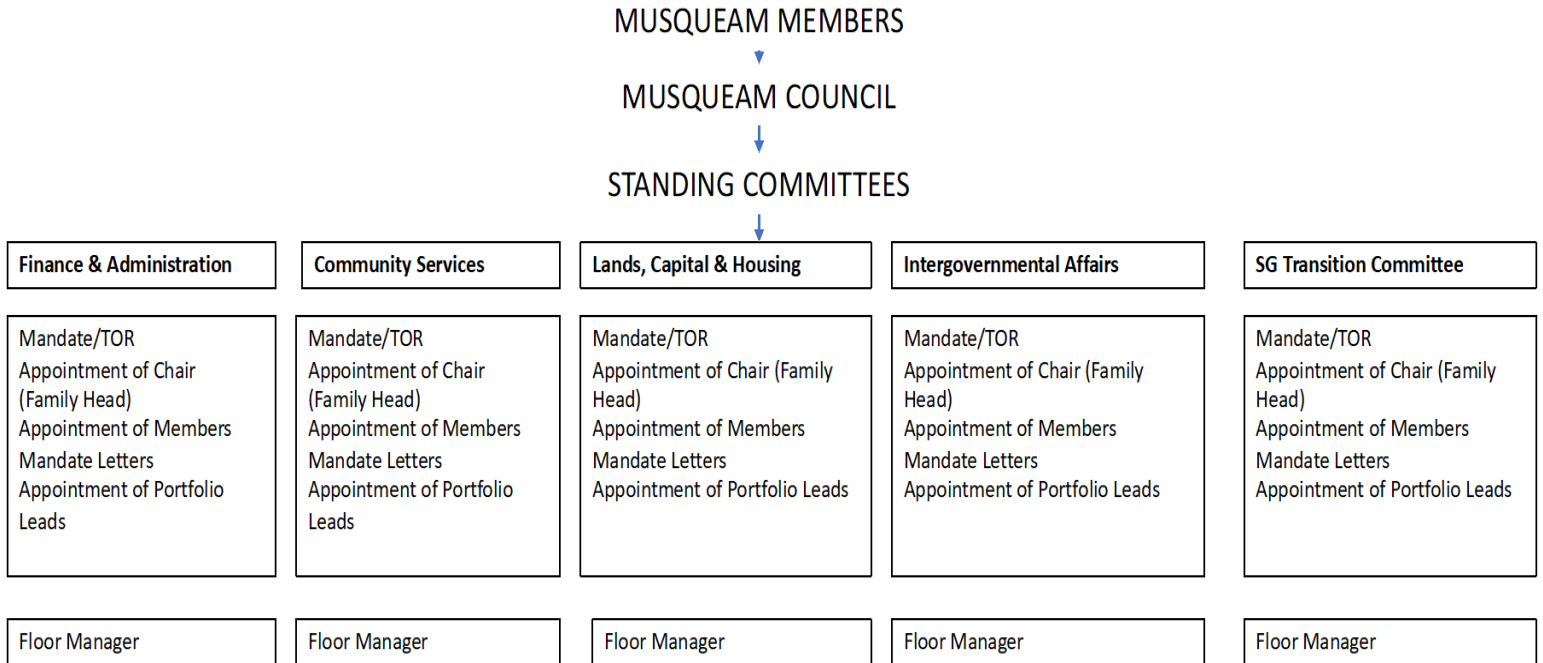




MUSQUEAM INDIAN BAND COMMITTEES TERMS OF REFERENCE

The Musqueam Indian Band is transitioning to a new governance model to reflect its cultural values and these terms of reference indicate the goals for the functioning of Committees when the transition is complete.

These Terms of Reference were approved by Council and they will be made public so that the Community can understand what Council is attempting to achieve.



1. ACCOUNTABILITY

Committees are accountable to Council to provide advice to Council and to exercise the powers delegated to it by Council.

2. INTRODUCTION

Council has established the following Committees to assist it with its work:

- a) Community Services (CS) Committee;
- b) Finance and Administration (F/A) Committee;
- c) Intergovernmental Affairs (IGA) Committee;
- d) Lands, Capital and Housing (LCH) Committee; and
- e) Self-Government Transition Committee

3. DUTIES

The primary role of Committees is to drive alignment between Council’s direction based on the CCP and Administration by:

- a) Analyzing policies and strategies developed by administration;
- b) Considering the development of policies or the amendment of existing policies to address issues that broadly impact the community that are raised by Band members; and
- c) Studying and considering issues as directed by Council; which are consistent with the Committees' Terms of Reference.

Committees of Council examine proposals and make decisions or make recommendations to Council. Committees of Council may not take-action or make decisions on behalf of Council unless specifically mandated to do so.

4. APPOINTMENT

Councillors are appointed to Committees, and those appointments will be reviewed after a one (1) year term, on the recommendation of the Chief Councillor. A Councillor may be appointed to more than one Committee at a time.

In order to equalize the workload of Committee Members and in keeping with traditional decision-making practices Portfolio Leads will be appointed where it is warranted.

Band Members are invited to submit expressions of interest for serving on Committees. Band members are appointed to the Committees by Council and will be reviewed after the first year.

If a position on the Committee becomes vacant, Council may appoint a Councillor or Band Member, as applicable, to fill the vacancy for the remainder of the term.

5. COMPOSITION

A Committee member may be removed or replaced at any time by Council. A Committee member will cease to be a Committee member upon ceasing to be a Councillor.

Any Councillor may attend any Committee meeting. Non-Committee members will not be counted in establishing quorum and will not vote.

The Chief Councillor is an ex officio member of all Committees of which they are not an appointed member. Where the Chief Councillor is an ex officio member of a Committee, they are not counted in establishing quorum and does not vote.

Each Committee is required to have Community members appointed. Selection Criteria and the Appointment Process for Community Members is found in the Terms of Reference for Community Members for MIB Committees.

6. REMUNERATION

Band members appointed to a Committee will be paid an honorarium for **attending** committee meetings, in accordance with the Band's approved policy. *

7. RESOURCES

The Floor Manager provides support to the Family Head to ensure the effective operation of the Committee. Specific Terms of Reference details can be found in the MIB Floor Manager Terms of Reference.

Each Committee may engage independent advisors when it deems it necessary, in accordance with:

- a) The approved annual budget or specific Council approval for the expenditure of funds; and
- b) The Committee's terms of reference.

8. RESPONSIBILITIES

8.1 Terms of Reference

Each Committee will review its own terms of reference which are contained in the Mandate Letter to the Chair from the Chief Councillor. Any amendments will be submitted to Council for approval.

8.2 Policy Recommendations

Committees review and analyze operational policies and strategies formulated by staff and develop recommendations for Council's consideration. In fulfilling its responsibility, the Committee shall:

- a) Engage staff and community members, as required; and
- b) Ensure policies are based on Musqueam teachings and history and are:
 - i. Legitimate;
 - ii. Fair;
 - iii. Sustainable;
 - iv. Sufficient;
 - v. Predictable;
 - vi. Enduring; and
 - vii. Achievable with existing capacity.

8.3 Procedures and Processes

Committees shall oversee development of operational policies and vet procedures and processes formulated by staff to implement Council approved policies.

8.4 Program Delivery

Committees are responsible for overseeing the Musqueam Indian Band's (Band's) responsibilities for program and service delivery. However, in fulfilling its responsibility, Committees must respect the organizational structure and not take part in the day-to-day operation of the program. A Committee has no authority to direct any staff member.

9. RECOMMENDATIONS

Committees will make periodic recommendations to Council in respect of the subject on which it was created to provide advice and identify policy gaps to be addressed. Council will take Committee recommendations into consideration but will not be bound to accept them.

10. REPORTING TO COUNCIL

Committees must report monthly to Council on matters considered at its meetings.

The CAO is responsible for submitting adopted Committee meeting minutes to Council in a timely manner.

* Indicates that a policy and/or procedure is to be developed.