

**Kitasoo/Xai'Xais First Nation
Operations Manual**

**Section 12
Schedule of Changes**



Updated Version: February 4, 2013

Section Twelve Schedule of Changes

How to use the Operations Manual Schedule of Changes:

It is to be anticipated that revisions and amendments to the Operations Manual will occur from time to time. Therefore it is important to make note and keep a log of these approved changes for future reference. The following provides a brief outline of the process that is followed for each Operations Manual amendment and/or revision before the change is implemented and take effect;

1. The new wording (paragraph) of the specific section that needs to be revised is prepared by management or a Council member. The revision must contain the proper numbering of the paragraph and sub paragraphs, if applicable. There should also be a report accompanying the revision which outlines the rationale for the proposed change and if the proposed change will have any affect on other sections of the Operations Manual. If other sections are to be affected, they need to be clearly identified, so they can also be amended.
2. The proposed amendment, along with the report is brought forward at a Council meeting for review and discussion.
3. If a consensus is not reached amongst Council in favour of the amendment and further work is needed in the development of the revision or further discussion is required on the subject, then the proposed revision can be tabled and dealt with at the next Council meeting. The proposed revision can also be returned to the author to make appropriate corrections.
4. If during the review and discussion a consensus is reached with Council in favour of the proposed amendment, then a motion and resolution needs to be passed to approve the new amendment and the resolution is duly noted in the meeting minutes.
5. Once approved the new approved Operations Manual amendment is provided to the Band General Manager who will then instruct the designated employee to make the appropriate change in the master copy of the Operations Manual and record the change in the Schedule of Changes.
6. The Band General Manager is to notify, either electronically or by internal memo, all employees that could be impacted by the new revision.

IMPORTANT REMINDER:

- When making any changes to the Operations Manual, please ensure the numbering of pages, paragraphs, sub paragraphs and appendices are properly labelled and displayed.
- Once the changes have been made, properly noted in the Schedule of Changes, new pages are printed and inserted in the manual, ensure to keep a copy of the old pages that have been removed in a separate file for future reference should the need arise.
- Make sure the Table of Content (Section 2) and also the Table of Content at the beginning of each section are also appropriately corrected if needed.

Here is an example of an entry in the Schedule of Changes you can use as a guideline for future entries;

Date	Section	Section #	Para. #	Item	Page #
June 27, 2012	Human Resources	5	5.24	Discipline, Suspension and Dismissal	5-32
<p>Summary of Change: ***Example Only***</p> <p>In sub- paragraph “i” – Off-Duty Conduct: added social media to the first paragraph. The new phrase now states “...whether verbal, written or through any other electronic means including any social media, that:”</p>					

Schedule of Changes

Date	Section	Section #	Para. #	Item	Page #
January 21, 2013	Education	6	6.05, app. A, B, C, D, E, F, G, H, I, J	New job descriptions were updated	Multiple
<p>Summary of Change:</p> <p>Job descriptions were updated for School Administrator, Home School Coordinator, Educational Assistant, Environmental Stewardship Program Leader, Cultural Education & Language Instructor and School Janitor/Custodian. The appropriate appendix associated to those job descriptions were updated accordingly. As the job title changed for two of the job positions, corrections were made to para. 6.05, the Department Org Chart and to the wording throughout other appendices where these job titles were mentioned. Appropriate amendments were also made to the table of content and the page numbering.</p> <p>New updated pdf file was created and uploaded to the website.</p>					

Date	Section	Section #	Para. #	Item	Page #
January 21, 2013	Preamble/Table of Content	Preamble	N\A	Section 6	vi
<p>Summary of Change:</p> <p>Reflect the job title changes as reported above and corrections to the page numbering for the Education section 6.</p> <p>New updated pdf file was created and uploaded to the website.</p>					

Date	Section	Section #	Para. #	Item	Page #
January 27, 2013	Health Services	7	7.06, 7.10, 7.11 & app. A, P, Q, R, S, T, U	Amendment to the line of reporting for the Child Care Centre Supervisor and addition of job description for ECE and Child Care Centre Janitor/Custodian	Multiple
<p>Summary of Change:</p>					

Approval given for the following three items relating to Section 7 – Health Services Department;

1. Child Care Centre Supervisor is now reporting directly to the Health Services Department Manager.
2. Addition of Early Childhood Educator (ECE) job description which was initially omitted.
3. Addition of Child Care Centre Janitor/Custodian job description for new position being created.

The following amendments were made;

- a) Changes made to the Health Services Department Org. Chart (Appendix “A”) to reflect the new line of reporting for the Child Care Centre Supervisor and addition of the Child Care Centre Janitor/Custodian job position.
- b) Addition of Early Childhood Educator (ECE) job description as Appendix “7P”
- c) Addition of Child Care Centre Janitor/Custodian job description as Appendix “7Q”
- d) Re-labeling of Appendix “R”, “S”, “T”, “U” which used to be “P”, “Q”, “R”, “S”.
- e) Para. 7.06 (b) and (c) – add words “and the Health Department Manager” to correctly reflect the changes in the line of reporting for the Child Care Centre Supervisor.
- f) Para. 7.10 – add job descriptions for the Early Childhood Educator (ECE) and the Child Care Centre Janitor/Custodian with corresponding Appendix numbering.
- g) Para. 7.11 – Changes to the Appendix numbering as specified above and add words “in consultation with the Health Department Manager” to reflect the line of reporting changes.
- h) Changes made to Section 7 page numbering and Table of Content once approved amendments were done.

New updated pdf file with the latest revisions for Section 7 was created and uploaded to the website.

Date	Section	Section #	Para. #	Item	Page #
January 27, 2013	Preamble/Table of Content	Preamble	N\A	Section 7 page & Appendix numbering	vii

Summary of Change:
 Reflect the appropriate changes made to Section 7 made as reported above and corrections to the page and Appendix numbering for the Health Services Section 7.

New updated pdf file with latest revisions was created and uploaded to the website.

Date	Section	Section #	Para. #	Item	Page #
February 4, 2013	Resource Stewardship Authority	10	All	Reflect the Fisheries Department is outside the RSA Department	All

Summary of Change:
 In the later part of 2012 KBC and Band General Manager clarified that Fisheries Department Personnel are reporting directly to the Band General Manager and do not form part of the Resource Stewardship Authority Department as depicted in the RSA Department Organizational Chart. Due to the fact that both departments have many commonalities and to avoid duplication and possible confusion it was decided to let those two departments co-exist in Section 10 by renaming the section “Resource Stewardship Authority & Fisheries” and make the appropriate wording changes throughout the section.

Also the title “Community Coordinator” was replaced by “Resource Stewardship Authority Department Manager” as the title was wrongly used at different places throughout the section and caused confusion.

New updated pdf file with latest revisions was created and uploaded to the website.

Date	Section	Section #	Para. #	Item	Page #
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February 4, 2013	Organizational Structure	2	2.01 (h, I, j), App. 2A, 2C	Reflect changes to Section 10 above Fisheries Department is outside the RSA Department	2-2, 2-8, 2-10
<p>Summary of Change: Subsequent to changes made to Section 10 – Resource Stewardship Authority & Fisheries as outlined above, appropriate changes were required to the Organizational Structure section as follows;</p> <ul style="list-style-type: none"> a. Para. 2.01 – added sub-paragraph “h. Fisheries Department” as an Organizational Component of the organization and renumbering sub-paragraphs i And j accordingly; b. Appendix 2A – Made corrections to the main Org Chart to reflect the appropriate line of reporting for the Fisheries and the RSA Departments and listing their respective programs as per information provided. c. Also on the main Org Chart changed the label “Development Corporation” to “Economic Development Bare Trust” as discussed during implementation meeting. d. Also on main Org Chart added program “Post Secondary” under the Education Department. <p>New updated pdf file with latest revisions was created and uploaded to the website.</p>					

Date	Section	Section #	Para. #	Item	Page #
February 4, 2013	Preamble/Table of Content	Preamble	N\A	Section 10 Corrected Title and page numbering	viii
<p>Summary of Change: Reflect the appropriate changes made to Section 10 as reported above and corrections to the page numbering for the Resource Stewardship Authority & Fisheries section.</p> <p>New updated pdf file with latest revisions was created and uploaded to the website.</p>					