

<b>Settlements</b>	Policy	F7
	Effective Date	April 2002
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### **What is the policy?**

This policy applies to settlements only as defined under The Northern Affairs Act. Settlements may be represented by a contact person, who is appointed by the minister. The regular term for a person appointed to this position is for a period of four years. Current terms expire on the fourth Wednesday of October 2024 and subsequent terms every four years after.

The Northern Affairs Fund may pay a monthly honorarium of \$115 per month to a contact person. It is paid only if the contact person conducted settlement affairs in accordance with the role of a contact person (as outlined below).

### **Community responsibilities**

- The role of a contact person as per section 99 of The Northern Affairs Act is to:
  - o advise the minister on behalf of the settlement
  - o arrange for settlement meetings when requested to do so by the minister
  - o carrying out the administrative duties that the minister requests
  
- The typical duties of a contact person may include:
  - o acts as the person to be contacted by government to arrange settlement meetings about settlement issues
  - o receives goods and materials on behalf of the settlement
  - o acts as representative/spokesperson for the settlement to groups and organizations outside the settlement
  - o helps residents obtain specific government services to meet their needs
  - o undertakes specific duties including: project supervisor, chairperson at meetings, minute-taker at meetings, water operator, etc.
  - o performs other duties for the settlement, as requested by the department, with the concurrence of the settlement

### **Department responsibilities**

- Upon receipt of a payroll from the contact person, the regional office will process the honorarium using a cheque requisition.
  
- Where the position of contact person becomes vacant, the minister may consult with the settlement to appoint a new contact person for the duration of the term.