

POLICIES AND PROCEDURES

PP.CMGB.1611



Tsuut'ina Nation Culture/Museum/Gunaha Policies and Procedures



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Table of Contents

1	Interpretations and Definitions.....	4
2	Purpose, Scope and Application.....	6
3	Hours of Operation.....	7
	Facility Hours	7
	Staff Management Hours	7
4	Daily Procedures.....	8
	Opening Procedures	8
5	Security	9
	Building Control.....	9
6	Parking	10
7	Emergency Procedures	11
8	Public Nuisance/Loitering/Soliciting/Breach of Rules.....	12
9	Culture/Museum/Gunaha Building Layout	13
10	Amendments.....	14
11	Drafting History	16
12	Chief and Council Signatory Page.....	17

1 Interpretations and Definitions

- (a) "Accountability" means being liable for activity or decisions. This includes "yes" or "no" authority and veto power. Accepting the liability for delegating responsibility of policy, process and or overall direction of the Nation.
- (b) "Approve or Approval" means to consent, agree to, or endorse.
- (c) "Assign or as assigned" means to appoint or delegate, or as appointed or delegated.
- (d) "Authority" means the power or right to determine, control, command or approve.
- (e) "Benefit" means the indirect, non-cash compensation provided to an employee.
- (f) "Budget" means the forecast of planned revenues and expenditures for the Nation, a Program, Department or a Company, for a specific period of time.
- (g) "Chief and Council" means the duly elected Chief and Council of the Tsuut'ina Nation.
- (h) "Chief Executive Officer" or "CEO" means the individual assigned by Council that is responsible for the day-to-day oversight of the Nation's operations.
- (i) "Citizen" or "Citizenship" means a member of the Tsuut'ina as described by the Tsuut'ina Citizenship Code.
- (j) "Company" means a Nation organization or corporation that exists for the purposes of generating funds for the Nation.
- (k) "Council" means the Chief and each of the Councilors elected by the Nation.
- (l) "Employee" means a person who the Nation contracts wholly or principally for the supply of their own labor and is unable to delegate responsibility to another person for the completion of the contract.
- (m) "Employee" means a person who works for the Nation in one of its Programs, Departments or Companies for financial or other compensation.
- (n) "Employer" means the Nation. The term employer and Nation are used interchangeably throughout this document and are meant to identify the organization providing employment to individuals.
- (o) "Ensure" means to make certain.
- (p) "Executive Director" means the Executive Director- Economic Development, the Executive Director-Companies, the Executive Director-Legislative Procedures, the Executive Director-Programs, the Executive Director-Services, or the Executive Director-Essential Services. Executive Directors are accountable for the day-to-day oversight of their respective Portfolio. Executive Directors are responsible to ensure that their portfolio managers adhere to their respective mandate and service delivery.
- (q) "Human Resources Director" means the individual assigned by Council to act as the Human Resources Director responsible for the day-to-day management of the Human Resources Department.
- (r) "Implement" means to fulfill, perform, or carry out.
- (s) "Manager" means the Department, Program or Company Manager hired as an employee to manage the day-to-day responsibilities of their respective Department, Program or Company.
- (t) "May" means to take action at one's discretion and not a requirement.

- (u) "May Only" means to take action at one's discretion after a specified action has taken place by another individual or group of individuals.
- (v) "Must, Will, Shall, Required" means to be obliged or bound by an imperative requirement with no discretion to avoid.
- (w) "Nation" means the Tsuut'ina Nation.
- (x) "Program" means a Nation organization or department that is not established with the intention of generating a profit but provides services to Nation citizens.
- (y) "Recommend for Approval" means to represent as advisable.
- (z) "Responsibility" means being the individual or group of individuals who do the work or direct the completion of work or activity.
- (aa) "Review" means to inspect, examine, and discuss.
- (bb) "Tsuut'ina Chief and Council" means the elected governing body for the Tsuut'ina Nation.
- (cc) "Tsuut'ina" or "Tsuut'ina Nation" means the sovereign nation previously referred to as the "Sarcee" Nation.
- (dd) "Tsuut'ina Citizen" means a Citizen of the Tsuut'ina who is or who becomes a Citizen under the Tsuut'ina Citizenship Code First Amendment.

2 Purpose, Scope and Application

- 2.1. The Culture/Museum/Gunaha Policies and Procedures purpose is to oversee the operations for the Tsuut'ina Museum Building.
- 2.2. The Culture/Museum/Gunaha Policies and Procedures manage the processes required for the protection and preservation for the museum artifacts, archives, property assets, and equipment through management of the building.
- 2.3. The Culture/Museum/Gunaha Policies and Procedures are applicable to the Tsuut'ina Museum management, staff, and contractors to the Tsuut'ina Culture/Museum/Gunaha Program.

3 Hours of Operation

Facility Hours

- 3.1. Hours of Operation are from 7:30am to 4:30pm everyday with the presence of at least one security guard.
- 3.2. Extended hours from 2:00pm to 8:00pm for classes and/or other instances will be offered with the presence of at least one security guard.
- 3.3. Hours of operation to be subject to change.
- 3.4. The Culture/Museum Director may grant special approval for extended hours of operation.

Staff Management Hours

- 3.5. Security is to be on site from 8am to 8:00pm and 8:00pm to 8:00am. This will be subject to change as per the Culture/Museum Director's approval.
- 3.6. On the basis for six months a Security Guard position may be required from 8:00am-8:00pm and from 8:00pm-8:00am for twenty-four hour surveillance.
- 3.7. Maintenance is to clean for open and close from 8am to 4pm.

4 Daily Procedures

Opening Procedures

- 4.1. A daily logbook is provided for the signing in and out for all staff and contractors.
- 4.2. Security and front receptionist are responsible for the daily logbook and ensures that staff and contractors sign in.
- 4.3. Daily activity report must be recorded by security guard and submitted to the Culture and Museum Director weekly.

5 Security

Building Control

- 5.1. If a breach occurs within the Culture/Museum/Gunaha Building the Culture/Museum Director will deal with the matter in consultation with the Elders Advisory Committee.
- 5.2. All keys and access codes must be registered and signed out on a daily/weekly basis unless other arrangements have been made and approved by the designated Director.
- 5.3. Any security breach that may occur shall be processed through the Tsuut'ina Nation Accountability Code and the Tsuut'ina Nation Human Resources Policies and Procedures, or other applicable Criminal Code section of Canada, and applicable insurance company to be notified.
- 5.4. All hired Security Guards of the Culture/Museum/Gunaha Building must be bondable.

6 Parking

- 6.1. The parking zone on the North and West side of the building accommodates for all Nation Staff and tenants vehicles, as well as visitors.
- 6.2. Museum Staff will not be responsible for items stolen from vehicles parked in the parking lots. Please lock up your vehicles and your valuables.
- 6.3. **ABSOLUTELY NO PARKING WILL BE PERMITTED IN THE:**
 - (a) Fire lanes located in the front of the building (the ramp); and all other fire lanes;
 - (b) In front of the garbage bins
 - (c) The loading docks located on the north side of the building.
 - (d) All other areas posted as “NO PARKING”.
 - (e) **Failure to comply will result in warning tickets that will be issued by the Tsuut’ina Police Service.**
- 6.4. **NO PARKING exceptions** will only apply to Elders and handicap sticker users.

7 Emergency Procedures

- 7.1. Workplace Safety Requirements to be met by outside contractors through their individual contracts through the Culture/Museum/Gunaha Programs.
- 7.2. Log book to be maintained by the security for all damages, incidents, and accidents in the Culture/Museum/Gunaha Building.

8 Public Nuisance/Loitering/Soliciting/Breach of Rules

- 8.1. Fighting, screaming, shouting, swearing, insulting or using obscene language in the Tsuut'ina Culture/Museum/Gunaha Building will not be tolerated.
- 8.2. If an incident occurs an "incident report" shall be documented and to follow the approved Incident Report Process.
- 8.3. Anyone under the influence or in possession of drugs and/or alcohol will not be permitted on the premises.

9 Culture/Museum/Gunaha Building Layout

9.1. Diagram of Culture/Museum/Gunaha building.



10 Amendments

10.1. This Code may be amended through the Tsuut'ina Nation Legislative Process.

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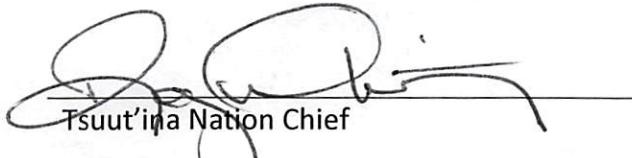
11 Drafting History

Revision #:	Date:	Made By:	Revisions:
Draft #1	September 9, 2016	Cree Big Plume	Alison Heavenfire
Draft #2	October 13, 2016	Alison Heavenfire	Cree Big Plume
Draft #3	October 21, 2016	Cree Big Plume	Cree Big Plume
Draft #4	October 26, 2016	Cree Big Plume	Cree Big Plume

12 Chief and Council Signatory Page

This Policies and Procedures Document is hereby made at this duly convened meeting of the Chief and Council of the Tsuut'ina Nation this 15th day of November 2016.

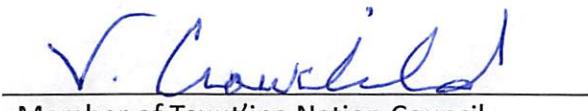
Voting in favour of the Culture/Museum/Gunaha Building Policies and Procedures, as evidenced by signatures, are the following members of the Chief and Council:



Tsuut'ina Nation Chief



Member of Tsuut'ina Nation Council



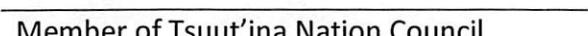
Member of Tsuut'ina Nation Council



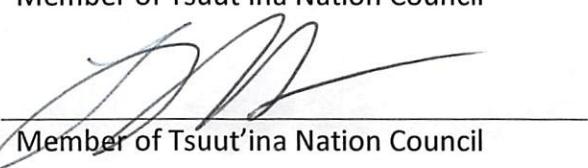
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Member of Tsuut'ina Nation Council



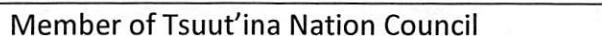
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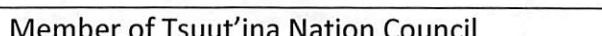
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