

**Kitasoo Xai'xais Nation
Operations Manual**

**Preamble
and
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The Kitasoo Xai'xais Nation's elected Council were initially creations of the Government of Canada via the Indian Act. Prior to the government intervention the Kitasoo Xai'Xais First Nation people had their own traditional forms of the government under their own customs and traditions.

Today's the Kitasoo Xai'Xais Nation has evolved to become the principle governing authority of the community of Klemtu. The Council is primarily responsible for the direction and control over the activities of the Nation's Administration and is accountable to the membership at large. The Council and Administration have become increasingly more important with the devolution of central Canadian government authority and the increasing demand for services necessary in today's more complex society.

This policy and procedures manual has been designed to be a fundamental operating guide and to provide a sound management framework to be used by members and staff at all levels of our organization in effectively planning, managing, evaluating and organizing the affairs of the Kitasoo Xai'Xais Nation and assist us in the delivery of services to the community.

The objective of the policy and procedures manual ("*Operations Manual*") is to maximize the use of our resources while meeting all of our accountability requirements by implementing formalized organizational structure and introducing a management system, reporting processes, best practices with clear and concise procedures in order to strengthen our decision-making process and continually improve our effectiveness in managing the affairs of the Nation in our strive to maintain an environment of *Good Government*.

The policies, directives for administrative procedures, human resource and financial management practices and internal control processes outlined in this Operations Manual are standards that promote equality and consistency to ensure a fair and equitable treatment of our employees and members throughout our organization. The Kitasoo Xai'Xais Nation is an equal opportunity employer.

To ensure that the purpose of this Operations Manual is achieved, it is our expectation that all employees and members of the various committees, without exception, will understand, respect, familiarize themselves with the content and comply with our policies and procedures. We sincerely hope that our policies and procedures will contribute to an open, honest communication process and add to your sense of pride in working with this organization.

Council reserves the right to revise, supplement, rescind or add policies and procedures to this manual as appropriate and will ensure that all employees are advised of any changes.

Sincerely,

Kitasoo Xai'Xais Council

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