

# Adams Lake Indian Band

## Committee Policy



*Our Creator placed us on this land to take care of our people, our land, our language, our customs, our knowledge, our culture, our title, to be ours forever and ever. Ensuring that we live in a safe, healthy, self sufficient community where cultural values and identity are consistently valued promoted and embraced by all.*

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## Definitions

In Good Financial Standing:	No delinquent debt to the band; as confirmed by the Adams Lake Indian Band Finance Department.
Quorum:	Fifty percent plus one of the committee members
Reasonable leave:	Includes: if a committee member or their immediate family-illness or injury (unable to perform duties), medical emergency, bereavement (funeral, death of immediate family) planned vacation/holiday, court (jury selection) work or school.
Immediate Family:	Spouse, father and mother, father in-law and mother in-law, (and spouse of father in-law or mother in-law) grandparents, grandparent in-laws, children and step children, grandchildren and step grandchildren, brother, sister, brother in- laws, sisters in-laws, any relative who resides permanently in the household <i>and include foster children. (ALIB Employee Guidelines)</i>
Conflict of Interest	When a members personal and/or business interest competes with his or her responsibility to act in the best interest of the band.
Chairperson	Role shall include but not be limited to; providing the agenda, chairing the meetings, ensuring discussion remains on topic, ensuring committee terms of references and policies are adhered to in the work plan of the committee.
Chief and Council	means Chief and Councillors of the Adams Lake Indian Band duly elected by the <i>Adams Lake Secwepemc Election Bylaw</i> .
Confidential Information	is defined as information disclosed to, used by, developed by, or known to the committee member as a result of committee participation with the Adams Lake Indian Band.
General Band Meeting	A duly convened meeting set by Chief and Council for a purpose and proper notice given to band members (GBM)
By-law	Refers to a law of local or limited application, passed under the authority of a higher law specifying what things may be use to regulate the following bylaws: i.e. Financial, Elections, Membership, Taxation
Policy	Is typically described as a principle or rule to guide decisions and achieve rational outcome(s) i.e. Comprehensive Community Strategic Plan, Land Use Planning, Education, Chief and Council Terms of Reference, Housing
<i>Ex Officio</i>	is a non-voting member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.

From time to time the Chief and Council may establish a working committee by election or appointment to provide advice or recommendations for consideration in the development, amendment or implementation of Band policies, procedures and bylaws, to reflect fairness and equity when administering ALIB (Adams Lake Indian Band) resources for our members.

#### **General Guidelines:**

The Chief and Council will clarify the authority or mandate delegated to the committee; in general this will be an advisory role on the development and submission of recommendations to Chief and Council.

Recommendations developed by all ALIB Committees shall be submitted to Chief and Council in the following process:

#### **Policy Development/Amendments**

- Step 1) Committee reviews/makes revisions to the policy
- Step 2) Deliver policy to Chief and Council. Recommendations from Chief and Council and the Community to be received within 30 days.
- Step 3) Committee reviews/makes revisions to the policy
- Step 4) Submit policy to Chief and Council to review amendments and approve changes for final draft

#### **By-Law Development/Amendments**

- Step 1) Committee reviews/makes revisions to the current By-Law or prepares the new By-Law
- Step 2) Committee to present the draft amended By-Law changes or new draft By Law to Chief and Council for approval and authorization for distribution to the community prior to first reading. Send to Community via email, hand delivery, mail out, or website
- Step 3) First reading of the draft amended By-Law or draft of the new By-Law at a General Band Meeting (GBM) will be within one month after introduction of the By-Law
- Step 4) Second reading of the draft amended By-Law or draft of the new By-Law at a General Band Meeting within one month after the first reading and forward to legal opinion and INAC if required
- Step 5)a) Third reading of the draft amended By-Law or draft of the new By-Law at a General Band Meeting within one month after the second reading providing legal opinion or INAC response received
  - b) The draft amended By-Law or draft of the new By-law will be endorsed by membership vote at this step
- Step 6) Enactment of amended draft By-Law or draft of the new By-Law will take effect upon the receipt from the Minister of Indian and Northern Affairs the signed New By-law.

Where applicable, the old By-law is still in force until rescinded by the new By-Law signed by the Minister of Indian and Northern Affairs Canada.

### **By-Law Development/Amendments**

- Step 1) Committee reviews/makes revisions to the By-Law
- Step 2) Committee to present By-Law changes to Chief and Council for approval and authorization for distribution to the community prior to first reading. Send to Community via email, hand delivery, mail out, or website
- Step 3) First reading of the By-Law at a General Band Meeting (GBM) will be within one month after introduction of the By-Law
- Step 4) Second reading of the By-Law at a General Band Meeting within one month after the first reading and forward to legal opinion and INAC if required
- Step 5)a) Third reading of the By-Law at a General Band Meeting within one month after the second reading providing legal opinion or INAC response received
  - b) The By-Law will be endorsed by membership vote at this step
- Step 6) Enactment of By-Law will take effect upon the receipt from the Minister of Indian and Northern Affairs the signed By-law. Where applicable, the old By-law is still in force until rescinded by the new By-Law signed by the Minister of Indian and Northern Affairs Canada.

Committee's established by the Chief and Council shall have at a minimum:

#### **1. Terms of Reference shall include but not limited to:**

- a) Purpose: Goals and Objectives
- b) Mandate
- c) Accountability
- d) Responsibility
  - i. Committee members may be requested to report to membership at a General Band Meeting as requested by Chief & Council and shall be remunerated in accordance with the approved rate schedule.
  - ii. The Chairperson shall present approved minutes and written reports on the progress of the work plan from committees to Chief and Council at a duly convened meeting upon request.
  - iii. Chairperson's role shall include but not be limited to; providing the agenda, chairing the meetings, ensuring discussion remains on topic, ensuring committee Terms of References and policies are adhered to in the work plan of the committee.
  - iv. Minute Taker role shall include but not be limited to:

1. Record all meetings, minutes will be completed in a accurate and timely manner and submitted to the chair within one week of the meeting excluding holidays
  2. Responsible for taking attendance and sending out a reminder email/phone call to each committee member one week in advance.
  3. Preparation of cheque requisitions for committee members will be completed in a timely manner and submitted for approval.
  4. May order meals, photocopy and set up audio visual if needed
  5. Responsible for filling in Action Item Chart (Schedule E)
  6. The Minute Taker may participate in discussions of the committee; at the discretion of the Chair
  7. The Minute Taker will prepare the Draft Agenda with assistance/input from the Chair and effected *Department Head*
- v. Committee members role shall include but not be limited to:
1. Attend all meetings, and follow-up on missed meetings
  2. Be prepared with required material
  3. Actively involved in the committee discussions
  4. Encourage community participation both on and off reserve with the committees work plan
- e) Membership and Structure: Clarified Representation
- i. Range from 3,5,7 members (one member from Swits 6) Youth representative age 16-30 and Elder representative age 55+ (optional)
  - ii. Chairperson of the committee and/or the Council Member will ensure that the goals or objectives of the committee are met in a timely manner.
  - iii. One member of Council or Alternate will act as Chairperson/Ex Officio; or delegate chair role when required
  - iv. ALIB staff may be voted/appointed to the committee as an acting member, and will be remunerated in accordance with the committee approved rate schedule
  - v. Support staff (staff assigned to the committee for technical support shall be remunerated through their current employment position, time should be managed with approval of their supervisor
- f) Annual Budget
- i. All Committee Members shall receive an honorarium of \$20.00 per hour; the Minute Taker will not be a committee member and will be paid an hourly rate of \$20.00 per hour
  - ii. These rates will be the same for all committees

- iii. The cheque requisition shall be accompanied by a Request for Payment form (Schedule A)
  - iv. Payment for committee meetings shall be made in a timely manner
  - v. Child care allowance of \$5.00 per hour per child to a max of \$15.00 for eligible parents/guardians of children 12 years of age and younger, unless special circumstances prevail (Schedule B)
  - vi. Eligible parents/guardians shall include but not be limited to: single parents, co-parents with one parent unavailable
  - vii. Travel allowance to a maximum of \$30.00 per vehicle travelling to/from committee meetings over 40 km (car pooling is encouraged)
  - viii. An annual budget for the committee will be submitted by the Chairperson to the Director of Finance by February 15th of each year as per the *Financial By-law*. (Schedule C)
- g) Principles of Operation
- i. The general principles of *Robert's Rule of Order* latest edition can be referred to, while adapting the rules to be less formal
  - ii. Receiving delegations: a Band Member wishing to make a formal presentation to the committee shall provide a written request to the Chairperson who will place the delegation on the committee meeting agenda
  - iii. Order of business for all regular meetings of the Committee shall or may:
    - (1) Call to order by Chairperson
    - (2) Opening Prayer
    - (3) Review, additions, deletions and adoption of the agenda
    - (4) Adopt Minutes of the proceeding meeting
    - (5) Chairperson's report
    - (6) Summary of correspondence if applicable
    - (7) Old business
    - (8) New business, delegations, other
    - (9) Date of next meeting
    - (10) Adjournment
- h) Work plan
- i. As a matter of business the committee shall establish a work plan, identify scope of activities and the time frame required to achieve the work.
  - ii. To include a schedule of intended dates for committee meetings

- iii. Amendments shall be done on a regular basis to ensure the work plan remains on schedule and forwarded to council.
- iv. Work plan shall be submitted with budget

**2. Committee Member Qualifications:**

- a) Committee members must be an ALIB member
- b) May participate to the maximum of 2 committees
- c) In good financial standing; as confirmed by the Adams Lake Indian Band Finance Department
- d) Must sign Oath of Confidentiality (Schedule D)
- e) Be available to attend all meetings

**3. Committee Selection:**

*Appointed Committees*

- a) Will be done by a public call for expression of interest
- b) Interested Band Members shall submit a resume and a letter expressing their interest
- c) Chief and Council shall consider the following criteria; geographical representation, education and work experience in the appointment of committee members
- d) An acceptance letter will be provided upon successful selection
- e) If there is no interest from the ALIB membership, ALIB Band Members may be appointed and supported by Chief and Council
- f) Length of term is 3 years or until current committee tasks are completed

*Elected Committees*

- a) Will be done at a duly convened General Band Meeting
- b) Band members may submit their interest in the committee by attending the GBM or submitting a letter of interest
- c) Election process shall be through a show of hands
- d) Tie-vote will be determined by coin toss
- e) Length of term is 3 years or until current committee tasks are completed

**4. Quorum**

Quorum for Elected Committees



- a) A quorum is required for Elected Committees when conducting business which requires Elected Committee decision which will be presented to Council for final approval.
- b) Quorum is not required for Elected Committee when conducting policy/bylaw review for recommendation of policy/bylaw changes.
- c) Decision by Consensus Elected Committee when conducting policy review and recommendation
- d) Whenever possible Consensus is the preferred method of resolution

#### Quorum for Appointed Committees

- a) Quorum is not required for Appointed Committee meetings
- b) Decision by Consensus for Appointed Committee when conducting policy review and recommendation
- c) Whenever possible Consensus is the preferred method of resolution

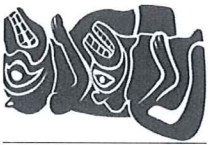
#### 5. Resignation/Removal of Committee Members

- a) Resignations: Shall be written and submitted to the Chairperson
- b) Removal: A committee member will be removed for any violation of the committee member's qualifications or term of office; and if absent for 3 consecutive meetings without prior reasonable leave request.

#### 6. Conflict of interest

- a) A committee member must remove him/herself from a decision making capacity when the decision to be deliberated on will have a direct impact on that member's immediate family or any person residing in, or planning to reside in, that member's current household.
- b) Outside of the definition a declared conflict of interest may be subject to the decision of the Committee.

Schedule A	-	Request for Payment
Schedule B	-	Childcare Form
Schedule C	-	Annual Budget
Schedule D	-	Oath of Confidentiality
Schedule E	-	Action Item Chart



ALIB Committee:

Date of Committee Meeting: \_\_\_\_\_

SCHEDULE A

# Adams Lake Indian Band

## Committee Member Sign In/Payment Form

*To be attached to cheque requisition for payment*



Name	Time In	Time Out	Signature	Total Hours	Travel	Payment
						@20.00/hr + Travel

Total payment for this committee meeting: \_\_\_\_\_

Account Code: \_\_\_\_\_

Chairperson Approval \_\_\_\_\_



SCHEDULE B

# Adams Lake Indian Band



## Remuneration for Childcare Allowance for Committee Members

ALIB Committee: \_\_\_\_\_

Committee Member Name: \_\_\_\_\_

Date of Committee Meeting: \_\_\_\_\_

Name of Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Childcare Provider

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Time of Childcare

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Rate: \$5.00 (To a max of \$15.00)

# of Children: \_\_\_\_\_

**Total:** \_\_\_\_\_ (Total Hours x Rate x # of Children)

Payment must be made to the Committee Member for the above Total.

I, \_\_\_\_\_ agree that I am responsible for making all childcare arrangements and agree that the Adams Lake Indian Band will not be responsible for any incidences that may occur with my childcare arrangements.

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson Approval

\_\_\_\_\_  
Date

Account Code: \_\_\_\_\_

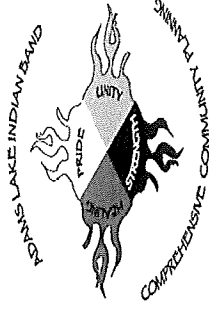


SCHEDULE C

# Adams Lake Indian Band

Committee Yearly Budget

Year \_\_\_\_\_



	Number of Meetings	Rate	Hours per Meeting	# of Committee Members	Budget
Committee Members		\$20.00			\$0
Babysitting		\$5.00			\$0
Minute Taker		\$20.00			\$0
Travel		\$30.00			\$0
Meals					\$0
Stationary/Office Supplies					\$0
					\$0

	Number of Meetings	Gym Rental	Meals	Bus Transportation	Budget
Community Meetings					\$0

TOTAL	\$0
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Account Code: \_\_\_\_\_

Chairperson Approval \_\_\_\_\_

*This form with workplan must be submitted to Director of Finance for approval by February 15th of each year*



SCHEDULE D  
**Adams Lake Indian Band**



**COMMITTEE MEMBER CONFIDENTIALITY OATH**

Confidential information is defined as information disclosed to, used by, developed by, or known to the committee member as a result of committee participation with the Adams Lake Indian Band.

1. "Personal Information" includes any information and materials personal to band members and clients of the Adams Lake Indian Band.
2. I hereby acknowledge and agree that:
  - (a) I may have access to and be entrusted with Confidential Information and Personal Information.
  - (b) The right to maintain the absolute confidentiality of its Confidential Information is a proprietary right which the Adams Lake Indian Band is entitled to protect. Further, the Adams Lake Indian Band could be irreparably harmed if Confidential Information was disclosed in violation of this.
  - (c) Any Personal Information which I create or collect should be maintained in a secure location as designated by the Adams Lake Indian Band and shall be considered the exclusive property of the individual person. All rights, title, and interest in and to the Personal Information shall remain the property of that person.
3. I hereby declare and affirm that:
  - (a) I will not at any time, directly or indirectly by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than what is required for committee participation.
  - (b) I will not, at any time, directly or indirectly by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes permitted by the "Personal Information Protection and Electronic Documents Act" (PIPEDA-Federal) or the "Personal Information & Privacy Act" (PIPA-B.C.) as applicable, any Personal Information.
4. I further acknowledge and agree that:
  - (a) If a breach of any of the above covenants occurred, it may result in disciplinary action or termination of all committee participation
  - (b) I will notify the Adams Lake Indian Band immediately should I become aware of an actual breach of confidentiality or a situation which potentially could result in a breach, whether this is on my part or the part of another person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

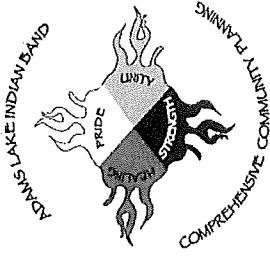
SCHEDULE E

# Adams Lake Indian Band



## Action Item Chart

To be used by Minute Taker



ALIB Committee:

Date Reported	Action Item	Person Responsible	Timeline to be completed	Date Actually Completed