



K'ómoks First Nation Lands Committee Terms of Reference

Date established: Jan 1, 2017

Date of last review: March 2022

Definitions

“Immediate Family” means any of: spouse (including common law), father and/or mother (paternal, step or in-law), child, step-child, foster child, brother, sister, grandmother or grandfather.

“Chief” means the elected K'ómoks First Nation band Chief.

“Councillor” means an elected K'ómoks First Nation band Councillor.

“Coordinator” means the person hired to perform duties related to that Committee.

“Band Administrator” means the person hired by Chief and Council to oversee all administration programs for the K'ómoks First Nation. Is the spokesperson and takes direction from Chief and Council.

Name and Type

K'ómoks First Nation Lands Advisory Committee.

General Purpose and Mandate

The K'ómoks First Nation Lands Advisory Committee is to provide insight and advice to the KFN Chief and Council and/or Lands Department with regard to KFN Lands related activities for supporting the safe, effective and fair delivery services and operation available to Community Members.

Key Duties and Responsibilities

The Committee may make recommendations to the Chief and Council on any Lands matter; recommendations are submitted through the Lands Manager, Lands Coordinator and Band Administrator to Council for approval.

The Committee will provide ideas and recommendations on Lands activities and events, which must work with the Lands Manager and Lands Coordinators workplan and budget.

Appointments and Composition

Appointment to the KFN Lands Advisory Committee will follow KFN's process of the "Expression of Interest". The 'Expression of Interest' applications from members are then given to the Band Administrator who then takes it to Chief and Council for appointment. The Appointments will be for a staggered term of up to 2 years, with the option to renew by resubmitting in an expression of interest.

The Lands Advisory Committee will consist of a minimum of five members: one Elder (55+) Band member, one youth Band member (16-29 years of age), and three other Band members. One member of Council with the appropriate portfolio will sit as a non-voting member for observation purposes and to provide input as necessary as it pertains to the Councils' Strategic Plan priorities.

No more than one member from an Immediate Family shall sit on the Committee.

All members must be in good standing with the band, which includes financial standing, and must not have been removed from a board, committee or other body for a breach of confidentiality within the last five years and be known to demonstrate fairness and integrity.

A Committee member's appointment is declared vacant if:

- a) If they are elected as a Council member. This does not apply to the Council member appointed to the Committee by KFN Chief and Council;
- b) If they cease to be a KFN band member;
- c) If they lose their good standing with the Band.
- d) If they fail to attend three consecutive meetings of the Committee without leave of the Committee;
- e) If they are convicted of an offense that was prosecuted by way of indictment;
- f) If they die or become mentally incompetent;
- g) If they resign in writing; or
- h) If a Committee member fails to declare a conflict of interest prior to question being called during a meeting or special meeting.

All Committee members will abide by the Conflict of Interest, Code of Conduct and Declaration of Understanding, which will be signed every year of their term.

Committee members will be remunerated \$75 total for first 90 minutes and \$150 total for over 90 minutes.

Meetings

A quorum for either a meeting or a special meeting is a majority of Committee members. If a quorum is not present within fifteen minutes after the time appointed for a meeting or special meeting, the names of those present will be recorded and the meeting or special meeting will be adjourned and remuneration will be provided to those who attended.

The Committee shall meet on an as-needed basis.

All matters brought before the committee must be decided by a simple majority vote of all members of the Committee present at the meeting or special meeting.

In the case of a tie vote, the question or motion will be tabled until the next regular meeting. If the matter is still tied after a second vote the matter will be deemed defeated.

Resources

The KFN Lands Manager or Lands Coordinator will chair the meeting unless they state otherwise, set the agenda, take minutes, and support the Committee.

Specific Annual Objectives

The KFN Lands Advisory Committee will make suggestions and recommendations for programming and events.

Reports and Target Dates

Committee minutes will be brought forward to the Band Administrator for the next meeting of Chief and Council and any recommendations will be raised for Council consideration.

Approval and Review Date

The KFN Lands Advisory Committee will review these Terms of Reference annually and make any recommendations for changes, if required to Council.

Code of Conduct

The Code of Conduct applies to all Committee Members of the KFN. Every Committee Member will annually complete a Declaration of Understanding in acknowledgement of the fact that they have read and understand this Code of Conduct.