



Notice to Community Members
Sent: Friday July 24th, 2015

FISH DAY

Reminder: Please be courteous to your neighbours in regards to fish guts. The smell is unpleasant. Please take out remains timely and appropriately as this attracts bears as well.

Check in: 10am to 12pm at House of Gathering Sunday July 27th, 2015 with Vanessa

Distribution: We are uncertain when the seine will arrive on shore. Please keep in touch via Hupačasath website & Facebook, or designate a person to provide information to you.

Fish Day Procedures:

- Please show up on time for fish day distribution
- All members must visibly check-in all family members present that are expecting a share.
 - o Tell Vanessa if you prefer your share of fish or cash
 - o Move all conversations away from check in area to allow space for others and so Vanessa can hear your name and choice appropriately
- Wait until name is called; entire family will receive distribution with the first last name to appear on list (alternating alphabetical to ensure fairness – starting from Z this week)
- When picking up fish, please provide a buffer zone for fish pick- up area and walkway to get by with fish
- No foul or disrespectful language and behaviours will be tolerated.
 - o Any person not observing these regulations, creating a disturbance, or in any way interfering with the processes involved in fish days, can be prohibited from attending the next fish day. The person in charge shall make that recommendation to council and council shall immediately send a letter to that person informing him or her of their temporary suspension.

Hupačasath Community Engagement

Focus Group – Developing and Approving
Policy

7/30/2015

In this package you will find the draft of the document and a feedback form to share your thoughts on the new process. This document will be used to direct Hupačasath Administration and Council on how to change and develop future policies. It's important that you share what you think during the feedback period: Friday July 24th to Friday August 7th at 12:00pm.

Developing and Approving HFN Policy

The purpose of this policy is to ensure that new or revised Hupacasath First Nation (HFN) policies are developed using a process that ensures that all HFN members have ample opportunities to comment on a proposed policy before it goes to Chief and Council for approval.

It's recognized that new policies may be needed to address new challenges, or that existing policies may need to be revised to address changing circumstances.

Only policies that have been developed or revised in accordance with this policy and approved by Chief and Council will be considered 'official' HFN policy. All other policies will be considered as 'drafts' and not approved.

Minor administrative changes to policy that do not materially affect the policy, as determined by the Policy Committee, may be made and forwarded directly to Chief and Council for review and approval, bypassing the requirements for community focus groups and an open house. Examples of minor changes include:

- Position titles
- Formatting
- Clarifications
- Spelling and grammar
- Software system changes

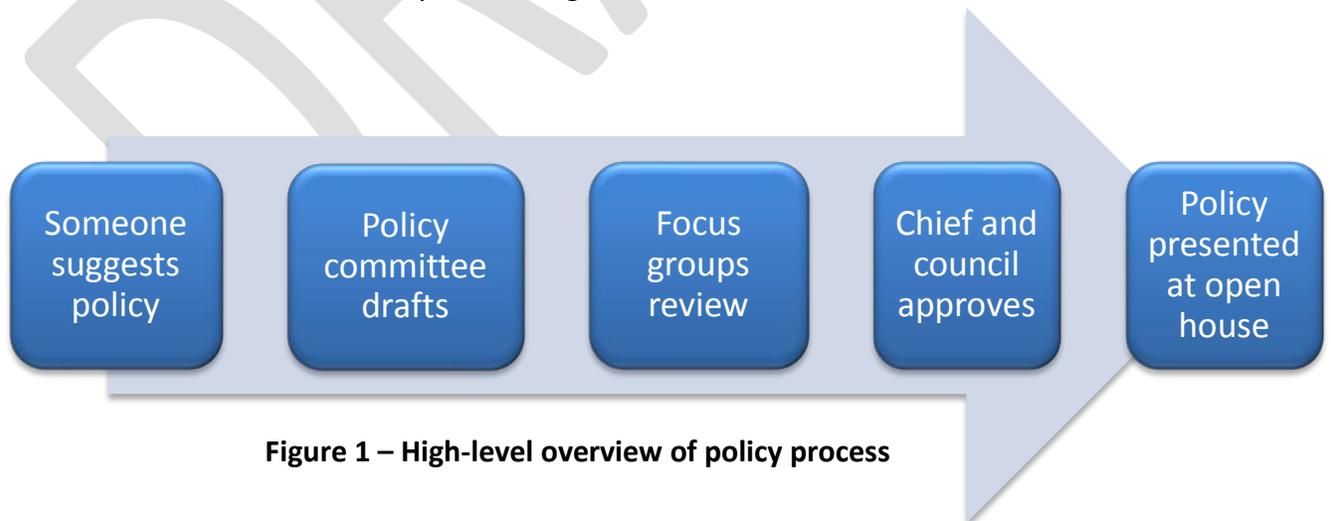


Figure 1 – High-level overview of policy process

Responsibility for Developing and Revising Policy

The Policy Committee is responsible for developing new or revised policies under the direction of Chief and Council. If no Policy Committee has been appointed, Chief and Council are responsible for policy.

For more information on the Policy Committee, see [Policy Committee Terms of Reference](#).

Suggesting New or Revised Policy

Any member of the Hupacasath First Nation may suggest the need for a new policy, or suggest that an existing policy be revised.

New or revised policies may be initiated in a variety of ways:

- Chief and Council initiates
- Policy Committee initiates
- Staff member initiates
- Any HFN member initiates
- Periodic review identifies need

Whenever possible, suggestions for new or revised policy should use the [Suggested New or Revised HFN Policy](#) form. However, its use is optional. Verbal suggestions may also be accepted. A policy committee can accept the verbal suggestion and document the member's ideas. The member making the verbal suggestion must sign the form.

1. Initiator completes a *Suggested New or Revised HFN Policy* form, if possible, outlining the new or revised policy and submits it to the Policy Committee.
2. Policy Committee reviews the suggestion, and if necessary, speaks with:
 - the initiator
 - other community members
 - staff members
 - Chief and council
 - any others the Policy Committee deems necessary
3. Policy Committee decides whether to proceed with the suggested new or revised policy and communicates that decision in writing to the initiator. The decision will outline the reasoning for either accepting or rejecting the suggestion. The written decision should

be communicated to the initiator within two weeks of when the decision is made.

Drafting New or Revised Policy

If the Policy Committee has determined that a new or revised policy is necessary, or has been so directed by Chief and Council, the committee will draft the new or revised policy.

1. The Policy Committee drafts the new or revised policy and distributes it to Chief and Council, appropriate department heads, and anyone else the Policy Committee wants to review the policy.
2. After giving reviewers ample time to review the draft, the Policy Committee considers any review comments received and revises the policy as the committee deems appropriate.
3. The Policy Committee prepares a spreadsheet of all comments received, and makes it available to reviewers or others if requested. The spreadsheet should be available within two weeks of the last comments received.

Review by HFN Focus Groups

All draft policies will be reviewed with one or more focus groups made up of HFN community members. The intent of the focus groups is to present the key aspects of the policy to those in the group. At least one policy committee member and one council member will be present at the focus groups.

The Policy Committee decides how many focus groups will be held to review the policy. In general, the following groups should be considered:

- Youth (under 18)
- Young adults (18 to 29)
- Adults (30 to 54)
- Elders (55 and older)

The intent of using focus groups organized by age is to create a comfortable environment that will encourage community members to voice their opinions honestly and openly. The age ranges shown are only suggestions.

Policies with limited interest within the community, such as accounting policies or human resources policies, may have fewer focus groups.

No member of the community may be excluded from participating in a focus group. For example, if only one focus group is held, then it must be open to all community members.

Focus groups will be organized and held by the Policy Committee with the input of the Director of Communications. The focus groups will be held at a time and place that best suits the target group. A meal, snacks, or door prizes should be considered to encourage participation. At least two week's notice should be given for focus groups.

At least one member of the Policy Committee and one member of Council will participate in each focus group.

Focus group participants who are loud and disruptive may be asked to leave the group and provide written feedback.

The Policy Committee considers any review comments received and revises the policy as the committee considers appropriate.

The Policy Committee will create a spreadsheet of review comments received at the focus group and will make it available to any community member on request. The spreadsheet should be available within two weeks of the focus group.

Recommendation of Policy to Chief and Council

After one or more focus groups have been held and the policy has been revised by the Policy Committee (if appropriate), the policy will be recommended to Chief and Council for review and approval.

At a regular council meeting, Chief and Council will review the policy and decide whether to:

- Approve the policy as written
- Approve the policy with changes
- Reject the policy

Policies are considered to come into effect on the date they are approved by council. This date will be shown on the approved policy.

All approved policies will be posted on the HFN web site in PDF format, unless the Policy Committee considers that posting the policy may present a security risk to HFN (for example, by posting accounting or payroll policy and procedures).

The Policy Committee will keep an up-to-date written record of all approved policies.

Policy Open House

All approved policies will be presented to the HFN community at an 'open house' dedicated to new or revised policies. More than one policy may be presented at an open house.

Open houses will be organized and held by the Policy Committee with the input of the Director of Communications.

A meal, snacks, or door prizes should be considered to encourage participation. At least two week's notice should be given for an open house.

The purpose of the open house is to convey information about the new or revised policy to the HFN community. Because the policy has already been approved by Chief and Council, no records are kept of comments received. Those expressing an interest in changing the policy should be given a copy of this policy and the *Suggested New or Revised HFN Policy Form*.

Periodic Review of Approved Policies

All approved policies will be reviewed at least annually. The responsibility of designating staff to review the policies lies with the CEO. The Policy Committee will record the date of the review, the names of the reviewer(s), and the outcome, and keep this information on file.

Retention of Records

All documentation relating to policies must be kept for at least 5 years, including:

- *Suggested New or Revised HFN Policy forms*
- Written response to persons suggesting a policy or change to an existing policy
- Spreadsheet summaries of review comments received

