

Leadership Manual and Orientation Guide

A Governance Manual



Wiikwemkoong
Unceded Territory

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2020 revised

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WIIKWEMKOONG UNCEDED TERRITORY POEM

Within the Great Lakes, all along the shoreline, lies an Unceded Territory.

Not a reservation, but a land of Proud and Progressive People.

From stone made fences to man built houses,

From fishing and hunting to nature's beauty, this is our serenity.

The history of our homeland lies within our grandparents, the keepers of our tradition.

It's here where life began for us, where our ancestors denied all treaties.

Creating our own self-government, and never giving into submission.

On days of Civic Celebration, we invite all walks of life.

Decades of cultural congregation, and centuries of Anishinaabe identity

We fight the fight for our existence, a struggling battle for lands and ownership.

When trouble rises, our community comes together, and we strive in our solutions.

A unique and honest way of living...That is our contribution.

The drum has always been our medicine, our heartbeat of dance and song.

The trees that give us life, the water we protect, our traditions we practice strong

Rising above the village; standing before us is the steeple.

We are a Nation of Elements, a circle of the Three Fires people.

Through amalgamation, restoration, and a promise of declaration;

We are the Wiikwemkoong Unceded Territory

Standing Strong as a Nation.

Written by Shane Cooper

LETTER OF INTRODUCTION

Change is inevitable, we are resilient people, progress of the Wiikwemkoong Anishinaabek and Wiikwemkoong Unceded Territory is a priority. Priority areas are identified through strategic planning. Efforts to maintain relevance and reflect the progress of our proud Anishinaabe community are of great importance, and Council will be required to review this *Leadership Manual and Orientation Guide* and update as needed.

In Unity,

Kevin Wassegijig
Bemninzhaandjiget (Director of Operations)
Wiikwemkoong Unceded Territory

ACKNOWLEDGEMENTS

BCM 265-2018

Rachel Manitowabi/John Dube

That we accept and adopt the Wiikwemkoong Unceded Territory Leadership Manual and Orientation Guide-A Governance Manual for final approval; and that subsequent councils may allow for amendments and revisions.

This manual was adapted from “First Nations Governance Handbook: A Resource Guide for Effective Councils” (Indian and Northern Affairs Canada, 2003) and the “Wiikwemkoong Comprehensive Community Plan 2012” (Wiikwemkoong Unceded Territory, 2012). This document, titled “Wiikwemkoong Unceded Territory Leadership Manual and Orientation Guide – A Governance Manual” was originally drafted by the Governance Unit Staff, Angela Shawanda, Researcher, and Kayla Jackson, Administrative Assistant. Subsequent drafts of this manual were overseen by Sophie Pheasant, Administrative Coordinator, who worked closely with Ogimaa and Council, Bemninzhaandjiget, Governance Unit Staff, Governance Committee and Governance Working Group to further develop this manuscript. The Governance Unit would like to thank Wiikwemkoong Leadership and all individuals who read this manual and offered valuable feedback and, most importantly, provided encouragement to see its completion. The final draft of the manual was completed by the Governance Unit Staff in 2018.

Gchi-miigwech,

Wiikwemkoong Ogimaa and Council, 2016-2018

Duke Peltier, Ogimaa

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Lorraine Fox, Councilor

Maureen Manitowabi, Councilor

Cecilia Pitawanakwat, Councilor

John Dube, Councilor

Bernadine Francis, Councilor

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Gladys Wakegijig, Councilor

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A Special Acknowledgement is extended to all Wiikwemkoong Administration Programs and Services for providing information and/or resources for the development of this manual.

Also, a Special Acknowledgment and appreciation to CreativeEFX Shane Cooper for designing the cover page and providing his poem for the Leadership Manual.

Thanks to the 2020 Transition Team for revising the manual for the 2020-2022 Term: *Noella Jacko, Governance Unit Manager, Nancy Kinoshameg, Governance Unit Analyst, Kevin Wassegijig, Bemninzhaandjiget, Shannon Manitowabi, Assistant to the Director of Operations, Delores Trudeau, Administrative Support, Marilyn Jacko, Executive Assistant to Ogimaa and Council.*

GOVERNANCE MANUAL

Whereas, Ogimaa and Council of Wiikwemkoong, bear in mind that the Wiikwemkoong Anishinaabek expect effective and accountable government and leadership;

Whereas, Ogimaa and Council, recalling that each elected member of council, in taking their Oath of Office, promised to work to preserve and protect the collective rights, will and interests of the Wiikwemkoong Anishinaabek and make decisions for the common good of the community; and,

Whereas, accepting personal responsibility each bears to uphold the integrity, dignity and trust of the Wiikwemkoong Anishinaabek.

Therefore, we have adopted and approved this Leadership Manual and Orientation Guide - A Governance Manual.¹

Guiding Principles

Ogimaa and Council, Administration, Boards, Committees and other entities state what standards that each body should adhere to, such as confidentiality and respect, so that each member recognizes what morals they should uphold while completing their term. It may be beneficial as it not only reminds them of what they should be doing, but HOW they should be doing it. The inclusion of the Seven Grandfather teachings is not only the basis of Tribal Governance, but the adoption of good governance practices warrants continuity and consistency amongst all parties. Furthermore, the adoption of consistent ethical standards ensures that Wiikwemkoong Anishinaabek are receiving fair and comparable decisions rendered on their behalf.

¹ Governance Policy, Governance Committee, July 19, 2018 (Appendix B)

PART I: OVERVIEW

1. PURPOSE

This *Leadership Manual and Orientation Guide* serves as a Governance Manual for the Elected Leadership of the Wiikwemkoong Anishinaabek and Wiikwemkoong Unceded Territory. As the Wiikwemkoong Ogimaa and Council are the key decision-making body for the community, this leadership guide is an important tool for effective governance. The overall purpose of this manual is to achieve our vision and strengthen our community.

Leadership will receive orientation on the various components of Wiikwemkoong Unceded Territory, outlining roles, responsibilities, and accountability of Council Members, the Council as a whole, and the Bemninzhaandjiget. The working relationships are intricate, and it is with good governance that our leadership will effectively guide Wiikwemkoong Anishinaabek towards our Anishinaabeaadziwin and move forward to a positive and prosperous future.

In 2014, Wiikwemkoong Unceded Territory developed a Pillar System² during a strategic planning session/retreat. This Pillar System is inspired by Traditional governance that is reflective of our clan system. It is essential that Council members are aware of the Pillar system. Wiikwemkoong Programs and Services specified within a pillar are to work in harmony with all other Pillars. Each Pillar works towards meeting the needs of the community and in this, Council speaks with one voice.

2. VISION STATEMENT

*Zhitwaawinan, gdinwewninaa, Anishinaabeying mnaadenjigaade miinwaa
shpendjigaade maanpii gda kiimnaang Wiikwemkoong.
Gda kchipiitendaanaa naadmaadiziwin, minozhiyaawin, miinwaa
waankiiyendamowin. Kii waawiindimaageme pane ji ni mnaadendamang miinwaa ji ni
ginaawendimang kina gegoo edigoomgak, gwii ji maadiziinaanik ge`e. Mino
bimaadziwin ka-naagdoo-naa!*

Kchipiitendaagwad, Mnamaajiishkaamgad, Kchigshke`eziimgad!

“Wiikwemkoong Unceded Territory honors our traditions and upholds our Anishinaabe language, culture and identity. We value self-sufficiency, holistic well-being and safety with a commitment to respect and care for our people, lands, resources and environment. Mino Bimaadziwin ka-naag-doo-naa!”

Proud, Progressive, Prosperous!³

² Wiikwemkoong Pillar System, Wiikwemkoong Unceded Territory, 2016 (Appendix A)

³ Comprehensive Community Plan: Departmental and Organizations Reports and Actions Plans, Final Draft, 2012, Wiikwemkoong Unceded Indian Reserve

3. MISSION STATEMENT

Our Mission is to lead Wiikwemkoong Anishinaabek and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.

As per our mission statement, Council shall be conferred upon the following⁴:

Our Council will:

- Orientate new Council members
- Excel in and maintain an efficient and proficient governance process
- Ensure that the Bemninzhaandjiget is effective and works to achieve Wiikwemkoong Unceded Territory Administrative goals

Our Organizations will:

- Ensure accountability and transparent governance
- Maintain departmental and community data and statistics
- Work towards a holistic approach to strategic planning
- Maintain open communication
- Strengthen partnerships, relationships, and opportunities to work together

Our People, through community leadership, will:

- Foster personal development through education, training, and skills
- Improve community safety, health, social, and spiritual well-being
- Embrace and empower our youth
- Respect and care for our elders

Our Culture, through good governance, will:

- Embrace our culture and take pride in our history
- Maintain balance between traditional and contemporary lifestyles
- Uphold our original Anishinaabe philosophy and belief system
- Maintain the traditional Anishinaabe Arts of our community
- Sustain and strengthen our Anishinaabe language

Our Land, through the vision of leadership, will:

- Manage and conserve our non-renewable resources
- Sustain use and development of our renewable resources
- Protect and preserve the rights to our land and territory

Our Economy, through the vision of leadership, will:

- Realize our opportunities for growth and development
- Enhance investment and partnerships
- Increase meaningful and sustainable employment
- Create the conditions for reducing poverty
- Build capacity for our own enterprises
- Retain and recruit skilled personnel through capacity building

⁴ Referenced from Comprehensive Community Plan, 2012 and adapted from First Nations Governance Handbook: A Resource Guide for Effective Councils, 2003

4. VALUES

The Seven Grandfather Teachings are incorporated into our Leadership and are a continuous focus for our community. Our Seven Grandfather Teachings are the core of what we believe and the principles by which we live. In honoring our Seven Grandfather Teachings, we meet the goals of our people, our land, our economy, and our organizations.

The Seven Grandfather Teachings⁵ are as follows:

ZAAGIDWIN ~ LOVE

*Show affection and fondness for those around you.
Allow your family and friends to know you adore them unconditionally.
Most importantly, love yourself.*

DEBWEWIN ~ TRUTH

*Be a trustworthy individual.
Discuss only factual information, and in turn, seek out knowledge that is accurate.*

MNAADENDMOWIN ~ RESPECT

*Accept people for who they are. Listen openly to other opinions and be sensitive
towards peoples' feelings.
Also, respect all living creatures and Mother Earth.*

NBWAAKAAWIN ~ WISDOM

*Be wise and gain knowledge through life experiences.
Furthermore, learn from your mistakes.
Expand your wisdom to include teachings from elders and children.*

DBAADENDIZIWIN ~ HUMILITY

*Strive to become a modest person.
Recognizing the accomplishments you have achieved in your life is gratification
enough.*

GWEKWAADZIWIN ~ HONESTY

*Be upfront about everything you say or do.
Your words and your actions should not have a hidden agenda or motive.*

AAKEDHEWIN ~ BRAVERY

Take responsibility for your mistakes and meet unknown circumstances head on.

⁵ Wiikwemkoong Unceded Territory Gchi-Naaknigewin, 2014

Be a risk taker and do not let short falls discourage you.

5. BRIEF HISTORY OF WIIKWEMKOONG UNCEDED TERRITORY⁶

The Anishinaabek of Wiikwemkoong Unceded Territory (formerly Wikwemikong Unceded Indian Reserve) are an alliance of Odawa, Ojibway, and Pottawatomi Nations, which together form the Three Fires Confederacy. The Odawa inhabited Manitoulin Island for many years prior to the settlement of other Nations.

Historically, Manitoulin Island was referred to as “Odawa Mnis” or “Mnidoo Mnis”. In 1836, Lieutenant Governor Sir Francis Bond Head made a treaty to recognize Manitoulin and all the surrounding islands in Lake Huron as “the property” of all Indians residing there. Many years later, in 1850, the Robinson Huron Treaty was made with mainland First Nations to address lands around Lake Huron. The Robinson Huron Treaty resulted in a number of Anishinaabek residing on the islands to become members of Wiikwemkoong. The newly joined members of the Robinson Huron Treaty remain beneficiaries under this treaty to this day.

In 1861, the Chiefs of Manitoulin were requested to forfeit most of the island land for white settlers, but the proposition was unanimously refused. The following year, government agents manipulated a surrender to the minority of Anishinaabek residing on the islands, which is known as the “McDougall Treaty” or “Manitowaning Treaty of 1862”. Once again, the proposition was opposed by the Anishinaabek residing around Wiikwemkoong. Wiikwemkoong Anishinaabek represented the majority of “Indians” and as a result, the refusal to sign a surrender of land at any point in history resulted in Wiikwemkoong being referred to as the “Unceded Reserve”.

After a referendum and ratification vote in 1968, Point Grondine Indian Band and South Bay West Band and their reserves amalgamated with Wiikwemkoong.

Wiikwemkoong Unceded Territory remains Unceded, and continues to work with the Federal government, The Crown, and Provincial governments on outstanding land claims and grievances for equitable compensation and loss use of land.

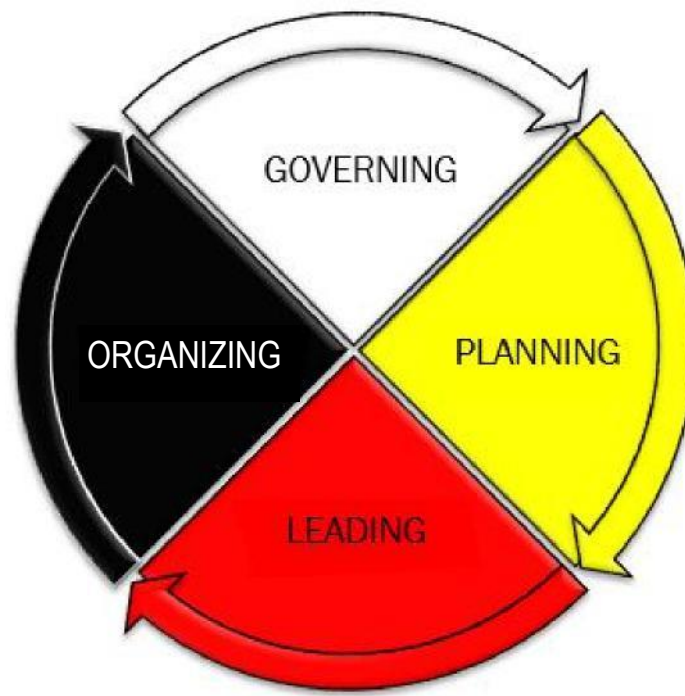
⁶ Comprehensive Community Plan, 2012



6. EFFECT⁷

This *Leadership Manual and Orientation Guide* is to guide our leadership and promote good governance within our leadership.

Wiikwemkoong Unceded Territory's Gchi-Naaknigewin, Laws, Regulations, Resolutions, Policies, and Procedures and all other conventions approved by Council are the foundation of Wiikwemkoong Unceded Territory Government system. This manuscript provides a comprehensive and concise outline of the administrative and legal framework of our governance structure, which has four parts⁸:



- Planning (i.e. Council's purpose, values, and strategic direction)
- Leading (i.e. Council's relationships with each other and with Wiikwemkoong Anishinaabek)
- Organizing (i.e. Council's relationship with the Bemninzhaandjiget)
- Governing (i.e. Council and the Director of Operation's authority)

As Wiikwemkoong Unceded Territory strengthens and maintains stability within governance through exercising jurisdiction and providing transparency, our governance processes and structures will prevail and be upheld with the highest integrity. Good governance of Wiikwemkoong Unceded Territory can therefore be defined as; ensuring and entrusting that our traditions (norms, values, culture, and language) and institutions

⁷ Adapted from First Nations Governance Handbook: A Resource Guide for Effective Councils, 2003

⁸ 14 Principles of Management (Fayol), Vincent Van Vliet, 2009

(formal structures, organization, and practices) that our community utilizes is what guides our leadership to make the best decisions to accomplish our strategic goals.

Therefore, under the authority of the Wiikwemkoong Gchi-Naaknigewin, all Wiikwemkoong Laws, Regulations, Resolutions, Policies, and Procedures, and all other conventions, such as the Children's Bill of Rights and Community Standards that have been approved by Ogimaa and Council are enforceable.

PART II: ORIENTATION

7. ORIENTATION TO WIIKWEMKOONG UNCEDED TERRITORY, COUNCIL AND INDIVIDUAL ROLE

The purpose of orientation is to familiarize Council with Wiikwemkoong Unceded Territory and their individual role. The following components of orientation include⁹

A. COMPONENTS OF ORIENTATION TO WIIKWEMKOONG UNCEDED TERRITORY

- 1) Purpose, values, history, and programs and services of the Council.
- 2) Roles, responsibilities, relationships, and structure at all levels of Wiikwemkoong's operation.
- 3) Legislation that affects Wiikwemkoong, including the Gchi-Naaknigewin and Laws.
- 4) The Bemninzhaandjiget will ensure that all policies and procedures, strategic plans, financial reports, and budgets are updated and available for orientation.

B. COMPONENTS OF ORIENTATION OF COUNCIL

- 1) The role of a Council member as a governing unit.
- 2) The importance of Council and its work towards meeting the needs of Wiikwemkoong Anishinaabek.
- 3) A review of Wiikwemkoong Pillar System and governance policies.
- 4) Introduction to the Annual Agenda and review of previous Annual Agendas.
- 5) Council's relationship with other organizations, groups, and government.
- 6) Transition meeting to be arranged between the current and newly-elected. Council will share information on learning Strengths, Barriers, Challenges and Goal Setting. This process will be completed collaboratively between Bemninzhaandjiget, Executive Assistant to Ogimaa and Council, and Governance Unit.
- 7) Orientation Meeting will be scheduled after the Transition Meeting occurs. Program Managers will submit a program update using a template and the Bemninzhaandjiget will present this at the Orientation Meeting.

C. COMPONENTS OF ORIENTATION TO THE INDIVIDUAL ROLE

- 1) The specific responsibilities and expectations.
- 2) The level of authority and accountability.
- 3) The role of committees and the resources available to committee members.
- 4) The process for reporting and communicating.
- 5) Performance expectations for the individual role.

⁹ Adapted from First Nations Governance Handbook: A Resource Guide for Effective Councils, 2003

8. SWEARING IN CEREMONY¹⁰

A. OATH OF OFFICE

The Elected Leadership shall take an oath through a Swearing in Ceremony to fulfill the role as duly-elected representatives of Wiikwemkoong Unceded Territory and to demonstrate that they will hold the position to the utmost best. Elected Leadership is to carry out their duties in a conscientious, loyal, and honest manner, and to the best of their ability. Council must always be mindful that their primary duty is to serve the Wiikwemkoong Anishnaabek. Council swear to become familiar with and shall abide by all Wiikwemkoong Laws and Policies.

B. CONDUCT OF OGIMAA AND COUNCILORS

The Elected Leadership is expected to be ethical, legal, and professional, and exercise proper use of authority. Elected leadership shall be completely aware of meeting proceedings and use professional conduct and be respectful of other viewpoints. Elected Leadership are to be aware and knowledgeable of Wiikwemkoong Unceded Territory policies and procedures and will support Administration in implementing all administrative, finance, and governing policies.

C. PRINCIPLES OF UNDERSTANDING

As the Elected Leadership of Wiikwemkoong Unceded Territory, Council agrees to diligently serve the Wiikwemkoong Anishinaabek through promoting Wiikwemkoong governance practices. It is Elected Leadership's responsibility to become familiar with Wiikwemkoong Laws, Regulations, Policies, and Procedures enclosed in the orientation package.

D. CODE OF ETHICS

Approved and adopted policies will identify and promote ethical conduct and accountability of our Elected Leadership. Corrective action procedures are at the discretion of Ogimaa and members of Council. As a collective, our leadership will work together to resolve issues pertaining to the conduct of a member of Council. It is important that members of Council act accordingly and that ethical matters are resolved in an appropriate and timely manner. It is important to protect Wiikwemkoong Unceded Territory's reputation which can impact both internal and external relationships.

9. ENFORCEMENT

Council has the authority to enforce Laws and Policies. Council is to follow an appropriate alternative dispute resolution process to achieve conciliation in matters where there is a potential or actual breach in conduct from individual or several Council member(s). The nature of the breach will determine the directives of resolution as per Wiikwemkoong Unceded Territory policy.

¹⁰ Band Council Resolution (BCR) 3270 "Oath of Office" (Appendix C)

PART III: GOVERNANCE ROLES AND RESPONSIBILITIES



This painting shows two warriors, one male and one female, above a large community teepee protecting the people who are inside with the Wiikwemkoong shield above their heads. The sky and water both connecting symbolizes protection everywhere. The eleven people inside the teepee represent each of the eleven community standards of Wiikwemkoong Unceded Territory.

WIIKWEMKOONG COMMUNITY STANDARDS



WIIKWEMKOONG COMMUNITY STANDARDS

1. Our first language is Anishinaabemowin (Odawa, Ojibwe, Potawatomi) and all community members must respect all 3 dialects. All community members must make effort to use it everyday, at work, at home, at school by our children, teachers, parents, guardians, workers, elders, and fluent speakers.
2. All Community members shall honour and abide by our Anishinaabe'aadziwin through values of our Seven Grandfather teachings of Respect (Mnaadendmowin), Humility (Dbaadendizwin), Truth (Debwewin), Bravery (Aakdehewin), Love (Zaagdiwin), Wisdom (Nbwaakaawin) and Honesty (Gwekwaadziwin) and with the Common good. We must also practice Forgiveness (Bonigidetwaadwin) and Walk these teachings (Kabmasaa daanaanin Niinda Kinoomaadwinaa).
3. All Community members shall abide by and respect our Supreme Law, the Wiikwemkoong G'chi Naaknigewin.
4. All Community members shall abide by and respect all Wiikwemkoong laws including regulations, resolutions, motions, policies and procedures.
5. All Community members shall respect all Wiikwemkoong Anishinaabek which includes our ancestors and their legacies.
6. All Community members shall respect and protect all Wiikwemkoong Unceded Territory lands, air, water, lake beds and all renewable and non-renewable natural resources (above and below the ground).
7. All Community members shall refrain from any criminally based and/or hostile activity.
8. All Community members shall contribute to the community by either participating or volunteering in community events and/or gatherings.
9. All Community members shall not harm any persons, animals, plants and respect all living things.
10. All Community members shall recycle for the benefit of the future generations.
11. All Community members shall be good citizens, observe the laws and keep the peace.

Approved by Band Council Motion #129-2016, April 4, 2016



Aakdehewin (Bravery) Debwewin (Truth) Dbaadendizwin (Humility) Zaagdiwin (Love) Gwekwaadziwin (Honesty) Mnaadendmowin (Respect) Nbwaakaawin (Wisdom)

Wiikwemkoong Waanaagdoong

1. Anishinaabemowin gdiniwewinaa nsowe'aangat. Aabideg ka mnaadendaanaa. Kina debendaagizijig da gijitoonaawaa wiinikaaswaad enso giizigak, enji nokiiwaad, endaawaad, kinoomaage gamgoong, ekinoomaagejig, ekoognaawsijig, genwenjigejig, enkiitaagejig, gchi nshinaabeg miinwaa netaa nishinaabemjig.
2. Kina debendaagizijig da mnaadendaanaawaa miinwaa da naagdoonaawaa Anishinaabe'aadziwin nikaaswaad niizhwaaswi kinomaadwinan: Zaagidwin, Debwewin, Mnaadendmowin, Nbwaakaawin, Dbadendiziwin, Gwekwaadziwin miinwaa Aakedhewin. Ka nokiiitaanaa Bonigidetaadwin miinwaa ka bimosadaanaaniin kinomaadwinan.
3. Kina debendaagizijig da naagdonaa miinwaa da mnaadendaanaawaa gdi naaknigewninaa, Wiikwemkoong Gchi Naaknigewin.
4. Kina debendaagizijig da naagdonaawaa miinwaa da mnaadendaanaawaa kina Wiikwemkoong naaknigewinan zhibiigaadek, giizhaakinigewinan, mshkoonaaknigewinan, aandaakinigewinan, waanaagdoong waazhimiikaming.
5. Kina debendaagizijig da mnaadenmaawaan Wiikwemkoong Anishinaabek miinwaa zhaazhi gaamaajaajig miinwaa gaani ngatmowaat.
6. Kina debendaagizijig da mnaadendaanaawaa miinwaa da naagdawendaanaawaa gaadibakaadesinog Wiikwemkoong akin, enesendaming, nibi, zaagignan, miinwaa e'aanjidigoog miinwaa e'aanjidigwasnoog (gidkamik miinwaa naamkamik).
7. Kina debendaagizijig aji booniikamowaad neniizaanak miinwaa/maage zekamgizwin.
8. Kina debendaagizijig aji maamwi nokiiwaad gegoo nakimigak, maage aji naadmaagewaad.
9. Kina debendaagizijig ada mnaadenmaawaan bemaadziimgak, wesiinhan miinwaa kina gegoo.
10. Kina debendaagizijig ada zhaabwitoonaawaa gegoo geni zhi debiziwaad waani maadzijig.
11. Kina debendaagizijig ada naagdoonaawaan naaknigewnan miinwaa weweni ada bimaadziwok.

10. WIIKWEMKOONG ANISHNAABEK (AND COMMUNITY MEMBERS)

A. WIIKWEMKOONG GCHI-NAAKNIGEWIN

Wiikwemkoong Unceded Territory's laws are governed under the Wiikwemkoong Gchi-Naaknigewin, which regulates Wiikwemkoong Leadership. The Gchi-Naaknigewin regulates the duties and authorizations of Ogimaa and Council, as well as Wiikwemkoong Anishinaabek. Wiikwemkoong Gchi-Naaknigewin takes precedent over any Canadian Law, where applicable. If a law is fully implemented and enforced, community members expect Council to act in good faith and governance. Under the Wiikwemkoong Gchi-Naaknigewin, Council are expected to be diligent and report regularly on financial expenses, projects, and portfolios that they represent. Council is also to provide an Annual Report to the Wiikwemkoong Anishinaabek.

B. COUNCILS RELATIONSHIP WITH WIIKWEMKOONG ANISHINAABEK

The relationship with Wiikwemkoong Anishinaabek is in the best interest of Council. The Wiikwemkoong Anishinaabek are expected to be informed and knowledgeable of the Gchi-Naaknigewin and its Laws, Regulations, Policies, and Procedures. Wiikwemkoong Anishinaabek are to fully participate in community consultations on law-making, as well as in Ogimaa and Council activities, where consultation and accommodation are necessary. The Community Standards outlines the rights and responsibilities of all community members.

C. ROLES AND RESPONSIBILITIES OF WIIKWEMKOONG ANISHINAABEK

The foundation of a successful governance structure is education and creating awareness of governance issues. Wiikwemkoong Anishinaabek who are informed and who know their rights and responsibilities can positively influence Council decision-making. The Wiikwemkoong Anishinaabek are the owners of Wiikwemkoong Unceded Territory's assets. The authority of Wiikwemkoong Anishinaabek is outlined within the Wiikwemkoong Gchi-Naaknigewin: *Section 13.0 Rights of Wiikwemkoong Unceded Territory Wiikwemkoong Anishinaabek*.

For example, Wiikwemkoong Anishinaabek:

- 1) Delegate power and authority to Ogimaa and Council by electing them;
- 2) Are accountable; responsibilities include attending meetings, participating in community consultations, and being informed of Wiikwemkoong business; and
- 3) Have the right to educate themselves on governing tools, which include Gchi-Naaknigewin, Laws, Regulations, Resolutions, Policies, Procedures, and other applicable federal and provincial laws and legislation.

D. COMMUNITY MEETINGS AND WIIKWEMKOONG ANISHINAABEK

Wiikwemkoong Anishinaabek has the right to ask questions at Community and Council meetings to voice their concerns. Wiikwemkoong Anishinaabek may ask questions on items that are presented on the agenda and may request to be

placed on the agenda. There is a process for requesting their name to be on the agenda prior to a Council meeting.

Wiikwemkoong Anishinaabek can also expect Council to establish and follow a grievance and conflict resolution process. Should a process not be established, Wiikwemkoong Anishinaabek may request resolution and discuss grievance with:

- 1) Council for a specific grievance that may be of personal nature;
- 2) Council on behalf of the community;
- 3) Individual Councilor for a Breach of Duty.

Until such a time that E'Debaaknigejig Naaknigewin (Justice Council Law)¹¹ is implemented.

E. ACCOUNTABILITY AND EXERCISING WIIKWEMKOONG ANISHINAABEK RIGHTS

Wiikwemkoong Anishinaabek can exercise their ownership by holding accountable persons who they have delegated authority to. Wiikwemkoong Anishinaabek are also accountable to the community through:

- 1) Abiding by the Wiikwemkoong Gchi-Naaknigewin.
- 2) Abiding by the Wiikwemkoong Community Standards.
- 3) Nominating and electing members of Ogimaa and Council who possess qualifications desirable in leadership.
- 4) Being respectful of Ogimaa and Council.
- 5) Participating in community consultation and voting on governance issues when required.
- 6) Keeping informed on community developments and Administration business.

F. GOVERNANCE

Wiikwemkoong Anishinaabek are to have access to:

- 1) Wiikwemkoong Gchi-Naaknigewin that sets out community members' expectation for Ogimaa and Council and clearly defines leadership's authority.
- 2) The Laws and Regulations enacted under the Wiikwemkoong Gchi-Naaknigewin.
- 3) Common Law, Canadian Human Rights Act, or the Labour Code, to establish their rights (See Part: VII, Legal Environment of this manual)

G. INVOLVEMENT IN OGIMAA AND COUNCIL

Ogimaa and Council should encourage participation in open council meetings. Ogimaa and Council are to only exclude participation for improper conduct or when confidential matters arise, such as matters pertaining to Child Welfare. Wiikwemkoong Anishinaabek can be involved with Ogimaa and Council by:

¹¹ Wiikwemkoong E'Debaaknigejig Naaknigewin (Justice Council Law), second reading August 8, 2016

- 1) Requesting an Agenda item: It is appropriate that Wiikwemkoong Anishinaabek contact the Bemninzhaandjiget to request the procedure of adding their concern to the Meeting Agenda as per policy/procedure. Public concerns can also be addressed through this manner.
- 2) Reasonable access to information: Wiikwemkoong Anishinaabek are to have reasonable access to Meeting Minutes, Policy Manuals, grievance and conflict resolution procedures, financial statements, and the Wiikwemkoong Gchi-Naaknigewin.
- 3) Attending the Annual General Meeting: Ogimaa and Council are also mandated to hold Annual General Meetings for community members to report on or discuss policies and programs, drafts of proposed laws, changes to existing policies or laws, and to disclose financial matters.
- 4) Pillar Committees: Council has established a Pillar Committee system, comprised of one or two (1 or 2) Council members to guide the direction of the programs and services operating within the community.
- 5) Participating in Law-Making consultation: Community law-making consultation is mandatory as per section 5.0 Law-Making Process of the Wiikwemkoong Gchi-Naaknigewin.

11. ROLES AND RESPONSIBILITIES OF OGIMAA

The Ogimaa is a member of Council and the lead representative of Wiikwemkoong Unceded Territory who is responsible and accountable for the following:

- 1) Ensures accountability within governance, and ensures business is conducted in a consistent manner that abides by Wiikwemkoong Unceded Territory's laws and policies.
- 2) An official spokesperson for Wiikwemkoong Anishinaabek; this responsibility may be delegated at the discretion of Ogimaa and Council.
- 3) Representative of the Wiikwemkoong Anishinaabek to address issues or concerns.
- 4) Chairperson at Council Meetings; Chairperson may be appointed in absence of the Ogimaa.
- 5) Ensures meetings are conducted in a productive manner. Meeting rules, protocols, and guidelines are further detailed in *Part 4: Leadership and Governing Style, Section 18, Meetings of Council* of this governance manual.
- 6) Decision-maker in accordance with governance policies, Council Resolutions and on the Council – Bemninzhaandjiget relationship.
- 7) Maintains relationships that Council has with other businesses and external stakeholders.
- 8) Requests special meetings or emergency meetings.
- 9) Recognizes Council's position on significant matters.
- 10) Recognizes relevant legal limitations when communicating externally to the media and public.
- 11) A Council leader, managing the work of Council and of individual Councilors.

12) Ex-Officio to Committees.

Further duties include the following:

- 1) Provides input on the annual meeting schedule and agenda.
- 2) Controls attendance at meetings regarding confidential matters, i.e. in-camera sessions.
- 3) Determines the delegation of Council (or individual Councilors) to a Pillar committee to be assigned as a Portfolio Holder for that committee.
- 4) Attends committee meetings when appropriate.
- 5) Mentors and monitors each Councilor's performance.
- 6) Attends ceremonies as requested.
- 7) Provides opportunities for Councilors and delegate Councilors to receive training on governance and community development.

The Ogimaa is responsible for ensuring the development and distribution of the following:

- 1) Council Annual Calendar/ Agenda
- 2) Leadership Manual and Orientation Guide
- 3) Standardized Terms of Reference¹²

A. ROLES AND RESPONSIBILITIES OF OGIMAA TO THE COUNCIL

- 1) Assist Council in becoming effective team members
- 2) Ensure Council fulfills the role of Council
- 3) Ensure Council focuses on the Comprehensive Community Plan

B. ROLES AND RESPONSIBILITIES OF OGIMAA TO THE BEMNINZHAANDJIGET

The working relationship between the Ogimaa and Bemninzhaandjiget is a distinct but mutual and respectful working relationship. The Bemninzhaandjiget may also assist the Ogimaa in resolving issues. Further to this role, the Ogimaa is to:

- 1) Provide guidance
- 2) Provide resources
- 3) Review reports from the Bemninzhaandjiget
- 4) Delegate duties to the Bemninzhaandjiget
- 5) Oversee the performance of the Bemninzhaandjiget
- 6) Gather feedback from the Bemninzhaandjiget regarding management of operations
- 7) Ensure representatives of Council will evaluate performance of the Bemninzhaandjiget.

12. ROLES AND RESPONSIBILITIES OF COUNCIL

Council works as a collective for the Wiikwemkoong Unceded Territory and is responsible and accountable for the following:

¹² Standardized Terms of Reference (Appendix F)

- 1) Work with the Ogimaa in all matters affecting business of Wiikwemkoong Unceded Territory
- 2) Participate on boards, committees, and other agencies as assigned
- 3) Act as team participants in all matters concerning the affairs of Wiikwemkoong Unceded Territory
- 4) Act as spokesperson of Council in meetings as authorized by the Ogimaa
- 5) Act as Chairperson in meetings as authorized by Council in the absence of the Ogimaa
- 6) Faithfully comply with provisions of the Gchi-Naaknigewin
- 7) Carry out any and all duties that may be assigned by the Ogimaa from time to time or those duties assigned under a Portfolio systems beginning each term
- 8) Council shall diligently represent Wiikwemkoong Unceded Territory and exercise its powers and enact laws duly constituted under the Gchi-Naaknigewin. These laws will guide the financial and civil affairs of Wiikwemkoong Unceded Territory and all other manners in an ancillary nature in the Spirit and Principles of Peace, Order and Good Government.
- 9) Council shall act honestly and impartially in the best interests of Wiikwemkoong Unceded Territory
- 10) Council shall be accountable to the Wiikwemkoong Anishinaabek of Wiikwemkoong Unceded Territory as well as treat others in a fair and equitable manner
- 11) Council shall demonstrate leadership emphasizing community independence and the needs of future generations
- 12) All Council decisions shall adhere to and respect the Gchi-Naaknigewin
- 13) Reflect on the roles and responsibilities in accordance to this manual
- 14) Councilors are to act accordingly to be law abiding

A. RELATIONSHIP OF COUNCIL AND THE BEMNINZHAANDJIGET

Council is directed to focus on long-term priorities and community needs through administration of programs and services. It is important for the Council and Bemninzhaandjiget to maintain a strong relationship that strives towards meeting the needs of the community and priority areas identified in the Comprehensive Community Plan.

13. ROLES AND RESPONSIBILITIES OF BEMNINZHAANDJIGET (DIRECTOR OF OPERATIONS)

The Bemninzhaandjiget is to demonstrate a commitment and concern for the future of Wiikwemkoong Unceded Territory and the Wiikwemkoong Anishinaabek. The Bemninzhaandjiget has expertise in business management and decision-making. The Bemninzhaandjiget must ensure that the Administrative standard of services are consistent with the Wiikwemkoong Gchi-Naaknigewin, Laws, Regulations, Resolutions, Legislative, and regulatory requirements, and other contract conditions. The Bemninzhaandjiget must also ensure that policies and procedures are consistently developed, implemented and evaluated, when required. The Bemninzhaandjiget is

accountable for all organizational performance and exercises all authority delegated to the position.

A. BEMNINZHAANDJIGET RESPONSIBILITIES

- 1) Government Relations
- 2) Human Resource Management
- 3) Financial Management
- 4) Community Infrastructure
 - A. Major Community Project/Planning
- 5) Community Relations
- 6) Benefits, services, and program delivery
- 7) Assists in business development for the Wiikwemkoong Government and Internal Corporations of Wiikwemkoong
- 8) Ex Officio to Internal Corporate boards

B. BEMNINZHAANDJIGET ACCOUNTABILITY TO OGIMAA AND COUNCIL

The Bemninzhaandjiget is accountable to Ogimaa and Council and has full authority and accountability for all staff operations. The Bemninzhaandjiget adheres to all policies and procedures approved by Ogimaa and Council. The Bemninzhaandjiget assists Council with:

- 1) Defining purpose; developing and implementing goals, strategies, and action plans
- 2) Developing and implementing decision-making processes
- 3) Setting office and reporting standards

C. DOCUMENTATION OF IMPORTANCE TO BEMNINZHAANDJIGET

- 1) Governance Manual
- 2) Personnel Policies and Procedures
- 3) Annual Agenda
- 4) Meeting Minutes
- 5) Finance Policy
- 6) Community Comprehensive Plan
- 7) Wiikwemkoong Unceded Territory Strategic Plan (Ogimaa and Council)

D. MANAGEMENT UNDER THE DIRECTION OF THE BEMNINZHAANDJIGET

- 1) Supporting Council
- 2) Drafting and reviewing Administrative policies and procedures
- 3) Building and maintaining Wiikwemkoong Administration and Program and Services
- 4) Public Relations in regards to Administration of Programs and Services
- 5) Providing an emergency back-up plan for the operations of the Wiikwemkoong Administration.
- 6) Being familiar with all managers and staff
- 7) Communicating and corresponding with community members, Canada, Ontario, vendors, and community partners
- 8) Ensuring good public relations are represented by all programs and services

- 9) Chairs the Emergency Planning Committee
- 10) Assisting the development and implementation of community emergency planning
- 11) Ensuring there is a designated individual in the absence of the Bemninzhaandjiget

PART IV: LEADERSHIP AND GOVERNING STYLE

14. COUNCIL IN GOVERNANCE

The primary responsibility of Ogimaa and Council is to govern as one.

15. GOVERNING STYLE

The governing style of Wiikwemkoong Unceded Territory is to focus on leadership that will emphasize on:

- 1) Being proactive; and,
- 2) Ensuring a governing system that is accountable and transparent; that,
- 3) Functions with a clear separation between the roles of Council and the roles of staff; and,
- 4) Envisions a sustainable future for the Wiikwemkoong Anishinaabek.

16. ACCOUNTABILITY

Ogimaa and Council is accountable to the Wiikwemkoong Anishinaabek for competent, conscientious, and effective execution of its obligations as defined in our purpose and values. Through effective governance, Council as a collective shall:

- 1) Maintain major involvement to achieve positive long-term impact on overall governance.
- 2) Inspire, direct, and govern Wiikwemkoong Anishinaabek through the establishment of good governance system and governance processes.
- 3) Initiate policy for the overall benefit of Wiikwemkoong Unceded Territory.
- 4) Monitor and regularly discuss process and performance of Council.
- 5) Council must carry out duties in good faith and with due diligence, care, and skill.

17. DECISION-MAKING

The Bemninzhaandjiget is Council's only link to administrative achievement.

Decisions or instructions of individual Council members, acting as independents or a committee, are not binding to the Bemninzhaandjiget, except in rare situations when the Ogimaa has specifically authorized the exercise of such authority.

If Council Members acting as individuals or a committee requests information or assistance without authorization from the Ogimaa, the Bemninzhaandjiget can decline requests and/or declined to provide assistance (providing substantial reasoning for doing so).

Therefore:

- 1) Council are to act as a collective when making decisions and instruct persons to report to the appropriate personnel or directly to the Bemninzhaandjiget.
- 2) Council will refrain from evaluating, either formally or informally, any staff other than the Bemninzhaandjiget.

18. MEETINGS WITH THE COUNCIL

COUNCIL RULES

1. The first Council meeting will be held no later than the first Monday following Labour Day.
2. Within one (1) month of the election, Ogimaa and Council will attend an orientation meeting and will be given a brief update on the programs and services of Wiikwemkoong. A template is given to the Program Managers by the Bemninzhaandjiget.
3. Within three (3) months of the Election, Ogimaa and Council will also attend a Strategic Planning Meeting and Governance Training that will define the roles and responsibilities of Council and review all relevant policies and procedures.
4. If any Councilor fails to attend three (3) Council meetings without notification of his or her absences, Ogimaa will meet with that Councilor to discuss his or her commitment to Council.
5. Any Councilor may request a leave of absence from office in writing to Council setting out the reasons for the leave of absence.
6. Council may approve a request for a leave of absence provided that there is a quorum of Council remaining in office after the request is approved.
7. The Ogimaa cannot request or take a leave of absence for more than two consecutive meetings unless there is a medical or compassionate reason for doing so or unless authorized by Council.
8. Any request for a leave of absence must be made two (2) weeks in advance of the start of the leave, except in emergency circumstances. In an emergency, a request for leave can be made at any time before or at the start of the leave of absence.
9. Council will meet a minimum of once a month.
10. The Ogimaa, at any time, may call Special Council meetings as required to address business related to Wiikwemkoong Anishinaabek and or Wiikwemkoong Unceded Territory.

ORDER AND PROCEEDINGS OF MEETINGS

1. Quorum of Council is five members (4 Councilors and Ogimaa or 5 Councilors).
2. If no quorum is present after thirty (30) minutes from the scheduled start time for a meeting, the Executive Assistant to Ogimaa and Council will take the names of

- the members then present and the Council meeting will be adjourned until the next meeting.
3. Once quorum is reached, the Ogimaa or in the absence of the Ogimaa, the appointed Chairperson shall call the meeting to order and proceed to address the agenda for the meeting.
 4. The Ogimaa shall be the Chairperson at each Council meeting. In the absence of the Ogimaa, a Chairperson will be appointed by the Ogimaa in advance or through motion of Council.
 5. The Chairperson shall maintain order and follow the generally established procedures at a Council meeting.
 6. The regular order of business at each Council meeting shall be:
 - a) *Opening Prayer*
 - b) *Declaration of Conflict*
 - c) *Adopt Agenda*
 - d) *Band Member/Councilor Requests*
 - e) *Band Business/BCRs/Presentations*
 - f) *Finance Month Ending*
 - g) *Meeting Requests/ Travel Requests & Reports/ Council and of Committee Minutes/Liquor Licensed Event Applications*
 - h) *Review of Correspondence Received/Sent*
 - i) *In Camera Items*
 - j) *Adjournment*
 7. All decisions of Council will be recorded by Council Resolution or Council Motion.
 8. After a resolution or motion has been placed before the meeting by the Chairperson, it shall be deemed to be in the possession of the Council, but it may be withdrawn by consent of the majority of Council members present.
 9. When any member of Council speaks on any issue at Council, he or she shall address his or her remarks to the Chairperson and confine any remarks to the agenda item.
 10. When more than one Councilor wants to speak at one time, the Chairperson shall determine who is entitled to speak and in what order the members will speak on the question.
 11. The Chairperson or any Councilor may call a member to order while speaking and the debate shall then be suspended. The member shall not speak until a point or order is determined.
 12. A member of Council may speak more than once on a point of order so long as he or she is adding new information or responding to other statements made.
 13. All decisions before the Council shall be decided by a majority vote or consensus of the Councilors present. All decisions and motions of Council are effective immediately following approval by Council. Any actions required or position taken may be acted upon after the decision is made by Council.

14. The Chairperson is not entitled to vote unless there is a tie vote. Whenever the votes are equal the Chairperson shall cast the deciding vote.
15. If there is a conflict of interest, a Council member shall declare the conflict and not be required to vote.
16. A Councilor who refuses to vote shall be deemed to vote in the affirmative.
17. Voting will be done by a show of hands, unless the Chairperson decides that votes will be made by secret ballot.
18. Council may have “in camera” sessions during regular Council meetings to deal with private or confidential matters. During an in camera session, only Ogimaa and Council will be present during the discussion and decision-making. Ogimaa and Council may invite staff, community members or advisors to give presentations or provide information in the in camera session, but these individuals must leave the meeting during the discussion and decision-making. In camera minutes will be kept separate and confidential.

GUIDELINES FOR IN CAMERA MEETINGS OF COUNCIL

These guidelines will be applied to Wiikwemkoong Unceded Territory’s meetings or sessions that are designated as “confidential” and require “in camera” discussions.

1. DEFINITIONS

“Confidential” is an adjective of confidentiality meaning as told in confidence; imparted in secret or showing trust in another; confiding entrusted with private or secret matters of a confidential agent.

“In camera” is a closed session of a meeting and not open to the public.

2. PROCEDURES

- a) The matter and documents submitted for deliberation shall be reviewed and determined as confidential by Ogimaa/Chair in consultation with Bemnizhaandjiget and/or the Executive Administrative Assistant to Ogimaa and Council.
- b) The Ogimaa/Chair shall review the agenda items with Council prior to its adoption, including those issues identified as confidential.
- c) The Ogimaa/Chair states the reason or purpose, under Section 4, why the matter is to be considered confidential.
- d) The Ogimaa/Chair has the right to call or designate a portion of a meeting to be delegated as “in camera”. The in camera meeting or session will be announced as closed to the public before it begins.
- e) The Ogimaa/Chair, Council members, except those that declare a conflict of interest, Bemnizhaandjiget, Executive Administration Assistant to Chief and Council, the presenter of the issue, and others as requested by the Ogimaa/Chair or presenter, shall be allowed into the in camera session.

- f) No opposing parties will be allowed into an in camera meeting at the same time; and, each party to a conflict will not be heard on the same council meeting date.
- g) Decisions of Council will be made without any of the parties in attendance.
- h) For meetings not in person, such as Zoom/video conferencing, participation will be by video only and headsets are to be worn.

3. PURPOSE OF CONFIDENTIALITY

Confidentiality is intended to:

- a) Protect Wiikwemkoong Unceded Territory, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
- b) Protect individuals when the release of certain information would be an unreasonable invasion of their personal privacy.
- c) Protect the business interests of third parties.

4. CRITERIA OF IN CAMERA MATTERS

Council is required to sit in camera for confidential matters, including, but not limited to:

- a) The security of the property of Wiikwemkoong Unceded Territory.
- b) Financial information that, if made public, could be beneficial to the competition or be detrimental to Wiikwemkoong Unceded Territory.
- c) Intimate, personal, or financial details with respect to an individual or entities (e.g. child welfare briefings, litigation).
- d) The acquisition or disposition of property.
- e) Decisions with respect to negotiations with employees/external organizations.
- f) Litigation affecting Wiikwemkoong Unceded Territory.
- g) Matters deemed confidential by legislation.
- h) Reports and/or recommendations received from or relating to third parties who have a reasonable expectation of privacy.
- i) Land disputes.
- j) Personnel matters, including leadership succession planning, executive performance reviews and executive compensation.
- k) Personal matters relating to executive directors, managers, supervisors, boards, employees or other individuals connected to Wiikwemkoong Unceded Territory.
- l) Child welfare matters, such as customary care, adoption, etc.

5. RECORD KEEPING FOR IN CAMERA MEETINGS

For agendas and minutes of in camera meetings, the following guidelines should be followed:

- a) Items to be considered for in camera discussions should not be included on the Council Meeting Agenda.
- b) All in camera agendas and attachments and minutes will remain confidential.
- c) Minutes should be kept on decisions made by Council.
- d) Comments should not be attributed to individuals and verbatim minutes should be avoided.
- e) If discussion summaries are recorded, they should be kept to a minimum, in concise point form, avoid identification of speakers; record time of beginning and end time of meeting; attendees, location, date.
- f) No note taking, cell phones, cameras, recorders, etc. will be allowed in the meeting.
- g) Minutes will be stamped confidential.
- h) Printed in camera agenda and minutes will be filed separately and access to such files should be limited to those who are entitled to see confidential documents as determined by Ogimaa/Chair, Bemninzhaandjiget or the Executive Administrative Assistant to Ogimaa and Council.
- i) Any documents distributed during in camera session will be collected at the conclusion of the in camera session. Originals will be kept and all copies will be destroyed by the Executive Administrative Assistant to Ogimaa and Council.
- j) Any online archives of minutes of in camera meetings that are maintained; will use password protection and any other security measures as necessary to limit access.
- k) All members are bound by a duty of confidentiality and all information presented or discussed will be treated with confidentiality and care, except when information is clearly within the public domain.

COMMITTEES

- 1. All committees are appointed by Council.
- 2. Council may appoint standing committees and ad hoc or special committees on any matters as the interests of Wiikwemkoong may require.
- 3. Committees of Council have 5 members and 2 Portfolio Holders. Quorum for committees must have at least 3 members and a Portfolio Holder who will be the Chairperson of the Meeting.
- 4. The Ogimaa is a non-voting ex officio member of every committee.

5. Other members of Council may attend committee meetings and may, with the consent of the committee, take part in the discussion but is not allowed to vote.
6. The general duties of Pillar Committees, standing and ad hoc or special committees is to:
 - a) Report to Council from time to time as required by Council on all matters connected with the duties imposed on them by Council and to make recommendations to Council that they deem necessary and expedient; and
 - b) To consider and report on all matters referred to them by Council.
7. In keeping with GChi Naaknigewin Section 8.1 If the person who made the initial request to add an item to Council's agenda is not satisfied with the Council decision as administered by the Wiikwemkoong Administration, program or service delivery staff person(s), that Wiikwemkoong Anishinaabe(k) may again request before the item returning to Council, the Ogimaa at his or her discretion may together with any or all of the following: the Bemninzhaandjiget, the Council portfolio holder, and/or Program Manager before the matter is addressed by Council. The decision must be based on respect and support for the roles and responsibilities of the administration and Ogimaa and Council.

WIKWEMKOONG ANISHINAABEK PARTICIPATION AT COUNCIL MEETINGS

1. Council meetings will be open to Wiikwemkoong Anishinaabek, and no member will be excluded from a Council meeting, except for improper conduct or for an in camera meeting.
2. The Chairperson can expel or exclude from a Council meeting any person who is causing a disturbance, including the use of profanity.
3. Council may propose other rules of procedure that are not inconsistent with these procedural rules for review and amendment.
4. Any person may request that an item to be added the Council agenda. This request must be submitted in writing to the Executive Assistant to Ogimaa and Council the Monday before the upcoming Council meeting (one week prior). The request must include enough detailed information to let Council know what the issue is.
5. In determining whether to approve a request to add an item to the agenda for Council, the Ogimaa will respect the existing administration structure and will refer the request to the appropriate department, program or service delivery staff person for resolution through the Bemninzhaandjiget. The Ogimaa's decision on referring the request to administration or adding the item to the Council agenda is final and there is no appeal of that decision.
6. Any Wiikwemkoong Anishinaabek may submit a written complaint to the Council that an Elected Official or Appointed Official has contravened the Governance Policy.

PART V: PORTFOLIOS OF OGIMAA AND COUNCIL

19. TRANSITION MEETING

At the beginning of each new term, the previous and newly-elected Ogimaa and Council will participate in a “Transition Meeting”. This meeting will occur prior to the first Council meeting. The Transition Meeting will give an opportunity for information-sharing between the previous and newly-Elected Ogimaa and Council.

20. ORIENTATION MEETING

At the beginning of each new term, the newly-elected Ogimaa and Council will also participate in an Orientation Meeting. The Bemninzhaandjiget will provide a Program Summary Update to the newly Elected Ogimaa and Council. This meeting will occur within one (1) month of the election of Ogimaa and Council.

21. DETERMINING PRIORITIES

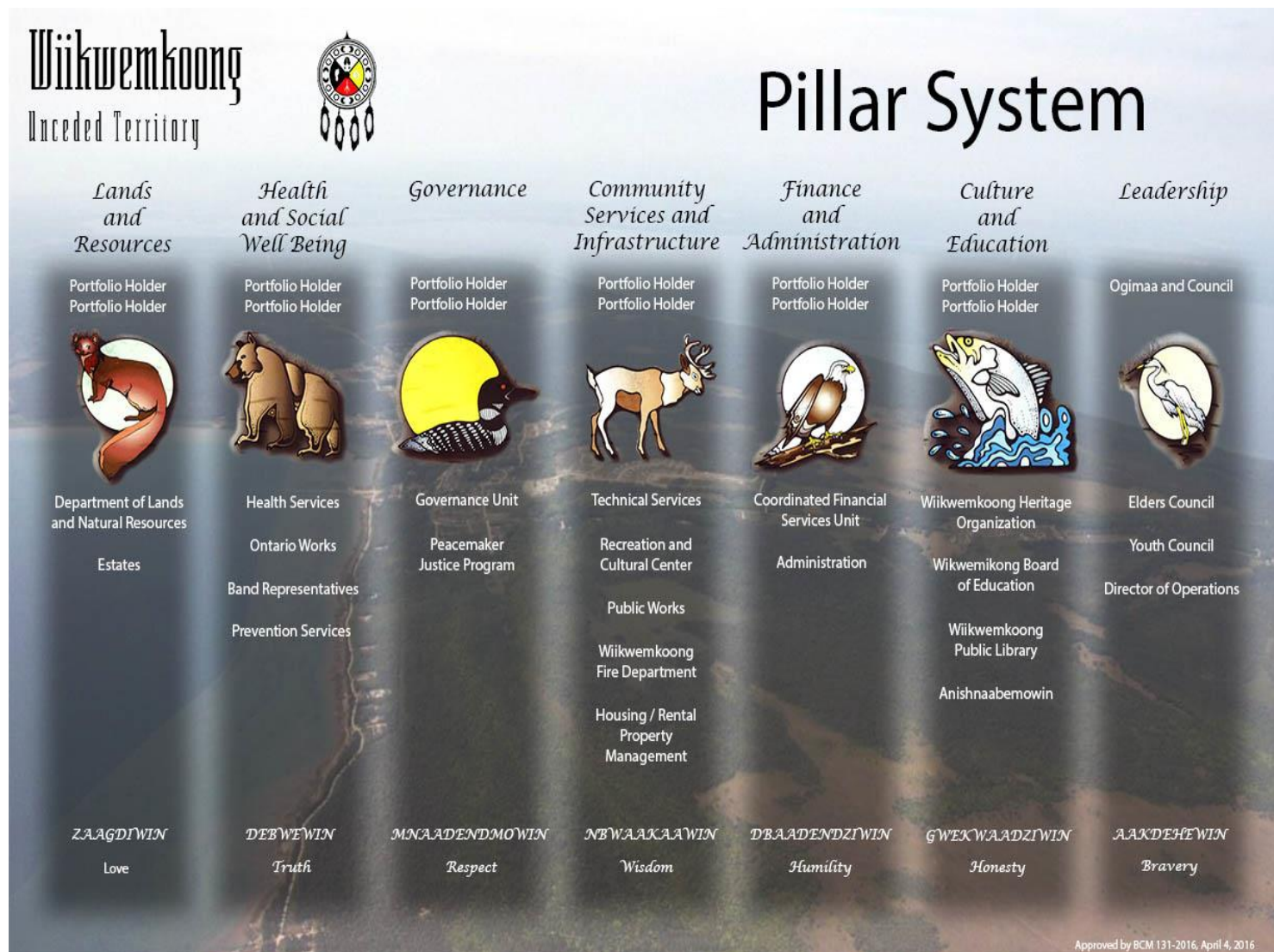
Ogimaa and Council are to attend a “Priority Strategic Planning” meeting to determine priorities of all programs and services within Wiikwemkoong. Ogimaa and Council will develop measurable goals for their Term of Office. This meeting will occur within three (3) months of the election of Ogimaa and Council.

22. EXECUTIVE COMMITTEE OF COUNCIL

Wiikwemkoong Unceded Territory has developed and implemented a Pillar System, as per Band Council Motion¹³, “to reflect the Comprehensive Community Plan pillars” and incorporate our Traditional governing system that has existed among the Anishinaabek, the Clan System. The Pillar System is characterized by seven pillars, each comprised of the essential functions of programs and services within Wiikwemkoong Unceded Territory. Each member of Council will be selected as a Portfolio holder, forming a “Committee” with other contributing members. Each Councilor is a Portfolio Holder for their term. Portfolio members have a shared responsibility in performing their duties in honoring the Pillar System.

A “Committee” consists of 5 (five) committee members of Wiikwemkoong Unceded Territory and the 2 (two) Portfolio Holders of Wiikwemkoong Council members.

¹³ Band Council Motion (BCM) #458-2014 Regarding Comprehensive Community Pillars (Appendix E)



WUT Pillar System revised August 2020 (To be reviewed and approved by BCM)

23. ESTABLISHING COUNCIL COMMITTEES AND/OR ADVISORY COUNCIL

A “Terms of Reference” will serve to provide direction to each Pillar Committee (and/or advisory council, for example Youth Council and Elder Council). The Pillar Committees serve as governance to the Council by making “Motions” that are forwarded to the Ogimaa and Council for information and/or recommendations. A Terms of Reference Template¹⁴ serves as a foundation for all Pillar Committees.

A. ACCOUNTABILITY OF PILLAR COMMITTEES

The Pillar Committee is directly accountable to Wiikwemkoong Anishinaabek and to Elected Leadership, as a whole. Managers are employees of the Wiikwemkoong Administration and receive direction from the Bemninzhaandjiget. The Pillar

¹⁴ Standardized Terms of Reference (Appendix F)

Committee entrusts the task of all management duties to the Managers, who are responsible for abiding by all policies and following through with strategic direction.

B. RESPONSIBILITY OF PORTFOLIO HOLDERS

Portfolio Holders act as liaison between the Pillar Committee and Council. They are responsible for presenting the minutes to Council and submitting a quarterly report to Council on portfolio activity.

24. WIIKWEMKOONG PILLAR SYSTEM: PORTFOLIOS

Wiikwemkoong Unceded Territory operates under a Pillar System. Our most important and fundamental component of our government system is our Leadership. Our Leadership consists of Ogimaa and Council, Advisory Councils for Leadership, which include our Elder and Youth Councils, as well as the Bemninzhaandjiget of the Wiikwemkoong Administration. Our Leadership must make a supreme effort to work together to serve the community as a whole for the Wiikwemkoong Anishinaabek of Wiikwemkoong Unceded Territory.

JIIAK DODEM	LEADERSHIP
Our Organizations	Ogimaa and Council, Elders Council, Youth Council, Bemninzhaandjiget (Director of Operations)
Our Mandate	To protect the Anishinaabe way of thinking. To protect our language, our culture is our language. Honour and abide by our Anishinaabeadziwin through the values of our Seven Grandfather Teachings of Respect, Humility, Truth, Bravery, Love, Wisdom and Honesty and with the common good.
Our Mission	To lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Provide guidance and input on matters of the Ogimaa and Council. • The Elders Council will assist in development of strong governance and be one of the focus groups for strategic planning for our Nation to restore our independence for the benefit of all future generations. They will also verify the qualifications of prospective Justice Council members once established. • The Youth Council shall represent and act on behalf of the Wiikwemkoong Youth in regards to matters entrusted by the local youth. • Bemninzhaandjiget ensures the delivery of all Wiikwemkoong programs and services.

Under the Authority of Our Leadership, there are six pillars of Governance. Each pillar has its own mandate, mission, and objectives.

Each program and service operates under the pillar system. Programs and services that are interrelated have been grouped together, and each pillar is represented by one or two Councilor(s) who serve as a Portfolio Holder for that pillar. This allows for seamless communication within the Wiikwemkoong Unceded Territory leadership. All pillars are, therefore, equal components to a greater whole: our community.

The overall implementation of our Pillar System is to support one another in order to achieve the same outcome: ***the future strength of our people, our culture, our land, our economy, and our organization.***¹⁵

¹⁵ Comprehensive Community Plan, 2012

A. PILLARS OF GOVERNANCE: MANDATE, MISSION AND OBJECTIVES

MIGIZI DODEM	FINANCE AND ADMINISTRATION
Our Organizations	Consolidated Finance Unit, Membership, Employee Relations, Communications, Information Communications Technology
Our Mandate	To enhance and ensure the financial and administrative accountability of the Wiikwemkoong Anishinaabek; to identify and implement strategies designed to enhance access and transparency to services that enhance finance and administration; and to ensure that system level barriers to accountability and transparency of finance and administration are removed.
Our Mission	To lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council • Enhance the focus of finance and administration for the Wiikwemkoong Anishinaabek and increase access to foundational laws and policies • Implement sustainable finance and administration strategies • Continue to improve the quality, reputation, and perception of the Wiikwemkoong Anishinaabek in these areas

MKWA DODEM	HEALTH AND SOCIAL WELL-BEING
Our Organizations	Health Services, Ontario Works, Band Representatives, Prevention Services
Our Mandate	Is to enhance and ensure holistic well-being of every member of the Wiikwemkoong Anishinaabek; to identify and implement strategies designed to enhance access to services that enhance social well-being; and to ensure that system level barriers to health and social well-being are removed.
Our Mission	Is to lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council • Enhanced focus on health and social well-being services for Wiikwemkoong Anishinaabek and increase access to language and culture which is the foundation of the community • Implement sustainable health and social well-being strategies. • Provide opportunities to support a healthy community • Ensure land areas are available for environmental health growth through recreation, culture practice, and traditional harvesting methods • Continue to improve the quality, reputation, and perception of the Wiikwemkoong Anishinaabek in these areas

GIIGOHN DODEM	CULTURE AND EDUCATION
Our Organizations	Wiikwemkoong Heritage Organization, Board of Education, Public Library, Anishinaabemowin
Our Mandate	To enhance and ensure the culture and education of the Wiikwemkoong Anishinaabek is protected and available to all Wiikwemkoong members; to identify and implement strategies designed to enhance access to culture and education; and to ensure that system level barriers to culture and education are removed.
Our Mission	To lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council • Enhance the focus of culture and education for the Wiikwemkoong Anishinaabek • Implement sustainable cultural and educational strategies • Identify and educate the Wiikwemkoong Anishinaabek of the resources to ensure the protection of the Anishinaabemowin, history, culture and education

WAABZHESHII DODEM	LANDS AND RESOURCES
Our Organizations	Lands and Natural Resources, and Estates
Our Mandate	The mandate of the Lands and Resources Pillar Committee is to enhance and ensure the economy and resources of the Wiikwemkoong Anishinaabek are utilized to their best capacity; to identify and implement strategies designed to enhance access to economic development and management of Wiikwemkoong's resources; and to ensure that system level barriers to economic development and management of Wiikwemkoong's resources are removed
Our Mission	To lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council • Enhance the focus of lands and resources for the Wiikwemkoong Anishinaabek • Continue to improve the quality, reputation, and perception of the Wiikwemkoong Anishinaabek in these areas

MAANG DODEM	GOVERNANCE
Our Organizations	Governance Unit, Peacemaker Justice
Our Mandate	To promote and ensure good governance based on our culture and traditional governance.
Our Mission	To progress towards the strengthening of our own structure and processes with continuous improvements for the benefit and well-being of all Wiikwemkoong Anishinaabek and our future generations.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council and focus on governance matters for Wiikwemkoong Anishinaabek • Implement systematic governance strategies emphasizing self-sufficiency, self-reliance, and self-determination • Greater accountability through open and honest communications at all levels within the community • Develop and implement custom codes/laws in the areas of elections, finance, administration, and other relevant community laws

WAWASHKESH DODEM	COMMUNITY SERVICES AND INFRASTRUCTURE
Our Organizations	Technical Services, Recreation and Cultural Centre, Public Works, Fire Department, Housing/Rental Property Management
Our Mandate	To enhance and ensure the community services of Wiikwemkoong Anishinaabek are; to identify and implement strategies designed to enhance the management of Wiikwemkoong resources.
Our Mission	To lead Wiikwemkoong's current and future generations into a prosperous and thriving future based on a healthy, traditionally-educated and unified people, who pride themselves in their connection to mother earth, each other, and their Nation. We strive to ensure our members are self-reliant, independent and contributing to our community's well-being.
Our Objectives	• Regular and systemized approach to reporting by Committees to Council • Enhance focus of community services for Wiikwemkoong Anishinaabek • Continue to improve the quality, reputation, and perception of Wiikwemkoong Anishinaabek in these areas

PART VI: LEGAL ENVIRONMENT

25. WIIKWEMKOONG LEADERSHIP AND THE LEGAL ENVIRONMENT

Ogimaa and Council are voted into a role of Leadership to make a difference for the Wiikwemkoong Anishinaabek and Wiikwemkoong Unceded Territory. Ogimaa and Council are to abide by the Wiikwemkoong Gchi-Naaknigewin when making decisions. Council is also to recognize there are legal limitations when conducting business and when resolving matters involving Canadian Law, such as the Constitution of Canada (applicable for laws in recognition of Aboriginal and treaty rights), Federal Law (such as Criminal Law), some Provincial Laws, and the Common Law.

A. WIIKWEMKOONG GCHI-NAAKNIGEWIN

The Wiikwemkoong Gchi-Naaknigewin is our Supreme Law and Wiikwemkoong laws are subordinate to the Wiikwemkoong Gchi-Naaknigewin. All Wiikwemkoong Laws, Regulations, Resolutions, Motions, Policies and Procedures, and Rules shall be consistent with the Wiikwemkoong Gchi-Naaknigewin.

In Wiikwemkoong, law-making responsibility is established under the Wiikwemkoong Gchi-Naaknigewin and it includes:

- 1) Identifying the issues to be covered by the law (preamble)
- 2) Drafting the law
- 3) Enacting the law
- 4) Arranging for the enforcement of the law
- 5) Amending the law if necessary

These laws take precedence over other federal or provincial regulations, but not over Federal/Provincial statutes.

All Wiikwemkoong Unceded Territory laws are to be signed as certified and true copies, and it is mandatory for all laws to be registered as law within Wiikwemkoong's Law Registry. Certified copies of laws are to be made available to officials involved in law enforcement to enforce the law.

B. WIIKWEMKOONG LAWS

- Children's Bill of Rights (*signed November 27, 2013*)
- Matrimonial Real Property Law (*enacted December 15, 2014*)
- Residency Naaknigewin (*enacted August 8, 2016*)
- Dog and Cat Control Law (*enacted February 21, 2017*)

C. WIIKWEMKOONG EMERGENCY PLAN¹⁶

323-2009

MARGARET MANITOWABI

A. EUGENE MANITOWABI

¹⁶ Wiikwemkoong Unceded Territory Emergency Plan, October 2018

B.C.R. #3622

The Chief and Council of the Wikwemikong Unceded Indian Reserve No. 26 hereby approves the Wikwemikong Emergency Plan effective October, 2009 in order to protect residents of real or potential emergency;

And that the empowerments that are necessary to declare or disaster are explicitly set out in the “WIKWEMIKONG UNCEDED INDIAN RESERVE #26 EMERGENCY PLAN” and its schedules.

cd.

DEFINITION

Emergency: a situation or threat abnormally affecting property and the health, safety and welfare of the community that requires a controlled and coordinated response by several agencies. These are distinct from routine operations carried out by First Response agencies, e.g. Police, Firefighters, and Ambulance Services etc.

Those emergencies most likely to occur are: major structural fires, forest fires, extreme winter conditions, epidemics, water contamination, transportation accidents involving hazardous materials, electrical power blackouts, road blockages, breakdown in flow of essential services, major conflict, or any combination thereof.

DECLARATION AND TERMINATION OF AN EMERGENCY

The Ogimaa or designate, on the advice of the Emergency Control Group (ECG), may declare the state of emergency. All agencies should be informed as soon as possible.

The following individuals may terminate a state of emergency:

- ✓ Ogimaa or designate
- ✓ Bemninzhaandjiget or designate
- ✓ Chief of Police or designate

In the event of an emergency Wiikwemkoong will provide clear concise information as warranted and approved by the Chief, Band Council or the ECG. This information will be distributed to the Band membership by whatever means necessary.

PLAN AND REVIEW

The Wikwemikong Emergency Plan will be maintained by the ECG and the Emergency Planning Co-ordinator with assistance from Technical Services.

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the ECG, and subject to the approval of Ogimaa and Council.

26. FEDERAL LEGISLATION¹⁷

Constitution of Canada - Constitution Act, 1867

Formerly known as the British North America Act 186, outlined Canada's system of Government, served as the basis to which the division of powers between the provinces and federal government have been analyzed.

Canadian Charter of Rights and Freedoms

Canada assumes Indigenous Nations are under the jurisdiction of the Canadian Charter of Rights and Freedoms (S.25-35). This law guarantees the protection of rights and freedoms of the Indigenous peoples when laws are passed by governments.

Constitution Act, 1982: Sections 25-35

Section 25 protects Aboriginal people of Canada and their treaty rights from application of the Canadian Charter of Rights and Freedoms.

Section 35 contains the constitution recognition of aboriginal and treaty rights:

General

Marginal note: Aboriginal rights and freedoms not affected by Charter 25. The guarantee in this Charter of certain rights and freedoms shall not be construed so as to abrogate or derogate from any aboriginal, treaty or other rights or freedoms that pertain to the aboriginal peoples of Canada including:

- (a) any rights or freedoms that have been recognized by the Royal Proclamation of October 7, 1763; and
- (b) any rights or freedoms that now exist by way of land claims agreements or may be so acquired.

Federal Legislation: Affecting Indigenous Nations

Federal governments may only pass laws for Aboriginal persons and Aboriginal lands that have been reserved (excluding territories and crown lands as this requires accommodation and consultation). These laws are under the exclusive authority set out in section 91 (24) of the Constitution Act, 1867.

Federal laws affecting Indigenous Nations include:

Canadian Human Rights Act

The Canadian Human Rights Act prohibits discrimination. Complaints can be made to the Canadian Human Rights Commission if any Indigenous person or person(s) feel that their rights are violated under the Canadian Human Rights Act. Allocation of programs and services do not fall under the Indian Act, therefore, community leadership needs to be familiarized with the Canadian Human Rights Act that prohibits discrimination.

Canada Labour Code

The Wiikwemkoong Administration Personnel Policy and Procedures overrule Canada Labour Code unless there is no policy that oversees an issue. Ogimaa, Council,

¹⁷ Adapted from First Nations Governance Handbook: A Resource Guide for Effective Councils, 2003

Bemninzhaandjiget, and program managers must be aware of the potential that such issues are regulated by the Canada Labour Code.

Other Legislation

The law requires Wiikwemkoong Administration to ensure that certain employee-related benefits or deductions are properly handled (wages, vacation pay, termination pay, and source deductions, such as Canada Pension Plan and Workers' Compensation).

Other rules that are to be followed include Occupational Health and Safety Legislation, and the Goods and Services Tax.

Canadian Common Law

Court decisions are based on interpretations of the laws passed by governments or of previous court decisions, which make up what is known as the "Common Law". Canadian Common law are laws by governments and decisions are handed down by the courts.

Law of Contract

The Law of Contract is based mainly on the common law, although there are statutes passed by governments that deal with this area of law. Contract Law deals with such matters as agreements concerning loans, purchases, and other arrangements under which persons make agreements in their business relations.

Council should therefore be aware of the rules of the Law of Contract since it is continuously engaged in business relations with individuals, corporations, and governments.

Law of Tort

Law of Tort is developed through the creation of the Common Law. A Tort is a civil wrong. In adverse events, such as when a person is affected from by the actions of others, whether it be the personal property, the person's reputation or the personal interests of the person, then a civil wrong, or Tort, may be involved. The applicant/complainant is entitled to file a grievance on the alleged wrongdoer in court.

Criminal Law

It is important for indigenous Nations and their leadership to be aware of the basic elements of criminal law. This could include matters such as misappropriation of funds, and fraud.

Supreme Court of Canada Decisions

The Supreme Court of Canada is the final Court of Appeal where decisions are handed down to Court of Appeal for the Province and Territories of Canada. The Supreme Court of Canada decisions are very important. The Supreme Court decisions in cases dealing with Aboriginal and treaty rights and title have significant effects on the rights of the Aboriginal peoples and the relationship between Aboriginal peoples and the rest of Canada.

The Indian Act

The Indian Act provides the legal authority for Aboriginal communities and governs specific areas depending on the laws enacted by that community. The Indian Act defines a “Band’s” relationship with the federal government. However, a provision of the Indian Act with respect to Council’s relationship with the federal government, one court decided that:

No express provision of the Indian Act, and no implied policy of that Act make the members of an elected Council agents of the Crown (Isaac v. Davey, 51 DLR p. 183).

The Indian Act provisions may guide what Council does, by virtue of their position, are agents, or trustees, of their community members. However, in another court case the Council is a:

“federal board, commission or... tribunal within the meaning of the Federal Court Act.”

The Band Council is a federal board; therefore, cases concerning the Council can be heard only in a Federal Court. The Provincial courts do not have jurisdiction over the Council, and they do not have jurisdiction over the “Band” itself, and individual “Band” members.

Council Elections

Elections for Wiikwemkoong Unceded Territory are conducted according to the Indian Act (s.7480). Wiikwemkoong currently has a draft Election Law, and is working towards passing the first reading of the Wiikwemkoong Election Law.

Indian Registration

The federal “Indian” Membership Registry of Wiikwemkoong Unceded Territory is managed and maintained by Indigenous Services Canada (ISC) provisions. A person registered as an “Aboriginal” and belonging to Wiikwemkoong Unceded Territory is automatically a member of Wiikwemkoong Unceded Territory.

Land Registry

Wiikwemkoong Unceded Territory has authority to implement and develop laws for land use and land planning. At present, The Wiikwemkoong Department of Lands and Natural Resources (DLNR) manages W.U.T lands, and ISC holds the registry for Wiikwemkoong Unceded Territory lands. The Wiikwemkoong DLNR has the ability to enact laws under the Wiikwemkoong GChi-Naaknigewin. These laws may regulate the following that are currently managed under ISC:

- 1) Zone the reserve (s.81(1)(g))
- 2) Regulate construction, repair, use of buildings (s.81(1)(h))
- 3) Survey and allot reserve lands among Band members (s. 81(1)(i))
- 4) Set apart reserve lands for common use (s.18(2); s.60; s.81(1)(ii)). Example: schools, administration buildings, health centre, community centres, parks, public works buildings, and fire and police stations

Currently, the Wiikwemkoong DLNR is consulting with Wiikwemkoong Anishinaabek to develop and pass the Wiikwemkoong Aki Naaknigewin (*Land Law, 1st Draft*).

Estates

Wiikwemkoong Unceded Territory in partnership with ISC has maintained the responsibility of managing the Estates program under section 42 to 50 of the Indian Act. ISC still has the fiduciary responsibility of overseeing the on-reserve estates of the Wiikwemkoong Anishinaabek until an Estates Law is developed and enacted under the Wiikwemkoong Gchi-Naaknigewin.

The 1996 Supreme Court of Canada decision (A.G. Canada Vs Canard) encourages a family member or loved one to become an administrator of an estate which lessens ISC's involvement.

Indian Act estate provisions are similar to provincial laws; the only difference is that the lands are registered First Nations land. Wiikwemkoong Anishinaabe(k) who is (are) registered with ISC can hold title to land and may inherit land in an estate distribution.

Management of Indigenous Services Canada (ISC) "Indian" Moneys

Indian moneys as defined under the Indian Act is all moneys collected, received, or held by Her Majesty for the use and benefit of Indians or Bands (s.2(1)). ISC holds Indian moneys in trusts in the Consolidated Revenue Fund (CRF) and administers the Fund to Wiikwemkoong Unceded Territory. The source of Indian moneys is defined in the Indian Act as:

Capital Moneys

All Indian moneys obtained from the sale of surrendered lands or the sale of capital assets of a Band, such as sales of non-renewable resources: timber, oil, gas, sand, or gravel.

Revenue Moneys

All Indian moneys, other than capital moneys, such as:

- 1) Interest dollars accumulated from Band capital or revenue moneys
- 2) Sale of renewable resources
- 3) Lease revenues (cottages, residues subdivisions, agricultural purposes)
- 4) Rights-of-way revenues

Capital Expenditures

64(1)(k) of the Indian Act allows expenditures of capital to be made for benefit of the Band Section or for any other purpose that the Minister deems appropriate. Section 69 of the Indian Act also permits Wiikwemkoong Unceded Territory to control, manage, and expend in whole or in part its revenue moneys as long as it is in the best interest of the Wiikwemkoong Unceded Territory. The Indian Act provisions do not cover moneys generated from off-reserve lands and businesses.

27. PROVINCIAL LEGISLATION

Ogimaa and Council must be aware that laws passed by Provinces apply to Indigenous persons which may also include regulations. These are known as provincial laws of general application. Employees of some organizations or business created by Ogimaa and Council may be subject to provincial labour standards. To avoid liability, it is important to seek legal advice as internal corporations could be subject to provincial statute, rather than Canada Labour Code.

PART VII: EXTERNAL REPRESENTATION

28. OGIMAA AND COUNCIL WITH STAKEHOLDERS

Ogimaa and Council are responsible for maintaining relationships with stakeholders. Stakeholders are categorized as any group conducting business internally or externally with Wiikwemkoong Unceded Territory, such as banks, contractors, suppliers, legal counsel, government, and other groups that influence, or are influenced by what Council does.

A. ANISHINABEK NATION (AN), CHIEFS OF ONTARIO (COO) & ASSEMBLY OF FIRST NATIONS (AFN)

The Federal and/or Provincial governments may only resolve broad issues with the involvement of several First Nations. Service delivery and funding may be more appropriate when a larger population of First Nations benefits. It is useful to partner with the AN, COO, and the AFN to organize regionally, provincially, and nationally.

The AN, COO and the AFN may provide Regional to National advisory services or may advocate on behalf of Wiikwemkoong Unceded Territory to deliver the following equitable programs and services to community members:

- 1) Health
- 2) Education
- 3) Membership
- 4) Economic Development
- 5) Technical Services
- 6) Policy or Legal Research

29. EXTERNAL SERVICE PROVIDERS: MEMORANDUM OF UNDERSTANDING

External service providers or other external stakeholders are to enter a Memorandum of Understanding (MOU) which shall outline the requirements and responsibilities between the Wiikwemkoong Government and the External Service Provider and/or External Stakeholder. MOUs are generally used to document a relationship of good will between the parties to the MOU. MOUs are generally not legally-binding. These documents outline the terms and details of their service delivery or proposal. The MOU is the first stage in the formation of a formal contract with Wiikwemkoong Unceded Territory. All Internal Corporations, External Service Providers and/or External Stakeholders who wish to operate a corporate business within Wiikwemkoong Unceded Territory must sign an MOU with the Wiikwemkoong Unceded Territory. MOUs are to be filed with Wiikwemkoong Governance Unit.

30. RESEARCH AND ETHICS

All Researchers requesting to conduct research in Wiikwemkoong Unceded Territory are to consult and obtain permission from Ogimaa and Council. Prior to approval of a research proposal, Ogimaa and Council are to ensure that the proposed research has been reviewed by an ethical review committee and that the proposed research and its data will support community-based initiatives. Data and reports generated from the research are to become the intellectual property of Wiikwemkoong Unceded Territory.

31. EXTERNAL GOVERNMENTS

A. FEDERAL GOVERNMENT

The Federal Government transfers responsibility over to Wiikwemkoong Unceded Territory to deliver programs and services to the community; however, the federal government does not restrict ISC from delivery of those programs and services. Federal programs focused on Aboriginal needs and services.

B. PROVINCIAL GOVERNMENT

The Provincial Government of Ontario is considered a stakeholder. Wiikwemkoong Unceded Territory has in the past or may in the future, enter into some economic development proposal agreements with the province to venture into joint businesses with companies registered under provincial laws.

PART VIII: FINANCE AND ADMINISTRATION

32. WIIKWEMKOONG UNCEDED TERRITORY FINANCE AND FINANCIAL POLICY

The Wiikwemkoong Unceded Territory's assets must be properly cared for, including property, equipment, membership lists, and computerized data. The Bemninzhaandjiget will not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

Asset Protection is captured in the current "Wiikwemkoong Unceded Territory Finance Policy" under Sections:

- 800: Property Management Policies
- 801: Inventory of Capital Assets
- 802: Security of Assets and
- 803: Recapitalization of Assets.

33. FINANCIAL REPORTS

Wiikwemkoong Administrative Financial reports consist of the following:

1. Annual Budget
2. Quarterly Budget Reports to Council
3. Annual Financial Report
4. Annual Audit

34. CAPITAL PROJECTS

Capital Projects are under the authority of Council to review and approve physical development plans for Wiikwemkoong Unceded Territory, any new capital or infrastructure projects are also subjected to Council review.

35. ELIMINATION OF DEFICIT

The Administration of Wiikwemkoong Unceded Territory will manage the overall financial health of Wiikwemkoong Unceded Territory to avoid a deficit budget. Most Wiikwemkoong Programs and Services currently operate under Community Budget and do not generate revenue; therefore, it is imperative that Wiikwemkoong Administration enforce its financial policy to direct Wiikwemkoong Unceded Territory towards a sustainable government.

36. FEDERAL FINANCIAL OBLIGATIONS

The Trustee, The Crown

In 1763, the Crown presented the Royal Proclamation for Indigenous peoples acknowledging that it cannot exercise any powers over Indigenous lands without

Indigenous consent. Crown laws have been endorsed and passed by British Parliament which still takes precedence in Canada to this day. The Crown believes it entrusts Anishinaabek traditional lands. Indigenous Services Canada (ISC) also believes that the Crown is a trustee, and the fiduciary for Indigenous people.

Over the decades, Canada's Royal Proclamation is recognized by the Anishinaabek of Wiikwemkoong. However, Canada is a self-governing dominion. The Dominion of Canada redefined "reservations" and disregarded Treaty obligations outlined in the Royal Proclamation replacing it with colonial and dominion law.

Canada's purpose is to exercise control and make decisions under the guise of consultation and accommodation when there is land provisions and resource extraction within Traditional Lands and Territories under the term "Nation to Nation" agreements for consultation and accommodation.

All traditional land holdings belonging to Indigenous Nations are registered under the Indian Act, and the Indigenous peoples have the right to occupy Crown lands. ISC through the provisions outlined in the Indian Act operates on behalf of the Crown, the trustee, to deal with land and resources on Crown land.

The Canadian State, The Crown

The Crown has an obligation with the Indigenous people of Canada, which the courts describe as a fiduciary relationship. The fiduciary relationship of Crown will not act in a way that contradicts the interests of Indigenous people as the Crown has a legally binding and enforceable obligation. Legally-binding and enforceable fiduciary duties involved the Federal government dealings with Indian Reserve land, and with any Indigenous peoples and/or their Treaty rights that are protected under the Constitution Act 1982.

ISC, as a department of the Federal government, has to comply with the Crown's fiduciary duty to Indigenous peoples.

Funding Agreements and Reporting

Indigenous Nations receive ISC funding to deliver programs and services to their communities. The terms and conditions under which ISC funding provides is set out in a funding agreement between ISC and the Indigenous Nation, such funding agreements include: comprehensive funding agreements, financial transfer agreements, and the Canada/First Nation funding agreement.

The ISC funding agreements have reporting requirements outlined in the agreements.

Funding Agreements do not give ISC authority to intervene in the financial affairs of any Indigenous Nation.

Trust Moneys Held in the Consolidated Revenue Fund (CRF)

The Indian Act gives the Minister the ability to authorize and direct the expenditure of "Indian moneys" with the consent of Chief and Council. The Indian Act defines "Indian Moneys" as "all money collected, received or held by Her Majesty for the use and benefit of Indians or Bands". Indian moneys include moneys from the leasing of reserve land, or the harvesting of reserve resources such as timber, oil, and gas. These moneys go

into one of two accounts: the Revenue Trust Account, or the Capital Trust Account. Funds transferred to an Indigenous Nation under funding agreement or from own source revenues are not Indian moneys as defined in the Indian Act.

With regard to the expenditure of Indian Band moneys, Section 64 and 66 of the Indian Act sets out the specific powers of Indigenous Nations. These provisions place significant controls over the expenditure of Indian moneys in the hands of the Minister and his officials. However, the Minister cannot take any actions to release Indian moneys from the Consolidated Revenue Fund without the expressed consent of the Indigenous Nation Chief and Council.

Moneys Held in Private Trusts

Indigenous Nations receive settlement moneys from the resolution of contemporary treaties, historical land entitlement, and specific claims. Settlement moneys are paid directly into a trust account outside of the Consolidated Revenue Fund.

Funds held in trust that are derived from settlements are deemed not to be Indian moneys, and are not managed by ISC.

ISC states that trust funds are:

- 1) Settlement agreements are to be ratified by a Band Membership vote on the basis of informed consent to the membership.
- 2) Decisions to transfer settlement funds to an external trust must also be voted and inform consent given to the Band membership.
- 3) Canada has no fiduciary obligation for the management of settlement funds placed in an outside trust.
- 4) Settlement funds placed outside of the trust are not “Indian moneys” and the Crown is not to be involved with these funds.

Wiikwemkoong Unceded Territory manages its own Settlement Moneys; Ogimaa and the Board of Wiikwemkoong Trust have the responsibility for being the trustee over settlement moneys.

Own Source (or Self-Generated) Revenues

The Federal Crown does not have any responsibility over the revenues that an Indigenous Nation independently earns (e.g. revenues earned from golf courses, construction companies, or other enterprises owned and operated).

Fiscal Financial Mandate

Fiscal Financial Mandate in Financial Planning, Administrators (Director of Operations) will adhere to the Finance Policy and will not deviate from goals established by Council or endanger the fiscal mandate.

- 1) Accounting and reporting systems are consistent with Generally Accepted Accounting Principles (GAAP)
- 2) Expenditures do not exceed operating funds within any fiscal period.
- 3) Produce budgets that contain sufficient information and detail
- 4) Produce reasonably accurate projection of revenues and expenses
- 5) Produce a reliable cash flow projection
- 6) Review and maintain monthly financial reports

PART IX: AMENDMENTS

37. AMENDMENTS OF GOVERNANCE MANUAL

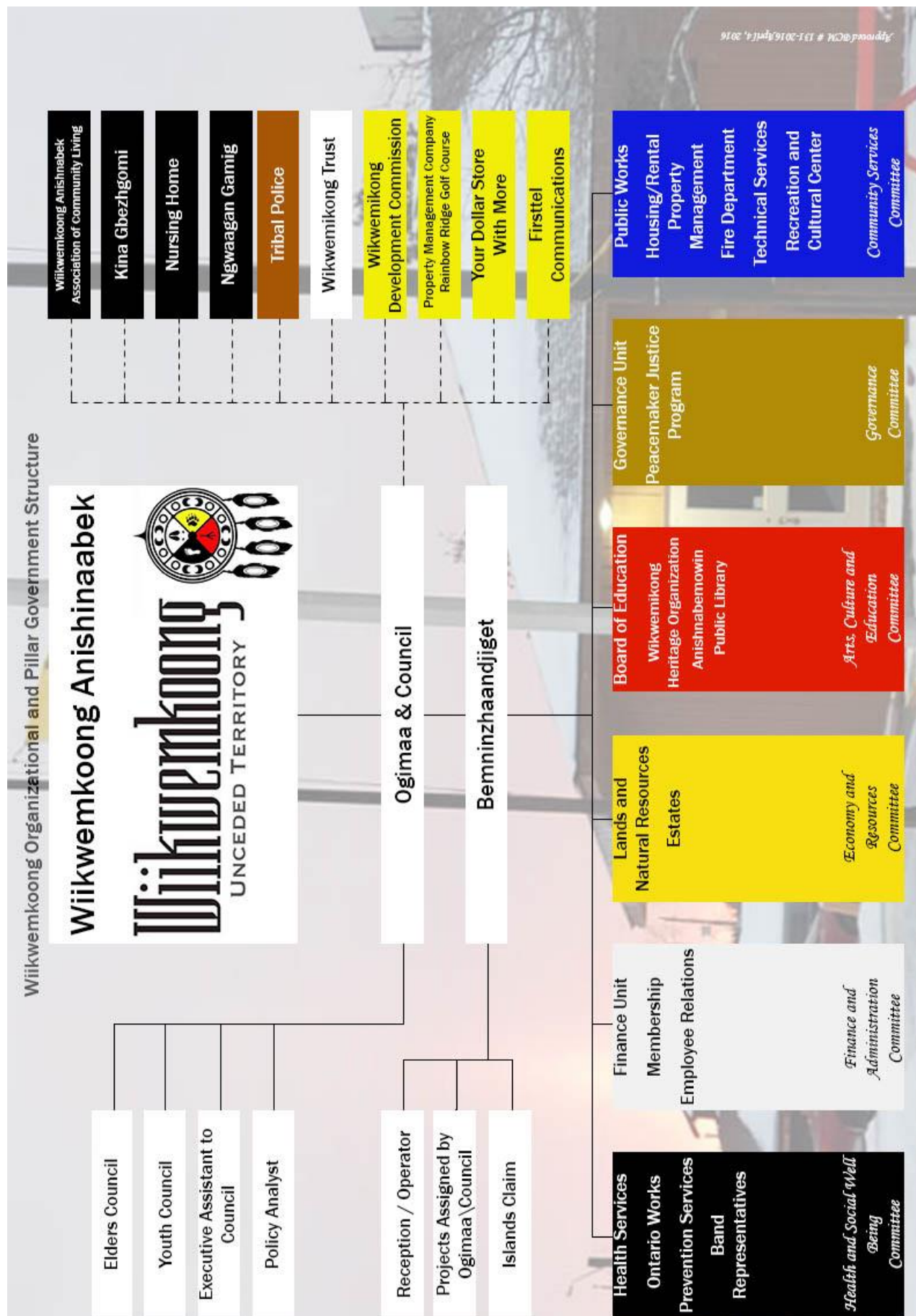
This Governance Manual will require annual revisions; the Governance Unit will review this manual annually and at least 6 months before the next election. Ogimaa and Council are to approve revisions to ensure that this manual is harmonious and consistent with Wiikwemkoong Unceded Territory Laws, Regulations, Resolutions, Policies, and Procedures.

APPENDICES

APPENDIX A

WIIKWEMKOONG ORGANIZATIONAL CHART PILLAR SYSTEM

Wiikwemkoong Organizational Chart



Wiikwemkoong Pillar System



Pillar System

<i>Lands and Resources</i>	<i>Health and Social Well Being</i>	<i>Governance</i>	<i>Community Services and Infrastructure</i>	<i>Finance and Administration</i>	<i>Arts, Culture and Education</i>	<i>Leadership</i>
Portfolio Holder Portfolio Holder	Portfolio Holder Portfolio Holder	Portfolio Holder Portfolio Holder	Portfolio Holder Portfolio Holder	Portfolio Holder Portfolio Holder	Portfolio Holder Portfolio Holder	Ojima and Council
						
Department of Lands and Natural Resources	Health Services	Governance Unit	Technical Services	Coordinated Financial Services Unit	Wiikwemkoong Heritage Organization	Elders Council
Estates	Ontario Works	Peacemaker Justice Program	Recreation and Cultural Center	Administration	Wiikwemkoong Board of Education	Youth Council
	Band Representatives		Public Works		Wiikwemkoong Public Library	Director of Operations
	Prevention Services		Wiikwemkoong Fire Department		Anishnaabemowin	
			Housing / Rental Property Management			
ZAAGDIWIN Love	DEEWIWIN Truth	MNAAADENDMOWIN Respect	NBWAACAWIN Wisdom	DBAADENDZIWIN Humility	GWEXWAADZIWIN Honesty	AAXDEHEWIN Bravery

APPENDIX B

GOVERNANCE POLICY BCM #260-2006

Revised July 19, 2018

Includes:

General Duties

Attendance at and Preparation for Meetings

Authority

Speaking in Public

Confidentiality and Discretion

Conflict of Interest

Abuse of Office

Complaints

WIKWEMKOONG UNCEDED TERRITORY

Governance Policy BCM #260-2006

Whereas, Ogimaa and Council of Wiikwemkoong, bear in mind that the Wiikwemkoong Anishinaabek expect effective and accountable government and leadership;

Whereas, Ogimaa and Council, recalling that each elected member of council, in taking their Oath of Office, promised to work to preserve and protect the collective rights, will and interests of the Wiikwemkoong Anishinaabek and make decisions for the common good of the community; and,

Whereas, accepting personal responsibility each bears to uphold the integrity, dignity and trust of the Wiikwemkoong Anishinaabek.

Therefore, approve and adopt this Governance Policy,

Application of this Policy

1. This Governance Policy applies to the Wiikwemkoong Unceded Territory Chief and Council, Committees of Council and, where appropriate, other appointed positions of Council.

Definitions

2. In this Policy:

Elected Officials means a person who is the Ogimaa, a Councilor

Appointed Officials means a member of a Committee and other appointments of Ogimaa and/or Council

Immediate Family means a person who is a grandmother, grandfather, mother, father, spouse/partner, son, daughter, brother, sister, uncle, aunt, niece, nephew, grandchildren, and or customary relations

Member means a person or citizen whose name appears on the Registry List of the Wiikwemkoong Unceded Territory

General Duties

3. All Elected and Appointed Officials shall abide by the Wiikwemkoong GChi Naaknigewin and all other Wiikwemkoong Laws including the Community Standards.

4. Every Elected Official and Appointed Official must be knowledgeable of and uphold, respect and obey the Wiikwemkoong Governance Policy and all other policies and procedures named in this policy.
5. Elected Officials and Appointed Officials will maintain the integrity of Wiikwemkoong Ogimaa and Council to serve its members without the purpose of personal gain.
6. When acting in their official capacity, Elected and Appointed Officials must treat other Elected and Appointed Officials and Wiikwemkoong Anishinaabek fairly, honestly, with respect and impartiality. Elected Officials and Appointed Officials must support the Wiikwemkoong Administration in its implementation of the policies and procedures and decisions of Council.
7. Elected Officials and Appointed Officials are responsible to make reasonable efforts, from time to time, to:
 - a. Make themselves available to hear Members' opinions and questions on matters before Council and concerning Wiikwemkoong Unceded Territory.
 - b. Attend official public events that do not conflict with their official duties. For purpose of this section, an official public event is an event, other than a meeting, that is organized by Wiikwemkoong and generally open to be attended by Members.
8. Ogimaa and Council must be aware and knowledgeable of the policies and procedures and will support the Administration in the implementation of these policies and procedures.
9. Councilors are to bring to any Council Meeting questions or concerns on roles and responsibilities for resolution.
10. Elected Officials and Appointed Officials will follow the Seven Grandfather Teachings: love, honesty, humility, wisdom, bravery, truth and respect to the best of their ability.

Attendance at and Preparation for Meetings

11. Every Elected Official and Appointed Official must make all reasonable efforts to attend every regular scheduled and/or special meeting. Ogimaa and Council will attend all Council meetings and report to the Executive Assistant if he or she is unable to attend a regular scheduled or special Council meeting.
12. Ogimaa and Council may attend meetings, workshops, conferences, assigned to them as an official delegate of Wiikwemkoong Unceded Territory. This responsibility includes the submission of a formal written report at the next Council meeting. The report will provide information as described in the official Travel Report for Council (FORM #).

13. Any Elected Official and Appointed Official who, for any reason, is unable to attend, or continue to attend, a meeting to which they were called must notify the presiding officer or other identified person of their non-attendance.
14. Ogimaa and Council will read through the packages presented to them prior to the meeting.
15. Elected and Appointed Officials must focus on the business at hand by raising only facts relevant to the issue and addressing the issues as presented.
16. Decisions at meetings are made by consensus; however, if a consensus cannot be reached, then the majority vote will prevail.
17. Each Elected Official and Appointed Official is required to uphold decisions of Council even if he or she was not present at the meeting.

Authority

18. Authority rests only with the Council in official meetings. Individual Councilors have no authority outside of Council without the expressed authority of Ogimaa and/or Council.

Speaking in Public

19. The Ogimaa is the official spokesperson for Wiikwemkoong Unceded Territory and may speak publicly on behalf of Wiikwemkoong at any time. Elected and Appointed Officials may speak publicly or contact the media on behalf of Wiikwemkoong only if authorized by the Ogimaa and or Council.
20. An Elected or Appointed Official must not make any oral or written commitment on behalf of Wiikwemkoong Unceded Territory unless there is an expressed authority given by the Ogimaa and or Council.
21. An Elected or Appointed Official attending any public presentation, gathering or event must avoid making any statement or engaging in any behaviour that could bring Wiikwemkoong or its leadership into disrepute.

Confidentiality and Discretion

22. Elected Officials and Appointed Officials are to render their duties in a manner which preserve and protect the personal dignity and rights of the Members and the interest of Wiikwemkoong Unceded Territory.
23. Elected Officials and Appointed Officials will not divulge any information or files concerning Members or business without proper authorization.

24. A meeting or part of a meeting may be closed to the public (in camera) if the subject matter being considered relates to:
 - a. the security of the property of Wiikwemkoong;
 - b. personal matters about an identifiable individual, including WUT employees;
 - c. a proposed or pending acquisition of land;
 - d. employment matters or employment contract negotiations;
 - e. litigation or potential litigation, including matters before administrative tribunals, in which Wiikwemkoong is a party; and,
 - f. any other matter Council determines to be confidential or of a sensitive nature.
25. Before holding a meeting or a part of a meeting in camera, Council shall pass a motion stating that the meeting or part of the meeting is being held in camera.
26. If the meeting or part of the meeting is being held in camera, the Chair of the meeting shall ask if any Elected Official or Appointed Official has a conflict of interest in the matter being discussed in camera, allow that person to declare a conflict and the reason for the conflict and allow that person to leave the meeting.
27. If during a meeting, there is an in camera discussion of a matter, individuals presenting to Council on the matters in discussion may be present to give their report to Council. If there is more than one presenter, the Elected Officials at the meeting will decide whether the presenters will present in the absence of the other presenters or not.
28. At the time of the discussion of the in camera issue and when the decision is made by the Elected Officials only the decision-makers shall be present of the discussion and the decision. All presenters will be required to leave the meeting.
29. If during a meeting, there is an in camera discussion of a matter, an Elected Official/Appointed Official present at that discussion must not reveal the details of that discussion, except:
 - a. in so far as it reasonably necessary to carry out a course of action arising from that discussion, in accordance with a resolution at that meeting, or,
 - b. as specifically authorized by resolution of that or a later meeting.

Conflicts of Interest

30. Elected Officials and Appointed Officials are to declare a conflict of interest prior to any discussion or decisions, regarding Immediate Family or perceived personal relationship(s), and or business affiliations where there is a possibility or perception of monetary or personal gain, and shall leave the premises during the discussion.

31. Any Elected Official or Appointed Official may identify and require a discussion and decision on whether another Elected Official/Appointed Official has a conflict of interest prior to any discussions or decisions regarding the Immediate Family or perceived personal relationship(s), and business affiliations where there is a possibility or perception of monetary or personal gain. If an Elected Official or Appointed Official alleges that another Elected Official and or Appointed Official is in a conflict, there shall be a discussion of the potential conflict of interest. If it is decided that there is a conflict of interest, the person in conflict must leave the premises during the discussion and decision. If it is decided that there is no real or perceived conflict of interest, no one is required to leave the premises during the discussion and decision.
32. If at any time the number of Elected Officials and Appointed Officials or decision-makers falls below quorum because of conflict of interest, the remaining Elected Officials and Appointed Officials or decision-makers are authorized to make the decision.
33. All declarations and decisions on conflicts of interest will be recorded and reported in the Meeting Minutes. The minutes will include reference to the time when the Elected Official or Appointed Official was absent from the meeting.
34. An Elected Official or Appointed Official must not, directly or indirectly,
 - a. make use of inside information for private monetary or other personal gain, or
 - b. Reveal inside information to any person who could make use of that information for private monetary or other personal gain.

For purposes of this section, inside information is information that the Elected Official/Appointed Official receives in his or her official capacity and is not generally available to the public at the time the Elected Official/Appointed Official makes use of or reveals the information to another person.

Abuse of Office

35. An Elected or/Appointed Officials must not, directly or indirectly accept, demand, or request from another person any private monetary or other economic favour, advantage or benefit for themselves or another person, in exchange for:
 - a. using the Elected Official's or Appointed Official's position to make, participate in the making of, influence or attempt to influence a decision on a matter, or,
 - b. causing or attempting to cause a denial, interruption or delay of any service or program provided by Wiikwemkoong.
36. An Elected Official or Appointed Official must not engage in any conduct towards another Elected Official, Appointed Official, an employee, contractor of Wiikwemkoong, or any of its organizations or corporations that amounts to harassment, defamation, assault, sexual harassment or sexual assault of that person.

Complaints

37. A Member of Wiikwemkoong may submit a written complaint to the Council that an Elected Official or Appointed Official has contravened the Governance Policy.
38. Within one week after receiving a complaint a copy of the complaint will be given to the Elected Official or Appointed Official concerned to allow the Elected or Appointed Official to prepare a response to the complainant.
39. Council will consider the written complaint and any response by an Elected Official/Appointed Official at the next Council meeting and:
 - a. dismiss the complaint with written notice to the person who complained if Council determines that the complaint is frivolous, clearly without merit or trivial, or
 - b. decide what resolution is appropriate to address the concerns of the Member and the response of the Elected Official/Appointed Official, if Council does not dismiss the complaint.
40. If the Elected or Appointed Official admits that he or she contravened the Governance Policy, the Council will determine what penalty is appropriate considering the nature of the breach.
41. If the Elected Official/Appointed Official denies contravening the Governance Policy, Council will consider the information provided and can request an investigation into the matter.
42. After Council receives and reviews all the information it determines is necessary to address the complaint, Council will determine whether the Elected Official/Appointed Official concerned contravened the Governance Policy.
43. If the Council determines that the Governance Policy was contravened, Council will determine what penalty is appropriate considering the nature of the breach.

Penalties

44. If any Elected or Official is found to be in breach of their responsibility or any section of this Governance Policy, that Elected Official/Appointed Official shall face such sanction as determined by Chief and Council acting in Council.
45. The sanction imposed shall match the nature and severity of the breach of responsibility or this policy.

Amendment and Review

46. This Governance Policy will be reviewed and revised by the Governance Unit, Governance Committee and Council when such review and revisions are required.

APPENDIX C

BCM 288-2002 APPROVING BCR 3270

BCR 3270 “OATH OF OFFICE”

BCR 2817 “CHIEF AND COUNCIL CONDUCT”

CONDUCT OF CHIEF AND COUNCILORS

PRINCIPLES OF UNDERSTANDING

OATH OF CONFIDENTIALITY

BCR 2872 “CODE OF ETHICS”

BCM 288-2002 APPROVING BCR 3270

SBCM 2002.53

September 10, 2002 530 CCh Audit p. 2

288-2002 Wayne Osawamick Chris Pheasant

BCR 3270

That we, Wikwemikong Chief and Council, hereby declare and hereby sign the following declaration:

CHIEF AND COUNCIL OATH OF OFFICE

We, Wikwemikong Chief and Council, do hereby swear that, as duly elected representatives of the Wikwemikong Unceded Indian Reserve, hold the position as indicated below, will do my utmost to carry out the duties of my position conscientiously, loyally, and honestly, and to the best of my abilities, remembering that my primary duty is to serve the membership of Wikwemikong.

I hereby agree to familiarize myself with the Wikwemikong Policies and to abide by the policies of the Wikwemikong Unceded Indian Reserve as stated in the various Band Manuals, and

BCR 2817--"CHIEF AND COUNCIL CONDUCT",
"PRINCIPLES OF UNDERSTANDING",
"OATH OF CONFIDENTIALITY" and BCR 2872--"CODE OF ETHICS".

These things I do solemnly swear to uphold throughout the term of my office for Wikwemikong Unceded Indian Reserve.

cd.

Wiikwemkoong Gimaakewin

Aapiji ngii kchinendaami gii nagmigowaang maampii Wiikwemkoong. Ngii kendaanaa, aabadek weweni wii naaknigeyaang miinwaa wii naagdowaang Zaagidwin, Gwekwaadziwin, Dibadendizwin, Nibwaakaawin, Aakde'ewin, Debwewin miinwaa Minaadendamowin.

Niin, _____, weweni nga zhichge, gaa zhinagmigowaanh.

BCR 3270 "OATH OF OFFICE"

WIKWEMIKONG UNCEDED INDIAN RESERVE #26

P.O. Box 112, 19A Complex Drive, Wikwemikong, ON
P0P 2J0

B.C.R. 3270

B.C.R. FILE/COUNCIL

BAND COUNCIL RESOLUTION

THE COUNCIL OF THE:	WIKWEMIKONG UNCEDED INDIAN RESERVE NO. 26
AGENCY:	411A/SUDBURY
PROVINCE:	ONTARIO
PLACE:	WIKWEMIKONG
DATE:	SEPTEMBER 10, 2002

That we, Wikwemikong Chief and Council, hereby declare and hereby sign the following declaration:

CHIEF AND COUNCIL OATH OF OFFICE

We, Wikwemikong Chief and Council, do hereby swear that, as duly elected representatives of the Wikwemikong Unceded Indian Reserve, hold the position as indicated below, will do my utmost to carry out the duties of my position conscientiously, loyally, and honestly, and to the best of my abilities, remembering that my primary duty is to serve the membership of Wikwemikong.

I hereby agree to familiarize myself with the Wikwemikong Policies and to abide by the policies of the Wikwemikong Unceded Indian Reserve as stated in the various Band Manuals, and

BCR 2817--"CHIEF AND COUNCIL CONDUCT",

"PRINCIPLES OF UNDERSTANDING",

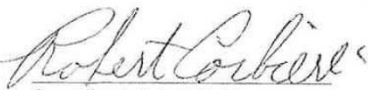
"OATH OF CONFIDENTIALITY"

and BCR 2872--"CODE OF ETHICS".

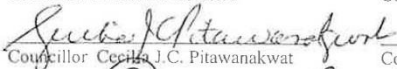
These things I do solemnly swear to uphold throughout the term of my office for Wikwemikong Unceded Indian Reserve.



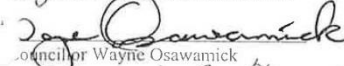
Chief Walter A. Manitowabi
2002-2004 Term



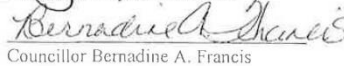
Councillor A. Robert Corbiere



Councillor Cecilia J.C. Pitawanakwat



Councillor Wayne Osawamick



Councillor Bernadine A. Francis



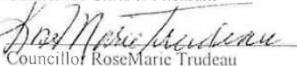
Councillor Gladys Wakegijig



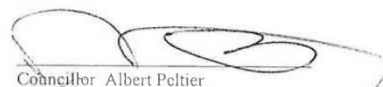
Councillor Raymond J. Jackson



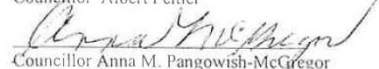
Councillor Chris J. Pheasant



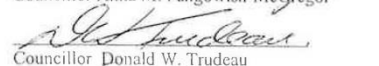
Councillor RoseMarie Trudeau



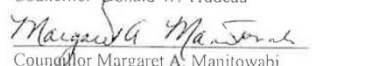
Councillor Albert Peltier



Councillor Anna M. Pangowish-McGregor



Councillor Donald W. Trudeau



Councillor Margaret A. Manitowabi

BCR 2817 "CHIEF AND COUNCIL CONDUCT"

WIKWEMIKONG UNCEDED INDIAN RESERVE #26
P.O. Box 112, Wikwemikong, Ontario

POP 230

BCR #2817

BCR FILE/CC

BAND COUNCIL RESOLUTION

THE COUNCIL OF THE: WIKWEMIKONG UNCEDED INDIAN RESERVE NO. 26

AGENCY: 411A/SUDBURY

PROVINCE: ONTARIO

PLACE: WIKWEMIKONG

DATE: November 4, 1996

That we, Wikwemikong Chief and Council, hereby declare and hereby sign the following declarations:

Chief and Council Conduct
Chief and Council Principles of Understanding
Chief and Council Oath of Confidentiality
Chief and Council Oath of Office

as per the attached appendices.

Chief Arthur E. Manitowabi
1996 - 1998 Term

Councillor Ronald Wakegijig

Councillor Roger Peltier

Councillor A. Donald Odjig (Fisher)

Councillor Cecilia J.C. Pitawanakwat

Councillor Chris Pheasant

Councillor L.D. Hazel Fox-Recollet

Councillor Robert Corbiere

Councillor Henry Peltier

Councillor Marjory Mishibinijima

Councillor Margaret Pitawanakwat

Councillor Maureen Trudeau

Councillor Margaret A. Manitowabi

CONDUCT OF CHIEF AND COUNCILORS (BCR 2817)

WIKWEMIKONG UNCEDED INDIAN RESERVE

BCR 2817
APPENDIX "A"

CONDUCT OF CHIEF AND COUNCILLORS

Refer to the:

- Chief and Council OATH OF OFFICE and
- Chief and Council PRINCIPLES OF UNDERSTANDING.

1. Chief and Council should thoroughly read their Council packages before attending Council meetings so that time is used optimally.
2. Chief and Council should focus their discussions on the Agenda item being addressed to facilitate decision-making. Issues will be dealt with one at a time.
3. Chief and Council should adhere to the agreed upon Agenda except in crisis situations.
4. Chief and Council will exercise self-control in presenting personal points of view and should show respect for viewpoint differing from their own.
5. Chief and Council should adhere to the facts relevant to the issue under discussion during Council meetings. Questionable, unsubstantiated comments should be kept out of Council's discussions.
6. Chief and Council will show respect for each other's opinions and viewpoints.
7. Chief and Council should remember their primary concern is for their community and for the community members they serve.
8. Chief does not vote on issues and will only vote to break a tied vote. Decisions of the **majority** must be represented. Time should not be wasted discussing motions previously passed by Council, outside of exceptional circumstances.
9. Chief and Council should always be willing to help community members write their concerns to Council. Special consideration must be given to Seniors and those who cannot write English.
10. (a) Chief and Council will address any issue(s) that have been presented orally or submitted to writing in a documentary manner and signed by the community member. In all cases, Chief and Council will address any issue(s) in an informed manner.

(b) Exceptions may be made regarding requests from Seniors.
11. Chief and Council will be aware and knowledgeable of Band policies and procedures and will support the Band Administration in implementing all band policy--administration, finance, governing.
12. Chief and Council will meet annually with band membership and which would include the presentation of the year-end audits.
13. Unsigned letter will not be considered.
14. Petitions must have two or three readings. On first arrival, the issue will be presented and no decision is to be made on first presentation. Further opportunity is to be given in order that all facts are presented and heard.

PRINCIPLES OF UNDERSTANDING (BCR 2817)

WIKWEMIKONG UNCEDED INDIAN RESERVE

BCR 2817
APPENDIX "B"

ELECTED OFFICIALS

PRINCIPLES OF UNDERSTANDING

As an Elected Official of the Wikwemikong Unceded Indian Reserve, I hereby agree to diligently serve the Wikwemikong membership by actively promoting the Wikwemikong Government practices and aspirations in effective partnership with our community members. I will become familiar with the By-laws, Policies and Procedures, contained in the Band Council Orientation Package. I will fulfil my job responsibilities as an Elected Official to the best of my abilities, and will abide by the by-laws, policies and procedures of the Wikwemikong Band at all times. I hereby agree to the following "Principles of Understanding" and the "Oath of Office" for Elected Officials of the Wikwemikong Unceded Indian Reserve.

1. I will perform my duties as an Elected Official honestly, loyally, and conscientiously, mindful of the fact that my primary responsibility is to serve the membership of Wikwemikong collectively in the traditional beliefs of the Anishinabek.
2. I will, in words and actions, protect and maintain the integrity and dignity of the Wikwemikong community, its employees, and leadership.
3. I will, in the performance of my duties as an Elected Official, be courteous, reliable, and prompt in addressing specific issues.
4. I will strive to develop positive working relationships with the Chief, Council, and employees, for the purpose of serving the Wikwemikong membership more effectively.
5. I will work diligently in cooperation with the Chief, Council and community members, to improve the quality of life within Wikwemikong.
6. I will, as an Elected Official, conduct myself at all times in a manner that will bring credit to the Chief and Council of Wikwemikong.
7. I will demonstrate and promote respect for the Chief, Council, and employees of Wikwemikong.
8. I will attend all meetings, workshops, conferences, etc., assigned to me as an official delegate of the Wikwemikong Unceded Indian Reserve. This responsibility will include the prompt submission of formal written and verbal reports to the Chief and Council regarding proceedings, decisions, potential impact on Wikwemikong and recommendations regarding future action on related issues.
9. I will not release confidential information to anyone under any circumstance without prior authorization from the Chief and Council. Confidential matters will be dealt with in a professional manner in the appropriate place and time only.
10. I will surrender any document(s) or material(s) developed by myself as a present and past Elected Official of the Wikwemikong Unceded Indian Reserve that could be utilized for personal profit or interest.
11. I will utilize equipment, supplies, etc., owned by Wikwemikong for authorized purposes only during my term as an Elected Official. I will observe all relevant procedures regarding the care and maintenance of such property.
12. I will refuse any fees, gifts, or other tangibles offered to me in return for duties performed by virtue of my position as an Elected Official of Wikwemikong.
13. I will follow established procedures when addressing problems with personnel, policies, procedures and by-laws.
14. When personal interests in an issue jeopardizes my ability to discuss and make recommendations on the issue objectively and professionally, I will agree to remove myself from the meeting either on my own initiative or at the request of the Chief and Council.
15. I will recognize any decisions made during my formally approved absence and return.
16. I will respect, honour, and promote our Traditional beliefs.

OATH OF CONFIDENTIALITY (BCR 2817)

WIKWEMIKONG UNCEDED INDIAN RESERVE

BCR 2817
APPENDIX "C"

OATH OF CONFIDENTIALITY

IT IS THE RESPONSIBILITY OF EACH MEMBER OF COUNCIL TO EXERCISE APPROPRIATE JUDGEMENT AND CONDUCT HIMSELF/HERSELF IN A MANNER THAT REFLECTS THE USE OF COMMON SENSE AND GOOD JUDGEMENT.

The following general areas are for the information and guidance of Band Council of the Wikwemikong Unceded Indian Reserve. These guidelines do not mean that conduct not prohibited is allowed.

1. Members of Council are to render duties in a manner which enhances the personal dignity and rights of each band member.
2. Band Members concerns will be given fairness and equality when referring to individuals.
3. Appropriate language is to be used at all times in all areas of business, professional and public.
4. All persons conducting band business are not to divulge any information or files concerning band business without proper authorization.
5. Discussion regarding any band matters of a confidential nature are not to be held in the presence of other persons not privileged to this communication.
6. All sensitive documentation, correspondence and out-dated records will be discarded and will be shredded prior to disposal. A witness will be present.
7. Members of Council will conduct themselves in a manner that will bring credit to the Band within accepted moral norms and moderation.
8. Members of Council will refrain from informal communications, innuendos, assumptions otherwise known as gossip.
9. Members of Council are to bring questions and problems regarding any facet of their tenure to the Band Council. This includes any concerns of impropriety or conflicts to be resolved or mediated.
10. Members of Council shall be fully aware of their roles, responsibilities and limitations/boundaries of their positions and abide by such.
11. (a) All members of Council will read and sign the pledge of Confidentiality as presented of the Band By-laws, Policies and Procedures.
(b) Affirmation maybe made orally and will be witnessed and recorded.

SIGNED AND AGREED TO THIS 4TH day of NOVEMBER, 1996.

Chief Arthur E. Manitowabi
1996 - 1998 Term

Councillor Ronald Wakegijig

Councillor Roger Peltier

Councillor A. Donald Odjig (Fisher)

Councillor Cecilia J.C. Pitawanakwat

Councillor Chris Phessant

Councillor L.D. Hazel Fox-Recollet

Councillor Robert Corbiere

Councillor Henry Peltier

Councillor Marjory Mishibiniijima

Councillor Margaret Pitawanakwat

Councillor Maureen Trudeau

Councillor Margaret A. Manitowabi

BCR 2872 "CODE OF ETHICS"

WIKWEMIKONG UNCEDED INDIAN RESERVE #26
P.O. Box 112, Wikwemikong, Ontario
POP 270

B.C.R. #2872
BCR FILE/CC
ref: BCR 2817

BAND COUNCIL RESOLUTION

THE COUNCIL OF THE:	WIKWEMIKONG UNCEDED INDIAN RESERVE NO. 26
AGENCY:	411A/SUDBURY
PROVINCE:	ONTARIO
PLACE:	WIKWEMIKONG
DATE:	June 9, 1997

That we, the Wikwemikong Chief and Council, approve of the following Code of Ethics:

1. Understanding that the basic function of the Chief and Council is "Policy Maker" and not administrative and by accepting the responsibility of learning to discriminate intelligently between the two functions.
2. Being able to recognize the difference between a political and administrative decision and that proper protocol will be the norm.
3. Conducting ourselves in a manner which brings respect and credibility.
4. Accepting the responsibility to become familiar with all aspects of First Nations governing systems.
5. Recognizing that authority rests only within the Band Council in official meetings and that Councillors have no authority outside the meetings unless delegated by the Council.
6. Making decisions only after all available information has been presented and discussed.
7. By practising our ancestral teachings, namely, the seven Grandfather teachings of Nbwaakaawin (Wisdom), Zaagidwin (Love), Mnaadendiwin (Respect), Aakde'win (Bravery), Gwekwaadziwin (Honesty), Dbadendizwin (Humility) and Debwewin (Truth).
8. Honouring a person's right to privacy and maintaining accepted standards of confidentiality.
9. Maintaining the activity and integrity of the Wikwemikong Chief and Council without the purpose of personal gain to its band membership and staff.

Chief Arthur E. Manitowabi
1996 - 1998 Term

Councillor Ronald Wakegijig

Councillor Roger Peltier

Councillor A. Donald Odjig-Fisher

Councillor Cecilia J.C. Pitawanakwat

Councillor Christopher Pheasant

Councillor L.D. Hazel Fox-Recollet

Councillor A. Robert Corbiere

Councillor Henry Peltier

Councillor Marjory Mishibinijima

Councillor Margaret A. Pitawanakwat

Councillor Maureen E. Trudeau

Councillor Margaret A. Manitowabi

APPENDIX D

BCR 3422 PROFESSIONAL FINANCIAL MANAGEMENT

BCR 3423 BAND COUNCILOR RESPONSIBILITY

BCR 3422 PROFESSIONAL FINANCIAL MANAGEMENT

WIKWEMIKONG UNCEDED INDIAN RESERVE #26

P.O. Box 112, 19A Complex Drive, Wikwemikong, ON
P0P 2J0

BCR 3422

B.C.R. FILE/WUIR FINANCE

BAND COUNCIL RESOLUTION

THE COUNCIL OF THE: WIKWEMIKONG UNCEDED INDIAN RESERVE NO. 26

AGENCY: 411A/SUDBURY

PROVINCE: ONTARIO

PLACE: WIKWEMIKONG

DATE: July 25, 2005

Whereas the Chief and Council of Wikwemikong Unceded Indian Reserve have ultimate responsibility and authority to provide sound, competent, and professional financial management for the benefit and protection of the band membership of Wikwemikong;

And Whereas the Wikwemikong Unceded Indian Reserve audited financial statements for the fiscal year ending March 31, 2005 demonstrated sound financial management by Wikwemikong Unceded Indian Reserve's Council and management;

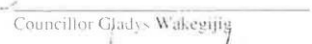
And Whereas public and disparaging comments about Wikwemikong or any of its businesses or organizations by individual Councillors, including comments calling for a probe of Wikwemikong Unceded Indian Reserve's finances and for Wikwemikong to be managed by a third party in the face of the most recent audited financial statements, damages and harms all of the people of Wikwemikong and is in breach of the responsibility and trust with which the people of Wikwemikong have entrusted Chief and Council;

And Whereas these self-same public and disparaging comments about Wikwemikong is damaging the reputation and dedication of the staff of Wikwemikong Unceded Indian Reserve's Finance Department;

Therefore Be It Resolved that the Chief and Council of Wikwemikong Unceded Indian Reserve hereby commend the performance and integrity of the WUIR Finance Department staff and convey our complete confidence and respect in the competent and professional financial management of the Wikwemikong Unceded Indian Reserve.

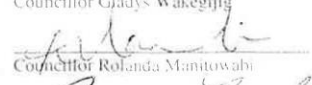

Chief Robert Corbiere
2004-2006 Term


Councillor L.D. Fox-Recolet


Councillor Gladys Wakegijig

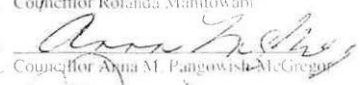

Councillor Mary Wabano

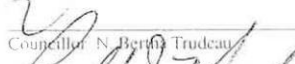

Councillor Cecilia J.C. Pitawanakwat

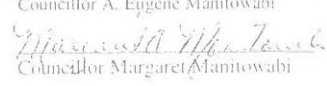

Councillor Rolanda Manitowabi

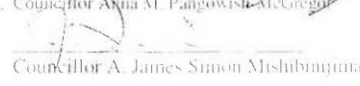

Councillor Raymond Jackson

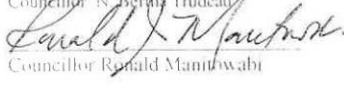

Councillor A. Eugene Manitowabi


Councillor Anna M. Pangowish-McGregor


Councillor N. Berni Trudeau


Councillor Margaret Manitowabi


Councillor A. James Simon Mishibingima


Councillor Ronald Manitowabi

BCR 3423 BAND COUNCILOR RESPONSIBILITY

WIKWEMIKONG UNCEDED INDIAN RESERVE #26

P.O. Box 112, 19A Complex Drive, Wikwemikong, ON
P0P 2J0

BCR 3423

B.C.R. FILE/POLITICAL

BAND COUNCIL RESOLUTION

THE COUNCIL OF THE:	WIKWEMIKONG UNCEDED INDIAN RESERVE NO. 26
AGENCY:	411A/SUDBURY
PROVINCE:	ONTARIO
PLACE:	WIKWEMIKONG
DATE:	July 25, 2005

Re: BAND COUNCILLOR RESPONSIBILITY

Whereas the Chief and Councillors of the Wikwemikong Unceded Indian Reserve are elected by the band membership to serve the people of Wikwemikong and are expected to act in the best interests of the Wikwemikong Unceded Indian Reserve;

And Whereas the Chief and Councillors, in exercising this responsibility, are expected to support, promote and endorse all economic opportunities, organizations, and community endeavours in which the Wikwemikong Unceded Indian Reserve has an interest;

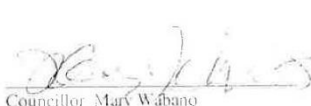
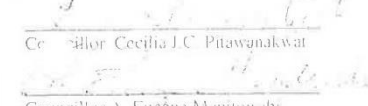
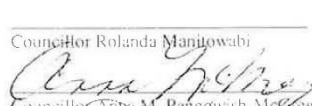
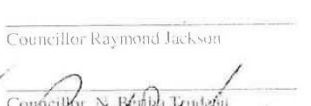
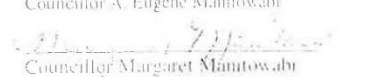
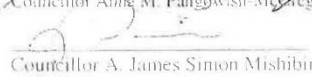
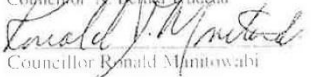
And Whereas Band Custom holds that Band Councillors only have authority when they are assembled at a duly convened meeting of Council;

And Whereas the Chief and Council of the Wikwemikong Unceded Indian Reserve, while respecting the individuality of each Councillor, still expect the Council to speak with one voice, and individual Councillors do not speak on behalf of the Chief and Council of the Wikwemikong Unceded Indian Reserve without the express delegation of authority by the Chief and Council;

And Whereas public and disparaging comments about Wikwemikong or any of its businesses or organizations by individual Councillors damages and harms all of the people of Wikwemikong and is in breach of the responsibility and trust that the people of Wikwemikong have entrusted Chief and Council with;

And Whereas the Chief and Council of the Wikwemikong Unceded Indian Reserve shall not be held liable for any defamatory and slanderous public statements made by individual Councillors;

Therefore Be It Resolved the Chief and Council of the Wikwemikong Unceded Indian Reserve hereby resolve that any Councillors who are found to be in breach of the responsibility and trust that the people of Wikwemikong have entrusted them with, shall face such sanctions as determined by the Chief and Council acting in Council and may include the immediate withholding of honoraria.

 Councillor L.D. Fox-Recollet	 Chief Robert Corbiere 2004-2006 Term	 Councillor Mary Wabano
 Councillor Cecilia J.C. Pitawanakwat	 Councillor Gladys Wakegijig	 Councillor Raymond Jackson
 Councillor A. Eugene Manitowabi	 Councillor Anne M. Pangowish-McGregor	 Councillor Ronald J. Manitowabi
 Councillor Margaret Manitowabi	 Councillor A. James Simon Mishibinijima	

APPENDIX E

BCM#458-2014 Regarding Comprehensive Community Plan Pillars

BCM 458-2014 Regarding Comprehensive Community Pillars

Margaret Manitowabi

John Dube

That Council adopt a Committee structure to reflect the Comprehensive Community Plan pillars (sectors):

WUIR COMPPREHENSIVE COMMUNITY PLAN

CHIEF AND COUNCIL - COMMITTEES/PORTFOLIOS PILLARS:

1. HEALTH AND SOCIAL WELL BEING

- Health
- Child Welfare
- Ontario Works

2. ECONOMY AND RESOURCES

- Economic Development (WDC)
- Lands

3. COMMUNITY SERVICES

- Community Services and Infrastructure (CSI – public works, fire, arena)
- Housing
- Rental Property Management

4. CULTURE AND EDUCATION

- Education
- Culture/Heritage

OTHER:

5. GOVERNANCE – legislation/law-making/policy/Justice

6. FINANCE & ADMINISTRATION; and

Further that we send out a posting to community members interested in serving on Chief and Council governance committees under the pillar system.

cd.

APPENDIX F

STANDARDIZED TERMS OF REFERENCE TEMPLATE

Approved Terms of References:

LANDS AND RESOURCES COMMITTEE (November 8, 2018)

HEALTH AND SOCIAL WELL-BEING COMMITTEE (*not available*)

GOVERNANCE COMMITTEE (2017)

COMMUNITY SERVICES AND INFRASTRUCTURE COMMITTEE (*not available*)

FINANCE AND ADMINISTRATION COMMITTEE (*not available*)

CULTURE AND EDUCATION COMMITTEE (*not available*)

ELDERS (EMKOWAATAAGOZIIG) COUNCIL (May 31, 2019)

YOUTH COUNCIL (September 25, 2019)

Standardized Terms of Reference

1. PURPOSE

- 1.1. The _____ Committee is to provide input and guidance to the _____ on behalf of the Wiikwemkoong Anishinaabek.
- 1.2. The _____ Committee will pass motions that are forwarded to Ogimaa and Council for information and/or recommendation.

2. COMMITTEE STRUCTURE

Composition

- 2.1. The _____ Committee will consist of no less than five (5) Wiikwemkoong Anishinaabek (as per definition, Gchi-Naaknigewin, Section 19.1, I) and one (1) or two (2) Council members.

Appointment of Chairperson

- 2.2. The Chairperson shall be the Ogimaa and/or Councilor on the _____ Committee.

Appointment of Committee Members

- 2.3. Committee members will be appointed by the Ogimaa and Council at the beginning of the Term of Office.

3. RESPONSIBILITIES AND DUTIES

Ogimaa and Council and Wiikwemkoong _____ Committee

- 3.1. The _____ Committee is directly accountable to Ogimaa and Council.

The _____ Manager(s) and _____ Committee

- 3.2. The _____ Manager(s) are employees of the Wiikwemkoong Administration and receives direction from the Director of Operations. The _____ Manager(s) receives guidance and input from the Committee by way of formal recommendations made to and ratified by Ogimaa and Council. Individual Committee members have no authority over the _____ Manager(s).
- 3.3. The Committee entrusts the task of all management duties to the _____ Manager(s). The _____ Manager(s) is responsible to the Committee for carrying out its policies and strategic direction.

_____ Committee Duties

- 3.4. It is mandatory that each of the _____ Committee members attend the Orientation Session and Committee training at the beginning of the two (2) year term.
- 3.5. At the beginning of the term, the _____ Committee is to have a Planning Session and develop a _____ Committee Priorities Plan for that term. This

includes the review of all the Strategic Plans and Workplans for each of the programs within the [REDACTED] Pillar.

- 3.6. Members will conduct reviews of the Terms of Reference and Policies and Procedures to ensure they are current and applicable on a bi-annual basis.

4. TERM

- 4.1. Selected committee members will serve concurrent with the Term of Office of Ogimaa and Council.
- 4.2. A Committee member missing three (3) consecutive meetings without just cause will be removed by the Ogimaa and Council.

5. GOVERNANCE

- 5.1. Committee decisions are made as a group and require a majority vote of least three (3) members, not including the Chairperson. All decisions require a majority of votes cast in favour of the motion to be passed/approved.

6. MEETINGS

Notice of Meetings

- 6.1. The [REDACTED] Committee will meet at least once a month or as required

Quorum and Voting

- 6.2. Quorum is required for all votes by the [REDACTED] Committee. Quorum is defined as minimum of three (3) committee members. The Chairperson does not vote unless there is a tie vote and may not be counted for quorum.
- 6.3. Voting will require a majority vote.
- 6.4. In exceptional circumstances where a presentation was made to the Committee and quorum cannot be achieved the meeting will proceed and honorariums will be granted.

Joint Committee Meetings

- 6.5. At least one of the committees must have quorum and in circumstances where all committees don't meet quorum, notes will be taken and meeting shall commence.
- 6.6. The chairperson will be decided based on the content.
- 6.7. The number of the motion will follow subsequent of the lead committee's previous meeting minutes.
- 6.8. All Committees attending the Joint Meetings shall accept and approve the minutes at their next regular meeting.
- 6.9. All Committee Members that are present at the Joint meetings can move and second motions.



TERMS OF REFERENCE

DEPARTMENT OF LANDS AND NATURAL RESOURCES COMMITTEE

(REVISED November 8, 2018)

1.0 AUTHORITY

The Department of Lands and Natural Resources Committee (D.L.N.R.C.) was established in 1980 under the authority of Band Council Resolution (BCR) number 68-80.

2.0 ACCOUNTABILITY

- The D.L.N.R.C. is accountable to the Chief and Council of Wiikwemkoong Unceded Territory and indirectly to the membership of the Wiikwemkoong Unceded Territory.
- The D.L.N.R.C. will operate within a self-regulated accountability framework that will include, but will not be limited to, information management and progress reporting of all committee decisions.
- The D.L.N.R.C. will provide a report to Chief and Council through the Portfolio Holder and the Lands & Natural Resources Manager when requested and as required from time to time.
- The D.L.N.R.C. is inherently responsible for all matters related to land management, protection of our waters and natural resources of Wiikwemkoong Unceded Territory and its territories within the Great Lakes.

3.0 VISION

To reclaim our rightful stewardship for the lands, waters, environment and natural resources consistent with the traditional beliefs and practices of the Anishinabek people of Wiikwemkoong Unceded Territory.

4.0 MISSION

The Department of Lands and Natural Resources will facilitate the development and implementation of a comprehensive approach to lands stewardship by working towards a balanced approach between individual and collective community interests.

5.0 MANDATE

To educate and create awareness of protecting ecosystems, water resources and other

sensitive values for the future generations of Wikwemikong Anishnabek through the use of sustainable practices.

6.0 OBJECTIVES

The D.L.N.R.C. will facilitate the development and implementation of a comprehensive approach to lands stewardship by working:

In a culturally appropriate manner, consistent with the traditional beliefs and practices of the Three Fires People of Wiikwemkoong;

Continually towards a balanced approach between individual and collective community lands interests; natural resource harvesting and environmental sustainability interests; economic development and cultural preservation interests;

From a best practices perspective, by continually analyzing legislation, regulations, policies, programs and research results in the areas of land, air, water and natural resources stewardship;

Towards the development of new strategies to facilitate the community assuming a greater degree of responsibility and management over lands, environment and natural resources stewardship.

7.0 GUIDING PRINCIPLES

The role of each D.L.N.R.C. member will be guided by the following principles:

Confidentiality: is to be exercised when dealing with sensitive and/or private documents and or other sensitive information;

Responsibility: for participating meaningfully in all D.L.N.R.C. discussions, supporting D.L.N.R.C. decisions, once made, and behaving honourably at all times;

Recognition: of the respective rights and responsibilities of Wiikwemkoong Band Members, the D.L.N.R.C. and other committees of Council, administrative programs, the political leadership, and all other community organizations, in advancing effective lands stewardship practices;

Respect: for different verging points of view and values expressed by Committee and Band Members;

Sharing: information and ideas in a fair, open and cooperative manner in support of a transparent and accountable decision-making process.

8.0 COMPOSITION

The D.L.N.R.C. will consist of one co-Chairperson and four members. The Chairperson will be the Band Councilor who holds the Lands and Natural Resources portfolio. Committee members will be selected by the Chairperson based in part on the following:

Background Community geographic representation

Availability Demographic representation (Youth, Elder...)

Level of Personal Interest

In the event of the breach of the spirit and intent of these Terms of Reference, Committee members will be removed by the Chairperson.

The Chief of Wiikwemkoong and a designated Elder shall always be ex-officio members of the D.L.N.R.C.

9.0 DURATION OF TERM

The term of the Committee Portfolio Holder shall be determined by Chief and Council. Committee members shall be selected to a 2-year term, commencing on September 1st following the Chief and Council general election.

10.0 ROLES AND RESPONSIBILITIES

10.1. COMMITTEE CHAIRPERSON

- The D.L.N.R.C. Chairperson will carry out the mandate, objectives and guiding principles and all other D.L.N.R.C. functions as outlined in these Terms of Reference.
- The D.L.N.R.C. Chairperson will specifically:
- Ensure adherence to these terms of reference by all D.L.N.R.C. Committee members; in compliance with the D.L.N.R.C. Terms of Reference;
- Preside over and chair all D.L.N.R.C. meetings and oversee all Committee functions;
- Seek approval of the approved meeting agenda and related information for Committee distribution;
- Encourage active discussion, constructive input as well as solid advice and guidance from each Committee member during D.L.N.R.C. meetings;
- Facilitate consensus-based decision-making of the Committee;
- Ensure minutes are recorded and are made available to Wiikwemkoong Chief and Council and Wiikwemkoong Band Members;
- Ensure that all D.L.N.R.C. decisions are carried out;
- Approve D.L.N.R.C. correspondence;
- Act as, or delegate the role of, Committee spokesperson;
- Work directly with legal counsel, and any other support personnel as required;
- Meet with community and outside officials on behalf of the Committee;
- Report all activities undertaken on behalf of the D.L.N.R.C. back to the Committee;
- Establish sub-Committee working groups, where required;
- Work cooperatively with the DLNR Administrative Assistant.

10.2. COMMITTEE MEMBERS

D.L.N.R. Committee members will carry out the mandate, objectives and guiding principles and all other D.L.N.R.C. functions as outlined in these Terms of Reference.

D.L.N.R.C. Committee members will specifically:

- Make every effort to attend Committee meetings;
- Inform the D.L.N.R.C. Administrative Assistant if they are not able to attend a meeting;

- Ensure that Committee decisions and recommendations reflect a community perspective, and take into consideration local views and perspectives in relation to the collective community lands interests, natural resource harvesting and environmental sustainability principles as they relate to the lands of the Wiikwemkoong Unceded Territory;
- Strive to make decisions and recommendations based on consensus where possible;
- In the event of a lack of consensus, make and support decisions made on a majority rule basis and respect the views of each Committee member;
- Review (draft) DLNRC minutes and make every effort to provide constructive comments in a timely manner.

10.3. COMMITTEE ADMINISTRATIVE ASSISTANT

The DLNR Administrative Assistant will be located within the Wiikwemkoong Lands Unit and will:

- Coordinate all D.L.N.R.C. meetings and functions;
- Follow-up in a timely manner all actions resulting from D.L.N.R.C. meetings;
- Ensure that a quorum is reached for scheduled Committee meetings;
- Liaise with all D.L.N.R.C. members in a timely and cooperative manner;
- Send meeting agenda to Committee members at least 48 hours prior to meetings;
- Ensure minutes are circulated to Committee members as soon as possible after the meeting;
- Maintain a public registry of all D.L.N.R.C. materials;
- Store in the Lands Unit electronic copies of any documents produced for and by the D.L.N.R.C.;
- Ensure functional compliance with the D.L.N.R.C. accountability framework;
- Provide a report at each Committee meeting on administrative matters.

11.0 COMMITTEE MEETINGS

D.L.N.R. Committee meetings will be conducted as follows:

- Quorum for conducting any business of the DLNRC shall be 50% plus one to conduct the meeting;
- Meeting dates and locations will be established during the previous Committee meeting in order to facilitate coordination and attendance;
- All requests for agenda items must be submitted to the DLNR Secretariat at least 1 week in advance of the meeting;
- To establish quorum, the Chairperson may join the Committee in session and assign the chair duties to the DLNR Administration;
- As a general rule, the D.L.N.R.C. will meet on the First Thursday of every month at 7:00 p.m. at the Band Office Council Chambers, Committee Room or Room B-1.
- All regularly scheduled Committee meetings will be open to the Band Members.

12.0 FINANCIAL COMPENSATION

Consistent with Band policy, an honorarium of \$75.00 per meeting shall be paid to Committee members for their participation at any duly convened meeting. Where the business of the

D.L.N.R.C. is discussed the travel, accommodations and meals will be reimbursed for the Committee members in accordance with the policies of the Wiikwemkoong Unceded Territory as revised from time to time.

13.0 CONFLICT OF INTEREST

Committee activities will be carried out without the purpose of personal gain of a Committee member or their immediate family and as such will be bound by the Conflict of Interest policy of the Wiikwemkoong Unceded Territory. All Committee members shall declare any real or perceived conflict of interests upon adoption of the agenda. Failure to do so will result in implementing the conflict of interest procedures and sanctions set out forth in Wiikwemkoong's Conflict of Interest of the Band's Personnel Policy.

14.0 APPROVAL

These revisions to the Terms of Reference are adopted by the Department of Lands and Natural Resources Committee as witnessed by the signatures below, dated December 13, 2018, and witnessed by Commissioner of oaths, District of Manitoulin, for the Wiikwemkoong Band.

Portfolio Holder – Sylvia Recollet

Portfolio Holder - Marcia Bomberly-Trudeau

Luke Wassegijig, Committee Member

Adolphus Trudeau, Committee Member

Vacant

Brock Lewis, Committee Member

Lyle Peltier, Committee Member

Health and Social Well-being Committee

To be added once approved

GOVERNANCE COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1. The Governance Committee is to provide guidance on Governance and Justice issues to the Wiikwemkoong Governance Unit and the Peacemaker Justice Program on behalf of the Wiikwemkoong Anishinaabek.
- 1.2. The Governance Committee will pass motions on behalf of the Governance Unit and the Peacemaker Justice program that are forwarded to Ogimaa and Council for information and/or recommendation.

2. COMMITTEE STRUCTURE

Composition

- 2.1. The Governance Committee will consist of no less than five (5) Wiikwemkoong Anishinaabek (as per definition, Gchi-Naaknigewin, Section 19.1, I) and one (1) or two (2) Council members.

Appointment of Chairperson

- 2.2. The Chairperson shall be the Ogimaa and/or Councilor on the Governance Committee.

3. RESPONSIBILITIES AND DUTIES

Ogimaa and Council and Governance Committee

- 3.1. The Governance Committee is directly accountable to Ogimaa and Council.
- 3.2. As per Gchi-Naaknigewin, Section 1.0 Anishinabeaadziwin, Section 1.3, in carrying out committee duties and responsibilities, the Governance Committee will bear in mind the common good for the People of Wiikwemkoong Unceded Territory.
- 3.3. Ogimaa and Council entrust governance and justice matters to the Wiikwemkoong Governance Committee.

The Governance Unit & Justice Managers and Governance Committee

- 3.4. The Governance Unit and Justice Managerial personnel are directly accountable to and receive direction from the Director of Operations. These Managerial positions receives guidance and input from the Committee by way of formal recommendations made to and ratified by Ogimaa and Council. Generally speaking, the Governance Committee has no authority over the Managerial Positions.

Governance Committee Duties

- 3.5. The Governance Committee is responsible for defining and articulating the Governance Unit and Justice philosophy and values, and for ensuring that they are reflected throughout programs and policies. The Governance Committee is to communicate its roles and responsibilities with staff, service providers, and other organizations, as needed.

- 3.6. Governance Committee Members are expected to regularly prepare for and attend meetings, ask relevant questions, participate in discussions and vote.
- 3.7. The Governance Committee will conduct strategic planning and direction for the Governance Committee's Priorities on a bi-annual basis.

4. TERM

- 4.1. Selected committee members will serve concurrent with the Term of Office of Ogimaa and Council.

5. GOVERNANCE

- 5.1. Committee decisions are made as a group and require a majority vote of at least fifty percent (50%) of members present plus one (1) member, not including the Chairperson. All decisions require a majority of votes cast in favour of the motion to be passed/approved.

6. MEETINGS

Notice of Meetings

- 6.1. The Wiikwemkoong Governance Committee will meet once a month. Meetings will be held on the third (3rd) Tuesday of each month at 6:30 p.m. to 9:30 p.m. If the meeting exceeds three (3) hours then a motion will be required.

Quorum and Voting

- 6.2. Quorum is required for all votes by the Governance Committee. Quorum is defined as minimum of three (3) committee members. The Chairperson does not vote unless there is a tie vote and may not be counted for quorum.
- 6.3. In exceptional circumstances where a presentation was made to the Committee and quorum cannot be achieved the meeting will proceed and honorariums will be granted.

Joint Committee Meetings

- 6.4. At least one of the committees must have quorum and in circumstances where all committees don't meet quorum, notes will be taken and meeting shall commence.
- 6.5. The chairperson will be decided based on the content.
- 6.6. The number of the motion will follow subsequent of the lead committee's previous meeting minutes.
- 6.7. All Committees attending the Joint Meetings shall accept and approve the minutes at their next regular meeting.
- 6.8. All Committee Members that are present at the Joint meetings can move and second motions.

Community Services and Infrastructure Committee

To be added once approved

Finance and Administration Committee

To be added once approved

Culture and Education Committee

To be added once approved

EMKOWAATAAGOZIJIG COUNCIL (Elders Council)

TERMS OF REFERENCE

1. PURPOSE

- 1.1. The Wiikwemkoong Emkowaataagozijig Council is to provide guidance and to promote and maintain our culture, language and traditions that were passed down by our ancestors on behalf of the Wiikwemkoong Unceded Territory.
- 1.2. To assist in development of strong governance and be one of the focus groups for strategic planning for our Nation to restore our independence for the benefit of all future generations.
- 1.3. The Emkowaataagozijig Council will pass motions that are forwarded to Ogimaa and Council for information, recommendation and/or approval.
- 1.4. To network with Elders on a local, regional and national level.

2. ELDERS COUNCIL STRUCTURE

Composition

- 2.1. The Emkowaataagozijig Council will consist of no less than five (5) Wiikwemkoong Anishinaabek (as per definition, Gchi-Naaknigewin, Section 19.1, I) and one (1) or two (2) Council members.
- 2.2. that we will strive for balance and gender equality.

Appointment of Chairperson

- 2.3. The Chairperson shall be the Chief and/or Councilor for the Elders Council.

Appointment of Committee Members

- 2.4. Council members will be appointed by the Chief and Council at the beginning of the Term of Office. (See Appendix D.1, Call for Applications Procedures)

3. RESPONSIBILITIES AND DUTIES

Wiikwemkoong Elders Council

- 3.1. The Emkowaataagozijig Council shall honour and abide by our Anishinaabe aadziwin through the values of the Wiikwemkoong Anishinaabek.
- 3.2. It is mandatory that each of the Elders Council attend the Orientation Session and training at the beginning of the two (2) year term.
- 3.3. At the beginning of the term, the Emkowaataagozijig Council is to attend the Planning Session and develop a Priorities Plan for that term.
- 3.4. Emkowaataagozijig Council will review the Terms of Reference to ensure they are current and applicable on a bi-annual basis.

4. TERM

- 4.1. Selected elders council will serve concurrent with the Term of Office of Ogimaa and Council.
- 4.2. An Emkowaataagozijig member who misses three (3) consecutive meetings without notification will be removed by the Ogimaa and Council.

5. GOVERNANCE

- 5.1. Decisions are made as a group and require a majority vote of least three (3) members, not including the Chairperson. All decisions require a majority of votes cast in favour of the motion to be passed/approved.

6. MEETINGS

Notice of Meetings

- 6.1. The Emkowaataagozjig Council will meet at least once a month or as required.

Quorum and Voting

- 6.2. Quorum is required for all votes by the Elders Council. The Chairperson does not vote unless there is a tie vote and may not be counted for quorum.
- 6.3. Voting will require a majority vote.
- 6.4. In exceptional circumstances where a presentation was made to the Council and quorum cannot be achieved the meeting will proceed as a working group meeting and honorariums will be granted.

Joint Committee Meetings

- 6.5. At least one of the committee/council must have quorum and in circumstances where all committees/council don't meet quorum, notes will be taken and meeting shall commence.
- 6.6. The chairperson will be decided based on the topic.
- 6.7. The number of the motions will follow subsequent of the lead committee's previous meeting minutes.
- 6.8. All Committees/Council attending the Joint Meetings shall accept and approve the minutes at their next regular meeting.
- 6.9. All Committee Members that are present at the Joint meetings can move and second motions.

**WIKWEMKOONG UNCEDED TERRITORY
YOUTH COUNCIL
TERMS OF REFERENCE**

Revised: September 25, 2019

1. PURPOSE

- 1.1. The Youth Council Members shall lead by Mino Bimaadiziwin.
- 1.2. The Youth Council shall represent and act on behalf of the Wiikwemkoong Youth in regards to matters entrusted by the local youth.
- 1.3. The Youth Council is to provide guidance and to raise awareness on the issues and concerns to all Wiikwemkoong Youth.
- 1.4. Intend to inform and educate the Wiikwemkoong Anishinabek about the views and perspectives of Youth and encourage youth to become involved in leadership roles and governance matters relating to Wiikwemkoong Unceded Territory.
- 1.5. To create and provide opportunities that may allow for positive change for Wiikwemkoong Youth through empowerment, education, culture and training.
- 1.6. Encourage the development of programs and services directed at social, cultural and community needs for Wiikwemkoong Youth.
- 1.7. To create and maintain networks with youth on a local, regional and national level.
- 1.8. The Youth Council will pass motions that are forwarded to Ogimaa and Council for information and/or recommendation.

2. YOUTH COUNCIL STRUCTURE

Composition

- 2.1. The Youth Council will consist of no less than five (5) Wiikwemkoong Anishinaabek (as per definition, Gchi-Naaknigewin, Section 19.1, I) and one (1) or two (2) Council members.
- 2.2. Elected Members must be between the ages of 14-30 years of age

Appointment of Chairperson

- 2.3. The member of the Youth Council will appoint one of its members as the Chairperson with alternate being the Ogimaa and/or Councilor.

Appointment of Youth Council Members

- 2.4. Youth Council members will be appointed by the Ogimaa and Council. (See Appendix A.1, Call for Applications Procedures)

3. RESPONSIBILITIES AND DUTIES

- 3.1. The Youth Council is directly accountable to Ogimaa and Council.
- 3.2. Work in the best interest of all on or off reserve Youth of Wiikwemkoong Unceded Territory.
- 3.3. Respect to all Youth Members, Elders, and Community members and outside organizations.
- 3.4. The Youth Council members are to represent themselves in a professional manner and act in a positive way in public and on social media.
- 3.5. All Youth Council Members shall refrain from substance abuse.

- 3.6. To encourage and promote the use of Anishinaabemowin on a regular basis.
- 3.7. To demonstrate use of Anishinaabemowin.
- 3.8. It is mandatory that each of the Youth Council members attend the Orientation Session and Committee training at the beginning of the term.
- 3.9. Members will conduct reviews of the Terms of Reference and Policies and Procedures to ensure they are current and applicable on a bi-annual basis.

Programs and Services & other Committees to the Youth Council

- 3.10. Programs and Services shall receive input and feedback from the Youth Council. Individual Youth Council members have no authority over the programs and services and other Committees.

4. TERM

- 4.1. Selected Youth Council members will serve concurrent with the Term of Office of Ogimaa and Council.

5. GOVERNANCE

- 5.1. A Youth Council member missing three (3) consecutive meetings with unexplained absence will be removed by the Ogimaa and Council. (Refer to Appendix B.2, Removal of Committee Members Procedures)
- 5.2. Decisions are made as a group and require a majority vote of least half of the members, not including the Chairperson. All decisions require a majority of votes cast in favour of the motion to be passed/approved.

6. MEETINGS

Notice of Meetings

- 6.1. The Youth Council will meet at least once a month or as required.

Quorum and Voting

- 6.2. Quorum is required for all votes by the Youth Council. Quorum is defined as 50% Youth Council Members. The Chairperson does not vote unless there is a tie vote.
- 6.3. Voting will require a majority vote.
- 6.4. In exceptional circumstances where a presentation was made to the Youth Council and quorum cannot be achieved the meeting will proceed and honorariums will be granted.

Joint Meetings

- 6.5. At least one of the committees must have quorum and in circumstances where all committees don't meet quorum, notes will be taken and meeting shall commence.
- 6.6. The chairperson will be decided based on the content.
- 6.7. The number of the motion will follow subsequent of the lead committee's previous meeting minutes.
- 6.8. All Committees attending the Joint Meetings shall accept and approve the minutes at their next regular meeting.
- 6.9. All Committee Members that are present at the Joint meetings can move and second motions.

APPENDIX A

CALL FOR APPLICATIONS PROCEDURE

Wiikwemkoong Unceded Territory Youth Council Terms of Reference

Appendix A.1 Call for Applications Procedure

1. Prior to the Term of Office there will be a posting to Wiikwemkoong Anishinaabek to serve on Ogimaa and Council government committees under the pillar system.
2. All applications must be in a sealed envelope and marked: Attention: "Committee/Elders/Youth Council"
3. All applications must be submitted to the Governance Unit, P.O. Box 112, Wiikwemkoong, Ontario , POP 2J0; Fax #1 705-859-3851 or E-mail wutcommittee@wiikwemkoong.ca
4. All applications must be submitted before the Deadline Date and Time as indicated on the posting.
5. All applications must contain an application form, letter of interest and resume.
6. A Criminal Record Check is required for the selected Committee Members for all Committees. The CRC will be requested after the selection process.
7. Criteria for Pillar Committee applications are the following: must be a Wiikwemkoong Anishinaabe, must be at least 18 years of age or older and must be available to meet at least once a month.
8. All applications will be opened by the Selection Panel identified in the Pre/Post-Election Work plan.
9. The Committee Member Selection Score Sheet will be utilized to make the selections of all the Pillar Committees.

In the event of any Vacancies,

10. To fill any vacancies, selection will be made by the existing pool of applications that were previously submitted at the beginning of the term.
11. These selections will be made by that Committee seeking to fill the vacancy and must be made by Committee motion, whereby the Committee minutes will be reviewed and approved by Ogimaa and Council at the next Council meeting.
12. In the event, that any of the applicants no longer expresses an interest to serve on the Committees, a Call for Applications will be posted within the Community to the Wiikwemkoong Anishinaabek in order to fill the vacancy.

APPENDIX B

COMMITTEE MEMBER REMOVAL PROCEDURE

Wiikwemkoong Unceded Territory Youth Council Terms of Reference

Appendix B.2 Committee Member Removal Procedure

1. If more than three (3) consecutive meetings are missed, the appointment of that member shall be subject to review and may result in removal which includes any absences with notices.

APPENDIX G

Wiikwemikoong Law Development

Wiikwemkoong Law Development

Law	BCM#	Law Enactment Date
Children's Bill of Rights	#604-2013	27-Nov-13
Wiikwemkoong Gchi Naaknigewin	#285-2014	14-Jun-14
Matrimonial Real Property Law	#676-2014	15-Dec-14
Community Standards	#129-2016	04-Apr-16
Residency Law	#305-2016	01-Mar-14
Dog & Cat Control Law	#51-2017	21-Feb-17

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