



WFN GOVERNANCE PROCEDURES POLICY

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DEFINITIONS

Band	Wahnapitae First Nation.
Budget	A plan or outline of expected money and spending over a specified period.
Chair	Head of a meeting, department, committee, or board. The delegate acts as the head when the chairperson is not present.
Conflict of Interest	Situation of personal gain at the expense of others.
Council Member or Councillor	Elected or appointed official representatives of the First Nation.
Committee	Group of people appointed by Council for advising Council or conducting decision-making activities assigned by Council until or unless they are suspended or disbanded by Council.
Council	elected or appointed official representatives of the First Nation that includes Chief, Councillors and the equivalent terminology used by the First Nation.
E-mail	Electronic mail.
Employees	Those persons employed by Wahnapitae First Nation.
Entities	A business that the First Nation has a direct or indirect legal relationship, common control, or substantial ownership in.
Executive Director	The person who is responsible for leading the day-to-day administration or management of the First Nation and who reports directly to Council.
Executive Director's Delegate	The person selected by the Executive Director to record the minutes of the Council and General Membership Meetings, and to perform other roles and responsibilities as provided in this Policy and as otherwise as assigned.
Member	A person who is a member of Wahnapitae First Nation as the term "member" is defined in the <i>Indian Act</i> , or in accordance with the Wahnapitae First Nation Members List should the Wahnapitae First Nation exercise lawful self-governance control over their membership list.
Policy	This Wahnapitae First Nation Governance and Procedures Policy.
Special Committee	Committee formed for a specific purpose and is dissolved when that purpose has been achieved.

Terms of Reference

Outline of the purpose and structure of a project, committee, meeting, or negotiation.

WFN

Wahnapitae First Nation.

PREAMBLE

WHEREAS it is the inherent right of the Wahnapitae First Nation to govern itself and make policies for:

- The delegation of responsibilities of governance and executive level of administration,
- The appointment of individuals to committees, boards, and other representative roles, and
- Any matter arising out of or ancillary to the exercise of the above.

AND WHEREAS the Wahnapitae First Nation has a Constitution which sets out the rights of Members and the foundation for a progressive governing body which this Policy falls within;

AND WHEREAS Council wishes to establish a comprehensive policy to govern the governance and executive level of administration of the Wahnapitae First Nation;

AND WHEREAS Council is committed to the governing stability and sustainable, progressive viability of the Wahnapitae First Nation;

AND WHEREAS the provisions of this Policy are intended to ensure security and consistency, and to provide for the effective progressive governance and direction of the Wahnapitae First Nation;

NOW THEREFORE Council has determined that it is desirable and necessary to amend this Policy for the better governance of the Wahnapitae First Nation.

1. TRANSITION OF COUNCIL

1.1. Transition and Oath of Office

- (a) Not more than fourteen (14) days prior to the end of the term of office of a Councillor,
 - (i) Wahnapitae First Nation administration shall pay to the Councillor any outstanding monies pertaining to the Councillor's travel expenses or honorarium, as well as other due amounts; and
 - (ii) The Councillor shall return all equipment, keys, and other property of Wahnapitae First Nation.
- (b) No more than ten (10) days after an election or by-election, a mandatory meeting of former and new Council members shall be held, at which former Council members shall:

- (i) Provide to new Council members an oral or written report and any other relevant information regarding their office and portfolio responsibilities; and
 - (ii) Receive an honorarium, as established by the new Council, for participation in the meeting.
- (c) No more than ten (10) days after an election or by-election, a meeting of the new Council shall be held, at which the new Council shall:
 - (i) Be sworn in by way of a swearing-in ceremony, and each member of Council shall swear or affirm the following:
 - (A) Oath of Confidentiality,
 - (B) Code of Conduct,
 - (C) Oath of Office,
 - (D) Code of Ethics, and
 - (E) Principles of Understanding;
 - (ii) Pass Council resolutions for bank signing authorizations;
 - (iii) Assign the portfolios among the Councillors as appropriate, depending on such factors as experience and education, and in the event that Council is unable to agree, the Chief shall assign the portfolio at issue to a Councillor;
 - (iv) Discuss the responsibilities, duties, and authorities of each member of Council;
 - (v) Schedule the dates and times of regular Council Meetings for the year; and
 - (vi) Establish an agenda for a mandatory-attendance Council orientation workshop, to be held within two (2) months of the commencement of the term of the new Council.

1.2. Council Orientation

- (a) Every Council orientation workshop shall include the following:
 - (i) The roles, responsibilities, and duties of Wahnapiatae First Nation officials;
 - (ii) Wahnapiatae First Nation's governance structure and working relationships with administration;
 - (iii) The procedures for, and the conduct of, Council, committee, and other meetings;

- (iv) Laws, bylaws, policies, strategic plans, status of business, and current issues relevant to Wahnapiitae First Nation; and
- (v) A framework for the commencement of strategic planning in order to establish the direction, priorities, and objectives for the new Council's term.

2. RESPONSIBILITIES OF COUNCIL AND ADMINISTRATION

2.1. Chief and Council Roles and Responsibilities:

- (a) The Chief is responsible for the following:
 - (i) Acting as the official spokesperson of the First Nation, although the Chief may from time-to-time delegate to a member of Council or to the Executive Director the task of responding to a media inquiry in accordance with the process in the Media Relations Policy;
 - (ii) The Chief may from time-to-time delegate to a member of Council or to the Executive Director the task of acting as a proxy for meetings that he cannot attend;
 - (iii) Ensuring the health, safety, and protection of all Members, to the best of their ability;
 - (iv) Working with and providing leadership to other members of Council;
 - (v) Leading, and if necessary mediating, at General Membership meetings;
 - (vi) Reception and advocacy regarding the concerns or issues raised by Members;
 - (vii) Providing political leadership to the Executive Director for the First Nation;
 - (viii) Abiding by the principle of non-interference in the day-to-day management of the administration of the First Nation;
 - (ix) Providing immediate notice to Council of any existing or potential conflicts of interest while undertaking their duties as Chief; and
 - (x) Corresponding with government leaders and officials in this and other jurisdiction, and with corporate leaders and officials, and providing copies of all such correspondence to Council at its next regularly scheduled meeting.
- (b) Council is responsible for the following:
 - (i) Acting as the political representatives of the First Nation and its Members;
 - (ii) Identifying and acting in the best interests of the First Nation and its Members;

- (iii) Attending mandatory orientation and ongoing education meetings, and transfer of file briefings to new Chief or Council;
- (iv) Abiding by the principle of non-interference in the day-to-day management of the administration of the First Nation;
- (v) Exercising lawmaking authority in all matters of jurisdictional competence within or concerning the First Nation, including but not limited to:
 - (A) Public safety,
 - (B) Protection of assets and resources,
 - (C) Strategic planning, and
- (vi) Establishing and authorising standing and *ad hoc* committees for purposes including but not limited to infrastructure, finance, human resources, economic development, and lands management;
- (vii) Exercising the authority of the First Nation to make laws and by-laws as per its inherent and sovereign right to self-govern, while factoring the *Indian Act* where appropriate;
- (viii) Reviewing, approving, monitoring, and amending the budget and other financial instruments of the First Nation;
- (ix) Providing governance direction regarding the administration of the First Nation, including the reviewing, approving, monitoring, and amending policies related to the operation of the traditions, finances, socioeconomic advancement, development, and security of the First Nation;
- (x) Providing governance oversight to ensure the effective and efficient operation of all programs and services operated by the administration of the First Nation;
- (xi) Monitoring and measuring the annual priorities of the First Nation to ensure alignment with the budget and strategic plan;
- (xii) Ensuring that operations of the First Nation, its entities, and its officials are compliant with legal, ethical, and safety rules;
- (xiii) Providing immediate notice to Chief and fellow Councillors of any existing or potential conflicts of interest while undertaking their duties as Councillor;
- (xiv) Reviewing, approving, monitoring, and amending all Terms of Reference or mandates that guide negotiations between the First Nation and any government, commercial entity, or entity or group of entities, and the Terms of Reference or mandate may include:
 - (A) Requiring that a confidentiality agreement be developed and signed,

- (B) Appointing a negotiator,
 - (C) Appointing legal counsel,
 - (D) The undertaking of community consultations (which could include surveys, engagement sessions, mailouts, etc.), and
 - (E) The keeping of minutes, which shall be tabled before Council for review;
- (xv) Identifying milestone thresholds which shall be placed before Members for approval subsequent to information sessions;
 - (xvi) Reviewing, approving, monitoring, and amending all Terms of Reference that guide the activities of all standing and *ad hoc* committees of the First Nation;
 - (xvii) Appointing any non-Employees to boards and committees, both internal and external;
 - (xviii) Annually reviewing the First Nation's strategic plan, and committing to the furtherance of its objectives;
 - (xix) Ensuring all Councillor appointments to external boards, committees or other representative roles are consistent with internal portfolio assignments.

2.2. Council Honorarium

- (a) Each Council member shall be entitled to receive an honorarium for carrying out their responsibilities as a Council member, the amount of which shall be determined by the WFN Financial Policy.

2.3. Administration Roles and Responsibilities – Executive Director

- (a) The Executive Director is responsible for the management of the day-to-day administration of the First Nation, including:
 - (i) Managing all day-to-day administration of the First Nation, including matters concerning operations, programs, services, personnel, and finances;
 - (ii) Developing and implementing policies, including those pertaining to financial, administrative, human resource, and information management matters;
 - (iii) Creating job descriptions concerning all Employee functions, and providing administrative oversight regarding the work of all Employees, appointed officials, and contractors;
 - (iv) Providing oversight regarding the process for the preparation of all budgets and other financial instruments of the First Nation, as well all elements of financial risk concerning the First Nation;

- (v) Managing all assets, including capital assets, of the First Nation;
- (vi) Attending General Membership meetings;
- (vii) Attending Council Meetings and providing any brief, report, update, or recommendations, as required;
- (viii) Requesting direction or governance oversight from Council regarding First Nation policies and operations;
- (ix) Leading and coordinating all departments and officials of the First Nation;
- (x) Providing administrative reports to Members and stakeholders of the First Nation;
- (xi) Receiving any disclosure from Chief or Councillors on any matter that may result in a conflict of interest between the Chief or Council or relative to the interests of the First Nation;
- (xii) Appointing Employees to boards and committees, both internal and external;
- (xiii) Appointing the Executive Director's Delegate to carry out the roles and responsibilities in this Policy, and other tasks as assigned; and
- (xiv) Acting on matters as directed by Council.

2.4. Administration Roles and Responsibilities – Executive Director's Assistant

- (a) The Executive Director's Assistant is responsible for the following:
 - (i) Providing administrative assistance to Council;
 - (ii) Drafting and maintaining all minutes of Council Meetings;
 - (iii) Maintaining other Council records;
 - (iv) Coordinating all communications with Council; and
 - (v) Assisting the Executive Director with tasks as assigned, in relation to the duties listed in section 2.3.

3. COUNCIL MEETINGS

3.1. General Provisions

- (a) Subject to paragraph 3.10 authorizing voting by e-mail, Council shall make decisions at duly convened meetings.
- (b) There shall be four (4) types of meetings of Council:
 - (i) regular meetings,

- (ii) working meetings,
- (iii) special meetings, and
- (iv) in-camera meetings.

3.2. Regular Meetings of Council

- (a) Regular meetings may be held once per month at a scheduled time determined by Council, or at any other scheduled time as determined by Council.
- (b) No less than seven (7) calendar days in advance of a regular meeting, a Councillor or Member may request, and arrange with the Executive Director's Delegate, to have a matter placed on the regular meeting agenda.
- (c) A Councillor or Member who has made a request and arrangement in accordance with the preceding paragraph may use up to 10 minutes to address the matter at a regular meeting.
- (d) Members may attend regular meetings in person at the Band office or virtually by way of audio-visual conferencing technology.
- (e) All matters on the agenda of a regular meeting shall be open for discussion.

3.3. Working Meetings of Council and Leadership

- (a) A leadership working meeting includes the Council, the Executive Director, and any appointed officials and/or advisors for the purpose of informing a decision of Council.
- (b) Members of Council may confer on any matter in advance of a leadership working meeting by email or by any other means of communication.
- (c) No minutes shall be taken at a leadership working meeting.
- (d) All matters on the agenda of a leadership working meeting shall be open for discussion.
- (e) No decisions will be made during working meetings, only suggestions that will be taken to regular meetings.

3.4. Special Meetings of Council

- (a) A special meeting of Council may be called by the Chief or by a majority of the members of Council.
- (b) The rules pertaining to regular meetings shall apply to special meetings, other than the timing of the meeting.
- (c) Council may, at its discretion, open special meetings to Members.

3.5. Notice of Meetings

- (a) The Executive Director's Delegate shall prepare an annual schedule of regular meetings and post the schedule at public locations within the First Nation, and to the WFN "Members Only" section of its official website.
- (b) The Executive Director's Delegate shall give advance notice of at least twenty-four (24) hours regarding the day, hour, and location of any special meeting that is open to Members.
- (c) The Executive Director's Delegate shall notify each member of Council at least four (4) days in advance of any type of meeting of Council, and the notice shall include the day, hour, and place of the meeting.

3.6. Agendas

- (a) The Executive Director's Delegate shall distribute an agenda and any accompanying materials to each member of Council at least four (4) days in advance of any type of meeting of Council.
- (b) Requests by Council or by Members to have a matter added to the agenda of any Council meeting must occur with seven (7) days in advance of the meeting, failing which Council may forgo discussing that matter until their next meeting.
- (c) The order of business at a regular meeting may be as follows:
 - (i) Opening Prayer.
 - (ii) Reading and Adoption of Agenda.
 - (iii) Declaration of Conflicts of Interest.
 - (iv) Reading and Adoption of the Minutes of the Previous Meeting, with amendments as required.
 - (v) Old Business and Business Arising.
 - (vi) Hearing of Deputations.
 - (vii) Chief and Councillor Reporting.
 - (viii) Executive Director Reporting.
 - (ix) Presentation and Consideration of Committee Reports.
 - (x) Presentation of Correspondence and Petitions.
 - (xi) New Business.
 - (xii) Next Meeting / Future Meetings.
 - (xiii) Adjournment.

3.7. Chair

- (a) The Chief shall chair each meeting.
- (b) If the Chief is not in attendance at a meeting, the members of Council present at the meeting shall, by majority vote, select a chair to preside over the meeting.

3.8. Attendance and Quorum

- (a) A quorum for a regular or special meeting of Council shall be constituted by the attendance of the Chief or the Chief's designate, plus at least three-quarters (3/4) of the Council members.
- (b) A quorum of Council is required for any meeting at which decisions are made. Council members are required to attend all meetings unless excused by the Chief or by a majority of Council.
- (c) In circumstances where only two (2) Councillors are present and the Chief's vote is required to meet the quorum threshold, the Chief may temporarily delegate the role of Chair to the Executive Director for the duration of that vote, in order to participate as a voting member of Council. The delegation shall be recorded in the minutes, and the Chief shall resume the role of Chair immediately following the vote.
- (d) If a quorum is not achieved within thirty (30) minutes of the appointed time of a Council meeting, the Executive Director's Delegate shall call the roll and take the names of the Council members present, after which the meeting shall stand adjourned until the next meeting.
- (e) The Executive Director's Delegate shall record attendance in the minutes.

3.9. Motions

- (a) Prior to Council considering a motion at a meeting, the proponent member of Council shall:
 - (i) Submit the motion in writing, or
 - (ii) Present the motion orally following a discussion.

3.10. Voting by E-mail

- (a) Where the Chief is of the opinion that it is desirable to take a vote of Council on a motion, then any member of Council may cast a vote on a motion by e-mail if:
 - (i) Time is of the essence,
 - (ii) It is impractical to gather the Council for a meeting,
 - (iii) The motion either:
 - (A) Does not require extensive background or explanation, or

- (B) Requires background or explanation and such has already occurred and been discussed by Council.

- (b) The Executive Director's Delegate shall
 - (i) Verify any votes submitted by e-mail,
 - (ii) Record the motion, which shall be moved and seconded, and the results of the vote, and
 - (iii) Report the results of the vote at the next regular meeting or in-camera meeting, as applicable.

3.11. Voting and Abstentions

- (a) The meeting chair shall call for a vote on a motion after it has been moved and seconded.
- (b) At the discretion of the meeting chair, a vote may be conducted by show of hands, by verbal response, or by secret ballot.
- (c) A motion is carried if a majority of Council votes are cast in favour.
- (d) In the event of a tie vote, the meeting chair, who must otherwise abstain from voting, may cast a vote in order to establish a majority.
- (e) Once a motion is carried, Council members are obligated to take all steps available to them to support and implement the motion.
- (f) Motions come into effect immediately unless stated otherwise within the motion, within a different motion, with a law of the First Nation, or within a policy of the First Nation.
- (g) Abstentions shall be recorded in the minutes as abstentions, rather than as indicative of a "yes" vote or a "no" vote.
- (h) Abstentions shall not be counted in a manner that affects the result of a vote. For example, if two Councillors abstain from voting on a matter, the approval requirement is now two out of the remaining three instead of three out of five.
- (i) Abstentions shall have no effect on a quorum that has been pre-established.

3.12. Minutes

- (a) Council shall ensure that written minutes are taken of the proceedings of all appropriate Council Meetings.
- (b) The Executive Director's Delegate shall take the minutes at all meetings where minutes are required to be taken.
- (c) The Executive Director's Delegate shall store all minutes in a secure location.

- (d) Council shall approve the minutes of regular meetings, with any required corrections or amendments, at the following regular meeting of Council.
- (e) Council shall approve the minutes of special meetings, with any required corrections or amendments, at the next special meeting of Council.
- (f) No minutes are required to be taken at Leadership Working Group meetings, as per 3.3.
- (g) In-camera meeting minutes shall be taken and kept in accordance with 3.13.
- (h) All minutes of regular meetings, special meetings, public e-mail vote meetings and General Membership meetings
 - (i) shall be made available to Members upon request, and
 - (ii) may be posted on the WFN's "Members Only" section of its official website and/or at public locations within the First Nation.

3.13. In-Camera Meetings

- (a) In-camera procedures, including the exclusion of persons as may be appropriate as determined by Chief and Council, shall be followed for the discussion of:
 - (i) Matters at a regular meeting or special meeting which are of a sensitive or confidential nature, or
 - (ii) Matters which engage the personal interest of a member of Council or of any other person acting in an official capacity.
- (b) In-camera matters include the following:
 - (i) The status and content of negotiations, sensitive business matters, and engagements with industry;
 - (ii) Any litigation, pending litigation and legal matters;
 - (iii) Matters with respect to which Council is bound to confidentiality;
 - (iv) Personnel matters, such as disciplinary actions and other human resource issues;
 - (v) Matters concerning identifiable Members, businesses owned by Members, or businesses owned by the First Nation;
 - (vi) Any criminal or disciplinary matter concerning Members or members of Council;
 - (vii) Matters the disclosure of which could result in a breach of privacy of any person; and
 - (viii) Requests made by identifiable persons who have not consented to the release of information.

- (c) No member of Council shall disclose the content of, or discussions pertaining to, any in-camera matter, except as authorised by Council.
- (d) In relation to in-camera meeting minutes, the Executive Director's Delegate shall:
 - (i) Record the minutes separate from any other meeting minutes,
 - (ii) Clearly identify the minutes as "In-Camera" at the top of the document,
 - (iii) Limit the minutes to identifying the matter and recording any decision made; and
 - (iv) Store in-camera minutes in a confidential and secure location.

4. GENERAL MEMBERSHIP MEETINGS

4.1. Frequency and Notice

- (a) Council shall hold a General Membership meeting at least annually, within sixty (60) days of Council receiving the First Nation's annual audited financial statements so that the auditor may present and answer questions concerning those statements.
- (b) Council shall notify members of a General Membership meeting, in writing, at least thirty (30) days before the General Membership meeting, and the notice shall attach a preliminary agenda and a request for topics from Members; and
 - (i) Members shall have fifteen (15) days to submit topics to be added to the agenda;
 - (ii) Members shall submit any such topics in writing to the Executive Director's Delegate;
 - (iii) The Executive Director's Delegate shall add any topics to the final agenda to be dispersed at the General Membership meeting.
- (c) Council may provide written notice of the General Membership meeting by way posting notice on any two or more of social media, as appropriate, on WFN's "Members Only" section of its official website and at public locations within the First Nation.

4.2. Chair

- (a) The Chief shall chair each meeting.
- (b) If the Chief is not in attendance at a meeting, the members of Council present at the meeting shall, by majority vote, select a chair to preside over the meeting.

4.3. Agenda

- (a) The agenda at a General Membership meeting may include the following:
 - (i) A report by the chair on matters of public interest;

- (ii) A review by the First Nation's auditors of the annual financial statements;
- (iii) Each Councillor holder to provide and update on their responsibilities or portfolio's; and
- (iv) Any other matters on the agenda.

4.4. Attendance and Quorum

- (a) Council members are required to attend General Membership meetings unless excused by the Chief or by a majority of Council.
- (b) Five (5%) percent of Members of voting age shall constitute a quorum for a General Membership meeting.
- (c) If a quorum for a General Membership meeting is not achieved within thirty (30) minutes of the appointed time for the meeting, the meeting chair shall call the roll and record the names of Members present at the meeting, after which the meeting shall stand adjourned until the next General Membership meeting.

4.5. Motions

- (a) A Member or Council wishing to propose a motion during a General Membership meeting shall secure the placement of the matter related to the motion on the agenda in accordance with the process outlined in 4.1.
- (b) A motion proposed by a Member for consideration at a General Membership meeting
 - (i) Shall be read aloud at the General Membership meeting;
 - (ii) Must not conflict or contravene a law, policy, or procedure of the First Nation, however, a Member may by motion seek an amendment of a law, policy or procedure of the First Nation;
 - (iii) Requires a seconder;
 - (iv) Is carried if at least 50% + 1 of those Members present (Virtually or in-person) and voting at a General Membership meeting with quorum vote in favour of it.
- (c) A motion carried at a General Membership meeting is not binding on the First Nation; however, Council must consider the motion at its next regular meeting or at a proximate special meeting.
- (d) Once the quorum of 5% at a General Membership meeting has been established, then a quorum will be considered achieved throughout the meeting.
- (e) Council shall approve and sign the minutes of each General Membership meeting and a signed copy of such minutes shall be distributed at the next General Membership meeting.

4.6. Role of Council and Administration

- (a) The Chief shall chair the General Membership meeting.
- (b) If the Chief is not in attendance at a meeting, the members of Council present at the meeting shall, by majority vote, select a chair to preside over the meeting.
- (c) The Executive Director shall attend General Membership meetings but is not to facilitate or direct said meetings. This is the responsibility of Chief and Council, the Executive Director is there in a supportive capacity.

5. CONFLICTS OF INTEREST

5.1. Compliance with Conflict of Interest Policy

- (a) Each member of Council must read and comply with the Wahnapiatae First Nation Conflict of Interest Policy that was adopted by Chief and Council on October 18, 2011, and most recently amended on October 27, 2025, including understanding:
 - (i) What could constitute a Conflict of Interest,
 - (ii) That a Conflict of Interest may be actual or perceived,
 - (iii) Their duty of disclosure,
 - (iv) Their duties and obligations if a Conflict of Interest arises, and
 - (v) The penalties for non-compliance with the Wahnapiatae First Nation Conflict of Interest Policy.

6. REVIEW AND AMENDMENT

6.1. Review

- (a) Council shall formally review this Policy annually.

6.2. Amendment

- (a) At least thirty (30) days prior to the formal review of this Policy, Council shall invite Members to provide any comments or proposed amendments, and
 - (i) Members shall have thirty (30) days to provide any comments or proposed amendments;
 - (ii) Members shall submit any comments or proposed amendments in writing to the Executive Director's Delegate; and
 - (iii) The Executive Director's Delegate shall bring such comments or proposed amendments to the attention of Council for consideration.
- (b) A member of Council may, without regard to the timing of a formal review of this Policy, propose an amendment to this Policy at any time.

- (c) Council shall make best efforts to achieve unanimity when they vote on an amendment to this Policy; however, if unanimity cannot be achieved, a majority decision of Council shall prevail.
- (d) Notice of any amendment to this Policy must be posted at public locations within the First Nation within thirty (30) days of the Council motion approving the amendment.

6.3 Revision History

Date: (mm/dd/yyyy)	Motions
05/21/2019	BCM WFN 19/20-049
04/27/2020	BCM WFN 20/21-022
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