



TJIPOGTOTJG MICMAC BAND
BUCTOUCHE MICMAC BAND

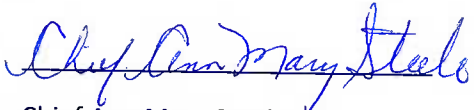
BAND MEMBER
ENGAGEMENT POLICY

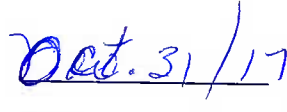
OCTOBER 2017

Buctouche MicMac Band

Acceptance of Policy

We, the representatives of the Buctouche MicMac Band, have reviewed and hereby approve this Policy dated October, 2017 for the Buctouche MicMac Band.


Chief Ann Mary Steele



Date

Councilor Brenton LeBlanc

Date



Councilor Matthew Sanipass



Date

Open Meetings

Open meetings of the Chief and Council will be held every last Thursday of the Month unless otherwise announced

- How to Access Information – Any information that the Chief and Council wants to discuss with the Band members at the next Band Members' Open Meeting, will be made available on the Band's Website www.buctouchemicmacband.ca and also at the Band Office and Store
- How to add items to the agenda – Please contact the Band Manager to add item(s) to the Agenda. If the Band Manager is not available to take your call, then you can leave your name and number with the receptionist and the Band Manager will get back to you
- When and where to find postings – All posting surrounding Open Meetings will be made available on the Band's website www.buctouchemicmacband.ca

Rules on conduct and expectations during open meetings:

- Please put your hand up if you want to speak, and wait until your name is called.
- Please do not interrupt the person speaking, just like you would not want to be interrupted while you are speaking.
- Please do not use foul language or swear words out of respect for everyone present.
- Please be respectful of everyone in the room and stay focused on the topic.
- Notes will be taken throughout the meeting for clarification of discussions.

Consulting Band Members

- The Chief and Council may from time to time need to have the input of the Band Members on certain issues. Any such notice will be posted on the Band's website www.buctouchemicmacband.ca
- Any Band Member may request a meeting with the Chief and Council for either an Open or Closed meeting by contacting the Band Manager with specific information

Dissemination of Information

- The Chief and Council may from time to time need to send out information to the Band Members. This will be done through the Band's website at www.buctouchemicmacband.ca

Redress Process for assessing Complaints and Grievances (Also See Appeals Policy)

- Definitions
 - **Complaint** - means a verbal expression of dissatisfaction by a Band Member addressed to the Chief and Council.
 - **Grievance** - means a complaint in writing presented by a Band Member on his/her own behalf or on behalf of the Band Member and one or more other Band Member(s)
- All redress Process - The following redress process applies to all Departments, Programs and Policies

Every Band Member has the right to present a grievance and will not be intimidated or threatened for presenting a grievance. Every Band Member has the right to fair representation in the resolution of his/her grievance.

1. Band Members are responsible to try to resolve any complaints with the Director of a specific Program before submitting a grievance.
2. Grievances should be presented to the Band Manager and/or Band Council in a standard format.

- Time frames for grievance presentations:

A Band Member must present their grievance to the Band Manager and/or Band Council in writing within five (5) days of the incident occurring

Responsibility for responding to grievances will fall to the Band Manager and/or Band Council. The Band Member will be entitled to a hearing upon request.

All responses to grievances will be issued within thirty (30) days of receipt of the grievance.

All decisions of the Band Council will be binding and final. (Time limits may be extended by mutual consent).

Amendments to any and all Policies will be carried out by the Chief and Council, from time to time, and a notice of changes will be posted on the Band's website: www.buctouchemicmacband.ca