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**TERMS OF REFERENCE**  
**Lands and Resources Advisory Committee**

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**March 5, 2020**

**Ta'an Kwäch'än Council**  
**TERMS OF REFERENCE**  
**Lands and Resources Advisory Committee**

Duly accepted by the Chief and Council this

5<sup>th</sup> day of March, 2020

\*original signed

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Chief

**1.0 Authority**

- 1.1 The Lands and Resources Advisory Committee (Committee) derives its authority from section 21.0 of the *Ta'an Kwäch'än Council Government Administration and Interpretation Act 2007*.

**2.0 Mandate and Scope of Activities**

- 2.1 Section 21.0 (1) of the *Ta'an Kwäch'än Council Government Administration and Interpretation Act* prescribes that "the Council, or the Chief, may, from time to time, establish committees and their terms of reference to perform designated functions and to advise the Board on specific matters of Ta'an Kwäch'än governance".

- 2.2 The roles and responsibilities of the Committee shall be:

- (a) make recommendations regarding the development of legislation related to the Lands, Resources and Heritage department of the Ta'an Kwäch'än Council;
- (b) make recommendations regarding lands and resources projects and activities for inclusion in departmental work plans, and implementation of the *Ta'an Kwäch'än Council Final Agreement*, *Ta'an Kwäch'än Council Self-Government Agreement*, and the *Ta'an Kwäch'än Council Strategic Plan*;
- (c) provide support to the Ta'an Kwäch'än Council lands and resources programs and services;
- (d) provide progress reports to Chief and Council ensure projects are proceeding in accordance with Ta'an Kwäch'än culture and values; and
- (e) provide an Annual Report to the General Assembly.

- 2.3 The roles and responsibilities of Committee members shall be:

- (a) become aware of current lands and resources issues and events;
- (b) encourage discussion on lands and resources amongst their respective Councils; and
- (c) report back to their respective Councils on matters pertaining to lands and resources.

**3.0 Proceedings**

- 3.1 At its first meeting, the Committee shall review the Terms of Reference as approved by Chief and Council.

- 3.2 The Ta'an Kwäch'än Council Lands, Resources and Heritage Manager, shall be the Chair of the Committee (Chair) and be responsible for

- (a) consulting the Committee members about items to be placed on the meeting agenda, and preparing and distributing the agenda;
- (b) ensuring Committee minutes accurately reflect the discussions and recommendations;

- (c) providing information to Citizens regarding lands and resources projects, and activities;
- (d) as required, liaising with other governments;
- (e) preparing appropriate reporting on Committee activities pursuant to subsection 2.3(c).

3.3 The Committee shall meet monthly, at minimum eight times per year, but may arrange for additional meetings as deemed necessary by the Chair.

#### **4.0 Membership**

4.1 The Committee members shall be appointed by the Chief and Council.

4.2 The Committee shall consist of:

- (a) five TKC citizens, one member and alternate from each Traditional Family;
- (b) one Elders Council member and alternate (ex-officio);
- (c) one Youth Council member and alternate (ex-officio); and
- (d) staff from the Ta'an Kwäch'än Council lands and resources programs, or a third party technical representative, may attend and participate, via invitation, as ex-officio members in a technical support capacity.

4.3 The Chief and Council shall appoint alternates for appointments under section 4.2(a).

4.4 The Elders Council and Youth Council shall nominate their member according to their own procedures.

4.5 The Ta'an Kwäch'än Council lands and resources programs shall select its representative and alternate according to its own procedures.

4.6 The Committee shall be appointed for a term of three years.

#### **5.0 Quorum**

5.1 The quorum for Committee meetings shall be three of the five citizens appointed pursuant to section 4.2(a) and the Chair.

5.2 If a vacancy arises, a new member will be appointed by Chief and Council for the remaining duration of the Committee's term.

#### **6.0 Decision-Making**

6.1 All recommendations made by the Committee shall be made by consensus and shall be recorded in the Committee meeting minutes.

6.2 All recommendations regarding lands and resources projects and activities made by the Committee shall take into consideration the annual Ta'an Kwäch'än Council operating budgets.

#### **7.0 Budget**

7.1 The Chair shall monitor the budget for the Committee and prepare a budget report for the Committee members.

7.2 If there is a reasonable indication that a budget deficit may occur, the Chair shall report it to the Committee in advance of such a deficit actually occurring.

#### **8.0 Honouraria**

8.1 The Committee members shall receive an honourarium pursuant to paragraph 3(b) and subsections 4(4) and (5) of the *Honouraria Regulations*.

**9.0 Oath of Office and Oath of Confidentiality**

9.1 Upon appointment, each Committee member shall sign the *Oath of Office and Oath of Confidentiality*.

**10.0 Termination and Amendment of the Terms of Reference**

10.1 The Terms of Reference may be amended by the Chief and Council.

10.2 The Lands and Resources Advisory Committee may be dissolved by Chief and Council.

**Resolution 2020-08 (March 5, 2020) Approval of Terms of Reference for the Lands and Resources Advisory Committee.**

**WHEREAS**, the Council have the authority to approve Terms of Reference for Committees; and

**WHEREAS**, the Council have reviewed the Lands and Resources Advisory Committee Terms of Reference;

**THEREFORE, BE IT RESOLVED**, that Chief and Council hereby approve the LRH ToR as attached to this resolution.

**Moved by:** Councillor Jay Massie

**Seconded by:** Councillor Tania Pope

**Abstention:** Councillor Diane Graham

**Decision:** Passed by Majority.