

## Policies, Procedures and Directions Policy

### **Policy**

It is Council's policy to create, revise, and issue policies and procedures in accordance with generally accepted accounting principles for Nipissing First Nation as well as meet law and regulatory requirements that affect the Nipissing's Financial Administration Law.

### **Purpose**

The purpose of this policy is to ensure that there is a standardized method of preparation, review, issuance, maintenance and revision of all policies and procedures in relation to the Nipissing's financial management system.

### **Scope**

This policy and procedure applies to the Council, committees of Council and all employees and any other persons with authority to conduct activities in connection with the financial administration of the Nipissing.

### **Responsibilities**

Council is responsible for:

- Approving new, revised or removed policies and procedures.

The Finance and Audit Committee is responsible for:

- Recommending to Council the issuance, revision or removal of policy and procedure document related to reimbursable expenses and perks of Council members or employees only.

The Chief Executive Officer is responsible for:

- Approving new, revised or removed procedures as delegated by Council.
- Maintaining a comprehensive list of all existing policies and procedures
- Making sure that the current list of policy and procedures is made available to all affected persons
- Reviewing all policy requests (new, revised, removed) and submitting a recommendation to Council for approval
- Determining if the policy and/or procedure document request needs to be referred to a subject matter expert for additional review
- Determining if the policy and/or procedure document needs a cross functional review from other departments within Nipissing First Nation.
- Making sure proposed or revised policy and procedures incorporate the requirements of application laws, regulations and standards

- Making sure proposed or revised procedures are consistent and compliant with the respective Council approved policies
- Making sure that existing policy and procedures are kept current by reviewing policies and procedures periodically.

The Chief Financial Officer is responsible for:

- Making sure policy and procedure document being reviewed comply with Nipissing First Nation's Financial Administration Law (FAL) and Generally Accepted Accounting Standards (GAAS).
- Assisting with an assessment for each significant function or activity of Nipissing First Nation's administration to determine if a policy and procedure document is required.

## **Procedures**

### **Policy Creation**

The document initiator creating the policy and procedure should be the process owner or a subject area expert.

Any employee or department may recommend a policy but in the first instance, the Chief Executive Officer and the Chief Financial Officer will create a list of all policies and procedures required by Nipissing First Nation's financial administration law or required to adequately and effectively manage and control the financial management system and to safeguard Nipissing First Nation's assets. The Chief Financial Officer will then assign the responsibility of document initiator to a process owner or subject area expert for policies and procedures that do not exist or require revision.

The Chief Financial Officer and the document initiator will agree on appropriate content (iterative reviews if necessary) keeping within the following format for the policy:

- Policy – clear statement that indicates the protocol or rule affecting the specific area
- Purpose – The reason or rationale underlying the policy and procedure
- Scope – The areas, functions, individuals, or departments affected by the policy
- Definitions – Any specialized terms that are not otherwise defined
- Responsibilities – Describes who, using generic titles or positions, is responsible for implementing or maintaining the policy and procedure
- Procedures – Describes the steps, details, or methods to be used to implement and maintain the policy and procedures
- References (optional) – List of applicable documents, policies, laws and regulations
- Attachments (optional) - forms, reports, or records that are generated from the policy.

### **Policy Approval**

Once approved by Council, a new or revised policy must be communicated and accessible to the all departments and employee and members of Nipissing First Nation for reference and guidance.

## **Policy Maintenance**

At least every two years, all issued policy and procedures documents will be reviewed for completeness, accuracy, and relevancy and revised or rescinded accordingly.

*Approved this 27<sup>th</sup> day of May, 2015*  
*Amended and approved this 18<sup>th</sup> day of December, 2018*  
*Amended and approved this 21<sup>st</sup> day of December, 2021.*