

TEMAGAMI FIRST NATION



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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.