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Micmacs of Gesgapegiag

POLICY DEVELOPMENT, APPROVAL AND IMPLEMENTATION

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1. EFFECTIVE DATE

This policy and procedures were approved by Chief and Council on July 15, 2019 and is effective as of July 15, 2019. It will be reviewed at least every five years.

2. DEFINITIONS

“Decision Note” is a short document (average 2-3 pages) which concisely present information around a particular policy issue, and a series of options for decision makers to choose from.

“External stakeholders” are individuals, groups, and entities that may be affected by the policy and procedures being developed, updated or cancelled, e.g. another department or clients.

“Finance and Audit Committee” is a committee established by Chief and Council as per the *Micmacs of Gesgapegiag Financial Administration Law* to assist them in carrying their oversight responsibilities for financial planning, reporting, internal control, and risk management processes.

“Committee” means any standing or special committee established by Chief and Council of Micmacs of Gesgapegiag except for the Finance and Audit Committee and committees established in support of any Micmacs of Gesgapegiag’s corporations.

“Communication Strategy” is a policy-driven approach to providing stakeholders with information. The strategy formally defines who should be given specific information, when that information should be delivered and what communication channels will be used to deliver the information.

“Head of Department” is an individual responsible for a department, such as a director, who has financial and human responsibilities for the entire department and reports directly to the Director General.

“Process owner” is the Head of Department responsible for the policy and procedures to be developed, reviewed or cancel.

“Steering Committee” if a committee internal to the Micmacs of Gesgapegiag Organization to oversee the implementation of the *Micmacs of Gesgapegiag Financial Administration Law* and ensure that the Micmacs of Gesgapegiag Organization has policies and procedures that meet the standards for certifications by the First Nations Financial Management Board.

3. POLICY

It is Chief and Council's policy to create, revise, implement or cancel policies and procedures that reflect the Micmacs of Gesgapegiag's accepted practices as well as meet law and regulatory requirements that affect its financial administration processes as well as the delivery of programs and services to its members, residents and employees.

4. PURPOSE

The purpose of this policy is to ensure that there is a standardized method of creation, revision, approval, cancellation and maintenance of all policies and procedures administered by the Micmacs of Gesgapegiag's Organization.

5. SCOPE

This policy and procedures apply to Chief and Council, Committees of Council and all employees and any other persons with authority to conduct activities in connection with the delivery of programs and services by the Micmacs of Gesgapegiag's Organization.

6. RESPONSIBILITIES

- 1) **Chief and Council** are responsible for the final approval of new or revised and, the cancellation of existing policies and procedures.
- 2) The **Finance and Audit Committee** is responsible for:
 - a. making recommendations to Chief and Council for the issuance, revision or cancellation of any financial policy and procedures;
 - b. ensuring any financial policy and procedures being reviewed are neither contradictory to the *Micmacs of Gesgapegiag Financial Administration Law* nor inconsistent with Public Sector Accounting Standards of the Canadian Public Sector Accounting Board;
 - c. conducting an assessment for each significant function or activity of the Micmacs of Gesgapegiag's financial administration to determine if a policy and procedures document is required (e.g. policies and procedures that ensure the control and safeguarding of all the assets of the Micmacs of Gesgapegiag).
- 3) **Committees Established by Chief and Council**, if asked, are responsible for:
 - a. making recommendations to Chief and Council for the issuance, revision or cancellation of any program(s) related policy and procedures.

- 4) The **Director General** is responsible for:
 - a. reviewing all policy and procedures document requests and determine which review mechanism should be followed before a final policy and procedures is submitted for approval by Chief and Council;
 - b. ensuring that all policies and procedures submitted to Chief and Council for approval are in the standardized format and that, where appropriate, incorporate the requirements of the Micmacs of Gesgapegiag laws and regulatory requirements;
 - c. ensuring that all approved policies and procedures are duly implemented by the Micmacs of Gesgapegiag Organization;
 - d. maintaining a comprehensive list and repository of all existing policies and procedures documents;
 - e. ensuring that existing policies and procedures are kept current by reviewing them periodically;
 - f. ensuring that the current list of policy and procedures are made available to all affected persons.

- 5) The **Financial Controller** is responsible for:
 - a. ensuring proposed or revised financial policies and procedures documents incorporate the requirements of the Micmacs of Gesgapegiag's laws and regulatory requirements.

- 6) The **Communications and Policy Department** is responsible for:
 - a. Providing timely advice to Heads of Department in terms of engagement/consultation plans, communication plans and draft documents
 - b. developing and updating templates to be used by departments.

- 7) **Heads of Department** are responsible for:
 - a. developing a draft policy and procedures document (for new policies) using the template provided in this policy;
 - b. revising an issued policy and procedures document using the template provided in this policy;
 - c. submitting all required policy and procedures documents to the appropriate review mechanism;
 - d. when requested, developing a communication strategy in collaboration with the Communications and Policy Department;
 - e. ensuring that all approved policies and procedures relevant to their department are duly implemented by their employees.

- 8) **All employees** are responsible for:
 - a. understanding and complying with all approved policies and procedures appropriate to their responsibility and interaction.

7. PROCEDURES

Policy Creation, Revision or Cancellation

- a. The Head of the relevant Department will be the process owner.
- b. The Head of Department will submit a request to the Director General to either create a new policy, revise or cancel an existing policy and procedures. Such request will be made through a decision note either for the Director General or Chief and Council's approval.
- c. Depending on the individuals or departments affected by the policy and procedures, the Department may have to engage/consult the Micmacs of Gesgapegiag's members, other departments and external stakeholders. If this is the case, the Department will develop an engagement/consultation plan. The Communications and Policy Department will be able to provide advice to the Head of Department.
- d. If the Department receives the approval to move forward, the Communications and Policy Department will confirm with the Head of Department the appropriate review structure(s) (Annex A) and the documents that will be required throughout the review process.
- e. For a policy creation or revision, the Director General and the Head of Department will agree on appropriate content (iterative reviews if necessary). The Communications and Policy Department will provide the appropriate format to use.
- f. Before a final draft is submitted to the Director General, the Head of Department will seek comments from the Communications and Policy Department. Then, the final draft will be submitted to the Director General for his/her final review.
- g. The Head of Department will submit the final draft policy and procedures documents to the relevant review mechanism for review and recommendation.
- h. Based on comments and recommendations received at each review mechanism, the Head of Department will be responsible to make any required changes or follow ups (e.g. requested research on a specific issue).
- i. In addition, the Head of Department may have to produce the following documents: a communication strategy; an engagement/consultation plan; a policy comparative table; a decision note; and, a draft Band Council Resolution. Templates for these documents will be provided by the Communications and Policy Department.
- j. Once approved by Chief and Council, the Head of Department will ensure that the new or revised policy and procedures is communicated and accessible to all affected departments and individuals. With respect to the cancellation of a policy and procedures, the Head of Department will ensure that affected departments and individuals are informed in a timely manner.

- k. In some cases, a communication strategy will have been prepared and approved by Chief and Council. The Head of Department will therefore implement the communication strategy.

Policy Maintenance

- a. The Director General will create a list of all existing policies and procedures as well as policies and procedures required by the *Micmacs of Gesgapegiag Financial Administration Law* or required to adequately and effectively manage and control the financial management system and to safeguard the Nation's assets.
- b. The Director General will ensure that such list is made available to all affected persons.
- c. The Director General will ensure that every approved policy and procedures will be reviewed at least every five years for completeness, accuracy and relevancy.

8. ATTACHMENTS

Annex A: Appropriate review structure(s)

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