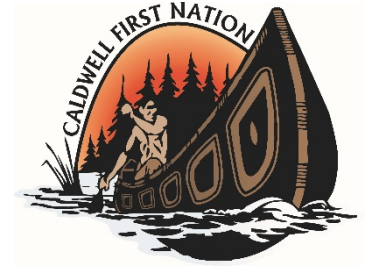


Request to Meet with Council Notice of Intent



Name: _____

Date: _____

Phone Number(s): _____

Date Received: _____

Email Address: _____

DESCRIPTION OF INQUIRY

Type of Request Personal Financial Complaint Other

DESCRIPTION *Please state your reasons or intent for wanting to meet with Council*

ACTION REQUESTED *How do you want Council to address your matter?*

OTHER INFORMATION

OFFICE USE ONLY

In- Person
 Mail
 Telephone
 Email

Notice Received

Date Received: _____

Received by: _____

File Number: _____

Council Meeting Date _____

Time Scheduled _____

Public Session
 In- Camera Session

Additional Comments:

	R x	FYI x	Review/ Approving Official	Name	Signature	Date In	Date Out	Comments Attached
								Yes/No
Req			Director of Operations	Nikki Orosz				
Req for submissions			Senior Financial Officer	Melody Watson				
			Health Programs Coord.	Jo-D Simpson				
			Band Rep.	Louise Hillier				
			Human Resources	Vacant				
As required			Cultural Dev/Language	Carrie Ann Peters				
			EA/Membership	Tammy Jolicoeur				
			Prevention Services	Tracy Simpson				
			Maintenance	Shawn Duckworth or Steve Simpson				
			Employment & Training	Vacant				
			Housing	Melody Watson				
			Other					

Taken from the Caldwell First Nation Chief and Council Governance Policy Manual (Revised: February 15, 2019)

Part C: Council's Governance Process Policies

6. Council Meetings

1. Council meetings shall be held every two weeks or more frequently if required.
2. Council meeting dates shall be published by posting notices in the Band office at least one (1) week in advance of a meeting, or less where it is not possible to do so because of exceptional circumstances.
3. Pursuant to section 13.2 of the Caldwell First Nation Custom Election Code, the quorum for Council meetings shall consist of the Council Chair and any three (3) Councillors.
4. The agenda for Council meetings shall only include those issues which, according to this Governance Policy, are within the authority of Council, and not within the delegated authority of the Director of Operations.
5. As a general rule, Council meetings shall start no later than 15 minutes from the specified start time.
6. Only one person shall speak at one time during a Council meeting.
7. If, in the opinion of the Council Chair, anyone is out of order during a Council meeting, the Council Chair may give that person a warning, and if that person continues to be out of order following the warning they will be expelled from the meeting.
8. At least once per month, the agenda for a Council meeting may include one Open Forum of no more than 30 minutes in length. The Council in its sole discretion, at any time, can choose to extend or shorten this time frame.
9. Citizens attending Council meetings shall speak only during the Open Forum, unless otherwise first agreed to by the Council at the beginning of the meeting.
10. Verbal reports at Council meetings shall be to the point. Council deliberation shall not only be fair, open and thorough, but also timely, orderly and kept to the point.
11. Decisions of the Council shall be made as follows:
 - (a) A motion shall be moved and seconded;
 - (b) Discussion will be held on the motion;
 - (c) The Council Chair shall seek to obtain consensus on the motion;
 - (d) If there is no consensus, following a reasonable amount of time in the opinion of the Council Chair, a vote shall be called;
 - (e) Motions shall be carried by a simple majority; and,
 - (f) In the event of a tie vote the Council Chair shall cast the deciding vote.
12. Disagreements to decisions or motions passed by the Council shall be recorded in the minutes of the Council meeting.
13. Councillors have the right to a "Formal Dissent" and the right to have their reasons for disagreeing with a decision made by the Council recorded in the Council minutes. This includes decisions made at a previous Council meeting if the Councillor was not present at that meeting.
14. Written minutes of Council meetings shall be recorded by the Secretary or an alternate person appointed by Council.

15. Council shall receive Council meeting packages at least three working days prior to the Council meetings.
16. request to appear before Council must be received in writing with all pertinent material no later than seven calendar days prior to the next Council meeting

7. in Camera Council Meetings

1. *In camera* Council meetings shall be held if the subject matter involves the following:
 - a) the property and chattels of the Caldwell First Nation;
 - b) personal matters about an identifiable individual, including employees;
 - c) a proposed or pending acquisition or disposition of land by Caldwell First Nation;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting Caldwell First Nation; or
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g) in the case of internal and external auditors to safeguard the independence of those officers by providing direct access to the Chief and councilors without members of the administration in attendance. Presentations or discussions pertaining to potential financial or partnership proposals and/or opportunities
1. *In camera* Council meetings may be requested by making an application to the Chief, Director of Operations or directly to the Council at a Council meeting. Approval of such applications will only be given if the issue falls within the parameters of section 7(1) above.
2. Anyone requesting an *in camera* Council meeting may have the presence of support people at the meeting. The names of support people must be identified prior to the *in camera* meeting.
3. Anyone requesting an *in camera* Council meeting may request that the meeting be in the presence of the Council only, without the Director of Operations and/or Secretary. Persons requesting an *in camera* Council meeting must be informed of this option by the Director of Operations or Council Chair.
4. If no request is made to exclude the Director of Operations or Secretary, both individuals shall attend the *in camera* meeting.
5. In the event that the Director of Operations and Secretary are excluded from an *in camera* Council meeting, minutes of the meeting shall be taken by a Councillor.
6. When an *in camera* Council meeting is requested on a different day and time from a regular Council meeting it is within the sole discretion of the Council whether or not to accommodate such a request.
7. Minutes from in camera meetings must be kept confidential. These must be kept in a locked filing cabinet or other safe location, accessible to be read only by Council members provided Council has been advised.
8. Minutes from in camera meetings, as with any other meeting minutes, must reflect only what was done and not what was said and by whom.

