



Cooks Ferry Indian Band Comprehensive Community Plan Implementation Advisory Committee Terms of Reference

1.0 INTRODUCTION & BACKGROUND

Cook's Ferry Indian Band undertook a Comprehensive Community Planning process to bring the community together to develop a positive vision for our community's future, identify goals and objectives that can be undertaken in order to achieve our vision, and ensure that specific initiatives we undertake to achieve our goals and realize our vision are well planned and make the best use of our community's resources.

By spring 2016, we had completed CCP phases one and two – which brought our community together to hear each other's aspirations and concerns and set vision, goals and objectives for moving our community forward. While Chief and Council have already begun to move forward on some of the initiatives identified in our CCP, there is still much work to be done. During the third and final phase of our CCP, we will set out a plan to begin fully implementing the Cook's Ferry Indian Band's CCP.

Community input will again be a significant component of Chief and Council's decisions on how to set priorities and move forward. To assist with this role, Council has established the CCP Implementation Advisory Committee, an ad hoc committee of Council.

The terms of reference presented in this document outline the mandate, expectations and commitments required of the CCP Implementation Advisory Committee.

2.0 ESTABLISHMENT OF THE AD HOC CCP IMPLEMENTATION ADVISORY COMMITTEE

- a) By resolution dated November 10, 2016, Cook's Ferry Indian Band Council has established an ad hoc committee to be known as the CCP Implementation Advisory Committee (Advisory Committee).

3.0 DEFINITIONS

- a) "Committee" means the CCP Implementation Advisory Committee established by Band Council Resolution (BCR #10112016), dated November 10, 2016.
- b) "Ad Hoc Committee" means a committee established for a particular purpose and timeframe. When the purpose is complete, ad hoc committees typically dissolves
- c) "CFIB" means Cook's Ferry Indian Band.

- d) "CCP" means Cook's Ferry Indian Band's Comprehensive Community Plan.
- e) "Chief" means the duly elected Chief for Cook's Ferry Indian Band.
- f) "Council" means the duly elected Chief and councillors for Cook's Ferry Indian Band.
- g) "Band Manager" means the person hired to the role of Band Manager, Cook's Ferry Indian Band, and any person delegated to assist in carrying out the Band Manager's duties under these Terms of Reference.

4.0 PURPOSE OF THE COMMITTEE

- a) The committee will act in an advisory role to Chief and Council in:
 - Recommending actions and priorities for implementing the CCP; and
 - Recommending ongoing monitoring and evaluation of outcomes for the CCP.

5.0 DUTIES AND TASKS OF THE ADVISORY COMMITTEE

The Advisory Committee will be responsible for, but not limited to:

- a) Working with Urban Systems (consultant) to determine the priorities for accomplishing CCP goals and actions. The committee will develop recommendations on the top priorities and how to implement and monitor them over time.
- b) Considering information provided by Chief and Council, and consulting with Council if additional information is required.
- c) Meeting at regular or predetermined times as directed by the Council to engage with community members to gather feedback about issues and priorities related to the development of the CCP Phase 3 Actions and Implementation Report.
- d) To participate in development of work plans for top priority short term initiatives approved by Council.
- e) Review the CCP Phase 3 Actions and Implementations Report.

6.0 MEMBERSHIP

The Advisory Committee is comprised of a minimum of 3 and a maximum of 6 members of the Cook's Ferry Indian Band who are 16 years or older.

Membership on this Committee requires that members have the willingness and ability to:

- a) Commit the necessary time/effort to participate fully;
- b) Work on behalf of the Cook's Ferry community's best interest (not on personal or special interests);
- c) Have an interest or knowledge in the subject;
- d) Use their knowledge/skills (or be willing to develop knowledge/skills) to contribute to the specific needs of a committee (e.g. chair, secretary, community liaison) as required;

- e) Take an interest-based (versus position-based) approach by working toward common goals and consensus building with those of different views;
- f) Maintain high ethical standards (e.g. Council's code of ethics could be applied to Council committees as well);
- g) Attend all meetings (either in person or via phone/video conference as available). Members may have their appointment terminated by Council if they miss more than 3 consecutive meetings, without prior consent of the committee; and

7.0 ROLES AND RESPONSIBILITIES

The role of Committee members (including the Chairperson) is to:

- a) Select a member to Chair the Committee.
- b) Work collaboratively and toward consensus in bringing recommendations to Chief and Council related to the Committee's mandate.
- c) Gather information and/or study information related to particular issues and provide feedback to Council.
- d) Act as representative of the community and give voice to the community.
- e) Work within timelines where identified.

The role of the Chairperson is to:

- a) Set the tone for respect and collaboration.
- b) Guide the group's discussions and encourage all members to participate.
- c) Lead the group in working through difficult issues and/or conflict.
- d) Report committee recommendations to Council.

8.0 COMMITTEE PROTOCOL

- a) All committee members, including the Chair, are equal and have equal opportunity and responsibility to participate.
- b) The Committee will provide advice and input to Council, but may not speak for Council.
- c) Committee members may not speak on behalf of the committee as a whole or represent the views and opinions of other committee members without their expressed consent.
- d) Committee members must disclose to the committee and Council when a committee recommendation may provide direct benefits to the committee member or his/her relations and must excuse himself/herself from any discussion regarding that recommendation.
- e) A quorum for all committees shall be a majority of the appointed members.
- f) Members will work toward consensus and seek to understand the views of other members.

- g) Where consensus cannot be reached, decisions will be made through 2/3 majority vote of a quorum of members. Members who are not in agreement with a committee decision may have their objections recorded in the minutes but agree to stand behind the decision of the committee as a whole.
- h) Minutes of all meetings will be recorded and provided to Council. Minutes are to include action items of the committee and recommendations to Council.
- i) Committee members will work within timelines for committee recommendations, where specified by Council.

9.0 COMMITTEE RESOURCES AND BUDGET

- a) The Band Manager or designate will provide technical and administrative support to the Committee as necessary, including:
 - i. Ensuring that adequate resources are available to the committee;
 - ii. Preparing for committee meetings, including meeting rooms, refreshments and any necessary tools and supplies that will enable the members to perform their duties;
 - iii. Attending meetings and providing support for administrative functions as needed; and
 - iv. Determining and approving committee work required and the associated honoraria and reimbursement of expenses.
- b) Remuneration:
 - i. An honorarium (up to a maximum of \$200 per meeting) will be provided to committee members to reimburse time spent participating in meetings (including travel time to and from the meeting), according to the following formula:
 - If time spent is less than one hour, the committee member will receive \$50;
 - If time spent is more than one hour or more but less than four hours, the committee member will receive \$100; and
 - If time spent is four hours or more, the committee member will receive \$200.The majority of meetings are anticipated to be less than four hours plus preparation time.
 - ii. An honorarium (up to a maximum of \$100) will reimburse committee members for time spent preparing for committee meetings, according to the following formula:
 - If time spent is less than one hour, the committee member will receive \$50; and
 - If time spent is more than one hour or more but less than four hours, the committee member will receive \$100.

- iii. Committee members' travel expenses (including hotel, meals and mileage) will be reimbursed according to the Cook's Ferry Indian Band travel allowance amounts indicated on the "Travel Advance" form (see Appendix A).

10.0 CCP IMPLEMENTATION COMMITTEE TERM

The Comprehensive Community Plan Implementation Advisory Committee will cease to operate on May 30, 2017 or upon the finalization of the Cook's Ferry Indian Band CCP Phase 3 Actions and Implementation Plan.