



**TEMAGAMI  
FIRST NATION**

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## **TERMS OF REFERENCE**

### **Temagami First Nation Communications Committee**

#### **1. MANDATE**

The purpose of the Communications Committee is to advise and make recommendation to Chief and Council for development and maintenance of an effective Communications Strategy in consultation with the Temagami First Nation community at large.

#### **2. GUIDING PRINCIPLES**

The following are guiding principles upon which the Communications Committee will function:

- 2.1 All members are expected to sign and conform to the Oath of Confidentiality
- 2.2 The Chair is responsible for ensuring equal opportunity to voice opinions for all members.
- 2.3 All committee members are expected to review the agenda and any other documents made available to them prior to the meeting.
- 2.4 Actively participate in discussions, directions and recommendations.
- 2.5 To act as a representative of the First Nation when delegated additional committee work outside of regular committee meetings or to attend meetings or conferences that are approved by Chief and Council.

#### **3. PURPOSE AND SCOPE**

- 3.1 The Communications Committee prioritizes developing and implementation of a Communications Strategy. This Strategy will be developed with the supervision and input of the Executive Director. The final version of the Strategy, and any amendments post-final, will be approved by Chief and Council. A workplan of the Communications Strategy will be developed by the Communications Committee.

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**ADMINISTRATION DEPARTMENT**

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- 3.2 The Communications Committee will work with and advise the Communications Officer on the development and implementation of projects, research, issues, or matters related to the Communications Strategy and its objectives. This work will include consultation with TFN Citizens in accordance with existing communications, community involvement and decision making mechanisms.
- 3.3 In special circumstances members of the Communications Committee may be asked to perform tasks in support of the objectives of the Communications Strategy. The task work performed will be compensated in the form of honourariums in accordance with the Finance Policy.

#### **4. MEMBERSHIP**

- 4.1 The Communications Committee shall consist of a maximum of six (6) members. Specifically, this will entail: one (1) member of Council, the Communications Officer and four (4) appointed TFN Citizens. The members of the Committee are divided into two categories:
  - 1) TFN Citizens appointed by Council will have voting privileges.
  - 2) Ex-Officios and Technicians will be advisory and information resources.
- 4.2 The Chair of the Communications Committee shall be selected on an equal rotation basis, allowing all member, including Ex-Officios and Technicians to act as Chair.
  - 4.2.1 The Chair of any particular meeting may select an Acting Chair, as required, for a meeting or part thereof, for example 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 Communications 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 Communications Officer at least one (1) day prior.

## **6. CONDITIONS OF MEMBERSHIP**

- 6.1 All TFN Citizens are eligible to apply as a member of the Communications Committee.
- 6.2 Members may be removed from the Communications Committee upon the recommendation of the Communications Committee to Chief and Council for any of the following reasons:
  - 6.2.1 Conviction of a criminal offence during their term;
  - 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 Communications Committee.
- 6.4 When a member has been removed or resigns, the Committee shall make a request to Council for replacement of a committee member.

## **7. MEETINGS**

- 7.1 The Communications Committee will hold regular monthly meetings or as needed. Committee meetings will be jointly determined by members.
- 7.2 Additionally, the Communications Officer 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; A quorum shall consist of 50% of the eligible voting members plus the Communications Officer.
- 7.4 Minutes and agenda will be distributed to committee members three (3) days prior to next meeting.
- 7.5 At the direction of the Executive Director, TFN staff will participate as resources in meetings as required.

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

- 1 Delegations/Call to order
- 2 Adopt agenda
- 3 Communications Officer and members report
- 4 Regular business
- 5 New business / Correspondence
- 6 Adjournment

## **8. EXPECTATIONS**

- 8.1 Each committee member will conduct themselves in an appropriate manner.
- 8.2 Communications Committee members are responsible for their own transportation to and from committee meetings.
- 8.3 Members to speak without interruption.
- 8.4 Discussion focused on agenda items.

## **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 expresses that a conflict should be declared but isn't, the matter shall be tabled and forwarded to Temagami First Nation Band Council for a final decision.

## 10. CONFLICT OCCURES WHEN

A conflict of interest exists whenever a Communications Committee member's personal interests conflict or compete with his/her responsibilities as a Temagami First Nation Communications Committee member. An example of a conflict of interest arises when a Communications 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 Committee members ability to influence the decision making process. When a Committee member declares a conflict of interest, he/she shall immediately remove himself/herself from the discussion, situation, or decision making process. Furthermore, a Communications 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 Communications Committee 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 Communications Committee will be reported to community members as part of Community Meetings.
- 11.3 The Communications Committee shall take and maintain meeting minutes.
- 11.4 The Communications Officer shall prepare quarterly an article summarizing major activities of the committee for the community newsletter.

## 12. TECHNICAL SUPPORT

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

**Approved at: RCM 2020-12-03**