



# **OPASKWAYAK CREE NATION**

## **CHIEF AND COUNCIL PROCEDURES POLICY**

*Adopted by Chief and Council on December 1, 2014*

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## 1. Purpose of Policy

- (1) The purpose of this policy is to set down in writing the policies and procedures by which the Chief and Council of the Opaskwayak Cree Nation shall conduct its business during meetings of the Council.
- (2) This policy shall be read in conjunction with and completed by any other Codes, bylaws, policies and regulations of the Opaskwayak Cree Nation as applicable.

## 2. Rules and Procedures

- (1) All meetings of the Chief and Council shall be governed by the culture, customs, values and traditions of the Opaskwayak Cree Nation.
- (2) Robert's Rules of Order Newly Revised by Henry M. Robert, William J. Evans (Editor), Daniel H. Honemann (Editor), Thomas J. Balch (Editor), Sarah Corbin Robert, Henry M. Robert III, Da Capo Press - Perseus Books Group; 11<sup>th</sup> edition, September, 2011 or later editions shall govern all meetings of the Chief and Council in all procedural matters not otherwise covered by OCN policies, regulations, Codes or by-laws.

## 3. Definitions

- (1) In this Policy,
  - (a) **“By Law”** means any law passed by the Membership or the Chief and Council of the OCN for application within its lands;
  - (b) **“Chief”** means the person elected by the OCN electors to hold this office pursuant to the OCN Election Code;
  - (c) **“Chief and Council”** means the Chief and Council of the OCN elected pursuant to the OCN Election Code;
  - (d) **“Councillor”** means a member of the Chief and Council, other than the Chief, who has been elected by the OCN electors to hold this office pursuant to the OCN Election Code;
  - (e) **“Deputy Chief”** means the Councillor designated by the Chief and Council pursuant to the OCN Election Code;
  - (f) **“Holy Week”** means the week in which Good Friday occurs;
  - (g) **“OCN”** means the Opaskwayak Cree Nation;
  - (h) **“Executive Secretary”** means the person appointed by the Chief and Council of the OCN to record the minutes of the Chief and Council meetings;
  - (i) **“Teleconference”** means a meeting that is held through the use of a telephone with participants who are in different locations;

## 4. Role and Authority of Chief and Council

- (1) The supreme authority of the Opaskwayak Cree Nation is its membership, exercising powers and rights granted by the Creator.
- (2) The members of OCN have delegated authority to a Chief and Council, acting together as a whole to provide guidance, leadership and governance to, for and with the people of OCN.
- (3) The Chief and Council is a continuing political body elected by the electorate of OCN. Its purpose and role is to address political, social and economic issues that impact on OCN and to represent OCN at the local, regional, provincial and national levels.
- (4) Based on the delegation of authority by the membership, the decisions of the Chief and Council, or of the Quorum of Council, taken by vote at a regular meeting by way of agreement, motion, resolution, Chief and Council Resolution, by-law, policy, authority, direction or other means, shall be binding upon each member of the Chief and Council, and upon OCN entities, employees and administration, until revoked.
- (5) The Chief and Council shall, at all times, ensure that the best interests of OCN are addressed in a manner that best benefits the people and community of OCN and, as much as possible, in accordance to the traditions and customs of the people of OCN.
- (6) In addition to the foregoing, the Chief and Council shall:
  - (a) Exercise the powers outlined in the Indian Act (R.S., c. I);
  - (b) Exercise the powers that may be granted by any bylaws of OCN;
  - (c) Be accountable to the membership of OCN and act on its behalf as its legal representative and agency;
  - (d) Be responsible for ensuring that the rights, treaty rights, civil rights, basic human needs and interests of both individuals, be they members of OCN or non-members residing on OCN lands, and the community, as a whole, are respected and upheld;
  - (e) Hold title to, manage and administer, in trust, for the use and benefit of the members of OCN, the collective and common property, entitlements, rights, lands and interests of OCN;
  - (f) Sue, advance claims, suits, treaty claims, causes of action or actions, and defend against same, on behalf of itself and on behalf of and in the name of the collective interests of the membership of OCN in Courts, Tribunals, Judicial and Quasi-Judicial bodies and negotiations;
  - (g) Acquire, receive, hold and administer, on behalf of the OCN, monies, lands and other property, as it may deem in the best interests of OCN;
  - (h) Create Committees, Corporations, trusts and By Law Entities to fulfill its purposes and objects;
  - (i) Develop, approve and implement annual budgets, supplementary budgets, authorizing the raising of revenue and the expenditure of monies for the provision of services to the members of OCN;

- (j) Ensure the provision of services necessary to the well-being and health of the membership of OCN;
- (k) Formulate and implement long term plans, strategies and projects for the benefit of the members of OCN;
- (l) Provide direction for and give assignments to the Chief and individual councillors;
- (m) Enact and adopt bylaws pursuant to the provisions of the Indian Act (R.S., c. I);
- (n) Formulate and adopt policies, procedures and regulations to ensure that the government of OCN operates in an effective manner;
- (o) Deal with Citizens' requests and submissions, either directly or by referring them to administration as per established administrative procedures;
- (p) Direct and instruct OCN Administration through the office of the General Manager;
- (q) Act as the final authority in matters of dispute at the administrative level;
- (r) Sign contracts and agreements on behalf of OCN or designate an officer of OCN to sign on its behalf once the contracts and agreements have been approved by a motion or a resolution of the Chief and Council;
- (s) Establish the political, social and economic priorities and objectives for OCN; and
- (t) Deal with the various boards and entities of OCN according to their legal and corporate status;

## **5. Quorum**

- (1) A quorum of Chief and Council shall be in accordance with OCN Election Code.
- (2) No meeting of the Chief and Council may be held without a quorum present.
- (3) Chief and Council may set quorum for the deliberation of specific classes of matters, such as financial matters and any other matters as may be deemed necessary.
- (4) Any quorum set under subsection 5. (3) shall not be less than regular a quorum of Chief and Council.
- (5) Where at any time, during the course of a meeting, there are fewer Chief and Council members present than constitutes a quorum, the chair may call a recess or adjourn the meeting to another date and time, and further debate and voting on any matter will be suspended until a quorum is restored.

## **6. Rights of Chief and Council Members**

- (1) Subject to the OCN Code of Ethics and Conduct and any other codes, bylaws, regulations and policies, each member of the Chief and Council of OCN has the right to:
  - (a) be heard;
  - (b) vote;

- (c) make or second a motion;
- (d) fair and equal treatment;
- (e) be present, and make a presentation, at any meeting at which their conduct is called into question;
- (f) be notified of, and attend all meetings at which members of the Chief and Council would normally be expected to attend;
- (g) to receive copies of minutes, motions and resolutions and any other documents that members of the Chief and Council would normally have access to in the course of attending to their duties as members of the Chief and Council;

## **7. Duties and Roles**

- (1) Each member of the Chief and Council of OCN has and is bound by the following duties:
  - (a) to participate in all aspects of the business of the Chief and Council;
  - (b) to attend Chief and Council meetings on a regular basis;
  - (c) to inform the Chairperson of the meeting or the Executive Secretary, in a timely manner, when they are unable to attend a meeting;
  - (d) to be fully aware of the mandate of the Chief and Council and the business it is expected to attend to;
  - (e) to be familiar with, and abide by, the bylaws, regulations, policies and guidelines of OCN, as well as the rules of procedure and proper conduct of a meeting so that any decision of the Chief and Council may be made in an efficient, knowledgeable and expeditious fashion;
  - (f) to respect the will of the majority and do everything necessary to carry out that will;
  - (g) to respect and treat fellow Chief and Council Members fairly and equally;
  - (h) to arrive at Chief and Council meetings on time and prepared to deal with the issue(s) at hand;
  - (i) to maintain a polite and courteous manner when participating in debates and votes;
  - (j) to report to Chief and Council on all issues related to the portfolios they hold;
  - (k) to report to Chief and Council any matter brought to their attention by members of the public and especially the membership of OCN that may require the attention of the Chief and Council;
  - (l) to report to the General Manager or Senior Managers any matter brought to their attention by members of the public and especially the membership of OCN that may require the attention of the General Manager and their staff;
  - (m) to be aware of and to ensure that the best interests of OCN are upheld and respected;

- (n) to ensure that the proper use of authority and decorum is observed at all times whether in a group or individual setting;
- (o) when interacting with the public, press or other entities, emphasize that they, as individual Councillors, do not speak for the Chief and Council, unless specifically designated to do so by the Chief and Council;
- (p) to avoid discussing confidential matters brought before the Chief and Council with persons other than those with a direct interest in those matters;
- (q) to avoid direct communication with employees who attempt to bypass administration except to direct those employees to follow procedure and the reporting structure within administration to bring their concerns to the Chief and Council;
- (r) to ensure that unethical activities not covered or specifically prohibited by the bylaws, policies, regulations and guidelines of OCN are neither encouraged nor condoned;

## **8. Limitations**

- (1) No member of the Chief and Council has the authority to take the following actions in the absence of either general or specific authority conferred by a motion or resolution of the Chief and Council:
  - (a) enter into or sign contracts and agreements on behalf of OCN;
  - (b) authorize the disbursement of funds;
  - (c) exercise authority over administrative staff except through the Office of the General Manager;

## **9. Chief**

- (1) The Chief of OCN is the principal representative and spokesperson of OCN and shall perform any duties assigned to him/her by the Chief and Council and the policies, regulations and the bylaws of OCN.

## **10. Deputy Chief**

- (1) The Deputy Chief, in the absence of the Chief, shall exercise the powers and duties of Chief, including duties assigned to him by the Chief and Council and the policies, regulations and the bylaws of OCN.

## **11. Duties of Executive Secretary**

- (1) The Chief and Council, through the hiring policies and procedures of OCN Administration, shall hire a person to act as the Executive Secretary of OCN.
- (2) In addition to any other duties imposed by the bylaws, regulations, guidelines and policies of OCN, the Executive Secretary shall perform the following duties with respect to the proceedings of the Chief and Council:



- (a) serve as Executive Secretary of the Chief and Council and keep an accurate record of all meetings of the Chief and Council and Community meetings called by the Chief and Council;
  - (b) cause all notices of regular and special meetings of the Chief and Council and community meetings to be served according to the directions of the Chief or the Council;
  - (c) the safekeeping of all the books, records and documents of OCN;
  - (d) maintain complete and orderly files containing all papers and documents relating to the business of the Chief and Council and make them available to the members of the Chief and Council and the public as needed or authorized;
  - (e) obtain necessary signatures and attest to legislation immediately after its passage, and provide copies of signed legislation to all interested persons;
  - (f) issue certified copies of any OCN bylaw, resolution, policy or minutes of Chief and Council meetings provided the release has been approved in writing by the Chief or Deputy Chief;
- (3) The powers of the Executive Secretary may also be exercised by the Chief or Deputy Chief.

## **12. Certification of Documents**

- (1) In order to be deemed as certified, all documents released by the Executive Secretary shall have the signature of the Executive Secretary and any one of the Chief, Deputy Chief or a Council member.

## **13. Regular Meetings of the Chief and Council**

- (1) Meetings shall be held on days and times as is necessary:
- (a) for the conduct of business of the Chief and Council;
  - (b) as the affairs of OCN require; or
  - (c) as determined by the Chief and Council;
- (2) Chief and Council shall meet at least once in every calendar quarter.

## **14. Calling of Special Meetings**

- (1) The Chief, or in their absence, the Deputy Chief, may, at any time, summon a special meeting of the Chief and Council.
- (2) The Chief may, or in their absence, the Deputy Chief, at any time, summon a special meeting when requested to do so by a majority of the members of the Chief and Council.

## **15. Notice of Meetings**

- (1) The Executive Secretary shall notify each member of the Chief and Council of the day, hour and place of all meetings.
- (2) Notice shall be given to all Chief and Council members not less than twenty-four (24) hours prior to the meeting, except in cases where it is an emergency, as defined in section 37 of this policy or operational circumstances dictate otherwise.
- (3) In cases where meetings are scheduled during a meeting in progress, notice shall be deemed to have been given to those present. The Executive Secretary shall give notice to those members who are absent from the meeting.

#### **16. Meetings during Holy Week**

- (1) The Chief and Council and its committees shall not meet during the period in which Holy Week is observed on OCN

#### **17. Attendance of Chief and Council Meetings**

- (1) No member of the Chief and Council may be absent, other than by reason of illness or incapacity, from meetings of the Chief and Council for three consecutive meetings without being authorized to do so by the Chief or with the consent of the majority of the Councillors of OCN.
- (2) Where a Chief and Council member has been absent from three or more consecutive Chief and Council meetings otherwise than by reason of illness or incapacity, they shall be subject to reduction of their honorarium at a rate determined by Chief and Council by resolution from time to time.

#### **18. Chief and Council Meetings Public**

- (1) Subject to subsection 18. (2), Chief and Council meetings shall be open to the public.
- (2) The chairperson of a Chief and Council meeting may cause to be expelled and excluded from that meeting any person whom he considers guilty of improper conduct or who causes a disturbance at the meeting.

#### **19. Meetings *In Camera***

- (1) Notwithstanding subsection 18. (1), the Chief and Council may recess at its discretion to discuss any matter in a closed or *in camera* session, provided that the general subject matter discussed is expressed in the motion calling the session.
- (2) All requests for in camera sessions shall be voted on and assented to by a majority of the Chief and Council members present.
- (3) Any Chief and Council or band member may request that a matter be heard or debated in camera.
- (4) Where a matter is heard or debated in camera, minutes shall be recorded.

- (5) Minutes taken in camera are confidential and shall be kept in a book separate from the minutes of meeting open to the public.
- (6) Access to minutes of meetings in camera by persons other than those who were present at the meeting shall not be granted without the express written permission of the Chief or Deputy Chief.
- (7) Matters heard or debated in camera are confidential and may not be disclosed to anyone other than those persons who were present at the meeting or who are directly involved or affected by the matter at hand.

## **20. Chairing of Meetings**

- (1) The Chief or, in his absence, the Deputy Chief shall act as chairperson at Chief and Council meetings.
- (2) In the absence of, or until the arrival of, the Chief or Deputy Chief, the Council may designate a Councillor from among the members present to chair a Council meeting provided that a quorum is present.
- (3) Where are just sufficient Chief and Council members present to form a quorum, the members present may appoint the General Manager or their designate, if they are present, to chair the meeting until there are enough members present for the chair to be restored to a Council member.

## **21. Duties and Powers of the Chair**

- (1) The chair of a meeting has the following duties and powers:
  - (a) to call the meeting to order at the appointed time;
  - (b) to ensure that all proceedings are conducted in accordance with procedural rules. To this end the Chair may develop or modify procedural rules to ensure consistency and fairness.
  - (c) to ensure that the agenda of the meeting is followed and implemented so that all items on the agenda are addressed;
  - (d) to expedite the implementation of the agenda, by limiting discussion and debate or calling for a decision on any given agenda item, from time to time, as may be necessary;
  - (e) to ensure in particular that all business is conducted in the presence of a quorum and in an orderly and effective manner;
  - (f) to recognize Councillors who indicate a wish to move a motion or to speak in a debate;
  - (g) to rule on the legitimacy of all proposed motions, amendments and other procedures;
  - (h) to ensure that all Chief and Council members are fully aware and informed of the business at hand at each meeting;

- (i) to be aware of the opinions of the other members of the Chief and Council during the course of a meeting on any given matter before the Chief and Council;
- (j) to close the meeting when the business is finished;

**22. Call to Order**

- (1) Upon a quorum being present, the chairperson shall take the chair and call the meeting to order.
- (2) If no quorum is present within one half (1/2) hour after the time appointed for a meeting, the Executive Secretary shall take the names of the members then present and the Chief and Council shall stand adjourned until the next meeting or any other date and time as may be agreed upon by those present.
- (3) Where a meeting is adjourned to another date and time, the Executive Secretary shall so inform those Chief and Council members who were absent from the meeting.

**23. Agenda**

- (1) The order of business at each regular meeting shall be as follows:
  - (a) Opening prayer
  - (b) Reading, amendment and adoption of agenda
  - (c) Citizens' requests
  - (d) Reading (correction, if any) and adoption of the minutes of previous meetings
  - (e) Business arising from minutes
  - (f) Old business
  - (g) General Manager - Report
  - (h) Director of Finance - Report
  - (i) Presentation and consideration of reports of committees/boards, if any
  - (j) New business
  - (k) Chief and Council Travel
  - (l) Elders' Session
  - (m) Chief and Council Session
  - (n) Adjournment
  - (o) Closing prayer

**24. Amendment of Agenda**

- (1) Amendments to the agenda, after it has been adopted, shall be made with the consent of a majority of the members present.

## **25. Recording and Adoption of Minutes of Chief and Council Meetings**

- (1) The minutes of Chief and Council proceedings shall be recorded.
- (2) The adopted minutes shall be open for inspection by all members of OCN.
- (3) The minutes of a meeting of the Chief and Council are not valid unless adopted by the Chief and Council by resolution and signed by the chairperson of the meeting at which they are adopted.

## **26. Decision Making**

- (1) All final decisions of the Chief and Council on matters of general and permanent interest to OCN membership shall be embodied in motions or resolutions.
- (2) All final decisions of the Chief and Council shall be collected and made available to OCN members and other affected persons upon reasonable request.
- (3) A motion or resolution of the Chief and Council shall remain in force until the Chief and Council amends, repeals or rescinds the motion or resolution by another motion or resolution.
- (4) The Chief and Council shall not adopt a motion or resolution that is in contravention or in conflict with a previous motion or resolution that is still in force unless the previous motion or resolution is first rescinded by another motion or resolution prior to the adoption of the new motion or resolution.
- (5) Where there is uncertainty as to there being a previous motion or resolution on any given issue, any new motion or resolution being considered on that issue shall be tabled until it has been established as to whether a previous motion or resolution exists.
- (6) The Chief and Chief and Council may delegate authority to the Chief, Deputy Chief, individual Councillors or Administrators to make interim decisions on its behalf between meetings of a quorum of Chief and Council.
- (7) All interim decisions shall be consistent with the established decisions of Chief and Council and the bylaws, regulations and policies of OCN.
- (8) Where the Chief, Deputy Chief, individual Councillor or Administrator makes an interim decision on a matter that a quorum of Chief and Council has not yet ruled upon, the matter shall be considered at the next meeting of Chief and Council, and Chief and Council may, at its discretion, ratify or revoke the interim decision.

## **27. Chief and Council Decisions**

- (1) A motion or resolution passed by Chief and Council shall be deemed to be the decision of the whole of Chief and Council, regardless of negative votes or abstentions, and binding upon each member of Chief and Council, regardless of their vote, abstention or absence.

- (2) Each individual member of the Chief and Council, each Administrator and employee must, at all times, respect the authority and decisions of the Chief and Council and must use their best efforts to carry out those decisions.

## **28. Motions**

- (1) Motions are decisions voted on by a show of hands which deal with the internal management of OCN administration and Council meetings, and which are duly recorded in the minutes.
- (2) Motions are not intended to be contractually binding or binding on third parties who are not within or under the jurisdiction of the Chief and Council.
- (3) Any Council member may make or second a motion.
- (4) The motion shall be relevant to the business at hand.
- (5) A motion may not be made when another motion of the same type is under active consideration by the meeting.
- (6) When recognized by the chair, an intended mover shall state the motion and the chair shall rule, if necessary, on whether it is in order.
- (7) The chair shall call for a seconder. If, after a reasonable time, no one seconds the motion it shall then be deemed to be abandoned and no further action shall be taken with respect to that motion.
- (8) After a motion is seconded, it shall be read to the meeting by the chair and it shall then become the active business of the meeting.
- (9) A duly moved and seconded motion may be amended by any Council member at any time, provided that the persons who made and seconded the motion are in agreement with the amendment.
- (10) A duly moved and seconded motion may be withdrawn by the persons who made and seconded the motion at any time prior to a vote being taken.

## **29. Debates**

- (1) Where a motion has been duly moved and seconded, it shall open for debate.
- (2) Any member may require the motion or resolution under discussion to be read for their information or explained to him/her at any period of the debate, but not so as to interrupt a member who is speaking.
- (3) All debates during a Council meeting shall be governed by the following:
  - (a) each member has the right to state his or her views;
  - (b) each member shall respect the rights of other members to speak;
  - (c) each Councillor will be asked by the Chair to contribute to the debate or issue;
  - (d) no one else shall speak while another member has the floor;

- (e) each speaker shall wait to be recognized by the Chairperson before speaking;
  - (f) the Chairperson shall decide on the order of those who are to speak;
  - (g) each member, while speaking, shall limit their comments to the topic at hand. Personal comments of any kind shall be avoided; and
  - (h) the Chairperson or any member may interrupt a member who is speaking only to the extent of calling them to order should they stray from the business which is being debated or behaving in a manner not considered proper;
- (4) The Chairperson may, at their discretion, allow a member to speak before another should any of the following occur:
- (a) to correct a mistake or misquotation;
  - (b) the member has not previously spoken in the debate;

### **30. Voting**

- (1) The approval of any matter by the Council requires the affirmative votes of the majority of the Council members present when the vote is taken, subject to **subsection 5. (2)** and subsection 30.(2).
- (2) For the purposes of subsection 30. (1), in any vote, where a Council member present does not indicate a vote or abstains from voting, they shall be deemed to have voted with the majority.
- (3) The chairperson shall not vote except when the votes are tied, in which case they shall cast the deciding vote except where disqualified from voting under the OCN Code of Ethics and Conduct or they are not a member of Chief and Council.
- (4) Every member present when a question is put shall vote thereon unless the Council excuses him/her or unless they are in a conflict of interest in the question, in which case they shall not be obliged to vote.
- (5) Where a member has a conflict of interest in a matter before the Council, they shall excuse themselves and leave the meeting room for the duration of the discussion and voting on the matter.
- (6) A Council Member who, pursuant to OCN Code of Conduct, is disqualified from taking part in deliberations and from voting shall be considered not to be present for the purpose of determining a majority under subsection 30. (1).
- (7) Voting may be by a show of hands or it may be by secret ballot if so requested by any Council member.

### **31. Resolutions**

- (1) Resolutions are formal decisions in writing signed by a quorum of Council which deal with the operations, activities and relations of OCN, its organization, its members and third parties.
- (2) The Chief and Council shall act by motion or resolution, except where required to act by bylaw.

- (3) Resolutions shall be adopted only at Council meetings.
- (4) Each resolution shall be presented or read by the mover, and when duly moved and seconded and placed before the meeting by the chairperson, shall be open for consideration.
- (5) After a resolution has been placed before the meeting by the chairperson it shall be deemed to be in the possession of the Council.
- (6) A resolution may be withdrawn at any time before it has been adopted by consent of the majority of the Council members present.

### **32. Coming into Force of Resolutions**

- (1) A resolution shall come into force on the date on which it is adopted or on the date specified in the resolution.

### **33. Signing of Resolutions**

- (1) The original copy of any resolution of the Council shall be signed by the Council Members present at the meeting at which it was enacted.

### **34. Register of Resolutions**

- (1) The Executive Secretary shall maintain a register of resolutions in which shall be kept the original copy of all resolutions of the Council, including those that have been repealed or are no longer in force.

### **35. Release of Copies of Resolutions**

- (1) Any person who is a member of OCN is entitled to obtain a copy of a resolution of the Chief and Council.
- (2) Persons other than members of OCN may obtain a copy of a resolution of the Council provided that they have a direct interest in the resolution.
- (3) All requests for copies of resolutions by persons other than OCN members shall be subject to review by the Chief or Deputy Chief.
- (4) Resolutions dealing with confidential or sensitive matters may not be released to any person unless the resolution is of direct interest to that person.
- (5) All copies of resolutions shall be subject to a fee no greater than the cost of producing a photocopy of the resolution as determined by Chief and Council

### **36. Emergency Executive Council**

- (1) The Chief and Council shall appoint an Emergency Executive Council to act on behalf of the Chief and Council in emergency situations, subject to the following, and only to the following:
  - (a) where it is not feasible to convene a meeting of a full quorum of the Chief and Council;



- (b) the Chief is not available; or
- (c) the General Manager and their staff are unable to address the situation without Chief and Council assistance;

**37. Emergency Situations**

- (1) Emergency situations are:
  - (a) those situations in which there is a perceived threat to the health and well-being or property of individuals residing on OCN lands or OCN as a whole;
  - (b) where inaction on the part of OCN would result in a loss of opportunity of a business, political or economic nature;

**38. Composition of Emergency Executive Council**

- (1) The Emergency Executive Council shall be composed of the Deputy Chief and two (2) Councillors from among a group of four (4) Councillors who shall be appointed by the Chief and Council.

**39. Term of Office of Emergency Executive Council**

- (1) The Chief and Council shall appoint the members, excluding the Deputy Chief, of the Emergency Executive Council for a one year term.

**40. Quorum of Emergency Executive Council**

- (1) The Quorum of the Emergency Executive Council shall be three (3), one of which shall be the Deputy Chief.
- (2) No meeting shall be held without a quorum in attendance.

**41. Meetings of Emergency Executive Council**

- (1) All meetings of the Emergency Executive Council shall be held and conducted in accordance with the established policies and procedures of the Chief and Council.
- (2) The General Manager of OCN and the Director of Finance and Administration shall attend all meetings of the Emergency Executive Council.

**42. Calling of Meetings of Emergency Executive Council**

- (1) When an emergency situation, as defined in this policy, arises, the Deputy Chief shall call a meeting of the Emergency Executive Council or where a Deputy Chief is not in place, by any two (2) of the Councillors appointed to the Emergency Executive Council.
- (2) The meeting shall be attended by any two (2) of the Councillors appointed to the Emergency Executive Council and the Deputy Chief.

**43. Authority of Emergency Executive Council**

- (1) The Emergency Executive Council shall report any actions taken at the next regular meeting of the Chief and Council.
- (2) The Emergency Executive Council shall not have the authority to amend, adopt or act beyond the authority granted by OCN Chief and Council bylaws, policies, regulations or guidelines or act in contravention of them.
- (3) The Emergency Executive Council may not take any action which exceeds the provisions of the adopted annual budget, nor shall it have the authority to amend or approve supplemental budgets to the annual adopted budget of OCN.
- (4) The Emergency Executive Council shall not have the authority to grant or enter into contracts or agreements.
- (5) The Chief and Council may not use the Emergency Executive Council for any other purpose other than as provided for within this policy.
- (6) The Chief and Council may rescind, revoke or declare invalid, any decision of the Emergency Executive Council.

**44. Committees**

- (1) The Chief and Council may establish committees as is considered necessary to assist in the administration of the affairs of OCN and set out the composition and functions of the committees.

**45. Powers of Committees**

- (1) Committees may exercise only advisory or administrative functions and are responsible to the Council for the performance of their functions.

**46. Committee Quorum**

- (1) A majority of the members of a committee shall be a quorum.

**47. General Duties of Committees**

- (1) The general duties of committees and special committees are:
  - (a) to report to the Council from time to time as often as the interests of OCN may require, all matters connected with the duties imposed on them respectively and to recommend action by the Council in relation thereto as they may deem necessary and expedient; and
  - (b) to consider and report upon all matters referred to them by the Council or by the Chief of OCN;

**48. Appointment of Councillors to Committees and Boards**

- (1) The Council shall appoint as many Councillors as is necessary to represent the Council on all committees and boards of OCN.
- (2) A Council member appointed to a committee or board shall have full voting privileges on that committee or board.

**49. Honorarium of Council Members**

- (1) Council members shall be entitled to receive honorarium as may be fixed by resolution of the Council from time to time.
- (2) For the purposes of this section, honorarium means that sum of funds paid to each Councillor by virtue of their being a member of the Council.

**50. Review, Amendment and Repeal**

- (1) This policy may be reviewed, amended or repealed as may be deemed necessary by the Chief and Council.

**Adopted and approved at the Opaskwayak Cree Nation this 1<sup>st</sup> day of December 2014.**

**Original Signed by Chief and Council on December 01, 2014**