

# **TERMS OF REFERENCE**

**TEMAGAMI FIRST NATION  
HOUSING ADVISORY COMMITTEE**



**TEMAGAMI  
FIRST NATION**

**APPENDIX 1**

**TEMAGAMI FIRST NATION  
CHIEF AND COUNCIL**

**Resolution # 10-27-2011**

**Being a resolution to adopt Terms of Reference for Advisory Committees of Chief and Council.**

**WHEREAS** Temagami First Nation Chief and Council have the authority to establish Advisory Committees to assist in their decision making processes;

**AND WHEREAS** Temagami First Nation Chief and Council deem it appropriate that all Advisory Committees of Chief and Council operate in accordance with consistent rules and procedures;

**AND WHEREAS** Temagami First Nation Chief and Council wish to establish the general rules and procedures to be followed by all Advisory Committees;

**NOW THEREFORE the Chief and Council of Temagami First Nation do hereby resolve:**

1. That the Terms of Reference attached hereto as Schedule "A" shall govern all Advisory Committees established by Resolutions of Chief and Council.
2. This resolutions shall repeal and replace the existing Terms of References and procedures followed by all presently established Advisory Committees of Chief and Council save and except the Bear Island Education Authority.
3. That the Executive Director of Temagami First Nation is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the attached Schedule "A" and Appendixes' after adopted by Chief and Council provided such modifications or corrections do not alter the intent of the Resolution.
4. That this Resolution shall come into force and take effect upon the adoption by Chief and Council at the Regular Scheduled Council of \_\_\_\_\_ 2011.

**TERMS OF REFERENCE**  
**Temagami First Nation**  
**HOUSING ADVISORY COMMITTEE**

**1. MANDATE**

Make formal recommendations to Council regarding the development and on-going review of the First Nation Housing Policy. Explaining to the First Nation residents and obtaining their input, and overseeing the policy's implementation.

In addition, the Housing Committee may also make recommendations regarding the annual priorities for housing, renovations, and water systems, as well as long term planning for the community. In consultation with the committee, Council will approve policy and establish priorities, and ensure that the housing programs are efficiently administered and implemented.

**2. PURPOSE & SCOPE**

**The following are guiding principles upon which the Housing Advisory Committee will function:**

- 2.1 All members are expected to sign and conform to the Oath of Confidentiality
- 2.2 Each member of the committee is responsible for ensuring equal opportunity to voice opinions for all members.
- 2.3 Every effort must be made to attend committee meetings.
- 2.4 All committee members are expected to review the agenda and any other documents made available to them prior to the meeting.
- 2.5 Follow through with work assigned by the Committee.
- 2.6 Actively participate in discussions, directions and recommendations.
- 2.7 To act as a representative of the First Nation when delegated to attend meetings or conferences.

### **3. SCOPE OF RESPONSIBILITIES**

**The scope of the Housing Advisory Committee includes the following responsibilities:**

- 3.1 Review and recommendation of a long term capital development and Five (5), Ten (10) and Twenty (20) year housing plan;
- 3.2 Housing Advisory Committee review annual housing report with respect to relevant activities, and recommendations for the coming year;
- 3.3 Committee members are to maintain good relations and communications with all membership, other government officials and private agencies at all times;
- 3.4 Housing Policy and other TFN housing related policies are implemented and to make recommendations regarding policy amendments;
- 3.5 Receive and review Housing Coordinator updates;
- 3.6 Become familiar with CMHC Section 95 Agreements, and other CMHC funded programs;
- 3.7 When required undertake a housing needs survey.
- 3.8 Provide recommendation in development of new housing related policies.
- 3.9 Housing Committee may appoint an Ad-Hoc committee when required. The Committee shall be provided in writing a specific work plan.
- 3.10 The Ad-Hoc Committee are to operate in accordance with the Housing Advisory Committee Terms of Reference.
- 3.11 In situations where funders have its own mandate, the Community Infrastructure Manager and Housing Department may give precedence to the mandate for its specific funding.

### **4. MEMBERSHIP**

- 4.1 The Housing Advisory Committee shall consist of a maximum of seven (7) members. Specifically, this will entail: one (1) member of Council, the Housing Coordinator and five (5) appointed community members.
- 4.2 The Chair of the Housing Advisory Committee shall be the Temagami First Nation Band Councillor.

4.3 The Chair may select an Acting Chair as required, for a meeting or part thereof, i.e.: in the case of a conflict of interest.

## **5. ATTENDANCE**

5.1 All appointed Committee members will make their best efforts to attend committee meetings;

5.2 Should appointed Committee member(s) miss three (3) consecutive committee meetings, the Housing Advisory Committee may make a recommendation to Council to remove him/her.

5.3 The vacancy will be posted for a new committee member, and approved by Chief and Council.

5.4 Should a member be unable to attend, he/she must notify the Housing Coordinator at least one (1) day prior.

## **6. CONDITIONS OF MEMBERSHIP**

6.1 All residents of Bear Island are eligible to apply as a member of the Housing Advisory Committee.

6.2 Members may be removed from the Housing Advisory Committee upon the recommendation of the Housing Advisory Committee to Chief and Council for any of the following reasons:

6.2.1 Conviction of a criminal offence;

6.2.2 Conflict of Interest

6.2.3 Inability to fulfill responsibilities as a committee member;

6.2.4 Failure to attend regularly scheduled committee meetings;

6.2.5 Breach of confidentiality.

6.3 Members may resign from the Committee by submitting a letter of resignation to the Housing Advisory Committee.

6.4 When a member has been removed or resigned, the Committee shall make a request to Council for replacement of a Committee member.

## 7. MEETINGS

7.1 The Housing Advisory Committee will hold regular quarterly meetings or as needed;

7.2 Additionally, the Chair may call special meetings to discuss time-sensitive or critically serious issues.

7.3 Three members of the committee must be in attendance for a committee meeting to proceed;

7.4 A quorum shall consist of two (2) committee members plus the Temagami First Nation Housing Coordinator. <sup>(1)</sup>

*(1) Amendment Approved Duly  
Convened TFN Band Council  
Meeting August 30, 2019*

7.5 Minutes will be distributed to committee members three (3) days prior to next meeting;

7.6 Agenda will sent three days before meeting.

7.7 At the direction of the Executive Director, program staff of the Housing and/or Infrastructure Departments will participate as resources in meetings as required;

7.8 Committee meetings will be held as formal, using the following agenda:

- CALL TO ORDER
- ADOPT AGENDA
- DECLARATION OF PECUNIARY INTEREST
- DELEGATIONS
- PROJECTS
- HOUSING OFFICER REPORT
- REGULAR BUSINESS
- CORRESPONDENCE
- NEW BUSINESS
- ADJOURNMENT

## 8. EXPECTATIONS

8.1 Each committee member will conduct themselves in an appropriate manner:

8.2 Housing Advisory Committee members are responsible for their own transportation to and from committee meetings.

8.3 Members must conduct oneself in a professional manner.

8.4 Members to speak without interruption;

8.5 Discussion focused on agenda items;

8.6 Use appropriate language.

## **9. CONFLICT OF INTEREST**

9.1 If a member has declared a conflict of interest regarding an agenda item, the member shall leave the room when the Committee reaches that agenda item. The member's departure from the meeting shall be noted in the minutes.

9.2 Following the completion of the discussion by the Committee of that agenda item, the member shall return, and the return shall be noted in the minutes.

9.3 No member shall discuss that agenda item with the member who has disclosed a conflict, whether at the Committee meeting or outside the Committee meeting, before or after the meeting.

9.4 If a member does not declare a conflict of interest and a member of the committee feels conflict should be declared, the matter shall be will forwarded to Temagami First Nation Band Council for a final decision.

## **10.CONFLICT OCCURES WHEN**

A conflict of interest exists whenever a Housing Advisory Committee member's personal interests conflict or compete with his/her responsibilities as a Temagami First Nation Housing Advisory Committee member. An example of a conflict of interest arises when a Housing Advisory Committee member or their immediate family member, is in a position to benefit directly or indirectly from information obtained during the course of their term, or as a result of the Housing Advisory Committee members ability to influence the decision making process. When a Housing Advisory Committee member declares a conflict of interest, he/she shall immediately remove himself/herself from the discussion, situation, or decision making process. Furthermore, a Housing Advisory Committee member in a conflict shall also avoid any actions which could be perceived to influence the outcome of the matter, such as discussions of the matter with the decision maker(s).

## **11. REPORTING**

- 11.1 The Housing Advisory Committee Chair will ensure that a verbal presentation, accompanied by a written report and recommendations is provided to Chief and Council.
- 11.2 The activities of the Housing Advisory Committee will be reported to community members as part of Community Meetings.
- 11.3 Housing Coordinator shall take and maintain meeting minutes.
- 11.4 The Housing Coordinator shall prepare quarterly an article summarizing major activities of the committee for the community newsletter.

## **12. HONORARIUMS**

In recognition of the time spent attending meetings and participating in the required follow-up activities, and in an effort to ensure consistent participation in meetings, an honorarium will be provided to each member of the Housing Advisory Committee for each meeting attended.

- 12.1 ½ day \$75.00
- 12.2 1 full day \$150.00

## **13. TECHNICAL SUPPORT**

The Temagami First Nation Executive Director will ensure required administrative support.

*Approved at duly convened meeting of Temagami First Nation Band Council December 12, 2017*

**Appendix L – Bear Island Education Authority Terms of Reference**

Temagami First Nation  
Bear Island Education Authority

Terms of Reference

**1.0 Introduction**

**1.1 Mandate**

The Bear Island Education Authority (BIEA) has the mandate from the Temagami First Nation (TFN) Chief and Council to carry out their duties and responsibilities in the operation of the Laura McKenzie Learning Centre, the Bear Island Library and the administration of educational services for funded secondary and post-secondary students.

**1.2 Background Statement**

The BIEA has been established to administer educational services of the TFN. TFN Chief and Council delegates specific powers, duties and responsibilities to the appointed Board members of the BIEA to deliver educational services for the elementary, secondary and post-secondary levels. Specifically, the BIEA will establish policies respecting the provision of educational services and programs. TFN Chief and Council understands the BIEA will delegate some of its responsibilities to its employees and, when necessary, committees of the Education Authority. The TFN Chief and Council are ultimately responsible and accountable for the provision of educational services.

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**2.0 Objectives**

- a. To ensure quality education at the LMLC, and, to provide quality educational services and promote student success at secondary and post-secondary levels.
- b. To instill in our students the value of knowledge and educational achievement.
- c. To stimulate and promote the involvement of parental and community participation in the school and educational communities.
- d. To revitalize and instill a sense of value for our Anishinabai language, history and culture.
- e. To produce graduates by providing guidance and support to the students.

## BIEA Terms of Reference

- f. To seek and maintain the support of the community.
- g. To build a productive organization and establish a network of supportive resources.
- h. To meet or exceed mainstream standards of education.

### **3.0 Structure**

#### **3.1 Board Members**

The Board will consist of a Chairperson and four Board members and a non-voting ex-officio member of Chief and Council. The ex-officio will serve as a liaison between the BIEA School Board and the TFN Chief and Council.

- a. The five board members, including the Chairperson, in addition to the ex-officio, will be appointed by Chief and Council.
- b. Community members, 18 years and older, are eligible to apply for the school board. Members applying must provide a police record check.

#### **3.2 Honoraria**

- a. The Chairperson honoraria for board meetings shall be \$300 per calendar month. The honoraria shall be \$150 per calendar month for regular Board Members.
- b. Board Members must be in attendance at meetings to receive an honorarium. If a Board Member attends less than half of the meetings/meeting within a calendar month, they shall be remunerated at half of the allotted honoraria

### **4.0) Board Member Roles and Responsibilities**

#### **4.1 Finance**

The Board will:

- a. Provide direction for the administrative and financial management of the education programs at the LMLC, the secondary, and the post-secondary levels.

## BIEA Terms of Reference

- b. Assist the Chief and Council and/or representatives of the Temagami First Nation in negotiating for funds which pertain to education.
- c. Continually strive to enhance, improve and expand BIEA opportunities available to TFN members by actively seeking additional funding sources and arrangements.
- d. Be responsible for developing and monitoring the budget for the BIEA.
- e. Review the financial report at each regular meeting.
- f. Be responsible for designating the signing authorities for the BIEA

### **4.2 Education**

The Board will:

- a. Promote education and involve the community members in the education process.
- b. Be receptive to the educational preferences of the community.
- c. Provide direction for all educational matters pertaining to the LMLC, and funded secondary and post-secondary students.
- d. Approve and oversee the program of studies that are being delivered at the LMLC.
- e. Direct and oversee the periodic evaluation of the program of studies at the LMLC.

### **4.3 Personnel**

The Board will:

- a. Be responsible for the hiring and dismissal process for BIEA employees. Board decisions to hire, dismiss employees must be affirmed by the TFN Chief and Council or their representative, if employment is more than three (3) months.

## BIEA Terms of Reference

- b. Have authority to delegate responsibilities to the employees of the BIEA.
- c. Ensuring that performance appraisals are conducted for all BIEA staff.
- d. Ensure that the job descriptions and contracts for BIEA employees are developed and updated when required.

### **4.4 Communication**

The Board will:

- a. Forward to the TFN Chief and Council a signed copy of official Board minutes.
- b. Be responsible for ensuring that the communication between the community and the Education Authority remain strong and vital.
- c. Communicate with BIEA staff through the Education Director/Principal. BIEA staff will send reports to the Board via the Principal, or may be invited to attend Board meetings to provide advice or express concerns.
- d. When dealing with members of the general public, the Education Authority will be represented by the Chairperson or his/her designate.

### **4.5 Policies and Procedures**

The Board will:

- a. Be responsible for the development of all of the policies and procedures that relate to the effective functioning of the BIEA, the LMLC, secondary and post-secondary education services.
- b. Oversee the implementation of the policies and guidelines.
- c. Conduct a review from time to time, to measure the effectiveness of the policies and procedures.
- d. Ensure consistent and fair adherence to policy.

## BIEA Terms of Reference

- e. Acknowledge that any staff or community members are free to propose revisions of BIEA policies to the Board. Proposed changes should be available in writing prior to a meeting.
- f. If a matter arises for which there is no Board policy, the Principal will consult with the Chairperson and decide on a course of action. At the next regular Board meeting, the Principal will report on the issue and if necessary, policy revision or formulation will be presented for Board consideration. If the matter is deemed to be serious, the chairperson may decide whether or not a special Board meeting will be required to address the issue.

### **5.0 Reporting**

- a. The BIEA annual report to TFN Chief and Council will be presented in April. An annual work plan and budget will be included in the presentation.
- b. The BIEA will make a presentation to the community annually. They will report what has been achieved during the past year, discuss plans for the upcoming year and seek input from the community.

### **6.0 Operating Standards**

#### **6.1 Meetings**

The following procedures pertain to the functioning of regular board meetings:

- a. The chairperson or his/her designate will call the meeting to order.
- b. A member will be asked to share some opening remarks and/or an opening prayer.
- c. Members will approve or amend the agenda.
- d. Members will be given the opportunity to read and approve or amend the minutes of the last regular or special meeting.
- e. The Board's regular monthly meetings will normally be open to the community. However, since confidential matters will be

discussed from time to time, parts of a regular meeting may be in-camera.

- f. In-camera sessions are confidential and motions framed there, must be passed in the public meeting.
- g. Persons wishing to address the Board should contact the Chairperson or his/her delegate to be placed on the agenda. If possible, delegations will be received under New Business on the agenda.

## **6.2 Frequency and Categories of Meetings**

- a. Regular meetings of the Board will occur once a month
- c. Regular meeting dates should be set a year ahead (e.g. every third Tuesday of the month) and established at the June meeting.
- d. When necessary, special meetings will be held to deal with needed work, or urgent matters. These meetings are to be called by the Chairperson, or a quorum of the remaining Board Members.
- e. A budget meeting will be scheduled at the call of the Board.

## **6.3 Agenda**

- a. The chairperson will prepare the agenda for the Board's regular and special meetings in consultation with the Education Director/Principal.
- b. There will be a standard template agenda and Board members can add to it prior to a meeting.

## **6.4 Duties of the Chairperson**

The duties of the chairperson will be as follows:

- a. To set the date and call regular and special meetings.
- b. To ensure that all preparations for meeting have been made.
- c. To focus the energy and attention of the Board so that a meeting's objectives are met.

## BIEA Terms of Reference

- d. To conduct an orderly meeting.
- e. To act on behalf of the Board.
- f. To see that each agenda item is discussed.
- g. To set the agenda for regular and special meetings in consultation with other Board members and the Education Director/Principal.
- h. To represent the Education Authority both in and outside of the community as delegated by the Board.
- i. To ensure that proper minutes are kept.
- j. To meet with the Chief and Council as required.
- k. To ensure, whenever possible, that a notice(s) of an upcoming Board meeting is posted at least one week in advance.
- l. To chair all meetings or delegate the position.
- m. To take part in discussions and vote on all issues.
- n. To challenge members who have not declared a conflict of interest when perceived as necessary.
- o. To ensure a signed copy of the minutes is forwarded to Chief and Council.
- p. To adhere to the Code of Ethics (Appendix 1).

### **6.5 Duties of the Board Members**

It is the duty of each Board member:

- a. To actively learn more about educational issues as they arise.
- b. To represent the community in Board delegations.
- c. To attend Board meetings on a regular basis.
- d. To set goals for the school and the Board.
- e. To establish relevant, improved and efficient Board policies.

- f. To channel community concerns to the Board.
- g. To speak on behalf of the Board when delegated to do so.
- h. To ensure that the policies and procedures are reviewed regularly so that they remain effective and relevant.
- i. To appoint a hiring committee and conduct interviews when hiring new employees.
- j. To challenge other Board Members or the Chair who have not declared a conflict of interest when perceived as necessary.
- k. To adhere to the Code of Ethics (Appendix 1).

## **6.6 Liability**

Members of the Board will not be personally liable for any losses, debts or suits incurred by the BIEA. However, members will be expected to take on their duties with care, diligence and skill. It is recommended that members of the Board:

- a. Consider liability risk in decision making.(duties)
- b. Be aware of legislation, regulations and acts that will apply to the operation of the school.
- c. Encourage interested persons to become Board members. (duties)
- d. Participate in Board discussions and have your vote recorded in the minutes if fitting. (duties)
- e. Avoid any conflict of interest or even an appearance of a conflict of interest if possible.(conflict section) (duties)

## **6.7 Decision Making**

- a. A quorum will be reached when 3 of 5 members of the Board are present.
- b. A majority of the board is required to support a motion, for it to be deemed to pass.

## BIEA Terms of Reference

- c. The Board will strive to reach their decisions by consensus, followed by formal voting if required, individual Board Member votes are to be recorded in the minutes.
- d. A motion must be moved and seconded by members present. Normally, discussion occurs only after a motion is seconded.
- e. The chairperson will vote on each issue.
- f. Once a motion has been moved and seconded, it must be voted on unless there is a motion to defer. A motion to defer may delay a vote if, for example, the Board wished to seek further input from the Chief and Council or the community; or the Board needs to do additional research.
- g. If there are amendments to a motion and the original mover and seconder agree, then motion as amended is voted on.
- h. A motion to go in-camera must be supported before any in-camera discussion can take place.

### 6.8 Minutes

- a. Minutes of all meetings will be recorded by the Administrative Assistant or his/her delegate.
- b. If the Board declares an in-camera session, all discussions concerning a motion are to remain confidential and the minutes will report only that an in-camera session had occurred.
- c. The draft minutes will be produced by the Administrative Assistant and will be distributed to all Board members to read prior to the next meeting.
- d. The members of the Board will be expected to correct or amend the minutes and then approve them at the beginning of the next regular meeting.
- e. After the minutes have been approved, they will be signed by the Chairperson and stored in a binder in the school's office. Copies of the approved minutes will be available to the community. One copy of signed minutes will be forwarded to the Chief and Council by the Chairperson.

- f. The minutes should include the following information: a list of the participants; the date, time and location of the meeting; a conflict of interest declaration, the motions and the disposition of each motion, it's outcome and a record of the votes of individual Board members, a summary of the items discussed and of the decisions made concerning those items; and a record of the late arrival or early departure of the members of the Board.

## **6.9 Confidentiality**

The discussion of the BIEA may at times be considered confidential. Members of the Board are expected to abide by the policy and procedures on confidentiality. Confidentiality relates to information that should never be shared, and at other times, information that should be kept confidential for a period of time until it is ready for release. It will be the responsibility of each member to ask for clarification when they are uncertain. Member of the Board are expected to sign a confidentiality agreement. (Appendix II)

## **6.10 Conflict of Interest**

- a. Board members shall not use their position for personal gain to the detriment of the interests of TFN, the BIEA or LMLC.
- b. In the event that a Board member or his/her immediate family has a personal interest in a matter being discussed by the Board, he/she shall refrain from taking part in the discussion as a Board Member or participating in the decision.

## **7.0 Terms of Office**

- a. Members will be appointed for a three year term.
- b. Positions may only be held for two consecutive terms, which would allow existing Board members to apply for reappointment after their first term.
- c. If a vacancy occurs for the Chairperson or a Board member before a term ends, the Board will recommend a replacement to the Chief and Council. The Chief and Council will appoint a new member to complete the term.

**7.1 Board Member Resignation**

If possible, a written notice of resignation should be received by the Board one month before it is due to take effect. The Board will seek a replacement from the TFN community and recommend appointment(s) to the Chief and Council.

**7.2 Removal**

The Chairperson or his/her designate will recommend to the Chief and Council that a member be removed from the Board if:

- a. Three consecutive meetings have been missed.
- b. A Board Member was convicted of an indictable offence while on the board.
- c. The Board code of ethics had been seriously violated.

**8.0 Amendments to the Terms of reference**

- a. The Terms of Reference for the BIEA can be amended by the TFN Chief and Council. It is preferable however that the Chief and Council first inform and consult with the BIEA regarding such considerations.
- b. The BIEA can make recommendations to the Chief and Council, for changes to the Terms of Reference. The Terms of Reference can be amended with the approval of the TFN Chief and Council.

## **Appendix 1**

### **Code of Ethics**

- a. To respect the uniqueness and intrinsic worth of every individual.
- b. To work with other board members in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinions that may arise.
- c. To approach issues with an open mind and strive to make valuable and thoughtful decisions that will strengthen our education programming.
- d. To commit to continuous learning, skill development and application of new knowledge related to education and the work of the Education Authority.
- e. To recognize legitimate decisions duly made by the Board, regardless of personal interests and opinions.
- f. To maintain confidentiality when required.
- g. To adhere to the policies and procedures of the BIEA, during all proceedings of the Board.
- h. To actively serve during one's term of office, exercising care and diligence when carrying out the duties of a board member.

**GENERAL CONFIDENTIALITY AGREEMENT  
BEAR ISLAND EDUCATION AUTHORITY  
TEMAGAMI FIRST NATION**

General Confidentiality Agreement, dated as of \_\_\_\_\_, 2011,

By Temagami First Nation, Bear Island Education Authority, And

\_\_\_\_\_, an individual residing in \_\_\_\_\_

referred to in this document as "Board Member".

1. The Board Member shall use all reasonable efforts to keep confidential all proprietary or confidential information of the Temagami First Nation, Bear Island Education Authority or any of its affiliates, including any information relating to the directors, officers, patrons, donors, operations, assets, business and prospects of the Temagami First Nation, Bear Island Education Authority acquired, before or after the date signed in this agreement, by being member of a committee established by the Temagami First Nation, Bear Island Education Authority, or an officer, employee or agent of the Temagami First Nation, Bear Island Education Authority except that such Board Member may disclose information which is
  - (i) required to be disclosed by any requirement of any agreement by which the Temagami First Nation, Bear Island Education Authority is bound,
  - (ii) required to be disclosed by any requirement of law, in the course of any legal proceeding or
  - (iii) within the public domain (other than as a result of a breach of this Agreement).
2. In addition, the Board Member may disclose information which is reasonably necessary to disclose to a third party for the furtherance in good faith of the operations, business and prospects of the Temagami First Nation, Bear Island Education Authority.
3. The Informed Person therefore further agrees that, in the event the Board Member violates, or threatens to violate, any of restrictions set forth herein, the Temagami First Nation, Bear Island Education Authority shall be entitled:
  - (i) To remove the Board Member from the Temagami First Nation, Bear Island Education Authority
  - (ii) To seek legal action if necessary

Signed: \_\_\_\_\_  
Board Member

by: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_  
Residential  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Appendix M – Lands & Resources Advisory Committee Terms of Reference**

**Temagami First Nation  
Terms of Reference**

**Lands and Resources Advisory Committee  
(includes the Land Code Committee)**

**Purpose and Scope**

The Lands and Resources Advisory Committee exists for the purposes of:

- Advising Chief and Council and the Lands and Resources Manager on any issues within the Lands and Resources jurisdiction of N'Daki Menan, and bringing to their attention any new Lands and Resources related issues for discussion and direction
- Supporting the work of the Lands and Resources Department
- Soliciting and receiving feedback from TFN / TAA citizens and communicating them to the Lands and Resources Department, and to Chief and Council when appropriate
- Gathering information, assisting with community outreach on implementation of the Land Code with Temagami First Nation citizens, providing the community with pros and cons on the merits of various policies and procedures, law-making, etc. to implement the Land Code.

**Meetings**

- The Lands and Resources Advisory Committee will hold regular monthly meetings.
- Additionally, the Chair may call special meetings to discuss time-sensitive or critically serious issues.
- Committee meetings will be held as formal, using the following agenda:
  1. CALL TO ORDER
  2. PRAYER
  3. ADOPT AGENDA
  4. DECLARATION OF CONFLICT OF INTEREST
  5. ADOPT AGENDA
  6. REVIEW PREVIOUS MINUTES
  7. BUSINESS ARISING FROM PREVIOUS MINUTES
  8. DELEGATIONS
  9. NEW BUSINESS
  10. NEXT MEETING DATE AND ADJOURNMENT
- The Lands and Resources Advisory Council meetings shall generally be open to the public.

**Membership**

- The Lands and Resources Advisory Committee shall consist of a maximum of five (5) members, one member of TAA Council, one member of the TFN Council and three (3) appointed members from the community.
- The Chair of the Lands and Resources Advisory Committee shall be determined by the Committee
- The Chair may select an Acting Chair as required, for a meeting or part thereof, for example in the case of a conflict of interest.

**Attendance**

- That all appointed Committee members will make their best efforts to attend Committee Meetings;
- That should appointed Committee members miss three consecutive Committee Meetings, they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member by Chief and Council.

## Appendix N – Economic Development Advisory Committee Terms of Reference

# **Temagami First Nation Terms of Reference**

## **Economic Development Advisory Committee** (also includes Small Business Grants Committee)

### **Purpose and Scope**

- The Economic Development Advisory Committee exists for the purpose of: Advising Council on any issue which Council sends to the Committee for comment; the Economic Development Advisory Committee is to serve as a sub-committee to review the Small Business Grant applications funded by the TFN Enrichment Funds. The interests of all Temagami First Nation members on matters related to the Program must be taken into account.

### **Responsibilities:**

- Making recommendations on matters which will include, but not be limited to the functional areas of:
- Advise on policies, procedures and strategic directions that should be considered for the purposes of fostering and advancing economic and business opportunities and the promotion of Temagami First Nation.
- Provide input on issues, legislation, etc. affecting economic development.
- Bring recommendations and action plans to Council for direction.
- Act as a "sounding board" to exchange ideas.
- Represent the Temagami First Nation's interests.
- Work collaboratively with other departments, staff, stakeholders, etc.
- Actively seek out new alliances, partnerships, programs, etc. to enhance economic development.
- Small Business Committee:
- Establish and maintain a thorough understanding of the current Enrichment Fund Small Business Grant Program; Review the small business grants applications and make recommendations regarding grant recipients.
- Propose changes and additions to the existing Small Business Grant policy.

### **Meetings**

- The Economic Development Advisory Committee will hold at minimum 4 quarterly meetings, and as necessary.
- The Chair may call special meetings for time sensitive matters, such as to discuss and make recommendations on funding opportunities with tight deadlines.
- Committee meetings will be as formal as the following agenda:
  1. CALL TO ORDER
  2. ADOPT AGENDA
  3. DECLARATION OF PECUNIARY INTEREST
  4. DELEGATIONS
  5. PROJECTS
  6. EDO REPORT
  7. NEW BUSINESS
  8. ADJOURNMENT

### **Membership**

- The Economic Development Committee shall consist of a maximum of five (5) members, one member of Council, the Economic Development Officer and 3 appointed members from the community.
- The Chair of the Economic Development Committee shall be the Councillor appointed by Council to the economic portfolio.
- The Chair may select an Acting Chair, as required, for a meeting or part thereof for example in the case of a conflict of interest.

### **Terms of Office:**

- That all appointed Committee members will be appointed for a three (3) year term.
- Positions may be held for 2 consecutive terms, which will allow existing committee members to reapply after his/her first term.

### **Attendance**

- That all appointed Committee members will make their best efforts to attend Committee Meetings;
- That should appointed Committee members miss three consecutive Committee Meetings, they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member by Chief and Council.

Economic Development Advisory Committee – TOR – Approved June 24, 2019

**Appendix O – Tillie Missabie Family Centre Parent Committee Terms of Reference**

## **Tillie Missabie Family Centre Parent Committee**

### **Terms of Reference**

Date of revisions: November 2017

#### **Purpose**

##### **Goal:**

The purpose of the Tillie Missabie Family Centre Parent Committee is responsible for information sharing in order to encourage, support and enhance the Tillie Missabie Family Centre programming. The intention is to provide programming based on creativity, pride, reflective of community beliefs in holistic and sage environment.

##### **Objectives:**

##### **Policies and Procedures**

Discuss Tillie Missabie Family Centre policies and procedures and recommend adaptations to the policies when necessary in conjunction to the Child Care and Early Years Act, as well as the Child Care Licensing Manual.

##### **Programming**

Review and offer suggestions to meet the goals and objectives of the Tillie Missabie Family Centre programming which also encompasses the AHS programming.

Reflection and discussion around the philosophy and goal of AHS which include:

- Support the spiritual, emotional, intellectual, and physical growth of each First Nations child;
- Support and encourage each First Nations child to enjoy life-long learning;
- Support parents and guardians as the primary teacher and caregivers of their children;
- Encourage parents to play a major part in planning, developing, and evaluating the program;
- Recognize and support the role of the extended family in teaching and caring for the children;
- Include the broader First Nations community as part of the program through all stages of planning, evaluation, and growth;
- Ensure that the program works with and is supported by other First Nations community programs and services;
- Ensure that resources are used in the best way possible to produce measurable and positive outcomes for First Nations children, their parents, families, and communities.

## **Community**

Support and encourage the Tillie Missabie Family Centre community to follow the CECE Code of Ethics;

Support and encourage the Tillie Missabie Family Centre community to implement How Does Learning Happen into the program;

Support and encourage the Tillie Missabie Family Centre community to use the Continuum of Development to observe and document children's interests.

Assist in creating a welcoming environment at the Tillie Missabie Family Centre.

## **Best Practices**

Explore all ways of behavior management including meeting special needs of children using case scenario approaches. Review Tillie Missabie Family Centre Policy for behavior management.

## **Accountability**

On-going review of program needs.

## **Management**

The Tillie Missabie Family Centre Parent Committee will not exercise any power over decision making but will make recommendations and will give advice to the Tillie Missabie Family Centre Program Supervisor. In turn the Program Supervisor will provide feedback to the parent committee on how recommendations have been implemented. This will enhance skills and knowledge of the working group to provide quality care in the organization.

## **Membership**

### **Membership Selection**

The committee will be comprised of parent, grandparents, any child care stakeholders(workers, community members invested in child care) via appointment which will be approved by the TFN Chief and Council. The membership will be reviewed annually. The committee members will hold a term for 3 years. The membership will not be open to Tillie Missabie Family Centre employees and/or spouses.

### **Chair Person**

The chair person will be selected amongst the parent committee. They will draft and distribute agenda, lead meetings, and liaison with the Tillie Missabie Family Centre Program Supervisor.

## **Ex-officios**

The ex-officio members of the committee will be the Tillie Missabie Family Centre Program Supervisor and a member of TFN Chief and Council.

## **Member Commitment**

- Ability to meet quarterly;
- Be open to input and information sharing;
- Exercise confidentiality at all times;
- Identify and remove oneself in times of conflict of interest.
- Be available for emergency meeting over and above regular scheduled meetings.

**Appendix P – Enrichment Working Committee Terms of Reference**

# TEMAGAMI FIRST NATION



BEAR ISLAND  
LAKE TEMAGAMI, ONTARIO P0H 1C0  
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## TFN Enrichment Funds

### TERMS OF REFERENCE ENRICHMENT FUNDS WORKING COMMITTEE

The Enrichment Funds Working Committee is to serve as a working committee for the Temagami First Nation (TFN) Chief and Council regarding funds received from the Ontario First Nation Limited Partnership (OFNLP). The committee is grounded to the community that grew and evolved from our motherlands, n'Daki-Menan.

#### RESPONSIBILITIES:

- establish and maintain a thorough understanding of the current Enrichment Funds Allocations as directed from OFNLP agreement
- develop recommendations relating to Enrichment Funds that will benefit the TFN membership
- periodic review and evaluation of Enrichment Programs and expenditures to assist community evolution through the five areas of approved spending that includes: Community Development, Culture & Recreation, Economic Development, Education and Health.
- establish sub-committees as required with Terms of Reference
- work in cooperation with the Temagami First Nation Finance Manager in the annual budget process

#### MEMBERSHIP:

- The TFN Enrichment Funds Working Committee shall consist of a maximum of six (6) members, one non-voting ex-officio from Chief and Council and 5 committee members
- The non-voting ex-officio will serve as a liaison between the TFN Enrichment Funds Working Committee and the TFN Chief and Council.
- The Chair from the TFN Enrichment Funds Working Committee will be chosen at the first Committee meeting.
- The Chair may select an Acting Chair, as required, for a meeting or part thereof example in the case of a conflict of interest

Vacancies on the Enrichment Working Committee are to be posted as well as distributed to the TFN membership. Members wishing to serve on the committee must submit a letter to the Enrichment Funds Clerk outlining any related background or experience. Selection of committee members will be done by Chief and Council in consultation with the Enrichment Funds Clerk.

#### **ELIGIBILITY:**

TFN members only

Committee members may resign from the Enrichment Working Committee for any reason by submitting a letter of resignation to the Enrichment Funds Clerk.

Committee members can be removed from the Enrichment Working Committee by the Chair in consultation with the committee and Chief and Council for any of the following reasons

- inability to fulfill responsibilities as a committee member;
- Failure to attend regularly scheduled committee meetings on three consecutive occasions without prior notice or reasonable cause.

#### **MEETINGS:**

- will be scheduled by the committee
- three (3) members of the committee must be in attendance for a committee meeting to proceed.
- The Enrichment Funds Clerk will ensure that the minutes of each meeting are recorded, approved and filed
- Meeting reminder notices and agendas will be developed and distributed within an appropriate time frame before each meeting.

#### **Chair, Enrichment Funds Working Committee**

- facilitate the orderly conduct of the meeting and all discussions by identifying relevant matters and stimulating conversation
- seek consensus, but in the case of non-consensus, call for a vote and in the case of a tie vote, cast the deciding vote.
- attend the following meeting of Chief and Council to bring forward any issues

#### **Terms of Office**

- The Committee will be appointed for a three (3) year term.
- Positions may be held for 2 consecutive terms, which will allow existing committee members to reapply after his/her first term.

#### **REPORTING:**

Ratified at Duly Convened Temagami First Nation Band Council Meeting: March 10, 2015

The Chairperson of the Enrichment Working Committee will work with the Enrichment Funds Clerk to ensure that a summary report of committee meetings is provided to the Chief and Council, after every meeting. The activities of the Enrichment Working Committee will be reported to community members as part of any report regularly presented by the Enrichment Funds Clerk.

#### **HONORARIUMS:**

In recognition of the time spent attending meetings, and participating in the required follow-up activities, and in an effort to ensure consistent participation in meetings, an honorarium of \$75.00/half day or \$150.00/full day, will be provided to each member of the Enrichment Working Committee for each meeting attended.

#### **TECHNICAL SUPPORT:**

The Enrichment Funds Clerk will ensure that the Enrichment Working Committee receives the required administrative and technical support. The clerk is responsible for the coordination, implementation and administration of the TFN Enrichment Funds under the OFNLP agreement and reports to the TFN Executive Director and Chief and Council.

## Appendix Q – Anishinaabemowin Sagaswe’idiwin (Language Commission) Terms of Reference

**Temagami First Nation**  
**Anishinaabemowin Sagaswe'idiwin**  
**(Language Commission)**

**Inaakonigewinenhs**  
**(Terms of Reference)**

**1.0 Introduction**

**1.1 Mandate**

The Temagami First Nation Anishinaabemowin Sagaswe'idiwin (AS) has the mandate from the Temagami First Nation (TFN) Chief and Council, as directed by the Community, to carry out their duties and responsibilities, such as:

- a) Advising and making recommendations to the TFN Chief and Council and to the Community:
  - 1) Of how we can best develop innovative, effective and concrete ways to revitalize and renew our language in our communities, and,
  - 2) Of certain goals, plans and targets, and strategies to best achieve these. To be developed with community input.
  - 3) On effective language initiatives for families and individual learners.
- b) To facilitate building support for, and adoption of, initiatives determined to be effective.
- c) Seeking additional resources to help ensure that these initiatives will be successful.

## **1.2 Background Statement**

A Resolution Passed by the Community on March 29, 2016, directed the TFN Chief and Council to take ambitious action to prevent the extinction of our language.

The TFN Chief and Council are very pleased to create the Anishinaabemowin Sagaswe'idiwin (AS), as a significant first step of our ambitious action. The four whereas clauses of the Community Resolution offer some historical background and inspiration for our efforts:

Whereas: The language of the Temeaugama Anishnabeg has been spoken and heard on our homeland since the beginning of time,

Whereas: All of our Temeaugama ancestors, until quite recently, possessed and carried with them this essential part of who we are, and how we perceive the world and the life upon it,

Whereas: From early on, the Colonial powers made it their policy to assimilate our people to their ways, to replace the essential aspects of who we are with who they were, our language being one such critical aspect. Despite the overwhelming influence of these Colonial efforts, they have not totally succeeded in destroying this part of who we are.

Whereas: Our people have resisted Colonial pressure and will NOT let their efforts lead to the extinction of our Anishinaabe language in our communities.

## **2.0 Objectives**

- a)** To apply and fulfil our mandate as identified in Section 1.1 of this Terms of Reference.
- b)** To develop a Language Revitalization and Renewal Plan for the Community.
- c)** Providing a forum for exchanging information sharing opportunities and enhancing collaboration and coordination among persons and institutions that provide instruction in Anishinaabemowin and/or seek to strengthen it.
- d)** To promote and encourage Anishinaabemowin revitalization and renewal in the Community and in the individual learner, to generate success.
- e)** To instill in our people, the great value of our language, Anishinaabemowin, and its rightful place as a source of National pride, strength, history, culture and unity.
- f)** To build an effective and productive organization, and establish a network of supportive resources.
- g)** Assessing and monitoring implementation and effectiveness of current and future AS projects and programs in co-operation with the TFN Administration.

- h) Conducting any essential and reasonable research deemed necessary to achieve AS goals and objectives.

### **3.0 Structure**

#### **3.1 Anishinaabemowin Sagaswe'idiwin Members**

**3.1 a)** The AS shall be comprised of a maximum of (6) members as outlined below:

- 1) One (1) ex-officio member of the TFN Chief and Council (with alternate)
- 2) One (1) member of the TFN Cultural Advisory Committee
- 3) Four (4) members appointed by the TFN Chief and Council from the Community.

**3.1 b)** Consideration will be given by the TFN Chief and Council to relevant skills, knowledge, experience and passion that candidates demonstrate for appointment to the AS. Thus these skills can be offered to the enhancement of the AS's function and success.

**3.1 c)** The Chair of the AS shall be the TFN Council member appointed by that Council to hold TFN Cultural Advisory Portfolio.

- 1) The Chair may select an Alternate and/or Acting Chairperson as required, for a meeting, or part thereof.

#### **3.2 Honoraria**

The Honourarium rate for regular members of the AS shall be \$ 150.00/ day, and \$ 75.00/half day. Regular AS honouraria will not exceed \$ 150.00 monthly. Additional honouraria may be appropriate in special circumstances, when pre-approved by the Chair.

### **4.0 AS Member Roles and Responsibilities**

#### **4.1 Finance**

The AS will:

- a) Provide advice for the administrative and financial management of AS operations.

- b)** Continually strive to enhance, improve and expand Language revitalization and renewal opportunities available to the TFN by actively seeking additional funding sources and arrangements.
- c)** Be responsible for developing and monitoring the AS budget.
- d)** Review the financial report regularly.

#### **4.2 Communication**

The AS will:

- a)** Forward to the TFN Chief and Council a signed copy of official AS minutes.
- b)** Be responsible for ensuring that the communication between the community, the TFN Council and the AS remain strong and vital.

#### **4.3 Policies and Procedures**

The AS will:

- a)** Oversee the implementation of the policies and guidelines.
- b)** Conduct a review from time to time, to measure the effectiveness of the policies and procedures.
- c)** Ensure consistent and fair adherence to policy.

#### **5.0 Reporting**

- a)** The AS annual report to TFN Chief and Council will be presented in April. An annual work plan and budget will be included in the presentation.
- b)** The AS will make a presentation to the community annually. They will report what has been achieved during the past year, discuss plans for the upcoming year and seek input from the community.

#### **6.0 Operating Standards**

##### **6.1 Meetings**

The following procedures pertain to the functioning of regular AS meetings:

- a) The chairperson or his/her designate will call the meeting to order.
- b) A member will be asked to share some opening remarks and/or an opening prayer.
- c) Members will approve and amend the agenda.
- d) Members will be given the opportunity to read and approve or amend the minutes of the last regular or special meeting.
- e) The AS's regular monthly meetings will normally be open to the community. However, since confidential matters may be discussed from time to time, parts of a regular meeting may be held in-camera.
- f) In-camera sessions are confidential and any substantive motions framed there, must be passed in the public meeting.
- g) Persons wishing to address the AS should contact the Chairperson or his/her delegate to be placed on the agenda. If possible, delegations will be received on the agenda under New Business.

## **6.2 Frequency and Categories of Meetings**

- a) Regular meetings of the AS will occur once a month
- b) Regular meeting dates should be set a year ahead (e.g. every third Tuesday of the month) and established at the March meeting.
- c) When necessary, special meetings will be held to deal with needed work, or urgent matters. These meetings are to be called by the Chairperson, or a quorum of the remaining AS Members.
- d) A budget meeting will be scheduled at the call of the AS.

## **6.3 Agenda**

- a) The chairperson will prepare the agenda for the AS's regular and special meetings in consultation with the AS members.
- b) There will be a standard template agenda and AS members can add to it prior to a meeting.
- c) AS Meeting Agenda Template:
  - 1) CALL TO ORDER
  - 2) ADOPTION OF AGENDA
  - 3) DISCLOSURES OF CONFLICT OF INTEREST (incl. Potential and Perceived)

- 4) ADOPTION OF MINUTES FROM LAST MEETING
- 5) UNFINISHED BUSINESS FROM LAST MEETING
- 6) REGULAR BUSINESS
- 7) REPORTS/PROJECTS
- 8) NEW BUSINESS (Incl. Correspondence)
- 9) ADJOURNMENT

#### **6.4 Duties of the Chairperson**

The duties of the chairperson will be as follows:

- a) To set the date and call regular and special meetings.
- b) To ensure that all preparations for meeting have been made.
- c) To focus the energy and attention of the AS so that a meeting's objectives are met.
- d) To conduct an orderly meeting.
- e) To act on behalf of the AS.
- f) To see that each agenda item is discussed.
- g) To set the agenda for regular and special meetings in consultation with other AS members.
- h) To represent the AS both in and outside of the community as delegated by the AS or the TFN Council.
- i) To ensure that proper minutes are kept.
- j) To meet with the TFN Chief and Council as required.
- k) To ensure, whenever possible, that a notice(s) of an upcoming AS meeting is posted at least one week in advance.
- l) To chair all meetings or delegate the position.
- m) To take part in discussions and vote on all issues.
- n) AS members are required to devote time between meetings to review relevant materials and to be respectfully prepared for meetings.
- o) To challenge members who have not declared a conflict of interest when perceived as necessary.

- p) To ensure a signed copy of the minutes is forwarded to Chief and Council.
- q) To adhere to the Code of Ethics (Appendix 1).
- r) Encourage interested persons to become AS members.
- s) Participate in AS discussions and have your vote recorded in the minutes if fitting.
- t) Avoid any conflict of interest or even an appearance of a conflict of interest if possible.

### **6.5 Duties of the AS Members**

It is the duty of each AS member:

- a) To actively learn more about Anishinaabemowin revitalization and Renewal issues as they arise.
- b) To represent the community in AS delegations.
- c) To attend AS meetings on a regular basis.
- d) To set goals for the AS.
- e) To establish relevant, improved and efficient AS projects and strategies.
- f) To channel community concerns and ideas to the AS.
- g) To speak on behalf of the AS when delegated to do so.
- h) To ensure that the strategies and policies are reviewed regularly so that they remain effective and relevant.
- j) AS members are required to devote time between meetings to review relevant materials and to be respectfully prepared for meetings.
- k) To challenge other AS Members or the Chair, who have not declared a conflict of interest when perceived as necessary.
- l) To adhere to the Code of Ethics (Appendix 1).
- m) Encourage interested persons to become AS members.
- n) Participate in AS discussions and have your vote recorded in the minutes if fitting.
- o) Avoid any conflict of interest or even an appearance of a conflict of interest if possible.

### **6.7 Decision Making**

- a) A quorum will be reached when 3 of the 5 voting members of the AS are present.
- b) A majority of the AS is required to support a motion, for it to be deemed to pass.
- c) The AS will strive to reach their decisions by consensus, followed by formal voting if required, individual (non-procedural) AS Member votes are to be recorded in the minutes.
- d) A motion must be moved and seconded by members present. Normally, discussion occurs only after a motion is seconded.
- e) Once a motion has been moved and seconded, it must be voted on unless there is a motion to defer. A motion to defer may delay a vote if, for example, the AS wished to seek further input from the Chief and Council or the community; or the AS needs to do additional research.
- f) If there are amendments to a motion and the original mover and seconder agree, then motion as amended is voted on.
- g) A motion to go in-camera must be supported before any in-camera discussion can take place.

#### **6.8 Minutes**

- a) Minutes of all meetings will be recorded by a person delegated by the chair.
- b) The production of draft minutes will be the responsibility of the chair, and will be distributed to all AS members to read prior to the next meeting.
- c) The members of the AS will be expected to correct or amend the minutes and then approve them at the beginning of the next regular meeting.
- d) After the minutes have been approved, they will be signed by the Chairperson. All official AS minutes will be held at the Band Office, (they may be held by the Chair or by the Native Language Department at the Laura McKenzie Learning Center from time to time). Copies of the approved minutes will be available to the community. One copy of signed minutes will be forwarded to the Chief and Council by the Chairperson.
- e) The minutes should include the following information: a list of the participants; the date, time and location of the meeting; a conflict of interest declaration, the motions and the disposition of each motion, its outcome and a record of the votes of individual AS members, a summary of the items discussed and of the decisions made concerning those items; and a record of the late arrival or early departure of the members of the AS.
- f) The form in Appendix 2 may be used for organized record keeping purposes.

#### **6.9 Confidentiality**

The discussion of the AS may at times be considered confidential. Members of the AS are expected to abide by the policy and procedures on confidentiality. Confidentiality relates to information that should never be shared, and at other times, information that should be kept confidential for a period of time until it is ready for release. It will be the responsibility of each member to ask for clarification when they are uncertain. Members of the AS are expected to sign a confidentiality agreement. (Appendix II)

#### **6.10 Conflict of Interest**

- a) AS members shall not use their position for personal gain to the detriment of the interests of AS and/or the TFN
- b) In the event that an AS member or his/her immediate family has a direct personal interest in a matter being discussed by the AS, he/she shall refrain from taking part in the discussion as an AS Member or participating in the decision.

#### **7.0 Terms of Office**

- a) Members will be appointed for the term of the Chief and Council.
- b) If a vacancy occurs for the Chairperson or an AS member before a term ends, the AS will recommend a replacement to the TFN Chief and Council. The TFN Chief and Council will appoint a new member to complete the term.
- c) AS members may be reappointed to a subsequent term.
- d) When a TFN Chief and Council General Election occurs, the existing committee members will remain functional on the AS until otherwise formally directed by the incoming TFN Chief and Council.

#### **7.1 AS Member Resignation**

A written notice of resignation should be received by the AS thirty (30) days before it is due to take effect. The AS will seek a replacement from the community and recommend appointment(s) to the Chief and Council.

#### **7.2 AS Member Removal**

The Chairperson or his/her designate will recommend to the Chief and Council that a member be removed from the AS if:

- a) Three consecutive regular meetings of the AS have been missed.
- b) An AS Member was convicted of an indictable offence while on the board.
- c) The AS code of ethics had been seriously violated.
- d) Via an AS consensus or majority vote.

## **8.0 Amendments to the Inaakonigewinens (Terms of Reference)**

- a) With the exception of Section 1, (which may be amended at a community meeting), The Terms of Reference for the AS may be amended by the TFN Chief and Council. It is preferable however that the Chief and Council first inform and consult with the AS regarding such considerations.
- b) The AS may make recommendations to the TFN Chief and Council, for changes to the AS Terms of Reference. The Terms of Reference can be amended with the approval of the TFN Chief and Council.

### **Appendix 1**

#### **Code of Ethics**

- a) To respect the uniqueness and intrinsic worth of every individual.
- b) To work with other AS members in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinions that may arise.
- c) To approach issues with an open mind and strive to make valuable and thoughtful decisions that will strengthen our Anishinaabemowin efforts.
- d) To commit to continuous learning, skill development and application of new knowledge related to Anishinaabemowin and the work of the AS.
- e) To recognize legitimate decisions duly made by the AS, regardless of personal interests and opinions.
- f) To maintain confidentiality when required.
- g) To adhere to the policies and procedures of the AS, during all proceedings of the AS.
- h) To actively serve during one's term on the AS, exercising care and diligence when carrying out the duties of an AS member.

## Appendix 2

Optional Meeting Template.

From Agenda Item #	action items	person responsible	deadline
1	a)		
2	b)		

### PARKING LOT ITEMS FOR Next Meeting Agenda

- 

### Meeting Motions

Motion #	Motion Text	1 <sup>st</sup> by	2 <sup>nd</sup> by	Abstentions (Y/N)	Consensus (Y/N)
1	•				