
CREE NATION CHILD & FAMILY CARING AGENCY

General By-Law

(As Amended)

By-Law No. 1

Date: May, 1994

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Article I

Definitions

1. In this By-Law

- 1.1 The name shall be the Cree Nation Child and Family Caring Agency hereinafter known as the "Agency."
- 1.2 "Board" means the Board of Directors of the Agency.
- 1.3 "Committee" means Committee of the Board of Directors.
- 1.4 "Executive Director" means the person appointed as such, pursuant to the Subsidiary Child and Family Services Agreement between the Agency and the Province of Manitoba.
- 1.5 "Member Community" refers to each First Nation community as described in Article IV.
- 1.6 Wherever the masculine is used, the same shall include the feminine.
- 1.7 "Local Child & Family Services Committee" hereinafter known as the "Local Committee" means the committee established in each member community as defined in Article XVI.

Article II

Objects

"Mission Statement"

Robert B. [Signature]

Jurisdiction

- 2.1 The purpose of the Cree Nation Child & Family Caring Agency is to provide culturally appropriate support, strengthening and unity of children and families living within the Swampy Cree Tribal Council region and connected to the region.
- 2.2 The Cree Nation Child & Family Caring Agency will fulfil its mandate by providing effective and efficient community based and locally controlled services and programs that emphasize prevention and support and include child protection.
- 2.3 The Agency's goals, programs and services will be consistent with those set out in Sections 5 to 15 of the Subsidiary Child and Family Services Agreement between the Agency and the Province of Manitoba.
- 2.4 Specifically, the Agency's activities will include:
- .1 Investigating allegations or evidence that children may be in need of protection.
 - .2 Providing guidance, counselling and other family support services to families in their own homes for the prevention of circumstances requiring the protective placement of children.
 - .3 Protecting children.
 - .4 Carrying out guardianship responsibilities for any of its wards assigned by The Child and Family Services Act or any other Act.
 - .5 Providing for the emotional, mental or physical well-being of children under its care and supervision.

*Remove
or rewrite
to comply
with subsidiary
bylaws.*

- .6 Providing counselling and related services to minor, expectant and single parents and their children.
- .7 Placing children for adoption.
- .8 Developing and maintaining appropriate resources for children placed in its care.
- .9 Providing referral and coordinating services with other community services.
- .10 Providing education to sustain, support and enhance family life.
- .11 Giving careful study to the problems in the field of child and family well-being; and cooperating with others who are seeking to promote and implement changes in ideas, principles and methods which will result in improvement of community standards and living conditions of children and families.
- .12 Operating in a manner consistent with the above and within the meaning of The Child and Family Services Act in Manitoba, the Subsidiary Child and Family Services Agreement between the Agency and the Province of Manitoba, and any other Act affecting the Agency's work.

Article III

Seal

- 3.1 The Seal, an impression of which is stamped in the margin hereof, shall be the common seal of the Agency.

Article IV

Territorial Jurisdiction

On behalf of

4.1 The Agency shall have jurisdiction in the following communities:

- Chemawawin Cree Nation
- Wuskwi Sipiik First Nation
- Mathias Colomb Cree Nation
- Grand Rapids First Nation
- Opaskwayak Cree Nation
- Sapotawayak Cree Nation
- Mosakahiken Cree Nation

Article V

Principal Office

- 5.1 The principal office of the Agency shall be in the Otineka Mall, Opaskwayak Cree Nation, ~~The Pas~~, Manitoba or such other location as the Board shall designate from time to time.

Article VI

Membership

- 6.1 Membership in the Agency shall be limited to members of the First Nations communities listed in Article IV.

Article VII

Annual General Meeting

- 7.1 The Annual General Meeting of the Agency shall be held within one month of the delivery of the Audit by the Auditors to the Secretary-Treasurer, at a date and place to be fixed by the Board of Directors, and open to the general public. The Secretary-Treasurer shall give public notice of the Annual Meeting by publication thereof in newspaper having circulation in the Agency's territorial jurisdiction, and such publication shall be made at least one week prior to the date of the meeting. A quorum of the members of the Agency shall consist of not less than fifteen members.
- 7.2 The agenda of the Annual Meeting shall be determined by the Board of Directors, but will include a written report on the Agency's programs and services, including statistical information for the year under review.
- 7.3 Only voting age members as described in Article VI are allowed to vote at the annual meeting.
- 7.4 Business of the meeting will be conducted according to Robert's rules of order and/or such rules as may be established by resolution of the Board of Directors.

Article VIII

Board of Directors

8. The acknowledged authority of the Agency is the Board of Directors. Its objectives are:
 - 8.1 To ensure that services provided are within the Objects of the Agency.
 - 8.2 To ensure the highest possible standards of services are available to the member communities at reasonable cost.
 - 8.3 To comply with the terms and conditions agreed to in the tripartite agreement and any related subsidiary agreements.
 - 8.4 Provide guidance and policy direction to the Executive Director in carrying out the objects of the Agency.

Article IX

Powers and Duties

9. The powers and duties of the Board are:

9.1 To determine and effect the policies of the Agency in relation to the needs of the member communities.

9.2 To appoint an Executive Director in accordance with the terms of Article XII.

9.3 To provide guidance and policy direction to the Executive Director for carrying out the Objects of the Agency.

9.4 To provide every reasonable protection to children in its care, thereby fulfilling the legal and moral responsibility of the Board.

replace

9.5 To ensure maintenance of proper and adequate professional standards of service.

9.6 To approve annual and special budgets and any major financial decisions, and to see that proper financial reports are provided to Board members.

*Major
Community
Representation*

9.7 To coordinate the services of the Agency with other services, agencies and organizations in the community and to represent the interests of communities served by the Agency.

9.8 To ensure the maintenance of a stable board.

9.9 To maintain, revise and enforce the Agency's by-laws.

*Code
9.6.*

9.10 To keep or cause to be kept adequate records of all financial transactions.

- 9.11 To enter into contracts necessary to carry into effect its Objects.
- 9.12 To provide for the safe administration of funds given in trust.
- 9.13 To provide for the necessary interface between the Agency and the Swampy Cree Tribal Council, including the provision of a report on the Agency's programs and services at the annual meeting of the Swampy Cree Tribal Council.
- 9.14 To support the development and maintenance of each member First Nation's local child and family services committee by assisting in the recruitment of members, assisting in the training of members, and providing advice and support to the committee respecting its role and functions.
- 9.15 To provide an annual written report to the membership of each member First Nation, as required by the Subsidiary Child and Family Services Agreement between the Agency and Province of Manitoba and described in paragraph 25 of that agreement.
- 9.16 To report as required and/or appropriate on the Agency's programs and services, including the provision of statistical information.
- 9.17 As required by the Subsidiary Child and Family Services Agreement between the Agency and the Province of Manitoba and described in paragraphs 66,67, and 68 of that agreement, to ensure that the Agency purchases and maintains public liability and property damage insurance.
- 9.18 To communicate Conflict of Interest Policy and Guidelines to all Board members ~~and Agency staff~~, and to ensure that the Agency's existing administrative policies and bylaws take into consideration the policy and guidelines defined by the Department of Family Services, Province of Manitoba, for Boards of Directors and employees of external agencies.

Article X

Board Membership and Appointments

- 10.1 The Board shall consist of one person from each member community ~~elected or selected by the local committee.~~ *as designated by chief a Council for each community*
- 10.2 As the term for each member of the founding Board expires, the member may be renominated for a subsequent two year term.
- 10.3 Four of the members of the first Board shall be nominated and selected for a two year term and the balance of the Board for a one year term. The terms for each member of the founding Board shall be determined by a draw.
- 10.4 In the event that a vacancy occurs on the Board, the member community that has lost representation may ~~nominate and select~~ *over designate* another person to complete the term.
- 10.5 Nothing herein stated shall prevent a retiring Board member from being re-elected for a further term of two years.
- 10.6 Any Board member may at any time be removed from office by reason of:
- .1 Inadequate involvement in the work of the Board.
 - .2 Missing three (3) consecutive meetings without sufficient cause.
 - .3 Violation of the by-law provisions on confidentiality.
 - .4 Violation of the Agency's Conflict of Interest Guidelines.
 - .5 An allegation of physical or sexual abuse.
- 10.7 Removal from office shall be executed by a simple majority vote of the Board of Directors.

Article XI

Officers of the Board

11.1 The officers of the Board shall be:

- .1 Chairperson.
- .2 Vice-Chair.
- .3 Secretary-Treasurer.

11.2 The Chairperson and Vice-Chair and Secretary-Treasurer shall be elected by the members of the Board from amongst themselves, at their first meeting following the Annual General Meeting each year. The Executive Director shall be an ex-officio member of the Board of Directors and shall not vote.

11.3 Where, for any reason, a vacancy occurs in the office of:

- .1 Chairperson or Vice-Chair, ^{Secretary-Treasurer} a replacement shall be elected to fill the vacancy.
- .2 ~~Secretary-Treasurer, the Board shall appoint a suitable person to replace him, or in the case of a temporary absence or inability to act, the Board shall appoint a suitable person to act for him during the temporary period.~~

11.4 The Chairperson of the Board, and shall be responsible for calling all meetings of the Board, be an ex-officio voting member of all Board committees, and carry out such other duties as may be required ^{of him}.

11.5 The Vice-Chair shall carry out all the duties and assume all responsibilities of the Chairperson when he is unable or unwilling to perform the duties of Chairperson. ^{by the board}

*Absence
of vice
Chairperson.* ^{OR}

11.6 The Secretary-Treasurer shall:

- .1 Give notice of, and attend all meetings.
- .2 Keep an accurate and complete record of the minutes of all meetings and all transactions of the Board.
- .3 Be custodian of the seal and all official documents of the Board.
- .4 Attend to all correspondence.
- .5 Manage arrangements whereby audited financial statements are produced for the Agency and distributed to the Board's Finance Committee prior to presentation to the Board.
- .6 Perform such other duties as ordinarily pertain to his office.

Article XII

Administration

Executive Director:

12.1 The Board shall employ a suitable and competent Executive Director as its direct executive representative in the management of the agency at a salary to be fixed by the Board.

12.2 Subject only to the authority and direction of the Board, the Executive Director shall be responsible for the overall planning and development and review of programs and services and the staffing and financial management of the Agency. Specifically, the Executive Director shall be responsible for:

- Carry out the responsibilities.*
- .1 Carrying out the policies established by the Board and providing leadership to the total organization.
 - .2 The general organization and management of the Agency in all its activities.
 - .3 The enforcement of all lawful rules and regulations, and observance by the Agency personnel of all legislation applicable to the Agency.
 - .4 Submitting to the Finance Committee an annual budget for approval by the Board, in accordance with the requirements of the funding arrangements which the Agency has in place and making expenditures as provided for in such approved budget.
 - .5 Reporting thereon monthly to the Finance Committee, and making regular-monthly or as requested-reports to the Board on the work of the Agency, indicating the relationship of the work to the budget as well as the needs that call for additional expenditure.
 - .6 Informing the Board on all Agency matters about which the Board should have knowledge.

- .7 Engaging and discharging employees of the Agency, including a Manager of Finance and Administration, and ensuring that all employees engaged on a professional basis are duly qualified.
- .8 Formulating and implementing a plan for the professional development and in-service training of the Agency's employees.
- .9 Prescribing the duties of all employees.
- .10 Ensuring the performance of Agency staff is appraised at least annually. At the local level, performance appraisals shall be conducted by the service supervisor and a member of the local child and family services committee. At the central level, performance appraisals shall be conducted by a member of the management team and the Executive Director.
- .11 Representing the total organization to outside parties, other Agencies, and governments.
- .12 Making a continuous effort to ensure that all personnel live up to the ethical values of the Agency as defined by the Board.

Manager of Finance and Administration:

- 12.3 The Manager of Finance and Administration shall be responsible, subject to the direction of the Executive Director, for the Agency's budget planning and financial management, and shall be a member of the Agency's management team.

Service appeal procedure:

- 12.4 The Agency will provide a procedure to permit complaints and disputes respecting services delivered by the Agency. The procedure will involve three levels of appeal:
 - .1 Supervisory level, whereby the complainant may appeal to the supervisor of the Agency worker whose action gave rise to the complaint.

- .2 Executive Director level, whereby the complainant may appeal to the Executive Director of the Agency if not satisfied with the decision made at the supervisory level.
- .3 Board level, whereby the complainant may appeal to the Board of Directors of the Agency if not satisfied with the decision made at the Executive Director level.

12.5 The Agency shall establish internal written review procedures for the appeal process, noting at a minimum:

- .1 Under what circumstances a complaint hearing will be held;
- .2 How to request such a hearing;
- .3 Who is to be involved in the hearing;
- .4 How the hearing is to be structured;
- .5 The level of authority making the decision;
- .6 The process of notification to the supervisor, Executive Director, and Board of Directors.

Article XIII

Meetings of the Board

- 13.1 Regular meetings of the Board shall be held at such time and place as may be determined by the Board by resolution from time to time. The Board must meet no fewer than four times in a twelve month period.
- 13.2 The Secretary-Treasurer shall give to each member of the Board, five days notice of each regular meeting, stating therein the time and place.
- 13.3 Special meetings of the Board may be called at any time, but not less than 24 hours notice shall be given unless waived by two-thirds of the Board. The Chairperson shall call a special meeting of the Board on the written request of any three members of the Board. Notice of all special meetings shall be given in such a form and at such time as the Chairperson may direct, stating the item or items of business to be discussed. Only those items advertised shall be discussed at special meetings. Business conducted at those meetings is as binding as business conducted at regular meetings.
- 13.4 The Secretary-Treasurer of the Board must call a regular meeting of the Board within thirty days of the Annual General Meeting.
- 13.5 The Executive Director or designate shall attend all regular and special meetings of the Board.
- 13.6 One-half of the members of the Board shall constitute a quorum thereof. Where, at any meeting, a quorum is not present within one-half hour after the time appointed, the meeting shall stand adjourned.
- 13.7 Any and all content of Board and its committee meetings shall be designated as confidential within the confines of the Board of Directors, unless designated otherwise. Any violation thereof shall be considered grounds for dismissal. All Board members must take an oath of confidentiality with respect to all Agency matters and must agree to be bound by the oath. In addition, all Board members shall be provided with a copy of Section 76 of The Child and Family Services Act respecting confidentiality.

Article XIV

Committees of the Board

Appointment of Committees:

- 14.1 At the first regular meeting of each year, the Board of Directors from amongst its members, may fill or appoint the following committees, designating the chairperson thereof:
- .1 Executive Committee.
 - .2 Finance Committee.
 - .3 Public Relations.
 - .4 Personnel Committee.
- 14.2 If any vacancy occurs in any committee in the course of the year, the Board may fill the vacancy by appointing another member of the Board to that committee.

Executive Committee:

- 14.3 The Executive Committee shall consist of the Chairperson, Vice-Chair, Secretary-Treasurer and chairpersons of the committees, with the Chairperson having discretionary power to add to the committee membership. The Executive Committee is responsible to the Board of Directors for:
- .1 Exercising the powers of the Board in any administrative emergency, but its powers in this respect may not be exercised in conflict with any expressed or established policies of the Board.
 - .2 Reporting in detail to the Board at its next meeting on any exercise of emergency powers.

Finance Committee

14.4 The Finance Committee shall consist of a chairperson and at least one other member, and shall be accountable to the Board of Directors for:

- .1 Establishing financial priorities.
- .2 Preparation of the annual budget.
- .3 Recommending a maximum under which the Executive Director has authority to pay accounts.
- .4 Authorizing the Agency's annual private campaign for funds, and conducting an annual review of excess monies raised from the campaign and legacy fund.
- .5 Ensuring that Agency practices for the receipt or payment of monies are consistent with regulatory requirements for such activities.
- .6 Receiving and reviewing the auditor's report with the auditor prior to presentation to the Board and prior to the annual meeting of the Agency.
- .7 Submitting to the annual general meeting the auditor's statement respecting the receipts and expenditures of the Agency for the fiscal year ending the preceding March 31, and stating the assets and liabilities of the Agency.
- .8 Keeping ongoing proper statements of assets and liabilities.
- .9 Recommending on the disposal, sale or purchase of any Agency property.
- .10 Recommending on all matters pertaining to insurance, rent, and tendering.
- .11 Recommending on purchasing and accounting methods practiced by the Agency, which are to be consistent with generally accepted accounting principles and meet the requirements of Conflict of Interest Guidelines.
- .12 Any other mandate assigned to it by the Board of Directors.

Public Relations Committee:

- 14.5 The Public Relations Committee shall consist of a chairperson and at least two other members and shall be responsible to the Board of Directors for:
- .1 Reviewing with staff the four areas of service to become knowledgeable about: adoptions, child care, protection and minor, **single and expectant mother services**; and recommending to the Board any change in policy for these four areas.
 - .2 Being aware of community actions affecting this Agency's services.
 - .3 Being responsible for publicity and planning of the annual meeting, banquet, orientation night, or any other function or event pertaining to the public relations of the Agency in cooperation with staff.
 - .4 Fostering good staff/Board relationships with any other community agencies and public bodies.
 - .5 Taking appropriate and necessary action in controversial or emergency service situations, ensuring appropriate prior consultation with the Chairperson and the Executive Director.
 - .6 Being responsible for any other mandate assigned to it by the Board of Directors.

Personnel Committee or Management Committee:

- 14.6 The Personnel Committee or Management Committee of the Board shall consist of the chairperson and at least two other members, and shall be responsible to the Board of Directors for:
- .1 Receiving reports and recommendations from the Agency's management on personnel-related issues.
 - .2 Reviewing the Agency's personnel policy as necessary.
 - .3 Recommending educational assistance and conferences for staff.
 - .4 Being responsible for any other mandate assigned to it by the Board of Directors.

- .5 Conducting a performance appraisal of the Executive Director, at least annually. The appraisal process should consist of:

An initial meeting of the Personnel Committee to discuss the Executive Director's performance compared to expectations and define the written terms of reference for the appraisal;

The provision of the written terms of reference for the appraisal to the Executive Director for review and self-appraisal;

A follow-up meeting of the Personnel Committee with the Executive Director to discuss performance from the perspective of the Personnel Committee and from the perspective of the Executive Director; and

A written appraisal based on the content of the meeting, signed off by the Chair of the Personnel Committee and the Executive Director, with the Executive Director indicating his level of agreement with the content of the appraisal.

Article XV

Special Committees

- 15.1 The Board may constitute and establish such committees as may, from time to time, be necessary or advisable, to carry out any special work or inquiry, but any such committee shall confine its activities to those matters for which it was constituted and shall advise and make recommendations only to the Board.

- 15.2 Subject to the parameters outlined in paragraph 15.1 of this Article, the Board shall establish a special review committee to review complaints from anyone aggrieved by actions of the Agency who has appealed an action at both the supervisory and Executive Director levels of the Agency and remains dissatisfied.

Article XVI

Local Child & Family Services Committees

Purpose of local committees:

- 16.1 Local child and family services committees are intended to provide advice, support, and consultation to the Agency respecting the programs and services delivered to members of member First Nations. Local committees will operate within the conditions outlined in Schedule "A" of the Subsidiary Child and Family Services Agreement between the Agency and Manitoba.

Roles of local committees:

- 16.2 The roles of local committees are to:

- .1 Advise and support the Agency's staff respecting the planning, implementation and delivery of child and family services.
- .2 Advocate on behalf of children and families in need of services and to ensure fairness and cooperation in respect to the delivery of such services.
- .3 Act as liaison with other community based services and resources and to assist in their mobilization to augment child and family services.
- .4 Assist in the planning, implementation and review of preventive and supportive services to reduce the incidence of children coming into the Agency's protective care.
- .5 Assist in the planning, implementation and review of community education and development programming.
- .6 Assist in the identification, definition and incorporation of the culture into the Agency's policies and standards.

- .7 Assist in the recruitment of volunteers and the development of self-held programs.
- .8 Participate in specialized training for the purpose of extending the committees' functions to possibly include the review of suspected child abuse cases in consultation with other professionals, as required, and to participate in such other training activities as may be deemed necessary from time to time.

Authority of local committees:

16.3 The community committee is authorized to carry out, on a voluntary basis, its roles. It does not have authority to:

- .1 Direct the community worker or the Agency.
- .2 Spend Agency funds or to incur expenses on behalf of the Agency.
- .3 To order the release of confidential information on Agency cases.

Generally, the committee is subject to provisions of Section 76 of The Child and Family Services Act respecting confidentiality, with particular regard to client information.

Roles of the local committee chair:

16.4 The roles of local committee chair are to:

- .1 Call regular meetings of the committee.
- .2 Direct the planning of committee tasks to achieve goals with regard to the roles of the committee.
- .3 Communicate regularly the committee's plans and actions to the Chief and Council and to all members of the community.

Accountability of community committees:

- 16.5 The committee is accountable to the total community for identifying community issues or behavior that does not support a safe and nurturing environment for all children and families.

Tasks of local committees:

16.6 The tasks of local committees are to:

- .1 Plan activities that will strengthen community members' abilities to provide safe, loving and nurturing homes for all children.
- .2 Assess special community needs and recommend how to meet those needs.
- .3 Keep Chief and Council aware of and sensitive to the changing family and child care needs of the community.
- .4 Provide advice to the community workers as requested.
- .5 Report to the Agency's Board of Directors each month, or as requested, on the Committee's activities. These reports are to be in the form of written submissions to the Board.

Article XVII

Conflict of Interest

Definition:

- 17.1 As defined in the Department of Family Services, Province of Manitoba Conflict of Interest Policy and Guidelines for Boards of Directors and Employees of External Agencies, conflict of interest is any situation in which a Board member or employee of the Agency has an employment, business or personal interest which results or appears to result in an improper material interest or an advantage by virtue of the person's position; or an interference with the objective performance of the person's duties as a Board member or employee of the Agency. A material interest includes any matter or situation where a Board member or employee of the Agency has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

Requirements for disclosure:

- 17.2 Members of the Board and employees of the Agency are responsible for disclosure of any situation or matter where they have an actual or perceived conflict of interest or the potential for a conflict of interest. Disclosure should be made in accordance with Section 4.0 of the Department of Family Services, Province of Manitoba Conflict of Interest Policy and Guidelines for Boards of Directors and Employees of External Agencies.

Elected positions:

- 17.3 No Board Member of the Cree Nation Child & Family Caring Agency will hold an elected position with any member First Nation.

Business interests:

- 17.4 No Board Member may be engaged by the Cree Nation Child & Family Caring Agency as an employee or have personal ownership in a business that derives income directly from the Cree Nation Child & Family Caring Agency.

Extra-curricular activities and personal interests:

- 17.5 Board Members who engage in activities that adversely affect or compromise the integrity of the Agency may be subject to discipline.
- 17.6 No Board Members shall recommend or participate in any decision that benefits them financially outside the normal course of their duties with the Agency. This applies specifically but not exclusively to the following:
- .1 Foster Parent per diem rates.
 - .2 Agency hiring practices.
 - .3 Agency purchases, rentals, or contractual arrangements.
- 17.7 No application for adoption shall be received by the Agency from paid staff or volunteers. Those applications should be directed to another Child & Family Service Agency of the applicant's choice.
- 17.8 No Board member shall accept cash gifts or gifts of value from a client of the Agency.
- 17.9 No Board member shall participate in any Board decision affecting a member of their immediate or extended family.
- 17.10 If a Board member or any member of his/her family behaves in such a way to warrant an involvement under the Child & Family Services Act, that involvement shall be done on request of the Agency by the nearest Child & Family Services Agency. Under no circumstances will this Agency investigate complaints about its own staff or Board members. Rather, the Agency will ensure that these matters are investigated by the nearest Child & Family Services Agency. Any report prepared shall be shared only with the Executive Director of this Agency. Other relatives or close friends who become clients of the Agency shall in no way have direct professional contact with the involved worker. These cases will be assigned to a worker on another team for service.

Process for disclosure:

- 17.11 If a Board Member of the Agency perceives a potential conflict of interest, he/she must declare the conflict and withdraw from the discussion.

Requests for assistance in interpreting policy and guidelines

17.12 Where necessary, the Board or the Executive Director of the Agency shall request assistance from Manitoba in interpreting and applying Manitoba's conflict of interest policy and guidelines.

Article XVIII

Auditors

- 18.1 At each annual meeting, for the ensuing year, the Board shall appoint a qualified auditor in public practice to audit the financial affairs of the Agency for that year, but no person may be appointed as auditor who, during the year the appointment is made or the next preceding year.
- .1 Is or was employed by the Board in any other capacity.
 - .2 Is or was a member of the Board of Directors or other Board or committee responsible for the operation of the Agency.
 - .3 Has, or has had, directly or indirectly, any share or interest in a contract with the Board other than in the capacity of auditor.

Fiscal year

- 18.2 The fiscal year of the Agency shall commence on the first day of April, and shall terminate on the thirty-first day of March.

Article XIX

Banking

- 19.1 The Board shall, from time to time, designate a chartered bank or banks in which the funds of the Agency are to be kept on deposit and may authorize the opening of such accounts as may be necessary or that are required by relevant legislation.

Article XX

Amendments to and adoption of By-Law

- 20.1 This by-law may be amended after notice given, at any regular meeting of the Board. Such notice shall be tabled until the next regular meeting and before adoption, shall require an affirmative vote by two-thirds of the total membership of the Board, and must be presented for ratification at the next following Annual General Meeting.
- 20.2 This by-law and any amendment thereto comes into force on the passing thereof.
- 20.3 Notwithstanding, the case of a difference, contradiction or contravention in any other by-law of the Agency, this by-law shall be considered to be the final authority.
- 20.4 The Agency shall provide Manitoba with a copy of all by-laws and amendments thereto made by the Agency within 30 days of the approval of the said by-laws by the Board.

CREE NATION CHILD & FAMILY CARING AGENCY
PERSONNEL POLICY MANUAL

APPROVED BY: Board DATE: March 24, 2000
REVISSED:
NUMBER: XI-01 CATEGORY: CONFLICT OF INTEREST

Appointed Positions

An employee who is a member of a First Nation or Committee of a member Band whose meetings or related business are held during normal working hours is required to request leave of absence without pay in order to attend at the Supervisor's discretion and according to operational needs.

CREE NATION CHILD & FAMILY CARING AGENCY
PERSONNEL POLICY MANUAL

APPROVED BY: Board

DATE: March 24, 2000

REVISED:

NUMBER: XI-02

CATEGORY: CONFLICT OF INTEREST

Business Interest

Employees may not be engaged by Cree Nation Child & Family Caring Agency as an employee and have personal ownership in a business that derives income directly from Cree Nation Child & Family Caring Agency.

CREE NATION CHILD & FAMILY CARING AGENCY
PERSONNEL POLICY MANUAL

APPROVED BY: Board DATE: March 24, 2000
REVISED:
NUMBER: XI-03 CATEGORY: CONFLICT OF INTEREST

Extra Curricular Activities

Employees who engage in activities which adversely affect or compromise his or her professional performance or the integrity of the Agency may be subject to disciplinary actions and/or dismissal.

No paid staff or volunteer participant in the Agency shall recommend or participate in any decision which benefits them financially outside the normal course of their duties with the Agency. This applies specifically, but not exclusively, to the following:

- a) Foster Parent per diem rates
- b) Agency hiring practises
- c) Agency purchases, contractual arrangements or rentals.

If a paid staff or volunteer of the Agency perceives a potential conflict of interest, they must declare the conflict and withdraw from the discussion.

No application for adoption shall be received by the Agency from paid staff or volunteer. These applications shall be directed to the Child and Family Services Agency of the applicant's choice.

No paid staff shall accept gifts or gifts of value from a client of the Agency.

If a paid staff person is granted Agency time to participate in a lecture or workshop and he/she receives an honorarium for that work, then the honorarium becomes the property of the Agency.

If a staff or Board member or any member of his/her family behaves in such a way to warrant an involvement under the Child and Family Services Act, or similar statute, that involvement shall be done on request of the Agency by the nearest Child and Family Services Agency. Under no circumstances will this Agency investigate complaints about its own staff or Board members, but will ensure that they are investigated by the nearest Child and Family Services Agency. Any report prepared shall be shared only with the Executive Director of this Agency. Other relatives or close friends who become clients of the Agency shall in no way have direct professional contact with the involved worker except in emergencies. Those cases will be assigned to a worker on another team for service.

CREE NATION CHILD & FAMILY CARING AGENCY
PERSONNEL POLICY MANUAL

APPROVED BY: Board DATE: March 24, 2000
REVISSED:
NUMBER: XI-03 CATEGORY: CONFLICT OF INTEREST

Extra Curricular Activities (Continued)

Foster Parent

No employee of the Cree Nation Child & Family Caring Agency shall be a foster parent.

In the event a field worker cannot find a foster home on an emergency situation, that worker may foster on an emergency five (5) days basis. This is only in exceptional cases with the Executive Director's approval.

CREE NATION CHILD & FAMILY CARING AGENCY
PERSONNEL POLICY MANUAL

APPROVED BY: Board DATE: March 24, 2000
REVISED:
NUMBER: XII CATEGORY: PERSONNEL COMMITTEE

Personnel Committee

The Personnel Committee shall be chaired by a board member appointed by the Board of Directors. Its membership will include two additional board members. The Executive Director is an ex-officio member.

The committee will annually review the personnel policies and recommend any changes necessary to the Board of Directors.

The management team will review the application of the personnel policies and recommend any changes required to the personnel committee of the Board.