


TA'AN KWÄCH'ÄN COUNCIL
THE TERMS OF REFERENCE
FOR THE MANAGEMENT COMMITTEE

February 3, 2017

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The amendments duly accepted by
Management Committee on this 3 day of February 2017


Chief Kristina Kane

1.0 Authority

- 1.1 These terms of reference are adopted by the Management Committee (the “Committee”) under the Committee’s authority, pursuant to subsection 20(3) of the *Government Administration and Interpretation Act* (Ta’an Kwäch’än Council), 2007, c.1, to establish its own procedures.
- 1.2 For greater certainty, the Committee is established by the force of legislation enacted by the Ta’an Kwäch’än Council.

2.0 Mandate and Scope of Activities

- 2.1 The Committee shall act, in accordance with subsection 20(2) of the *Government Administration and Interpretation Act* (Ta’an Kwäch’än Council), 2007, c.1, as an executive management committee and the primary agent for the oversight of administrative and financial affairs and program operations and shall exercise authority for
 - (a) accounting policies and practices, including the preparation, review and recommendation for approval of annual or other budgets;
 - (b) budget policies and practices, including the preparation, review and recommendation for approval of annual or other budgets;

- (c) management practices and systems;
- (d) financial management and control of revenue, disbursements and assets of the Ta'an Kwäch'än Council;
- (e) evaluation of government programs and activities as to economy, efficiency and effectiveness;
- (f) the management, control and direction of the Ta'an Kwäch'än public service, including the organization, staff establishments, salaries and other benefits;
- (g) internal and external audits;
- (h) policies and procedures in respect of delegations;
- (i) ensuring compliance with approved policies and procedures;
- (j) ensuring work and strategic plans are updated on an annual basis; and
- (k) such other matters as may be referred to it by the Board or other governing bodies of the Ta'an Kwäch'än Council.

3.0 Membership

3.1 The membership of the Committee shall consist of the

- (a) Chief, Deputy-Chief and/or designate
- (c) Executive Director
- (d) Manager of Finance
- (e) Manager of Lands, Renewable Resources and Heritage
- (h) Manager of Health & Education
- (i) Manager of Housing and Infrastructure
- h) Office Manager

3.2 Other employees may attend as deemed necessary by the Chief, Deputy Chief or Executive Director.

3.3 A member may designate an alternate to the Committee during his or her absence who shall have the same decision-making authority as the regular member.

- 3.4 Each member or alternate shall be a signatory to section 11 of the Ta'an Kwäch'än Council Human Resources Policy, Value and Ethics and Oaths of Secrecy of Employees.

4.0 Chair

- 4.1 The Chief or the Deputy-Chief or their designate shall chair the meetings of the Committee.

5.0 Quorum

- 5.1 The quorum for all meetings of the Committee shall be the Chief, the Deputy-Chief or the Executive Director and any three members

6.0 Decision-Making

- 6.1 All decisions shall be made by consensus and shall be recorded in the minutes as motions.
- 6.2 Once a decision has been reached by consensus pursuant to section 6.1 of these terms of reference, members shall not speak against the decision outside the Committee meeting.
- 6.3 If a member changes his or her mind about a decision made pursuant to section 6.1 of these terms of reference, the member shall ask the chair to revisit the issue at the next meeting.

7.0 Meetings

- 7.1 The General Management Committee shall meet once a month and additionally as required.
- 7.2 The attendance at meetings of the Committee is mandatory and, generally, shall take precedence over meetings that are not meetings of the Ta'an Kwäch'än Council. In cases where a member cannot attend a meeting of the Committee due to other commitments, he or she shall inform, in writing, the Executive Director at least two working days before a meeting of the Committee. The Executive Director shall make a decision whether or not the other commitment

by the member is a valid reason for not attending a meeting of the Committee and inform the member accordingly.

8.0 Conflict of Interest and Confidentiality

8.1 For greater certainty, in all matters of conflict of interest and confidentiality that may arise in the course of the business of the Committee, members of the Committee are bound by section 11 of the Ta'an Kwäch'än Council Human Resources Policy, Value and Ethics and Oaths of Secrecy of Employees, and consistent with section 3.3 of these terms of reference.

10.0 Reporting

10.1 The Committee shall make available a summary of its motions to the Council if requested.

11.0 Communication

11.1 The Committee shall make available the approved minutes of its regularly scheduled meetings to the Council and to the Elders Council.

11.2 All enquiries made by the media shall be referred to the Chief or Deputy-Chief.

13.0 Technical and Administrative Support

13.1 The Committee shall receive technical support provided, as required, by each member of the Committee and in the form of advice and information about his or her department and program activities.

13.2 The Committee shall receive administrative support provided by the Office Manager who shall

- (a) arrange and attend all meetings of the Committee;
- (b) record and prepare the minutes of the meetings of the Committee; and
- (c) distribute the meeting of the Committee packages one working day before each scheduled meeting.

14.0 Amendments

14.1 The Committee may amend these terms of reference by consensus and upon the passage of a motion.

15.0 Evaluation

15.1 The operations of the Committee shall be evaluated annually by the Committee.