
LAKE BABINE NATION COUNCIL POLICY



JANUARY 25, 2022

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1.0 INTRODUCTION

- 1.0.1 The Chief and Councillors of the Lake Babine Nation wish to establish a strong policy to ensure good governance and leadership for the Nation and its Members. The Chief and Councillors recognize the importance of adopting policies on good governance and leadership that serve to guide Council in the fulfilment of their duties to advocate, promote and represent the collective interests of the Nation and its Membership.
- 1.0.2 In keeping with the above, the Council has adopted this Council Policy to replace the former Lake Babine Nation Chief and Council Policy.

2.0 PURPOSE OF POLICY

- 2.0.1 The purpose of this Council Policy is to set high standards for the conduct and work of Council to promote a harmonious relationship with the Membership, help Council members meet their fiduciary obligations towards the Membership, and generally promote good governance.
- 2.0.2 This Council Policy demonstrates the commitment of Council members to establish an effective working relationship with each other and serve the Nation and its Membership effectively, and with integrity.
- 2.0.3 This Policy also confirms the separation of politics and administration. The role of Council is to govern the Nation as elected representatives. Council is responsible for the strategic planning and visionary leadership of the Nation as opposed to the management of the daily operations of the Administration. While Council oversees the Administration and provides strategic direction, the day-to-day activities of the Administration and its staff remain the responsibility of Lake Babine Nation's Chief Operations Officer, Chief Executive Officer, and Chief Financial Officer.
- 2.0.4 This Policy is not intended to apply long-term. Under the Foundation Agreement, Lake Babine Nation is developing its own governance model to implement its inherent right of self-government and its other inherent rights. New governance laws and policies will be developed to bring that Lake Babine governance model into effect.

3.0 DEFINITIONS

"Administration" means the Nation's Band administration which, for greater certainty, includes all Lake Babine employees and not Chief or Councillors;

"Chief" means the chief councillor of the Council elected in accordance with the Lake Babine Nation Election Code;

"Council" means the council of the Lake Babine Nation consisting of one Chief and 9 Councillors elected in accordance with the Lake Babine Nation Election Code;

“Council Policy” means this Lake Babine Nation Council Policy, as may be amended from time to time;

“Councillor” means an individual member of Council other than the Chief;

“Council’s Employees” means the Chief Executive Officer, Chief Operations Officer, and Chief Financial Officer and the Chief’s Executive Assistant;

“Elder” means a Member over the age of sixty-five years of age who is respected by the Membership;

“Financial Administration Law” means the Lake Babine Nation Financial Administration Law adopted by Council in 2019, as may be amended from time to time;

“Foundation Agreement” means the 20-year Lake Babine Nation Foundation Agreement that the Nation signed with Canada and British Columbia on September 18, 2020;

“Governance Policy” means the Lake Babine Nation Governance Policy and Procedures adopted by Council on March 18, 2021, as may be amended from time to time;

“In-Camera” means a confidential Council session;

“Member” means a person whose name appears on the Lake Babine Nation band membership list, as amended from time to time;

“Membership” means the Members, collectively;

“Nation” means Lake Babine Nation.

4.0 COUNCIL VISION, MISSION, VALUES

4.1 COUNCIL VISION

4.1.1 The Lake Babine Nation is a united, proud, self-determined Nation where all wagoos¹ keyikh widiynee² thrive from living in accordance with our laws that arise from our lands.

4.2 COUNCIL MISSION

4.2.1 Lake Babine Nation is home for all our keyikh widiynee. We are guided by the wisdom of past, present and future Elders/knowledge holders who lead us in our traditional ways

¹ “wagoos” means Respected and respectful.

² “keyikh widiynee” means People who live in the village.

toward health and prosperity. Our mission is to care for the well-being of our Members and our yintah³, achieve the Tripartite Vision and topic-specific Visions stated in our Foundation Agreement, and to carry out our work in a financially responsible manner and in keeping with the principles of good governance (open, transparent shared decision-making for the people, by the people), as a sovereign nation.

4.3 COUNCIL VALUES

4.3.1 Lake Babine Nation values originate from our traditional culture: respect, honesty, accountability, transparency, sharing, and equality. Tradition is the foundation of our governance system. United, we live up to the traditional and contemporary laws and values of our Nation, speak our Nad’uten language, and practice our culture.

- Respect – Equality is important to us. We acknowledge and recognize the important roles of all Lake Babine government leaders, staff, Elders, youth and keyikh widiynee who work to improve our communities.
- Honesty – We are truthful and trustworthy while engaging with everyone in a fair and just manner.
- Health & Wellness – Our traditions teach us to live a holistic, active lifestyle so we will be mentally, spiritually, and physically healthy.

5.0 GOVERNING STYLE

5.0.1 The governing style of Council is leadership that emphasizes:

- a. A sustainable future of the Nation;
- b. A clear separation between the roles of the Council and Administration;
- c. Pro-active rather than reactive leadership; and
- d. Accountability and transparency.

5.0.2 In this spirit, Council will:

- a. Be collectively accountable to Members in the performance of its duties and obligations.
- b. Conduct its primary role of strategic planning and governance rather than day-to-day administrative matters.

³ “yintah” means Our Territory and the natural resources it sustains.

- c. Direct and inspire the Nation by taking careful stock of existing Lake Babine Nation laws, policies, initiatives and priorities, and providing strategic direction as needed to ensure the Nation continues to move forward and improve the lives and opportunities of the Membership.
- d. Hold and attend regular Council meetings and, as required, emergency Council meetings.
- e. Attend any meeting or event that requires its attendance.
- f. Respect the respective roles of the Councillors and the Chief.
- g. Speak with one voice on Council decisions and respect Council decisions.
- h. Respect and comply with all Lake Babine Nation's laws (which includes by-laws) and policies.
- i. Take timely action to address any situation where Chief or Councillors stray from good governance as embodied in their Oath of Office, this Council Policy, the Governance Policy, the Financial Administration Law, or any other applicable Lake Babine Nation laws and policies.
- j. Monitor and regularly review Council's own process and performance.

6.0 CONDUCT

6.1 GENERAL

- 6.1.1 Chief and Councillors are accountable to the Nation and its Membership. They must conduct themselves in a professional and ethical manner at all times. They must discharge their duties conscientiously, with integrity, honesty, diligence, in the best interests of the keyikh widiynee, and in a manner that is consistent with our traditional and contemporary laws.
- 6.1.2 Chief and Councillors must be role models for the Membership. They must avoid obscene language, fighting, or the excessive consumption of alcohol or other drugs within and outside the Nation's communities, and any other dishonourable conduct. They must never commit any acts of verbal, sexual or physical harassment.

6.2 FIDUCIARY DUTIES AND LOYALTY

6.2.1 Council members act as fiduciaries for the Nation and its Members. As fiduciaries, Council members are in a position of trust and confidence and they must always be loyal to, and act in the best interests of, the Nation and the Membership. They discharge their responsibilities with the care, skill and prudence of reasonably prudent persons. This duty of loyalty supersedes all their personal or business interests.

6.3 CONFLICT OF INTEREST

6.3.1 The Council will comply with the conflict of interest rules of the Lake Babine Nation as set out in the Governance Policy and in particular the Code of Conduct and Appendices B, C, D, and E.

6.4 EMPLOYMENT / CONTRACTING

6.4.1 Council members are prohibited from also serving as an employee, or interim/temporary employee (e.g. Interim Chief Executive Officer) in the Administration.

6.4.2 If a Council member decides to accept employment or a contract with the Nation, they must first officially resign from Council for the remainder of their term.

6.5 ACCEPTING GIFTS

6.5.1 The Council will comply with the rules of the Lake Babine Nation about gifts as set out in the Governance Policy and in particular the Code of Conduct and Appendix E (Gifts and Benefits).

6.6 INFLUENCE

6.6.1 Council members must not seek or obtain special access to programs, funding, materials or property provided to Members or the Nation but they will be eligible on the same basis as others.

6.6.2 Council members must not interfere as individuals in the management of the Nation's programs, for example, by attempting to influence upcoming decisions by program employees or attempting to influence program employees to do anything that is not in the best interests of the Nation.

6.7 CONFIDENTIALITY

6.7.1 Council members will comply with the confidentiality rules of the Lake Babine Nation as set out in the Governance Policy and in particular Appendix E (Confidential Information).

6.7.2 In addition to the obligations set out in the Governance Policy, Council members

- a. must take all reasonably necessary steps to protect the confidentiality of confidential information, including after they leave office;
- b. will not request personal information about Members from the Administration unless they require it to fulfill their duties on Council;
- c. will identify issues discussed at their meetings that are of a sensitive or private nature and ensure that such information is excluded from the meeting minutes that are reviewable by Members.

6.8 COMMUNICATIONS

6.8.1 Council communications will be guided by the following principles:

- a. Deal with all persons in a fair, respectful, ethical and honest manner, without ever harassing, bullying or speaking obscenely to anyone.
- b. Maintain close communications with the Membership regarding Nation policies, programs and services.

7.0 COUNCIL ROLES AND RESPONSIBILITIES

7.1 AUTHORITY

- 7.1.1 Chief and Councillors have the collective authority to govern the Nation, which means that individual Council members cannot make decisions for the Nation unless they have been delegated that authority through Lake Babine Nation law, policy or an adopted Council motion or resolution.
- 7.1.2 Council will provide major direction to the Council's Employees. Individual Council members will not provide such direction unless they have been delegated that authority through Lake Babine Nation law, policy or an adopted Council motion or resolution.
- 7.1.3 Council will respect all documents and instruments signed by approved Lake Babine Nation signing authorities including but not limited to government-to-government agreements, band council resolutions, contracts, purchase orders, and payments.

7.2 CHIEF'S ROLE

- 7.2.1 The Chief is the first amongst equals and is responsible for providing leadership to the Council and ensuring the integrity of Council's internal processes is preserved in a consistent, fair and transparent manner.

7.2.2 Accordingly, the Chief:

- a. May make emergency decisions on their own where there is no time to hold an emergency Council meeting, with an obligation to update the Councillors as soon as possible;
- b. Speaks on behalf of the Council;
- c. Represents the Nation at ceremonial and other special functions;
- d. Leads inter-governmental affairs;
- e. Sets agendas for meetings and restricts them to matters that fall within Council's authority;
- f. Chairs Council meetings and ensures they are conducted in an orderly and business-like manner;
- g. Ensures all Council meetings and deliberations are fair, open, sufficiently thorough, orderly, and that matters are allocated appropriate time relative to the other matters needing attention in the meeting;
- h. Is both a voting member and ex-officio member of all committees of Council, and only participate as a voting member of a committee when required to make quorum;
- i. Attends Chiefs assemblies and other bodies where chiefs are the official representative of their nation; and
- j. May delegate to a Councillor any of the roles and responsibilities listed in this section.

7.2.3 The Chief may appoint an Acting Chief if needing to step away temporarily from their work for a medical leave or a serious personal matter (e.g. medical emergency of a parent or child, bereavement leave). The Acting Chief will assume all the roles and responsibilities of the Chief described in this Council Policy.

7.3 RELATIONSHIP BETWEEN COUNCIL AND STAFF

7.3.1 The Council's Employees are the only employees within the Administration who work directly for Council. Council will manage the Council's Employees and evaluate their performance.

- 7.3.2 Council will provide strategic direction to the Administration but will not
- a. Interfere with the day-to-day operations of the Administration;
 - b. Give instructions to any staff other than Council's Employees; or
 - c. Evaluate any staff other than Council's Employees.
- 7.3.3 If a Chief or Councillor requests information or assistance without Council authorization, the Council's Employees can refuse those requests that in their reasonable opinion require a significant degree of staff time or funds or that are disruptive to their other responsibilities.

7.4 MEETINGS

- 7.4.1 Council will hold its first meeting within the month immediately following an election.
- 7.4.2 Council will conduct its meetings in accordance with the procedures in Appendix B of this Council Policy.
- 7.4.3 Chief and Councillors must attend all regular Council meetings, Foundation Agreement Advisory Team Meetings associated with their portfolio, and Foundation Agreement Working Group meetings associated with their portfolio unless:
- a. They have authorization from the Chief – or in the case of the Chief, authorization from the Councillors – to miss the meeting;
 - b. They have a reasonable medical excuse; or
 - c. They are dealing with exceptional circumstances.

7.5 PORTFOLIOS

- 7.5.1 Council may establish portfolios whereby the Chief or a Councillor is delegated specific responsibilities in a specific topic area. Portfolios will be established at the beginning of each Council term as soon as possible but may also be established and re-assigned throughout the Council term as needed.
- 7.5.2 Portfolio holders are advisors to Council for their portfolio area and will be considered the experts of Council on that subject. The advice of the portfolio holder will assist Council in their decision-making process.

7.5.3 Portfolio holders will

- a. Become knowledgeable about the Nation's existing laws and policies within their portfolio.
- b. Propose new and amendments to existing Lake Babine laws and policies to the Council relating to their portfolio.
- c. Attend meetings/conferences/functions and assemblies specific to their portfolio as determined by Council.
- d. Provide written reports of regional, provincial, national, and international policy issues effecting the Nation.
- e. Liaise and network with individuals/organizations within their portfolio policy area as requested by Council.
- f. Advocate for the Nation's issues within their portfolio area.

7.5.4 The following is a list of possible Council portfolios:

- Finance & Administration
- Capital & Infrastructure
- Health
- Social Development
- Economic Development
- Housing
- Education
- Justice
- Culture and Language
- Foundation Agreement

7.6 STRATEGIC PLANNING

7.6.1 Council recognizes the importance of strategic planning to the future of the Lake Babine Nation. The Foundation Agreement is the Nation's strategic plan.

7.6.2 Accordingly, Council will undertake the following:

- a. Become familiar with the Foundation Agreement and related documents and the implementation work currently underway.

- b. At the beginning of their term in office, define specific priorities for Nation programs and departments in cooperation with the Nation's Foundation Agreement negotiations team and program supervisors, and ensure that these align with the Foundation Agreement.
- c. Revise the Nation's priorities over time as appropriate.
- d. Develop a communication strategy to keep the Membership aware of and involved in the implementation of the Foundation Agreement, including at least one Membership meeting per year.
- e. Ensure that external organizations carrying out a function on behalf of the Nation are familiar with the Foundation Agreement and that their activities align with it.

7.7 AGREEMENTS

- 7.7.1 Council will ensure that all contracts and agreements to which the Nation is a party are carried out according to their terms.
- 7.7.2 All contracts, agreements, documents or any instruments requiring execution on behalf of the Nation will be signed by Council's authorized signatories, except as provided in any applicable Lake Babine Nation law or policy. Council may, from time to time, authorize the Council's Employees or other staff to be signatories on behalf of the Nation.

7.8 OTHER GOVERNMENTS

- 7.8.1 Council will:
 - a. Liaise with all levels of government and government agencies and departments on all matters affecting the Nation and advocate for the Nation's best interests; and
 - b. Consistently advocate for the implementation of Lake Babine's Aboriginal title and rights, Barricade Treaty rights, and the Foundation Agreement.

7.9 REPORTING AND ACCESS TO INFORMATION

- 7.9.1 Council will report on an annual basis, or with such greater frequency as may be reasonably required, to the Membership on the Nation's financial statements, programs and services.
- 7.9.2 Council will permit Members reasonable access to the non-confidential Council meeting minutes, Nation laws and resolutions, the Nation's annual budget, monthly financial statements, audit reports, and the Nation's policies.

7.9.3 Personal information about Members will not be disclosed to anyone except in accordance with governing privacy legislation and the Nation's own policies.

7.10 EXTERNAL AGENCY AND ORGANIZATION REPRESENTATION

7.10.1 Council may appoint the Chief or a Councillor to represent the Nation in external agencies and organizations. The appointed Council member will:

- a. Submit meeting reports to the Council of each meeting attended on behalf of the Nation.
- b. Provide the Council Executive Assistant with a copy of the agency or organization's recent minutes for the file if requested by Council.
- c. Ensure Council has access to the agency or organization's founding and corporate documents.
- d. Advocate for the Nation's best interest in all decision-making by the agency or organization.
- e. Immediately disclose in writing to Council any honorarium or gifts received from the agency or organization.

7.11 RECOGNITION

7.11.1 Council will ensure that proper recognition is provided to Members, community groups, other Nation entities and bodies who contribute to the overall well-being of the Nation.

8.0 COUNCIL ORIENTATION

8.0.1 Orientation of the Council serves to acquaint them with the Nation and their duties and responsibilities. Orientation will include written materials and presentations on the following topics:

- a. General introduction to Lake Babine Nation, including Council's purpose, vision, values, and the Nation's history, programs and services;
- b. Lake Babine Nation's laws and policies, with an emphasis on this Council Policy, the Financial Administration Law, and the Governance Policy;
- c. Foundation Agreement and any other significant Lake Babine Nation intergovernmental agreements;

- d. Lake Babine Nation’s budget;
 - e. Each of the Lake Babine Nation departments’ strategic work plans;
 - f. Lake Babine Nation servicing agreements; and
 - g. Any other priority matters or materials identified by the past or incumbent Chief (as the case may be) or Council’s Employees.
- 8.0.2 Council will receive at least an initial orientation before their first Council meeting. The past or incumbent Chief (as the case may be) will review the Council information while the Council’s Employees will review information about the operation of the Administration.
- 8.0.3 Any outgoing Chief and Councillors will make best efforts to assist the new Council in the orientation process and facilitate the transition between Councils.
- 8.0.4 A facilitator may be secured to conduct some or all the Council orientation and to assist in team building.

9.0 COMPLAINTS ABOUT COUNCIL

- 9.0.1 Any Member who believes that Council or an individual Chief or Councillor are not following the policies contained in this Council Policy and any other policies or laws of the Nation can share those concerns in writing (or verbally, if they prefer) to one of the Council’s Employees. The Council’s Employee will report the complaint to Council for consideration and the Council will respond to the complaint in writing within 30 days.
- 9.0.2 Formal process to submit complaints:
- a. The complaint from the Member must specify the date, time and place of the alleged incident, and must describe the conduct complained of, and if applicable, a list of the persons present.
 - i. A Member who makes the complaint in writing must sign it.
 - ii. Where the complaint is made verbally to one of the Council’s Employees, they will reduce the complaint to writing, read it back to the Member for accuracy and have the Member sign and date the complaint.
 - b. Council’s Employee will stamp the complaint as “received” and notify the Member of the review process.

- c. Council will review the complaint, assess its merits, and, if necessary, take steps to address any non-compliance.
- d. Council or a Council's Employee will update the Member on the outcome of their complaint.

10.0 DISCIPLINE FOR BREACHING COUNCIL POLICY

10.0.1 Council is accountable to the Nation and the Membership in the performance of their duties and obligations.

10.0.2 If a Councillor failed to attend all or a significant part of a regular Council meeting, a Foundation Agreement Working Group meeting associated with their portfolio or a Foundation Agreement Advisory Team meeting associated with their portfolio, the Chief will direct staff to withhold \$300.00 from the Council member's monthly honorarium unless:

- a. The Chief authorized the absence;
- b. The Councillor had a reasonable medical excuse; or
- a. The Councillor was dealing with exceptional circumstances.

10.0.3 If the Chief failed to attend all or a significant part of a regular Council meeting, a Foundation Agreement Working Group meeting associated with their portfolio or a Foundation Agreement Advisory Team meeting associated with their portfolio, the Councillors will direct staff with an approved motion to withhold \$400.00 from the Council member's monthly honorarium unless:

- c. The Councillors authorized the absence;
- d. The Chief had a reasonable medical excuse; or
- b. The Chief was dealing with exceptional circumstances.

10.0.4 Failure to abide by this Council Policy or any other Lake Babine law, policy or the Oath of Office may lead the Council to take disciplinary action, which may consist of:

- i. Letter of reprimand from Council, which may include a warning of more serious disciplinary action in the event of a further breach;
- ii. Taking back the Council member's portfolio;
- iii. Withholding their honorarium for one or two months;
- iv. Suspending the Council member without pay for up to two months and confiscating their Lake Babine-issued cell phone and laptop during the suspension.

10.0.5 In choosing the disciplinary action, Council

- a. Will always take into account the nature of the breach, its severity, and any other relevant circumstances;
- b. May impose more than one of the available measures, except that they will not apply iii and iv to the same breach;
- c. May take a progressive approach to discipline starting with a letter of reprimand and/or a warning if this is warranted by the circumstances; and
- d. May proceed immediately to more serious disciplinary action if this is warranted by the circumstances.

10.0.6 Council will provide procedural fairness to the Council member whose conduct may be disciplined and will at a minimum follow these steps:

- i. Advise the Council member in writing of the alleged breach of Nation law or policy (“Alleged Breach”) with enough detail to allow them to respond, which includes sharing all the information that may inform Council’s upcoming decision;
- ii. Provide the Council member with a reasonable opportunity to respond to the Alleged Breach in writing and/or in person;
- iii. Vote on a tabled, written motion, which may either propose no disciplinary action or specify the proposed disciplinary action, and which will briefly state the grounds for the motion;
- iv. Promptly share its decision in writing with the Council member; and
- v. Where the Council takes disciplinary action, promptly inform the Membership of that decision.

10.0.7 Potential types of conduct that may result in disciplinary action include, but are not limited to, the following:

- a. Engaging in general or personal conduct that uses obscene language, fighting, or the excessive consumption of alcohol or other drugs, whether in or outside the Nation’s communities;
- b. Engaging in corrupt practices, bribery, accepting a bribe, dishonesty or willful wrongdoing;

- c. Failing to attend 3 consecutive regular Council meetings without authorization from the Chief - or in the case of the Chief, without authorization from the Councillors - and in the absence of reasonable medical excuse or exceptional circumstances;
- d. Acting in a conflict of interest;
- e. Committing an act of bullying or verbal harassment;
- f. Committing an act of personal, physical or sexual harassment;
- g. Interfering with the day-to-day operations of the Administration;
- h. Breaching their obligations in respect of confidential information;
- i. Carrying out their duties in a negligent manner or failing to carry out duties of any kind;
- j. Speaking on behalf of the Nation or Council without the authorization of Council.

11.0 POLICY REVISIONS

- 11.0.1 From time to time, this Council Policy may require revision. Council will review this Policy on at least an annual basis and revise it as appropriate.
- 11.0.2 All amendments must be consistent with Lake Babine Nation laws as well as all applicable provincial and federal laws (e.g. *Canadian Human Rights Act, Canada Labour Code*).
- 11.0.3 A Council member may propose an amendment to this Council Policy in writing and the proposal must include:
 - a. The proposed section(s) to be amended;
 - b. A statement as to why the proposed section should be amended;
 - c. Anticipated impacts of the change (negative or positive);
 - d. Suggested wording of the amendment; and
 - e. A recommendation to Council to adopt the amendment.
- 11.0.4 Chief or Councillor may deliberate as to whether the Council Policy should be amended or whether additional information and supporting research, study, analysis or legal opinion is required.

11.0.5 Amendments must be adopted by resolution and a revised version of the Council Policy must be prepared and promptly shared with the Membership.

APPENDIX A

Lake Babine Government

OATH OF OFFICE

I, _____, a member of the the Lake Babine Nation Council, declare that I have read, understand and agree to comply with the Lake Babine Nation’s Council Policy, Governance Policy and Procedures, Financial Administration Law, and all other Lake Babine Nation laws and policies that apply to me in carrying out and performing my fiduciary duties as a Council member, and that in carrying out these duties I will:

1. Respectfully exercise the powers of my appointment and fulfil my responsibilities conscientiously, with integrity, honestly, diligently and in the best interests of the keyikh widiynee, including keeping all confidential information in confidence after the expiry of my term;
2. Adhere to, and support the policies, values, and decisions of the Lake Babine Nation Council;
3. Continually work towards self-improvement and development through self-evaluation, traditional teachings, and the current educational system;
4. Act as a role model in how I conduct and present myself;
5. Act as a community development resource and political guide for all keyikh widiynee to help advance and resolve issues;
6. Respect the decisions of the Lake Babine Nation Council and keyikh widiynee if I do not uphold and fulfil my responsibilities; and
7. At all times act in the best interest of the Lake Babine Nation.

Signature: _____

Date: _____

Witness: _____

Date: _____

APPENDIX B

Council Meetings

- a. Council will meet on a regular basis and no less than once per month to conduct its business.
- b. Robert's Rules of Order will be followed at all meetings.
- c. The Chief calls Council meetings and will provide at least 7 days' notice of meetings by email to all the Councillors, including date, time and location.
- d. The Chief may call an emergency Council meeting for any urgent business that cannot wait until the Council's next regular meeting and will provide at least 24 hours' notice of such meetings by email to all the Councillors, including date, time and location.
- e. The Chief may cancel a meeting where appropriate, including out of respect for cultural practices.
- f. Council members are required to prepare for every Council meeting by reviewing and familiarizing themselves with any agenda and supporting documents provided to them ahead of time.
- g. The full and undivided attention of all Council is required at all times during meetings and therefore they will not use of electronic devices during meetings unless they are required for the meeting.

Quorum

- a. Quorum for Council meetings is 5 Council members and this must include Chief and/or Deputy Chief.
- b. If quorum is not present with 20 minutes of the meeting start time, names of the Council member(s) present will be recorded, and the Council will adjourn all matters until the next meeting.

Council Decisions

- a. Council's decisions require a duly passed Council motion to be effective.
- b. A motion must be approved by a majority of the Council members present in order to become a Council decision.
- c. The meeting minutes or a document prepared in support of the motion (e.g. Decision Sheet or draft band council resolution) should include the following information:
 - i. Who is recommending the decision?
 - ii. What is being proposed?
 - iii. Why is it being proposed?

- iv. If relevant, how the proposed activity will be resourced (human and financial resources)?
 - v. If relevant, who will be responsible for implementing and reporting back to Council on the decision?
- d. All Councillors in attendance will vote unless they are excluded by a conflict of interest.
- e. On every vote taken, Councillors will announce their vote individually and openly.
- f. Movers, seconders, abstentions, and how each voting Councillor voted will be recorded.

Order of Business

Order of Business at regular meetings:

Agenda Items (Topic, Presenter, and Reference Documents)	Purpose (Information, Discussion, Decision)	Time Allocated
1.0 Opening a. Review of Values, Vision & Mission		
2.0 Approval of Prior Meeting Minutes	Decision	
3.0 Confirmation of Agenda a. Revisions as needed	Decision	
4.0 Delegations/Visitors	Information Discussion, Decision if Required	
5.0 Consent Agenda Items: a. Decision Sheet or Briefing Note b. BCRs c. Correspondence	Decision	
6.0 Reporting a. Council Committee Chair Reporting b. Council Employee Reporting	Informational, review and decision, as needed.	
7.0 In-camera (standing practice to review Executive Director Report and prepare direction/feedback)	Discussion, Decision if Required.	
8.0 Rotating Agenda Items	Decision	

9.0 Closing and Adjournment		

Order of Business Fiscal Year Key Agenda Items:

April	<ul style="list-style-type: none"> • Quarterly Reporting • Salmon Cultural Ceremony in Prince Rupert
May	<ul style="list-style-type: none"> • Invisible Migration Event (IME) • Start of Audit
June	<ul style="list-style-type: none"> • National Indigenous Day Celebrations • Graduation Events
July	<ul style="list-style-type: none"> • Quarterly Reporting • Audit report prior to July 29 annually, with copies made available to citizens at the Lake Babine Government administrative offices. • Chief Executive Officer or designate/Directors draft annual report • Elders Gathering • Review/confirmation of Council participation in August Cultural Events
August	<ul style="list-style-type: none"> • Cultural Fishing Practices – no Council meeting • Chief Executive Officer or designate approval of annual report
September	<ul style="list-style-type: none"> • Admin & Finance Committee approval of the annual • Council approval of the annual report • Directors develop draft annual plans/budgets • Council/Chief Executive Officer (or designate) development of annual Council budget • National Day of Truth and Reconciliation
October	<ul style="list-style-type: none"> • Annual Report • AGM
November	<ul style="list-style-type: none"> • Chief Executive Officer (or designate) approval of Dept. Mgrs. draft plans/budgets • Christmas Office Closure Dates/Annual Employee Performance Reviews
December	<ul style="list-style-type: none"> • Community Dinner
January	<ul style="list-style-type: none"> • Quarterly Reporting • Auditor selection, prior to January 15 annually (with a contract that ensures conformance with <i>Public Sector Accounting Standards</i>, a review of accounting procedures, and tests of accounting records, and recommendations).
February	<ul style="list-style-type: none"> • Annual plan/budget review/recommendations by Admin and Finance Committee • Pre-Audit

March	• Council approval of the annual plan/budget
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Minutes

Public Minutes

Minutes of all Council meetings will be prepared. The Executive Assistant will take meeting minutes unless the Council appoints someone else to do so.

The minutes of Council meetings will be made available to Membership following their adoption at the next regular meeting. Council will provide copies of minutes to Members upon request.

Personal information about Members will not be disclosed in meeting minutes unless approved by Council and in accordance with all applicable Lake Babine laws and policies and any applicable Crown laws.

In-Camera Minutes

Council must file the minutes of In-Camera meetings in a secure filing cabinet.

Council meeting minutes will exclude the In-Camera parts of the Council meetings. A basic summary of in-camera discussions will be published for the public record without disclosing any details about the meeting.

Members Attendance of Council Meetings

Members may attend to observe Council meetings except for any meeting or portion of the meeting that is held in-camera.

Council will provide at least 3 days' notice of Council meetings to Membership.

No Member will be excluded or removed from Council meetings unless their conduct is deemed disruptive by Council or an In-Camera session is called.