

# WAHNAPITAE FIRST NATION

## COMMITTEE POLICY

Adopted by Band Council Motion: # WFN BCM 19/20-08-115  
At Chief and Council Meeting of: August 27, 2019

Chief and Council establishes community committees to advise them.

### **1. MANDATE & AREAS OF RESPONSIBILITY DELEGATED TO COMMITTEES:**

- a) To meet on a as needed basis, to monitor, discuss and study the project assigned to them by Council.
- b) Meetings may take place after hours so working members may be a part of committees.
- c) To Study a particular issue, program or service.
- d) Information-gathering in the community and in-depth discussion with committee members in the area concerned.
- e) To regularly report their progress, finding and recommendations through submission of minutes to council.

### **2. COMMITTEE STAFF PERSON IS RESPONSIBLE TO ENSURE:**

- a) That the Chairperson will be appointed by the committee.
- b) The Chairperson will work with the committee to draft a Terms of Reference of the committee and present to Chief and Council for Adoption.
- c) The Chairperson will be responsible to schedule the committee meetings.
- d) The Staff person will be responsible to ensure that meeting room is booked, and that minutes are delivered to the office for the submission to Council.
- e) It will be the responsibility of the committee member to declare if they are in conflict on any agenda matter prior to the commencement of the meetings,

and to leave the meeting room while the matter is being discussed. (see: "Conflict of Interest")

- f) It will be the responsibility of the committee member to contact the staff person to advise if they are unable to attend a committee meeting.
- g) If a committee member is absent without notice for more than (2) Consecutive meetings, he/she will be advised in writing that they are no longer a member of the committee.
- h) Committee members will be paid an honorarium of \$50.00 per meeting in which they have attended. Travel expenses will not be paid over and above the paid honorarium of \$50.00.
- i) The Councillor will be paid for a meeting according to the Governance Policy.

**CONFLICT OF INTEREST: (as per Conflict of interest policy)**

"Conflict of Interest means `` Related person `` means a spouse including a spouse in a common law relationship, parent, parent-in-law, sibling, child, grandchild, dependent, sister-in-law, brother-in-law or any person with whom that person currently resides, or a corporation in which that person has an interest.

**`` Financial Benefit `` includes but not limited to:**

- a) Employment benefits
- b) Contract benefits
- c) Educational, medical or other social benefits;
- d) Honorariums which are above those agreed upon;
- e) The payment of any money; and
- f) The allotment, leasing or other grant of an interest in WFN lands.

**3. CHIEF & COUNCIL MAY SET UP A TEMPORARY COMMITTEE KNOWN AS AN "AD HOC" COMMITTEE.**

- a) Ad Hoc committees are volunteer committees for the purpose of gathering information and making recommendations to Council on a particular issue.
- b) As Hoc Committee's are dissolved once the information is brought to Council to complete the issue.



- c) Members of the Ad Hoc committees will be paid an honorarium of \$50.00 per meeting in which they have attended. Travel expenses will not be paid over and above the paid honorarium of \$50.00.
- d) A member of Council will be appointed to Chair Ad Hoc Committee discussions, and a recorder will be appointed.

**4. ROLE OF WAHNAPITAE FIRST NATION EMPLOYEES & COMMITTEES:**

- a) A Wahnapiatae First Nation staff member will be appointed by the Executive Director to assist with the committees in understanding their duties.
- b) Staff may be used as resource people on committee's as required.
- c) Staff assigned to the committee will be contacted to gather information for the committee, prepare agenda's and type minutes of the committee meeting.
- d) Staff assigned to the committee will ensure that committee minutes are submitted to the Council agenda in a timely matter.

**5. COMMITTEE MINUTES SUBMITTED TO CHIEF & COUNCIL:**

- a) Time is made available on the Council's agenda for committee minutes under "Meetings & Reports".
- b) The committee minutes are provided to Council in their agenda prior to the regular Chief and Council meeting date.
- c) The chairperson of the committee will present the minutes to Council.
- d) The final decision making and ratification of committee recommendations rest with Chief and Council.

**6. COMMITTEE STRUCTURE:**

The committee will consist of one chairperson and no more than seven (7) committee members. Quorum being four (4). When the Chairperson is unable to attend the committee meeting, he/she may appoint another member of the committee to Chair the meeting on his/her behalf.