

COMMITTEE POLICY

Chief and Council establish community committees to advise them:

1. MANDATE & AREAS OF RESPONSIBILITY DELEGATED TO COMMITTEES:

- (a) To meet on a regular basis, once per month, to monitor, discuss and study the project assigned to them by Council.
- (b) To study a particular issue, program or service.
- (c) Information-gathering in the community and in-depth discussion with committee members in the area concerned.
- (d) To regularly report their progress, findings and recommendations through submission of minutes to Council.

2. COMMITTEE IS RESPONSIBLE TO ENSURE:

- (a) That all committee meetings will be open to the public.
- (b) That the Chairperson with the assistance of the Resource Person will be responsible to schedule monthly committee meetings.
- (c) The Resource Person will be responsible to ensure that meeting room is booked, and that minutes are delivered to the office for submission to Council
- (d) It will be the responsibility of the committee member to declare if they are in conflict on any agenda matter prior to the commencement of the meetings, and to leave the meeting room while the matter is being discussed. (see "Conflict of Interest").
- (e) It will be the responsibility of the committee member to contact the resource person to advise if they are unable to attend a committee meeting.
- (f) Committee members with physical disabilities will be permitted to participate in committee meetings by phone and receive an honourarium.

(g) If a committee member is absent for more than three (3) consecutive meetings without cause, he/she will be advised in writing that they are no longer a member of the committee.

(h) Committee members will be paid an honourarium of \$50.00 per meeting in which they have attended.

(i) Hall rentals will not be charged for committee members.

3. CONFLICT OF INTEREST:

Any conflict of interest situation will be dealt with in accordance with the Conflict of Interest Code.

4. CHIEF & COUNCIL MAY SET UP AN TEMPORARY COMMITTEE KNOWN AS AN "AD HOC" COMMITTEE:

(a) Ad Hoc Committee's are volunteer committees for the purpose of gathering information and making recommendations to Council on a particular issue.

(b) Ad Hoc Committee's are dissolved once the information is brought to Council to complete the issue.

(c) Members of the Ad Hoc Committee's are paid an honourarium.

(d) A member of Council will be appointed to Chair Ad Hoc Committee discussions, and a recorder will be appointed.

5. ROLE OF NIPISSING FIRST NATION EMPLOYEES & COMMITTEES:

(a) A Nipissing First Nation staff member will be appointed by the Chief Executive Officer to assist with the committees in understanding their duties.

(b) Staff may be used as Resource people on committee's as required.

(c) Staff assigned to the committee will gather information for the committee, prepare agenda's and type minutes of the committee meeting.

(d) Staff assigned to the committee will ensure that committee minutes are submitted to the Council agenda in a timely manner.

6. COMMITTEE MINUTES SUBMITTED TO CHIEF & COUNCIL:

(a) Time is made available on the Council's agenda for committee minutes under "Meetings & Reports".

(b) The committee minutes are provided to Council in their agenda's the Thursday prior to the meeting date.

(c) The Chairperson of the committee will present the minutes to Council.

(d) The final decision making and ratification of committee recommendations rests with Council.

7. COMMITTEE STRUCTURE:

The committee will consist of one Chairperson and no more than seven (7) committee members. Quorum being four (4). When the Chairperson is unable to attend the committee meeting, he/she may appoint another member of the committee to Chair the meeting on his/her behalf.

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