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13.0.0

BUDGETING

1. Purpose

Okanagan Band Staff Manager/Directors are responsible for producing departmental budgets for the purpose of effective planning, maintaining control and accountable to the Band Manager and ultimately to the Okanagan Indian Band Council.

2. Budget Development

Fiscal year of the Okanagan Indian Band is from April 1st to March 31st. Department Budgets are to be developed by the Manager for presentation to their Committee no later than January 31st of each year.

Budgets should include:

- a. Previous Years Budget
- b. Identification of over expenditures/under expenditures in previous years budget.
- c. Proposed fiscal year budget
- d. Proposed budget shall include detailed breakdowns of proposed salaries, overhead costs, and other expenditures.
- e. Proposed budget shall also include and explanation of proposed changes from previous fiscal year budget.
- f. Where budget changes are requesting new job creation/positions the proposed job description should be a part of the budget presentation.

3. Budget Approval Process

Submission to Band Council by January 31st, with First Reading by January 31st.

Submissions for final approval at the Special Finance Meeting to Band Council February 28th.

4. Authorization for Expenditure

Authorization for the current proposed budget is not appropriate until the Band Council has approved the Budget by motion as recorded in the Band Council Minutes.

5. Budget Amendments

Budget amendment's are to be taken for Chief and Council approval, when budget amendment/revisions are proposed.

6. Surplus/Deficit

Surplus in department budgets must be monitored for accountability purposes and for the purpose of the expectation that department staff goal is to arrive at a zero balance budget at year-end. The exception to this policy is the departments that rely on agreements/leases for their yearly budget.

Budget monitoring must be done by the Manager monthly with an immediate plan should a surplus be identified, approved by the Band Manager to present for amendment to the Band Council.

Director is responsible for providing to the Band Council Budget Variances. Variances should include an explanation for recovery in deficit and planned expenditures for surplus.

Deficit should be reported immediately to the Band Council with a plan for recovery put into effect immediately in consultation with the Comptroller.

7. Reporting

It is a requirement of this policy that Manager/Directors responsible for Budgets report the completion of this process to the Band Manager on or before the March 15, 2001 deadline for completion. Managers/Directors and the Band Manager report jointly to the Band Council.

13.0.1 FINANCIAL ACCOUNTABILITY

Financial Accountability Policy Of the Okanagan Indian Band

WHEREAS, the Chief and Council of the Band, wish to establish a comprehensive policy to govern financial accountability of the Band to its' members.

THEREFORE, the Chief and Council of the Okanagan Indian Band at a duly convened meeting resolves to adopt the following as its policy in respect of financial accountability of the Band to its Members.

I. GENERAL

Definitions

1. The following terms, whenever used in this policy, will have the meanings respectively ascribed:

“Band” means the Okanagan Indian Band

“Committee” means a committee of the Band

“Council” means Chief and Council of the Band

“Councilor” means any member of the Council

“Employee” means any employee or contractor of the Band

“Financial Officer” means the financial officer appointed from time to time by Council

“Membership” means the membership of the Band

Compliance with Policy

2. The Council, Employees, and Committee members will act in accordance with this policy.
3. The Council, Employees, and Committee members will not disclose confidential financial information unless authorized by this Policy.

II. FINANCIAL DECISION-MAKING PROCESS

4. Council, Employees, and Committee members will be provided with all financial information necessary to carry out their roles and responsibilities.

General Meetings

5. The Band will hold General Meetings not less than four times a year.
6. Council will communicate and consult with Membership at General Meetings on all-important financial issues that effect the Band before making decisions.

7. Council will hold community workshops and information sessions for Membership prior to Council making substantive changes to financial administration policy or prior to embarking on major financial projects.

Open Meetings

8. Council will provide notice of Council and General Meetings to membership.
9. Regular meetings of Council and General Meetings will be open to members. No member will be excluded from a Council or General Meeting except for improper conduct.

Minutes of Meetings

10. Council will keep minutes of all Council and General Meetings. The minutes of Council and General Meetings will be made available to membership at the next regular meeting. Council will provide copies of minutes to members upon request. Minutes of Council Meetings held *in-camera* will not be disclosed to members.

Finance Portfolio

11. Council will appoint a Committee to hold the Finance Portfolio for the Band.

Finance Committee

12. Council may appoint a special committee on financial matters (the "Finance Committee"). A Finance Committee will be comprised of not less than any combination of three (3) Councilors, and Members. The Chief of the Band will be an ex officio member of the Finance Committee and be entitled to vote at all meetings. Three members of the Finance Committee will be a quorum. The Finance Committee shall be the Chairs of the Band Committees.
13. The general duties of the Finance Committee are as follows:
 - a. To consider all financial matters referred to them by Council;

- b. To consult with Membership before making recommendations to Council;
- c. To report to Council from time to time as often as the interests of the Band may require; and
- d. To recommend such action by Council in relation to Band finances as they deem necessary.

Annual Budget

- 14. Council will oversee the preparation of the Annual Budget for each fiscal year.
- 15. Each program manager of the Band will prepare the program budget for the operation of the program, and will submit the prepared budget to the Committee, then Council. For each program budget, Council may increase allocation of funds, reduce allocation of funds, or reallocate funds to different programs or sectors. Council will consolidate program budgets into an annual budget for the Band.
- 16. Council will present the Annual budget to membership at a General Meeting for discussion.
- 17. Council must approve the annual budget for the Band for each fiscal year by Band Council Resolution.
- 18. Council may amend the annual budget at any time before or after its implementation by Band Council Resolution.
- 19. A copy of the Annual budget will be:
 - a. Available during reasonable business hours of any business day at the Band office for inspection by any member upon a request for such inspection made to the Band Manager, and
 - b. Copy provided to any member upon a written request made to the Band Manager and payment of a reasonable photocopy fee, if requested by the Band Manager.

Expenditures

20. All payments and financial commitments of the Band will be in accordance with the Annual budget or in accordance with Band Council Resolution.

Monthly Financial Statement

21. No later than the 15th day of each month, the Financial Officer will prepare and deliver to the Band Manager a Financial Statement in respect of all Band finances for the preceding month showing:
 - a. An itemization of all revenue monies received and expenditures made;
 - b. Standing of the general ledger balances; and
 - c. Any other information that may be required or requested by the Band Manager.
22. Each monthly financial statement prepared and delivered by the Financial Officer to the Band Manager will be presented to the Council by the Band Manager or Financial Officer at the next regular meeting of Council.
23. Program Managers may be requested by Council to make a financial activity report to Council for the next regular meeting of Council.

Audit

24. Council will appoint by Band Council Resolution an auditor at the Annual General Meeting to audit the books and records of the Band.
25. The auditor will be a member of the recognized professional accounting association authorized to conduct audits.
26. The auditor is entitled to access the following Band information:
 - a. All books, records, accounts, and vouchers
 - b. Information from any Program Manager necessary for the completion of the audit.

- c. Council resolutions, bylaws, and minutes;
- d. Administration and financial regulations; and
- e. Agreements, contracts, and any other related documents required by the Auditor to complete the Audit.

27. The auditor is entitled to attend any Council or General Meeting, and to receive every notice and other communication relating to such meetings that a Member and Councilor are entitled to receive, and is entitled to be heard at any Council or General Meeting that he or she attends on any part of the business of such meeting that concerns him or her as Auditor for the Band, or that concerns Financial Statement of the Band.

28. Council will provide the Auditor with instructions concerning the Audit, and through the Financial Officer, will assist the Auditor in the completion of the Audit.

29. The Auditor will include all transactions involving Band finances. The Audit must be in accordance with generally accepted audit procedures. The Audit will include a general review of the adequacy of the accounting procedures and systems of control employed to preserve and protect the assets of the Band.

30. The audit may be accepted by Council by Band Council Resolution prior to June 30th of each year.

31. The Auditor will present the Audit to Council and Membership at an Annual General meeting of the Band.

32. An original copy of every Annual Audit will be kept at all times by the Band as part of the permanent financial records of the Band.

33. A copy of the Audit will be:

- a. Available during the reasonable business hours of any business day at the Band office for the inspection of any Members upon a request for such inspection made to the Band Manger; and

- b. Copy provided to any Member upon a written request being to the Band Manager and payment of a reasonable photocopy fee, if required by the Band Manager.

III. CONFLICT OF INTEREST GUIDELINES

34. In this policy "Related Persons" means a spouse, parent, parent-in-law, sibling, child, grandchild, dependants, aunt, uncle, niece, nephew, any person with whom they currently reside, or controlled corporation.

35. In this policy "Financial Benefit" includes, but is not limited to:

- a. Employment benefits'
- b. Contract benefits;
- c. Educational, medical, or other social benefits;
- d. Honorariums
- e. The payment of any money; or
- f. The allotment, leasing, or other grant of interest in Band Lands.

36. A "Conflict of Interest" will arise when:

- a. A Councilor, employee, or committee member exercises an official power or performs an official duty or function in the execution of his or her office, job, or committee and at the same time knows or ought to know that in the performance of the duty or function or in the exercise of the power there is opportunity to receive a Financial Benefit for themselves or to provide a Financial Benefit to a Related person; or
- b. A Councilor's, Employee's, or Committee member's personal interests supersede or compete with their dedication to the best interests of the Band.

37. A Conflict of Interest will not arise if a Financial Benefit is intended or extended at the same time:

- a. To Membership

- b. To a group of Members who are identifiable by reference to age, gender, financial circumstances, or medical needs, or
- c. To Council as a whole.

38. Prior to approving a Financial Benefit to a Councilor, the council will determine whether the Financial Benefit is consistent with this policy and is consistent with standards of other federal governing boards.

39. All Council discussions and resolutions concerning Financial Benefits payable to Council or Councilor's will be made at General Meeting.

40. Councilors, Employee's, and committee members will arrange their private affairs and conduct themselves in a manner to avoid a Conflict of Interest.

41. Councilor's, Employee's, and Committee members with a Conflict of Interest will, without delay, declare the nature of the conflict and remove themselves from the meeting.

42. Where Councilor's, Employee's, and Committee members are unsure of whether they have a Conflict of Interest, the Councilor, Employee, or Committee member will raise the perceived Conflict of Interest with the Council, and the Council will decide whether a Conflict of Interest does exist with the Band.

43. A Councilor, Employee, or Committee Member with a Conflict of Interest will not exercise their powers as a Council, Employee, or Committee Member, and will:

- a. Not take part in the discussion of or vote on any question in respect of the matter;
- b. Immediately leave the meeting or the part of the meeting, to influence the opinion or vote of the Council on any question in respect of the matter; and
- c. Not attempt in any way to influence Employee's or Committee members in carrying out their duties.

44. Where a Conflict of Interest is discovered after consideration of the matter, the Conflict of Interest must be declared in writing to Council.
45. Any Councilor who fails to or makes an incomplete disclosure of a Conflict of Interest will pay to the Band a sum of money equal to the value of any and all Financial Benefits the Councilor or related person received and benefited from the undisclosed Conflict of Interest notwithstanding any other disciplinary action the Council may take.

IV. FINANCIAL INFORMATION DISCLOSURE

Purpose

46. The purpose of this Policy is to make the Band more accountable to Membership by giving Membership general rights of access to financial records to the Band in the custody or under the control of the Band. This policy also sets out specific limited exceptions to the Membership's right of access to certain financial records.

How to Make a Request for Disclosure

47. To obtain a request to a financial record, a Member must make a written request to the Band for a copy of the Financial record or make a verbal request to examine the financial record.
48. The Band Manager must make every effort to assist Members who make a request for the disclosure of financial records.

Band Response

49. The Band Manager must respond openly, accurately, and completely to the Member within 30 days from the date a request is received unless more time is required. If more time is required, the Band Manager will tell the applicant when the response can be reasonably responded to.
50. In a response under section 49, the Band Manager must advise the member in writing;

- a. whether or not the Member is entitled to have the financial record or part of the record disclosed to him or her;
- b. if access to the financial record or to part of the record is refused,
 - 1. the reasons for the refusal, and
 - 2. the Member may request a review of the Band Manager's decision by Council pursuant to Part V of this policy.

51. If the member is entitled to have the financial record disclosed to him or her and it can be reasonably reproduced, a copy of the financial record must be provided with the Band Manager response. The Band may charge the applicant a reasonable photocopy charge.

52. If the Member is entitled to have the financial record disclosed to him or her and it cannot be reasonably reproduced, the member must be permitted to examine the financial record at the Band office during regular business hours of any business day.

Exceptions to Disclosure

53. The Band Manager must refuse to disclose to an applicant financial information that:

- a. Would reveal the deliberations of Council or any of its committees, including any advice, recommendations, or policy considerations submitted or prepared for submissions to the Council or any of its committees unless those deliberations concerned the applicant;
- b. Legal opinions which are subject to solicitor client privilege;
- c. Other privileged documents which could reasonably expect to reveal information received in confidence from a government, Band, Society, Corporation, or harm the conduct of negotiations relating to aboriginal self-government, or treaties;

- d. could reasonably be expected to harm the financial or economic interests of the Band; or
- e. would be an unreasonable invasion of a third party's personal privacy, including personal financial information relating to eligibility for or receipt of employment benefits, income assistance, education benefits, or social service benefits, unless the financial information pertains to the payment of money, honorariums, contract fees, and employment benefits of a Councilor received from the Band for which the Band Manager must fully disclose upon request by a Member.

Third Party Disclosure

54. The Band may disclose a Members' financial information to another government body only if that financial information is required to ensure that the Member is complying with all eligibility requirements for Financial Benefits of programs administered by the Band.

V. DISPUTE RESOLUTION

Council Decisions

55. Prior to Council meeting to make a decision which may adversely affect the financial interest of a Member, Council will:

- a. Provide notice of the meeting to the Member disclosing the nature of the meeting, and
- b. Provide the Member with an opportunity to be heard either orally or in writing.

This section does not apply to Members who are Employees or Contractors of the Band.

56. Council will advise the Member of the decision and will disclose factors used in making their decision, which adversely affects the financial interests of a Member.

Administrative Decisions

- 57. A Member may appeal a decision of the Band Manager or Band administration, which adversely affects them financially within 30 days by providing Council a written notice to appeal and containing the reasons of appeal.
- 58. Upon receipt of a written notice of appeal from a Member, Council will hear the Member's appeal within 30 days at a Council meeting in accordance with Sections 54 and 55.

Mediation and Arbitration

- 59. In the event of a dispute between Council and Membership in respect of this policy, the dispute may be resolved either by mediation or arbitration if Membership at a General Meeting resolves to settle the dispute either by mediation or arbitration.

APPROVED AND PASSED at a duly convened meeting of the Council of the Okanagan Indian Band/First Nation this _____ day of _____, _____.

Chief

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

SRI FUNDS

Goal: To promote pride in the Okanagan Indian Band Youth through participation in educational and recreational training or activities.

Budget: Total budget for each fiscal year is \$12,000.00

- Graduation Bursaries \$3000.00
- 3 to 17 years of Age \$9000.00

Target for SRI Funds:

SRI Funding shall be used for youth recreation and education. Youth is defined for the purpose of the fund to be 3 to 17 years of age.

For graduation awards, the student age is not mandatory to receive a financial award.

Process and Criteria for Application

1. Okanagan Band Members are eligible to make application that is 3 – 17 years of age.
2. Families are limited to a \$250.00 maximum amount for this fiscal year. (April 1 – March 31)
3. Children or student sports teams may make application, however the amount of the contribution will be limited to 50% of the cost of equipment or registration.
4. Contributions for tuition or registration for individual applications will be limited to a 50% donation, to the maximum of \$250.00
5. Application forms must be filled out fully and include required documentation.
6. Applications are received on a first come first served basis.
7. Graduation bursaries are paid out in June of each year; the number of graduates divide the budget amount of \$3000.00
8. Cheque will be made payable to the institution or source identified and included in the application.
9. Cheque may be made out to individuals on the following conditions;
 - The application is pre-approved
 - Receipts are brought back within 30 days
 - The event or tuition must not be previously paid.
10. Applications for expenditures are under the authority of the Band Manager or the Band Comptroller.

SRU FUND APPLICATION

- 1. _____
Name(s) of Applicant(s)

- 2. _____
Mailing Address

- 3. _____
Telephone Number – Fax Number

- 4. _____
Activity Name and Amount Requested

***Please include verification of the expense to be incurred for the activity.
Include documentation of activity, poster, and registration.***

NOTE: Payment will not be made retroactive, if previously paid.

I understand that this application is subject to availability of SRI funds. The disbursement of the SRI Funds is based on the policy guidelines that I have read. I also understand that upon funds being paid, the I, on behalf of myself and/or my children release the Okanagan Indian Band from any liability for accident or injury, which may be incurred in reference to the particulars of this application.

Name

Date

13.1.1 PURCHASE POLICY

To ensure that most efficient and economical acquisition of goods and services for the Okanagan Indian Band, the purchasing function will be centralized in the Finance Department. Managers are responsible for obtaining quotes, standing offers for all supplies, equipment and services, including the rental of equipment, required by all Okanagan Indian Band for the administration of band services. Only the Band Manager is empowered to commit the credit of the Okanagan Indian Band, except for those instances where this power has been specifically delegated.

Suppliers, who accept orders from individuals or departments which do not reference an office purchase order number, and who subsequently invoice the Okanagan Indian Band for payment, will be advised that payment cannot be made for orders accepted from unofficial sources.

Purchases of material and services, with certain exceptions, will be covered by purchase orders that have been properly completed by authorized spending authorities.

The Okanagan Indian Band will invite tenders where practical services, where the estimated cost is in excess of \$500.00, except when the need is critical and where delays would not be in the best interest of the Okanagan Indian Band for all supplies, equipment and operations or where materials or services are unique.

Bids and tenders should be addressed to the attention of the Comptroller, who is responsible for making the decision in conjunction with the Director and Band Manager for the award.

As a ruling principle, orders, and contracts will be awarded to the lowest qualified bidder. However, all other things being equal, preference will be shown to local firms, British Columbia firms and Canadian firms, in that order. Any deviation from this principle will be as a result of negotiations between the Band Manager and the requisitioning departments.

Methods Used for Purchasing

Telephone Buy (T-buy)

The department uses these for small competitive purchases valued at under \$1000.00 when we can get a purchase order for something that can be easily identified over the phone and must be

delivered quickly. The department manager phones at least three companies including the last successful company from our source list. They give their bids over the phone. The one that offers the lowest price and fulfills all of the terms of the requirement wins the contract.

Request for Quotation (RFQ)

The Okanagan Indian Band normally sends out RFQ's when a request is received for goods and services valued at less than \$5,000.00. The bid documents are kept simple so that the contract can be awarded quickly.

Invitation to Tender (ITT)

The Okanagan Indian Band normally sends out ITT's when the opportunity is worth \$10,000.00 or more and has straightforward requirements, such a request for off-the-shelf goods. The lowest-price responsive bid, (the lowest bid that complies with all the mandatory requirements specified in the ITT document) will be awarded the contract.

Request for Proposal (RPF)

The RPF, while generally used for requirements of \$10,000.00 or more is often employed for purchases where the selection of a supplier cannot be made solely on the basis of the lowest price. An RPF is used to procure the most cost-efficient solution based upon evaluation criteria identified in the RPF.

Request for Standing Offer

This bid method is very different from the others. When the Okanagan Indian Band sets up a standing offer with a company, the company is offering to provide a given product or service at a specific price during a certain time period. Standing offers are not contracts. If and when the band issues a call-up against a standing offer, then a contract is made.

Sole Sourcing

The Okanagan Indian Band will try to avoid going to only one company with a bid opportunity. Only under certain circumstances will the band use this method. The product or service is required immediately due to pressing emergency and there is not enough time to issue a competitive tender.

There is only one qualified company, such as a company that has developed a patent, or copyrighted product or service.

It is not in the best interest of the band to hold a competition, for example for legal services.

13.2.0 BACKGROUND

The purpose of this policy is to ensure the information established on behalf of the Band Membership is handled appropriately. Band Council must ensure the confidentiality of some records of the membership by restricting access to such records to authorized Band staff, auditors, band Indian and Northern Affairs. Not all records of the Band Membership are restricted. The Privacy Act and the Access to Information Act have been used to delineate between exempt and non-exempt files.

13.2.1 Social Development Department

Individual and family social assistance records are the property of the Okanagan Indian Band.

The files must be kept in a locked filing cabinet.

Band Administration must ensure the confidentiality of personal records of its clientele by restricting access to such records except for authorized Social Development Staff, Indian and Northern Affairs, and the Band's Auditor's.

The clientele shall be given access to review their respective files in the presence of the Social Worker, or obtain a copy of their own personal information by writing to the Social Assistance Worker.

If the information is to be mailed to the client the Social Assistance Department shall send information using the double registered mail route. The ordinary mail route or registered route is not permissible.

13.2.2 Band Membership Records

Band Membership records are the property of the Okanagan Indian Band.

The files must be kept in the Band Vault.

The Band Membership clerk must ensure the confidentiality of personal records of the Band Membership by restricting access to such records except for authorized Band Employees, Auditors, and Indian & Northern Affairs Personnel.

Band Members must make a written application to view their own file. The Band Membership shall view the file in the presence of the Band Membership Clerk.

Personal information about a person may not be disclosed to any other party without the person's written consent, except under specific circumstances authorized by and described fully in the Privacy Act.

13.2.3 Social Housing Program

Social Housing files are the property of the Okanagan Indian Band.

The files must be placed in the Band's vault.

The Public Works Manager must ensure the confidentiality of personal records of the Band Member by restricting access to such records except for authorized Band Employees, Auditors, Council, CMHC Personnel, Band Legal Council, and Renter.

Collection or Termination Notices sent to the Renter must be sent via the Double Registered mail route.

13.2.4 Post Secondary Education Program

Post Secondary student files are the property of the Okanagan Indian Band.

The files must be place in a locked filing cabinet.

The Education Coordinator must ensure the confidentiality of student records by restricting access to such records except for authorized Band Employees, Auditors, and INAC personnel.

The Education Coordinator shall not release information to an Educational Institute or an Employer unless written authorization is obtained from the Band Member whom the transcripts belong to.

See: Consent to Release of Information Form.

13.2.5 Personnel Records

Personnel records are the property of the Okanagan Indian Band.

The files must be placed in a locked filing cabinet.

The Finance Manager must ensure the confidentiality of the Band's employee records by restricting access to such records except for authorized Band Employee's.

13.2.6 Band Council Minutes

Band Council Minutes are the property of the Okanagan Indian Band. Council Minutes must be signed and approved by the Recording Secretary and the Chief. The agenda and Council Kits shall be filed with the minutes to make up the permanent part of the record.

These original minutes must be stored in the Band vault.

That the taped recordings and their minutes for Band Council be held as part of our records and stored in the vault. A motion carried unanimously May 25, 1992.

13.2.7 Land Files

All decisions concerning land allocations and property boundaries derive from Band Council Resolutions and therefore are a matter of public record. As such, the registry of land transactions must be reasonably open to scrutiny by Band Members.

Decisions concerning land allotments both temporary and permanent shall be made available to the Band Membership for review under the supervision of the Land & Estates Department.

Decisions concerning boundary decisions for the purpose of survey consents shall be made available to the Band Membership for review under the supervision of the Land & Estates Department.

A fee of \$0.25 per page shall be charged to the Band Member who wishes to obtain information.

13.2.8 Estate Files

Wills are private documents. These documents are protected under the Privacy Act. Access to this information is restricted.

13.2.9 Burial Policy

Purpose of this policy is to define a process for the provision of assistance to Band Members with financial costs for a family members funeral. Okanagan Indian Band members are eligible for assistance as provided for in this policy. The policy further provides for a Band Members "Hardship" donation for those family members whom are not Band Members but extended family members.

Cash Contribution

Band Members of the Okanagan Indian Band are provided with a cash donation from Band Revenue of \$1000.00 on behalf of the deceased member. The cheque must be made payable to a family member designated by the Head of the Family.

The Okanagan Indian Band Finance Department will issue the cheque immediately upon notification of the death by the family.

Cash contributions of up to \$500.00 may be paid out the Band members for a family that is not a Band Member if "hardship" criteria are met. For these policy purpose "hardship" criteria is:

1. The deceased family member is on social assistance, employment insurance, or pension.
2. The deceased family member's estate is nil.
3. The family members of the deceased are unable to provide assistance because of the same criteria as noted in number one.
4. It is verified that the deceased family member is not eligible for funding from another Band, or any other source.

For family members to receive the contribution of \$500.00 a written statement from the Head of the Family must be presented to the Band Manager, whom is responsible for ensuring the criteria is met. Upon confirmation that the criteria is met, the Band Manager shall consult with the Chief of the Okanagan Indian Band for authorization. The finance department will issue the cheque upon notification of the Band Manager.

Hall Fees

Rental fees for use of the Head of the Lake hall are waived for Funerals.

Cementary Burial Fees

Okanagan Band Members are entitled to receive up to \$600.00 for burial costs on reserve for internment, (backhoe and box). Arrangements shall be made for a transfer from Band Revenue to the Public Works Department for the costs as invoiced. In the event that this option is not chosen, no costs shall be paid.

Non Members Burial On-Reserve

Deceased members of a family may be buried at on reserve cemeteries providing that the deceased is of Okanagan Ancestry lineage.

For deceased family that are not of Okanagan Ancestry lineage family members must make the request for burial of non band members to the Okanagan Indian Band Council.

13.3.0 Contracts and Agreements for Services and Funding Purposes

Introduction

Okanagan Indian Band Administrative Department has the mandate for providing a variety of services to the membership. Often the provision of services provides for contribution agreements, contracts with external agencies, consultant contracts for specific service delivery.

The agreements, and contracts, while being under the departments for implementation, require a process for ensuring control and accountability.

This policy is intended to identify the process of approval on specific agreements and contracts for Okanagan Indian Band.

Policy Application:

The policy shall apply to:

Okanagan Indian Band Departments and Band Owned Companies.

Policy Objective

To increase the accountability for contracts and other agreements entered into on behalf of Okanagan Indian Band.

Definitions

Contribution Agreements – formal agreements between Indian and Northern Affairs Canada and the Okanagan Indian Band that relate the obligations of funding, terms, and conditions of payment.

Consultant Contract – A formal short term contract between the Okanagan Indian Band and an individual or organization that relate to a service or activity to be provided, and outlines and the terms and conditions, and does not exceed ten days in length and has approved Council budget.

Agreements – A formal agreement between the OKIB and an individual or organization that relates the service or activity to be provided, outlines the terms and conditions, a beginning and ending date.

Short Term Contracts – A contract entered into with an individual, company, or business that provides a one-time service for Okanagan Indian Band.

External Agency

Approval Process

For the purpose of this policy contribution agreements and other agreements entered into on behalf of Okanagan Indian Band must be approved at a duly convened meeting when they are:

1. Not in a specific approved budget of the department.
2. Term of the specified period for the contract is more than six months.
3. A contract in an amount exceeding the spending authority of the Managers, Directors, and Band Manager.

When the proposed agreement is renewal, and providing Terms and conditions of the agreement have not changed from the past agreement, in which case the agreement may be authorized by the Manager/Director and signed by the Band Manager.

Okanagan Indian Band Council may choose to delegate authority for signing agreements and contracts to the Band Manager by motion of a Band Council Meeting. The Band Manager has the authority to delegate approval to the Managers providing they have approval of Council to enter into agreements that run from year to year, conducive to the operation of the department and when the department manager has the responsibility for monitoring the agreement.

Consultants Contracts

Consultants contracts that are one time, not exceeding five days for workshops, seminars provided for the Departments of Okanagan Indian Band may be authorized and signed by the Managers/Directors providing they have been approved in the department budget or they are a part of a short term proposal that had prior approval of Band Council.

Consultants contracts that are long term must be approved by Band Council and authorized for signature.

Band Council Authority	Band Manager	Department Manager/Director
<p>Formal Business Agreements exceeding \$10,000.00 that have no formal budget.</p>	<p>Staff Contracts short term Consultants Contracts not exceeding \$5,000.00 Contracts and agreements exceeding \$5,000.00 pending Council approval.</p>	<p>Contracts and/or agreements not exceeding \$2,500.00 or as approved in the annual budget.</p>