



CURVE LAKE FIRST NATION

POLICY & BY-LAW NUMBERING SYSTEM

POLICY 01.001

Policies and Procedures

Policy Framework and Support Procedures to guide and organize development.

Approved by Council on January 21 2019.

CONTENTS

Introduction 5

CHAPTER 1- ADMINISTRATIVE 6

Policy Number format 6

By-Law Number Format 6

Number Assignment 6

Policy & Planning Officers Responsibility 6

Policy Subjects 6

CHAPTER 2- GENERAL SUBJECTS 7

Policy & By-Law Numbering System..... 7

Curve Lake First Nation Community Centre Policies 7

Curve Lake First Nation Funeral Policy and Procedures 7

Veterans Eagle Staff Protocol 7

Summer Student Policy..... 7

In-Camera Session 7

Human Resources Management Manual..... 7

Casual Policy 7

Volunteer Policy..... 8

Financial Management Policy..... 8

General Investments Policy..... 8

Casino Rama Investments Policy..... 8

Computer Use Policy..... 8

Conflict of Interest Policy..... 8

Criminal Reference Check Policy..... 8

Policy and Guidelines For Chief and Council..... 8

CHAPTER 3- EDUCATION 8

Post-Secondary Policy & Procedures 8

Parental Choice Policy..... 8

Busing Policy..... 8

CLFN School Manual..... 8

Spec Ed 8

O`shkiigmong Early Learning Centre Parent Manual..... 8

O`shkiigmong Early Learning Centre Policies..... 9

CHAPTER 4- HEALTH AND FAMILY	9
Medical Transportation Policy	9
New Patient Policy	9
Activities and Events Participation Policy	9
Food Hamper Policy.....	9
Footcare Policy	9
Healthy Eating and Safe Food Handling Policy	9
General Health Services Policy	9
Prior Approval Non-Insured Health Benefits	9
Off-Reserve Pilot Funding Policy	9
CHAPTER 5- ECONOMIC DEVELOPMENT.....	9
Business Development Loan and Support Services Program.....	9
CHAPTER 6- INFORMATION TECHNOLOGY	10
CHAPTER 7- SOCIAL SERVICES.....	10
CHAPTER 8- SENIOR CITIZENS.....	10
CHAPTER 9- HOUSING	10
CLFN Case Management Policy & Procedures	10
Emergency Repair Fund Policy.....	10
CLFN Household-use Septic System Policy.....	10
CLFN Household-use Water Wells Policy	10
CLFN New House Financial Incentive Policy	10
RRAP Policy	10
CLFN Section 10 New House Policy.....	10
Master Housing Policy	11
Section 95 Rental Housing Unit Policy	11
CHAPTER 10 PUBLIC WORKS	11
Policy for Provision of Emergency Services to Properties on Private Roads	11
Culvert Policy.....	11
CHAPTER 11 CONSULTATION	11
Guidelines for Visiting Researchers.....	11
CHAPTER 12- LAWS & CODES.....	11
Curve Lake Community Approval Vote Process.....	11
62. 2012.001	11
CLFN Election Code	11

ATV Law.....11

INTRODUCTION

Application:

This policy applies to all policies and by-laws implemented by Curve Lake First Nation.

Exclusions: N/A.

Responsibilities:

Council is responsible to ensure that Policy is in place to ensure transparent and effective governance.

Administration is responsible to ensure that the Policies and Procedures of the Curve Lake First Nation are followed and to identify areas of policy concern.

Human Resources is responsible to ensure employment practices and procedures conform to legislation and the approved Curve Lake First Nation Policies.

Employees are responsible to meet the requirements of this policy and their job description, and carry out the functions in a professional manner

Review:

This policy will be reviewed every three years and may be amended from time to time.

Dates:

This policy was passed on January 21 2019.

CHAPTER 1- ADMINISTRATIVE

POLICY NUMBER FORMAT

1. The policy numbering system will be a five-digit number consisting of a two-digit general classification number and a three-digit index number, separated by a period, in the form "XX.YYY", with leading zeros for each part, as needed;

BY-LAW NUMBER FORMAT

2. The by-law numbering system will be a seven-digit number, consisting of the year and a three digit index number, separated by a period, in the form XXXX.YYY, with leading zeroes for each part, as needed.

NUMBER ASSIGNMENT

3. As policies and By-Laws are drafted or updated a number will be assigned prior to Chief and Council approval.
4. Upon assignment, the number corresponding to each policy or by-law will be recorded in this policy and the chapters updated appropriately;
 - (1) The above noted amendment does not require a council vote.
5. All previously approved policies and By-Laws will be assigned a number and recorded in this policy and the chapters updated appropriately;
 - (1) The above assignment and amendment does not require a council vote;
 - (a) When an existing By-Law is assigned a number the year assigned will be the original date of implementation.
6. The index number of a policy will be assigned incrementally within each general classification, beginning with XX.001;
 - (1) IE. 01.001, 01.002, 01.003 for General Subjects or 30.001, 30.002, 30.003 for Economic Development.
7. The index number of a By-Law will be assigned incrementally within each year beginning with XXXX.001;
 - (1) IE. 2017.001, 2017.002, 2017.003.

POLICY & PLANNING OFFICERS RESPONSIBILITY

8. The upkeep and implementation of this policy is the Policy & Planning Officers responsibility.

POLICY SUBJECTS

- 9. 01-09 General Subjects
- 10. 10-19 Education
- 11. 20-29 Health and Family
- 12. 30-39 Economic Development
- 13. 40-49 Information Technology
- 14. 50-59
- 15. 60-69 Seniors

CHAPTER 2- GENERAL SUBJECTS

POLICY & BY-LAW NUMBERING SYSTEM

- 16. 01.001 Policy & By-Law Numbering System

CURVE LAKE FIRST NATION COMMUNITY CENTRE POLICIES

- 17. 01.002 Curve Lake First Nation Community Centre Policies

CURVE LAKE FIRST NATION FUNERAL POLICY AND PROCEDURES

- 18. 01.003 Curve Lake First Nation Funeral Policy & Procedures

VETERANS EAGLE STAFF PROTOCOL

- 19. 01.004 Eagle Staff Protocol

SUMMER STUDENT POLICY

- 20. 01.005 Summer Student Policy

IN-CAMERA SESSION

- 21. 01.007 In-Camera Session

HUMAN RESOURCES MANAGEMENT MANUAL

- 22. 01.008 Human Resources Management Manual

CASUAL POLICY

- 23. 01.009 Casual Policy

VOLUNTEER POLICY

24. 01.010 Volunteer Policy

FINANCIAL MANAGEMENT POLICY

25. 01.011 Financial Management Policy

GENERAL INVESTMENTS POLICY

26. 01.012 General Investments Policy

CASINO RAMA INVESTMENTS POLICY

27.01.013 Casino Rama Investments Policy

COMPUTER USE POLICY

28. 01.014 Computers Use Policy

CONFLICT OF INTEREST POLICY

29.01.015 Conflict of Interest Policy

CRIMINAL REFERENCE CHECK POLICY

30.01.016 Criminal Reference Check Policy

POLICY AND GUIDELINES FOR CHIEF AND COUNCIL

31.01.017 Policy and Guidelines for Chief and Council

CHAPTER 3- EDUCATION

POST-SECONDARY POLICY & PROCEDURES

32.10.001

PARENTAL CHOICE POLICY

33.10.002

BUSING POLICY

34.10.003 Busing Policy

CLFN SCHOOL MANUAL

35.10.004 CLFN School Manual

SPEC ED

36.10.005 Spec Ed

O'SHKIIGMONG EARLY LEARNING CENTRE PARENT MANUAL

37.10.006 O`shkiigmong Early Learning Centre Parent Manual

O`SHKIIGMONG EARLY LEARNING CENTRE POLICIES

38.10.007 O`shkiigmong Early Learning Centre Policies

CHAPTER 4- HEALTH AND FAMILY

MEDICAL TRANSPORTATION POLICY

39.20.001 Medical Transportation Policy

NEW PATIENT POLICY

40.20.002 New Patient Policy

ACTIVITIES AND EVENTS PARTICIPATION POLICY

41.20.003 Activities and Events Participation Policy

FOOD HAMPER POLICY

42.20.004 Food Hamper Policy

FOOTCARE POLICY

43.20.005 Foot care Policy

HEALTHY EATING AND SAFE FOOD HANDLING POLICY

44.20.006 Healthy Eating and Safe Food Handling Policy

GENERAL HEALTH SERVICES POLICY

45.20.007 General Health Services Policy

PRIOR APPROVAL NON-INSURED HEALTH BENEFITS

46.20.008 Prior Approval Non-Insured Health Benefits

OFF-RESERVE PILOT FUNDING POLICY

47.20.009 Off-Reserve Pilot Funding Policy

CHAPTER 5- ECONOMIC DEVELOPMENT

BUSINESS DEVELOPMENT LOAN AND SUPPORT SERVICES PROGRAM

48.30.001 Business Development Loan and Support Services Program

CHAPTER 6- INFORMATION TECHNOLOGY

40

CHAPTER 7- SOCIAL SERVICES

50

CHAPTER 8- SENIOR CITIZENS

CHAPTER 9- HOUSING

CLFN CASE MANAGEMENT POLICY & PROCEDURES

49.70.001 Arrears Management Policy and Procedures

EMERGENCY REPAIR FUND POLICY

50.70.002

CLFN HOUSEHOLD-USE SEPTIC SYSTEM POLICY

51.70.003 CLFN Household-use Septic System Policy

CLFN HOUSEHOLD-USE WATER WELLS POLICY

52.70.004 Household-use Water Wells Policy

CLFN Household Repair and Renovation Fund

53.70.005 CLFN Household Repair and Renovation Fund

CLFN NEW HOUSE FINANCIAL INCENTIVE POLICY

54.70.006 New House Financial Incentive Policy

RRAP POLICY

55.70.007 RRAP Policy

CLFN SECTION 10 NEW HOUSE POLICY

56.70.008 CLFN Section 10 New House Policy

MASTER HOUSING POLICY
57.70.009 Master Housing Policy

SECTION 95 RENTAL HOUSING UNIT POLICY
58.70.010 Section 95 Rental Housing Unit Policy

CHAPTER 10 PUBLIC WORKS

POLICY FOR PROVISION OF EMERGENCY SERVICES TO PROPERTIES ON PRIVATE ROADS
59.80.001 Policy for Provision of Emergency Services to Properties on Private Roads

CULVERT POLICY
60.80.002 Culvert Policy

CHAPTER 11 CONSULTATION

GUIDELINES FOR VISITING RESEARCHERS
61.Guidelines for Visiting Researchers 90.001

CHAPTER 12- LAWS & CODES

CURVE LAKE COMMUNITY APPROVAL VOTE PROCESS
62.2012.001

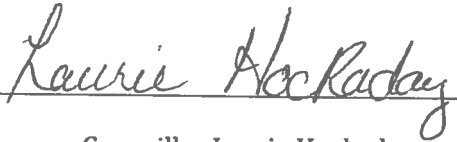
CLFN ELECTION CODE
63.2017.001 CLFN Election Code

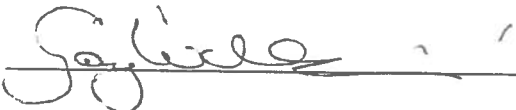
ATV LAW
64. 2019.001 ATV Law


POLICY APPROVAL


This Policy was passed during a duly convened meeting of the Curve Lake First Nation Council held on January 21, 2019.

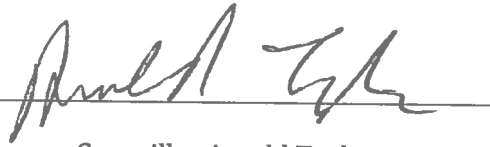
Chief Phyllis Williams



Councillor Laurie Hockaday


Councillor Gary Williams

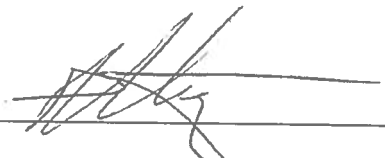

Councillor Tiffany Taylor


Councillor Shane Taylor


Councillor Arnold Taylor


Councillor Deborah Jacobs

Councillor Ted Coppaway


Councillor Lorenzo Whetung

