

**DEHCHO FIRST NATIONS  
INVESTMENT MANAGEMENT BOARD**



**POLICY AND PROCEDURES MANUAL**

**AMENDED DECEMBER 12, 2015**

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## **Our Vision**

*We will be leaders in the sustainable economic development of the Dehcho through our investment strategies, financial expertise and support for the Dehcho First Nation membership in their economic initiatives*

## **Mission Statement**

*The Mission of the Investment Management Board, in anticipation of future, provides a fair return on investments to its shareholders and to assist in the promotion of Dehcho First Nations values and economic independence through participation in economic opportunities.*

## What Every Board Member Should Know

The purpose of the Statement of Policy and Procedures is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour.

The Investment Management Board has the information they need to support, understand, guide and develop the needs of the Dehcho Communities. This policy will review the responsibilities and procedures of the Investment Management Board.

The Investment Management Board is responsible to make the best decisions and policies on behalf of the Dehcho First Nations organizations and its members under the Dehcho Declaration passed on August 19, 1993 in Kakisa, NT:

*Dehcho Gáh Got'ie  
Zhundih Saamba Náhza Edíhtá'éh Ndedhé Hôlî K'çç  
Nádéhtíhíza Dídi T'ah Nádadítse T'ah  
Edíhtá'éh Ndedhé Thítsi*

*Nahxii, Dehcho Gáh Got'ie-ke, dáôdéthaa ejôh ait'ni t'ôh gots'eh dáôndih edets'ç k'ahæúdéh eníddhê gots'eh æææa dáôndih k'çç aut'ni eníddhê t'ah nahendéh k'eh náthidéh ait'é.*

*Nahendéh k'eh ndéh gots'eh tu zhágúli, dáôdéthaa dene ídlî ait'é t'ôh gots'eh nahets'eh zôh azháñt'é. Nahendéh gots'eh tu exoidih gha nahe Nohtsi edi ndéh k'eh nínahônidhah á ahtít'é.*

*Zhundih 1899 gots'eh 1921, dene gúli nahendéh k'eh at'î agujá ekúh. Dene Kéhle thâh edets'ç k'ahæúdéh ahtít'e t'ah gots'eh thee ats'ut'ni gha goxéh Saamba Náhza gots'eh dáôndih eâexéh ekúhdê náthidéh gha dídi t'ah Edíhtá'éh Ndedhé thítsi agôit'é. Dene xááé edets'ç k'aogedéh agít'e zôh tá'a dúle eâexéh Treaty ghetsi á agøht'e. Ezhi gháádé, Dene Kéhle ahtít'e, dáôndih gúdi gots'eh azhii nahets'eh ôt'e gots'eh zhundéé t'ôh gots'eh dáôndih eâexéh zhágúdeh t'ah t'ahsii eâexéh seezhágúæi. Môla gondéh ts'ç k'aodhe t'ahsii kaondih nahech'ã nidídhahle gha gôæô.*

*Dúyé dáôndih edi ndéh k'eh gúdi gha Nohtsi mek'eh nínahônidhah k'éch'a ahtindeh t'ah nahendéh gots'eh dáôndih ala mek'eh dene ahtít'e t'ah t'ahsii met'áôdídhi gha nahegha thela editsi. Dehcho godhoh gots'eh dene gonathee zhádéhtth'i-ke, dúh gots'eh zhundah gogha k'ahæúdéh ts'ç nahets'ehk'eh eghálagenda gha.*

*Dúhdzêh, dene áié kádeæa zôh ahtít'e gots'eh see ehth'i t'ah edi ndéh nahets'eh ôt'e ahtít'e t'ah nádadítse t'ah dáôndih mek'eh edets'ç k'ahæúdéh eníddhê dídi.*

*Nahxii, Dehcho Gáh gots'eh Dene, nádadítse t'ah dene nahenathee zhádéhtth'i-ke gots'ádadídi.*

*August 19, 1993, K'áge Tu Nahendéh Gha Edíhtá'éh Ndedhé Ts'ehtsi*

*(English Version)*

*We the Dene of the Dehcho have lived on our homeland according to our own laws and systems of government since time immemorial.*

*Our homeland is comprised of the ancestral territories and waters of the Dehcho Dene.*

*We are put here by the Creator as keepers of our waters and lands.*

*The Peace Treaties of 1899 and 1921 with the non-Dene recognize the inherent political rights and powers of the Dehcho First Nation. Only sovereign peoples can make treaties with each other. Therefore our aboriginal rights and titles and oral treaties cannot be extinguished by any Euro-Canadian government.*

*Our laws from the Creator do not allow us to cede, release, surrender or extinguish our inherent rights. The leadership of the Dehcho upholds the teaching of the Elders as the guiding principles of the Dene government now and in the future.*

*Today we reaffirm, assert and exercise our inherent rights and powers to govern ourselves as a nation.*

*We the Dene of the Dehcho stand firm behind our First Nation government.*

## Section 1

### Governance and Management

#### Introduction

On June 22, 2005, the Dehcho First Nations (DFN) signed a Settlement Agreement with Her Majesty the Queen in the Right of Canada.

It is intended that the Trustee of the Dehcho Trust be guided by the Declaration of Rights of the Dehcho First Nations passed at Kakisa Lake, August 19, 1993, by way of a Resolution passed unanimously at the Winter Leadership meeting on March 8, 2006, the Dehcho First Nations and each Dehcho First Nation have approved the Dehcho First Nations Master Trust Agreement and have authorized the Dehcho First Nations and its members to sign and implement the Dehcho First Nations Master Trust Agreement and all related documentation.

This section explains the following:

- Investment Management Board Responsibilities and Role
- Shareholders
- Duties of Chair
- Duties of Vice Chair
- Duties of Secretary Treasurer
- Appointment Process of Members and Chair
- Resignation and Termination
- Investment Management Board Meetings

## **1.1 Investment Management Board Responsibilities and Role**

The Investment Management Board (IMB) has a fiduciary responsibility to the Dehcho First Nations (DFN) membership and to their members and rights of the Dehcho First Nations, and is responsible for the care of the assets and rights of the Dehcho First Nations. The IMB is expected to act in the best interests of the Dehcho First Nation and membership when performing their duties.

The IMB is expected to perform duties assigned by their appointed position such as Chairperson, Vice Chairperson and Secretary Treasurer of the board. They are to ensure that policies and administration corresponds with the IMB's mission, as well as to oversee the financial obligation and responsibilities of the IMB as needed.

The role of the Investment Management Board is as follows:

1. To meet regularly with the Investment Advisor to review the investments of the Trust Fund, annually there will be (Two face-to-face meetings, four teleconferences, and additional conference calls as needed);
2. The Investment Management Policy by CIBC be reviewed annually and revisions when appropriate;
3. To ensure that the investments of the Trust Fund are made in accordance with the Investment Management Policy;
4. To make recommendations to the Leadership concerning the appointment of an Investment Advisor or replacement of an Investment Advisor;
5. Work with the Trustee to ensure that all investments of the Trust Fund are Authorized Investments; Act as the liaison between the Leadership, the Trustee and the Investment Advisor on all issues related to the Trust;
6. Reports annually to the Dehcho First Nation's Annual Assembly and Winter Leadership meeting concerning the investment of the Trust Fund;
7. To understand the Master Trust and its Schedules

## **1.2 Duties of the Chairperson**

The Chairperson's role is to lead the board in establishing policies, procedures and represent the Investment Management Board (IMB).

1. The role of the Chairperson is to ensure the integrity of the IMB.
2. The Chairperson is authorized to speak on behalf of the IMB.
3. The Chairperson represents the IMB board at the Annual General Assembly and the Winter Leadership meeting.
4. The Chairperson will ensure that the IMB follows established policies, procedures, and code of ethics.
5. The Chairperson has no authority to make decisions outside of the policies created by the Investment Management Board.
6. The Chairperson plans the agenda for the IMB meetings.
7. The Chairperson will chair all IMB meetings.
8. The Chairperson ensures that the IMB is properly informed in order to make effective decisions.
9. Oversees training of all new Board Members.

### **1.3 Duties of the Vice Chairperson**

The Vice Chair is responsible for the role of the Chair if the Chairperson is absent, resigns, or becomes deceased, and until such time as arrangements can be made for the Investment Management Board (IMB) to appoint a new Chairperson. Within the IMB when the Chair term is complete, the Vice Chair assumes the full responsibilities as the Chair as follows:

1. The role of the Vice Chairperson is to ensure the integrity of the IMB.
2. The Vice Chairperson is authorized to speak on behalf of the Investment Management Board.
3. The Vice Chairperson represents the IMB board at the Annual General Assembly and the Winter Leadership meeting.
4. The Vice Chairperson will ensure that the IMB follows established policies, procedures, and code of ethics.
5. The Vice Chairperson has no authority to make decisions outside of the policies created by the IMB.
6. The Vice Chairperson plans the agenda for the IMB meetings.
7. The Vice Chairperson will chair all IMB board meetings.
8. The Vice Chairperson ensures that the IMB is properly informed in order to make effective decisions.
9. Oversees training of all new Board Members.

#### **1.4 Duties of the Secretary Treasurer**

The Secretary Treasurer's role is:

1. To meet with the Chairperson and Vice Chairperson to prepare budgets for the Investment Management Board (IMB).
2. Reports at the IMB meetings on finances, in conjunction with the Trustee.
3. Works with Administrative Support to maintain the budget and minutes, and any other records, as required by law and policy.
4. Ensure the minutes are taken at all regular and special meetings of the IMB, if Administrative Support is unavailable.

## **1.5 Appointment process for the Investment Management Board**

The Dehcho Annual Assembly shall by way of a Dehcho First Nations (DFN) Resolution appoint at least three but not greater than nine persons as members of the Investment Management Board (IMB) and the composition of which meets the following qualifications:

1. All members must be 18 years of age or older;
2. Members cannot be a member of the Leadership or a member of the elected governing body of any of the DFN;
3. All members must be Members of the DFN;
4. All members must not have been convicted of an indictable offense or a summary conviction offense involving fraud, theft or false pretences;
5. Members cannot have declared bankruptcy ( ie. undischarged bankruptcy)
6. All members must be mentally competent

Each IMB member shall hold office for a term of three years. A member of the IMB may be reappointed, by way of Dehcho Assembly resolution.

Members of the IMB will elect a Chairperson from amongst themselves. The position of Chair will be for one year and will expire at the first face-to-face meeting of the IMB. The retiring Chairperson can be eligible to be re-elected to the position of Chair. The Chairperson shall continue in his or her capacity as Chair until the IMB has elected his or her successor. This will apply to the Vice Chairperson and Secretary Treasurer as well. This will apply annually.

Following each appointment of new members to the IMB; the board will hold an orientation workshop along with the Trustee and advisor. The orientation will include the following:

1. Familiarizing the individual members on the terms of the Trust, the responsibilities of the members and the procedures for implementing Investment Management decisions.
2. Learning about investments and modern portfolio theory.

## **1.6 Resignation and Termination**

A person shall cease to be an Investment Management Board (IMB) member if he/she:

1. Become deceased;
2. Resign;
3. Ceases to satisfy the qualifications of an IMB as set out in Dehcho First Nations Master Trust Agreement; or
4. Fail to provide adequate notice to IMB and misses three (3) consecutive meetings; or
5. Adequate notice includes notice by email, telephone, fax and text to the IM Chair and/or administrative support within 48 hours prior to and/or following a regular scheduled meeting
6. The IMB terminates the appointment of an Investment Management Board Member by a resolution passed by two thirds majority.
- 7.

The Leadership will appoint a person based on IMB recommendation upon resignation, disqualification or death of an Investment Management Board Member at the next Dehcho First Nations Annual Assembly and/or Leadership Meeting.

## **1.7 Investment Management Board Meetings**

The Investment Management Board (IMB) will meet at least quarterly. The meetings will be governed by the following:

1. The quorum for meeting of the IMB will be a majority of its members.
2. All decisions and actions of the IMB will be in accordance with the majority vote of the members in attendance at the meeting.
3. The IMB Chairperson does not have a vote. In a case of a tie, the Chairperson will cast the deciding vote.
4. Minutes of decisions taken at all IMB meetings will be recorded. All minutes will be signed off by the Chairperson. Motions will be signed off by the Chairperson. If the Chair is absent the Vice Chairperson, and Secretary/Treasurer will sign the motions.
5. Meetings of the IMB can be called by the Chairperson; or any two members if the Chairperson is not available.

## **Section 2 Code of Conduct**

### **2.1 Policy**

The Investment Management Board (IMB) shall perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the IMB. Trust and mutual respect are key components between Dehcho First Nations, the IMB and Dehcho First Nations membership.

Regulations for the acceptable conduct and behaviour of the IMB are necessary for the orderly operation of the board. This benefits and protects the rights and safety of the IMB members. The IMB is expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

The IMB is committed to maintaining a work environment that is free of harassment, illegal drugs, alcohol, firearms, explosives or other improper materials.

### **Purpose**

This code clarifies the IMB's expectation of its board members, and re-affirms our commitment to caring for the Dehcho First Nation membership and maintaining fiscal responsibility on behalf of Dehcho First Nation. It provides a guide for consistent behaviour in delivering services. This code is simply a formal statement of the policies and principles of conduct the IMB has always embraced. Contravention of this code is a serious matter to the IMB and will be treated as such.

### **Responsibility**

Each IMB member is responsible for observing the rules of conduct that are normally accepted as standard in a business enterprise.

The IMB members must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. The IMB and all employees must be above suspicion and beyond reproach, and must be perceived in this manner. The IMB is obligated to ensure a professional and respectful work environment.

## **2.2 Appropriate Conduct and Behaviour**

Investment Management Board (IMB) members must be aware of the policy framework that guides and governs behaviour in the performance of day to day activities consistent with this policy and the code of conduct.

1. Adhere to policy, practices and procedures
2. Competent performance of all job duties
3. Prompt and regular attendance of meetings
4. Be courteous and respectful of other IMB members, employees of the Dehcho First Nation, and/or associates.
5. The IMB must abide by the Confidentiality Agreement and the IMB Code of Conduct Policy (Appendix B)
6. The IMB must not engage in verbal, mental, physical, or sexual abuse, or condone behaviour which causes unnecessary mental, physical distress or loss of dignity, privacy or autonomy.

### **2.3 Inappropriate Conduct and Behaviour**

1. Leaving board meeting early or leaving without the Chairperson's permission.
2. Using obscene, abusive language.
3. Spreading malicious gossip or rumours.
4. Horseplay or throwing objects.
5. Creating or contributing to unsanitary conditions.
6. Gambling, lotteries, or any other game of chance while at IMB meetings.
7. Insubordination.
8. Excessive personal use of telephone or computer facilities.
9. Wilful violation of safety rules and procedures.
10. Sleeping while at meetings.
11. Accepting gifts, favours or gratuities from firms, organizations or individuals who may or conduct business with the Investment Management Board with a dollar value in excess of fifty (\$50.00) per item.
12. Any Investment Management Board member reporting to board meetings or work while under the influence of alcohol, drugs or prohibited substances will be asked to leave the meeting/work by the chairperson.

## 2.4 Harassment Free and Respectful Workplace

1. Investment Management Board (IMB) members should be treated with fairness, dignity, and respect
2. The IMB will abide by the NWT Human Rights Act, which provides every person in the workplace the right to freedom from harassment that is related to their race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction.
3. Threat of/or actual physical, verbal, mental, and sexual abuse will not be tolerated.
4. Workplace Harassment means any behavior that satisfies one or more of the following definitions as defined in this policy:
  - 4.1 Abuse of Authority - occurs when an employee improperly uses the power and authority inherent in his or her manager position to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interferes with or influences the career of the employee. It does not include the legitimate and proper exercise of a manager's responsibilities including disciplinary measures, distribution of work assignments, training, staffing decisions or performance evaluations.
  - 4.2 Harassment - unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual based on one or more prohibited grounds of discrimination listed in the *Human Rights Act*.

Prohibited grounds of discrimination listed in the *Human Rights Act* include race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction.
  - 4.3 Personal Harassment - unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment. Personal harassment does not have to be based on a prohibited ground of discrimination listed in the *Human Rights Act*.

4.4 Sexual Harassment - unwanted sexual conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, whether on a one-time basis or in a series of incidents; or that an individual might reasonably perceive as placing a condition of a sexual nature on his or her employment or on an opportunity for training or promotion.

5. Inappropriate and Unacceptable conduct could result in disciplinary action and include termination from the Investment Management Board.

## **2.5 Absenteeism and Tardiness**

### **Policy**

To establish guidelines for attendances for members of the Investment Management Board (IMB) of the Dehcho First Nations.

Excessive amounts of absenteeism prevent the IMB from being effective and may risk the success of its goals and objectives. Tardiness and early departure is a type of absenteeism.

### **Procedure**

1. The IMB members shall be required to contact the Chairperson when he/she is unable to attend a meeting (regularly scheduled or special meeting) and request to be excused.
2. Any Board member absent for more than 50% of scheduled meetings or for more than 3 consecutive meetings is considered delinquent in attendance and participation in Board responsibilities. Attendance will be tracked and reviewed.
3. Under special circumstances, an alternate electronic communication method (e.g. teleconference, videoconference, etc.) may be an option for participation.
4. If a Board member is absent and unexcused for three (3) consecutive Board meetings, the Chairperson will deem the member to have resigned. The IMB may, in its discretion accept or reject the resignation.
5. Board members who are absent for scheduled meetings/workshops or conference will not be paid the prescribed honorarium, meal allowance and lodging and travel expenses. Repayment of the above expenses for absent days will be required, with the exception of unforeseen acts of god.
6. Adequate notice includes notice by email, telephone, fax and text to the IM Chair and/or administrative support within 48 hours prior to and/or following a regular scheduled meeting

## **2.6 Confidentiality**

### **Policy**

Confidentiality is defined as information about clients, legal, and personnel matters that are acquired by the Investment Management Board (IMB) conducting business shall be strictly confidential. All confidential information of the IMB shall not be released by any Board members or contractors to the general public or any news media unless.

The IMB will release information when required to disclose by the court of law.

### **Procedure**

1. Breach of this section may be deemed as just cause for immediate termination.
2. All Investment Management Board members must sign a confidentiality form (Appendix B)

## **2.7 Conflict of Interest**

### **Definition of Conflict of Interest**

The policy is meant to help the Investment Management Board (IMB) identify and address conflict of interest situations. It provides direction and measures to assist the IMB in effectively dealing with real, potential and apparent conflict of interest situations which may arise during business dealings of the IMB.

A conflict of interest situation is a situation in which the Investment Management Board member has private interest that could improperly influence the performance of his/her official duties and responsibilities or in which the Investment Management Board uses his/her position for personal gain.

A real conflict of interest exists at the present time, an apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case, an a potential conflict of interest could reasonably be foreseen to exist in the future.

While sitting as a member of the IMB or actively employed with the Dehcho First Nations, individuals, their partners, and immediate family, cannot access IMB funds, as it may be perceived as a conflict of interest.

Refrain from use of IMB property of any kind, other than official approved activities.

## **2.8 Required Actions for Conflict Resolution**

1. Talk to the person and try to resolve the issue.
2. If that does not resolve the conflict, then raise the issue with the Chairperson.
3. The Chairperson and/or Vice Chairperson will speak to the individual(s) deemed responsible, directly identifying the problem and seek to resolve the concern.
4. If the conflict is with a member of the Executive, then bring the issue forward to the Investment Management Board (IMB) as a whole.
5. The IMB will mediate the issue an in-camera session scheduled board meeting.
6. The IMB may appeal to the Leadership for further direction or vote to remove a member from the board.

## Section 3

### Financial Management and Administration

#### Introduction

This section outlines the Investment Management Board procedures in relation to financial and administrative matters:

- Insurance
- Honorarium
- Childcare
- Signing Authority
- Travel Advances
- Travel Expenses
- Reimbursement of Expenses
- Monthly Invoices
- Utilization of Equipment
- Hospitality
- Donations

### **3.1 Insurance**

The IMB members are covered under Trustee:

CIBC Trustee:

Mario Fruci Sr. – Trust Officer  
CIBC Trust Corporation, 55  
Yonge Street Suite 1000  
Toronto, ON M5E 1J4

Dehcho First Nations employees are covered under the Dehcho First Nations insurance policies.

### 3.2 Honoraria

The honorarium entitlement shall be as follows:

|                     |                               |
|---------------------|-------------------------------|
| Chairperson         | \$375/day (4+ equals one day) |
| Vice Chair          | \$325/day (4+ equals one day) |
| Secretary Treasurer | \$325/day (4+ equals one day) |
| Members at Large    | \$325/day (4+ equals one day) |

The following rates are Carried Unanimously, effective as of April 21, 2015:

#### **MOTION#03 IMB 21APR15**

**The IMB Board moved to increase the honorarium rates to \$325/day and \$375/day for the IMB Chairperson. Conference calls will be portion to the time (4+ hours is a full day and less than 4 hours is a half day). Leave the monthly office expense at \$250/month.**

**Moved: Pearl Leishman, Secretary Treasurer**

**Seconded: Nellie Hardisty, Director**

**CARRIED**

Payment of honorarium shall only be made for actual attendance at meetings hearing or for time spent on official board business that includes travel time.

### **3.3 Childcare**

IMB will fund licensed or private sitters for IMB Board Members and Staff Members who incur childcare expenses while on duty travel or training.

IMB will pay Board Members and Employees at the same rates established in the Dehcho First Nations Personnel and Administration Policy at \$25 per day per child.

Receipts must be submitted to claim this expense.

### **3.4 Signing Authority**

#### **Policy**

The Investment Management Board (IMB) has the authority to periodically appoint members to have signing authority by way of motion.

#### **Procedure**

1. The Executive Committee have board approval authority to sign on behalf of the Investment Management Board. The Executive Committee members are the following:
  - 1.1 Chairperson
  - 1.2 Vice Chairperson
  - 1.3 Secretary Treasurer
  
2. The Executive Committee approves:
  - 2.1 Travel Expenses
  - 2.2 Honorariums
  - 2.3 Office Expenses
  - 2.4 Office Expenses
  
2. The Board Approval authority is canceled upon expiry of term, termination and/or resignation of a Board member.

### **3.5 Travel Advance**

#### **Policy**

The policy applies to Investment Management Board (IMB) members, non-members and employees traveling on behalf of the Investment Management Board for travel related expenses.

A travel advances is the payment of funds to an individual to be used in the future during an authorized trip, project or event. The Investment Management Board Executive members reserve the right to approve or reject all requests for a travel advance.

#### **Procedure**

1. The Chairperson approves all travel advances.
2. Vice Chairperson or Secretary Treasurer approves the Chairperson's travel advance.
3. Approved travel advance claims will be forwarded to the Dehcho First Nations (DFN) office for payment.
4. Travellers may request travel advances when other payment options are not feasible.
5. Travel advances may be requested for up to 80% of the total of amount of lodging, transportation, meals and miscellaneous expenses (not honorariums).
6. When Administrative Staff is not available, all invoices/travel claims can be sent to Finance Manager at DFN, and copied to Administrative Staff.

### **3.6 Travel Expense**

#### **Policy**

The policy applies to Investment Management Board (IMB) members, non-members and employees.

#### **Procedure**

1. The Chairperson approves all travel expense.
2. Vice Chairperson or Secretary Treasurer approves the Chairperson's travel expenses.
3. Approved travel expenses will be forwarded to Dehcho First Nations (DFN) office for payment.
4. IMB is not responsible for any cancellation fees of any kind, except in cases of emergency when meeting schedules diverted to such a degree that changes are required. (ie) acts of nature, death in the family.
5. Any spouse/partner/friend or family who accompanies the IMB member on business trip will not have their cost covered by the IMB.
6. All IMB members are responsible for any damage charges; this will not be reimbursed by the IMB.
7. IMB will not be responsible for payment of no-shows for guaranteed hotel rooms, these costs will be billed to the individual traveller that did not show up. (With the exception of Clause 4.)
8. Attendance records will be kept at all IMB meeting, if noted absent was due to exceptional circumstances, payment to travel expenses for the member will be adjusted for that day, this will be at the discretion of the IMB Chairperson, Vice Chairperson and Secretary Treasurer.

### **3.7 Reimbursement of Travel Expenses**

#### **Policy**

The Investment Management Board (IMB) shall reimburse its Board members for reasonable and necessary expense incurred by them in the course of carrying out their responsibilities and duties while serving on the IMB.

#### **Procedure**

1. Travel claims must be filed with all required receipts within 10 days after completion of each trip.
2. Reimbursement can included but not limited to:
  - 2.1 Mileage
  - 2.2 Tolls and parking
  - 2.3 Travel and Accommodation Expenses
  - 2.4 Postage
  - 2.5 Office supplies
  - 2.6 Internet fees
  - 2.7 Airport fees
  - 2.8 Taxi fees to and from airport
3. Chairperson approves all member reimbursement claims.
4. Vice Chairperson or Secretary Treasurer approves Chairpersons reimbursement claims.
5. Approved reimbursement claims are to be forwarded to the Dehcho First Nations office for payment.

### **3.8 Detailed Monthly Invoices**

#### **Policy**

The IMB has the authority to invoice monthly expenses at the end of each month for the following approved expense:

Home Office Expense \$250  
Teleconference based on honorariums policy  
Work Assignments based on honorarium policy  
Preparation Time based on honorarium policy

Detailed monthly invoices are due on or before the first day of each month for payment for the previous month (Appendix D)

#### **Procedure**

1. Detailed monthly invoices are to be approved by a member of Executive Committee.
2. Vice Chairperson or Secretary Treasurer approves Chairperson's monthly invoice.
3. Approved monthly invoice to be submitted to the Dehcho First Nations office for payment.

### **3.9 Utilization of Equipment**

#### **Policy**

The equipment and resources of the Investment Management Board (IMB) have been obtained for the benefit of the IMB and its Board members.

#### **Procedure**

1. Misuse or abuse of the IMB property could result in disciplinary action leading up to and including termination on the board. Depending on the nature of the severity of the violation, criminal penalties could apply, as well.
2. Should a Board member fail to return provided equipment upon termination, resignation or completion of their term, the person shall pay the IMB the current market value as determined by the IMB. The outgoing IMB member shall be invoiced and/or garnished from any remaining payment, reimbursement and expense cheques.
3. All IMB Equipment must be signed out and return upon completion of term or termination (Appendix E)
4. Failure to return equipment, the IMB may seek legal action.

### **3.10 Hospitality and Other Benefits**

The Investment Management Board (IMB) members are expected to use their best judgement to avoid situations of real, apparent, or potential conflict of interest by considering gifts, hospitality and other benefits.

#### **Procedure**

1. Food and Beverage purchases should not exceed \$300
2. Food and Beverage purchases should not include alcohol
3. Detailed receipts required

### **3.11 Service Awards**

Retiring IMB Directors at large shall receive a service certificate and board memento for time served.

### **3.12 Promotional Items**

From time to time IMB may purchase items that promote the IMB, DFN and Masters Trust.

Promotional shall not exceed annual approved IMB budget.