



LAC SEUL FIRST NATION

POLICY AND GUIDELINES FOR CHIEF AND COUNCIL

These Policy and Guidelines for Chief and Council were passed during a duly convened meeting of the Lac Seul First Nation Council held on September 20th, 2024, and confirmed by BCR 24-45-20.

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CHAPTER 1: INTRODUCTION

Purpose

- 1** The purpose of the Policy and Guidelines for Chief and Council is to:
 - (1) create a framework for good governance at Lac Seul First Nation; and
 - (2) ensure that members of Council perform their duties in a manner that is responsible, appropriate and consistent with Lac Seul First Nation's values and interests.
- 2** The Policy and Guidelines for Chief and Council further Lac Seul First Nation's Comprehensive Community Plan (2022) by strengthening governance and communication processes. References to the values of Lac Seul First Nation in this Policy have the same meaning as in the Comprehensive Community Plan, with the following values guiding governance work at Lac Seul First Nation: intergenerational considerations, Seven Grandfather Teachings, unity, environment, traditions, health, accountability, economic sustainability, and sovereignty.

Application

- 3** The Policy and Guidelines for Chief and Council apply to the Chief and Council of Lac Seul First Nation and, where appropriate, members of Committees of Council.
- 4** The Policy and Guidelines for Chief and Council will be applied and enforced fairly, consistently, and equitably.

Responsibilities

- 5** All members of Council are responsible for maintaining and adhering to the Policy and Guidelines for Chief and Council.
- 6** All members of Committees of Council are responsible for adhering to the Policy and Guidelines for Chief and Council, as applicable to their roles.
- 7** The Governance Committee is responsible for periodically reviewing the Policy and Guidelines for Chief and Council to ensure effectiveness, and making recommendations regarding proposed amendments to Council.
- 8** The Executive Director and the Governance Coordinator are responsible for supporting Council in carrying out its obligations under the Policy and Guidelines for Chief and Council.

Review

9 This Policy will be reviewed as follows:

- (1) The Governance Committee will review this Policy for effectiveness every two (2) to three (3) years, and at least once during each Council term. The Governance Committee is required to present the results of its review, including any recommendations for amendments, to Council.
- (2) Council is required to present the results of the review of the Policy to Membership every odd year at the Annual General Meeting.

Amendment Procedure

10 Minor amendments or corrections to this Policy may be approved by a Quorum of Council at Council meeting.

11 Substantive amendments are those that change the substance of the Policy and are not merely minor amendments or corrections. In order for this Policy to be substantively amended, the process set out below must be followed:

- (1) Proposed substantive amendments must be approved by a Quorum of Council;
- (2) Council must provide notice of the proposed substantive amendments to Membership at least 30 (thirty) days before Council plans to vote on the substantive amendments;
 - (a) The notice to Membership must:
 - (i) include the date, time, and place of the meeting at which Council will vote on the proposed substantive amendments;
 - (ii) include the text of the proposed substantive amendments and a statement describing the purposes of the amendments; and
 - (iii) be provided to Members through appropriate communication channels in accordance with the Communications Policy.
- (3) At the Council meeting specified in the notice to Membership, Council must vote to approve the substantive amendments;
- (4) At the next Annual General Meeting, Council is required to update Membership on substantive amendments made to this Policy.

12 All amendments to the Policy, whether minor or substantive, must be approved during open meetings of Council, and confirmed by BCR.

Approval & Amendment Dates

- 13 This Policy was passed by the Lac Seul First Nation Council by BCR on September 20th, 2024.

CHAPTER 2: DEFINITIONS

- 14 The following definitions apply in this Policy:

- (1) **“Abstain”** means to refrain from voting.
- (2) **“Annual General Meeting”** means a community meeting hosted by Council in January of each year, which includes matters set out in section 56.
- (3) **“BCR”** means a Band Council Resolution adopted at a Council meeting convened in accordance with the procedures set out in Chapter 6.
- (4) **“Chief Administrative Officer”** or **“CAO”** means the Staff member responsible for managing day-to-day administration of LSFN. Directors report to the CAO and the CAO reports to the Executive Director.
- (5) **“Chief Operations Officer”** or **“COO”** means the Staff member responsible for managing day-to-day operations of LSFN. Directors report to the COO and the COO reports to the Executive Director.
- (6) **“Council”** means the elected Chief and Council of Lac Seul First Nation.
- (7) **“Deputy Chief”** has the meaning set out in section 16.
- (8) **“Director”** means a Staff member with charge of a LSFN department and who is designated as a Director in their job description.
- (9) **“Entity”** means any corporate body owned and/or controlled by Lac Seul First Nation.
- (10) **“Executive Director”** means the Staff member appointed by Council to oversee the administration and operations of LFSN. The CAO and COO report to the Executive Director and the Executive Director reports directly to Council.
- (11) **“In-Camera Session”** means a Council or Committee meeting, or part of a Council or Committee meeting, that is closed to Members.
- (12) **“LSFN”** means Lac Seul First Nation.

- (13) **“Member”** means a person whose name appears, or who is entitled to have their name appear, on the Lac Seul First Nation Band List, and Membership refers to Members as a collective.
- (14) **“Portfolio Holder”** means a member of Council assigned to provide oversight for a particular portfolio and/or Committee during their term.
- (15) **“Quorum of Council”** means five (5) members of Council.
- (16) **“Special Meeting”** means a meeting of Council called in accordance with section 61 for the purpose of addressing emergencies and other urgent or time sensitive matters.
- (17) **“Staff”** means an employee of Lac Seul First Nation, or all employees of Lac Seul First Nation, depending on the context, and includes employees with full-time, part-time, permanent, and fixed-term roles.
- (18) **“Staff Resource”** means the Staff member appointed by the Executive Director to provide support to a Committee of Council, in accordance with the Committee’s terms of reference.

CHAPTER 3: GENERAL

15 The Council of LSFN consists of one (1) elected Chief and eight (8) elected Councillors.

16 The Council will select one Councillor to serve as the Deputy Chief for the term.

- (1) The appointment of the Deputy Chief will be formally confirmed by BCR at the first regular Council meeting following an election.

17 Members of Council are elected officials and not employees of LSFN.

18 The positions of Chief and Councillor are full-time roles.

Agreements respecting Conduct in Office

19 Prior to taking office, every person elected to a position on Council is required to:

- (1) Take the applicable Oath of Office, as set out in Appendix 1, at a public ceremony held at LSFN;
- (2) Agree to follow the Code of Conduct, set out in Appendix 2, by signing the acknowledgment set out in Appendix 4;
- (3) Agree to follow the Social Media Conduct Guidelines, set out in Appendix 3, by signing the acknowledgment set out in Appendix 4.

- (4) Agree to follow this Policy by signing the acknowledgment set out in Appendix 4;
- (5) Agree to follow the Conflict of Interest Policy by signing the acknowledgment set out in Appendix 4;
- (6) Complete a Disclosure of Business Interests Form as required by the Conflict of Interest Policy; and
- (7) Agree to follow the Confidentiality Policy by signing the acknowledgment set out in Appendix 4.

20 Until the requirements of section 19 are met, a person elected to a position on Council cannot assume the office.

- (1) If a person elected to a position on Council has failed to comply with section 19 within one month of the release of election results, that position will be deemed vacant.

CHAPTER 4: ROLE OF COUNCIL

21 The role of Council is to:

- (1) Act as the political representative of LSFN;
- (2) Establish and appoint representatives to internal and external Boards and Committees;
- (3) Provide LSFN and its Entities with strategic direction, including short-term and long-term goals;
- (4) Develop, review, amend, and approve LSFN by-laws and policies with the assistance of Staff and advisors;
- (5) Contribute to the development of, review, and approve strategic plans and budgets of LSFN administration and operations and LSFN Entities;
- (6) Provide oversight for:
 - (a) LSFN and its Entities, in order to ensure each are operating in accordance with law and LSFN values; and
 - (b) Appointed officials who report directly to Council, in order to ensure they perform their duties in the best interests of LSFN, providing direction and corrective action as required;

- (7) Ensure fiscal responsibility, transparency, and accountability at LSFN, including providing support in the preparation, approval, and presentation of the LSFN Annual Audit;
 - (8) Create opportunities for Members' engagement and participation in LSFN governance; and
 - (9) Prepare an annual written report for distribution to Membership, as part of the LSFN Annual Report.
- 22** Council is required to become familiar with, and as applicable abide by, all policies, governing documents, agreements, programs, and operations of LSFN.
- 23** Members of Council will not exercise individual authority over LSFN and its Entities, except as explicitly authorized by Council.

Relationship between Council and Staff and Entities

- 24** Council must confirm the appointment of an Executive Director, hired in accordance with the Human Resource Policy Manual, to oversee the administration and operations of LSFN.
- 25** LSFN maintains a separation of the political and operational spheres as follows:
- (1) Council is the political representative for LSFN;
 - (2) Council provides strategic direction and budgetary approval for LSFN administration, operations, and Entities;
 - (3) The Executive Director, Chief Administrative Officer, Chief Operations Officer, and Directors are responsible for managing the administration and operations of LSFN, free from political interference, including by Council;
 - (4) The leadership of LSFN Entities are responsible for managing the operations of LSFN Entities, free from political interference, including by Council.
- 26** For greater certainty, Council will respect the separation of the political and operational spheres by strictly refraining from:
- (1) Undermining the authority of the Executive Director, CAO, COO, Directors, Staff, or leadership of a LSFN Entity, including by overruling or interfering with decisions that are made in compliance with LSFN by-laws, policies, and other governing documents;
 - (2) Interfering with any LSFN Entity's operations, including by committing a LSFN Entity to a course of action, except when their involvement is requested by the

Executive Director, CAO, COO, a Director, or leadership of the relevant LSFN Entity;

- (3) Instructing the Executive Director, CAO, COO, a Director, Staff, or leadership of a LSFN Entity to perform an activity that is illegal, unethical, immoral, or dangerous; or
- (4) Harassing any Staff member or leadership or employee of a LSFN Entity.

27 Council may delegate signing authority by way of BCR as reasonable and appropriate.

- (1) Signing authority may be delegated for items such as, but not limited to, permits, contracts, bank transactions, and memorandums of understanding.

28 In order to fulfil its governance role and responsibilities, Council requires regular reports on LSFN administration and operations. Staff are responsible for providing updates, including regular financial updates, as follows:

- (1) The Executive Director, or their designate, will provide an update at each regular Council meeting;
- (2) The CAO, or their designate, will provide an update at each regular Council meeting;
- (3) The COO, or their designate, will provide an update at each regular Council meeting; and
- (4) Directors may be called upon by the Executive Director, CAO, or COO to attend a Council meeting to provide an update on behalf of their department.

29 Council will work the Executive Director, in consultation with the CAO and COO, to develop other reporting structures as needed. The updates provided by the Executive Director, CAO, COO, or Directors may be provided orally at a meeting or in writing.

Role of the Chief

30 In addition to their role as a member of Council, the specific role of the Chief is to:

- (1) Act as the official spokesperson and representative of LSFN;
- (2) Lead and supervise other members of Council;
- (3) Convene and serve as Chair for Council meetings;
- (4) Serve as an *ex-officio* member of all Committees of Council and Boards of Entities; and

- (5) Ensure that decisions are made in accordance with LSFN policies and in a timely manner, which includes ensuring that matters are addressed as necessary at the next regular Council meeting.
- 31** The Chief may, from time to time, delegate their responsibilities under subsections 30(1) and (3) to the Deputy Chief or another member of Council, if the Chief is unable to be present for a particular engagement or meeting.
- 32** If the Chief becomes seriously ill or injured or otherwise incapacitated, the Deputy Chief will assume all authorities of the Chief. The Deputy Chief will only assume the authorities of the Chief for the period of time that the Chief remains seriously ill or injured or otherwise incapacitated.
- 33** If the office of Chief becomes vacant, the Deputy Chief will assume the authorities of the Chief until a by-election is held or the current term expires, in accordance with the election rules applicable in LSFN at the time.
- 34** In leading and supervising other members of Council, the Chief will:
 - (1) Ensure that members of Council and Council as a whole fulfil their duties;
 - (2) Direct Council to focus on the short- and long-term needs of Membership, LSFN, and its Entities;
 - (3) Coach Council to be an effective team;
 - (4) Arrange for members of Council to have opportunities for professional development;
 - (5) Work with and assist members of Council who may be experiencing difficulties with their duties;
 - (6) Encourage members of Council to respect one another; and
 - (7) Work with members of Council to resolve any conflicts that may arise between Councillors.

Unity

- 35** After deciding on a course of action, all members of Council are expected to act as one in their presentation of the issue to Membership, the public, and third parties, and to refrain from publicly criticizing other members of Council.
- 36** If a member of Council has a concern with Council or another member of Council, they will first raise the concern with the Chief. The Chief may then direct that the matter be addressed at a Council meeting in accordance with Chapter 7.

Media

- 37** The Chief is the official spokesperson for LSFN.
- (1) Media requests received by a Councillor or Staff should be directed to the Chief.
- 38** The Chief may authorize a Councillor to interact with media on behalf of LSFN.
- 39** As a general practice, the Chief will consult with Council to ensure that LSFN positions are appropriately communicated to the media.

CHAPTER 5: DUTIES AND OBLIGATIONS OF COUNCIL

- 40** In carrying out their role, members of Council will:
- (1) Represent the political interests of LSFN to the best of their ability;
 - (2) Perform their duties respectfully, conscientiously, competently, loyally, and honestly;
 - (3) Maintain the integrity and dignity of LSFN's government, traditions, Members, Staff, and Entities; and
 - (4) Protect the best interests of LSFN at all times.

Participation and Communication

- 41** With respect to meetings of Council:
- (1) All members of Council are required to attend all regular meetings of Council, either in-person, virtually, or by teleconference, with the following exceptions:
 - (a) In each 12-month period between December 1st and November 30th, members of Council may be absent for no more than three (3) regular Council meetings, provided that there are compelling reasons for their absence and the notice required under section 44 is given;
 - (2) All members of Council are expected to make their best effort to be available for and attend Special Meetings of Council, as needed.
 - (3) All members of Council are expected to actively participate.
- 42** All members of Council are required to attend all community meetings, unless there are compelling reasons for their absence and the notice required under section 44 is provided.

43 With respect to Committee meetings, members of Council serving on the Committee are required to attend all Committee meetings either in-person, virtually, or by teleconference, with the following exceptions:

- (1) In each 12-month period between December 1st and November 30th, members of Council may be absent for no more than three (3) Committee meetings, if there are compelling reasons for their absence and the notice required under section 44 is provided;
- (2) When serving as an *ex-officio* member of a Committee, the Chief is not required to attend all meetings of that Committee.

44 In cases where a member of Council must miss a meeting, they are required to provide notice, including the reason for the absence, as follows:

- (1) For a regular Council meeting or a community meeting, to the Chief and the Executive Assistant to Chief and Council at the earliest opportunity and, in any event, no later than forty-eight (48) hours in advance the meeting;
- (2) For Special Meetings of Council, to the Chief and the Executive Assistant to Chief and Council at the earliest opportunity;
- (3) For Committee meetings, to the other Chair and the Staff Resource at the earliest opportunity and, in any event, no later than forty-eight (48) hours in advance of the meeting.

45 With respect to sections 41-43, compelling reasons for an absence include illness or family matters. Compelling reasons for absence do not include activities that may be rescheduled.

46 Members of Council are required to be reasonably accessible to Members and Staff. This includes responding to Member inquiries in a timely manner and attending community events.

Portfolio Holders

47 Council is responsible for determining how portfolios will be distributed amongst members of Council. Council will consider the following factors in distributing portfolios:

- (1) the interest, expertise, and strengths of each member of Council;
- (2) the workload associated with each portfolio, with the goal of achieving a balance among members of Council; and
- (3) any other relevant factors.

48 As a Portfolio Holder, a member of Council is responsible for:

- (1) serving as the Chair or Vice Chair of the related Committee, with specific responsibilities set out in Chapter 8;
- (2) serving on related external Boards or Committees, as determined by Council;
- (3) acting as liaison between the relevant LSFN department(s) and Council;
- (4) reporting to Council on the work undertaken as Portfolio Holder at least once quarterly at a regular Council meeting; and
- (5) reporting to Membership on the work undertaken as Portfolio Holder at the Annual General Meeting.

Conduct of Council

49 All members of Council must abide by the Code of Conduct, which sets out expectations for behaviour and personal conduct for members of Council and Committee members.

50 All members of Council must abide by the Confidentiality Policy, which sets out specific duties and obligations to maintain confidential information obtained as a result of their position on Council.

51 All members of Council must abide by the Social Media Conduct Guidelines, which sets out expectations for conduct for members of Council on social media.

Loyalty

52 All members of Council must be loyal to the collective interests of all LSFN Members. This loyalty supersedes:

- (1) Any advocacy for or membership in a special interest group or Board; and
- (2) The personal interests of any Council member, including individual interests arising from the use of LSFN or other government programs and services and the interests of family members.

53 All members of Council are prohibited from using their position on Council for personal gain or for the gain of a family member.

54 All members of Council must abide by the Conflict of Interest Policy, which sets out specific duties and obligations to avoid conflicts of interest.

CHAPTER 6: COUNCIL PROCEDURES

- 55** Council will adhere to the following requirements for meeting frequency:
- (1) Regular meetings of Council will be held at least once per month, with two days set aside for Council business and the Chief having responsibility for convening these meetings;
 - (2) Committee meetings will be held at least once per month, with the Chair of the Committee having responsibility for convening such meetings;
 - (3) An Annual General Meeting, open to all Members, will held in January of each year; and
 - (4) Other community meetings, open to all Members, will be held as needed and as determined by Council.
- 56** The location of the Annual General Meeting held in January will rotate between Frenchman’s Head, Kejick Bay, and Whitefish Bay. The Annual General Meeting will include the presentation of the LSFN Annual Report and Audit.
- 57** A community meeting may be called by providing thirty (30) days’ notice to Members in accordance with the Communications Policy.
- 58** Regular meetings of Council will rotate between Frenchman’s Head, Kejick Bay, and Whitefish Bay.
- 59** Members wishing to raise a matter for inclusion on the agenda for a Council meeting must contact the Executive Assistant to Chief and Council and complete a request form at least five (5) business days before the meeting.
- (1) Once a request form is received, the Executive Assistant to Chief and Council will consider the request and determine whether there is time and it would be appropriate for the Member to address Council at the upcoming Council meeting;
 - (a) If the Executive Assistant to Chief and Council determines it would be appropriate, they will notify the Member making the request and make the addition to the agenda;
 - (b) If the Executive Assistant to Chief and Council determines it would not be appropriate or there is not sufficient time, they will notify the Member and provide them with alternate ways to engage with Council, which may include deferring their request to the next Council meeting;

- (c) The Executive Assistant to Chief and Council must notify the Member making the request no later than two (2) business days in advance of the meeting;
 - (2) In making a determination under section 59(1), the Executive Assistant to Chief and Council may consult with the Governance Coordinator, Executive Director, or Chief.
- 60** For regular meetings of Council:
- (1) All members of Council must be provided with at least five (5) business days' notice;
 - (2) The Executive Assistant to Chief and Council must provide an agenda and accompanying materials, including copies of the minutes from the last Council meeting, to all members of Council at least two (2) business days in advance;
 - (3) An agenda must be made available to Members at least two (2) business days in advance.
- 61** The Chief may call a Special Meeting of Council to address emergencies and other urgent or time sensitive matters.
- (1) In order for a Special Meeting of Council to proceed:
 - (a) All members of Council must be notified of a Special Meeting, but the usual five (5) business days' notice is not required; and
 - (b) A Quorum of Council must be available in-person, virtually, or by teleconference.
 - (2) No regular business may be conducted at a Special Meeting.
- 62** In order for a BCR to be validly adopted:
- (1) the subject-matter of the BCR must be on the agenda for the regular or Special Meeting of Council; and
 - (2) the Council meeting at which the BCR is passed must be convened in accordance with section 60 or 61.
- 63** The Chief will be the chairperson for all Council meetings.
- (1) In case of the Chief's absence, the Chief may delegate the chairing of a Council meeting to the Deputy Chief or another Councillor.
- 64** With respect to minutes of Council meetings, Council will:

- (1) Ensure that minutes of each Council meeting are recorded;
- (2) Review minutes for substantive accuracy;
- (3) Approve minutes; and
- (4) Ensure that the approved minutes are shared with Members.

65 With limited exceptions, all Council meetings will be open to Members.

- (1) Council will generally encourage Members' participation and engagement with Council meetings.
- (2) Chapter 7 governs the exceptions to this rule and the circumstances in which a Council meeting may be closed to Members.

66 The following records will be maintained by the Executive Assistant to Chief and Council and made accessible to Members upon request at the Band Office in Frenchman's Head:

- (1) Approved minutes of Council meetings;
- (2) By-laws, policies, and resolutions passed by Council; and
- (3) Financial statements of LSFN and its Entities.

CHAPTER 7: IN-CAMERA SESSIONS

67 As a general rule, all Council and Committee meetings will be open to Members. In order for a Council or Committee meeting to be closed to Members, the criteria and process set out in this Chapter must be followed.

Subject-Matter for In-Camera Sessions

68 In deciding whether a meeting or part of a meeting should be held In-Camera, Council or a Committee, as the case may be, will consider the following:

- (1) The importance of transparency in LSFN governance; and
- (2) The importance of protecting LSFN's legal, security, and strategic interests, as well as respecting the privacy of individuals in appropriate circumstances.

69 An In-Camera Session may be held in order to permit Council or a Committee to discuss any of the following matters:

- (1) Personal or professional matters about an identifiable individual, including Staff, a Committee member, or a member of Council;

- (2) Negotiations with Staff;
- (3) The security of LSFN property;
- (4) A proposed or pending acquisition or disposition of land by LSFN;
- (5) Land claims and Treaty claims;
- (6) Litigation or potential litigation, including matters before administrative tribunals;
- (7) Advice that is subject to solicitor-client privilege;
- (8) Commercially sensitive business matters, including matters subject to confidentiality agreements and/or non-disclosure agreements with third parties;
or
- (9) Other matters where the importance of transparency is outweighed by the importance of protecting LSFN's legal, security, and strategic interests and/or the privacy of individuals.

70 In addition to the subject-matter listed in section 69, an In-Camera Session may be held in order to provide education or training to members of Council or a Committee.

71 Discussion and decisions during an In-Camera Session are limited to the subject-matter and purposes listed in sections 69 and 70. No other Council or Committee business may be discussed or decisions made during an In-Camera Session.

Procedure

72 With respect to agendas for Council and Committee meetings:

- (1) The Chair and the Executive Assistant to Chief and Council will ensure that the agenda for each regular Council meeting provides time at the end of the meeting for an In-Camera Session, if required.
- (2) The Chair of a Committee and the Staff Resource will ensure that the agenda for each Committee meeting provides time at the end of the meeting for an In-Camera Session, if required.
- (3) Prior to a meeting,
 - (a) The Chair of a Council meeting will consult with the Executive Assistant to Chief and Council and, as may be required, the Executive Director, CAO, COO, Directors, or legal counsel to determine if any of the agenda items should be discussed In-Camera;

- (b) The Chair of a Committee meeting will consult with the Vice Chair and Staff Resource and, as may be required, the Executive Director, CAO, COO, Directors, or legal counsel to determine if any of the agenda items should be discussed In-Camera.
 - (4) Agenda items that require an In-Camera Session will be grouped together at the end of the agenda, unless otherwise determined by the Chair. These agenda items should be listed in a manner that ensures the legal, security, strategic, or privacy interests at issue are not compromised.
 - (5) At the beginning of a Council or Committee meeting, the Chair will ask members of Council or Committee members, as the case may be, for comments on the agenda, including whether any agenda item should be discussed In-Camera.
- 73** In order to move a Council or Committee meeting into an In-Camera Session, Council or the Committee must pass a motion.
- (1) The motion must set out:
 - (a) the agenda items to be discussed In-Camera; and
 - (b) the reason the matter must be discussed In-Camera, as set out in sections 69 or 70.
 - (2) The In-Camera Session is restricted to those matters approved in the motion.

Attendance

- 74** With respect to Council meetings, attendance at In-Camera Sessions is restricted to members of Council. Council has the discretion to allow other individuals to attend an In-Camera Session, which includes:
- (1) The Executive Director and the Executive Assistant to Chief and Council, who will generally be included in In-Camera Sessions; and
 - (2) Other Staff, legal counsel, advisors, and consultants.
- 75** With respect to Committee meetings, attendance at In-Camera Sessions is restricted to members of that Committee. The Committee has the discretion to allow other individuals to attend an In-Camera Session, which includes:
- (1) The Staff Resource, who will generally be included in In-Camera Sessions; and
 - (2) The Executive Director, other Staff, legal counsel, advisors, and consultants.

Records and Confidentiality

- 76** The minutes of an In-Camera Session of Council or a Committee must record:
- (1) The place, date, and start time of the In-Camera Session;
 - (2) The motion used to move the Council or Committee meeting into an In-Camera Session, in accordance with section 73, including:
 - (a) Names of the mover and seconder of the motion;
 - (b) Text of the motion;
 - (c) Members voting for; and
 - (d) Members voting against;
 - (3) The names of those present for the In-Camera Session;
 - (4) The text of all resolutions made during the In-Camera Session;
 - (5) Any formal objections of members of Council or Committee members; and
 - (6) The time the In-Camera Session was adjourned.
- 77** For Council meetings, the minutes of an In-Camera Session will be recorded by the Executive Assistant to Chief and Council or another individual assigned by the Chair.
- 78** For Committee meetings, the minutes of an In-Camera Session will be recorded by the Staff Resource or another individual assigned by the Chair.
- 79** The minutes of an In-Camera Session of Council or a Committee must not be altered, except for accuracy. Where any such change is made, the mover and seconder of the motion to amend the minutes must be recorded in the amended minutes.
- 80** The Executive Assistant to Chief and Council will ensure that minutes from In-Camera Sessions of Council are stored securely and separately from regular meeting minutes.
- 81** The Staff Resource will ensure that minutes from In-Camera Sessions of a Committee are stored securely and separately from regular meeting minutes.
- 82** Minutes from In-Camera Sessions of Council may only be accessed by:
- (1) Members of Council;
 - (2) The Executive Director, if authorized by Council by vote at a Council meeting;

- (3) The Executive Assistant to Chief and Council; and
- (4) A person specifically authorized by Council to access the minutes of an In-Camera Session by vote at a Council meeting.

83 Minutes from In-Camera Sessions of a Committee may only be accessed by:

- (1) Members of that Committee;
- (2) Members of Council;
- (3) The Executive Director, if authorized by the Committee by vote at a Committee meeting;
- (4) The Staff Resource; and
- (5) A person specifically authorized by the Committee to access the minutes of an In-Camera Session by vote at a Committee meeting.

84 All In-Camera Sessions are subject to strict confidentiality.

- (1) For greater certainty, confidentiality applies, but is not limited, to discussion, decisions, minutes, and other materials provided or produced at an In-Camera Session.

85 Attendees of In-Camera Sessions of Council or a Committee will return all In-Camera Session materials to the person designated by the Chair. This person will then appropriately deposit the materials for storage or dispose of the materials.

- (1) For Council meetings, in most instances, the Chair will designate the Executive Assistant to Chief and Council to collect, store, and dispose of the materials, as required.
- (2) For Committee meetings, in most instances, the Chair will designate the Staff Resource to collect, store, and dispose of the materials, as required.

CHAPTER 8: COMMITTEES OF COUNCIL

86 Committees of Council serve a key governance role at LSFN by:

- (1) providing dedicated oversight over a particular aspect of LSFN governance;
- (2) making recommendations to Council on action items and strategic direction; and
- (3) creating space for collaboration and dialogue between members of Council, Members, and Staff.

- 87** The term of Committees runs from February 1st following an election to November 30th in the next election year. For greater certainty:
- (1) Committees will be dissolved on November 30th prior to a newly elected Council taking office; and
 - (2) Committees will be reconstituted on February 1st following an election.
- 88** Between November 30th and February 1st following an election year, the newly elected Council will determine the names and mandates of Committees. In so doing, Council will ensure that:
- (1) A Finance Committee is established or continued; and
 - (2) The mandates correspond to LSFN needs and priorities.
- 89** With respect to Committees, Council has the following responsibilities:
- (1) To develop, amend as necessary, and approve terms of reference for each Committee;
 - (2) To determine how portfolios will be distributed amongst members of Council; and
 - (3) To appoint Members to Committees in accordance with the selection process set out in sections 99-104.
- 90** Where a member of Council is the relevant Portfolio Holder, they will serve as the Chair or Vice Chair of the related Committee.
- (1) The Chair of a Committee has the following responsibilities:
 - (a) To lead and supervise other members of the Committee;
 - (b) To convene and serve as Chair for all Committee meetings;
 - (c) To report on Committee activities and recommendations to Council;
 - (d) To report on Committee activities to Members at the Annual General Meeting; and
 - (e) To work alongside other Committee members in accordance with the terms of reference.
 - (2) The Vice Chair of a Committee has the following responsibilities:

- (a) To support the Chair in carrying out their responsibilities under subsection 90(1);
- (b) To convene and serve as Chair for Committee meetings when the Chair is unable to do so;
- (c) To set an example for all Committee members; and
- (d) To work alongside other Committee members in accordance with the terms of reference.

91 The Chief will serve as an *ex-officio* member of all Committees.

92 Terms of reference for each Committee must be approved by Council at the beginning of each Committee term.

(1) The terms of reference will indicate the number of seats on each Committee. Generally, the Committees will be comprised of:

(a) two (2) Councillors, as the relevant Portfolio Holders, serving as the Chair and Vice Chair; and

(b) four (4) to seven (7) Members.

(2) The terms of reference will indicate the LSFN departments that will be involved in the work of the Committee. Directors of those departments will serve as advisors to the Committee and are expected to actively participate, but will not have a vote on the Committee.

93 All Committee members must abide by the following:

(1) The Code of Conduct, which sets out expectations for behaviour and personal conduct for members of Council and Committee members;

(2) The Conflict of Interest Policy, which sets out specific duties and obligations to avoid conflicts of interest and requires a declaration of pecuniary interests; and

(3) The Confidentiality Policy, which sets out specific duties and obligations to maintain confidential information obtained as a result of their position on a Committee.

94 The Executive Director will appoint a Staff Resource to work with each Committee in accordance with the terms of reference.

95 With limited exceptions, all Committee meetings will be open to Members.

- (1) Committee members will encourage Members' participation and engagement with Committee meetings generally.
 - (2) Chapter 7 governs the exceptions to this rule and the circumstances in which a Committee meeting may be closed to Members.
- 96** All Committee members are required to attend a group orientation session held in the month of February following an election.
- (1) Any new members that join a Committee after February will be required to meet with the Chair and Vice Chair to review orientation materials.
- 97** The Staff Resource will provide Committee members with key information pertaining to the Committee they have been appointed to.
- 98** During the term of Committees as set out in section 87, Council has the authority to dissolve a Committee or amalgamate Committees as reasonably required to meet the needs and priorities of LSFN. In order to do so, the matter must be put on the agenda for a regular Council meeting and Council must:
- (1) Provide ten (10) calendar days' notice of their intention to Membership;
 - (2) Provide thirty (30) minutes of dedicated time on the agenda for Members to voice any concerns; and
 - (3) Pass a motion to dissolve or amalgamate the relevant Committee(s).

Selection Process

- 99** All substantive decisions regarding the selection process for Committees will be made in an open meeting of Council, guided by transparency and fairness.
- 100** All Committee vacancies must be advertised to LSFN Membership.
- (1) Advertisements of Committee vacancies must include the following information:
 - (a) the name and mandate of the Committee;
 - (b) expectations and required commitment of Committee members;
 - (c) details respecting honoraria for Committee work;
 - (d) instructions on how to submit an application; and
 - (e) the application deadline.

101 Applications for Committee positions must be made in writing and directed to the relevant Committee Chair and Vice Chair.

- (1) Applications for Committee positions must include:
 - (a) the applicant's name and contact information;
 - (b) a statement outlining the following:
 - (i) the applicant's demonstrated commitment and desire to participate; and
 - (ii) a summary of the applicant's relevant knowledge, education, and/or experience that is relevant to the mandate of the Committee; and
 - (c) a statement outlining any special considerations the Chair and Vice Chair should be aware of (ex. availability or travel restrictions, accessibility requirements).

102 The Chair and Vice Chair are responsible for reviewing all applications for the position of Committee member and making recommendations to Council.

- (1) The Chair and Vice Chair will apply the following criteria in reviewing and recommending applicants:
 - (a) the applicant's status as a Member in good standing with LSFN;
 - (b) the applicant's demonstrated commitment and desire to participate; and
 - (c) the applicant's knowledge, education, and/or experience that is relevant to the mandate of the Committee.
- (2) The Chair and Vice Chair will also consider community representation in making recommendations.
 - (a) Wherever possible, each Committee should have at least one member that resides off-reserve.
- (3) The Chair and Vice Chair may also consider representation of Elders and youth on each Committee, as well as gender balance.
- (4) In order to encourage the greatest possible participation of Members, applicants not already participating as a member of another Committee may be given preference.

- (5) After having reviewed all applications, the Chair and Vice Chair will provide their recommendations to Council. In presenting their recommendations, the Chair and Vice Chair must provide:
 - (a) a list of all applicants, which will be included in the Council meeting minutes; and
 - (b) reasons for or against an appointment of each applicant, upon request by Council.

103 Council will consider the recommendations of the Chair and Vice Chair, alongside the selection criteria set out in section 102(1)-(4), and approve the appointment of Committee members at a regular Council meeting.

104 Once an appointment has been approved by Council, the Chair and Vice Chair are responsible for notifying all applicants of the decision in writing.

105 Honoraria will be made available for Members sitting on Committees of Council. Members of Council and Staff who sit on Committees are not entitled to additional honoraria or pay for Committee work.

Elders', Women's, and Youth Councils

106 Council, in its discretion, may establish an Elders', Women's, and/or Youth Council to provide advice, guidance, support, and wisdom to Council in governance and decision-making processes.

- (1) In order to establish an Elders', Women's, or Youth Council, Council must adopt terms of reference that clearly set out:
 - (a) a selection process for members;
 - (b) roles and responsibilities;
 - (c) expectations for involvement, including frequency of meetings;
 - (d) honoraria for members;
 - (e) a designated Staff member and/or member of Council responsible for supporting the work of the Elders', Women's, or Youth Council; and
 - (f) expectations for conduct, including compliance with relevant LSFN policies.

CHAPTER 9: TRANSITION PERIOD AND ONBOARDING

- 107** In an election year, the period between election day and December 1st will be considered a transition period. During this period, the outgoing Council remains in office but must not make any substantive decisions that bind the incoming Council.
- 108** Members of the incoming Council are required to assume their roles on a full-time basis and are therefore required to resign or take a leave of absence from other employment in advance of being sworn in to office.
- 109** The incoming Council will be sworn in to office at a public ceremony held at LSFN on or around December 1st following an election.
- 110** Onboarding for the incoming Council will be completed within two weeks of the swearing in ceremony. As part of the onboarding process:
- (1) The incoming Council will participate in Council orientation and training activities to prepare them to carry out their duties in responsible and appropriate manner.
 - (a) This orientation will include training on Council roles, responsibilities, accountabilities, and this Policy.
 - (b) The Executive Director and the Governance Coordinator will provide Council with:
 - (i) an overview of LSFN’s structure, including departments, services, and Entities; and
 - (ii) copies of all LSFN by-laws and policies.
 - (c) The Executive Director, the Governance Coordinator, and the Executive Assistant to Chief and Council, in consultation with the Chief, will coordinate orientation and training activities for Council.
 - (2) The Executive Director, CAO, COO, and Directors will meet with the incoming Council to provide an update on LSFN administration and operations. This update will include:
 - (a) up to date balance sheets, income statements, and budgets for all programs and projects;
 - (b) an explanation of any surpluses, deficits, and other relevant information regarding each LSFN department;
 - (c) a list of any commitments the outgoing Council has made on future funding or expenditures; and

- (d) an explanation of ongoing capital programs, planned projects, and initiatives.
- (3) All LSFN property, including files, passwords, equipment, vehicles, and other assets, will be transferred from the outgoing Council to the incoming Council.
- (4) The Executive Director will provide the incoming Council with information respecting signing authority that belongs with Council.

111 Upon taking office, members of Council will be offered the opportunity to learn Anishinaabemowin. The Governance Coordinator will develop or identify a language program based on need and demand.

CHAPTER 10: PENALTIES

112 All members of Council are expected to carry out their duties in accordance with this Policy, the Code of Conduct, the Social Media Conduct Guidelines, Conflict of Interest Policy, and Confidentiality Policy. In order to ensure accountability and good governance, members of Council who violate one of these policies are subject to censure and/or penalty in accordance with this Chapter.

Repeated Absences

113 In addition to the expectations for attendance at Council, Committee, and community meetings set out in sections 41-45, repeated absences from regular meetings of Council and community meetings will be addressed as follows:

- (1) Where a member of Council misses three (3) consecutive meetings, being either regular meetings of Council or community meetings, the member will be suspended indefinitely and their position will be considered vacant. The member of Council will not be entitled to honoraria during the period of their suspension.
- (2) In cases where a member of Council has provided compelling reasons for their absence, as defined in section 45, that absence will not be counted for the purposes of subsection 113(1).

Complaints regarding Conduct

114 A Member, Staff, leadership of a LSFN Entity, or a member of Council, may raise a complaint respecting a member of Council's conduct.

- (1) Where the complainant is a Member or a member of Council, they may raise the complaint by contacting the Chief. If the member of Council that is the subject of the complaint is the Chief, the complaint may be raised with the Deputy Chief.

- (2) Where the complainant is a Staff member or a leader of a LSFN Entity, they may raise the complaint with the Executive Director.
- 115** When the Chief, Deputy Chief, or Executive Director are contacted by a complainant, they will direct the complainant to put the complaint in writing.
 - (1) If the complainant requires assistance to put their complaint in writing, the Chief, Deputy Chief, or Executive Director, as the case may be, will arrange for them to receive confidential assistance.
 - (2) The Chief, Deputy Chief, or Executive Director, as the case may be, will inform the complainant that they are not required to include their name or other identifying details in the body of the complaint. The complainant's name and contact information should be provided on a separate page.
- 116** When the Executive Director receives a complaint about a member of Council, they will provide the written complaint to the Chief. If the member of Council that is the subject of the complaint is the Chief, the Executive Director will provide the written complaint to the Deputy Chief.
- 117** Once the Chief or Deputy Chief, as the case may be, receives a complaint in writing respecting the conduct of a member of Council, they are required to:
 - (1) Notify and provide a summary of the complaint to the member of Council whose conduct is the subject of the complaint and inform them that the matter will be put on the agenda for the next Council meeting;
 - (2) Raise the matter for inclusion on the agenda of the next Council meeting;
 - (a) Where a serious allegation is made that requires immediate attention, the Chief or Deputy Chief, as the case may be, may call a Special Meeting of Council to address the complaint.
- 118** Where a complaint about the conduct of a member of Council is on the agenda for a Council meeting, the following procedures will be followed at the Council meeting:
 - (1) The Chief or Deputy Chief, as the case may be, will explain the nature of the complaint.
 - (2) The member of Council that is the subject of the complaint will have an opportunity to respond to the complaint, after which point they will be asked to leave the meeting so the rest of Council can deliberate;
 - (a) The member of Council that is the subject of the complaint may be recalled to the meeting to answer any questions from Council that may arise.

- (3) Council will consider whether the conduct complained of, if true, constitutes a violation of one of the policies listed in section 112.
 - (a) If Council determines that the conduct complained of, if true, would not constitute a violation of one of the policies listed in section 112, Council will dismiss the complaint and the Chief or Deputy Chief, as the case may be, will notify the complainant of its decision in writing.
 - (b) If Council determines that the conduct complained of, if true, would constitute a violation of one of the policies listed in section 112, Council will determine the most appropriate procedure to investigate the complaint in accordance with sections 120-122.
- (4) If the member of Council that is the subject of the complaint admits to the facts in the complaint and to violating one of the policies listed in section 112, Council may dispense with the need to investigate and proceed directly to imposing an appropriate sanction under sections 126-127.
 - (a) Notwithstanding an admission by the member of Council that is the subject of the complaint, Council may decide to continue with an investigation to ensure that it has a full picture of the events giving rise to the violation.

119 If Council dismisses a complaint under section 118(3)(a) because the conduct complained of, if true, would not constitute a violation of one of the policies listed in section 112, the complainant may request that Council reconsider its decision.

- (1) A request for reconsideration:
 - (a) must be made in writing;
 - (b) must be directed to the Chief, Deputy Chief, or Executive Director, consistent with how the complaint was initially made under sections 114-115; and
 - (c) may include additional information to clarify the complaint along with their request for reconsideration.
- (2) When a request for reconsideration is received, Council will consider the request and any additional information provided and determine whether the conduct complained of, if true, constitutes a violation of one of the policies listed in section 112.
 - (a) If Council confirms that its initial decision to dismiss the complaint was correct, the Chief or Deputy Chief, as the case may be, will notify the complainant of Council's decision in writing.

- (b) If Council determines that the conduct complained of, if true, would constitute a violation of one of the policies listed in section 112, Council will determine the most appropriate procedure to investigate the complaint in accordance with sections 120-122 and notify the complainant of its decision to investigate in writing.

120 The most appropriate procedure for investigating a complaint will depend on the circumstances.

- (1) Council may consider the following options:
 - (a) Council may appoint an investigative committee of 2-3 members of Council to investigate the complaint and provide a report and recommendations to Council; or
 - (b) Council may retain an independent professional to investigate the complaint and provide a report and recommendations to Council.
- (2) In determining the most appropriate procedure to investigate the matter, Council must ensure that those investigating the complaint are impartial and committed to ensuring fairness for all involved.

121 Council must vote to approve the procedure to be followed for investigating the complaint. Council must establish terms of reference for the investigator(s), whether an investigative committee of Council members or an independent professional.

122 The terms of reference for the investigator(s) must direct the investigator(s) to:

- (1) Gather information from the complainant and any other relevant individuals;
 - (a) This includes discussing options for maintaining the complainant's anonymity and any other confidentiality concerns with the complainant;
 - (i) Where the complainant is a Staff member or a leader of a LSFN Entity, the Executive Director will be included in these discussions;
 - (ii) The investigator(s) will consider and balance the complainant's privacy interest with the member of Council's right to know the complaint against them;
 - (iii) The investigator(s) will ensure that the complainant is aware of whether and to what extent anonymity and confidentiality will be maintained;
- (2) Provide a summary of the complaint, along with any additional information from the complainant or other relevant individuals, to the member of Council whose

conduct is the subject of the complaint and provide them with an opportunity to provide their version of events;

- (3) Report back to Council in writing with their findings and any recommendations within a specified period of time;

- (a) The period of time for the report to be completed may be extended by Council upon reasonable request from the investigator(s).

123 Once the investigator(s) have completed their report, the Chief or Deputy Chief, as the case may be, will raise the matter for inclusion on the agenda of the next Council meeting;

- (1) Where the matter requires immediate attention, the Chief or Deputy Chief, as the case may be, may call a Special Meeting of Council to address the complaint;

124 Where the report of the investigator(s) into a complaint about the conduct of a member of Council is on the agenda for a Council meeting, the following procedures will be followed at the Council meeting:

- (1) The investigator(s) will present their findings and any recommendations;
- (2) The member of Council that is the subject of the complaint will have an opportunity to address Council, after which point they will be asked to leave the meeting so the rest of Council can deliberate;
 - (a) The member of Council that is the subject of the complaint may be recalled to the meeting to answer any questions from Council that may arise.
- (3) Council will determine whether the complaint has merit.
- (4) If Council determines that the complaint has no merit, it will dismiss the complaint.
- (5) If Council determines that the complaint has merit, and constitutes a violation of one of the policies listed in section 112, it will impose a penalty in accordance with sections 126-127.
- (6) Council will inform the member of Council that is the subject of the complaint and the complainant of the decision it reaches under sections 124(3)-(5).

125 In cases involving a serious allegation against a member of Council, the procedures set out in section 118-124 apply, with the following modifications:

- (1) Council will consider whether the member of Council that is the subject of the complaint should be suspended while the investigation takes place and pending a determination by Council under section 124.
- (2) In determining whether a suspension under subsection 125(1) is appropriate, Council will consider:
 - (a) the seriousness of the allegation, including whether the allegations include physical or psychological harm to others, financial impropriety, or abuse of power;
 - (b) the risk that the member of Council's continued participation in meetings or other Council activities may interfere with the information gathering process;
 - (c) whether the member of Council's continued participation in meetings or other Council activities may pose a risk to the physical or psychological safety of others; and
 - (d) the risk that the member of Council's continued participation in meetings or other Council activities may negatively impact the good governance of LSFN, including Members' trust in accountability mechanisms for Council.
- (3) A member of Council that is suspended under subsection 125(1) will be entitled to the usual honoraria during the period of their suspension, notwithstanding the fact that they are unable to attend meetings.
- (4) Any suspension under subsection 125(1) is limited to the period of time reasonably necessary for the investigator(s) to complete their report and for Council to make a determination under section 124.

126 If a member of Council is found to have violated one of the policies listed in section 112, Council must impose a suitable penalty.

- (1) Prior to determining the appropriate penalty, Council will inform the member of Council whose conduct is at issue of the policy and specific provisions that they have been found to have violated. After receiving this information, the member of Council whose conduct is at issue will be provided the opportunity to address Council and provide their perspective on the appropriate penalty.
- (2) Other than in exceptional circumstances, Council will apply the following guidelines:
 - (a) In the case of a first violation, the member of Council will be censured by Council. This involves Council formally expressing their disapproval of the

conduct to the member of Council and recording this disapproval in the minutes.

- (b) In the case of a second violation, \$500 will be deducted from the honoraria the member of Council would ordinarily be entitled to.
- (c) In the case of a third violation, the member of Council will be suspended for up to three (3) months and will not be entitled to honoraria during the period of their suspension.
- (d) In the case of a fourth violation, the member will be suspended indefinitely and will not be entitled to honoraria during the period of their suspension.

127 For greater clarity, where required by exceptional circumstances, Council may depart from the guidelines in subsection 126(2) and impose a more severe penalty, even if the violation is not a second, third, or fourth violation.

- (1) In determining whether the circumstances are exceptional and a more serious penalty should be imposed, Council will consider:
 - (a) whether the violation was deliberate;
 - (b) whether significant harm to LSFN, Members, Staff, or Entities resulted from the violation;
 - (c) whether there was an attempt to conceal the violation;
 - (d) the importance of the policy violated to LSFN governance; and
 - (e) any other relevant factors that would assist Council in determining a fair penalty for the violation.
- (2) The most severe penalty Council may impose is a suspension, without honoraria during the period of suspension.

128 The determination made by Council under subsections 124(4) or (5) and any penalty imposed under sections 126-127 will be recorded in the open meeting minutes of Council.

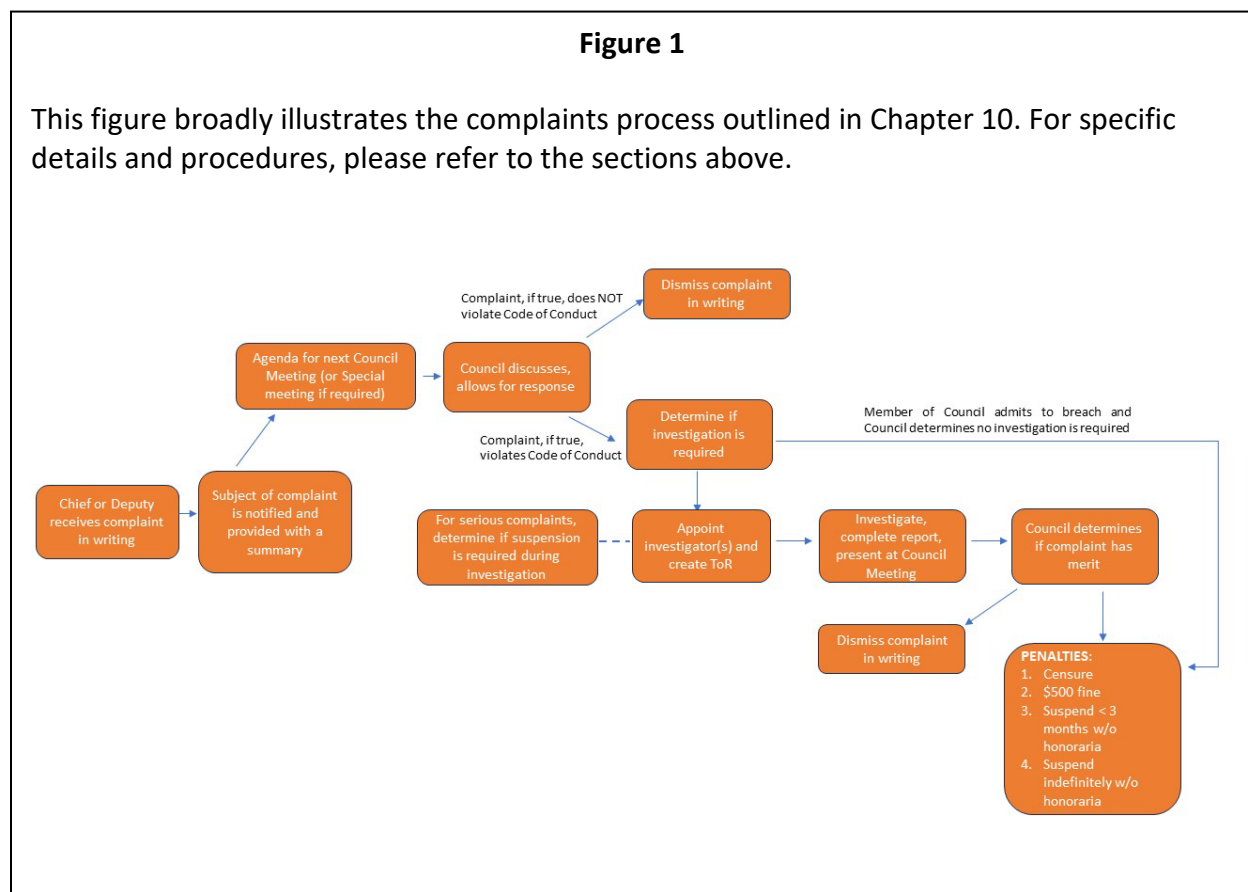
- (1) Where Council determines that a complaint has merit and a penalty is imposed, a brief description of the complaint will be included in the open meeting minutes of Council. This description will not make reference to the identity of the complainant.

129 While a member of Council is suspended under section 113, 125, 126, or 127, they are not permitted to attend meetings of Council or Committees of Council, except in their

capacity as a Member, and are not entitled to vote or exercise any responsibilities as a member of Council. During an indefinite suspension imposed under section 113, 126(2)(d), or 127, the relevant position on Council is deemed vacant.

130 Members of Council are prohibited from retaliating against a complainant. Any retaliation against a complainant constitutes a further breach of this Policy and is subject to the same processes and penalties.

- (1) Retaliation includes any form of punishment, negative treatment, or threat against a complainant for making a complaint under this Chapter.



APPENDIX 1: OATH OF OFFICE

Oath of Office for Chief

I, _____, hereby swear/affirm that as the elected Chief of Lac Seul First Nation, I will do my utmost to carry out the duties of my position respectfully, honestly, loyally, conscientiously, to the best of my abilities, and in the best interests of Lac Seul First Nation. I recognize that my primary duty is to serve the membership of Lac Seul First Nation collectively and to treat all members equitably, in accordance with our traditional Anishinaabe principles, culture, values, and laws.

I agree to abide by the Policy and Guidelines for Chief and Council, Conflict of Interest Policy, and Confidentiality Policy established by Lac Seul First Nation. I agree to step down and vacate my position as Chief if I violate these policies.

I accept my position as Chief and agree to uphold the integrity and pride of Lac Seul First Nation throughout my term in office.

I solemnly swear/affirm to uphold these commitments throughout my term as elected Chief of Lac Seul First Nation.

This Oath made on the ____ day of 20__ at _____.

Witnessed by:

Signature

Signature

Print Name

Print Name

Oath of Office for Councillors

I, _____, hereby swear/affirm that as an elected Councillor of Lac Seul First Nation, I will do my utmost to carry out the duties of my position respectfully, honestly, loyally, conscientiously, to the best of my abilities, and in the best interests of Lac Seul First Nation. I recognize that my primary duty is to serve the membership of Lac Seul First Nation collectively and to treat all members equitably, in accordance with our traditional Anishinaabe principles, culture, values, and laws.

I agree to abide by the Policy and Guidelines for Chief and Council, Conflict of Interest Policy, and Confidentiality Policy established by Lac Seul First Nation. I agree to step down and vacate my position as Councillor if I violate these policies.

I accept my position as Councillor and agree to uphold the integrity and pride of Lac Seul First Nation throughout my term in office.

I solemnly swear/affirm to uphold these commitments throughout my term as elected Councillor of Lac Seul First Nation.

This Oath made on the ____ day of 20__ at _____.

Witnessed by:

Signature

Signature

Print Name

Print Name

APPENDIX 2: CODE OF CONDUCT

1 All members of Council and Committees of Council must:

- (1) carry out their duties respectfully, honestly, loyally, conscientiously, to the best of their abilities, and in the best interests of LSFN and its Members;
- (2) uphold the integrity and dignity of LSFN's government, culture, traditions, Members, Staff, programs, services, and Entities;
- (3) respect the culture, traditions, and teachings of LSFN and act accordingly;
- (4) promote the use of First Nations languages, values, traditions, and practices in LSFN governance;
- (5) respect the laws and community standards of LSFN and those of other First Nations visited in the course of their duties;
- (6) conduct themselves in a manner that will bring a credit to themselves and LSFN;
- (7) demonstrate respect for all members of Council, Committees of Council, Staff, volunteers, and others who work with LSFN;
- (8) refrain from using, or being under the influence of, alcohol, drugs, or any other controlled substances while performing their duties;
- (9) use equipment, property, or supplies provided by LSFN for authorized purposes only;
- (10) treat Members fairly and equitably;
- (11) not participate in or condone any behaviour intended to degrade, humiliate, intimidate, or cause fear to any Member, Staff, volunteer, or other person; and
- (12) refrain from acts of nepotism in the discharge of their duties.

2 In addition, all members of Council are required to:

- (1) set an example for good conduct, citizenship, and kinship within the community;
- (2) refrain from using, or being under the influence of, alcohol, drugs, or any other controlled substances while performing their duties or otherwise representing LSFN;
- (3) dress appropriately, including by not wearing items with offensive language or content;

- (4) work continually towards self-improvement through self-evaluation and training;
and
- (5) protect the best interests of LSFN at all times.

3 All members of Council understand that they are ultimately accountable to Membership.

APPENDIX 3: SOCIAL MEDIA CONDUCT GUIDELINES

- 1 For the purposes of these Social Media Conduct Guidelines, “**Social Media**” is understood broadly and includes social networking sites (ex. Facebook, X (Twitter), Instagram, Tik Tok, etc.), online forums, blogs, Wikipedia, and other sites and services that permit users to share information with others in a public manner.
- 2 The expectation that all members of Council conduct themselves respectfully, honestly, loyally, conscientiously, to the best of their abilities, and in the best interests of Lac Seul First Nation extends to their use of Social Media.
- 3 All members of Council are required to use their best judgment when posting material, including content, commentary, and images, on Social Media.
- 4 When engaged on Social Media, all members of Council must:
 - (1) avoid posting material that is inappropriate or harmful to LSFN, its Members, its Staff, or external stakeholders;
 - (2) avoid posting material that is defamatory, offensive, constitutes harassment, or that tends to create a hostile community environment;
 - (3) not publish, post, or release any information obtained through their role on Council that is considered confidential, private, or sensitive; and
 - (4) seek permission before referring to or posting images of current or former Staff.
- 5 Members of Council are encouraged to promote existing LSFN Social Media content on their personal Social Media accounts. However, before posting original content relating to LSFN activities on their personal accounts, members of Council must seek approval from the Executive Director.
- 6 Social Media may generate media attention. In accordance with the Policy and Guidelines for Chief and Council, members of Council must direct all media inquiries to the Chief.
- 7 In addition, members of Council should adhere to the following guidelines when using Social Media:
 - (1) Assume anything posted online is public. Social Media is usually public, and there is no guarantee that anything shared online will remain private, regardless of a given account's privacy settings. Members of Council are personally responsible for what they communicate through Social Media and should act accordingly.
 - (2) Speak on your own behalf. Members of Council must be clear in their Social Media activity that they speak on their own behalf. Members of Council must

use a personal email address and contact information in personal Social Media activities unless acting on behalf of LSFN or sharing LSFN-approved content.

- (3) Use a disclaimer. Members of Council who disclose their role as Chief or Councillor of LSFN should include a disclaimer that their views do not represent those of LSFN. For example, consider such language as “the views in this posting reflect my personal views and do not represent the views of LSFN or LSFN Chief and Council.”
- (4) Be mindful of LSFN’s interests. Members of Council have a fiduciary duty that includes loyalty to LSFN. Chief and Councillors should not make disparaging comments about LSFN on Social Media, engage in conduct that is harmful to LSFN’s interests or reputation, or that is competitive with LSFN’s business.
- (5) Use good judgment. Members of Council should remember that anything said online can reflect on LSFN even if a disclaimer is used. Members of Council should strive to be accurate in their communications about LSFN and remember that online statements have the potential to result in liability. LSFN encourages professionalism, respectful conduct, and honesty in Social Media and other communications.

APPENDIX 4: ACKNOWLEDGMENT

As an elected member of Lac Seul First Nation Council, I acknowledge having received copies of the following:

- (1) Policy and Guidelines for Chief and Council;
- (2) Conflict of Interest Policy; and
- (3) Confidentiality Policy.

I acknowledge the importance of complying with these policies and specifically agree to:

- (1) Follow the Policy and Guidelines for Chief and Council, including:
 - (a) the Code of Conduct, contained in Appendix 2 of the Policy and Guidelines for Chief and Council;
 - (b) the Social Media Conduct Guidelines, contained in Appendix 3, of the Policy and Guidelines for Chief and Council;
- (2) Follow the Conflict of Interest Policy, including:
 - (a) completing a Disclosure of Business Interests Form as required by the Conflict of Interest Policy; and
- (3) Follow the Confidentiality Policy.

Date:

Signature

Print Name

Witnessed by:

Signature

Print Name