

<b>Settlements</b>	Policy	F7
	Effective Date	April 2002
	Revision Date	February 2025
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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 in writing 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 2028 and subsequent terms every four years after.

The Northern Affairs Fund may pay a monthly honorarium of up to \$200 per month to an appointed 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).

## **Contact person responsibilities and duties**

- 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 minister may request the contact person to perform the following duties:
  - o act as the person to be contacted by government to arrange settlement meetings about settlement issues and performing specific duties such as chairperson or minute-taker
  - o help residents obtain specific government services to meet their needs
  - o act as representative/spokesperson for the settlement to groups and organizations outside the settlement including attendance at conferences, workshops and regional meetings
  - o maintain correspondence with the Northern Affairs Branch (NAB) regional office by email or other means
  - o consult with department staff prior to any goods and services purchases
  - o coordinate and arrange for provision of municipal services, including but not limited to road maintenance and ditching
  - o receive goods and services on behalf of the settlement
  - o maintain accurate inventory
  - o undertake specific duties, including: project supervisor, water operator, etc.
  - o act as the primary point of contact on fire inspections for public buildings, ex: working alongside department staff to coordinate entry into buildings by contractors

- o perform and keep records of monthly inspections of public buildings per the Manitoba Fire Code, ex: fire extinguishers, fire alarms, fire drills, emergency lights, emergency exits
- o perform light maintenance of public buildings per the Manitoba Fire Code, as needed, ex: clearing snow from emergency exits, change smoke detectors
- o ensure fire equipment is in conformance with the Manitoba Fire Code as needed, ex: purchasing new smoke alarms and fire extinguishers every 10 years
- o conduct public education and fire prevention activities (information sharing, organizing and hosting education sessions or other activities) as needed by the settlement
  - provide reporting to the NAB regional office at the conclusion of public education activities
- o perform 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 NAB regional office will process the honorarium using a cheque requisition.
- Process payments on behalf of the settlement for provision of goods and services from the settlement's trust account.
- Provide regular updates from the NAB regional office on relevant programs and services.
- 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.