

ANISHINAABEG
OF
NAONGASHIING

INAAKONIGEWINAN

MISSION STATEMENT

Our mission is

To ensure, enhance and protect the culture, traditions, language, resources, health, social and economic well being of the Anishinaabeg of Naongashiing.

ADMINISTRATION CODE

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**ADMINISTRATION CODE
DEFINITIONS**

Bi Monthly	Every other Month
Community Member	Any member of the Anishinaabeg of Naongashiing
Confidential	Matters that should not be shared by the public, because they refer to matters that are governed by privacy of the individual or when public knowledge of the facts could be detrimental to the First Nation.
Council of Elders	A group of Elders from the community, appointed by the Anishinaabeg of Naongashiing to act as advisors in the implementation of this code.
Ethics Committee	A committee for the purpose of determining whether the principals of this code are being followed.
Electors	Members of the First Nation, who are over the age of 18 years and eligible to elect Chief and Council as outlined in the Election Code.
Electoral Officer	Senior Elections Officer as outlined in the Election Code.
In Camera	A part of a meeting closed to the public, for the purpose of discussing confidential matters.
Immediate Family	The spouse, children, parents or siblings.
Majority	50% plus one of eligible electors, voting on a matter.
Management Team	Chief and Council together with the First Nation Program supervisors.
Quasi- legal	A board set up by a level of government to act as an adjudicator for a particular purpose, with the power to make decisions which have legal authority unless appealed to the courts.

Quorum

A majority of any Board, Committee or any two members of Chief and Council.

PERSONNAL CODE

1.0 PURPOSE

The purpose of this code is to :

- a) Provide a framework to ensure the fair and equitable for the hiring, employment and dismissal of person employed by the First Nation.
- b) To set the responsibilities of the staff of the Anishinaabeg of Naongashiing..
- c) Act as a tool to assist management to fulfill its mission.
- d) Guide elected officials and staff members, by detailing procedures to ensure transparency and accountability to the community in the fulfillment of their duties.

This document, together with the election code, the financial code, the administration code and the relevant program policies shall detail the basis for good governance, transparency and accountability in the community.

2.0 PRINCIPLES

- 2.01 This code will be consistent with the traditions of the Anishinaabeg of Naongashiing and shall harmonize the need for good governance with the rights and freedoms of the people.
- 2.02 Every member of the of the staff of the Anishinaabeg of Naongashiing shall have the right to be respected and treated with equality and fairness,
- 2.03 In accordance with Anishinaabeg customs and traditions, the elders of the community shall be consulted in all matters of governance and their advise be given special consideration in the decision making process
- 2.04 The Anishinaabeg of Naongashiing is an equal opportunity employer. Equal opportunity mean that every individual hall have an equal opportunity for employment. There shall be no discrimination by reason of age sex, ethnic or racial origin. Religion or disability, provided that any exemptions may be permitted where an affirmative action procedure is in place
- 3.01 The Electors of the Anishinaabeg of Naongashiing hold the right to determine the governance of the community, they,
 - a) Elect or recall the members of Chief and council.
 - b) Only the electors can approve, amend or revoke this code or any other code, at any time developed by the community.

- c) through the system set out in the Election Code, approve the acquisition and disposal of lands and other trust resources.
- d) Ensure the compliance with this or any other code, through representation on the Ethics committee.

3.02 The Electors of the Anishinaabeg of Naongashiing will select from among themselves five (5) members to sit as a ethics committee. This committee will be responsible to determine whether any alleged breach of this or any code, adopted by the Anishinaabeg of Naongashiing, has any merit.

3.03 The Ethics Committee will be composed of Electors who are NOT:

- a) Full-time staff members.
- b) Members of the designated Elders Council
- c) Members of Chief and Council

3.04 The electors, at a scheduled community meeting, will elect from amongst themselves the members of the ethics committee. The first such election will elect two members to sit for two years and three members to sit for fours years. In all future elections the term of office will be for four years.

4.0 **COUNCIL OF ELDERS**

The council of Elders of the Anishinaabeg of Naongashiing provide the community, Chief and Council and the staff with guidance and spiritual leadership to ensure the traditions, culture and principals of the Anishinaabeg of Naongashiing are followed in the governance and administration of the programs, policies and projects in the community.

5.0 **CHIEF AND COUNCIL**

5.01 Chief and council, as a body, have executive authority.

5.01 Chief and council shall be responsible and accountable for:

- a) Peace and good governance.
- b) Implementation of the collective decisions of the Anishinaabeg of Naongashiing.
- c) Protection of the inherent and treaty rights of the Anishinaabeg of Naongashiing.
- d) Regulation of all matters of administration.
- e) Negotiate with other levels of governments and agencies to enhance and protect the social and economic well being of the Anishinaabeg of Naongashiing.

5.03 No member of Chief and Council shall act in any manner without the agreement of a quorum of council, unless that authority has previously been given at an open meeting of council or by consensus of the Anishinaabeg of Naongashiing.

6.0 **THE CHIEF.**

6.01 The Chief is :

- a) The official spokesperson in all affairs of the Anishinaabeg of Naongashiing.
- b) The prime representative of the Anishinaabeg of Naongashiing in all inter governmental affairs.
- c) The chair of all general meetings of the members.
- d) The chair of all meetings of council.
- e) A member of all authorities, boards or committees established from time to time by Chief and Council.
- f) Responsible for the delegation of duties to councilors, by the establishment of portfolios as required.

7.0 **THE COUNCILORS**

7.01 The councilors shall:

- a) Assist the chief in the execution of the duties as assigned at any time.
- b) Fulfill the duties of all matters within any portfolio assigned by the Chief.
- c) Bring to the attention of the council any matter that will enhance the affairs of the Anishinaabeg of Naongashiing..
- d) Bring to council any concerns expressed by the electorate of the Anishinaabeg of Naongashiing.

8.0 **THE STAFF EMPLOYEES**

8.01 The staff employees are those employees appointed by Chief and Council of the Anishinaabeg of Naongashiing to administer the programs, services and projects of the Anishinaabeg of Naongashiing on a day to day basis, including those persons on First Nation payroll and those retained under a contract.

8.02 The Staff Employees will be responsible for the day to day administration of those programs services and projects in a fair and equitable manner that is consistent with:

- a) Approved program policies
- b) Established program work plans.
- c) Approved budgets.
- d) Financial polices of the Anishinaabeg of Naongashiing
- e) Human Resource Policies of the Anishinaabeg of Naongashiing.
- f) This and any other code of the Anishinaabeg of Naongashiing relevant to the program, service or project.

9.0 **COUNCIL MEETINGS**

9.01 Council meetings shall be held on a regular basis, at least once per month, at Saug-a-gaw-sing I.R. #1 notice of all regular monthly meetings, showing date, time and place shall be posted in prominent place within the community.

9.02 The Chief will call and attend all regular meetings of council, and may call a special meeting at anytime.

9.03 Wherever possible, all regular meetings of council will be opened and closed by an Elder from the community, and the Elders will be encouraged to be present and provide input and advise to Chief and Council.

9.04 All meeting of Chief and Council will be open to the members of the Anishinaabeg of Naongashiing, except in the following circumstances:

- a) When any matter that is being discussed identifies an individual member of the community and would be a breach of confidentiality.
- b) When personal matters with respect to staff members are being discussed.
- c) When matters that involve the awarding of contracts are under discussion.
- d) When council is discussing legal matters that involve client/lawyer privilege..

When any of the above matters are under discussion the meeting will be closed to the membership and any other persons present during the discussions, but will be reopened for the recording of any decisions that were made during the closed session.

- 9.05 Before any matters referred to in section 9.04 are discussed the record will show that Chief and Council are in closed session, the reason for the closing of the session, and those persons requested by Chief and Council to attend that session. All discussions in a closed session are confidential, and no person in attendance at the session may share any of the discussions with any other person.
- 9.06 Notwithstanding Section 9.05, when the discussion is related to an individual community or staff member, the outcome of the discussions may be shared with that person, but not the details of the discussion, and only the decision as recorded in the minutes is to be made public.
- 9.07 Any member of the Anishinaabeg of Naongashiing may request to be heard by Chief and Council, and providing at least 48hrs notice has been given will be added to the agenda of the council meeting.
- 9.08 Any person or organization may request to make a presentation to Chief and Council, and it is at the discretion of Chief and Council, as to whether that presentation will be made at a regular meeting of council, or at a special meeting convened for the purpose of hearing the presentation.
- 9.09 Any person wishing to speak at an open meeting of Chief and Council, may only do so, when recognized by the Chief, who is chairing the meeting.
- 9.10 All council meetings shall have a written record of the meeting, which shall show the members of council in attendance, as well as any other persons who are in attendance and speak at the meeting, the matters discussed and the decisions made. These records shall be transcribed and be made available to the membership. Under no circumstances will any electronic record, either visual or audio, be permitted without the consent of Chief and Council.

10.0 COMMUNITY MEETINGS

- 10.01 The Chief will call a community meeting at least Bi-monthly, and at any other time when any matter of immediate concern to the Anishinaabeg of Naongashiing requires community input and must be decided prior to the next scheduled community meeting.
- 10.02 The Chief must convene a community meeting on any matter, when at least 10 electors present a signed petition to council for a community meeting.

- 10.03 Chief and Council will annually prepare a schedule of all regular community meetings during the fiscal year and will circulate the schedule to the members of the Anishinaabeg of Naongashiing. Further notice of a community meeting showing date, time, place and agenda will be posted at least seven days prior to that meeting.
- 10.04 Chief and Council will annually schedule a community meeting at the following locations:
- a) Winnipeg
 - b) Fort Frances
 - c) Thunder Bay
 - d) Kenora
- These meetings will allow community members who do not reside at Saug-a-gaw-sing I.R. #1 to express their concerns and receive reports from Chief and Council.
- 10.05 Council will present to the membership at a duly convened community meeting the following:
- a) the annual budget outlining the amounts to be spent in each program.
 - b) Any new agreements between the Anishinaabeg of Naongashiing and any other government or agency.
 - c) The annual audit and the audit review received from Indian and Northern Affairs Canada.
 - d) Program policies and any proposed changes to those policies.
 - e) Annual report to membership in connection with the administration of the programs.
 - f) Minutes of all open council meetings.
 - g) Minutes of all community meetings.
 - h) Any other documents that may be relevant to any matters under discussion at the meeting.
 - i) A report outlining council's activities since the last community meeting.
 - j) Auditors Management letter.
- 10.06 Chief and council may, at any time, at a community meeting request the assistance of any staff member or any person retained for the purpose of a particular project to present the matter to the community.

- 10.07 Chief and Council will not at any community meeting, discuss matters that are personal to individual community members and do not affect the community at large. These matters will be acknowledged and arrangements made to discuss the matter at a private meeting.
- 10.08 Notwithstanding section 10.06, when any matter of a personal nature reveals an error, omission or other failing in a policy or procedure of the Anishinaabeg of Naongashiing, then that matter will be discussed and such policy or procedure will be amended.
- 10.09 All community meetings will have a written record of the discussions and decisions; these records shall be transcribed and available to the membership upon request.
- 10.10 All documents referred to in section 10.04 of this document will be available to the membership at the offices of the Anishinaabeg of Naongashiing during regular office hours. A copy of any of these documents may be obtained by the membership when at least 24 hours notice is given for that request.

11.0 **ADMINISTRATION**

- 11.01 The administration provides the day to day management and operation of programs and activities of the Anishinaabeg of Naongashiing.
- 11.02 Chief and Council are responsible for the transparent and accountable administration of all programs and services delivered in the community, to ensure this goal Chief and Council will:
- a) Establish program policies for all programs and services, and will review them at least on an annual basis.
 - b) Establish and review, at least annually, human resources and financial policies.
 - c) Review and approve all program work plans.
 - d) Review reporting requirements from other governments and agencies, and establish and approve reporting requirements for programs and services delivered by the Anishinaabeg of Naongashiing.
 - e) Establish, approve and monitor an annual budget for all programs, services and activities of the Anishinaabeg of Naongashiing.
 - f) Appoint signing officers for the Anishinaabeg of Naongashiing.
 - g) Execute all agreements between the Anishinaabeg of Naongashiing and other governments and agencies.
 - h) Set remuneration and benefits for all employees.
 - i) Establish and review on at least an annual basis job descriptions for all staff employees of the Anishinaabeg of Naongashiing.

- j) Confirm all appointments of regular staff of the Anishinaabeg of Naongashiing.
- k) Review the annual performance reviews of all staff of the Anishinaabeg of Naongashiing.
- l) Approve terms of reference for all boards, authorities and committees.
- m) Appoint members of those authorities, boards and committees.
- n) Appoint representatives from the Anishinaabeg of Naongashiing to tribal boards and agencies.
- o) Approve all terms of reference for consultants, contractors and other short term or project related hiring.
- p) Approve and execute all contracts awarded for special projects.
- q) Establish, review and amend on a annual basis, long term plans for the community, in consultation with the membership.
- r) Establish necessary procedures, as the need arises to ensure the efficient administration of the programs and services of the Anishinaabeg of Naongashiing.

11.03 Chief and Council shall retain a First Nation Manager, who shall be part of the management team, and will have direct authority from Chief and Council to ensure that the regulations and approvals of Chief and Council are implemented.

11.04 Chief and Council shall retain a financial officer who will have direct authority to ensure that all financial regulations and approvals are implemented.

11.05 All programs, services and projects will be administered by a supervising director, manager or administrator, who shall have a line of authority from the First Nation Manager.

11.06 All supervising directors, managers or administrators, to whom authority to administer any program, service or project, has been delegated by Chief and Council, will administer that program, services or project within the approved policies, workplans and budgets. Any variation from these approved policies, workplans and budgets will require the prior approval of Chief and Council.

11.07 Chief and Council by delegation of the day to day operations of the programs and services to designated staff members, also delegate the responsibility to abide by this code to the designated staff members.

- 12.0 **RIGHT TO PRIVACY OF PERSONAL INFORMATION.**
- 12.01 The Anishinaabeg of Naongashiing during the course of the administration of the programs, services and projects, collects a great deal of personal information about the members, residents and staff of the Anishinaabeg of Naongashiing. Every person has the right to expect that this information will be protected and will not be shared with others without the expressed consent of the client, community member or staff member.
- 12.02 This information may include, but is not limited to:
- a) Family information.
 - b) Social Insurance numbers.
 - c) First Nation Membership and numbers.
 - d) Medical information.
 - e) Financial Information.
 - f) Services received.
 - g) Information shared with staff of a confidential nature.
- 12.03 This information is considered confidential and will not be shared with any individual, agency or government, except in the following circumstances:
- a) The expressed written consent of the person concerned.
 - b) Where required by law, or by a funding agreement signed by Chief and Council of the Anishinaabeg of Naongashiing.
- 12.04 Any referrals to any outside agency, government or Tribal authority for services, will require the consent of the person concerned, before any personal information will be provided, and that information will be limited to the consent given.
- 12.05 Any member of Chief and Council or the staff of the Anishinaabeg of Naongashiing, who during the course of their employment or term of office, has any knowledge of a personal nature about a member of the First Nation and divulges that information, without the expressed consent of the member, unless that information is a requirement of a law or an agreement, is in breach of this code and is subject to action under this code.

13.0 **CONFLICT OF INTEREST.**

The conflict of interest component of this code applies to both Chief and Council and to the staff members to whom Chief and Council has delegated the responsibility for the day to day operation of programs. This can refer to matters within the community and to activities outside the community that may impact on the good governance and administration of the affairs of the Anishinaabeg of Naongashiing.

13.01 Chief and Council and all employees of the Anishinaabeg of Naongashiing, whether full time employees or short term project employees, are expected at all times to conduct themselves in a manner, that is not only fair to all members of the community, but is also perceived to be fair, by the membership at large.

13.02 For greater clarity, when any matter, that involves a benefit or a penalty of any description, for a council member, staff member or immediate family member, when the council member or staff member has the authority to make a decision on the matter, that person will:

- a) Disclose the conflict and the nature of the interest for the record.
- b) Take no part in the discussion.
- c) Make no attempt to influence the decision.
- d) In the case of a council member, the person will remove themselves from the discussion table.
- e) In the case of a staff member that person will refer the matter to their supervisor, another staff member or in the event that this is not possible will refer the matter to the First Nation Manager, who will decide the matter or refer it to Chief and Council.

13.03 It is the duty of all members of Council and employees of the Anishinaabeg of Naongashiing to disclose any affiliation, business or undertaking that may conflict with their duties to the First Nation. All such affiliations should be reported to Chief and Council who will determine whether the conflict is such that the person should remove themselves from either the other organization or from their position with the First Nation, or whether a declaration of the conflict and removal from any discussions that involve both the First Nation and any other organization will be sufficient to protect the interests of the Anishinaabeg of Naongashiing.

13.04 Any employee nominated for Chief and Council, shall take a leave of absence with pay from their position, effective on the day of nomination and ending on the day following the election.

- 13.05 Any elected official or member of the staff of the Anishinaabeg of Naongashiing, who runs for elected office with a First Nation political organization or with the Government of Canada or any Province, will take a leave of absence during the campaign. In the event that the person is elected to the office, he/she will resign from their office or staff position.
- 13.06 No employee of the Anishinaabeg of Naongashiing, who is nominated for office, may use any information gained through their employment, that is not available to the general membership, to give themselves an advantage in any election campaign.
- 13.07 No member of Council or staff member shall derive a benefit to themselves, that is not available to the general membership of the Anishinaabeg of Naongashiing, solely from their office or employment.
- 13.08 Notwithstanding Section 13.7, members of council and employees of the Anishinaabeg of Naongashiing, may be reimbursed for duly documented and approved expenses incurred in the execution of their duties, and may receive remuneration as approved by Chief and Council, within the program budgets.
- 13.09 No member of Chief and Council or employee receiving remuneration from the Anishinaabeg of Naongashiing for attendance at any meeting, board or agency may receive expense payments from both that agency and the Anishinaabeg of Naongashiing. Any such payments received when expenses have been claimed from the Anishinaabeg of Naongashiing should be returned to the First Nation.
- 13.10 Any employee of the Anishinaabeg of Naongashiing who receives any honorarium from another board or agency, where they are representing the Anishinaabeg of Naongashiing, will report the matter to Chief and Council, who will determine whether the employee must return that honorarium to the Anishinaabeg of Naongashiing.
- 13.11 No member of Chief and Council or any employee may accept any gift, from a supplier or service provider that is intended to influence any decision of council or program staff. Any such offer of a gift either for goods or cash must immediately be reported to Chief and Council, who will determine whether that gift should be accepted on behalf of the Anishinaabeg of Naongashiing.
- 13.12 Notwithstanding section 13.11, any offer of monies or goods for a specific purpose, i.e. a donation for Christmas hampers, recreation purposes or to a specific program of the Anishinaabeg of Naongashiing, may be accepted, and such offer reported to the immediate supervisor, who in consultation with the program manager will decide the use of the gift.

- 13.13 Chief and Council may authorize participation by the Anishinaabeg of Naongashiing and its employees in any organization which is in the best interests of the community and its members, provided that:
- a) The purpose of the organization meets the goals of the community
 - b) Membership in the organization is approved by Chief and Council.
 - c) Membership in the organization and the duties of that membership will not conflict with the duties to the Anishinaabeg of Naongashiing.
 - d) Membership in any professional organization directly relates to the duties at the Anishinaabeg of Naongashiing.

13.14 Any employee of the Anishinaabeg of Naongashiing, who attempts to influence a decision of any other program manager or supervisor in such a way to derive any benefit for themselves or an immediate family member, will be deemed to be in a position to have a conflict of interest and therefore in breach of this code.

14.0 **DISPUTE RESOLUTION.**

To ensure fairness and equality in the administration of all programs, services and projects administered by the Anishinaabeg of Naongashiing, it is necessary for the membership to have a clear and transparent method by which they , as community members, may resolve any disputes they may have with the administration of programs and services.

- 14.01 When a member of the Anishinaabeg of Naongashiing believes that they have not been treated in a fair and equitable manner according to the program policies of the Anishinaabeg of Naongashiing, the Program Manager should advise them of this dispute resolution process, and the steps that can be taken to resolve the matter.
- 14.02 The community member should detail the complaint in writing to the immediate supervisor, who will review the matter and any documentation, will meet with both parties concerned to attempt to resolve the matter. While any community member may have a staff member or family member advocate on their behalf, the community member themselves must file the dispute and be part of all discussions in the matter.
- 14.03 In the event that no resolution to the matter has been found, the supervisor will refer the matter to the First Nation Manager, along with all available documentation. The First Nation Manager will review the documentation and any other relevant information, will meet with all parties and attempt to resolve the matter.
- 14.04 Any unresolved matters will be referred by the First Nation Manager, in a written report, to the Elders Committee, who will review the situation, in

any way they may see fit, which may include a review of the written documentation, private meetings with all parties, joint meeting with all parties, or any other method that that the Elders may feel is appropriate following the customs and traditions of the Anishinaabeg of Naongashiing. The Elders will then make their recommendations as to the outcome of the specific matter and any recommendations for policy changes.

- 14.05 Chief and Council will review all available information and then make the decision whether to accept the recommendations of the Elders and to confirm their decision or to refer the matter to mediation.
- 14.06 Either Chief and Council or any other party to the dispute may refer the matter to a mediation board, the composition of this board will be:
- a) One member selected by Chief and Council.
 - b) One member selected by the party disputing the decision.
 - c) One member who has knowledge of the subject under review and who has knowledge of the customs, tradition and operations of the Anishinaabeg of Naongashiing, and is acceptable to both parties.
- 14.07 The mediation board will review all available documentation, call whatever parties it may wish and meet with all parties concerned.
- 14.08 The mediation board is at arms length from the Chief and Council and the administration, and therefore Chief and Council cannot direct its activities, but any person in the employment of, or holding office with the Anishinaabeg of Naongashiing will be expected to cooperate fully with the board.
- 14.09 The mediation board will make a recommendation in writing to both parties.
- 14.10 All procedures under this dispute resolution process will be considered of a personal nature, and therefore all matters will be dealt with in closed meetings and all reports will be considered confidential.
- 14.11 Notwithstanding section 14.10 where any report or finding identifies a deficiency or error in a policy that matter alone will be brought to an open meeting of council and the necessary amendments made.
- 14.12 Nothing in the dispute resolution process removes the right of any aggrieved party to avail themselves of any legal or quasi-legal alternative available to them.

- 14.13 The Anishinaabeg of Naongashiing will be responsible for all costs associate with this dispute resolution process.
- 14.14 Notwithstanding section 14.13, should any party to the dispute decide to utilize the options available in section 14.12, any costs associated with this option will be the responsibility of the complainant.
- 14.15 The membership of the Anishinaabeg of Naongashiing has a means of redress, already detailed in the Election Code, as to how disputes with the decisions of Chief and Council are resolved, therefore, this dispute resolution process deals only with administrative decisions, not the conduct of Chief and Council.
- 15.0 **BREACH OF CODE.**
- This code details the basis of the governance and administration structure of the Anishinaabeg of Naongashiing and has been approved by the membership, therefore any breach of this code is a serious matter and as such must have a penalty attached.
- 15.01 No member of the Anishinaabeg of Naongashiing, who initiates action under these sections of the code, will be subject to any reprisal or discrimination by any member of Chief and Council or the staff of the Anishinaabeg of Naongashiing, due solely to their action under this code.
- 15.02 No staff member of the Anishinaabeg of Naongashiing, who initiates action under these sections of the code will be subject to any reprisal or any other action under the Human Resource policies of the Anishinaabeg of Naongashiing.
- 16.0 **BREACH OF CODE BY EMPLOYEES OF THE FIRST NATION.**
- 16.1 Remedy for a breach of this code by an employee will be under the jurisdiction of the duly elected Ethics Committee who, in a closed meeting, will investigate the allegation, and with the advise of the Elders will reach a decision as to whether the allegation is verified.
- 16.2 In the event that the allegation is found not to be true, the matter is resolved and no record of the allegation will be documented.
- 16.3 If the allegation is verified and a breach of the code has occurred the staff member will be subject to discipline as outlined in the personal policies,

with the level of penalty dependent on the severity of the breach, as determined by the Ethic Committee. The minimum penalty for any breach of this code will be a written reprimand on file and the forfeiture of one week's remuneration.

16.4 Any verification of a breach of this code, and the penalty attached will be brought to an open meeting of council and recorded in the minutes of that meeting.

16.5 Any staff member who receives a penalty under section 14.3 of this code may avail themselves of the dispute resolution process as outlined in this code.

17.0 **BREACH OF CODE BY CHIEF AND COUNCIL.**

17.01 Any member of the Anishinaabeg of Naongashiing who contends that any member of Chief and Council has breached this code, should present the allegation in writing, signed by 10 electors of the Anishinaabeg of Naongashiing, to the First Nation Manager.

17.02 The First Nation Manager will meet with the Ethic Committee, the Council of Elders and the appointed Electoral Officer of the Anishinaabeg of Naongashiing to investigate the allegation.

17.03 Provided there appears to be substance to the allegation, the Electoral Officer will initiate the recall process, as outlined in the Election Code.

17.04 Any further action under this section of the administration code will follow the recall procedure of the election code and any penalty or redress will be decided by the electorate present at a meeting called for that purpose.

18.0 **AMENDMENT OF THIS CODE.**

18.01 This code, when ratified by the electorate, cannot be amended or revoked by Chief and Council, without the consent of the Electorate.

18.02 For greater certainty, any amendments to this code must be approved following the same procedures and time frames as those required to amend the election code.

18.03 Prior to any ratification of any amendments to this code, a special general meeting must be called to discuss the proposed amendments and the

reasons for the amendments, and a full copy of the proposed amended code must be provided to the membership.

This administration code was ratified by the membership at a meeting called for that purpose on the 15TH DAY OF AUGUST 2005

This code was ratified by a majority of the Electors present at the meeting.

This code was proclaimed as the Administration code of the Anishinaabeg of Naongashiing at an open council meeting held (date) at (Location)

Chief Albert Handorgan

Councilor Carl Big George

Council Patrick Handorgan.

Elder

Elder