



COMMITTEE POLICY

Policy Type:	Boards and Committees	Initially Approved:	BCM WFN 19/20-08-115
Policy Sponsor:	Administration Department	Last Revised:	04/28/2025
Primary Contact:	Executive Director	Review Scheduled:	04/2026
Band Council Motion:	Chief and Council BCM WFN 25/26-04-15		

A. PURPOSE

The Wahnapitae First Nation has several committees to ensure that there is appropriate consultation to assist Council in making informed decisions and to ensure that members can provide input and make recommendations on matters affecting the community. Most committees (Advisory Committees and Ad Hoc Committees) are established to act in advisory role to Council although some are statutory in nature (Statutory Committees) and are established in accordance with legislation. Local agencies and boards are established and governed by provincial legislation. The purpose of this policy is to support the members appointed to agencies, boards, and committees that are established by Council or mandated by the province.

B. SCOPE

This policy applies to all Boards and Committees with the exception of the Finance and Audit Committee. Please refer to Section 4 of the Governance over Financial Administration Policy that details the policy for a Finance and Audit Committee.

C. POLICY STATEMENT

Appointments to Boards and Committees

The Wahnapitae First Nation acknowledges the value of boards and committees and the advice they provide to Council. At the beginning of a new term of Council, Council shall review all agencies, boards, and committees *if needed*. The Executive Director and Executive Assistant will assist Council by providing any information available such as mandates, goals, and objectives of each agency, board, and committee, and may recommend future priorities and direction in keeping with any policies of the Wahnapitae First Nation.

Wahnapitae member Appointments:

Numerous boards and committees require Wahnapitae member representation. At the beginning of each term of Council, the newly elected Council will advertise for vacant positions on boards and committees. Applicants must submit an application on the Committee Application form to highlight their experiences and qualifications to support their appointment. Applicants are advised to review the Terms of Reference for the board or committee they are applying for to ensure that their experiences and qualifications are suitable. Members will be selected on the basis of their demonstrated interest, academic qualifications, availability, professional experience, community involvement and general knowledge of the Wahnapitae First Nation.

Appointments will be made as soon as reasonably possible at the beginning of a Council term. **Council makes the final decision on board and committee appointments unless there is legislation that governs the appointment process.**

The Executive Assistant will notify the department staff on the committee who is selected and the department staff who sits on the committee will notify all applicants, in writing, of Council's decision and retain all Committee applications on file for the duration of the term of Council. The term for board and committee members shall be the same as the term of Council, unless otherwise stated or adopted by resolution.

Should a member resign or otherwise cease to be a member of the board or committee, Council may appoint another qualified person to complete the remainder of the term. Priority will be given to any applications on file.

Members of boards and committees must be a member of Wahnapitae First Nation, unless otherwise stated within the Terms of Reference. Committees may invite outside resources to participate based on their expertise and knowledge of a particular subject matter.

Council Appointments:

At least four (4) weeks after its inaugural meeting, Council shall meet for the purpose of appointing Council members to Committees and Boards (if deemed in the best interest of the First Nation). Prior to this meeting, the Chief will canvass Council members and report to Council each member's interests in being appointed to agencies, boards and committees as well as their interest to act as Committee Chair(s) for various Committees.

Terms of Reference

Council will establish and approve a documented terms of reference for each committee which will include:

- The number and qualifications of its members.
- The quorum requirements.
- The committee's role or functions (including any established in the FAL).
- Its voting rules.
- Its objectives or requested outcomes.
- Its meeting and reporting obligations.

General Responsibilities of Council

- Establish a committee and its mandate.
- Approve the terms of reference for each committee.
- Determine the minimum qualifications and eligibility requirements of committee members and chairpersons.
- Evaluating the effectiveness of each committee.
- Approving any recommendations presented by the committee.

Committee Chairperson Role

The Chairperson will be a member of the Committee and will be appointed by the Committee through a nomination and voting process.

Chairperson responsibilities:

- Preside over all scheduled meetings of the WFN Committee.
- Maintains order preferably by consensus opinion, ensures that meeting objectives are achieved, and timeframes followed.
- Lead group discussions, encourages participation by all committee members and ensures that appropriate decision-making processes are followed.
- Facilitate the flow of information during committee meetings.
- Resolve conflict amongst members if required.
- Organize sub-committees and assign tasks as required.
- Encourage an environment that is conducive to team building.
- Ensure that reports and recommendations of the Wahnapiatae First Nation Committees are provided to Wahnapiatae First Nation Chief & Council.
- Ensure that all communications and recommendations are carried out by the Wahnapiatae First Nation housing staff.
- Attempt to identify any conflict of interest.
- Attempt to reach consensus on recommendations.
- Encourage active discussion, constructive input, advice and guidance.
- Attend Chief and Council meetings as needed.
- Maintain regular contact with members of the Housing Committee and Wahnapiatae First Nation Staff and in particular Department Managers or Supervisors, as needed.
- Meet with professional's experts and/or other resource people, as required.

General Responsibilities of Committee Members

In carrying out their duties, all committee members are expected to adhere to the following:

- Make every effort to act with good faith and care using the principle of natural justice.
- Follow the seven grandfather teachings in their dealings with other committee members and members of the public.
- Conduct themselves with integrity, courtesy and respectability at all committee meetings and in accordance with the Wahnapiatae First Nation's Procedural By-law or other applicable procedural rules and policies.
- Seek to advance the community interest with honesty and integrity.
- Refrain from making statements known to be false or with the intent to mislead Council or the membership.
- Understand that they do not make day-to-day decisions in administration and operational aspects of their work, including not providing direction to staff or overseeing implementation of the operating budget.
- Refrain from making disparaging comments about another member or unfounded and speculative accusations about the motives of another member.
- Treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.
- Not use or permit the use of First Nation land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Wahnapiatae First Nation.
- Not seek financial gain for themselves, family or friends.
- Respect the role of staff in the administration of the business affairs of the Wahnapiatae First Nation.
- Not accept a fee, advance, gift, gift certificate, cash or personal benefit connected directly or indirectly with the performance of his or her duties unless the compensation is authorized by BCR, governance processes or this policy.
- Conduct themselves in accordance with its terms of reference.

Specific Responsibilities of Committee Members

- Carry out the mandate of the Committee within the scope as defined.
- To liaise between Wahnapiatae First Nations Chief and Council and the wider Wahnapiatae First Nations community to share information and receive feedback.
- Appoint focus-(working) groups and develop Terms of Reference as necessary.
- Participate on "working groups" as required.

- Attend meetings and make presentations.
- Attend and fully participate in Committee meetings and to notify at least one week in advance if unable to participate in a meeting.
- Make best efforts to be a community resource to support each Committee.
- Submit items for the meeting agenda as much in advance as possible.
- Maintain confidentiality as required.
- Members are to notify the Chair if they are or perceived to be in conflict of interest.
- Review pertinent materials and draft agenda prior to meetings.
- Develop or cause to develop a yearly action plan and a long term strategic plan for the Committee.
- Review Terms of Reference on an annual basis.
- Become familiar with policy, programs and services associated with the Committee work and associated policies of the Band.
- Recommend to the Chairs/Co-Chairs to invite technicians, experts and guests to meetings upon invitation.
- Ensure that Wahnapiatae First Nations perspectives are reflected in decisions and recommendations and take into consideration individual Wahnapiatae First Nations unique history and culture.

General Qualifications of Committee Members:

- Must be a member of Wahnapiatae First Nation, with exceptions outlined in each committee Terms of Reference (eg. Advisory positions).
- Be committed and available to participate in all Committee meetings.
- Must be at least eighteen (18) years of age (except in the case of applying for any designated youth position).
- Be knowledgeable and be committed to Wahnapiatae community issues.
- Must be able to work in a team environment and interact well with other team members.
- Must agree to participate in any training, including committee orientation and other training and meetings as required.
- Must be willing to comply with the responsibilities, terms of reference, confidentiality, Conflict of Interest Policy, and code of ethics for each committee.
- Must be willing to sign the Oath of Confidentiality and the Committee Member Code of Conduct documents.

General Responsibilities of Staff and Administration

- Advising the Committee of vacancies from resignation or expiring terms immediately.
- Developing training content for all Committee members and onboarding new members.
- Submitting recommendations and any documentation to Council.
- Perform evaluations alongside the Committee of progress and yearly work.

- Perform advisory and technical service expertise.
- Report progress on any programs, projects and initiatives of the department or Committee area.
- Assist in revising and refining Terms of Reference, when prompted.
- Ensure that all preparatory work is complete for meetings, including completion of minutes and follow-up work to support committee work.
- Provide the best possible advice in briefing note format to the Committee.
- Incorporate and work diligently on any priorities, action items or requests put forth by the Committee.
- Treat committee members with respect and professionalism.
- Developing agendas, sending out packages, accessing materials, requesting guest speakers or expertise and other preparatory work such as snacks, meals and payments as needed. This will be the responsibility of the department under the direction of the Directors for each committee. Therefore, duties of staff will not be spelled out in each terms of Reference. Rather, it is implicitly understood that all administrative work for committees will be provided by the Departments under the direction of the Director, unless explicitly stated within the Terms of Reference.
- Ensure minutes are recorded and distributed in a timely manner.
- Ensure that a Quorum will be reached for all scheduled meetings.

Jurisdiction

All boards and committees are governed by the Committees Policy as well as any Wahnapiatae First Nation's Procedural By-Laws. The conduct of members is also governed by these laws:

- *Governance Acts, Laws and Policies.*
- *Personal Information Protection and Electronic Documents Act – PIPEDA (2000).*

Should any board or committee member have any questions concerning proper protocols and procedures that relate to the board's or committee's activities or applicable legislation, contact the Chairperson of the Committee for the Wahnapiatae First Nation.

Committee Member Code of Conduct

Members must commit to reviewing and signing the Wahnapiatae First Nation Committee Member Code of Conduct.

Confidentiality

Members must commit to confidentiality and ensure they will not disclose any sensitive or confidential information received as part of the member's involvement in the advisory body. Members will be required to sign the Oath of Confidentiality Agreement that applies to information received in writing or verbally, including through email correspondence, telephone calls and print

materials, as well as during presentations and discussions at advisory body meetings. In some circumstances, the very fact that a given advisory body exists may also be confidential.

During their committee work, Committee members sometimes have access to personal or sensitive information about their membership and fellow board members. Sensitive information may include health, employment, finances or other personal information. In keeping with their fiduciary duties, committee members shouldn't disclose information that they've received as part of their position on the Committee.

In Camera Meetings- An in camera meeting is a meeting held behind closed doors where only Committee members may be present. A Committee meeting may only go in camera when matters of a confidential nature or involving another committee member are to be discussed. Minutes at an in-camera meeting are taken by a Committee member, and held separate from the regular minutes of the Committee.

Breach of Confidentiality – Committee members may suffer consequences if confidentiality is breached including suspension and dismissal, whether it happened unknowingly or not.

Conflict of Interest

Members shall take appropriate steps to avoid conflicts of interest both apparent and real. Proactive steps to mitigate conflict of interest is important to maintaining public confidence in committee members. If a pecuniary interest or an appearance of such arises in relation to any matter, members of the public appointed to a board, committee or subcommittee must declare the financial, economic or commercial interest in a matter being discussed. The member shall not participate in the discussion or vote on the matter and must not communicate with Committee members about the matter before, during, or after the meeting at which the matter is discussed.

Committee members should take care to declare a conflict of interest in personal interests. Personal interest is defined as, the committee member or member of his/her immediate family (siblings, parents, spouse, niece, nephew, children), has a monetary interest, or could be perceived to have monetary interest or some other benefit that can be perceived to be in conflict. If it is determined that a Committee member has voted on an issue or been found guilty of a conflict of interest, Membership on that Committee status may be revoked.

Attendance

Members are asked to be committed to their term on Committees through full participation.

Any absence of three or more consecutive meetings will result in dismissal or termination of membership on a committee.

Decision Making

All Committee decisions will be made by consensus where possible in the interest of unity and good relationships. Committee members are encouraged to work towards consensus-based decision making and to positively support the decisions of the committee. Decisions will be recorded in the meeting minutes as motions with the status of "all in favour" regarding the consensus.

The department staff who sits on each committee will store the agenda and meeting minutes on the network and will be retained for a period of 7 years.

If there is a vote required on a motion due to competing opinions, the meeting minutes will show a "mover" and a "seconder" and justification or rationale as a result of the vote OR the Chair may table the decision and additional information will be researched and provided for clarity of purpose in order that consensus can be reached at a future meeting.

Once a decision has been reached, members will not speak against the decision outside of the committee meeting.

Should a Committee member have an issue with a specific decision, they will follow the "maintenance of good relations" protocol below.

Committee recommendations will be presented to Chief and Council for final decision.

Maintenance of Good Relations

Internal: If an internal issue or a problem cannot be resolved satisfactory at any of the Committee levels, then the Committee will request a meeting with the Chief and Council to address and resolve the issue or problem. If the issue or problem still remains unresolved, the Chief and Council and the Committee may jointly agree on mediation or intervention through the use of a formal mediator in conjunction with Traditional Elders or Spiritual guidance or through community meeting as an option. Committee members should be mindful of the Violence and Harassment Policy and agree to abide by these terms and sign the Committee Member Code of Conduct.

External: If a community member has an issue with one of the committees, a formal letter can be sent to Chief and Council for redress, unless an alternative format prescribed in a committee's terms of reference. Chief and Council's approach is discretionary, and the decision is final.

Compensation

Generally, Committee members are compensated and details of such can be reviewed within the Finance Policy.

These rates will be reviewed when necessary. It should also be noted that some Committees cannot offer this compensation due to budgetary constraints and this will be spelled out in each TOR. Each member is asked to check with the Chairperson of the Committee before applying to a Committee.

Community members should be aware that local agencies and boards may choose to compensate their members and, if so, it is subject to their governance and financial policies of WFN.

The Executive Director will maintain a listing of all active committees. Oversight of agenda and committee meetings.

D. DEFINITIONS

Advisory Committee: established to provide advice to Chief and Council in accordance with its mandate. Advisory Committees provide advice to Chief and Council through committee recommendations/resolutions and/or staff reports. Appointments of Council members and Wahnapiitae members are made by Council in keeping with approved Terms of Reference. Minutes, recommendations and Briefing Notes can arise from the Advisory Committees and forwarded to the Chief and Council.

Ad Hoc committee: established by resolution of Chief and Council to perform a specific function in accordance with the Terms of Reference. They can be created quickly to mobilize a group to take on a particular project or task. Ad hoc committees have a specific end date that coincides with the completion of their mandate. All Ad Hoc Committees cease to exist at the end of a term of Council and may be re-established at the beginning of a new term of Council to continue their mandate. Council members and Wahnapiitae member appointments are made by Council in accordance with approved Terms of Reference.

Sub-committee:

established by Chief and Council or by an existing Committee, and overseen by the existing Advisory Committee, to delegate part of its mandate or a particular task. The existing Advisory Committee shall nominate members of the Subcommittee for approval by Council. The Subcommittee shall be composed of members of the existing Committee. The Subcommittee is responsible for preparing their own agendas and meeting notes for review and approval by the Advisory Committee as part of the existing Committee's next regular agenda. Subcommittee agendas and minutes will not be included on the agenda for Council meetings.

E. RELATED POLICIES

- WFN Conflict of Interest Policy

F. RELATED DOCUMENTS

- WFN Committee Code of Conduct
- WFN Oath of Confidentiality

G. REVISION HISTORY

Date (mm/dd/yyyy)	Motions
04/28/2025	BCM WFN 25/26-04-15

Terms of Reference for Boards and Committees - Template

_____ Committee- Approved

Date Committee was Approved	BCM #

Purpose

Insert wording

Mandate

Committee Mandate:

Insert wording

Composition

The _____ Committee will consist of a minimum of four (4) and a maximum of six (6) members including one (1) Elder and one (1) youth from WFN or an existing committee member in good standings of Wahnapiatae First Nation.

- The _____ Committee will have one (1) Chairperson, thus being, representative from Chief & Council who has been designated as the Portfolio holder.
- _____ Committee selection will be in the form of a notice being posted, stating that members are needed
- The term of office will be three (4) years, thus being consistent with the term of office for Wahnapiatae Nation Chief & Council.

Roles and Responsibilities

Committee Members

- Ensure that decisions and recommendations that are established reflect a perspective that include traditional values and beliefs.
- Ensure that an effective communication line is clearly established.
- Encourage all Committee members to participate in discussion in order to provide comments, thoughts, guidance and constructive input
- Support and participate in community activities, consultations, and fund-raising.
- Assist in the development of short and long-term plans for _____ activities, define community _____ goals.

Meeting Procedures

The quorum for a meeting is 50% plus one of the existing Committee members. Meetings will be held on a _____ basis.

Agenda and Minutes:

In the absence of the _____, it becomes the collective responsibility of the _____ Committee to prepare committee meeting minutes and agendas. Committee meeting minutes will be forwarded to each committee member prior to the meeting.

Termination:

If a Committee member is absent for three (3) consecutive committee meetings, without valid reason, they will be terminated.

Confidentiality:

Members of the Committee will follow the Wahnapiatae First Nation Oath of Confidentiality to protect the assets of the band, its members, and employees.

Conflict of Interest:

Members of the Committee will follow the Wahnapiatae First Nation Conflict of Interest policy.

Committee Member Code of Conduct:

Members of the Committee will follow the Wahnapiatae First Nation Committee Member Code of Conduct policy.

Application For Committee Membership

APPLICATION FOR COMMITTEE MEMBERSHIP
WAHNAPITAE FIRST NATION

Committee applied for

PART 1 - PERSONAL DETAILS

Last name	
First name(s)	
Title	Mr / Mrs / Ms / Miss / Other:
Current address	
Postal code	
Home telephone	
Mobile telephone	
E-mail address	

PART 2 - EDUCATION, QUALIFICATIONS & TRAINING

Relevant Education, Training and Certification

Starting with the most recent, please give details of any training which is relevant to the committee you are applying for..

Place of learning/Institution/School	Start date	End date	Credential /Stage

PART 3 – COMMITMENT

Committees generally meet once per month (12 times per year) typically after work hours (3 pm onwards). In special circumstances may be called to work on weekends. In recognition of this, WFN Committee members are also compensated accordingly after appointment from Chief and Council for added time away from families.

Are you committed to each meeting (or missing under 2 meetings per year) Y ☐ N ☐
What is fair compensation per hour? _____/hour OR per meeting _____?

PART 4 - CAREER HISTORY

Starting with the present, please give details of your recent career history. As well as employment, please include any periods of volunteer work. If you worked for WRFN before, please include this as well. It is considered an asset.

Start date	End date	Employer	Key responsibilities (short- 1 to 2 bullet points per position, as you feel necessary)

PART 5 - SUITABILITY FOR THE ROLE ON THE COMMITTEE

Please provide evidence of your suitability for the role, using specific examples where possible.
Use a separate sheet if necessary.

PART 6 – REFERENCES

Please provide details of two people (not relatives) who will each provide a reference. One can be an employer and one personal reference. *WFN may or may not contact references to determine suitability.*

First reference

Name	
Position	
Address:	
Telephone number	
E-mail address	
Can we contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second reference

Name	
Position	
Address	
Telephone number	
E-mail address:	
Can we contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART 7 - APPLICANT DECLARATION & DATA CONSENT

The information you have provided in Part 1 of this form will be used to process your application for the committee. It will not be passed to third parties or used for other purposes. Security procedures are in place for protecting your data in accordance with the principles contained in the Personal Information Protection and Electronic Documents Act (PIPEDA). Your details may be stored electronically in a password protected system and/or as paper copies in a secure cabinet.

Please read the statements below and then sign and date to confirm your acceptance of them.

- I confirm that I have read and understood the information above.
- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to non-consideration.

Signature: _____

Date : _____

Return application forms to:

Chair or Staff of Committee
Wahnapitae First Nation
Phone (705) 858 0610