(s) present will be recorded and the Council will adjourn all matters until Quorum is present again or until the next regular or special meeting.
- 23.5 Any meeting cancelled due to lack of Quorum may continue to receive reports from various bodies and guests; however, no LLRIB business can continue without Quorum.

24. Decision Making

- 24.1 Decisions will be effective upon a duly passed Motion or Band Council Resolution, as required.
- 24.2 Council decisions will proceed by a majority vote of members, provided that Quorum is present. Abstentions do not count in tallying the vote negatively or positively but shall be recorded.

25. Council Meeting Minutes

- 25.1 The Executive Director shall ensure that minutes are developed for each regularly scheduled meeting of Council. These minutes shall record all decisions, instructions, and actionable items reached or set by Council.
- 25.2 The minutes of Council will be made available to Members following their adoption at the next regular meeting.

- 25.3 Personal information about an LLRIB Member will not be disclosed in accordance with generally accepted protection of privacy measures unless otherwise approved by Council.

26. In-Camera Meeting Minutes

- 26.1 In-Camera sessions (closed to the public) are used to provide an opportunity for Council to discuss particularly sensitive matters.
- 26.2 Matters that will generally be dealt with in an in-camera session include, but are not limited to:
- (a) human resources issues;
 - (b) matters related to civil or criminal court proceedings;
 - (c) matters which require disclosure or discussion of personal health information.
- 26.3 Council must file in-camera meeting minutes of in a secure file cabinet within the LLRIB Executive Office.
- 26.4 In-camera parts of the Council meeting will not be included in the publicly available minutes. These minutes are closed to the public, including Members. Descriptions of in-camera discussions will be published for the public record without disclosing private or sensitive information.
- 26.5 The minutes, records or proceedings of any in-camera meeting will be kept in confidence in accordance with this Governance Code by every Chief or Councillor, Committee member, the Executive Director, staff or other person(s) invited or permitted to attend the meeting.

27. Chief and Councillor Benefits

- 27.1 Where this Code is silent with respect to benefits of Council, the LLRIB Personnel Policy Manual will be followed to the extent that it applies and there is no overlap between this Code and the LLRIB Human Resource Policy.

28. Entitlement to Annual Leave

- 28.1 The Lac La Ronge Indian Band understands that personal time off for Chief and Councillors is important. Provided sufficient notice is given and the Chief or Councillor's schedule permits, Chief and Councillors are encouraged to use their entitlement to leave for rest, relaxation and personal pursuits.
- 28.2 Chief and Councillors shall accumulate annual leave credits in accordance with the number of years of service as a Chief or Councillor. A "year of service" is the period beginning April 1 in the year the Chief or Councillor is elected, and ending twelve (12) months [52 weeks] later, in accordance with the following schedule:

Years of Continuous Service	Annual Leave Entitlement
1-4	5 weeks
5-9	6 weeks
10 +	7 weeks

- 28.3 Chief and Councillors are encouraged to exhaust all annual leave credits by or before the end of February of each year in which the leave is earned. Annual leave will not be carried over to the following year or paid out.
- 28.4 If an elected Chief or Councillor was an employee of LLRIB immediately prior to being elected, their previous continuous service shall be considered for determining their annual leave entitlement. All previous continuous years of service will be deemed to have been accumulated at the Program Director's level (even if the person was a Regular Employee).

29. Chief and Council Recognition Award

- 29.1 Chief and Councillor Recognition Award is a symbolic gesture of goodwill, to recognize the years of service that elected Chief and Councillors have dedicated to the LLRIB.
- 29.2 Chief and Councillor Recognition Award payments will be made at the end of every 3-year term of Council.

- 29.3 Recognition Award payments will be one (1) month of salary for every year served, to a maximum of three (3) months salary, or pro-rated for time actually served, less all advances and other costs that shall be deducted from this payment.
- 29.4 Should a Chief or Councillor pass away during their elected term, their estate is eligible to be paid the Chief and Councillor Recognition Award equivalent to the amount set out in section 29.3, less all advances and other costs that shall be deducted from this payment.
- 29.5 A Chief and Councillor Recognition Award owed to the Chief or a Councillor will be payable within seven (7) Clear Days of the day of a General Election, held pursuant to the LLRIB Election Act.
- 29.6 Appeals regarding compensation under this PART 3 shall be brought before the Conduct Review Committee established under this Code, and its decision shall be final and binding on all parties.

30. External Activities

- 30.1 Subject to the approval of Council, a Chief or Councillor may be authorized to represent the interests of the LLRIB on the boards of other levels of government or public institutions, provided that they are not elected or appointed to a full-time position.
- 30.2 A Chief or Councillor seeking any other political office during their elected term must take a leave of absence from the date that they accept the nomination, and may elect to use their annual leave credits, if available, while running for that position. If the Chief or Councillor has exhausted their annual leave credits, the leave is without pay.

PART 4 - LLRIB ADMINISTRATION

31. Organizational Structure

- 31.1 Council has developed an organizational structure to facilitate the efficient operation of its programs and to encourage effective communication among LLRIB employees and between employees and Members.
- 31.2 Council sets policy and procedures and adopts regulations under which the administration operates to deliver the programs. The administration implements programs with cooperation from Council.
- 31.3 LLRIB's administration is the responsibility of the Council who appoints the Executive Director. The Executive Director is then responsible for the effective and efficient administration of LLRIB's undertakings in accordance with the terms and conditions of LLRIB's Fiscal Transfer Agreement.
- 31.4 Council will be involved in the recruitment of the Executive Director. The local Council members of LLRIB Communities will be involved in the recruitment of the Operations Managers for their self-administered communities. The Council members representing La Ronge will be involved in the recruitment of the Chief Operations Officer.
- 31.5 Each program is directed by a Program Director/Administrator. The Program Directors/Administrators report to the Council through the Executive Director on their programs. Supervisors report to the Program Director/Administrator.

32. Self-Administered LLRIB Communities

- 32.1 Self-administered LLRIB Communities may be established to ensure that these communities have more control over their services and programs.
- 32.2 Self-administered LLRIB Communities must sign a Self-Administration Agreement between LLRIB and the self-administered LLRIB Community. The role and responsibility of a self-administered LLRIB Community will be to administer local government through its elected Councillor(s) as determined by an Internal Financial Funding Master Agreement with the LLRIB.

32.3 Self-administered LLRIB Communities must follow the Self Administration Agreement.

32.4 Self-administered LLRIB Communities must follow LLRIB laws and policies.

33. Executive Director and Chief Operations Officer/Operations Managers

33.1 The Executive Director will assist Council in executing its responsibilities and will also be responsible for:

- (a) implementing policies, programs, and plans;
- (b) managing the LLRIB Directors and staff;
- (c) ensuring, in concert with Council, harmonious relationships between Council, Directors and staff;
- (d) providing a full briefing on the agenda issues to Council prior to any internal or external meetings;
- (e) convening the Council of Elders when requested by the Council.

33.2 The Chief Operations Officer and Operations Managers will assist Council in executing its responsibilities and will also be responsible, where relevant, for:

- (a) implementing policies, programs, and plans; and
- (b) managing the LLRIB Directors and staff.

34. Directors

34.1 Directors, through the Executive Director (or Chief Operations Officer/Operations Managers, where relevant), will be responsible for:

- (a) bringing to the attention of Council any significant issues requiring attention within his/her department and, where appropriate, suggesting options or specific solutions for their resolution;
- (b) recommending to Council new or modified policies and strategic or yearly

- plans relevant to his or her department;
- (c) participating in advisory committees relevant to his or her department;
- (d) ensuring that the mandatory requirements of funding agreements are met;
- (e) monitoring budgets and related expenditures relevant to his or her department.

PART 5 - COMPLAINTS AND DISPUTE RESOLUTION

35. Complaints from Members Against Council

- 35.1 Council is committed to the Members who elected them and have an obligation to address community and/or membership concerns in a timely manner. Complaints may vary in severity and complexity; therefore, to ensure a consistent and fair handling of all complaints or concerns, handling of complaints will follow the prescribed process set out below. It is important to ensure this procedure is accessible and user-friendly for the Members.
- 35.2 Any work-related complaints of staff shall always be referred to Human Resources, according to the established LLRIB Personnel Policy Manual.

36. Conduct Review Committee

- 36.1 The Conduct Review Committee will be appointed by the Executive Director, and shall consist of the following nine (9) members:
 - (a) Six (6) LLRIB Members representing each Electoral Section (who must be eligible to vote, pursuant to the *Election Act*, in the LLRIB Community Electoral Section for which they are representing);
 - (b) One (1) former LLRIB Chief or Councillor;
 - (c) One Member or non-Member with a legal background; and
 - (d) One (1) Elder, who is not a member of the Council of Elders.

- 36.2 A complaint will be heard by the following four (4) members of the Conduct Review Committee:
- (a) The LLRIB Member representing the Electoral Section that the Councillor subject to the complaint was elected to represent;
 - (b) One (1) former LLRIB Chief or Councillor;
 - (c) One Member or non-Member with a legal background; and
 - (d) One (1) Elder, who is not a member of the Council of Elders.
- 36.3 If all nine (9) members of the Conduct Review Committee have not yet been appointed, but the four (4) members set out in section 36.2 required to hear a complaint have been appointed, that complaint may proceed, notwithstanding the fact that the Conduct Review Committee is not fully appointed.
- 36.4 Notwithstanding section 36.2, in the event of a complaint against the Chief, the three (3) members of the Conduct Review Committee set out at subsection 36.1(b)-(d) will hear the complaint, and the member who is an Elder will have the ability to vote.
- 36.5 The member of the Conduct Review Committee who is an Elder is appointed to advise only and is a non-voting member, *unless* required to vote in the specific circumstances set out in this Governance Code.
- 36.6 A person is ineligible to be or continue to be appointed to the Conduct Review Committee if any of the following apply:
- (a) they are the Executive Director, the Executive Coordinator, the Chief, a Councillor, or a member of the Council of Elders;
 - (b) they are an Immediate Family member of the Chief or any Councillor;
 - (c) they have debt outstanding to the LLRIB, and do not have an existing agreement with LLRIB to repay that debt; or
 - (d) they miss the onboarding session referred to in section 36.9 and fail to make alternate arrangements to be onboarded.

- 36.7 The Conduct Review Committee will sit for a maximum three (3) year term, which will end when Council's term of office ends.
- 36.8 The Executive Director may select and appoint permanent replacements to the Conduct Review Committee, if replacements are required prior to the end of the term.
- 36.9 As soon as possible after the appointment of the Conduct Review Committee, and before engaging with any complaint, the Conduct Review Committee must attend an onboarding and training session relating to this Governance Code, the role and responsibility of the Conduct Review Committee, and the principles of natural justice. The Executive Director will organize the orientation and training.
- 36.10 Members of the Conduct Review Committee may be compensated with honoraria for the performance of their duties, as established, which must not exceed the remuneration provisions which apply to Advisory Committees in the *LLRIB Advisory Committee Policy*.
- 36.11 The Conduct Review Committee may set its own procedures, beyond those set out as required in this Governance CodePART 5 - COMPLAINTS AND DISPUTE RESOLUTION.

37. Intake of Complaints

- 37.1 Complaints may be dealt with through the **Informal Complaints Process** or the **Formal Complaints Process**.
- 37.2 To initiate a complaint, the Member complainant must file a completed Complaint Intake Form (Appendix E), by providing it to the Executive Director in person, by email, or by registered mail.
- 37.3 The Executive Director will review the materials for completeness; a Complaint Intake Form which has been assessed as incomplete will be returned to the complainant, and the Executive Director or their delegate will advise the complainant that the complaint will not be considered further until complete. When a complete Complaint Intake Form is submitted, the Executive Director or

their delegate will contact the relevant members of the Conduct Review Committee to see if any of those members of the Conduct Review Committee are Immediate Family members of the complainant or otherwise have a real or perceived Conflict of Interest in relation to hearing the complaint.

- 37.4 If a voting member of the Conduct Review Committee is an Immediate Family member of the complainant or otherwise has a real or perceived Conflict of Interest in relation to hearing the complaint, they must not participate in hearing the complaint, and the member who is an Elder shall become a voting member of the Conduct Review Committee in their place. Complaints will be heard by at least three (3) members of the Conduct Review Committee with voting powers. The Executive Director may select and appoint acting substitute members of the Conduct Review Committee, who may hear the specific complaint, to ensure that every complaint is heard by at least three (3) voting members.
- 37.5 Once a complete Complaint Intake Form is received, or, if substitute members of the Conduct Review Committee need to be appointed in the event of a Conflict of Interest, once the Conduct Review Committee is fully constituted to hear the complaint, the Executive Director must provide the complaint to the members of the Conduct Review Committee. The member of the Conduct Review Committee with a legal background will do a preliminary review and recommend which process should be followed to the rest of the Conduct Review Committee hearing the complaint.
- 37.6 Within seven (7) days of receipt of the complaint, the Conduct Review Committee must decide and provide confirmation to the Executive Director of whether the complaint will follow the Informal Complaints Process or the Formal Complaints Process. This decision will be communicated to the complainant by the Executive Director within twenty-four (24) hours.
- 37.7 Procedures under either the Informal Complaints Process or the Formal Complaints Process, including meetings or a hearing, may be conducted by teleconference, online videoconferencing, or other communication methods, if the parties agree or the Conduct Review Committee directs.

38. Informal Complaints Process

- 38.1 The Informal Complaints Process is intended to solve problems quickly. The purpose is to seek a meaningful outcome and develop methods to avoid problems in the future. The Informal Complaints Process is appropriate, and will be prioritized, when the Conduct Review Committee is requested to consider an appeal relating to compensation, pursuant to section 29.6.
- 38.2 The Conduct Review Committee has discretion to engage with or direct any process during the Informal Complaints Process, such as by providing guidance to the Executive Director or the parties or facilitating meetings with the Chief or Councillor subject to the complaint, with or without the complainant present. The Conduct Review Committee has wide discretion to create a structure for further investigation or to achieve a meaningful outcome, on a case-by-case basis.
- 38.3 Notwithstanding any action taken under the Informal Complaints Process, at any point, the Conduct Review Committee may determine that the complaint should follow the Formal Complaints Process. In this case, the Conduct Review Committee will inform the Executive Director of this decision, and the Executive Director will communicate the decision to parties within twenty-four (24) hours.
- 38.4 Where appropriate, one or more of the remedies set out at section 41.1 may be issued or ordered by the Conduct Review Committee as a result of investigation or actions taken under the Informal Complaints Process.

39. Formal Complaints Process

- 39.1 All formal complaints shall be heard by the Conduct Review Committee.
- 39.2 The Formal Complaints Process is used to hear complaints through the established procedures of a hearing. The Formal Complaints Process may be prioritized where the allegations are of a more serious nature.
- 39.3 In the Formal Complaints Process, the function of the Conduct Review Committee is to determine, based on the evidence presented to it, and on a balance of probabilities, whether the actions or inactions of the Chief or a

Councillor merit disciplinary action, pursuant to this Code and/or the Election Act. A decision based on a “balance of probabilities” means that something is considered more likely than not to have occurred.

39.4 The Formal Complaints Process must be used when:

- (a) The Conduct Review Committee decides, pursuant to section 37.6 or 38.3, that a complaint must proceed through the Formal Complaints Process; *or*
- (b) A Quorum of Council submits a Band Council Resolution with a complaint against the Chief or a Councillor, including a written summary of the steps that have been taken informally by Chief and Council before submitting this Band Council Resolution, to the Executive Director, requesting _____ that _____ the Conduct Review Committee review the said Chief or Councillor’s actions or conduct; *or*
- (c) A Member submits a written complaint to the Executive Director against the Chief or a Councillor, requesting that the Conduct Review Committee review his or her actions or conduct through the Formal Complaints Process. As relevant, the following must be included with a complaint made directly under this subsection 39.4(c):
 - (i) a complaint against Councillors representing Electoral Sections 5 and 6 requires the signatures of at least 25% plus 1 of those Electoral Sections’ eligible Electors.
 - (ii) a complaint against Councillors representing the remaining Electoral Sections requires the signatures of at least 50% of those LLRIB Communities’ eligible Electors.
 - (iii) a complaint against the Chief requires the signatures of at least 25% of eligible Electors.

39.5 If making a formal complaint **directly** under section 39.4(c), the Member shall:

(a) attach to the complaint an affidavit in which the Member:

- verifies that he/she believes the Chief or Councillor(s) has breached a provision of this Code or the LLRIB Election Act; and
- sets out the specific details and grounds upon which he/she forms his/her belief.

(b) submit an administrative processing fee in the amount of \$1,000.00 cash or certified cheque to the Executive Director.

39.6 The \$1,000.00 administrative processing fee shall be deposited in the non-interest account of the LLRIB and shall be used to offset the expenses related to the costs associated with the hearing of the complaint. If the complaint is successful, the administrative processing fee will be returned to the Member who submitted the complaint.

40. Formal Complaints Process: Hearing

40.1 If the complaint is a formal complaint made **directly** under section 39.4(c), the Executive Director or their delegate shall verify that the signatures on the complaint are those of Members and eligible Electors.

40.2 If this has not already been done under the Informal Complaints Process, the Executive Director must communicate with the Conduct Review Committee to ensure that no conflicts of interest exist in relation to any members hearing the complaint. Sections 37.3 to 37.4 of this Code will be followed, as adapted, to confirm this. The Executive Director must ensure any replacement members of the Conduct Review Committee are selected within twenty-one (21) days of finding that a Conflict of Interest exists.

40.3 Within five (5) days of receiving confirmation that the required actions under sections 40.1 and 40.2 have been completed by the Executive Director, the Conduct Review Committee shall provide notice in writing to the Chief or Councillor named in the complaint and complainant(s), of the acceptance of the complaint and the pending hearing, and must include a copy of the complaint to all parties.

- 40.4 The Conduct Review Committee will call a hearing within thirty (30) calendar days of:
- (a) the date of the notice sent in section 40.3, or
 - (b) the decision of the Conduct Review Committee in section 37.6, or
 - (c) the decision of the Conduct Review Committee in section 38.3.
- 40.5 The hearing shall be open to:
- (a) Council members who are not named or associated with the complaint;
 - (b) the Chief or Councillor(s) named in the complaint;
 - (c) where relevant, the Member who submitted the complaint and any Members who signed it; and
 - (d) any other person whose testimony or assistance may be required.
- 40.6 The Chief or Councillor responding to the complaint may provide a response to the complaint in writing, no less than fourteen (14) days prior to the scheduled hearing. The response must be provided to the Executive Director, the complainant, and the Conduct Review Committee.
- 40.7 The complainant, or the Chief or Councillor responding to a complaint, should include in the original complaint or response to the complaint, wherever possible, a full list (and copies) of documents to be relied on, and a list of people whose testimony or assistance may be required at the hearing.
- 40.8 Any amendments to the list of documents to be relied on, or the list of people whose testimony or assistance may be required at the hearing must be made, and notice of the amendments (including the documents, where relevant) must be given to all parties and the Conduct Review Committee, at least five (5) days prior to the hearing. The Conduct Review Committee is not responsible for arranging for these people to attend the hearing.

- 40.9 The Conduct Review Committee will refuse to consider documents or hear witness evidence if that document or person has not been listed and shared prior to the hearing by the relevant deadlines, unless the other party consents, the lack of notice is justified, or, in the Conduct Review Committee's determination, the value of the evidence outweighs the prejudice caused to the other party by the late notice.
- 40.10 At the hearing, each party will have the opportunity to make either oral or written submissions to the Conduct Review Committee, to present witness testimony, and question the other's witness(es). The form, manner, and schedule of these opportunities will be subject to the Conduct Review Committee's discretion.
- 40.11 The Conduct Review Committee will typically receive documentary and verbal evidence from the complainant or their representative, and the witness(es) the complainants will rely on first, and then from the Chief or Councillor (or their representative) subject to the complaint, and their witness(es). The complainant or their representative may give reply evidence to the Chief or Councillor's evidence. The Conduct Review Committee will receive arguments from the parties after all evidence has been received, or during the hearing, at its sole discretion.
- 40.12 The Conduct Review Committee may question all parties and all witnesses and may consider or request any evidence it considers relevant, even if not provided by either party.
- 40.13 Witnesses may not attend the hearing while other witnesses are providing evidence or being questioned.
- 40.14 The Conduct Review Committee may, at its discretion, order that any person who disrupts the hearing be barred from attending or be removed. Disruption includes, but is not limited to, interrupting or threatening a witness, party, or member of the Conduct Review Committee.
- 40.15 After the hearing is complete, the Conduct Review Committee will deliberate in closed session until a decision is reached. The Conduct Review Committee will strive to obtain consensus in making its decision; however, where consensus cannot be reached, the decision may be made by majority vote, and the vote will not be recorded.

- 40.16 Within fourteen (14) days after the conclusion of the hearing, the Conduct Review Committee will make a determination whether, on a balance of probabilities, the complaint was successful or unsuccessful, and may issue or order, without limitation, any one or more of the remedies set out at section 41.1.
- 40.17 The Conduct Review Committee must provide all parties with its decision in writing, including reasons, and including any order of the Conduct Review Committee, where relevant.
- 40.18 All decisions made by the Conduct Review Committee are final and binding.
- 40.19 In the event a Councillor is subject to a complaint, any Councillor taking over his/her portfolio(s) will have assigned to them the travel benefits for those portfolios.

41. Remedies

- 41.1 The Conduct Review Committee may order or issue any one or more of the following remedies, following either the Informal Complaints Process or the Formal Complaints Process:
- a) a verbal warning to the Chief or Councillor subject to the complaint;
 - b) a warning letter to the Chief or Councillor subject to the complaint;
 - c) a finding of fact, which may lead to disqualification and removal of the Chief or Councillor in accordance with the LLRIB Election Act;
 - d) suspension of the Chief or Councillor without pay for a period determined by the Conduct Review Committee; and/or
 - e) referral of the complaint or any element of the complaint to an external independent investigating agency or agencies.

42. Costs

- 42.1 The Member/complainant and the Chief or Councillor named in the complaint shall be responsible for all their own costs, including travel, meals, and accommodations associated with participation in any proceedings associated with the Informal Complaints Process and Formal Complaints Process, including a hearing.
- 42.2 Notwithstanding section 42.1, if the complainant is:
- (a) unsuccessful, the reasonable costs shown to be incurred (with receipts) by the Chief or Councillor named in the complaint will be returned to the Chief or Councillor named in the complaint. Legal costs, if incurred, may be reimbursed by LLRIB to the Chief or Councillor, up to a cap of five thousand dollars (\$5000). Otherwise, legal costs above this will not be reimbursed, and all costs associated with the calling of a witness shall not be reimbursed.
 - (b) successful, the reasonable costs shown to be incurred (with receipts) by the Member named in the complaint, where relevant, will be returned to the Member named as the complainant, *in addition to* the return of the administrative processing fee of one thousand dollars (\$1000). If the complainant is Chief and Council, this does not apply. Legal costs, if incurred, will not be reimbursed by LLRIB, and all costs associated with the calling of a witness shall not be reimbursed.
- 42.3 The Conduct Review Committee may make decisions on reimbursement and costs as set out at section 42.2 as part of its written decisions.

PART 6 - AMENDMENTS

43. Amendments

- 43.1 This Code may be repealed or amended by a Quorum of Chief and Council at a duly convened meeting of Council.

PART 7 - GENERAL

44. Regulations

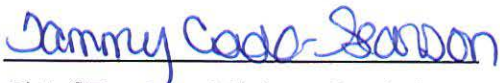
- 44.1 For the purpose of carrying out the provisions of this Code, Council may make regulations that are ancillary to this Code provided they are not inconsistent with the spirit or intent of this Code.
- 44.2 Every regulation made pursuant to section 44.1 shall have the force of law. Without restricting the generality of the foregoing, Council may make regulations:
- (a) for handling disciplinary action of Council;
 - (b) regarding Conflicts of Interest;
 - (c) respecting any matter that is required or authorized by this Code to be prescribed in the regulations; and
 - (d) respecting any matter that Council considers necessary or applicable.

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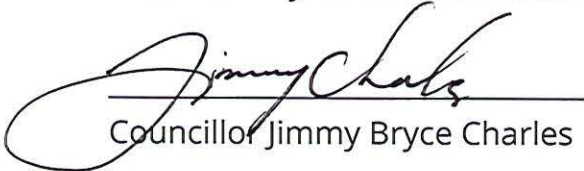
45. Coming into Force

45.1 This Code is enacted if it is approved by a majority of the Council at a duly convened meeting of Council.

BE IT KNOWN that this Code entitled *Lac La Range Indian Band PIMIPATHIHISOWJN (Governance Code)* is hereby amended and approved by a Quorum of Council at a duly convened meeting of Council of the Lac La Ronge Indian Band held on April 30, 2024.



Chief Tammy Miriam Cook-Searson



Councillor Jimmy Bryce Charles



Councillor Gerald Robin McKenzie



Councillor Ann Rachel Ratt



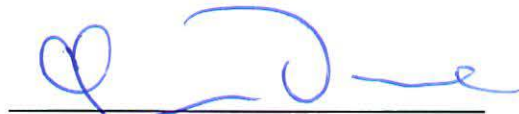
Councillor Dean Roberts



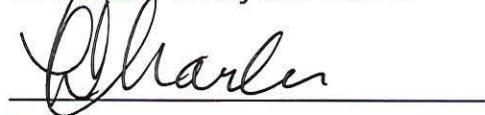
Councillor Norman Paul Ross



Councillor John Richard Halkett



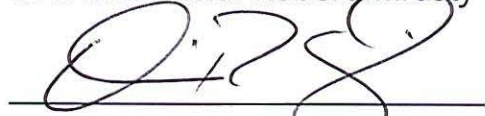
Councillor Cheryline Venne



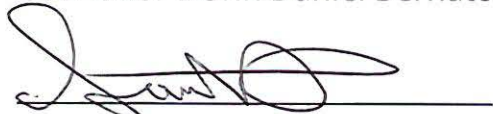
Councillor Linda Ann Mary Charles



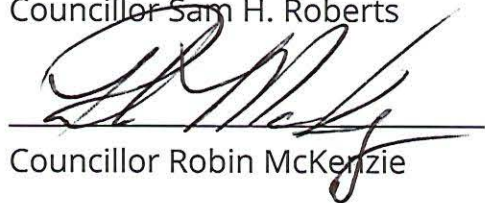
Councillor Keith Robert Mirasty



Councillor Devin Daniel Bernatchez



Councillor Sam H. Roberts



Councillor Robin McKenzie

Quorum of Council is 7.

APPENDIX A:
GOVERNANCE CODE ACKNOWLEDGEMENT

I, Councillor [print name]_____ having been
duly elected pursuant to Section_____ on
_____[date],
solemnly swear that I have been provided with and understand the policies and
procedures in the Lac La Range Governance Code (the PIMIPATHIHISOWIN) and any
approved revisions made to it, and will adhere to this Code.

Signature of Councillor

Date

Signature of Witness

Printed name of Councillor

Printed Name of Witness

APPENDIX B:
LAC LA RONGE CODE OF ETHICS

The Code of Ethics is a guide by which elected officials should conduct themselves. It is a framework within which the Chief and Council can provide the quality of leadership that is expected of them by the electorate. Every member of the Band Council who wishes to enjoy the respect and confidence of the Band membership should strive to maintain the highest standards of professional and personal conduct both in and out of the workplace, both on and off reserve.

The LLRIB Election Act bestows upon the Chief and Councillors a position of trust and authority. In his/her official capacity, each Chief or Councillor must uphold the political trust bestowed upon him/her by the Band membership and not compromise the dignity of the office through involvement in other political forums.

The Chief and Councillors, as the duly elected representatives of the LLRIB, serve as role models for the LLRIB. As a consequence, each must understand that his/her words and actions may affect the public image of the LLRIB. In so doing each must acknowledge that he/she shall:

- (a) respect and promote the spirit, intent, and purpose of the LLRIB Election Act and this Governance Code;
- (b) uphold and maintain the moral integrity, honour and dignity of the LLRIB at all times;
- (c) promote honesty and good faith with a view to the best interests of the LLRIB;
- (d) remain free of any perceived or real Conflict of Interests;
- (e) refrain from asking a Band employee or a Member to do something contrary to law or contrary to any Band policy, procedure, bylaw or BCR;
- (f) work in harmony with the Executive Director, Program Directors, staff, institutions, businesses, boards and committees of the LLRIB and external Treaty organizations;

- (g) faithfully represent the mandates of the Band and the respective boards and committees of the LLRIB;
- (h) demonstrate and promote respect, co-operation and open communication within the Band Council at all times;
- (i) respect and follow all LLRIB acts, by-laws, regulations and policies;
- (j) ensure fairness and consistency in the application and enforcement of the acts, by-laws, regulations and policies of the LLRIB;
- (k) protect all confidential matters concerning the LLRIB;
- (l) recognize that the position of Chief and Councillor is a trustee position. As such all Band assets, finances and funds shall be used in the most effective and efficient manner and with regard to the best interests of Band members, but not to restrict services provided for Band members;
- (m) refrain from using LLRIB programs, services, capital assets and fiscal resources for personal advantage;
- (n) refuse any fees in reward for such duties performed in the ordinary course of his/her term of office beyond such salary and allowances as provided by LLRIB and where another organization is providing funds;
- (o) refrain from taking his/her salary if he/she fails or neglects to attend work without justifiable cause or reasons;
- (p) refrain from divulging, disclosing, or communicating to any person, group, organization, firm, corporation or business, any information concerning any matters relating to or affecting any LLRIB initiatives, projects, businesses, companies, unless authorized to do so by the Band Council;
- (q) be respectful and courteous to all employees of LLRIB and the Band Membership;
- (r) endeavor to avoid bitterness, anger, and hatred and to preserve proper decorum and behaviour;

- (s) promote and protect the fundamental rights of all LLRIB members, including their Inherent, Treaty, and Aboriginal rights; and
- (t) shall refrain from decision-making which appears as nepotism or favouritism and shall refrain from hiring and firing.

Signature of Councillor

Date

Signature of Witness

Printed name of Councillor

Printed Name of Witness

APPENDIX C:
CONFLICT OF INTEREST RULES

In this Appendix, the following definitions apply:

"Extended Family" shall include

- a) aunts;
- b) uncles;
- c) nieces and nephews;
- d) in-laws [brothers or sisters-in-law only].

"Immediate Family" means:

- a) spouse, including a common law spouse; and
- b) all persons who are members of one's immediate family (by biological, adoptive, step, legal, common-law relation or as customarily accepted by LLRIB), including a child, grandchild, parent, sibling, or grandparent, and including any extended family member, if living in the same residence as the member of Council.

For the purposes of this Appendix, adopted shall include custom and legal adoptions.

Conflict of Interest Rules

- 1.1 Council shall avoid putting themselves in a position in which their private interests and those of the Band might be perceived to be in conflict.
- 1.2 Council shall avoid situations in which there is a real or apparent conflict of interest that could interfere or could be perceived to interfere with their judgement in making decisions in the best interests of the LLRIB.
- 1.3 A Councillor is in a conflict of interest when, in the performance of a Council duty or function, that Councillor can further his or her private interests.

1.4 Councillors shall not:

- (a) Act on behalf of, or deal with the Band in any matters where a conflict may exist;
- (b) personally benefit from any transactions involving LLRIB except for those benefits available to all Members;
- (c) Use the relationship with the Council to confer an advantage on oneself or his or her Immediate or Extended Family, on a close friend, related person, business associate or firm, corporation, partnership or other business entity in which the Councillor holds an interest;
- (d) Use information acquired through their position as Councillor for personal benefit.

1.5 A Councillor shall take immediate steps to resolve the conflict or remove the perception that one exists.

1.6 A Councillor who has reasonable grounds to believe that he or she has a conflict of interest or perceived conflict on a matter before the Band shall take immediate to resolve the conflict or to remove the perception that one exists.

1.7 Councillors who have knowledge of real or perceived conflict of interest shall make a declaration to the Council regarding the nature and extent of any real or perceived conflict of interest at the first opportunity after the facts related to the conflict have come to the Councillor's attention.

1.8 After making a declaration under Section 1.7, the Councillor:

- (a) Shall withdraw from the meeting and not take part in the discussion of the matter and shall not vote on any question in respect of the matter (but may be counted for the purposes of reaching quorum for the meeting);
- (b) Shall not attempt in any way, before, during or after the meeting, to influence the discussion and /or voting on any question in respect of the matter.

1.9 After the declaration of a real or perceived conflict of interest has been made by a Councillor, the Chair shall record in the minutes of a meeting of Band Council the Councillor's declaration, the reason for it, and the times that the Councillor left and returned to the Council meeting.

I have read and understood the Conflict of Interest Rules and will abide by them during my elected term as Chief or Councillor.

Signature of Councillor

Date

Signature of Witness

Printed name of Councillor

Printed Name of Witness

APPENDIX D:
OATH OF CONFIDENTIALITY

I, Councillor [print name] _____ having been duly elected in LLRIB Community _____ on [date] _____ solemnly swear that I will not use or divulge any information acquired as a result of my role as Chief or Councillor for my own benefit or advantage or for the benefit or advantage of any other person.

I will not divulge any personal or other confidential information that is acquired as a result of my elected role as Chief or Councillor which must be kept confidential in the best interest of the Lac La Ronge Indian Band as determined by Council, acting reasonably, and Council will take all steps that are necessary to ensure that any such information is kept confidential.

I will keep the minutes, records, or proceedings of any in-camera Council meeting in confidence in accordance with the Governance Policy and this Oath.

I acknowledge that violations of this Oath of Confidentiality will not be tolerated and will be subject to immediate disciplinary procedures.

Signature of Councillor

Date

Signature of Witness

Printed name of Councillor

Printed Name of Witness

**APPENDIX E:
COMPLAINT INTAKE FORM**



**LAC LA RONGE INDIAN BAND
Complaint Intake Form**

1. Contact information for complainant (person submitting the complaint)

Full Name: _____

Street Address: _____

(including PO Box, if applicable)

Telephone Number: _____ E-mail Address: _____

Home Community: _____ Treaty #: _____

2. Detailed information about the complaint

Describe what happened so that we can understand your issue. You may attach any documents you believe will support your complaint, and refer to other people who were witnesses to what happened:

**APPENDIX E:
COMPLAINT INTAKE FORM**

3. Outline in detail what you want to be done (the remedy)

4. Declaration Statements / Consent

By signing in the space below and submitting this complaint, I confirm and acknowledge that:

- (a) I am a member of the Lac La Ronge Indian Band;
- (b) To the best of my knowledge, the information I have provided on this form is true and complete; and
- (c) At the discretion of the Conduct Review Committee, this complaint may be resolved informally through the Informal Complaints Process, or as a formal complaint under the Formal Complaints Process.

Complainant Signature: _____ **Date:** _____

For Office Use Only:

Application received by: _____

(Signature)

Date received: _____

Printed Name and Title: _____

APPENDIX E:
COMPLAINT INTAKE FORM

How to Submit Your Complaint

You may submit this form by mail, fax, or email to:

Lac La Ronge Indian Band
Attention: Executive Director

Conduct Review Committee

1110 La Ronge Avenue
La Ronge, Saskatchewan S0J 1L0

Ph:

Fax:

Email: