

# **NAUT' SA MAWT STEERING COMMITTEE**

## **Terms of Reference - 2015**

### **1. BACKGROUND**

The Naut' sa mawt Steering Committee (NSC) is formed as a result of the signing of the Cooperation Protocol between the Stz'uminus First Nation and the Town of Ladysmith ("the Communities").

The work of the NSC is guided by the principles in the Naut' sa mawt Community Accord.

- The first principle of co-operation between the Communities shall be mutual respect and recognition, as set out under the Naut' sa mawt Community Accord.
- The second principle of co-operation shall be the reciprocal consideration of common ground and common interests in all dealings between the Communities.

### **2. PURPOSE**

The purpose of the Naut' sa mawt Steering Committee is to implement the Cooperation Protocol.

### **3. SCOPE**

The NSC will work to implement joint-initiatives of the Communities as outlined in Agreements between the Communities.

The NSC does not replace governance functions or administrative functions of the Communities.

### **4. COMPOSITION AND MEMBERSHIP**

Each Community will name three representatives to the NSC.

### **5. LENGTH OF TERM**

Members will be appointed by their organization on an annual basis by February 1<sup>st</sup> each year.

### **6. SELECTION PROCESS**

Appointed members will be selected by the individual organizations.

### **7. COMMITTEE CHAIR**

The chair of the NSC will rotate each meeting.

The role of Chair will be reviewed annually.

## **8. MEETING QUORUM / ATTENDANCE**

Meeting quorum for the NSC is six members.

Meetings will not proceed if all six members are not in attendance.

## **9. MEETING CONDUCT**

The NSC is intended to allow for full and open-ended discussion.

Members will treat each other with respect and will listen and consider the views of other participants.

## **10. MEETING LOCATION**

Meetings of the NSC will be held in the Town of Ladysmith Council Chambers.

The location of the meetings will be reviewed annually.

## **11. MEETING FREQUENCY**

The NSC will meet quarterly or as required.

Additional meetings may be scheduled at the discretion of the NSC.

The meeting schedule will be determined by the members.

The NSC will meet at least ten days prior to a Joint Council meeting to discuss issues and share information.

## **12. MEETING AGENDAS / ARRANGEMENTS**

Meeting agendas will be mutually determined.

“Secretariat” services will be provided by the Town.

This role will be reviewed annually.

## **13. MEETING RECORDING / MINUTES**

The Town will keep meeting minutes.

The draft meeting minutes will be placed on the agenda of the following meeting for review. If no comments are received the minutes will be considered final.

The minutes may be provided to the individual Councils as part of an in-Camera agenda.

#### **14. DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the NSC are determined by the Communities as outlined in the Cooperation Protocol, as follows:

- a) To establish a terms of reference for the Steering Committee;
- b) To prioritize, develop, and recommend specific projects to the respective elected Councils;
- c) To implement the decisions of the elected Councils for the undertaking of specific projects and initiatives;
- d) To establish technical committees and/or working groups to undertake specific projects as required;
- e) To identify and secure financial and other resources required to undertake specific projects;
- f) To endeavour to establish best practices in all initiatives; and
- g) To develop an information sharing and consultation framework.

#### **15. RESOURCES AND BUDGET**

The Communities will assist each other in securing the resources necessary to implement the work of the NMC.

#### **16. YEARLY WORKPLAN**

In October of each year, the individual Councils will review the list of joint initiatives and make recommendations for the following year to the December Joint Councils' meeting.

The Joint Councils will establish strategic goals and priorities for the NSC.

The NSC will develop a yearly work plan and budget in response to the directions set by the Joint Councils for sign-off by the individual Councils.

The NSC will seek out joint funding opportunities to support the work of the Committee.

#### **17. TECHNICAL COMMITTEES AND WORKING GROUPS**

The NSC may establish technical committees and/or working groups to undertake specific projects as required.

The NSC will establish terms of reference for any technical and/or working committee prior to it being formed.

#### **18. GUESTS**

Guests may be invited to the meeting as agreed by the NSC members.

**19. REPORTING**

The Town representatives and the SFN representatives will report independently to their respective Councils.

The NSC will jointly report to the regular meetings of the Joint Councils.

The NSC will prepare an annual written report to the Joint Councils and the Communities.

**20. CONFIDENTIALITY**

The business of the NSC is confidential to external parties unless agreed to by the individual Councils to report out.

**21. MEDIA PROTOCOL**

All media inquiries will be directed to the Chief and the Mayor who are the joint-spokespersons for the NSC.

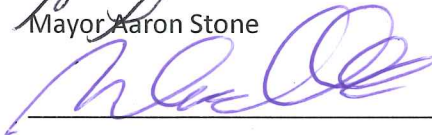
Agreed to this 2 day of Sept., 2015



Chief John Elliot



Mayor Aaron Stone



Micheal Lascelles, SFN Administrator



Ruth Malli, City Manager



Ray Gauthier, CEO, Coast Salish Development Corporation



Felicity Adams, Director of Development Services