

Appendix F: Committee Terms of Reference Template

Terms of Reference of Rainy River First Nations' _____ [insert name of Committee]

I. CONTEXT

Chief and Council of Rainy River First Nations ("RRFNs") is committed to effectively representing the interests of RRFNs and its Members, including making informed decisions on all matters relating to the interests and well-being of RRFNs and its Members.

To enable Chief and Council (sometimes referred to herein simply as "Council") to govern to the best of its abilities, from time-to-time Chief and Council creates Committees to assist in decision-making on specific topics. Committees are either Standing Committees, meaning they have no foreseen end date, or Special Committees, meaning they are formed for a finite purpose and period.

This document guides the operation of _____ **[name of Committee]** ("the Committee"), established by Council on _____ **[date]**.

II. GUIDING PRINCIPLES

The overarching goal of the Committee is to support the good government of RRFNs, through considering, monitoring, and reporting on its designated subject matter of _____ **[insert relevant subject]** to Chief and Council.

The Committee is guided by RRFNs' vision and values, including the core values of sustainability, self-governance, and those found in the Seven Grandfather Teachings. At all times, the Committee is obliged to conduct itself in accordance with any terms and guidance set out by Council, and in accordance with the Code of Conduct, including confidentiality provisions, contained in these Terms of Reference ("ToR").

Each member of this Committee must be proactive and diligent in the performance of their duties. Each member is expected to demonstrate and share expertise, knowledge, and/or the ability to enhance and support the mandate of the committee.

Because the Committee is an extension of Council, Committee members are expected to act in the best interests of RRFNs in carrying out their Committee responsibilities. Committee members may not act in conflict of interest or perceived conflict of interest.

Any clarifications or questions about the Committee's mandate or scope, or about the concept of conflict of interest, should be raised with Council.

III. COMMITTEE COMPOSITION

The Committee is composed of _____ **[number or range]** Committee members, including the Committee Chair.

[If there are stipulations about who may be a Committee member (e.g. if limited to Non-Probationary Full Members) or the requisite composition of the Committee (e.g. at least one Elder, at least one youth, etc.) this information should be inserted here]

Committee members serve a term of _____ **[days / weeks / months / the duration of the Special Committee, if applicable]**. In the event that a Committee member fails to abide by these Terms of Reference, he or she may be suspended or removed from the Committee, at the discretion of Council.

The Committee is a _____ **[specify Standing or Special]** Committee.

[If the Committee is a Special Committee, specify when its mandate will expire. E.g.: This Committee's mandate will expire

- after the relevant matter of significance has been fully addressed to the satisfaction of Council, or
- on the date of _____ as specified by Council.]

IV. MANDATE & SCOPE

The mandate of the Committee is to support the work of Chief and Council by considering, monitoring, and reporting on the Committee's designated subject matter.

Specifically, the Committee is responsible for:

- **[insert further info on mandate here, using as many bullet points as necessary];**
and
- Reporting to Council and making recommendations to Council as requested by Council.

The Committee is not empowered, nor is any individual Committee member empowered, to make final decisions or take action in the name of RRFNs unless explicitly authorized by Council, on a case-by-case basis, by way of Band Council Resolution. A Committee member may not act as a representative of Rainy River First Nations, for example at external meetings, without the explicit authorization of Council.

V. COMMITTEE CODE OF CONDUCT

All Committee members of Rainy River First Nations are expected to treat RRFNs employees, fellow Committee members, Chief and Council, clients, and visitors to RRFNs with the utmost respect and dignity.

Committee members are to work together in a supportive, collaborative, and respectful manner.

RRFNs strictly forbids discrimination or harassment of any kind, whether based on race, colour, national origin, religion, creed, sex, age, physical, mental or developmental disability, marital status, sexual orientation, political ideology or any other reason. Harassment may include unsolicited or unwelcome remarks, gestures or physical contact, as well as the display or circulation of inappropriate or derogatory written materials or pictures.

The following behaviours will not be tolerated:

- Physical violence;
- Verbal abuse;
- Profanity;
- Any form of harassment;
- Intimidation tactics and/or making threats;
- Malicious or harmful statements about others;
- Public disclosure of another's private information;
- Possession of dangerous or unauthorized material;
- Solicitation, purchase or selling of illegal substances.

Committee members must not act in conflict of interest, including perceived conflict of interest. Any conflict or potential conflict must be disclosed to the Committee and to Council, with Council having ultimate authority to determine how a conflict of interest should be dealt with.

VI. CONFIDENTIALITY OBLIGATIONS

Except as required by law, each Committee member must not divulge any personal or other otherwise private and confidential information acquired in the course of his or her duties, except to the extent necessary to fulfil the Committee's reporting responsibilities to Council.

Each Committee member must keep confidential, both during and after their terms on the Committee, any matter or information which is considered confidential under any Rainy River First Nations law or policy and/or that Council directs to be kept confidential. Such information shall only be divulged if - and to the minimum extent - required by law or by the Committee's reporting duties to Council.

VII. PROCEDURE

Upon being appointed to this Committee, an individual becomes a Committee member by swearing/affirming the Oath of Office found at the bottom of these ToR before either a Council member assigned by Council, a justice of the peace, notary public or duly appointed commissioner for taking oaths. The signature page confirming the swearing/affirmation

This Committee will meet on the following schedule: **[insert info on frequency of meetings]**

A majority of Committee members constitutes quorum.

Each Committee member is entitled to vote at Committee meetings. **[Or specify if some Committee members are non-voting]**

At the beginning of each meeting, the Committee must appoint one Committee member to take minutes. The original minutes must be given to Council for safe-keeping. Any RRFNs Member may request and is entitled to, subject to confidentiality obligations, a copy of Committee meeting minutes from Council.

The Committee is granted the following resources:

- Committee Budget: \$_____
- Other: _____
- Should the Committee or a Committee member need information or assistance that requires a material degree of RRFNs staff time or funds, the Committee or individual Committee member must seek the approval both of the Manager of Administration and a quorum of Council. The Committee must engage with the Manager of Administration prior to directing staff to carry out any projects or purchases.

VIII. OATH OF OFFICE

Every Committee member must make the following oath or affirmation of office in order to become a Committee member, and must sign in the space provided below upon so swearing/affirming:

"I, _____, have read and understood these Terms of Reference in their entirety. I swear [or solemnly affirm] to abide by these Terms of Reference, including upholding the values and guiding principles set out in this Committee's Terms of Reference and respecting the Code of Conduct and Confidentiality provisions. I understand that any failure to abide by these Terms of Reference may result in my suspension or removal from the Committee, at the discretion of Council. So help me God/Creator."
[NB: this last sentence is omitted in an affirmation]

NAME of Committee Member [print]:

COMMITTEE MEMBER SIGNATURE:

DAY _____ MONTH _____ YEAR _____

LOCATION: _____

NAME and TITLE of Council Member, Justice of the Peace, Notary Public or Commissioner for Taking Oaths:

SIGNATURE:

DAY _____ MONTH _____ YEAR _____

LOCATION: _____